

**Memorandum of Understanding between the  
Friends of the San Antonio Public Library and the San Antonio Public Library**

The following will constitute an operating agreement between the Friends of the San Antonio Public Library (Friends) and the San Antonio Public Library (Library). It will stand until and unless it is modified by mutual agreement of the Friends Board of Directors and the Library Board of Trustees of the San Antonio Public Library.

The Friends of the San Antonio Public Library was inaugurated by the Library Friends Charter on March 24, 1964 to promote public use of the City Public Library System and appreciation of its value as a cultural and educational asset to the community, and encourage the extension and improvement of its service. The Friends is a non-profit, 501(c)(3) organization that is a legally distinct entity from the Library, but recognizes that the Library Board of Trustees has been given authority for policy direction for the Library, through the City of San Antonio Charter, under Article X. This agreement recognizes the Library Director serves as the agent for the Library Board of Trustees and the City of San Antonio.

**The Library** agrees to include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the Library.

**The Library** agrees to inform the Friends of the Library's service initiatives at the beginning of each fiscal year.

**The Library** agrees to inform the Friends when significant reduction of services is contemplated.

**The Library** agrees to support efforts of the Friends to raise funds, including through the sale of withdrawn Library materials, in accordance with the provisions of City Ordinance 71254, and donated items (e.g. through operation of the BookCellar and branch support group sales). Such support may include provision of public space for sales and promotional materials, meetings, book storage and sorting at all Library facilities; provided such space is available and the use of the space by the Friends does not directly impact public service.

**The Library** agrees to provide regular contributions of timely information to the Friends newsletter.

**The Friends** agree to stay informed about issues facing the Library, to ask questions or communicate concerns to the designated Liaison to the Friends, and to publicly support the Library and its policies.

**The Friends** agree to support the Library and its programs and services through annual donations to the Library and its Branches, and through the purchase of products and services that will benefit Library users and/or employees. Use of donated funds will be at the sole discretion of the Library.

**The Friends** agree to assign a liaison to the Library who will meet with the Library Director as needed and will provide reports at the monthly meetings of the Library Board of Trustees.

**The Friends** agree that projects approved by the Branch Friends' support groups will be done in a timely manner.

**The Friends** agree that the Library will accept or decline any and all gifts.

**The Friends** agree to act as enthusiastic advocates on behalf of the Library when provided with necessary information, and to coordinate all activities with the Library and Trustees.

**The Friends** agree to operate as outlined in the Bylaws and Standing Rules of the organization, statutes for non-profits in the state of Texas, and any other applicable laws. Professional accounting services and bank accounts will be utilized, and all necessary tax reports will be filed.

This Memorandum of Understanding entered into on Nov. 14, 2012, by the authority of:

President, Friends of San Antonio Public Library:



Director, San Antonio Public Library:

