

## Memorandum of Understanding

The following will constitute an operating agreement between the **Dorchester County Library, George H. Seago, Jr. Branch** and the **Friends of the Summerville Library (FOSL)**. It will stand until and unless it is modified by mutual agreement of the FOSL Executive Board and the Dorchester County Library Administration.

The Library's mission is to empower individual growth and community development through exploration, creativity, literacy, and access to technology.

The mission of FOSL shall be to act as a bridge between the George H. Seago, Jr. Library, commonly known as the Summerville Library, and the community by:

- 1) Increasing public awareness of, focusing attention on, and expanding the use of the Library as a valuable resource for an informed community;
- 2) Initiating, organizing, promoting, and encouraging cultural and educational activities for lifelong learning;
- 3) Encouraging gifts and endowments as well as raising funds in support of the Library and FOSL activities;
- 4) Working with the Dorchester County Library Board of Trustees, the Dorchester County Library Director, and the Summerville Library Branch Manager in a spirit of mutual cooperation.

As a non-profit 501(c) (3), the Friends of the Summerville Library organization is a legally distinct entity and is not a part of the Library.

### **The Dorchester County Library (DCL) agrees:**

1. To have the Library Director or designee meet annually with the Friends to discuss issues of importance to the Friends, which may include goals, concerns, strategic planning initiatives, and funding priority, in order to work collaboratively toward the goal of supporting the Library.
2. To assign a staff member to attend Friends' General Membership Meetings, which are open to the public. The staff member will act as a liaison between the Library and the Friends and will share pertinent information with the Friends as it relates to common goals and activities.
3. To provide public space for FOSL membership brochures and promotional materials.
4. To provide FOSL with an annual report describing the use of the monetary donations made by FOSL over the previous year.
5. To engage in a prompt manner with FOSL on its proposals and requests, to the extent possible.
6. That FOSL may use the name of the "Summerville Library" and/or "Dorchester County Library" in connection with its charitable fundraising activities. If issues arise concerning use of the name, the Library, in consultation with the Board, shall meet with FOSL to resolve issues. The Library Director and/or the Board has the right to revoke permission for use of the name.
7. To provide FOSL with items for book sales, in accordance with the Dorchester County Library Gifts and Donations Policy. Library staff will review weeded items and donations from the public prior to providing them to FOSL.

**The Friends of the Summerville Library (FOSL) agrees:**

1. To publicly support the Library and its policies.
2. That monies raised will be used for Library-defined needs (programs, services, equipment, etc.) and FOSL expenses.
3. That the Library administration has the final say in accepting or declining all gifts made to the Library.
4. To engage in advocacy efforts on behalf of the Library under the guidelines of the Library and the Library's Board of Trustees.
5. To make the Library aware of all fundraising efforts before proceeding.
6. To encourage and assist with communication between itself and the Library for ongoing understanding.
7. That if the organization ceases to actively fundraise and promote the Library, the organization will disband, according to the FOSL bylaws, allowing for a new FOSL group to be established in the future.

*Pat Coe* 7/19/21

Executive Director Signature/Date

*Sandra Bader* 9/11/21

FOSL President Signature/Date