

Memorandum of Understanding between
Friends of the Pembroke Public Library and the Pembroke Public Library Board

1. Objective of this Memorandum of Understanding

This Memorandum of Understanding (MOU) or Affiliation Agreement, signed on April 25th 2017, is an operating agreement between the Friends of the Pembroke Public Library (ON), the Pembroke Public Library Board and the Pembroke Public Library Staff.

1.1 Partners

This MOU clarifies the relationship between all parties and each one's roles and responsibilities relative to each other. It has been created through good faith negotiations, and provides guidelines for ongoing voluntary working relationships among all parties. It will stand unless modified by mutual agreement.

Partners

- The Pembroke Public Library Board
- The Friends of the Pembroke Public Library (ON)
- The Pembroke Public Library Chief Executive Officer/Chief Librarian

2. Relationships

	BOARD	CEO	STAFF	FRIENDS
Mission	<ul style="list-style-type: none"> • To govern 	<ul style="list-style-type: none"> • To administer 	<ul style="list-style-type: none"> • To implement 	<ul style="list-style-type: none"> • To support
Mandate	<ul style="list-style-type: none"> • Public Libraries Act • Municipal By-law 	<ul style="list-style-type: none"> • Job description • Mission statement, goals and objectives 	<ul style="list-style-type: none"> • Job description 	<ul style="list-style-type: none"> • Constitution
Role	<ul style="list-style-type: none"> • Policy & planning • Accountability • Advocacy 	<ul style="list-style-type: none"> • Administration • Planning and procedures • Advocacy 	<ul style="list-style-type: none"> • Implementation • Administration as delegated • Advocacy 	<ul style="list-style-type: none"> • Fundraising • Volunteer support • Advocacy
Responsibilities	<ul style="list-style-type: none"> • Fiscal health of the library • Representation of the community • Services that meet needs of community • Liaison with Council • Securing support for the library from Council and the community 	<ul style="list-style-type: none"> • Delivery of services • Staffing • Budget monitoring • Representing the library in the community 	<ul style="list-style-type: none"> • Provision of services • Advising CEO on services • Representing the library in the community 	<ul style="list-style-type: none"> • Fundraising campaigns • Volunteer hours or scheduling • Speaking out for library services in the community
Activities	<ul style="list-style-type: none"> • Monthly meetings • Budget presentation to Council • Development and review policies and plans • CEO performance appraisal 	<ul style="list-style-type: none"> • Carry out Board directives • Monitor service delivery through output measures • Supervise staff • Report to Board 	<ul style="list-style-type: none"> • Executive procedures • Report to CEO or delegate 	<ul style="list-style-type: none"> • Plan and execute fundraising activities • Work as volunteers on specific services • Report to Board • Maintain membership

This table originated from the Southern Ontario Library Service. It presents the essence of the necessary separation of roles and responsibilities.
* Foundation information added Jan. 2014.

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2.1 Specific Purposes/Role of Each Partner

Friends of the Pembroke Public Library

The Friends of the Pembroke Public Library is a not-for-profit organization and has applied to be registered as a charity with Revenue Canada.

The Friends is an independent, arms-length organization which collaborates and consults with the Library Board and Library administration. The Friends organization supports the mission of the Library Board and the Library through its activities and projects and will keep the Library Board and the CEO informed of their activities. The Friends agree to publicly support the Library and its policies.

The purposes of the Friends are:

- a) to promote and publicize Library services in the community;
- b) to fundraise;
- c) to raise awareness; and
- d) to advocate for the Library, when requested by the Library Board and the Library.

Library Board

The Public Libraries Act (R.S.O. 1990) has mandated that the board is the legal authority for the Library and is responsible for the organization's highest level of decision-making. The board is accountable for establishing the Library's vision and mission and setting the rate of progress in achieving these. The board carries out its governance function by developing and monitoring policy and delegating authority to the CEO. Library Board Trustees will value and support the Friends organization and keep them informed on Library planning and policies.

Mission Statement of the Library – The Pembroke Public Library serves as a cultural focal point and community hub by empowering lifelong learning, inspiring education and enriching recreation for all members of the community.

Library CEO and staff

The CEO manages the day-to-day operations of the Library and serves as a professional advisor to the Library board. The Library CEO and staff recognize the existence of the Friends organization as an independent organization which shares the goals of the Library and which was formed to support the Library.

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The Library will keep the Friends informed of operational matters in a timely fashion through the CEO. The Library agrees to include the Friends in the planning process to ensure that the Friends are aware of the goals and direction of the Library. At the beginning of each fiscal year, the Library agrees to share with the Friends the Library's strategic initiatives, and to discuss with the Friends how their resources and support might help to forward these initiatives.

Library staff will collaborate with the Friends to ensure that they have the support required to be a successful and viable organization. The Library shall provide assistance to the Friends by providing:

- a) Retail and/or storage/sorting space for Friends fundraising initiatives. This also includes the provision of services such as utilities, cleaning and maintenance.
- b) Use of Library meeting rooms, facilities, and equipment to the Friends, at no charge.
- c) Free use of the Library's photocopier to produce materials for Friends meetings and activities.

3. Administration and Governance

The Library CEO or a Library liaison will serve on the Friends Board as an ex-officio, non-voting member, attending all regular meetings. A representative of the Library Board may also be an ex-officio, non-voting member of the Friends Board.

4. Communication

A Library Board Member, the Chief Librarian or CEO, and/or Library liaison will attend Friends meetings in order to serve as a liaison between partners, and to make the Friends aware of strategic directions, plans, priorities and needs of the Library.

A representative of the Friends will attend at least one meeting of the Library Board annually to present a report on Friends activities and fundraising events. Minutes of all Friends meetings will be provided to the CEO and the Library Board.

5. Financial Management

The Friends will maintain their own bank account and provide a yearly accounting of their finances at their Annual General Meeting. The Friends of the Library independently manages their funds. Any and all monies raised will be spent exclusively for Library programs, services, and other Library-defined needs, unless otherwise agreed to by both the Friends and the Library.

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Fundraising and spending decisions follow open communication, in which a consensus is reached which respects the goals, priorities and responsibilities of all partners.

The Library will work closely with the Friends to determine appropriate fundraising goals and priorities for the enhancement of the Library and its services.

The Library CEO will make written requests (often called a “wish list”) to the Friends for specific purchases or projects. The Friends will take a vote to approve how their funds will be spent and will respond in a timely manner to the Library's requests. Allocation of funds raised by the Friends is determined by the sole authority of the Friends; however, the CEO will provide advice on allocation priorities and may refuse offers deemed inappropriate for the Library.

6. Fundraising

Friends' funds are raised primarily through special events or activities, and ongoing or annual used book sales.

Funds raised will be used to enhance new and existing Library programs and services, and for specific capital needs. Friends funds donated to the Library are intended for items not funded in the Library's operating budget.

7. Conflict Resolution

If a conflict arises regarding any item in this MOU, the parties involved should have equal interest in reaching resolution in a timely and efficient manner. Either partner may request a face-to-face meeting with the other partner and raise the issue/question(s). The question/issue is presented in written form; the resolution is documented at the close of the meeting.

By sitting down and talking, a resolution can be reached and no further action needs to be taken. If the parties are unable to resolve the disagreement, this MOU may be terminated, to be effective thirty (30) days after the sending of written notice to the other party.

8. Dissolution of the Friends Organization

Upon dissolution of the Friends of the Pembroke Library (ON), and upon winding up of its affairs, its assets shall be distributed as follows: after payment of obligations, all remaining assets shall be transferred to the Pembroke Public Library.

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9. Term of the MOU

This document may be reviewed on a regular basis, or at the time leadership changes. It can be reviewed when:

- a) the Library Board is appointed;
- b) a Chief Executive Officer is hired; and/or
- c) the Friends elect a new Chair or President.

10. Representatives of Each Party

The following persons will be the authorized representatives of the parties for the purposes of this MOU:

Pembroke Public Library Board Chair

Pembroke Public Library CEO

Friends of the Pembroke Public Library Board Chair

Signatures

Keith Watt, Pembroke Public Library Board Chair : _____

Karthi Rajamani, Pembroke Public Library CEO: _____

Lindsay Hammel, Friends of the Pembroke Public Library (ON) Chair _____

Date: _____