



*San Francisco Public Library*

DATE: July 17, 2017  
TO: Library Commission  
FROM: Luis Herrera, City Librarian  
RE: Memorandum of Understanding between the San Francisco Public Library and the Friends and Foundation of the San Francisco Public Library

Dear Commissioners,

At the July 20, 2017 Library Commission meeting, we will be providing a draft Memorandum of Understanding (MOU) between the San Francisco Public Library and the Friends and Foundation of the San Francisco Public Library. This MOU has been undertaken to define the common purpose between the Library and Friends as well as to clarify the role of the Friends in providing annual funding support. The MOU includes specific articles delineating the process for the working relationship among the parties. Some of the key sections include the following:

**Annual Support Fund:** This section outlines the annual support proposal with details on specific timeline and the purpose of proposed fund uses. It describes the process to obtain City authorization to accept the Annual Support Funds. This section also provides details on the disbursement of funds and the requirements for payment and documentation regarding requests and corresponding payment. Also included in this article of the MOU are the reconciliation and reporting requirements for the parties with regard to the Annual Support Fund.

**Capital Campaigns and Special Fundraising Projects:** This section entails the roles and responsibilities for each entity related to funding support for capital campaigns such as Main and Branch buildings and renovation projects. It specifically calls out a requirement to submit a written purpose statement for the project(s) and outlines the acceptance of funds, management of projects including budgets and schedules; fundraising plans; and, reporting on the status of the projects to the Commission as necessary.

**Meetings and Reporting:** The MOU includes a section that prescribes how the Library and Friends will convene regular meetings to discuss the status of Library programs and projects and how the Friends can support these activities, including potential donor cultivation strategies and communication plans. It also calls for the Friends to provide the Library and City Controller's Office with copies of its audited financial report annually in either hard copy or electronic format as well as the provision to make this information available on the Friends website for public access. This section also requires the Library to provide a link to the Friends website for the public to readily access this information.

In consultation with the deputy city attorney, other key elements in the MOU include standard items such as Insurance and indemnity provisions as well as the requirements regarding conflict of interest, statement of incompatible activities and intellectual property rights.

The term of the MOU is three years and is anticipated to run from July 2017 through June 2020. The elements and requirements in the MOU have been discussed with and vetted by the City and County's City Attorney's Office.

We look forward to your input on the MOU and anticipate finalizing the document later this month.