Memorandum of Understanding

Between Friends of the Almond 20th Century Club Library and the Almond 20th Century Club Public Library

The following will constitute an operating agreement between the Friends of the Almond 20th Century Club Library (Friends) and the Almond 20th Century Club Library (Library). It will remain in effect until it is modified by mutual agreement of the Friend's governing committee and the Almond 20th Century Club Library Board of Trustees.

- The Friend's mission is to raise money and public awareness in the community to support the services and programs of the Library. As it is not a non-profit, 501 (c) (3) organization, however, it is not a legally distinct entity but rather operates as a standing committee of the Library Board of Trustees. Friends committee members are not Library Trustees and are appointed by the Library Board of Trustees.
- 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 share with the Friends the Library's strategic initiatives periodically and discuss with Friends how their resources and support might help forward these initiatives.
- The Library agrees to supply the Friends with capital project planning objectives.
- The Library agrees to offer the Friends support to assist them with the development of Friend's promotional materials.
- The Library agrees to provide public space for Friends to display their membership brochures and promotional materials.
- The Library agrees to provide a member from the Friend's governing committee with a non-voting presence at the monthly Board of Trustees' meetings and long-term planning meetings.
- The Library agrees to provide a space for the Friend's report on the monthly agenda quarterly or when the Friends wish to be placed on the agenda. The Friends agree to let the President know at least 3 days in advance of the monthly meeting, if they have something to report.
- The Friends agree that the participation of Friends group members in Library Board's discussions is only warranted when the Friends group is on the Library Board's agenda for that meeting, and a designated Friends group member has been invited to speak. All other discussions that take place during the Library board meetings should be by elected or appointed board members, or directors only. This allows the

Friends group to focus on the Friends' activities such as fundraising and not get pulled into the role of library governance, which is the Library Board's responsibility.

- The Friends agree to publicly support the Library and its policies.
- The Friends agree to include a member from the library's Board of Trustees as a non-voting presence at Friends' meetings and to allow room on the agenda for a quarterly library report. If the need arises for a report before the quarterly one, the Friend's representative will be notified at least 3 days in advance.
- The Friends agree that any and all monies raised will be spent exclusively for library programs, services, and other Library-defined needs in consultation with the Library's Board of Trustees unless otherwise agreed to by both the Friends and the Library.
- The Friends agree that the Library's Board of Trustees has the final say in accepting or declining any and all gifts made to the library.
- The Friends agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Trustees.
- The Friends agree that if they cease to actively fundraise and promote the Library, they will disband, allowing for a new Friends group to be established in the future.

Library Board President: _____ Date: _____

Library Friend

Committee Representative: _____ Date: _____