

## Memorandum of Understanding

The following will constitute an operating agreement between the Friends of the Mount Carroll District Library, NFP (Friends) and the Mount Carroll District Library (Library). It will stand until and unless it is modified by mutual agreement of the Friends executive board and the Mount Carroll District Library administration. The Friends purpose is to generate community support for the programs and facilities of the Mount Carroll District Library, thereby advancing education and maintaining public buildings. As a non-profit, 501c3 organization, however, it is a legally distinct entity and is not a part of the Library.

**The Library** agrees to include a Friends representative 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 at the beginning of each fiscal year and discuss with Friends how their resources and support might help forward these initiatives. The Library shall report as to the status of projects funded by the Friends.

**The Library** agrees to provide the Friends with staff support and guidance to assist them with development of the newsletter, brochure, mass mailings, website and social media, meeting coordination and Friends promotional materials.

**The Library** agrees to provide public space for Friends' membership meetings, programs, and promotional materials which will be maintained in coordination with library staff. The Friends will schedule meeting space with Library staff.

**The Library** agrees to provide the Friends with space in the Library for storage and office needs.

**The Library** agrees to support periodic events for Friends membership. These events will serve to recognize the membership for their contributions.

**The Library** agrees to include a member from the Friends' executive board as a non-voting presence at all Library meetings and to allow room on the agenda for a Friends' report.

**The Friends** agree to publicly support the Library and its policies.

**The Friends** agree to include a member from the Library's administration as a non-voting presence at all Friends' meetings and to allow room on the agenda for a Library report.

**The Friends** agree that any and all monies raised will be spent exclusively for the library programs, services and other Library defined needs unless otherwise agreed to by both the Friends and the Library.

**The Friends** agree that the library director and 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** agrees that if they cease to actively fundraise and promote the Library, they will disband, following Section VIII, Dissolution, of the Friends' Bylaws.