

**SAMPLE Memorandum of Understanding
Between Libraries and Friends Groups**

The following is an operating agreement between the Board of Trustee of the _____ Public Library (Library) the Friends of the _____ Public Library (Friends). It will stand until and unless it is modified by mutual agreement of the Board of Trustees and the Friends Executive Board.

The mission of the Friends is to raise money and public awareness in the community to support the services and programs of the Library. As a non-profit, 501(c)(3) organization, however, it is a legally distinct entity and is not a part of the Library.

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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 at the beginning of each fiscal year and discuss with Friends how their resources and support might help forward these initiatives.

The Library agrees to supply the Friends with a list each year that indicates the anticipated needs for Friends support.

The Library agrees to provide the Friends with staff support to assist them with development of a newsletter, mass mailings, meeting coordination, and Friends promotional materials when possible and financially feasible.

The Library agrees to provide public space for Friends membership brochures and promotional materials.

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

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

The Friends agree to include a member of the library’s board of trustees 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 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 board of trustees will make the final decision of 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’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.

Name/Title _____
Library Trustee Board representative

Signature _____

Name/Title _____
Friends Group representative

Signature _____

Date _____