

## **Memorandum of Understanding**

### **Between Friends of the Pontiac Public Library and the Pontiac Public Library**

The following will constitute an operating agreement between the Friends of the Pontiac Public Library (Friends) and the Pontiac Public Library (Library). It will stand until and unless it is modified by mutual agreement of the Friends executive board and the Pontiac Public library administration. The Friends mission is to raise money and public awareness in the community to support the services and programs of the Library. As a volunteer group, however, it is not a part of the Library.

**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 provide the Friends with staff support to assist with meeting coordination and Friends promotional materials.

**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 book storage sorting, and book sales.

**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 given to the Library Director to be deposited in the Library's General Fund and exclusively for library programs, services, and other Library defined needs.

**The Friends** agree that the library administration 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 Director 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.