

[This version was approved by the Library Board 4/14/2016 and is being submitted to the Friends of the Library for their approval or other response.]

**Memorandum of Understanding
between the Jemez Springs Public Library
and the Friends of the Jemez Springs Public Library**

The following constitutes an operating agreement between the Friends of the Jemez Springs Public Library (Friends) and the Jemez Springs Public Library (Library). It will stand until and unless it is modified by mutual agreement of the Friends executive board and the Jemez Springs Public Library Board. The Friends' mission 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.

1. **The Library and the Friends** agree to a policy of open and transparent communication including, but not limited to, adequate notice of board meetings of both groups, notice of proposed and planned events as soon as possible, and information about any other significant actions of the Library or the Friends.
2. **The Library and the Friends** agree for their two boards to gather together at least one time a year. The Library and the Friends agree, when needed, to establish joint committees.
3. **The Library and the Friends** agree that publicity for all Library or Friends events will clearly state whether the event is a free (no donations solicited) Library event or a Friends of the Library fundraising event.
4. **The Library** agrees to include a member from the Friends' board as a non-voting presence at Library board meetings and for a Friends' report to be on the agenda.
5. **The Library** agrees to ensure that the Friends are aware of the goals and direction of the Library by including the Friends along with other community groups in the long-term planning process.
6. **The Library** agrees to inform the Friends of the Library's strategic initiatives on an ongoing basis and discuss with the Friends how their resources and support might help forward these initiatives.
7. **The Library** agrees to annually supply the Friends with a proposed budget request that indicates the anticipated financial support needed. Proposed budget requests will be made in writing (paper or electronic) and be clearly denoted.
8. **The Library** agrees, within the limits of available resources, to provide the Friends with support to assist with mass mailings, meeting coordination, and Friends promotional materials.
9. **The Library** agrees to provide a reasonable amount of public space for Friends' membership brochures, applications, and promotional materials.

10. **The Library** agrees to provide the Friends with space for book storage, sorting and sales.
11. **The Friends** agree to publicly support the Library and its policies.
12. **The Friends** will raise funds for the benefit of the Library using a variety of effective fundraising activities.
13. **The Friends** agree to include the Library Director and / or a Member of the Library Board as a non-voting presence at Friends' board meetings and for a library report to be on the agenda.
14. **The Friends** agree that any and all monies raised will be spent for library programs, services, and other Library defined needs unless otherwise agreed to by both the Friends and the Library.
15. **The Friends** agree that the Library Director has the final say in accepting or declining any and all non-monetary gifts made for the benefit of the Library. The Friends have the right to decline conducting a sale of any such items.
16. **The Friends** agree to track donations made for specific purposes and assure that they are used for the intended purposes.
17. **The Friends** agree to assist in advocacy efforts on behalf of the Library.
18. **The Friends** agree to help recruit volunteers to assist with Library needs.

Prepared April 14, 2016 by the Library Board