



## **Memorandum of Understanding Between the Fox River Grove Public Library District and the Friends of the Fox River Grove Library District**

The following will constitute a Memorandum of Understanding between the Friends of the Fox River Grove Library District (Friends) and the Fox River Grove Public Library District Board of Trustees (Library). It will stand until and unless it is modified by mutual agreement at a biennial meeting of the leadership of the Friends, the Library Director, and no more than two members of the Library Board (to ensure Open Meetings Act compliance). As a non-profit, 501(c)(3) organization, however, the Friends of the Library is a legally distinct entity and is not a part of the Library.

### **The Library agrees...**

- To ensure that the Friends are aware of the goals and direction of the Library via communication facilitated by the Library Director, and discuss with Friends how their resources and support might help forward Library initiatives.
- To honor the independence of the Friends and their right as a 501(c)(3) entity to set goals, objectives, and membership standards for their organization.
- To provide public and online space for Friends membership brochures and promotional materials.
- To provide the Friends with space in the Library for book storage and sorting, book sales, and office needs, subject to approval by the Library Director.
- To provide a staff member – either the Library Director or a staff member appointed by the Director – to serve as the primary liaison between the Library and the Friends.
- To provide upfront payment for any projects, programs, and materials supported by the Friends, and then to coordinate with the Friends to obtain reimbursement.
- To demonstrate support for the Friends by assisting with Library book sales and other fundraisers and encouraging Board members to obtain Friends membership.
- To utilize Friends' gifts as earmarked and to return funds to the Friends when earmarked use is not possible, unless the Friends and Library arrange otherwise.

### **The Friends agree...**

- To follow their mission statement: to promote and increase public literacy in the Fox River Grove community and surrounding area as well as to promote the functions, resources, services and needs of the Library to achieve that goal.

- To ensure that the Library is aware of the goals and direction of the Friends via communication facilitated by the Friends' secretary.
- To publicly support and engage in advocacy efforts on behalf of the Library and its policies.
- To require Library Board and staff members, who are also Friends, to decline from voting in monetary matters in order to minimize conflicts of interest.
- To submit an annual report with a financial summary to the Library Director shortly after the close of each fiscal year (June 30 for the Friends).
- To maintain accurate records and reports, as well as to file necessary documentation to the Secretary of State, IRS, or other legal requirements; they are responsible for any administrative costs relating to the organization.
- To pay directly to vendors for their own operating expenses.
- To collaborate with the Library Director when selling materials other than those at book sales to ensure a consistent marketing message.
- To demonstrate support for the Library by utilizing library services and encouraging community members to do the same.
- To work collaboratively with the Library Director to pursue grants and other fundraising opportunities that take advantage of the group's 501(c)(3) status.