

## Memorandum of Understanding

The following will constitute an operating agreement between the Friends of the Watauga County Public Library and the Watauga County Public Library, a member of the Appalachian Regional Library. It will stand until and unless it is modified by mutual agreement of the Friends executive board and the Library. The Library here is defined as the Regional Director, County Librarian, and the Local Board of Trustees.

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

**The Library** agrees to include the Friends in its long-term planning process to ensure that the Friends are aware of the goals and objectives 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 the Friends how their resources and support might help forward these initiatives.

**The Library** agrees to supply the Friends with a "wishlist" each year that indicates the anticipated need for Friends support.

**The Library** agrees to provide the Friends with staff support, as available, to assist them with mass mailings, meeting coordination, and Friends promotional materials.

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

**The Library** agrees to accept donated materials on behalf of the Friends; provide to the donor the Friends' written receipt; provide space, as available, in the Library for book storage, sorting, and sales; and transact on-site sales of books for the Friends. Money received by the library staff will be rung through the cash register using the Friends button, deposited into the Library's bank account, then passed back to the Friends in a monthly check.

**The Library** agrees to accept membership dues on behalf of the Friends as well as to sell tickets to Friends fundraising events. These cash receipts will be rung through the library's cash register and designated for Friends.

**The Friends** agree to publicly support the Watauga County Public Library as part of the Appalachian Regional Library, and its policies.

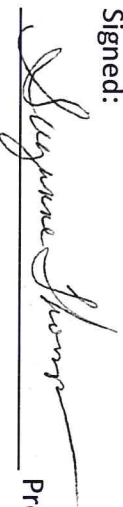
**The Friends** agree to include the Watauga County Librarian as a non-voting presence at all Friends' meetings and to allow room on the agenda for a Library report.

The Friends acknowledge that the primary purpose of monies raised is to support library programs and services, and other library-defined needs. Conflicts may be resolved by the Watauga County Library Board.

The Friends agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the ARL'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.

Signed:



President of the Friends of the Library

Date 11-13-14



Chair, Library Board of Trustees

Date 11-16-14

  
Library Director

Date 11/13/14