



Memorandum of Understanding between the
Friends of the Wilkes County Public Library and the
Wilkes County Public Library

The following will constitute an operating agreement between the Friends of the Wilkes County Public Library and the Wilkes 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 administration. The Friends mission is to raise money and public awareness in the community to support services and programs of the Wilkes 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

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 "wish list" each year that indicates the anticipated needs 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.

The Library agrees to accept membership dues on behalf of the Friends and well as to sell tickets to Friends fundraising events.

The Friends agree that any and all monies raised will be spent exclusively for Library programs and 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 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:

Bill R. Buzzard President of the Friends of the Library

Date 10/20/14

Richard Kavin Chair, Library Board of Trustees

Date 11/12/14

Jim C. Turi Library Director

Date 10/20/14