

**Johnson Creek Public Library**  
**Memorandum of Understanding Between the Friends of the Library**  
**and the JCPL Board of Trustees**

The following will constitute an operating agreement between the Friends of the Johnson Creek Public Library (Friends) and the Johnson Creek Public Library (Library). It will stand until and unless it is modified by mutual agreement of the Friends' executive board and the Johnson Creek 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. Their fundraising exists to supplement the normal library budget, not replace it. As a non-profit, 501(c)(3) organization, however, it is a legally distinct entity and 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 supply the Friends with a "wishlist" periodically that indicates the anticipated needs over and above the regular operating and capital expenses of the library.
- The Library agrees to provide the Friends with use of the library's copy machine, at the discretion of the library director, for producing membership, promotional, and other materials.
- The Library agrees to provide public space for Friends membership brochures and promotional materials.
  
- 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 spent exclusively for library programs, services, improvements, and items beyond budgeted 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 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. Upon disbandment, the Friends will give all un-spent money to the library to deposit.

Johnson Creek Public Library Board of Trustees  
Approved: January 21, 2020