

## Proposed MOU

### among Friends of the Library, the Library, and the City/County

#### Intent

The intent of this Memorandum of Understanding is to outline the general terms under which the Friends of the Library (hereinafter Friends or FOL) will provide funding to the City/County (hereinafter City/County or Library) for programming at the Library. While not enforceable by either party, this document describes the good faith efforts of both the Friends and the City/County to work cooperatively toward the betterment of the Library through fundraising, advertising, and the provision of quality programming for patrons.

#### Scope of Grant

- \$50,000 annually, paid in equal installments in January and July each year.
- Funds all programming, including but not limited to all children's, teen, adult, family, outreach, and Summer Reading; equipment; and small projects.
- In addition to the programming grant, the Friends may provide funding for capital or special projects. These projects shall be evaluated on a case-by-case basis in alignment with the library's strategic planning and FOL's core values

#### Agreement Period

- This MOU shall commence on January 1, 2025, and shall be effective for two (2) full years.
- This MOU shall automatically renew every two (2) years unless six (6) months' notice is provided by either party.
- This MOU may be terminated with six (6) months' written notice by any party.
- If Friends cease to actively fundraise, they will dissolve and allow a new organization to be established in the future.

#### Branding and Marketing Requirements

- The Library agrees to acknowledge all funding by Friends using the approved FOL logo and website information.
- Acknowledgement of Friends-funded programs and projects includes but is not limited to the following formats:
  - Social media posts

- Calendar listings
- Newsletters
- Other media and promotional materials
- Signage at events
- Verbal acknowledgement at in-person programming
- Resources and equipment purchased by FOL shall be identified/labeled as funded by FOL.

#### Reporting Requirements/ Information Sharing

- On a semi-annual basis, the library shall brief the FOL Board on proposed programming and projects for next six months, to include participation and expenditure estimates.
- In February and August, the Library shall share participation and expenditure information on programs from the previous reporting period. This information shall include the following:
  - Expenditures by department (i.e. children's, teen, adult, outreach, family)
  - Number of programs provided
  - Number of patrons served by programming
  - Measurable feedback and/or impact statements from patrons about programming
- By August 1 of each year, the library shall present funding requests for the upcoming fiscal year.

#### Roles and Responsibilities for FOL

- Agree to remain a Tennessee non-profit corporation in good standing and an eligible tax-exempt organization pursuant to the current Internal Revenue Service code.
- Shall publicly support and advocate for the library.
- Agree that any and all monies raised through its fundraising activities will be spent exclusively for library programs and services, Friends operational and fundraising expenses, Friends community outreach, and other library needs in alignment with the strategic plan and FOL's core values.
- Invite the library director or his/her designee to all meetings and allow time on the agenda for a library report.
- Act in compliance with library policy and procedures and FOL bylaws and policies.
- Agree that FOL programs and events shall be consistent with the needs and objectives of the library and shall be shared with library administration on a regular basis.

#### Roles and Responsibilities for the Library and City /County

- City/County agrees to use all FOL funds for programming (including children, teen, adult, and family programs, outreach, Summer Reading, annual Easter Egg Hunt, and Morning with Santa).
- Maintain space in the library for book storage and sorting.
- Maintain Friends area in the lobby for marketing and promotional information.

- Continue to give priority booking of library space for FOL book sales, events, and meetings.
- Grant a reasonable amount of free printing for FOL promotional and operational purposes.
- Allow a reasonable amount of staff assistance for FOL newsletters and promotional materials.
- Include FOL in the library's strategic planning to ensure FOL's fundraising and expenditures are aligned with the library's goals and direction.

#### Required Signatures

- Friends of the Library President
- Library Board Chair
- Library Director
- Mayor