



Crafting Practical MOUs between Friends & Libraries

2026 TNLA Conference



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President
Friends of Tennessee Libraries
2022 – present

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Tennessee Library Association Executive Board
2022-present

President
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2018-2022

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John P. Holt Brentwood Library
2015-2021

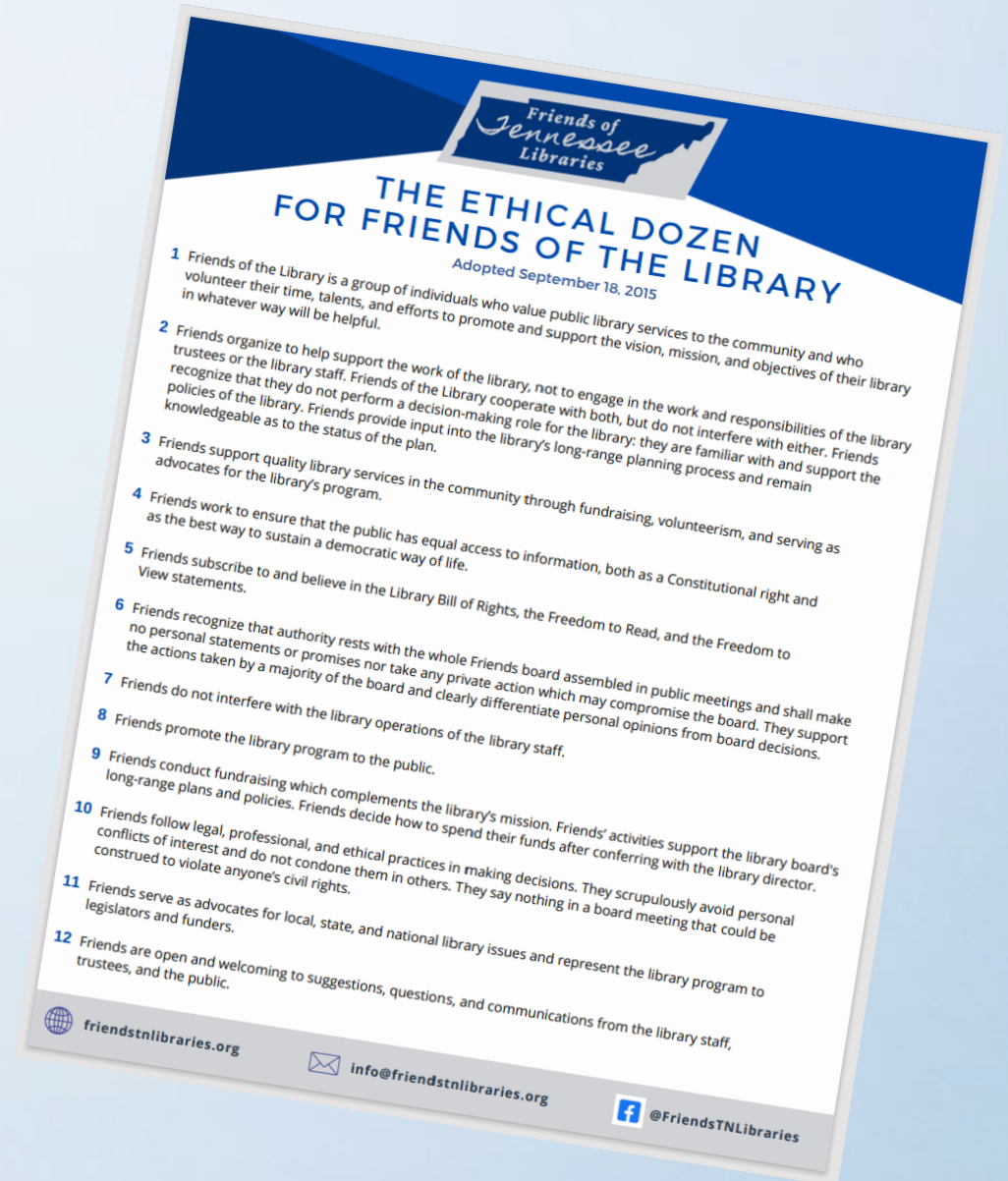
Build the Foundation...

- Review the checklist.
- Be transparent.
- Share with your Friends.
- Help them address any concerns.



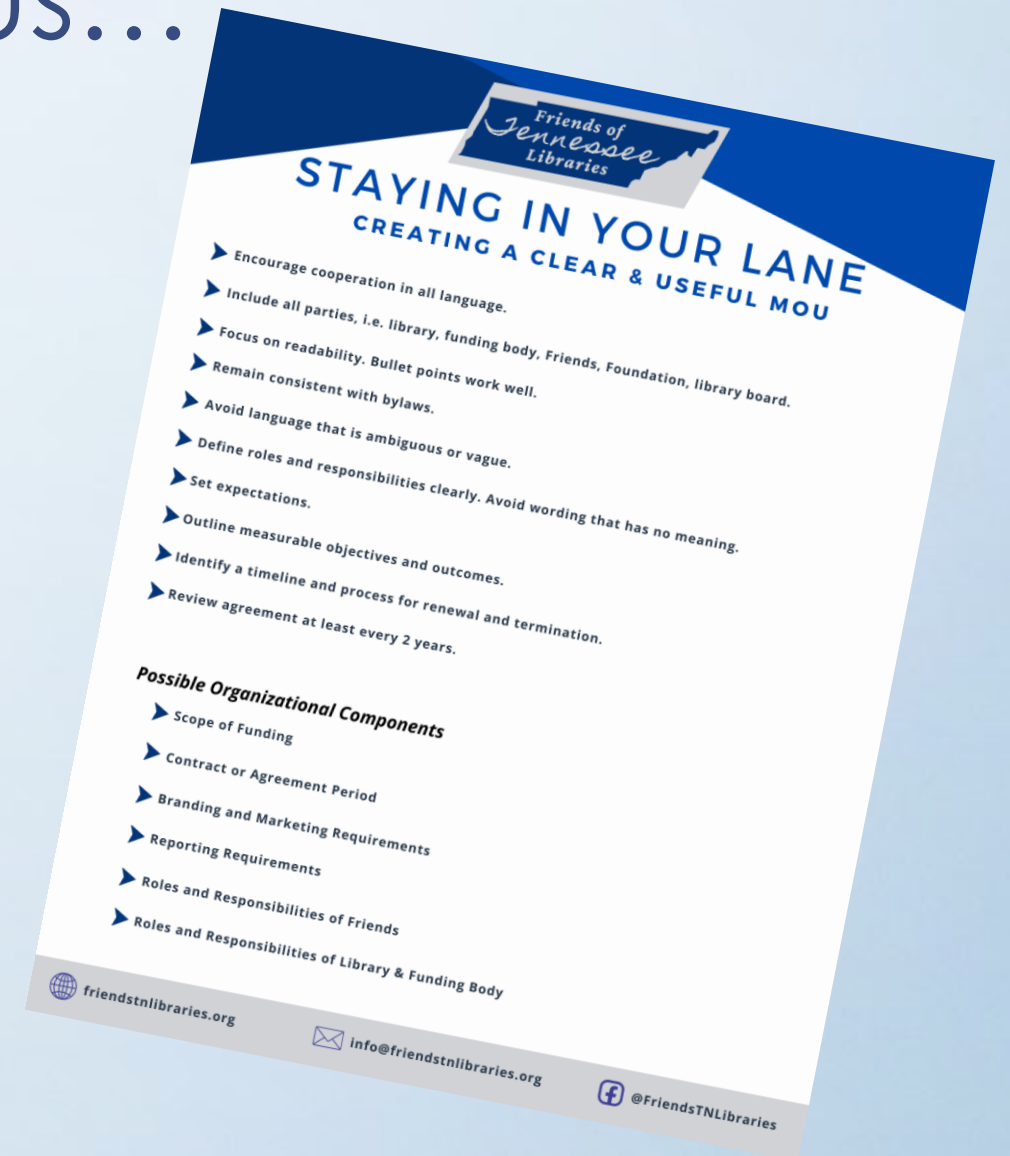
Do the Right Thing...

- Mirrors resources from TSLA & Regional Libraries.
- Encourages cooperation.
- Defines roles.
- Sets clear boundaries.



Let's Talk about MOUs...

- Vague language doesn't solve problems!
- Relationships are better with clear boundaries and expectations.
- One size does not fit most.
- Consider a new hybrid MOU & grant agreement format.



Scope of Funding or Support

- What will the Friends provide?
 - Money
 - Volunteers
 - Both
- How will the funds be spent?
What will the volunteers do?
- Will the Friends fund projects in addition to this agreement?



Agreement Period



- When will this agreement start and end?
- Does it renew automatically?
- What is the process for terminating the agreement?
- If the Friends cease to actively fundraise, what happens?

Branding & Marketing

- Critical component for Friends.
- How will the library acknowledge their support?
 - Newsletter
 - Social media
 - In-person programming
 - Signs on items funded by Friends
 - Annual report
- Will Friends participate in strategic planning?



Reporting Requirements



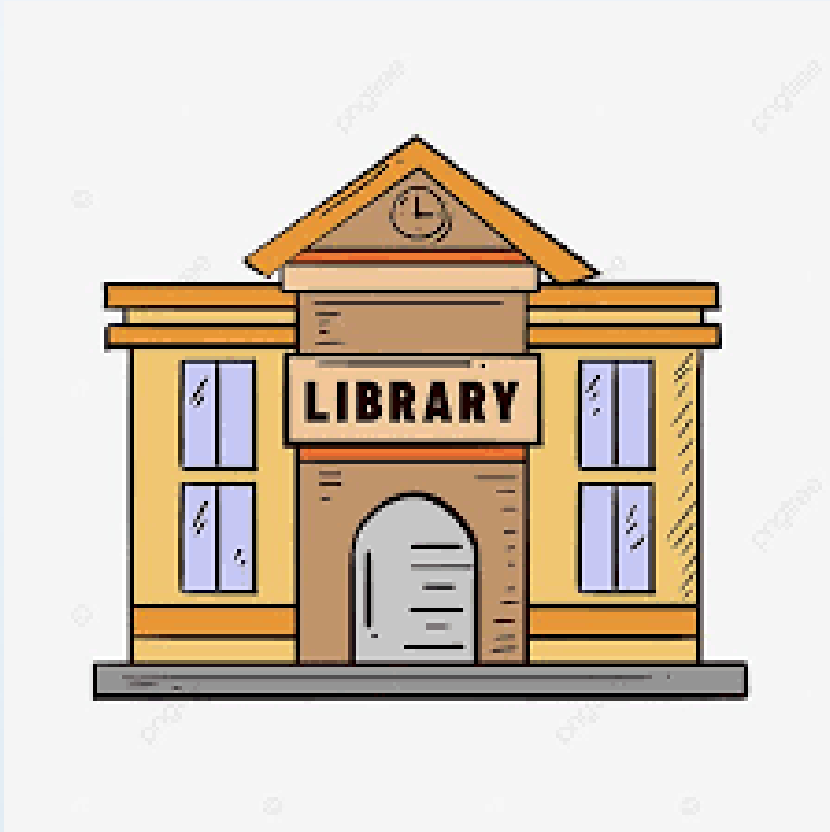
- Essential data for planning and fundraising.
- How will the library report back to Friends?
- How were the funds spent?
- Were the programs a success?
- How many patrons were served?
- Are impact statements available?
- What are the budgeting plans for next year?

Roles & Responsibilities for Friends

- Maintain good standing.
- Support the library.
- Uphold ethical standards.
 - Spend money for library & operating expenses only.
 - Invite director to all meetings.
 - Follow library policy & procedures.
 - Be consistent with library's needs and objectives.



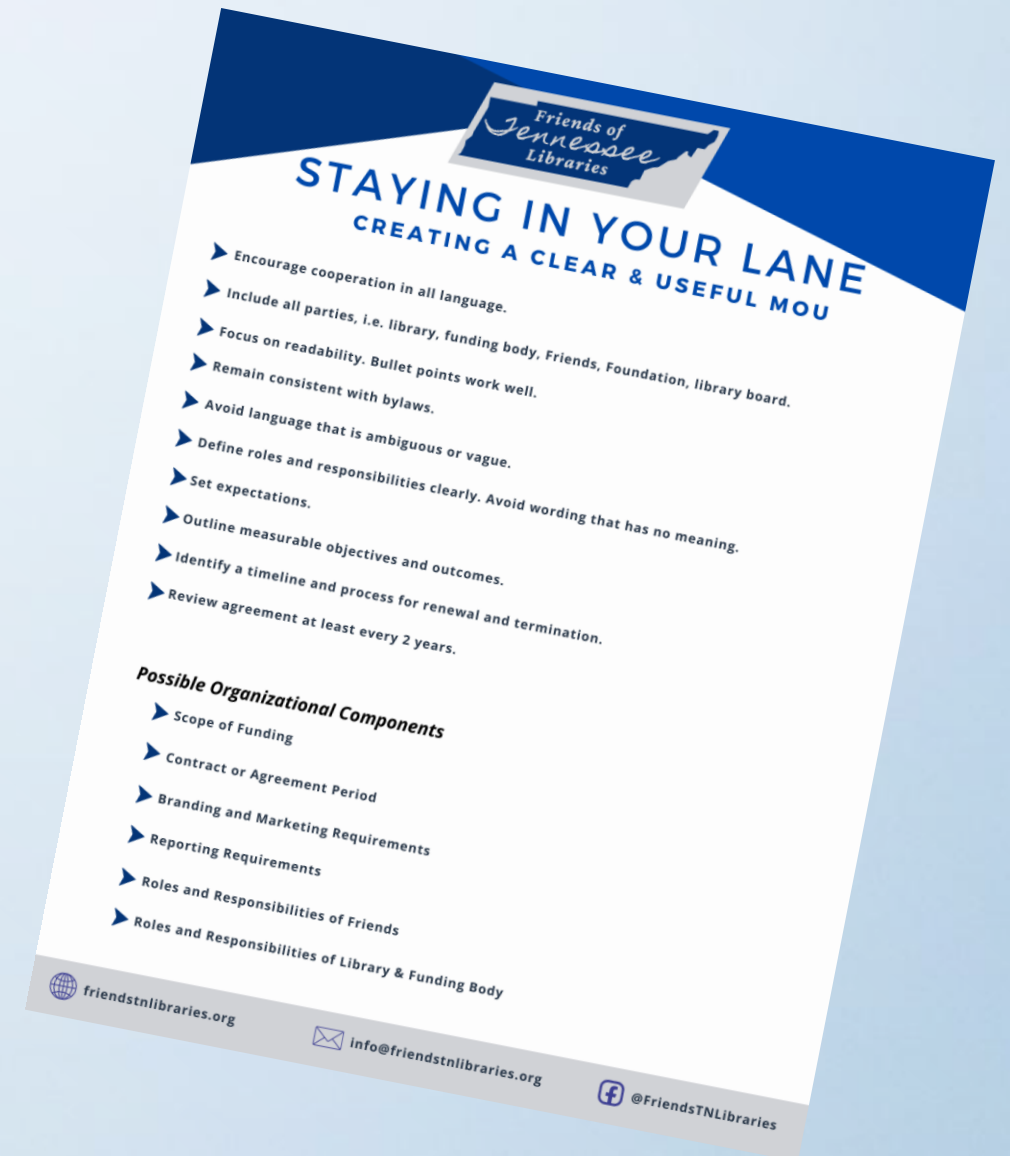
Roles & Responsibilities of Library



- Use funds as outlined.
- Support Friends logistically.
 - Storage space
 - Booking meeting rooms
 - Copy privileges
 - Space for promotional materials
 - Staff assistance for promotional materials
- Offer a seat at the table.

Big Ideas...

- Encourage cooperation in all language.
- Include everyone.
- Keep it easy to read and follow.
- Set clear expectations.
- Revise as necessary.
- **Create a document that works for you!**





friendsTNlibraries.org

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We are here to help!

Mentoring
Resource-filled Website
Amazing Newsletters
Grants & Awards
Annual Conference



Founded in 1992, Friends of Tennessee Libraries (FOTL), a 501(c)(3) organization, is a network of volunteers.



Charles Ralph Holland Memorial Library Friends Hold Open House



On February 16, Friends welcomed guests at the library door, and an opening ceremony dedicated a flag to the memory of Charles Ralph Holland, for whom the library was named. At the open house, library staff wore t-shirts in green, and Friends who volunteered at the event were clad in blue.



Support & Recognition

- One-on-One Mentoring
- Grants
- Friends of the Year
- Special Recognition Awards
- Annual Conference



Contact Us



[Friendsnlibraries.org](http://www.friendsnlibraries.org)



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