



Memorandum of Understanding Between the Fox River Grove Library District and the Friends of the Fox River Grove Public Library

Per the Fox River Grove Library's Friends of the Library Policy, the following will constitute a Memorandum of Understanding between the Friends of the Fox River Grove Public Library (Friends) and the Fox River Grove Public Library District Board of Trustees (Library). It will stand until and unless it is modified by mutual agreement at a biannual meeting of the leadership of the Friends, the Library Director, and no more than two members of the Library Board (to ensure Open Meetings Act compliance). As a non-profit, 501(c)(3) organization, however, the Friends of the Library is a legally distinct entity and is not a part of the Library.

The Library agrees...

- To ensure that the Friends are aware of the goals and direction of the library via communication facilitated by the Library Director, and discuss with Friends how their resources and support might help forward Library initiatives.
- To honor the independence of the Friends and their right as a 501(c)(3) entity to set goals, objectives, and membership standards for their organization.
- To provide a Director's report, including financial requests, in writing via email from the Library Director to the Friends' leadership at least two business days in advance of each Friends meeting.
- To limit financial requests to materials, services, or other expenses not otherwise possible for the Library to obtain.
- To provide public and online space for Friends membership brochures and promotional materials.
- To provide the Friends with space in the Library for book storage and sorting, book sales, and office needs, subject to approval by the Library Director.
- To provide a staff member – either the Library Director or a staff member appointed by the Director – to serve as the primary liaison between the Library and the Friends.
- To host an ongoing book sale at the Library, to manage funds earned from it, and share with the Friends monthly financial reports showing monies collected.
- To provide upfront payment for any projects, programs, and materials supported by the Friends, and then to coordinate with the liaison to obtain reimbursement.
- To have the Library Director provide guidance to the Friends in all areas of administration, including, but not limited to, defining officer roles, prioritizing projects, and scheduling semi-annual book sales.
- To take chief responsibility for selection of materials for book sales.
- To demonstrate support for the Friends by assisting with Library book sales and other fundraisers and encouraging Board members to obtain Friends membership.
- To utilize Friends' gifts as earmarked and to return funds to the Friends when earmarked use is not possible, unless the Friends and Library arrange otherwise.

The Friends agree...

- To follow their mission statement: to promote and increase public awareness of the functions, resources, services, and needs of the Library.
- To set goals, objectives, and membership standards for their organization that are not in conflict with the strategic goals of the Library.
- To maintain and operate by a written statement of purpose and by-laws, including holding regular meetings at least once per year.
- To publicly support the Library and its policies.
- To respect all Board policies, and recognize the Board's authority and right to govern and the Library Director's responsibility to deliver library service.
- To spend any and all monies in compliance with Friends' by-laws.
- To require Library Board and staff members, who are also Friends, to decline from voting in monetary matters in order to minimize conflicts of interest.
- To make every effort to send one member to each Library Board meeting to make a report on recent Friends activity, and to supply to the Library Director an activity summary for any month when a member is not able to be present at the meeting.
- To provide to the liaison decisions regarding financial requests or requests for additional information immediately following each meeting.
- To respect the library administration's right to accept or decline any and all gifts made to the library.
- To recognize the right of the Library Board to mediate final decisions in times of conflict with regards to the Memorandum of Understanding.
- To engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Trustees.
- To maintain and administer their own bank account(s), separate and distinct from those of the Library, to manage monies collected at book sales and other fundraisers, membership fees, grant funds, or other donations.
- To disband if they cease to abide by their mission statement and bylaws, allowing for a new Friends group or other book sale coordinator to be established in the future.
- To disburse funds as specified in the Friends' bylaws and inform the Library of the closure of bank accounts, should they disband.
- To submit an annual report with a financial summary to the Library Director shortly after the close of each fiscal year (December 31 for the Friends).
- To maintain accurate records and reports, as well as to file necessary documentation to the Secretary of State, IRS, or other legal requirements; they are responsible for any administrative costs relating to the organization.
- To pay directly to vendors for their own operating expenses.
- To collaborate with the Library Director when selling materials other than those at book sales to ensure a consistent marketing message.
- To refrain from scheduling Library staff to set up for or work at book sales while on work time (staff members may volunteer while off duty).
- To demonstrate support for the Library by utilizing library services and encouraging community members to do the same.
- To work collaboratively with the Library Director pursue grants and other fundraising opportunities that take advantage of the group's 501(c)(3) status.