



MEMORANDUM OF UNDERSTANDING

Between the Friends of the Cumberland County Public Library, Inc. and Cumberland County Public Library & Information Center

The following will constitute an operating agreement between the Friends of the Cumberland County Public Library, Inc. (the “Friends”) and the Cumberland County Public Library & Information Center (the “Library”). It will stand until and unless it is modified by mutual agreement of the Friends’ executive board and the Library’s administration. The Friends’ mission is to raise money and public awareness in the community to support the services and programs of the Library. 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 the Friends how their resources and support might help forward these initiatives.

The Library agrees to communicate with the Friends about projects or needs which may require additional funding. This communication will occur before and during the Friends’ budget planning meeting in December. However, if needs arise unexpectedly, the Library Director will communicate those needs at the next Friends Executive Board meeting.

The Library agrees to provide the Friends with staff support to assist with accounting, development of the newsletter, mass mailings, meeting coordination, and Friends’ promotional materials.

The Library agrees to provide public space to display Friends’ membership brochures and promotional materials.

The Library agrees to provide the Friends with space in the Library for book storage and sorting, book sales, and office needs. The Library also agrees to provide computer support for the Friends’ computer and software support for the mutually-used Friends’ accounting software.

The Friends agree to publicly support the Library and its policies.

The Friends agree to include the Library Director or designee 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, and other library defined needs unless otherwise agreed to by both the Friends and the Library.

The Friends agree that the Library’s 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 it ceases to actively fundraise and promote the Library, it will dissolve its incorporation. All assets, after payment of all debts, will be contributed to the Library Endowment Trust with the Cumberland Community Foundation, Inc. In the event that the Library Endowment Trust is no longer in existence, the remaining assets will be contributed to a similar trust or foundation whose purpose is to support the activities and operations of the Cumberland County Public Library & Information Center.

This the 3rd day of May, 2011.

CUMBERLAND COUNTY PUBLIC
LIBRARY & INFORMATION CENTER

By: Jody Roach
DIRECTOR

FRIENDS OF THE CUMBERLAND COUNTY
PUBLIC LIBRARY & INFORMATION CENTER

By: Suzanne Frank
PRESIDENT