

Memorandum of Understanding Between Logan Library and Friends of the Logan Library

The following will constitute an operating agreement between the Logan Library (Library) and the Friends of the Logan Library (Friends). It will stand until and unless it is modified by mutual agreement of the Logan Library Administration and Board of Trustees (Library Board) and the Friends of the Logan Library Executive Board.

The Friends mission is to raise public awareness in the community to support the services and programs of the Library, and to raise money for the Library's programs, services and other Library defined needs. While the Library and the Friends work and partner together for the common goal of providing library services, they do so in a parallel and complimentary manner. The Friends is a legally distinct entity and is not a part of the Library; and the Library is not a part of the Friends.

The Library agrees to inform and invite input from the Friends as part of its 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 supply the Friends with a "wish list" each year that indicates the anticipated needs for Friends support.

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

The Library agrees to provide some public space for Friends membership brochures and promotional materials.

The Library agrees to provide the Friends with some space in the Library for book storage and sorting, book sales, and office needs.

The Library agrees to provide to the Friends selected items that have been withdrawn from its collection of materials by library staff who are authorized to do so.

The Library agrees to consider members of the Friends as official volunteers for the library, subject to the Library's and Logan City's established practices for the approval and use of volunteers.

The Library may terminate this memorandum of understanding at any time for any reason.

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 Friends sponsored projects for the Library's programs, services, and other Library defined needs for which they are formed.

The Friends agree that the library administration, Library Board of Trustees and Logan City Council have the final say in accepting or declining any and all gifts made to the library, as per City of Logan code and State of Utah statute.

The Friends agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library Board.

The Friends agree to establish, manage and monitor their own financial procedures and accounts in a completely separate manner from the Library's financial procedures and accounts.

The Friends agree to serve as agents for receiving and then selling or recycling selected items that have been withdrawn from the library collection of materials by library staff who are authorized to do so.

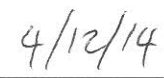
The Friends agree to only allow volunteers approved by the Library to work on library property. Any approved volunteers must abide by and follow all Library and City of Logan policies and rules of conduct while working as volunteers on library property.

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.

Friends Representative:



Legal Signature & Title



Date

Library Administration:

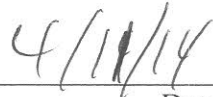
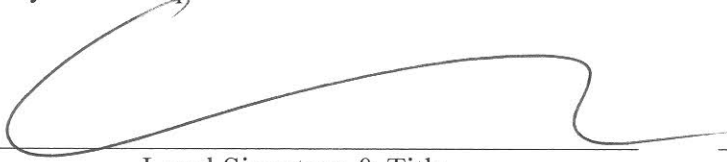


Legal Signature & Title



Date

Library Board Representative:



Legal Signature & Title

Date