

Memorandum of Understanding

Between the Madison Heights Public Library And the Friends of the Madison Heights Public Library

The following will constitute a Memorandum of Understanding (MOU) between the Madison Heights Public Library (Library), a department of the City of Madison Heights, and the Friends of the Madison Heights Public Library (Friends), a nonprofit organization in the State of Michigan. The MOU will stand until and unless it is modified by mutual agreement of the Friends board and the Library administration.

The Library mission is to provide access to information with meets the educational, cultural, and recreational needs of the community.

The Friends mission is to raise money and public awareness in the community to support the services and programs of the Library. As legally district entity, the Friends are not a part of the library.

The Library agrees to provide:

- Public acknowledgement of the Friends' contribution in promotional materials.
- Space for a brochure or flier holder for Friends membership brochures and promotional materials.
- Reasonable amount of free printing as determined by Library administration for Friends promotional and operational purposes.
- One page on the Library's website and up to a half-hour of monthly staff support for webpage updates.
- Use of a study or meeting room for up to two hours monthly for Friends' board meetings. Additional time may be allocated upon request by Friends and approval by Library.
- Library staff assistance of up to one hour monthly for meeting coordination and Friends promotional materials, exclusive of time spent in the monthly board meeting.
- Space in the Library for book storage sorting and book sales.
- Storage and access to the files of the Friends for archival and routine purposes.
- Permission for library staff to collect financial donations and other Friends income during regular open hours.
- An agenda item for a Friends report at each regular Library Advisory Board meeting.
- Withdrawn Library collection materials, which the Friends may sell, donate to other organizations, or discard.
- Donated books and other materials if the Library determines them to be surplus.
- The Library's annual strategic initiatives and information on how the Friends resources and support might help these initiatives.

The Friends agree:

- To remain a Michigan non-profit corporation in good standing and an eligible tax-exempt organization pursuant to Section 501(c)(3) of the Internal Revenue Code.

- That any and all monies raised through its fundraising activities will be spent exclusively for Library programs and services, Friends operational expenses, and other Library defined needs unless otherwise mutually agreed upon by the Library's representative and the Friends board at a meeting of the Friends board.
- That its programs and events shall be consistent with the needs and objectives of the Library, and shall be reviewed with Library administration on a regular basis to confirm Library's identification and participation.
- The Library administration has the final say in accepting or declining any and all gifts made to the Library.
- To publicly support the Library and its policies.
- To engage in advocacy efforts on behalf of the Library under the guidance of the Library administration.
- To include a member from the Library's administration as a non-voting presence at all Friends' meetings and allow time on the agenda for a library report.
- To send a report or representative to each Library Advisory Board meeting.
- That members of the Friends, while working on Library property, will be identified both as Friend, and as Library volunteers, and are subject to all Library policies related to volunteers.
- That if the Friends cease to actively fundraise and promote the Library, they will dissolve the Friends nonprofit organization and all assets will transfer to the Library's escrow account.
- That in the event of the Friends dissolution, there is no prohibition for the establishment of a new Friends group at any point in the future.

IN WITNESS WHEREOF, the Friends, and the Library have caused this Memorandum to be executed as of the date appearing by its signatures.

Friends of the Madison Heights Public Library

BY _____

Deborah Shepherd, President

Date: _____

Madison Heights Public Library

BY _____

Vanessa Verdun-Morris, Library Director

Date: _____