

**Memorandum of Understanding between  
The Friends of the Merced County Library and  
The Merced County Library**

This document constitutes an operating agreement between the Friends of the Merced County Library (Friends) and the Merced County Library (Library). It stands until and unless it is modified by mutual agreement of the Friends' executive board and the Merced County Library administration. The Friends, a 501(c)(3) non-profit organization, is a legally distinct entity that is not part of the Library. The Friends' mission is to enhance, focus public attention on, and generate community support for Library services, facilities, and other needs in Merced County.

**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 the Library's strategic initiatives with the Friends at the beginning of each fiscal year and to discuss how the Friends' resources and support might help move these initiatives forward.

**The Library** agrees that, at a winter/spring meeting of the Friends, the County Librarian will supply a "wish list" indicating the anticipated needs for Friends' support in the coming fiscal year. At regular Friends' meetings, the County Librarian will report on use of the Friends' funds.

**The Library** agrees to help promote the Friends and their initiatives on the Library's website and platforms for social media. The Library agrees to help distribute and provide public space for the Friends' printed and digital promotional materials.

**The Library** agrees to provide the Friends with space in the Library for book storage and sorting and for book sales, including a designated room in the Merced Library for the Friends' Bookstore. The Library also provides spaces that the Friends may reserve for their meetings and events. In general the Friends supply their own office needs, but the Library may provide color printing or similar office support upon special request.

**The Friends** agrees to support the Library and its policies.

**The Friends** relies on volunteers to work in the Friends' Bookstore, process donated books, and help with book sales. These volunteers are recruited, trained and supervised by the Friends, and they will follow the guidelines in *The Friends' Bookstore Volunteer Handbook*. The volunteers will respect staff directives and all Library policies and procedures. Each of these volunteers is an advocate for the Friends and for the Library.

**The Friends** agrees to include the County Librarian, or designated representative, as a non-voting presence at all Friends' meetings and to allow room on the agenda for the County Librarian's report.

**The Friends** agrees that, with the exception of operational costs, all monies raised will be spent exclusively to support the mission of the Library.

**The Friends** agrees that the Library administration has the final say in accepting or declining any and all gifts made to the Library.

**The Friends** agrees to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library Advisory Commission.

**The Friends** agrees to disband if the Friends ceases either to promote the Library or to raise funds actively for the Library. However, the Friends reserves the right to determine the organization's future if a Library foundation is created.

In case of disbandment of the Friends, **the Friends** agrees to transfer, after payment of financial obligations, all remaining funds held by the Friends to the Merced County Library Trust Fund. All remaining assets held by the Friends will transfer directly to the Merced County Library.

January 4, 2018  
(date)

Approved by the Friends of the Merced County Library  
and the Merced County Library