



**Salem-South Lyon
District Library**
Imagine the Possibilities



Memorandum of Understanding between the Salem-South Lyon District Library, Board, and Friends

The following will constitute an operating agreement between the Friends of the Salem-South Lyon District Library (Friends) and the Salem-South Lyon District Library (Library). It will stand until and unless it is modified by mutual agreement of the Friends Board and the Salem-South Lyon District Library Board of Trustees. This agreement will be reviewed and signed by all parties on an annual basis. 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 Friends how their resources and support might help forward these initiatives.

The Library agrees to supply the Friends with a "wishlist" that indicates the anticipated needs for Friends support.

The Library agrees to provide the Friends with staff support as approved by the Director and/or the Library Board.

The Library agrees to provide the Friends with space in the Library for book storage and sorting, book sales, and promotional materials.

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 for library programs, services, other Library defined needs and for Friends' operating expenses. The Friends agree to coordinate gifts with the Library's Director. The Friends agree that the library Board of Trustees 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 they cease to fulfill their purpose according to their by-laws and Mission Statement, they will disband.

Deborah A. May 10-4-16
President, Salem-South Lyon District Library Board of Trustees Date

Joan B. Schneider 10-4-2016
President, Friends of the Salem-South Lyon District Library Board of Trustees Date

Doreen S. Hannon 10.4.2016
Library Director Date