

Memorandum of Agreement
between
The Salem Free Public Library Board
and
The Friends of the Salem Free Public Library

The Salem Free Public Library Board recognizes the important value of The Friends to the health of the Salem Free Public Library.

The Friends of the Salem Free Public Library exist as a 501(c)3, non-profit organization which is separate from the Salem Free Public Library Board. The Friends recognize that the administration of the Salem Free Public Library is the responsibility of the Library Board of Directors.

The purpose of The Friends of the Salem Free Public Library, Inc. shall be to maintain an association of persons interested in good library service, to increase the facilities and services of the Salem Free Public Library, and thus to enrich the cultural opportunities available to the citizens of Salem.

The activities of The Friends shall include sponsoring special projects, informing the public of the resources and services of the library, securing materials that are beyond the allocated library budget, and performing other services deemed helpful to the library.

Finances

All funds of The Friends shall be deposited in a separate account and shall be disbursed by The Friends according to its by-laws. The Friends consider requests for funds made by the Library Director and the Library Board. The Friends report annually in accordance with 501(c)3 financial reporting procedures. The report is available to the public.

The Friends do not pay wages for any employees and do not withhold federal employment taxes.

The Friends can purchase or reimburse Friends, Library Board, library staff, and independent contractors for goods and services as prescribed by the annual plan (as amended) and for special request(s) in accordance with the by-laws.

Meetings

The President of the Friends of the Salem Free Public Library Inc. or designee will serve as an ex-officio, non-voting member of the Salem Free Public Library Board, and **may** attend the regular meetings of the Library Board.

Membership

All members of the Library Board, the Library Director, and library staff are welcome to be members of the Friends; however, they shall not hold office, but can be chairs of committees.

The Friends of the Salem Free Public Library, Inc. shall share their membership list with the Library Board and Library Director, if requested for appropriate, library-related activities.

Political Activity

The Friends are prohibited from directly or indirectly participating in activities to support any candidate for public office or any political party. Friends acting as individuals may participate in all political activities.

The Friends may conduct lobbying activities as long as they are in accordance with the 501(c)3 regulations. The Friends are also limited in lobbying expenditures by the guidelines set forth by the Election Commission of the State of Connecticut. The amount is based on the number of residents of the Town of Salem and is currently less than \$400.00.

Support

The Library **may** provide The Friends limited storage space for supplies and used books in the new library and **may** allow use of the old library for sorting and book storage for the annual used book sale.

The Friends of the Library are welcome to use the Library photocopy machine for Friends business at no cost to The Friends.

Fundraising

The Library Board sets long term goals for the library, which may include major fundraising. The Friends may help fund the short and long term Library Board goals.

Advocacy

The Friends support the Library Board goals, policies, and funding requests.

Chairperson
Salem Library Board of Directors

President
The Friends of the Salem Library

Date

Date