

## APPENDIX A

### MEMORANDUM OF UNDERSTANDING BETWEEN THE \_\_\_\_\_ FRIENDS ORGANIZATION AND THE BOARD OF TRUSTEES, FAIRFAX COUNTY PUBLIC LIBRARY

#### Purpose of Friends of the Library Organization:

The Library Board encourages and supports Friends of the Library organizations (FOL). "Friends of the Library" are civic-minded men and women who know that quality library service is important to the community and who organize into groups to support, improve, and promote the library. Friends are organized with one or more of the following objectives:

- To increase community awareness and use of the library;
- To work for library legislation or appropriations;
- To encourage gifts, endowments, and memorials for the library;
- To provide direct financial assistance;
- To raise money and campaign for a new building, renovation, or expansion;
- To sponsor programs designed to add to the cultural life of the community; and
- To do volunteer work in the library on specific projects designated by the Director.

#### Requirements:

- All Friends of the Library groups shall conduct their fiscal affairs through non-profit, non-stock 501(C)(3) tax exempt corporations.
- Each FOL group shall be structured through articles of incorporation and bylaws designed to support, assist, and promote the activities of the branch or department.
- Each FOL group shall have:
  - A statement of purpose outlining its program activities and related utilization of library facilities, personnel, utilities and equipment; and
  - Recognition that the Fairfax County Public Library endorses a policy of Open Meetings, Open Records, Affirmative Action, and its Code of Ethics, and expects Friends Groups to understand, cooperate, and comply with such policies.
- Friends gifts to the system will be considered in accordance with the Library Board's Policy M. "Policy Regarding Gifts to and Alliances with the Library System."
- FOL groups have the authority to sell discarded library materials in accordance with the State Code.
- FOL financial records will be maintained in compliance with the group's by-laws and articles of incorporation.
- The Branch Manager will serve as the primary representative of the Fairfax County Public Library in coordinating activities of the Friends of the Library.
- The President of the FOL will be the primary liaison for the Friends.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_

By \_\_\_\_\_  
Chairman, Library Board

\_\_\_\_\_  
Library Director

\_\_\_\_\_  
President, FOL

\_\_\_\_\_  
Branch Manager

\_\_\_\_\_ Library

05/17/07