

Memorandum of Understanding
Between the
Lansing Community Library and the Friends of the Lansing Community Library Center

This agreement constitutes an operating agreement between the **Lansing Community Library (LCL)** and the **Friends of the Lansing Community Library (Friends)**. It will stand until modified by mutual agreement of both parties. The **Friends** mission is to preserve, promote and strengthen library services. The **Friends** are ambassadors for the library, protecting and encouraging sources of funding and often partnering with other organizations to enhance the role of the library in the community. As a non-profit, 501(c)(3) organization, however, the **Friends** group is a legally distinct entity and is not a part of **LCL**.

1. **LCL** agrees to include the **Friends** in the long term planning process to ensure that the **Friends** are aware of the goals and directions of **LCL**.
2. **LCL** agrees to **share in writing** any **LCL** strategic initiatives with the **Friends**. **LCL** agrees to supply specific priorities in a written request for the **Friends** support each year in January for the next fiscal year, beginning January 1st. The **Friends** will distribute an annual lump sum to **LCL** of the prior year's commitment by March 30.
3. **LCL** agrees to provide the **Friends** with staff support to assist them with development of any newsletters, mass mailings, meeting coordination, and **Friends** promotional materials as needed.
4. **LCL** agrees to provide public space for **Friends** membership brochures and promotional materials, as well as meeting space for programming and fundraising events, and space in **LCL** for book storage and sorting, and office needs.
5. The **Friends** agree to publicly support **LCL** and its policies.
6. The **Friends** and the **LCL** Board of Trustees each agree to designate a non-voting member to the other board, and they will coordinate their respective meeting attendance to reduce redundancy.
7. The **Friends** agree that any monies raised will be spent primarily for **LCL** programs, services, and appropriate community liaison projects (e.g. the East Shore Festival of the Arts).
8. There should be no overlapping board members of **Friends** and Trustees.
9. This agreement will be reviewed and renewed every two years by **LCL** Board of Trustees leadership and **Friends** leadership.

Chair
Friends of the Lansing Community Library
Date:

Vote and Approved September 2017

President
Board of Trustees of the Lansing Community Library
Date: