



**Memorandum of Understanding between the Lansing Community Library  
Trustees  
and the Friends of the Lansing Community Library**

This agreement constitutes an operating agreement between the Lansing Community Library Board of Trustees (Trustees) and the Friends of the Lansing Community Library (Friends). It will stand until modified by mutual agreement of both parties.

The Trustees have a duty of "care, loyalty, and obedience" to provide the best possible services to the community it serves and a fiduciary obligation to be good stewards of the public resources it collects. The Trustees make policy, personnel and fiscal decisions to "ensure that financial resources are being used efficiently and effectively toward meeting the institution's goals".

The Friends are an independent 501(c)(3) organization, distinct from the Trustees and Lansing Library Center. The Friends' mission is to preserve, promote and strengthen library services. As ambassadors for the library, the Friends generate public support for and awareness of the library, raise funds to support the library's capital and programmatic needs, volunteer to support the library's services and programs, and partner with other organizations to enhance the role of the library in the community.

1. The Trustees agree to include the Friends in its the long-term plans to ensure that the Friends are aware of the Trustees' goals. The Trustees agree to share in writing any strategic initiatives, including those falling outside its long-term planning process, with the Friends.
2. The Trustees agree to provide, in January of each year, a written request for funds from the Friends for distribution in the next fiscal year which includes specific uses for those funds. The Friends agree to distribute funds requested in the prior fiscal year by March 30 each current year.
3. The Trustees and Friends jointly agree that after each annual distribution, the Friends' balance shall be at least two times (2) its annual operating expenses, but should not exceed five times (5) its annual operating expenses.
4. The Trustees and Friends jointly agree to share financial information with each other upon request.

5. The Friends and Trustees jointly agree that any monies raised will be spent primarily for programming, services, capital improvement projects, or appropriate community liaison projects (e.g. the East Shore Festival of the Arts). Funds distributed by the Friends will not be used for routine operating expenses.
6. The Trustees agree to provide the Friends with support to assist them with their fundraising efforts including, but not limited to, volunteer hours, procuring donations, and development and distribution of Friends promotional materials as needed.
7. The Trustees agree to encourage the Library Director to provide public space for Friends membership brochures and promotional materials, as well as meeting space for programming and fundraising events, and space in the library for book storage and sorting, and office needs.
8. The Friends agree to support the Trustees recommended annual budget request.
9. The Friends and the Trustees each agree to send at least one member to each of the other's board meetings in order to facilitate greater familiarity and cohesion between and among the two boards.
10. There should be no overlapping board members of Friends and Trustees.
11. This agreement will be reviewed and renewed annually by the Trustees and Friends boards.

Megan Williams  
Chair, Friends of the Lansing Community Library  
Date: 9/7/22

Debora Huber-Hwang  
President, Lansing Community Library Board of Trustees  
Date: 9/7/22

**Revision History**

<b>CHANGES</b>	<b>APPROVED BY</b>	<b>DATE</b>
Approved	BOT	10/19
Minor revisions & approved	BOT	9/23/20
Approved	BOT	10/27/21
Minor revisions and approved	BOT	9/28/22