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: