

Memorandum of Understanding
Between the Lake County Literacy Coalition and the Lake County Library
2023/2024

The primary goal of this agreement is to clarify the roles and areas of responsibility of the Lake County Literacy Coalition (LCLC) and the Lake County Library (Library) as related to Adult and Family Literacy activities throughout Lake County.

The following constitutes an agreement between the Library and LCLC: It will stand until and unless it is modified by mutual agreement, in writing, between the County Librarian and the LCLC Board.

LCLC raises money and public awareness in the community to support the Adult and Family Literacy Program services of the Library. As a non-profit, 501(c)3 organization, it is a legally distinct entity and is not a part of the Library.

LCLC agrees to:

1. Maintain a separate post office box for LCLC mail that LCLC Board members will monitor.
2. Make an annual donation to the Library for use by the Adult and Family Literacy Program. The donation assists the library in obtaining the California Literacy grant. The donation amount will be at least \$5,000 unless financial shortfalls from fund-raising efforts prevent the ability to reach this goal.
3. Raise funds for the Adult Literacy, Family Literacy, and ESL Programs of the Library.
4. Sponsor the tutor training sessions by paying for refreshments and other attendance incentives.
5. Maintain non-profit organization status.
6. Recognize that the sole responsibility for governance of the Library and Adult and Family Literacy Program resides with the Library and refrain from managing library staff or library volunteers.
7. Conduct and fund any coalition mailings, including production, duplication, postage, and labor.
8. Conduct at least one activity each year to show appreciation for the Library's Adult and Family Program tutors.

The Library agrees to:

1. Provide direct literacy services through the Adult and Family Literacy Programs.
2. Provide tutor training sessions at least two times per year.
3. Receive bequests from tutors and other donations to the programs.
4. Administer grants received for the Adult Literacy, Family Literacy and ESL Programs.
5. Insure attendance and representation of at least one Library Literacy Program Staff at all scheduled LCLC Board meetings, to include Adult and Family Literacy Program reports.
6. Conduct any Adult and Family Literacy Program mailings, including production, duplication, postage, and labor.
7. Ensure the County Librarian attend at least one LCLC Board meeting each year to present and explain the Library budget to the LCLC Board and report on how LCLC funds have and will be expended.
8. Appreciate Coalition members by publicly thanking them.
9. Hold any mail that comes to the Library for LCLC.

Both parties agree to review and update this agreement annually.



County Librarian, Lake County Library

09/19/2023

Date



[Debra Ehrhardt \(Sep 19, 2023 14:08 PDT\)](#)

Lake County Literacy Coalition, President

09/19/2023

Date








20230919 Memorandum of Understanding LCLCoalition and Library 2023

Final Audit Report

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