



# STAYING IN YOUR LANE

## CREATING A CLEAR & USEFUL MOU

- ▶ Encourage cooperation in all language.
- ▶ Include all parties, i.e. library, funding body, Friends, Foundation, library board.
- ▶ Focus on readability. Bullet points work well.
- ▶ Remain consistent with bylaws.
- ▶ Avoid language that is ambiguous or vague.
- ▶ Define roles and responsibilities clearly. Avoid wording that has no meaning.
- ▶ Set expectations.
- ▶ Outline measurable objectives and outcomes.
- ▶ Identify a timeline and process for renewal and termination.
- ▶ Review agreement at least every 2 years.

### ***Possible Organizational Components***

- ▶ Scope of Funding/Support
- ▶ Contract or Agreement Period
- ▶ Branding and Marketing Requirements
- ▶ Reporting Requirements
- ▶ Roles and Responsibilities of Friends
- ▶ Roles and Responsibilities of Library & Funding Body

