

Friends Groups Memorandum of Understanding

June 15, 2023

Session Objectives

This session will be a success if:

- We identify the top challenges we face while working with our Friends Groups.
- We provide draft language for the MOA to address these challenges.
- The draft language clearly defines the expectations of the relationship between the Library and our Friends.

Attendees

1. Jaquie Welsh, Durant, HW
2. Bennet Rankin, Brentwood, WE
3. Dr. Jennifer Noble, Westwood, WE
4. Ashley Kagan, Sun Valley, EV
5. Meredith McGowan, Sherman Oaks EV
6. Liz Goralka, Fairfax, HW
7. Juanita Carter, Chinatown, NE
8. Megan Katz, BEST Friends / Culinary, CL
9. Jane Dobija, Encino, WV
10. Emily Aaronson, Northridge, WV
11. Sonja Hannah, Eaglerock, NE
12. Tina Princenthal, FOCAL, CL

Pre-Work

Subject Line: 15-20 minutes of pre-work for Focus Group on June 15

Hi Seniors,

In preparation for our focus group, we'd like you to spend 15 - 30 minutes reflecting on the questions below and reviewing the MOA and the Board of Library Commissioners Policies. Please make some brief notes for yourself, so that we are all well-prepared for the discussion and exercises.

Please let us know if you have any questions!

Best,
Volunteer Engagement

- What do you know about Friends groups?
 - Do you know the process that a Friends group has to go through to stay in good standing?
 - How much time has your staff spent supporting Friends' operations?
- How is the relationship between FOL and your Branch/Department?
- How does a Friends group support the Library's mission?
- What are Friends specifically positioned to do that the Library can't do?
- How does funding from Friends impact our libraries?
- What are the challenges and benefits of working with Friends?

Session Plan

<p>09:00 - 09:15</p>	<p>Sign-in & Refreshments</p>	<p>Projector, laptop, presentation slides, sign-in sheet, name badges, swag bag, refreshments</p>
<p>09:15 - 09:25</p>	<p>Welcome (slide) Thank attendees</p> <p>Ground Rules (slide)</p> <ul style="list-style-type: none"> - We'll be present and engaged. Discussions will be respectful and professional. We agree to listen to each other without distraction. - We may be discussing sensitive issues. We ask that you be mindful of the fact and consider our meeting discussions confidential unless stated otherwise. - Something about sharing space, letting others speak... <p>Introduction</p> <ul style="list-style-type: none"> - What are Friends (slide) <p>Friends groups are authorized by the Board of Library Commissioners by Memorandum of Agreement (MOA) to engage in activities that increase community awareness of the library, provide volunteer and program support, raise funds to enhance library services of a branch, department or special service, and advocate for the financial support of the Los Angeles Public Library.</p> <p>Objectives (slide)</p> <p>This session will be a success if:</p> <ul style="list-style-type: none"> - We identify the top challenges we face while working with our Friends Groups. - We provide draft language for the MOA to address these challenges. - The draft language clearly defines the expectations of the relationship between the Library and our Friends. 	
<p>09:25 - 09:55</p>	<p>Activity #1 The MOA will start by telling the success story of the Friends Groups and Library.</p> <p>Answer one of the following questions. Each person have two minutes to respond. (slide)</p> <ul style="list-style-type: none"> • What do you like the most about working with your Friends Group? • What is the biggest benefit of having a Friends Group? • What's the impact of Friends Groups for staff, patrons, and the community? 	<p>Notes from pre-work Timer - 2 minutes</p>

	<ul style="list-style-type: none"> • What's something Friends help accomplish that the Library can not do independently? 	
09:55 - 10:30	<p>Activity #2 What are the top 3 challenges that you face when collaborating with your friends? Write each one on a post-it and place it on the wall. 5 minutes.</p> <p>Share one challenge. Try not to repeat topics, if possible.</p>	Chart paper, markers, post-its, pens
10:30 - 10:40	<p>BREAK 10-minute break while Madeline and Jennifer set up groups and categories.</p>	Legal pads and pens, chart paper, markers
10:40 - 11:10	<p>Activity #3 Your responses helped us identify the following broad areas of concern. (slide)</p> <p>Separate into four groups of three. Each group will discuss each topic in depth and will write draft language to include in the MOA to address these challenges.</p>	4 groups of 3 Chart paper and markers
11:10 - 11:30	<p>One person from each group will present on their topic</p> <p>Participants will have the opportunity to provide input on each topic.</p>	
11:30 - 11:54	<p>Activity #4 Open Discussion (slide)</p> <ul style="list-style-type: none"> - How do you see our role? - How can we support Seniors better? - More general questions? 	
11:54 - 12:00 pm	<p>Next Steps (slide)</p> <ul style="list-style-type: none"> - Team will complete draft MOA - Request feedback (quick turnaround) - Send to Business Office / City Attorney - Share with Seniors for feedback - Final MOA 	