

# MEMORANDUM OF UNDERSTANDING

## This agreement is between the following:

LAKESHORE TECHNICAL COLLEGE ("LTC") 1290 North Avenue Cleveland, WI 53015	Mead Public Library ("Mead") 710 North 8 <sup>th</sup> St. Sheboygan, WI 53081-4563
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## Recitals

The purpose of this working agreement is to formalize a working relationship between Lakeshore Technical College and Mead Public Library. Responsibilities are outlined as they relate to a comprehensive partnership for implementing and maintaining a variety of math program offerings for youth. Confirmed program offerings include: Crazy 8's Math Club (weekly after school) and Summer Math Adventure (DPI/WI Math Council initiative). Additional math programs may be added as staff capacity and scheduling allow. The programs are designed and facilitated by educators and librarians and are hosted by Mead Public Library. This agreement will maximize the benefits to our mutual clients by joining our efforts and programs.

- Term.** The initial term will begin May 1, 2023 and will continue through the 2023/24 school year. The agreement shall automatically renew on an annual basis upon agreement of both parties. This agreement and all terms and conditions shall remain in effect unless cancelled by either party, at will in its sole discretion, with or without cause, by notice given in writing at least (90) days in advance of the cancellation date. Changes to this MOU resulting from reviews called by either party or at scheduled intervals will be documented. Quarterly meetings will be scheduled by both parties if necessary to review the continuation of this agreement or any variation of it.
- Description/Purpose.**  
  
Mead Public Library Responsibilities:
  - Select, purchase, and distribute supplies and/or incentive prizes which support each program offering.
  - Mead bookplates will list LTC sponsorship in each book offered as an incentive prize.
  - Promote the program in your marketing material as appropriate, including Lakeshore as a sponsor on all promotions.
  - Allow LTC to have a rack of brochures promoting the college.
  - On occasion allow the LTC admissions team to attend events and set up a table during the program.
- Compensation.** Provider will invoice Lakeshore Technical College \$2,000 prior to June 30. Send invoice to [ap@gotoltc.edu](mailto:ap@gotoltc.edu).
- Non-Discrimination.** Contractor/vendor agrees to not discriminate with respect to on the basis of race, color, creed, national origin, ancestry, religion, sex, handicap, age, marital status, sexual orientation, or political affiliation and furthermore, agree to comply with LTC's Sexual Misconduct Policy, including the Title IX of Higher Education Act of 1972 while performing services on LTC's campuses. Further explanation can be found at the following link.  
[Title IX Sexual Harassment Policies and Resources | gotolTC](#)

Paul Carlsen, Ph.D., President



11. **Notice.** Any notice given under this agreement must be in writing and may be delivered in person, by certified mail, delivery service, or email addressed as follows:

If to LTC	If to Provider
Heidi Soodsma Vice President of Strategic Development LAKESHORE TECHNICAL COLLEGE 1290 North Avenue Cleveland, WI 53015 Heidi.soodsma@gotoltc.edu 920.693.1631	Melissa Prentice Public Services Manager Mead Public Library 710 North 8th Street Sheboygan, WI 53081-4563 Melissa.prentice@meadpl.org 920.459.3400

12. **Signature Authority.** The people signing this agreement warrant that they have been authorized to enter into this agreement by and on behalf of their respective parties and that they have full and complete authority to bind their respective parties by executing this agreement.

**For Lakeshore Technical College**

**For Provider**

\_\_\_\_\_  
Paul Carlsen, President

\_\_\_\_\_  
Provider Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Internal Use Only

\_\_\_\_ Manager    \_\_\_\_ VP    \_\_\_\_ Finance

9.2022

Paul Carlsen, Ph.D., President

gotoltc.edu | 1290 North Avenue, Cleveland, WI 53015 | 1.888.GO TO LTC | HLC Accredited hlcommission.org