

Memorandum of Understanding  
Between Friends of the Lawton Public Library and the Lawton Public Library

This memorandum of understanding shall constitute an agreement between the Friends of the Lawton Public Library (hereinafter "Friends") and the City of Lawton (hereinafter "City"), memorializing the Friends' involvement with the City concerning the Lawton Public Library (hereinafter "Library"). The Friends mission is to raise money and public awareness in the community to support the services and programs of the Library. As a non-profit 501(c)(3) organization, however, Friends is a legally distinct entity and is therefore not a part of the Library. This memorandum of understanding shall remain in effect until it is either modified by mutual agreement of the parties or is terminated by one party giving written notice to the other party. As consideration for entering into this memorandum of understanding, the parties agree to the following:

**The City** agrees, to the extent it deems appropriate, to include the Friends in the long-term planning process for the Library so as to ensure that the Friends are aware of the goals and direction of the Library.

**The City** agrees to share with the Friends the Library's strategic initiatives and discuss with Friends how the Friends' resources and support might help forward these initiatives.

**The City** agrees to supply the Friends with a Library "wish list" that indicates the anticipated needs for Friends support.

**The City** agrees to provide public space in the Library for Friends membership brochures and promotional materials.

**The City**, to the extent its Library Director in her/his sole discretion is able to identify both available and appropriate space in the Library, agrees to provide the Friends with space in the Library for book storage and sorting, book sales, and office needs.

**The City** agrees that all Friends donations are for designated projects and must be placed in restricted accounts and treated as grant money.

**The Friends** agree to publicly support the Library and its policies.

**The Friends** agree to include the Library Director as an ex-officio member of the Executive Board.

**The Friends** agree that any and all monies raised will be spent for the Library and library literacy programs.

**The Friends** agree that the City Council has the final say in accepting or declining any and all gifts made to the Library.

**The Friends** agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Trustees.

**The Friends** agree to maintain and collect revenue from the Friends owned print machine until the service is no longer needed.

CITY OF LAWTON, OKLAHOMA  
a municipal corporation

  
\_\_\_\_\_  
FRED L. FITCH, Mayor

THE FRIENDS OF THE LAWTON PUBLIC LIBRARY

  
\_\_\_\_\_  
DR. JUDY NEALE, President

ATTEST:

  
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TRACI L. HUSHBECK, City Clerk

APPROVED as to form and legality this 15<sup>th</sup> day of August, 2013.

  
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FRANK V. JENSEN, City Attorney