MEMORANDUM OF UNDERSTANDING

RAYMOND VILLAGE LIBRARY AND THE TOWN OF RAYMOND, ME

This Memorandum of Understanding ("MOU") is entered into this _____day of _____, 2014 between the Town of Raymond, a body politic located in Cumberland County, Maine (hereinafter "Town") and the Raymond Village Library, a 501 (C)(3) non-profit corporation located at 3 Meadow Road, Raymond, Maine (hereinafter "Library").

The Raymond Village Library is an essential community resource that provides critical economic benefits to the Town. It is in an exciting and vibrant stage of growth. Meeting Maine Library Standards, an experienced professional Library Director oversees all aspects of library operations to serve diverse year-round and seasonal populations. The catalogue is now automated to allow for more responsive and enhanced services. Programming for children and adults has expanded and participation has increased significantly. Access to information is more important than ever, and the Library provides free access through its collection, sharing of materials with other libraries, public computers and free Wi-Fi. A formal relationship with the Town will help provide sustainable and long-term stability for the Library. Reducing operational and administrative costs and expanding communications between the Library and Town will allow the Library to direct financial, staff and volunteer resources to best meet current and future needs of our community.

WITNESSETH

Whereas, the Library's Board of Trustees shall be responsible for the policies and procedures necessary to ensure implementation of the Library's mission statement:

The Raymond Village Library is a community based informational, educational, and recreational facility dedicated to providing quality library service and resources in are welcoming atmosphere. The library will *be responsive to the changing needs of the community, cooperate with other entities and strive to fulfill its role as a service oriented dynamic library.* And,

Whereas, the Town and Library share the same interests and goals in providing exceptional library services to the Raymond community; and,

Whereas, the Library's Board of Trustees and Director are responsible for the management of all library operations and library policies; and,

Whereas, the Town provides certain funding and services for the Library; and,

Whereas, the Parties wish to acknowledge certain responsibilities related to the Library building and grounds maintenance.

Now, Therefore, in consideration of the foregoing and the covenants herein contained, the Parties hereby agree as follows:

1. The Library's Director shall implement the policies and procedures as directed by the Library's Board of Trustees
2. The Library shall submit a request for funding from the Town annually during the Town's budget preparation period.
3. The Library's Board of Trustees shall set the budget for the library.
4. The Library's Board of Trustees shall have exclusive control over expenditure of all monies collected, donated or appropriated for the library fund and shall review and approve all library expenditures.
5. The Library's Board of Trustees is responsible for setting compensation for Library employees and shall make reasonable efforts to provide parity in pay and benefits for Library employees comparable to other library employees in the State of Maine.
6. The Town shall process payroll and other personnel benefits as authorized by the Library.
7. The Town shall be responsible for maintenance and repair of the Library building and surrounding property.
8. The Library shall participate in joint purchasing with the Town for goods and services.
9. The Library shall provide the Town with an annual accounting of the Library's finances and a long-range plan for services as it is developed.
10. The Library agrees to fundraise, invest, and seek grants to supplement the municipal appropriation.
11. The Town Manager and the Library Director and Board of Trustees shall be responsible for administering the terms of this MOU.
12. By mutual agreement this agreement can be modified by the Town Manager and the Library's Board of Trustees. The entity wishing to modify will provide written notice.
13. By mutual agreement this agreement can be terminated by the Town Board of Selectmen and the Library's Board of Trustees. The entity wishing to terminate will provide a 90-day written notice.

In Witness Whereof, the Parties have set their hands on the day and year first written above.