

**MEMORANDUM OF UNDERSTANDING BETWEEN
OKLAHOMA DEPARTMENT OF LIBRARIES AND
FRIENDS OF LIBRARIES IN OKLAHOMA**

This is an agreement between the Oklahoma Department of Libraries, a state agency, and the Friends of Libraries in Oklahoma, a 501(c)3 organization. The Oklahoma Department of Libraries (ODL) is the official library of the state of Oklahoma. ODL is authorized and directed to discharge the state's responsibility for library service, including service to public libraries throughout the state. ODL is also charged with administering federal funds through the Institute of Museum and Library Services' Grants to States program. The Friends of Libraries in Oklahoma (FOLIO) is an organization whose mission is to strengthen libraries in Oklahoma through Friends of Libraries groups.

Purpose

The purpose of this agreement to establish terms and conditions for the Ready2Read@Your Library (RDY2RD). Ready2Read@Your Library is a pre-literacy initiative that builds on the free 1,000 Books Before Kindergarten program. In addition to encouraging parents and caregivers to read to their little ones, Ready2Read@Your Library features a training piece to maximize reading readiness activities in story times. In addition to purchasing programming materials and supplies to support reading readiness, this program will also purchase titles to enhance the children's collections of participating libraries.

Background

Funds for the Ready2Read project will come from the American Rescue Plan (ARPA) grant, which is offered through the American Rescue Plan Act of 2021 (Public Law 117-2) and the IMLS authorization statute (20 U.S.C. § 9101 et seq.) by the Institute of Museum and Library Services (IMLS) and administered by the Oklahoma Department of Libraries.

Scope of Work

The Oklahoma Department of Libraries shall:

- Use grant funds to purchase materials and supplies for thirty libraries
- Affix acknowledgement label to each item
- Ship items to thirty libraries
- Provide the *ARPA Terms and Conditions Agreement*
- Provide images for IMLS and ODL in digital format

The Friends of Libraries in Oklahoma shall:

- Provide demonstration story times to train library staff, volunteers, and Friends
- Create and maintain a Facebook group to share ideas and resources
- Provide images for ongoing marketing as project progresses

- Establish and maintain an online cloud storage for spreadsheet with research, resources, images and ideas
- Agree to and sign the *ARPA Terms and Conditions Agreement*
- Acknowledge IMLS, ARPA, and ODL in all publicity
- Conduct evaluations of parents/caregivers and library staff
- Share all evaluation data with ODL (even data obtained after the end of this agreement)

Contacts

Oklahoma Department of Libraries
Attn: Tara McCleod
200 NE 18th St
Oklahoma City, OK 73105-3205

Friends of Libraries in Oklahoma
Attn: Wayne Hanway
PO Box 702585
Tulsa, OK 74170

Term of Memorandum of Understanding

This agreement shall enter into effect on the latest date of its signature and will end September 30, 2022.

Melody A. Kellogg

Melody A. Kellogg, Director
Oklahoma Department of Libraries

Dec 16, 2021

Date

Wayne Hanway

[Wayne Hanway \(Dec 15, 2021 19:29 CST\)](#)

Wayne Hanway, President
Friends of Libraries in Oklahoma

Dec 15, 2021

Date









FOLIO Ready2Read MOU

Final Audit Report

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