

Memorandum of Understanding
Between
Texas State Library and Archives Commission
And

(Library)

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the Texas State Library and Archives Commission (TSLAC) and the _____ (Library), a participant in the Texas State Library and Archives Commission Family Place Libraries Project. This Project is made possible partially by a grant from the Institute of Museum and Library Services (IMLS) to the Texas State Library and Archives Commission under the provisions of the Library Services and Technology Act (2016).

Background

The Family Place Libraries Training Institute provides theoretical grounding and practical training in family-centered library services. By expanding the traditional role of children's services, the Family Place Libraries Project helps Project participants build on the knowledge that good health, early learning, parental involvement and supportive communities play a critical role in young children's growth and development. The Family Place Libraries Project provides training and resources to help participants redesign their library environment to: be more welcoming and appropriate for children beginning at birth; connect parents with the resources, programs and services offered at the library and other family service agencies; and, connect with non-traditional library users. The Project participants will be able to create the network families need to nurture their children's development during the critical first years of life, and help ensure the children have access to resources that will allow them to enter school ready and able to learn.

Purpose of this Memorandum of Understanding

The Texas State Library and Archives Commission funded the registration fees for two staff members from _____ (Library) to attend the Family Place Libraries training on Nov. 30-Dec. 3, 2015 at the Middle Country Public Library in Centereach, New York. The on-site training provides information and guidelines for establishing a specially-designed, welcoming space and learning environment within the children's area of the Library for young children and their caregivers. As a participant in the TSLAC-sponsored Family Place Libraries Project, TSLAC agrees to provide _____ (Library) a state-funded sub-grant in the amount of \$6,000 in order to establish a family space and learning environment in the children's area of the Library, as specified in the Family Place Libraries Project training. These grant funds may ONLY be used to purchase items for use specifically in the Family Place-designated space and learning environment. The Library may not use any of the grant funds for indirect costs.

The Library must expend all funds granted under this MOU in compliance with the standard State of Texas terms and conditions and according to guidelines provided by the Family Place Libraries Project.

Timeline

The Texas State Library and Archives Commission will advance \$6,000 to the _____ (Library) upon receipt of a fully executed Memorandum of Understanding. The MOU must be executed by an official of the library's governing authority authorized to enter into this agreement.

March 4, 2016 – The Library must have all grant funds encumbered

April 15, 2016 – The Library must submit all Financial Forms to the Texas State Library and Archives Commission; documentation must include a list of invoices and amounts paid for each. The Library must attach copies of all paid invoices for all items purchased under the Project.

May 13, 2016 – The Library must return all unexpended funds or funds used for unallowable items to the Texas State Library and Archives Commission

Authorized Signatures for Execution of Memorandum of Understanding

This Memorandum of Understanding shall become effective upon TSLAC's receipt of the executed document. The MOU is hereby executed by the below authorized official from the _____ (governing authority). The MOU will remain in effect until all conditions outlined above have been met, unless modified or terminated earlier by mutual consent. This MOU may be modified by mutual consent of authorized officials from the Texas State Library and Archives Commission and the _____ (Governing Authority).

Contact Information:

Texas State Library and Archives Commission
Project Representative: Christine McNew
Position: Youth Services Consultant
Address: PO Box 12927, Austin, TX 78711-2927
Telephone: 512-463-4856
Fax: 512-936-2306
E-mail: cmcnew@tsl.texas.gov

Library:

Project Representative Name
Position:
Address:
Telephone:
Fax:
E-mail:

Fiscal Contact Name
Position:
Address:
Telephone:
Fax:
Email:

TINS# _____
Funds will be paid by electronic transfer

Questions about TINS# or direct deposit: contact Rebecca Cannon, TSLAC Accounting Manager, 512-463-6626, email rcannon@tsl.texas.gov

Authorized Signatures:

Texas State Library and Archives Commission:

Signature: _____ Date: _____

Name: Donna Osborne

Title: Chief Operations and Fiscal Officer

Library Governing Authority:

Signature: _____ Date: _____

Name:

Title: