

Memorandum of Understanding between the County of Monterey on behalf of the Monterey County Free Libraries and Friends of the Andy Ausonio Library

This memorandum of understanding establishes a formal working partnership between the County of Monterey, on behalf of Monterey County Free Libraries (MCFL), and Friends of the Andy Ausonio Library, a public benefit corporation, (Friends).

The goal of this partnership is to guide the use of physical space inside, including the foyer and the meeting room and the area immediately around the Castroville Branch Library (aka Andy Ausonio Library) located at 11160 Speegle St. Castroville, CA for use by the Friends to provide and in support of public programming, book sales and book sale activities, fundraising activities, meetings of the Friends Board, Committees, and working groups, and meetings with Monterey County Free Libraries staff.

Background

The Friends and MCFL have had a long and productive partnership, resulting in many facets of community benefit.

MCFL has provided physical space inside and outside the Castroville Branch Library (11160 Speegle St. Castroville, CA 95012) to the Friends for activities including public programs held inside the facility, public programs held outside the facility, book sales in the foyer, housing of documents and records belonging and relating to the Friends, meetings of the Board, Committees, and working groups of the Friends of the Andy Ausonio Library.

The Friends have provided support for these activities through coordinating events with MCFL staff and scheduling use of the building, sharing information about needs, goals, and plans for Friends activities, complying with facility safety and access policies, protocols, and procedures; and engaging in ongoing communication with MCFL.

The Friends have supported the operations of the Castroville Branch through fundraising and donations toward library programs, materials, and services; provision of enjoyable and engaging programs for the public; and ongoing fundraising and community support for the library building and physical amenities.

MCFL has provided support for these activities through providing access to the rooms and areas of the facility (with keys or attending meetings and events); through the promotion of Friends activities; staff collection of cash for ongoing booksale items; provision of increased custodial service to accommodate events and book sales; and coordination of facilities service, maintenance, enhancement, and repair.

This partnership is beneficial to both organizations, and to the entire Castroville community, which benefits from the enhanced collections, materials, programs, and activities at the Castroville Branch Library.

Purpose and Scope

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the use of library space to conduct the above activities.

Responsibilities Under This MOU

The Monterey County Free Libraries shall undertake the following activities:

- Provide access to the facility for Friends Board Members, or their volunteers for identified activities.
- Allow designated Friends facility access on mutually negotiated schedule and duration, to be determined in advance, and in accordance with any policies for space shared with Library operations, or other applicable community uses.
- Support fundraising sales of books, bags, and similar small items in the Library through taking cash and separate cash management with the Friends
- Provide applicable support and workspace for Friends activities, so long as it does not interfere with Library operations, or otherwise violate any applicable law, County policy, or other applicable agreement.
- House limited Friends documents within the Castroville Branch Library facility, with the understanding that MCFL is not responsible for compiling, organizing, discarding, or providing any public access to records of the Friends.
- Provide limited, suitable, and appropriate space inside the branch for storage of materials and items owned by the Friends and used to further these identified activities.
 - Provide a limited space for housing items at the branch or in the lobby, listed in the attached inventory.
 - If the space is required for Library operations, or space must be adjusted or eliminated for facility or operation safety. County shall provide reasonable notice to the Friends to remove the collection.
 - County shall not provide insurance for the items listed and owned by the Friends in any way or against any loss. County is not responsible for any loss, damage, or theft related to the storage of items owned by the Friends.
- Provide reasonable care for the items owned by the Friends within the scope of care provided to other similar materials owned by MCFL.
- Receive and (if needed) sign for any mail for the Friends of the Andy Ausonio Library and store in an assigned location within the Castroville Branch.
- Provide current and complete County and MCFL access and safety policies and protocols to Friends Board and designees and provide training on all current County and MCFL access and safety policies and protocols.
- Provide appropriate documentation, forms, equipment, tools, and products to comply with County and Library access and safety policies and protocols at the Castroville Branch Library.
- Provide an open channel of communication to and with the Castroville Branch Library staff, and Library Administrative Staff.

Friends of the Andy Ausonio Library shall undertake the following activities:

- Ensure that County and Library access and safety policies and protocols are communicated through the Board of the Friends of the Andy Ausonio Library, and to all appropriate designees and volunteers undertaking the designated Friends of the Andy Ausonio Library activities.
- Ensure that all Board, volunteers, and designees follow County and Library access and safety policies and protocols.
- Manage all storage, filing, discarding, duplication, or public access to documents and records owned by the Friends, and stored at the Castroville Library facility.

- Securely fasten, safely place, and/or secure Friends items in a way to prevent damage and injury. Friends are solely responsible for damage or injury resulting from Friends items used and/or stored at the Castroville Branch Library.
- Provide an open channel of communication to and with the Friends of the Andy Ausonio Library Board.
- Maintain the Appreciation Tree affixed to the wall of the foyer. If this MOU is ended, Friends no longer maintain the Tree, or the County requests Friends remove the Appreciation Tree, then Friends shall remove the Tree within 120 days. Failure to do so shall authorize MCFL to remove the Tree, exercising reasonable care in so doing. This provision shall survive the termination of this MOU.

TERM

This MOU is effective upon signing and will be for a term of three years. This MOU may be amended or altered by mutual agreement of both parties. This MOU may be terminated on terms mutually agreed upon by the parties, or upon 30 days advance written notice, without cause, by either party. This MOU may be extended by mutual agreement of the parties on a year-by-year basis.

INDEMNITY: In consideration and furtherance of the above specified purpose, Friends of the Andy Ausonio Library, shall indemnify, defend, and hold harmless the County, its officers, agents, and employees, from and against any and all claims, liabilities, and losses whatsoever (including damages to property and injuries to or death of persons, court costs, and reasonable attorneys' fees) occurring or resulting to any and all persons, firms or corporations furnishing or supplying work, services, materials, or supplies in connection with this MOU, and from any and all claims, liabilities, and losses occurring or resulting to any person, firm, or corporation for damage, injury, or death arising out of or connected with the Friends performance of this Agreement, unless such claims, liabilities, or losses arise out of the sole negligence or willful misconduct of the County. "Friends' performance" includes their action or inaction and the action or inaction of Friends' officers, employees, agents, invitees, volunteers, contractors, and subcontractors.

INSURANCE: Evidence of Coverage: Prior to commencement of this MOU, Friends shall provide a "Certificate of Insurance" certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, Friends upon request shall provide a certified copy of the policy or policies. This verification of coverage shall be sent to the County's Contracts/Purchasing Department, unless otherwise directed. This approval of insurance shall neither relieve nor decrease the liability of the Friends.

Qualifying Insurers: All coverages, except surety, shall be issued by companies which hold a current policy holder's alphabetic and financial size category rating of not less than A- VII, according to the current Best's Key Rating Guide or a company of equal financial stability that is approved by the County's Purchasing Officer.

Insurance Coverage Requirements: Without limiting Friends' duty to indemnify, Friends shall maintain in effect throughout the term of this Agreement a policy or policies of insurance with the following minimum limits of liability:

- Commercial general liability insurance, including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broadform Property Damage, Independent Contractors, Products and Completed Operations, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.
- If Friends either acquires an automobile or it becomes necessary for Friends to use an automobile in the performance of its duties under the MOU, business automobile liability insurance, covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services under this Agreement, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

Other Insurance Requirements.

All insurance required by this Agreement shall be with a company acceptable to the County and issued and executed by an admitted insurer authorized to transact Insurance business in the State of California. Unless otherwise specified by this Agreement, all such insurance shall be written on an occurrence basis, or, if the policy is not written on an occurrence basis, such policy with the coverage required herein shall continue in effect for a period of three years following the date Friends completes all the work or performs all the services under this Agreement. Each liability policy shall provide that the County shall be given notice in writing at least 30 days in advance of any endorsed reduction in coverage or limit, cancellation, or intended non-renewal thereof. Each policy shall provide coverage for Friends Library and additional insureds with respect to claims arising from each subcontractor, if any, performing work or services under this Agreement, or be accompanied by a certificate of insurance from each subcontractor showing each subcontractor has identical insurance coverage to the above requirements. Commercial general liability and automobile liability policies shall provide an endorsement naming the County of Monterey, its officers, agents, and employees as Additional Insureds with respect to liability arising out of the Friends' work, including ongoing and completed operations, and shall further provide that such insurance is primary insurance to any insurance or self-insurance maintained by the County and that the insurance of the Additional Insureds shall not be called upon to contribute to a loss covered by the Friends' insurance. The required endorsement form for Commercial General Liability Additional Insured is ISO Form CG 201011-85 or CG 201010 01 in tandem with CG 20 3710 01 (2000). The required endorsement form for Automobile Additional Insured endorsement is ISO Form CA 20 48 02 99. Prior to the execution of this Agreement by the County, Friends shall file certificates of insurance with the County's contract administrator and County's Contracts/Purchasing Division, showing that the Friends has in effect the insurance required by this Agreement.

The Friends of the Andy Ausonio Library shall file a new or amended certificate of insurance within five calendar days after any change is made in any insurance policy, which would alter the information on the certificate then on file. Acceptance or approval of insurance shall in no way modify or change the indemnification clause in this Agreement, which shall continue in full force and effect. Friends shall at all times during the term of this Agreement maintain in force the insurance coverage required under this Agreement and shall send, without demand by

County, annual certificates to County's Contract Administrator and County's Contracts/Purchasing Division. If the certificate is not received by the expiration date, County shall notify Friends and Friends shall have five calendar days to send in the certificate, evidencing no lapse in coverage during the interim. Failure by Friends to maintain such insurance is a default of this Agreement, which entitles County, at its sole discretion, to terminate this MOU immediately. Friends shall be a licensed, bonded and a properly insured (or permissibly self-insured) contractor, and be responsible for restoring the Property to a condition acceptable to the County upon completion of its purpose for using the Property.

Non-Discrimination/Compliance with Applicable Laws:

During the term of this MOU, Friends and their employees, agents, and/or subcontractors shall not unlawfully discriminate against any person because of race, religious creed, color, sex, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age, or sexual orientation. Friends agrees to comply with all federal, state, and local laws, regulations, and ordinances of these authorities, including any health and safety orders or requirements issued by local or state authorities.

Governing Law: This MOU shall be governed by and interpreted under the laws of the State of California; venue shall be Monterey County.

Assignment: Friends shall not assign or transfer interest in this MOU to any other parties without written consent from the County.

DocuSigned by:
Mary R. Herendeen
BY: _____
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Title: President, Friends of the Andy Ausonio Library
Date: 6/21/2024 | 9:47 PM PDT

DocuSigned by:
Essie Martin
BY: _____
56BB4587EE1F4A4...
Title: MOU Committee member
Date: 6/26/2024 | 2:53 PM PDT