



MEMORANDUM OF UNDERSTANDING

MOU between CPRL Regional Library Outreach and _____ Town of Oriental
(name of organization)

This Memorandum of Understanding is not a binding contract but an agreement to establish an understanding of expectations of both parties.

CPRL Book/Tech Mobile purpose: To bring library resources to the Craven and Pamlico communities, with a focus to reach those who may have challenges coming into the library.

- CPRL Book/Tech Mobile is in high demand and receives requests from the community daily. Each book stop is evaluated, tracked, and monitored for cost effectiveness.
- All CPRL Book/Tech Mobile stops are made with the agreement of a **trial period of six (6) months**. At the end of that time period, each stop will be assessed before continuing.
- Each book stop will be promoted on the CPRL Book/Tech Mobile Facebook page, posted on the CPRL Book/Tech Mobile website page, and listed on the CPRL calendar of events.
- CPRL Book/Tech Mobile will offer free library cards, a variety of books and other library resources, including Wi-Fi, laptops and hotspots.

The following are the expectations of _____ Town of Oriental
(name of organization)

- A contact person and phone number to contact for reasons pertaining to the book stop.
- Provide access to bathrooms during the designated date and time period of book stop.
- A designated representative will be responsible for consistent and ongoing cross-promoting and support: newsletter, Facebook page, calendar, flyer distribution, announcements and reminders to the community.

Signed: _____
CPRL Outreach Supervisor Date

Signed: _____
Organization Representative Date

(*This document requires signature by an authorized representative of the above organization.)

Diane Miller

From: Admin@TownofOriental.com
Sent: Thursday, January 26, 2023 7:47 AM
To: Tammy Cox; manager@townoforiental.com
Subject: FW: CPRL Book/Tech Mobile in Oriental
Attachments: MOU_Town of Oriental.pdf

From: Victoria Hungerford <victoria.hungerford@mycpri.org>
Sent: Wednesday, January 25, 2023 5:17 PM
To: admin@townoforiental.com
Cc: Sidney Phibbons <sidney.phibbons@mycpri.org>
Subject: Re: CPRL Book/Tech Mobile in Oriental

Hello Tammy & Cyndi,

Thank you for taking the time to meet with us last week. We are so excited about coming to Oriental to service the community with our library books and resources.

Start date: In looking at your online calendar, we are hoping we could start our first Book/Tech Mobile visit on Friday, March 3rd. Then following each "First Friday" of the month.

We will plan on doing a morning book stop at Piggly Wiggly (appx 10a-12noon) and then an afternoon stop at the Town Hall or at one of the parks (appx 2p-4p). Depending on what events are happening at Town Hall, if the church isn't using the parking lot that month, etc., we will plan on rotating between Town Hall and the 2 parks. Example: one month we'll be at Town Hall, the next month, we might be at one of the parks, etc...

Holidays: On the Friday that is "Good Friday," the library is closed, but we will plan on coming the next day, Saturday. On Thanksgiving weekend, we will come the next day, Saturday. I don't believe there are any other conflicting holidays.

MOU: I have attached the Memorandum of Understanding for you review, sign, and return to me at your earliest convenience.

Church parking lot: Could you please give me the contact name and number of the church so I can reach out and discuss with them our plans? We will need to have their permission in writing (email is fine) allowing us to park in their parking lot.

Please let me know if you have any questions, concerns, or changes you would like to make.

Again, thank you for this opportunity to serve the community of Oriental. We are looking forward to it!

Victoria

From: Victoria Hungerford
Sent: Thursday, January 12, 2023 12:29 PM
To: admin@townoforiental.com <admin@townoforiental.com>
Cc: Katherine Clowers <kat.clowers@mycprl.org>; Sidney Phibbons <sidney.phibbons@mycprl.org>
Subject: CPRL Book/Tech Mobile in Oriental

Hello Cyndi,

It was a pleasure talking with you today, thank you for taking the time. As we discussed, the CPRL Book/Tech Mobile is a library on wheels, that brings library books and resources to communities in Craven and Pamlico counties, (please see attached flyer). We are interested in talking to Oriental Town Hall about the possibility of the Book/Tech Mobile coming out to serve the Oriental Community.

I look forward to meeting you in person on January 20th at 1pm. I'll have the Book/Tech Mobile with me so you can see what it looks like.

All my best,
Victoria

Victoria Hungerford
Adult Outreach Supervisor
Craven-Pamlico Regional Library
400 Johnson St.
New Bern, NC 28560

Direct: (252) 638-7804

