

Jim
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**Memo of Understanding
Manitowoc Public Library Board of Trustees
and the City of Manitowoc**

The purpose of this agreement is to establish protocols governing the control and use of funds distributed to the Manitowoc Public Library Board of Trustees ("Trustees") by the Manitowoc Public Library Foundation Board of Directors from the Manitowoc Public Library Foundation (the "Foundation") after their distribution to the Trustees such distributed funds referred to hereafter as the ("Distributed Funds").

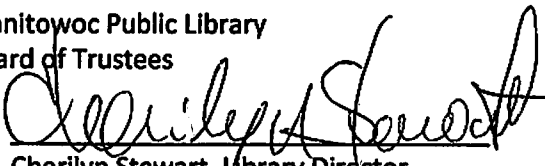
1. The Manitowoc Public Library Board of Trustees is the governing body of the Library. The Trustees have the sole responsibility and authority for determining the services to be offered by the Library, pursuant to Wis. Stat. §43.58, and the scope, quality and method of provision of the services offered.
2. Distributed Funds will be utilized by the Trustees for such special projects, programs and services as the Trustees may determine to enhance the library's ability to provide the best possible services to the community it serves. The Foundation provides the Distributed Funds to the Trustees in order to enhance the Library's services beyond the normal operations of the library.
3. Distributed Funds disbursed to the Trustees will use the current City of Manitowoc accounting system and software. The Distributed Funds shall be maintained in a segregated account from the operating funds of the library and earmarked with a unique account number. The Trustees will identify and authorize persons who will have access to the account.
4. The City of Manitowoc (the "City") will maintain account number (2812) and the reporting system for the Distributed Funds which will be distinct from the account number for operating the Library. The Trustees will have distinct controls for its access and use.
5. The Trustees will annually provide to the City the names of persons authorized to approve expenditures from the Distributed Funds account by sending a letter to the Finance Director whenever a change in authorized persons occurs.
6. Use of the City accounting system for the Distributed Funds does not imply or create any ownership, right, or other interest of any kind on behalf of the City in or to any of the Distributed Funds or any of the non-distributed funds collected or maintained by the Foundation. The Foundation and the City are independent contractors and nothing set forth herein is intended or shall be deemed to create any other relationship, including, without limitation any agency, partnership, joint venture or employment relationship between or among the parties or their respective employees or agents.

7. If the Trustees intend to withdraw funds from the City accounting system to utilize another banking method, they must give the City 90 days written notice of their intention to do so, by sending a certified letter to the City Clerk, 900 Quay Street, Manitowoc, WI 54220.

8. This Memo of Understanding may be modified only by the mutual written agreement of the parties.

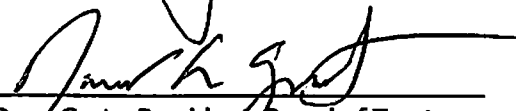
Dated this 23 day of 11, 2015.

Manitowoc Public Library
Board of Trustees

By: 
Cherilyn Stewart, Library Director

City of Manitowoc

By: _____
Justin Nickels, Mayor

By: 
Dave Gratz, President, Board of Trustees

ATTEST:
By: _____
Jennifer Hudon, City Clerk

STATE OF WISCONSIN)

)

MANITOWOC COUNTY)

Personally came before me this _____ day of _____, 2015, the above-named Justin M. Nickels and Jennifer Hudon, known to me to be the Mayor and City Clerk of the City of Manitowoc and acknowledge they executed the foregoing instrument.

By: _____
Printed: _____
Notary Public, Manitowoc County, WI
My commission expires _____