
Central on Main / School Librarian Appreciation Days

Memorandum of Understanding

Between

Donna Bigbee Kathleen Messenbaugh/Capstone

Kenneth and Kyle Brown/Permabound

and

Broken Arrow Public Schools/Central on Main Location

This Memorandum of Understanding (MOU) sets for the terms and understanding between the BAPS and the committee for School Librarian Appreciation Days. October 6th, 7th, 2022.

[For complete details/schedule](https://librarianappreciation.com)

<https://librarianappreciation.com>

Background

Capstone and Permabound sales representatives in Oklahoma are hosting a School Librarian Appreciation and Professional Development Day for Media Specialists across the state. We are offering two similar days in Broken Arrow at the Central on Main location. The dates are October 6th and 7th, 2022.

We are hosting two days in Oklahoma City as well and wanted to have a duplicate event in the Tulsa area.

Purpose

This MOU will allow us to work together with BAPS and Central on Main.

The above goals will be accomplished by undertaking the following activities:

*Meeting with custodian at Central on Main to determine setup for October 6th / 7th, 2022.

Working

*We will notify surrounding businesses in the area about event parking. We are hoping to have about 200 participants each day in attendance.

*We are using Event Brite services for registration and will be giving professional development certificates to participants each day.

Reporting

I will be glad to meet before the event to discuss and after the event for questions. We are extremely grateful that Broken Arrow is willing to allow us to host the event at Central on Main and we are not charging BA media specialists for attending the event as a thank you for this generous location.

Funding

We are charging participants \$25 for each day they attend. They may attend one or both days. The fee will cover the cost of our keynote speaker, breakfast and lunch. We will also be paying for the Central on Main custodian salary for those two days.

Duration

October 6th-event is 8:00-3:30. We would like to come in that morning to set up early if possible. Also, I will get with the custodian to arrange set up of rooms in advance.

Contact Information

Partner name Kathleen Messenbaugh/Donna Bigbee
Partner representative
Position-sales representatives Capstone
Address-6608 N Western, #286
Telephone-405-615-3020/405-503-8228
Fax
E-mail-jkm95@cox.net/dbbigbee@earthlink.net

Partner name Kenneth Brown/Kyle Brown
Partner representative
Position- Sales representatives Permabound
Address
Telephone-
Fax
E-mail-permabound.kenbrown@gmail.com/permabound.kylebrown@gmail.com

Kathleen Messenbaugh/Donna Bigbee
Kathleen Messenbaugh Date: 8/4/22
(Partner signature)
(Partner name, organization, position)

Kenneth Brown/Kyle Brown
Kenneth Brown Date: 8/4/22
(Partner signature)
(Partner name, organization, position)