

**MEMORANDUM OF UNDERSTANDING  
BETWEEN OKLAHOMA DEPARTMENT OF LIBRARIES  
AND HUNGER FREE OKLAHOMA**

The Oklahoma Department of Libraries (ODL), a state agency that serves as the official state library and state archives, assists with public library development and coordinates library and information technology projects statewide. Hunger Free Oklahoma (HFO) is a non-profit organization that addresses food insecurity in Oklahoma by partnering with state, county and local organizations to connect communities with nutrition resources year-round. ODL and HFO are the signatory parties of this Memorandum of Understanding. It is the mutual understanding of these parties that:

**1. Purpose**

The purpose of this agreement is to establish cooperation and support between the organizations to reduce food insecurity in Oklahoma through HFO's Libraries Ending Hunger program.

**2. Scope of Work:**

ODL agrees to:

- Be listed as a member of the Oklahoma Community Partner Network.
- Maintain partnership through regular meetings that provide status reports, updates, and development of plans for growth in library participation.
- Act as initial contact for libraries interested in participating in the program.
- Act as initial contact and liaison between library in-state organizations and out-of-state, state agencies.
- Provide connection and initial contact between ODL division projects related to health and food.
- Participate in feedback, reporting, and information updates related to Libraries Ending Hunger.
- Provide annual summer reading promotional material.

HFO agrees to:

- Be listed as a partner with ODL.
- Maintain partnership through regular meetings that provide status reports, updates, and development of plans for growth in library participation.
- Act as contact and resource for libraries interested and participating in the Libraries Ending Hunger program.

Additionally, HFO commits to providing the following:

- Promotional material(s) to libraries.
- Assistance in identifying project needs and resources.
- Technical Assistance across project phases: discovery, planning, implementation, wrap up.
- Consulting and guidance on promising and best practices around Libraries Ending Hunger program.
- Provide short questionnaire for annual summer reading evaluation.
- Act as contact and information resource for libraries interested and participating in Libraries Ending Hunger program.

**3. Contacts:**

Adrienne Butler, Youth Services Library Consultant  
Oklahoma Department of Libraries  
200 NE 18 St  
Oklahoma City, OK 73105  
[Adrienne.Butler@libraries.ok.gov](mailto:Adrienne.Butler@libraries.ok.gov)

Chris Bernard, Executive Director  
Hunger Free Oklahoma  
309 NW 13th St, STE 103  
Oklahoma City, OK 73103  
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**4. Term of Memorandum of Understanding**

This agreement shall enter into effect on the latest date of its signature.

For Oklahoma Department of Libraries



Natalie Currie, Director  
Oklahoma Department of Libraries

10/28/22  
Date Signed

For Hunger Free Oklahoma



Chris Bernard, Executive Director  
Hunger Free Oklahoma

11/2/22  
Date Signed