

MEMORANDUM OF UNDERSTANDING

BETWEEN

MANATEE COUNTY

and

FRIENDS OF THE BRADEN RIVER LIBRARY, INC.

This Memorandum of Understanding (MOU) is entered into by and between **Manatee County, a political subdivision of the State of Florida** (hereinafter referred to as the "COUNTY") and the **Friends of the Braden River Library, Inc.** (hereinafter referred to as "FRIENDS"), an independent nonprofit 501(c)(3) organization legally distinct from the Braden River Branch Library, collectively, the "Parties," for the purpose of establishing a collaborative relationship between the COUNTY and the FRIENDS in support of the COUNTY's mission to provide programs and services for the Braden River Branch Library, while fostering positive community engagement and advocacy.

WHEREAS, the Braden River Branch Library (hereinafter referred to as "LIBRARY") is a part of the Manatee County Public Library System ("SYSTEM"); and

WHEREAS, the LIBRARY's mission is to nurture imagination, promote lifelong learning, and enrich the community; and

WHEREAS, the FRIENDS is a legally distinct, not-for-profit entity, organized under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended; and

WHEREAS, the FRIENDS mission is to support the growth and development of the LIBRARY by fundraising and advocating for the LIBRARY; and

WHEREAS, the Board of County Commissioners of Manatee County has determined that it is in the best interest of the health, safety, and welfare of the residents of the COUNTY, and serves a valid public purpose, for the COUNTY to enter into this MOU with the intent to collaborate with the FRIENDS.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the Parties agree as follows:

COUNTY AND FRIENDS BOTH AGREE AS FOLLOWS:

1. Both Parties affirm their commitment to enhancing LIBRARY services, supporting literacy, and advancing the LIBRARY's mission.
2. The role of the FRIENDS is limited to supporting LIBRARY goals through advocacy, volunteerism, program support, and fundraising.
3. It is expressly understood that while the FRIENDS may financially fund and support LIBRARY programs, the FRIENDS do not plan, direct, engage performers, or present LIBRARY programs, events, or activities. These functions are the sole responsibility of LIBRARY or COUNTY staff in consultation with the FRIENDS.

COUNTY AGREES TO:

1. Publicly acknowledge FRIENDS' contributions in relevant promotional materials and acknowledge verbally when appropriate.

2. Provide space for FRIENDS brochures and membership materials.
3. Supply information about opportunities for financial support of the LIBRARY or SYSTEM as a whole, prior to the FRIENDS' annual budget planning cycle.
4. Inclusion on the LIBRARY's portion of the COUNTY's website, linking to the FRIENDS' site or page.
5. Allow use of meeting space for FRIENDS' Board of Directors meetings at no charge. Additional use of public meeting room may be available upon request.
6. Provide FRIENDS with designated space within the LIBRARY for storage, files, sales, or office needs, approximately 1.5% of the building's square footage.
7. Designate a SYSTEM representative ("COUNTY REPRESENTATIVE"), typically the branch supervisor, to attend FRIENDS' Board meetings as a non-voting presence and provide a report on LIBRARY activities at Board meetings.

FRIENDS AGREE TO:

1. Remain an active Florida nonprofit corporation in good standing and maintain 501(c)(3) tax-exempt status.
2. Ensure all funds raised are used exclusively for LIBRARY programs, FRIENDS operational expenses, and mutually agreed-upon LIBRARY needs. Funds will be donated directly to the COUNTY for use exclusively at Braden River Branch Library.
3. Publicly support and advocate for LIBRARY policies and strategic goals.
4. Provide a link on the FRIENDS website to the LIBRARY's portion of the COUNTY's website.
5. Submit to the COUNTY for review and approval any FRIENDS promotional materials referencing the LIBRARY or COUNTY.
6. Include COUNTY REPRESENTATIVE as a non-voting attendee at FRIENDS Board meetings and allocate time on the agenda for LIBRARY updates.
7. Provide the COUNTY REPRESENTATIVE with financial reports and minutes from all FRIENDS Board meetings.
8. Submit an up-to-date copy of the FRIENDS' bylaws to the COUNTY REPRESENTATIVE by September 15th every year. Written notification will be adequate when no changes have been made from the previous year.
9. Keep FRIENDS' designated space clean, organized, and safe and not interfere with regular LIBRARY operations or public access.

EFFECTIVE DATE. This MOU will become effective upon execution by both Parties.

INSURANCE. Throughout the Term, FRIENDS will procure and maintain insurance coverages, at its own cost, and within the minimum terms and limits, set forth in Exhibit B, as evidenced by a Certificate of Insurance which shall be submitted to the COUNTY within 30 days after the Effective Date and on or before each anniversary of the Effective Date for the duration of the term of the MOU.

INDEMNIFICATION AND SOVEREIGN IMMUNITY. Both Parties agree to indemnify and hold one another harmless from liability arising from their respective activities under this MOU. The Parties agree that no term or condition contained in the MOU shall be construed or interpreted as (a) denying the COUNTY any remedy or defense available to it under the laws of Florida, (b) a waiver of sovereign immunity by the COUNTY beyond the limitations provided in Section 768.28, Florida Statutes, or (c) resulting in the imposition of liability on the COUNTY for which it would not otherwise by law be responsible. The Parties further agree that nothing herein shall be considered a waiver of any statutory or constitutional sovereign immunity protections reserved to the COUNTY. Nothing herein shall be construed as consent by the COUNTY to be sued by any third party in any matter arising out of the MOU.

ANTI-HUMAN TRAFFICKING. FRIENDS shall provide the COUNTY with a sworn affidavit (Anti-Human Trafficking Affidavit) signed by an officer or a representative of the FRIENDS under penalty of perjury attesting that the FRIENDS do not use coercion for labor or services, as such terms are defined in Section 787.06, Florida Statutes. The Anti-Human Trafficking Affidavit must be in a form substantially similar to Exhibit A, attached hereto and incorporated herein by this reference, and shall be provided to the COUNTY on or before the Effective Date. This MOU shall not be effective unless and until the COUNTY receives the properly executed Anti-Human Trafficking Affidavit.

ASSIGNABILITY. Neither Party may assign the MOU or any right or obligation of the MOU without prior written consent of the other Party.

TERMINATION AND DISSOLUTION. This MOU remains in effect until modified or terminated by either Party. Either Party may terminate this MOU for any reason by providing no less than thirty (30) days' written notice. Upon dissolution of the FRIENDS organization, any remaining assets shall be transferred to the COUNTY for benefit of the Braden River Branch Library, of Manatee County Public Library.

NOTICES. Any notices to be given hereunder by either Party to the other shall be in writing and shall be given by either hand delivery for which return receipt is obtained, or sent by registered or certified United States mail, with return receipt requested, addressed as below. Any act or delivery that must be completed on a Saturday, Sunday or legal holiday under the laws of the State of Florida or the United States of America shall be adequate if performed or delivered on the following business day. Until notice of change is given, the Parties designate the following as the respective individuals and places for giving notice in the manner prescribed herein.

FOR COUNTY:

Manatee County Government
Attention: Library Services Manager
Post Office Box 1000
Bradenton, Florida 34206

and

Manatee County Government
Attention: County Attorney
Post Office Box 1000
Bradenton, Florida 34206

FOR FRIENDS OF THE BRADEN RIVER LIBRARY, INC.:

Ann Hansen
President,
Friends of the Braden River
Library, Inc

AMENDMENT. Any changes to this MOU must be made in writing and signed by both Parties.

IN WITNESS WHEREOF, this MOU has been executed by the Parties herein:

FRIENDS:

**FRIENDS OF THE BRADEN RIVER LIBRARY, INC., a Florida
not for profit corporation**

By: *Louise D Hauser*

Signature
Printed Name: Louise D Hauser

As: President

Title
Date: March 19, 2026

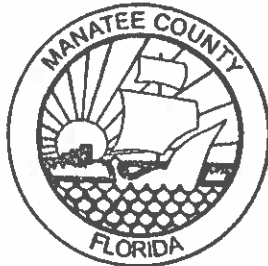
COUNTY:

MANATEE COUNTY, a political subdivision of the State of
Florida

By: Board of County Commissioners

By: *T. Se*

Chairperson
Date: 4/21/2026



ATTEST: ANGELINA COLONNESO

CLERK OF THE CIRCUIT COURT AND COMPTROLLER

By: *Angeline Colonneso*
Deputy Clerk

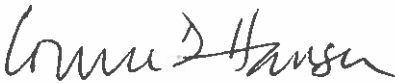
EXHIBIT A

ANTI-HUMAN TRAFFICKING AFFIDAVIT (Section 787.06, Florida Statutes)

Before me, the undersigned authority, personally appeared, **Louise Hauser**, who was sworn and says that the following information is true and correct:

1. I am the **President of Friends of the Braden River Library** (Entity). I have been authorized by the Entity to provide and execute this affidavit.
2. I am over eighteen years of age and the following information is given from my own personal knowledge.
3. Entity is a nongovernmental entity and I hereby attest that Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.
4. This affidavit is made and given by affiant under penalty of perjury with full knowledge of applicable Florida laws regarding sworn affidavits and the penalties and liabilities resulting from false statements and misrepresentations therein.

Louise Hauser, President
Friends of the Braden River Library



Signature



STATE OF FLORIDA
COUNTY OF MANATEE

Sworn to (or affirmed) and subscribed before me by means of

- ☒ physical presence or
☐ online notarization

this 23 day of March, 2025, by **Louise Hauser**,
President of Friends of the Braden River Library, who

- ☐ is personally known to me or
☒ has produced LOUISE D. HAUSER as identification.

[CHECK APPLICABLE BOXES TO SATISFY IDENTIFICATION
REQUIREMENT OF SECTION 117.05, FLORIDA STATUTES]

Sandra J. Adcock

My Commission Expires: 8/21/29

Signature of Notary Public

(Legibly print, type, or stamp commissioned name of Notary Public and affix
official notary seal below.)



SANDRA J. ADCOCK
Notary Public
State of Florida
Comm# HH668510
Expires 8/21/2029

EXHIBIT B
INSURANCE REQUIREMENTS

Work under the resulting Memorandum of Understanding (MOU) cannot commence until all insurance coverages indicated herein have been obtained. The cost for insurance coverages is the sole responsibility of Friends of Braden River Library, Inc. (hereinafter referred to as "FRIENDS". FRIENDS shall obtain and submit to the Procurement Division within ten (10) calendar days from the date of notice of intent to award, proof the following minimum amounts of insurance on a standard ACORD form (inclusive of any amounts provided by an umbrella or excess policy):

REQUIRED INSURANCES FOR ALL AGREEMENTS/CONTRACTS:

1. ☒ **Commercial General Liability Insurance:**

(Per Occurrence form only; claims-made form is not acceptable)

Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed to name "Manatee County, a political subdivision of the State of Florida" as an Additional Insured, and include limits not less than:

- \$ 1,000,000 Single Limit Per Occurrence
- \$ 2,000,000 Aggregate
- \$ 1,000,000 Products/Completed Operations Aggregate
- \$ 1,000,000 Personal and Advertising Injury Liability
- \$ 50,000 Fire Damage Liability
- \$ 5,000 Medical Expense, and

This policy shall contain severability of interests' provisions.

2. ☒ **Volunteer Accident Insurance**

Coverage limits of not less than \$100,000 per accident

INSURANCE REQUIREMENTS:

I. Policies shall contain, or be endorsed to contain, the following:

- a. "Manatee County, a Political Subdivision of the State of Florida," shall be named as an Additional Insured in respect to liability arising out of activities performed by or on behalf of the FRIENDS, its agents, representatives, and employees; products and completed operations of the FRIENDS automobiles owned, leased, hired, or borrowed by the Respondent/Contractor, and as required per the above specific insurance requirements. The coverage(s) shall contain no special limitation(s) on the scope of protection afforded to the County, its officials, employees, or volunteers.
- b. A Certificate of Insurance shall be provided to the County and shall include the endorsement that evidences the County being listed as an Additional Insured. This

can be done in one of two ways: (1) an endorsement can be issued that specifically lists "Manatee County, a Political Subdivision of the State of Florida," as Additional Insured; or, (2) an endorsement can be issued that states that all Certificate Holders are Additional Insured with respect to the policy.

- c. FRIENDS' insurance coverage shall be primary insurance with respect to the County, its officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officials, employees, or volunteers shall be in excess of FRIENDS' insurance and shall be non-contributory.
- d. The insurance policies shall be on an occurrence form, unless specifically noted otherwise.
- e. FRIENDS' insurer shall agree to waive all rights of subrogation against the County, its officials, employees, and volunteers for losses arising from work performed by the FRIENDS for the County.

II. Provisions applicable to all policies:

- 1. Prior to the execution of a MOU, or issuance of a Purchase Order, and then annually upon the anniversary date(s) of the insurance policy's renewal date(s) for as long as the MOU remains in effect, FRIENDS shall furnish the County with a Certificate(s) of Insurance (using an industry accepted certificate form, signed by the Issuer, with applicable endorsements, and containing the solicitation or MOU number, and title or description) for all required coverages and evidencing the applicable coverages, as set forth above, name "Manatee County, a Political Subdivision of the State of Florida" as an Additional Insured.

In addition, if requested in writing from the County, FRIENDS shall provide the County with a copy of all requested insurance policies. The address where such certificates and certified policies shall be sent or delivered is as follows unless otherwise provided:

**Manatee County, a Political Subdivision of the State of Florida
Attn: Purchasing Division - Procurement
1112 Manatee Avenue West
Bradenton, FL 34205**

- 2. The MOU's title shall be listed on each Certificate of Insurance or policy.
- 3. FRIENDS shall provide fifteen (15) days written notice of any cancellation, non-renewal, termination, material change, or reduction in coverage of any insurance policies to the County's procurement representative including solicitation number and title with all notices.

4. FRIENDS agrees that should at any time FRIENDS fail to meet or maintain the required insurance coverage(s) as set forth herein, the County may terminate this MOU.
 5. FRIENDS waives all subrogation rights against "Manatee County, a Political Subdivision of the State of Florida," for all losses or damages which occur during, or arise from, the MOU, whether the suit is brought during the MOU period or not.
 6. FRIENDS has sole responsibility for all their insurance premiums and policy deductibles.
 7. It is the FRIENDS' responsibility to ensure that his agents, representatives, and subcontractors comply with the insurance requirements set forth herein. FRIENDS shall include its agents, representatives, and subcontractors working under the MOU as insured under its policies, or FRIENDS shall furnish separate Certificates of Insurance and endorsements naming "Manatee County, a political subdivision of the State of Florida" as an Additional Insured for each agent, representative, and subcontractor working under the MOU. All coverages for agents, representatives, and subcontractors shall be subject to all the same requirements set forth herein.
 8. All required insurance policies must be written with a carrier having a minimum A.M. Best rating of A- FSC VII or better.
- III.** FRIENDS understands and agrees that the types and limits of coverages listed herein shall not be construed as a limitation of any potential liability to the County, or to others, and the County's failure to request evidence of the insurance coverages and/or Additional Insured status shall not be construed as a waiver of FRIENDS obligation to provide and maintain the insurance coverages specified.
- IV.** FRIENDS understands and agrees that the County does not waive its immunity, and nothing herein shall be interpreted as a waiver of the County's rights, including the limitation of waiver of immunity, as set forth in Florida Statutes 768.28, or any other statutes, and the County expressly reserves these rights to the full extent allowed by law.
- V.** The enclosed Hold Harmless Agreement shall be signed by the FRIENDS and shall become a part of the MOU.
- VI.** No award shall be made until the Purchasing Division - Procurement has received the Certificate of Insurance, Endorsements, and signed Hold Harmless Agreement in accordance with this section.

Manatee County, a Political Subdivision of the State of Florida
Indemnity and Hold Harmless

FRIENDS shall defend, indemnify and hold harmless the County and all of the County's officers, agents, employees, and volunteers from and against all claims, liability, loss and expense, including reasonable costs, collection expenses, attorneys' fees, and court costs which may arise because of the negligence (whether active or passive), misconduct, or other fault, in whole or in part (whether joint, concurrent, or contributing), of FRIENDS, its officers, employees, representatives and agents in performance or non-performance of its obligations under the MOU. Respondent recognizes the broad nature of this indemnification and hold harmless clause, as well as the provision of a legal defense to the County when necessary, and voluntarily makes this covenant and expressly acknowledges the receipt of such good and valuable consideration provided by the County in support of these indemnification, legal defense and hold harmless contractual obligations in accordance with the laws of the State of Florida. This clause shall survive the termination of this MOU. Compliance with any insurance requirements required elsewhere within this MOU shall not relieve Respondent of its liability and obligation to defend, hold harmless and indemnify the County as set forth in this article of the MOU.

Nothing herein shall be construed to extend the County's liability beyond that provided in section 768.28, Florida Statutes.

MOU NUMBER AND/OR NAME	<i>Friends of the Braden River</i>
	<i>Library</i>
INSURANCE AGENT	
RESPONDENT/CONTRACTOR SIGNATURE	
DATE	<i>June 5, 2018</i>

Acknowledgement:

STATE OF FLORIDA COUNTY OF Manatee

The foregoing instrument was acknowledged before me this 23 day of March,

2018 by Louise D. Hauser Louise Hauser, who is

personally known to me or who has produced _____ as
identification.

Notary Signature Sandra J. Adcock

Print Name: _____



SANDRA J. ADCOCK
Notary Public
State of Florida
Comm# HH668510
Expires 8/21/2029

MEMORANDUM OF UNDERSTANDING

BETWEEN

MANATEE COUNTY

and

FRIENDS OF THE CENTRAL LIBRARY, INC.

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WHEREAS, the Central Library (hereinafter referred to as "LIBRARY") is a part of the Manatee County Public Library System ("SYSTEM"); and

WHEREAS, the LIBRARY's mission is to nurture imagination, promote lifelong learning, and enrich the community; and

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4. Inclusion on the LIBRARY's portion of the COUNTY's website, linking to the FRIENDS' site or page.
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8. Submit an up-to-date copy of the FRIENDS' bylaws to the COUNTY REPRESENTATIVE by September 15th every year. Written notification will be adequate when no changes have been made from the previous year.
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ANTI-HUMAN TRAFFICKING. FRIENDS shall provide the COUNTY with a sworn affidavit (Anti-Human Trafficking Affidavit) signed by an officer or a representative of the FRIENDS under penalty of perjury attesting that the FRIENDS do not use coercion for labor or services, as such terms are defined in Section 787.06, Florida Statutes. The Anti-Human Trafficking Affidavit must be in a form substantially similar to Exhibit A, attached hereto and incorporated herein by this reference, and shall be provided to the COUNTY on or before the Effective Date. This MOU shall not be effective unless and until the COUNTY receives the properly executed Anti-Human Trafficking Affidavit.

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NOTICES. Any notices to be given hereunder by either Party to the other shall be in writing and shall be given by either hand delivery for which return receipt is obtained, or sent by registered or certified United States mail, with return receipt requested, addressed as below. Any act or delivery that must be completed on a Saturday, Sunday or legal holiday under the laws of the State of Florida or the United States of America shall be adequate if performed or delivered on the following business day. Until notice of change is given, the Parties designate the following as the respective individuals and places for giving notice in the manner prescribed herein.

FOR COUNTY:

Manatee County Government
Attention: Library Services Manager
Post Office Box 1000
Bradenton, Florida 34206

and

Manatee County Government
Attention: County Attorney
Post Office Box 1000
Bradenton, Florida 34206

FOR FRIENDS OF THE CENTRAL LIBRARY, INC.:

Attn: Resident 1301 1st Ave W. Bradenton, FL 34205

AMENDMENT. Any changes to this MOU must be made in writing and signed by both Parties.

IN WITNESS WHEREOF, this MOU has been executed by the Parties herein:

FRIENDS:

FRIENDS OF THE CENTRAL LIBRARY, INC., a Florida not
for profit corporation

By: _____

Signature

Printed Name: _____

As: _____

Title

Date: _____

COUNTY:

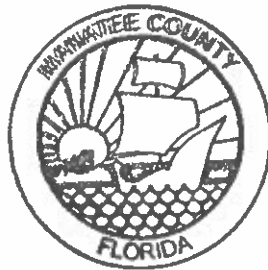
MANATEE COUNTY, a political subdivision of the State of
Florida

By: Board of County Commissioners

By: _____

Chairperson

Date: _____



ATTEST: ANGELINA COLONNESO

CLERK OF THE CIRCUIT COURT AND COMPTROLLER

By: _____

Deputy Clerk

EXHIBIT A

ANTI-HUMAN TRAFFICKING AFFIDAVIT (Section 787.06, Florida Statutes)

Before me, the undersigned authority, personally appeared, **Connie Shebs**, who was sworn and says that the following information is true and correct:

1. I am the **President of the Friends of the Central Library** (Entity). I have been authorized by the Entity to provide and execute this affidavit.
2. I am over eighteen years of age and the following information is given from my own personal knowledge.
3. Entity is a nongovernmental entity and I hereby attest that Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.
4. This affidavit is made and given by affiant under penalty of perjury with full knowledge of applicable Florida laws regarding sworn affidavits and the penalties and liabilities resulting from false statements and misrepresentations therein.

Connie Shebs
President of the Friends of the Central Library

A handwritten signature in cursive script that reads "Connie Shebs". The signature is written in dark ink and is positioned above a horizontal line.

Signature

STATE OF FLORIDA
COUNTY OF MANATEE

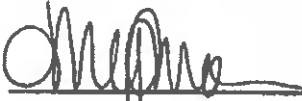
Sworn to (or affirmed) and subscribed before me by means of

- ☒ physical presence or
☐ online notarization

this 10th day of MARCH, 2026, by **Connie Shebs,**
President of the Friends of the Central Library, who

- ☐ is personally known to me or
☒ has produced PL DL S120-101-54-S27-0 as identification.

[CHECK APPLICABLE BOXES TO SATISFY IDENTIFICATION
REQUIREMENT OF SECTION 117.05, FLORIDA STATUTES]



My Commission Expires: Oct 23, 2026

Signature of Notary Public

(Legibly print, type, or stamp commissioned name of Notary Public and affix
official notary seal below.)

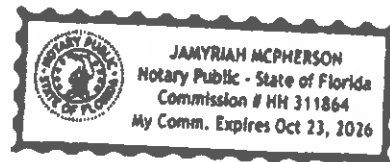


EXHIBIT B
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1. ☒ **Commercial General Liability Insurance:**

(Per Occurrence form only; claims-made form is not acceptable)

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- \$ 1,000,000 Personal and Advertising Injury Liability
- \$ 50,000 Fire Damage Liability
- \$ 5,000 Medical Expense, and

This policy shall contain severability of interests' provisions.

2. ☒ **Volunteer Accident Insurance**

Coverage limits of not less than \$100,000 per accident

INSURANCE REQUIREMENTS:

I. Policies shall contain, or be endorsed to contain, the following:

- a. "Manatee County, a Political Subdivision of the State of Florida," shall be named as an Additional Insured in respect to liability arising out of activities performed by or on behalf of the FRIENDS, its agents, representatives, and employees; products and completed operations of the FRIENDS automobiles owned, leased, hired, or borrowed by the Respondent/Contractor, and as required per the above specific insurance requirements. The coverage(s) shall contain no special limitation(s) on the scope of protection afforded to the County, its officials, employees, or volunteers.

- b. A Certificate of Insurance shall be provided to the County and shall include the endorsement that evidences the County being listed as an Additional Insured. This can be done in one of two ways: (1) an endorsement can be issued that specifically lists "Manatee County, a Political Subdivision of the State of Florida," as Additional Insured; or, (2) an endorsement can be issued that states that all Certificate Holders are Additional Insured with respect to the policy.
- c. FRIENDS' insurance coverage shall be primary insurance with respect to the County, its officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officials, employees, or volunteers shall be in excess of FRIENDS' insurance and shall be non-contributory.
- d. The insurance policies shall be on an occurrence form, unless specifically noted otherwise.
- e. FRIENDS' insurer shall agree to waive all rights of subrogation against the County, its officials, employees, and volunteers for losses arising from work performed by the FRIENDS for the County.

II. Provisions applicable to all policies:

- 1. Prior to the execution of a MOU, or issuance of a Purchase Order, and then annually upon the anniversary date(s) of the insurance policy's renewal date(s) for as long as the MOU remains in effect, FRIENDS shall furnish the County with a Certificate(s) of Insurance (using an industry accepted certificate form, signed by the Issuer, with applicable endorsements, and containing the solicitation or MOU number, and title or description) for all required coverages and evidencing the applicable coverages, as set forth above, name "Manatee County, a Political Subdivision of the State of Florida" as an Additional Insured.

In addition, if requested in writing from the County, FRIENDS shall provide the County with a copy of all requested insurance policies. The address where such certificates and certified policies shall be sent or delivered is as follows unless otherwise provided:

**Manatee County, a Political Subdivision of the State of Florida
Attn: Purchasing Division - Procurement
1112 Manatee Avenue West
Bradenton, FL 34205**

- 2. The MOU's title shall be listed on each Certificate of Insurance or policy.
- 3. FRIENDS shall provide fifteen (15) days' written notice of any cancellation, non-renewal, termination, material change, or reduction in coverage of any insurance policies to the County's procurement representative including solicitation number and title with all notices.

4. FRIENDS agrees that should at any time FRIENDS fail to meet or maintain the required insurance coverage(s) as set forth herein, the County may terminate this MOU.
 5. FRIENDS waives all subrogation rights against "Manatee County, a Political Subdivision of the State of Florida," for all losses or damages which occur during, or arise from, the MOU, whether the suit is brought during the MOU period or not.
 6. FRIENDS has sole responsibility for all their insurance premiums and policy deductibles.
 7. It is the FRIENDS' responsibility to ensure that their agents, representatives, and subcontractors comply with the insurance requirements set forth herein. FRIENDS shall include its agents, representatives, and subcontractors working under the MOU as insured under its policies, or FRIENDS shall furnish separate Certificates of Insurance and endorsements naming "Manatee County, a political subdivision of the State of Florida" as an Additional Insured for each agent, representative, and subcontractor working under the MOU. All coverages for agents, representatives, and subcontractors shall be subject to all the same requirements set forth herein.
 8. All required insurance policies must be written with a carrier having a minimum A.M. Best rating of A- FSC VII or better.
- III. FRIENDS understands and agrees that the types and limits of coverages listed herein shall not be construed as a limitation of any potential liability to the County, or to others, and the County's failure to request evidence of the insurance coverages and/or Additional Insured status shall not be construed as a waiver of FRIENDS obligation to provide and maintain the insurance coverages specified.
- IV. FRIENDS understands and agrees that the County does not waive its immunity, and nothing herein shall be interpreted as a waiver of the County's rights, including the limitation of waiver of immunity, as set forth in Florida Statutes 768.28, or any other statutes, and the County expressly reserves these rights to the full extent allowed by law.
- V. The enclosed Hold Harmless Agreement shall be signed by the FRIENDS and shall become a part of the MOU.
- VI. No award shall be made until the Purchasing Division - Procurement has received the Certificate of Insurance, Endorsements, and signed Hold Harmless Agreement in accordance with this section.

Manatee County, a Political Subdivision of the State of Florida
Indemnity and Hold Harmless

FRIENDS shall defend, indemnify and hold harmless the County and all of the County's officers, agents, employees, and volunteers from and against all claims, liability, loss and expense, including reasonable costs, collection expenses, attorneys' fees, and court costs which may arise because of the negligence (whether active or passive), misconduct, or other fault, in whole or in part (whether joint, concurrent, or contributing), of FRIENDS, its officers, employees, representatives and agents in performance or non-performance of its obligations under the MOU. Respondent recognizes the broad nature of this indemnification and hold harmless clause, as well as the provision of a legal defense to the County when necessary, and voluntarily makes this covenant and expressly acknowledges the receipt of such good and valuable consideration provided by the County in support of these indemnification, legal defense and hold harmless contractual obligations in accordance with the laws of the State of Florida. This clause shall survive the termination of this MOU. Compliance with any insurance requirements required elsewhere within this MOU shall not relieve Respondent of its liability and obligation to defend, hold harmless and indemnify the County as set forth in this article of the MOU.

Nothing herein shall be construed to extend the County's liability beyond that provided in section 768.28, Florida Statutes.

MOU NUMBER AND/OR NAME	<u>Constance Shebs</u>
INSURANCE AGENT	
RESPONDENT/CONTRACTOR SIGNATURE	
DATE	<u>Constance Shebs</u> <u>3/10/28</u>

Acknowledgement:

STATE OF Florida COUNTY OF Manatee

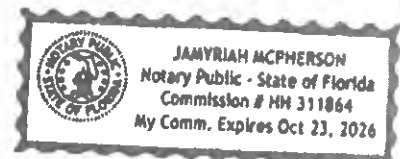
The foregoing instrument was acknowledged before me this 10th day of March,

2028 by Jamyriah McPherson Connie Shebs who is

personally known to me or who has produced FL DL S120-101-59-57-0 as
identification.

Notary Signature [Signature]

Print Name: Jamyriah McPherson



MEMORANDUM OF UNDERSTANDING

BETWEEN

MANATEE COUNTY

and

FRIENDS OF THE ISLAND LIBRARY, INC.

This Memorandum of Understanding (MOU) is entered into by and between **Manatee County, a political subdivision of the State of Florida** (hereinafter referred to as the "COUNTY") and the **Friends of the Island Library, Inc.** (hereinafter referred to as "FRIENDS"), an independent nonprofit 501(c)(3) organization legally distinct from the Island Branch Library, collectively, the "Parties," for the purpose of establishing a collaborative relationship between the COUNTY and the FRIENDS in support of the COUNTY's mission to provide programs and services for the Island Branch Library, while fostering positive community engagement and advocacy.

WHEREAS, the Island Branch Library (hereinafter referred to as "LIBRARY") is a part of the Manatee County Public Library System ("SYSTEM"); and

WHEREAS, the LIBRARY's mission is to nurture imagination, promote lifelong learning, and enrich the community; and

WHEREAS, the FRIENDS is a legally distinct, not-for-profit entity, organized under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended; and

WHEREAS, the FRIENDS mission is to support the growth and development of the LIBRARY by fundraising and advocating for the LIBRARY; and

WHEREAS, the Board of County Commissioners of Manatee County has determined that it is in the best interest of the health, safety, and welfare of the residents of the COUNTY, and serves a valid public purpose, for the COUNTY to enter into this MOU with the intent to collaborate with the FRIENDS.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the Parties agree as follows:

COUNTY AND FRIENDS BOTH AGREE AS FOLLOWS:

1. Both Parties affirm their commitment to enhancing LIBRARY services, supporting literacy, and advancing the LIBRARY's mission.
2. The role of the FRIENDS is limited to supporting LIBRARY goals through advocacy, volunteerism, program support, and fundraising.
3. It is expressly understood that while the FRIENDS may financially fund and support LIBRARY programs, the FRIENDS do not plan, direct, engage performers, or present LIBRARY programs, events, or activities. These functions are the sole responsibility of LIBRARY or COUNTY staff in consultation with the FRIENDS.

COUNTY AGREES TO:

1. Publicly acknowledge FRIENDS' contributions in relevant promotional materials and acknowledge verbally when appropriate.
2. Provide space for FRIENDS brochures and membership materials.
3. Supply information about opportunities for financial support of the LIBRARY or SYSTEM as a whole, prior to the FRIENDS' annual budget planning cycle.
4. Inclusion on the LIBRARY's portion of the COUNTY's website, linking to the FRIENDS' site or page.
5. Allow use of meeting space for FRIENDS' Board of Directors meetings at no charge. Additional use of public meeting room may be available upon request.
6. Provide FRIENDS with designated space within the LIBRARY for storage, files, sales, or office needs, approximately 1.5% of the building's square footage.
7. Designate a SYSTEM representative ("COUNTY REPRESENTATIVE"), typically the branch supervisor, to attend FRIENDS' Board meetings as a non-voting presence and provide a report on LIBRARY activities at Board meetings.

FRIENDS AGREE TO:

1. Remain an active Florida nonprofit corporation in good standing and maintain 501(c)(3) tax-exempt status.
2. Ensure all funds raised are used exclusively for LIBRARY programs, FRIENDS operational expenses, and mutually agreed-upon LIBRARY needs. Funds will be donated directly to the COUNTY for use exclusively at Island Branch Library.
3. Publicly support and advocate for LIBRARY policies and strategic goals.
4. Provide a link on the FRIENDS website to the LIBRARY's portion of the COUNTY's website.
5. Submit to the COUNTY for review and approval any FRIENDS promotional materials referencing the LIBRARY or COUNTY.
6. Include COUNTY REPRESENTATIVE as a non-voting attendee at FRIENDS Board meetings and allocate time on the agenda for LIBRARY updates.
7. Provide the COUNTY REPRESENTATIVE with financial reports and minutes from all FRIENDS Board meetings.
8. Submit an up-to-date copy of the FRIENDS' bylaws to the COUNTY REPRESENTATIVE by September 15th every year. Written notification will be adequate when no changes have been made from the previous year.
9. Keep FRIENDS' designated space clean, organized, and safe and not interfere with regular LIBRARY operations or public access.

EFFECTIVE DATE. This MOU will become effective upon execution by both Parties.

INSURANCE. Throughout the Term, FRIENDS will procure and maintain insurance coverages, at its own cost, and within the minimum terms and limits, set forth in Exhibit B, as evidenced by a Certificate of Insurance which shall be submitted to the COUNTY within 30 days after the Effective Date and on or before each anniversary of the Effective Date for the duration of the term of the MOU.

INDEMNIFICATION AND SOVEREIGN IMMUNITY. Both Parties agree to indemnify and hold one another harmless from liability arising from their respective activities under this MOU. The Parties agree that no term or condition contained in the MOU shall be construed or interpreted as (a) denying the COUNTY any remedy or defense available to it under the laws of Florida, (b) a waiver of sovereign immunity by the COUNTY beyond the limitations provided in Section 768.28, Florida Statutes, or (c) resulting in the imposition of liability on the COUNTY for which it would not otherwise by law be responsible. The Parties further agree that nothing herein shall be considered a waiver of any statutory or constitutional sovereign immunity protections reserved to the COUNTY. Nothing herein shall be construed as consent by the COUNTY to be sued by any third party in any matter arising out of the MOU.

ANTI-HUMAN TRAFFICKING. FRIENDS shall provide the COUNTY with a sworn affidavit (Anti-Human Trafficking Affidavit) signed by an officer or a representative of the FRIENDS under penalty of perjury attesting that the FRIENDS do not use coercion for labor or services, as such terms are defined in Section 787.06, Florida Statutes. The Anti-Human Trafficking Affidavit must be in a form substantially similar to Exhibit A, attached hereto and incorporated herein by this reference, and shall be provided to the COUNTY on or before the Effective Date. This MOU shall not be effective unless and until the COUNTY receives the properly executed Anti-Human Trafficking Affidavit.

ASSIGNABILITY. Neither Party may assign the MOU or any right or obligation of the MOU without prior written consent of the other Party.

TERMINATION AND DISSOLUTION. This MOU remains in effect until modified or terminated by either Party. Either Party may terminate this MOU for any reason by providing no less than thirty (30) days' written notice. Upon dissolution of the FRIENDS organization, any remaining assets shall be transferred to the COUNTY for benefit of the Island Branch Library, of Manatee County Public Library.

NOTICES. Any notices to be given hereunder by either Party to the other shall be in writing and shall be given by either hand delivery for which return receipt is obtained, or sent by registered or certified United States mail, with return receipt requested, addressed as below. Any act or delivery that must be completed on a Saturday, Sunday or legal holiday under the laws of the State of Florida or the United States of America shall be adequate if performed or delivered on the following business day. Until notice of change is given, the Parties designate the following as the respective individuals and places for giving notice in the manner prescribed herein.

FOR COUNTY:

Manatee County Government

Attention: Library Services Manager
Post Office Box 1000
Bradenton, Florida 34206

and

Manatee County Government
Attention: County Attorney
Post Office Box 1000
Bradenton, Florida 34206

FOR FRIENDS OF THE ISLAND LIBRARY, INC.:

Attn: President, 203 56th St Holmes Beach, FL 34317

AMENDMENT. Any changes to this MOU must be made in writing and signed by both Parties.

IN WITNESS WHEREOF, this MOU has been executed by the Parties herein:

FRIENDS:

FRIENDS OF THE ISLAND LIBRARY, INC., a Florida not for
profit corporation

By: Nancy R. Deal
Signature

Printed Name: Nancy R. Deal

As: President

Title

Date: 3-25-26



COUNTY:

MANATEE COUNTY, a political subdivision of the State of
Florida

By: Board of County Commissioners

By: J. Deal

Chairperson

Date: 4/21/2026

ATTEST: ANGELINA COLONNESO

CLERK OF THE CIRCUIT COURT AND COMPTROLLER

By: Rubin Ortiz DC

Deputy Clerk

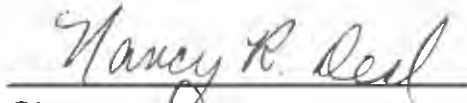
EXHIBIT A

ANTI-HUMAN TRAFFICKING AFFIDAVIT (Section 787.06, Florida Statutes)

Before me, the undersigned authority, personally appeared, **Nancy Deal**, who was sworn and says that the following information is true and correct:

1. I am the **President of Friends of the Island Library** (Entity). I have been authorized by the Entity to provide and execute this affidavit.
2. I am over eighteen years of age and the following information is given from my own personal knowledge.
3. Entity is a nongovernmental entity and I hereby attest that Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.
4. This affidavit is made and given by affiant under penalty of perjury with full knowledge of applicable Florida laws regarding sworn affidavits and the penalties and liabilities resulting from false statements and misrepresentations therein.

**Nancy Deal, President
Friends of the Island Library**


Signature

STATE OF FLORIDA
COUNTY OF MANATEE

Sworn to (or affirmed) and subscribed before me by means of

- ☒ physical presence or
☐ online notarization

this 12th day of December, 2025, by **Nancy Deal, President
of Friends of the Island Library**, who

- ☐ is personally known to me or
☒ has produced FLDL D400636488740 as identification.
exp 10.14.29

[CHECK APPLICABLE BOXES TO SATISFY IDENTIFICATION
REQUIREMENT OF SECTION 117.05, FLORIDA STATUTES]

Patricia A. Shahinian

My Commission Expires: _____

Signature of Notary Public

(Legibly print, type, or stamp commissioned name of Notary Public and affix
official notary seal below.)

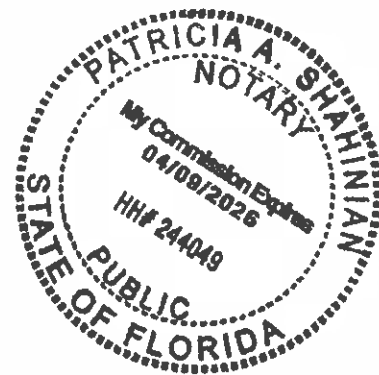


EXHIBIT B
INSURANCE REQUIREMENTS

Work under the resulting Memorandum of Understanding (MOU) cannot commence until all insurance coverages indicated herein have been obtained. The cost for insurance coverages is the sole responsibility of **Friends of the Island Branch Library, Inc.** (hereinafter referred to as "FRIENDS". FRIENDS shall obtain and submit to the Procurement Division within ten (10) calendar days from the date of notice of intent to award, proof the following minimum amounts of insurance on a standard ACORD form (inclusive of any amounts provided by an umbrella or excess policy):

REQUIRED INSURANCES FOR ALL AGREEMENTS/CONTRACTS:

1. ☒ **Commercial General Liability Insurance:**

(Per Occurrence form only; claims-made form is not acceptable)

Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed to name "Manatee County, a political subdivision of the State of Florida" as an Additional Insured, and include limits not less than:

- \$ 1,000,000 Single Limit Per Occurrence
- \$ 2,000,000 Aggregate
- \$ 1,000,000 Products/Completed Operations Aggregate
- \$ 1,000,000 Personal and Advertising Injury Liability
- \$ 50,000 Fire Damage Liability
- \$ 5,000 Medical Expense, and

This policy shall contain severability of interests' provisions.

2. ☒ **Volunteer Accident Insurance**

Coverage limits of not less than \$100,000 per accident

INSURANCE REQUIREMENTS:

I. Policies shall contain, or be endorsed to contain, the following:

- a. "Manatee County, a Political Subdivision of the State of Florida," shall be named as an Additional Insured in respect to liability arising out of activities performed by or on behalf of the FRIENDS, its agents, representatives, and employees; products and completed operations of the FRIENDS automobiles owned, leased, hired, or borrowed by the Respondent/Contractor, and as required

per the above specific insurance requirements. The coverage(s) shall contain no special limitation(s) on the scope of protection afforded to the County, its officials, employees, or volunteers.

- b. A Certificate of Insurance shall be provided to the County and shall include the endorsement that evidences the County being listed as an Additional Insured. This can be done in one of two ways: (1) an endorsement can be issued that specifically lists "Manatee County, a Political Subdivision of the State of Florida," as Additional Insured; or, (2) an endorsement can be issued that states that all Certificate Holders are Additional Insured with respect to the policy.
- c. FRIENDS' insurance coverage shall be primary insurance with respect to the County, its officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officials, employees, or volunteers shall be in excess of FRIENDS' insurance and shall be non-contributory.
- d. The insurance policies shall be on an occurrence form, unless specifically noted otherwise.
- e. FRIENDS' insurer shall agree to waive all rights of subrogation against the County, its officials, employees, and volunteers for losses arising from work performed by the FRIENDS for the County.

II. Provisions applicable to all policies:

- 1. Prior to the execution of a MOU, or issuance of a Purchase Order, and then annually upon the anniversary date(s) of the insurance policy's renewal date(s) for as long as the MOU remains in effect, FRIENDS shall furnish the County with a Certificate(s) of Insurance (using an industry accepted certificate form, signed by the Issuer, with applicable endorsements, and containing the solicitation or MOU number, and title or description) for all required coverages and evidencing the applicable coverages, as set forth above, name "Manatee County, a Political Subdivision of the State of Florida" as an Additional Insured.

In addition, if requested in writing from the County, FRIENDS shall provide the County with a copy of all requested insurance policies. The address where such certificates and certified policies shall be sent or delivered is as follows unless otherwise provided:

Manatee County, a Political Subdivision of the State of Florida
Attn: Purchasing Division - Procurement
1112 Manatee Avenue West
Bradenton, FL 34205

2. The MOU's title shall be listed on each Certificate of Insurance or policy.
 3. FRIENDS shall provide fifteen (15) days written notice of any cancellation, non-renewal, termination, material change, or reduction in coverage of any insurance policies to the County's procurement representative including solicitation number and title with all notices.
 4. FRIENDS agrees that should at any time FRIENDS fail to meet or maintain the required insurance coverage(s) as set forth herein, the County may terminate this MOU.
 5. FRIENDS waives all subrogation rights against "Manatee County, a Political Subdivision of the State of Florida," for all losses or damages which occur during, or arise from, the MOU, whether the suit is brought during the MOU period or not.
 6. FRIENDS has sole responsibility for all their insurance premiums and policy deductibles.
 7. It is the FRIENDS' responsibility to ensure that his agents, representatives, and subcontractors comply with the insurance requirements set forth herein. FRIENDS shall include its agents, representatives, and subcontractors working under the MOU as insured under its policies, or FRIENDS shall furnish separate Certificates of Insurance and endorsements naming "Manatee County, a political subdivision of the State of Florida" as an Additional Insured for each agent, representative, and subcontractor working under the MOU. All coverages for agents, representatives, and subcontractors shall be subject to all the same requirements set forth herein.
 8. All required insurance policies must be written with a carrier having a minimum A.M. Best rating of A- FSC VII or better.
- III.** FRIENDS understands and agrees that the types and limits of coverages listed herein shall not be construed as a limitation of any potential liability to the County, or to others, and the County's failure to request evidence of the insurance coverages and/or Additional Insured status shall not be construed as a waiver of FRIENDS obligation to provide and maintain the insurance coverages specified.
- IV.** FRIENDS understands and agrees that the County does not waive its immunity, and nothing herein shall be interpreted as a waiver of the County's rights, including the limitation of waiver of immunity, as set forth in Florida Statutes 768.28, or any other statutes, and the County expressly reserves these rights to the full extent allowed by law.

- V. The enclosed Hold Harmless Agreement shall be signed by the FRIENDS and shall become a part of the MOU.
- VI. No award shall be made until the Purchasing Division - Procurement has received the Certificate of Insurance, Endorsements, and signed Hold Harmless Agreement in accordance with this section.

Manatee County, a Political Subdivision of the State of Florida
Indemnity and Hold Harmless

FRIENDS shall defend, indemnify and hold harmless the County and all of the County's officers, agents, employees, and volunteers from and against all claims, liability, loss and expense, including reasonable costs, collection expenses, attorneys' fees, and court costs which may arise because of the negligence (whether active or passive), misconduct, or other fault, in whole or in part (whether joint, concurrent, or contributing), of FRIENDS, its officers, employees, representatives and agents in performance or non-performance of its obligations under the MOU. Respondent recognizes the broad nature of this indemnification and hold harmless clause, as well as the provision of a legal defense to the County when necessary, and voluntarily makes this covenant and expressly acknowledges the receipt of such good and valuable consideration provided by the County in support of these indemnification, legal defense and hold harmless contractual obligations in accordance with the laws of the State of Florida. This clause shall survive the termination of this MOU. Compliance with any insurance requirements required elsewhere within this MOU shall not relieve Respondent of its liability and obligation to defend, hold harmless and indemnify the County as set forth in this article of the MOU.

Nothing herein shall be construed to extend the County's liability beyond that provided in section 768.28, Florida Statutes.

MOU NUMBER AND/OR NAME	Friends of the Island Branch Library
INSURANCE AGENT	Brent Moss, Gulf Insurance
RESPONDENT/CONTRACTOR SIGNATURE	Nancy Rae Deal for FOTIL
DATE	

Acknowledgement:

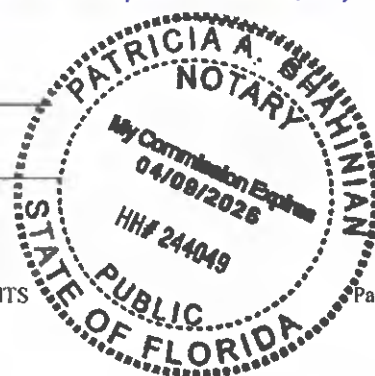
STATE OF Florida COUNTY OF Manatee

The foregoing instrument was acknowledged before me this 25th day of March,

2026 by Nancy Rae Deal Nancy Rae Deal, who is

personally known to me or who has produced FLDL D400636488740 as
24A 10/14/29
identification.

Notary Signature Patricia A. Shahinian
Print Name: Patricia A. Shahinian



MEMORANDUM OF UNDERSTANDING

BETWEEN

MANATEE COUNTY

and

FRIENDS OF THE LAKEWOOD RANCH LIBRARY, INC.

This Memorandum of Understanding (MOU) is entered into by and between **Manatee County, a political subdivision of the State of Florida** (hereinafter referred to as the "COUNTY") and the **Friends of the Lakewood Ranch Library, Inc.** (hereinafter referred to as "FRIENDS"), an independent nonprofit 501(c)(3) organization legally distinct from the Lakewood Ranch Library, collectively, the "Parties," for the purpose of establishing a collaborative relationship between the COUNTY and the FRIENDS in support of the COUNTY's mission to provide programs and services for the Lakewood Ranch Library, while fostering positive community engagement and advocacy.

WHEREAS, the Lakewood Ranch Library (hereinafter referred to as "LIBRARY") is a part of the Manatee County Public Library System ("SYSTEM"); and

WHEREAS, the LIBRARY's mission is to nurture imagination, promote lifelong learning, and enrich the community; and

WHEREAS, the FRIENDS is a legally distinct, not-for-profit entity, organized under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended; and

WHEREAS, the FRIENDS mission is to support the growth and development of the LIBRARY by fundraising and advocating for the LIBRARY; and

WHEREAS, the Board of County Commissioners of Manatee County has determined that it is in the best interest of the health, safety, and welfare of the residents of the COUNTY, and serves a valid public purpose, for the COUNTY to enter into this MOU with the intent to collaborate with the FRIENDS.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the Parties agree as follows:

COUNTY AND FRIENDS BOTH AGREE AS FOLLOWS:

1. Both Parties affirm their commitment to enhancing LIBRARY services, supporting literacy, and advancing the LIBRARY's mission.
2. The role of the FRIENDS is limited to supporting LIBRARY goals through advocacy, volunteerism, program support, and fundraising.
3. It is expressly understood that while the FRIENDS may financially fund and support LIBRARY programs, the FRIENDS do not plan, direct, engage performers, or present LIBRARY programs, events, or activities. These functions are the sole responsibility of LIBRARY or COUNTY staff in consultation with the FRIENDS.

COUNTY AGREES TO:

1. Publicly acknowledge FRIENDS' contributions in relevant promotional materials and acknowledge verbally when appropriate.
2. Provide space for FRIENDS brochures and membership materials.
3. Supply information about opportunities for financial support of the LIBRARY or SYSTEM as a whole, prior to the FRIENDS' annual budget planning cycle.
4. Inclusion on the LIBRARY's portion of the COUNTY's website, linking to the FRIENDS' site or page.
5. Allow use of meeting space for FRIENDS' Board of Directors meetings at no charge. Additional use of public meeting room may be available upon request.
6. Provide FRIENDS with designated space within the LIBRARY for storage, files, sales, or office needs, approximately 1.5% of the building's square footage.
7. Designate a SYSTEM representative ("COUNTY REPRESENTATIVE"), typically the branch supervisor, to attend FRIENDS' Board meetings as a non-voting presence and provide a report on LIBRARY activities at Board meetings.

FRIENDS AGREE TO:

1. Remain an active Florida nonprofit corporation in good standing and maintain 501(c)(3) tax-exempt status.
2. Ensure all funds raised are used exclusively for LIBRARY programs, FRIENDS operational expenses, and mutually agreed-upon LIBRARY needs. Funds will be donated directly to the COUNTY for use exclusively at Lakewood Ranch Library.
3. Publicly support and advocate for LIBRARY policies and strategic goals.
4. Provide a link on the FRIENDS website to the LIBRARY's portion of the COUNTY's website.
5. Submit to the COUNTY for review and approval any FRIENDS promotional materials referencing the LIBRARY or COUNTY.
6. Include COUNTY REPRESENTATIVE as a non-voting attendee at FRIENDS Board meetings and allocate time on the agenda for LIBRARY updates.
7. Provide the COUNTY REPRESENTATIVE with financial reports and minutes from all FRIENDS Board meetings.
8. Submit an up-to-date copy of the FRIENDS' bylaws to the COUNTY REPRESENTATIVE by September 15th every year. Written notification will be adequate when no changes have been made from the previous year.
9. Keep FRIENDS' designated space clean, organized, and safe and not interfere with regular LIBRARY operations or public access.

EFFECTIVE DATE. This MOU will become effective upon execution by both Parties.

INSURANCE. Throughout the Term, FRIENDS will procure and maintain insurance coverages, at its own cost, and within the minimum terms and limits, set forth in Exhibit B, as evidenced by a Certificate of Insurance which shall be submitted to the COUNTY within 30 days after the Effective Date and on or before each anniversary of the Effective Date for the duration of the term of the MOU.

INDEMNIFICATION AND SOVEREIGN IMMUNITY. Both Parties agree to indemnify and hold one another harmless from liability arising from their respective activities under this MOU. The Parties agree that no term or condition contained in the MOU shall be construed or interpreted as (a) denying the COUNTY any remedy or defense available to it under the laws of Florida, (b) a waiver of sovereign immunity by the COUNTY beyond the limitations provided in Section 768.28, Florida Statutes, or (c) resulting in the imposition of liability on the COUNTY for which it would not otherwise by law be responsible. The Parties further agree that nothing herein shall be considered a waiver of any statutory or constitutional sovereign immunity protections reserved to the COUNTY. Nothing herein shall be construed as consent by the COUNTY to be sued by any third party in any matter arising out of the MOU.

ANTI-HUMAN TRAFFICKING. FRIENDS shall provide the COUNTY with a sworn affidavit (Anti-Human Trafficking Affidavit) signed by an officer or a representative of the FRIENDS under penalty of perjury attesting that the FRIENDS do not use coercion for labor or services, as such terms are defined in Section 787.06, Florida Statutes. The Anti-Human Trafficking Affidavit must be in a form substantially similar to Exhibit A, attached hereto and incorporated herein by this reference, and shall be provided to the COUNTY on or before the Effective Date. This MOU shall not be effective unless and until the COUNTY receives the properly executed Anti-Human Trafficking Affidavit.

ASSIGNABILITY. Neither Party may assign the MOU or any right or obligation of the MOU without prior written consent of the other Party.

TERMINATION AND DISSOLUTION. This MOU remains in effect until modified or terminated by either Party. Either Party may terminate this MOU for any reason by providing no less than thirty (30) days' written notice. Upon dissolution of the FRIENDS organization, any remaining assets shall be transferred to the COUNTY for benefit of the Lakewood Ranch Library, of Manatee County Public Library.

NOTICES. Any notices to be given hereunder by either Party to the other shall be in writing and shall be given by either hand delivery for which return receipt is obtained, or sent by registered or certified United States mail, with return receipt requested, addressed as below. Any act or delivery that must be completed on a Saturday, Sunday or legal holiday under the laws of the State of Florida or the United States of America shall be adequate if performed or delivered on the following business day. Until notice of change is given, the Parties designate the following as the respective individuals and places for giving notice in the manner prescribed herein.

FOR COUNTY:

Manatee County Government

Attention: Library Services Manager
Post Office Box 1000
Bradenton, Florida 34206

and

Manatee County Government
Attention: County Attorney
Post Office Box 1000
Bradenton, Florida 34206

FOR FRIENDS OF THE LAKEWOOD RANCH LIBRARY, INC.:

attn: President 16410 Rangeland Parkway, Bradenton, FL 34211

AMENDMENT. Any changes to this MOU must be made in writing and signed by both Parties.

IN WITNESS WHEREOF, this MOU has been executed by the Parties herein:

FRIENDS:

FRIENDS OF THE LAKEWOOD RANCH LIBRARY, INC., a
Florida not for profit corporation

By: Sue Ann Miller, Ed.D.
Signature

Printed Name: Sue Ann Miller, Ed.D.

As: President
Title

Date: MARCH 10, 2024

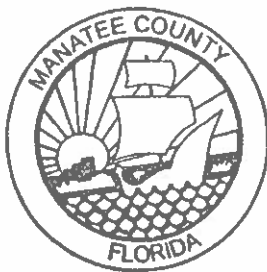
COUNTY:

MANATEE COUNTY, a political subdivision of the State of
Florida

By: Board of County Commissioners

By: JHL
Chairperson

Date: 4/21/2026



ATTEST: ANGELINA COLONNESO

CLERK OF THE CIRCUIT COURT AND COMPTROLLER

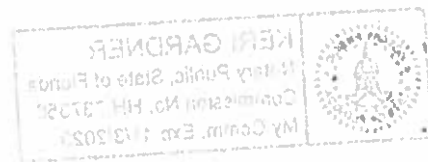
By: Robin Guthrie
Deputy Clerk

EXHIBIT A

ANTI-HUMAN TRAFFICKING AFFIDAVIT (Section 787.06, Florida Statutes)

Before me, the undersigned authority, personally appeared, **Sue Ann Miller, Ed. D.**, who was sworn and says that the following information is true and correct:

1. I am the President of the **Friends of the Lakewood Ranch Library** (Entity). I have been authorized by the Entity to provide and execute this affidavit.
2. I am over eighteen years of age and the following information is given from my own personal knowledge.
3. Entity is a nongovernmental entity and I hereby attest that Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.
4. This affidavit is made and given by affiant under penalty of perjury with full knowledge of applicable Florida laws regarding sworn affidavits and the penalties and liabilities resulting from false statements and misrepresentations therein.



Sue Ann Miller, Ed. D.

President of the Friends of the Lakewood Ranch Library

Sue Ann Miller Ed. D.

Signature

STATE OF FLORIDA
COUNTY OF MANATEE

Sworn to (or affirmed) and subscribed before me by means of

- ☒ physical presence or
☐ online notarization

this 25TH day of NOVEMBER, 2025, by **Sue Ann Miller, Ed. D.,
President of the Friends of the Lakewood Ranch Library**, who

- ☐ is personally known to me or
☒ has produced FLDL as identification.

[CHECK APPLICABLE BOXES TO SATISFY IDENTIFICATION
REQUIREMENT OF SECTION 117.05, FLORIDA STATUTES]



My Commission Expires: 11/3/29

Signature of Notary Public

(Legibly print, type, or stamp commissioned name of Notary Public and affix
official notary seal below.)

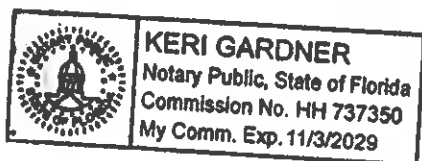


EXHIBIT B
INSURANCE REQUIREMENTS

Work under the resulting Memorandum of Understanding (MOU) cannot commence until all insurance coverages indicated herein have been obtained. The cost for insurance coverages is the sole responsibility of **Friends of the Lakewood Ranch Library** (hereinafter referred to as "FRIENDS". FRIENDS shall obtain and submit to the Procurement Division within ten (10) calendar days from the date of notice of intent to award, proof the following minimum amounts of insurance on a standard ACORD form (inclusive of any amounts provided by an umbrella or excess policy):

REQUIRED INSURANCES FOR ALL AGREEMENTS/CONTRACTS:

1. ☒ **Commercial General Liability Insurance:**

(Per Occurrence form only; claims-made form is not acceptable)

Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed to name "Manatee County, a political subdivision of the State of Florida" as an Additional Insured, and include limits not less than:

- \$ 1,000,000 Single Limit Per Occurrence
- \$ 2,000,000 Aggregate
- \$ 1,000,000 Products/Completed Operations Aggregate
- \$ 1,000,000 Personal and Advertising Injury Liability
- \$ 50,000 Fire Damage Liability
- \$ 5,000 Medical Expense, and

This policy shall contain severability of interests' provisions.

2. ☒ **Volunteer Accident Insurance**

Coverage limits of not less than \$100,000 per accident

INSURANCE REQUIREMENTS:

I. Policies shall contain, or be endorsed to contain, the following:

- a. "Manatee County, a Political Subdivision of the State of Florida," shall be named as an Additional Insured in respect to liability arising out of activities performed by or on behalf of the FRIENDS, its agents, representatives, and employees; products and completed operations of the FRIENDS automobiles owned, leased, hired, or borrowed by the Respondent/Contractor, and as required per the above specific insurance requirements. The coverage(s) shall contain no special limitation(s) on the scope of protection afforded to the County, its officials, employees, or volunteers.

- b. A Certificate of Insurance shall be provided to the County and shall include the endorsement that evidences the County being listed as an Additional Insured. This can be done in one of two ways: (1) an endorsement can be issued that specifically lists "Manatee County, a Political Subdivision of the State of Florida," as Additional Insured; or, (2) an endorsement can be issued that states that all Certificate Holders are Additional Insured with respect to the policy.
- c. FRIENDS' insurance coverage shall be primary insurance with respect to the County, its officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officials, employees, or volunteers shall be in excess of FRIENDS' insurance and shall be non-contributory.
- d. The insurance policies shall be on an occurrence form, unless specifically noted otherwise.
- e. FRIENDS' insurer shall agree to waive all rights of subrogation against the County, its officials, employees, and volunteers for losses arising from work performed by the FRIENDS for the County.

II. Provisions applicable to all policies:

- 1. Prior to the execution of a MOU, or issuance of a Purchase Order, and then annually upon the anniversary date(s) of the insurance policy's renewal date(s) for as long as the MOU remains in effect, FRIENDS shall furnish the County with a Certificate(s) of Insurance (using an industry accepted certificate form, signed by the Issuer, with applicable endorsements, and containing the solicitation or MOU number, and title or description) for all required coverages and evidencing the applicable coverages, as set forth above, name "Manatee County, a Political Subdivision of the State of Florida" as an Additional Insured.

In addition, if requested in writing from the County, FRIENDS shall provide the County with a copy of all requested insurance policies. The address where such certificates and certified policies shall be sent or delivered is as follows unless otherwise provided:

**Manatee County, a Political Subdivision of the State of Florida
Attn: Purchasing Division - Procurement
1112 Manatee Avenue West
Bradenton, FL 34205**

- 2. The MOU's title shall be listed on each Certificate of Insurance or policy.
- 3. FRIENDS shall provide fifteen (15) days' written notice of any cancellation, non-renewal, termination, material change, or reduction in coverage of any insurance policies to the County's procurement representative including solicitation number and title with all notices.

4. FRIENDS agrees that should at any time FRIENDS fail to meet or maintain the required insurance coverage(s) as set forth herein, the County may terminate this MOU.
 5. FRIENDS waives all subrogation rights against "Manatee County, a Political Subdivision of the State of Florida," for all losses or damages which occur during, or arise from, the MOU, whether the suit is brought during the MOU period or not.
 6. FRIENDS has sole responsibility for all their insurance premiums and policy deductibles.
 7. It is the FRIENDS' responsibility to ensure that their agents, representatives, and subcontractors comply with the insurance requirements set forth herein. FRIENDS shall include its agents, representatives, and subcontractors working under the MOU as insured under its policies, or FRIENDS shall furnish separate Certificates of Insurance and endorsements naming "Manatee County, a political subdivision of the State of Florida" as an Additional Insured for each agent, representative, and subcontractor working under the MOU. All coverages for agents, representatives, and subcontractors shall be subject to all the same requirements set forth herein.
 8. All required insurance policies must be written with a carrier having a minimum A.M. Best rating of A- FSC VII or better.
- III.** FRIENDS understands and agrees that the types and limits of coverages listed herein shall not be construed as a limitation of any potential liability to the County, or to others, and the County's failure to request evidence of the insurance coverages and/or Additional Insured status shall not be construed as a waiver of FRIENDS obligation to provide and maintain the insurance coverages specified.
- IV.** FRIENDS understands and agrees that the County does not waive its immunity, and nothing herein shall be interpreted as a waiver of the County's rights, including the limitation of waiver of immunity, as set forth in Florida Statutes 768.28, or any other statutes, and the County expressly reserves these rights to the full extent allowed by law.
- V.** The enclosed Hold Harmless Agreement shall be signed by the FRIENDS and shall become a part of the MOU.
- VI.** No award shall be made until the Purchasing Division - Procurement has received the Certificate of Insurance, Endorsements, and signed Hold Harmless Agreement in accordance with this section.

Manatee County, a Political Subdivision of the State of Florida
Indemnity and Hold Harmless

FRIENDS shall defend, indemnify and hold harmless the County and all of the County's officers, agents, employees, and volunteers from and against all claims, liability, loss and expense, including reasonable costs, collection expenses, attorneys' fees, and court costs which may arise because of the negligence (whether active or passive), misconduct, or other fault, in whole or in part (whether joint, concurrent, or contributing), of FRIENDS, its officers, employees, representatives and agents in performance or non-performance of its obligations under the MOU. Respondent recognizes the broad nature of this indemnification and hold harmless clause, as well as the provision of a legal defense to the County when necessary, and voluntarily makes this covenant and expressly acknowledges the receipt of such good and valuable consideration provided by the County in support of these indemnification, legal defense and hold harmless contractual obligations in accordance with the laws of the State of Florida. This clause shall survive the termination of this MOU. Compliance with any insurance requirements required elsewhere within this MOU shall not relieve Respondent of its liability and obligation to defend, hold harmless and indemnify the County as set forth in this article of the MOU.

Nothing herein shall be construed to extend the County's liability beyond that provided in section 768.28, Florida Statutes.

MOU NUMBER AND/OR NAME <i>MOU Between Manatee County and Friends of Zoo Library</i>
INSURANCE AGENT <i>Gifford-Heiden Insurance Inc</i>
RESPONDENT/CONTRACTOR SIGNATURE <i>Sue Ann Miller, Ed.D.</i>
DATE <i>March 11, 2026</i>

Acknowledgement:

STATE OF FLORIDA COUNTY OF MANATEE

The foregoing instrument was acknowledged before me this 11TH day of MARCH,

2026 by _____ Sue Ann Miller, Ed. D., who is

personally known to me or who has produced DRIVERS LICENSE as
identification.

Notary Signature _____

Print Name: _____

Stephanie Hamersly
STEPHANIE HAMERSLY



STEPHANIE HAMERSLY
Notary Public
State of Florida
Comm# HH390500
Expires 2/2/2028

MEMORANDUM OF UNDERSTANDING

BETWEEN

MANATEE COUNTY

and

PALMETTO FRIENDS OF THE LIBRARY, INC.

This Memorandum of Understanding (MOU) is entered into by and between **Manatee County, a political subdivision of the State of Florida** (hereinafter referred to as the "COUNTY") and the **Palmetto Friends of the Library, Inc.** (hereinafter referred to as "FRIENDS"), an independent nonprofit 501(c)(3) organization legally distinct from the Palmetto Branch Library, collectively, the "Parties," for the purpose of establishing a collaborative relationship between the COUNTY and the FRIENDS in support of the COUNTY's mission to provide programs and services for the Palmetto Branch Library, while fostering positive community engagement and advocacy.

WHEREAS, the Palmetto Branch Library (hereinafter referred to as "LIBRARY") is a part of the Manatee County Public Library System ("SYSTEM"); and

WHEREAS, the LIBRARY's mission is to nurture imagination, promote lifelong learning, and enrich the community; and

WHEREAS, the FRIENDS is a legally distinct, not-for-profit entity, organized under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended; and

WHEREAS, the FRIENDS mission is to support the growth and development of the LIBRARY by fundraising and advocating for the LIBRARY; and

WHEREAS, the Board of County Commissioners of Manatee County has determined that it is in the best interest of the health, safety, and welfare of the residents of the COUNTY, and serves a valid public purpose, for the COUNTY to enter into this MOU with the intent to collaborate with the FRIENDS.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the Parties agree as follows:

COUNTY AND FRIENDS BOTH AGREE AS FOLLOWS:

1. Both Parties affirm their commitment to enhancing LIBRARY services, supporting literacy, and advancing the LIBRARY's mission.
2. The role of the FRIENDS is limited to supporting LIBRARY goals through advocacy, volunteerism, program support, and fundraising.
3. It is expressly understood that while the FRIENDS may financially fund and support LIBRARY programs, the FRIENDS do not plan, direct, engage performers, or present LIBRARY programs, events, or activities. These functions are the sole responsibility of LIBRARY or COUNTY staff in consultation with the FRIENDS.

COUNTY AGREES TO:

1. Publicly acknowledge FRIENDS' contributions in relevant promotional materials and acknowledge verbally when appropriate.
2. Provide space for FRIENDS brochures and membership materials.
3. Supply information about opportunities for financial support of the LIBRARY or SYSTEM as a whole, prior to the FRIENDS' annual budget planning cycle.
4. Inclusion on the LIBRARY's portion of the COUNTY's website, linking to the FRIENDS' site or page.
5. Allow use of meeting space for FRIENDS' Board of Directors meetings at no charge. Additional use of public meeting room may be available upon request.
6. Provide FRIENDS with designated space within the LIBRARY for storage, files, sales, or office needs, approximately 1.5% of the building's square footage.
7. Designate a SYSTEM representative ("COUNTY REPRESENTATIVE"), typically the branch supervisor, to attend FRIENDS' Board meetings as a non-voting presence and provide a report on LIBRARY activities at Board meetings.

FRIENDS AGREE TO:

1. Remain an active Florida nonprofit corporation in good standing and maintain 501(c)(3) tax-exempt status.
2. Ensure all funds raised are used exclusively for LIBRARY programs, FRIENDS operational expenses, and mutually agreed-upon LIBRARY needs. Funds will be donated directly to the COUNTY for use exclusively at Palmetto Branch Library.
3. Publicly support and advocate for LIBRARY policies and strategic goals.
4. Provide a link on the FRIENDS website to the LIBRARY's portion of the COUNTY's website.
5. Submit to the COUNTY for review and approval any FRIENDS promotional materials referencing the LIBRARY or COUNTY.
6. Include COUNTY REPRESENTATIVE as a non-voting attendee at FRIENDS Board meetings and allocate time on the agenda for LIBRARY updates.
7. Provide the COUNTY REPRESENTATIVE with financial reports and minutes from all FRIENDS Board meetings.
8. Submit an up-to-date copy of the FRIENDS' bylaws to the COUNTY REPRESENTATIVE by September 15th every year. Written notification will be adequate when no changes have been made from the previous year.
9. Keep FRIENDS' designated space clean, organized, and safe and not interfere with regular LIBRARY operations or public access.

EFFECTIVE DATE. This MOU will become effective upon execution by both Parties.

INSURANCE. Throughout the Term, FRIENDS will procure and maintain insurance coverages, at its own cost, and within the minimum terms and limits, set forth in Exhibit B, as evidenced by a Certificate of Insurance which shall be submitted to the COUNTY within 30 days after the Effective Date and on or before each anniversary of the Effective Date for the duration of the term of the MOU.

INDEMNIFICATION AND SOVEREIGN IMMUNITY. Both Parties agree to indemnify and hold one another harmless from liability arising from their respective activities under this MOU. The Parties agree that no term or condition contained in the MOU shall be construed or interpreted as (a) denying the COUNTY any remedy or defense available to it under the laws of Florida, (b) a waiver of sovereign immunity by the COUNTY beyond the limitations provided in Section 768.28, Florida Statutes, or (c) resulting in the imposition of liability on the COUNTY for which it would not otherwise by law be responsible. The Parties further agree that nothing herein shall be considered a waiver of any statutory or constitutional sovereign immunity protections reserved to the COUNTY. Nothing herein shall be construed as consent by the COUNTY to be sued by any third party in any matter arising out of the MOU.

ANTI-HUMAN TRAFFICKING. FRIENDS shall provide the COUNTY with a sworn affidavit (Anti-Human Trafficking Affidavit) signed by an officer or a representative of the FRIENDS under penalty of perjury attesting that the FRIENDS do not use coercion for labor or services, as such terms are defined in Section 787.06, Florida Statutes. The Anti-Human Trafficking Affidavit must be in a form substantially similar to Exhibit A, attached hereto and incorporated herein by this reference, and shall be provided to the COUNTY on or before the Effective Date. This MOU shall not be effective unless and until the COUNTY receives the properly executed Anti-Human Trafficking Affidavit.

ASSIGNABILITY. Neither Party may assign the MOU or any right or obligation of the MOU without prior written consent of the other Party.

TERMINATION AND DISSOLUTION. This MOU remains in effect until modified or terminated by either Party. Either Party may terminate this MOU for any reason by providing no less than thirty (30) days' written notice. Upon dissolution of the FRIENDS organization, any remaining assets shall be transferred to the COUNTY for benefit of the Palmetto Branch Library, of Manatee County Public Library.

NOTICES. Any notices to be given hereunder by either Party to the other shall be in writing and shall be given by either hand delivery for which return receipt is obtained, or sent by registered or certified United States mail, with return receipt requested, addressed as below. Any act or delivery that must be completed on a Saturday, Sunday or legal holiday under the laws of the State of Florida or the United States of America shall be adequate if performed or delivered on the following business day. Until notice of change is given, the Parties designate the following as the respective individuals and places for giving notice in the manner prescribed herein.

FOR COUNTY:

Manatee County Government

Attention: Library Services Manager
Post Office Box 1000
Bradenton, Florida 34206

and

Manatee County Government
Attention: County Attorney
Post Office Box 1000
Bradenton, Florida 34206

FOR FRIENDS OF THE PALMETTO LIBRARY, INC.:

Attn: President 923 6th St. W. Palmetto, FL 34221

AMENDMENT. Any changes to this MOU must be made in writing and signed by both Parties.

IN WITNESS WHEREOF, this MOU has been executed by the Parties herein:

FRIENDS:

**PALMETTO FRIENDS OF THE LIBRARY, INC., a Florida not
for profit corporation**

By: Theresa Ann Leonard

Signature

Printed Name: Theresa Ann Leonard

As: President

Title

Date: March 30, 2026

COUNTY:

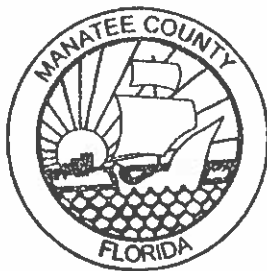
**MANATEE COUNTY, a political subdivision of the State of
Florida**

By: Board of County Commissioners

By: TAE

Chairperson

Date: 4/21/2026



ATTEST: ANGELINA COLONNESO

CLERK OF THE CIRCUIT COURT AND COMPTROLLER

By: Robin Dethlefs
Deputy Clerk

EXHIBIT A

ANTI-HUMAN TRAFFICKING AFFIDAVIT (Section 787.06, Florida Statutes)

Before me, the undersigned authority, personally appeared, **Theresa Ann Leonard**, who was sworn and says that the following information is true and correct:

1. I am the **President of the Palmetto Friends of the Library, Inc.** (Entity). I have been authorized by the Entity to provide and execute this affidavit.
2. I am over eighteen years of age and the following information is given from my own personal knowledge.
3. Entity is a nongovernmental entity and I hereby attest that Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.
4. This affidavit is made and given by affiant under penalty of perjury with full knowledge of applicable Florida laws regarding sworn affidavits and the penalties and liabilities resulting from false statements and misrepresentations therein.

Theresa Ann Leonard
President of the Palmetto Friends of the Library, Inc.

Theresa Ann Leonard
Signature

STATE OF FLORIDA
COUNTY OF MANATEE

Sworn to (or affirmed) and subscribed before me by means of

- ☒ physical presence or
☐ online notarization

this 30th day of March, ²⁰²⁶~~2025~~, by **Theresa Ann Leonard,**
President of the Palmetto Friends of the Library, Inc., who

- ☐ is personally known to me or
☒ has produced US Passport as identification.

[CHECK APPLICABLE BOXES TO SATISFY IDENTIFICATION
REQUIREMENT OF SECTION 117.05, FLORIDA STATUTES]



My Commission Expires: May 7th 2027

Signature of Notary Public

(Legibly print, type, or stamp commissioned name of Notary Public and affix
official notary seal below.)

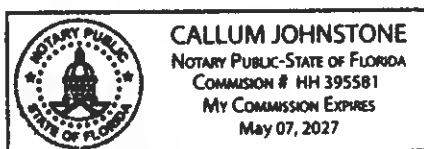


EXHIBIT B
INSURANCE REQUIREMENTS

Work under the resulting Memorandum of Understanding (MOU) cannot commence until all insurance coverages indicated herein have been obtained. The cost for insurance coverages is the sole responsibility of **Palmetto Friends of the Library, Inc.** (hereinafter referred to as "FRIENDS". FRIENDS shall obtain and submit to the Procurement Division within ten (10) calendar days from the date of notice of intent to award, proof the following minimum amounts of insurance on a standard ACORD form (inclusive of any amounts provided by an umbrella or excess policy):

REQUIRED INSURANCES FOR ALL AGREEMENTS/CONTRACTS:

1. ☒ **Commercial General Liability Insurance:**

(Per Occurrence form only; claims-made form is not acceptable)

Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed to name "Manatee County, a political subdivision of the State of Florida" as an Additional Insured, and include limits not less than:

- \$ 1,000,000 Single Limit Per Occurrence
- \$ 2,000,000 Aggregate
- \$ 1,000,000 Products/Completed Operations Aggregate
- \$ 1,000,000 Personal and Advertising Injury Liability
- \$ 50,000 Fire Damage Liability
- \$ 5,000 Medical Expense, and

This policy shall contain severability of interests' provisions.

2. ☒ **Volunteer Accident Insurance**

Coverage limits of not less than \$100,000 per accident

INSURANCE REQUIREMENTS:

I. Policies shall contain, or be endorsed to contain, the following:

- a. "Manatee County, a Political Subdivision of the State of Florida," shall be named as an Additional Insured in respect to liability arising out of activities performed by or on behalf of the FRIENDS, its agents, representatives, and employees; products and completed operations of the FRIENDS automobiles owned, leased, hired, or borrowed by the Respondent/Contractor, and as required per the above specific insurance requirements. The coverage(s) shall contain no special limitation(s) on the scope of protection afforded to the County, its officials, employees, or volunteers.

- b. A Certificate of Insurance shall be provided to the County and shall include the endorsement that evidences the County being listed as an Additional Insured. This can be done in one of two ways: (1) an endorsement can be issued that specifically lists "Manatee County, a Political Subdivision of the State of Florida," as Additional Insured; or, (2) an endorsement can be issued that states that all Certificate Holders are Additional Insured with respect to the policy.
- c. FRIENDS' insurance coverage shall be primary insurance with respect to the County, its officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officials, employees, or volunteers shall be in excess of FRIENDS' insurance and shall be non-contributory.
- d. The insurance policies shall be on an occurrence form, unless specifically noted otherwise.
- e. FRIENDS' insurer shall agree to waive all rights of subrogation against the County, its officials, employees, and volunteers for losses arising from work performed by the FRIENDS for the County.

II. Provisions applicable to all policies:

1. Prior to the execution of a MOU, or issuance of a Purchase Order, and then annually upon the anniversary date(s) of the insurance policy's renewal date(s) for as long as the MOU remains in effect, FRIENDS shall furnish the County with a Certificate(s) of Insurance (using an industry accepted certificate form, signed by the Issuer, with applicable endorsements, and containing the solicitation or MOU number, and title or description) for all required coverages and evidencing the applicable coverages, as set forth above, name "Manatee County, a Political Subdivision of the State of Florida" as an Additional Insured.

In addition, if requested in writing from the County, FRIENDS shall provide the County with a copy of all requested insurance policies. The address where such certificates and certified policies shall be sent or delivered is as follows unless otherwise provided:

**Manatee County, a Political Subdivision of the State of Florida
Attn: Purchasing Division - Procurement
1112 Manatee Avenue West
Bradenton, FL 34205**

2. The MOU's title shall be listed on each Certificate of Insurance or policy.
3. FRIENDS shall provide fifteen (15) days' written notice of any cancellation, non-renewal, termination, material change, or reduction in coverage of any insurance policies to the County's procurement representative including solicitation number and title with all notices.

4. FRIENDS agrees that should at any time FRIENDS fail to meet or maintain the required insurance coverage(s) as set forth herein, the County may terminate this MOU.
5. FRIENDS waives all subrogation rights against "Manatee County, a Political Subdivision of the State of Florida," for all losses or damages which occur during, or arise from, the MOU, whether the suit is brought during the MOU period or not.
6. FRIENDS has sole responsibility for all their insurance premiums and policy deductibles.
7. It is the FRIENDS' responsibility to ensure that their agents, representatives, and subcontractors comply with the insurance requirements set forth herein. FRIENDS shall include its agents, representatives, and subcontractors working under the MOU as insured under its policies, or FRIENDS shall furnish separate Certificates of Insurance and endorsements naming "Manatee County, a political subdivision of the State of Florida" as an Additional Insured for each agent, representative, and subcontractor working under the MOU. All coverages for agents, representatives, and subcontractors shall be subject to all the same requirements set forth herein.
8. All required insurance policies must be written with a carrier having a minimum A.M. Best rating of A- FSC VII or better.

III. FRIENDS understands and agrees that the types and limits of coverages listed herein shall not be construed as a limitation of any potential liability to the County, or to others, and the County's failure to request evidence of the insurance coverages and/or Additional Insured status shall not be construed as a waiver of FRIENDS obligation to provide and maintain the insurance coverages specified.

IV. FRIENDS understands and agrees that the County does not waive its immunity, and nothing herein shall be interpreted as a waiver of the County's rights, including the limitation of waiver of immunity, as set forth in Florida Statutes 768.28, or any other statutes, and the County expressly reserves these rights to the full extent allowed by law.

V. The enclosed Hold Harmless Agreement shall be signed by the FRIENDS and shall become a part of the MOU.

VI. No award shall be made until the Purchasing Division - Procurement has received the Certificate of Insurance, Endorsements, and signed Hold Harmless Agreement in accordance with this section.

Manatee County, a Political Subdivision of the State of Florida
Indemnity and Hold Harmless

FRIENDS shall defend, indemnify and hold harmless the County and all of the County's officers, agents, employees, and volunteers from and against all claims, liability, loss and expense, including reasonable costs, collection expenses, attorneys' fees, and court costs which may arise because of the negligence (whether active or passive), misconduct, or other fault, in whole or in part (whether joint, concurrent, or contributing), of FRIENDS, its officers, employees, representatives and agents in performance or non-performance of its obligations under the MOU. Respondent recognizes the broad nature of this indemnification and hold harmless clause, as well as the provision of a legal defense to the County when necessary, and voluntarily makes this covenant and expressly acknowledges the receipt of such good and valuable consideration provided by the County in support of these indemnification, legal defense and hold harmless contractual obligations in accordance with the laws of the State of Florida. This clause shall survive the termination of this MOU. Compliance with any insurance requirements required elsewhere within this MOU shall not relieve Respondent of its liability and obligation to defend, hold harmless and indemnify the County as set forth in this article of the MOU.

Nothing herein shall be construed to extend the County's liability beyond that provided in section 768.28, Florida Statutes.

MOU NUMBER AND/OR NAME	<u>Palmetto Friends of the Library</u>
INSURANCE AGENT	
RESPONDENT/CONTRACTOR SIGNATURE	<u>Theresa Ann Leonard</u>
DATE	<u>March 30, 2026</u>

Acknowledgement:

STATE OF Florida COUNTY OF Manatee

The foregoing instrument was acknowledged before me this 30th day of March,

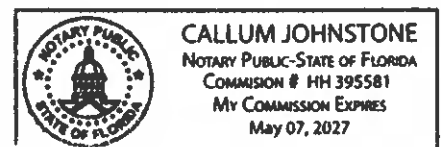
20 26 by Theresa Ann Leonard Theresa Ann Leonard, who is

personally known to me or who has produced US Passport as

identification.

Notary Signature 

Print Name: Callum Johnstone



MEMORANDUM OF UNDERSTANDING

BETWEEN

MANATEE COUNTY

and

FRIENDS OF THE ROCKY BLUFF LIBRARY, INC.

This Memorandum of Understanding (MOU) is entered into by and between **Manatee County, a political subdivision of the State of Florida** (hereinafter referred to as the "COUNTY") and the **Friends of the Rocky Bluff Library, Inc.** (hereinafter referred to as "FRIENDS"), an independent nonprofit 501(c)(3) organization legally distinct from the Rocky Bluff Branch Library, collectively, the "Parties," for the purpose of establishing a collaborative relationship between the COUNTY and the FRIENDS in support of the COUNTY's mission to provide programs and services for the Rocky Bluff Branch Library, while fostering positive community engagement and advocacy.

WHEREAS, the Rocky Bluff Branch Library (hereinafter referred to as "LIBRARY") is a part of the Manatee County Public Library System ("SYSTEM"); and

WHEREAS, the LIBRARY's mission is to nurture imagination, promote lifelong learning, and enrich the community; and

WHEREAS, the FRIENDS is a legally distinct, not-for-profit entity, organized under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended; and

WHEREAS, the FRIENDS mission is to support the growth and development of the LIBRARY by fundraising and advocating for the LIBRARY; and

WHEREAS, the Board of County Commissioners of Manatee County has determined that it is in the best interest of the health, safety, and welfare of the residents of the COUNTY, and serves a valid public purpose, for the COUNTY to enter into this MOU with the intent to collaborate with the FRIENDS.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the Parties agree as follows:

COUNTY AND FRIENDS BOTH AGREE AS FOLLOWS:

1. Both Parties affirm their commitment to enhancing LIBRARY services, supporting literacy, and advancing the LIBRARY's mission.
2. The role of the FRIENDS is limited to supporting LIBRARY goals through advocacy, volunteerism, program support, and fundraising.
3. It is expressly understood that while the FRIENDS may financially fund and support LIBRARY programs, the FRIENDS do not plan, direct, engage performers, or present LIBRARY programs, events, or activities. These functions are the sole responsibility of LIBRARY or COUNTY staff in consultation with the FRIENDS.

COUNTY AGREES TO:

1. Publicly acknowledge FRIENDS' contributions in relevant promotional materials and acknowledge verbally when appropriate.

2. Provide space for FRIENDS brochures and membership materials.
3. Supply information about opportunities for financial support of the LIBRARY or SYSTEM as a whole, prior to the FRIENDS' annual budget planning cycle.
4. Inclusion on the LIBRARY's portion of the COUNTY's website, linking to the FRIENDS' site or page.
5. Allow use of meeting space for FRIENDS' Board of Directors meetings at no charge. Additional use of public meeting room may be available upon request.
6. Provide FRIENDS with designated space within the LIBRARY for storage, files, sales, or office needs, approximately 1.5% of the building's square footage.
7. Designate a SYSTEM representative ("COUNTY REPRESENTATIVE"), typically the branch supervisor, to attend FRIENDS' Board meetings as a non-voting presence and provide a report on LIBRARY activities at Board meetings.

FRIENDS AGREE TO:

1. Remain an active Florida nonprofit corporation in good standing and maintain 501(c)(3) tax-exempt status.
2. Ensure all funds raised are used exclusively for LIBRARY programs, FRIENDS operational expenses, and mutually agreed-upon LIBRARY needs. Funds will be donated directly to the COUNTY for use exclusively at Rocky Bluff Branch Library.
3. Publicly support and advocate for LIBRARY policies and strategic goals.
4. Provide a link on the FRIENDS website to the LIBRARY's portion of the COUNTY's website.
5. Submit to the COUNTY for review and approval any FRIENDS promotional materials referencing the LIBRARY or COUNTY.
6. Include COUNTY REPRESENTATIVE as a non-voting attendee at FRIENDS Board meetings and allocate time on the agenda for LIBRARY updates.
7. Provide the COUNTY REPRESENTATIVE with financial reports and minutes from all FRIENDS Board meetings.
8. Submit an up-to-date copy of the FRIENDS' bylaws to the COUNTY REPRESENTATIVE by September 15th every year. Written notification will be adequate when no changes have been made from the previous year.
9. Keep FRIENDS' designated space clean, organized, and safe and not interfere with regular LIBRARY operations or public access.

EFFECTIVE DATE. This MOU will become effective upon execution by both Parties.

INSURANCE. Throughout the Term, FRIENDS will procure and maintain insurance coverages, at its own cost, and within the minimum terms and limits, set forth in Exhibit B, as evidenced by a Certificate of Insurance which shall be submitted to the COUNTY within 30 days after the Effective Date and on or before each anniversary of the Effective Date for the duration of the term of the MOU.

INDEMNIFICATION AND SOVEREIGN IMMUNITY. Both Parties agree to indemnify and hold one another harmless from liability arising from their respective activities under this MOU. The Parties agree that no term or condition contained in the MOU shall be construed or interpreted as (a) denying the COUNTY any remedy or defense available to it under the laws of Florida, (b) a waiver of sovereign immunity by the COUNTY beyond the limitations provided in Section 768.28, Florida Statutes, or (c) resulting in the imposition of liability on the COUNTY for which it would not otherwise by law be responsible. The Parties further agree that nothing herein shall be considered a waiver of any statutory or constitutional sovereign immunity protections reserved to the COUNTY. Nothing herein shall be construed as consent by the COUNTY to be sued by any third party in any matter arising out of the MOU.

ANTI-HUMAN TRAFFICKING. FRIENDS shall provide the COUNTY with a sworn affidavit (Anti-Human Trafficking Affidavit) signed by an officer or a representative of the FRIENDS under penalty of perjury attesting that the FRIENDS do not use coercion for labor or services, as such terms are defined in Section 787.06, Florida Statutes. The Anti-Human Trafficking Affidavit must be in a form substantially similar to Exhibit A, attached hereto and incorporated herein by this reference, and shall be provided to the COUNTY on or before the Effective Date. This MOU shall not be effective unless and until the COUNTY receives the properly executed Anti-Human Trafficking Affidavit.

ASSIGNABILITY. Neither Party may assign the MOU or any right or obligation of the MOU without prior written consent of the other Party.

TERMINATION AND DISSOLUTION. This MOU remains in effect until modified or terminated by either Party. Either Party may terminate this MOU for any reason by providing no less than thirty (30) days' written notice. Upon dissolution of the FRIENDS organization, any remaining assets shall be transferred to the COUNTY for benefit of the LIBRARY.

NOTICES. Any notices to be given hereunder by either Party to the other shall be in writing and shall be given by either hand delivery for which return receipt is obtained, or sent by registered or certified United States mail, with return receipt requested, addressed as below. Any act or delivery that must be completed on a Saturday, Sunday or legal holiday under the laws of the State of Florida or the United States of America shall be adequate if performed or delivered on the following business day. Until notice of change is given, the Parties designate the following as the respective individuals and places for giving notice in the manner prescribed herein.

FOR COUNTY:

Manatee County Government
Attention: Library Services Manager
Post Office Box 1000
Bradenton, Florida 34206

and

Manatee County Government
Attention: County Attorney
Post Office Box 1000
Bradenton, Florida 34206

FOR FRIENDS OF THE ROCKY BLUFF LIBRARY, INC.:

5615 90th Avenue Cir E
Parrish, FL 34214
Attn: President

AMENDMENT. Any changes to this MOU must be made in writing and signed by both Parties.

IN WITNESS WHEREOF, this MOU has been executed by the Parties herein:

FRIENDS:

FRIENDS OF THE ROCKY BLUFF LIBRARY, INC., a Florida
not for profit corporation

By:

Peggy M. Gierlach

Signature

Printed Name:

PEGGY M. GIERLACH

As:

President of the Board

Title

Date:

2/6/2026

COUNTY:

MANATEE COUNTY, a political subdivision of the State of
Florida

By: Board of County Commissioners

By:

T. H.

Chairperson

Date:

4/21/2026



ATTEST: ANGELINA COLONNESO

CLERK OF THE CIRCUIT COURT AND COMPTROLLER

By:

Robin Doty, Jr.

Deputy Clerk

EXHIBIT A

ANTI-HUMAN TRAFFICKING AFFIDAVIT (Section 787.06, Florida Statutes)

Before me, the undersigned authority, personally appeared, **Peggy Gierlach**, who was sworn and says that the following information is true and correct:

1. I am the **President of the Friends of the Rocky Bluff Library** (Entity). I have been authorized by the Entity to provide and execute this affidavit.
2. I am over eighteen years of age and the following information is given from my own personal knowledge.
3. Entity is a nongovernmental entity and I hereby attest that Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.
4. This affidavit is made and given by affiant under penalty of perjury with full knowledge of applicable Florida laws regarding sworn affidavits and the penalties and liabilities resulting from false statements and misrepresentations therein.

Peggy Gierlach
President of the Friends of the Rocky Bluff Library


Signature

STATE OF FLORIDA
COUNTY OF MANATEE

Sworn to (or affirmed) and subscribed before me by means of

- ☒ physical presence or
☐ online notarization

this 6th day of February, 202~~5~~⁶, by **Peggy Gierlach,**
President of the Friends of the Rocky Bluff Library, who

- ☐ is personally known to me or
☒ has produced FL Drivers License as identification.

[CHECK APPLICABLE BOXES TO SATISFY IDENTIFICATION
REQUIREMENT OF SECTION 117.05, FLORIDA STATUTES]

B.A. Reuther

My Commission Expires: June 12, 2026

Signature of Notary Public

(Legibly print, type, or stamp commissioned name of Notary Public and affix
official notary seal below.)



BETHANN REUTHER
Commission # HH 268039
Expires June 12, 2026

EXHIBIT B
INSURANCE REQUIREMENTS

Work under the resulting Memorandum of Understanding (MOU) cannot commence until all insurance coverages indicated herein have been obtained. The cost for insurance coverages is the sole responsibility of Friends of the Rocky Bluff Library, Inc. (hereinafter referred to as "FRIENDS". FRIENDS shall obtain and submit to the Procurement Division within ten (10) calendar days from the date of notice of intent to award, proof the following minimum amounts of insurance on a standard ACORD form (inclusive of any amounts provided by an umbrella or excess policy):

REQUIRED INSURANCES FOR ALL AGREEMENTS/CONTRACTS:

1. ☒ **Commercial General Liability Insurance:**

(Per Occurrence form only; claims-made form is not acceptable)

Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed to name "Manatee County, a political subdivision of the State of Florida" as an Additional Insured, and include limits not less than:

- \$ 1,000,000 Single Limit Per Occurrence
- \$ 2,000,000 Aggregate
- \$ 1,000,000 Products/Completed Operations Aggregate
- \$ 1,000,000 Personal and Advertising Injury Liability
- \$ 50,000 Fire Damage Liability
- \$ 5,000 Medical Expense, and

This policy shall contain severability of interests' provisions.

2. ☒ **Volunteer Accident Insurance**

Coverage limits of not less than \$100,000 per accident

INSURANCE REQUIREMENTS:

I. Policies shall contain, or be endorsed to contain, the following:

- a. **"Manatee County, a Political Subdivision of the State of Florida,"** shall be named as an Additional Insured in respect to liability arising out of activities performed by or on behalf of the FRIENDS, its agents, representatives, and employees; products and completed operations of the FRIENDS automobiles owned, leased, hired, or borrowed by the Respondent/Contractor, and as required

per the above specific insurance requirements. The coverage(s) shall contain no special limitation(s) on the scope of protection afforded to the County, its officials, employees, or volunteers.

- b. A Certificate of Insurance shall be provided to the County and shall include the endorsement that evidences the County being listed as an Additional Insured. This can be done in one of two ways: (1) an endorsement can be issued that specifically lists "Manatee County, a Political Subdivision of the State of Florida," as Additional Insured; or, (2) an endorsement can be issued that states that all Certificate Holders are Additional Insured with respect to the policy.
- c. FRIENDS' insurance coverage shall be primary insurance with respect to the County, its officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officials, employees, or volunteers shall be in excess of FRIENDS' insurance and shall be non-contributory.
- d. The insurance policies shall be on an occurrence form, unless specifically noted otherwise.
- e. FRIENDS' insurer shall agree to waive all rights of subrogation against the County, its officials, employees, and volunteers for losses arising from work performed by the FRIENDS for the County.

II. Provisions applicable to all policies:

- 1. Prior to the execution of a MOU, or issuance of a Purchase Order, and then annually upon the anniversary date(s) of the insurance policy's renewal date(s) for as long as the MOU remains in effect, FRIENDS shall furnish the County with a Certificate(s) of Insurance (using an industry accepted certificate form, signed by the Issuer, with applicable endorsements, and containing the solicitation or MOU number, and title or description) for all required coverages and evidencing the applicable coverages, as set forth above, name "Manatee County, a Political Subdivision of the State of Florida" as an Additional Insured.

In addition, if requested in writing from the County, FRIENDS shall provide the County with a copy of all requested insurance policies. The address where such certificates and certified policies shall be sent or delivered is as follows unless otherwise provided:

Manatee County, a Political Subdivision of the State of Florida
Attn: Purchasing Division - Procurement

**1112 Manatee Avenue West
Bradenton, FL 34205**

2. The MOU's title shall be listed on each Certificate of Insurance or policy.
 3. FRIENDS shall provide fifteen (15) days' written notice of any cancellation, non-renewal, termination, material change, or reduction in coverage of any insurance policies to the County's procurement representative including solicitation number and title with all notices.
 4. FRIENDS agrees that should at any time FRIENDS fail to meet or maintain the required insurance coverage(s) as set forth herein, the County may terminate this MOU.
 5. FRIENDS waives all subrogation rights against "Manatee County, a Political Subdivision of the State of Florida," for all losses or damages which occur during, or arise from, the MOU, whether the suit is brought during the MOU period or not.
 6. FRIENDS has sole responsibility for all their insurance premiums and policy deductibles.
 7. It is the FRIENDS' responsibility to ensure that their agents, representatives, and subcontractors comply with the insurance requirements set forth herein. FRIENDS shall include its agents, representatives, and subcontractors working under the MOU as insured under its policies, or FRIENDS shall furnish separate Certificates of Insurance and endorsements naming "Manatee County, a political subdivision of the State of Florida" as an Additional Insured for each agent, representative, and subcontractor working under the MOU. All coverages for agents, representatives, and subcontractors shall be subject to all the same requirements set forth herein.
 8. All required insurance policies must be written with a carrier having a minimum A.M. Best rating of A- FSC VII or better.
- III.** FRIENDS understands and agrees that the types and limits of coverages listed herein shall not be construed as a limitation of any potential liability to the County, or to others, and the County's failure to request evidence of the insurance coverages and/or Additional Insured status shall not be construed as a waiver of FRIENDS obligation to provide and maintain the insurance coverages specified.

- IV. FRIENDS understands and agrees that the County does not waive its immunity, and nothing herein shall be interpreted as a waiver of the County's rights, including the limitation of waiver of immunity, as set forth in Florida Statutes 768.28, or any other statutes, and the County expressly reserves these rights to the full extent allowed by law.
- V. The enclosed Hold Harmless Agreement shall be signed by the FRIENDS and shall become a part of the MOU.
- VI. No award shall be made until the Purchasing Division - Procurement has received the Certificate of Insurance, Endorsements, and signed Hold Harmless Agreement in accordance with this section.

Manatee County, a Political Subdivision of the State of Florida
Indemnity and Hold Harmless

FRIENDS shall defend, indemnify and hold harmless the County and all of the County's officers, agents, employees, and volunteers from and against all claims, liability, loss and expense, including reasonable costs, collection expenses, attorneys' fees, and court costs which may arise because of the negligence (whether active or passive), misconduct, or other fault, in whole or in part (whether joint, concurrent, or contributing), of FRIENDS, its officers, employees, representatives and agents in performance or non-performance of its obligations under the MOU. Respondent recognizes the broad nature of this indemnification and hold harmless clause, as well as the provision of a legal defense to the County when necessary, and voluntarily makes this covenant and expressly acknowledges the receipt of such good and valuable consideration provided by the County in support of these indemnification, legal defense and hold harmless contractual obligations in accordance with the laws of the State of Florida. This clause shall survive the termination of this MOU. Compliance with any insurance requirements required elsewhere within this MOU shall not relieve Respondent of its liability and obligation to defend, hold harmless and indemnify the County as set forth in this article of the MOU.

Nothing herein shall be construed to extend the County's liability beyond that provided in section 768.28, Florida Statutes.

MOU NUMBER AND/OR NAME	<i>Friends of the Rocky Bluff Library, Inc.</i>
INSURANCE AGENT	<i>Next First Insurance Agency P.O. Box 60787 Palo Alto, CA 94306</i>
RESPONDENT/CONTRACTOR SIGNATURE	<i>Peggy M. Giellach, President FORBL</i>
DATE	<i>2/26/20</i>

Acknowledgement:

STATE OF FLORIDA COUNTY OF MANATEE

The foregoing instrument was acknowledged before me this 26th day of FEBRUARY, 2026 by PEGGY M GIELLACH [YOUR FULL LEGAL NAME], who is personally known to me or who has produced FLORIDA DRIVER LICENSE as identification.

Notary Signature

Print Name:



JAMES G. SCOTFIELD



JAMES G. SCOTFIELD
Commission # HH 722446
Expires October 28, 2029

MEMORANDUM OF UNDERSTANDING

BETWEEN

MANATEE COUNTY

and

FRIENDS OF THE SOUTH MANATEE LIBRARY, INC.

This Memorandum of Understanding (MOU) is entered into by and between **Manatee County, a political subdivision of the State of Florida** (hereinafter referred to as the "COUNTY") and the **Friends of the South Manatee Library, Inc.** (hereinafter referred to as "FRIENDS"), an independent nonprofit 501(c)(3) organization legally distinct from the South Manatee Branch Library, collectively, the "Parties," for the purpose of establishing a collaborative relationship between the COUNTY and the FRIENDS in support of the COUNTY's mission to provide programs and services for the South Manatee Branch Library, while fostering positive community engagement and advocacy.

WHEREAS, the South Manatee Branch Library (hereinafter referred to as "LIBRARY") is a part of the Manatee County Public Library System ("SYSTEM"); and

WHEREAS, the LIBRARY's mission is to nurture imagination, promote lifelong learning, and enrich the community; and

WHEREAS, the FRIENDS is a legally distinct, not-for-profit entity, organized under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended; and

WHEREAS, the FRIENDS mission is to support the growth and development of the LIBRARY by fundraising and advocating for the LIBRARY; and

WHEREAS, the Board of County Commissioners of Manatee County has determined that it is in the best interest of the health, safety, and welfare of the residents of the COUNTY, and serves a valid public purpose, for the COUNTY to enter into this MOU with the intent to collaborate with the FRIENDS.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the Parties agree as follows:

COUNTY AND FRIENDS BOTH AGREE AS FOLLOWS:

1. Both Parties affirm their commitment to enhancing LIBRARY services, supporting literacy, and advancing the LIBRARY's mission.
2. The role of the FRIENDS is limited to supporting LIBRARY goals through advocacy, volunteerism, program support, and fundraising.
3. It is expressly understood that while the FRIENDS may financially fund and support LIBRARY programs, the FRIENDS do not plan, direct, engage performers, or present LIBRARY programs, events, or activities. These functions are the sole responsibility of LIBRARY or COUNTY staff in consultation with the FRIENDS.

COUNTY AGREES TO:

1. Publicly acknowledge FRIENDS' contributions in relevant promotional materials and acknowledge verbally when appropriate.
2. Provide space for FRIENDS brochures and membership materials.
3. Supply information about opportunities for financial support of the LIBRARY or SYSTEM as a whole, prior to the FRIENDS' annual budget planning cycle.
4. Inclusion on the LIBRARY's portion of the COUNTY's website, linking to the FRIENDS' site or page.
5. Allow use of meeting space for FRIENDS' Board of Directors meetings at no charge. Additional use of public meeting room may be available upon request.
6. Provide FRIENDS with designated space within the LIBRARY for storage, files, sales, or office needs, approximately 1.5% of the building's square footage.
7. Designate a SYSTEM representative ("COUNTY REPRESENTATIVE"), typically the branch supervisor, to attend FRIENDS' Board meetings as a non-voting presence and provide a report on LIBRARY activities at Board meetings.

FRIENDS AGREE TO:

1. Remain an active Florida nonprofit corporation in good standing and maintain 501(c)(3) tax-exempt status.
2. Ensure all funds raised are used exclusively for LIBRARY programs, FRIENDS operational expenses, and mutually agreed-upon LIBRARY needs. Funds will be donated directly to the COUNTY for use exclusively at South Manatee Branch Library.
3. Publicly support and advocate for LIBRARY policies and strategic goals.
4. Provide a link on the FRIENDS website to the LIBRARY's portion of the COUNTY's website.
5. Submit to the COUNTY for review and approval any FRIENDS promotional materials referencing the LIBRARY or COUNTY.
6. Include COUNTY REPRESENTATIVE as a non-voting attendee at FRIENDS Board meetings and allocate time on the agenda for LIBRARY updates.
7. Provide the COUNTY REPRESENTATIVE with financial reports and minutes from all FRIENDS Board meetings.
8. Submit an up-to-date copy of the FRIENDS' bylaws to the COUNTY REPRESENTATIVE by September 15th every year. Written notification will be adequate when no changes have been made from the previous year.
9. Keep FRIENDS' designated space clean, organized, and safe and not interfere with regular LIBRARY operations or public access.

EFFECTIVE DATE. This MOU will become effective upon execution by both Parties.

INSURANCE. Throughout the Term, FRIENDS will procure and maintain insurance coverages, at its own cost, and within the minimum terms and limits, set forth in Exhibit B, as evidenced by a Certificate of Insurance which shall be submitted to the COUNTY within 30 days after the Effective Date and on or before each anniversary of the Effective Date for the duration of the term of the MOU.

INDEMNIFICATION AND SOVEREIGN IMMUNITY. Both Parties agree to indemnify and hold one another harmless from liability arising from their respective activities under this MOU. The Parties agree that no term or condition contained in the MOU shall be construed or interpreted as (a) denying the COUNTY any remedy or defense available to it under the laws of Florida, (b) a waiver of sovereign immunity by the COUNTY beyond the limitations provided in Section 768.28, Florida Statutes, or (c) resulting in the imposition of liability on the COUNTY for which it would not otherwise by law be responsible. The Parties further agree that nothing herein shall be considered a waiver of any statutory or constitutional sovereign immunity protections reserved to the COUNTY. Nothing herein shall be construed as consent by the COUNTY to be sued by any third party in any matter arising out of the MOU.

ANTI-HUMAN TRAFFICKING. FRIENDS shall provide the COUNTY with a sworn affidavit (Anti-Human Trafficking Affidavit) signed by an officer or a representative of the FRIENDS under penalty of perjury attesting that the FRIENDS do not use coercion for labor or services, as such terms are defined in Section 787.06, Florida Statutes. The Anti-Human Trafficking Affidavit must be in a form substantially similar to Exhibit A, attached hereto and incorporated herein by this reference, and shall be provided to the COUNTY on or before the Effective Date. This MOU shall not be effective unless and until the COUNTY receives the properly executed Anti-Human Trafficking Affidavit.

ASSIGNABILITY. Neither Party may assign the MOU or any right or obligation of the MOU without prior written consent of the other Party.

TERMINATION AND DISSOLUTION. This MOU remains in effect until modified or terminated by either Party. Either Party may terminate this MOU for any reason by providing no less than thirty (30) days' written notice. Upon dissolution of the FRIENDS organization, any remaining assets shall be transferred to the COUNTY for benefit of the South Manatee Branch Library, of Manatee County Public Library.

NOTICES. Any notices to be given hereunder by either Party to the other shall be in writing and shall be given by either hand delivery for which return receipt is obtained, or sent by registered or certified United States mail, with return receipt requested, addressed as below. Any act or delivery that must be completed on a Saturday, Sunday or legal holiday under the laws of the State of Florida or the United States of America shall be adequate if performed or delivered on the following business day. Until notice of change is given, the Parties designate the following as the respective individuals and places for giving notice in the manner prescribed herein.

FOR COUNTY:

Manatee County Government

Attention: Library Services Manager
Post Office Box 1000
Bradenton, Florida 34206

and

Manatee County Government
Attention: County Attorney
Post Office Box 1000
Bradenton, Florida 34206

FOR FRIENDS OF THE SOUTH MANATEE LIBRARY, INC.:

Attn: President, 6081 26th St. West, Bradenton, FL 34207

AMENDMENT. Any changes to this MOU must be made in writing and signed by both Parties.

IN WITNESS WHEREOF, this MOU has been executed by the Parties herein:

FRIENDS:

FRIENDS OF THE SOUTH MANATEE LIBRARY, INC., a
Florida not for profit corporation

By: Janet Simmons

Signature

Printed Name: Janet B. Simmons

As: President

Title

Date: March 27, 2026

COUNTY:

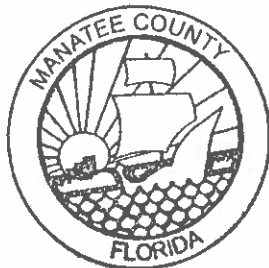
MANATEE COUNTY, a political subdivision of the State of
Florida

By: Board of County Commissioners

By: J. H.

Chairperson

Date: 4/21/2026



ATTEST: ANGELINA COLONNESO

CLERK OF THE CIRCUIT COURT AND COMPTROLLER

By: Robin Davis OC

Deputy Clerk

EXHIBIT A

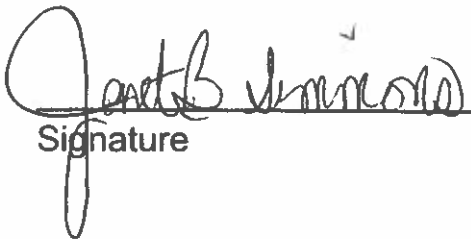
ANTI-HUMAN TRAFFICKING AFFIDAVIT (Section 787.06, Florida Statutes)

Before me, the undersigned authority, personally appeared, **Jan Simmons**, who was sworn and says that the following information is true and correct:

1. I am the **President of the Friends of South Manatee Library** (Entity). I have been authorized by the Entity to provide and execute this affidavit.
2. I am over eighteen years of age and the following information is given from my own personal knowledge.
3. Entity is a nongovernmental entity and I hereby attest that Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.
4. This affidavit is made and given by affiant under penalty of perjury with full knowledge of applicable Florida laws regarding sworn affidavits and the penalties and liabilities resulting from false statements and misrepresentations therein.

Jan Simmons

President of the Friends of South Manatee Library


Signature

STATE OF FLORIDA
COUNTY OF MANATEE

Sworn to (or affirmed) and subscribed before me by means of

- ☒ physical presence or
☐ online notarization

this 30th day of March, ²⁰²⁶~~2025~~, by **Jan Simmons,**
President of the Friends of South Manatee Library, who

- ☐ is personally known to me or
☒ has produced FL Driver License S552422528 and as identification.

[CHECK APPLICABLE BOXES TO SATISFY IDENTIFICATION
REQUIREMENT OF SECTION 117.05, FLORIDA STATUTES]

Cleopeth Cierra Maseth My Commission Expires: April 23, 2029
Signature of Notary Public
(Legibly print, type, or stamp commissioned name of Notary Public and affix
official notary seal below.)



CIERRA C MASETH
Commission # HH 668881
Expires April 23, 2029

EXHIBIT B
INSURANCE REQUIREMENTS

Work under the resulting Memorandum of Understanding (MOU) cannot commence until all insurance coverages indicated herein have been obtained. The cost for insurance coverages is the sole responsibility of **Friends of the South Manatee Library, Inc.** (hereinafter referred to as "FRIENDS". FRIENDS shall obtain and submit to the Procurement Division within ten (10) calendar days from the date of notice of intent to award, proof the following minimum amounts of insurance on a standard ACORD form (inclusive of any amounts provided by an umbrella or excess policy):

REQUIRED INSURANCES FOR ALL AGREEMENTS/CONTRACTS:

1. ☒ **Commercial General Liability Insurance:**

(Per Occurrence form only; claims-made form is not acceptable)

Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed to name "Manatee County, a political subdivision of the State of Florida" as an Additional Insured. and include limits not less than:

- \$ 1,000,000 Single Limit Per Occurrence
- \$ 2,000,000 Aggregate
- \$ 1,000,000 Products/Completed Operations Aggregate
- \$ 1,000,000 Personal and Advertising Injury Liability
- \$ 50,000 Fire Damage Liability
- \$ 5,000 Medical Expense, and

This policy shall contain severability of interests' provisions.

2. ☒ **Volunteer Accident Insurance**

Coverage limits of not less than \$100,000 per accident

INSURANCE REQUIREMENTS:

I. Policies shall contain, or be endorsed to contain, the following:

- a. "Manatee County, a Political Subdivision of the State of Florida," shall be named as an Additional Insured in respect to liability arising out of activities performed by or on behalf of the FRIENDS, its agents, representatives, and employees; products and completed operations of the FRIENDS automobiles owned, leased, hired, or borrowed by the Respondent/Contractor, and as required per the above specific insurance requirements. The coverage(s) shall contain no special limitation(s) on the scope of protection afforded to the County, its officials, employees, or volunteers.

- b. A Certificate of Insurance shall be provided to the County and shall include the endorsement that evidences the County being listed as an Additional Insured. This can be done in one of two ways: (1) an endorsement can be issued that specifically lists "Manatee County, a Political Subdivision of the State of Florida," as Additional Insured; or, (2) an endorsement can be issued that states that all Certificate Holders are Additional Insured with respect to the policy.
- c. FRIENDS' insurance coverage shall be primary insurance with respect to the County, its officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officials, employees, or volunteers shall be in excess of FRIENDS' insurance and shall be non-contributory.
- d. The insurance policies shall be on an occurrence form, unless specifically noted otherwise.
- e. FRIENDS' insurer shall agree to waive all rights of subrogation against the County, its officials, employees, and volunteers for losses arising from work performed by the FRIENDS for the County.

II. Provisions applicable to all policies:

- 1. Prior to the execution of a MOU, or issuance of a Purchase Order, and then annually upon the anniversary date(s) of the insurance policy's renewal date(s) for as long as the MOU remains in effect, FRIENDS shall furnish the County with a Certificate(s) of Insurance (using an industry accepted certificate form, signed by the Issuer, with applicable endorsements, and containing the solicitation or MOU number, and title or description) for all required coverages and evidencing the applicable coverages, as set forth above, name "Manatee County, a Political Subdivision of the State of Florida" as an Additional Insured.

In addition, if requested in writing from the County, FRIENDS shall provide the County with a copy of all requested insurance policies. The address where such certificates and certified policies shall be sent or delivered is as follows unless otherwise provided:

**Manatee County, a Political Subdivision of the State of Florida
Attn: Purchasing Division - Procurement
1112 Manatee Avenue West
Bradenton, FL 34205**

- 2. The MOU's title shall be listed on each Certificate of Insurance or policy.
- 3. FRIENDS shall provide fifteen (15) days' written notice of any cancellation, non-renewal, termination, material change, or reduction in coverage of any insurance

policies to the County's procurement representative including solicitation number and title with all notices.

4. FRIENDS agrees that should at any time FRIENDS fail to meet or maintain the required insurance coverage(s) as set forth herein, the County may terminate this MOU.
 5. FRIENDS waives all subrogation rights against "Manatee County, a Political Subdivision of the State of Florida," for all losses or damages which occur during, or arise from, the MOU, whether the suit is brought during the MOU period or not.
 6. FRIENDS has sole responsibility for all their insurance premiums and policy deductibles.
 7. It is the FRIENDS' responsibility to ensure that their agents, representatives, and subcontractors comply with the insurance requirements set forth herein. FRIENDS shall include its agents, representatives, and subcontractors working under the MOU as insured under its policies, or FRIENDS shall furnish separate Certificates of Insurance and endorsements naming "Manatee County, a political subdivision of the State of Florida" as an Additional Insured for each agent, representative, and subcontractor working under the MOU. All coverages for agents, representatives, and subcontractors shall be subject to all the same requirements set forth herein.
 8. All required insurance policies must be written with a carrier having a minimum A.M. Best rating of A- FSC VII or better.
- III.** FRIENDS understands and agrees that the types and limits of coverages listed herein shall not be construed as a limitation of any potential liability to the County, or to others, and the County's failure to request evidence of the insurance coverages and/or Additional Insured status shall not be construed as a waiver of FRIENDS obligation to provide and maintain the insurance coverages specified.
- IV.** FRIENDS understands and agrees that the County does not waive its immunity, and nothing herein shall be interpreted as a waiver of the County's rights, including the limitation of waiver of immunity, as set forth in Florida Statutes 768.28, or any other statutes, and the County expressly reserves these rights to the full extent allowed by law.
- V.** The enclosed Hold Harmless Agreement shall be signed by the FRIENDS and shall become a part of the MOU.
- VI.** No award shall be made until the Purchasing Division - Procurement has received the Certificate of Insurance, Endorsements, and signed Hold Harmless Agreement in accordance with this section.

Manatee County, a Political Subdivision of the State of Florida
Indemnity and Hold Harmless

FRIENDS shall defend, indemnify and hold harmless the County and all of the County's officers, agents, employees, and volunteers from and against all claims, liability, loss and expense, including reasonable costs, collection expenses, attorneys' fees, and court costs which may arise because of the negligence (whether active or passive), misconduct, or other fault, in whole or in part (whether joint, concurrent, or contributing), of FRIENDS, its officers, employees, representatives and agents in performance or non-performance of its obligations under the MOU. Respondent recognizes the broad nature of this indemnification and hold harmless clause, as well as the provision of a legal defense to the County when necessary, and voluntarily makes this covenant and expressly acknowledges the receipt of such good and valuable consideration provided by the County in support of these indemnification, legal defense and hold harmless contractual obligations in accordance with the laws of the State of Florida. This clause shall survive the termination of this MOU. Compliance with any insurance requirements required elsewhere within this MOU shall not relieve Respondent of its liability and obligation to defend, hold harmless and indemnify the County as set forth in this article of the MOU.

Nothing herein shall be construed to extend the County's liability beyond that provided in section 768.28, Florida Statutes.

MOU NUMBER AND/OR NAME	Janet Simmons, Friends of South Manatee Library President
INSURANCE AGENT	Victor Garris
RESPONDENT/CONTRACTOR SIGNATURE	Janet Simmons
DATE	Janet Simmons

Acknowledgment:

STATE OF Florida COUNTY OF Manatee

The foregoing instrument was acknowledged before me this 30th day of March,

2020 by Jan Simmons, who is

personally known to me or who has produced FL Driver License as
5552422528660
identification.

Notary Signature Cierraseeth

Print Name: Cierra Maseth



CIERRA C MASETH
Commission # HH 668681
Expires April 23, 2029



April 21, 2026 - Regular Meeting

Subject

Execution of Seven Agreements with The Friends Groups of Manatee County Library, Molly White, Director, Sports and Leisure Services - Countywide

Category

CONSENT AGENDA

Briefings

Briefing Provided Upon Request

Contact and/or Presenter Information

Molly White, Director, Sports & Leisure Services x6007
Chelsea Ross-Munro, Circulation Services Supervisor, x6321
Ericka Dow, Information Services Supervisor, x6311

Action Requested

Execution of Seven Agreements with The Friends Groups of Manatee County Library; Manatee County and Friends of The Braden River Library Inc., Manatee County and Friends of The Central Library Inc., Manatee County and Friends of The Island Library Inc., Manatee County and Friends of Lakewood Ranch Library Inc., Manatee County and Friends of the Palmetto Library Inc., Manatee County and Friends of The Rocky Bluff Library Inc., and Manatee County and Friends of South Manatee Library Inc.

Enabling/Regulating Authority

Applicable Advisory Board

N/A

Background Discussion

The Library Friends group(s) is a 501(c)(3) nonprofit organization.

Friend's groups provide financial support for library programs.

The proposed MOU is intended to formalize the partnership and reaffirm the Library's responsibility for program planning and public service oversight, while recognizing the valuable support Friends provide.

The Library System has transitioned to a model in which gift funds from Friends be received and administered through the county's financial system, rather than being spent directly by the Friends groups. The operational shift increased the need for consistent, clear agreement across all parties.

Attorney Review

Formal Written Review (Opinion memo must be attached) Welch

Instructions to Board Records

Please have the Chairperson sign page 5 of 5 of each Memorandum of Understanding.

Please email the approved agenda item to: molly.white@mymanatee.org,
brooke.frasca@mymanatee.org, carla.warman@mymanatee.org,
nicole.bezdek@mymanatee.org, sally.dillard@mymanatee.org

Distributed 4/27/26, RT

Cost and Funds Source Account Number and Name

Gifts / 1600000000366017

Amount and Frequency of Recurring Costs

N/A

From: [Tammy Parrott](#)
To: [Brooke Frasca](#)
Subject: FW: Library Friends MOU; RLS No. FY24/25-0515 Response
Date: Wednesday, April 1, 2026 2:35:19 PM
Attachments: [image001.png](#)
[Draft_MCPLS Friends MOU KHW 8-27-2025.docx](#)
[Exhibit A—Anti-Human Trafficking Affidavit.docx](#)
[image002.png](#)

Tammy Parrott MPA, MLIS | County Librarian
Manatee County Government
Sports and Leisure Services Department
[Manatee County Public Library System](#)
1301 Barcarrota Boulevard
Bradenton, FL 34205
O: (941) 748-5555 x6301
M: (941) 290-8331

Under [Public Records Act](#), email communications sent to and from this address may be subject to public disclosure. Please be advised that any correspondence may be retained as a public record and could be disclosed upon request.



From: Kate Welch <kate.welch@mymanatee.org>
Sent: Wednesday, August 27, 2025 2:41 PM
To: Tammy Parrott <tammy.parrott@mymanatee.org>
Cc: Pamela DAgostino <pamela.dagostino@mymanatee.org>; Bryan Parnell <bryan.parnell@mymanatee.org>; Molly White <molly.white@mymanatee.org>; Brooke Frasca <brooke.frasca@mymanatee.org>; Linda Klasing <linda.klasing@mymanatee.org>; Alicia Stull <alicia.stull@mymanatee.org>; Christina Bowman <christina.bowman@mymanatee.org>
Subject: Library Friends MOU; RLS No. FY24/25-0515 Response

Dear Tammy:

In this Request for Legal Services (RLS), you have asked the County

Attorney's Office (CAO) to review a draft Memorandum of Understanding (MOU) to be executed by the County and seven Friends of the Library groups who fundraise for each Manatee County Public Library System branch. Attached is a redlined copy of the MOU which contains my comments and recommended changes. Staff did not request review of any specific legal issues with this RLS.

Except as otherwise indicated, I have not reviewed or revised the MOU for thoroughness, accuracy, typographical errors, or ADA accessibility. I express no opinion as to the business judgment of entering into MOUs with the various Friends groups. Provided the clarifications identified in the attached are addressed consistently with my advice, I have no objection from a legal standpoint to this MOU being presented to the Board for approval.

This completes my response to your RLS. Please contact me if you have any questions or if I can be of further assistance.

Sincerely,

Katherine "Kate" Welch
Assistant County Attorney
Manatee County Government
Office of the County Attorney
1112 Manatee Avenue West, Suite 969
Bradenton, Florida 34205
kate.welch@mymanatee.org
Phone: 941-745-3750 Ext. 3759



From: [Brooke Frasca](#)
To: [Brooke Frasca](#)
Subject: FW: Liability insurance for Library Friends MOU & one more question
Date: Thursday, April 2, 2026 8:09:48 AM
Attachments: [image001.png](#)
[MOU FRIENDS draft v1.docx](#)
[MOU FRIENDS Exhibit A - draft v1.docx](#)
[MOU FRIENDS Exhibit B - NRB 02.20.26.docx](#)

From: Tammy Parrott <tammy.parrott@mymanatee.org>
Sent: Wednesday, April 1, 2026 2:36 PM
To: Brooke Frasca <brooke.frasca@mymanatee.org>
Subject: FW: Liability insurance for Library Friends MOU & one more question

Tammy Parrott MPA, MLIS | County Librarian
Manatee County Government
Sports and Leisure Services Department
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From: Nicole Bezdek <nicole.bezdek@mymanatee.org>
Sent: Friday, February 20, 2026 3:13 PM
To: Tammy Parrott <tammy.parrott@mymanatee.org>
Subject: FW: Liability insurance for Library Friends MOU & one more question

Nicole Bezdek

Risk Manager
Manatee County Attorney's Office
Phone 941-745-3750 x3739
Fax 941-749-3089
Reply to: Nicole.Bezdek@mymanatee.org

From: Nicole Bezdek
Sent: Tuesday, January 13, 2026 9:27 AM
To: Tammy Parrott <tammy.parrott@mymanatee.org>
Subject: RE: Liability insurance for Library Friends MOU & one more question

Good morning Tammy,

I apologize again for this delay. Once I get my feet wet, we should no longer experience delays with responses from Risk.

Please see the attached and let me know if you have any questions. If FRIENDS will never be transporting any books or County materials for us, then the Auto liability can be removed from Exhibit A.

Thank you,

Nicole Bezdek

Senior Workers' Compensation Claims Adjuster
Manatee County Attorney's Office
Phone 941-745-3750 x3739
Fax 941-749-3089
Reply to: Nicole.Bezdek@mymanatee.org

From: Tammy Parrott <tammy.parrott@mymanatee.org>
Sent: Monday, December 29, 2025 2:40 PM
To: Nicole Bezdek <nicole.bezdek@mymanatee.org>
Subject: FW: Liability insurance for Library Friends MOU & one more question

Hi Nicole –

It sounds like my question came in while you and Linda were transitioning matters relating to COIs. Kate already let me know that you would be keeping the official COI files; I will keep a copy to have in hand when it is time to renew.

would the coverage outlined in the 'Liability Insurance' doc satisfy all requirements? The Friends wants clarification before change their insurance.

Best regards,
Tammy

Tammy Parrott MPA, MLIS | Library Services Manager
Manatee County Government
Sports and Leisure Services Department
[Manatee County Public Library System](#)
1301 Barcarrota Boulevard
Bradenton, FL 34205
O: (941) 748-5555 x6301
M: (941) 290-8331

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From: Tammy Parrott <tammy.parrott@mymanatee.org>
Sent: Friday, December 26, 2025 12:11 PM
To: Linda Klasing <linda.klasing@mymanatee.org>
Subject: FW: Liability insurance for Library Friends MOU & one more question

Hi Linda,

I hope you are well!

In addition to my Friends MOU question, could you confirm for me that you should be forwarded the COI that satisfies the liability insurance requirement in the MOU between the County and 40 Carrots?

I will also keep a copy in my files.

Best regards,
Tammy

Tammy Parrott MPA, MLIS | Library Services Manager
Manatee County Government
Sports and Leisure Services Department
[Manatee County Public Library System](#)
1301 Barcarrota Boulevard
Bradenton, FL 34205
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M: (941) 290-8331

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From: Tammy Parrott
Sent: Monday, December 15, 2025 10:14 AM
To: Linda Klasing <linda.klasing@mymanatee.org>
Cc: Tammy Parrott <tammy.parrott@mymanatee.org>
Subject: Liability insurance for Library Friends MOU

Hi Linda,

A new MOU was drafted and subsequently reviewed by the CAO (RLS # FY24/25-0515). I have attached the final document. We are in the process of signing and collecting documents from the seven different groups; two of them sent over their certificates of insurance to see if they are meeting the requirements. It looks as though they both provide sufficient coverage.

Would you be able to confirm that for me?

Respectfully,
Tammy

Tammy Parrott MPA, MLIS | Library Services Manager
Manatee County Government

Sports and Leisure Services Department

[Manatee County Public Library System](#)

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