

Memorandum of Understanding

Between

City of Aurora (City)

and

Aurora Public Library (Library)

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the City of Aurora and the Aurora Public Library to maintain the original documentation in forty-nine (49) leather bound volumes documenting the agendas, minutes, ordinances, resolutions and proclamations of the Aurora City Council dated 1857-1983.

Background

The City of Aurora has historic volumes documenting activities of the Aurora City Council dating back to the 1857 when the City of Aurora was incorporated by the State of Illinois. The historic records are contained in a series of forty-nine (49) leather bound volumes containing the agendas, minutes, ordinances, resolutions and proclamations made by the Aurora City Council. The volumes should be maintained in a secure atmosphere that would best preserve the documents from further deterioration from natural elements such as heat and light. The Aurora Public Library has recently constructed the Santori Library that has a temperature controlled archival space conducive for long-term storage that would slow down the aging process of the documents.

Purpose

This MOU will provide for storage of historical volumes for the City at the Library. The Library will safeguard the volumes from undue deterioration of the documents by storing the volumes in the temperature controlled archive room at the Santori Library and will allow the volumes to be reviewed by library patrons and staff for research purposes under the auspices of the Library archivist.

Reporting

The Library will maintain the storage of the documents and will report to the City on any issues arising from the storage or maintenance of the volumes. The City reserves the right to inspect the volumes from time to time. The City Clerk shall be the designated contact for the Library regarding storage or maintenance of the volumes.

Funding

While this MOU does not include a commitment of funds for repair or upkeep of the volumes the City will be responsible for all costs for the upkeep of the volumes unless the damage is as a result of negligence on behalf of the Library during the term of this agreement.

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from the City and the Library. This MOU may be terminated by either party upon thirty (30) days written notice. In the event of termination by either party, all historic volumes shall be returned to the City. This MOU shall become effective upon signature by the authorized officials from the City and Library and will remain in effect until modified by mutual consent or terminated by any one of the parties.

Contact Information

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Aurora Public Library
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E-mail: daisy@aurorapubliclibrary.org

_____ Date: _____
Mayor Richard C. Irvin
City of Aurora, Mayor

_____ Date: _____
Daisy Porter-Reynolds
Aurora Public Library, Executive Director