

CITY CLERK ORIGINAL

C-9974
05/15/2015

Letter of Agreement

This is a letter of understanding between The Friends of the Phoenix Public Library and Glendale Public Library. This agreement, which may be terminated at any time for any reason by either party, will define the terms in which the Friends of the Phoenix Public Library will sell books on your behalf online.

The Friends of the Phoenix Public Library agree to:

- Catalogue, list, price and store books for online sale.
- Process orders, package and ship all orders to customers.
- Provide customer service, returns and refunds.
- Provide quarterly reports of sold items.
- Pick up books when 10-20 boxes are collected.
- Distribute 50% of net proceeds on a quarterly basis for items that sell for a minimum of \$6.00. Net proceeds is defined as gross sale minus market commissions (currently 15%). For example, a book that sells for \$50 generates a net proceed of \$42.50. \$42.50 will be split equally between The Friends of the Phoenix Public Library and Glendale.

Public Library

agree to:

- Select and collect books to be sold online.
- Allow The Friends of the Phoenix Public Library to dispose of or donate any books not valuable enough to be listed for online sales as they see fit.
- Allow The Friends of the Phoenix Public Library to dispose of or donate any books listed but not sold as they see fit.

Signature: _____



Date: 5.13.15

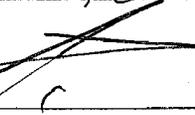
Printed Name: _____

Erik Strunk

Title: _____

Director, Community Services Department

Signature: _____



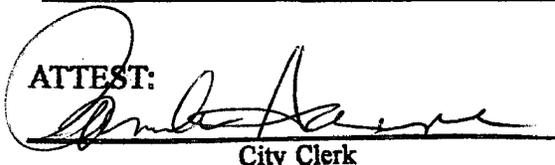
Date: _____

5/12/15

Printed Name: Jason Peterson

Title: Executive Director

ATTEST:


City Clerk

Approved as to form


City Attorney