Memorandum of Agreement **Ledyard Library Commission** And

Bill Library Association, Inc.

- 1. Purpose: The purpose of this Memorandum of Agreement is to define the roles and responsibilities of the Ledyard Library Commission and the Bill Library Association, Inc. pertaining to donations made to Ledyard Libraries.
- 2. Policy: The Bill Library Association, Inc. is a non-profit organization as defined by the Internal Revenue Service Regulation Section 501 (c)(3). The Libraries receive donations which may include a matching fund form from the donor's employer. The employer will often only match for a non-profit organization and not a municipality. The Bill Library Association is able to submit the form on behalf of the Library Commission and agrees to hold the funds for general library use.

3. Actions:

- a. Bill Library Association, Inc.
 - i. Establish an account to accept general donations on behalf of the Bill or Gales Ferry Library
 - ii. Submit any matching fund forms included with a donation
 - iii. Make the funds available for either library upon request of the Library Director and/or the Library Commission
 - iv. Submit payment directly to a vendor if requested
 - v. Provide a report of the account annually, or as needed, to the Library Director
- b. Ledyard Library Director
 - i. Notify Bill Library Association Treasurer when there are funds to deposit
- c. Ledyard Library Commission
 - i. Determine how the funds will be used in consultation with the Library Director
- 4. Points of Contact:
 - a. Ledyard Library Director
 - b. Ledyard Library Commission, Chairman
 - c. Bill Library Association, Treasurer
- 5. Effective Date: This MOA becomes effective upon signing and shall be subject to modification by the Commission and the Association as needed.

John Phetteplace

Date

Library Commission Chairman

Alvin Manter

Bill Library Association President