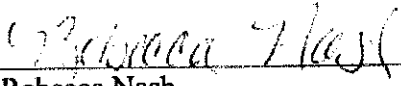


**Memorandum of Agreement
Ledyard Library Commission
And
Bill Library Association, Inc.**

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 Public Library.
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 Library receives 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 Library Commission use.
3. **Actions:**
 - a. **Bill Library Association, Inc.**
 - i. Establish accounts to accept donations on behalf of the Ledyard Public Library as directed by the Library Commission,
 - 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 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
 - ii. Determine the investment strategy for the funds held by the Bill Library Association for the Library Commission.
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.


Rebecca Nash

Library Commission Chairman

November 16, 2021
Date


David Engelman

Bill Library Association President

1 Nov 2021
Date