

# **Memorandum of Understanding Between Auburn Board of Selectmen and Trustees of Griffin Free Public Library**

## **General:**

The Library and the Town have had an excellent working relationship and we would like to continue with open communication and cooperation.

This document sets forth a formal agreement between the Board of Selectmen and the Trustees of the Griffin Free Public Library (the parties) on the division of responsibilities and authority.

## **Meetings:**

The parties agree to review this memorandum on an annual basis, and to communicate, if necessary, any changes or questions through the Director of the Library and the Town Administrator. The document should be amended prior to January 1<sup>st</sup> of any year if changes are to be made. Since changes may affect the budgets of either party, any changes involving services or expenses may take effect in the next budget year.

## **Division of Responsibilities and Authority:**

- The Town will be responsible for the major maintenance or improvements of the building (roof, walls, floors, grounds, heating system, etc.);
- Through the annual operating budget, the Town will include funds for electricity, heat, wages, employee retirement, associated payroll taxes, programs, lending materials, supplies and general operating expenses;
- The Library may enhance the Town's appropriation of funds toward the costs of the Library through additional funds received by the Trustees separate from the annual Town appropriation.

## **Handling of Financial Transactions:**

Pursuant to the provisions of RSA 202-A:11, III, the Library Trustees shall *"expend all moneys raised and appropriated by the town for library purposes and shall direct that such moneys be paid over by the town treasurer pursuant to a payment schedule as agreed to by the library trustees and the selectmen."*

Historically, the Town has handled the payment of wages and associated payroll and personnel expenses for the Griffin Free Public Library. The remaining operating funds from the Town's annual appropriation were transmitted to the Trustees of the Library under a *"Payment Schedule for Library Funds"* mutually agreed to by the governing boards of the Town and the Library, with

the Library Trustees paying all of the other expenses associated with the operation of the Library.

Effective January 1, 2020, under the terms of this Memorandum of Understanding, the Town and the Library agree there is greater efficiency and ease of operation for the Town to pay the operating expenses of the Library under the direct oversight of the Trustees in the same manner that operating expenses for all other Town departments are paid. To this end, the Town and the Library agree to the following:

- ❖ The Library Trustees will designate to the Town in writing who will be authorized representative(s) of the Library to sign and approve invoices for payment by the Town.
- ❖ The Town will not pay any invoice or expense of the Library that has not been specifically approved for payment by a designated representative of the Library.
- ❖ The Town and Library will jointly establish a “Chart of Accounts” within the Town’s fund accounting system to breakdown the Library’s operating funds into appropriate categories from which expenses will be allocated and paid.
- ❖ The approval of invoices to be paid by the Town will include the signature of the individual authorizing the payment, in addition to the budget account code from which the expense should be paid.
- ❖ The Town will generate a budget status report for the Library following each payroll or accounts payable run to enable the Library to maintain oversight of its funds and the expenses being paid on their behalf.
- ❖ The Town’s Finance Director and Finance Assistant will be the Town’s direct representatives for the processing and payment of expenses for the Library.
- ❖ Overall, the Library Director and the Town Administrator shall be responsible for the effective implementation of this agreement and process.

**Capital Projects:**

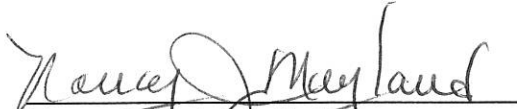
Over the years, Library Funds have been utilized to assist with capital projects, equipment purchases and program enhancements. Town funds raised through taxation have also been used for various projects and maintenance items through the operating budget, a specific appropriation or the established capital reserve fund for the rehabilitation and maintenance of Town buildings.

It is in the best interest of the residents and taxpayers of Auburn that both the Board of Selectmen and the Library Trustees continue to work together to meet the needs of the community at an affordable rate by coordinating Town, Library and whenever possible, grant funds.


This agreement shall replace the previously adopted "Payment Schedule for Library Funds", and shall remain in effect until specifically rescinded or amended in writing by the mutual agreement of both Boards.

**Griffin Free Public Library Trustees:**

**Auburn Board of Selectmen:**


  
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Nancy J. Mayland, Chair

  
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Richard W. Eaton, Chair

  
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Elizabeth A. Michaud, Secretary

  
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Keith N. Leclair, Selectman

  
\_\_\_\_\_  
Joseph G. Forest, Treasurer

  
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Todd R. Bedard, Selectman

10/30/19  
Date

10/21/19  
Date