

\_\_\_\_\_ Public Library Trustees and Board of Selectmen

**Letter of Agreement for the Year 20\_\_**

The \_\_\_\_\_ Public Library Trustees and the Board of Selectmen of the Town  
of \_\_\_\_\_ enter into the following agreement:

1. Per RSA 202-A:11–Powers and Duties, Sections III & IV, of the New Hampshire’s Revised Statutes Annotated (RSA), the Library Board of Trustees will administer the funds of the budget of the \_\_\_\_\_ Public Library.
2. The payroll for Library employees will be processed by the Town as part of the Town’s weekly or bi-weekly pay cycle in accordance with the Town’s payroll procedures.
3. Benefits offered by Library Trustees to its employees such as NH Retirement and health insurance will be administered by the Town in accordance with the Town’s procedures.
4. The Library Board Treasurer will receive monthly or bi-monthly reports of budget status as distributed to all other Town department heads (*or other schedule as agreed upon*).
5. The Library Board of Trustees will receive partial and equal portions of the appropriated budgeted funds in four (4) installments to be issued on the following dates: January 15, April 15, July 15, and October 15 (*or other schedule as agreed upon*).
6. Confirmed orders placed or contracts for service signed before December 31 and invoiced in the following year, will be paid with funds appropriated in the year in which the orders and contracts were placed per RSA 32:7 Lapse of Appropriations, Section I.
7. This agreement is to be reviewed annually by the Library Trustees and the Board of Selectmen.

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Library Trustee

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Board of Selectmen

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