



Policy Manual

Developed by the NHLTA Governance Committee

25 Triangle Park Drive, Concord, NH 03301

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◆ INDICATES APPENDIX ITEM

NOTE: Policy manual paragraphs are designated with the letter A. Procedure manual paragraphs will be designated with the letter B, and will correspond to policy paragraphs where applicable.

Date	Change History: Description/Summary of Changes
09/05/12	Policy A3.7 Amended
11/07/12	Policy A4.3 Amended; Policy A4.5.2 Amended; Policy A8.3 Amended
02/16/13	Global change: LGC to Administrative Service Provider
03/06/13	Policies A8.6, A10 and A11 added
04/03/13	General format corrections throughout
05/06/15	Policy A2 Bylaws Dues; Policy A8.2 Travel Reimbursement
02/03/16	Policy A8.2 Reimbursement Amended Title; Policy A6 Conflict of Interest Amended
03/02/16	Policy A2.1, A2.2, A2.3 and A2.4
05/04/16	Policy A8.4 Financial Reserves Management Policy
04/05/17	Policy A2.4, A2.5, A2.6, A2.7 Director Evaluation
03/07/18	Policy A3 Retitled Public Relations; Policy A4 Donations, Gifts and Memorials reorganized Policy A6 Conflict of Interest reorganized; Policy A8.4 Financial Reserves Management revised Policy A10 Archives and Storage revised
02/02/22	Policy A3.3 Responding to Emails, Phone Calls and Other Inquiries
02/05/25	Policy A8.3 Credit Card

NHLTA POLICY MANUAL

A NHLTA POLICIES

These policies cover Board members, Committee members, volunteers and paid staff.

A1 MISSION STATEMENT

The NHLTA assists Trustees to be knowledgeable and effective in order to serve, improve and promote NH Public Libraries.

A2 BYLAWS OF THE NHLTA

As approved at 2019 Annual Meeting.

A2.1 Bylaw Review

Bylaws shall be reviewed annually by the Governance Committee, changes presented to the Board of Directors, and, if approved, presented to the NHLTA membership at the Annual Meeting for final approval.

A2.2 Annual Dues

Annual dues for membership in NHLTA shall be voted by the membership at the Annual Meeting.

A2.3 Job Descriptions

Job descriptions for all formal functions shall be prepared by the Governance Committee and approved by the Board of Directors.

A2.4 Election of Officers

NHLTA Officers shall be elected from and by the Board at the first monthly meeting following the Annual Meeting for a term of one year.

A2.5 New Director Orientation

It is the policy of the NHLTA that all new members of the Board of Directors shall receive orientation with respect to their responsibilities and opportunities as Directors within the NHLTA. The Governance Committee shall conduct the orientation and make every effort to assist the new Directors to be fully informed about the Board's functions, policies, procedures and issues.

A2.6 Director Evaluation

A formal Director evaluation shall be performed biennially by the Governance Committee prior to proposing the Director for reelection according to Procedure B2.6.

A2.7 Exit Briefing

Retiring Board members will be asked to respond to an exit interview either in person, by phone, or by e-mail.

A3 PUBLIC RELATIONS AND COMMUNICATIONS

A3.1 NHLTA Spokesperson

The official spokesperson for the NHLTA is the President.

Media requests may be delegated to the Chairs of the Education Committee or the Communication Committee or any other Director that the President may choose.

There shall be only one spokesperson for a key issue or for controversial topics, policies and announcements. This ensures that NHLTA Directors do not speak in conflict on major issues.

For example, the spokesperson:

- Responds to requests for official NHLTA information
- Reserves rooms for monthly Board meetings and any other special occasions
- Reserves room upon requests from NHLTA Committees
- Provides any other information deemed necessary

A3.2 Interviews and Surveys

The NHLTA President and the Chair of the Communications Committee are the authorized representatives of the NHLTA for granting interviews, and can further delegate if appropriate. The following criteria should be considered:

- What information is being sought?
- What information has already been obtained?
- Who is the most knowledgeable person to deal with the subject?
- How the information will be used?

NHLTA surveys shall only be conducted with the approval of the Board of Directors, but may be proposed by any Director.

A3.3 Responding to Emails, Phone Calls and Other Inquiries

NHLTA does not communicate by phone or text and is unable to make site visits. When responding to emails, Directors must identify themselves properly and communicate in a responsible and informed way, since what they say may be interpreted as NHLTA opinion or policy. NHLTA does not offer legal advice, nor does NHLTA mediate disputes.

A3.4 Administrative Service Provider Contact

The President is the official Administrative Service Provider contact, with the Vice President appointed as back-up.

A3.4.1 All requests go through the NHLTA contact except as described in A3.4.2.

A3.4.2 The following interactions by an NHLTA Director will be allowed when performing the responsibilities of such position.

- The Treasurer interacts with the Administrative Service Provider regarding revenue received, revenue reports, membership reports, and bulk mail balances.
- The Chair of the Communications Committee interacts with the Administrative Service Provider regarding publishing processes and schedule and printing estimates.

- The Membership-subcommittee Chair of the Communications Committee interacts with the Administrative Service Provider regarding maintenance of the NHLTA membership database, including address changes and statistical reports.
- The Chair of the Education Committee interacts with the Administrative Service Provider regarding coordination of information and materials needed for the NHLTA Annual Conference, workshops and other educational events.

A3.5 NHLA Representative

The NHLA Representative is appointed by the President and will be the liaison between the NHLTA and the NHLA.

A3.6 NHLTA Political Neutrality

The NHLTA, as a 501(c)(3) non-profit organization, is precluded from sponsoring, endorsing, or lobbying for a particular candidate or political party. This policy shall apply to all Directors when representing the NHLTA.

A3.7 Electronic Media Definition

Electronic media includes voicemail, email, the internet, fax machine, hardware, software, local area networks, files, and all information composed, transmitted, accessed, received and stored electronically.

A4 DONATIONS, GIFTS AND MEMORIALS

NHLTA solicits current and deferred gifts from individuals, corporations, and foundations to secure the current mission and future growth of the NHLTA. These policies and guidelines govern acceptance of all gifts made to the NHLTA or for the benefit of any of its programs and provide guidance to prospective donors and their advisors when making gifts to the NHLTA.

A4.1 Types of Gifts

A4.1.1 The following gifts are acceptable:

- a. Cash
- b. Tangible Personal Property
- c. Bequests
- d. Securities
- e. Real Estate

A4.1.2 The following criteria govern the acceptance of each gift form. In all instances the initial review shall be made by the Executive Committee prior to referring it to the NHLTA Board for final action.

a. Cash

Cash is acceptable. Checks shall be made payable to the NH Library Trustees Association. Any gifts in excess of \$500 will be reviewed by the Executive Committee, who may consider the source of the gift in deciding whether or not to accept it prior to referring it to the NHLTA Board. This policy shall apply to any cash donations from persons or groups not members of NHLTA.

b. Tangible Personal Property

All gifts of tangible personal property shall be examined in light of the following criteria:

- Does the property fulfill the mission of the NHLTA?
- Is the property marketable?
- Are there any undue restrictions on the use, display, or sale of the property?
- Are there any carrying costs for the property?

The final determination on the acceptance of tangible property gifts shall be reviewed by the Executive Committee prior to referring them to the NHLTA Board.

c. Bequests

Donors and supporters of the NHLTA will be encouraged to make bequests to the NHLTA under their wills and trusts. Bequests will not be recorded as gifts to the NHLTA until such time as the gift is irrevocable or received. A final decision to accept a bequest shall rest with the NHLTA Board.

d. Securities

The NHLTA may accept securities. All marketable securities shall be sold upon receipt unless otherwise decided by the NHLTA Board.

e. Real Estate

The NHLTA may accept Real Estate only by vote of the membership. Initial review shall be made by the Executive Committee and the NHLTA Board prior to presenting the offer to the membership.

A4.2 Restrictions on Gifts

NHLTA will accept unrestricted gifts, and gifts for specific programs and purposes, provided that such gifts are not inconsistent with its stated mission, purposes, and priorities. NHLTA will not accept gifts that are too restrictive in purpose, gifts that are too difficult to administer, or gifts that are for purposes outside the mission of the NHLTA. All final decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Executive Committee.

A4.3 Use of Counsel

NHLTA shall seek the advice of legal and/or financial counsel in matters relating to acceptance of gifts when deemed appropriate by the Executive Committee.

A4.4 Avoiding Conflict of Interest

NHLTA will not offer legal or financial advice to prospective donors but will urge donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences.

A4.5 Miscellaneous Provisions

A4.5.1 Securing appraisals and legal fees for gifts: Where required, it will be the responsibility of the donor to secure an appraisal and/or independent legal counsel for gifts made to the NHLTA, and to assume the costs of such services. TBD

A4.5.2 Valuation of gifts: The NHLTA will record a gift received at its valuation for gift purposes on the date of gift.

A4.5.3 Responsibility for IRS filings upon sale of gift items: The Executive Committee is responsible for filing IRS Form 8282 upon the sale or disposition of any asset sold within two years of receipt by the NHLTA when the charitable deduction value of the item is more than \$5,000. The NHLTA must file this form within 125 days of the date of sale or disposition of the asset.

A4.5.4 Acknowledgements: Acknowledgement of all gifts made to the NHLTA and compliance with the current IRS requirements in acknowledgement of such gifts shall be the responsibility of the Executive Committee.

A4.5.5 Memorials: The Executive Committee shall maintain a book listing gifts accepted as memorials, and may make other appropriate recognition on a case-by-case basis.

A5 FUND RAISING

Goals and initiation of a fund raising drive shall be approved by the Board of Directors. All solicitations shall be performed by the Fund Raising Committee under the direction of the Chair.

All funds received shall be deposited with the NHLTA Treasurer within 30 days.

A6 CONFLICT OF INTEREST

A6.1 Board members shall comply with all requirements of RSA 7:19 (Conflict of Interest).

A6.2 Members of the Board Directors and Committee members shall make known their connections with groups doing business with NHLTA.

A6.3 Any potential conflict of interest on the part of a Director or Committee member shall be disclosed in writing to the Board of Directors of the NHLTA and made a matter of record.

A6.4 Any Director or Committee member who has an actual or potential conflict of interest will not participate in discussion or vote on matters affecting transactions between NHLTA and the conflicting group.

A6.5 No Director shall receive compensation or any form of benefit for his/her time and effort on behalf of the NHLTA, except as follows:

1. Reimbursements as specified in the Reimbursement Policy (Policy A8.2) are permitted; and
2. Compensation for services or products that involve or benefit a Director shall require a majority vote of the disinterested Directors before the transaction may be authorized.

A6.6 NHLTA Directors and their immediate families shall not accept personal gifts or entertainment from any suppliers/vendors by any means, directly or indirectly. This includes, but is not limited to, items of value, quasi-social invitations, credits for supplier/vendor promotions, etc. A business meal shall not be paid for by a supplier/ vendor except in the following situations:

1. When Directors authorized to purchase orders/service visit the vendor's business as part of a review of the vendor's capability to service NHLTA or to review a new product or new facilities.
2. When individuals perceive that continuing discussions with a supplier/vendor through mealtime has a particular merit, they may continue the meeting at the expense of the supplier/vendor or the expense of the Director. Repetitive mealtime meetings are not appropriate and should be discouraged.

A6.7 Directors and Committee members shall not attempt to exercise authority individually on behalf of the NHLTA, except as explicitly stated in NHLTA Bylaws.

A6.8 Directors and Committee members shall abide by the principles of this policy and confirm agreement by signing the Conflict of Interest Statement (**Appendix 1**) on an annual basis. ◆

A6.9 The NHLTA Secretary shall provide copies of the Conflict of Interest statement in July of each year for signatures, and shall keep these in the NHLTA archives.

A7 CODE OF ETHICS

Members of the NHLTA Board of Directors have an obligation to meet the highest legal, moral, and ethical standards in their conduct and decisions. The following principles are to be used as a guide to achieve this goal. New Directors shall read and affirm, in writing, by signing an agreement to comply with the provisions of the NHLTA Code of Ethics at their orientation session. The Code of Ethics (**Appendix 2**) shall be re-read and reaffirmed annually by all Directors. ◆

The following principles are to be used as a guide to achieve this goal.

- Sustain the core freedoms of our democracy by providing equal access to a broad diversity of viewpoints and beliefs on issues under consideration for action.
- Abide by all state and federal laws that apply to non-profit organizations.
- Avoid real or perceived conflict of interest when making decisions that may involve issues of personal gain for self, family, friends or employees.
- Keep confidential information confidential.
- Function as a whole unit; individual Directors cannot assume sole authority for comment or actions unless delegated to do so by the Board.
- Abide by NHLTA-established public information policies and refer requests to the President when appropriate.
- Adhere to all NHLTA established bylaws, policies, rules, and procedures.
- Promote a positive atmosphere of service and achievement.
- Protect the integrity and purpose of the NHLTA; challenge proposals or actions that are illegal or contrary to the mission; challenge any Director whose actions betray the public trust, violate the law, or jeopardize the integrity of the organization.
- Attend meetings regularly or resign so that a more active Director can be appointed.

A8 FINANCE

A8.1 Approval of Expenses General budgeted expenses may be approved by the Finance Committee Chair up to \$500. Expenses in excess of \$500 but less than \$1,000 may be authorized by the Finance Committee Chair and the President. Expenses in excess of \$1,000 shall require prior Board approval.

A8.2 Reimbursement

NHLTA Officers, Directors and Committee members shall be reimbursed for all expenses incurred in the performance of their obligation to the Association. "Obligation to the Association" shall mean attendance at Board or Committee meetings of which the individual is a member, and activities required by such membership. These expenses shall include, but not be limited to,

telephone calls, postage, supplies and travel. Other travel assigned by the President or Committee Chair shall be reimbursable.

Voluntary activities on behalf of the Association shall be reimbursed on a preapproved basis. Preapproval may be granted only by the President or by a majority vote of the Board of Directors. Attendances at library events not sponsored by NHLTA are voluntary activities.

Mileage shall be reimbursed at the rate voted on by the Board at the June meeting. Mileage is defined as the cost of one round trip between residence and site of the event and will be paid only for expenses actually incurred and a voucher submitted.

Tolls, parking fees, taxis, etc. are also covered. Hotel fees incurred for overnight stays for workshops or library visits shall be reimbursed if budgeted.

NHLTA Expense Vouchers (**Appendix 7**) and standard business receipts, excluding tips, are required in order to receive payment. See Procedures Manual Appendix C. All Expense Vouchers shall be presented to the Treasurer for payment within 30 days of the expenditure or within 30 days of receipt of bill. Any expense voucher for more than \$200.00 shall be countersigned by an officer. ◆

The President will normally be the delegate to regional and national conferences and will be reimbursed for travel costs. Costs shall include the cost of transportation, room, per diem allowance for meals, and educational items. If another person is appointed as a delegate to replace the president, he/she will be reimbursed in the same manner. An estimated proposal of these costs shall be presented, in advance of any event, to the Board at a regular Board meeting, and be approved by the Board.

The Board of Directors may vote to set aside any or all portions of this policy at any regular business meeting in order to enable a more beneficial resolution at the time. This policy shall be reviewed annually by the Governance Committee. Any recommended changes will be presented to the Board for approval. (**Appendix 8**) ◆

A8.3 Credit Card

A credit card shall be issued to the President and Treasurer. The credit card shall be returned to the co-card holder upon the termination of office.

The NHLTA credit card shall only be used for authorized expenditures directly associated with the NHLTA. (For example, expenses incurred for the Annual Conference.) Personal use of the NHLTA credit card is prohibited.

All receipts shall be retained and submitted to the Treasurer within ten (10) days. Upon receipt of the monthly statement, the treasurer shall review and approve. The account balance shall be paid in full by the Treasurer by the due date.

Credit card purchases must comply with the NHLTA Financial Policy and purchasing guidelines, section A8.1–8.3.2 and A8.5–A8.5.1.

A8.3.1 Security: the Treasurer shall keep a permanent record of the card, the credit limit, the date issued and the date returned.

A8.3.2 Lost or stolen card: If the credit card is lost or stolen, the Treasurer shall be notified immediately. The Treasurer shall notify the issuing agency.

A8.4 Financial Reserves Management

In January 2003, the NHLTA Board established a \$10,000 money market account with guidelines approved by the Board on June 2, 2004. The following updated policies were approved by the Board on May 5, 2016.

- The amount of financial reserves shall equal the annual operating budget, and the reserve amount shall be reset annually to the new operating budget.
- The entire annual return from the financial reserves shall be reinvested.
- If the amount of financial reserves exceeds the annual operating budget, after the annual reset, then the excess amount may be used to fund services and activities consistent with NHLTA mission.
- At least 50% of the financial reserves shall be invested in a money market fund. The remaining financial reserves shall be placed in laddered, guaranteed-return investments (e.g., FDIC-insured CDs, Treasury notes, etc.). The laddering shall be five (5) years or less, with equal amounts in each laddered investment.

A8.4.1 Mildred McKay Scholarship Fund

The Finance Committee shall administer the annual distribution from the Mildred McKay scholarship funds in accordance with the provisions of the Memo of Understanding established September 1, 1965, between the NHLTA and the New Hampshire Charitable Fund. **(Appendix 9)** ◆

A8.5 Purchasing

The intent of this policy is to maximize the use of the NHLTA funds by employing prudent, time-efficient, and professional practices to achieve the best possible value in meeting the NHLTA needs for goods and services.

A8.5.1 General Policy

Conflict of interest guidelines shall be observed in NHLTA procurement activities (A6 Conflict of Interest).

The NHLTA's goal for every purchasing transaction is to obtain the best value possible.

The costs of requested items and services shall be reasonable and allowable for the funds being used to pay for the items. All goods and services must be approved before purchasing.

Goods and services purchased with restricted funds must comply with donor/sponsor terms and conditions.

Purchases not covered by this policy include investment management services, consultant services, insurance, volunteer travel, food, and entertainment costs, and legal services.

Where there is no appropriation, there shall be no purchase made without prior Board approval. In the case of urgency or benefit in savings before the next meeting of NHLTA's Board of Directors, the purchase may be approved by the Executive Committee. The President shall report back to the Board of Directors at the next Board meeting.

The Board of Directors shall have the authority to transfer funds within defined budget lines. The need to transfer funds outside the limits established by the Board's budget shall require prior approval by the Board of Directors.

Purchases for less than \$500.00 do not require quotes, although comparison shopping is encouraged. Purchases in excess of \$500 require two (2) quotes when possible.

A9 MEMBERSHIP DATABASE

It is the policy of the NHLTA not to distribute the membership database. The database includes name, mailing address, phone number, email address, membership type, board title, library affiliation and Co-op. The NHLTA will not sell or distribute the database to any member, non-member, state or federal entity, private or public company, or non-profit organization.

A10 ARCHIVES AND STORAGE

- The Secretary shall maintain and archive all reports and materials provided to members at or in conjunction with all meetings of the Board and the Association
- Keys shall be assigned by the Secretary to other NHLTA Directors as required.
- The Treasurer shall maintain and archive all financial reports and records as required by the IRS and the Charitable Trusts Division of the NH Department of Justice.

A11 ANNUAL AWARDS

Applications for annual awards shall be solicited from all members of NHLTA and shall consist of Library of the Year, Lillian Edelman Trustee of the Year, Library Director of the Year, Special Services Contribution Award, Dorothy M. Little Award, and the Sue Palmatier Award for Outstanding Support by a "Friends of the Library" Group.

APPENDIX 1 (A6.8)

CONFLICT OF INTEREST STATEMENT

1. As a member of the Board of Directors or a Committee member, I shall make known my connections with groups doing business with the NHLTA.
2. Any potential conflict of interest on my part shall be disclosed in writing to the Board of Directors of the NHLTA and made a matter of record.
3. If I have actual or potential conflict of interest I will not participate in discussion or vote on matters affecting transaction between NHLTA and the other group.
4. I shall not receive compensation or any form of benefit for my time and effort with the exception of reimbursements addressed in the Reimbursement Policy (Policy A8.2).
5. I shall not attempt to exercise authority individually on behalf of NHLTA except as explicitly stated in the NHLTA Bylaws.
6. Should a NHLTA transaction involve or benefit me, a two-third vote of the disinterested Directors of the Board is required before the transaction can be authorized.
7. I confirm that I have read and agree to abide by the principals of the NHLTA Conflict of Interest Policy.

Signature

Date

Print Name

APPENDIX 2 (A7)

CODE OF ETHICS STATEMENT

Members of the NHLTA Board of Directors have an obligation to meet the highest legal, moral, and ethical standards in their conduct and decisions.

The following principles are to be used as a guide to achieve this goal.

- Sustain the core freedoms of our democracy by providing equal access to a broad diversity of viewpoints and beliefs on issues under consideration for action.
- Abide by all state and federal laws that apply to non-profit organizations.
- Avoid real or perceived conflict of interest when making decisions that may involve issues of personal gain for self, family, or friends.
- Keep confidential information confidential.
- Function as a whole unit; individual directors cannot assume sole authority for comment or actions unless delegated to do so by the Board.
- Abide by NHLTA established public information policies and refer requests to the President when appropriate.
- Adhere to all NHLTA established bylaws, policies, rules, and procedures.
- Promote a positive atmosphere of service and achievement.
- Protect the integrity and purpose of the NHLTA; challenge proposals or actions that are illegal or contrary to the mission; challenge any director whose actions betray the public trust, violate the law, or jeopardize the integrity of the organization.
- Attend meetings regularly or resign so that a more active director can be appointed.

I confirm that I have read and agree to abide by the principles of the NHLTA Code of Ethics as enumerated above.

Signature

Date

Print Name

APPENDIX 7 (A8.2)

Request for Reimbursement

NHLTA Board Expense Voucher

Date: _____ Name: _____
 Address: _____
 Email: _____
 (PLEASE PRINT)

EXPENDITURES			
***Attach Receipts for ALL Expenditures			
Date	Acct. # (See Below)	Purpose	Amount
Total Expenditures			\$

MILEAGE					
Date	Acct. # (See Below)	From	To	Nr. Miles	Amount = miles x \$0.25
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Mileage					\$

Total Voucher Amount	\$
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Submitted by: _____

_____ Date _____ Your Signature

*****NOTE:** EXPENDITURES AND OR MILEAGE EXCEEDING \$200 REQUIRES THE ADDITIONAL SIGNATURE OF AN NHLTA BOARD OFFICER

_____ Date _____ Board Officer Signature

Account Categories				2170 TRAVEL	
2010	Postage	2120	NHLTA Conference	2171	NHLTA Board Meetings
2020	Telephone	2130	NHLTA Workshops	2172	Workshops/Orientations
2040	Assoc. Dues	2150	NHLTA Orientations	2173	NHLTA Conference
2060	Awards/Donations	2160	Special Projects	2174	NHLTA Committee Meetings
2070	Office	2180	Technology/Website	2175	NHLA/NELA Conference
2090	NHLTA Board Retreat	3000	Well-Library Visits	2176	NHLTA Award Presentations
2100	NHLTA Board Meetings	4000	Open Houses	2177	NHLTA Board Retreat
2110	Administrative	5000	Publicity	2179	Misc. Travel

Expenses Must be submitted within 30 days to Mark Branoff, NHLTA Treasurer, 11 Leni Road, Windham, NH 03087

APPENDIX 8 (A8.2)

Expense Reimbursement Guidelines for Out-of-State Events

The NHLTA board may authorize the president or another board member to attend an out of state conference, workshop, meeting or other event and cover the expenses of that member, including registration fees, travel, hotel, meals, and the like. Any restrictions on the amount of reimbursement will be established before the individual registers and makes travel arrangements. Guidelines for such limits follow.

A. Overnight Travel

- Allowable lodging cost is generally based on the least expensive available rate for single occupancy in moderately-priced, safe accommodations given reasonable personal convenience.
- The NHLTA member may stay at a place where lodging costs exceed the cost of a room at another hotel in the area if this practice (a) in the case of a meeting or conference and staying at the event site, enables the member to gain professional benefits due to interaction with other attendees, or (b) results in a lower overall trip cost to NHLTA as a result of reduced transportation or other costs.
- Reservations should be made as far in advance as needed to take advantage of advance purchase discounts or a special event rate.
- Travelers are encouraged to use their membership discounts when available.

B. Cancellation of Accommodations

- The traveling NHLTA member is responsible for the cancellation of room reservations if a trip is canceled.
- NHLTA is not responsible for any charges or penalties resulting from the traveler's failure to give proper notice of cancellation.
- The traveler should request and record the cancellation number in case of a billing dispute.
- NHLTA will pay for costs resulting from cancellations due to circumstances beyond the control of the traveler.

C. Receipts

- Travelers must submit all original, itemized receipts to support traveling expenses. The Treasurer shall be noticed within 30 days of such expenses.
- A credit card charge slip, photocopies, or faxed copies are not considered acceptable substitutes for original receipts unless original receipts are lost.

APPENDIX 9 (A8.4.1)

Mildred McKay Scholarship Memo of Understanding with NHCF

**Memorandum of Understanding
The Mildred McKay [Scholarship] Fund
Established September 1, 1965**

New Hampshire Library Trustees Association gives to the New Hampshire Charitable Fund \$3,339.00 to establish a perpetual endowment fund to be known as the "Mildred McKay [Scholarship] Fund of the New Hampshire Library Trustees Association," the net income from which shall be applied annually for scholarship aid to residents of New Hampshire in order to improve library services within the State.

The selection of the recipients and determination of the amount of the scholarships shall be made by the Board of Trustees of the New Hampshire Library Trustees Association.

In the event that there are no applicants for the scholarships or there are no courses of study approved by the Board of Trustees of the New Hampshire Library Trustees Association, then the net income shall be applied to such other library purposes as are determined by the Board of Trustees of the New Hampshire Library Trustees Association.

In the event that the New Hampshire Library Trustees Association ceases to exist, or is inactive, or fails to recommend to the New Hampshire Charitable Fund the expenditure of the net income of said Fund within 6 months of notice of the amount of net income available for distribution, then the Board of Distributing Directors of the New Hampshire Charitable Fund may make distribution of the available net income for the benefit of the libraries of the State of New Hampshire.

The New Hampshire Charitable Fund will accept additions to the Mildred McKay Fund from the Library Association or other donors, will manage and invest the fund, and will furnish the New Hampshire Library Trustees Association with a copy of its annual audited report which will include a statement of the principal amount of the Mildred McKay fund and a summary of the income and expenditures of the fund.

Post-It* Fax Note	7871	Date	7-27-07	# of pages	4
To	Tom Wallace	From	Jean Abbott		
Co./Dept		Co.			
Phone #		Phone #	W-444-6557		
Fax #		Fax #	W-444-0113		