

Agreement for Association Management Services for NH Library Trustees Association

The New Hampshire Municipal Association, hereinafter NHMA, and NH Library Trustees Association, hereinafter NHLTA, agree to the following terms in connection with certain association management services offered to NHLTA by NHMA under NHMA’s Association Management Services Program for the period of January 1, 2025 through December 31, 2025.

1. Manage Member Database/NHLTA Membership

Membership: NHMA Responsibility	Membership: NHLTA Responsibility
<ul style="list-style-type: none"> • Manage Wild Apricot • Email dues invoices/statements: <ul style="list-style-type: none"> a. The first invoice emailed on June 15. b. Second invoice will be emailed on July 15. c. Third invoice (Lapsed notice) will be emailed on August 15. d. Fourth notice will be mailed to lapsed members on September 15. • Provide membership reporting as needed. • Provide assistance correcting information in Wild Apricot for complicated changes, such as changing the bundle coordinator, changing the bundle size, etc. • Act as contact for Association with membership questions. • Send email blasts as requested to membership or segments thereof. • Scan and forward address returns from Post Office. • Process mail. Scan mail if appropriate and send to NHLTA contact. • The point of contact for NHMA is Judith Pellowe: nhlibrarytrustees@nhmunicipal.org; 603-226-1302. • The treasurer, membership chair and conference chair(s) shall have admin privileges in Wild Apricot. Any additional access shall be granted by the president. 	<ul style="list-style-type: none"> • Reimburse NHMA for postage, printing and supply costs* • Draft any letters or other documents to be included with invoices. • Draft content of any email blasts. • Approve content and format of membership invoices. • Research Post Office returns and incomplete renewal forms and contact the member or bundle coordinator to correct information, or NHLTA board/committee member to make updates. • Send emails regarding NHLTA business to NHMA’s NHLTA email account. • Provide NHMA contact information for the primary point(s) of contact for NHLTA and update NHMA if there are changes. Respond to questions in a timely manner. • Obtain, at NHLTA cost, a subscription to Wild Apricot.

2. Financial Services Support

Financials: NHMA Responsibility	Financials: NHLTA Responsibility
<ul style="list-style-type: none"> • Receive dues and other payments. • Complete A/R sheet with check information. • Deposit checks in TD Bank, weekly during April/May/June and at least twice monthly other times. If possible, the final deposit of the month should be on the last business day of the month. With sufficient notice and if possible, an earlier monthly final deposit will 	<ul style="list-style-type: none"> • Provide ‘For Deposit Only’ stamp. • Provide deposit slips. • Complete and file tax returns and be responsible for all tax-related matters. • Accounts Payable • Reimburse NHMA for postage, printing and supply costs* • Follow up with members who have outstanding invoices more than 8 weeks past due.

<p>be made once or twice a year at the request of the Treasurer.</p> <ul style="list-style-type: none"> • Scan deposit receipts and email with A/R sheets to Treasurer within 3 business days of deposit. • Invoice unpaid registrants within 2 weeks of conference; send 2nd notices within 6 weeks of conference. 	<ul style="list-style-type: none"> • Update Wild Apricot with payment information for any payments not processed by NHMA (checks or cash received by NHLTA, ACH payments, etc.)
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3. Committee and Board meetings

Committee and Board meetings: NHMA Responsibility	Committee and Board meetings: NHLTA Responsibility
<ul style="list-style-type: none"> • NHMA event coordinator to attend committee meetings as needed up to twice a month from January to May. Items to be discussed with the event coordinator should be first on the agenda, and event coordinator will leave when she is no longer needed. 	<ul style="list-style-type: none"> • Reserving space at the Center for Triangle Park Drive or setting up Zoom for board meetings, board retreats, and committee meetings. • Order catering.

4. Workshops and Regional Gatherings

Workshops: NHMA Responsibility	Workshops: NHLTA Responsibility
<ul style="list-style-type: none"> • Create online registration in Wild Apricot for workshops and regional gatherings based on information supplied by NHLTA on the checklist form. • Create emails promoting the event based on information supplied by NHLTA on the checklist form. • Provide attendance reporting • Authorize NHLTA to use meeting space at the Center for Triangle Park for workshops, if available. Meeting space must be booked through the Center for Triangle Park. • Send evaluation email to workshop attendees. 	<ul style="list-style-type: none"> • Research, select, and arrange sites for workshops and regional gatherings. • Provide NHMA with information on the workshop using the checklist, at least 60 days before the event. • Develop and provide content information for workshops, including speakers. Provide NHMA with content that will be sent electronically to registrants/attendees at least 2 weeks before it will be sent. • Update, print, and mail any printed promotional materials. • Notify NHMA at least 60 days prior to event if NHLTA needs NHMA staffing at the event. NHMA staff will be made available for the event if NHMA staff are available on that date, at a rate of \$60.00/hour per staff member. Mileage outside Concord will be billed at current IRS rate. NHMA will make every effort to provide staffing assistance. Staffing assistance, and other assistance as listed above, will not be available during October or the first three weeks of November. • Create evaluation and send link of NHMA.

5. Annual Conference

Venue/Planning: NHMA Responsibility	Venue:/Planning NHLTA Responsibility
<ul style="list-style-type: none"> • Setup Conference Deadlines with Conference Chairs • Research and recommend venue for Annual Conference. • Manage food service with venue (ordering, menu, provide meal counts). • Coordinate A/V needs with presenters and conference site with NHLTA assistance. 	<ul style="list-style-type: none"> • Select Annual Conference site and execute contract with site; may authorize NHMA to sign on NHLTA's behalf. • Adhere to conference deadlines setup by NHMA and NHLTA Conference Chairs • Provide NHMA with information on the conference using the checklist, at least 4 months before the event.
Sponsors/Exhibitors: NHMA Responsibility	Sponsors/Exhibitors: NHLTA Responsibility
<ul style="list-style-type: none"> • Maintain sponsor/exhibitor contact list in Wild Apricot • Create online registration for sponsors and exhibitors based on information supplied by NHLTA. • Work with outside vendors for sponsorship materials - obtain quotes and order. 	<ul style="list-style-type: none"> • Identify prospective sponsors and exhibitors • Provide NHMA with information on the sponsor and exhibitor levels using the checklist, at least 4 months before the event. Once the registration form has been created in Wild Apricot, any additions or changes will be billed at 100.00 each. • Ensure that all sponsors/exhibitors register through Wild Apricot.
Attendees: NHMA Responsibility	Attendees: NHLTA Responsibility
<ul style="list-style-type: none"> • Create online registration for NHLTA Annual Conference attendees based on information supplied by NHLTA. • Work with NHLTA to prepare schedule for providing attendee information as needed for catering, materials, etc. • Provide attendance reporting and registration materials. • Send evaluation email to registrants. 	<ul style="list-style-type: none"> • Provide NHMA with promotional materials to be distributed electronically according to the timeline document agreed on by both parties. In the event that the timing conflicts with planning for NHMA's annual conference in the fall, the NHMA conference will take priority, so it is imperative that NHLTA provide the necessary information to NHMA with sufficient lead time. • Create evaluation and send link to NHMA.
Speakers: NHMA Responsibility	Speakers: NHLTA Responsibility
<ul style="list-style-type: none"> • Create speaker session proposal form • Send emails to prior speakers and others as directed by NHLTA asking for proposals. • Send reminder email one month before deadline. • Send confirmation email to speakers with information on their session and details about the conference. Request handouts. • Send handouts to printer. • Follow up on speaker questions. 	<ul style="list-style-type: none"> • Review and accept session proposals • Schedule the sessions • Solicit and obtain additional speakers if needed. • Secure keynote speaker.

Other: NHMA Responsibility	Other: NHLTA Responsibility
<ul style="list-style-type: none"> • Order all supplies for the event (name badges, inserts, etc.). • Print room signage • Print Annual Conference name tags from registrations 	<ul style="list-style-type: none"> • Develop and provide content information for Annual Conference program. • Create, print, mail promotional materials. • Coordinate staffing and volunteers for event • Stuff name tags into holders, create exhibitor placement. • Notify NHMA at least 60 days prior to event if NHLTA needs NHMA staffing at the event. NHMA staff will be made available for the event if NHMA staff are available on that date, at a rate of \$60.00/hour per staff member. Mileage outside Concord will be billed at current IRS rate. NHMA will make every effort to provide staffing assistance. Staffing assistance, and other assistance as listed above, will not be available during October or the first three weeks of November.

6. Award Nominations

Awards: NHMA Responsibility	Awards: NHLTA Responsibility
<ul style="list-style-type: none"> • Set up nomination form. • Email membership soliciting nominations. • Receive submissions. • Scan submissions and/or save into a folder. • Give access to NHLTA Board/Committee members to review. 	<ul style="list-style-type: none"> • Design correspondence soliciting submissions. • Review submissions. • Choose winners and contact them.

7. Webinars and other services

Webinars: NHMA Responsibility	Webinars: NHLTA Responsibility
<ul style="list-style-type: none"> • Record webinars for distribution, based on NHMA availability. • Produce live webinars, based on NHMA availability • Email box provided at 50.00 per year • Upload recorded Zoom meetings/presentations to NHLTA YouTube account. NHMA must be provided access to both accounts. 	<ul style="list-style-type: none"> • Identify topics, prepare materials, provide speakers. • Webinars: <ul style="list-style-type: none"> ▪ Pre-recorded webinars of less than one hour will be billed at 150.00 each. ▪ Pre-recorded webinars between 60 and 75 minutes will be billed at 200.00. ▪ Additional time will be billed at 50.00 per quarter hour. ▪ For a live webinar there will be an additional \$50.00 charge.

Pricing for Services Listed Above: \$8773.68* billed monthly (\$731.14/month) in advance (due 30 days from invoice)

***all direct costs including catering fees, postage, paper, envelopes, in house printing and copying, name tags, printing (with a print vendor of NHLTA's choice) and other materials including supplies will be the responsibility of the group and are not included in the Pricing for Services.**

Paper Reduction

NHMA is committed to reducing paper and strives to operate in a near paperless environment. In light of this, NHMA will use electronic record-keeping, communications, and other processes in performing services under this Agreement.

Indemnification Clause

To the fullest extent of the law, NHLTA shall indemnify, defend and hold harmless NHMA, its officers, employees, agents, representatives, consultants, and contractors from and against any and all loss, costs, penalties, fines, damages, claims, expenses (including attorney's fees) or liabilities arising out of, resulting from, or in connection with the services contemplated by this Agreement.

Entire Agreement Clause

The parties acknowledge that this Agreement, including the addendum below, sets forth the entire agreement and understanding of the parties hereto as to the subject matter hereof, and shall not be subject to any change or modification except by the execution of a written instrument by the parties hereto. This Agreement shall be governed, interpreted, and applied in accordance with the laws of the State of New Hampshire.

Continuation of Agreement

In the event that, by December 31, 2025, the parties have not executed a renewal agreement for association management services for 2026, the terms of this agreement shall continue until January 31, 2026, unless either party provides notice of termination. If a new agreement is not reached by January 31, 2026, then this agreement will terminate.

NH Library Trustees Association

By:
President, NHLTA

Date

New Hampshire Municipal Association

By:
NHMA, Executive Director

Date