

To: Judy Zelenski
From: Leslie Langley, Mountain Plains Library Association President
Re: Letter of Agreement for service as MPLA Executive Secretary
Date: December 13, 2018

This is to specify the terms of our agreement with you to serve as the Executive Secretary of the Mountain Plains Library Association.

Term of office: Jan 1, 2019 - December 31, 2019. An extension of this appointment is possible if both parties agree.

Salary: Compensation for the position will be \$13,370 for 2019, payable in quarterly installments (March, June, September, and December). MPLA will also cover FICA and the annual cost for a bond, which is required. MPLA will reimburse travel expenses, verified by receipt, related to attendance at the annual conference. Travel and related expenses may include mileage by car and additional ground transportation fares; airfare (main cabin, economy class, or equivalent), ground transportation, airport parking, and meals in transit.

Duties: Handle all of the responsibilities outlined for this position in the MPLA Manual of Procedure. Maintain a handbook for the position that outlines the different tasks the position requires, the steps needed to complete them, the time they take, and an annual calendar of when assignments should be done. The duties of the position may be amended during the term of appointment upon agreement by both parties.

Financial matters and accounting: Paying bills, handling investments, completing required tax forms, and providing reports to the board are responsibilities included in the position. The President is to receive a list of all expenses to be paid on a monthly basis and approve them before checks are issued.

Reporting: The Executive Secretary works closely with the Administration Committee of MPLA in many aspects of the position but reports to the Executive Board of MPLA. The President of MPLA is the representative of those bodies for day-to-day administrative purposes.

Supplies and Expenses: MPLA will reimburse costs for postage, and supplies such as envelopes and mailing labels. MPLA will reimburse one-half of the cost of your Internet service. Mileage will be reimbursed at the most current published IRS mileage reimbursement rate. Other reasonable and necessary expenses will be reimbursed as approved. Records of all expenditures should be kept and made available to the President, who will approve reimbursement. Any questions about what might be covered as a reasonable and necessary expense should be made to the President prior to expenditure if possible.

Membership records: The MemberClicks membership management platform will be used for contacting and interacting with members. Mastering the uses of the software, as well as assuring the accuracy of records is expected, as it aids in collecting, recording, and acknowledging receipt of dues.

Termination: The Administration Committee can elect to remove the Executive Secretary from this arrangement for non-performance at any time and with no payment due for future or undelivered services.

Leslie Langley, MPLA President

Date

Judy Zelenski, MPLA Executive Secretary

Date