ASSOCIATION MANAGEMENT SERVICES AGREEMENT FOR

WYOMING LIBRARY ASSOCIATION

JAN-DEC 2020

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Amigos Library Services (Amigos) is pleased to offer the Wyoming Library Association for the fiscal year beginning Jan 1st 2020.

LETTER OF AGREEMENT

This letter of agreement is made and entered into, by and between the AMIGOS LIBRARY SERVICES (hereafter known as “Amigos”) and the Wyoming Library Association (hereafter known as WLA) for Association Management Services.

Description of Services Offered

Amigos will provide all services outlined in this agreement, listed below by service type. An Amigos staff member, Kristin Evans, will be appointed as the primary contact to WLA. Amigos will request a primary contact be appointed by WLA. Amigos will work closely with designated contact(s) from WLA to ensure all requirements are met.

a. Financial Services:
   • Create a financial account system for WLA in Quickbooks (WLA will be responsible for Quickbooks software costs)
   • Provide prompt, timely monthly accounting support for accounts payable, accounts receivable, bank reconciliation, including;
     o Prepare financial statements to be distributed electronically to designated officers
     o Receive and deposit payments and checks for all Wyoming Library Association activities including member dues, conference registration, interest income and all other revenues
   • Manage Wyoming Library Association financial accounts using WLA’s paid subscription software
   • Assist with budget preparation and documentation
   • Pay WLA vendors with a 60-day payment term
• Provide monthly reports to the WLA President and other designated members of the Board
  ○ These reports will include the Statement of Financial Position (Balance Sheet); Statement of Activity – Actual vs. Budget (Statement for Income/Expenditures);
• Conduct periodic meetings as needed with designated members of the Board, either via phone or through electronic means as mutually agreed upon
• Attend WLA Board meetings online in an ex-officio, informational capacity
• Establish internal audit controls in collaboration with the WLA President
• Advise designated members of the Board on appropriate financial procedures by reviewing documentation
• Facilitate financial audits and reviews including document preparation and correspondence with auditors
• Assist in the preparation of 1099 forms as needed. Amigos will review accounts and vendors paid and assist in the determination of 1099s that are required to be issued. We will then prepare and mail all required 1099 forms to the recipients and the Internal Revenue Service
• File sales tax exemption when due
• Ensure that reports are filed in compliance with state and federal laws
• Make arrangements for preparation of any applicable tax forms for WLA including Form 990 and 990-T
  ○ Any related tax preparation, filing, or auditor fees will be an WLA expense

$3,000 per year

WLA will be responsible for any and all banking-related fees, such as minimum balance fees, credit card transaction fees, remote deposit capture fees, and returned item fees. Monthly, Amigos Library Services staff will reconcile all banking accounts and credit card accounts.

b. Membership Management Services:
• Manage and support an online membership registration system
• Process payments for membership dues
• Maintain a WLA membership database
• Update membership information as needed
• Supply a pre-determined set of standardized membership reports to the Board and the Chair of the Membership committee each month
• Make revisions to membership reports as requested by the Board
• Answer support questions from members regarding use of the online membership registration system.

$1,500 per year

c. **Administrative / Clerical Services:**
• Serve as WLA physical headquarters, providing professional and personal attention to routine correspondence, telephone, fax, and e-mail queries
• Respond to general organizational requests and inquiries
• Provide document storage services.

$1,125 per year

d. **Event Support Services:**
• Create, manage and support online attendee and vendor registration for the annual conference
• Answer support questions from members regarding event registration
• Process registrations and payments from members and vendors
• Send registration confirmations
• Create and ship attendee nametags

**Vendor and Trade Show Support Services:**
• Create attendee lists for vendors
• Create and ship vendor nametags

$1,875.00 per year

**Start-Up Cost**

Amigos will charge a one-time start-up fee of $1,500 in order to set-up clerical and financial administration.

**Term**

The term of this agreement shall be 1 year
Fees

The total fee for all the listed services for Jan-Dec of 2020 is $8,500 to be broken into two semi-annual payments of $4,250.

Payment Terms

An invoice for the semi-annual fee will be sent to WLA on June 1st and again on December 1st. Terms for payment are net 30 days. WLA may choose to contract with Amigos for additional services at any time. Fees for any additional services and a corresponding payment schedule will be mutually agreed upon by both parties and will be outlined in an addendum to this letter of agreement.

Conditions

Either party may terminate the contract with 90 days’ notice, in writing, prior to the end of the contract year. Should the contract be cancelled, Amigos will return to WLA electronic copies of financial records, membership data and any stored print documents. If this agreement is cancelled within the first 90 days, Amigos will provide WLA a pro-rated refund. Cancellation of the contract by WLA after 90 days will result in no refund.

Notices

Changes or addendums to this agreement, including requests for additional services, will be made in writing to the noted contact persons.

Signatures

FOR WLA

Abigail Denver

Signature

Date

12/27/19

WLA-Amigos Library Services - Letter of Agreement

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FOR AMIGOS LIBRARY SERVICES

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