

NLA Handbook:

VII. Committees

7.1 INTRODUCTION:

The Standing Committees of the Association shall be: Advocacy, Auditing, By-Laws and Handbook, Communications, Continuing Education, Diversity, Finance, Nominating and Scholarship and Awards.

Committee members and chairs shall be appointed by the President, unless specific membership is stipulated in a committee description. Committees should have an appointed Chair and 4-6 members, unless otherwise stated. Every attempt should be made by the President to balance committee membership across geographic location, library type and position. Committee members should serve 3 year, staggered terms, whenever possible.

All committee chairpersons are to send copies of their annual reports to the Executive Director. All committee chairs should notify the Webmaster and Executive Director in advance of the time, place, and primary agenda of each committee meeting.

7.2 ADVOCACY:

The Advocacy Committee develops library advocacy on all levels throughout the state.

It considers any program that might lead to legislation for the advancement of the profession or the status of libraries. If bills are to be presented to the Nebraska Legislature, this committee should attend to the writing of the bills, select the sponsors, and brief them for the need for the bill as well as its results. This committee should be the originator of any publicity on the bill and should organize correspondence carried on by the individual members of the Association concerning the bill. The committee should be constantly on the alert to guard against unfavorable action by the legislature. The committee works closely with the Nebraska Library Commission, the lobbyist, and the NLA President to see that information is disseminated among the membership.

One of the chief duties of the Advocacy Committee is to brief each state legislator at least once annually on important library issues. This is done through hosting NLA Library Advocacy Day which the committee organizes and implements. The chair of this committee, conferring with the lobbyist and the NLA President, sets the date, usually sometime in February, so as to catch the legislature after most bills have been introduced and while they are still in session.

The Committee invites librarians to attend a briefing on library issues and a luncheon in Lincoln where they can discuss issues of import to libraries with their own senators. Library volunteers are chosen by the committee for recognition at the luncheon.

In cooperation with the Nebraska Regional Systems and the Nebraska Library Commission, the committee hosts a booth at both Nebraska League of Municipalities conferences, stressing the importance of libraries to communities and the state accreditation process.

The chair of the committee is consulted during the annual evaluation of the NLA lobbyist.

It is the duty of this committee to get information before the membership of the Association of the activities of the ALA Washington office. It is their duty to urge the support, through correspondence, personal contact, or other means of legislation proposed by the Washington ALA office, or called to the attention of the committee by the Washington office.

7.3 AUDITING:

It is the duty of the Auditing Committee to examine the records kept by the Treasurer of the Association and report to the Board of Directors at the spring meeting. The Committee audits the books for the period ending December 31 of the previous year.

There will be an audit of the Treasurer's books annually in the first quarter following the annual conference. If the Treasurer resigns, an audit will be done immediately. The Executive Board may call for an audit at any time if it is deemed necessary.

Audit Procedures

1. The Treasurer should turn over the books and files to the Auditing Committee within the first quarter or as soon as the entries for the previous year have been closed.
2. The Auditing Committee should prepare to meet as soon as possible in February to perform the audit and to prepare a written report to be presented at the spring NLA Board meeting.
3. The books should be checked to verify each receipt of income. There should be a bank deposit slip and/or a bank receipt and a notation as to the source of the income. Each should be checked to see that the correct amount was entered in the proper itemized columns.
4. Each expenditure should be checked to verify the payment. There should be an expense reimbursement form for each payment with the proper receipts attached. Each payment should be checked to see that the correct amount was entered in the proper itemized column.
5. The interest earned on the savings account should be entered in the Treasurer's book first as income and then as payment to the account. Separate pages are maintained to show receipts, payments, and balance for these accounts. Bank statements and end-of-year statements of interest earned should be used to verify the amounts posted.
6. The interest earned on the certificates of deposit is recorded as income and is left in the general fund. A record of the interest should also be posted to the separate page maintained to show the interest accrued. Bank statement and end-of-year statements of interest earned should be used to verify the amounts.
7. Bank statements for the general fund checking account should be checked to verify the account balance.
8. Discrepancies in any of the accounts should be noted in the Audit Report.

7.4 BY-LAWS AND HANDBOOK:

The duty of the By-Laws and Handbook Committee is to formulate and present to the membership any changes in the By-Laws that seem necessary to the committee, according to the provisions of the By-Laws.

The chair, or a representative, of the Committee presents to the Board of Directors any proposed By-Laws changes for approval, usually at the summer Meeting. The chair of the committee is responsible for seeing that proposed By-Laws changes are communicated to the membership, that a ballot is prepared for the Annual Meeting and that votes are counted and certified according to the NLA Bylaws.

The Committee shall also be responsible for updating this Handbook as deemed appropriate, and subject to approval by the Board of Directors.

7.5 COMMUNICATIONS:

The Communication Committee manages the internal and external communications of the Nebraska Library Association and oversees the various channels of communication utilized by the Association. The Committee is responsible for developing a strategic communication plan and an effective brand strategy, recommending policy and exploring and recommending new ways of communicating as technology develops.

- Work with NLA Editor(s) and Internet Site Coordinator to establish policy for, develop and maintain NLA Publications, NLA's web presence and all electronic forms of communication
- Research, evaluate, and implement additional avenues for NLA communications
- Promote and publicize NLA and its activities, sections, round tables and committees; includes reporting noteworthy activities to national library publications and organizations
- Promote and publicize libraries, library staff and library activities as a whole and in Nebraska in particular
- Report local, regional, and national news that affects the Nebraska library community, including legislative actions

7.6 CONTINUING EDUCATION:

The Continuing Education Committee should be composed of the Vice-Chair/Chair-elect of each of the sections and round tables. The NLA Vice-President/President-elect serves as chair. The NLC Continuing Education Coordinator is an ex officio member. The term of appointment is one year.

The charge is as follows:

1. To meet annually with the NLA Conference Committee to plan for conference or preconference time for continuing education events tied to the Conference theme. The Continuing Education Committee works with the Vice-President in determining and coordinating the content of conference programs;

2. To offer the services of the Committee to such NLA sections and round tables as may request assistance from the Committee for help with continuing education activities;
3. To promote and coordinate continuing library education.
4. To annually review and update the Library Education and Careers page on the NLA website.

7.7 DIVERSITY:

The duties of the Diversity Committee will be to aid in recruitment and retention of under-represented groups and to provide continuing education opportunities concerning all issues of diversity. The Committee will act as a representative collective voice for Nebraska libraries and will promote awareness of issues related to traditionally under-represented groups.

7.8 FINANCE:

The Finance Committee shall consist of four members of the Association in addition to the immediate Past President, President, Vice President, Treasurer and Legacy Fund Coordinator. The immediate Past President shall serve as committee chairperson.

The committee functions in two capacities:

1. During the fall, using the Treasurer's current estimate of expenses, the conference treasurer's estimated profit, and the Executive Director's estimate of membership, this committee should set up the annual budget of the Association for the following year. This budget should be presented to the Board no later than the winter board meeting and be posted for the membership after Board approval. After December 31, the conference financial report, a more accurate estimate of dues, and the completed treasurer's report should be used to make adjustments to this budget. The adjusted budget should be submitted to the Board for approval and/or action.
2. Performs duties related to developing, building, and managing the planned giving endowment fund. This includes planning and executing fund raisers, creating documentation and criteria for use of the fund, and serving as a contact for the Nebraska Community Foundation. This committee will review applications for distribution of funds when they are available and recommends such to the Board.

7.9 NOMINATING:

The Nominating Committee is responsible for annually soliciting candidates for NLA offices, preparing the ballots for all NLA, Section and Round Table elections, publicizing and running the annual election and reporting the results of the election to candidates and the officers and members of NLA.

Nominating Procedures

1. The committee nominates at least two people for each NLA office to be filled, having their consent to accept this position. When considering potential nominees, the committee should give careful consideration to equitable geographic representation as well as diversity in sectional representation.
2. Each section and round table chair is responsible for nominating at least two people for each office to be filled, having their consent to accept this position. Failure to submit, by the deadline, at least two names for each position to be filled will result in all funds being withheld until a valid special election (funded entirely by the section or round table) can be held. Current section or round table officers will remain in office until such time that the special election is completed.
3. Nominees for all offices to be filled are to be submitted to the Nominating Committee chair by June 1. The Nominating Committee chair will report the slate to the Board at their summer meeting. Nominees will be listed on the NLA website with the Nominating Committee chair supplying the appropriate information to the Internet Site Coordinator.
4. Each ballot, in addition to at least two candidates for each open position, shall include space for write-ins.
5. The committee chair will work with the Internet Site Coordinator and Executive Director to prepare all ballots and publicize the candidates and voting period to the membership.
6. Within 1 week of the ballot deadline, the Nominating Committee chair will receive all vote tallies and certify the results.
7. Within 1 week of the ballot deadline, the chair of the Nominating Committee will notify the section and round table chairs of the outcome.
8. Within 1 week of the ballot deadline, the chair of the Nominating Committee will notify each NLA nominee of the outcome of the election and will also notify the current President, Vice-President and Executive Director of the election results.
9. The Chair of the Nominating Committee will give an election report at the Annual Conference.

7.10 SCHOLARSHIP AND AWARDS:

The Scholarship and Awards Committee is responsible for soliciting applicants for the NLA Scholarships, for evaluating those applicants by its own stated criteria, and for selecting the recipients of the scholarships.

This committee works closely with the Nebraska Community Foundation, where the Louise Nixon Scholarship funds are maintained. In consultation with the Foundation, the Committee determines the number of scholarships to award and the monetary amount of each scholarship. The Committee notifies the Foundation of the selected applicant(s), so that the Foundation can then forward the money to the appropriate educational institution.

The committee should meet, determine the successful applicant (if any) and notify all of the applicants. The selection should be done in May, so that payment can be arranged for the fall semester. (See Handbook, Section 8, Scholarships and Awards)

The Committee is also responsible for soliciting and receiving nominations for the two annual awards (Mari Sandoz and Meritorious Service) from the membership, evaluating those nominations using criteria developed by the committee, and selecting recipients of the awards, if any. The chair shall notify the Board of the names of the recipients prior to notifying the recipients. The committee shall have award plaques prepared. The chair shall arrange for the presentation at the annual meeting, and shall coordinate attendance with the recipients and the Executive Director. The Committee is also responsible for collecting the names of all the year's Association, section and round-table award recipients.

The Nebraska Library Association sponsors one participant per year for the ALA Emerging Leaders Program and budgets annually for the selected person to attend ALA Midwinter and ALA Annual. Each year NLA must submit an "Intent to Sponsor" form that is due to ALA in early April. In mid to late May the application will be available on the website. An announcement should be sent to the membership and posted on the website. The deadline is in early August.

ALA will notify the contact person (Executive Director) about one week after the application deadline with a link to the website and instructions for sponsorship ranking. The contact person will share this information with the Scholarships & Awards Committee who will coordinate the selections of the Nebraska recipient. The Committee will have approximately one month to make a selection. Once the rankings are in place, the Scholarship & Awards Committee chair will notify the Executive Director who then notifies the ALA Emerging Leaders Coordinator of our selections.

Once the candidate has been selected, the ALA Emerging Leaders Coordinator will notify the Executive Director of the selected candidate, who in turn, will send a letter to the selectee informing them of the Nebraska Library Association sponsorship outlining the details.

Information about the program can be found at:

<http://www.ala.org/educationcareers/leadership/emergingleaders>

7.11 OTHER COMMITTEES (Special or ad hoc):

The President shall have the right to appoint any temporary committees needed to further the interests of the Nebraska Library Association.