



Pennsylvania  
Library  
Associaton

Pennsylvania Library Association  
*A voice for Pennsylvania Libraries*

# Policy and Procedure Manual for 2011

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Pennsylvania Library Association  
220 Cumberland Parkway, Suite 10  
Mechanicsburg, PA 17055  
717-766-7663 or 800-622-3308 (In PA)  
Fax 717-766-5440 Web site: [www.palibraries.org](http://www.palibraries.org)

## PaLA Staff

Glenn R. Miller, Executive Director ([glenn@palibraries.org](mailto:glenn@palibraries.org))  
Kimberly Snyder, Education & Finance Manager ([kim@palibraries.org](mailto:kim@palibraries.org))  
Ellen M. Wharton, Administrative Assistant ([ellen@palibraries.org](mailto:ellen@palibraries.org))

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## **INTRODUCTION**

The Pennsylvania Library Association membership trusts a relatively small group to provide leadership and continuity and to perform the necessary functions for its smooth operation. The policies, practices and relationships involved in carrying on the work of the Association constitute a large order for those who, for the most part, serve for only one year. This Policy & Procedure Manual has been prepared for the Officers, Chapter, Division, Round Table, and Committee Chairpersons as a guide so that it may be used to carry out their duties and responsibilities with dispatch, efficiency and integrity.

# **BOARD, OFFICERS, & UNITS: ROLES & RESPONSIBILITIES**

## **BOARD OF DIRECTORS**

### **Authorization**

Bylaws, Article VIII

### **Authority**

The Board of Directors formulates policies subject to the approval of the membership and executes these policies acting always as representatives of the membership. The Board has the authority to transact business and to act for the membership between meetings of the association.

### **Composition**

#### ***VOTING MEMBERS***

- President
- First Vice-President (President Elect)
- Second Vice-President
- Third Vice-President
- Treasurer
- Immediate Past-President
- ALA Councilor
- 6 At-Large Elected Members

#### ***NON-VOTING MEMBER***

- Executive Director

### **Duties and Powers**

Establishes and implements the immediate and long-range objectives of the Association.

Controls the funds and property and supervises the financial administration of the association.

Recommends the amount of dues and assessments to the membership; confirms the budget.

Approves the appointment, dismissal, and duties of the Executive Director.

Selects the location of association headquarters.

Grants and withdraws chapter recognition.

Determines boundaries of chapters in concurrence with the majority of the members of the chapters involved.

Approves the establishment and defines the structure, objectives and procedures of Standing and Ad Hoc Committees.

Approves publications and their policies.

Selects time and place of the Annual Business meeting, notifying the membership directly or by a notice in the *PaLA Bulletin* at least two months prior to the meeting.

Appoints a member of the association to fill an unexpired term in case of a vacancy except that of the President or First Vice-President.

Approves amendments to the Bylaws for vote at Annual Business meeting.

Elects representatives to other organizations not otherwise covered in the Bylaws.

### **Meetings**

Regular meetings of the Board are held no less than four times annually and at such time and place as the Board determines.

Special meetings are called at the request of the president, or upon written request of five board members. The purpose for which a special meeting is called must be given in the notice of the meeting, and only such business as is specified in the notice shall be transacted.

Board members must be notified of all meetings at least two weeks prior to the meeting.

Members of PaLA may attend meetings of the board, as observers.

### **Voting by Mail**

Voting by mail or electronically, in emergencies, is conducted upon request of the president, providing that every member has an opportunity to vote upon the question submitted. The voting closes two weeks after the date on which the question is submitted to the members and such closing date must be specified

with the question. If a majority of the members vote upon the question submitted, the vote is to be counted as if the action were taken in a meeting of the board.

The Executive Director counts the votes and reports the results to the president.

Review of the action taken by mail or electronic vote is on the agenda for the next board meeting.

### **Quorum**

A majority of voting members of the board constitutes a quorum.

### **Order of Business**

The Order of Business at Board meetings is:

- Call to order
- Consent Agenda (includes President, 1<sup>st</sup> VP, 2<sup>nd</sup> VP, 3<sup>rd</sup> VP & Executive Director reports)
- Action Items
- Reports (ALA Councilor & Administrative reports)
- Discussion Items
- Old Business
- New Business
- Adjournment

Chairpersons of other PaLA Units may be invited to attend board meetings to make reports or present recommendations for action when appropriate.

Reports and recommendations requiring action of the board must be submitted in advance of the meeting allowing sufficient time for duplicating, mailing and study.

### **Agendas**

Groups desiring to distribute agendas of programs that will take place during the PaLA meeting must submit a copy of the agenda to the PaLA President for approval before distribution.

## **UNIT COMMUNICATIONS WITH THE BOARD**

### **Reports**

#### ***BOARD MEETINGS***

Unit Chairpersons may be requested to report orally at the Board of Directors' meetings. A written report should be given to the President, *PaLA Bulletin* Editor and the Executive Director.

## ***ANNUAL MEETINGS***

Each Chairperson must submit within a deadline to be established by the President, an annual report which may be published in the *PaLA Bulletin*.

Annual reports should be brief following procedures and deadlines below:

- Objectives and accomplishments
- Problems encountered
- Recommendations and work in progress for future chairperson.
- Copies should be sent to headquarters and to unit incoming chair

## ***UNIT MEETINGS INCLUDE BOARD OFFICERS***

The President, 1<sup>st</sup> Vice-President and Executive Director should be invited as guests to all meetings of all units of the association.

## ***UNIT RECOMMENDATIONS REQUIRING BOARD ACTION***

If a PaLA Unit is making recommendations which require PaLA Board action, the report recommendation must reach the president and headquarters at least 6 weeks before the next board meeting to allow time for duplication, distribution, receipt by members and time to study prior to meeting.

## ***UNIT RECOMMENDATIONS REQUIRING NO BOARD ACTION***

These reports should be filed with the Executive Director at every board meeting. They will be summarized in the minutes. Reports filed after the board meeting cannot be included in the minutes.

## ***UNIT MINUTES AND RECORDS***

Minutes of unit membership and Executive Committee or committee meetings are required. Chapters, Divisions and Round Tables should use a brief format. These should be filed immediately following the conference or meeting and full minutes filed within a reasonable time after the meeting.

# OFFICERS

## **Authorization**

Bylaws, Article IV.

## **General**

The officers of the Association are:

### ***ELECTED:***

- President
- First Vice-President (President Elect)
- Second Vice-President
- Third Vice-President
- Treasurer

### ***APPOINTED:***

- Executive Director

## **Duties**

Duties of officers are listed individually in this Manual. The elected officers are nominated and elected in accordance with Article XVI.

## **Eligibility**

Only personal members of the association in good standing may serve as officers. It is the responsibility of the Nominations & Elections Committee or the members making a nomination to make sure that the persons so nominated are in good standing. The nominees must also give their written permission to allow their names to be submitted.

## **Term of Office**

Term of office is for one year for elected officers except the Third Vice-President, whose term is for three years and the Treasurer, whose term is for two years. No member shall be eligible to serve for more than one term in the same office.

## **Vacancies**

In case of a vacancy in any office not provided for in the Bylaws, the Board of Directors has power to appoint one of the members of the association for the unexpired term, except in the case of the President. The First Vice-President (President Elect) shall assume the office of President if vacated and the Second Vice-President shall perform duties of the First Vice-President. In the event that both offices shall become vacant, the Second Vice-President shall perform the duties of the President for the remainder of the term.

## **Elected**

### ***PRESIDENT***

#### **AUTHORIZATION**

Bylaws, Article IV, Section 4

#### **DUTIES**

##### MEETINGS

Presides at all meetings of the membership, the Board of Directors, and the Council.

Prepares agenda for all such meetings and reviews minutes prepared by Executive Director for distribution or publication of all Board of Directors meetings before distribution or publication.

The President will act as Parliamentarian at Board of Directors meetings unless he/she assigns the duty to a member in accordance with Sturgis' Standard Code of Parliamentary Procedure.

Calls Board of Directors to meet when necessary for the work of the association, ordinarily at close of Annual Conference, late Fall, Spring, in advance of or during the following Annual Conference.

Invites guests to board meetings. It is customary to invite the Commissioner of Libraries to report. The *PaLA Bulletin* Editor and chairpersons of Chapters, Divisions, Round Tables and Committees or their alternates shall be invited to attend as is deemed necessary.

Conducts Annual Business Meeting.

Presents a report on the state of the association at the Annual Business Meeting.

##### PROGRAMS

Directs all programs of the association and initiates new programs.

Represents association in all official capacities.

Acts as spokesperson for the association on all established policies.

Acts as liaison between the association and Commonwealth Libraries, the Governor's Advisory Council on Library Development, the Pennsylvania Citizens For Better Libraries, the Access Pennsylvania Issues Committee, and other official bodies and reports back to the Board of Directors.

Serves as an advisor to divisions and as liaison officer between the divisions and the association. Attends division meetings.

#### **FINANCE**

Consults with the Executive Director and Treasurer on the development of PaLA's annual budget and on financial matters on an as needed basis.

May co-sign checks.

#### **APPOINTMENTS**

Fills vacancy in the positions of *PaLA Bulletin* Editor, with the approval of the Board of Directors.

Serves as ex-officio member of all committees except the Nominations & Elections Committee.

Establishes new committees as needed; fills vacancies in committee chair positions.

Coordinates committee activities.

Identifies liaison officers requested by ALA Headquarters and/or Washington Office.

Appoints a member to act as Parliamentarian for the Annual Business Meeting.

#### **ELECTION RESULTS**

Notifies all candidates for office of the results of the election as soon as possible after election.

## ***FIRST VICE-PRESIDENT***

### **AUTHORIZATION**

Bylaws, Article IV, Section 4b

### **DUTIES**

Acts for the President in the case of absence or inability. For vacancies see Article XVII.

Presides upon request of the President, when he/she is present and wishes to step down from the chair.

Serves as advisor to Chapters and Round Tables; serves as liaison between the Chapters, Round Tables, and the association, and should be invited to Chapter and Round Table meetings.

Serves as a member of the Board, Council and the Organization and Bylaws Committee.

Plans an annual leadership training workshop for outgoing and incoming Board of Directors members and committee and round table chairs to orient new Board members and ensure continuity of the work of the association.

No later than June 1 following election, appoints the *PaLA Bulletin* Editor (with approval of the Board of Directors). Also appoints committee chairpersons and members (except Nominations & Elections and Elections committee) to serve during his/her term as President. When recruiting such chairpersons, he/she informs them of the duties and responsibilities as outlined on appropriate pages of the Procedure Manual. Upon their acceptance, he/she directs them through appropriate sections of the Procedure Manual in order to begin functioning immediately upon his/her assumption to the presidency.

Attends meetings of the Governor's Advisory Council on Library Development upon invitation.

Performs such other duties as the president or the board shall assign.

## ***SECOND VICE-PRESIDENT***

### **AUTHORIZATION**

Bylaws, Article IV, Section 4c

### **DUTIES**

Performs the duties of the President when both the President and the First Vice-President are absent or unable to serve. For vacancies see Article XVIII.

Serves as Chairperson of the Annual Conference and is responsible for the overall planning, coordination and execution of the entire conference.

Serves as a member of the Council and the Board of Directors.

Consults with PaLA headquarters on the conference budget, theme and logistics. Presents the conference theme and logo to the Board of Directors for approval.

Assists the President in such matters as may be delegated to him/her by the President.

Selects and convenes a Conference Committee including, but not necessarily limited to: (The Conference Evaluation Chair is appointed by the President.)

1. Programming
2. Publicity
3. Fundraising & Sponsorships
4. Exhibits
5. Local Information & Tours
6. Registration
7. Hospitality
8. Local Authors
9. Banquet /Receptions & Entertainment
10. PaLA Store
11. Technical Arrangements
12. Signage

Works closely with the headquarters staff and the association leadership in planning and executing the Annual Conference. The Education and Finance Manager should be invited to all conference meetings.

Prepares a committee roster, sets Conference Committee meeting agendas (in consultation with the PaLA Education & Finance Manager) and makes certain that Conference Committee meeting minutes are recorded and circulated on a timely basis.

Sets up an Annual Conference Planning Timeline.

Incorporates the presentations of PaLA awards within the conference schedule.

Prepares a conference schedule of events for dignitaries including:

- President
- Deputy Secretary of Education
- Executive Director
- Guests sitting at the head table for special functions (such as Awards Chair, Vice President, etc.)

Delivers dignitary schedules to dignitaries at least one to two weeks prior to the conference.

Recognizes Conference Committee members at the Annual Conference.

Recognizes Conference Sponsors at the Annual Conference.

Compiles a directory of cell phone numbers for on-site conference emergencies.

At the conference site, coordinates communications (i.e. cell phones, walkie-talkies) and security matters (i.e. secure rooms' access) with the PaLA staff and facilities managers.

Sends thank you notes to Conference Committee members. Along with the Fundraising Chair, co-signs thank you letters to conference sponsors and donors (including vendors, friends groups, etc.)

### ***THIRD VICE-PRESIDENT***

#### ***AUTHORIZATION***

Bylaws, Article IV, Section 4

#### **DUTIES**

Serves on the Board of Directors and Council for a term of three years.

Acts as the membership liaison to the board, provides continuity for membership policies, and advocates for membership issues and concerns.

Chairs the Membership Committee consisting of representatives from each chapter along with others appointed in consultation with the president.

Responsible for retaining and recruiting members; encouraging and involving members in the association's activities and governance; insuring that the association provides the greatest possible access and services for members; and evaluating and developing membership best practices.

Assumes additional responsibilities as directed by the president.

## ***TREASURER***

### **AUTHORIZATION**

Bylaws, Article IV, Section 4d

### **DUTIES**

Serves on the Board of Directors and the Council.

Works with the Executive Director on the development of the PaLA budget for presentation to and approval by the Board of Directors.

Undertakes necessary action regarding financial matters of the Association as authorized by the Board of Directors.

Reviews with the incoming Board of Directors their fiscal responsibilities.

Presents financial reports as prepared by Executive Director at each Board of Directors meeting.

Presents current financial report as compiled by headquarters staff for presentation at Annual Business Meeting. Audited annual report is printed in the first issue of the *PaLA Bulletin* following receipt of the Auditor's report.

Directs the Executive Director to submit accounts for annual audit to the Auditor who is engaged by the Board of Directors.

May co-sign checks.

***IMMEDIATE PAST PRESIDENT***

**AUTHORIZATION**

Bylaws, Article IX, Section 1 and Article VIII, Section 1, respectively

**DUTIES**

Serves as a voting member of the Council and Board of Directors.

Serves as a member of the Archives Committee.

Undertakes other projects as assigned by the president.

## ***AMERICAN LIBRARY ASSOCIATION COUNCILOR***

### **AUTHORIZATION**

Bylaws, Article V

American Library Association Bylaws, Article IV, Section 2, entitle each State Chapter of the American Library Association to one councilor.

### **TERM**

Elected to serve three years as provided by American Library Association Constitution and Bylaws, taking office at the Mid Winter Conference of the American Library Association, following the Pennsylvania Library Association election of the previous year.

### **DUTIES**

Represents Pennsylvania Library Association at Council Meetings of the American Library Association and casts a vote for the association.

Considers issues before the American Library Association and at Council Meetings and acts in the best interests of Pennsylvania.

Serves as a member of the Board of Directors.

Agrees to attend Midwinter and Summer Conference of ALA for each of the three years of his/her term as Councilor.

Submits changes in Pennsylvania Library Association's Bylaws to the Constitution Committee of American Library Association to ensure that no conflict exists.

- Maintains files of the following over a three-year period:
- Midwinter and Summer Council Minutes
- Summary of American Library Association Executive Board Minutes
- Legislative Committee Reports and other reports of interest
- Copy of Annual Report

Summarizes in his/her annual report to the membership of PaLA all ALA Council action that directly affects PaLA as a chapter, as well as other important action that in the Councilor's judgment should be brought to members' attention.

## **Appointed**

### ***EXECUTIVE DIRECTOR***

#### **GENERAL DEFINITION**

As chief executive officer of the association, this position is defined as administrative work in planning, evaluation, organization and execution of programs as directed by the Board of Directors in accordance with the Bylaws and policies established by the association. Management responsibilities include budgeting, accounting, personnel, public relations and operational functions for the headquarters office.

#### **TYPICAL PHYSICAL DEMANDS**

Requires: the ability to use communication tools, such as telephone, and fax machine; some eye-hand coordination and manual dexterity; use of office equipment such as telephone, copiers and computers; oral and written communication, correspondence and written reports; the ability to travel throughout the Commonwealth.

#### **TYPICAL WORKING CONDITIONS**

Work is generally performed either in an office environment with routine contact with a small staff, in meetings with Association members at various locations, or in meetings at the state capital with legislators, legislative aides, and/or state government officials.

#### **DUTIES**

Represents the association and its members effectively.

Attends all meetings of the Board of Directors and other meetings as deemed necessary.

Hires, trains, evaluates and terminates association staff.

Negotiates and executes contracts and commitments as authorized by the Board of Directors or from established policies.

Plans the budget for headquarters and the association.

Edits the PaLA Bulletin.

Serves as the association's representative to the American Library Association Chapter Relations Committee. Is a member of ALA.

Communicates on a regular basis with the PaLA president, keeping him/her informed of association activities.

Maintains a proactive liaison with government officials and agencies and other associations and provide information as appropriate.

Assists the Legislative Committee in maintaining liaisons with governmental agencies and officials; provide information and assistance as appropriate.

Provides input and assists in the coordination and planning of conferences including site selection.

Manages fiscal matters, including collecting monies such as membership dues, income from sale of items, *PaLA Bulletin* advertising, Legislative Day contributions, registration fees for conference and programs, exhibitor fees; depositing and disbursing funds; filing tax reports; arranging for annual audits by CPA.

Oversees and maintains an accurate membership database of personal and institutional members. The system must be maintained to provide membership with timely and appropriate information.

Facilitates communication with members of the association which includes, but may not be necessarily limited to receiving and relaying messages to members or appropriate parties.

Maintains files and provides information to members, institutions, exhibitors, and vendors; prepares and mails conference information, election ballots, invoices, and other information.

Assists in outreach efforts which reflect the purpose, types of membership, activities, and other appropriate information for potential new members or interested parties.

Performs other duties as assigned by the Board of Directors.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Familiarity or experience with association management.

Highly developed interpersonal skills in order to write and speak effectively to members, staff, government officials, the general public, and the general membership.

Extensive knowledge of planning and organizational techniques.

Documented skill in training and development techniques.

Documented knowledge of public relations and promotions.

Thorough knowledge of government principles and processes.

Demonstrated ability to prepare budget requests, successful grant proposal writing and administration.

Ability to establish and maintain effective working relationships with members, staff, associates in other associations, government officials, and the general public.

Must be able to use a computer and be familiar with appropriate software.

**EDUCATION AND EXPERIENCE**

Successful completion of a master's degree in library/information science or suitable education in a relevant area such as business administration.

Five years experience in library administration, association or business management.

Any equivalent combination of the above.

## **COUNCIL**

### **Authorization**

Bylaws, Article XII

### **Membership**

The Council shall consist of the Board of Directors and the Chairpersons of the Chapters, Divisions, Round Tables, Committees and Task Forces. The Executive Director shall be a member but without a vote.

### **Duties**

The major duty of the Council is to identify issues of concern of the membership, which shall be presented to the Board.

### **Meetings**

The Council shall meet at least once a year.

### **Quorum**

A majority of the members of the Council shall constitute a quorum.

## **COMMITTEES**

### **Introduction**

### ***AUTHORIZATION***

Bylaws, Article XII

### ***TYPES***

Special committees (Select or Ad Hoc) are authorized by the Board of Directors, as the need arises, to carry out a specific task.

### ***MEMBERSHIP***

Unless otherwise provided in this Manual or in Bylaws, each committee shall consist of a minimum of six members. Each shall be members of the association. Appointments shall be for a term of one year, but reappointment is permitted to enhance the continuity of a committee's work. The chairperson shall be designated by the First Vice-President prior to his/her assuming the office of President and should be a member of the association. In the event of a vacancy in the office of committee chairperson, the president shall fill the vacancy for the balance of his/her term.

### ***POLICY FOR COMMITTEES***

All committee chairpersons are appointed by the President of the association, except the chairpersons of the Nominations & Elections and Conference Planning Committees. PaLA headquarters should be provided a list of current committee members with contact information at least six weeks prior to the annual Leadership Orientation.

### ***PROCEDURE***

The committee chairperson is responsible for recommending names for members of the committee to be appointed by the President. The chairperson should identify an alternate to act in his/her absence or inability to perform.

The President should provide general direction to the several committee chairpersons in setting priorities for committee work during the president's term of office.

### ***BROCHURES -NEWS RELEASES***

Committees are encouraged to use the *PaLA Bulletin*, website and electronic mailing lists for dissemination of information when appropriate.

## **Archives and History**

### ***AUTHORIZATION***

Bylaws, Article XII, Section 1

### ***MEMBERS***

The committee shall be comprised of the Executive Director, the Immediate Past-President, and such other members as the President may name. At least one committee member should be a professionally-trained archivist or have extensive experience with archival collections.

### ***DUTIES***

- Arranges for preservation of archival material of the association.
- Maintains a current inventory or finding list of the archives.
- Documents the history of the association.
- Assists PaLA staff in reference questions and other inquiries about the association's history.
- Recommends to the Board procedures for the development, storage, care, and use of the archives.

Arranges for preservation of archival material of the association in accordance with the retention schedule.

### ***RESPONSIBILITY***

Headquarters and the Archives Committee will maintain the archives at a location to be determined by the Board of Directors.

### ***ARCHIVE CONTENTS***

The PaLA Archives contains items that are of permanent historical interest to the association.

All Divisions, Round Tables, Chapters and Committees will supply headquarters with materials to be considered for placement in the archives. Outgoing officers and chairs should transfer archival materials to headquarters at the end of their terms in office. A Donor Information Form and Deed of Gift (see Appendix 1) should accompany every donation.

As the permanent record of the association, archives should contain materials of genuine historical importance. These include items that illustrate the association's organization and development, its functions, and its activities.

## ***TRANSFER AND RETENTION GUIDELINES***

Association members shall exercise care in transferring items to the archives. In general, material that is being used to conduct association business should stay with the pertinent officers, committees, or staff. After the project's completion or at the end of the officers' or committees' term, such materials should be transferred to headquarters. When in doubt, association members and staff shall consult with the Archives and History Committee before discarding any materials or holding them for their own use. If a member wishes to retain information for personal or professional reasons, he or she may make a free photocopy at PaLA headquarters or ask PaLA staff to do so.

Before transferring documents to headquarters, association members should organize papers into folders and label each folder clearly, including the name of the office, committee, or project to which the records pertain, as well as a date range. When possible, two original copies of each document should be transferred. Association members should also advise the Archives and History Committee that records are coming, and consult with them regarding appropriate methods of shipment.

Once transferred to headquarters, the Archives and History Committee shall evaluate incoming materials to decide which are of lasting importance to the association. In general, routine correspondence (such as thank you notes, announcements of meetings, and receipts) will not be kept. Unless otherwise noted, the records listed below shall be kept in perpetuity. Other records will be kept at the discretion of the Archives and History Committee

### ***GENERAL ASSOCIATION:***

- Bylaws, including revisions and amendments
- Histories and chronologies of the association
- Conference programs and materials
- Legislation sponsored by the association
- Membership lists or directories
- Memorials and awards given to the association
- Minutes of business meetings
- Obituaries of prominent or longtime members
- Photographs
- Procedure Manuals
- Publicity and clippings about the association, its activities, or prominent members
- Other materials reflecting the establishment and growth of the association, as well as its important accomplishments, controversies, or policies.

Officers:

- Rosters of officers and committee members
- Executive Board minutes and reports

President:

- Annual report to the association
- Correspondence (including letters and emails)
- Reports from Committees

Treasurer:

- Annual report to the association
- Audits
- Bank statements, checks, passbooks, receipted bills, etc. ( keep only 5 yrs & current)

**Other Officers:**

- Reports
- Meeting Minutes
- Correspondence (including letters and emails)

**Divisions, Committees, Round Tables, Chapters:**

- Reports
- Rosters of officers and committee members
- Correspondence ( including letters and emails)

**Projects, including joint conferences, workshops, grant activities, etc.:**

- Reports
- Correspondence ( including letters and emails)
- Flyers, handouts, and other materials distributed at events

**Publications:**

- PaLA Bulletin
- Web Site
- Other publications

**DONATIONS**

The Archive and History Committee shall solicit donations of association-related materials from officers and the general membership at least once every year. All donations should be accompanied with a Donor Information and Deed of Gift form, which transfers ownership and copyright to PaLA ( see appendix)

## **USAGE AND REFERENCE SERVICES**

All items in the archives shall be open for consultation and use by the Archives and History Committee, PaLA officers and members, PaLA staff, and researchers from the general public. PaLA staff and/or the Archives and History Committee shall respond to brief, factual questions within six weeks of a request. Those needing more in-depth information should visit the headquarters themselves.

Prior to visiting, all users shall make an appointment with headquarters staff. Either staff or the user may ask an Archives and History Committee member to attend and assist users during their visit. Upon arrival at headquarters, first-time users shall fill out a User Registration form (see Appendix 2), which collects their contact information, the purpose of their visit, and informs them of the archives' rules for usage. All users must sign a Daily Usage Log each day of their visit (see Appendix 3). User records and logs will be retained for two years by association staff, then transferred to the archives.

Materials should never be removed from the archives. If items are needed for reference, association business, or research, headquarters staff or a member of the Archives and History Committee will make free photocopies or scans. In rare instances when original documents are needed for historical displays or for other purposes, the Archives and History Committee will review the request, and (if approved) make necessary arrangements, and ensure that documents are returned to the archives.

## **PRESERVATION**

Many of the documents in the association's archives are unique. Therefore, utmost care should be taken in the storage and handling of the archives. Only new, acid-free, ph-buffered folders and boxes shall be used to house paper items in the archives.

Lamination, tape, and other irreversible treatments shall not be used on original documents. Before recommending options in storage or treatment of historic records, the Archives and History Committee shall investigate best practices, such as those advocated by the Society of American Archivists, the Mid-Atlantic Regional Archives Conference, and local archival repositories.

## **OTHER PROJECTS**

At the discretion of the President and the Archives and History Committee Chair, the committee may undertake other projects to document and preserve association history, as well as the history of libraries and librarianship in Pennsylvania. Before undertaking any project (such as oral history), the committee shall apprise itself of relevant federal, state, and local laws regarding copyright and human subjects research. It is recommended that the committee seeks guidance and/or approval of an academic Institutional Review Board.

## **Awards**

### ***AUTHORIZATION***

Bylaws, Article XII, Section 1

### ***MEMBERSHIP***

Usually seven, of whom at least two members should have been on the committee the previous year. At least one member of the committee should have at least 15 years experience in Pennsylvania and know something of PaLA's activities.

### ***AWARDS***

#### **OVERVIEW**

The Association may make nine types of annual awards:

1. Distinguished Service
2. Certificate of Merit
3. New Librarian Honors
4. Past President Citation
5. Elected Official
6. PaLA President's Award
7. Library Support Staff Recognition
8. Trustee of the Year
9. Carolyn W. Field

With the exception of the Carolyn W. Field Award, the Trustee of the Year Award and PaLA President's Award, all awards are adjudicated and made by the Awards Committee. The Carolyn W. Field Committee of the Youth Services Division adjudicates and presents the Carolyn W. Field Award; the Trustee Division adjudicates and presents the Trustee of the Year Award. The PaLA President's Award recognizes extraordinary achievements and is presented only on the recommendation of the President with the concurrence of the Awards Committee and the approval of the Board of Directors.

#### **GENERAL NOMINATION PROCEDURES**

Any member of the association may nominate a candidate for any of the awards. A nomination form is published in the *PaLA Bulletin*, on the PaLA Web site and reminders are included in headquarter mailings. Nominations should be accompanied by appropriate biographical and other supporting data.

In the event that the same person is nominated for the Distinguished Service Award and a Certificate of Merit, selection of the recipient of the Distinguished Service Award shall be completed before selection of recipients for other awards.

#### **PRESENTATION OF AWARDS**

The Distinguished Service Award is presented to the recipient during an appropriately festive occasion at the PaLA annual conference usually, the Annual Banquet. The Certificates of Merit, New Librarian Honors Award, Library Support Staff Recognition, and Past President Citation are usually awarded at the Annual Business Meeting. The Elected Official Award is usually given at the All-Conference Reception. The Trustee of the Year Award is usually presented at the combined PaLA Trustee Division and PCBL Luncheon. The Carolyn W. Field Award is made at the annual Carolyn W. Field luncheon. If for any reason an awardee cannot attend the conference, the presentation is made at the time indicated and accepted by proxy.

#### **REPORT OF AWARD WINNERS**

The names of Certificate of Merit awardees must be in the hands of the Executive Director at least 30 days before the annual business meeting.

Indication of the number of certificates to be awarded must be presented to the president of PaLA before presentation to the recipient(s).

Names of all award winners and biographical data must be given to the *PaLA Bulletin* Editor for inclusion in the *PaLA Bulletin* that features Annual Conference activities. The editor will arrange to have photographs taken of the presentation of awards at the conference. However, with the exception of the Carolyn W. Field award, names of awardees in all other categories shall not be publicized until the awards are presented at the annual conference.

#### **PENNSYLVANIA LIBRARY ASSOCIATION DISTINGUISHED SERVICE AWARD**

The Distinguished Service Award is the highest award the association can give.

It may be awarded annually to one person in recognition of exceptionally meritorious statewide service to libraries of the Commonwealth.

There shall be no distinction as to the type of service meriting the award except that excellence of performance on the purely local level should not be interpreted as aiding Pennsylvania libraries and librarianship as a whole. This award should recognize achievement beyond doing one's own job exceptionally well. This

should not be construed as a "retirement" award; length of service alone is not a valid criterion.

No person should receive the award during the year that he/she is president of PaLA. The award may be open to individuals who contributed to library service in the state, whether or not the recipient is a resident at the time of the award.

The committee is authorized to omit the citation any given year when, in its opinion, no sufficiently outstanding achievement is brought to its attention.

#### **DISTINGUISHED SERVICE AWARD SELECTION PROCEDURE:**

1. The Chairperson should have the descriptive materials on each nominee reproduced and sent to each committee member with an accompanying ballot.
2. Each committee member shall then indicate his/her first, second and third choices. Assigning a value of five to first choice, three to second, and one to third, two candidates with the highest number of points will be chosen to be placed on the next ballot. (In case of a tie this step may have to be repeated with the top three names.) When the committee votes on the final two candidates, the one receiving four or more votes shall receive a Distinguished Service Award.

#### **CERTIFICATES OF MERIT**

Certificates of Merit may be awarded to individuals making outstanding contributions during the past five years in Pennsylvania.

This award is to provide recognition for outstanding contributions to libraries.

The nature of the contribution should be exceptional achievement or performance beyond that demanded in doing one's own work well, whether locally or statewide. This should not be interpreted as a "retirement" award; length of service alone is not a valid criterion.

The committee is authorized to omit the award any given year when, in its opinion, no sufficiently outstanding achievement is brought to its attention.

CERTIFICATE OF MERIT SELECTION PROCEDURE:

1. The Chairperson shall have descriptive materials on all members for Certificates of Merit reproduced and sent to each committee member with an accompanying ballot.
2. Each committee member shall write "yes" before the name of all nominees who in his/her opinion should receive a Certificate of Merit at the next conference.
3. All nominees receiving four or more "yes" votes shall receive a Certificate of Merit. The names of those not receiving at least four votes will be placed on a list for future consideration.

**NEW LIBRARIAN HONORS AWARD**

This award honors a librarian in the profession fewer than six years, regardless of chronological age. It recognizes the originality and inventive ability of an individual new librarian who devises new and improved methods in library services on a statewide or local level and who demonstrates promise for continued growth in librarianship. The award is a Letter of Citation.

**PAST PRESIDENT CITATION**

The association will recognize the service of each retiring president through presentation of a plaque by the incoming president; the presentation will be made at the Annual Conference Business Meeting.

**ELECTED OFFICIAL AWARD**

One award may be given annually to an elected official(s) for exemplary support of library service in Pennsylvania. The committee is authorized to omit the award any given year when, in its opinion, no sufficiently outstanding achievement is brought to its attention. The award is a framed certificate and is presented at the annual conference.

**PaLA PRESIDENT'S AWARD**

The PaLA President's Award is a special award recognizing unique achievements in support of libraries and library services in the State of Pennsylvania. The recipient may be an individual, group or organization. It is not intended to be an annual award or to replace an existing award. It may be given at the recommendation of the President and the Awards Committee and with the approval of the Board of Directors. The President will present the award at a suitable time to be arranged during the PaLA annual conference. The award is a framed certificate.

### **LIBRARY SUPPORT STAFF RECOGNITION AWARD**

The Library Support Staff Recognition Award is presented to a library for advancing library support staff career development in Pennsylvania, and fostering participation in career development activities, particularly those of the Pennsylvania Library Association. The award is a framed certificate.

### **TRUSTEE OF THE YEAR AWARD**

This award is presented annually to a public library trustee in recognition of outstanding leadership and service to library development at the local, system, district and/or state level. The award symbolizes and honors the contributions and efforts of over 4000 Pennsylvania individuals who serve on public library boards.

#### **CRITERIA**

To be considered for this award, a trustee must have demonstrated leadership and the ability to increase the quality of library service for the benefit of the community, through one or more of the following:

1. Obtaining increased and adequate financial support for library services.
2. Planning for services and programs that meet identified needs of residents.
3. Developing sound policies that improve standards of operations.
4. Developing adequate physical facilities, such as planning for new or remodeled space, securing capital funds and obtaining monies for increased personnel and materials needed for new space.
5. Seeking legislative action for programs that would benefit libraries throughout the state.
6. Promoting public awareness and building support groups for the library.
7. Developing and promoting cooperative programs with other libraries in the county, region or state.
8. Participating in continuing education programs and sharing information gained with other trustees.
9. Taking an active role in state or national trustee association activities and encouraging other trustees to participate.

#### **ELIGIBILITY**

Awards will be made to those trustees in active service in the current year or in any of the two preceding years. Equal consideration will be given to trustees of small, medium and large public libraries.

## SELECTION

The Chair of the Pennsylvania Library Association Trustee Division will appoint an Award Jury composed of a Chair and two members of the Division. This committee will submit its nominee to the Association Awards Committee for action.

## NOMINATIONS

The Award Jury will solicit nominations through announcements in the association's newsletter. This announcement will list the criteria for the award, form of nomination and deadline for receipt.

Any individual library trustee, librarian, library board, or members of the Trustee Division of the State Association may submit nominations.

Nominations should be in the form of a statement of the candidate's achievements. No more than 2 typewritten pages should be submitted.

Signatures of the individual(s) submitting the nominations should be included.

## FORM OF AWARD

The award shall consist of a citation and framed certificate.

## PRESENTATION

The Trustee Division Chair will notify the winner of the award at least one month prior to the Association's annual conference. The Division Chair will present the award and citation, usually at the combined Trustee Division and PCBL luncheon.

## PUBLICITY

The Trustee of the Year Award will be publicized in the *PaLA Bulletin* and in other media as deemed appropriate.

## **CAROLYN FIELD AWARD**

The Youth Services Division sponsors the annual Carolyn W. Field Award for the best book for young people by a Pennsylvania author or illustrator. The goal of this award is to recognize outstanding books of authors or illustrators living in Pennsylvania. It is given annually to either an author or an illustrator for a specific book, which may be either fiction or non-fiction. The award committee will use the following guidelines in making their choices:

1. The award will be given annually for a single book by any author or illustrator currently residing in Pennsylvania.
2. The age level of the books considered will be pre-school through young

adult and illustrations and writing will be considered, depending on the book itself.

3. The book may be fiction or non-fiction.
4. Literary or artistic merit will be the primary aspect considered though popular appeal will also be recognized as an important factor.
5. The books to be judged will all be from the previous year's copyright.

Thus the 1990 award will be given for books published in 1989.

#### CRITERIA

In addition to the guidelines listed above, the following criteria for selection of the award winner will be considered;

6. Value of the book as literature.
7. Uniqueness of the text and/or illustrations.
8. Clarity and style of text.
9. Purpose and esthetics value of illustrations.
10. Contribution of the design and format.
11. Value to intended audience.
12. Potential acceptance by intended audience.

#### ELIGIBILITY

The eligibility requirements are as follows:

1. The author or illustrator must have a primary residence in the Commonwealth of Pennsylvania at the time of publication of the book.
2. The book must bear the copyright year prior to the one in which the award is being given.
3. The book must have a potential audience of children at any age level from preschool through age sixteen.
4. Illustrations may be of any type; however, they should constitute a major portion of the work, be of primary importance, or at least of equal weight as the text.
5. The text and/or illustrations must be original in the year of publication.

#### SELECTION PROCEDURE

The Chairperson of the Youth Services Division of the Pennsylvania Library Association will appoint a Chairperson of the Carolyn W. Field Award Committee

The Committee will be composed of the Chairperson and four other members chosen by him/her. The Chairperson will try to achieve geographical and library specialty representation on the committee. Each shall be members of the association.

The Committee will choose the winner in the following manner:

6. Each member will nominate five books from the list of those identified as eligible, and all of these are to be considered.
7. If any committee member would like to include any additional books (beyond the five), he/she may do so. Do not eliminate any book until it is ascertained that no member of the committee will support it.
8. Conduct an open discussion on each of the books that have been nominated.
9. After discussion, each committee member will vote, with four points being awarded to each first choice, three points being awarded to each second choice, and two points for each third choice. A book must win by at least two points. If this does not produce a winner, open the discussion and vote again.

## **Intellectual Freedom**

### ***AUTHORIZATION***

Bylaws, Article XII, Section 1

### ***PURPOSE***

To advocate freedom of selection of materials for libraries of all types and sizes.

To oppose any infringement of intellectual freedom upon libraries; infringement of intellectual freedom exercised against other communications agencies may also be opposed by the committee and support given to the agency under fire.

The Intellectual Freedom Committee shall exist as a reaffirmation of the Association's commitment to the Freedom to Read Statement and to the Library Bill of Rights concerning "basic policies which should govern the services of all libraries," and the "Program of Action in Support of the Library Bill of Rights" adopted by the Office for Intellectual Freedom and the Intellectual Freedom Committee of the American Library Association and approved by the ALA Council.

The association shall establish and maintain at the state and chapter levels an active network of librarians who are concerned with the integrity of the Library Bill of Rights.

### ***MEMBERSHIP***

The Intellectual Freedom Committee shall consist of an appointed State Chair and a representative of each chapter, each of whom in turn heads a Chapter Committee on Intellectual Freedom.

### ***DUTIES***

The State Committee may engage in educational meetings and programs with librarians, and interested citizens, to advance the right of the freedom to read and the importance of protecting that right.

The State Committee should investigate complaints of censorship pressure reported by an individual or institution to either the chapter committee or the state chair. The State Committee may assign such investigation to the appropriate chapter committee. Determination of the validity of the complaint shall rest with the State Committee.

After investigation, the State Committee shall report all incidents of complaints of censorship along with recommendations for action to the Board of Directors.

The Board of Directors shall then determine the course of action to be taken.

The State Committee, upon authorization of the Board of Directors, should support stands by librarians and/or interested citizens in opposition to state and community censorship efforts, such as legislation at the state, local and school district level which might place library collections in jeopardy, or which might restrict, prejudice, or otherwise interfere with the selection and acquisition of library materials or other professional activities of librarians.

The State Committee, upon authorization of the Board of Directors, shall cooperate fully with the ALA Intellectual Freedom Committee by informing it of complaints of violations of censorship within the state; by informing it of pertinent legislation and local actions pertaining to censorship; and by offering every assistance that the ALA Intellectual Freedom Committee may require should it become involved in a complaint within the State.

The State Committee shall coordinate the activities of the Chapter committees, acting as liaison between them and the Board of Directors. It shall also act as liaison between the ALA Intellectual Freedom Committee and the Board of Directors.

## **Legislative Information**

### ***AUTHORIZATION***

Bylaws, Article XII, Section 1

### ***PURPOSE***

As the standing committee in PaLA with principal responsibility to strengthen and ensure the organization's legislative advocacy role, the Legislative Information Committee will:

Define and recommend to the Board of Directors short and long range legislative goals.

Plan the development of short and long range activities to achieve PaLA's legislative goals; e.g., observe all legislation entering the General Assembly, provide liaison with the efforts of other related organizations, maintain and utilize legislative network, continue annual Legislative Day.

Define and recommend to the Board of Directors appropriate actions and strategies concerning current or projected legislation.

Develop and recommend a plan for providing continuing education in the area of advocacy.

### ***MEMBERSHIP***

The Commissioner of Libraries or designee, chairpersons of PaLA divisions and PaLA Executive Director are to be kept informed of activities of the committee. The work of the committee will be carried out by appointees, representative of all types of libraries.

## **Membership**

### ***AUTHORIZATION***

Bylaws, Article XII, Section 1

### ***PURPOSE***

To maintain membership of librarians and other interested persons and initiate campaigns to recruit new members for the Pennsylvania Library Association.

### ***MEMBERSHIP***

The Third Vice-President serves as chair. The committee shall consist of representatives of each chapter and any additional members appointed by the chair in consultation with the PaLA President.

### ***DUTIES***

Endeavors to increase the membership of the association and to reestablish lapsed memberships; welcomes librarians who are newcomers to Pennsylvania and students who are in residence in library schools in the Commonwealth, and invites them to join.

## **Nominations & Elections**

### ***AUTHORIZATION***

Bylaws, Article XII, Section 1

### ***PURPOSE***

To prepare a slate of two (2) nominees for the following: (Each office to be filled, see Article IV, Section 3.)

- First Vice-President (President Elect)
- Second Vice-President / Conference Chair
- Third Vice –President/ Membership Chair
- Treasurer (for a two-year term, beginning in even-numbered years)
- ALA Councilor (for a three-year term)
- Six At-Large Directors (staggered three-year terms). In any given year
- there will be no more than two vacancies.

### ***MEMBERSHIP***

Bylaws, Article XVI, Section 1

The Nominations and Elections Committee shall be composed of eight members. The membership of each chapter shall elect from its members one person to serve on the Nominations and Elections Committee. Officers and members-elect of the PaLA Board of Directors are not eligible to serve on the Nominations and Elections

Committee. The committee will be called into session by the PaLA president who will preside until the committee elects its own chair.

### ***PROCEDURE***

- PaLA pays travel expenses for one meeting of the committee.
- Each nominee shall be a voting member of the association in good standing.
- Candidates submit biographical and platform statements to the committee. The committee is responsible for determining order for the ballot, by lots. The ballot is then prepared by headquarters.

### ***REPORT***

- Reports its slate of nominees to the Board of Directors in advance of the annual conference for publication in the appropriate issue of the *PaLA Bulletin*.
- Results of the election are reported to the Board of Directors and the Executive Director.
- Candidates are informed that they may request election statistics from headquarters.

- The PaLA president informs candidates of election results

## **Organization & Bylaws**

### ***AUTHORIZATION***

Bylaws, Article XII, Section 1

### ***MEMBERSHIP***

First Vice-President (President Elect) is automatically a member of this committee.

### ***DUTIES***

Suggests changes in Bylaws, keeps the Procedure Manual up to date, and makes other recommendations on the organization of PaLA which will further development of the association.

## **Public Relations/Marketing**

### ***AUTHORIZATION***

Bylaws, Article XII, Section 1

### ***PURPOSE***

To stimulate and develop public relations for libraries in cooperation with concerned PaLA units.

Plan and conduct appropriate library promotional activities, including but not limited to the National Library Week program.

### ***MEMBERSHIP***

The committee shall consist of a chairperson named by the president, and of chapter Public Relations Chairpersons appointed by chapter chairpersons, and other members as needed.

### ***RELATED RESPONSIBILITIES***

PaLA Conference - annual conference is the responsibility of the Conference Publicity Chairperson who may seek assistance from this committee.

## **Publications & Research Materials**

### ***AUTHORIZATION***

Bylaws, Article XII, Section 1

### ***PURPOSE***

To assist PaLA units in the preparation of print publications and the PaLA Web site.

To coordinate statewide efforts toward the organization, preservation, and improved access to research materials.

To supervise the publication of the *PaLA Bulletin*.

To supervise the publication of the PaLA Web site.

### ***DUTIES***

To approve all publications issued in the name of the association or its units, except announcements of meetings, conference program, and the like.

Committee recommendation and Board of Directors approval is required before ordering, printing or reprinting of materials to be paid for from the publications revolving fund.

To set editorial policy and procedure, supervising the budget, and assisting the editor of *PaLA Bulletin* and the PaLA Web site in the composition and/or location of news and articles.

### ***PRINT PUBLICATIONS GUIDELINES:***

#### **PURPOSE:**

The guidelines outline the procedure to be followed by units of the Pennsylvania Library Association to propose the development and distribution of publications. These guidelines apply to self-supporting publications (those for which production and handling costs are covered by sale, grant or subsidy) which will be marketed by PaLA or an authorized agent.

#### **TYPES OF PUBLICATIONS:**

All types of publication formats are covered by the guidelines, including monographs, pamphlets, audio-visual materials, proceedings, software, data files, etc.

**REVIEW COMMITTEES:**

All proposals for publication will be submitted in writing to the chair of the Publications and Research Materials Committee for review and recommendation. Those proposed publications reviewed favorably by this committee will be recommended to the PaLA Board of Directors for final approval.

**SUBMISSION OF PROPOSALS:**

Units will provide the Publications and Research Materials Committee with the following information:

- Name of PaLA unit proposing publication
- Statement of the purpose of the publication
- Description of the scope, contents and size of the publication
- Publication format
- Target audience for the publication and size of potential market
- Timetable for completion
- Author(s)/editor(s)/compiler(s)
- Working title
- Names, addresses and phone numbers of those individuals responsible for coordinating the publishing project
- Detailed budget requirements, including all costs involved in typing, transcribing, processing data, editing, printing or duplicating, binding, marketing, and distributing, and all payments to individuals for contributing data, text, artwork, expertise, etc. to the publication
- Income projections, including proposed price
- Marketing plan
- Distribution requirements and responsibilities
- Name, address and phone number of individual submitting proposal

**REVIEW PROCEDURES:**

Publication proposals will be reviewed by the Publications and Research Materials Committee at the next scheduled committee meeting after submission by the PaLA unit to the chair. The committee will review proposals in a timely fashion, within four months after receipt. The chair will send copies of the proposal to committee members for review prior to the meeting. The committee will be guided by the following criteria in its assessment of proposals:

- Importance of the subject of the publication
- Appropriateness of the format
- Qualifications of the author/editor/compiler
- Feasibility of the marketing plan
- Adequacy of the budget description

Those proposals, which are approved by the committee, will be sent to the PaLA board for review with an assignment of priority for action and a summary of the committee's reasons for acceptance. The board will review those publication proposals which have been recommended by the committee. Those proposals that

are approved by the board will be passed on to the Executive Director for implementation. The Executive Director will contact the individual who submitted the proposal, which has been approved, and will assist in the publication and distribution processes as required. The Executive Director will coordinate all financial activities involved with the publication and submit materials for copyright as appropriate.

Those proposals, which are not approved by the committee, will be returned to the individual who submitted the proposal with an explanation of the reasons for the rejection. This action will be reported to the PaLA board. After the second rejection of a proposed publication by the committee, the proposal and supporting materials will be sent to the board.

Those proposals that are submitted to the board, but not approved, will be returned to the individual who submitted the proposal with an explanation of the reasons for rejection. A copy of this communication will also be sent to the committee chair

### ***PALA BULLETIN EDITORIAL POLICY & COMMITTEE GUIDELINES***

The *PaLA Bulletin* is the official publication of the Pennsylvania Library Association.

Its primary functions are to inform, report, and promote the various activities of the Pennsylvania Library Association, and to be an effective disseminator of library information throughout the state.

#### **EDITORIAL PRIORITIES**

Priorities for items to be included in the *PaLA Bulletin* should be:

1. Association information not readily available elsewhere.
2. Announcements of upcoming PaLA events and reports on past PaLA events.
3. Exchanges of information among Chapters, Divisions, and Round Tables of the Association.
4. Special features (such as interviews, reader's exchange, etc.) that would be of use to the members.
5. News from other associations or publications which is of interest to and/or may directly affect PaLA members.

#### **COPY SUBMISSIONS**

Members of the association are encouraged to submit copy for the *PaLA Bulletin*. Copy should be typewritten double-spaced and submitted in accordance with the

deadlines stated in the *PaLA Bulletin* issues. Electronic submissions are preferred.

The editor is in charge of accepting or rejecting copy submitted for each issue, editing, if necessary, the news and articles submitted; proofreading; and submitting articles for final layout and design.

The work of the editor is subject to review by the Publications and Research Materials Committee.

The editor, the *PaLA Bulletin* format, and its budget will be evaluated at least once a year by the Editorial Committee in a report presented to the PaLA President and the Board of Directors. Recommendations of the Editorial Committee are subject to approval by the Board of Directors of the association.

***WEB SITE PUBLICATIONS GUIDELINES:***

The PaLA Web site is available to support the activities of divisions, chapters and roundtables. Announcements from chapters, divisions and roundtables of events and activities can be posted on the website. Special announcements can be placed on the main PaLA web page, or the unit may choose to develop its own web page. Other groups wishing to submit information for the PaLA site must do so in writing to the PaLA Executive Director. The director will review the request and determine if it is appropriate.

PaLA provides web space as a sub-section of the PaLA site to chapters, divisions and roundtables. For these pages, each sub-section of the web site will have the PaLA web address, followed by a unit description (for example [www.palibraries.org/northeast](http://www.palibraries.org/northeast).) Units may also manage their own web page independent of the PaLA site. The PaLA site will link to these independent sites.

Due to security limitations on the PaLA Web site, PaLA groups cannot have access to the site to edit their web pages.

## **SUBMISSION PROCEDURES**

Chapters, divisions and roundtables that wish to submit information for the website must submit the files in HTML format ready for uploading to the site. The PaLA web master cannot provide web page editing services for units, but can provide the PaLA Web site menu to be used as a template.

Procedures for submitting files:

1. Graphics and HTML files should be e-mailed to Ellen Wharton – Ellen@palibraries.org.
2. If the item submitted is for a single event, any file name can be used (without spaces)
3. Files should be submitted at least 1 week before they need to be posted
4. Units with independent web sites should e-mail the name and email address of the webmaster for the unit site as well as the URL for the site.

## **JOB LINE SUBMISSION PROCEDURES**

The PaLA headquarters staff coordinates job postings. The policy for the PaLA Job Line applies to the web page job listings. Requests to have job postings placed on the web page should be directed to Ellen Wharton at PaLA, ellen@palibraries.org

## **Scholarship & Continuing Education**

### ***AUTHORIZATION***

Bylaws, Article XII, Section 1

### ***PURPOSE***

To award scholarships to qualified residents of Pennsylvania according to the criteria outlined below. The amount and number of awards is determined by the budget confirmed by the Board.

To award continuing education grants as outlined below.

To encourage membership contributions to the scholarship fund.

### ***ELIGIBILITY***

Applicant's eligibility will be based upon their acceptance of the criteria identified for each scholarship.

The following points should be considered in the qualification of an applicant: need, scholarship, motivation, references, civic activities, PaLA activities and previous library experience.

The application process and filing deadlines will be set by the PaLA Board and publicized in the *PaLA Bulletin* and on the PaLA Web site.

### ***SCHOLARSHIPS***

The following scholarships are available for qualified residents of Pennsylvania:

- For graduate work in the field of Library Science in an ALA-accredited school
- For Youth Service librarians to attend the PaLA annual conference for the first time. ( sponsored by Boyds Mills Press)
- For Youth Service librarians to attend the PaLA annual conference, but not for the first time.
- For paraprofessional/support staff to attend the PaLA annual conference. (sponsored by Brodart Company)

### ***CONTINUING EDUCATION GRANTS***

The association will award grants for continuing education and for programs leading to state certification as a Library Assistant or Provisional Librarian. Funds for this purpose would be budgeted annually by the Board.

These grants must be used within the calendar year the awards are made.

### ***ELIGIBILITY:***

The recipient must be a member of the Pennsylvania Library Association.

Students may not use Continuing Education grants toward credit for a Master's level degree.

### ***SELECTION:***

To be considered for one of these awards, the applicant must submit the following three items:

1. A letter stating his/her purpose for the continuing education.
2. A letter from the individual's immediate supervisor, documenting the value of this specific continuing education. Included in this letter must be an evaluation of the applicant's work performance.
3. A description of the course or institution as provided by the sponsoring agency.
4. No less than three years should pass between the receipt of one CE Grant and the next by any individual.

The application must be submitted to the Scholarship Committee at any time during the year. The awards will be announced promptly after committee consideration.

# CHAPTERS

## Introduction

There are eight chapters of the Pennsylvania Library Association, as indicated on the map:

- Juniata-Conemaugh
- Lehigh Valley
- Northeast
- Northwest
- South Central
- Southeast
- Southwest
- West Branch

## Authorization

Bylaws, Article XIII

## Purpose

To promote library service and librarianship within its geographic area and to cooperate in the promotion of general and joint enterprises within the Pennsylvania Library Association and other groups.

## Responsibilities

### *PALA COUNCIL*

The Chapter Chair serves on the PaLA Council. The Council meets with the Board of PaLA, usually twice a year. The Chair prepares a report of activities to present at these meetings.

### *APPOINT REPRESENTATIVES TO THREE STATEWIDE PALA COMMITTEES*

Working with the respective PaLA Committee Chairs to identify interested members, the Chapter President appoints one representative to serve on each of the following PaLA Committees:

- *PaLA Membership Committee* — Recruits new members, considers dues structure.
- *PaLA Public Relations & Marketing Committee* — Develops public relations initiatives.
- *PaLA Intellectual Freedom Committee* — Advocates for freedom of information.

These appointments are made no later than January 31 and are reported to PaLA headquarters. The Chapter Chair is responsible for seeing that if his/her appointee cannot attend a meeting, an alternate is appointed.

These individuals may also serve as chairs of local chapter committees on Membership, Public Relations & Marketing and Intellectual Freedom.

### ***ELECT REPRESENTATIVE TO THE PALA NOMINATIONS & ELECTIONS COMMITTEE***

The Chapter membership elects one representative to serve on the PaLA Nominations & Elections Committee. As a key position for the association, it is important that nominees be knowledgeable of member skills and be comfortable requesting others to serve in leadership positions. The PaLA Executive Director and President should be consulted when identifying potential nominees.

### ***REPORT SIGNIFICANT MEMBER CHANGES***

The Chapter Chair is responsible for notifying the Executive Director of any retirements, deaths, etc. of chapter members.

### ***PROGRAM PLANNING***

Chapters are encouraged to plan annual programs and meetings of interest to its members. Registration fees should be established to cover the costs of programs, including the costs of taxes and service fees. **Registration fees for non-PaLA members should be twice that of the member fee, excluding the cost of meal(s). Chapters are asked to communicate with PaLA headquarters to plan and coordinate chapter programs as far in advance as reasonably possible. Drafts of the program brochures should be sent to headquarters in advance of printing.** Refunds will not be issued for chapter program cancellations, however substitutions are allowed.

### ***ARCHIVES***

Chapter chairs are responsible for maintaining, in good order, the past and present records of the unit. All files should be weeded and passed on to the succeeding Chapter Chair. Records more than two years old should be transferred to headquarters, except as otherwise provided in the association's Records Retention Policy.

### **Communications**

The Chapter communicates with its members and with the association through articles in the *Bulletin*, on statewide and regional electronic mailing lists and information on the PaLA Web site. Copies of all letters on PaLA stationery or in the capacity of PaLA Chair/Officer to individuals outside the association on any matters relating to policy must have prior approval of the PaLA president.

## **Finance**

### ***BUDGET***

Annual budget guidelines are developed by the PaLA Executive Director and Treasurer for distribution to members of the board and heads of PaLA units. Chapter chairs must submit an estimated budget with proposed programs to the President, Treasurer and Executive Director at a time fixed by the Treasurer.

Should estimated expenditures differ from the approved annual budget, the Chapter Chair may submit a revised budget request for approval of the Board of Directors prior to any board meeting, Each chair is held personally responsible for expenditures beyond his/her budget allowance.

To assist with expenses, such as elections, mailings, programs, etc., chapters may be allocated funds from PaLA.

### ***EXPENSES***

Incoming Chairpersons may start expending at the start of their term of office. Vouchers submitted for reimbursement must be accompanied by itemized statements and receipts.

Cost of postage and photocopying for work done by headquarters is charged against the chapter's account and should be allocated in chapter budgets. Stationery for mailings is provided from headquarters' supply budget. If extra office help is needed by headquarters to complete a project, the cost is charged to the chapter's account.

### ***BANK ACCOUNTS***

Guidelines for establishing and using designated fund accounts are listed in the Finance section of this manual.

### ***FUNDRAISING & GRANTS***

Chapters sometimes undertake fundraising or develop grant applications to support program costs. Before making any solicitations or applying for any grants, fundraising plans and lists of donors/organizations being solicited must be reviewed and approved by PaLA headquarters. This is done to prevent any conflicts with association efforts.

## **Formation & Organization**

The Bylaws of the Chapters shall not be in conflict with those of the association. Chapters may charge a registration fee at their meetings to cover expenses and shall welcome all interested persons to their meetings upon payment of the registration fee.

Chairpersons of Chapters are members of the Council, and in the absence or inability of the Chairpersons to discharge their duties as members of the Council, the Chapter Vice-Chairperson, or alternate, who must be an elected officer of the chapter, shall act in this capacity. Boundaries of chapters shall be designated by the board but shall be changed only with the concurrence of a majority of members of the chapter.

## **Membership**

Membership in the Pennsylvania Library Association shall automatically confer membership in a chapter with no further payment of dues.

## **Liaison with Association**

The PaLA First Vice President is the liaison to chapters. He/she should be invited to all chapter meetings and kept apprised of chapter activities through meeting minutes and reports. Minutes of all meetings must also be filed with association headquarters. In addition, the President and Executive Director should be invited to all meetings.

## **Elections**

Each chapter elects its own officers and/or directors, according to its bylaws. Elections are held in June, at the same time as elections for association officers and board members. The chapter leadership establishes a procedure for Nominations & Elections officers and coordinates the mailing of ballots with the headquarters staff. Chapter officer terms begin January 1.

A double slate of candidates for all offices is encouraged. The slate is presented to PaLA headquarters by the end of April. The chapter must nominate candidates for officers and members-at-large in a timely fashion.

A Chapter Chair may serve on only one PaLA committee during his/her term of office. A Chapter officer may hold no other elected office in the association or its units during any one year. There is one exception: a Chapter officer may also serve on the PaLA Board of Directors.

**Term of Office**

Chapter officers assume their term of office with the PaLA Council on January 1.

**Dissolution**

The Board of Directors shall dissolve a Chapter if it becomes inactive or fails to comply with the provisions of Article XIII of the Bylaws.

## CHAPTER CALENDAR & CHECKLIST OF ACTIVITIES

### Before Term Begins

- If you don't know already, find out who your fellow chapter officers are. If elections were not held for them this year, begin working with the PaLA 1<sup>st</sup> vice president and executive director to identify candidates for appointment as chapter officers and PaLA committee representatives in January.
- Review your unit's bylaws.

### First Quarter

- Term of office begins in January.
- Hold annual planning meeting with new chapter board.
- Review goals for coming year.
- Make committee appointments and notify PaLA headquarters of:
  - PaLA Membership Committee representative;
  - PaLA Intellectual Freedom Committee representative;
  - PaLA Public Relations & Marketing Committee representative;
- Determine annual business meeting date usually held in conjunction with an annual chapter program. If not held at that time, the chapter business meeting may be scheduled in conjunction with the annual PaLA conference. (Arrangements with headquarters required.)
- Remember to invite PaLA president, executive director and 1st vice president to meetings. Also, be sure to copy PaLA 1st vice president and PaLA headquarters with meeting minutes and reports.
- Prepare or designate someone to prepare article about chapter activities, people or issues of interest to the chapter for *PaLA Bulletin*.
- Prepare report on chapter activities for PaLA board and council meeting. Attend PaLA board and council meeting to present report.
- Using the "Willing to Serve" list as a resource for suggestions, begin preparing a slate of chapter officers for upcoming election. Chapters are encouraged but not required to submit a double slate for elections. Required offices include:
  - Chair-elect;
  - Secretary / Treasurer (or a Secretary and a Treasurer);
  - PaLA Nominations and Elections Chapter Representative.

**Second Quarter**

- Actively support State Legislative Day with membership information and carpooling.
- Actively support Federal Legislative Day.
- Prepare or designate someone to prepare article about chapter activities, people or issues of interest to the chapter for *PaLA Bulletin*.
- Confirm candidates for chapter offices and send slate to PaLA headquarters (April).
- Chapter and association ballots mailed from PaLA headquarters (July)

**Third Quarter**

- Prepare or designate someone to prepare article about chapter activities, people or issues of interest to the chapter for *PaLA Bulletin*.
- Attend Annual Conference and annual PaLA annual business meeting.

**Fourth Quarter**

- Prepare report on chapter activities for PaLA Board and Council meeting.
- Attend PaLA Board and Council meeting and Leadership Orientation to present report.

# DIVISIONS

## Introduction

Currently, there are five Divisions of the Pennsylvania Library Association:

- Youth Services
- College and Research
- Public Library
- Special Librarians
- Trustee

## Authorization

Bylaws, Article X

## Purpose

Divisions develop and implement a program of action to interest its members. Activities may include programs at the annual conference, workshops, or meetings of interested parties.

## Responsibilities

### *PALA COUNCIL*

The division chair serves on the PaLA council. The council meets with the board of PaLA, usually twice a year. The chair prepares a report of activities to present at these meetings.

### *ANNUAL CONFERENCE*

Division leadership plans programs for the annual conference, which is held in the fall. The division coordinates program ideas and funding strategies with the association's second vice president.

### *PROGRAM PLANNING*

In addition to annual conference programs, the division may plan programs and meetings of interest to its members. These may be offered independently throughout the state or in conjunction with chapter or division meetings. Registration fees should be established to cover the costs of programs, including the costs of taxes and service fees. **Registration fees for non-PaLA members should be twice that of the member fee, excluding the cost of meal(s).** **Divisions are asked to communicate with PaLA headquarters to plan and coordinate division programs as far in advance as reasonably possible. Drafts of the program brochures should be sent to headquarters in advance of printing.** Refunds will not be issued for chapter program cancellations, however substitutions are allowed.

## ***ARCHIVES***

Division chairs are responsible for maintaining, in good order, the past and present records of the unit. All files should be weeded and passed on to the succeeding division chair. Records more than two years old should be transferred to headquarters, except as otherwise provided in the association's Records Retention Policy.

## **Communications:**

The division communicates with its members and with the association through articles in the *Bulletin*, on statewide and regional electronic mailing lists and information on the PaLA Website. Copies of all letters on PaLA stationery or in the capacity of PaLA chair/officer to individuals outside the association on any matters relating to policy must have prior approval of the PaLA president.

## **Finance:**

### ***BUDGET***

Annual budget guidelines are developed by the PaLA executive director and Treasurer for distribution to members of the board and heads of PaLA units. division chairs must submit an estimated budget with proposed programs to the president, treasurer and executive director at a time fixed by the treasurer. Chairpersons may submit a revised budget request for approval of the board of directors prior to any board meeting, should estimated expenditures differ from the approved annual budget. Each chairperson is held personally responsible for expenditures beyond his/her budget allowance.

To assist with expenses, such as elections, mailings, programs, etc., divisions may be allocated funds from PaLA.

### ***EXPENSES***

Incoming chairpersons may start expending at the start of their term of office. Vouchers submitted for reimbursement must be accompanied by itemized statements and receipts. Cost of postage and photocopying for work done by headquarters is charged against the account's division and should be allocated in division budgets. Stationery for mailings is provided from headquarters' supply budget. If extra office help is needed by headquarters to complete a project, the cost is charged to the division's account.

### ***BANK ACCOUNTS***

Guidelines for establishing and using designated fund accounts are listed in the Finance section of this manual.

## ***FUNDRAISING***

Divisions sometimes undertake fundraising or develop grant applications to support program costs. Before making any solicitations or applying for any grants, fundraising plans and lists of donors/organizations being solicited must be reviewed and approved by PaLA headquarters. This is done to prevent any conflicts with association efforts.

### **Formation**

A group of 300 or more members sharing a common interest in either a "Type-of-library" or "Type-of-activity" may petition the board of directors for the formation of a division.

### **Membership**

Members of the association are eligible for membership in any combination of divisions and round tables, not to exceed three. Membership in additional units may be purchased for a fee.

### **Liaison with Association**

The PaLA president is the liaison to divisions. He/she should be invited to all division meetings and kept apprised of division activities through meeting minutes, and reports. Minutes of meetings must also be filed with association headquarters. In addition, the 1<sup>st</sup> vice president and executive director should be invited to all meetings.

### **Election**

Each division elects its own officers and/or directors, according to its bylaws. Elections are held in June, at the same time as elections for association officers and board members. The division leadership establishes a procedure for Nominations & Elections officers and coordinates the mailing of ballots with the headquarters staff. Division officer terms begin January 1.

A double slate of candidates for all offices is encouraged. The slate is presented to PaLA headquarters by the end of April. The division must nominate candidates for officers and members-at-large in a timely fashion.

A division chair may serve on only one association committee during his/her term of office. A division officer may hold no other elected office in the association or its units during any one year. There is one exception: a division officer may also serve on the PaLA board of directors.

**Term of Office**

Division officers assume their term of office with the PaLA board of directors on January 1.

**Dissolution**

A Division may be dissolved by vote of the membership of the association, upon recommendation of the Board of Directors.

## **DIVISION CALENDAR & CHECKLIST OF ACTIVITIES**

### **Before Term Begins**

- If you don't know already, find out who your fellow division officers are. If elections were not held for them this year, begin working with the PaLA 1st vice president and executive director to identify candidates for appointment as Division officers and PaLA committee representatives in January.
- Review your unit's bylaws.

### **First Quarter**

- Term of office begins in January.
- Hold annual planning meeting. (Remember to invite PaLA president, executive director and first vice president to meetings. Also, be sure to copy PaLA president and PaLA headquarters with meeting minutes and reports.)
- PaLA Annual Conference:
  - Identify topics of interest, potential speakers, and cost.
  - Identify speaker for division-sponsored meal at conference (such as College & Research Division Luncheon or Public Library Division Breakfast)
  - Submit conference program proposals to PaLA 2nd vice president. (usually February)
- Other programs or meetings:
  - Identify topics of interest, potential speakers, dates, and cost.
  - Follow up on plans for other programs or meetings, if applicable.
- Prepare or designate some to prepare article about division activities or on issues of interest to the division for *PaLA Bulletin*.
- Using the "Willing to Serve" list as a resource for suggestions, begin preparing slate of division officers for upcoming election. In some divisions, this is done by the immediate past chair.
- Prepare report on division activities for PaLA Board and Council meeting.
- Attend PaLA Board and Council meeting to present report.

### **Second Quarter**

- Deliver nominations for upcoming elections to headquarters. (April)
- Election of new division officers. (July)
- Prepare or designate someone to prepare article about division activities or on issues of interest to the division for *PaLA Bulletin*.

### **Third Quarter**

- Attend annual conference and annual PaLA Annual Business Meeting.
- Prepare or designate someone to prepare article about division activities or on issues of interest to the division for *PaLA Bulletin*.

### **Fourth Quarter**

- Prepare or designate some to prepare article about division activities or on issues of interest to the division for *PaLA Bulletin*.
- To prepare for change in division leadership, weed through division files.
- Any files two years or older should be transferred to PaLA.
- Prepare report on division activities for PaLA Board and Council meeting.
- Attend PaLA Board and Council meeting and Leadership Orientation to present report.

# ROUND TABLES

## Introduction

Currently there are eight PaLA Round Tables:

- Buildings, Equipment & Furnishings
- Technical Services
- Electronic Resources
- Library Administration & Management
- Preservation
- Library Instruction
- Library Support Staff
- Rural & Small Libraries

## Authorization

Bylaws, Article XI

## Purpose

A Round Table brings together members of similar interest, where such interests cross inter-Divisional lines. A round table's activities are not confined either to "Type-of-library" or a "Type-of-activity."

## Responsibilities

### *PALA COUNCIL*

The round table chair serves on the PaLA council. Council meets with the board of PaLA twice a year. The chair prepares a report of round table's activities to present at these meetings.

### *ANNUAL CONFERENCE*

Round Table leadership plans programs for the annual conference, which is held in the fall. The round table coordinates program ideas and funding strategies with the association's 2nd vice president.

### *PROGRAM PLANNING*

In addition to annual conference meetings and programs, the round table plans programs and meetings of interest to its members. These may be offered independently throughout the state or in conjunction with round table or division meetings. Round Table chairpersons are responsible for planning programs for the conference following their election, as requested by 2<sup>nd</sup> vice-president.

Registration fees should be established to cover the costs of programs, including the costs of taxes and service fees. **Registration fees for non-PaLA members should be twice that of the member fee, excluding the cost of meal(s). Round Tables are asked to communicate with PaLA headquarters to plan and coordinate round table programs as far in advance as reasonably possible.**

**Drafts of the program brochures should be sent to headquarters in advance of printing.** Refunds will not be issued for round table program cancellations, however substitutions are allowed.

### ***ARCHIVES***

Round Table chairs are responsible for maintaining, in good order, the past and present records of the unit. All files should be weeded and passed on to the succeeding round table chair. Records more than two years old should be transferred to headquarters, except as otherwise provided in the association's Records Retention Policy.

### **Communications**

The Round Table communicates with its members and with the association through articles in the *PaLA Bulletin* or on statewide electronic mailing lists. Copies of all letters on PaLA stationery or in the capacity of PaLA chair/officer to individuals outside the association on any matters relating to policy must have prior approval of the PaLA president.

### **Finance**

#### ***BUDGET***

Annual budget guidelines are developed by the PaLA executive director and Treasurer for distribution to members of the board and heads of PaLA units. Round Table chairs must submit an estimated budget with proposed programs to the president, treasurer and executive director at a time fixed by the treasurer. Chairpersons may submit a revised budget request for approval of the Board of Directors prior to any board meeting, should estimated expenditures differ from the approved annual budget. Each chairperson is held personally responsible for expenditures beyond his/her budget allowance.

To assist with expenses, such as elections, mailings, programs, etc., round tables may be allocated funds from PaLA.

#### ***EXPENSES***

Incoming chairpersons may start expending at the start of their term of office. Vouchers submitted for reimbursement must be accompanied by itemized statements and receipts. Cost of postage and photocopying for work done by headquarters is charged against the account's round table and should be allocated in round table budgets. Stationery for mailings is provided from headquarters'

supply budget. If extra office help is needed by headquarters to complete a project, the cost is charged to the round table's account.

### ***BANK ACCOUNTS***

Guidelines for establishing and using designated fund accounts are listed in the Finance section of this manual.

### ***FUNDRAISING***

Round Tables sometimes undertake fundraising to support program costs. Before making any solicitations, fundraising plans and lists of donors being solicited must be reviewed and approved by PaLA headquarters. This is done to prevent any conflicts with association efforts.

### **Formation**

A group of 100 or more members may petition the Board of Directors to be recognized as a round table of the association according to the following procedure:

1. Interest group is recognized through appointment as a special committee or an ad hoc committee.
2. Committee draws up petition, statement of purpose, and outline of plan for program and activities.
3. Committee presents petition and statement to membership for signatures.
4. Petition can be made available at annual conference and various division, section and chapter meetings.
5. Completed petition presented to PaLA president.
6. PaLA president turns over petition to executive director for verification of petition signatures against PaLA membership rolls.
7. By the time the petition is presented, committee should be developed to approximate officers needed for round table structure -- chairperson, vice-chairperson, secretary and committee chairpersons for Organization and Bylaws, Nominations & Elections and Membership.
8. Upon receipt of the valid petition by the Board of Directors, the group becomes a round table.

A new round table has one year to establish its own set of Bylaws, which must be approved by the round table membership. The Organization and Bylaws Committee of the association will make available a sample set of Bylaws to be used as a guide.

A set of bylaws as approved by the round table membership must then be sent to the PaLA Organization and Bylaws Committee for review to determine that it is consistent with PaLA Bylaws. This committee then recommends the acceptance of the set of bylaws by the Board of Directors.

### **Membership**

Members of the association are eligible for membership in any round table and shall be entitled to vote in such round table.

### **Liaison with Association**

The PaLA 1<sup>st</sup> vice president is the liaison to round tables. He/she should be invited to all round table meetings and kept apprised of round table activities through meeting minutes and reports. Minutes of meetings must also be filed with association headquarters. In addition, the president and executive director should be invited to all meetings.

### **Elections:**

Each round table elects its own officers and/or directors, according to its bylaws. Elections are held in June, at the same time as elections for association officers and board members. The round table leadership establishes a procedure for Nominations & Elections officers and coordinates the mailing of ballots with the headquarters staff. Round Table officer terms begin January 1.

A double slate of candidates for all offices is encouraged. The slate is presented to PaLA headquarters by the end of April. The round table must nominate candidates for officers and members-at-large in a timely fashion.

A round table chair may serve on only one association committee during his/her term of office. A round table officer may hold no other elected office in the association or its units during any one year. There is one exception: a round table officer may also serve on the PaLA board of directors.

### **Term of Office**

Round Table officers assume their term of office with the PaLA council on January 1.

### **Dissolution**

A round table may be dissolved by vote of the membership of the association upon recommendation of the board of directors.

## **ROUND TABLE CALENDAR & CHECKLIST OF ACTIVITIES**

### **Before Term Begins**

- If you don't know already, find out who your fellow round table officers
- are. If elections were not held for them this year, begin working with the
- PaLA 1st vice president and executive director to identify candidates for
- appointment as round table officers in January.
- Review your unit's bylaws.

### **First Quarter**

- Term of office begins in January.
- Hold annual planning meeting. (Remember to invite PaLA president,
- executive director and first vice president to meetings. Also, be sure to
- copy PaLA first vice president and PaLA headquarters with meeting
- minutes and reports.)
- PaLA Annual Conference:
  - Identify topics of interest, potential speakers, and cost.
  - Submit conference program proposals to PaLA 2nd vice president. (usually February)
- Other programs or meetings:
  - Identify topics of interest, potential speakers, dates, and cost.
  - Follow up on plans for other programs or meetings, if applicable.
- Prepare article about round table activities or on issues of interest to the
- round table for *PaLA Bulletin*.
- Using the "Willing to Serve" list as a resource for suggestions, begin
- preparing slate of round table officers for upcoming election.
- Prepare report on round table activities for PaLA Board and Council meeting.
- Attend PaLA Board and Council meeting to present report.

### **Second Quarter**

- Deliver nominations for upcoming elections to headquarters. (April)
- Election of new round table officers. (July)
- Prepare article about round table activities or on issues of interest to the round table for *PaLA Bulletin*.

### **Third Quarter**

- Attend Annual Conference and annual PaLA Annual Business Meeting.
- Prepare article about round table activities or on issues of interest to the round table for *PaLA Bulletin*.

### **Fourth Quarter**

- Prepare article about round table activities or on issues of interest to the round table for *PaLA Bulletin*.
- To prepare for change in round table leadership, weed through round table files. Any files two years or older should be transferred to PaLA.
- Prepare report on round table activities for PaLA Board and Council meeting.
- Attend PaLA Board and Council meeting and Leadership Orientation to present report.

# MEMBERSHIP MEETINGS

## **Annual Business Meeting**

The Bylaws require that there be an Annual Business Meeting of the association's membership. Although this meeting would not have to be associated with an annual Conference, the practice is to set aside a time in the Annual Conference program when the largest number of members may be present and in a place where there is sufficient meeting capacity for all.

Notice of the meeting shall be sent to all members or publicized in the *PaLA Bulletin* at least two months prior to the meeting.

The President presides at the Annual Business Meeting. Items to be placed on the agenda should be in the hands of the president or the presiding officer at least twenty-four hours before the meeting.

The Order of Business at Business Meetings is as follows:

- Call to order
- Determination of quorum/adoption of rules and agenda
- Minutes of the preceding meeting (may be dispensed with by vote of members)
- President's Report
- Treasurer's Report
- Election Report
- ALA Councilor's Report
- Executive Director's Report
- Reports of Chairpersons
- Report of Commissioner of Libraries
- Unfinished Business
- New Business
- Awards
- Resolutions
- Address by First Vice President (President Elect)

## **Quorum**

Twenty percent of those voting members registered for the day of the Annual Business Meeting shall constitute a quorum. The count shall be determined as of an hour before the Business Meeting is scheduled to convene. This same percentage shall apply during regional conferences with other states. A majority of members of the Board of Directors or of any committee shall constitute a quorum.

**Special Meetings**

Called by the President, on the written request of five members of the Board of Directors, or written request of 50 voting members, and only the business for which the meeting has been called shall be in order.

**Voting By Mail**

Whenever, in the judgment of the Board of Directors, a question arises that should be put to a vote of the entire membership or cannot wait until the annual meeting, the board may submit the question for vote by mail or electronically unless otherwise required in the Bylaws. The closing date for the return of ballots shall be established by the board. The question presented shall be resolved by a two-thirds vote, provided at least one-third of the voting members have voted.

## **AFFILIATED ORGANIZATIONS**

### **American Library Association**

The Executive Board voted November 6, 1954 to instruct the Secretary to apply for Chapter status in the American Library Association.

On October 27, 1950 the Executive Board voted to endorse the ALA Bill of Rights.

It is customary to make an annual contribution to the ALA Washington Office to support the legislative program. Other contributions are made to ALA from time to time. When possible, such contributions should be presented orally at ALA Conference by the Councilor at Council sessions.

The Treasurer is instructed to pay ALA Exhibits Round Table dues.

The President shall appoint or identify liaison officers as requested by ALA headquarters or Washington Office.

PaLA units are encouraged to develop appropriate relationships with ALA counterpart units.

### **Commonwealth Libraries**

The Office of Commonwealth Libraries, Pennsylvania's state library agency, operates a major research library and works to strengthen and improve libraries throughout the state. The Office is part of the Executive Branch of state government, under the jurisdiction of the Governor. Operating within the Pennsylvania Department of Education, the Commissioner of Libraries is a Deputy Secretary of Education who reports to the Secretary of Education.

In his/her role as Deputy Secretary of Education, the Commissioner of Libraries and all employees of Commonwealth Libraries are required to support and comply with the policies of the Governor and his/her administration. In addition to supporting the governor's policies, the Commissioner of Libraries advocates for libraries both inside and outside state government. The Commissioner of Libraries and Commonwealth Libraries employees may continue to work internally within the Executive Branch to advocate and educate, but as members of the Executive Branch, no one may speak out against the position of the Governor or the Secretary of Education.

PaLA's role is very different from that of Commonwealth Libraries. As the state's recognized leader in advancing libraries and librarianship in Pennsylvania, PaLA's board and staff independently evaluate the Commonwealth's policies to determine if the interests of libraries, librarians and library customers are being served. To that end, PaLA actively advocates and lobbies for changes to Commonwealth policies to improve library service in the state.

The Pennsylvania Library Association membership must be assured that their organization is not unduly influenced by Commonwealth Libraries. On the other hand, Commonwealth Libraries must have the strength of support and constructive criticism, which comes from a clearly independent library association. All agencies must be free to formulate distinct policies.

In matters regarding library legislation and state aid, the association is free to initiate a program of action. In matters regarding personnel, budget and operational matters of Commonwealth Libraries, PaLA should consult with the Governor's Advisory Council on Library Development and State Department of Education when determining a suitable plan of action.

The Commissioner of Libraries attends the PaLA Board of Directors' meetings upon invitation and may be placed on the agenda when reports are to be given.

It is customary to have a report from the Commissioner of Libraries at the Annual Business Meeting of the association.

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### **Governor's Advisory Council on Library Development**

The President, President Elect and Executive Director are designated to attend meetings of the Governor's Advisory Council. The President or his/her designee serves as liaison between the association and the Governor's Advisory Council and reports on the Governor's Advisory Council meetings to the Board of Directors.

All requests for cooperative action should be communicated to the Board members for review and appropriate action.

The Board may instruct the President to take certain matters to the Governor's Advisory Council to clarify PaLA policy or suggest areas of action for the consideration of the Governor's Advisory Council.

# POLICIES

## INTRODUCTION

Official policies of the Pennsylvania Library Association (PaLA) are stated in one of three ways:

- In association Bylaws;
- In the minutes of Board of Directors meetings; or
- In minutes recording action taken at general membership meetings.
- 

Any member or group of members of the association must avoid making statements outside the association that attribute policies where none exist.

Any member or any group of members opposed to policies of the association, or who have opinion on association matters under discussion but not yet stated as official policy, must recognize their obligation in expressing themselves outside the association to make it obvious that they are doing so as individuals and not on behalf of the association.

## INTELLECTUAL FREEDOM POLICIES

### **Library Bill of Rights (American Library Association — (Endorsed by the Pennsylvania Library Association, October 27, 1950)**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

### **Affiliation with Other Statewide Organizations (September 10, 1966)**

To avoid duplication of educational activities by state associations, affiliation with associations having areas of similar interest should be actively promoted.

Affiliation may include the following:

- Exchange of constitution and bylaws.
- Appointment of an officer by each association to represent that association.
- Exchange of invitations to attend executive board meetings.
- Exchange of invitation to attend conference-planning meetings to facilitate holding joint programs and/or meetings.
- Exchange of articles or papers for use in respective publications as an aid in communication between disciplines.
- Exchange of copies of publications.

### **Position on Free Access to Information (December 11, 1986)**

The Pennsylvania Library Association asserts that the charging of fees and levies for library and information services, including those services utilizing the latest information technology, is discriminatory in publicly supported institutions providing these services.

The Pennsylvania Library Association will support, through its various Units, legislative and public relations efforts to secure the necessary funding to achieve free access to library and information services and will promote the development of new technologies for the delivery of these services.

The Pennsylvania Library Association encourages libraries and information centers in the Commonwealth to adopt similar policies in this regard.

### **Endorsement of Outside Groups (March 18, 1994)**

The Pennsylvania Library Association adopts the following policy statement regarding the sponsorship, promotion, or endorsement of causes, issues, services or products for associations or agencies other than those directly related to libraries and information services:

A cause, issue, product or service may be considered eligible for sponsorship, promotion or endorsement by PaLA only if it presents a special benefit to the association and/or promotes the advancement of librarians, libraries and literacy in an important way.

The eligibility of any cause, issue, product or service for sponsorship, promotion or endorsement by the association shall be reviewed on a case-by-case basis, and the association shall retain sole discretion to accept or reject any cause, issue, product or service for sponsorship, promotion or endorsement for any reason.

**Libraries an American Value (American Library Association — (Adopted by the Pennsylvania Library Association, September 24, 1998)**

Libraries in America are cornerstones of the communities they serve. Free access to the books, ideas, resources, and information in America's libraries is imperative for education, employment, enjoyment, and self-government.

Libraries are a legacy to each generation, offering the heritage of the past and the promise of the future. To ensure that libraries flourish and have the freedom to promote and protect the public good in the 21<sup>st</sup> century, we believe certain principles must be guaranteed. To that end, we affirm this contract with the people we serve:

- We defend the constitutional rights of all individuals, including children and teenagers, to use the library's resources and services;
- We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve;
- We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services;
- We connect people and ideas by helping each person select and effectively use the library's resources;
- We protect each individual's privacy and confidentiality in the use of library resources and services;
- We protect the rights of individuals to express their opinions about library resources and services;
- We celebrate and preserve our democratic society by making available the widest possible range of viewpoints, opinions and ideas, so that all individuals have the opportunity to become lifelong learners – informed, literate, educated, and culturally enriched.

Change is constant; but these principles transcend change and endure in a dynamic technological, social and political environment.

By embracing these principles, libraries in the United States can contribute to a future that values and protects freedom of speech, in a world that celebrates both our similarities and our differences, respects individuals and their beliefs, and holds all persons truly equal and free.

**Position on Local Decision Making For Public Use of The Internet in Libraries  
(adopted by the PaLA Board of Directors, April 2, 2001)**

The Pennsylvania Library Association asserts that libraries and librarians are partners with parents, teachers, and local officials in working to help their residents become information literate.

Librarians teach adults and children to access, evaluate, and wisely use all information resources, including the Internet.

The education and nurturing of children has always been and continues to be a paramount mission at Pennsylvania's libraries.

Pennsylvania's librarians deplore any misuse of library computers to access or display obscene materials found on the Internet.

No local library policy in Pennsylvania supports access to or display of obscene materials in the library, either in print or on computers. Librarians conscientiously enforce their local policies.

Under Pennsylvania law, every public library in Pennsylvania has adopted an Internet use policy that prohibits use of its computers by minors to access materials that contain or make reference to explicit sexual materials as defined in the law.

Under Pennsylvania law, library policies (including access to the Internet) are the responsibility of local community library boards and professionally trained librarians.

Local library boards are made up of dedicated Pennsylvania citizens who unselfishly volunteer their time, talent, energy, and sound judgment. These individuals are in the best position to set local library policies for the communities they serve.

The fact that Pennsylvania's locally adopted policies have resulted in infrequent occurrences of abuse or illegal use of the Internet demonstrates that:

Pennsylvania's librarians and trustees are performing their jobs conscientiously;

Libraries are responsive to local community needs; and

Technology and management techniques are working effectively. These techniques may include: providing Internet training for children, adults and families; creating lists of recommended web sites for all ages; placing computers in public view and adjacent to staff areas for ease of supervision and assistance; requiring parental permission for Internet access; and selective use of filtering or site blocking software.

**Statement on Libraries, Privacy, and the USA Patriot Act (Adopted April 7, 2004)**

The Pennsylvania Library Association affirms the efforts of librarians and library advocates to defend and support free and open access to information. The Pennsylvania Library Association opposes any attempt to suppress the free and open exchange of ideas and information, either directly, through restricting the availability of information, or indirectly, through discouraging free inquiry by undermining patron privacy.

Patron privacy is a fundamental component of free and open access to information. The confidentiality of library records is protected under Pennsylvania law

( 24 P.S. Section 428: “Records related to the circulation of library materials which contain the names or other personally identifying details.....shall be confidential and shall not be made available to anyone except by a court order in a criminal proceeding.”)

Pennsylvania’s librarians have a professional and civic responsibility to determine how laws such as the USA Patriot Act relate to basic rights articulated in and derived from United States Constitution. Raising questions about the USA Patriot Act, especially as it relates to equal protection under the law and the right of privacy, should not imply that librarians support illegal activity of any sort. In fact, such an inquiry contributes to the vitality of our democratic system and the furtherance of individual rights inherent in our nation’s founding.

Pennsylvania’s librarians deplore any use of a library to support any illegal activity. As such, librarians must continue to work diligently to establish and enforce library policies that, to the greatest degree possible, minimize inappropriate and illegal use of facilities, equipment, and other resources.

The Pennsylvania Library Association recommends that all libraries adopt and implement patron privacy and record retention policies that affirm that the

collection of personally identifiable information should be a matter of routine or policy only when necessary for the fulfillment of the mission of the library.

The Pennsylvania Library Association also calls for Congressional examination of and amendment to any provision of the US Patriot Act that conflicts with the fundamental rights and liberties guaranteed in the United States Constitution.

## **FINANCE POLICIES**

PaLA does not assume financial or contractual obligations made by members or Units of the Association beyond approved budgets except where previously approved by the Board of Directors.

All written contracts negotiated in the name of PaLA should be cleared with the President and Executive Director.

## **FEE POLICIES**

### **Membership Fees**

Memberships are based on a one-year, anniversary-date renewal schedule.

### **Personal Members**

An annual membership entitles members to choose any combination of divisions and round tables at no additional cost.

### **Benefits**

- Opportunity to become professionally active on the state level
- Receive discounts on conferences and workshops.
- Inclusion in the PaLA Electronic Membership Directory
- A subscription to the *PaLA Bulletin*
- Access to electronic member lists and contact information

### ***PERSONAL MEMBERSHIP CATEGORIES INCLUDE:***

#### ***REGULAR MEMBER***

Regular Membership includes librarians, staff and others in library service or related activities.

Dues are calculated according to Annual Gross Salary, \$3 for each \$1,000 of salary, with a minimum of \$25 and a maximum of \$165. (Example: Gross salary of \$23,400 = \$70 dues.)

**HALF PRICE NEW MEMBER SPECIAL**

First time regular members only(divide dues in half/minimum dues \$25)

**FULL/PART-TIME STUDENT (EXCEPT FULL-TIME LIBRARY EMPLOYEES)**

Dues are \$25 per year. (*Proof of full- time student status required*)

**ALA JOINT STUDENT MEMBER**

Joining ALA directly for \$35 allows a student membership with PaLA.  
Dues are transferred to PaLA through the ALA office.

**TRUSTEES & LAYPERSONS**

Dues are \$25 per year.

**RETIRED MEMBER**

Dues are \$25 per year.

**CONTINUING RETIRED MEMBER**

Retired member ( was a PaLA member for a minimum of 25 continuous years at the time of retirement) No Charge for membership

**INSTITUTIONAL MEMBERSHIP:**

Institutional Memberships are for any library, historical association or similar organization. Benefits of an Institutional Membership include:

- Subscription to the *PaLA Bulletin*
- Free listing on the Job Hotline and website Job Listings.
- Legislative information and advocacy
- BUCKS discounts for non members to attend conference at member rate
- Access to expertise of PaLA’s legal counsel
- Access to electronic member lists and contact information

Dues are calculated according to the annual library budget.

<b>Library Budget</b>	<b>Dues</b>
Under \$50,000	\$50
\$50,000 to 99,999	\$60
\$100,000 to 149,999	\$75
\$150,000 to 249,999	\$100
\$250,000 to 349,999	\$200
\$350,000 to 499,999	\$300
\$500,000 to 749,999	\$400
\$750,000 to 999,999	\$500
\$1,000,000 to 1,499,999	\$1,000 (sustaining)
\$1,500,000 to 2,499,999	\$1,500 (sustaining)
\$2,500,000 to 3,499,999	\$2,500 (sustaining)
\$3,500,000 and above	\$3,500 (sustaining)

**COMMERCIAL MEMBERSHIP**

Commercial Memberships are for library vendors. Benefits of a Commercial Membership include:

- 10% discount on exhibit booths
- 10% discount on all advertising

- 50% off mailing labels
- Receive the *PaLA Bulletin*
- Enhanced customer relations through support of PaLA's Advocacy Campaign
- Reduced conference registration rates, however, are available only to personal members of PaLA.

Dues are calculated according to the vendor's annual sales volume.

<b>Sales Volume</b>	<b>Dues</b>
Under \$500,000	\$250
\$500,000 to \$2,499,999	\$500
\$2,500,000 to \$4,999,999	\$750
\$5,000,000 and above	\$1,000
Library Champion	\$5,000

### **Conference Registration Fees**

#### ***CONFERENCE***

#### ***FULL CONFERENCE***

The Full Conference Registration includes all sessions, exhibits, All-Conference-Reception, and the Closing Lunch. The fees for 2007 were:

<b>Membership</b>	<b>Early Bird</b>	<b>Regular</b>
PaLA/PSLA/PCBL Member	\$185	\$205
Non-member	\$260	\$280
Full-time Student Member	\$ 75	\$ 95
Student Non-member	\$ 125	\$145

#### ***DAILY PACKAGES***

A Daily Conference Registration fee includes all sessions, exhibits, and special designated events that occur that day. The fees for 2007 were:

<b>Membership</b>	<b>Early Bird</b>	<b>Regular</b>
PaLA/PSLA/PCBL Member	\$80	\$100
Non-member	\$130	\$150
Full-time Student Member	\$ 30	\$ 50
Student Non-member	\$ 55	\$ 75

\* A \$10 per registration discount was granted for online registrations.

#### ***EXHIBIT PASS ONLY***

Exhibit Passes may be used for admittance to the exhibits only. No activities or programs are included in the fee of \$10.

## ***OTHER PALA PROGRAMS***

### ***PROGRAM FEES FOR NON-MEMBERS (5/13/82; 11/4/82)***

Any program meetings must have a double registration fee for non-members or expenses will not be reimbursed, even if the unit budget has been approved. For example:

<b><u>Function</u></b>	<b><u>Member</u></b>	<b><u>Non-PaLA Member</u></b>
Program Registration Fee	\$20	\$40
Lunch	\$15	\$15
Total Fee	\$35	\$55

It will be noted that no funds will be allocated unless a double registration fee is charged to non-members. Units are encouraged to clear their fee structure with PaLA headquarters in advance. No mailing labels or mailings will be provided by headquarters unless this policy is carried out.

### **Conference Invoicing Fee**

In order to reduce the staff workload during the weeks leading up to the conference, any invoicing related to conference registrations shall include a \$20 processing fee.

### **Conference Registration Cancellation Fee**

Refunds of registration fees must be requested in writing 48 hours before conference opening event. A \$25 processing fee will be applicable for all registration cancellations.

### **Conference Attendee Mailing List**

Beginning in 2008, PaLA Board of Directors approved to incorporate the conference attendee mailing list in electronic or hard copy format with email addresses as a part the exhibitor booth fee as long as the conference registration form provides an opportunity to opt out of exhibitor mailings.

### **Job Line and Web site Fees (December 5, 1991)**

Beginning in 2003, PaLA Board of Directors approved a new fee structure and procedure change for the Job Hot Line. Each job is posted on the PaLA Web site in addition to the job hot line. The fee for this combined service is \$50.00 for each week and \$80.00 for 4 weeks (1 month). This service is provided to all current PaLA institutional members at no charge and non-members will be invoiced after the job has been posted for the agreed amount of time. Jobs should be sent via email to [ellen@palibaries.org](mailto:ellen@palibaries.org).

## **Mailing List Fees**

### ***MEMBERSHIP RECORDS***

The membership mailing list may be sold to commercial vendors with the provision that members may take exception to their names being included on lists that are sold by so indicating on their annual membership renewal notice.

Library schools in Pennsylvania may use the mailing lists of the association at cost; all other library schools may rent the same. Schools use the fees established below. Partisan or personal political use is prohibited.

### ***MAILING LABEL FEES***

- 15 cents per label + \$8.50 handling/processing fee for non-members
- 5 cents per label + \$8.50 handling/processing fee for members.

Specify to purchaser that only one time use is permitted and the list is NOT to be resold.

## **Advertising Rates**

### ***PALA BULLETIN***

The Pennsylvania Library Association will not accept classified advertisement for publication in the *PaLA Bulletin*. Any advertising submitted is subject to the published rates for commercial advertising as established by the Board of Directors of the organization.

#### **RATE SCHEDULE:**

<b><u>Size/Position</u></b>	<b><u>1x</u></b>	<b><u>2x</u></b>	<b><u>4x</u></b>
Full Page	\$395	\$775	\$1,500
Half Page	\$295	\$575	\$1,100
Quarter Page	\$240	\$450	\$ 850
Business Card	\$ 85	\$160	\$ 300

- 10% discount for advertising agencies and commercial members.

Rates subject to revision, December, 2010.

### ***ANNUAL CONFERENCE PROGRAM BOOK***

#### **Size/Position**

Back Cover	7½" x 10"	\$1200
Inside Front/Back Cover	7½" x 10"	\$ 750
Full Page	7½" x 10"	\$ 355
Half Page	7½" x 4½"	\$ 225
Quarter Page	3½" x 4½"	\$ 160
Business Card	3½" x 2"	\$ 70

- 10% discount for advertising agencies and commercial members.  
Rates subject to revision, December, 2010.

## **PUBLICATION POLICIES**

All manuscripts, papers and publications financed by the association must be under contract. Such contracts shall reserve first publication rights to the association.

When money from the publications revolving fund is advanced to a unit of the association to support a publication, any profit remaining after the revolving fund is reimbursed will be divided equally between the unit which issued the publication and the association's general fund.

Chairs of all units should discuss with the Publication and Research Materials Committee their proposals for publication well in advance of work on manuscripts.

### **PaLA Bulletin**

It is the official publication of the association. It carries communications from officers and the Board of Directors, (including summaries of minutes), Divisions, Committees and news of libraries in Pennsylvania.

The *PaLA Bulletin* should enable all members of the organization to become better informed about the programs and work of the association; to become aware of the meaning and significance of the organization; to understand the way in which local libraries are related and to develop a feeling of being personally involved with other members in a common effort; to become more active participants in the organization.

The *PaLA Bulletin* carries news from all PaLA units. Units of the association may publish newsletters if they do not require funding from the PaLA budget.

### **Special Publications**

Other materials may be published from time to time and sold at a fee determined by the Board of Directors, and may be copyrighted.

Consideration should be given to copyrighting special publications and obtaining Library of Congress card numbers.

All manuscripts, papers and publications financed by the Pennsylvania Library Association must be under contract. Such contracts shall reserve first publication rights to the association.

**Publications Revolving Fund**

When money from the publications revolving fund is advanced to a unit of the association to support a publication, any profit remaining after the revolving fund is reimbursed will be divided equally between the unit which issued the publication and the association's general fund.

## **ARCHIVES POLICIES**

PaLA's Archives are the historic records of the association. The Archives, maintained by the Archives Committee, are housed at the PaLA headquarters.

Unit chairpersons are responsible for maintaining, in good order, the past and present records of the unit. Each chairperson is required to turn all such records over to their successors in good order. Records more than two years old should be transferred to headquarters, except as otherwise provided in the association's Records Retention Policy. Copies may be requested from the Executive Director when needed.

## **LEADERSHIP POSITION POLICIES— LIMITS ON HOLDING OFFICE(S)**

A Unit (Division, Chapter or Round Table) Chairperson may serve on only one association committee during his/her term of office.

A PaLA member may hold only one elected office in the association or its units during any one year, with the exception of board members, who may hold one other elected position.

A PaLA member may serve on only two committees simultaneously and hold only one committee chair.

## **RECOMMENDED BEGINNING SALARIES POLICY**

On March 22, 1996, the PaLA Board of Directors endorsed a new structure of minimum salaries and benefits for library staff. This new policy builds on the minimum salary policy established by the Board, and last updated for inflation in 2009. These recommended salaries have been adjusted by 2008's CPI increase of .01 %. These salary policies will be adjusted again in early 2010.

### ***SALARIES***

- \$20,082– Full-time (35 hours or more/wk) support staff member
- \$35,483 - New full-time professional librarian
- \$54, 367 – Full-time librarian who supervises at least three professional librarians

In addition to the above salaries, the benefits package should include at least the following for full-time library employees:

- 10 days of paid vacation leave per year

- 12 days of paid sick leave per year
- Retirement plan (the employer must provide and contribute to the employee's retirement plan) with vesting within five years of employment
- Health coverage (employer's share at least 80% of the cost for individual coverage)

A plan to publicize these minimums to those who make salary decisions must be initiated. A concentrated, ongoing effort to promote the work and value of librarianship and the importance of adequate salaries for library employees is endorsed by this board.

The minimum salaries shall be updated annually with changes in the CPI beginning in 1997 as soon as the annual inflation data becomes available. Minimum benefits will be reviewed regularly and updated as needed to keep current with employment conditions in other comparable positions

Any posting on the Job Hotline must include a salary or salary- range unless the salary offered is verified to be above the endorsed minimums. The minimum salaries are to be announced at least once on each Job Hotline message so those callers can clearly recognize that some postings are below the recommended minimum salaries.

## **LEGAL SERVICES FOR LIBRARIES AND THE ASSOCIATION**

PaLA retains legal counsel on an annual basis, both to provide assistance to the Association and to provide a benefit to PaLA Institutional members. Legal counsel is available to libraries in accordance with the following policy:

- Access to PaLA lawyer is through PaLA headquarters.
- Service will be rendered at a discounted rate for PaLA Institutional members. Rate to be determined and agreed upon in advance.

Contact headquarters for further information.

## **LIQUOR LIABILITY**

The Pennsylvania Library Association endorses the following policy concerning liquor liability at association-sponsored events:

PaLA will not serve alcohol to anyone who appears visibly intoxicated or who cannot provide proof (if requested) that he or she is over twenty-one (21) years old.

If anyone should become visibly intoxicated at an association-sponsored event, representatives of the association will take all reasonable steps to persuade him or her from driving an automobile.

Any alcohol-related incidents at association-sponsored events will be thoroughly documented in writing by an association representative.

# **HEADQUARTERS SUPPORT FOR UNIT ACTIVITIES**

## **OVERVIEW**

The PaLA headquarters staff is service-oriented and stands ready to assist units with major activities within the limits of headquarters time and staff. Please note that all Officers and Unit Chairpersons are expected to have some secretarial help available at their library to carry out routine tasks.

The following services are available, but don't hesitate to ask for other help if it is needed. The staff will always try to accommodate you if at all possible. However, to obtain maximum use of staff time, work should be scheduled in advance. Seasonal and regularly scheduled activities have prior claim.

## **HOURS & HOLIDAYS**

Regular Headquarters office hours:

- 8:30 a.m. to 4:30 p.m. Monday through Friday.
- Annual Holidays include:
  - New Year's Day and day preceding;
  - Martin Luther King Day;
  - Presidents' Day;
  - Memorial Day;
  - Fourth of July;
  - Labor Day;
  - Veterans' Day;
  - Thanksgiving and day following;
  - Christmas and day preceding;
  - If holiday falls on Saturday or Sunday, the following Monday is observed.

## **HEADQUARTERS LABOR**

There is no charge for labor at PaLA headquarters unless work is unscheduled and work of a higher priority necessitates overtime. Staff makes every effort to accommodate all units at all times but work should be scheduled in advance to maximize productive staff time.

## **CORRESPONDENCE & STATIONERY SUPPLIES**

The executive director will review mail received at the PaLA headquarters office and will then forward it to the appropriate person.

PaLA stationery is for official correspondence only. It is available at all board meetings and at the Leadership Orientation. If you require a large supply, please request it from headquarters and it will be brought to the meetings to save on postage/wrapping.

Copies of all letters on PaLA stationery or in the capacity of PaLA chairperson or officer to officials or individuals outside the association on any matters pertaining to policy, a position statement, or issues must have prior approval of the PaLA president.

Copies of all PaLA correspondence should be sent to the president and executive director.

### **BROCHURES DRAFTED BY UNITS**

Brochures or other items for distribution within the association do not need prior approval for overall content, but must be shared with PaLA headquarters for review PRIOR TO PRINTING and mailing in order to insure compliance with rules related to association member/non-member fees, mandated LSTA disclaimer language (where applicable), and ACT 48 (continuing education) certification. PaLA must approve draft copies of brochures or other items intended for wider distribution outside of the association membership.

### **GRANT PROPOSALS DRAFTED BY UNITS**

All grant proposals must be submitted to the board for approval. Board approval is required before the grant is submitted to granting agency.

### **MASS MAILINGS TO MEMBERSHIP FROM UNITS**

Membership lists for PaLA units are available upon request. Please specify which labels set you need (for example all members of your unit or just renewed members).

Costs of mass mailings are charged to the unit, including copying, postage and delivery to post office.

Headquarters can handle mass mailings, with appropriate prior notice. It can also provide units with mailing labels with which to do their own mailings.

## **FINANCE**

### ***FISCAL YEAR***

The membership and fiscal year of the association are the calendar year. The calendar year is also used for office terms.

### ***IRS AND STATE SALES TAX***

PaLA is a 501 (C)(3) non-profit educational organization. PaLA is NOT exempt from state sales tax for supplies and equipment used at headquarters. Everyone must pay sales tax on hotel rooms and meals.

Units collecting from their members/non-members for meals at meetings must pay the sales tax and this plus a gratuity should be included in the fee charged for the meal. Sales tax must be collected on sales of PaLA items.

### ***PAYMENT OF INVOICES/EXPENSE VOUCHERS***

Checks are usually written biweekly at headquarters and all expense vouchers/invoices must be approved by the executive director. Please send your vouchers/invoices directly to PaLA headquarters.

### ***CONFERENCE BUDGET***

Expenses for meetings held at conferences are charged against the conference budget. The 2nd vice-president/treasurer/executive director establishes the budget. If you wish to plan a conference program, contact the 2nd vice-president to see if the topic fits in with the theme. Divisions may be asked by the 2<sup>nd</sup> vice-president to plan conference programs on specific topics.

## **PALA BULLETIN**

All units should send information on their activities to the PaLA headquarters for inclusion in the *PaLA Bulletin*.

## **PALA WEB SITE**

All units should send information on their activities to the PaLA headquarters for posting on the PaLA Web site: [www.palibraries.org](http://www.palibraries.org).

## **ARCHIVES**

All files should be weeded and passed on to your successor. Chairpersons should retain two years of materials and send the balance to headquarters marked PaLA ARCHIVES.

## **CLEARINGHOUSE FOR MEETING DATES**

PaLA headquarters maintains a Clearinghouse for Meeting Dates as supplied by outside organizations and units of PaLA. This service is only as good as the information that is provided. Unit chairpersons should check with PaLA headquarters before scheduling meetings to avoid major conflicts.

## **FINANCE**

### **INTRODUCTION**

The association is managed in a businesslike manner; thus, budgets are strictly followed. Expense vouchers must be presented on time, and expenditures must be within the limits of the category for which they are assigned.

### **BUDGET DEVELOPMENT**

Annual budget guidelines are developed by the executive director and the treasurer for distribution to members of the board and heads of PaLA units.

In most cases, unit activities are funded through each unit's designated funds and registration fees collected. PaLA's budget may supplement unit funds in certain circumstances. Units that anticipate undertaking activities that may require support from PaLA's annual budget should consult with the executive director during PaLA's budget development period, usually in November.

### **PROCEDURES**

#### **Expenses**

Incoming chairpersons may start expending on January 1, at the start of their term of office.

Vouchers submitted for reimbursement must be accompanied by itemized statements and receipts.

Cost of postage and photocopying for unit work done by headquarters is charged against the account of the unit and should be allocated in unit budgets. Stationery for unit mailings is provided from headquarters' supply budget. If extra office help is needed by headquarters to complete a project, the cost is charged to the unit account.

#### ***BOARD OF DIRECTORS' MEETINGS***

With prior approval and upon presentation of receipts, eligible expenses which may include travel, lodging, and meals to the Board of Directors' meetings are paid by the association for board members; heads of other PaLA units when invited to respond at board meetings; and special guests on the invitation of the president.

Travel allowance for mileage is reimbursed at the current I.R.S. rate. Overnight accommodations at the meeting site or at lowest possible lodging rate may be included when it is impossible to reach the meeting and return in a normal day's travel; reimbursement will be made for the per person rate in a double room when possible. Residents within 50 miles of the meeting site shall not be eligible for lodging reimbursement. Meals will be reimbursed up to the following per diem

Rates:

- \$5 for breakfasts;
- \$10 for lunches;
- \$15 for dinner.

### ***LEADERSHIP ORIENTATION***

When a Board of Director's meeting is held in conjunction with the Leadership Orientation, current and incoming board members and heads of PaLA units who attend the Leadership Orientation will have their lodging (double occupancy) and meals paid by the association. Travel is not reimbursed.

When a Board of Director's Meeting is held in conjunction with the Leadership Orientation, lodging and breakfast preceding the board meeting may be reimbursed by PaLA for board members whose distance from the meeting site requires prior day travel.

### ***PALA UNITS (COMMITTEES, DIVISIONS, ROUND TABLES, CHAPTERS)***

Expenses of Ad Hoc Committees for their normal operations are chargeable to the association budget in amounts previously approved. Such items as postage, telephone, printing, etc., shall be considered normal expenses. **Refreshments are not reimbursable from PaLA accounts.**

To assist with unit expenses, such as elections, mailings, programs, and other unit activities, funds may be allocated from PaLA.

For additional information on the PaLA budget, refer to the Budget section of this manual.

Units are encouraged to communicate with members through the *PaLA Bulletin*, the PaLA Web site and list serves to reduce the expense of mailings.

### ***UNIT PROGRAMS:***

Units must set sufficient registration fees to cover the costs of programs.

Registration fees for non-PaLA members should be twice that of the member rate, excluding the cost of meal(s).

Speaker's fees for unit sponsored programs at the annual conference are part of the conference budget and should not be included in the unit's budget request to the association.

Personal expenses of chairpersons and committee members, except those enumerated in the paragraph "Board of Directors' meetings" or as specified in approved budgets, shall not be chargeable to the association. Such items as travel expenses, conference expenses, attendance at special meetings, etc. shall be the personal responsibility of each member, except that PaLA will pay travel expenses for one meeting of the Nominations and Elections Committee.

#### ***FUNDRAISING & GRANT APPLICATIONS:***

Units sometimes undertake fundraising or develop grant applications to support program costs. Before making any solicitations or applying for any grants, fundraising plans and lists of donors/organizations being solicited must be reviewed and approved by PaLA headquarters. This is done to prevent any conflicts with association efforts.

#### ***DESIGNATED FUND ACCOUNTS***

The following outlines the procedures and guidelines for establishing, maintaining and using a designated fund account of the Pennsylvania Library Association. The designated fund accounts have been established so that Chapters, Divisions, Round Tables and other units of the Pennsylvania Library Association can deposit their special accounts with the association. Generally, unit accounts are small in dollar amounts thus they are not free from bank service charges. Placing the unit account with the general PaLA operating funds eliminates the possibility of monthly charges on the account. Further, this arrangement eliminates further reporting by the unit officers.

#### **ESTABLISHING DESIGNATED FUND ACCOUNT**

Request permission for the unit to open a designated fund account with the Pennsylvania Library Association.

#### **PROCEDURE:**

Telephone the PaLA Executive Director at 717-766-7663 or write to the Executive Director, at the Pennsylvania Library Association, 220 Cumberland Parkway, Mechanicsburg, PA 17055 to request permission to open a designated fund account with the Pennsylvania Library Association.

## **DEPOSITING FUNDS**

Send a check or money order in the amount you wish to place in your designated fund account to the PaLA address above.

### **PROCEDURE:**

The check can be drawn on your current bank account for the balance that remains in your account. This will clear your existing account since nothing will remain as a balance. The check or money order should be made payable to the Pennsylvania Library Association.

## **OPENING THE ACCOUNT**

The executive director will open a designated fund account for your unit.

### **PROCEDURE:**

Upon the receipt of your check, the funds will be deposited in the general fund account of the Pennsylvania Library Association. These funds will become a part of the PaLA Money Market Account and will be shown as part of the consolidated monthly bank statement.

## **FUND BALANCE INFORMATION**

Notification of designated fund balances to unit officers.

### **PROCEDURE:**

Unit chairpersons will receive a copy of their designated fund transaction for any month in which there has been activity. A copy of the report will be sent to the treasurer or other designated person of the unit if requested.

## **OBTAINING FUNDS FROM UNIT ACCOUNT**

Acquiring funds from the unit's designated fund account.

### **PROCEDURE:**

A telephone call, fax or email to the executive director will expedite your request for unit funds. The normal procedure will be to request anticipated expenses at least three weeks in advance. This time frame is necessary so that check writing and check signing procedures followed by PaLA headquarters can be followed. Emergency situations do occur thus necessitating your need for funds from your designated account in less than the normal three-week period. In this case, special provisions will be made to eliminate the usual three-week requirement.

A check will be mailed to you or your designee within 48 hours.

Direct billing from hotels or food catering services can be sent to PaLA headquarters. The direct billings should include authorization for payment by an officer of the unit. Payment will be sent directly to the vendor.

#### **PAYMENT FUNDING SOURCE**

Identification of funding source to use for payment on invoices sent to headquarters for payment, i.e., the unit's designated fund account or the amount budgeted in the general PaLA budget.

#### **PROCEDURE:**

Invoices submitted for payment must identify the account to be drawn upon. Where no identification is given, the invoice will be paid from the unit's designated fund account.

#### **CHECKS RECEIVED BY UNIT**

Checks received by the unit for workshops, unit meetings, sales, fundraisers, etc.

#### **PROCEDURE:**

Checks collected by the unit should be made payable to the Pennsylvania Library Association (PaLA). Monies should be sent immediately to PaLA headquarters where they will be deposited in the unit's designated fund account. [Note: headquarters can also receive registrations and payments directly.]

No payments can be advanced from the unit's designated fund account unless the fund's balance reflects an amount sufficient to cover current invoices. PaLA general fund accounts cannot be advanced to cover unit expenses

Questions concerning the designated fund accounts may be directed to the PaLA Treasurer, Executive Director or the Education and Finance Manager.

#### ***AMERICAN LIBRARY ASSOCIATION MEETINGS (MID-WINTER & ANNUAL CONFERENCE)***

Expenses (including travel, lodging, meals, tolls, taxis and limousines) to the ALA Midwinter and Annual Conference are paid by the association for the ALA Councilor, the President and the Executive Director, and any person delegated by the president as an alternate for one of the above.

The ALA Councilor and the President may hold a reception at the ALA Annual Conference, chargeable to the association budget in amounts previously approved.

The PaLA Executive Director attends conferences of ALA and may, with board approval, attend other national conferences. When such attendance is necessary, PaLA will provide all necessary expenses, including travel, hotel accommodations and meals.

"Necessary expenses" in the performance of duties at headquarters or while traveling is interpreted to include entertaining when necessary in the case of the executive director.

## ***OFFICERS***

### **PRESIDENT**

PaLA should be prepared to pay for additional expenses of the president, especially in cases where the president or library associated with him/her is unable to provide the funds necessary to carry out the duties of the office.

Expenses (including travel, lodging, meals, necessary entertaining, tolls, taxis and limousines) to the ALA Midwinter and Annual Conferences, and other out-of-state conferences are paid by the Association. The association may also pay expenses for PaLA meetings, other than those mentioned above, when attendance at these meetings is a required duty of the office of president.

### **FIRST VICE PRESIDENT**

Expenses (as enumerated above) may be paid for attendance at PaLA meetings, other than those mentioned above, required of the office of First Vice-President (President Elect).

### **ADVANCE OF EXPENSES FOR PALA BOARD MEMBERS**

Upon prior approval and when tight financial circumstances require it, PaLA may advance funds for expenses for board members for eligible travel costs.

PaLA Futures Committee  
Report on Strategic Initiatives  
Final Report/ November 2007

*Strategies are assigned a rating of Stage 1, 2, or 3. A suggestion is made for the unit or individual that will be responsible for moving the strategy forward.*

*Stage 1 strategies are those that have highest priority or that must take place before another strategy can be addressed. Strategies in stages 2 and 3 have subsequent priority or rely on other actions to take place before they can be addressed.*

## **GOAL AREA I: PROFESSIONAL ADVANCEMENT**

GOAL STATEMENT: PaLA will advocate for the well-being of all library workers.

### **STRATEGIC OBJECTIVES:**

1. Advocate for wages, benefits, and parity for all library workers.
2. Address needs of non-traditional workers.
3. Address needs of support staff.

### **STRATEGIES:**

1. Investigate PaLA sponsorship of group benefits. (1) (Board, Executive Director)
2. Develop report on current wages, benefits, and parity for workers in PA libraries, using data from ALA, Commonwealth Libraries, and other sources, with direction from consultant. (1) (Board, Consultant)
3. Prepare annual recommendations for wages and benefits for all classes of library workers and disseminate same to appropriate parties. (2) (Board, Executive Director)

**GOAL STATEMENT: PaLA will provide all members with convenient access to outstanding continuing education opportunities.**

### **STRATEGIC OBJECTIVES:**

1. Identify membership needs for continuing education.
2. Compile Best Practices for issues confronting members.
3. Investigate new technologies for provision of continuing education.

### **STRATEGIES:**

1. Assign responsibility for annual program of continuing education to existing or new committee. (2) (Board, Executive Director)
2. Survey membership on a regular basis regarding continuing education needs. (2) (Board, Membership Committee or New Committee)
3. Create “members-only” web access to policies and Best Practices. (2) (Membership or New Committee, Webmaster)
4. Create database of CE opportunities in Pennsylvania. Inclusion in database will be fee-based for outside organizations. (3) (New CE Committee, Webmaster)
5. Create online trainers bureau, with input from membership. (3) (New CE Committee)

GOAL STATEMENT: PaLA will enhance the public's perception of library workers and will market the profession.

STRATEGIC OBJECTIVES:

1. Raise public perception of the importance of library workers.
2. Attract potential library workers and inform them about the opportunities offered by the field.

STRATEGIES:

1. Develop a web-based "one-stop shop" for information on library positions and educational requirements, institutions offering library training, and scholarship opportunities. (3) (Marketing Committee)
2. Spearhead statewide campaign during National Library Week to raise public awareness based on ALA's "National Library Workers Day." (3) (Marketing Committee)

## **GOAL AREA II: ADVOCACY**

**GOAL STATEMENT: PaLA will provide leadership to the profession and to elected officials on issues related to library legislation and funding.**

### **STRATEGIC OBJECTIVES:**

1. Identify priorities for advocacy for libraries of all types at the local and state levels.
2. Work with Commonwealth Libraries to update or revise The Library Code.
3. Expand PaLA's advocacy role to support libraries at the local level.

### **STRATEGIES:**

1. Create a planning document that addresses the legislative needs of PA's library community, including, but not limited to, public library funding strategies and the Knowledge Initiative. (1) (Legislative Committee)
2. Maintain close working relationship with Commonwealth Libraries and provide input on library standards. (1) (Legislative Committee)
3. Develop resources at the Association level to assist libraries working to increase funding at the local level. (1) (Legislative Committee)

## **GOAL AREA III: FINANCIAL VITALITY**

**GOAL STATEMENT: PaLA will have the resources it needs to maintain its position as the voice of Pennsylvania libraries.**

### **STRATEGIC OBJECTIVES:**

1. Develop a long-range plan to identify operating and capital needs.
2. Explore additional revenue sources.
3. Identify optimum staffing level for Headquarters. \*

\*Please note: The Futures Committee has not yet interviewed PaLA staff, although the Executive Director has been involved in all meetings. The interview is considered an important, but unfinished, piece of business, and it will take place as soon as possible.

### **STRATEGIES:**

1. Develop a contingency fund with a goal balance of 10% of the annual operating budget. (1) (Board, Treasurer, Executive Director)
2. Conduct a capital campaign focused on mortgage repayment. (2) (Board, Treasurer, Executive Director)
3. Analyze current and future staffing needs and costs. (1) (Board, Executive Director)
4. Develop "PaLA products" for marketing to members and others. (2) (All units, Board)

## **GOAL AREA IV: ORGANIZATIONAL STRUCTURE**

**GOAL STATEMENT: PaLA will be an organization that is responsive to the needs of its members.**

### **STRATEGIC OBJECTIVES:**

1. Develop organizational structure that is flexible, that reflects strategic goals, and that can respond quickly to changing needs.
2. Recognize and facilitate value of communication within and among units.
3. Emphasize role of membership in organization.

### **STRATEGIES:**

1. Analyze organizational structure to determine relevance to current needs. (1) (Bylaws Committee, Board, Executive Director)
2. Review bylaws and recommend changes to board. Bylaws will be policy-based, not procedure-based. (1) (Bylaws Committee, Board)
3. Develop a structure that brings units into regular contact. Investigate electronic alternatives for communication. (2) (Board, Staff)

## **GOAL AREA V: COMMUNICATIONS**

**GOAL STATEMENT: PaLA will communicate effectively with its members and with the library community at large.**

### **STRATEGIC OBJECTIVES:**

1. Establish diverse methods of communicating with members.
2. Provide mechanism for units to interact with members.

### **STRATEGIES:**

1. Create “Members Only” section of website with value-added services. (3) (All units, Webmaster)
2. Post Association documents (e. g., minutes of meetings) and position papers on Members Only site. (3) (All units, Webmaster)
3. Enhance electronic communications with members and library community. (1) (Board, Executive Director, Staff)
4. Develop policy that facilitates interaction among units and that delineates appropriate lines of communication. (1) (Board, Executive Director)
5. Create a database of library organizations and institutions in PA. (3)

## **GOAL AREA VI: CONTINUITY, LEADERSHIP, AND MEMBER PARTICIPATION**

**GOAL STATEMENT: PaLA will draw strength from its leaders and members.**

### **STRATEGIC OBJECTIVES:**

1. Recognize value of membership to organizational success.
2. Promote volunteerism in PaLA.
3. Create mechanism for providing continuity in PaLA activities at the unit level.
4. Develop plan to reach out to library school students and involve them in PaLA.
5. Study ways to increase diversity in membership and leadership.

### **STRATEGIES:**

1. Add an elected Vice President for Membership and a staff person at Headquarters to oversee member recruitment and retention. (1) (Board, Executive Director)
2. Develop the "Willing to Serve" database in order to make better use of volunteers. Consider the NJLA model. (1) (Board, Staff)
3. Expand the term of Unit Chairs to three years., Chairs will serve one year as vice-chair, one year as chair, and one year as immediate past chair. (1) (Board, Bylaws Committee)
4. Develop a program to make contact annually with PA library schools, in order to promote membership. Create marketing materials that outline benefits to students, including scholarship and networking opportunities. (2) (Membership Committee)
5. Ensure a rich field of member volunteers by creating a program that identifies, encourages, and develops potential leaders. (1) (Board)

## **PERSONNEL POLICIES**

### **POSITION DESCRIPTIONS**

Each PaLA employee receives a detailed description of his/her position that covers all areas of his/her responsibility.

### **EMPLOYEE CLASSIFICATION**

Each PaLA employee is classified as one of the following:

1. Full Time Employee – For employees consistently work more than 20 hours per week, or if an employee’s hours, calculated on an annual basis, exceed 1000 hours per year, he/she will be considered a full time employee.
2. Part Time Employee - For employees who are consistently scheduled to work less than 20 hours per week and who are paid on a per hour basis, he/she will be considered part-time.

### **SCHEDULED HOURS OF WORK**

The normal workday begins at 8:30 a.m. and ends at 4:30 p.m., with a 1/2- hour lunch.

The Executive Director may alter the hours of the normal workday.

The normal workweek consists of five days beginning on Monday and ending on Friday. Stated weekly hours do not preclude scheduling of evening and/or weekend hours when necessary.

Although an employee may be scheduled for more than 20 hours in some weeks, a part-time employee will not be scheduled for more than 1,000 hours per year.

### **INITIAL EMPLOYMENT PERIOD**

#### **Purpose**

To provide a period of adjustment to a new position during which a regular full-time or continuing part-time employee learns about the position and the Executive Director evaluates whether or not the employee will be able to perform satisfactorily.

#### **Length of the Initial Employment Period**

Initial employment period is up to twelve months from the hiring date of the employee.

### **Evaluation of Performance**

Prior to the end of the initial employment period, the Executive Director will complete a written performance evaluation for the employee.

### **Termination of Employment**

If a new employee is not to be continued beyond the initial employment period, he/she will be notified prior to the completion of the initial employment period and may be terminated at that time without right of appeal.

## **EMPLOYEE PERFORMANCE EVALUATION**

### **Purpose**

To identify areas warranting the attention and improvement of the employee and employer. The performance evaluation should be considered prescriptive in nature.

Toward this end, review of performance following initial period should be for the purpose of employee development and retention. This procedure does not grant substantive contractual rights to an employee.

(NOTE: This procedure does not apply to an employee during the initial employment period).

A Committee, including the President, Past President and a Board member appointed by the President, will evaluate the Executive Director's performance on an annual basis.

This evaluation will be conducted prior to the board meeting at which the following year's budget will be discussed.

The evaluation instrument should be consistent and appropriate to the position.

The Executive Director will evaluate the full and part-time headquarters staff members on an annual basis and recommend to the board salary adjustments for the following year's budget.

The evaluation instrument shall be consistent and appropriate to the positions.

### **Performance Improvement Meetings**

If, in the judgment of the Executive Director, a staff member is not meeting acceptable standards of performance, the Executive Director shall call a meeting between the staff member and the Executive Director in which the Executive

Director shall discuss wherein the employee is failing to meet acceptable standards of performance and, if the facts warrant, indicate that dismissal will result if such standards are not met. A future date may be established by which the employee shall meet the acceptable standards. The Executive Director shall give the employee a signed written summary indicating the date of the meeting and the points covered in the discussion. In addition, if the Executive Director deems the circumstances serious enough that dismissal will result if acceptable standards are not met, the documentation shall so indicate. In such instance, copies also shall be given to the president of the association. Additional meetings between the Executive Director and the employee may be held to review the employee's progress and, at the discretion of the Executive Director, to extend the period within which the employee is to meet acceptable standards of performance.

### **Dismissal of Employee**

If the employee fails to meet acceptable standards of performance within the period designated by the Executive Director or any extensions thereof, and the Executive Director desires to proceed toward dismissal, a final meeting shall be held with the employee.

At the final meeting, the Executive Director shall review the manner in which the employee has failed to meet acceptable standards of performance, and inform the employee of a specific future date of termination (normally not less than 14 calendar days from the date of the final meeting, except as provided below). A written summary of the final meeting shall be given to the employee by the Executive Director with copies to the president. The written summary constitutes the employee's formal confirmation of termination.

### **Immediate dismissal**

If an employee is found to be criminally guilty of theft or other major act of misconduct, immediate dismissal will result.

### **responsibility For Dismissal**

Dismissal shall be the responsibility of the Executive Director. The Executive Director shall inform the president before taking dismissal action.

### **voluntary termination**

Part-time employees who resign from the Pennsylvania Library Association are expected to give the association a minimum of two weeks written notice. Full time employees are expected to give at least four weeks written notice.

All employees who voluntarily leave PaLA are asked to participate in an exit interview.

## VACATIONS

### **Purpose**

To define conditions for vacation leave for regular, full-time and continuing part-time employees.

### **Vacation Accumulation Rate**

The Executive Director will be granted two (2) vacation days per month cumulative to thirty (30) days. Full-time staff will be granted one and a quarter (1.25) vacation days per month cumulative to fifteen (15) days for up to five years continuing employment.

After five years of continuing employment full-time staff will be granted one and a half (1.5) days per month, cumulative to twenty (20) days. Vacation days accrue from date of hire. For full time employees working less than 37.5 hours per week, vacation time will be pro-rated based on average hours worked per day.

Continuing part time employees will receive vacation based on the budgeted weekly average hours worked up to three (3) years. After three (3) years, part time employees are entitled to one and a half (1.5) times the budgeted weekly average hours.

### **Vacation Usage**

Vacation must be scheduled and approved by the Executive Director in advance.

Otherwise, the time off will result in a salary deduction.

## SICK LEAVE

### **Purpose**

To provide the conditions for continuation of pay for a regular full-time or continuing part time employee who is unable to continue employment due to illness or injury.

### **Entitlement**

An employee is entitled to leave with pay, as needed for an absence due to the illness or injury of the employee.

Only days on which the employee normally would have worked are charged against sick leave limits.

If a staff member's absence continues beyond the appropriate sick leave with pay allowance, the staff member at his or her option may charge the additional absence to accumulated vacation or request a leave of absence without pay.

One day per month is granted to full-time employees, cumulative to 60 days. Sick leave accrues from the day of hire.

## **HOLIDAYS**

### **Purpose**

To establish conditions for observing established holidays by regular full-time staff members.

### **Annual Holidays**

The following holidays are observed with pay for full-time employees:

- New Year's Day and day preceding
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Fourth of July
- Labor Day
- Veterans' Day
- Thanksgiving Day and day following
- Christmas Day and day preceding
- If a holiday falls on a Saturday or Sunday, the following Monday is observed.

## **PENSION**

### **Purpose**

To define retirement benefits for regular full time employees.

### **Eligibility**

Full time employees are eligible to participate in PaLA's TIAA/CREF Retirement Plan after one year of employment.

### **Contribution Rates**

PaLA contributes six percent (6%) of the employee's gross salary and the employee is required to contribute at least two percent (2%) of his/her gross salary annually.

## **HEALTH INSURANCE**

### **Purpose**

To provide coverage of medical expenses for employees and their eligible dependents.

**Eligibility**

Each regular, full-time employee is eligible for individual coverage upon appointment to such a position. The employee may elect to personally pay an additional premium for family coverage.

**Coverage and Costs**

Coverage includes hospital costs, medical-surgical costs, and major medical costs in accordance with the contract between PaLA and the insurer.

## **ACCIDENTS**

**Purpose**

To provide coverage for worker's compensation, and social security.

All eligible employees whether full-time or part-time are covered.

**Workers Compensation Coverage**

Coverage is provided under Pennsylvania Law to protect employees who are injured on the job or who contract an occupation-related disease, as defined by law. The cost for this insurance is paid by PaLA. Employees should report all accidents to the Executive Director promptly so that the proper forms may be completed.

## **UNEMPLOYMENT COMPENSATION COVERAGE**

PaLA provides coverage under Pennsylvania Law to protect employees who become unemployed under definitions provided by law.

## **FUNERALS**

**Purpose**

To provide for paid time off because of death in an employee's family.

**Allowable Paid Time Off**

Up to three (3) consecutive days absence from work because of death in the immediate family of a regular full-time or continuing part-time employee is allowed.

**Time Off in Excess of Allowable Paid Time**

Additional time off, if needed, may be charged to sick leave accumulation (up to 2 days), or may be taken as a payroll deduction at the option of the employee.

## **PERSONAL LEAVE DAYS**

### **Purpose**

To provide compensated time for family emergencies, personal appointments, etc.

### **Eligibility**

Full time employees, from day of hire, shall be eligible for two (2) personal leave days per calendar year. If it is necessary to limit the number of employees on personal leave at the same time, the employee with the greatest seniority as it relates to total years of service shall be given priority.

Personal leave to which employees may become entitled during the year may be granted before it is earned at the discretion of the Executive Director. An employee who is permitted to anticipate such leave and who subsequently terminates employment shall reimburse the association for those days of personal leave used but not earned.

Personal leave days may not be accumulated beyond the calendar year in which they are earned.

## **JURY DUTY OR COURT APPEARANCE ABSENCE**

### **Purpose**

To provide that a regular, full-time or continuing, part-time staff member is granted time off work to serve on a jury, be screened for jury duty or serve as a court witness when subpoenaed, without loss of pay for the time missed.

### **Pay During Such Service**

An employee will be paid for work time missed during jury or subpoenaed witness service.

## **MATERNITY LEAVE**

### **Purpose**

To explain the policy for charging absences because of pregnancy, miscarriage, abortion and recovery there from, to sick leave accumulation or to leave of absence without pay.

### **Intent of Regulations**

Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery there from shall be handled on the same basis as other temporary disabilities.

### **Short-Term, Infrequent Absences**

Short-term, infrequent absences from illness resulting from pregnancy are charged to accumulated sick leave.

### **Prolonged Absence Related to Pregnancy and Childbirth**

When it is determined that the staff member cannot continue actively at work prior to childbirth, she shall charge such absence to accumulated sick leave. If accumulated sick leave is expended, she shall be placed on leave of absence without pay, with the individual's option to use or not use all or part of accumulated vacation prior to the leave commencing.

### **Date of Return to Active Employment**

At the time the employee commences prolonged absence from work prior to childbirth, the Executive Director establishes a tentative date of return with the employee.

Normally, the date of return should be no more than six weeks following the birth of the child, unless there are medical complications related to the childbirth which merit consideration for an extension of the absence. At the discretion of the Executive Director, an employee requesting an extension may be required to submit a written statement from her attending physician indicating the medical necessity for the extension. If the employee does not return within the time established or any extension thereof, her employment shall be terminated.

## **EDUCATIONAL BENEFITS**

Full-time employees who have completed the initial employment period, may be given the opportunity to attend meetings, seminars or workshops to further training skills as related to his/her job.

An expense allowance will be provided, and employees will be required to submit receipts for travel, food and lodging. Employees will continue to receive their normal wages during their attendance at such meetings.

## **GENERAL EMPLOYMENT POLICIES**

### **Salary Adjustment**

Salary adjustments, determined by the Board of Directors, will be part of the annual budget approval process.

**Housekeeping**

Everyone appreciates clean and orderly surroundings and realizes the effort that goes into keeping them that way. It is the responsibility of each of employee to maintain his/her own working areas free from unnecessary clutter. Clean and pleasant surroundings are appreciated by visitors and employees as well.

**Telephone Calls**

All telephone calls must be answered promptly and courteously. If messages are taken, they should be delivered as quickly as possible to the person for whom it is intended.

PaLA recognizes that employees may occasionally have to make or receive personal calls during work hours, but requests that you limit them and that, when possible, employees make them during their lunch hour.

**Transportation**

Employees must bear all of their own costs in traveling the round trip between their home and PaLA's office. If the Executive Director requests that an employee use his/her own car on office business, employees shall be compensated at the currently approved mileage rate for association business.

Other costs incurred while on office business, such as parking fees, will be reimbursed upon submission of an expense voucher.

**Personal Conduct**

The Pennsylvania Library Association requires that employees display good judgment, diplomacy, and courtesy when dealing with members of the association and with the public, and that employees conduct themselves in accordance with accepted norms of behavior.

**Drug and Alcohol Policy**

The unlawful possession, use, or distribution of drugs and alcohol by employees on PaLA property or as any part of PaLA's activities is prohibited.

Any employee determined to have violated this prohibition may be determined to warrant a recommendation for immediate dismissal and referral for prosecution.

Employees may be required to complete an appropriate rehabilitation program as a condition of continuing at or returning to PaLA.

# **ANNUAL CONFERENCE**

## **INTRODUCTION**

The Annual Conference of the Pennsylvania Library Association is the largest opportunity to bring the membership together to learn, to share experiences, to network and to celebrate libraries in Pennsylvania. The conference provides high quality professional development and continuing educational opportunities for PaLA members. It is also the most significant fundraiser for the year. The association depends heavily on conference revenue to carry out the year-round mission and program of services.

## **SECOND VICE-PRESIDENT/CONFERENCE CHAIR**

The Second Vice-President of the Association is elected by the membership and serves a one-year term as the Conference Committee Chair. The Conference Chair selects and convenes a Committee. The chair is responsible for the overall planning, coordination and execution of the entire conference and serves on the PaLA Board of Directors. Along with the Conference Committee, the chair works closely with the headquarters staff and the association leadership.

## **SCHEDULING**

The PaLA Annual Conference is held annually during the autumn months of each year. The only exception to this frequency is during a year in which an emergency makes it impossible or inadvisable, or in any year when there is a regional or national conference taking its place. If such regional or national conferences occur, there must be time set aside for the Annual Business Meeting of the association.

The Board of Directors approves final conference dates.

## **CONFERENCE SITES**

After considering the needs of the membership, sites are recommended by the Executive Director to the Board of Directors for final approval. Generally, sites rotate about the state to share the burden of travel.

Arrangements with the conference hotel are contractual through the Executive Director and the Second Vice-President. The Education and Finance Manager serves as the day-to-day liaison among the PaLA Board, staff, Conference Committee and site management.

## **CONFERENCE THEME & PROGRAM**

The Second Vice President recommends a conference theme and general program plans to the Board of Directors for final approval.

## **PRE-CONFERENCES AND POST-CONFERENCES**

Any pre- or post-conferences are recommended by the Second Vice President for approval by the Board of Directors.

Pre- or post-conference workshops must be financially self-supporting through a special registration fee. The duties of registration and the preparation of any materials fall to the unit sponsoring the ancillary event and are separate from the Conference Committee. Publicity should be handled through the Conference Publicity Chairperson, but it is the responsibility of the Pre- or Post-Conference chairperson to forward copy on time.

## **BUDGET**

The Board of Directors approves the annual conference budget and finalizes policies on registration fees, refunds and charges for exhibit space.

Although PaLA's regular programs are principally financed by membership dues, anticipated income from conferences allows for expanded programs and it is mandatory that conference budgets be strictly adhered to in all cases.

Currently, no cash refunds are made. The PaLA headquarters staff will issue refund checks in an appropriately timely manner.

## **CONFERENCE EXPENSES**

No conference expenses are paid for Pennsylvania Librarians (including PaLA members and Board members) with the following exceptions:

- Conference expenses are regularly paid only for the President and headquarters staff.
- The Conference Committee is given one complimentary room at the Conference Hotel. This room has been given to the Chair, the Program Chairperson or the Technical Arrangements Chairperson, depending on who feels the need to be most available. This issue can be determined by the committee before each conference.

- Speakers who have negotiated lodging as part of their contract with the Program Chair prior to the conference. Speakers are told that PaLA pays hotel lodging and taxes only, if other expenses have been negotiated, they are told to send receipts to PaLA following the conference. All speaker accommodations in this circumstance are handled by the Education and Finance Manager.
- Up to three, free conference registrations are provided to each exhibitor per booth. This allows exhibit representatives to attend conference programs.

No telephone calls may be charged to PaLA at conference without prior approval of President, Treasurer, Conference Chairperson or Executive Director. Executive Director must be informed of all charged calls for verification of hotel charges.

## **GUESTS OF THE ASSOCIATION**

### **Banquet**

The following individuals will be guests of the association at the Conference Banquet. The Keynote Speaker, the Distinguished Service Award Recipient and spouse, the Deputy Secretary of Education, Office of Commonwealth Libraries, the spouse of the incoming PaLA President, if present, a member of the clergy giving the banquet invocation, and the president or designee of other state library associations, PSLA, PAECT, PCBL.

### **Carolyn Field Luncheon**

The following individuals will be PaLA's guests at the Carolyn Field Luncheon: the Carolyn Field Award winner and spouse, the publisher of the winning title, the Deputy Secretary of Education, and the Honor Book winners. (It should be decided if the association can afford to cover the luncheon costs of the Local Children's Authors, depending on the number, this can get quite expensive)

### **Other Meal Events**

At all other meal events at the conference, complimentary meals are generally limited to the speaker and the Deputy Secretary of Education.

## **ROLES OF PALA OFFICERS AT THE CONFERENCE**

### **The President**

The President serves as an ex-officio member of the Conference Planning Committee in an advisory role. Coordinating with the Conference Chairperson

and the PaLA staff, the president writes to the appropriate individuals inviting them to sit at the PaLA banquet head table, to attend the pre-banquet reception and to stand in any receiving lines or present greetings or remarks at any events.

The President prepares invitations to specific guest meal functions as suggested by the Conference Chairperson. Be specific as to whether they are a “guest” for the Banquet or other meal functions or are being honored by being asked to sit at the head table while paying for the meal. Indicate the type of dress required. Copy the Conference Chairperson and the PaLA staff on all correspondence.

The President presides at the Banquet, the Annual Business Meeting and the President’s Program. The president may also preside at the All-Conference Reception and the Grand Opening Ceremony of the Exhibits. The president also prepares the Annual Business Meeting agenda with the Executive Director and appoints an association member to act as a Parliamentarian at the Annual Business Meeting.

With the PaLA staff, the president plans the Past Presidents’ meal function and sends written invitations to PaLA Past Presidents.

### **President-Elect**

The President-Elect assists the president by presiding at or representing the President at the general sessions, special meal functions, or meetings as requested, especially in the event of scheduling conflicts.

The President-Elect gives the Inaugural Address at the Annual Business Meeting, although the President-Elect’s term does not officially begin until January 1<sup>st</sup> of the following year.