

Nebraska Library Association (NLA) Handbook

Submitted for Approval - September 18, 2020

Section 1. Introduction

This Nebraska Library Association (NLA) Handbook includes policies and procedures reflecting current practices of the NLA Board of Directors (“Board”), Sections, Round Tables, and Committees and is subject to the NLA Bylaws. No Section or Round Table bylaws, handbooks, or other policy manuals may contradict the NLA Bylaws or Handbook. All changes to the Handbook require approval of a majority of the NLA Board of Directors.

1.1 Mission Statement:

The Nebraska Library Association is the cornerstone of the Nebraska library community. We advocate for our members, enrich their professional lives, advance the lifelong learning of all Nebraskans, and advance all library interests in Nebraska.

1.2 Benefits of Membership:

- A voice in the future of libraries in Nebraska
- Voting and committee privileges
- Eligibility to join additional round tables and sections
- Exclusive educational and professional development scholarships
- Membership rate at conferences and other professional development events
- Professional support on issues of advocacy and intellectual freedom
- Professional development opportunities

Section 2. General Organization & Policies

2.1 Organizational Structure:

Board of Directors (Voting Members)

President*

Vice President/President Elect*

Secretary*

Treasurer*

Immediate Past President*

ALA Councilor

MPLA Representative

Section Chairs

College & University

Paraprofessional

Public Library & Trustee

School, Children's & Young People's

Special & Institutional

Round Table Chairs

Information Technology & Access

Intellectual Freedom

Nebraska New Members

Technical Services

* Members of the Executive Committee

Compensated Appointed Positions (Non-Voting Members of Board)

Executive Director

Legislative Monitor/Lobbyist

Affiliate Members of the Board (Non-Voting)

Nebraska School Librarians Association (NSLA) Liaison to NLA

Associate Representatives to Board of Directors (Non-Voting)

Nebraska Library Commission (NLC) Liaison to NLA

Regional Library Systems Representatives

Uncompensated Appointed Positions (Non-Voting Representatives to Board)

Standing Committee Chairs

Advocacy

Auditing

By-Laws & Handbook

Communications
Diversity
Elections
Finance
Professional Development
Scholarship & Awards
Legacy Fund Coordinator
NLA Liaison to AFCON

2.2 Affiliate and Associate Organizations:

Affiliate Organizations are defined in NLA bylaws as groups whose purpose and function accord with the purpose of NLA. The Nebraska School Librarians Association (NSLA) is currently the only Affiliated Organization.

Associate Organizations are defined as groups whose purpose and function is, at least in part, to lend support to the work undertaken by NLA, its members, and their home institutions. The Nebraska Library Commission and the Regional Library Systems are currently the only Associate Organizations.

2.3 NLA Archival Records Policy:

Statement of Purpose:

As a 501(c)(3) organization, NLA is legally obligated to retain documents related to the official workings of the organization, including financial records, minutes, the articles of incorporation, etc.

The Nebraska Library Association has deposited some of its records with History Nebraska (formerly the Nebraska State Historical Society). It is our intention to continue this practice by providing a systematic, planned method of collecting, storing and delivering such records as noted in the following guidelines.

Documents to be Kept:

Financial Statements

Financial records of the Nebraska Library Association will be kept on a yearly basis. All final financial reports from the sections and committees will be retained as submitted. The NLA Treasurer will compile these reports

and give them to the Executive Director for retention. The Executive Director will keep them in the Association files for five years.

At the end of five years, the Executive Director and the NLA Secretary should re-examine the appropriate documents and place them in the archives.

Each person responsible for any NLA Section, Round Table, or Committee checking, savings or investment account has responsibility and potential liability for record keeping in the event of an IRS Audit. Account ledgers and records must be properly kept and supporting documentation (bank statements, canceled checks, invoices, etc.) preserved to support the information that is filed in the NLA IRS 990 as listed in the Timeline for Transfer of Documents..

Minutes and Reports

Organizational records, including but not limited to meeting minutes, annual reports, and quarterly reports, will be kept on a permanent basis. After five years, these documents shall be transferred to the archives.

Documents of Incorporation, Policies, and ByLaws

Current documents will be held by the Executive Director until they are revised or updated. Superseded versions shall be transferred to the archives.

Publications

These publications may include, but not be restricted to, newsletters, promotional pieces, committee handbooks, and programs for conference and any other major workshops or meetings sponsored by the NLA.

Miscellaneous

Audiovisual materials, such as images and recordings from conferences and workshops, should be examined for historical value. Rosters of members, officers, lists of awards presented and other miscellaneous written documents should be examined for historical value. The Executive Director and the NLA Secretary should make retention recommendations to the board for approval.

NLA Handbook, Memorabilia, and Regalia

Determination of the retention and storage of these items should rest with the Executive Committee of the Executive Board. Possible locations include the Nebraska Library Commission or with the Executive Director.

Timeline for Transfer of Documents:

All documents will be held by the Executive Director until it is no longer necessary for them to be in an active file. At the end of the Association's fiscal year, the Executive Director and the NLA Secretary will go through the files and determine those that are of historic interest according to the guidelines. These will be transferred to the History Nebraska (formerly the Nebraska State Historical Society) archives for housing.

NLA Treasurer records may be required to be kept on a different timescale, as follows:

Keep 5 Years

- Complete detailed records: i.e. all deposit records, all expense records, one copy of each year-end, summary ledger and budget.
- Bank statements including canceled checks. Each item in the budgets and ledgers should be traceable to some proof of why the expense or deposit took place.

Keep 7 Years

- One copy of each year-end, account records
- One copy of each year-end, summary budget
- Bank statements; discard old expense and deposit records that are detailed in the ledgers and budgets. Destroy old, canceled checks.

Older than 7 Years - Archive

- Account records, budgets, historically relevant communications

History Nebraska contact information:

Archives

History Nebraska

1500 R Street

Lincoln, NE 68508

(402) 471-6396

2.4 Dues Collection Policy:

NLA dues pay for one full year of membership benefits, starting on the day that dues are paid. Dues should be payable to the Nebraska Library Association.

2.5 Requests for Reimbursement:

Itemized receipts, invoices, or bills are required for all general reimbursements, including postage, photocopying, printing, etc. For approved expenses, a completed NLA Expense Disbursement Form must be submitted for each request, with all receipts and other required documentation attached.

If Committees require additional funding, they must secure approval from the Board.

NLA does not reimburse Board Members for mileage, meals, or other expenses incurred to participate in Board or conference-related meetings. NLA does not waive or reduce event registration fees for NLA Board members.

Budgeted reimbursement for duty-related expenses is typically limited to ALA Councilor attendance at ALA conferences, MPLA Representative attendance at MPLA conferences, NLA Vice President/President-Elect attendance at ALA chapter leader training, and NLA representative(s) at National Legislative Day events. Any other travel scenarios must be approved by the full NLA Board.

For approved travel, itemized receipts are required for lodging, commercial travel, registration fees, meals, airport parking, and all other expenses. Meal expenses may not exceed those allowed for Federal employees in the city being visited. Mileage in lieu of commercial travel will be reimbursed at half of the IRS rate, and miles traveled will be measured according to the most direct route and documented by an online mapping tool. Miscellaneous expenses such as bus fares, subway fares, and baggage handling tips should be submitted using a log format including date, place, and purpose for each expense. No reimbursement will be made for purchase, tax, or gratuity related to alcoholic beverages. No NLA officer or member will be reimbursed for expenses exceeding a budget line item and/or pre-approved amount without permission from the Board.

2.6 NLA Tax Status:

NLA has *IRS 501(c)(3)* status, and therefore is income tax exempt, may accept tax deductible donations, and must file IRS form 990 annually. The Association must pay Nebraska State & City Sales tax on all purchases.

NLA is required to collect and pay sales taxes when the Association or any of its subsidiaries sell items, with the exception of items sold by NLA to sales tax exempt organizations. Taxable sales must be reported to the NLA Treasurer.

2.7 Membership Data Policy:

NLA does not make its membership list or data available to groups outside of the Association.

When NLA receives a request for contact information from outside the Association, the Executive Director will ask for pertinent information about the purpose, content, and sponsorship for which contact would be used. The Executive Director will inform the requesting party that the NLA Executive Board must approve the request. Approved contact will be brokered through NLA and no personal information will be shared.

Only requests for library related events will be considered. Membership or event attendance lists will not be sold for commercial purposes.

2.8 Email Policy:

The following individuals will receive an NLA-issued email address for the duration of their contracts or terms:

Executive Director - nlaexecutivedirector@nebraskalibraries.org

President - nlapresident@nebraskalibraries.org

President-Elect - nlapresidentelect@nebraskalibraries.org

Secretary - nlasecretary@nebraskalibraries.org

Treasurer - nlatreasurer@nebraskalibraries.org

Immediate Past President - nlapastpresident@nebraskalibraries.org

ALA Councilor - nla-ala@nebraskalibraries.org

MPLA Councilor - nla-mpla@nebraskalibraries.org

Advocacy - nlaadvocacy@nebraskalibraries.org

Auditing - nlaauditing@nebraskalibraries.org

Bylaws & Handbook - nlabylaws-handbook@nebraskalibraries.org

Communications - nlacommunications@nebraskalibraries.org

Professional Development - nlaprofdev@nebraskalibraries.org

Diversity - nladiversity@nebraskalibraries.org

Finance - nlafinance@nebraskalibraries.org
Elections - nlaelections@nebraskalibraries.org
Scholarship & Awards - nlascholarships@nebraskalibraries.org
Membership (Ad Hoc) - nlamembership@nebraskalibraries.org
College & University (C&U) Section Chair - nlacandu@nebraskalibraries.org
Paraprofessional (PARA) Section Chair - nlapara@nebraskalibraries.org
Public Library & Trustee Chair (PLTS) - nlaplts@nebraskalibraries.org
School, Children's & Young Peoples (SCYP) Chair - nlasryp@nebraskalibraries.org
Special and Institutional (S&I) Section Chair - nlasandi@nebraskalibraries.org
Intellectual Freedom (IF) Round Table Chair - nlaif@nebraskalibraries.org
New Members (NMRT) Round Table Chair - nlanmrt@nebraskalibraries.org
Technical Services (TSRT) Round Table Chair - nlatprt@nebraskalibraries.org

These email addresses are intended for official NLA business and all personal use is strongly discouraged. Account holders are encouraged to change their passwords regularly for security purposes and all passwords should be stored securely. The President will be the recovery account for the Executive Director's account. All other accounts are required to use the Executive Director as the recovery account. Under no circumstances is any other individual's personal or work email account to be used for recovery purposes. Upon the completion of an account holder's contract or term, the Executive Director will immediately reset the account's password and provide this new password to the new officeholder through secure means. In the case of the Executive Director's contract not being renewed, the President will reset the account password and provide the information to the new Executive Director.

All NLA subsidiaries are encouraged to adopt similar policies for their officers.

2.9 Board Meeting Protocols:

Board of Directors Responsibilities

- Regularly check emails and other communications regarding Board business and, when necessary, reply in a timely manner.
- Plan to attend every board meeting. If the Chair of a Section, Round Table, or Interest Group is unable to attend, the Chair should send an elected officer of their same group to represent the group at the board meeting.

- Present reports, take part in discussions, and vote.
- Be courteous and professional.
- Submit reports by scheduled deadlines.

Advance Reports

- State your name, NLA office, and the date of the meeting.
- Include a summary of activities, finances, and future plans.
- If requesting action by the Board, state specifically the action your group wishes the Board to take, provide pertinent information, and anticipate questions in your report.
- Read the reports from your fellow Board members in advance of the meeting.

Executive Director Responsibilities:

Two weeks before each board meeting, the Executive Director compiles a written agenda and presents it to the Executive Committee. After receiving responses from the Executive Committee, the Executive Director distributes the agenda to all board members a week before the meeting. Board members may request additional items to be added to the agenda via the Executive Director.

The Executive Director is responsible for communicating special arrangements for virtual attendance, parking, meals, etc., prior to each board meeting. Board members are to inform the Executive Director if they do not plan to attend.

Parliamentary Procedure:

At the first board meeting of the year, the Board shall decide upon the method of parliamentary procedure to follow. The Bylaws default to Robert's Rules of Order. Alternatives have included Modified Consensus.

Section 3. Elected Officers

3.1 Board of Directors

The elected officers of the Association, together with the immediate Past President of the Association, the section chairs and the round table chairs shall constitute the Board of Directors, and shall have the authority to transact the business of the Association in the intervals between the annual meetings. All persons holding compensated positions and representatives of affiliated organizations serve on the board in a non-voting capacity.

Functions:

The Board of Directors acts in an advisory capacity to the President in determining current and long range plans and policies. It is the governing body for carrying on the business of the Association between the annual meetings. Selection of the date and place of the annual meeting is the responsibility of the Board of Directors. The Board of Directors has the authority to fill any vacancy which occurs on the Board except that of Vice-President/President-Elect, the Section Chairs, Round Table Chairs, Interest Group Chairs, and representatives of Affiliated Organizations.

Organization and Meetings:

The President schedules meetings and sets the agenda. The Board typically meets four times a year, although the President can alter the schedule based on the current needs of the Association. Upon petition of the President or three members of the Board, a special meeting may be called. A majority shall constitute a quorum. Board action is final in matters referred to it by the Association for decision. A simple majority of the Board members present at a regularly called meeting at which at least a quorum is present determines the passage on any point on which action is taken.

Contracts:

Only the Board of Directors or their designatee may contract in the name of the Association.

Media Relations:

No materials may be circulated or released to the press in the name of the Association without approval of the Board of Directors. Approval may be obtained electronically for time-sensitive materials between scheduled meetings.

3.2 Executive Committee:

The Executive Committee of the Board of Directors consists of the President, President-Elect, Past President, Secretary and Treasurer. The Executive Committee may act on behalf of the Board, including the authorization of expenditures up to \$1,000.00, between regularly scheduled meetings of the full Board. In all cases, the Executive Committee shall, within ten working days, inform the full Board of its actions.

3.3 Officers:

The officers of this Association shall be a President, a Past President, a Vice-President/President-Elect, a

Secretary, a Treasurer, an American Library Association Councilor, and a Mountain Plains Library Association Representative. All Association officers are elected by and from the membership. All officers serve the calendar year following the annual meeting.

3.4 President:

The Presidency is a three year term of office, passing annually in succession through the positions of Vice-President, President, and Past President. Each year a new Vice-President/President-Elect is elected.

Duties:

The President shall preside at general meetings of the Association and at all meetings of the Board of Directors. The President shall appoint standing committee chairs and fill chair vacancies with approval of the Board. The President may request the creation or dismissal of special committees, with the approval of the Board of Directors.

The President assumes responsibility for the Association, its projects, meetings and professional responsibilities. Throughout the year the President shall represent the Association, or appoint people to do so, at various meetings in the state and region, including the State Advisory Council on Libraries.

The President is responsible for providing continuity in the Association by ensuring that conference locations and facilities are scheduled for at least three years in advance. If at any time there are less than three years planned ahead the President should establish an ad hoc committee to determine a long range plan for conference sites.

The Association must remain on a sound financial basis. Every year, dues should be analyzed to determine if they are meeting the needs of the organization.

The President, with the advice and direction of the Executive Committee, will conduct performance reviews of all compensated positions of NLA by June 1. Performance evaluations will be shared with the Executive Committee; their recommendations for continued employment shall be forwarded to the Board.

The President sets the time and location for all board meetings.

The President will receive a copy of the board minutes from the Secretary within two weeks of each board

meeting. The President will send comments and corrections to the Secretary to amend the minutes within one week.

The President, along with all other officers, will work with the Executive Director on records retention. Refer to the Archival Records Policy.

Timeline of Significant Duties of the President:

This chronological list of duties by month may prove helpful. Some of these activities are based on tradition and are general guides that may be applied as wanted or deemed appropriate. The President presides at all meetings of the Board of Directors. All meetings are expected to have all board members present (in-person or virtually). All members of the board are expected to have some report for each board meeting.

(While President-Elect between conference and January 1)

The President-elect finalizes and announces his/her committee appointments. Committee chair appointments are submitted to the Board via the Executive Director for voting at the December meeting.

The President should schedule all Board and Executive Committee meetings for the coming year. Typically, there should be four Board meetings, with Executive Committee meetings scheduled about two weeks before each Board meeting. This should be done in conjunction with the Board in regards to location and timing.

As soon as conference finances have been finalized, the President should arrange a meeting of principal parties responsible for the previous conference and those responsible for the coming conference. At this meeting, the conference evaluations should be considered and the profits discussed with regard to how the process should be changed or improved the following year.

Board of Directors Initial Meeting (January Board Meeting):

The President should schedule all Board and Executive Committee meetings for the coming year. Typically, there should be four Board meetings, with Executive Committee meetings scheduled about two weeks before each Board meeting. Decisions about parliamentary procedure choices should be made at this meeting.

Prior to the first meeting of the new Board of Directors (typically scheduled in January), the President should schedule an Orientation time to review Board procedures, policies, and protocols with members. Board

members should also review any goals and objectives that the previous Board may have outlined for the upcoming year. *Note: the Executive Director will also have an orientation component on daily processes and workflows.*

The first meeting of the Board should also include a formal Conference report from the previous year's conference. The board meeting should also include the approval of the annual budget from the Finance Committee.

Planning for Advocacy Day should be substantially underway at this point.

Spring (March Board Meeting):

There should be a report on the program and budget for the next annual conference. The work of some of the Association committees may require some action. Spring Section and Round Table meetings should be discussed in detail. Review final plans for Advocacy Day, if appropriate.

April - May:

The President attends as many of the spring meetings as possible and designates another officer to attend meetings they cannot attend.

Summer (June Board Meeting):

The Executive Director and Vice-President should report on the conference and arrange a conference site tour if possible.

July - August:

The President should make a final check with all committees and with conference planners.

Conduct, with Executive Committee input, performance reviews for all compensated positions, and receive verbal commitments of their willingness to continue to serve or initiate search for replacements, as appropriate.

All contracts for the following year(s) should be signed by January 1st.

September Board Meeting:

The President presides at the fall meeting of the Board of Directors held prior to conference, at which time bills for the conference may be discussed, along with matters to come up before the Association as a whole.

Annual Meeting at Conference (October):

The President presides at conference. This may include presiding at the opening session, the business meeting, keynote events, and the awards luncheon or dinner. After the conference the President should see that thank you letters are written to everyone: speakers, committees, etc., who contributed to the conference.

Last Meeting of the Board Year (post-conference)

Sometime during November or December, the President should arrange a meeting of principal parties responsible for the previous conference and those responsible for the coming conference. At this meeting, the conference evaluations should be considered and the profits discussed (if available) with regard to how the process should be changed or improved the following year.

At this meeting of the Board, any old business will be taken care of and annual appointments to compensated positions should be discussed and approved.

Following this meeting, the President's files should be transferred to the new President. Usually it is possible to take out of the files a great deal of ephemeral material, leaving in it only the material of historical importance or routine problems which would be of help to the new President. Material of historical value should be sent to the Executive Director so that it may be listed and included with the material permanently deposited with the History Nebraska.

3.5 Vice-President/President-Elect:

The Vice-President/President-Elect shall perform all duties of the President in any temporary absence or disability of that officer, and shall be prepared to assume any special duties assigned to him/her by the President and/or the Board of Directors.

The Vice-President/President-Elect attends all meetings of the Board of Directors, and is encouraged to attend Spring Meetings and other NLA events.

The Vice-President/President-Elect is the Chair for the annual conference committee and is responsible for leading the selection of the conference's theme and keynote speaker(s).

As the Chair of the Professional Development Committee, the Vice-President/President-Elect is also responsible for coordinating the selection of all NLA programs and working with Affiliate and Associate

Members regarding programs sponsored by organizations other than NLA. The Vice-President/President-Elect also works closely with the Executive Director and annual Conference Committee to ensure that all programming needs (e.g. speaker registration, room assignments, A/V needs) are met.

Before the December NLA Board meeting, the Vice-President / President-Elect should select and contact volunteers to fill committee vacancies.

The Vice-President/President-Elect may serve as a liaison member from the Nebraska Library Association to the Nebraska School Librarians Association.

The Vice-President/President-Elect, along with all other officers, will work with the Executive Director on records retention. Refer to the Archival Records Policy.

3.6 Immediate Past President:

The Immediate Past President serves as Chair of the Elections Committee and Chair of the Finance Committee, as well as serving on the Board of Directors. The Immediate Past President may also represent the President's Office at any NLA event in the occurrence that the President and Vice-President/President-Elect are both unavailable.

The Immediate Past President, along with all other officers, will work with the Executive Director on records retention. Refer to the Archival Records Policy.

3.7 Secretary:

The Secretary shall keep the minutes of the general meetings of the Association and of the Board of Directors meetings. They shall have custody of records relative to the current transactions of the Association, not directly delegated to other positions.

The Secretary should transmit a copy of the minutes of each board meeting and the annual meeting to the President for corrections and revisions within two weeks after the meeting is held. The Secretary will receive corrections from the President within one week. Within one more week, the Secretary shall submit a corrected draft of the minutes for posting to the website. The Secretary is responsible for ensuring the minutes are made available within four weeks of the last Board meeting.

The Secretary should keep a record of the appointments of committees and the officers of the sections, and an up-to-date record of interim changes. At the request of the President, the Secretary must retain a record of the results of votes on matters decided outside of board meetings.

The Secretary, along with all other officers, will work with the Executive Director on records retention. Refer to the Archival Records Policy.

3.8 Treasurer:

The Treasurer shall be a bonded officer of the Association. The Executive Director will contact the bonding agency and the incoming Treasurer immediately after the election results are finalized to begin the bonding process. The bond will be set for the duration of the Treasurer's term of office. The bonding agency will be paid by the Association.

The Treasurer handles all monies of the Association, keeps the accounts, receives the dues and other income from the Executive Director, and pays the bills of the Association. The Treasurer attends the Board of Directors meetings and reports on the amount of money in the treasury. For expenditures beyond the budgeted amounts, Board approval is necessary.

The Treasurer shall prepare annual financial reports of the Association. Copies of the reports should go immediately to the President, Executive Director, and to the Chair of the Finance Committee. Copies should be made available to the Board prior to their next meeting.

The Treasurer keeps track of all of the accounts of the Association and reports on significant changes to the Board. In addition, the Treasurer should give a brief financial report at each Board meeting and at the annual conference.

The Treasurer serves as the Annual Conference Treasurer and participates in the preparation of the conference budget. The Treasurer receives attendee and vendor registration fees and handles disbursements for conference, pre-conference, special event expenses, and partner shares.

There will be an internal audit of the Treasurer's books annually in the first quarter of the following fiscal year. The Treasurer is responsible for furnishing the Auditing Committee with a copy of all financial records, including the conference's books. If the Treasurer resigns or otherwise is removed from office, an internal audit

will be done immediately by the Auditing Committee. The Executive Board may call for an internal or external audit at any time. All audits will be reported to the Board upon completion.

After the annual audit, the Treasurer shall submit a complete and accurate record of the year's financial activity to an accountant for the completion of the annual 990 tax form. The Treasurer receives annually compiled statements from any NLA subsidiaries with checking, savings, and/or investment accounts. These statements should be included in the annual submission of income and expenditure for the tax report.

The Treasurer is a member of the Finance Committee. In addition, the Treasurer works closely with the Auditing Committee in the course of their duties.

The Treasurer, along with all other officers, will work with the Executive Director on records retention. Refer to the Archival Records Policy.

Refer to the Treasurer's Handbook for more detailed information on the Treasurer's duties, timeline, and deadlines.

3.9 American Library Association Councilor:

The American Library Association (ALA) Councilor shall be a member in good standing of the ALA and shall represent the Nebraska Library Association at meetings of the American Library Association. They shall submit regular reports to NLA concerning library activities at the national level. The outgoing Chapter Councilor will report the name of the newly elected Councilor to the ALA Council Secretariat and the ALA Chapter Relations Office.

The Councilor must attend all meetings of the NLA Board of Directors so that the wishes of NLA may be communicated at Council Meetings.

The Councilor is committed to attend the Annual and Midwinter Conferences of the American Library Association and all sessions of the Council and membership meetings at these conferences. NLA budgets an amount to help the ALA Councilor with costs of travel, registration and hotel for attending these events. If unable to attend, the Councilor must notify the ALA Council Secretariat requesting an excused absence.

The Councilor should consider issues, policies, and programs related to ALA and their relationship to the state

and NLA.

The Councilor should keep the NLA Executive Board and membership informed of activities and policies of the ALA through regular reports to the Executive Board and to the membership. They should request advice from Executive Board members on any matters to come before the Council during ALA conferences.

The Councilor should be prepared to submit summaries of Nebraska library activities as requested by ALA.

3.10 Mountain Plains Library Association Representative:

The Mountain Plains Library Association (MPLA) Representative shall be a member in good standing of MPLA and shall represent the Nebraska Library Association at meetings of the MPLA. The Representative is committed to attending the MPLA Conference and shall submit an annual report to the MPLA concerning library activities within the state. NLA budgets an amount to help them with costs of travel, registration and hotel for attending this conference.

The MPLA Representative must attend all meetings of the NLA Board of Directors so that the wishes of NLA may be communicated at MPLA meetings. The Representative should keep the NLA Executive Board and membership informed of activities and policies of MPLA through regular reports to the NLA Executive Board and to the membership. They should request advice from NLA Executive Board members on any matters related to MPLA.

Section 4. Appointed Positions

4.1 Compensated Appointed Positions:

NLA By-laws empower the Board of Directors to contract for compensated positions with both duties and stipends to be determined by the Board. Compensated appointees are expected to attend all Board meetings but do not have voting privileges.

Job descriptions/contracts for compensated positions should be reviewed regularly by the Executive Committee along with the person holding the position. Performance reviews for all compensated positions shall be completed by the President, with Executive Committee input, by August 31st of each year. At this time, a verbal commitment of willingness to continue to serve should be requested from each contracted party. Each contracted party shall sign a contract for service for the following year by January 1st. Terms of service for

appointed positions shall run for the following calendar year or as negotiated by contract.

Recommendations for changes to the duties of existing positions or for the creation of a new compensated position should be addressed to the NLA President, who with the members of the Executive Committee will review the suggestions and report their discussion to the Board of Directors for any necessary action.

The Executive Committee shall also be responsible for notifying the Board of any vacancies, determining the scope of recruitment and advertising to fill the vacancy, receiving and reviewing applications, and making recommendations for new appointments. The Board of Directors has the final authority to approve or disapprove any contract recommendation brought to them by the Executive Committee.

4.1a Executive Director:

The Executive Director is contractually appointed by the Board of Directors with duties and stipend set by the Board. The Executive Director shall be bonded for each contract year. If necessary, the Executive Director will complete the bonding process before the start of the contract term, with costs covered by NLA.

The Executive Director works closely with all officers of the Association and chairs of committees and supplies information whenever requested. They handle all correspondence requested by the President.

The Executive Director is a nonvoting member of all committees and, as such, should receive notification of meeting times, dates, and agendas, in case it is necessary for the Executive Board to be represented.

The Executive Director keeps complete membership records of the Association. They receive applications for membership and forward dues to the Treasurer.

The Executive Director may serve as event coordinator for any NLA subsidiaries. Event fees, documentation, or any additional monies received should be recorded and forwarded to the Treasurer.

The Executive Director receives written reports from board members and a written agenda from the President before each board meeting. These documents shall be made available to the membership prior to the Board meeting.

The Executive Director receives corrected minutes from the Secretary after each meeting and makes them

available to the membership within four weeks after the meeting.

The Executive Director keeps permanent records of the Association and official documents not specifically preserved elsewhere. Subsidiaries are to forward to the Executive Director any materials and records not currently needed for their operation. The Executive Director shall determine which materials are to be retained as essential documentation and which are to be disposed of. Refer to the Archival Records Policy.

See Appendices for a complete job description.

4.1b Legislative Monitor/Lobbyist:

The Legislative Monitor/Lobbyist will represent the Nebraska Library Association for the purpose of communicating the Association's views on legislation to governmental entities. They shall also monitor legislation and other related issues important to the Association, and communicate such to the NLA membership in a timely fashion.

See Appendices for a complete job description.

4.2 Uncompensated Appointed Positions:

Uncompensated appointees are expected to attend all Board meetings but do not have voting privileges. Recommendations for changes to the duties of existing positions or for the creation of a new uncompensated position should be addressed to the NLA President, who with the members of the Executive Committee will review the suggestions and report their discussion to the Board of Directors for any necessary action.

The Executive Committee shall also be responsible for notifying the Board of any vacancies, determining the scope of recruitment and advertising to fill the vacancy, receiving and reviewing applications, and making recommendations for new appointments. The Board of Directors has the final authority to approve or disapprove any appointment brought to them by the Executive Committee.

4.2a AFCON Representative:

The Academic Freedom Coalition of Nebraska (AFCON) Representative shall represent the Nebraska Library Association at meetings of the Academic Freedom Coalition. This representative is appointed by the President of NLA for a three-year term and shall be a member in good standing of the AFCON.

The AFCON representative attends all meetings of the NLA Board of Directors so that the wishes of the Association may be correctly presented at AFCON meetings. This representative should keep the NLA Board and membership informed of activities and policies of the AFCON through regular reports.

The AFCON representative also attends monthly AFCON board meetings to report on the activities of the NLA. They should request advice from the NLA Executive Board on any pertinent matters to come before AFCON.

4.2b Legacy Fund Coordinator:

The Legacy Fund is designated for professional development and marketing, with an emphasis on benefiting all types of libraries and librarians in all geographic regions of the state. The NLA Legacy Fund is managed by the Nebraska Community Foundation.

The NLA President shall appoint a Legacy Fund Coordinator with approval from the Board. The Legacy Fund Coordinator shall be responsible for understanding the Nebraska Community Foundation's limitations and restrictions regarding the use of the funds.

The Legacy Fund Coordinator will be an ex officio member of the NLA Finance Committee and will lead the committee's fundraising and other efforts to grow the Legacy Fund. The Legacy Fund Coordinator will not directly handle money, but will work in conjunction with the NLA Treasurer.

Per existing policy, every Legacy Fund expenditure must be voted on by the NLA Board.

Section 5. Subsidiaries: Sections, Round Tables, and Interest Groups

5.1 Introduction:

Sections, Round Tables, and Interest Groups are all subsidiaries of the Nebraska Library Association.

The sections of the Nebraska Library Association are: College and University; Paraprofessional; Public and Trustee; School, Children's and Young People's; and Special and Institutional.

The round tables of the Nebraska Library Association are: Information Technology and Access, Intellectual Freedom, New Members, and Technical Services.

There are currently no interest groups of the Nebraska Library Association.

Each subsidiary elects its own officers in accordance with NLA Bylaws and Elections Committee procedures. Each subsidiary should submit a list of proposed nominations for officers to the NLA Elections Committee Chair by the date set by the Elections Committee. Self nominations may be accepted by the NLA Elections Committee. The election is conducted by the Elections Committee of NLA with the assistance of the Executive Director, with each subsidiary being notified of the results of the election immediately.

Subsidiary Chairs are members of the Board of Directors and attend Board meetings. It is their responsibility to keep the rest of the Board informed as to activities and meeting plans. Each Chair should send a copy of their annual report to the Executive Director.

Subsidiaries may undertake projects and studies of interest to their members. Subsidiaries may speak out on issues of interest primarily to themselves. Each plans its business meeting for the annual conference in coordination with the other conference activities. Spring meeting plans are reported to the NLA Board and are submitted to the Executive Director.

Dues for General and Section membership are set by the NLA Board and voted on by the membership. Each Round Table shall set its own dues, which are paid by Round Table members in addition to the regular NLA dues. Interest Groups do not collect dues. The Executive Director informs the NLA Treasurer of the amount of dues to be disbursed to Sections and Round Tables.

5.2 Subsidiary Responsibilities and Benefits:

What NLA expects of a Subsidiary:

1. Representation of a type of library, library service or library-related interest.
2. An elected board of officers (3 person minimum for accountability).
3. Financial accountability for all monies received and disbursed.
4. Activity outside of the annual conference, such as Spring Meetings, workshops, etc.
5. At least one annual business meeting of the membership.
6. Assist in development of programs for the annual conference in coordination with the Professional Development Committee.
7. A number of active members volunteering to serve on NLA committees.
8. A slate of officers to be elected by the group membership.

9. Adoption and periodic review of bylaws which must be consistent with NLA bylaws and practices.
10. Subsidiary bylaws must be made publicly available.
11. Compliance with NLA Archival Records Policy.

What a subsidiary receives from NLA:

1. Membership in a legally incorporated, tax exempt organization, which includes liability coverage for events.
2. The right to speak out on issues of concern to the subsidiary's membership.
3. The right to use the logo/prestige/name of the Nebraska Library Association.
4. Professional support through active state programs in legislation, intellectual freedom, scholarships, etc.
5. Participation in the broader context of a statewide annual conference with access to exhibits, a wide variety of programs and professional interaction.
6. Membership rosters, financial management and accounting, election management, etc.
7. Association management software to publicize activities, awards, etc. and through which to conduct registrations and collect payment for sponsored events (e.g. Spring Meetings)
8. Affiliation with ALA and its subsidiaries.
9. Lobbying and legislative monitoring in areas of intellectual freedom and other library-related legislation.
10. A voice in the future of librarianship in Nebraska, working through the largest library-related organization in the state.

Section 6. Standing Committees

6.1 Introduction:

The Standing Committees of the Association shall be: Advocacy, Auditing, ByLaws & Handbook, Communications, Diversity, Elections, Finance, Professional Development, and Scholarship & Awards.

Committee Chairs shall be appointed by the President and approved by the Board, unless specific membership is stipulated in a Committee description. Committee members shall be nominated by the Committee Chair and approved by the Board. Committees should have an appointed Chair and at least two other members. Every attempt should be made to balance Committee membership across geographic location, library type and position. Committee members should serve staggered terms, whenever possible.

Responsibilities of all Committee Chairs:

1. Attend NLA Board meetings as a non-voting member.
2. Work under the leadership of the NLA President and/or Board of Directors in determining specific goals and objectives each year.
3. Maintain open lines of communication with NLA leadership and with committee members.
4. Following board approval of the committee chair, set a schedule of meetings to discuss activities, individual responsibilities, etc.
5. Provide virtual options for meetings, if possible.
6. Notify the Executive Director in advance of the time, place, and primary agenda of each Committee meeting.
7. Send copies of their annual reports to the Executive Director.

Responsibilities of all Committee Members:

1. Maintain open lines of communication with the committee Chair.
2. Actively participate in committee activities and work.
3. Attend committee meetings in-person or virtually.
4. Regularly update the committee Chair and/or other committee members on progress of assigned tasks.

6.2 Advocacy:

The Advocacy Committee develops library advocacy for all levels throughout the state. This could include the development of resources for building local advocates, origination of legislation, mobilizing against potentially detrimental legislation, or monitoring legislation that could potentially impact libraries or the library community in various ways. All legislative efforts should be done within the constraints of 501(c)(3) status. The committee maintains contact with ALA regarding national-level advocacy issues, and shares information with the NLA membership.

The Committee monitors any program or proposal that might lead to legislation for the advancement of the profession or the status of libraries. If bills are to be presented to the Nebraska Legislature on behalf of NLA, this committee should attend to the writing of the bills, select the sponsors, and brief them for the need for the bill as well as its results. This committee should be the originator of any publicity on the bill and should organize correspondence carried on by the individual members of the Association concerning the bill.

The committee should be constantly on the alert to guard against unfavorable action by the legislature. The

committee works closely with the Nebraska Library Commission, the Lobbyist, and the NLA President to see that information is disseminated among the membership.

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

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

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

6.3 Auditing:

It is the duty of the Auditing Committee to examine all financial records of the Association and report to the Board of Directors. The Committee audits these books annually for the period ending December 31 of the previous year. If the Treasurer resigns, an internal audit will be done immediately. The Executive Board may call for an internal or external audit at any time if it is deemed

For the annual internal audit, the Treasurer (and Conference Treasurer if there is one) shall turn over the electronic records, statements, and paper documentation for all Association and Conference accounts to the Auditing Committee within the first quarter as soon as the entries for the previous calendar year have been closed. The Executive Director may be called upon to provide documentation from the website membership and event database.

The Auditing Committee shall meet to perform the audit according to the Committee Handbook and prepare a written report to be presented at the spring NLA Board meeting. Discrepancies in any of the accounts should be noted in the Audit Report.

6.4 Bylaws & Handbook:

The primary duty of the Bylaws & Handbook Committee is to formulate and present to the membership any changes in the Bylaws that seem necessary to the committee, according to the provisions of the Bylaws. The

Chair, or a representative, of the Committee presents to the Board of Directors any proposed Bylaws changes for approval. The chair of the committee is responsible for seeing that proposed Bylaws changes are communicated to the membership, that a ballot is prepared for voting by the membership, and that votes are counted and certified according to the NLA Bylaws.

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

6.5 Communications:

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

- Create and solicit content for NLA publications, web presence, social media, and other forms of communication
- Research, evaluate, and implement additional avenues for NLA communications
- Promote and publicize the activities of NLA and its subsidiaries; includes reporting noteworthy activities to national library publications and organizations
- Promote and publicize libraries, library staff and library activities as a whole and in Nebraska in particular
- Report local, regional, and national news that affects the Nebraska library community, including legislative actions

6.6 Diversity:

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

6.7 Elections:

The Elections Committee is responsible for annually soliciting candidates for NLA offices, assisting subsidiaries in soliciting candidates (if needed), preparing the ballots for all NLA and subsidiary elections,

publicizing and running the annual election and reporting the results of the election to candidates and the officers and members of NLA.

Nominating and Election Procedures:

1. The committee solicits candidates for vacancies on the NLA executive committee, ALA Councilor, and MPLA Representative and obtains their consent to stand for election. When considering potential nominees, the committee should give careful consideration to equitable geographic representation as well as diversity in representation.
2. Each section and round table is encouraged to nominate at least two people for each office to be filled, having their consent to accept this position, for each election cycle. Single candidate ballots are discouraged, but will be accepted as valid. If no candidate is found for a section or round table officer position, continuation of the current officer's term is acceptable, if allowed by appropriate bylaws.
3. Nominees for all offices to be filled are to be submitted to the Elections Committee chair by the date established by the Board of Directors. Nominees will be listed on the NLA website with biographical and other requested information.
4. The committee chair will work with the Executive Director to prepare all ballots and publicize the candidates and voting period to the membership. Ballot should include provisions for write-ins for each position.
5. As soon as possible after the ballot deadline, the Elections Committee chair will receive all vote tallies and confirm the results; notify the subsidiary chairs of the outcome; notify each nominee of the outcome of the election; and notify the current President, Vice-President, and Executive Director of the election results; and, after all other notifications have been completed, announce the election results to the membership.

6.8 Finance:

The Finance Committee shall consist of the immediate Past President, President, Vice-President/President-Elect, Treasurer, and Legacy Fund Coordinator, and may include additional members as needed. The immediate Past President shall serve as committee chairperson.

The committee functions in two capacities:

1. Using the Treasurer's current estimate of income and expenses, along with the Executive Director's estimate of membership, this committee should set up the annual budget of the Association for the following year. This budget should be presented to and voted upon by the Board at the meeting prior to fiscal year end. The approved budget should be posted for the membership after Board approval.
2. Performs duties related to developing, building, and managing fundraising activities, to include planned endowments (such as the Legacy Fund). This includes planning and executing fundraisers and creating documentation and criteria for use of funds. This committee will review applications for distribution of funds when they are available and recommends such to the Board.

6.9 Professional Development:

The Professional Development Committee is composed of the Vice-President/President-Elect of each of the sections and round tables. The NLA Vice-President/President-Elect serves as chair. The NLC Continuing Education Coordinator may be invited to serve as a non-voting ex officio member.

The charge is as follows:

1. To promote and coordinate professional development opportunities for NLA members. This can take the form of virtual or in-person workshops, podcasts, and/or online resources.
2. To assist in the review and selection of annual conference and pre-conference proposals under the leadership of the Vice-President/President-Elect. Every attempt should be made to choose topics proportional to the membership of individual Sections and Round Tables.
3. To select an ALA Emerging Leader based on ALA's requirements and any additional requirements set forth by the committee.

6.10 Scholarship & Awards:

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

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

applicants of the outcome. The selection should be done with sufficient time to arrange payment for the fall semester.

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

Scholarship Recipient Non-Discrimination Statement:

NLA rejects discrimination based upon gender, sexual orientation, race, religion, distance, or physical challenges when applicants are being considered for scholarships connected in any way with the Nebraska Library Association.

Current Scholarships & Awards

- Louise A. Nixon Scholarship
- Meritorious Service Award
- Mari Sandoz Award
- Professional Development Scholarships and/or Awards

Refer to the Scholarship & Awards Handbook for details and procedures.

6.11 Other Committees (Special or ad hoc):

The President shall have the right to appoint special or ad hoc committees as needed to further the interests of the Nebraska Library Association, subject to the approval of the Board of Directors. Members of special committees shall serve at the discretion of the President and the Board of Directors.

APPENDIX: OTHER ORGANIZATIONAL DOCUMENTATION

Beyond this handbook, other organizational procedures and history exist in separately-maintained documents.

These documents should be maintained by the designated individuals and committees:

- [Bylaws](#)
- Treasurer's Handbook
- Scholarship & Awards Handbook
- [Auditing Handbook](#)
- Scholarship & Award Past Winners
 - [NLA Meritorious Service Award Winners](#)
 - [Mari Sandoz Award Winners](#)
- [Past-Presidents List](#)
- [Past Conference Locations and Themes](#)
- Organization Goals
- NLA endorsements of ALA policies, including pay equity policy, etc.
- [Job Descriptions](#)