

VII. Committees

INTRODUCTION: (October 2001)

The Standing Committees of the Association shall be: Auditing, By-Laws and Handbook, Citations, Continuing Education, Editorial, Finance, Intellectual Freedom, Legislative, Membership, Nominating, Publicity and National Library Week, and Scholarship.

Committee membership shall be coterminous with the term of office of the President.

All committee chairpersons are to send copies of their annual reports to the Executive Secretary and to the NLAQ Editor for publication in the fall issue of the NLAQ. All committee chairs should notify the Executive Director in advance of the time, place, and primary agenda of each committee meeting.

STANDING COMMITTEES:

AUDITING:

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

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

Audit Procedures

1. The Treasurer should turn over the books and files to the Auditing Committee within the first quarter or as soon as the entries for the previous year have been closed.
2. The Auditing Committee should prepare to meet as soon as possible in February to perform the audit and to prepare a written report to be presented at the spring NLA Board meeting.
3. The books should be checked to verify each receipt of income. There should be a bank deposit slip and/or a bank receipt and a notation as to the source of the income. Each should be checked to see that the correct amount was entered in the proper itemized columns.
4. Each expenditure should be checked to verify the payment. There should be an expense reimbursement form for each payment with the proper receipts attached. Each payment should be checked to see that the correct amount was entered in the proper itemized column.

5. The interest earned on the savings account should be entered in the Treasurer's book first as income and then as payment to the account. Separate pages are maintained to show receipts, payments, and balance for these accounts. Bank statements and end-of-year statements of interest earned should be used to verify the amounts posted.
 6. The interest earned on the certificates of deposit is recorded as income and is left in the general fund. A record of the interest should also be posted to the separate page maintained to show the interest accrued. Bank statement and end-of-year statements of interest earned should be used to verify the amounts.
 7. Bank statements for the general fund checking account should be checked to verify the account balance.
 8. Discrepancies in any of the accounts should be noted in the Audit Report.
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BY-LAWS AND HANDBOOK:

The duty of the By-Laws and Handbook Committee is to formulate and present to the membership any changes in the By-Laws that seem necessary to the committee, according to the provisions of the By-Laws. The chair, or a representative, of the Committee presents any proposed By-Laws changes for approval by the Board of Directors, usually at the summer Meeting. To inform the membership, the chair of the committee is also responsible for seeing that proposed By-Laws changes are included in the fall issue of the NLAQ.

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

CITATION:

The Citation Committee chair arranges to have information about the awards placed in the spring issue of NLAQ. The committee receives suggestions from the membership for recipients of the two annual awards (Mari Sandoz, Meritorious Service) and prepares a recommendation to present to the Board of Directors at the June meeting. The chair is in charge of having a suitable plaque (Mari Sandoz) and certificate (Meritorious) prepared and arranging for the presentation at the annual meeting. The chair notifies the recipients and confers with them if talks are to be given. (See Handbook Section 8 Scholarships and Awards)

**CONTINUING EDUCATION:
(September 2006)**

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

The charge is as follows:

- 1) To meet annually with the NLA Conference Committee to plan for conference or preconference time for continuing education events tied to the Conference theme. The Continuing Education Committee works with the Vice-President in determining and coordinating the content of conference programs;
 - 2) To offer the services of the Committee to such NLA sections and round tables as may request assistance from the Committee for help with continuing education activities;
 - 3) To promote and coordinate continuing library education.
 - 4) To quarterly review and update the Library Education and Careers page on the NLA website.
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**DIVERSITY:
(September 29, 2005)**

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 keep aware of issues related to traditionally under-represented groups.

The Committee will consist of 8-10 appointed members from various types of libraries, staffing levels and geographic locations. Appointments will be for two years and may be appointed in a staggered rotation.

**FINANCE:
(January 2006)**

This committee shall consist of four members of the Association in addition to the immediate Past President, President, Vice President, Treasurer and Business Manager of the official publication. The immediate Past President shall serve as committee chairperson.

The committee functions in two capacities:

1. During the fall, using the Treasurer's current estimate of expenses, the conference treasurer's estimated profit, and the Executive Director's estimate of membership, this committee should set up the annual budget of the Association for the following year. This budget should be presented to the Board no later than the winter board meeting and published in the next issue of the NLAQ.
2. Performs duties related to developing, building, and managing the planned giving endowment fund. This includes planning and executing fund raisers, creating documentation and criteria for use of the fund, and serving as a contact for the Nebraska Community Foundation. This committee will review applications for distribution of funds when they are available and recommends such to the Board.

After December 31, the conference financial report, a more accurate estimate of dues, and the completed treasurer's report should be used to make adjustments to this budget. The adjusted budget should be submitted to the Board for approval and/or action.

**INTELLECTUAL FREEDOM:
(August 2004)**

The committee should keep in close contact with the ALA Intellectual Freedom Office, and alert and inform the membership of intellectual freedom concerns. For this reason, the chair of this committee must be a personal member of ALA. In addition, it shall develop a plan of action and represent the Association in activities in defense of intellectual freedom in libraries and media centers of the state. As one means of informing the membership, a program on intellectual freedom issues should be presented at the annual conference.

The Intellectual Freedom Handbook is available via the Committees section of the NLA Web site.

LEGISLATIVE:

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

One of the chief duties of the Legislative Committee is to "brief each state legislator at least once annually on important library issues" (Goals and Objectives). This is done through a three part program:

1. The committee maintains a "Linking Librarians to the Legislature" program, where one librarian in each legislative district is designated to coordinate communication between NLA and his/her legislator. This library link also coordinates the legislative lobbying activities of other NLA members in that district.
2. The committee solicits and summarizes the needs of the membership into a brief legislative agenda, to be submitted for Board approval at the fall retreat board meeting. This agenda is used in conjunction with an innovative "gift" to the incoming legislature, so that they might be reminded of NLA's existence and its purposes.
3. The committee organizes and implements Legislative Day. The chair of this committee, conferring with the lobbyist and the NLA President, sets the date, usually sometime in February, so as to catch the legislature after most bills have been introduced and while they are still in session. The Committee then contacts the "library links", notifying them of the date and encouraging them to invite their senator to a potluck meal in Lincoln, where librarians can discuss issues of import to libraries with their own senators. The Committee arranges for the lunch near the capitol and attempts to find "host" librarians from a reasonably close area to stand in for librarians who are unable to attend the lunch.

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

MEMBERSHIP:

This committee should promote membership in the Association and it should encourage nonmembers to join. There should be a representative of each section of the Association on the committee. Soon after the first of the year, a check should be made with the Executive Director (an ex-officio member of this committee) to get names of members whose dues are not paid.

It is the responsibility of the Membership Committee to make information available regarding NLA - its structure, dues, membership benefits, etc. to members and potential members. Such information should be provided any time but especially at the spring meetings and the annual conference. They have the responsibility to staff a membership table during the annual conference.

The Membership Committee also designs and prints the membership brochures, both personal and institutional. Every two years this committee should compile, update, and put the Membership Directory on the NLA Internet site. A limited number of print directories will be available to those without Internet access.

NOMINATING: (September 2006)

Members of this committee should be reminded of their duty by the President each spring and given a list of offices to be filled. The Executive Director should give the chairperson a list of paid members, on request.

Nominating Procedures

1. The committee nominates at least two people for each NLA office to be filled, having their consent to accept this position. When considering potential nominees, the committee should give careful consideration to equitable geographic representation as well as diversity in sectional representation.
2. Each section and round table chair is responsible for nominating at least two people for each office to be filled, having their consent to accept this position. Failure to submit, by the deadline, at least two names for each position to be filled will result in all funds being withheld until a valid special election (funded entirely by the section or round table) can be held. Current section or round table officers will remain in office until such time that the special election is completed.
3. Nominees for all offices to be filled are to be submitted to the Nominating Committee chair at least one week prior to the submission deadline for the NLAQ summer issue. The Nominating Committee chair will report the slate to the Board at their summer meeting. Nominees will be listed in the Summer issue of the NLAQ and on the NLA website with the Nominating Committee chair supplying the appropriate information to the NLAQ Editor and the Internet Site Coordinator.
4. Each ballot, in addition to at least two candidates for each open position, shall include space for write-ins.
5. The committee chair will prepare all ballots and complete the mailing process.
6. Mailing procedures:
 - a. Check with the Executive Director on the stock of exterior mailing envelopes (#10) and return envelopes (#9). Work with the Executive Director to order additional envelopes as needed.
 - b. Ask the Executive Director to print the exterior mailing envelopes. Each envelope should list the Executive Director as the return address and should be addressed to individual voting members showing notations as to the ballots the voter receives.
 - c. Print or label the return envelopes, using the address of the Past President as the mailing address.
 - d. Ballots should be color coded with separate ballots for each section and round tables.
 - e. Mailing will include the ballots and a return envelope. Biographies of each candidate may be included with the ballots in the mailing.
 - f. All mailing of ballots should be done in August by first class with a return deadline no later than two weeks before the beginning of the annual conference.
7. Within 1 week of the ballot deadline, the chair of the Nominating Committee will notify the section and round table chairs of the outcome.

8. Within 1 week of the ballot deadline, the chair of the Nominating Committee will notify each NLA nominee of the outcome of the election and will also notify the current President, Vice-President and Executive Director of the election results.
 9. The Chair of the Nominating Committee will give an election report at the Annual Conference.
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PUBLICATIONS: (January 2006)

This committee shall consist of the Editor and Business Manager of NLAQ together with representatives from each section of NLA with an attempt made to have geographic representation. The committee shall be chaired by the Editor of NLAQ. The committee shall develop editorial policy to be approved by the NLA Executive Board and should attend to the implementation of such policies.

Each member of the committee has the responsibility for the provision of one substantive article per year and have appropriate and sufficient copy for inclusion in NLAQ.

The Nebraska Library Association Quarterly (NLAQ) is the official organ of the Association. Its function is to provide the membership with information about the work of the Association and any events of interest to librarians and trustees in the state. Its aim is to publish information and articles on library related topics. The Editor shall be appointed annually by the President and approved by the Board of Directors at least six months prior to the term of office to allow for adequate transition from one editor to another.

Four issues are printed each year. The fall issue (September) contains the annual reports, conference information, and proposed by-laws changes. The January issue contains the annual reports of the Treasurer, President, Sections, and Round Tables. Subscription to NLAQ is included in the cost of NLA membership. Subscriptions are sold to nonmembers at a rate set by the Editorial Committee with the approval of the Board of Directors.

[web site material to be developed]

PUBLICITY AND NATIONAL LIBRARY WEEK: (2003)

This committee is responsible for getting news of the Association and libraries in general before the public. Peak periods of activity are generated by the momentum of the Association and events, which may or may not be the same from year to year. Some examples are but not limited to: Legislative Day Activities (February), National Library Week (April), Letters about Literature Award (April) National Library Card Sign-up Month (September), NLA Committee Activities (October), and NLAQ article solicitation (throughout the year).

Members of this committee should cooperate with the NLA President, NLA Section Chairs, NLAQ Editor, System Administrators, and other activity leaders as necessary.

**SCHOLARSHIP:
(2003)**

This 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 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 Scholarship Committee submits a notice requesting applications in the Winter issue of the NLAQ (deadline October 30). A reminder is inserted in the Spring issue (deadline January 30). The committee should meet, determine the successful applicant (if any) and notify all of the applicants. The selection should be done in May, so that payment can be arranged for the fall semester. (See Handbook, Section 8, Scholarships and Awards)

OTHER COMMITTEES (Special or ad hoc):

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