



**ALTAFF 2010 Agendas: Midwinter Meeting of the American Library Association  
 Boston, Mass.**

**Executive Committee Meeting I**  
 Saturday, January 16, 2010  
 CC, Room 102A  
 8-8:30 a.m.

- |   |                                   |
|---|-----------------------------------|
| 1. Call to Order  | President Rose Mosley (1 min)     |
| 2. Review Board and Committee Chair Roles & Responsibilities (DOC #1,2) | Rose Mosley, Sally Reed (10 min.) |
| 3. Trustee Academy (DOC# 3)   | Sally Reed (5 min.)               |
| 4. Minimum Expectation for Committees (DOC# 4)                          | Rose Mosley, Sally Reed (10 min)  |
| 5. Adjournment  | Rose Mosley                       |

**ALTAFF Board Meeting I\***  
 Saturday, January 16, 2010  
 CC, Room 102A

- |   |                                   |
|---|-----------------------------------|
| 6. Call to order & Welcomes                                   | President Rose Mosley (5 min.)    |
| 7. Acceptance of Minutes (DOC# 5)                             | Rose Mosley (1 min.)              |
| 8. Discussion of "Trustee Academy" (DOC# 3)                   | Sally Reed (5 min.)               |
| 9. Discussion of Minimum Expectations for Committees (DOC #4) | Rose Mosley, Sally Reed (10 min.) |
| 10. Discussion of Committee Chair and Board Roles (DOC #1, 2) | Rose Mosley, Sally Reed (10 min.) |
| 11. Recap of ALTAFF events for this conference (DOC# 6)       | Rose Mosley (5 min.)              |
| 12. New Business  |                                   |
| 13. Public Comments   |                                   |
| 14. Adjournment   |                                   |

**\*The business meeting may be temporarily suspended upon arrival of ALA Presidential Candidates, and/or Spectrum Scholarship Rep. to give them a few minutes to address the board.**

**(Continued on next page)**

**ALTAFF Board Meeting II \***

Monday, January 18, 2010

CC Room 134

8-9:30 a.m.

- |   |                                   |
|---|-----------------------------------|
| 1. Call to Order  | President Rose Mosley (3 min.)    |
| 2. President's Report   | Rose Mosley (10 min.)             |
| 3. Director's Report (DOC# 8)                                       | Sally G. Reed (10 min.)           |
| A. Budget Report – FY 2009 to date and 2010 (DOC #9)                |                                   |
| B. Membership Report (DOC # 10a, 10b)                               |                                   |
| 4. PLA Program Report   | Gail Griffin (3 min.)             |
| 5. Program Chair Report – Annual Conference Program, 2010 (DOC #11) | Tanya Butler, Sally Reed (5 min.) |
| 6. Division Councilor's Report                                      | Shirley Bruursema (5 min.)        |
| 7. Trustee Awards Committee Report                                  | Claire Gritzer (3 min.)           |
| 8. Trustee Nominating Report  | Claire Gritzer (3 min.)           |
| 9. Nominating Committee's Report                                    | Peggy Danhof (3 min.)             |
| 10. Public Comments   | (15 min.)                         |
| 11. New Business  | (10 min.)                         |
| 12. Adjournment   |                                   |

\* The business meeting may be temporarily suspended upon arrival of ALA Presidential Candidates, and/or Spectrum Scholarship Rep. to give them a few minutes to address the board.

**ALTAFF Executive Committee II**

Monday, January 18, 2010

9:30-10:00 A.M.

- |   |                       |
|---|-----------------------|
| 1. Unfinished business                          | Rose Mosley (10 min.) |
| 2. Spectrum Scholarship – ACTION ITEM (DOC #12) | Rose Mosley (10 min.) |
| 3. Adjournment                                  |                       |

## **DRAFT – ALTAFF Board Member Responsibilities**

### **General Board Member Responsibilities**

- Jointly determine current and future programs and activities.
- Know ALTAFF's mission and be able to talk about the value of ALTAFF to non-members.
- Attend all regular meetings of the Board are held during the Midwinter Meetings and Annual Conferences of the Association. Meetings may also take place via phone or virtual contact throughout the year as needed.
- Serve as liaisons to specified ALTAFF committees as assigned by the ALTAFF President.
- Respond in a timely manner to all emails requiring Board consideration and approval, as requested by the ALTAFF President; understand that silence signifies consent in such situations.
- Read and review all informative background material relating to matters for discussion and action posted to the ALTAFF virtual presence as instructed prior to all Board meetings.
- Read and digest all relevant information prior to Board meetings; be thoroughly prepared to discuss all items at meetings, particularly items related to committees and groups to which each Board member is the liaison.
- Participate in Board discussions during and between meetings
- Continue to improve understanding of key ALTAFF policies and procedures as well as ALA policies and procedures, including the Operating Agreement. Continue to expand knowledge of parliamentary procedure. The official resource that ALA governance uses is Alice Sturgis' book, *The Standard Code of Parliamentary Procedure*.
- Subscribe to, monitor and/or participate in discussions on ALTAFF's discussion lists to stay abreast of ALTAFF news, member needs and trends in the field.
- Suggest possible candidates to the Nominating Committee who can make significant contributions to the work of the Board and ALTAFF.
- Serve as an example for members by attending ALTAFF programs, voting in ALA elections, writing letters to the editor, etc.
- Become familiar with ALTAFF's electronic resources.
- Know each ALTAFF staff person's role and which staff person to go to for your different needs.
- Attend the following meetings at Annual
  - ALTAFF Leaders Orientation Meeting
  - All Board of Director's Meetings
  - ALTAFF President's Program
- Throughout all conferences make the effort to talk to members and listen to any concerns, especially new ones, and make them feel welcome.

- Be on the lookout for any members with good leadership potential and encourage them to chair a committee or run for office.
- Consider attending ALTAFF's ticketed events, such as the Author Tea, The Laugh's On Us, and the ALA Inaugural Banquet.

### **Committee Liaison Responsibilities**

Board liaison assignments will be distributed at the Annual Conference. The President will notify both incoming and current Board members and committee chairs of the Board liaison assignments at the Annual Conference.

### **Preconference Responsibilities**

- Contact committee chairs within one month of initial assignment
- Receive and carefully review copies of the pre- conference committee chair reports
- Contact chairs as necessary to ensure that pre-conference reports are submitted on time
- Review any Requests for Board Actions in advance of submission for consideration by the full Board

### **Between Conferences Responsibilities**

- Communicate with committee chairs as needed between conferences, utilizing all available communication tools, with at least one follow-up contact prior to each conference
- Initiate and participate in phone and in-person conversations with Chairs and members of committees and task force to which Board member is the assigned liaison as appropriate and necessary
- Serve as conduits from their respective committees to other parts of the organization.
- Support chairs in responding to challenging situations and growth opportunities as they arise

### **At Conferences Responsibilities**

- Provide the ALTAFF Board with brief reports of committee activities and issues as needed at each conference;
- Introduce yourself to each chair person and as many committee members as possible
- Initiate and participate in in-person conversations with Chairs and members of committees as appropriate and necessary

### **Post-Conference Responsibilities**

- Receive and carefully review copies post-conference committee chair reports
- Communicate Board actions from the Annual Conference that impact committees, task forces and others to which Board member is the assigned liaison

- Contact chairs as necessary to ensure that post-conference reports are submitted on time

### **ALA Policy Guides and Division Aids**

A member of a division Board is involved in setting policy. The following publications include background in ALA and division matters. Copies are available from the ALTAFF Office upon request and via the ALTAFF webpage:

- ALA Policies, Procedures and Position statements
- ALA Constitution and Bylaws (in the ALA Handbook of Organization)
- ALTAFF Bylaws

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## DRAFT- ALTAFF Committee Chair Roles & Responsibilities

**Congratulations, and welcome to the world of ALTAFF Leaders!**

**As a new ALTAFF Committee Chair, it is easy to feel lost and unsure of your duties. This reference tool is intended to help you through the maze of information throughout your term(s) of office.**

### Getting started

If you do these 6 things, you will be ahead of the game:

- Get a calendar or organizer just for ALTAFF tasks and dates
- As soon as you receive an email or written material from ALTAFF or ALA, read it and note what needs to be done; don't miss a deadline by putting something aside to deal with later
- Bookmark the ALTAFF website ([www.ala.org/ALTAFF](http://www.ala.org/ALTAFF)), and become familiar with the bylaws, and other current information on the site.
- Establish a good working relationship with the current committee chair and learn all you can from that individual

### Useful information about ALTAFF

- ALTAFF is the Association of Library Trustees, Advocates, Friends and Foundations, one of 11 divisions of the American Library Association. The focus of ALTAFF is to help educate and support Trustees, Friends and Foundation members to help maximize their effectiveness on behalf of all types of libraries everywhere including their ability to be excellent library governors, fundraisers and especially advocates.

Active membership involves serving on ALTAFF-wide or ALTAFF Section committees and discussion groups. There are opportunities for virtual committee membership. ALTAFF has the following sections:

- Trustee
- Friend
- Foundation

### Your office and what it entails

As a ALTAFF committee chair, you have agreed to a *1-year term*. Your term begins immediately following the annual conference. You may choose to sit in on the committee meetings during the annual conference prior to your term to familiarize yourself with issues.

**1. (June ALA annual conference – just before your term starts) Attend the ALTAFF Orientation for New Officers and Chairs at the Annual conference.** Although you may already know what your duties are, attending this orientation will help to put the information in perspective and give you an opportunity to meet or at least recognize those you will need to know later, and to ask questions.

**2. (July/August) Plan and coordinate the committee's work for the year in accordance with the goals of ALA and ALTAFF.**

- Communicate with the past chair to determine ongoing projects and goals.
- Organize how projects will be implemented, including timelines, deadlines, and resources.

**3. (July/August) Contact your committee members and welcome them to the committee.**

This is the time to tell them about projects and expectations for the upcoming year.

**4. (Prior to ALA Midwinter & Annual) Maintain ongoing communication with committee members and prepare for conference meetings.** Set the agenda and organize the meeting.

**5. (ALA Annual Conference)**

- Attend the Leadership Development seminar on Friday afternoon at Midwinter.

**6. (ALA Midwinter & Annual) Chair your committee's meetings.**

- Return post-conference reports and minutes to the ALTAFF office as soon as possible after the Midwinter Meeting and the Annual Conference.
- Complete two mid-stream progress reports each year on forms that will be sent by the ALTAFF office.

**6. (January/February) Recommend reappointment of effective committee members and suggest names of potential committee members to the ALTAFF president-elect.** You might recommend someone as the next chair of the committee to the ALTAFF president-elect.

**7. (After ALA Annual) Contact the new chair to discuss continuing projects and possible goals for the next year.** Send the records of the committee to the new chair. Send archival records to the ALTAFF office.

**Useful tips for the ALA conferences:**

- Find the ALA Offices and the ALTAFF table – forms and information are kept here that you may need during the conference. You can also leave messages here for Board members and ALTAFF staff.
- Pick up a ALTAFF member ribbon from the ALTAFF table to attach to your badge, and take some for your committee chairs and executive committee members.
- Pick up ALTAFF membership forms, activity interest forms, and other information to take to your meetings.

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pg 1 of 2

## Professional Services Agreement

The North Suburban Library System (NSLS) has developed a Trustee Training and Certification Program to assist trustees with understanding the duties and responsibilities for their role as trustees on a library board. The Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF) has requested the permission of NSLS for the use of the NSLS outline for the Trustee Training and Certification Program including detailed specifications for each of the course segments, the structure of the certification process, permission to use the language in the continuing education brochure describing the program, as well as language featured in the brochure entitled "What Does a Library Trustee Do?"

NSLS agrees to allow ALTAFF to use of the following outline of information. ALTAFF agrees that NSLS shall retain the continued and complete right to the use of the information now being shared with ALTAFF.

### Specifications for each of the course segments:

- ***Library Trustee Basics.*** This segment is designed as an overview to help trustees understand the skills needed to be effective in their roles. It also includes an introduction to philosophical issues such as intellectual freedom and the patron's right to privacy.
- ***Conducting Effective Meetings.*** Designed to teach the basics of parliamentary procedure, this segment provides strategies for making board meetings more productive.
- ***Advocating for your Library.*** Familiarizes trustees with the importance of advocacy (local, state and federal) and outlines methods for becoming successful library advocates.
- ***Creating an Effective Relationship between the Trustee and the Library Director.*** Designed to help trustees learn techniques for hiring, evaluating and working more effectively with their library director.
- ***Understanding the Basics of Library Law.*** Provides an overview of library law and helps trustees determine when consultation with a legal professional is advised.
- ***Unraveling the Mysteries of the Open Meetings Act, Models Ethic Ordinance and Freedom of Information Act.*** An overview and basic working knowledge of these important Illinois statutes.
- ***Upholding Library Standards.*** Helps trustees understand the value of standards of service and things to take into account when creating policies and procedures.
- ***Deciphering the Library Budget.*** Designed to give trustees a firm grasp of public library finance and budgeting.
- ***Unlocking the Puzzle of Taxes, Tax Caps, Levies and Referenda.*** An overview of the tax process and trustees' roles and responsibilities in these areas.



Structure of the Certification process:

The NSLS trustee training and certification program provides for three levels of certification: Gold, Silver and Bronze. Trustees must attend all nine classes to be eligible for certification. Additional requirements may include the completion of other activities such as:

- Participation in a library conference, such as ALA, PLA or the Illinois Library Association's Annual Conference.
- Attending an organized advocacy event, such as Illinois Library Day in Springfield or National Library Legislative Day in Washington, D.C.
- Writing an article or creating a presentation about their library in order to hone their advocacy skills.
- Viewing two Board Briefs videos created especially for trustees to provide an overview of the Open Meetings Act and the Model Ethics Ordinance.

Both individual trustees and entire boards are eligible for certification.

Trustee Brochures:

Permission is given to use the language in the continuing education brochure describing the program, as well as language featured in the brochure entitled "What Does a Library Trustee Do?"

Consulting

NSLS agrees to provide ALTAFF with up to four hours of consulting time with NSLS staff member(s) and/or trustee(s) involved in the design and implementation of the Trustee Training and Certification Program. ALTAFF may request additional consulting services with NSLS staff member(s) and/or trustee(s) at the rate of \$150 per hour.

In consideration for ALTAFF's purchase of the NSLS Trustee Training and Certification program as outlined above, ALTAFF agrees to pay NSLS the sum of One Thousand and no/100 dollars (\$1,000.00). . This amount is due within 30 days of ALTAFF signing this agreement.

Nothing in this Professional Services Agreement shall limit or prohibit NSLS from the continued use of any aspect of the NSLS Trustee Training and Certification program as outlined above. Nothing in this Professional Services Agreement shall preclude or prohibit NSLS from pursuing national trustee training courses or programs. It is the understanding and agreement of NSLS and ALTAFF that each organization shall cooperate with the other organization in the respective uses of said program, on a local, statewide, or national level. NSLS and ALTAFF each agree to engage in buzz marketing, and to publicize each party's programs as much as possible..

This agreement is entered into on, November 25, 2009

## ALTAFF Committees and Charges

Revised with Proposed Minimum Expectations 12/15/09 (sgr)

### DIVISION COMMITTEES

Annual Conference Program Committee (ALT-CF): To develop, coordinate and implement programs sponsored by ALTAFF at Annual Conferences that specifically address, both collectively and separately, the issues and concerns of library Trustees, Friends of Libraries and Library Foundations; to receive conference program requests and review them for adherence to established procedures, elimination of duplications, and budgets. To submit program requests along with the committee's recommendations to the ALTAFF Board for approval.

#### *Minimum Expectations:*

- *Consult appropriate ALTAFF committees and Section Committees to receive program proposals in proper and complete format for annual conference*
- *Vet program proposals and make recommendations to the Board.*
- *Ensure that committees with accepted programs have contacted speakers and will attend the program to ensure room set up, address speaker needs, hand out evaluations, and take attendance.*

President's Events Committee (ALT-PRES): To plan the ALTAFF president's events including the President's Reception at Midwinter and the President's Program at Annual Conference and any attendant fundraising activities.

#### *Minimum Expectations:*

- *Consult with President to determine activities requested.*
- *Work with Executive Director to implement activities.*

Legislation, Advocacy & Intellectual Freedom Committee (ALT-LGADIF): To work closely with the ALA's Office for Library Advocacy, Washington Office, and Office of Intellectual Freedom to identify and encourage library advocates and ALTAFF member response to library legislation and issues of intellectual freedom. To promote national legislative action as needed on the ALTAFF list-serve; to write appropriate articles and press releases for ALTAFF newsletter and website; to advise the Annual Conference Program Committee on appropriate programs for legislation, intellectual freedom, and advocacy – especially those that are co-sponsorship opportunities with the Office for Library Advocacy, the Office for Intellectual Freedom, and other ALA Divisions and Units as appropriate.

#### *Minimum Expectations:*

- *Assign one committee member each to attend meetings of the ALA Office of Library Advocacy, Office of Intellectual Freedom, and Washington Office and write one newsletter article on the issues presented for each of these meetings.*
- *Develop an annual conference program proposal (preferably in partnership with OLA, OIF, or WO) especially designed for citizens.*

- ***Assign at least one committee member to monitor the alerts from OLA, OIF, and WO and forward those alerts to ALTAFF membership.***

Newsletter & Website Advisory Committee (ALT-NEWSWEB): To monitor the ALTAFF website and newsletter, *The Voice*, for quality of content and design; to solicit articles of interest to membership; to make recommendations to ALTAFF staff for website development and use; and newsletter content and structure.

***Minimum Expectations:***

- ***Assign a member or members to monitor the VOICE and the ALTAFF website for currency and ease of use and report findings to staff.***
- ***Solicit or write at least three newsletter articles of interest to Trustees, Friends, Foundations or all three for publication in the VOICE.***

Nominating Committee (ALT-NM): To promote and publicize leadership opportunities in ALTAFF. To prepare an ALTAFF slate for the positions of President-Elect, Secretary-Treasurer; Division Councilor; one At-Large Trustee section member; one At-Large Friend section member; and one At-Large Foundation section member for ALTAFF Board approval and inclusion in the ALA election ballot. To recommend to the Board three At-Large Corporate Friends section members to place on the ballot as a slate of three for membership to the Board.

***Minimum Expectations:***

- ***Actively seek candidates for ALTAFF offices excluding those of Sections.***
- ***Determine two nominees for each office at the midwinter conference and (with the proposed candidates' sr012909 permission) make a proposal to the Board.***
- ***Ensure that candidates know how to fill out online information and have done so by the ALA deadline.***

PLA Conference Program Committee (ALT-PLANC): To develop and submit programs to the PLA National Conference Committee that will specifically address the issues and concerns of library Trustees, Friends and Foundations; to implement such programs upon PLA approval and acceptance of these submittals. ***These committee members serve a two-year term.***

***Minimum Expectations:***

- ***Carefully monitor deadline for PLA program proposals.***
- ***Work to develop at least one proposal for PLA conference that would be of interest to Trustees or citizens who support libraries.***
- ***Solicit speakers for proposed program(s).***
- ***Submit program(s) to PLA by deadline.***
- ***Work with staff to ensure that room and equipment are secured and that promotional information is dispatched following program(s) approval.***
- ***Attend program(s) to ensure that all is in order, pass out evaluations, and record attendance.***

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ALTAFF Leaders Orientation Committee (ALT-LD): To design an Annual Conference program for all incoming ALTAFF leader volunteers that will assist them in their work on behalf of ALTAFF and further their understanding of the ALTAFF division and its policies and procedures.

***Minimum Expectations:***

- ***Gather all pertinent ALTAFF process and procedures information needed by new ALTAFF leaders.***
  - ***Work with staff to assign a day/time at annual conference for an ALTAFF leaders orientation session.***
  - ***Create or gather handouts that will inform new leaders.***
  - ***Give presentation at ALTAFF leaders' orientation session about what each leader will need to know.***
  - ***Provide evaluation of session to staff for enriching this program for the succeeding year.***
- Sr2007

Regional Development Committee (ALT-RD): To develop and vet materials that regional representatives of ALTAFF can use in each state and/or region for the education of Trustees and Friends at the state and local levels; to appoint and train ALTAFF members to act as ALTAFF representatives in each state to ensure that these materials are made available at the state and local levels.

***Minimum Expectations:***

- ***Actively solicit volunteers from each state to represent ALTAFF at state and regional level conferences.***
- ***Create at least two tip sheets that will support the work of regional representatives.***
- ***Identify existing ALTAFF documents and tip sheets that would be helpful to regional representatives and email those documents to the representatives.***
- ***Ensure that all representatives have membership information to distribute at the state and regional levels.***
- ***Follow up with representatives to determine the level of activity and success at regional and/or state level for ALTAFF.***

## **SECTION COMMITTEES**

### **Trustee Section Committees**

Nominating Committee (ALT-TRUNM): To prepare a slate of candidates to the Board for Trustee Section Chair-Elect for ALTAFF Board approval and inclusion in the ALA election ballot.

***Minimum Expectations:***

- ***Actively seek candidates for Trustee Section Chair- Elect.***
- ***Determine two nominees for the Chair-Elect at the midwinter conference and (with the proposed candidates' permission) make a proposal to the Board.***

- ***Ensure that candidates know how to fill out online information and have done so by the ALA deadline***

Publications & Services Committee (ALT-TRUPB): To develop publications, toolkits and model policies for inclusion in the ALTAFF list of publications for Trustees across the country; to evaluate existing publication and make recommendations for modification or elimination; to identify existing useful publications across the country and obtain permission for their availability to ALTAFF members.

- ***Develop at least one tip sheet that helps to educate Trustees (see Friends Fact Sheets for samples).***
- ***Inventory existing Trustee documents available via the ALTAFF website and make recommendations for modifications or new additions.***
- ***Recommend at least one online resource that might be of value to trustees from other ALA divisions and/or units and recommend same to staff for permission, modification, and inclusion on ALTAFF's website.***

Awards Committee (ALT-TRUAW): To recommend to the Board recipients for the Trustee Citation Award; the Major Benefactors Award; and the Gale Grant for a Trustee to attend the Annual Conference for the first time.

***Minimum Expectations:***

- ***Actively seek nominations for awards by writing article in newsletter and using ALTAFF network.***
- ***Vet applications at midwinter to determine winners (up to two Trustee Citations, One Gale Grant, and up to two Major Benefactors).***
- ***Announce winners at the second midwinter Board meeting.***
- ***Notify winners and staff.***

**Friends Section Committees**

Nominating Committee (ALT-FRDNM): To prepare a slate of candidates to the Board for Friends Section Chair-Elect for ALTAFF Board approval and inclusion in the ALA election ballot.

***Minimum Expectations:***

- ***Actively seek candidates for Friends Section Chair- Elect.***
- ***Determine two nominees for the Chair-Elect at the midwinter conference and (with the proposed candidates' permission) make a proposal to the Board.***
- ***Ensure that candidates know how to fill out online information and have done so by the ALA deadline***

Publications & Services Committee (ALT-FRDPB): To develop publications, toolkits, and Fact Sheets for inclusion in the ALTAFF list of publications for Friends groups across the country; to evaluate existing publications and make recommendations for modification or elimination; to identify existing

useful publications across the country and obtain permission for their availability to ALTAFF members. To design webinars and podcasts for Friends groups across the country.

- *Develop at least one Fact Sheet (or update existing Fact Sheet(s) that helps to educate Friends (see Friends Fact Sheets for samples).*
- *Inventory existing Friends documents available via the ALTAFF website and make recommendations for modifications or new additions.*
- *Recommend at least one online resource that might be of value to Friends from other ALA divisions and/or units or from local or state resources and recommend same to staff for permission, modification, and inclusion on ALTAFF's website.*

Awards Committee (ALT-FRDAW): To work with ALTAFF staff to identify winners of the Baker & Taylor Awards; the Best Friends Awards; and the National Friends of Libraries Week Awards.

**Minimum Expectations:**

- *Work with staff (via email and post mail) to identify winners of Friends awards that occur during the year.*
- *Ensure that winners are notified and announced at annual conference and midwinter meeting venues as appropriate.*

**Foundation Section Committees**

Nominating Committee (ALT-FDNNM): To prepare a slate of candidates to the Board for Foundation Section Chair-Elect for ALTAFF Board approval and inclusion in the ALA election ballot.

**Minimum Expectations:**

- *Actively seek candidates for Foundation Section Chair- Elect.*
- *Determine two nominees for the Chair-Elect at the midwinter conference and (with the proposed candidates' permission) make a proposal to the Board.*
- *Ensure that candidates know how to fill out online information and have done so by the ALA deadline.*

Publications & Services Committee (ALT-FDNPB): To develop publications, toolkits, and Fact Sheets for inclusion in the ALTAFF list of publications for Foundations across the country; to evaluate existing publications and make recommendations for modification or elimination; to identify existing useful publications across the country and obtain permission for their availability to ALTAFF members. To design webinars and podcasts for Foundation members across the country.

- *Develop at least one Fact Sheet (or update existing Fact Sheet(s) that helps to educate Foundations (see Friends Fact Sheets for samples).*
- *Inventory existing Friends documents available via the ALTAFF website and make recommendations for modifications or new additions that would be appropriate for Foundations.*

- ***Recommend at least one online resource that might be of value to Foundations from other ALA divisions and/or units or from local or state resources and recommend same to staff for permission, modification, and inclusion on ALTAFF's website.***

### **Corporate Friends Section Committees**

Nominating Committee (ALT-CORNM): To prepare a slate of candidates to the Board for Corporate Friends Section Chair-Elect for ALTAFF Board approval and inclusion in the ALA election ballot.

Development Committee (ALT-CORDV): To work with ALTAFF staff to recruit and retain corporate sponsorship of ALTAFF; to identify meaningful corporate benefits; to advise and participate in recruitment; and to propose networking possibilities for ALTAFF corporate sponsors.

***This is still a work in process!***

# ALTAFF

Association of Library Trustees,  
Advocates, Friends and Foundations

*A division of the American Library Association*

## MINUTES

ALA Annual Conference

Chicago, Illinois

July 10 – 12, 2009



Doc # 5  
PS 1 of 4

### Executive Committee Meeting I-Friday July 10, 2009

- **Call to Order**

President Peggy Barber called the meeting to order at 3:05 pm.

**Board members present:** Peggy Danhof, Peggy Barber, Rose Mosley, Rod Gauvin, Donald Roalkvan, Claire B. Gritzer, John Carson, Robin Hoklotubbe, Sally Reed, ALTAFF Executive Director and Beth Nawalinski, ALTAFF.

**Peggy asked Sally to update the Board on ALTAFF:**

Sally recapped Vice –President elect Rod Gauvin’s bringing together a group recently to Chicago in order to plan and implement a new direction for the new ALTAFF. The pre-panning session notes held in April are included in the ALTAFF board documents 2b.

- **Review of Mission, Vision, Committee proposal**

The goal of the new mission and vision is to streamline committees, encourage effectiveness and make ALTAFF services available to all members whether they attend conferences or not. Work on better educating the “field” of lay supporters. A goal is to re-design committees to meet and reflect these goals. Group then referred and reviewed board documents 2a, 2b and 2c.

Claire commented she liked board doc 2c. Others in attendance were in agreement.

Sally proposed that the following be asked of all new and existing initiatives: “Does this add value to our membership?” Peggy Danhof said she thinks we need to have liaisons to groups such as the Freedom to Read Foundation. She said we need to stay involved in all these areas.

Robin shared that explanations would be helpful at our next meeting regarding ALA committees and liaisons as some of us are not familiar with this term and objectives.

- **Recap of Director’s Goal**

Peggy Barber. Referred to ALTAFF EB doc 1.

**Meeting adjourned at 3:25 pm**



**ALTAFF Board Meeting I**

**Friday, July 10, 2009, 3:30 – 5 p.m.**

- **Call to Order**

President Peggy Danhof welcomed the group and called the meeting to order at 3:40pm. Peggy welcomed everyone to the meeting and invited everyone to introduce themselves.

**Board members present:** Peggy Danhof, Peggy Barber, Rose Mosely, Rod Gauvin, Donald Roalkvan, Claire B. Gritzer, John Carson, Robin Hoklotubbe, Laura Salmon, Rod Wagner, Kay Runge, Barbara Prentice, Agnes Griffen, Claire Delaney, Charles Hanson, Cherine Janzen, G. Victor Johnson, Ed McBride, Jane Rowland, Mable Robertson, Anne Sterling, Ann Frabrizio, Nann B. Hilyard, Gwendolyn B.G. Welch, Tanya Butler, Sally Reed, ALTAFF Executive Director

- Peggy Barber wanted to officially thank Sally for all her hard work on the merger. She said that “marriage” is not a word but a sentence and that now we (FOLUSA and ALTA) are married! There was a round of applause in Sally’s honor. Peggy Danhof mentioned that ALTA was in dire straits with the Executive Director absence as one example. She said ‘now they are looking good with Sally and that they really are married’.

- **Acceptance of minutes**

Kay Runge asked that minutes from FOLUSA be motioned by John Carson and that ALTA minutes be motioned from Don Roalkvam as they were instrumental in the merge. A motion to accept the minutes by John Carson and Don Roalkvan was moved and seconded by Claire Gritzer and Barbara Prentice. Motion carried.

- **Election results and awards**

Peggy Danhof spoke about Trustee citations and awards. Shirley Bruuresema and David Goldsmith are the winners of the Trustee Citation Award. The Baker Taylor award will go to the Friends of Florence County Library in South Carolina. The Gale award for first time trustee is awarded to Elisa Bruce form Lexington, Kentucky. Peggy Danhof thanked the awards committee and Sally for their work.

- **Discussion of Vision, Mission and New Committee Structure**

Sally shared that two weeks prior to a conference, a Board packet will go out to all and it will also be available online. Rod Gauvin said that work had been done on developing a vision and mission. The Vision: All libraries are well governed and fully funded. He sees our role is that of one that supports citizens who govern, promote, advocate and fundraise for all types of libraries. He would like to see our division be the ‘biggest and best’ division in ALA!

A discussion on the budget was held. Sally shared that the FOLUSA operated on soft money prior to merger. The budget is on firmer ground now and expectations can be better met and that we now need to think of how we can get out to the lay people in the country. We should be in communication with COSLA (Chief Officers of State Library Agencies) –work closer with State Libraries. Sally recognized Rod Wagner (Nebraska Library Commission) as an excellent State Library Organization. We need to expand member services for this type of an organization.

A discussion to create talking points to keep Board and members informed as to what ALTAFF is about and its goals was held. “Guiding principles” were discussed. Several people agreed that we should look at tightening the structure up. Committees should exist to meet the needs of members across the country, not just those who attend conference. “A lot of committees can sink a staff” was a sentiment

that most agreed with. It was shared that we should consider combining three committees going forward -Legislative, Advocacy and Library Issues committee – as a “National Library Issues” committee.

Clare Delaney had a question about Publications and Services. She asked what happens with all the effort and hard work put into previous publications? How will these materials be distributed in the future? Sally said these publications are still available and are now accessible on the ALTAFF website.

Agnes Griffin contributed that there are many board members out there involved with Foundations and that they not be forgotten. Sally responded that Peter Pearson would like a “place holder” on this topic as we develop this piece in the new structure. Rod Gauvin suggested charging Peter Pearson with an outreach for a Foundation section of ALTAFF. Sally shared that there are potential partnerships with Academic Development directors and Foundations as well and that we should speak with Sam Huang.

Peggy Danhof congratulated Sally for organizing the *Wait, Wait* event with Paula Poundstone. This event raised \$5,000 for ALTAFF (netted \$4,000) and the exposure was priceless!

Robin Hoklotubbe shared that she overheard conference attendees talking about the *Wait, Wait* event and how much fun they had.

• **Recap of ALTAFF events at conference:**

Peggy Danhof gave an overview of upcoming meetings and programs at conference and invited everyone to the Sunday 4 pm Board champagne toast with Paula Poundstone.

Peggy Danhof shared that a handbook is being developed by ALA and invited suggestions for the handbook be directed to Sally.

Roberta Stevens (ALA executive Board/Library of congress and incoming ALA President-elect) was welcomed at 4:50 pm to share with the group. Roberta shared that 14, 00 plus had pre-registered for the conference so far and that the number for 2009 Annual are in line with 2008 which was a well attended conference. Membership is an area of concern for ALA as other associations in the country are experiencing decreases as well. In the past we were around 67,000+ members in ALA and we are at around 60,000 . She went on to share that ALA revenues are experiencing shortfalls especially in publications and conferences requiring staff furloughs.

In early September, there will be a planning retreat for division directors. Our input is encouraged. She said it is very clear that we make opportunities for libraries to participate in conference. They are looking into streaming video technology to keep libraries connected with ALA conferences. There was some controversy at Mid-Winter regarding library education and core-competencies. ALA is looking at recommendations and accreditation. Peggy Barber commented that we (ALTAFF) should plan to discuss ways to support the Campaign for American Libraries. She asked how we can encourage the citizen voice to make a difference. Peggy Danhof thanked Roberta for joining us

Peggy Danhof adjourned the meeting at 5:00 pm.

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**ALTAFF Board Meeting II**

**Sunday, July 12, 2009, 8-9:30 a.m.**

• **Call To Order**

Presidents Peggy Danhof and Peggy Barber called the meeting to order at 8:10 am

**Board members and guests present:** Kim Johnson, Kathryn Suarez, Mary Lee Davis, Charles Hanson, Clare Delaney, Susan Schmidt, Laura Salmon, Margaret Schuster, Cherine Janzen, Barbara Prentice, Robin Hoklotubbe, Rose Mosley, Peggy Barber, Peggy Danhof, Claire Gritzer, Shirley Bruursema, Jane Rowland, Rod Wagner, Peter Pearson, Ed McBride, G. Victor Johnson, Samuel Huang, Agnes Griffin, Anne Sterling, Nann Hilyard, Joan Reeves, Debby Miller, Rod Gauvin, John Carson, Mable Robertson, Gwendolyn. B.G. Welch, ALTAFF staff: Sally Reed, Beth Nawalinski.

• **Presidents Report**

Peggy Danhof and Peggy Barber reviewed and summarized the Presidents report (BD Doc 5)

• **Directors Report**

Sally unveiled and distributed the new, newsletter for ALTAFF; "The Voice" and thanked Jillian and Beth who worked on it. She shared that the new website is still being developed and it will take a bit longer to launch. Plans to build the Trustee section are under way. The general "design" of the website is completed. She stated that the budget is a little down.

The *Wait, Wait – Don't Tell Me* fundraising event generated about \$5,000 for ALTAFF and the Author Tea proceeds are expected to be about \$7,000 - \$8,000. Sally went to report that expenses haven been kept down in general. Paula Poundstone will be joining us again in 2010 for Laughs On Us and as the National Spokesperson.

Sally referred to DOC 6b and 6c regarding membership. She shared that membership has remained stable for both groups. Sally reminded the board that at 4 pm today there is an ALTAFF champagne toast with Paula Poundstone and all are invited!

Susan Schmidt recognized both Sally and Beth for their remarkable job and efforts with the merge. The Board also recognized and acknowledged their efforts. Don Roalkvam shared that exhibit space is down 12% but new exhibits are up 5% at conference. Laura Salmon volunteered to assist with budgeting items and the new budget for ALTAFF. Election schedule was discussed. G. Victor Johnson asked that if anyone wants to recommend anyone for council-at-large, kindly let him know. Peggy Danhof reminded board to vote.

• **PLA Report**

Don Roalkvam shared that ALTAFF will have a program at the 2010 PLA conference. It will be about Trustee orientation

• **Division Councilors Report**

Shirley Bruursema reported that the council is the quietest it has been for 6 years. Big issue: Charge or not for scooters at conference. A resolution was discussed whether or not to send books to soldiers. Shirley reported that eight Trustees are on ALA committees.

• **Discussion of Vision, Mission and Committees**

Peggy Danhof shared that Rod Gauvin brought a group together in Chicago that included immediate and past officers and looked at a pre-planning process for ALTAFF. Refer to document 2B (early draft).

The *Citizens for Libraries* tag line has been received positively. Sally further explained DOC 2b and the talking points.

- **Committee Issues and Information**

Peggy Danhof began a discussion on new committee structure. She reminded us to keep in mind that we are losing a day at conference and we should look at combining committees and programming as much as we can. Sally said she will be looking at streamlining and maximizing staff time and resources. She also reminded us as we move forward, to keep Trustees and Friends who do not attend conference in mind. The new model of committees and their goals should be focused on sharing what we learn and develop by way of articles and reports. She feels that our “external focus” should be the guiding principal as move ahead with the new committee structure.

Peggy Danhof discussed the new ALTAFF org chart. She said we are in a growing and developing stage. Discussion on ALTAFF leadership will be held at mid-winter. The meeting was then opened up for committee ideas and development to the board.

Debbie Miller suggested that the Intellectual Freedom needs to be separate from Advocacy. She does not agree with cross-pollination. She thinks Intellectual Freedom needs separate attention. Mary Lee Davis said that advocacy can be “smushed in” to everything we do. We are all advocates and would like to separate out Intellectual Freedom.

Rose Mosley thanked everyone for the lively discussion and shared that when some were appointed, they were notified about changes in committee operations. She said that she would have appreciated comments earlier so these issues could have been addressed beforehand.

Debbie Miller said that she was not aware that committee descriptions could be challenged. Agnes Griffin supports separating legislation, intellectual freedom, and advocacy committees as well. Laura Salmon said that there is not a perfect organization. She shared she comes from the corporate world. In her experience, we need to start somewhere and give it a try. We can then adjust as work into it.

Peggy Danhof said she has had various liaisons that will work on keeping positions in place. Debbie Miller responded that she will accept whatever the board agrees upon as long as it is board member driven which works better than staff driven.

**Action:** Peter Pearson moved to accept committee structure as presented. Susan Schmidt seconded.

**Point of Order:** Sally recommended adding Intellectual Freedom/Washington Office to Legislative, Advocacy and Library Issues committee.

**Vote:** Motion carried.

- **New Business**

Peggy Danhof reminded the board that there is no compensation from ALTAFF for speakers for special programs. If there is something coming up and we need to negotiate a deal, please bring this to the board. We need to try to keep attendee cost down as well. No expenses will be given without board support and approval. She said that a task force could be established to develop guidelines for this.

Margie Schuster asked if ALTAFF staff and Board speaking fees going forward will go to ALTAFF. Sally said that this will continue. She went on to share that \$12,000 - \$15,000 a year is generated from speaking fees in the past.

Nann suggested that policies be part of leader orientations. Peggy Danhof said that this was a good idea and thanked Nann. She went on to add that perhaps Rose can work with a task force on developing a policies and procedures manual.

Debbie Miller shared that May 2 is national Privacy Week and asked whether ALTAFF would like to be involved. She said she needs a plan by the end of July. Peggy Danhof asked her to write a proposal. She agreed to send one to Rose and Sally.

- **Turning over the Gavel**

Peggy Danhof said she has a great time and thanked everyone for their hard work. She said it has been challenging but feels good about the results. She says she can finally see the light at the end of the tunnel and that this is for sure the way to go! Peggy Barber added that this will be a great marriage. .

Peggy Danhof officially installed Rose Mosley as the new ALTAFF President.

On behalf of the staff, Sally Reed recognized Peggy Danhof, Peggy Barber and Don Roalkvam for their efforts this past year and gave them a token of appreciation in recognition of their service. Rose Mosley accepted the gavel saying, "Let us start as a team! Together Everyone Achieves More!" She said that she is excited for this new group and to begin working with everyone.

She ended with "We are going to be the best ALA has!" Rod Gauvin recognized that we had two great organizations. He is looking forward to working together. New ALTAFF president Rose Mosley then asked everyone to introduce themselves and comment a bit about themselves.

- **Meeting adjourned at 9:45 am**

**ALTAFF Executive Committee II meeting**  
**Sunday, July 12, 10-10:30 a.m.**

- **Call to Order**

President Rose Mosley called the meeting to order at 10:00 am.

- **Unfinished Business**

Shirley Bruursema said that there is a conflict of meetings and we need to do better at future conferences. Peggy Danhof asked if we can all come together on this and work on it. Shirley suggested that we centralize meetings and create a master schedule that can easily be coordinated. A discussion was held and the consensus was that this is something that we would work on. Don Roalkvam commented that conflicts in programs will most likely continue especially given the reduced ALA conference schedule.

- **Meeting adjournment at 10:30 am**

Respectfully submitted,  
Robin Hoklotubbe, ALTAFF Secretary  
December 10, 2009



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# ALA Midwinter Meeting Jan. 15-19, 2010 Boston, Mass.

## Nuts and Bolts for Friends and Trustees

Sat., Jan. 16, 2010

Part I: 10:30 a.m.-noon

Part II: 1:30-3:30 p.m.

Boston Convention & Exhibition Center, Room 153C

Free; no Midwinter Meeting registration required.

Come hear experts discuss ways to improve your group and maximize your ability to raise money, and share your best practices with others. Topics will include fundraising ideas, book sales, membership development, advocacy, and board recruitment. It is not required that you attend both sessions. The second session will be a continuation of discussions and not a repeat. Among the speakers will be Sally Gardner Reed, executive director, ALTAFF; Alice Welch, president of Massachusetts Friends of Libraries and president of the Friends of Worcester (Mass.) Library; Robin Hoklotubbe, secretary/treasurer of ALTAFF and friends and volunteer services coordinator, San Bernardino County (Calif.) Library; and Susan Schmidt, friends section chair of ALTAFF and president, Little Falls Chapter, Friends of Montgomery County (Md.) Library.

### Part I:

10:30-10:45 a.m.

Welcome and Introductions  
History of Nuts and Bolts and ALTAFF  
*Susan Schmidt and Robin Hoklotubbe*

10:45-11:15 a.m.

Fundraising Best Ideas  
*Alice Welch*  
*President, Massachusetts Friends of Libraries  
and Friends of Worcester (Mass.) Library*

11:15-11:45 a.m.

Roundtable Discussions:  
Fundraising (other than book sales)  
General Membership Development  
Book Sales

11:45 a.m.-noon

Sharing Best Practices  
Evaluations and Door Prize

~Lunch Break (on your own) ~

### Part II:

1:30-1:45 p.m.

Welcome and Introductions

(review morning session)

*Susan Schmidt and Robin Hoklotubbe*

1:45-2:05 p.m.

The Future for Libraries:  
How Citizens Make a Difference  
*Sally Gardner Reed*  
*Executive Director, ALTAFF*

2:05-2:15 p.m.

Board Self-Evaluation  
*Nicholas Spillios*  
*Trustee, Alberta (Canada) Library Trustees*

2:15-2:30 p.m.

Library Advocacy: A Case Study  
*Peggy Danhof*  
*President, Fountaindale (Ill.) Public Library  
Board of Trustees*

2:30-3:15 p.m.

Roundtable Discussions:  
Advocacy  
Board Recruitment and Development  
We're All in This Together

3:15-3:30 p.m.

Sharing Best Practices  
Evaluations and Door Prize

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Association of Library Trustees,  
Advocates, Friends and Foundations  
A division of the American Library Association

## Gala Author Tea

Featuring Marilyn Johnson, Holly LeCraw,  
Janice Y. K. Lee, Karl Marlantes and Teri Woods  
Mon., Jan. 18, 2010, 2-4 p.m.  
Hyatt Regency Boston, Grand Ballroom

Best-selling authors will discuss their current and forthcoming books. Enjoy tea, coffee, finger sandwiches, and a variety of sweet treats. A booksigning will follow the program; some books will be given away free and others will be available for purchase at a generous discount. This event is sponsored by ReferenceGROUP. ALTAFF will recognize the winners of the National Friends of Libraries Week Awards during the program.



photo by Rob Fleder

Marilyn Johnson

**Marilyn Johnson** was a staff writer for *Life* and an editor at *Esquire*, *Redbook*, and *Outside*. Her first book, *The Dead Beat*, was a finalist for the Barnes & Noble Discover Award and a Border's Original Voice. Her upcoming book, *This Book is Overdue! How Librarians and Cybrarians Can Save Us All* (Harper, Feb. 2010), celebrates libraries and librarians, showing how the work they do is more important than ever.



Karl Marlantes

**Karl Marlantes** is a graduate of Yale University and was a Rhodes Scholar at Oxford University. He served as a Marine in Vietnam, where he was awarded the Navy Cross, the Bronze Star, two Navy Commendation Medals for valor, two Purple Hearts, and ten air medals. *Matterhorn* (Atlantic Monthly Press, April 2010) is his first novel.



photo by Marion Ettinger

Holly LeCraw

**Holly LeCraw's** short fiction and book reviews have appeared in a range of publications, including the *Edge City Review* and the *Boston Book Review*. Her short fiction was nominated for a Pushcart Prize. Her debut novel is *The Swimming Pool* (Doubleday, April 2010).



Teri Woods

**Teri Woods**, a Philadelphia native, became the first urban fiction author to hit the *New York Times* printed list with her novel *True to the Game II*. She has her own publishing and production company, Teri Woods Publishing. Her forthcoming book is *Dutch II: Angel's Revenge* (Grand Central Publishing, March 2010).

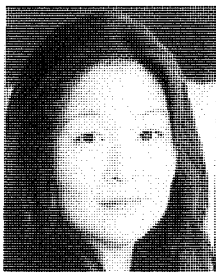


photo by Amy K. Boyd

Janice Y. K. Lee

**Janice Y. K. Lee** was born and raised in Hong Kong and graduated from Harvard College. A former features editor at *Elle* and *Mirabella*, she currently lives in Hong Kong with her husband and children. She is the author of *The Piano Teacher* (Viking), a gripping tale of love and betrayal set in war-torn Hong Kong.

Tickets for the Gala Author Tea cost \$35 in advance (\$30 ALTAFF division members); on-site tickets cost \$45. Event code: ALT1. To purchase tickets if you have already registered for Midwinter, you may call (800) 974-3084 to add tickets to your current registration. Full conference registration is not required to purchase tickets for the Tea. Follow the online registration process at [www.ala.org/ala/conferencesevents/upcoming/midwinter/2010](http://www.ala.org/ala/conferencesevents/upcoming/midwinter/2010). When prompted, select the option for "SO Institutes and Ticketed Events Only," then add on the ticket(s).

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Director's Report  
Midwinter  
January 2009

**New Initiatives**

Working with various units of ALA, the following initiatives have been developed (implementation dates included):

- **Trustee Academy** – online courses for Trustees will begin in the fall. The curriculum is designed to be comprehensive and those taking and meeting minimum requirements will receive a certificate of achievement from ALTAFF. (October 1, 2010 expected launch date).
- In conjunction with the Office for Intellectual Freedom: **“Controversial Materials in the Library: Supporting Intellectual Freedom in Your Community.”** This webinar will cover the basics of intellectual freedom in libraries, collection development policies, procedures for handling challenges to library materials, and tips on responding to controversies that may arise. Instructor: Angela Maycock, OIF Assistant Director.

This one-hour session will be offered three times in February 2010. Registration is limited to 60 participants per session.

- Wednesday, Feb. 17, 4:00-5:00 p.m. EST
- Tuesday, Feb. 23, 2:00-3:00 p.m. EST
- Friday, Feb. 26, noon - 1:00 p.m. EST

Cost: \$49 individuals; \$39 ALTAFF members; \$95 group of two or more attendees at the same location.

Learning objectives:

1. Participants will understand key concepts of intellectual freedom and collection diversity as embodied in ALA policy
  2. Participants will gain a new framework for evaluating potentially controversial materials in library collections
  3. Participants will take away information and talking points to help deal with controversies surrounding library materials
- **ALA Presidential Award for Advocacy Sponsored by ALTAFF.** The first award goes to the Florida Library Association and will be announced at the Opening



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General Session at the Annual Conference 2010. Awardees are selected based on engagement of citizens for advocacy and success in meeting their advocacy goal.

### **ALTAFF Budget**

The ALTAFF budget ending in August 2009 was short in both revenues and expenses. Due to the lower than predicted expenses and the addition of FOLUSA funds, ALTAFF ended the year with a net asset balance of \$164,090 and a net fund balance of \$65,702. This net fund balance gives ALTAFF some breathing room and allows us to engage in some modest new initiatives as well as build a good reserve fund.

The budget for 2011 has been submitted and is included as Board Document #9. Due to problems with ALA's computing, we do not have current information on tracking for the first quarter of fy 2011.

### **Membership**

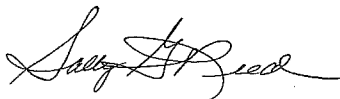
Membership for Trustees and Friends remains stable (see Board Documents #10a, 10b). A direct mailing went out in early December but due to some errors in Membership services, it apparently went bulk (as opposed to the agreed upon first class) and to Boards of Trustees v. director. This, unfortunately, meant that the mailing hit boxes during the holiday break and did not go to the operational decision maker – i.e. the director. The responses are due to come back to the Philadelphia offices so we will be able to assess the effectiveness of this campaign.

### **Public Service Award and Legislative Day**

For one year only, Library Advocacy Day will replace National Library Legislative Day (NLLD). On Tuesday, June 29, 2010, library advocates from all 50 states and Washington, D.C. will meet at Upper Senate Park on the U.S. Capitol grounds. The event, which will begin at 11 a.m., will feature guest speakers, photo ops, and a chance to cheer on libraries! After the rally, participants will meet with their elected officials and their staffs.

As has been our tradition, we will work with the Washington Office to select the congress person who has done the most to advance the cause of libraries to honor with our ALTAFF Public Service Award. The award will be presented during the day's festivities.

Respectfully submitted,



Sally G. Reed  
Executive Director

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**411  
ALTAFF**

	Admin	BOD/CMT Support	Membership Promotion	Awards	Trustee Newsletter	
	Project # 0000	Project # 5001	Project # 5002	Project # 5003	Project # 5030	TOTAL BASIC SERV PROJ
Description						PROJECTS SUBTOTAL
Subtotal-Dues	165,330	0	0	0	0	165,330
Subtotal-Sales-Net	0	0	0	0	0	0
Subtotal-Other Sales	0	0	0	0	0	0
Subtotal-Subscriptions	0	0	0	0	110,000	110,000
Subtotal-Advertising	0	0	0	0	0	0
Subtotal-Meetings & Conf.	0	0	0	0	0	0
Subtotal-Grants & Awards	0	0	0	2,100	0	2,100
Subtotal-Misc.	138,200	0	0	0	0	138,200
<b>Total Revenues</b>	<b>303,530</b>	-	-	<b>2,100</b>	<b>110,000</b>	<b>415,630</b>
Payroll & Related Exp.	337,279	-	-	-	-	337,279
Outside Services	5,000	250	-	-	-	5,250
Travel and Related Expenses	5,000	6,500	-	-	-	11,500
Meetings & Conferences	-	-	-	2,100	-	2,100
Publication Related Expenses	-	400	1,250	750	40,120	42,520
Operating Expenses	73,910	-	-	-	-	73,910
Total IUTs	500	-	-	-	7,833	8,333
<b>Total Direct Expenses</b>	<b>421,689</b>	<b>7,150</b>	<b>1,250</b>	<b>2,850</b>	<b>47,953</b>	<b>480,892</b>
Contribution Margin	(118,159)	(7,150)	(1,250)	(750)	62,047	(65,262)
IUT-General Overhead	-	-	-	-	-	0
<b>Total Expenses Excl. Alloc</b>	<b>421,689</b>	<b>7,150</b>	<b>1,250</b>	<b>2,850</b>	<b>47,953</b>	<b>480,892</b>
IUT-Allocations	(58,087)	-	-	-	-	(58,087)
<b>Total Exp. Incl. OH &amp; Alloc.</b>	<b>363,602</b>	<b>7,150</b>	<b>1,250</b>	<b>2,850</b>	<b>47,953</b>	<b>422,805</b>
<b>Net Rev/(Exp) Before Taxes</b>	<b>(60,072)</b>	<b>(7,150)</b>	<b>(1,250)</b>	<b>(750)</b>	<b>62,047</b>	<b>(7,175)</b>





Overall	2009	2008	% Change
Personal	941	982	-4.18%
Organizational	162	168	-3.57%
Corporate	5	5	0.00%
<b>TOTAL</b>	<b>1,108</b>	<b>1,155</b>	<b>-4.07%</b>

**JULY 2009 MEMBERS HAVE BEEN SUSPENDED**

Personal	2009	2008	% Change
Renew	72	88	-18.18%
New	17	12	41.67%
Reinstate	2	2	0.00%
Drop	24	19	26.32%
Regular	149	133	12.03%
Student	5	2	150.00%
Support Staff	7	5	40.00%
Retired	15	8	88%
Trustee	679	763	-11.01%
Associate	17	8	112.50%
Non-Salaried	6	9	-33.33%
International	2	1	100.00%
Cont - 2 Free	2	2	0.00%
Cont- No Free	16	14	14.29%
Life Installment	2	2	0%
Life - 2 Free	17	19	-10.53%
Life - No Free	1	2	-50.00%
Honorary	11	13	-15.38%
Other/Misc	4	1	300.00%
<b>TOTAL</b>	<b>941</b>	<b>982</b>	<b>-4.18%</b>

Doc# 10a

Organization	2009	2008	% Change
Renew	35	22	59.09%
New	3		%
Reinstate			%
Drop	2	2	0.00%
Lib<\$50,000	7	4	75.00%
Lib<\$199,999	15	11	36.36%
Lib<\$499,999	8	7	14.29%
Lib<\$999,999	10	12	-16.67%
Lib>\$2,000,000	36	12	200.00%
Lib<\$2,000,000	46	83	-44.58%
State Libraries	22	21	4.76
Chapter Mbr	1	1	0.00%
Non-Profit Org	5	5	0.00%
International Lib	12	12	0.00%
<b>TOTAL</b>	<b>162</b>	<b>168</b>	<b>-3.57%</b>

Corporate	2009	2008	% Change
Renew	1		%
New			%
Reinstate			%
Drop			%
Benefactor			%
Champion	3	3	0.00%
Patron			%
Contributor	2	2	0.00%
Subscr Personal			%
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>0.00%</b>



Friday 6/25

Saturday 6/26

Sunday 6/27

Monday 6/28

ALA @ DC

9am

Board Meeting II @ tbd  
8:30am - 10am

10am

Nuts & Bolts for Trustees & Friends @ off site  
10am - 3pm

Isn't It Romantic @ tbd  
10am - 12pm

Exec. committee  
10am - 10:30am

SOS - Trustees  
10:30am - 12pm

11am

Author Prog.

Author Prog.

12pm

SOS Luncheon  
12pm - 1:30pm

1pm

It's All Political @ tbd  
1pm - 3pm

2pm

Author Prog.

ALTAFF Assembly of States @ tba  
1:30pm - 3:30pm

Authors Come in all Colors  
1:30pm - 3:30pm

Author Tea  
2pm - 4pm

-Fundraiser

3pm

Exec. Committee Meeting  
3pm - 3:30pm

Leaders Orientation  
3pm - 4pm

Author Prog.

4pm

Board Meeting I  
3:30pm - 5pm

What's It All About ALTAFF?  
4pm - 5pm

President's Program  
4pm - 5pm

5pm

6pm

The Laugh's On Us  
5:30pm - 7:30pm

-Fundraiser

7pm

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**The American Library Association's  
Spectrum Scholarship Program & Spectrum Presidential Initiative**

*About Spectrum*

Established in 1997, the Spectrum Scholarship Program is ALA's national diversity and recruitment effort designed to address the specific issue of under-representation of critically needed ethnic librarians within the profession while serving as a model for ways to bring attention to larger diversity issues in the future. Spectrum's mission is to improve service at the local level through the development of a representative workforce that reflects the communities served by all libraries in the new millennium.

To be eligible for a Spectrum Scholarship:

- Applicant must be a citizen or permanent resident of the U.S. or Canada.
- Applicant must be American Indian/Alaska Native, Asian, Black/African American, Hispanic/Latino or Native Hawaiian/Other Pacific Islander.
- Applicant must attend an ALA-accredited graduate program in library and information studies or an ALA-recognized NCATE School Library Media program.
- Applicant shall have completed no more than a third of the credit requirements toward her/his MLIS or school library media degree at the time of award, June 1st.
- Applicant must be enrolled in an accredited program and begin school no later than September 1st or the Fall Semester immediately following the award.
- Applicants may have full or part time status.

The Spectrum Scholarship is valued at \$6,500 and includes a \$5,000 scholarship (divided into two payments); attendance at the Spectrum Leadership Institute, a three day institute held ahead of the ALA Annual Conference; and membership in the American Library Association.

To date, over 600 scholarships have been awarded to qualified applicants pursuing a Masters in Library and Information Science.

*Current Funding for Spectrum*

Upon its establishment in 1997, ALA committed resources for 50 annual scholarships of \$5,000 a year for Spectrum's first four years. The Spectrum program continues to fund scholarships through the initial endowment and the generous contributions of individuals and organizations whose donations support named scholarships in the Spectrum Family of Funds.

As of June 30, 2009, the value of the Spectrum Endowment was \$2.7 million.

To provide an overview of how the Spectrum Scholarships are funded annually, below is the funding breakdown for FY 2009 scholarships:

10 Scholarships funded by the ProQuest Scholarship Bash

2 Scholarships funded by the Medical Library Association/National Library of Medicine



- 1 Scholarship funded by the Young Adult Library Services Association (YALSA)
- 1 Scholarship funded by the Betty Turock Endowment
- 1 Scholarship funded by the William Gordon Endowment
- 10 Scholarships funded by the Spectrum Endowment
- 25 Scholarships funded by the IMLS REACH 21 Grant

Through a three-year REACH 21 grant, IMLS has funded 25 scholarships a year in 2008, 2009 and 2010. The IMLS is an independent federal grant-making agency dedicated to creating and sustaining a nation of learners by helping libraries and museums serve their communities. ALA will announce its final 25 REACH 21 scholars in June 2010. ALA will pursue another IMLS grant to support Spectrum Scholars past 2010, but this funding is not guaranteed and cannot be counted on to fund the future of Spectrum.

*Spectrum Overview Demographics (all percentages based on 606 recipients from 1998-2009 who have completed a full scholarship year)*

**Gender**

- 108 Male (18%)
- 498 Female (82%)

**Ethnicity**

- 29 American Indian/Alaskan Native Scholars (5%)
- 149 Asian Scholars (25%)
- 258 Black/African American Scholars (42%)
- 158 Hispanic/Latino (26%)
- 12 Native Hawaiian/Other Pacific Islander (2%)

\*Note that the racial and ethnic classification standards changed in 2001, specifically Pacific Islander and Asian have been broken out. A percentage of Pacific Islander scholars prior to 2000 may have been classified as Asian.

*Spectrum Application Trends*

Over the past several years, the Spectrum Scholarship Program has been able to fund approximately half of all applications. Unfortunately, many qualified applicants go unfunded.

- For 2009-2010                    128 completed applications, 49 awarded
- For 2008-2009                    146 completed applications, 68 awarded
- For 2007-2008                    167 completed applications, 80 awards

The table below indicates financial contributions from Divisions to the Spectrum Scholarship Program

Division	Gift to Date	History of Giving
American Association of School Librarians (AASL)	\$42,500	\$5,000 gifts in 2001, 2002, 2003, 2004, 2005, 2006, 2007, and 2008; one \$2,500 in 2009

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Association for Library Service to Children (ALSC)	\$3,500	One \$2,500 gift in 1999
Association for Library Collections and Technical Services (ALCTS)	\$250	One \$250 gift in 1999
Association of College & Research libraries (ACRL)	\$57,500	One \$25,000 gift in 1999; one \$32,500 gift in 2003 to name six "ACRL Scholars"
Association of Library Trustees, Advocates, Friends & Foundations (ALTAFF)		
Association of Specialized & Cooperative Library Agencies (ASCLA)	\$250	One \$250 gift in 1999
Library & Information Technology Association (LITA)	\$1,500	One \$1,500 gift in 1999
Library Leadership, Administration & Management Association (LLAMA)	\$7,000	One \$5,000 gift in 1999; one \$2,000 gift in 2005
Public Library Association (PLA)	\$182,500	One \$50,000 gift in 1999; one \$100,000 gift in 2003; one \$32,500 gift in 2005 to name five "PLA Scholars"
Reference & User Services Association (RUSA)	\$5,000	One \$5,000 gift in 1999
Young Adult Library Services Association (YALSA)	\$14,000	Two \$500 gifts in 2000 and 2003; two \$6,500 gifts in 2008 and 2009 to name "YALSA Scholars" in each year