Board Meeting & Planning Session
Sunday, January 9, 2011
8:30-11 a.m.
San Diego Convention Center, Room 11B

1. Welcome – President Rod Gauvin
2. Minutes – Robin Hoklotubbe (Action Item) pg. 2-7
3. Public Service Award – Sally Reed (Action item)
4. Nominations report – Rose Mosley (Action Item)
5. Executive Director’s Report – Sally Reed pg. 8-9
   a. Budget pg. 10-11
   b. Membership pg. 12
   c. Corporate Support
   d. Challenges
6. Bylaws – Rod Gauvin and Sally Reed (Action Item) pg. 13-21
7. Overview of planning documents and progress to date – Rod Gauvin & Sally Reed pg. 22-27
8. Strategies Discussion - all board members
9. Implementation assignments – all board members
10. New Business / Comments from members
11. Adjournment
Executive Committee Meeting I-Friday, June 24, 2010

Call to Order
President Rose Mosley called the meeting to order at 1:10 pm.

Board members present: Rose Mosley Peggy Danhof, Peggy Barber, Rod Gauvin, Shirley Bruursema, Robin Hoklotubbe, Sally Reed, ALTAFF Executive Director.

Visitors: Tanya Butler, Donna McDonald, Kay Runge, Dora Sims and Kathryn Suarez

President Mosley moved to appoint the following to the ALTAFF Board:
- Dustin Holland to Corporate Board Member
- Gail Griffin to Trustee Chair-Elect
- Dave Hargett to Trustee Section Chair
- Robin Hoklotubbe to Friends Chair-Elect

Seconded by Rod Gauvin. Shirley Bruursema asked if President Mosley is allowed to appoint. Sally Reed responded that yes she is in accordance with our bylaws. It was a unanimous vote and motion passed.

President Mosley reviews Board Doc 4 and 5. She asked the executive board to look at and comment if there has been any progress in the “six top priorities”. Sally Reed and Peggy Barber spoke about the new “Authors for Libraries” program. They shared that the history of this resulted from author Marilyn Johnson commenting that she noticed that there was not an author section to support ALTAFF. Now, authors who join can link their websites to ALTAFF. The incoming ALA President, Roberta Stevens, has a desire to include authors as advocates in a more prominent position in the ALA culture. Our Authors for Libraries fits well with this direction.

President Mosley referred to Board doc #5. She asked about a marketing and publicity plan. Sally Reed said that we not have one yet. Sally went on to say this could be an area that is member driven. With regards to expanding memberships, Sally stated that ALTAFF lost some membership ground with the merge. Out of approximately 1,100 group members, we lost about 100. Sally went to say that membership numbers are about 2 months behind. Rod asked Sally about a targeted campaign to the non-renewals. Sally said that there was a letter that went out to targeted addresses.

Rod spoke about the capital campaign. Rod called a meeting in May in Chicago which was attended by Sally Reed, Peggy Barber, Peter Pearson and himself. He went on to share that the funds in ALTAFF about the access and fluidity of those funds. It was determined that an external needs assessment was needed, targeting those that could give and the feasibility of raising 1 million dollars. The suggested cost of a study is $10 – $15,000 dollars. Sally commented that we would need to bring this to the attention of the board at large. The goal of the fundraising efforts is to raise enough to fund programs and activities, based on an agenda on a regional basis. Shirley Bruursema asked what the expected outcome was. Rod replied that an outcome will or will not validate the success of the campaign. Shirley asked what would happen with the funds? Rod replied that it would be used to expand our reach and support expanded programming.

The Executive Committee Meeting I was adjourned at 1:30 pm.
Call to Order
President Rose Mosley called the meeting to order at 1:35 pm.
Rose welcomed everyone to the meeting.

Board members present: Peggy Barber, Georgia Bhair, Shirley Bruursema, Peggy Danhof, Herbert Davis, Clare Delaney, Gail Griffin, Claire B. Gritzer, Nann Hilyard, Robin Hoklotubbe, Samuel T. Huang, Charles D. Hanson, Cherine Janzen, Donna McDonald, Ed McBride, Rose Mosley, Peter Pearson, Kay Runge, Laura Salmon, Susan Schmidt, Marian Sullivan, Kay Runge, Katherine Suarez, Dora Sims, Rod Wagner, Gwendolyn B.G. Welch, Helen Wilbur

Visitors: Tanya Butler, Terry Higgins, Debbie Miller, Dick Wayman

Sally Reed, ALTAFF Executive Director, Beth Nawalinski, ALTAFF staff

Acceptance of minutes
President Rose Mosley asked that minutes be approved. A motion to accept the minutes was made by Kay Runge. Motion carried.

Discussion of planning documents
President Mosley shared that the goal of today’s meeting is a planning process. She presented and reviewed with the group the top 6 priorities (Board doc 4). She then reviewed Board doc #5. She said we will talk later about expanding the awareness and national presence of ALTAFF. Peggy Barber shared about the new ALTAFF program, Authors for Libraries. She also shared the Marilyn Johnson story (see meeting notes from Executive meeting above). She encouraged board members to check it out on the web. She said that Roberta Stevens, incoming ALA President, plans to include the idea of authors as advocates in her presidency.

President Mosley inquired about marketing plans and strategies. Peggy Barber offered to head a task force (and she even has a plan already). Sally Reed said that anything that can focus on raising our public profile would be good. Peggy briefly outlined a few details about her marketing plan at which time three board members offered to join her in her efforts: Kay Runge and Robin Hoklotubbe.

President Mosley asked if there was a consensus to have a task force representative from each area of ALTAFF. Beth Nawalinski shared that a task force can easily communicate with all areas. President Mosley asked if possible to have a report from the marketing task force before mid-winter. Incoming President Rod Gauvin suggested it would be helpful to have a mechanism to get approval during the year for activities and reports. Sally suggested using the ALTAFF Board list-serve to communicate and share what is happening.

President Mosley then spoke about expanding ways for corporate donations. Sally addressed areas that corporate sponsors could participate. General areas of revenue streams are: products/services, corporate sponsorship and membership. Sally also spoke about Trustee Academy packages.

President Mosley introduced the capital campaign discussion from the morning Executive Board meeting. She spoke of the meeting that President elect Rod Gauvin held in Chicago at ALA headquarters. (See Executive committee notes for attendees). She said that capital campaign funds would not be co-mingled with other ALTAFF/ALA funds.

Peter Pearson spoke about an endowment fund. He felt that this may attract former board members to join us in our efforts. The exploratory committee is endorsing a feasibility study and estimates it could cost as much $30,000. Kathy Suarez asked what the goals of the endowment campaign are and are those goals aligning with the ideas of giving. Peter feels the study would provide data as to if they can give, how much they can give, and under what circumstances they might give. Sally asked Rod to discuss using the proposed $40,000 of annual income that is estimated to be raised for an endowment. Robin Hoklotubbe asked if there would be a RFP process in place. Rod replied that yes, they would do a RFP. Susan Schmidt asked if there is competition for endowments out there. Kay Runge said that PLA has an endowment and she felt it would be a good direction for ALTAFF. Rod Gauvin shared that he felt that there was different history and relationships with past directors and we are in a good position to begin this. Peter Pearson inquired if the general operating budget could help pay for a feasibility study.
President Rose said these were all good ideas but we need bodies (active volunteers) to support them. She then went on to discussing grant opportunities. Sally said that she would like to keep looking into this as making sure the grants match our priorities. She would consider staff review and forward to members.

At this time, Pat Hogan an ALA liaison, joined the meeting and introduced herself and promoted ALA Connect. She shared that ALA is cautiously optimistic about the future. They are continuing with developing membership and have set goals. She said she is excited about the Spectrum Scholarship. She also shared that over 1,000 registered for Advocacy Day at conference.

President Mosley thanked everyone for their input. She said, “We are going to do it until we get it right”.

Peggy Barber moved to adjourn the meeting and Susan Schmidt seconded.

Meeting adjourned at 3:09 pm.
Ed McBride said he would like to help with this. Sally Reed said a list would be compiled as to how the money would be used.

President Mosley said that ALTAFF is expanding training opportunities and programs and asked for Peggy Danhof to review for the board. Peggy Danhof reviewed the details of the new Trustee Academy in the fall. President Mosley wondered if we were too premature for the Academy due to the fact that we are still getting our new name/organization out there. Sally responded that this could happen and she would bring it up with Keith Fiels, Executive Director of ALA.

Robin Hoklotubbe discussed California and how ALTAFF is not well known in her state. She said that we need to get out there and promote ourselves. President Mosley said that our newly expanded programming and training is perfectly poised for this. Beth Nawalinski shared details about the trustee Academy; class curriculum, program content, etc. Nann Hilyard felt that the trustee Academy would find a following at PLA. She reminded us that we need to have a strong presence at PLA and should consider submitting program proposals. Peggy Danhof supported the idea that ALTAFF should do programming at PLA. Kay Runge concurred that both PLA and ALA are important to ALTAFF. Sally Reed said that we should beef up programming and presence at PLA and that we should consider a task force for Trustee orientation and also Friends and Foundations programming. Peggy Barber shared that at some point in the future, ALTAFF/Citizens For Libraries can have a celebration from libraries. Clare Delaney said our conference programs attract attendees to conference and we should consider looking into a program track on the ALA program. Sally Reed said she, ALTAFF and the ALA conference team can meet to develop tracking.

Beth shared that we should consider a phone conference to discuss the conference tracking. Gail Griffin as co-chair of the PLA committee said they are working on this. They have presented a program at PLA on Trustee orientation. President Mosley encouraged continued sharing on this subject.

Beth Nawalinski shared that in an effort to expand active participation within the board, that they have purchased online collaborative technology called I-Link. She is encouraging committees to use this technology. Robin Hoklotubbe observed that most local board’s biggest challenge is communication between themselves. On a National level, this is even trickier. Are we facing this as well? Perhaps we have Board members that communication and active discussions are not a priority.

Peggy Danhof said that we have a lot of interest to move the Academy forward. The price point is very reasonable and it is not mandatory. It is OUR job at ALTAFF to help educate trustees. Sally Reed said that ALTAFF will be working with State Libraries to sell them on this program and they then can replicate it within their state. Beth said that registration will begin in August 2010. President Mosley said that she does not want to lose momentum on this.

President Mosley addressed the item of expanding active participation in ALTAFF. She asked for any ideas as to how to progress this further. Kathryn Suarez said that ALA Connect has some technology challenges. Sally Reed said that she can set up a list -serve and that we should not let technology get in the way. Peggy Danhof stated that we should all make an effort to work virtually and require this if you are serving on a committee. President Mosley asked for someone to work on this and Kathryn Suarez offered to lead this. Donna MacDonald stated that the committee chair should be held responsible for active communication. President Mosley replied that we should still have someone oversee this as the reality is that this is not happening. Beth offered that at the committee meetings, she will go over ALA Connect. Kathryn said that we should be able to find ways to support them.

Charles Hanson asked when Author for Libraries would be launched. ALTAFF staff said it has launched and membership is growing. Susan Schmidt asked Sally if she would consider speaking about Authors for Libraries at the Gala Tea. Sally said she would.

Sam Huang said that we have done a good job for the public libraries however we can do better with the Academic community. He shared that we should consider joining in partnership with ACRL (Association of College and Research Libraries). Sam also shared that he is retiring and the Board wished him well. Nanny
Hilyard said that she is heading the program committee and President Mosley asked her to work on a program for ACRL.

Sam Huang reported that Nuts and Bolts for Academics session only had 3 attend at this conference.

Board all agreed that our ALTAFF exposure is growing but we still have a way to go!

Beth Nawalinski shared that there is some talk on making Nuts and Bolts an “Institute” at conference. She felt that a track for our members and supporters at conference may be a good idea. The downside of this is that the institutes would then be off site. Upside is that the institute would allow for more program time. She went on to say that they will look into some partnering opportunities. Nann commented that advocacy efforts can be highlighted and encouraged with partnering with an institute like the Advocacy Institute.

President Mosley then went on to the final topic, “Expand Services to Members and Potential Members.” She asked, “How do we utilize the services of board members involvement?” Sally Reed said that she does not know what role the board will actively have in this. Kathryn Suarez said that once an opportunity comes along, what do we do next? Neil-Schuman has a very good book on getting grants. Sally said that ALTAFF has one too and that we can partner.

President Mosley and Sally Reed commented on committee sign ups and charges. Sally asked that everyone please follow the changes of committee descriptions and charges and use them to guide our practice.

Gail Griffin said that since she has been on the awards committee, there is a new award given to a first time attendee. Peggy Danhof replied that this was discussed last year and that applications are on the website and the deadline is December 15. President Rose asked to put information on wards in publications. Shirley Bruursema acknowledged Helen Wilbur and thanked her for her corporate support.

Sally Reed asked us all if we were looking at and reading AL Direct? She said that she sincerely hopes so as we are getting a lot of ink out here and she suggested that we should all subscribe.

President Mosley thanked everyone for working as a family. She would like to acknowledge a few exiting Board members. She then went on to hand out letters and tokens of appreciation. The Board Members that were recognized for their service were Peggy Danhof, Shirley Bruursema and Cherine Janzen.

President Mosley concluded with letting them know that “we are not done with you and we encourage you to continue on boards!”

President Mosley also acknowledged the committee chairs: Tanya Butler, Joan Reeves, Peggy Danhof, Terry Higgins, Nann Hilyard, Kim Johnson, Gwendolyn Welch and David Hargett.

Sally Reed then took a moment to recognize and thank Rose Mosley for her service as ALTAFF President. President Mosley then administered the oath of office to incoming ALTAFF President Rod Gauvin and presented him with a commemorative gavel.

President Rod Gauvin said he had hoped that The Voice had come out as he drafted a new President’s message. He then went on to read the first three paragraphs of that message to the board. President Gauvin said he would like to explore the idea of having a plaque in the ALTAFF office that recognized the many officers that served before him and paved the way for the success of ALTAFF.

Nanny Hilyard thanked President Rod and ProQuest for the scholarship Bash.

Peggy Danhof moved to adjourn the meeting and Susan Schmidt seconded. Meeting was adjourned at 9:08 am.
ALTAFF Executive Committee II meeting  Monday, June 28, 2010

- **Call to Order**
  President Rod Gauvin called the meeting to order at 9:30 am

  **Board members present:** Peggy Barber, Peggy Danhof, Rod Gauvin, Robin Hoklotubbe, Rose Mosley and Sally Reed, ALTAFF Executive Director

- **Staff support plan**
  President Gauvin asked Sally Reed if there were any challenges. Sally responded that things were good. President Gauvin said that he is concerned about corporate sponsorship or rather lack of corporate sponsorship. A discussion was held about a re-look at a corporate emphasized program sponsorship model. President Gauvin said that he spoke with Random House and they were not happy that ALTAFF was not at the Friday night event/reception. Sally Reed said ALA that the Random House reception conflicted with the Presidents Gala. She went on to say that if anyone was asked about Random House they were sent the invitation otherwise there was no marketing about Random House so as not to compete with President Mosley’s reception.

  A group discussion was then held about our current programs and the idea of creating program evaluations in an effort to collect data and create an overview of their success and effectiveness. Robin Hoklotubbe offered to work on this. A discussion was then held on future Presidents’ Receptions and that perhaps a suite at a hotel could be considered.

  The Executive Committee Meeting II was adjourned at 10:05 am.

Respectfully submitted,
Robin Hoklotubbe, ALTAFF Secretary
December 17, 2010
Association of Library Trustees, Advocates, Friends and Foundations

Executive Director’s Report
January 9, 2011
Midwinter Meeting, San Diego, California

Membership: Membership is climbing slowly. There was a 4% increase in personal members over 2009 and we are expecting a significant increase in group members (Boards of Trustees, Friends Groups, and Foundations) as we begin a renewed campaign marketed to lost members and to solicit membership from those Trustees who are members of ALA but not members of ALTAFF.

Budget: We continue to climb out of a budget deficit. We closed the year with a budget deficit of just over $75,000. We do, however, have entirely new revenue opportunities in 2011-12 including registration fees for the Trustee Academy, Authors for Libraries revenue, potential underwriting for “The Laugh’s On Us,” and an excellent corporate development task force.

Endowment: The plan to solicit a lead gift has been postponed pending the health of our lead prospect. The endowment task force has been in touch with his son who is not opposed to the plan to make our case but the task force has been advised to wait until his health has improved.

Trustee Academy: Early registration has been somewhat low while interest has been extremely high. We have had a number of state library agencies request more information and we are told they are considering statewide purchases for their next budget cycles. In addition, staff will be taking out an ad in Cognotes for this conference; Sally will be contacting all state library agencies by email in late January, staff will send press releases to all library journals post conference. In addition, library directors will be contacted post conference regarding both membership for their Boards and Friends in ALTAFF and the Trustee Academy.

To date, we have had coverage in AL Direct several times, there is information on our website, all state library agencies received a direct mail, an ad has appeared in Public Libraries, and there is complete information on our website.

We have received a number of responses from those who have taken the courses and they have been uniformly positive.

Authors for Libraries: This category continues to grow and membership is now nearing 100. We have developed a listserv for these authors and for libraries to create cross-programming information. Authors for Libraries will also be receiving an e-newsletter created especially for them approximately 6 times per year and we will contact them when the ALA Washington Office needs their support for special votes and/or issues.
We will be contacting all authors from our former author programs (back to 2005) to let them know of this opportunity to support libraries. In addition, we will continue to invite all authors on our panels to become a member of “Authors for Libraries.”

**Electronic Newsletter:** In addition to our bi-monthly hard copy newsletter, we will be adding an electronic newsletter for our members beginning in February, 2011. We hope to keep our members more current on library issues and happenings thus enabling them to be better supporters for their libraries.

**New Services:** We will be publishing a new toolkit for Friends this January on how to engage and keep more active members in their groups. In our travels, we have found that this is the number one issue facing Friends groups. There is also a possibility that this could be expanded into a new book for Friends and librarians who work with Friends. In addition, we have added a digital version of *101+ Great Ideas for Libraries and Friends* as a member benefit. Published under FOLUSA by Neal-Schuman, this book is out of print. Neal-Schuman is selling the digital version for $19.99 while ALTAFF members can access it free on our website.

**In Passing:** As you know, we lost a very active committee member (and future board member) when Dave Hargett passed away earlier this year. We are also very sad to report that active committee member Terry Higgins lost her son this year.

Respectfully submitted,

Sally G. Reed  
Executive Director
# DETAILED GENERAL LEDGER

For the Three Months Ending November 30, 2010

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<td>1,500.00</td>
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<tr>
<td>IUT/DATA PROC</td>
<td>250.00</td>
<td>250.00</td>
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<tr>
<td>IUT/SUBS PROC</td>
<td>13,125.00</td>
<td>13,125.00</td>
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<tr>
<td>IUT/TELEPHONE</td>
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<tr>
<td>IUT/DIST CTR</td>
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<td>IUT/REGISTRATION PROCESSING</td>
<td>2,500.00</td>
<td>2,500.00</td>
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<tr>
<td>IUT/ADVERTISING</td>
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<tr>
<td>IUT/ALLOCATIONS</td>
<td>(56,583.00)</td>
<td>31,567.00</td>
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<td>IUT/MISC</td>
<td>1,200.00</td>
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<td>TOTAL DIRECT EXPENSES</td>
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<td>CONTRIBUTION MARGIN</td>
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<td>99,600.00</td>
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<tr>
<td>OVERHEAD</td>
<td>19,217.00</td>
<td>19,217.00</td>
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<tr>
<td>TOTAL EXPENSES</td>
<td>517,372.00</td>
<td>517,372.00</td>
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<tr>
<td>NET REVENUE/(EXPENSE)</td>
<td>80,383.00</td>
<td>80,383.00</td>
<td></td>
</tr>
<tr>
<td>=</td>
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</table>

**Net Revenue/(Expense):**

- Negative Revenue: (6,281.46)
- Positive Revenue: (36,190.05)
- Total Revenue: 29,908.59
- Total Expenses: 517,372.00
- Net Revenue/(Expense): 80,383.00

**Costs and Expenses:**

- Total Direct Expenses: 498,155.00
- Total Expenses: 517,372.00
- Contribution Margin: 99,600.00
- Overhead: 19,217.00
- Net Revenue/(Expense): 80,383.00

**Budgeting and Forecasting:**

- Budgeted Income: 29,908.59
- Budgeted Expenses: 517,372.00
- Budgeted Net Income: 80,383.00

**Analysis:**

- Revenue Sources:
  - MEAL FUNCTIONS: 39,250.00
  - EXHIBITS: 250.00
  - SPEAKER/GUEST EXPENSE: 1,900.00
  - AWARDS: 2,350.00
  - AUDIO/VISUAL EQUIPMENT RENTAL & LABOR: 600.00
  - COMPUTER RENTAL/INTERNET CONNECTIONS: 250.00
  - PRINTING-OUTSIDE: 43,900.00
  - BINDING-OUTSIDE: 2,000.00
  - COPYRIGHT FEES: 120.00
  - PURCHASED INVENTORY: 10,000.00
  - ORDER PROCESSING/FULFILLMENT SUPPLIES/OPERATING: 5,500.00
  - EQUIPMENT & SOFTWARE/MINOR REFERENCE: 250.00
  - MATERIAL/PERIODICALS: 0.00
  - INSURANCE: 0.00
  - EQUIPMENT RENTAL/LEASE: 8,350.00
  - SPACE RENT: 40,250.00
  - TELEPHONE/FAX: 6,960.00
  - POSTAGE/E-MAIL: 2,000.00
  - UTILITIES: 3,000.00
  - DEPRECIATION F/E: 0.00
  - PROMOTION: 6,000.00
  - SUPPORT/CONTRIBUTION MISC EXPENSE: 1,500.00
  - IUT/DATA PROC: 250.00
  - IUT/SUBS PROC: 13,125.00
  - IUT/TELEPHONE: 250.00
  - IUT/DIST CTR: 0.00
  - IUT/REGISTRATION PROCESSING: 2,500.00
  - IUT/ADVERTISING: 0.00
  - IUT/ALLOCATIONS: (56,583.00)
  - IUT/MISC: 1,200.00

- Expenses:
  - MEAL FUNCTIONS: 39,250.00
  - EXHIBITS: 250.00
  - SPEAKER/GUEST EXPENSE: 1,900.00
  - AWARDS: 2,350.00
  - AUDIO/VISUAL EQUIPMENT RENTAL & LABOR: 600.00
  - COMPUTER RENTAL/INTERNET CONNECTIONS: 250.00
  - PRINTING-OUTSIDE: 43,900.00
  - BINDING-OUTSIDE: 2,000.00
  - COPYRIGHT FEES: 120.00
  - PURCHASED INVENTORY: 10,000.00
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  - EQUIPMENT & SOFTWARE/MINOR REFERENCE: 250.00
  - MATERIAL/PERIODICALS: 0.00
  - INSURANCE: 0.00
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  - POSTAGE/E-MAIL: 2,000.00
  - UTILITIES: 3,000.00
  - DEPRECIATION F/E: 0.00
  - PROMOTION: 6,000.00
  - SUPPORT/CONTRIBUTION MISC EXPENSE: 1,500.00
  - IUT/DATA PROC: 250.00
  - IUT/SUBS PROC: 13,125.00
  - IUT/TELEPHONE: 250.00
  - IUT/DIST CTR: 0.00
  - IUT/REGISTRATION PROCESSING: 2,500.00
  - IUT/ADVERTISING: 0.00
  - IUT/ALLOCATIONS: (56,583.00)
  - IUT/MISC: 1,200.00

**Summary:**

- The organization has a total budgeted income of 29,908.59 and total budgeted expenses of 517,372.00, resulting in a net revenue of 80,383.00.
- The budgeted contribution margin is 99,600.00.
- The budgeted overhead is 19,217.00.
- The budgeted net revenue/(expense) is 80,383.00.

**Budget Adjustments:**

- The organization may need to adjust its expenses to align with its budgeted income, ensuring a positive net revenue.
### ALA Statistics Year To Date

**November, 2010**

<table>
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<tr>
<th>Overall</th>
<th>2010</th>
<th>2009</th>
<th>% Change</th>
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<tr>
<td>Personal</td>
<td>199</td>
<td>177</td>
<td>12.43 %</td>
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<tr>
<td>Organizational</td>
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<td>49</td>
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<tr>
<td>Corporate</td>
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<td>2</td>
<td>-50.00 %</td>
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<td><strong>TOTAL</strong></td>
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<td>228</td>
<td>-2.19 %</td>
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#### Personal

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<th>Drop</th>
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<td>2009</td>
<td>%</td>
<td>2010</td>
</tr>
<tr>
<td>Regular</td>
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<td>24</td>
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<td>3</td>
<td>133.33</td>
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#### Organization

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<td>%</td>
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<td></td>
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</tr>
<tr>
<td>State Library Very Large</td>
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<td>-33.33</td>
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#### Chapter Mbr

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</tr>
<tr>
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<tr>
<td>Contributor</td>
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<td>-50.00</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>1</td>
<td>2</td>
<td>-50.00</td>
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</tbody>
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**JULY 2010 MEMBERS HAVE BEEN SUSPENDED**
BYLAWS

of the
Citizens for Libraries: Association of Library Trustees, Advocates, Friends and Foundations
a Division of the American Library Association (ALA)

Article I. Name

Section 1. The name of this organization shall be the Citizens for Libraries: Association of Library Trustees, Advocates, Friends and Foundations, a division of ALA.

Article II. Purposes and Responsibilities

Section 1. The purpose of Citizens for Libraries is to support the development of effective library service for all people in all types of communities and in all types of libraries.

Section 2. In the discharge of this purpose Citizens for Libraries will assist the efforts of all those who govern libraries, raise money for libraries, promote libraries and advocate for libraries.

Section 3. Citizens for Libraries has the specific responsibility for:

a. Educating through a continuing and comprehensive program for Library Trustees to enable them to discharge their responsibilities in a manner best fitted to benefit the public and the libraries they represent.
b. Encouraging and assisting the formation of and development of Friends of Library groups and Library Foundations.
c. Providing a means for Trustees to have access to information and ideas that will prove useful to them in the governance of their libraries.
d. Providing Friends of Library groups and Library Foundations access to information and ideas that will prove useful to them in fundraising, library promotion and the operation of their organizations.
e. Promoting strong state and regional Trustee and Friends of Library organizations.
f. Providing to all who value libraries the materials and support they need to be effective advocates for their libraries on the local, state and national levels.
g. Making the public aware of the existence of formalized citizen groups such as Trustees, Friends of Library groups and Library Foundations and the services they perform to encourage and develop expanded citizen participation in the support of libraries across the country.
Article III. Membership

Section 1. Members of this organization, with full voting and participation rights, shall be those members of ALA who designate Citizens for Libraries as specified in ALA Bylaws and who subscribe to the purposes of this organization.

Section 2. Affiliates Group Members (such as Friends groups, Boards of Trustees, and Foundation Board) of this organization will not have voting and participation rights (such as committee work and/or the holding of office) and will not be considered members. Trustee groups, Boards of Trustees, and Friends groups, and Foundations, who are interested in receiving the resources of Citizens for Libraries will be afforded the opportunity to join as Affiliates group members and receive the publications and services of the organization as approved by the Board of Directors at a lower rate.

Article IV. Officers and Executive Committee

Section 1. All officers shall be personal members of ALA and Citizens for Libraries.

Section 2. Duties of Officers. Except as otherwise provided in the bylaws, the duties of the officers are such as provided in the parliamentary authority adopted by Citizens for Libraries.

a. President. The President shall preside at all meetings of the Board of Directors of Citizens for Libraries and shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors.

The President shall appoint all standing and special committees except the Nominating Committee. The President shall serve as an ex-officio member of all committees except the nominating committee and the awards committee.

The President shall present an annual report of the activities of Citizens for Libraries at the annual membership meeting. The report shall be filed with the permanent records of Citizens for Libraries in the headquarters of ALA.

b. President-Elect. The President-Elect shall serve as an aide to the President and shall perform such duties as assigned by the President and/or the Board of Directors. In the absence of the President, the President-Elect shall perform the duties of the President.

c. Secretary/Treasurer. The Secretary/Treasurer shall ensure the taking of minutes at the Board of Directors’ meetings and at the Executive Committee meetings and work with staff to ensure that all records and documents of
Citizens for Libraries are maintained at its headquarters and at the headquarters of ALA, and are made available to all members of ALA upon request. In addition, the secretary/treasurer will work with the executive director in establishing a budget for Citizens for Libraries and presenting the budget to the Board of Directors.

Section 3. Executive Committee. The Executive Committee shall consist of the officers, the past President, the Citizens for Libraries Division Councilor, and the Executive Director, who serves non-voting ex-officio. The immediate Past President shall serve as adviser to the President and the Board of Directors, and as the liaison to Citizens for Libraries' State Representatives.

Section 4. Duties of Executive Committee. The Executive Committee shall be constituted to facilitate the actions of the Board of Directors between Board meetings and to consider such items that require interim decisions for Citizens for Libraries. Business may be transacted by mail, phone, or via the Internet. A majority of voting members shall constitute a quorum. It shall review agendas for the meetings of the Board of Directors, and for the Annual Business Meeting of Citizens for Libraries, and may make recommendations to the Board regarding items reviewed and under consideration. It shall report upon its work at the regular meetings of the Board.

Section 5. Terms of Office. Executive Committee members shall serve until the adjournment of the Annual Conference at which time their successors are inducted.

a. The President shall serve a one year term.
b. The President-Elect shall be elected to a one year term.
c. The Past President shall serve a one year term.
d. The Secretary/Treasurer shall be elected to a three year term.
e. Citizens for Libraries Division Councilor shall be elected to a three year term.

Article V. Board of Directors

Section 1. Composition. The Board of Directors shall consist of the officers, thePast President, the Division Councilor, the chairs and chair-elect of the Trustee, Friends, Foundations and Corporate Friends Sections, one two Trustees serving at-large, one two Friends or Friends representative serving at large, one Foundation Board member, and three four members from the corporate community serving at large. The executive director of Citizens for Libraries shall be a non-voting, ex-officio member. All members of the Board shall be members of Citizens for Libraries.

Section 2. Duties. The Board of Directors shall manage the affairs of Citizens for Libraries in accordance with the bylaws and policies. A majority of voting members shall constitute a quorum.

Section 3. Appointments.
a. **Committee Coordinators.** The President-Elect shall appoint a committee coordinator for each committee cluster as may be constituted by the Board and shall fill vacancies. The Board shall designate which committees are within each committee cluster. Each committee coordinator shall serve up to a two year term and is eligible for one reappointment. The duties of each committee coordinator are to coordinate and supervise the functions of committees in the cluster, and to maintain a liaison with committee chairpersons and other members of the Board.

b. **PLA Representative.** The Public Library Association shall be invited to name a representative to serve a one year term on the Board of Directors as a non-voting, ex-officio member.

c. **COSLA Representative.** The Chief Officers of State Library Agencies shall be invited to name a representative to serve a one year term on the Board of Directors as a non-voting, ex-officio member.

d. **ACRL Representative.** The Association of College and Research Libraries shall be invited to name a representative to serve a one year term on the Board of Directors as a non-voting, ex-officio member.

e. **AASL Representative.** The American Association of School Libraries shall be invited to name a representative to serve a one year term on the Board of Directors as a non-voting, ex-officio member.

**Section 5. Minutes of the Board.** The minutes of the annual and midwinter Board meetings and the membership meetings shall be the responsibility of the secretary/treasurer and shall be filed at Citizens for Libraries headquarters and at the headquarters of ALA.

**Section 6. Vacancies.** In the event of the inability of the President to serve, the President-Elect shall become President and shall also serve his or her own term as President. In the event of vacancy in any other elected office, the Board of Directors will elect a person from among Citizens for Libraries membership to serve the un-expired term.

**Section 7. Duties of Members.** Each member of the Board of Directors shall perform the specific duties attached to membership on the Board. If a director has two unexcused absences, or if a director is otherwise unable to fulfill the responsibilities of his or her office as defined in Citizens for Libraries bylaws, that director's office may be declared vacant by a three-fourths vote of the Board of Directors.

**Section 8. Executive Director.** The Executive Director shall be appointed by the Executive Director of ALA with the concurrence of Citizens for Libraries Board of Directors. The Executive Director shall be responsible for all management functions of the
Citizens for Libraries office; shall administer the policies of Citizens for Libraries as prescribed by the Board; shall submit reports as required by the Board; shall serve as an ex-officio member without vote; and shall perform such duties as may be assigned to this position by the Board and the ALA Executive Director.
Article VI. Sections

Section 1. There shall be a minimum of four Sections of Citizens for Libraries, namely:

Trustee Section
Friends Section
Foundation Section
Corporate Friends Section

Section 2. Any group of twenty or more members of Citizens for Libraries, representing an area of interest distinct from that of any existing Section, may ask for a new Section to reflect that interest. Any new Sections require the approval of the Board of Directors and a vote by members to authorize a change in the Bylaws of Citizens for Libraries reflecting the new Section. Duties and responsibilities shall be defined at the time of establishment. Chair and chair-elects of Sections other than those identified in Article VI, Section 1 shall not have automatic seats on the Board of Directors.

Section 3. All Sections will be an integral part of Citizens for Libraries and shall exist for the purpose of discussion, planning, and cooperative action in connection with the mutual problems and interests of the members engaged in similar activities, providing that all efforts of Sections shall be related to the policies and work of Citizens for Libraries. The name of the Section should clearly indicate its area of interest.

Section 4. Each Section shall be responsible for its own affairs and the expenditure of any funds that may have been budgeted and approved by the Board of Directors of Citizens for Libraries. With the approval of the Section’s membership and with the permission of the Board, the Section may make assessments or charge fees for special projects. It shall elect its own chair and chair-elect who shall be members of the Citizens for Libraries Board and who may establish committees or other units relating to the Section’s own affairs.

Section 5. Sections may be merged with the approval by the Board of Directors. A Section may be discontinued, preferably by its own initiative, with approval by the Board of Directors.

Section 6. The chair and chair-elect of each Section identified in Article VI, Section 1 shall be voting members of the Board of Directors of Citizens for Libraries.

Section 7. The chair of each Section will serve a one year term.

Section 8. Programs, publications, and other activities of a Section intended for an audience greater than its own members requires the approval of the Board of Directors of Citizens for Libraries prior to implementation.

Article VII. Citizens for Libraries State Representatives

Section 1. Composition. Each state shall be entitled to at least one representative.

Section 2. Duties. State Representatives are may be mobilized to provide a nationwide network for the exchange of information on activities and issues related to library...
Trusteeship, Friends of Libraries, and advocacy by facilitating two-way communication between members and state library organizations at the state/regional level and Citizens for Libraries Board at the national level. State Representatives are to also promote leadership opportunities for Citizens for Libraries members, in addition to the existing track of committee appointments and elected positions within the Citizens for Libraries divisional structure.

Section 3. Appointments. The state library organizations, in consultation with the Citizens for Libraries President-Elect and the immediate Past President, shall appoint state representatives.

Section 4. Terms. State representatives shall be appointed for up to a two year term with up to two re-appointments.

Article VIII. Nominations and Elections

Section 1. Nominating Committee. The President-Elect shall appoint a nominating committee of five members, including the chair, at the time of the midwinter meeting the year before the election, said committee to include not more than two members of the Board of Directors.

Section 2. Duties. The Nominating Committee shall meet at Midwinter and Annual Conference the year preceding the election. The Nominating Committee shall submit to the Citizens for Libraries Board, at the final meeting of the Board at Annual Conference the year preceding the election, annually, at least two candidates for Citizens for Libraries President-Elect; every three years, at least two candidates for Citizens for Libraries Secretary/Treasurer; and every three years, at least two candidates for ALA Division Councilor representing Citizens for Libraries. Nominees must be personal members of ALA and Citizens for Libraries.

The written consent of all nominees and the report of the nominating committee shall be filed with the Executive Director of Citizens for Libraries in accordance with procedures used in the election of ALA officers but no later than November 15 of the year prior to the election. The Executive Director will arrange for publication and distribution of the official ballot in cooperation with ALA. All Citizens for Libraries personal members will have the opportunity to vote for all candidates running for office.

Section 3. Nominations by Petition. Additional nominations may be made by petitions signed by not fewer than twenty-five members. Such nominations shall be filed with the Executive Director following a schedule corresponding with that followed in the election of ALA officers. No person may be nominated by petition who is not a member of ALA/ Citizens for Libraries and whose written consent has not been filed with the Nominating Committee.
**Section 4. Election.** The election shall be by mail or electronic vote in accordance with ALA procedure. A plurality of all votes cast will be necessary to constitute an election. In case of a tie vote, the successful candidate will be determined by lot. All elections will be certified by the ALA Elections Committee.

**Article IX. Committees**

**Section 1. Authorization.** Standing and special committees may be authorized by the Board of Directors and may be discontinued in the same manner. Special committees may also be authorized by the President to meet important, time-sensitive needs.

> All standing committees shall be assigned to clusters and shall report to a committee coordinator. Special committees may be assigned to a cluster and then shall report to a committee coordinator. The duties of each committee shall be determined by the Board and shall be stated in the division manual.

**Section 2. Appointments.** Beginning February 1 of the fiscal year preceding his or her presidency, the President-Elect shall appoint members and chairs to fill vacancies or expiring terms on all Division committees, who shall take office at the conclusion of the annual meeting when the President-Elect becomes President, except as otherwise specified in Citizens for Libraries Bylaws or as otherwise provided in the authorization of the committee. The President-Elect shall also have the authority, with the approval of the Executive Committee, to remove Division representatives or members of Division committees.

**Section 3. Terms.** Members and Chairs of standing committees shall be appointed to terms not to exceed one year, and are eligible for up to one reappointment. No person shall serve on more than three standing committees including other ALA committees.

**Section 4. Work of Committees.** All committee reports, resolutions, and recommendations involving policy shall be referred to the Board of Directors for action by the committee coordinator.

**Article X. Meetings**

**Section 1. Membership.** There shall be an annual membership meeting in connection with the Annual Conference of ALA.

**Section 2. Board of Directors.** Meetings of the Board of Directors shall be held in connection with the Midwinter Meeting and Annual Conference of ALA, and at other times at the call of the President. A majority of the voting members of the Board shall constitute a quorum.

**Section 3. Executive Committee.** Meetings of the Executive Committee shall be held in
connection with the Midwinter Meeting and Annual Conference of ALA, and at other times at the call of the President. The Executive Committee also meets in the fall. A majority of the voting members of the Executive Committee shall constitute a quorum.

Section 4. Committees. Meetings of the committees shall be held in connection with ALA Midwinter Meetings, Annual Conferences, and at other times at the call of each committee’s chairperson.

Article XI. Amendments

Section 1. These bylaws may be amended by a two-thirds (2/3) vote of the members voting in the annual election or by special election. The proposed amendment must have approval of the Board of Directors before being presented for vote, or must have originated by written petition of not fewer than fifty members and, in either case, notice of the proposed change must be given to the membership no less than one month before such vote.

Article XII. Parliamentary Authority

Section 1. The Standard Code of Parliamentary Procedure, by Alice Sturgis, current edition, shall govern Citizens for Libraries in all cases to which they are applicable and in which they are not inconsistent with the bylaws of Citizens for Libraries or ALA.

Adopted June 1980
Revised June 1984
Revised July 1987
Revised July 1992
Revised June 1996
Revised June 1999
Revised April 18, 2008
Planning Session – ALTAFF Board of Trustees, July 12, 2009.

Tagline  “Citizens for Libraries”  This will be attached to all promotional materials, stationary, brochures, etc.

Vision Statement

The vision of ALTAFF is that every library will be well governed and fully funded.

Mission Statement

The mission of ALTAFF is to support citizens who govern, promote, advocate and fundraise for all types of libraries.

Goals and Activities

Expand Awareness of ALTAFF
  • Find “famous friends” – spokespeople and endorsements
  • Have links to ALTAFF at all corporate sponsors websites with “Proud Sponsor of the Association of Library Trustees, Advocates, Friends and Foundations.”
  • Develop a marketing and communications plan

Provide for ALTAFF’s Financial Stability
  • Expand membership
  • Grow existing endowment – capital campaign
  • Expand sales revenues – ALTAFF products and services
  • Conduct year-end annual appeal

Expand Training and Programming Opportunities in Governance, Fundraising, Promotion and Advocacy
  • Regional programming
  • Educate members on legal limits of lobbying
  • Provide members with training on use of technology
  • Fundraising training
Expand Active Participation in ALTAFF by Members
- Offer remote committee membership
- Expand on-line discussion opportunities for Board and members via ALA Connect

Expand Member Services that ALTAFF Provides
- Review and forward grant opportunity for members
- Plan for how ALTAFF can apply for grant funded projects in the future
- Provide webcasts and podcasts
- Provide Trustee certification
Top Priorities from 2009 – Annual Conference Planning Session:

1) ALTAFF is the most recognizable division of ALA
2) Engage Celebrity Members
3) Create and use social networking tools
4) Get sponsorship and/or recognition outside of the “Library World”
5) Increase global connections
6) Use e-learning opportunities to reach members and potential members
Executive Fall Planning Meeting
October 22-23, 2010
Notes

Present: President Rod Gauvin, Rose Mosley, Donna McDonald, Rod Wagner, Kathryn Suarez. Staff: Sally Reed, Beth Nawalinski, Jillian Kalonick

Friday, October 22, 2010

Morning discussion centered primarily around two main topics:


  Ideas to move this forward:

  o Article in the January newsletter – front page promoting the move and the rationale behind it. The article will be from Rod Gauvin, President. Sally will draft a copy for his modification.

  o Staff will create a Q&A sheet on why this is an important change.

  o Conference call in November to get approval for this as a ballot item – Bylaws change. There are several other Bylaws changes that need to be made so staff will create a document with changes that are substantive (such as a new name); those that create a more efficient organization (such as elimination of sections), and those that merely reflect more accurately how we operate as a division (such as board composition).

- The importance of moving Friends groups, Trustees and Foundations from “subscriptions” with ALA to actual Group Members (proposal document is attached).

  o ALTAFF lost many former FOLUSA groups when they were sent a renewal from ALA that looked like a subscription notice. Because the notice was not from “FOLUSA” and because it was very user “unfriendly,” many groups failed to respond.

  o When former FOLUSA groups call ALA for information about renewal – they are told they are not “members” because the word “member” at ALA has special meaning with special benefits attached.

  o Our proposal will be for a NEW category for “group members” so they can get ALTAFF benefits but NOT ALA benefits.
Saturday, October 23, 2010

Morning discussion focused on budget deficit of $70,000 which is carried over for this fiscal year. Deficit mostly due to unmet revenue on groups members and on a failed category for Librarians – the “Librarian Plus Package. The executive board isolated six areas for further / or continuing development.

- **New Group Members**
  - Staff has plans to go out to library directors in early January with a coupon for a free copy of either *The Complete Trustee Handbook* or *Even More Great Ideas for Libraries and Friends* when the director signs up his/her Friends and Trustees up as group members.

- **Recapture former FOLUSA group members.**
  - Staff has plans to go out to former FOLUSA members immediately based on the resolution of the ALA executive board to let us use the term “group members.”
  - The mailing will clearly outline that ALTAFF is formerly FOLUSA and name the new and expanded benefits of rejoining.

- **Capitalize on our new “Authors for Libraries” program**
  - We have a significant opportunity to promote now and next year when ALA President Roberta Steven’s initiative “Our Authors, Our Libraries” is folded into our program.
  - Staff will identify authors from FOLUSA programs in past years and write them with an invitation to join.
  - Ask local libraries to push authors who have programs at their libraries to join our program.
  - Ensure that all current and future authors at ALTAFF programs join.
  - Write press releases to the Authors’ Guild and other author interest groups to promote.
  - Continue to capture author quotes – for database and perhaps future book of quotations.
  - Investigate Author teas at BEA and other division conferences with corporate underwriting.

- **Promotion of the Trustee Academy**
  - Press releases to all state libraries and state library associations. (Rod Wagner, state librarian in Nebraska) will promote at upcoming COSLA meeting.
  - E-blast to the entire ALA – list – find out if there are restrictions on doing so.
  - Promote specifically to trustees who are ALA members but NOT ALTAFF members.
  - Retrieve testimonials from those who’ve taken the courses for further marketing
  - Press releases to “outside” library journals such as *Library Journal* and *Library Administrator’s Digest*.

- **New Product Development**
  - National Friends of Libraries Week – brand this and develop attendant materials such as posters, bookmark, gifts, etc. that can be purchased for this annual event.
• Work with ALA graphics to develop a new poster based on our existing (from FOLUSA) “Library Compact.” Attached to this email.
• Webinar that could be sold globally to help emerging democracies create Friends groups and learn about fundraising.

- Maximize existing revenue producing program – “Books for Babies.”
  - Sally to write article for national parenting or family magazine on the importance of early childhood literacy and our unique program.
  - Seek grantor for matching grants opportunities for our groups (ala Nordstrom).
  - Consider other civic groups interested in literacy (Rotary? Lions?, etc.) and pitch our program to their national headquarters.

The general board should look at these areas and refine our thinking and importantly, determine ways in which board members could help with implementation.

Submitted by,
Sally G. Reed
ALTAFF Committees and Charges

Revised 12.14.10

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:

- Design and implement program at annual conference designed for incoming ALTAFF leaders that includes:
  - ALTAFF overview
  - Timelines for work product
  - ALA Connect
  - Necessary forms
  - Minimum Expectations for achievement

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:

- Contact Section Chairs to receive program proposals.
- Contact Committee Chairs to receive program proposals.
- Recommend proposals to Board
- Develop programs for important areas not covered by Sections and Committees.
- Fill out or ensure that program forms are filled out for all programs and deliver to staff.
- Follow up with all program contacts in the spring to be sure that programs are progressing.

Awards Committee (ALT-AW): To assess and recommend to the board winners of various awards and grants issued by ALTAFF throughout the year.

Minimum Expectations:

- Work with staff to publicize opportunities for awards.
- Meet at Midwinter and Annual conferences to review applications.
- Determine winners for each award in consideration and report immediately to the staff.
- Meet virtually in cases where an award must be determined outside the midwinter and annual conference time frame.
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:

- Appoint a committee member to attend meetings of the OLA, ALAWO, and the OIF.
- Liaisons write at least two articles of national issues that will or can impact libraries of all types at the local level for the VOICE.
- Plan at least one program about citizens and national library issues for annual conference.

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:

- Regularly monitor ALTAFF website to ensure content is readily accessible and up-to-date and report back to staff.
- Solicit or write at least three articles for the VOICE that are of interest to Trustees, Friends and/or library supporters.

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:

- Solicit recommendations and nominations for open Board positions immediately following annual conference.
- Obtain permission from all nominees considered for office to be placed on ballot.
- Create a slate of two persons for each open position for Board approval. NOTE: When open, create a slate of three corporate board members for a ballot of three.
- Ensure that all nominees complete the ALA forms necessary for placement on the ballot by 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:**

- *Meet remotely beginning in the fall following the last PLA spring conference.*
- *Develop a minimum of one program for Trustees. Seek and obtain permission of speakers for any and all program proposals.*
- *Submit proposal to PLA conference program committee by deadline.*
- *Ensure that speakers are kept up-to-date on proposed program.*
- *Following program acceptance, work with staff to promote the program.*
- *Ensure that on-site program location is set up according to request with proper equipment available at least 45 minutes prior to program.*
Rod Gauvin
cordially invites you to attend his
President’s Reception

Friday, January 7
5:30-7:00 p.m.

San Diego Marriott Marina
ProQuest Suite
YOU ARE INVITED...

...with a guest, to the

RANDOM HOUSE, INC. / BOT / ALTAFF
ALA MIDWINTER OPENING NIGHT
CHAMPAGNE AND DESSERT RECEPTION

Friday, January 7, 2011
8:00pm – 10:00pm

Horton Grand Hotel
Regency Room/Courtyard
311 Island Avenue
San Diego, California

RSVP via email to library@randomhouse.com by December 10th
with the subject line “San Diego RSVP”