
Missouri Library Association

Handbook of the
Organization

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1. ALA AND CHAPTER RELATIONSHIP

Missouri Library Association is a chapter of the American Library Association (ALA). The relationship between the American Library Association and its chapters has varied during ALA's history. The relationship is flexible: it can be active or passive. Each partner can expect certain benefits from the relationship, but each must also recognize the responsibilities that accompany a partnership. For starters, some definitions are helpful.

1.1. What is a chapter?

A chapter is "any legally constituted state, provincial, regional or territorial library association" (ALA Constitution, Article X, section 3). The purpose of a chapter, as defined by the ALA Bylaws, is as follows:

- to promote general library service and librarianship within its geographic area,
- to provide geographic representation to the Council of the American Library Association, and,
- to cooperate in the promotion of general and joint enterprises with the American Library Association and other library groups.

1.2. Chapter membership and ALA membership

Approximately 50 percent of ALA members also belong to their state chapters, and approximately 50 percent of chapter members also belong to ALA. No state chapter memberships automatically include ALA membership or vice versa.

1.2.1. The chapter's role

Chapter status is a voluntary arrangement. It is requested by an eligible library association and established by ALA Council action. A chapter may vote to withdraw from the arrangement, or Council can dissolve a chapter for inactivity or failure to comply with ALA Bylaws. A chapter's degree of activity in ALA depends on how active the chapter wants to be. There are few requirements of chapters and there are few prohibited actions. Basic requirements are limited to the following:

- ALA must receive payment of MLA's Chapter dues by March 1 annually.
- MLA must file copies of its Chapter constitutions and Bylaws, plus subsequent amendments, with ALA headquarters.

A number of areas of ALA policy and practice give chapters a wide range of control. For example:

- Chapters have the final authority within ALA for all programs and policies that concern only the area for which the chapter is responsible, provided the action or policy is not inconsistent with programs and policies established by Council.
- Chapters may establish committees or boards to maintain liaison with similar committees within the ALA. This procedure has been particularly effective in the areas of legislation and intellectual freedom.
- Chapters are to be consulted about any ALA divisional conferences to be held in the chapter's geographic region prior to the division presenting its request for a national conference to the ALA Executive Board.
- Chapters can contribute to ALA dues income by encouraging ALA membership among the members of the state or regional association. Providing ALA membership information at the local level encourages membership in the national organization.
- Financial assistance from the chapters also can be provided to the Washington Office of the ALA to aid in legislative activities. The chapter's role in the political arena involves both financial support

and personal lobbying. A national organization is not as influential with individual lawmakers as a senator's or representative's own constituency.

- Presenting local library needs to elected officials is a vital chapter activity.

The reason a national organization has chapters is to provide a wide geographic viewpoint on library-related issues. To help ensure that such input is available, each chapter is allowed a chapter representative on the ALA Council. One of the chief areas of discussion (second only to dues questions) in the colorful history of chapter affiliations has been the question of geographic representation on Council.

1.2.2. ALA's role

Similar to other questions pertaining to the ALA and chapter relationship, few formal requirements are charged to ALA. In return for payment of chapter dues, ALA provides:

- a subscription to *American Libraries* ;
- a copy of the *ALA Handbook of Organization*;
- a 10 percent discount on ALA publications;
- membership benefits, such as assistance from the Chapter Relations Office and other ALA units;
- a seat on Council;
- joint membership; and
- participation in Capwiz (Capwiz•XC is Capitol Advantage's leading online legislation and advocacy tool that continues to help ALA, chapters, and ILoveLibraries.org send constituent messages to congressional and state legislators).

The interests of Chapters are represented within ALA by the Chapter Relations Committee (CRC) and the Chapter Relations Office. Activities and benefits provided to chapters by the Chapter Relations Office include:

- Fact sheets on ways that ALA and particular chapters are working together
- Joint membership, marketing, and advocacy efforts
- Ongoing communication between ALA and the chapters
- Forums for interaction and discussion of library topics by librarians throughout the country
- Opportunities for continuing education provided by ALA conferences and programs
- Professional development opportunities provided by continuing education programs and by the committee and division structure that provide avenues for developing leadership and planning capabilities beyond the state association level.

ALA has a number of other offices that provide resources and offer consultation to chapters, including these:

- library public relations efforts [Public Information Office (PIO)]
- information technology [Office for Information Technology Policy (OITP)]
- leadership and expert advice to ALA staff, members, and public on all matters related to research and statistics about libraries, librarians, and other library staff [Office for Research and Statistics (ORS)]
- library and legislative advocacy [Washington Office (WO)] and its [Office of Government Relations (OGR)]
- library advocacy [Office for Library Advocacy (OLA)]
- diversity resources [Office for Diversity]
- censorship, privacy, intellectual freedom [Office for Intellectual Freedom (OIF)]
- recruitment and retention to the profession [Office for Human Resource Development and Recruitment (HRDR)]
- literacy and community outreach [Office for Literacy and Outreach Services (OLOS)]

ALA's role with chapters is overseen by the Chapter Relations Committee, established by the Council 1972, and executed by the Chapter Relations Office, established by the Council in 1979. The Office is headed by a half-time director and staffed with a program officer.

1.3. ALA and the chapters

The following list was developed by the Chapter Relations Committee. All of the advantages are reciprocal: that is, both ALA and chapters benefit from each.

- Chapters contribute to strengthening a national voice on issues facing libraries; ALA, particularly through the Washington office, may more confidently speak out on the spectrum of issues with the advice and support of chapters.
- Clout, a contemporary catchword for power and influence, can be felt in the combined approach of ALA and chapters to library issues, such as intellectual freedom and legislation.
- Through mechanism of state library associations, the governance of the national association (the ALA council) has the assurance of geographic representation; and through the chapter councilor, chapters have a voice in creating and implementing resolutions and other policy-making decisions of ALA.
- The chapters may draw upon ALA for specialized consulting and expertise in given areas; ALA may draw together, through the chapters, an overview of diverse approaches to problem solving in the library profession.
- An official communications flow exists between ALA and the chapters, improving the climate for understanding and cooperative efforts. Valuable networks in the profession exist through the state and regional library associations as chapters.
- Association membership promotion activities are accelerated through the affiliation of ALA and its chapters.
- Avenues for leadership development through local, regional and national arenas may be followed by ALA and its chapters.
- Continuing education for librarians can be provided, replicated, and enhanced nationwide through the sharing of ideas, plans, and programs of ALA and its chapters.
- Chapters and ALA may share more directly and regularly in the development of knowledge and information about chapters and ALA.
- Programming, necessary for well-informed librarians, is readily accessible through the ALA and its chapters and is enhanced by cooperation between ALA and chapters.
- ALA, with its chapters, constitutes an invaluable PR effort for libraries, keeping before the American public the essential role of libraries in providing the access to information resources that is so critical a foundation to our society.
- Chapters, with ALA, can readily enter into joint ventures through carefully planned and mutually beneficial agreements.

1.4. Additional resources for ALA Chapters

Don Wood, Program Officer

Chapter Relations Office

dwood@ala.org, 1-800-545-2433, ext. 2429

*** Adapted January 11, 2011 from:*

<http://www.ala.org/ala/mgrps/affiliates/chapters/chapterdocuments/alachapterrelationship.cfm>

2. GUIDELINES FOR EXECUTIVE BOARD AND ELECTED AND APPOINTED OFFICIALS

2.1. Executive Board

2.1.1. Membership

- A. The Executive Board shall be composed of the President, President Elect, Immediate Past-President, American Library Association Councilor; and six Members-at-Large from which the Secretary, Treasurer, and Assistant Treasurer are selected by the Executive Board at its first meeting. The President-Elect succeeds to President at the beginning of the calendar year. All members of the Executive Board have voting privileges.
- B. Membership on the Executive Board shall coincide with the calendar year. The officers of the Association officially assume their duties on January 1.

2.1.2. Powers

The Executive Board shall have all power and authority over the affairs of the Association during the interim between meetings of the Association, excepting that of modifying any action taken by the Association. Without prejudice to such general powers, but subject to the limitations of the Articles of Incorporation and of these Bylaws, the Executive Board shall have the following powers:

- A. To conduct, manage and control the affairs and business of the Association, and to make such rules and regulations therefore not inconsistent with the law or with the Articles of Incorporation or the Bylaws, as they may deem best.
- B. To delegate to committees any of the powers and authority of the Board in management of the business and affairs of the Association.
- C. To adopt rules of procedure for the transaction of business by the executive board and a manual for committees provided they do not conflict with these bylaws.
- D. To approve the Budget and set the registration fee for the Conference.
- E. To remove any officer, agent or employee of the Association, prescribe such powers and duties for officers, agents and employees of the Association as may not be inconsistent with the law or with the Articles of Incorporation of the Bylaws, fix their compensation and require from them security for faithful service.

2.1.3. Meetings

- A. The Executive Board shall meet a minimum of five times throughout the year, the place and date is to be fixed by the President, including a meeting prior to the Annual Business Meeting. There shall be a Board meeting in November to adopt the budget. The agenda of all regular meetings of the Executive Board shall be determined by the President and must include all items submitted by members of the Executive Board. Meetings may be conducted by telecommunications.
- B. Special meetings of the Executive Board may be called by the President. If the President is absent or unable or refuses to act, any other officer may call a special meeting upon the request of four members of the Board.

- C. **Action without a Meeting:** Any action that may be required or permitted to be taken at a meeting of the Executive Board may be taken without a meeting if all members of the Executive Board consent to the action in writing. The action shall be reported in the written consents filed with the minutes of the next regular or special meeting of the Executive Board.

2.1.4. Duties

- A. Transact the business of the Association.
- B. Assist in making and approving the annual budget.
- C. Set the registration fee for the conference.
- D. Recommend any changes in the Bylaws to the Association.
- E. Provide oversight for Standing Committees and Ad-Hoc Committees by:
 - 1. Creating or dissolving them
 - 2. Approving guidelines or charges
 - 3. Acting upon their recommendations
- F. Fill any vacancy occurring in an office, with the exception of the President, through election by the Executive Board to complete the term of the office vacated. The election shall be by ballot. A majority vote shall elect.
- G. Instruct the ALA Councilor on any measures of concern to the Association.
- H. Cooperate with ALA and other state and regional associations on matters of mutual benefit.
- I. Approve the employment of the Legislative Advocate.
- J. Provide for the management of the organization.
- K. Recommend to the Association persons to receive awards or commendations.
- L. Approve the theme and general program of the Annual Conference.
- M. Remove any officer, agent or employee of the Association, when necessary.
- N. Prescribe such powers and duties for officers, agents and employees of the Association that are consistent with the law or with the Articles of Incorporation or the Bylaws.

2.1.5. Quorum

"A majority of the Board shall constitute a quorum." (MLA Bylaws, Article VII)

2.2. Elected Officers

2.2.1. General Duties of Elected Officers

- A. Attend all Executive Board meetings with voting privileges.
- B. Prepare and present an Annual Report at the Annual Business Meeting.
- C. Ensure continuity of the Association by such actions as providing appropriate files and consulting with the incoming President.
- D. Archive pertinent material as referred to in the Archives Policy.

2.2.2. President

The President shall be the chief executive officer of the Association and shall, subject to the control of the Executive Board, have general supervision, direction, and control of the business and officers of the Association. The President shall preside at all meetings of the members and of the Executive Board. The President shall have the general powers and duties of management of the office of President of a corporation. (MLA Bylaws, Article IV, Section 6A)

2.2.2.1 Duties

A. Executive Responsibilities

The President shall:

- 1. Have the general powers and duties of management of the office of President of a corporation.
- 2. Preside at meetings of the members and the Executive Board.
- 3. Speak for the Association regarding its established policies and in official capacities with other organizations.
- 4. Assign charges to appropriate committees at the direction of the Executive Board.
- 5. Work with the Chair of the Legislative Committee and the Legislative Advocate on matters relating to legislation affecting libraries.
- 6. Serve as an ex officio member of all Committees.
- 7. Serve as a member of the Conference Site Selection Committee.

B. Administrative responsibilities

1. Appointments

- a. Appoint, with the approval of the Executive Board, chairs of Standing Committees, in accordance with the guidelines for each Committee.
- b. Appoint members of all committees unless otherwise specified.
- c. Appoint, with the approval of the Executive Board, any ad hoc committees necessary to conduct the Association's business.
- d. Appoint a non-voting substitute for the regularly elected ALA Councilor if that individual is unable to attend ALA Midwinter or ALA Annual Conference.
- e. Appoint the Webmaster.
- f. Appoint the Archivist, and work cooperatively with him or her in collecting and preparing material to present to the permanent depository of official Association records, which is held by the State Historical Society.
- g. Appoint the Conference Coordinator for the following year's conference with the approval of the Executive Board.

2. Financial

- a. Work with the Board to set budget for the organization.
- b. Work to develop new sources of income to support the growth and expansion of the Association.
- c. Serve as a signatory on all Association checking and savings accounts.
- d. Serve on the Budget & Finance Committee.
- e. Assist the Treasurer in the review of membership dues, conference registration fees, vendor rates and any other regular income sources to determine if they need to be adjusted, at least every three years beginning in 2012.

3. Other

- a. Sign all contracts made in the name of the Association.
- b. Provide an up-to-date list of Board Members, Committee contacts, and Community of Interest contacts to the Webmaster following the Board's first meeting of the calendar year

2.2.3. President-Elect

In the absence or inability of the President, the President-Elect shall perform the duties of the President and shall assume the office of the Presidency if the President is unable to serve. The President-Elect shall succeed to the President following his/her term as President-Elect. The President-Elect shall have such other powers and perform such other duties as from time to time may be prescribed by the Executive Board or these Bylaws. (MLA Bylaws, Article IV, Section 6B)

2.2.3.1. Duties:

The President-Elect shall:

- A. Attend all Executive Board meetings.
- B. Serve in the place of the President when the President is absent or at the request of the President.
- C. Serve as a member of the Conference Site Selection Committee.
- D. Attend at least one meeting of each Standing Committee to better understand the infrastructure and business of the Association.
- E. Coordinates videoconferencing for MLA Board meetings

2.2.4. Immediate Past-President

The Past-President shall serve in an advisory role to the President and President-Elect.

2.2.4.1. Duties:

The Past-President shall:

- A. Attend all Executive Board meetings.
- B. Serve ex-officio to the board.
- C. Serve as general counsel to president and president-elect.
- D. Chair the nominating committee.

2.2.5. Secretary

The Secretary shall be responsible for the records of the Association; keep a record of all meetings of the Executive Board and of the general membership; process correspondence as directed by the Executive Board or the President; and have such other powers and perform such other duties as may be prescribed by the Executive Board or these Bylaws. (MLA Bylaws, Article IV Section 6C)

The Secretary will be selected from among the Members-at-Large at the November Board meeting.

2.2.5.1. Duties:

The Secretary shall:

- A. Attend all Executive Board meetings.
- B. Record and keep on file the official minutes of the meetings of the Executive Board and of the general membership.
- C. Distribute the minutes to the Executive Board, Standing Committee Chairs, State Librarian and other designated officials or agencies.
- D. Summarize the minutes of the Executive Board to be published in the next issue of the newsletter of the Association.
- E. Process correspondence as directed by the Executive Board or the President.
- F. Summarize the Executive Board action as an Annual Report.
- G. Send to the incoming Secretary all records within one month after the change of officers.
- H. Notify appropriate Committee Chairs of all action items and policy and procedure changes, within thirty days, as they arise out of Board meetings.

2.2.6. Treasurer & Assistant Treasurer

The Treasurer shall be the chief financial officer of the Association. The Treasurer prepares the annual budget, makes a financial report at all Executive Board Meetings and the Annual Business Meeting, advises the Board regarding other financial matters affecting the Association, has general powers and duties of the office of Treasurer and performs such other duties as may be prescribed by the Board of Directors or these Bylaws. (MLA Bylaws, Article. IV Section 6D)

A Treasurer and Assistant Treasurer will be selected from among the Members-at-Large at the November Board meeting.

2.2.6.1. Duties:

A. The Treasurer shall:

- 1. Attend all Executive Board meetings.
- 2. Chair the Budget & Finance Committee.

3. Prepare the annual budget in consultation with the Executive Board.
 4. Serve as a signatory on all Association checking accounts and savings accounts.
 5. Monitor the financial activities and records of the Association in accordance with the policies outlined in the Fiscal Policy Manual of the Association.
 6. Submit recommendations for external audit per the Fiscal Policy of the Association.
 7. Make a financial report of the Association at all meetings of the Executive Board and to the Association membership at the annual membership meeting.
 8. Prepare an annual fiscal report for publication in the Newsletter.
 9. Advise the Board regarding other financial matters affecting the Association.
 10. Have general powers and duties of the office of Treasurer and performs such other duties as may be prescribed by the Executive Board.
 11. Recommend long-range plans to ensure the fiscal strength of the Association.
 12. Review membership dues, conference registration, vendor rates and any other regular income sources to determine if they need to be adjusted, at least every three years beginning in 2012 with the assistance of the President, the Budget & Finance Committee and a representative of the management company.
 13. Recommend an outside accounting firm, to be approved by the Executive Board, for the annual audit or review and filing of tax forms.
- B. The Assistant Treasurer shall:
1. Attend all Executive Board meetings.
 2. Serve on the Budget & Finance Committee.
 3. Assist in preparation of the annual budget.

2.2.7. Members-at-Large

Members-at-Large are elected to represent the entire Missouri Library Association membership. (MLA Bylaws, Article IV, Section 6F)

2.2.7.1. Term:

- A. A total of six Members-at-Large will represent the membership, three from public libraries/trustees and three from academic/special libraries.
- B. Three Members-at-Large will be elected to serve a one-year term and three Members-at-Large will be elected to serve a two-year term during the election of 2011.
- C. Three Members-at-Large will be elected each year to serve a two-year term beginning in 2012 with public libraries/trustees.

2.2.7.2. Duties:

The Members-at-Large shall:

- A. Represent the entire membership.
- B. Discover members' concerns by:
 - 1. Attending Committee and Community of Interest meetings when possible.
 - 2. Coordinating activity to ensure contact with the full representation of the Association.
- C. Serve as members of the Conference Site Selection Committee.
- D. If selected by the Executive Board, serve as the Secretary, Treasurer, or Assistant Treasurer.

2.2.8. ALA Councilor

Represents the Missouri Library Association (MLA) and the American Library Association (ALA) members of Missouri in accordance with ALA guidelines. (MLA Bylaws, Article IV Section 6E)

2.2.8.1. Term:

The ALA Councilor is elected in accordance with ALA guidelines:

- A. Must be a personal member of ALA.
- B. Is elected by the entire MLA membership.
- C. Is elected to serve a three-year term beginning in 2001.
- D. Term shall begin after the summer ALA conference.

2.2.8.2. Duties:

The ALA Councilor shall:

- A. Represent the MLA and ALA members of Missouri.
 - 1. Attend ALA Council meetings at Midwinter and Annual Conferences. If the Councilor cannot attend such meetings, MLA can be represented by a non-voting delegate. Councilor will inform the MLA President and ALA so that a delegate may be appointed. (Expenses for attendance at these meetings are covered by MLA.)
 - 2. Attend MLA Executive Board meetings as a member of the Executive Board with voting privileges.
 - 3. Complete the annual State Councilor Report to ALA.
- B. Serve as liaison among MLA members and ALA members in Missouri and ALA.
 - 1. Prepare reports for the official newsletter of MLA.
 - 2. Hold such meetings as are necessary to acquaint membership with ALA activities and to offer membership an opportunity to present views.
 - 3. Submit budget request to the Executive Board no later than November 1.

2.3. Appointed Officials

2.3.1. Archivist

2.3.1.1. Term:

The Archivist shall be appointed by the President in odd-numbered years. The Archivist serves a two-year term that begins on January 1.

2.3.1.2. Duties:

The Archivist shall:

- A. Work cooperatively with the President in collecting and preparing material to present to the permanent depository of official Association records, which is held by the State Historical Society.
- B. Serve as the Association's final arbiter of materials to be forwarded to the depository in accordance with the policies and practices of both the Association and the State Historical Society.
- C. Recommend to the Executive Board changes in policies and practices related to the archives.
- D. Request funding for special projects related to the archives, and submit receipts to the Executive Board for all funds allocated.
- E. Assist with any event related to the history of the Association, which may require use of the archives.

For Archives Policy, see Section 5.6.

2.3.2. Webmaster

2.3.2.1. Term:

The Webmaster is appointed by the President for a one-year term. The term begins on January 1.

2.3.2.2. Duties:

The Webmaster shall:

- A. Report directly to the President of MLA and work with the Executive Board and unit chairs, as needed.
- B. Maintain the website using current, commercially available software. The Webmaster is responsible for the development, maintenance, and currency of the MLA website, but is not responsible for creating original content for either the MLA website or individual unit pages.
- C. Maintain Jobline postings on the website.
- D. Recommend changes in policies and procedures related to the website to the Executive Board.
- E. Chair the Web Committee and serves as an ex-officio member of the Publications Committee.

For Publications Guidelines see Section 5.8; for Jobline Policy see Section 5.7; for Web Committee see Section 3.14.

2.3.3. Conference Coordinator

2.3.3.1. Term:

The Upcoming Conference Coordinator is appointed by the President, with the approval of the Executive Board, for a three-year term. The appointment is made early in the year prior to the year of service as

Conference Coordinator. The first year he or she serves as Upcoming Conference Coordinator, the second year as Conference Coordinator, and the final year as Past Conference Coordinator and Site Selection Committee Chair.

2.3.3.2. Duties:

The Conference Coordinator (in the year they coordinate the Conference) shall:

- A. Chair the Annual Conference Committee.
- B. Serve as General Program Chair for the annual conference.
- C. Select the theme for the annual conference subject to the approval of the Executive Board.
- D. Direct the entire conference program.
- E. Appoint the Local Arrangements Committee chair.
- F. Serve as member of the Local Arrangements Committee.
- G. Serve as member of the Conference Site Selection Committee for two non-consecutive years as follows:
 - 1. Upcoming Conference Coordinator during the first year of the term.
 - 2. Site Selection Committee Chair during the third year of the term.

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3. STANDING COMMITTEES

3.1. General Guidelines

Standing Committees perform the essential functions of MLA. As such, they serve at the discretion of the Board and may be discontinued as the Board sees fit. Guidelines for Standing Committees shall not be in opposition to the Association Bylaws. Changes in guidelines and plans of work shall be presented to the Executive Board for approval. Appointees to Standing Committees must be current MLA members in good standing.

3.1.1. Listing of Standing Committees

Standing Committees include the following:

STANDING COMMITTEE	TERM OF APPOINTMENT	MEMBERSHIP
Awards	4 years	4
Budget/Finance	Members are from the Board	4
Bylaws & Handbook	3 years	4-6
Community of Interest Council	2 years (appoint Vice Chair)	2 (Chair and Vice-Chair)
Conference	3 years (appoint Upcoming Conference Coordinator)	4 - specified people (plus volunteers)
Intellectual Freedom	3 years	7-10
Legislative	3 years	10-15
Membership	3 years	5 minimum
Nominating	1 year	4 minimum
PR	3 years	6-10
Media & Publications		
Marketing Sub-Committee	2 years	6-10
MO INFO Sub-Committee	2 years	4 minimum
Social Media Subcommittee	2 years	4 minimum
Website Sub-Committee	2 years	any number
Site Selection	Rotation with Conference Chair	9 - specified people
Web	Members are appointed for 1 year by Webmaster	any number

3.1.2. Membership

- A. Chairs of all Standing Committees are appointed by the President and approved by the Executive Board.
- B. The Chair of each Standing Committee is an ex-officio, non-voting member of the Board.
- C. Requirements and composition of membership of Standing Committees are described in the individual guidelines for each committee in this Handbook.
- D. Only personal members of the Association may serve as Committee Chairs or committee members.

3.1.3. Responsibilities of Standing Committee Chairs

The Chair of each Standing Committee shall:

- A. Convene the Committee throughout the year to conduct Association business. Standing Committees may meet in any of the following ways: in person, via conference phone call, by e-mail, virtually.
- B. Provide a report on Committee activity at each Executive Board meeting.
- C. Send copies of all correspondence and committee meeting minutes to the Archivist for the official archives.
- D. Send meeting notices and any other information suitable for dissemination to the membership to the Publication Chair for posting on the MLA website.
- E. Submit a written annual report to the Executive Board immediately after the Annual Conference for dissemination to the membership. The Chair may additionally prepare a verbal report to be presented to the Association at the Annual Conference.
- F. Request and manage financial support:
 - 1. Present budget requests to the Executive Board.
 - 2. Keep expenditures within allotments made by the Executive Board.
 - 3. Submit receipts to the Executive Board for all funds allocated.

3.1.4. E-mail discussion list Instructions for Committee Chairs (Dec. 2012)

3.1.4.1. To subscribe members to your committee list

- A. Address an e-mail to [E-MAIL DISCUSSION LIST@AMIGOSLIST.AMIGOS.ORG](mailto:E-MAIL_DISCUSSION_LIST@AMIGOSLIST.AMIGOS.ORG)
- B. Leave the subject line blank and remove your signature block
- C. In the body of the message type Add <listname> <e-mail of person you are subscribing> <first name> <last name>

3.1.4.2. To remove members from your committee list

- A. Address an e-mail to [E-MAIL DISCUSSION LIST@AMIGOSLIST.AMIGOS.ORG](mailto:E-MAIL_DISCUSSION_LIST@AMIGOSLIST.AMIGOS.ORG)
- B. Leave the subject line blank and remove your signature block
- C. In the body of the message type Delete <listname> <e-mail of person you are subscribing> <first name> <last name>

3.1.4.3. To receive an e-mail listing all subscribers to a list

- A. Address an e-mail to [E-MAIL DISCUSSION LIST@AMIGOSLIST.AMIGOS.ORG](mailto:E-MAIL_DISCUSSION_LIST@AMIGOSLIST.AMIGOS.ORG)
- B. Leave the subject line blank and remove your signature block

C. In the body of the message type Review <listname>

3.2. Annual Conference Committee

3.2.1. Membership

- A. The Upcoming Conference Coordinator is appointed by the President, with the approval of the Executive Board, for a three-year term. The appointment is made early in the year prior to the year of service. The Conference Coordinator shall serve as chair of the Annual Conference Committee.
- B. The Upcoming Conference Coordinator and the Past Conference Coordinator serve on the Annual Conference Committee.
- C. The Local Arrangements Chair is appointed by the by the Conference Coordinator.
- D. Additional members may be appointed by the Conference Coordinator. Interested members should consult the Conference Coordinator to volunteer.

3.2.2. Duties

- A. The Annual Conference Committee is responsible for the planning and execution of the annual conference.
- B. Specific duties of committee members are outlined in **Appendix E: The Annual Conference Manual**.

3.3. Awards Committee

Details and procedures regarding awards, grants and scholarships are found in Section 5.9.

The Committee need not recommend a recipient if, in its opinion, no one has been nominated who qualifies under the established criteria.

3.3.1. Membership

The Awards Committee shall consist of four members, each of whom shall serve a four-year term. A member will be appointed annually by the President and shall serve as chair in his or her third year and past-chair in his or her fourth year.

3.3.2. Duties

The Awards Committee shall:

- A. Annually solicit nominees for most MLA Awards. Deadline for receipt of nominees is July 1st unless otherwise noted.
- B. Select the ALA Emerging Leader for sponsorship by MLA, with the approval of the MLA President and Executive Board.
- C. Prepare press releases regarding awards for distribution to appropriate media outlets and forwards to Publication Chair.
- D. Notify award winners as soon as possible after selection, so they may invite guests to the ceremony.
- E. Present the Awards at the Awards Banquet during the MLA Conference (by the Awards Committee chair and/or committee members).

3.4. Budget & Finance

See 5.5 Fiscal Policies and **Appendix C: Fiscal Policy Manual**

3.4.1. Membership

The Budget & Finance Committee shall be composed of four members of the Executive Board (the Treasurer, President, President-Elect, and the Assistant Treasurer) and the Community of Interest Chair. A representative of the management company serves as ex-officio. The Treasurer serves as the Chair.

3.4.2. Duties:

The Budget & Finance Committee shall:

- A. Meet prior to the November Executive Board meeting with the incoming and outgoing committee members to prepare the budget for the coming year.
- B. Send Executive Board members a copy of the proposed budget at least one week prior to the November Board Meeting where it will be approved.
- C. Advise the Executive Board on all Association matters with significant fiscal impact.
- D. Develop and maintain a fiscal policy manual for the Association (in **Appendix D**)
- E. Prepare a report of the financial condition of the Association for the annual membership meeting.
- F. Recommend long-range plans to ensure the fiscal strength of the Association.
- G. Review, at least every three years, all regular income sources of the Association (i.e. membership dues, conference registration, vendor rates at conference) to determine if they need to be adjusted.
- H. Advise the Executive Board on investment of Association funds.
- I. Advise the Executive Board on capital purchases.
- J. Submit annual professional audit or review to the Executive Board according to the schedule in the Fiscal Manual.

3.5. Bylaws & Handbook Committee

3.5.1. Membership

- A. The Bylaws & Handbook Committee shall be composed of four to six members from all geographic regions of the state and diverse types of libraries.
- B. Members shall be appointed by the President for three year staggered terms.
- C. The Chair shall be appointed by the President from among the members who have served at least one year.

3.5.2. Duties

The Bylaws and Handbook Committee shall:

Bylaws

- A. Review the Bylaws annually.
- B. Bring to the attention of the Board any items needing revision.
- C. At the direction of the Executive Board, prepare proposed revisions.
- D. Work with the Nominating Committee to notify membership of proposed changes in advance of vote to be taken at the Annual Business Meeting.
- E. If approved, prepare updated version of Bylaws and distribute to Publications Committee, Archivist, and add to Handbook.

Handbook

- A. Review the Handbook annually corresponding with Committee Chairs, Board Members and other MLA units to ensure each section is up-to-date.
- B. Bring to the attention of the Board any items needing revision, along with the appropriate changes.
- C. Once approved by the Board, disseminate revisions to the Publications Committee and Webmaster, and update the Handbook as appropriate.

3.6. Communities of Interest Council (CIC)

3.6.1 General Guidelines

The purpose of the CIC shall be:

- A. To promote and coordinate Community of Interest (CI) activities.
- B. To serve as liaison between the CIs and the Executive Board.
- C. To receive and validate petitions to form new CIs and to review CI bylaws as needed.
- D. To review CI activities on an annual basis and validate their good standing as a CI.
- E. To forward requests for funds from CIs and report back to the MLA Board on the funds spent.
- F. To orient new CI representatives to MLA planning, reporting and fiscal policies and procedures during a meeting at the Annual Conference.

3.6.2. Membership

The membership shall be composed of one voting representative selected by each Community of Interest (CI) of the Missouri Library Association.

The officers of the Council shall be a Chair and a Vice-Chair.

The Vice Chair shall be appointed by the president of MLA to serve a two year term, the first year as Vice Chair and the following year as Chair.

3.6.3. Officer Duties

The duties of these officers are:

- A. Chair: maintains a CIC contact list; attends to the routine correspondence of the CIC including Petitions for Formation, Requests for Funding and Annual Reports from CIs ; represents the CIC and its interests to the MLA Board; presides at meetings of the Council; reports on CI activity for MLA Board meetings as appropriate.
- B. Vice-Chair: keeps minutes of CIC meetings; presides at CIC meetings in the absence of the Chair.

3.6.3.1. Approval of Applications

- A. Within 4 weeks of receipt of a Petition of Formation by a CI, the CIC officers will verify the active membership of those signing the petition and make a determination whether to approve the formation of the CI.
- B. Upon reaching a decision, the CIC officers will:
 - 1. Notify the CI chair of its standing as an official MLA Community of Interest.
 - 2. Notify the Executive Board of the new CI's existence.

3. Forward notice of purpose, activities, committee members and directions for joining the new Community of Interest to the Publications Committee Chair for inclusion in the official publications of the MLA.
4. Forward notice of purpose, activities, committee members and directions for joining the new Community of Interest to the Webmaster for inclusion on the MLA website.

3.6.3.2. Approval of CI Bylaws

CIs may define Bylaws as desired or needed by the group. A sample is provided in **Appendix F**. These Bylaws may not be in conflict MLA Bylaws. CI Bylaws must be reviewed and approved by the CIC officers, filed with MLA Bylaws and Handbook committee, and made public through appropriate association publication.

3.6.3.3. Annual Review of CIs

The current Chair and Vice Chair, along with the incoming Vice Chair will work together to complete the following:

- A. Prepare the financial requests submitted from CIs for the following year for the Board by November 1.
- B. Review the annual report of each CI, placing CIs that have not filed an annual report by December 31 of each year in abeyance for one year, or until their annual report is received.
- C. Forward to the Executive Board each Community of Interest's brief description of planned activities for the next fiscal year that include requests for financial support from the association.
- D. Submit an annual report to the Executive Board at the first Board meeting of the calendar year to include the status of all Communities of Interest and an accounting of any funds dispersed to CIs during the past year.

3.6.4. CIC Archives

Before leaving office, the current CIC Chair will submit all CIC materials for the year, including annual reports, to the Archivist and make them public through appropriate association publication.

3.7 Conference Site Selection Committee

3.7.1. Membership

- A. MLA President will appoint committee chairs who are from the local area of the conference site.
- B. The Conference Site Selection Committee may consist of the Upcoming Conference Coordinator, Conference Coordinator, Past Conference Coordinator, President, President-Elect, and one or more Members-at-Large. One vendor/exhibitor representative, a representative from MOREnet, and a representative from the management company (with previous conference experience, preferred) shall serve as ex-officio members.
- C. Interested MLA members are encouraged to attend committee meetings and provide input.

3.7.2. Duties

Following the Board's designation of conference location, the Committee:

- A. Identifies, visits, and evaluates possible facilities for the conference.
- B. Requests technical assessment of the proposed facility by MOREnet.
- C. Selects conference dates based on the availability of facilities, significant religious holidays, competing library association conferences, and ALA's calendar.
- D. Presents facility recommendations and dates for the conference to the Executive Board for approval no later than 18 months before the conference.

3.8. Intellectual Freedom Committee

3.8.1. Membership

- A. The Intellectual Freedom Committee shall consist of at least seven but no more than ten members from all geographic regions of the state and diverse types of libraries.
- B. Members shall be appointed by the President for three-year, staggered terms.
- C. The Chair shall be appointed by the President from members who have served at least one year on the committee. The Chair shall serve as a liaison to the ALA Office of Intellectual Freedom and shall be a member of the Legislative Committee for one year while serving as chair of this committee.

3.8.2. Duties

The Intellectual Freedom Committee shall:

- A. Monitor legislation and other efforts that affect first amendment rights to libraries, librarians, and their clientele.
- B. Encourage libraries to protect those rights by:
 - 1. Adopting ALA's *Freedom to Read Statement*, *Library Bill of Rights*, and other statements adopted by the American Library Association and endorsed by the Missouri Library Association.
 - 2. Adopting selection and collection development policies that protect against challenges.
 - 3. Providing training opportunities with regard to intellectual freedom issues.
- C. Support and implement the MLA Statement on Intellectual Freedom (see Section 5.1).
- D. Assist and support MLA members in intellectual freedom concerns as requested.

3.9. Legislative Committee

See Section 5.2 for Policies on Legislative Matters.

3.9.1. Membership

- A. The Legislative Committee shall be composed of at least ten members but not more than fifteen, from all geographic regions of the state and diverse types of libraries.
- B. Members shall be appointed by the President for three-year staggered terms.
- C. The Chair shall be appointed by the President from members who have served at least one year on the Committee.
- D. One member of the Committee shall be designated as the Federal Legislation Coordinator to monitor library legislation at the federal level.
- E. The Intellectual Freedom Committee Chair shall be an ex-officio voting member.
- F. The Legislative Advocate shall serve as an ex-officio non-voting member.
- G. A representative of the management firm shall serve as an ex-officio non-voting member.
- H. The State Librarian or designated representative of the State Library shall be invited to attend meetings of the Legislative Committee.

3.9.2. Duties

The Legislative Committee shall:

- A. Maintain a network of librarians of all types, trustees, and citizens throughout the state to serve as contacts and to aid in disseminating information and gathering support for MLA's legislative efforts.
- B. Review and report to the MLA President on bills in the Missouri General Assembly affecting libraries in the state.
- C. Act upon the instruction of the Executive Board.
- D. Submit a legislative program for each year for approval by the Executive Board and for approval by the membership at the annual meeting.
- E. Develop a legislative position statement for MLA, after consultation with the President, relating to legislative items which are not part of the legislative package but are of interest or concern to Missouri libraries.
- F. Annually consider a Missouri legislator(s) for the "Francis (Bud) Barnes Outstanding Legislator Award" (see Section 5.9). If one or more candidates is selected, the committee:
 - 1. Submits name(s) to MLA Executive Board for approval.

2. Arranges for award to be presented at MLA Conference.
 3. Prepares press releases regarding award for distribution to appropriate media outlets and forwards to Publication Chair.
- G. In October of each year, review Legislative Advocate's agreement, terms, remuneration, and performance and make recommendations to the Board for the following year.

3.10. Membership Committee

3.10.1. Membership

- A. The Membership Committee shall consist of a minimum of five members from all geographic regions of the state and diverse types of libraries.
- B. Members shall be appointed by the President for three-year staggered terms.
- C. A chair shall be appointed by the President from members who have served at least one year on the committee.

3.10.2. Duties

The Membership Committee shall:

- A. Recruit new Association members, both institutional and individual.
- B. Encourage retention of Association members.
- C. Assist in obtaining renewals of lapsed memberships.
- D. Provide welcome to and orientation for new MLA members.

3.11. Nominating Committee

See **Appendix A: MLA Bylaws** for specifics on Nominations, Voting and Elections.

3.11.1. Membership

- A. The Nominating Committee shall be composed of a chair and at least three members from all geographic regions of the state and diverse types of libraries.
- B. The Past President serves as the chair of the Nominating Committee.
- C. Members shall be appointed by the President to serve a one-year term.

3.11.2. Duties

The Nominating Committee shall:

- A. Present a slate of two or more candidates for President-Elect, and no fewer than five candidates for Member-At-Large.
- B. Candidates for Member-At-Large should alternate between academic/special libraries and public libraries/trustees beginning with public libraries/trustees libraries in 2012.
- C. Present a slate of two or more candidates for American Library Association Councilor every three years (beginning in 2001). Nominations are in accordance with ALA guidelines.
- D. Prepare and distribute the ballots and statements of professional concerns to all Individual members in a timely manner in order to permit notification of the winners at least twenty-one days prior to the Annual Business Meeting. All ballots must be received by the designated deadline.
- E. Line up three MLA members in good standing to count the ballots after the designated election deadline.
- F. In the event of a tie, prepare and distribute tie-breaker ballots to those eligible voters present at the Annual Business meeting who shall vote to determine the outcome.
- G. Forward the names of the new officers to the MLA President for announcement at the Annual Business Meeting.

3.12. Media and Public Relations Committee

3.12.1. Membership

- A. The Media and Publications Committee shall be composed of the sub-committee chairs from the MO INFO, Marketing, Social Media, and Website sub-committees.

- B. The Chair shall be appointed by the President.

3.12.2. Duties

The Media and Publications Committee shall:

- A. Work under the direction of the Executive Board in support of MLA and its units.

- B. Brief other committee members on the activities of their respective sub-committee. Duties of each sub-committee that may be reported upon include:
 - 1. Marketing:
 - a. The creation and distribution of public relations and marketing messages directed to the MLA membership, Missouri's library community, and the Missouri public.
 - b. Creation and direction of promotional campaigns for events such as workshops, contests, and information/education programs such as National Library Week and National Library Workers Day.
 - c. Creation and direct sales of MLA branded merchandise.
 - d. Identification of the Association's marketing needs.
 - e. Support of MLA units on a variety of projects each year. See section 3.12.3.G for more details.
 - 2. MO INFO:
 - a. Dissemination of information through MO INFO, MLA's print publication.
 - b. Recommendation of updates to the MLA Publication Guidelines (section 5.8) as needed.
 - c. Support for the activities of Communities of Interest through MO INFO as requested.
 - d. Solicitation of articles and columns about library related issues from MLA members, the Missouri library community, and the greater library community as well.
 - e. The posting of invitations to read MO INFO on the Association's social media.
 - 3. Social Media
 - a. Dissemination of information about MLA to members and to the general public via its social media platforms, as relevant.
 - b. Identification of new social media trends and their recommended adoption by the Association.
 - c. Creation, maintenance, and when necessary, implementation of a crisis communication plan.
 - d. Moderation of social media posts.
 - 4. Website
 - a. Dissemination of information about MLA to members and to the general public via its website, as relevant.

- b. Maintenance of Jobline, the employment service of the Missouri Library Association.
 - c. How the sub-committee is supporting the activities of the other Media and Publications sub-committees. See section 3.12.6.2.C for more details.
- C. Coordinate with other sub-committees to ensure that projects are handled by the appropriate sub-committee.
- D. Coordinate efforts to share tasks among sub-committees when necessary.
- E. Identify additional publication needs (e.g. new social media, print publication updates, marketing trends) and make recommendations to the Executive Board as appropriate.

3.12.3. Marketing Sub-Committee

3.12.3.1. Membership

- A. The Marketing Sub-Committee shall be composed of at least six members but not more than ten, from all geographic regions of the state and diverse types of libraries.
- B. Members shall be appointed by the President for two-year staggered terms.
- C. The Chair shall be appointed by the President from members who have served at least two years on the Committee.

3.12.3.2. Duties

The Marketing Sub-Committee shall:

- A. Work under the direction of the Media and Publications Committee in support of MLA and its units.
- B. Create and distribute public relations and marketing messages directed to the MLA membership, Missouri's library community, and the Missouri public.
- C. Create and/or direct promotional campaigns for events such as workshops, contests, and information/education programs such as National Library Week and National Library Workers Day.
- D. Create and/or direct sales campaign for MLA branded merchandise.
- E. Create, maintain, and when necessary, implement a crisis communication plan.
- F. Identify marketing needs of the Association and make recommendations to the Media and Publications Committee.
- G. Support MLA units on a variety of projects each year, advising those units of the expenses incurred for all public relations and marketing campaigns. The following is a list of possible partners, projects, and timelines:
 - a. With the Youth Services Community of Interest's Building Block Picture Book Award Committee on the promotion of award branded merchandise (January – March)
 - b. With the Youth Services Community of Interest's Building Block Picture Book Award Committee on award promotion (January-April and October)
 - c. With the Youth Services Community of Interest on book list promotion (January – April and October)
 - d. With the Legislative Committee on the marketing and promotion of Missouri Library Advocacy Day (December – February)
 - e. With the Legislative Committee on the marketing and promotion of National Library Legislative Day (February – May)
 - f. With the Professionalism, Education, Employment, and Recruitment Community of Interest to promote the Ronald G. Bohley Scholarship (May-July and October)

- g. With the Awards Committee on MLA Award Promotion (April-July and October)
- h. With the Youth Services Community of Interest to promote the Patt Behler Call-to-Conference Award (June-August and October)
- i. With the Legislative Committee on legislator award promotion (July, October, and February)
- j. With the Membership Committee to create and distribute marketing messages to Missouri's library community and the MLA membership for recruitment and retention.

3.12.3.3. Resources

An MLA-owned digital camera is available for PR Committee use.

3.12.4. MO INFO Committee

See Section 5.8 for MO INFO Guidelines.

3.12.4.1. Membership

- A. The MO INFO Sub-Committee shall consist of a minimum of four members from all geographic regions of the state and diverse types of libraries.
- B. Members shall be appointed by the President for two-year, staggered terms. The Chair shall be appointed by the President from members who have served one year on the committee.
- C. The Association Webmaster shall be an ex-officio member.

3.12.4.2. Duties

The MO INFO Sub-Committee shall:

- A. Disseminate information through MO INFO, MLA's print publication, to members and the general public at the direction of the Media and Publications Committee.
- B. Recommend updates of MLA Publication Guidelines (section 5.8) to the Media and Publications Committee as needed.
- C. Support the activities of Communities of Interest through MO INFO as requested.
- D. Solicit articles and columns about library related issues from MLA members, the Missouri library community, and the greater library community as well.
- E. Post invitations to read MO INFO on the Association's social media.

3.12.5 Social Media Sub-Committee

3.12.5.1. Membership

- A. The Social Media Sub-Committee shall consist of a minimum of four members from all geographic regions of the state and diverse types of libraries.

- B. Members shall be appointed by the President for two-year, staggered terms. The Chair shall be appointed by the President from members who have served two years on the sub-committee.

3.12.5.2. Duties

The Social Media Sub-Committee shall:

- A. Disseminate information about MLA to members and to the general public via its social media platforms, as relevant.

- B. Identify new social media trends and recommend their implementation to the Media and Publications Committee when appropriate.

- C. Create, maintain, and when necessary, implement a crisis communication plan.

- D. Monitoring of all social media posts.

3.12.6. Website Sub-Committee

See Section 2.3.2 for Webmaster/Web mistress duties.

3.12.6.1. Membership

- A. The Website Sub-Committee shall consist of any number of members appointed by the Webmaster.
- B. Members shall be appointed by the Webmaster for a two-year term.
- C. The immediate past Webmaster shall be an ex-officio member.

3.12.6.2. Duties

The Website Sub-Committee shall:

- A. Disseminate information about MLA to members and to the general public via its website, as relevant.
- B. Maintain Jobline, the employment service of the Missouri Library Association, with billing support from the management organization or other appropriate group.
- C. Support the activities of the other Media and Publications sub-committees (Marketing, MO INFO and Social Media) by:
 - a. Posting the newsletter on the Association website
 - b. Coordinating separate online publication of selected material from the newsletter
 - c. Posting marketing and public relations messages on the website
 - d. Cross-posting social media messages on the Association website, as needed
 - e. Advising as needed
- D. Maintain an up-to-date website by:
 - a. Periodically reviewing links on all web pages.
 - b. Establishing lines of communication with content-generating entities across the organization in order for them to provide current information.
 - c. Receiving an up-to-date list of Board Members, Committee contacts, and Community of Interest contacts from the Executive Board following their first meeting of the calendar year and posting it to the website within one week.

4. COMMUNITIES OF INTEREST

Communities of Interest (CIs) are groups of MLA members who choose to organize around a type of library, type of activity, a special interest or geographic area in order to further the mission of the Missouri Library Association. These groups are subject to the rules of the Missouri Library Association. CIs are a benefit of membership and all voting MLA members may join and participate in as many CIs as they choose.

All internal workings of the CI are at the discretion of the members. They decide how to select chair(s), govern themselves, etc. The only ongoing requirement of an MLA Community of Interest is to submit to the current Community of Interest Council Chair an annual report and a current contact person.

4.1. Formation

- A. A Community of Interest (CI) may be formed by MLA members to pursue any activity that supports and promotes the purpose and goals of the Association.

Members form a Community of Interest by submitting a Petition of Formation to the Community of Interest Council (CIC) Chair listing the name of the Community of Interest, a contact person, and function of the group. Fifteen MLA members in good standing are needed to support the formation of a Community of Interest.

- B. The petition with the signatures of the Members may be presented to the Community of Interest Council Chair at any time for approval.
- C. Once a CI is approved, notice of purpose, activities, members and membership information shall be published in MO INFO and made available on the MLA website.
- D. Each Community of Interest may have a webpage on the MLA website. Content and maintenance of this page are the responsibility of the CI and shall be coordinated with the Webmaster.

4.2. Activities & Meetings

A CI shall not profess or imply that it speaks for or represents the Association or members other than those currently holding membership in the CI unless authorized to do so in writing by the Executive Board. CIs may demonstrate ongoing activity in one or more of the following ways:

- A. Sponsoring conference programs and/or other events throughout the year
- B. Maintaining an active electronic list
- C. Maintaining an active website
- D. Producing a regular newsletter (preferably electronic)
- E. Meetings held as the group deems necessary or desirable
- F. Other activities as determined by the group

4.3. Bylaws

Each CI may define Bylaws as desired or needed by the group. These bylaws may not be in conflict with the Missouri Library Association's Bylaws. Community of Interest bylaws must be reviewed and approved by the Community of Interest Council, filed with MLA and made public through appropriate Association publication, including the CI's webpage and the MLA Handbook (see **Appendix F**).

4.4. Community of Interest Representation

The members of each Community of Interest will elect or appoint one or more contact persons for the Community of Interest who serve are responsible for the submission of an annual report and submit

financial requests for the Community of Interest. Additional leaders may be elected or appointed as deemed appropriate by the Community of Interest membership.

4.5. Finances

- A. Once a Community of Interest is approved by the CIC, it is eligible to request financial support from the Association through the Community of Interest Council or Annual Conference Committee, depending on the purpose of the funding.
- B. The budget request for activities should be presented to the Community of Interest Council Chair no later than November 1 and should be based on the program of activities planned by the CI for the coming year.
- C. Funds for Annual Conference programs are requested separately. These requests are made in writing to the MLA Conference Coordinator by the date published by the Conference Coordinator.
- D. Community of Interest chairs shall be responsible for keeping expenditures within allotments made by the Executive Board and for submitting receipts in a timely manner for all funds allotted.
- E. No CI shall incur expense on behalf of MLA except as previously authorized by the Executive Board.
- F. Community of Interest Groups may charge fees for workshops or programs help to recoup costs.
- G. Net revenue generated by CI activities will be returned to MLA's general fund.

4.6. Annual Report

- A. Each Community of Interest shall submit an annual report of its activities to the CIC Chair by December 31. The annual report shall be published through appropriate association publication.
- B. The report shall contain a summary of activities, and appropriate financial reporting if funds were received through MLA. The annual report should also include the name and contact information of the chair for the next year.
- C. Each Community of Interest must also provide a brief description of planned activities for the next fiscal year, if requesting financial support from the association.
- D. The Community of Interest Council officers will review the annual report of each Community of Interest, notifying Communities of Interest that have not filed an annual report of their status of in abeyance.

4.7. Abeyance

Communities of Interest that have not filed an annual report with the Community of Interest Council Chair by December 31 will notified that they have been placed in abeyance for one year, or until their annual report is received. Communities of Interest in abeyance are not eligible to receive financial support and are restricted from sponsoring MLA activities.

4.8. Dissolution

- A. A Community of Interest will be dissolved by the Community of Interest Council Chair if no annual report has been filed, and the Community of Interest has been in abeyance for one year.

- B. A Community of Interest may also be dissolved by agreement of the CI members, with appropriate and timely notification being given to the CIC Chair.

4.9. Communities of Interest – Group Descriptions

4.9.1 Access Services Community of Interest

4.9.1.1 Membership

Anyone in any type of library who is interested in access services areas which include circulation, course reserves, interlibrary loan and stacks management but are not limited to those areas may be a member of the CI.

There are four officers: Chair, Vice Chair, Secretary/Recorder and Past Chair. All but Past Chair are elected from those who volunteer and each moves up in rotation each year. One year terms are served in each office.

4.9.1.2 Meetings

The CI meets once per year at the Missouri Library Association's Annual Conference for a business meeting and discussion of topics of interest. Elections take place at that meeting. Discussion of topics of interest may take place on the CI listserv at any time during the year.

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5. POLICIES AND PROCEDURES

5.1. Statement on Intellectual Freedom

5.1.1. Introduction

The Missouri Library Association is directly concerned with the freedom of all members of a democratic society to read what they will in the course of making the social, educational, and political judgments on which that society is based. Libraries are a principal source where citizens can hope to find relevant facts concerning current and historical issues. It is appropriate that librarians, library staff and trustees should support free access to information as being of the utmost importance to the continued existence of democracy.

5.1.2. Areas of Concern

- A. The Association is concerned with proposed or actual restrictions imposed by individuals, voluntary committees, or administrative authority on library materials or on the selection judgments of librarians.
- B. The Association encourages the dissemination of information and education of members about all aspects of intellectual freedom.
- C. The Association believes that every library, in order to strengthen its own selection process, and to provide an objective basis for the evaluation of that process, should develop official policy statements for the selection of library materials and the confidentiality of library patron records.
- D. The Association is concerned with proposed legislation at the national, state, and local level which might place library collections in jeopardy, or which might restrict, prejudice, or otherwise interfere with free access to information in libraries or media centers.
- E. The Association is also interested in legislation related to intellectual freedom at the national, state, and local level that may strengthen the position of libraries and media centers.
- F. The Association encourages communication and cooperation with the ALA Office of Intellectual Freedom and other pertinent organizations.
- G. The Association supports the principles of the American Library Association's *Library Bill of Rights* (<http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf>) and *Freedom to Read Statement* (<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>). [Retrieved 11/19/2015]

5.2. Policies on Legislative Matters

5.2.1. Legislative Advocate

- A. MLA shall hire a Legislative Advocate under terms and remuneration approved by the Executive Board of MLA.
- B. The agreement with the Legislative Advocate will be for one calendar year. In November, on the recommendation of the Legislative Committee, the Board will review performance and approve an agreement for the following year.

- C. The Legislative Advocate will provide an annual report after the close of the legislative session, to be delivered at the Annual Conference at the discretion of the MLA president.

5.3. Cultural Diversity Policy Statement

The Missouri Library Association affirms its commitment to the value of cultural diversity in all types of library organizations in the state of Missouri. The Missouri Library Association will, as an association and through its members:

- A. Encourage all libraries and the schools of library and information science in the state of Missouri to create and maintain welcoming environments where the multicultural character of their patrons, students, staff, librarians and faculty is acknowledged and valued and where persons of all cultures are treated with dignity and respect.
- B. Encourage all libraries and the schools of library and information science in the state of Missouri to develop policies that foster a respect for diversity and an awareness of diversity across all aspects of the organizations.
- C. Encourage equal access of library materials and services to all patrons regardless of race, gender, age, religion, language, socio-economic, status, ethnic background, national origin, special challenges as defined by the Americans with Disabilities Act, or sexual orientation.
- D. Encourage equal access to employment in all libraries and the schools of library and information science in the state of Missouri and the association itself regardless of race, gender, age, religion, language, socio-economic status, ethnic background, national origin, sexual orientation, or special challenges as defined by the Americans with Disabilities Act.
- E. Encourage all libraries in their efforts to develop multicultural collections and to provide access to information that is relevant to the experiences, cultures and historic contributions of a diverse population.
- F. Encourage all libraries to provide services, activities and programs that respond to the informational needs and interests of a diverse population, including incorporating multicultural themes when appropriate and feasible.
- G. Encourage the use of a culturally diverse set of recruitment tools to bring the most diverse set of candidates available for each open position in all libraries and the schools of library and information science in the state of Missouri and the association itself.

(Adopted by the MLA Membership, October 10, 1996 and based on ideas and statements from the Michigan Library Association's Cultural Diversity Policy Statement.)

5.4. Internal Integrity Policies

5.4.1. Conflict of Interest Policy

It is the policy of the Missouri Library Association that the highest standards of conduct and honesty are expected of all employees and Association officers.

A conflict of interest exists in any instance where an individual's actions or activities on behalf of the Missouri Library Association also involve the obtaining of an improper gain or advantage to the individual, or an adverse effect on the Association's interests. It can also result when the conflict of interest prevents the employee from exercising due care, skill, and judgment on behalf of the Association in the performance of the individual's assigned duties.

The Executive Board resolves all conflicts of interest with assistance and input from other officers as needed.

A finding of a conflict of interest may result in dismissal or reprimand of the employee or officer by a majority vote of the Executive Board.

-- Adopted by the MLA Executive Board, August 2002

5.4.2. Whistleblower Policy

5.4.2.1. General

The Missouri Library Association expects its directors, officers, staff members, and other representatives to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the MLA, they are obligated to practice honesty and integrity in fulfilling responsibilities and to comply with all applicable laws and regulations.

5.4.2.2. Reporting Responsibility

It is the responsibility of all MLA directors, officers, and staff members to report "Wrongful Conduct" in accordance with this Whistleblower Policy.

5.4.2.3. Wrongful Conduct

"Wrongful Conduct" is defined in this Whistleblower Policy to include: a serious violation of MLA policy; a violation of applicable state and federal law; or the use of MLA property, resources, or authority for personal gain or other non-organization-related purpose except as provided under MLA policy. This definition of Wrongful Conduct is not intended to be an exclusive listing of the illegal or improper activity encompassed by the Whistleblower Policy. Rather, the Whistleblower Policy is intended to serve as a means of reporting all serious improprieties that potentially impact the integrity and effective operation of the association.

5.4.2.4. No Retaliation

No MLA director, officer, or staff member who in good faith reports Wrongful Conduct will suffer harassment, retaliation, or adverse employment consequence. Any MLA director, officer, or staff member who retaliates against anyone who has reported Wrongful Conduct in good faith is subject to discipline up to and including termination of employment or removal from the Executive Board, as applicable. This Whistleblower Policy is intended to encourage and enable individuals to raise serious concerns within MLA prior to seeking resolution outside MLA.

5.4.2.5. Reporting Wrongful Conduct

MLA encourages its directors, officers, and staff members to share their questions, concerns, suggestions, or complaints with someone who can address them properly. Any director, officer or staff member may report Wrongful Conduct to the President or President-Elect of the Executive Board. If the Wrongful Conduct implicates one or both of the President or the President-Elect of the Executive Board, or if the reporting individual is not comfortable speaking with or not satisfied with response of the foregoing individuals, the issue may be reported to any member of the Executive Board.

5.4.2.6. Acting in Good Faith

Anyone filing a complaint of Wrongful Conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates Wrongful Conduct. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

5.4.2.7. Confidentiality

Reports of Wrongful Conduct or suspected Wrongful Conduct may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of Wrongful Conduct or suspected Wrongful Conduct will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

5.4.2.8. Handling of Reported Wrongful Conduct

A representative of the Executive Board will promptly notify the sender and acknowledge receipt of the reported Wrongful Conduct or suspected Wrongful Conduct, unless such report was submitted anonymously. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

-- Adopted by the MLA Executive Board, February 2010

5.5. Fiscal Policies

The MLA Board receives advice from the Treasurer and the Budget and Finance Committee on all Association matters with significant fiscal impact, on investment of Association funds, on the scope and distribution of reserve funds, and on membership dues and conference rates. (See **Section 3.4. Budget and Finance Committee** and **Appendix D: Fiscal Policy Manual**)

5.5.1. Financial Guidelines

- A. The fiscal year is the calendar year.
- B. All committee chairs shall prepare an annual budget request for the coming year with justification to be submitted to the Treasurer by November 1.
- C. Communities of Interest shall request budget funds for the coming year through the Communities of Interest Council by November 1.
- D. The annual operating budget shall be balanced. Projected operating revenues must cover all projected operating expenses, unless designated funds from previous years are used in the current budget year.
- E. Primary income will be composed of membership dues, excess receipts over expenditures for conference and workshops, interest from bank accounts, and other miscellaneous sources.
- F. Any change in dues must be approved by the total membership, upon the recommendation of the Budget and Finance Committee and the Executive Board.
- G. Any budgeted amounts not used in any given fiscal year will revert to the MLA general fund.
- H. MLA members can be reimbursed for budgeted telephone, printing, supplies, and postage. They cannot be reimbursed for travel costs, with the exception of the ALA Councilor, whose expenses to ALA Annual Conference and Midwinter Meeting are reimbursable up to an amount approved

annually by the MLA Board, and the Federal Legislative Coordinator, whose expenses to National Library Day are reimbursable up to an amount approved annually by the MLA Board.

- I. Expenses are approved only if budgeted or otherwise authorized by the MLA Board. Requests for payment must be accompanied by appropriate receipts.

5.5.2. Conference and Workshops

All conferences and workshops sponsored by MLA and/or its units shall be self-supporting and shall include provision for MLA administrative costs. Costs shall be recovered by registration fees. (See **Appendix E: Annual Conference Manual**)

5.5.3. Reserve Funds

- A. The Association shall develop and maintain a reserve fund, following guidelines and recommendations from the Treasurer and the Budget and Finance Committee.
- B. Use of reserve funds must be approved by the MLA Board, for specific one-time purposes, along with an explanation of how the reserve fund will be returned to its recommended size.

5.5.4. Fund Raising

Special fund raising events, such as that for the MLA Legislative Advocate, are subject to Board Approval.

5.5.5. Bank Accounts

- A. The Association shall maintain appropriate accounts to maximize income.
- B. Signature cards for Association accounts should include the signature of the President, the Treasurer, and a representative of the management firm.
- C. One signature on Association checks shall be sufficient to sign checks up to the amount of \$1,000. A check for a greater amount must have two approved signatures.

5.5.6. Audit

- A. The Association financial records shall be audited annually by an outside accounting firm, to be recommended by the Treasurer and approved by the Executive Board.
- B. The accounting firm shall prepare federal and state tax forms, as applicable, following established deadlines.

5.6. Archives Policy

5.6.1. Duties of Archivist

The Archivist, working cooperatively with the Executive Board, collects and prepares material to present to the permanent depository of official Association records, which is held by the State Historical Society of Missouri (SHS).

5.6.2. Acquisition of Archival Materials

Members of the Executive Board, officers, Communities of Interest Council, and leaders of individual Committees and Communities of Interest deposit with the Archivist all materials relating to their position at the end of the Association's year.

5.6.3. Deposit of Archives at the State Historical Society of Missouri

Association records shall be deposited at the State Historical Society of Missouri. Annual deposits will be made in January of each year after being collected by the Archivist in December. Only materials generated by or materials about MLA shall be deposited at SHS. Specific material deposited at SHS may include:

A. Administrative Records

1. All correspondence of the Executive Board related to activities or policies of the Association shall be retained for deposit. Routine office correspondence may be destroyed at the discretion of the Board (i.e., requests for MLA stationary, forms).
2. All Executive Board agendas, minutes, reports, bylaws, organization charts, resolutions, position papers, or other materials relating to activities or policies of the Association shall be retained for deposit.

B. Financial Reports

1. Monthly and annual financial statements, budgets, audits, tax reports, and ledgers shall be retained for deposit.
2. Correspondence related to financial activities or policies of the Association shall be retained for deposit.
3. Invoices, monthly bank statements, journals, bills, expense forms, work orders, check stubs, canceled checks; deposit and withdrawal slips shall be retained for five years, but shall not be deposited at SHS.

C. Membership Records

1. The annual Membership Directory and the final computer printout update (prepared immediately after Annual Conference) shall be retained for deposit.
2. Applications for membership may be destroyed at the discretion of the Executive Board.

D. Communities of Interest, Communities of Interest Council, and Standing Committees

1. All correspondence, reports, membership lists and other material relating to the activities or policies of these groups shall be retained for deposit.
2. The Intellectual Freedom Committee shall save for deposit all materials relating to censorship in the state.

E. Annual Conference

1. All correspondence relating to planning and executing the Conference shall be considered for deposit.
2. Other Conference material to be deposited includes a list of attendees, the official program, items distributed at the Conference, publicity materials, and final financial report.
3. Bills, invoices, bank statements and other financial records shall be retained for five years, but not deposited at SHS.

F. Publications

All serial and non-serial publications of the Association shall be retained for deposit (i.e., MLA newsletter, annual reports, handbooks, membership directories).

G. Other

Newspaper clippings and photographs relating to MLA activities shall be retained for deposit. Photos can be retained indefinitely at the discretion of the Executive Board and deposited in SHS when no longer needed.

5.6.4. Electronic Data Archives

At present, the SHS archives do not have the capability to retain electronic data files in its collection. Therefore, until such time as SHS has the capability to retain these electronic records, MLA will retain important electronic data files by printing a hard copy of these materials and sending the hard copy to SHS for retention. It is the responsibility of the MLA officers, the Communities of Interest Council, leaders of individual Communities of Interest, and the Archivist to determine each year what electronic data files are important enough to be copied for retention. It is also their responsibility to transfer important electronic data files to incoming officers and Communities of Interest leaders for their use and/or reference.

To determine what electronic data files to retain, the individuals involved should use the list of print materials given in 6.6.3 of the Archives policy as a guide. Especially important are electronic records that were significant in the function and purpose of the committee.

5.6.5. Authorization to Copy

The State Historical Society of Missouri is authorized to make copies of the Collection of MLA Archives for purchase by libraries at cost of reproduction.

(Executive Board, March 16, 1978, significantly revised October 2011)

5.7. Jobline Policy

As a service to its members and to libraries and job seekers throughout the state, the Missouri Library Association maintains an online job posting service called Jobline.

5.7.1. Criteria

- A. Job postings are accepted for any open position in all libraries.
- B. All postings are submitted via e-mail. See the MLA webpage for e-mail address and details.
- C. Job postings are normally posted to the MLA website within 72 hours of receipt.
- D. All jobs remain posted for a minimum of two weeks.
- E. Postings will be removed when the closing date for the position has passed.

5.7.2. Cost

- A. The fee for posting a position on Jobline is determined annually by the MLA Executive Board.
- B. Billing for Jobline postings will be processed as postings are received.
- C. There is no cost for posting to libraries that maintain an Institutional membership in MLA.

5.8. Communication with MLA Members

5.8.1. General Publication Guidelines (Electronic and Print)

- A. All general informational materials must include:
 - 1. MLA logo
 - 2. MLA name, mailing and e-mail address, telephone and fax numbers.
 - 3. Notice of copyright (if applicable)

- B. MLA will secure and hold the copyright on all publications (with the exception of *MO INFO*) produced by the Association and its constituent units.
- C. Care must be taken that all copyrighted material included in MLA publications is appropriately cited and necessary permissions for use received. If the copyright is found to be violated or origin misattributed, steps shall be taken to remedy the situation.
- D. The MLA Executive Board is the final authority over all MLA publications.

5.8.2. Role of the MLA Publications Committee

See 3.13.2. Duties of Publications Committee

5.8.3. *MO INFO*

- A. *MO INFO* is a professional newsletter and the content should reflect this mission.
- B. The current edition of *MO INFO* will be published in electronic format on the website.

5.8.4. Website

- A. The MLA Website is an official publication of the Association.
- B. MLA units are encouraged to have and maintain a web presence on the MLA website by working with the Webmaster.

5.8.4.1. Role of the Webmaster

- A. The MLA Webmaster is appointed by the President of MLA.
- B. The Webmaster reports directly to the President of MLA and works with the Executive Board and unit chairs, as needed.
- C. The Webmaster is responsible for the development, maintenance, and currency of the MLA website, but is not responsible for creating original content for either the MLA website or individual unit pages.
- D. The Webmaster serves as chair of the Web Committee.

5.8.4.2. Uploading Web Files

- A. The Webmaster, members of the Web Committee designated by the Webmaster, and a designee from the management company, if deemed appropriate by the Webmaster, will be allowed to upload files to the MLA website.
- B. Passwords for uploading files will be held by the Webmaster, the President of MLA, and members of the Web Committee and/or management company, as deemed appropriate by the Webmaster.

5.8.4.3. Webpage Design Guidelines

- A. All MLA unit webpages shall be branded with the MLA logo and home page navigation format but still be reflective of the MLA unit.
- B. The unit may create its own logo and choose its colors and fonts when designing a site. The Publications Committee reserves the right to reject colors and fonts if they make reading the text difficult.

- C. Each unit shall be responsible for developing content for its webpage and shall designate an individual who will submit new or updated content to the MLA Webmaster and a copy to the Publications Committee.
- D. MLA requires that all unit webpages use the same structure as the MLA home page. Units may submit suggestions for page design and format in accordance with the template.
- E. The home page of each unit website shall contain the following:
 - 1. The MLA logo. The MLA logo shall be a live link to the MLA home page.
 - 2. The name of the unit [either its acronym or complete name] on the top of the webpage.
 - 3. The mission statement of the unit.
 - 4. The contact information for the unit.
 - 5. The last date the Webpage was updated.
 - 6. A link to the MLA Webmaster.
 - 7. *“Content Maintained By ...”* will provide an e-mail link to the Community of Interest designated person responsible for accepting suggestions or updates.
- F. Units are required to review their webpages annually. The contact information must be current as of January 15 of each year, links must be checked at least once a year, and all information must be up-to-date. Conference information will be limited to the immediate past and upcoming conferences.

5.8.5. Electronic Communication Guidelines

5.8.5.1. Purpose

The Missouri Library Association sponsors various modes of online communication between its members including, but not limited to, unmoderated e-mail discussion lists, blogs, and wikis. Such communications tools serve promote MLA programs, conferences, projects and ongoing activities and provide venues for discussion of Missouri library news and information of interest to the general library community.

5.8.5.2. Audience

MLA’s e-mail discussion lists, blogs and other modes of online communication are provided for the membership of the Missouri Library Association and non-member staff of all types of Missouri libraries.

5.8.5.3. Posting Policy

- A. All postings must have direct bearing on the stated purpose of the specific venue.
- B. The following are not allowed:
 - 1. Commercial activities, for-profit advertisements or commercial solicitations.
 - 2. Chain letters or calls for mass e-mails.
 - 3. Messages that slander another person and/or which contain abusive/offensive language or statements.

4. Postings of a personal nature.
 5. Postings aimed at collecting mass or organized support for political and/or social issues not directly related to MLA issues.
 6. Spam, flaming, personal attacks, off-topic comments.
 7. Postings that violate copyright laws. The Missouri Library Association is not responsible for copyright violations in these venues.
 8. Reference questions or interlibrary loan requests.
 9. Large attachments, audio, pictures, graphics, videos, or movies.
 10. Anonymous posts or comments.
 11. Job listings (These should be posted through Jobline via the MLA website).
- C. Posting policy offenders will be warned once and removed after further infractions.

5.8.5.4. E-mail discussion lists

Vendors may subscribe to the e-mail discussion list for informational purposes only. They are not to use the list for commercial purposes or to participate in discussion that might result in their commercial advantage.

5.8.5.4.1. Disclaimer

MLA e-mail discussion lists are a service of the Missouri Library Association with technical support from the contracted agencies. Neither MLA nor the contracted agency verifies the accuracy of messages posted to the lists nor does either organization endorse the opinions expressed therein. Authors of the messages are solely responsible for the content of their postings. E-mail discussion lists are not moderated.

5.8.5.4.2. Subscribing & Unsubscribing from MLA E-mail discussion lists

MLA maintains a general membership e-mail discussion list as well as e-mail discussion lists for other MLA units. Information on being added to and removed from MLA's e-mail discussion lists can be found on the organization's website and in Section 3.1.4. of the MLA Handbook.

5.8.5.4.3. Posting Guidelines for E-mail discussion lists

- A. Reply to the individual who posted the request or query unless information is of a nature that would benefit all subscribers. Send personal replies to individuals, not the entire list.
- B. Include a signature line in your posting that includes your name, institution, and e-mail address.
- C. Be sure that the subject line in your posting describes the content of your message.
- D. Type the response at the top of your message rather than below the original message.

5.8.6. Other Online Communication

MLA units may utilize other forms of communication (blogs, wikis, etc.) as they see beneficial. It is expected that all online communication be professional, reflect well on MLA and follow the posting policies in section 5.8.5.3.

5.9. Awards, Grants and Scholarship Criteria and Guidelines

The Missouri Library Association issues awards, grants and scholarships on an annual basis, or less frequently when there are no qualified nominees. The Awards Committee coordinates and oversees all awards, grants and scholarships.

5.9.1. Award Committee Responsibilities

See Section 3.3. for Awards Committee Duties

5.9.2. Procedures for Nominations

Unless otherwise stated for a specific award, all awarding bodies follow these procedures:

- A. Any MLA member may nominate a person or persons for an MLA award.
- B. Nominations must be submitted on MLA nomination forms, which will be posted on the MLA website.
- C. Nominations may be made electronically, or by surface mail.
- D. All nominations are due to the Awards Committee chairperson by July 1 of the current year unless otherwise stated. Nominations for the “Francis (Bud) Barnes Outstanding Legislator Award”, the “Patt Behler Call-to-Conference Award,” “Show Me Youth Services Award” (Youth Services Community of Interest), and “Ronald G. Bohley Scholarship” (PEER Community of Interest) are forwarded to the appropriate group for consideration and recommendation.
- E. The Awards Committee considers the nominations and forwards their recommendations to the MLA President by August 1 of each year for approval by the Executive Board. The Committee need not recommend a recipient if, in its opinion, no one has been nominated who qualifies under the established criteria.

5.9.3. Procedures for Notification

Unless otherwise stated for a specific award, all awarding bodies follow these procedures:

- A. All awards discussions are held confidentially.
- B. After Board approval, winners of grants and scholarships are notified initially by a phone call from a committee member and then are sent an official letter. Award winners are notified in advance so that their presence at the awards banquet can be secured as appropriate.
- C. Awards are presented at the annual awards banquet, traditionally held on the second night of the MLA Annual Conference. Awardees receive complementary tickets to the banquet for themselves and a guest. An additional presentation of the “Francis (Bud) Barnes Outstanding Legislator Award” may be arranged by the Legislative Committee at its discretion.
- D. Winners of grants and scholarships are notified in advance of the event for which they are being sponsored.

5.9.4. Procedures for Publicity

- A. The Awards Committee is responsible for composing a brief press release about each award winner.

- B. Awards are first announced in the last issue of MOinfo prior to the closing of banquet reservations, in order to enable friends and colleagues of award winners to attend the banquet. Announcements may be made through additional official MLA venues: discussion list, Facebook , etc.
- C. The Awards Committee shall distribute the press releases to the recipient's local newspaper no later than one week after the conclusion of the MLA annual conference, and to the largest major market newspaper in the awardee's region.
- D. The Awards Committee will arrange with the Media and Publications Committee to have an official photographer for the Awards Banquet.
- E. The Legislative Committee is responsible for publicity for the "Francis (Bud) Barnes Outstanding Legislator Award" being issued prior to the conference to the awardee's local newspaper, the *Jefferson City News-Tribune*, the *Kansas City Business Journal*, the *St. Louis Business Journal* or other appropriate venues. MLA's legislative advocate will distribute the Capitol City Press notices.

5.9.5. Creating a new award

- A. Any MLA unit may propose a new award to be sponsored by the organization.
- B. Proposals for new awards must be submitted in writing to the Chair of the Awards Committee and forwarded to the Executive Board for approval.
- C. Upon acceptance by the Executive Board, the new award will be eligible for nominations in the next calendar year.

5.9.6. Individual Awards

A. ***Francis (Bud) Barnes Outstanding Legislator Award (administered by the Legislative Committee)***

The Francis "Bud" Barnes Outstanding Legislator Award is sponsored by the Legislative Committee and is given annually to a Missouri legislator in recognition of exceptional contributions to the welfare of Missouri's libraries. The award is named in honor of State Representative Francis (Bud) Barnes (District 96) whose long devotion to Missouri libraries and whose contributions to library-related legislation are gratefully acknowledged.

The Legislative Committee, along with the MLA Legislative Advocate and the Missouri State Librarian meet every summer. During that meeting those assembled discuss whether a legislator or legislators distinguished themselves in an exceptional way that would merit the award. If the committee determines that no one has significantly distinguished him or herself, the committee may choose not to make the award for that year. The MLA Legislative Advocate provides the plaque for the Award. The award winner is always invited to the annual awards banquet. However, it is more likely that the award will be presented in Jefferson City at the following Library Advocacy Day.

B. ***Meritorious Achievement Award***

The Meritorious Achievement Award recognizes an individual who has made a significant contribution to libraries in Missouri. A recipient must be either an individual outside of the library profession or a retired librarian. Nominees must reside in Missouri and should have made either a contribution to libraries that gained recognition beyond the local level or have made an innovative

contribution in the decisive factors in library development. This award may be presented posthumously.

C. ***Missouri Building Block Picture Book Award (administered by the Youth Services Community of Interest)***

The Missouri Building Block Picture Book Award, sponsored and selected by the Youth Services Community of Interest, is presented annually to the author and illustrator of the picture book voted most popular by preschool children in Missouri's public libraries and is designed to encourage reading aloud to children from birth through kindergarten age. See the *Missouri Building Block Picture Book Award Procedures* and the *Missouri Building Block Picture Book Award Committee Handbook* in **Appendix G** for details.

D. ***The Missouri Library of the Year Award***

The Missouri Library of the Year Award is conferred upon any type of Missouri library, library system, or library network for distinguished achievement in service.

E. ***MLA Literary Award***

The MLA Literary Award recognizes a Missouri writer or an individual who has written an outstanding book on some aspect of Missouri life. The Award may be given for a body of work or for an outstanding book written during a specific year.

F. ***Missouri Author***

One for adult fiction and one for adult nonfiction.

The awards are to encourage and recognize Missouri authors and promote interest in local authors' books, whether the books are about Missouri or another subject. Awards are based on literary merit. An honored author must be a Missourian by birth or have lived in Missouri for at least five years. The book for which the award is presented must have been published within the past three calendar years prior to the year of the Association Convention at which the award is presented. Reprints of works originally published prior to the cutoff year of the award are not eligible for consideration. An author's body of work is ineligible. (The Missouri Literary Award already exists for that purpose). An editor or translator may be considered if the book is of value to the permanent record of the State. The honoree must be living. Each award consists of a \$250 honorarium and a commemorative plaque.

G. ***Outstanding Library Employee Award***

The Outstanding Library Employee Award recognizes a library employee who has made a significant contribution to the improvement and advancement of library and information services. Nominees must have one full year of library service in Missouri prior to their nomination and at least five years' experience in the library profession. Nominees shall not be holders of the MLS degree, but must have demonstrated creativity and inventiveness in their achievements.

H. ***Outstanding New Librarian Award***

The Outstanding New Librarian Award recognizes a librarian who has made a significant contribution to the improvement and advancement of library and information services. Nominees must have one full year of library service in Missouri prior to their nomination and less than five years' experience in the library profession. Nominees must possess an MLS degree and must have demonstrated creativity and inventiveness in their achievements.

I. ***Public Relations Achievement Award***

The Public Relations Achievement Award recognizes a Missouri library for outstanding public relations during the previous year. Libraries may submit pictures, newspaper articles, sample

printed pieces or their own written account of outstanding public relations activities for the period of June 1 of the preceding year to May 31 of the current year. A description of the purpose or goal of the project must be included.

J. **Ronald G. Bohley Award (administered by the Awards Committee and Amigos)**

Ron Bohley served as Director of the Curtis Laws Wilson Library at the University of Missouri-Rolla from 1972 until his death in 1991. He also served several terms as Board President of the Missouri Library Network Corporation and was President of the Missouri Library Association for 1989-1990.

The Ronald G. Bohley Award is presented jointly by MLA and Amigos to an individual or individuals whose actions have led libraries to work better together and who exemplify the best efforts to reach out beyond his or her own institution to further multi-type library cooperation throughout the State of Missouri.

Bohley Award Procedures

- Each year a committee of 3 members solicits nominations and selects a winner for the Ronald G. Bohley Award.
- Amigos and the MLA Awards Committee alternate, appointing 2 and 1 members to serve on this committee. In 2005, MLNC (now Amigos) supplied two members of the committee, and MLA one.
- Among themselves, the three committee members choose a committee chair.
- Nominations are often accompanied by supporting letters or support letters can be solicited by others.
- Committee members review the nominations, choose a winner, and notify Amigos and MLA.
- The Bohley Award committee chair notifies the chosen winner.
- The committee chair works with Amigos or MLA (whoever has the two committee members that year) to ask someone to present the award at the Annual Awards Banquet at MLA. The award can be presented by a representative of Amigos or by the Awards Committee chair.
- The group that has 2 committee members orders and pays for the plaque.
- MLA pays for banquet tickets for the award winner and the award presenter (tip: buy extra banquet tickets early!). The committee chair will be responsible for this.
- Plaque wording, agreed upon by MLNC (now Amigos) and the MLA Executive Board in 1998 is (updated in 2012):

<p>Name of award winner</p> <p>MLA/Amigos</p> <p>Ronald G. Bohley Award</p>
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For Outstanding Efforts in Promoting Library Cooperation

Year

K. *Show Me Youth Services Award*

The Show Me Youth Services Award is sponsored by the Youth Services Community of Interest and recognizes a library employee, Friend, or Trustee who serves and/or advocates for children or young adults and who demonstrates notable and outstanding performance in planning, developing, and promoting programs, services, collections, reading activities OR advocating for children and/or teenagers in their libraries and communities. A library degree is not required but the nominee must be a member in good standing of MLA. A minimum of three (3) letters of support that attest to the nominee's qualifications for the award must accompany the nomination form.

L. *Virginia G. Young Outstanding Service Award*

MLA and the MLA Trustees and Friends Council awarded Virginia G. Young the inaugural Outstanding Service Award in 1994 and named it in her honor. Mrs. Young served on the board of the Daniel Boone Regional Library for fifty years, authored the book *The Library Trustee*, and was awarded honorary lifetime membership in MLA. In 2000, Mrs. Young was named to the American Library Association's National Advocacy Honor Roll. The Virginia G. Young Outstanding Service Award recognizes an individual trustee for exemplary service to libraries in Missouri. The service has to benefit libraries in Missouri, but the individual need not be a Missourian.

M. *Missouri Emerging Leader*

"The American Library Association (ALA) Emerging Leaders (EL) program is a leadership development program which enables newer library workers from across the country to participate in problem-solving work groups, network with peers, gain an inside look into ALA structure, and have an opportunity to serve the profession in a leadership capacity. It puts participants on the fast track to ALA committee volunteerism as well as other professional library-related organizations." An Emerging Leader sponsor "provides financial support of at least \$1,000 (\$500 per conference) for each Emerging Leader chosen as your individual participant. Sponsors can be any unit of ALA, including Divisions, Round Tables, Chapters, Affiliates, or any Individual. Please note that ALA does not provide additional funds." <http://www.ala.org/educationcareers/leadership/emergingleaders>

MLA sponsors an Emerging Leader each year upon approval of funds by the Executive Board, if there is a worthy applicant. Procedures follow ALA instructions. Because Emerging Leaders are announced in November after the annual MLA Conference, the Emerging Leader for the current year is recognized at the Awards banquet.

N. *Missouri Representative for Legislative Day[needs details from Legislative Committee]*

5.9.8. Grants and Scholarships

A. *Patt Behler Call-to-Conference Award (administered by the Youth Services Community of Interest)*

The Patt Behler Call-to-Conference Award is sponsored by the Youth Services Community of Interest and is offered to introduce working librarians to the activities and programs of MLA and

YSCI and to encourage involvement and on-going participation in the professional activities of those organizations.

- a. Anyone who is currently working as a librarian with a major responsibility for serving children in any library in Missouri and who has not previously attended an MLA Conference is eligible. An MLS degree is preferred but not required. Preference will be given to applicants from outside the local conference site area.
- b. The grant includes payment to cover first-time membership dues for MLA (if applicable); conference registration fees; Thusnelda Schmidt Lecture and meal expenses; and an autographed copy of one of the presenter's books.
- c. Grantees must sign an agreement to attend the Thusnelda Schmidt Lecture and the YSCI meal function.
- d. Application is made to the YSCI Chair by the deadline of August 1 of the current conference year.

B. *Ronald G. Bohley Scholarship (administered by PEER CI)*

The Ronald G. Bohley Scholarship is sponsored and selected by the Professionalism, Education, Employment, and Recruitment Special Interest Group (PEER CI) and is awarded annually to an individual enrolled in or recently accepted into an ALA-accredited program in pursuit of a Master's degree in Library/Information Science. This scholarship is funded up to \$1000.

a. Purpose and Description

The Missouri Library Association (MLA) Executive Board voted in 1992 to establish the Ronald G. Bohley Scholarship to honor a librarian who was respected by his colleagues and friends for his exemplary professional standards and for his pursuit of lifelong library cooperation. Ron Bohley served as Director of the Curtis Laws Wilson Library at the University of Missouri-Rolla from 1972 until his death in 1991. He also served several terms as Board President of the Missouri Library Network Corporation and was President of the Missouri Library Association for 1989-1990. The first Ronald G. Bohley Scholarship was awarded in August 1995.

The scholarship will be awarded annually to an individual who has demonstrated high scholastic standards and the desire to provide quality service to library patrons.

The responsibility for selection of scholarship recipients is delegated to the Professionalism, Education, Employment and Recruitment (PEER) Community of Interest of MLA in conjunction with the Awards Committee. PEER is also responsible for promoting awareness of the scholarship.

b. Procedure for Application and Awarding

The Awards Committee will be responsible to see that the current Ronald G. Bohley Scholarship Application Form is available on the MLA webpage. The MLA Executive Board has the authority to change the guidelines of the scholarship at its discretion.

i. Selection criteria:

1. Applicants must have achieved a 3.0 (A=4.0) grade point average or higher as an undergraduate unless there is an established graduate record.

2. Applicants must be accepted or currently enrolled in an ALA-accredited program for a minimum of three hours of credit in pursuit of a Master's Degree in Library Science/Information Science.
 3. Preference will be given to those applicants currently employed in a Missouri library or working toward their degree in a Missouri Master's Degree in Library Science/Information Science program.
 4. Applicants with no Missouri affiliation will not be considered for the Bohley Scholarship.
 5. The award cannot be given in consecutive years to the same individual.
 6. Applicants must submit a completed application form, three letters of reference, a written statement of purpose, proof of acceptance to or enrollment in an ALA-accredited program in pursuit of a Master's Degree in Library Science/Information Science, and a copy of the most recent transcript (when applicable). An unofficial transcript is acceptable.
 - ii. Finalists will be interviewed based on a common list of questions, which will be provided in advance of the interview.
 - iii. Applications must be postmarked by June 1 of each year. The MLA president will notify the scholarship winner by August 31 of each year.
 - iv. The MLA Treasurer will mail the recipient's check within two weeks of notification.
 - v. If no applicant meets the scholarship criteria/deadlines, the Bohley Scholarship will not be awarded that year.
- c. **Bohley Scholarship Fund Contributions**
Contributions to the scholarship fund are made through private donations and fundraising activities. MLA membership applications provide a space for new and renewing members to contribute to the scholarship fund.
- d. **Use of Bohley Scholarship Fund**
The Ronald G. Bohley Fund is an MLA Special Fund. Monies from the fund are used for the following purposes:
- A. To pay the annual Scholarship amount to the recipient.
 - B. To pay the expenses to promote the Scholarship.
 - C. To carry out Scholarship fundraising activities.
 - D. To pay the expenses of the application process (e.g. postage and telephone bills for conference calls).

C. Thusnelda Schmidt Scholarship (administered by the Youth Services Community of Interest)

The Thusnelda Schmidt Scholarship is sponsored by the Youth Services Community of Interest

(YSCI). This award is made possible by the Thusnelda Schmidt Fund. Recipients of this award may use scholarship money to attend regional or national continuing education events to strengthen their skills in youth librarianship.

a. **Purpose and Description**

Thusnelda Schmidt worked as a librarian and teacher in the Pittsburg public school system from 1930-1964. She received the Frederic G. Melcher Scholarship in 1959 to get her Master's in Library Studies from Carnegie Library School. She worked for the Missouri State Library as the children's consultant for four years before her death on January 20, 1968. The responsibility for selection of scholarship recipients is delegated to the Youth Services Community of Interest (YSCI). YSCI is also responsible for promoting awareness of the scholarship.

b. **Procedure for Application and Awarding**

The Awards Committee will be responsible to see that the current Thusnelda Schmidt Scholarship Application Form is available on the MLA webpage.

- i. The scholarship covers registration and travel expenses incurred while attending a regional or national conference. The amount of the award, up to \$1,000, is determined each year by YSCI leadership and by the balance of the Thusnelda Schmidt Fund. Payment approval of the scholarship is made by the MLA Treasurer.
- ii. Applicants must be an MLA member in good standing and be currently working in youth services.
- iii. Application is made to the YSCI Chair by the deadline of January 31 of the current conference year. The YSCI Chair will notify the scholarship winner by February 28 of each year.
- iv. Each year a committee of three YSCI members will solicit applications and select the winner(s) for the Thusnelda Schmidt Scholarship.
- v. Payment of scholarship is made by the MLA Treasurer upon submission of all related conference receipts.
Receipts may be scanned and emailed to mla@amigos.org.
- vi. The scholarship cannot be given in consecutive years to the same individual.
- vi. If no applicant meets the scholarship criteria/deadlines, the Thusnelda Schmidt Scholarship will not be awarded that year.
- vii. YSCI will work with the Awards Committee to recognize the Scholarship recipient.

c. **Thusnelda Schmidt Scholarship Contributions**

Contributions to the Thusnelda Schmidt Fund are made through revenue generated by the Performer's Showcase.

YSCI may also add to the Thusnelda Schmidt Fund through other fundraising activities.

d. **Use of Thusnelda Schmidt Fund**

The Thusnelda Schmidt Fund is a special fund. Monies from the fund are used for the following purposes:

- i. To pay the annual Scholarship amount to the recipient.
- ii. To pay the expenses related to the management of the Scholarship, including promotion of the award and any fundraising activities.

5.10. Events & Activities

- A. All workshops, special meetings, and conferences by any part of MLA are open to all members of MLA, subject to accommodations. (Executive Board, April 26, 1975)
- B. Funding requests for workshops, etc. sponsored by Communities of Interest will be channeled through the Communities of Interest Council by November 1 for the following year.
- C. Activities should be planned with the intention to recover all costs incurred by the event.
- D. Net receipts of all activities will be returned immediately to the MLA treasury.

5.11. Non-Transferable and Non-Refundable Membership Policy

MLA memberships are non-transferable and non-refundable.

Exception: Within an organization, if a library leader has a personal membership and is the contact person on the institutional membership, then use of that institutional membership may be shared with an employee of that organization. The original owner retains the membership in name, in duty, and has fiscal responsibility for its renewal.

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APPENDIX A: MISSOURI LIBRARY ASSOCIATION BYLAWS

BYLAWS OF THE MISSOURI LIBRARY ASSOCIATION, INCORPORATED

The Missouri Library Association, Incorporated is a Chapter of the American Library Association and a Missouri Corporation, hereinafter, sometimes referred to as MLA, the Corporation, or the Association.

ARTICLE I. Members

Section 1. Types: MLA shall have four types of members: Individual, Institutional, Affiliate and Honorary.

- A. **Individual.** A person in good standing with the Association entitled to full rights and benefits of the Missouri Library Association. Only Individual members may serve as members of the Executive Board or may serve on standing committees, or as officers of Communities of Interest, or other recognized groups within the Association. The categories for individual memberships are defined as follows and may include specific limitations:
1. Salaried library employees: those individuals who are employed full-time or part-time by any library or library-related institution.
 2. Trustees: those individuals who are appointed as members of the Board of Trustees for any library.
 3. Friends: those individuals who hold membership in an organized Friends of the Library group.
 4. Citizen: any citizen who has an interest in libraries.
 5. Students: any student enrolled full-time in a program leading to a degree in Library Science or to certification as a school library media specialist or school librarian. This category of membership shall be limited to a maximum of three years.
 6. Retired: any individual who has retired from full-time library employment.
 7. Corporate: available for any company representative or companies.
 8. Special: available for anyone who wishes to provide additional support for the Association as specified on the Individual Membership Application.
 9. Honorary Life: in recognition of outstanding library service in Missouri, Honorary life membership may be conferred upon any individual by a majority vote of the members of the Association present at an Annual Business Meeting, upon recommendation by the Executive Board. This membership shall include all rights and privileges of regular individual membership without the payment of dues.
- B. **Institutional.** Libraries and other institutions may become members by complying with prescribed conditions regarding total library income as specified on the Institutional Membership Application. Institutional membership includes one vote and each Institutional Member must designate an Institutional voting representative. Institutional membership also

includes the privilege of sending one representative to any MLA-sponsored event at the member rate.

- C. **Affiliate.** Organizations and businesses who support libraries and library staff may become members by complying with prescribed conditions regarding total library income as specified on the Affiliate Membership Applications. Affiliate membership includes one vote and each Affiliate Member must designate an Affiliate voting representative. Affiliate membership also includes the privilege of sending one representative to an MLA-sponsored event at the member rate.
- D. **D Honorary.** Honorary non-voting membership may be granted on a one-year basis by the Executive Board.
- E. **Life.** No new Life memberships shall be accepted after October 1, 1994.

Section 2. Requirements: The requirements for each of the various types of memberships shall be the payment of dues as determined by the Executive Board. Membership in the Association shall not be denied or abridged on account of race, color, religion, sex, age, national origin, disability, sexual orientation or choice of life style.

Section 3. Good Standing: A member in good standing is one whose current dues are paid and whose membership is not suspended.

Section 4. Censure, One-year Suspension, or Expulsion: Any member may be censured or suspended by a majority vote of the Executive Board for cause if according to its findings, violations of any provision or obligation of the Articles of Incorporation, Bylaws, or rules and regulations, has occurred. Any member may be expelled by a two-thirds vote of the Executive Board for cause if according to its findings, a violation of any provision or obligation of the Articles of Incorporation, Bylaws, or rules and regulations, has occurred. Conduct unbecoming a member, conduct detrimental to the welfare of MLA, and indebtedness to MLA shall also be causes for disciplinary action. When such action is contemplated, the Executive Board shall provide written notification to the party concerned, and afford an opportunity for a hearing before the Board or a special committee appointed for this purpose. Should expulsion result, any dues paid will not be refunded.

ARTICLE II. Finances

Section 1. Fiscal Year: The fiscal year of MLA shall be the calendar year.

Section 2. Dues: Dues for each category of membership shall be set, from time to time, in an amount approved by the Executive Board, subject to a majority vote at the Annual Business Meeting. Prior notification of not less than thirty days is required. The membership year of MLA shall be the calendar year.

Section 3. Non-Renewal and Reinstatement:

- A. Members whose dues have not reached MLA Executive Offices by March 15 shall be considered non-renewed.
- B. A non-renewed member or former member may apply for membership upon full payment of annual Association dues. Dues received after the Annual Business Meeting or October 1 (whichever is later) of a given year shall be recorded as payment of membership for the following calendar year.

Section 4. Special Dues: The Executive Board shall have the authority to adopt or suspend special membership dues for limited promotional purposes only.

Section 5. Registration Fees: There shall be a registration fee for those who attend the Annual Conference, determined annually by the Executive Board.

Section 6. Annual Audit: There shall be an annual audit or official financial review of the Association's accounts by an Auditor or CPA. The Executive Board may vote to have an official financial review instead of an audit. The Organization must have an audit at least every three years. The President, with the recommendation of the Budget and Finance Committee and the approval of the Executive Board, shall engage the services of an Auditor or CPA following the end of the fiscal year.

ARTICLE III. Communities of Interest (CI)

Section 1. Formation: Communities of Interest (CI) may be formed by members of the Association to pursue any activity that supports the purpose and goals of the Association. Members may form a Community of Interest by submitting a form to the Community of Interest Council (CIC), which states the name of the Community of Interest, a contact person, and function; 15 MLA members in good standing are needed to support the formation of a Community of Interest.

Section 2. Statement of Purpose: Each Community of Interest must provide a brief description of planned activities for the next fiscal year, including any requests for financial support from the association.

Section 3: Community of Interest Representation: The membership of each Community of Interest must elect or appoint 1 or more persons as leader(s) of the Community of Interest who serve as the contact for the group, are responsible for the submission of an annual report and submit financial requests for the Community of Interest. Additional leaders may be elected or appointed as deemed appropriate by the Community of Interest membership.

Section 4. Annual Report: Each active Community of Interest must submit an annual report in order to perpetuate the group. The report must contain a summary of activities, and appropriate budgetary information if funds were received through MLA. The annual report shall be published through appropriate association publication.

Section 5. Review: The Community of Interest Council will review the annual report of each Community of Interest, placing Communities of Interest that have not filed an annual report in abeyance.

Section 6. Community of Interest Bylaws: Communities of Interest may define further bylaws as desired or needed by the group. These bylaws may not be in conflict with the Missouri Library Association's Bylaws. Community of Interest bylaws must be reviewed and approved by the Community of Interest Council, filed with MLA and made public through appropriate association publication.

Section 7. Financial Support: Communities of Interest in good standing are eligible to request appropriate financial support from the association through the Community of Interest Council or Annual Conference committee.

Section 8. Abeyance: Communities of Interest that have not filed an annual report with the Community of Interest Council by December 31st of each year will be placed in abeyance for one year, or until their annual report is received. Communities of Interest in abeyance are not eligible to receive financial support from the Association.

Section 9. Dissolution: Communities of Interest will be dissolved by the Community of Interest Council if no annual report has been filed, and the Community of Interest has been in abeyance for one year.

Section 10. Grandfather Clause: All divisions and SIGS in existence prior to these bylaws shall be recognized as Communities of Interest.

ARTICLE IV. Officers

Section 1. Elected Officers: The elected officers of the Association shall be a President, President-Elect, Immediate Past-President, ALA Councilor and six Members-At-Large. The officers shall be elected by ballot in advance of and announced at the Annual Business Meeting. The terms of all elected begin at the start of the new calendar year, except the ALA Councilor whose term begins at the conclusion of the summer ALA Conference following his/her election. The newly elected Board shall vote among themselves to select the Secretary, Assistant Treasurer, and Membership Chair from the Members-At-Large. The Assistant Treasurer will succeed to the Treasurer at the beginning of the calendar year. President-Elect succeeds to the President at the beginning of the calendar year. The President will succeed the Past-President at the beginning of the calendar year.

Section 2. Nominating Committee: The President, on assuming office, shall appoint a Nominating Committee consisting of a chair and three members, giving consideration to geographical and type-of library diversity.

Section 3. Terms: The President-Elect will serve three year terms or until their successors are elected. The six Members-At-Large will serve two year terms or until their successors are elected. The President, having been the President-Elect the previous year, will serve as President for one year. The following year, the President will serve as Immediate Past-President. The ALA Councilor will serve a three year term as set by ALA guidelines. Officers can serve no more than two consecutive terms.

Section 4. Vacancies: A vacancy on the Executive Board shall be filled by an interim appointment by the president, with the approval of the Executive Board and shall serve the remainder of the unexpired term.

Section 5. Removal from Office: Any officer may be removed from office for cause by a two-thirds vote of all the voting members of the Board, at any regular or special meeting.

Section 6. Duties of Officers: The officers shall perform their duties as outlined in these Bylaws, and the adopted parliamentary authority.

- A. **President.** The President shall be the chief executive officer of the Association and shall, subject to the control of the Executive Board, have general supervision, direction, and control of the business and officers of the Association. The President shall preside at all meetings of the members, the Executive Board. The President shall have the general powers and duties of management of the office of President of a corporation.
- B. **President-Elect.** In the absence or inability of the President, the President-Elect shall perform the duties of the President and shall assume the office of the Presidency if the President is unable to serve. The President-Elect shall succeed to the President following his/her term as President-Elect. The President-Elect shall have such other powers and perform such other duties as from time to time may be prescribed by the Executive Board or these Bylaws.

- C. **Immediate Past-President.** The Immediate Past-President shall serve in an advisory role to the President and President-Elect
- D. **Secretary.** The Secretary shall be responsible for the records of the Association; keep a record of all meetings of the Executive Board and of the general membership; process correspondence as directed by the Executive Board or the President; and have such other powers and perform such other duties as may be prescribed by the Executive Board or these Bylaws.
- E. **Treasurer.** The Treasurer shall be the chief financial officer of the Association. The Treasurer prepares the annual budget, makes a financial report at all Executive Board Meetings and the Annual Business Meeting, advises the Board regarding other financial matters affecting the Association, has general powers and duties of the office of Treasurer and performs such other duties as may be prescribed by the Board of Directors or these Bylaws.
- F. **Assistant Treasurer.** The Assistant Treasurer assists the Treasurer with duties of the office of Treasurer and any other duties as prescribed by the Executive Board or these Bylaws. In the absence or inability of the Treasurer, the Assistant Treasurer shall perform the duties of the Treasurer and shall assume the duties of the Treasurer if the Treasurer is unable to serve. The Assistant Treasurer shall succeed to the Treasurer following his/her term as Assistant Treasurer.
- G. **Membership Chair.** The Membership Chair shall be responsible for chairing the Membership Committee and fulfilling the duties of the Membership Committee as stated in the MLA Handbook. This Member-at-Large shall be tasked with approaching his/her role on the Board through the lens of Membership Chair
- H. **ALA Councilor.** Represents the Missouri Library Association (MLA) and the American Library Association (ALA) members in Missouri in accordance with ALA guidelines.
- I. **ALA Councilor-Elect.** The ALA Councilor-Elect serves as an ex officio member of the Executive Board during the interim following his/her election (announced at the MLA Annual Business Meeting in October) and assumption of the duties of Councilor, which occurs at the conclusion of the ALA Annual Conference the following summer. This interim provides an orientation period for the Councilor-Elect and an opportunity for the out-going Councilor to advise and mentor his/her successor, in order to promote a smooth transition of office.
- J. **Members-At-Large.** Members-At-Large are elected to represent the entire Missouri Library Association membership.

Section 7. Eligibility: Full-rate, individual members are eligible to serve on the MLA Board. Employees of firms that provide goods or services directly to MLA are excluded from serving on the MLA Board.

ARTICLE V. Nominations and Elections

Section 1. Nominations: The Nominating Committee shall annually present a slate of two or more nominees for President-Elect, and no fewer than five nominees for Member-at-Large positions to the Executive Board. The Nominating Committee shall present a slate of two or more nominees for an American Library Association Councilor every three years. All nominees must be members in good standing when nominated and during their tenure as an elected officer. Additionally, each nominee must either live in Missouri, work in or be retired from a Missouri library.

During the election following the approval of these bylaws, three Members-At-Large will be elected to serve a one year term and three will be elected to serve a two year term. Thereafter at each regular election, Members-At-Large shall be elected for a term of two years.

The Nominating Committee shall present its slate of nominees to the Board for approval at least 90 days prior to the opening date for elections. Names of nominees submitted by the Nominating Committee shall be communicated to the membership at least 60 days prior to the opening date for elections.

Section 2. Additional Nominees: Additional candidates may be added to the slate of nominees by self-nomination or nomination by any current MLA member. A nomination by an MLA member must include a statement by the nominee agreeing to be a candidate. The names of additional candidates must be submitted to the Board at least 30 days prior to the opening date for elections.

Section 3. Elections: Ballots and statements of professional concern shall be distributed to all voting members in a timely manner in order to permit notification of the winners at least twenty-one days prior to the beginning of the Annual Business Meeting. Only ballots received by the designated deadline shall be counted. A committee of three selected by the Executive Board shall count the ballots prior to the Annual Business Meeting and announce the results at the Annual Business Meeting, normally held during the Annual Conference. A plurality vote shall elect. In the event of a tie vote, those eligible Members present at the Annual Business Meeting shall vote to determine the outcome.

ARTICLE VI. Membership Meetings

Section 1. Annual Business Meeting: The Business Meeting shall be held at a date and place to be fixed by the Executive Board. Per statutory requirements, notice of this meeting shall be sent to all members of the Association no fewer than 30 nor more than 60 days before the meeting date. There shall be a Parliamentarian present at the Annual Business Meeting, as needed. The Parliamentarian shall advise the presiding officer on points of parliamentary procedure.

Section 2. Voting Body: The meeting(s) shall be open to all members of the Association. The privilege of making motions, debating and voting shall be limited to Individual Members and Affiliate and Institutional Member representatives.

Section 3. Quorum: The quorum shall consist of fifty members or ten percent of the total association membership, whichever is less.

Section 4. Special Meetings: Special meetings may be called by the President upon a majority vote of the Executive Board. All members shall be notified.

Section 5. Postponement or Cancellation: In the event of an emergency, the President, with a majority vote of the Executive may postpone or cancel any meeting.

Section 6. Voting:

- A. Any Individual, Affiliate or Institutional Member in good standing has a one vote privilege.
- B. An Institutional or Affiliate Member shall designate one voting representative.
- C. Voting may be conducted in writing, electronically, by voice or by show of hands.
- D. For a vote to be valid a majority of the votes cast is needed for approval unless otherwise provided in these bylaws.
- E. An institutional or affiliate member representative may designate a proxy voter by notifying the Board President in writing prior to a vote.

ARTICLE VII. Executive Board

Section 1. Composition: The Executive Board shall be composed of the President, President-Elect, six Members-At-Large, and the American Library Association Councilor. All members of the Executive Board have voting privileges.

Section 2. Powers: The Executive Board shall have all power and authority over the affairs of the Association during the interim between meetings of the Association, excepting that of modifying any action taken by the Association. Without prejudice to such general powers, but subject to the limitations of the Articles of Incorporation and of these Bylaws, the Executive Board shall have the following powers:

- A. To conduct, manage and control the affairs and business of the Association, and to make such rules and regulations therefore not inconsistent with the law or with the Articles of Incorporation or the Bylaws, as they may deem best.
- B. To delegate to committees any of the powers and authority of the Board in management of the business and affairs of the Association.
- C. To adopt rules of procedure for the transaction of business by the executive board and a manual for committees provided they do not conflict with these bylaws.
- D. To approve the Budget and set the registration fee for the Conference.
- E. To remove any officer, agent or employee of the Association, prescribe such powers and duties for officers, agents and employees of the Association as may not be inconsistent with the law or with the Articles of Incorporation of the Bylaws, fix their compensation and require from them security for faithful service.

Section 3. Meetings: The meetings of the Executive Board may be held before and after the Annual Business Meeting. The Executive Board shall meet a minimum of five times throughout the year, the place and date to be fixed by the President. The agenda of all regular meetings of the Executive Board shall be determined by the President and must include all items submitted by members of the Executive Board. Meetings may be conducted via telecommunications.

Section 4. Special Meetings: Special meetings of the Executive Board may be called by the President. If the President is absent or unable or refuses to act, any other officer may call a special meeting upon the request of five members of the board.

Section 5. Annual Report: The Executive Board shall make an annual report of its activities to the Association.

Section 6. Quorum: A majority of the Board shall constitute the quorum.

Section 7. Action without a Meeting: Any action that may be required or permitted to be taken at a meeting of the Executive Board may be taken without a meeting if all members of the Executive Board consent to the action in writing. The action shall be reported in the written consents filed with the minutes of the next regular or special meeting of the Executive Board.

ARTICLE-VIII. Committees

Section 1. Committees: There shall be standing and ad hoc committees.

Section 2. Composition: The composition and requirements of standing and ad hoc committees shall be as set out in the MLA Handbook. Plan of work shall be approved by the Executive Board prior to action by the committees.

ARTICLE IX. Parliamentary Authority

The rules contained in the latest edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

ARTICLE X. Amendment of Bylaws

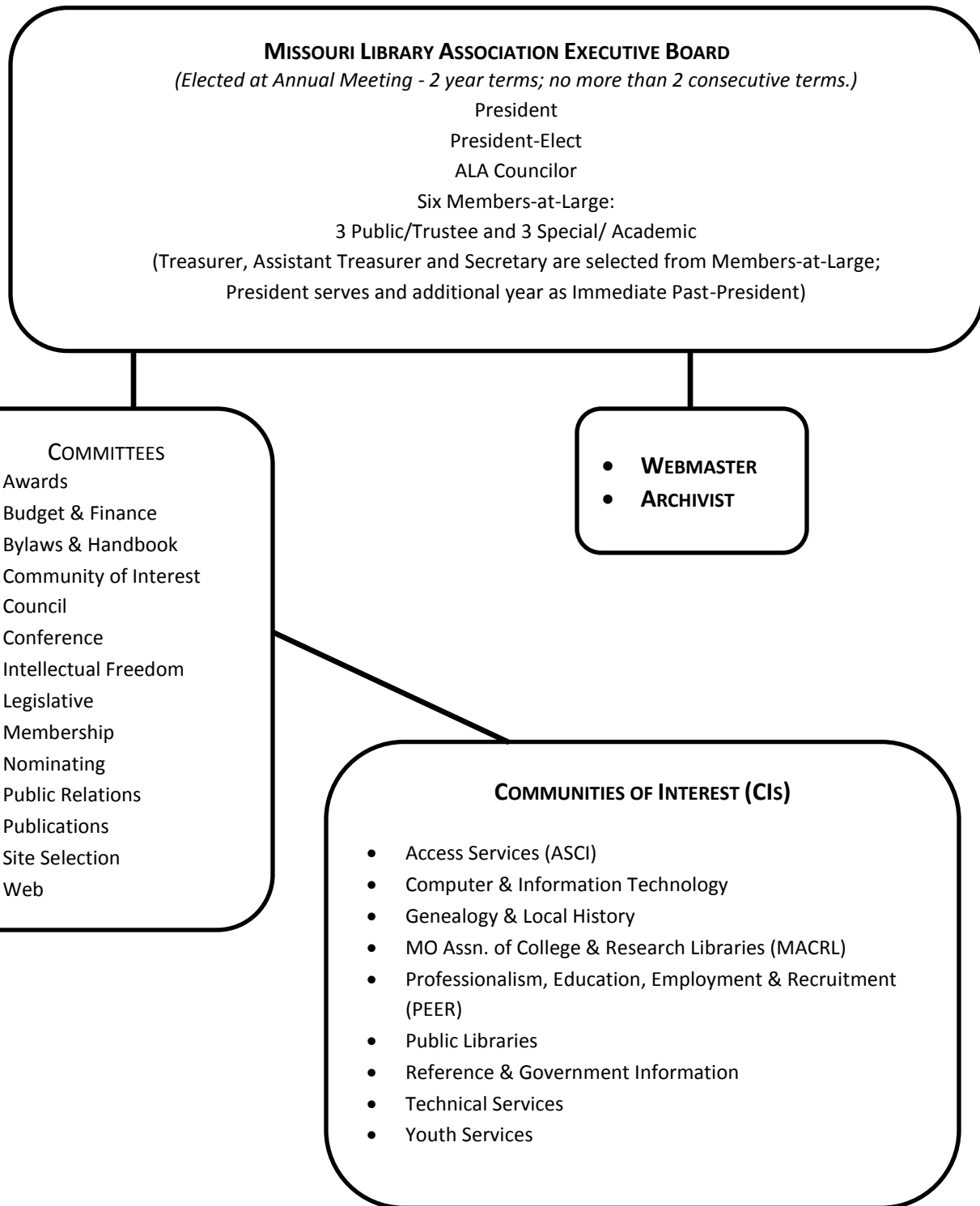
Proposed amendments may be approved by one of two methods:

- a. By sending proposed changes to all members in good standing at the time of the ballot at least four weeks in advance of the annual or a special meeting. Approval must be by a majority vote of total ballots returned at the annual or special meeting.
- b. By sending proposed changes and an electronic or paper ballot to all members in good standing. Approval must be by a majority vote of total electronic and paper ballots returned. The voting period shall be no less than four weeks.

-- -- *Approved by the MLA membership October 2011.*
Amended October 2013, October 2014, July & October 2015.

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APPENDIX B. MLA ORGANIZATIONAL CHART



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APPENDIX C. HISTORY OF THE MLA HANDBOOK

The first *Missouri Library Association Handbook* was published in 1906. The founding and organization of the Association was recorded as well as the 1906 officers, meetings, and constitution. The Missouri "Library Laws--Section Reference," "How to start a library in Missouri," and a summary of libraries in Missouri, (including number of volumes, date established, income, librarian) were included. Photographs of some libraries are also presented in the publication. Another section stated an "Argument for a State Library Commission" and "Proposed Missouri Library Commission Bill." There were 83 members listed in the Handbook.

In 1915, the second *Missouri Library Association Handbook* was published. This Handbook included a brief history of the Association, charter members, a list of meetings, officers, constitution, and membership (94 individual and 9 institutional members). "Library Advancement in Missouri since 1906" was summarized. "Public Libraries and the Carnegie Building Fund," Missouri photographs and floor plans of several libraries were presented. Information on reference libraries, traveling libraries, library training in Missouri, proprietary libraries, and the Missouri Library Commission was also included.

The third Handbook was entitled "Missouri Libraries 1915-1935" and was published as volume 37, no. 18 of the University of Missouri Bulletin, Library Series. The 1935 publication records library activities and progress in Missouri for the twenty year period, such as major activities, constitution, "State Library Plan of Missouri," certification of librarians, Missouri Library Commission history, "Missouri Library Laws--Summary," "State Library Survey--Summary," library training, membership, and "Library Clubs, Staff Organization and Affiliated Organizations."

The MLA Handbook of 1966 contains the terms and duties of officers, term, membership and functions of committees and boards, and the constitutions and Bylaws of the Divisions and of MLA.

The Handbook published in 1977 updated material relating to specific units and offices of MLA; incorporated material that did not fall within the realm of a single unit, in a section entitled "Motions in Force"; and changed the organization of the Handbook to improve access to the material in it and to allow for change, through the loose-leaf format.

The Handbook was updated again in 1983, adding a section listing Association Policies as well as an Annual Conference Handbook and the Intellectual Freedom Handbook, again in the loose-leaf format.

In October 1987, the Missouri Library Association adopted a Reorganization Plan, which allowed for a more adaptable organization. This plan required a new constitution and Bylaws. It also created Councils, eliminating the earlier Divisions and Round Tables, and provided for a new Executive Board position, an appointed Budget and Finance Chair to replace the position of Treasurer. The position of Archivist was created as well. Therefore, the Handbook was completely revised to reflect the changes in the Constitution and Bylaws as well as the changes in the duties of the Officers of the Association and the structure of the Standing Committees. The Handbook Revision was approved by the Executive Board in 1988.

At the 1994 Annual Membership Meeting the MLA membership adopted new Bylaws to replace the Constitution and Bylaws. The new Bylaws reestablished the position of elected Treasurer to replace the appointed chair of the Budget and Finance Committee. Additionally, two new standing committees were established in the new Bylaws: the Membership Committee and the Publications Committee. In the new Bylaws the Intellectual Freedom Roundtable again became the Intellectual Freedom Committee.

At the 1999 Annual Membership Meeting the MLA membership adopted new Bylaws, reinstating the original Divisions and creating Special Interest Groups. The position of Conference Coordinator was created. The Handbook was revised over a period of 2 years in order to reflect the new Bylaws and to incorporate new awards, updated publication guidelines and revisions in the executive office position job description and operations. This Handbook incorporates changes approved by the Executive Board or revisions made by the Bylaws and Handbook Committee.

Following a year-long assessment of the organization's structure and governance, new Bylaws were adopted by the membership at its Annual Membership Meeting in October 2010. While the new Bylaws became effective in January 2012, elections for the 2011 slate of candidates followed the revised Bylaws per the agreement of members at the Annual Meeting in 2010. The Handbook was revised in 2011/2012 to reflect these changes:

- Re-form Divisions and Special Interest Groups as Communities of Interest. Updated Bylaws provided by each group as desired.
- Changes in elected officers:
 - Removal of Secretary and Treasurer as specifically elected positions to the Board.
 - Election of six Members-At-Large with 2-year terms, from which the Secretary, Treasurer and Assistant Treasurer will be selected by the Executive Board at their first meeting.
 - Removal of Past President as a Board position.
- Inclusion of Missouri Building Blocks Award and Bohley Scholarship Award processes
- Inclusion of Fiscal Policy manual and Conference Planning manual
- Update of other information as appropriate

APPENDIX D: FISCAL POLICIES MANUAL

Budget/Finance Committee to develop policy for use of Reserve Fund (per Jan. 2012 Board Meeting)

Performer's Showcase Funds to be deposited into the Schmidt Fund and YSCI will determine the use of those funds.

** Coming from Brandy Sanchez (07/27/12)

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Money Matters 101: Deciphering Financial Jargon

Written by Tracy Rochow Byerly, Missouri Library Network Corporation

(tracy@mllnc.org) for the Missouri Library Association Annual Conference, October 2009

GAAP - Generally regarded as the common set of accounting principles, standards and procedures. GAAP is a combination of authoritative standards (set by policy boards) and the accepted ways of doing accounting.

Audit - an unbiased examination and evaluation of the financial statements of an organization. It can be done internally (by employees of the organization) or externally (by an outside firm).

Accrual - describes the accounting method whereby revenues and expenses are recognized when they are accrued, i.e. accumulated (earned or incurred), regardless when the actual cash is received or paid out.

General ledger - the main accounting record of a business which uses double-entry bookkeeping. It will usually include accounts for such items as current assets, fixed assets, liabilities, revenue and expense items, gains and losses. The general ledger is a collection of the group of accounts that supports the items shown in the major financial statements.

Asset – those things of value that an organization owns. Anything tangible or intangible that an organization possesses, usually considered as applicable to the payment of one's debts is considered an asset. They are things of value that can readily be converted to cash (although cash itself is also considered an asset).

Tangible Assets – composed of two subclasses, current and fixed. Current assets include inventory, while fixed assets include such items as building and equipment.

Intangible assets – nonphysical resources and rights that have value to an organization because they give the organization some kind of advantage in the market place. Examples include copyrights, trademarks, computer programs, and financial assets, including such items as accounts receivable, bonds and stocks.

Liabilities – an obligation of an organization arising from past transactions or events, the settlement of which may result in the transfer or use of assets, provision of services or other yielding of economic benefits in the future.

Revenue - In business, revenue or revenues is income that a company receives from its normal business activities, usually from the sale of goods and services to customers. Some companies also receive revenue from interest, dividends or royalties paid to them by other companies.

Expense – an outflow of cash or other valuable assets from a person or company to another person or company. Technically, an expense is an event in which an asset is used up or a liability is incurred.

Gain - a change in the value of an asset (increase) or liability (decrease) resulting from something other than the earnings process. While gains are often associated with investments, derivatives and other financial instruments, they can also result from something as simple as selling a production asset (such as a machine) for more than its net book (accounting) value.

Loss - associated with a "peripheral" or "incidental" transaction. Examples of losses include the loss on the sale of an asset used in the business, loss from a lawsuit settlement, and loss from retirement of bonds.

Encumbrance - a management tool used to reflect commitments in the accounting system and attempt to prevent overspending. Encumbrances allow organizations to recognize future commitments of resources prior to an actual expenditure.

Depreciation – a term used in accounting, economics and finance to spread the cost of an asset over the span of several years.

Committee Form to Request Funding

Missouri Library Association

Request for Funding

due by Nov. 1st of each year -- send to Treasurer



NAME OF COMMITTEE: _____

CONTACT PERSON: _____

DATE FORM COMPLETED: _____

COMPLETED BY: _____

FINANCIAL SUPPORT REQUESTED FROM MLA BUDGET FOR NEXT YEAR: _____

NOTE: This form is NOT used for Conference programs. Funding for Conference Programming should be requested from the Conference Chair(s) when program proposals are requested.

HOW FUNDS WILL BE USED?

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APPENDIX E. ANNUAL CONFERENCE MANUAL

General guidelines

Purpose of the Conference

- A. To provide continuing education and networking opportunities for association members and other interested persons.
- B. To conduct the official business of the association at the Annual Business Meeting.
- C. To announce newly elected association officers.
- D. To present awards.
- E. To provide an opportunity for Communities of Interest (CIs), and Committees to conduct business.
- F. To showcase industry vendors and their products and services in an annual trade show.

Policies

Registration Rates and Exhibitor Fees

- A. There shall be a registration rate for those who attend the Annual Conference; the rate shall be approved annually by the Executive Board.
- B. Individual members of the association shall be entitled to a reduced registration rate.
- C. Each Institutional member's appointed representative is entitled to one registration at the reduced member rate.
- D. There is a separate rate for any pre-conference or post-conference workshop, dependent on the anticipated costs of such workshop, to be approved by the Executive Board. Workshops must be self-supporting.
- E. Exhibit space fees are recommended to the Executive Board by the Conference Coordinator(s). The Conference Coordinators shall construct their own fee schedule based on the needs of the MLA organization. (Needs include but are not limited to multi-tier pricing, early bird and late pricing, member and non-member pricing.) Companies that contract for exhibit space shall receive two conference registrations at no cost.
- F. Members of groups that co-sponsor programs with MLA are allowed to register for the conference at MLA member rates.
- G. Members in good standing of any library association may attend the MLA conference at the member rate.
- H. The President may waive registration fees as a courtesy to guests and non-member speakers.

Program

- A. The overall conference theme shall be determined by the Conference Coordinator with approval of the Executive Board.
- B. The program shall include the Annual Business Meeting of the association.
- C. Each MLA unit is invited to participate in the program of the conference and Communities of Interest (CIs), and working Committees shall be provided no-conflict time to conduct a business meeting during the conference.
- D. Programs scheduled with meal functions are open to all registrants. There is a separate fee for all meal functions. Those who wish to attend the programs scheduled with meal functions may do so at

no cost by arriving 30 to 45 minutes after the meal is begun. Theater-style seating shall be available at the back of the meal event space for non-paying guests.

Budget

- A. A significant portion of the Association's annual operating budget will be derived from the Annual Conference. Registration fees should be sufficient to cover costs of all programs (including speakers' expenses) and other costs (printing, materials, telephone, etc.) involved in the conference. Net income expectations shall be set each year by the Executive Board.
- B. Prior conference budget histories shall be maintained in the Archives. Specific recommendations for setting up a conference budget are available from the budget and Finance Committee.
- C. Conference budget information is communicated to the Budget and Finance Committee and approved by the Executive Board.
- D. Conference gross income and expenses are listed separately on the Association's Annual Budget. Event-specific details shall be listed on each year's conference event budget.
- E. A final financial report for each conference is prepared by the Conference Coordinator for the Executive Board.

Conference Arrangements Committee (CAC)

Makeup of Conference Arrangements Committee

- A. Coordinator(s)
- B. Hospitality (2 people)
- C. Meeting Room (2 people)
- D. Technology
- E. Registration Chair
- F. Publicity and Publications
- G. Tradeshow Chair
- H. Table Talks (2 people)
- I. Poster Sessions Chair
- J. Performers Showcase (2 people)
- K. Transportation
- L. Pre-Conferences
- M. Emerging Technologies
- N. Vendor/Sponsor Development
- O. Tradeshow Consultants
- P. President (Ex-Officio)
- Q. Management Firm Consultant (Ex-Officio)
- R. Past-Conference Chair (Ex-Officio)

Conference Committee Duties and Responsibilities

As with other MLA committee assignments, those appointed to the Conference Arrangements Committee shall be members in good standing.

1. Conference Coordinator(s)

A presidential appointee, responsible for conference planning, leadership, and management with special attention paid to overall program continuity and diversity, cost effective continuing education, and appropriate educational tools and technology.

The Conference Coordinator (CC) is the program chair for the conference and:

- A. Solicits sessions from internal and external stakeholders.
- B. Selects the theme subject to the approval of the Executive Board.
- C. Directs the entire conference program by selecting sessions from those submitted by stakeholders and developing additional sessions as needed to provide a full program of sessions and events.
- D. Oversees the work of the Conference Arrangements Committee (CAC).
- E. Oversees the conference budget as a component of the association budget.
- F. Provides MLA President and Executive Committee with a list of contracted equipment and services, including costs, in support of conference budget preparation.

- G. Plans and oversees the solicitation of conference underwriting, including but not limited to the solicitation of conference donations and bag, final conference program, and reception and transportation sponsorship.
- H. Arranges for any entertainment, events, and programs that fall outside the regularly scheduled meetings.
- I. As needed, works with President to secure a Parliamentarian for the Annual Business Meeting.
- J. Oversees the evaluation of the conference and trade show.
- K. Solicits conference volunteers, who may or may not be MLA members to meet various operational needs including conference bag stuffing, hospitality and registration desk operations, meeting room monitoring, trade show hospitality.

2. Hospitality Chair

- A. Responsible for conference bag underwriting and the solicitation of items given away to conference attendees, presenters, and vendors.
- B. Recruits volunteers needed to solicit giveaways, stuff conference bags, and set up and staff a hospitality desk.
- C. Works in conjunction with hospitality volunteers, potential vendors and organizational donors to provide conference attendees with information, products, and services that enhance the conference experience.
- D. Sets the hospitality volunteer schedule and coordinates all related activities.
- E. Secures space to stuff and store conference bags in advance of conference dates and coordinates receipt of conference programs with the Publications Chair.
- F. Staffs and coordinates the activities at the Hospitality desk during conference.
- G. The hospitality desk shall include a message board for the announcement of official conference business, member, and unit news. It is the responsibility of the Hospitality Chair to oversee access to and use of a message board.
- H. The hospitality desk may be the drop site for evaluations and various ballot issues.
- I. Conference hospitality and registration desks may be combined; in which case, the respective chairs shall coordinate staff and service responsibilities.

3. Meeting Room Chair

- A. Responsible for meeting room assignments, setup, and operational oversight.
- B. Together with the Conference Coordinator and Technology Chair, meets with hotel staff that will oversee room setups per hotel contract. Attends the site visit meeting at the hotel in advance of the conference dates to verify room setup seating capacity etc.

- C. May help Conference Coordinator estimate attendance at various sessions, select and assign appropriate meeting rooms. Communicates room assignments to program sponsors and/or presenters.
- D. Works to secure volunteers to ensure desired room setups and session operations run smoothly for each session during conference.
- E. Works with Technology Chair to check the setup of each room prior to each session.
- F. Appoints volunteers to collect meal tickets at meal events. Arranges for theater style, guest seating in the rear of meal function rooms, as some registrants who may not be at the meal will want to attend the program. Guests are invited to enter the room and take their seats about 45-minutes after the meal is scheduled to begin.
- G. The Meeting Room Chair and meeting room volunteers ensure the distribution and collection of session evaluations. Completed evaluations shall be delivered to the Registration Chair.

4. Technology Chair

- A. Responsible for troubleshooting the data connection and audio-visual needs of each conference session, meal event, computer lab, and related pre-conference workshops.
- B. Secures volunteers with the technical expertise needed to ensure smooth hardware, software, and audio-visual equipment operations.
- C. Assists Conference Coordinators in evaluating program equipment requests.
- D. Works with the Meeting Room Chair to check the AV setup of each room prior to each session.
- E. Provides Conference Coordinator with a list of donated equipment and services immediately following the conference, including donor contact information for thank you acknowledgements.

5. Registration Chair

- A. Responsible for the staffing and operations of the conference registration desk.
- B. Secures volunteers needed to staff registration desk during the following hours of operation:
- C. Opening shall be scheduled one-half hour before the start time of morning pre-conferences or one hour before the start time of afternoon pre-conference/conference sessions and shall remain open throughout each day until one-half hour before the last event of each day.
- D. Opening shall be scheduled one-half hour before the first program on succeeding days.
- E. Oversees onsite registration desk operation including:
 - pre-registrant, speaker, and exhibitor check-ins
 - on-site registration
 - packet distribution
 - membership sales

- F. Shares supervision of the cash box with the Conference Coordinator who will provide start-up cash each day and secure receipts each evening.
- G. Reconciles daily income against receipt books and registration and application forms at the end of each day.
- H. Receives current membership list, membership applications, and on-site registration forms, pre-registrant name badges, and other necessary registration materials, along with instructions on registration desk practices.
- I. Serves as the first line of inquiry, calling for the Conference Coordinators and other Chairs as needed.

6. Publicity and Publications Chair

- A. Responsible for print materials production including but not limited to the Preliminary Schedule, the Performers Guide, and the final Conference Program.
- B. Produces a Preliminary Schedule to be included in an issue of MO INFO and which is due by the 15th of the month prior to the selected MO INFO issue. The Preliminary Schedule and Pre-Registration Form are key pre-registration tools. The Preliminary Schedule may also be used at a key element of any promotions packet developed by the Publicity and Publications Chair.
- C. Produces assorted promotional materials.
- D. Produces the Conference Program:
 - a. The Conference Program may be commercially printed, in which case, the Publicity and Publications Chair shall coordinate the solicitation of printing bids.
 - b. The Conference Program shall be completed and delivered to the Hospitality Chair no later than ten days prior to the start of the conference for inclusion in conference bags.
 - c. Both the Preliminary Schedule and final Conference Program shall be provided in PDF format upon completion and forwarded to the Webmaster for posting on the conference web page.
- E. Recruits volunteers for session and event reporting and photography throughout the event.
- F. Responsible for publicizing conference events prior to Conference.
 - a. Obtains information on conference from the Conference Coordinator and program sponsors including publicity on the speakers.
 - b. Submits conference notices to national and state library associations and stakeholders in Missouri's library community. The following organizations conduct meetings/events at which conference publicity may be presented or distributed:
 - i. Missouri Association of School Librarians, April Annual Conference
 - ii. Missouri Public Library Directors, June Meeting

- iii. Secretary of State's Council on Library Development, quarterly meetings
- iv. State Library Summer Skills Institute, August event
- v. v. Grand River Library Conference, summer meeting
- c. Sends target information to specific groups based on conference session line-up.
- d. Produces event press releases.

7. Trade Show Chair

- A. Responsible for fielding vendor questions during the registration process before conference.
- B. Works with the Conference Coordinators to mail the Vendor Prospectus to all past and potential vendors.
- C. Responsible for trade show operations oversight.
- D. Works with the Conference Coordinators to secure volunteers needed to assist trade show vendors from setup through closure of the trade show.
- E. In coordination with Conference Coordinators, plans any trade show-based opening ceremony, receptions, drawings, and the like.
- F. Conducts exhibitor drawings as trade show master of ceremonies, announces exhibitor awards, and coordinates reception and no-conflict announcements.
- G. Welcomes vendors to the trade show floor, helps them locate their assigned booths, and introduces vendors to exhibition services staff.
- H. As needed, assists vendors to locate their shipped inventory and secure contracted services.
- I. Throughout the public hours of the trade show, circulates through hall assisting vendors, welcoming conference attendees, and unit program sponsors as needed, with specific attention to trade show based poster session and table talk sessions.
- J. Refers vendor comments, complaints, and compliments to the Conference Coordinators, immediately if situation warrants.

8. Table Talk Chair

- A. Responsible for Table Talk program development and oversight.
- B. Solicits Table Talk topics and facilitators from membership via *MO INFO* and direct appeal listserv messages.
- C. Approves proposed topics for inclusion in program and notifies presenters of the time and location of the event.
- D. In coordination with the Meeting Rooms Chair and Trade Show Chair, arranges for space and time to hold Table Talks, preferably within the Trade Show Hall.

- E. Works with Publicity and Publications Chair to provides table top signs with topic title and facilitator name for each Table Talk.
- F. Is present during the event to answer questions, offer support to presenters, and draw the event to a close.

9. Poster Session Chair

- A. Responsible for Poster Session development and oversight.
- B. Solicits Poster Session topics and facilitators from membership via *MO INFO* and direct appeal listserv messages.
- C. Approves proposed posters for inclusion in program and notifies presenters of the time and location of the event.
- D. In coordination with the Meeting Rooms Chair and Trade Show Chair, arranges for space and time to hold Poster Sessions and secures the appropriate number of easels and chairs needed.
- E. Is present during the event to answer questions, offer support to presenters, and draw the event to a close.

10. Performers Showcase Chair

- A. Responsible for the production of the showcase, including performer recruitment, booklet creation, and event management.
- B. The Showcase Chair shall be a member of the Youth Services Community of Interest.
- C. Solicits and selects performers for the event lineup.
- D. Secures on-site performance space.
- E. Sells performer booklet ad space and produces the performer booklet in coordination with the Publicity and Publication Chair.
- F. Delivers the completed booklets to the Hospitality Chair no later than ten days prior to the start of the conference for inclusion in conference bags.
- G. Is present at the event to act as master of ceremonies, answer questions, welcome performers, offer support to the performers, and draw the event to a close.

11. Transportation Chair

- A. Responsible for the coordination of applicable event and speaker transportation.
- B. As needed, works with out-of-town program sponsors to secure timely and affordable transportation for their out-of-town speakers.
- C. Arranges for shuttle from airport to conference venue for VIPs and Keynote Speakers as needed.

- D. Arranges off-site event transportation for tours, receptions, sessions, and the like.
- E. Assists Hospitality Chair with on-site transportation advice.

12. Pre-Conference Chair

- A. Responsible for pre-conference oversight.
- B. Is present during the event to:
 - a. Check-in the registered attendees
 - b. Answer directional questions
 - c. Offer support to presenters
 - d. Distribute and collect session evaluations
 - e. Draw the event to a close

13. Emerging Technologies Chair

- A. Investigate the current methods for electronic promotion of and reporting about conference activities as the technology changes and develops.
- B. Set up the forms of communication necessary -- blog posts, hashtags & tweets, QR codes etc.
- C. Send the updated information to the MLA webmaster for inclusion on the molib.org site as planning develops throughout the year (i.e. trade show information, conference venue information, conference planning contact info etc.).
- D. Set up an e-mail discussion list, email subscription, blog etc. for timely communication with potential attendees and stakeholders.

14. Vendor/Sponsorship Development Chair

- A. Works in conjunction with the Hospitality Chair and Trade Show Chair to solicit sponsorships from local and area businesses for attendee prizes to be distributed at drawings during the trade show and annual business meeting. Free meals, free products, free stuff basically.
- B. Investigates and coordinates “Welcome Missouri Librarians” on business lettering signs around town and near the venue.
- C. Solicits deals at restaurants near the venue to run “librarian specials” during conference with your conference name tag (i.e. show us your nametag and get a free appetizer, dessert, discount, drink etc.).

15. Trade Show Consultants

This is a new position on the conference arrangements committee beginning in 2012. In preparation for the 2012 trade show portion of conference, the conference coordinators enlisted the consultative advice of two vendors who participated in the 2011 trade show to make changes and to get ideas for making this a more inviting and rewarding trade show experience for the exhibitors.

There weren't any trade show/vendor evaluations to look at from 2011 so we were not aware of specific areas of concern for vendors without the help of our vendor consultants. We fully intend to

garner feedback from all vendors in the form of a survey following this year's event.

Having these vendor consultants work with us was very beneficial to us during the planning process, and we would recommend continuing this into the future.

16. President

~TBD~

17. Management Firm

See copy of the current contract for conference services between MLA and Management Firm (i.e., Amigos)

18. Past Conference Coordinator

~TBD~

Conference Stakeholders

- A. Stakeholders are those internal and external to the association who are either required to or invited to collaborate on conference sessions and events. Internal stakeholders are the Executive Board, including the ALA Councilor, Communities of Interest, and Committees of the association. External stakeholders are libraries and organizations that serve the library community such as the Missouri State Library, MOREnet, MOBIUS, Amigos, KCMLIN, the Missouri Association of School Librarians, the Missouri Public Library Directors, Directors of Large Libraries, and regional librarians' groups.
- B. As represented on the Sample Planning Schedule, the Conference Coordinator shall call stakeholders together three times during a planning cycle - first to orient them to session/event development and to solicit their submissions, followed by a second meeting to inform stakeholders of approved session/events and the whole of the conference line-up, and one last time to debrief for continued improvement.

Arranging for Speakers

General Guidelines

Key to a successful conference is having dynamic, provocative, and relevant speakers. Therefore, it is the responsibility of all conference session/event sponsors to strive to bring high caliber, high interest speakers to each conference. Keynote/all-conference speakers may be recruited by the Conference Coordinator but may also be suggested by the ALA Councilor, MLA President, and other interested parties. Meal event speakers are recruited by sponsoring units. Session speakers and volunteer presenters are recruited by sponsoring units. Following are guidelines for selecting program speaker/volunteer presenters.

Initial Contact with Speaker:

- A. Provide the speaker with the following information:
 - Name of the organization and its objectives.
 - MLA web page: <http://molib.org>.
 - Conference theme.
 - Conference location and dates.
 - Proposed presentation topics.
 - Length of time the speaker is to talk. Indicate if there will be a discussion or question period afterward.
 - Estimated number of attendees.

- A. Librarians, library trustees and friends, and career library workers in Missouri who would normally be expected to attend the conference shall not be eligible to receive speaker reimbursements or honoraria.
- B. Those speakers representing library associations, industry organizations, and state libraries shall not be granted an honorarium. They may be granted travel reimbursements and lodging upon approval.

During the Conference

- A. Provide ribbon for speaker's name tag
- B. Ensure the speaker's needs are met for presentation, including water and any technology needs
- C. Introduce the speaker at their session
- D. Thank the speaker after the presentation with a thank you token – small bag of candy ,etc.

After the Conference

- A. Write to speaker/presenter and thank him/her for contribution to the success of the conference.
- B. If evaluations were used, share evaluations with speaker at this time.

Conference Event Budget

Income

- A. Gross income is dictated by the Executive Board and included in the association budget.
- B. Registration rates and exhibitor fees are set in relation to expected attendance and net income goals.
- C. Meal events have traditionally been priced at a 30% markup and are a substantial component of conference income and, in turn, MLA general operating income.
- D. Author book sales income goal shall be 30% of the suggested retail price of items sold.
- E. Encourage alternate sources of funding such as:
 - Publisher's underwriting of speaker's travel and lodging expenses.
 - Sponsorship of conference bags.
 - Sponsorship of program printing expenses.
 - Sponsorship of meal events.
 - Sponsorship of transportation.
 - Co-sponsorship of programs.
 - Stakeholder and area library-provided equipment to offset rental costs.
 - Program advertising.
 - Conference donations.

Expenses

Meals

Food and beverage fees are a major conference expense and are covered almost exclusively on a pass through basis.

Sessions/Events

- A. Speakers' costs including honoraria, travel, lodging, and meals.
- B. Function and meal event expenses.
- C. Miscellaneous expenses

- a. Data connection, audio-visual services, and supplies, along with any service charge.
- b. Printed handouts.
- c. Decorations.
- d. Bus or van transportation.
- e. Other materials.

Trade Show

- A. Hall rental.
- B. Exhibition services including, but not limited to, booth setup fee.
- C. Refreshments beverage service and service charge.
- D. Reception food and beverage service and service charge.
- E. Security.
- F. Mailings.
- G. Audio-visual service and service charge.
- H. Other.

Materials

- A. Name badges and ribbons.
- B. Conference bags.
- C. Other.

Printing/Copying

- A. Pre-Conference brochure and flyers.
- B. Meal tickets.
- C. Packet information.
- D. Preliminary schedule, performers guide, conference signs, and final conference program.
- E. Other.

Planning and Execution

- A. Internet connectivity/bandwidth.
- B. Postage.
- C. Supplies.
- D. Other.

Miscellaneous

- A. Parliamentarian fee.
- B. Awards and gifts.
- C. Other.

Annual Conference Planning Calendar (dates are approximate)

March

- 6 Call for volunteers during the CAC meeting – need approximately 40 total
- 15-30 Proposals go up for sponsorship/adoption
- 30 Prospectus goes out to potential vendors

April

- 1-15 Conference Chair(s) build the tentative schedule grid
- 15 Deadline for MOINFO article submission
- 16 Notify the MLA units of the approved programs
- 20 MLA Board Meeting – approve attendee rates and share program slate
- 23-24 National Library Legislative Day in DC

May

- 1 First call goes out for Awards nominations due 7/1
- 1-15 Build “Bohley Where are they now??”
- 15-31 Tentative conference schedule released on www.molib.org
- 31 Invitation goes out to performers for PS event

June

- 1 Final call goes out for Awards nominations due 7/1
- 14 EARLY BIRD REGISTRATION OPENS
- 15 Deadline for MOINFO article submission

July

- 1 Awards nominations due today
- 15 First call for conference program materials & copy due
- 8/15
- 27 MLA Board Meeting – progress report

Aug.

- 1 Final call for conference program materials & copy due
- 8/15
- 10 Early-Bird registration CLOSES
- 15 Deadline for MOINFO article submission
- 15 Program materials and copy DUE for the printer formatting
- 20 Hotel confirms all food/beverage prices
- 24 Call for Bohley Scholarship auction items goes out
- 28 CONFERENCE PROGRAM GOES TO PRINTER

Sept

- 1 Hotel's cut-off date for room reservations
- 18 Full payment to hotel is due
- 22 Give hotel the # attendees expected for food prep
- 28 Hotel's cut-off date for banquet orders and changes to #

attendees for

food

- 29 Items may arrive at hotel via mail for on-site storage

Oct.

- 2 Tuesday night MLA Board Meeting and dinner
- 3-5 CONFERENCE IS HERE!!!!
- 15 Deadline for MOINFO November article

Nov.

- Early Conference Debriefing Meeting

Registration Operations

Registration Desk Hours of Operation:

Opening shall be scheduled one-half hour before the opening of pre-conference workshops and shall remain open throughout each day until one-half hour before the last meal event of each day.

Opening shall be scheduled one-half hour before the first program on succeeding days.

Registration Desk Set Up:

If possible, the Registration Chair and a representative of the Management Firm shall set up the registration desk the evening before pre-conferences and conference begins. If this is impossible due to lack of space or access, set up shall be conducted one-half hour prior to the proscribed opening.

Conference Bags and Programs:

The Registration Chair is responsible for delivery of conference bags and programs, and shall have scheduled any volunteers needed for set-up and registration hours.

Registration Records and Supplies:

A representative of the Management Firm shall deliver attendee packets, registration supplies (signs, pens, paper, tape, blank name badges, badge holders, and the like), volunteer and staff buttons, a cash box, on-site registration materials, the conference binder (master lists of all pre-registration information), and original registration records.

Registration Desk Organization:

The registration area shall be organized into the following service areas:

- Preregistered A-L
- Preregistered M-Z
- Trade Show Exhibitor
- Speaker Check-In
- Volunteer Check-In
- On-Site Registration

The Registration Chair and Management Firm representative shall organize the desk area so that materials are arranged for easy identification and access. The cash box and pre-registration materials shall be maintained in a secure and monitored space. The Registration Chair has primary responsibility for these items during business hours but may designate a second-in-command as need arises. The Management Firm representative takes control of daily receipts and the cash box each evening and returns a fresh cash box each morning of conference.

An inventory of conference bags and programs is needed for distribution throughout the event. The Registration Chair shall determine the amounts of inventory needed for ready access and shall organize the replacement of inventory from stored stock as needed.

The Registration Chair shall work closely with hotel staff and volunteers to keep the desk area clean of debris and well organized.

On-Site Registration and Membership Sales:

The Registration Chair shall take principal responsibility for on-site attendee and exhibitor registration sales. This responsibility may be delegated to a second-in-command as needed, but shall not be given to registration volunteers whose primary responsibilities include pre-registration packet, conference bag and program distribution.

Registration Desk Chair and Volunteer Duties:

The Registration Chair and volunteers shall be prepared to respond to a wide range of attendee, exhibitor, and presenter inquiries. The Registration Chair shall attend the hotel "pre-conference" meeting in order to meet key hotel staff and become familiar with hotel practices. It is the principal responsibility of the Registration Chair to orient registration volunteers. Questions for which volunteers are unable to provide answers shall be referred to the Registration Chair. If the Registration Chair cannot provide the answer, he/she shall call the Conference Coordinator for assistance. The Conference Coordinator has principal responsibility for concluding all conference-related questions, hotel-related questions, and comments shall be directed to appropriate hotel staff as identified in the hotel's pre-conference meeting.

Registration Desk Scheduling:

Registration staffing levels decline as conference proceeds. Registration space also dictates staffing levels. It is a principal duty of the Registration Chair to assess staffing needs and schedule volunteers accordingly. On a daily basis, opening through mid-day is busiest, and may warrant up to five volunteers. By the end of each day, as few as two volunteers may be sufficient to get the job done.

Registration Chair Accounting Responsibilities:

In addition to conducting sales and securing the cashbox, the Registration Chair shall prepare needed sales receipts, in accordance with details provided by the Management Firm representative. At the end of each pre-conference and conference day, the Registration Chair shall reconcile income and receipts, ensuring that registrant, amount, form of payment, and on-site registration forms all coordinate with accuracy. On-site registration income and forms shall be provided to the Management Firm representative in bank bags provided for this purpose and \$100.00 shall be left in the cash box for the next day's business. Both the bank bag and cash box shall be delivered to the Management Firm representative at the end of each business day. The Management Firm representative will validate income, receipts, and on-site registration forms and secure all monies in a hotel safe.

Annual Conference Hosting Duties

Following is a general outline of events that are or may be opened with a statement of welcome from an association and/or conference leader. Often this is the President and/or the Conference Coordinator, sometimes members of the Executive Committee step in to open sessions the President is unable to attend.

This is long list of events so advance coordination is suggested.

WEDNESDAY:

Presenting MLA (Orientation)

Hosted by the Membership Committee with a welcome from the president. All leaders should attend as available to present a brief description of their role with the association and their unit's mission and meeting schedule.

Opening General Session (Keynote Presentation)

President opens event and passes off to Conference Coordinator to introduce VIPs, keynote speaker, etc.

Exhibitor Reception

President opens event and passes off to Conference Coordinator. All leaders should visit with exhibitors to thank them for their convention business and commitment to Missouri libraries. Exhibitor feedback, both pro and con, should be shared with the president and executive director.

THURSDAY:

YS Breakfast

Hosted by YSCI. A leader welcome may be desired.

Committee Meetings

The all committees meeting is a good place for leaders to touch base with committees and to solicit the next year's leaders.

CI Business Meetings

Hosted by CIs. A leader welcome may be desired. A good place to learn CI issues and plans.

No-Conflict Exhibit Time

All leaders should visit with exhibitors to thank them for their convention business and commitment to Missouri libraries. Exhibitor feedback, both pro and con, should be shared with the president and executive director.

Schmidt Lunch

Hosted by YSCI. A leader welcome may be desired.

No-Conflict Exhibit Time

All leaders should visit with exhibitors to thank them for their convention business and commitment to Missouri libraries. Exhibitor feedback, both pro and con, should be shared with the president and executive director.

Annual Business Meeting

The President sets the agenda and leads this meeting.

SISLT Annual Library Science Reception (Stakeholders Event)

Hosted by SISLI in space provided by MLA. A leader welcome may be desired.

Awards Banquet

Hosted by Awards Committee. A leader welcome may be desired.

FRIDAY:

Performers Showcase

Hosted by YSCI. A leader welcome may be desired. A special welcome should be offered to MASL attendees.

Table Talk Proposal Form



TABLE TALK APPLICATION
 MLA 2007 Annual Conference:
 October 3-5, University Plaza Hotel, Springfield, MO 65806

ELECTRONIC SUBMISSION REQUIRED BY xxxxx, 2007
 Questions may be directed via e-mail to xxxxxx at x@xxxxx or via phone at xxx.xxx.xxxx.

TABLE TALK INFORMATION-

Table Talk Title:	Sponsoring Unit:	Unit Contact:
		Contact E-mail:
Presentation Description:	Target Audience:	Presenter:
		Presenter Address:
		Presenter Telephone/Fax:
		Presenter E-Mail:

PROGRAM DETAILS-

Table Talks will be conducted simultaneously on **Thursday, 10.4.07**, at a time to be announced in the preliminary conference schedule. This program will be conducted in the trade show hall at round top tables set for ten participants. Each table will feature a topic sign for easy identification.

Table Talk Sponsor Contact Information:

Name:
 E-Mail:
 Phone:

Poster Session Proposal Form



POSTER SESSION APPLICATION
 MLA 2007 Annual Conference:
 October 3-5, University Plaza Hotel, Springfield, MO 65806

ELECTRONIC SUBMISSION REQUIRED BY xxxxx, 2007

Questions may be directed via e-mail to xxxxx at x@xxxx or via phone at xxx.xxx.xxxx.

POSTER SESSION INFORMATION-

Poster Session Title:	Sponsoring Unit:	Unit Contact:
		Contact E-mail:
Presentation Description:	Target Audience:	Presenter:
		Presenter Address:
		Presenter Telephone/Fax:
		Presenter E-Mail:

PROGRAM DETAILS-

Poster Sessions will be conducted simultaneously on **Thursday, 10.4.07**, at a time to be announced in the preliminary conference schedule. This program will be conducted in the trade show hall. Each participant will be provided an easel, a chair, and a small table for handouts.

Poster Session Sponsor Contact Information:

Name:
 E-Mail:
 Phone:

Program/Event Request Form



PROGRAM/EVENT REQUEST FORM
 MLA 2007 Annual Conference:
 October 2-5, 2007, University Plaza Hotel, Springfield, MO 65806

ELECTRONIC SUBMISSION REQUIRED BY FRIDAY, APRIL 13, 2007

Questions may be directed to Conference Coordinator xxxxx at xxxx@xxxxx or via phone at xxx.xxx.xxxx.

PROPOSED PROGRAM INFORMATION-

Session Title:	Sponsoring Unit:	Unit Contact:
		Contact E-mail:
Presentation Description:	Target Audience:	Presenter:
		Presenter Address:
		Presenter Telephone/Fax:
		Presenter E-Mail:

PROGRAM SCHEDULE-

Preferred Day & Time:

Session Type:	Morning: (Time?)	Afternoon: (Time?)	Evening: (Time?)
Pre-conference			
Wednesday Breakout			
Thursday Breakout			
Friday Breakout			
Other (tour, reception, event)			

SPEAKER REFERENCES-

Please list any previous speaking engagements that your speaker has had and two references the committee may call. Also, if the speaker was recommended to you by someone, please include that information.

Reference One:	Phone:	E-mail:
Reference Two:		
Recommending Contact:		

SPEAKER'S EXPENSES-
(Estimated)

Honorarium*:	Travel**:	Meals***:	Lodging Night(s):
\$	\$	\$	

*Statewide Reputation-Up to \$200; Regional Reputation-Up to \$500, Nationally Known-\$1000 and Up. No honorarium will be paid to MLA members.

**Mileage reimbursement rate is 44.5 cents per mile or economy rental rates, whichever is less. Airfare is reimbursed at economy rates only.

***Please note the maximum reimbursement per meal: Breakfast \$10, Lunch \$15, Dinner \$25. Meal event presenters will be provided with meal tickets. Please be sure to include information regarding any additional meal events you expect your presenter to attend.

EQUIPMENT REQUESTS-

Please place an X in the box to the right of desired items.

Request:	Will Bring Own:
Laptop	Laptop
Data Projector	Data Projector
Overhead Projector	Overhead Projector
Slide Projector	Slide Projector
VCR	VCR
Internet Access***	

*** Programs requiring Internet access must have a back-up for off-line display.

ROOM SETUP

Please note any of the standard room set up items your session requires: podium, projection screen, head table, easel/pen, and microphone.

Please retain a copy of this request for your files

(Revised 1.27.05 and 5.30.08)

Conference Presentation Proposal Form

Please use the electronic form below to submit the following types of proposals: -Breakout sessions -Table talks -All conference programs/events The program selection committee is receiving proposals through March 1, 2011, and will distribute these proposals to MLA units (Divisions, SIGs, etc.). MLA units will choose programs for sponsorship and/or co-sponsorship in ranked order by the middle of March. Based on MLA unit preferences and on physical space at the conference site, the program selection committee will recommend the slate of selected programs. A tentative schedule should be available the first week of April. Because there are half as many rooms available at the 2011 conference as the 2010 conference, there will be fewer breakout sessions. The program selection committee wishes you good luck in this competitive process. Send your questions to missourilibraries2011@gmail.com or xxxxxxxxxxxxxxxxx. 2011 Conference Theme - Missouri Libraries: Envisioning Tomorrow.

* Required

Name*of primary contact

Title of primary contact

Institution*of primary contact

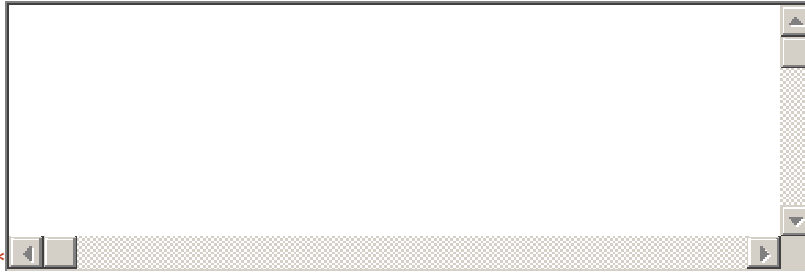
Email address*of primary contact

Additional Co-Presenter(s) please include name, title, institution & email address of co-presenter(s)

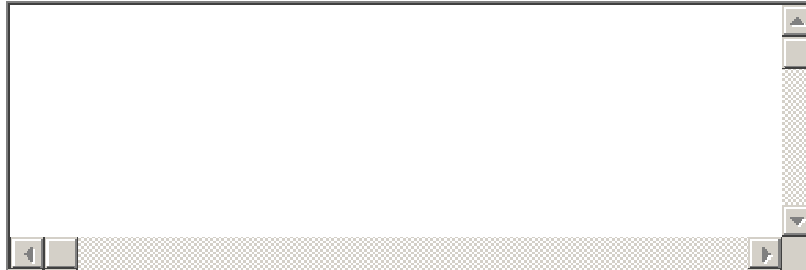
Please select what type of proposal you are submitting*Select all that apply

- Breakout Session
- Table Talk
- All Conference Program/Event

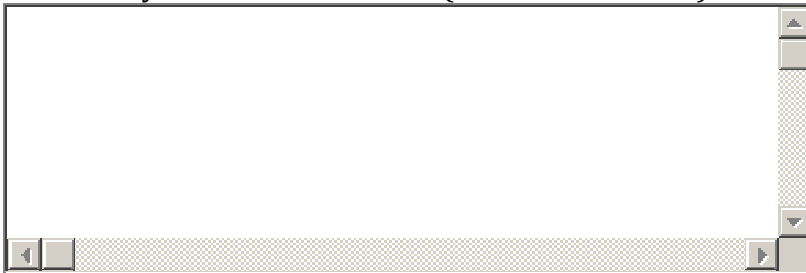
Presentation Title*



Abstract*125-175 words



What will your audience learn?*(100 words or less)



Requested Sponsorship You may check as many potential sponsorship as appropriate or select none

- Access Services
- Computer & Information Technology
- Genealogy & Local History
- Missouri Association of College & Research Libraries (MACRL)
- Professionalism Education Employment Recruitment
- Public Libraries
- Reference & Government Information
- Technical Services
- Youth Services
- Other:

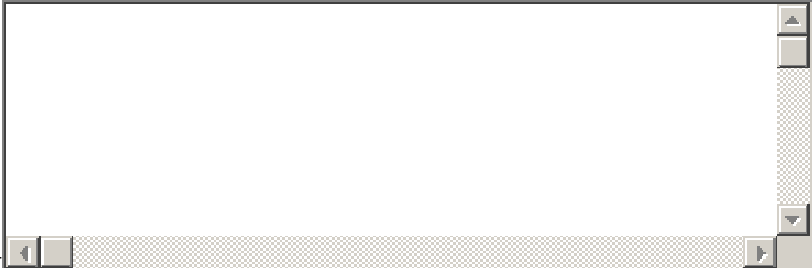
Audience Level

- A = Awareness sessions provide basic information on a topic

- SB = Skill building sessions go beyond awareness to develop skills of participants on a topic
- DU = Deeper understanding sessions offer in-depth and advanced information on a topic

Will your presentation require Internet?* This question is asked so conference planners can accurately estimate the conference budget. Internet access is charged at a rate of \$10.95 per computer per day.

- Yes
- No

Additional Information or Request 

(developed in Google Docs)

Trade Show Letter Sample

May 7, 2010

Dear

The theme of this year's Missouri Library Association Conference and Trade Show is:

Missouri Libraries: Positively Indispensable.

At the Missouri Library Association, we continue to connect vendors and customers. During these challenging economic times, we promote the value of seeing many customers in one place. Missouri libraries are positively indispensable to the residents of Missouri, and our Trade Show companies/organizations are positively indispensable to Missouri's libraries.

When it comes to our trade show, we are making a special effort to help you experience high traffic, great contacts, and real sales opportunities. We look forward to introducing you to our 400+ participants at this 110th annual event. The 2010 MLA Trade Show will be held on October 6 and 7 at the beautiful the Lodge of Four Seasons on the Lake of the Ozarks—a great central location, appealing and easily accessible to everyone in Missouri's library community.

For those of you who have never done business with the Missouri Library Association, we are a professional association, serving librarians of all types. Our members come from all parts of Missouri, and each year we gather for an annual conference to network, review new products and services, and improve our professional skills.

Here are some of the ways that MLA will draw attendees into the trade show hall:

- Wednesday exhibitors reception in the Trade Show Hall
- Poster sessions, and table talk programs in the Trade Show Hall on Thursday
- Two prize drawings and a Friendly Booth Award competition
- Three no-conflict periods to encourage all attendees to visit the Trade Show Hall
- Two one-day complementary trade show passes for your use

Each single booth is 8' deep x 10' wide with an 8' draped back panel and 3' side drape dividers and come with a sign with company/organization name and booth number. Your booth area will include a 6' draped table, two chairs, and a wastebasket. Page & Brown Convention Services will be the vendor that MLA will be using at the Lodge of Four Seasons. If you would like anything extra for your booth, you may contact Steven Brown at www.pagebrown.com. Click on "Service Kits" and enter in "MLA 2010", and Page & Brown will handle any additional items that your company/organization would need.

Advertising opportunities are available and described in the enclosed Trade Show Prospectus. Sponsorship opportunities are covered in the enclosed 2010 Sponsorship Prospectus.

Here's what you need to know to sign up today:

- Trade Show booth setup will be completed between noon and 4 p.m. on Wednesday October 6.
- The Trade Show opens at 4 p.m. on October 6 with a cocktail and hors d'oeuvres reception and closes at 4 p.m. on October 7 with our third no-conflict period.
- MLA corporate members are acknowledged in our conference program and receive preference in trade show booth assignment. (The one-year corporate membership fee is \$200. An application is enclosed for your convenience.)

- If you prefer to register for our trade show online, you can do so at this link:
www.mlatradeshow.ezregister.com
- The single trade show booth early bird rate is \$515. After June 30, the rate goes to \$615.
- Our 2010 sleeping room rate of \$112.00 per night for single/double occupancy is guaranteed through September 10, 2010. To make reservations call 1-888-265-5500.
- Parking is provided at no cost.

Enclosed is our 2010 Trade Show Application that needs to be sent to:

Questions?

Phone: #####

Fax: #####

E-mail:

On the web at <http://www.molib.org/Conference.html>

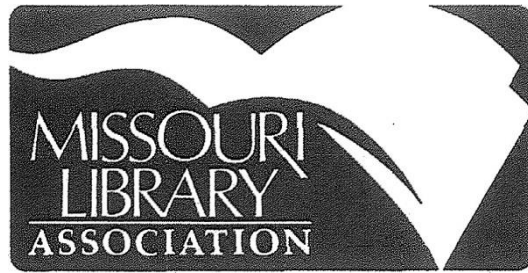
MLA has the pleasure of hosting a growing conference and industry trade show. Our Trade Show is a diverse event with a variety of products and services represented.

Sincerely,

Enclosures:

MLA 20## Coordinator
Trade Show Prospectus
Trade Show Application/Contract
Trade Show Services Order Form
Application

2010 Sponsorship Prospectus
Trade Show Hall Diagram
Institutional Membership



2010 Annual Trade Show

Wednesday, October 6

Thursday, October 7

2010 TradeShow Prospectus Sample

The Lodge of Four Seasons

315 Four Seasons Drive

Lake Ozark, MO 65049

<http://molib.org/Conference.html>

MISSOURI 'S LIBRARIES: POSITIVELY INDISPENSABLE. The Missouri Library Association will head to the beautiful Lake of the Ozarks area for its 2010 Annual Conference and Trade Show. We have chosen The Lodge of Four Seasons as our conference venue. This year's trade show is in the spacious Campana Hall on the Lodge grounds. We are again offering 8 x 10 booths. The single booth rate is \$515. An additional fee of \$100 must accompany all applications postmarked after the Monday, June 28, 2010 early bird dead-line.

CONFERENCE REGISTRATION FOR TWO To those who contract booth space at full price, we are pleased to provide complimentary conference registration for two representatives. We believe that this provides trade show vendors with important continuing education and networking opportunities otherwise unavailable. The value of this benefit is approximately \$200 for members and \$320 for nonmembers.

TRADE SHOW DRAWS We kick things off with an all-conference, no-conflict cocktail reception on Wednesday afternoon. This gets folks introduced and talking. Follow-up meetings can be arranged for the next full day of exhibits. Two trade show passes are provided to all who exhibit so that folks who might otherwise not attend can be invited to drop by your booth at no cost.

NO-CONFLICTS PERIODS ABOUND We open the trade show with a two-hour no-conflict period on Wednesday and follow up with two additional hour-long no-conflict periods in our Thursday schedule. Attendees are treated to exhibitor sponsored giveaways during the no-conflict periods, getting attendees back to donor booths for one more chat. The Ronald G. Bohley Scholarship Fund Silent Auction has been a great success in the trade show hall, drawing attendees through the hail to check offerings and bids.

Poster Sessions and Table Talk programs have been popular trade show hall draws and will be again situated in the trade show hall.

The MLA Friendly Booth Award is announced following the conference and the winner is featured in the November *MO INFO* newsletter, offering increased visibility for exhibitors and the trade show.

2010 TRADE SHOW VENUE The Lodge of Four Seasons, 315 Four Seasons Dr. Lake Ozark, MO 65049, 573.365.3000, has rooms set aside for MLA conference exhibitors at a rate of \$112.00 per night for single/double occupancy. Our sleeping room rate is guaranteed through Friday, September 10, 2010. A convenient reservation link is available for your use on the MLA conference web page at <http://molib.org/Conference.html>. Parking is provided at no charge.

EXHIBITOR SERVICES Convention Service Kits will be electronically a-mailed to exhibitors in advance of the trade show. Orders will be taken online via www.pagebrown.com. At the site click on "Service Kits" and enter "MLA 2010". For those of you who deliver booth inventory via a personal vehicle, a drive in loading dock entrance is available. Page and Brown Convention Services is happy to receive freight from those of you who wish to ship booth inventory in advance of arrival.

CONVENIENT TRADE SHOW HOURS The trade show totals 8 hours. We eliminated any overlap of education and show hours on Wednesday. By continuing this schedule, we hope to save you lodging expenses. Show staff can travel on Wednesday morning, setup Wednesday afternoon, and greet customers Wednesday evening. There will be vendor parking on the west side of the exhibit hall. Ours is a compressed schedule with plenty of time for customer development and reasonable and efficient setup and break down periods. Our 9 am start-time on Thursday is a result of exhibitor feedback.

Page and Brown Convention Services is our exposition services contractor and their staff will construct booths, deliver freight, and hang signs by

Noon on Wednesday, October 6. The trade show schedule will proceed as follows:

Installation Hours:
Wednesday, October 6 — Noon to 4 pm
Exposition Hours:

Wednesday, October 6 — 4 to 6 pm, Exhibitors
Reception
Thursday, October 7 — 9 am to 4 pm
Dismantling Hours:
Thursday, October 7 — 4 to 6 pm

No Conflict Periods:
Wednesday, October 6 _ 4 to 6 pm
Thursday, October 7- 11 am to Noon
Thursday, October 7 _ 3 to 4 pm

BEGIN IT ALL WITH A PARTY This year's Exhibitors Reception will be heavily promoted and is scheduled during the afternoon of the first day of the conference when attendees and exhibitors are fresh and focused on having a great shopping and networking experience. Beer, wine, soda, and coffee will be served along with a selection of hors d'oeuvres. The cost of the reception has been factored into your booth fee so no fee will be charged to conference attendees or exhibitors attending the event.

Conference Program Advertising In 2003, we upgraded our conference program to a glossy, four-color publication. Feedback was so positive that we have continued this attractive and useful format. With your advertising dollars, we can provide full color throughout; at the very least, we will produce a full color cover with full page color ad opportunities on the inside back cover and back cover.

Conference Program Advertising Rates

2010 Annual Conference Program Schedule:

Ad submission receipt deadline: Friday, August 13, 2010.

Electronic copy is required; TIE format is preferred.

Cover printing is four-color; content page are gray scale

The wildly popular 2007 Conference Program is posted for all to review MLA conference web page.

Ad Size	Single Advertisement
Full Page (7.5 x 9.5")	\$500.00
1/2 Page (7.5 x 5")	\$250.00
1/4 Page (3.5 x 5")	\$125.00

The Conference Program will be distributed to all conference attendees, those who contract for trade show booths, and all presenters. A print run of 400 pieces is expected.

Marketing Donation Opportunities:

Ronald G. Bohley Scholarship Fund Silent Auction: For many years exhibitors have been great contributors to the Bohley Silent Auction, which supports an annual scholarship award given to a Missouri Library Science student. This year's award is \$2000 in support of tuition, fees, and expenses associated with graduate school attendance. Please plan now to bring an auction item. Just check the box on your registration form and an auction volunteer will collect your donation upon your arrival.

Exhibitor Drawings: Drawing Donation Please consider providing donations for the exhibitor drawings that will be conducted during no-conflict periods. It is a fun way to meet specific attendees and gets your name before all attendees. Just check the box on your registration form and an trade show volunteer will confirm your participation upon your arrival.

Hospitality Giveaways Conference attendees love branded pencils, pens, notepads, and assorted marketing gadgets. Make your message, product, or brand known to all by donating 400 pieces for our conference bag.

FOR MORE EXHIBIT INFORMATION Your conference and trade show contact is Conference Coordinator Carolyn Chittenden. Do not hesitate to call with comments, concerns, suggestions, and questions:

Missouri Library Association address

Phone

Email

<http://molib.org/Conference.html>

Send copy for program ads via e-mail to

MLA Conference Coordinator

Trade Show Application/Contract Sample



2010 ANNUAL TRADE SHOW

The Lodge of Four Seasons
 315 Four Seasons Dr
 Lake Ozark, MO 65049
 (573) 365-3000
 October 6 & 7, 2010

TRADE SHOW APPLICATION/CONTRACT

THIS APPLICATION WILL BECOME A CONTRACT UPON SIGNED ACCEPTANCE BY BOTH PARTIES AND PAYMENT IN FULL OF RENTAL FEE. THE CONTRACT IS BASED UPON THE INFORMATION LISTED BELOW.

Full Name of Company/Organization (Your booth sign will include your booth number and name as it appears here):							
Contact:				Title:			
Street Address:							
City:				State:		ZIP:	
Phone:		E-Mail:					
Booth Staff (Including contact listed above if appropriate):							
Name:				Name:			
Name:				Name:			
Each Company/Organization that contracts for trade show space at the full rate may receive a maximum of two complimentary conference registrations for staff or organization members. Please list registrants below:							
Name:				Title:			
Name:				Title:			
Company/organization is a MLA corporate member in good standing (A Corporate Membership Application is enclosed for your use):						Yes:	No:
Booth Assignment Preference:		First Choice:		Second Choice:			Third Choice:
Locate our booth near the following company/organization:							
Do you require adjoining booths?						Yes:	No:
Locate our booth away from the following company/organizations:							
Describe your business (information will be used in the conference program):							
Will you provide a prize for the trade show drawing:						Yes:	No:
Will you provide merchandise for the Bohley Scholarship Fund Silent Auction:						Yes:	No:

NOTE:

MLA will assign booth space in the days following the June 28, 2010 early bird registration postmark deadline on a first received, first assigned basis with preference given to corporate members.

MLA will assign booth space to those applying after the June 28, 2010 early bird registration postmark deadline on a first received, first assigned basis regardless of corporate member status.

MLA will select an alternate space for those exhibitors whose booth preferences have been taken.

Exhibitors may not sublet or apportion booth space to any other business. Parent and subsidiary businesses are not considered other businesses. Contractors are other businesses and require their own booth space.

Booths must be open and staffed during all regular exhibit hours. Anyone arriving late, leaving early, or breaking down during trade show hours may be refused entrance to future shows.

Cancellations made in writing and postmarked prior to June 28, 2010 are subject to a 50% cancellation fee. No refunds will be made following the June 28, 2010 postmark deadline.

All cancellations are final. MLA may resell cancelled booths as opportunities allow. No refunds shall be paid as a result of subsequent booth sales.

Booth Description:	Quantity:	Cost:	Amount:
Single-8'x10' early bird booth (postmarked before 6.28.10):		\$515.00	\$
Single-8'x10' full-price booth (postmarked after 6.28.10):		\$615.00	\$
Total Amount Enclosed:			\$

Make check or purchase order payable to:

Missouri Library Association
ADDRESS

Authorized Company/Organization Representative Signature: _____

Title: _____

Date: _____

TO COMPANY/ORGANIZATION: Please accept this countersigned copy of the application as your trade show booth contract for our 2010 MLA Annual Conference and Trade Show.

Authorized MLA Signature: _____ Date: _____

Your booth assignment is _____

Friendly Booth Award Nomination Sample

FRIENDLY BOOTH AWARD NOMINATION VOTE! VOTE! VOTE!

MEET A FRIENDLY EXHIBITOR? SOMEONE WHO HAD A SMILE ON THEIR FACE?
SOMEONE WHO MADE YOU FEEL GOOD ABOUT VISITING THEIR BOOTH?
SOMEONE WHO GAVE YOU GREAT CUSTOMER SERVICE ON A PRODUCT YOU NEED?
THEN VOTE FOR THAT EXHIBITOR!

MLA 2010 ANNUAL CONFERENCE
FRIENDLY BOOTH AWARD NOMINATION

NAME OF EXHIBITOR _____

BOOTH NUMBER _____

Note: One entry per person; this form may **not** be reproduced.

The winner will be announced on Thursday, 10.07.10, during the final no-conflict period of the Trade Show and profiled in an upcoming issue of the MLA *MO INFO* newsletter.

FRIENDLY BOOTH AWARD NOMINATION VOTE! VOTE! VOTE!

MEET A FRIENDLY EXHIBITOR? SOMEONE WHO HAD A SMILE ON THEIR FACE?
SOMEONE WHO MADE YOU FEEL GOOD ABOUT VISITING THEIR BOOTH?
SOMEONE WHO GAVE YOU GREAT CUSTOMER SERVICE ON A PRODUCT YOU NEED?
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MLA 2010 ANNUAL CONFERENCE
FRIENDLY BOOTH AWARD NOMINATION

NAME OF EXHIBITOR _____

BOOTH NUMBER _____

Note: One entry per person; this form may **not** be reproduced.

The winner will be announced on Thursday, 10.07.10, during the final no-conflict period of the Trade Show and profiled in an upcoming issue of the MLA *MO INFO* newsletter.

Exhibitor Prize Drawings Form Sample

EXHIBITOR PRIZE DRAWINGS

DRAWINGS WILL BE HELD IN THE TRADE SHOW HALL DURING
WEDNESDAY AND THURSDAY NO-CONFLICT PERIODS

YOU MUST BE PRESENT TO WIN

MLA 2010 ANNUAL CONFERENCE
EXHIBITOR PRIZE DRAWING ENTRY FORM

NAME _____

LIBRARY _____

Prizes donated by participating exhibitors.

Note: One entry per person; this form may **not** be reproduced.

EXHIBITOR PRIZE DRAWINGS

DRAWINGS WILL BE HELD IN THE TRADE SHOW HALL DURING
WEDNESDAY AND THURSDAY NO-CONFLICT PERIODS

YOU MUST BE PRESENT TO WIN

MLA 2010 ANNUAL CONFERENCE
EXHIBITOR PRIZE DRAWING ENTRY FORM

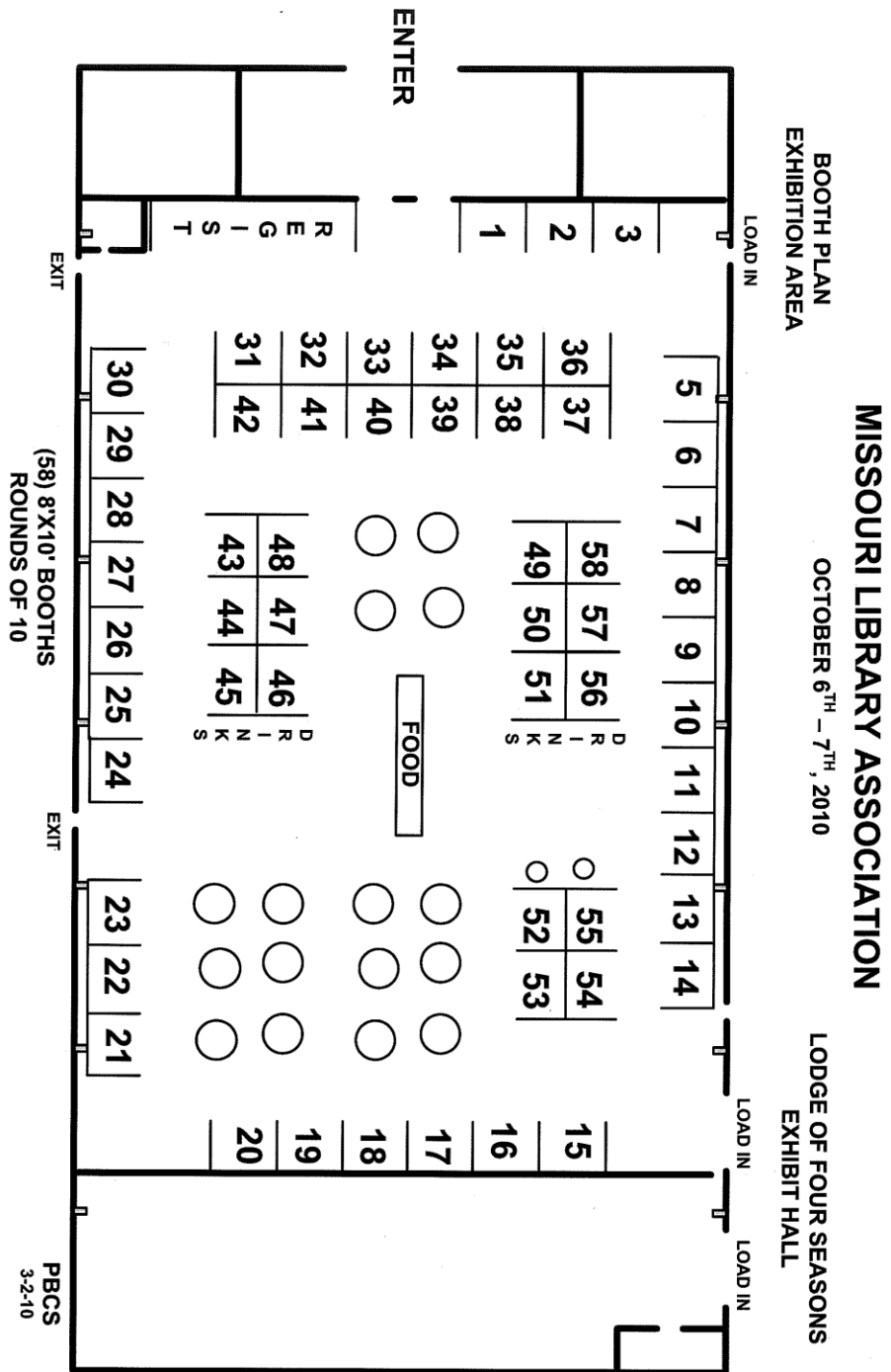
NAME _____

LIBRARY _____

Prizes donated by participating exhibitors.

Note: One entry per person; this form may **not** be reproduced.

Exhibit Floor Plan (Sample)



Sponsorships Sample

About MLA

2010 Division Member Breakdown

(chart goes here)

Academic Libraries Division

Public Libraries Division

Trustees and Friends Division

Youth Services Division

Library directors and deans are decision makers. They are buyers, planners, implementers. They are agents of change and innovation. 20% of MLA 's individual members are directors or deans. You won 't find any better chance to meet with library leaders from all library types than a Missouri Library Association Annual Conference.

Sponsorship Opportunities

To really grab the attention of potential clients, consider sponsoring our keynote speaker: a nationally recognized figure whose presentation will open our conference. \$1,000 partial!\$5,000 sole sponsorship

Meal Events are also very important to MLA members, so there is no better place for you to spend your marketing dollars:

- **Academic and Public Libraries Divisions Dinner:**
\$1,000 partial!\$4,000 sole sponsorship
- **Youth Services Special Interest Group Meal:**
\$1,000 partial!\$2,000 sole sponsorship
- **Children's Services Special Interest Group Meal:**
\$1,000 partial!\$3,000 sole sponsorship
- **Thursday Evening Awards Banquet: \$1,000 partial!\$4,000 sole sponsorship**
- **Friday Morning All Conference Breakfast: \$1000 partial!\$4,000 sole sponsorship**

MLA offers the following sponsorship packages. We will provide every opportunity possible to help you reach your customers and clients. Let MLA become an extension of your sales and marketing team.

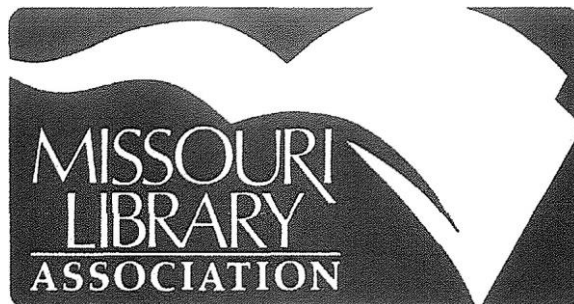
Folio Sponsor (\$10,000+) All the benefits of a Quarto Sponsor plus: one trade show booth, your logo and tagline on a banner at our conference registration and trade show information desks, and your representative may welcome guests during our exhibitors reception.

Quarto Sponsor (\$7,000+) All the benefits of an Octavo Sponsor plus: your logo and tagline on a banner in each of our all-conference meeting rooms, your logo and tagline on our conference bag, four awards dinner tickets, and your representative may welcome guests during our Thursday night awards dinner.

Octavo Sponsor (\$5,000+) One complementary registration, four trade show passes (for our exhibitor's reception), your representative may welcome guests during our opening all-conference event, your logo and tag line will be included in our preliminary schedule, half-page color ads in our conference program, and you may provide up to four items for our conference bags.

Exclusive Naming Rights (\$15,000+) The opportunity to exclusively sponsor an opening day all-conference dinner event. You develop the program and we will invite all registered conference attendees. All plans are subject to the Conference planning Committee.

Your librarians, career library workers, and library trustees come together in one place during the first week of October each year. In 2010, that location is the Lodge of the Four Seasons in Lake Ozark, Missouri.



With a membership approaching 1000 individual and institutional members, MLA is pleased to boast conference attendance in excess of 600 individual registrations, presenters and vendors.

Whether you market locally, statewide, nationally, or internationally, we invite you to invest your trade show and marketing dollars in the statewide crowd. Invest now and share in our growth! We bring the buyers to town, and we will be happy to introduce you.

**Missouri Library Association
2010 Annual Conference
and Trade Show
October 6th and 7th
The Lodge of Four Seasons
Lake Ozark, MO**

About Our Trade Show

Our industry trade show is growing. While we have a core of devoted exhibitors, new exhibitors are entering the trade show each year. Past exhibitors have come from the following categories:

Advertising Opportunities

- The MLA *MO INFO* Online Newsletter (6 issues per year)
- The Annual Conference Program
- Trade Show Booth
- Conference Meal
- Event Sponsorship
- Tour Sponsorship
- Library School Student Scholarship Silent Auction
- Conference Entertainment Events
- Conference Bags, Mugs, etc.

Architects	Government Information
Audio Book Sellers	Investments
Authors Performers Artists	Library School
Automation Book Sellers	Online Resources
Clothing and Jewelry	Periodical Distributors
Electronic Equipment	Professional Associations
Furniture, Shelving, Storage, Display, and Carpeting	Security Equipment
	Services
	Training and Development

How We Help You Target Your Marketing

We are pleased to accept hospitality items such as pens, bags, lanyards, and the like. If it is your year to go big with your message, you can sponsor and have exclusive naming rights to an all-conference meal event. If you prefer to target your message, consider underwriting the presentations of an award winning picture book author and illustrator. Your logo, brand, and message can be presented discreetly or boldly.

The Missouri Library Association wants your marketing partnership. Additional sponsorship details are provided on the opposite side along with some impressive, specific member details. MLA really is closer than it might appear!

APPENDIX F: CURRENT COMMUNITIES OF INTEREST

- Access Services (ASCI)
- Computer & Information Technology
- Genealogy & Local History
- Missouri Association of College & Research Libraries (MACRL)
- Professionalism, Education, Employment & Recruitment (PEER)
- Public Libraries
- Reference & Government Information
- Technical Services
- Youth Services

Community of Interest Petition of Formation Form



Missouri Library Association Community of Interest (CI) Petition of Formation

[Submit to Community of Interest Council (CIC) Chair]

NAME OF CI: _____

CONTACT PERSON: _____
(This person is responsible for the CI's Annual Report to be submitted to CIC by 12/31)

FUNCTION OF CI: _____

DOES THE CI HAVE BYLAWS (optional)? YES / NO If so, please attach them.

DATE FORM COMPLETED: _____

COMPLETED BY: _____

BRIEF DESCRIPTION OF ACTIVITIES PLANNED FOR NEXT YEAR:
(Sponsor program/event; Maintain electronic list/website; Produce regular newsletter; Meetings planned; other activities determined by CI)

FINANCIAL SUPPORT REQUESTED FROM MLA BUDGET: _____

HOW FUNDS WILL BE USED?

LIST NAMES OF 15 (minimum) MLA MEMBERS IN GOOD STANDING FOR CREATION OF CI:

Community of Interest Bylaws Template (Optional)

ARTICLE I – Name

The name of this organization shall be

ARTICLE II – Mission

The mission of _____ is to

ARTICLE III – Membership

Membership shall be open to any member in good standing of MLA who is interested in furthering the objectives of _____

ARTICLE IV – Steering Committee (this is just one option of how to organize the group)

Bylaws state: “The membership of each Community of Interest must elect or appoint 1 or more persons as leader(s) of the Community of Interest who serve as the contact for the group, are responsible for the submission of an annual report and submit financial requests for the Community of Interest. Additional leaders may be elected or appointed as deemed appropriate by the Community of Interest membership.”

- A. The Steering Committee shall be composed of five officers elected by the membership of the CI:
a Chair, Vice-Chair, a Recorder, a Past-Chair
- B. The Chair shall represent this group as a voting member on the Community of Interest Council.
- C. Election of Steering Committee
 - 1. One Steering Committee officer shall be elected at each annual meeting and shall serve a four-year term of office in the following progression:
 - a. First year: Serve as recorder.
 - b. Second year: Serve as Vice-Chair/Chair-Elect.
 - c. Third year: Serve as Chair.
 - d. Fourth year: Serve as Past-Chair.
- D. Duties of the officers are as follows:
 - 1. The Chair shall preside at all meetings of this Community of Interest and he/she shall plan, with the help of the group programs, and activities. The Chair shall attend all Community of Interest Council meetings as a voting member. If he/she cannot attend a meeting he/she shall designate another CI member to represent them. At the November MLA meeting, the Chair is responsible for providing copies of required archival materials to the MLA archivist for archiving. The Chair is also responsible for providing the Vice-Chair with the documents necessary for them to function as Chair and for submitting the annual report of the Community of Interest to the CIC Chair by December 31.

2. The Vice-Chair shall preside in the absence of the Chair and shall assist with the planning of programs and activities.
 3. The Recorder shall record all official actions of the CI and shall keep minutes of all meetings forwarding a copy of all meeting minutes to the Archivist of MLA for archival purposes. The Recorder is responsible for the expenses of the CI.
 4. The Past-Chair shall provide guidance, support and organizational memory to the steering committee.
- E. Officers shall serve from January 1 to December 31 of the year after they are elected at the annual business meeting.
- F. Vacancies in elective positions shall be filled as follows:
1. The office of Chair shall be filled by the Vice-Chair for the remainder of the term. This succession shall not prevent the person who succeeds to the office of the Chair from serving a normal term as Chair the next year as provided by Article IV, Section C.
 2. A vacancy in the office of Vice-Chair shall be filled by the Recorder.
 3. A new Recorder shall be appointed by the Steering Committee to serve until the next annual business meeting at which an election is held.
 4. If a vacancy occurs and there are no other officers, the President of MLA shall secure an individual to fulfill the term of office until the next annual meeting at which time the members of the CI shall select new officers.
- G. Removal from elective position

Should an officer demonstrate a pattern of failure to perform all the duties of an office, notification shall be given to the CI Chair. The officers of that CI shall investigate and, if appropriate, appoint a replacement until the next Annual meeting at which an election is held.

ARTICLE V – Nominations and Elections

- A. Nominations are open to all members in good standing of the CI.
- B. The Chair of the CI shall appoint a nominating committee of three members who represent varied groups, geographical areas, and interests.
- C. The Nominating Committee shall solicit nominations from the CI membership and shall present nominations each year for a Recorder to serve a four year term. If other vacancies exist, the Committee will also submit names for those positions. The committee shall notify the membership of its nominations including a brief biographical sketch at least thirty days in advance of the regular annual business meeting. For regular elections, thirty days notice will be given. For special elections, the Nominating Committee will give as much notice as is practical.

- D. Elections shall be by written ballot at the annual meeting. Additional candidates may be added to the ballot by a nomination from the floor. Special elections shall be by written ballot or by e-mail whichever the Nominating Committee determines is most expedient.

ARTICLE VI – Meetings

- A. The Community of Interest shall hold meetings as appropriate during the year. At least one of these meetings, to be called the annual business meeting, shall be held in conjunction with the annual conference of MLA.
- B. Regular meetings of the CI shall be held as needed to conduct business. These meetings may be conducted via teleconference or e-mail. A majority of the officers shall constitute a quorum.
- C. Notice of all meetings shall be submitted to the MLA webmaster by the Chair for posting on MLA's web-based calendar.

ARTICLE VII – Goals

- A. The CI shall annually present its goals and a timetable for accomplishing those goals for approval by the Community of Interest Council.
- B. The CI shall sponsor a program at the MLA Annual Conference every year. The program may be co-sponsored with other MLA, Communities of Interest or Committees.
- C. The CI shall develop programs and activities that further the objectives of the group as stated in Article III of these Bylaws. The CI will strive to develop opportunities for programs and activities outside of the annual MLA conference.

ARTICLE VIII - Annual Reports

- A. The Officers shall submit a written annual report to the Community of Interest Council as soon as possible and no later than thirty days after the annual business meeting. This report shall contain information concerning progress toward achieving the goals of the group, modification to the goals in light of progress, future objectives, and any additional information requested by the Community of Interest Council. The report will be published in *MO INFO* and a hardcopy retained for archival purposes.
- B. The Chair may wish to present an oral annual report at the MLA Annual Membership Meeting if appropriate.

ARTICLE IX – Committees and Task Forces

- A. The Chair shall appoint committees and task forces as needed, subject to the approval of the officers.
- B. The officers function as a nominating committee. Members of the CI shall be notified in advance of the election of the nominees. For regular elections, thirty days notice will be given. For special elections, the Nominating Committee will give as much notice as practical.

- C. The Chair may appoint representatives as needed, subject to the approval of the officers. This may include, but is not limited to, representatives to the MLA Annual Conference Committee.
- D. These committees or task forces shall be encouraged to organize and meet regularly for the purpose of working together on particular interests of this CI's members. The officers shall approve the formation of such groups and a liaison to the officers shall be designated by the special interest group so formed.

ARTICLE X - Financial Support

- A. This Community of Interest is eligible for financial support as provided by MLA Bylaws, Article III, Section 7.
- B. The Officers, in planning programs and activities, will prepare the proper paperwork needed to obtain the appropriate MLA funding.

ARTICLE XI - Archival Material Submission

- A. The Chair and/or Recorder shall submit to the MLA Archivist copies of all required information for archival purposes. The material must be submitted in written form.
- B. The information submitted shall include copies of at least the following:
 - 1. Bylaws-If there have been any changes made during that year
 - 2. Correspondence
 - 3. Membership list
 - 2. Minutes of meetings
 - 3. Conference materials

ARTICLE XII - Amendments to the Bylaws

- A. Bylaws for this Community of Interest may be adopted, suspended, and amended at any regular meeting of the group by a two-thirds vote of the members present provided amendments have been submitted at the previous regular meeting or by regular mail or e-mail thirty days in advance of the next regular meeting. The Bylaws may also be adopted, suspended, and amended by a regular mail or e-mail ballot of the group by a two-thirds vote of the returned ballots provided the closing date of the ballot is at least sixty days after the date the ballots were mailed.
- B. Any Bylaws adopted, suspended or amended by this group must then be submitted to the MLA Bylaws/Handbook Committee for review and approval. Once the Committee has approved them, the Chair of the Committee presents them to the Executive Board for approval.

(Approved 10.4.89, Revised 10.15.92, 2.12.99, 10.02.03, 7.27.07, and 6.08.11)

Community of Interest Form to Request Funding



Missouri Library Association Community of Interest (CI) Request for Funding

due by Nov. 1st of each year -- send to CIC Chair

NAME OF CI: _____

CONTACT PERSON: _____

DATE FORM COMPLETED: _____

COMPLETED BY: _____

FINANCIAL SUPPORT REQUESTED FROM MLA BUDGET FOR NEXT YEAR: _____

NOTE: This form is NOT used for Conference programs. Funding for Conference Programming should be requested from the Conference Chair(s) when program proposals are requested.

Community of Interest Annual Report Form



Missouri Library Association Community of Interest (CI) Annual Report

Due by Dec. 31st of each year -- send to CIC Chair

NAME OF CI: _____

CONTACT PERSON: _____

DATE FORM COMPLETED: _____

COMPLETED BY: _____

BRIEF DESCRIPTION OF ACTIVITIES HELD IN THE PAST YEAR:

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Bylaws for Individual Communities of Interest

MLA Access Services Community of Interest Bylaws (Dec. 2008; rev. 2011)

ARTICLE I - Name

The name of this organization shall be the Access Services Community of Interest referred to hereafter as ASCI. ASCI is a Community of Interest of the Missouri Library Association, referred to hereafter as MLA.

ARTICLE II – Mission

The mission of the ASCI shall be to provide a forum for discussion and networking for all persons working in circulation and/or interlibrary loan in libraries of all sizes and types; provide an opportunity to sponsor programs of interest to persons working in circulation and/or interlibrary loan and to provide an opportunity to recruit circulation and interlibrary loan staff and librarians to membership in MLA because they have a group with which to closely affiliate.

ARTICLE III – Membership

Members shall be those who have paid the yearly MLA dues and have selected the ASCI in the Community of Interest section of the MLA membership application. Members may include, but not limited to those who work in circulation or interlibrary loan or related areas in access services in all types and sizes of libraries and who want to have an opportunity to interact with others who work in similar positions and share similar professional interests.

ARTICLE IV - Steering Committee

Section A - The Steering Committee shall be composed of four officers elected by the membership of the CI: Past-Chair, Chair, Vice-Chair, and Recorder.

Section B - One Steering Committee officer shall be elected at each annual meeting and shall serve a four year term of office in the following progression:

1. First year: Serve as Recorder for the CI.
2. Second year: Serve as Vice-Chair of the CI.
3. Third year: Serve as Chair of the CI.
4. Fourth year: Serve as Past-Chair providing guidance, support, and organizational memory.

Section C - Duties of the officers are as follows:

1. **The Chair** shall preside at all meetings of the Steering Committee and the CI as a whole. The Chair shall plan, with the help of the Steering Committee, CI programs and activities.

The Chair shall attend all Community of Interest Council (CIC) meetings. If he/she cannot attend a meeting they shall designate a Steering Committee member to represent them.

At the November Executive Board meeting the Chair is responsible for providing copies of required archival materials to the Board President for archiving. The Chair

is also responsible for providing the Vice-Chair with the documents necessary for them to function as the CI's Chair.

2. **The Vice-Chair** shall preside in the absence of the Chair and shall assist with the planning of CI programs and activities.

The Vice-Chair is required to attend the November Executive Board meeting with the Chair. This meeting will be an orientation meeting for incoming Chairs and important material will be distributed.

3. **The Recorder** shall record all official actions of the CI, shall keep minutes of all meetings, and shall forward a copy of all meeting minutes to the Board President of MLA for archival purposes.

Section D - Officers shall serve from January 1 to December 31 of the year after they are elected at the annual business meeting of the CI.

Section E – Vacancies in elective positions shall be filled as follows:

1. The office of Chair shall be filled by the Vice-Chair for the remainder of the term. This succession shall not prevent the person who succeeds to the office of the Chair from serving a normal term as Chair the next year as provided by Article IV, Section B.
2. A vacancy in the office of Vice-Chair shall be filled by the Recorder.
3. A new Recorder shall be appointed by the Steering Committee to serve until the next annual business meeting at which an election is held.
4. If a vacancy occurs in a CI and there are no other officers, the President of MLA shall secure an individual to fulfill the term of office until the next Annual Meeting at which time the members of the CI shall select new officers.

Section F - Removal from elective position

Should a CI officer demonstrate a pattern of failure to perform all the duties of an office, notification shall be given to the MLA President. The President, with the Executive Board, shall investigate and, if appropriate, appoint a replacement until the next Annual meeting at which an election is held.

ARTICLE V - Nominations and Elections

Section A - Nominations are open to all members of the CI.

Section B – On assuming office, the Chair of the CI shall appoint a nominating committee of three members who represent varied groups, geographical areas, and interests.

Section C - The nominating committee shall present nominations each year for a Recorder to serve a three year term on the Steering Committee. If other vacancies exist the Committee will also submit names for those positions. The committee shall notify the membership of its nominations including a brief biographical sketch at least thirty days in advance of the regular annual CI meeting. For regular

elections, thirty days' notice will be given. For special elections, the Steering Committee will give as much notice as is practical.

Section D - Elections shall be by written ballot at the annual meeting. Additional candidates may be added to the ballot by a nomination from the floor. Special elections shall be by written ballot or by e-mail which the Steering Committee determines is most expedient.

ARTICLE VI - Meetings

Section A - The CI shall hold meetings as appropriate during the year. At least one of these meetings, to be called the annual business meeting, shall be held in conjunction with the annual conference of MLA. Other meetings shall be held at a time and place to be set by the Steering Committee.

Section B - Regular meetings of the Steering Committee shall be held as needed to conduct the business of the CI. These meetings may be conducted via teleconference or e-mail. A majority of the Steering Committee shall constitute a quorum.

Section C - Notice of all meetings shall be given to the MLA President-Elect and the six Members-At-Large so that they may attend.

Section D - Notice of all meetings shall be submitted to the MLA webmaster for posting on MLA's web-based calendar.

ARTICLE VII – Goals

Section A – The CI shall annually present its goals and a timetable for accomplishing those goals for approval by the Executive Board.

Section B - The CI shall sponsor a program at the MLA Annual Conference every year. The program may be co-sponsored with other MLA CIs or Committees.

Section C - The Steering Committee shall develop programs and activities that further the objectives of the CI as stated in Article III of these Bylaws. They will strive to develop opportunities for programs and activities outside of the annual MLA conference.

ARTICLE VIII – Annual Report

Section A - The Steering Committee shall submit a written annual report to the MLA CIC Chair as soon as possible and no later than thirty days after the annual business meeting. This report shall contain information concerning progress toward achieving the CIs goals, modification to the goals in light of progress, future objectives, and any additional information requested by the MLA Executive Board. The report will be published in **MO INFO** and a hard copy retained for archival purposes.

Section B - The Chair may wish to present an oral annual report at the MLA Annual Membership Meeting if the CI has significant information to impart to the entire MLA membership.

ARTICLE IX – Committees and Task Forces

Section A - The Chair shall appoint committees and task forces as needed, subject to the approval of the Steering Committee.

Section B - Members interested in particular issues within the CI shall be encouraged to organize and meet regularly for the purpose of working together on those particular issues. The Steering Committee shall approve the formation of these smaller committees or task forces and a member of the Steering Committee shall serve as a liaison to these groups.

ARTICLE X – Financial Support

Section A - The CI is eligible for financial support as provided by MLA Bylaws, Article IV, Section 4.

Section B - The Steering Committee, in planning CI programs and activities, will prepare the proper paperwork needed to obtain the appropriate MLA funding and submit it to the CIC Chair prior to the November Board Meeting.

ARTICLE XI - Archival Material Submission

Section A - The CI Chair and/or Recorder shall submit to the MLA Board President copies of all required information for archival purposes. The material must be submitted in written form.

Section B - The information submitted shall include copies of at least the following:

1. Bylaws-If there have been any changes made during the year.
2. Correspondence
3. Membership list
4. Minutes of meetings
5. Conference materials

ARTICLE XII - Review and Dissolution

Section A – The CIC will review the annual report of each CI, placing Communities of Interest that have not filed an annual report in abeyance.

Section B - Communities of Interest that have not filed an annual report with the Community of Interest Council by December 31st of each year will be placed in abeyance for one year, or until their annual report is received. Communities of Interest in abeyance are not eligible to receive financial support from the Association. Communities of Interest will be dissolved by the Community of Interest Council if no annual report has been filed, and the Community of Interest has been in abeyance for one year.

Section C - The CI may choose to dissolve itself by its own initiative with a majority vote of the existing CI members. Notice of the CI's vote for dissolution shall be sent to the Executive Board.

Section D - An inactive group may re-activate by meeting the criteria for formation as given in Article III, Sections 1-3 of the MLA Bylaws and Section 4.1 of the MLA Handbook.

ARTICLE XIII - Amendments to the Bylaws

Section A - Bylaws for the CI may be adopted, suspended, and amended at any regular meeting of the CI by a two-thirds vote of the members present provided amendments have been submitted at the previous regular meeting or by regular mail or e-mail thirty days in advance of the next regular meeting. The Bylaws may also be adopted, suspended, and amended by a regular mail or e-mail ballot of the CI by a two-thirds vote of the returned ballots provided the closing date of the ballot is at least sixty days after the date the ballots were mailed.

Section B - Any CI Bylaws adopted, suspended, or amended must then be submitted to the MLA Bylaws/Handbook Committee for review and approval. Once the Committee has approved them, the Chair of the CIC presents them to the Executive Board for approval.

Adopted: 2008 (Revised 2011 to adopt new Community of Interest guidelines)

Genealogy and Local History Community of Interest Bylaws

ARTICLE I – Name

The name of this organization shall be Genealogy & Local History Community of Interest (GLH-CI).

ARTICLE II – Mission

The mission of GLH-CI is to promote the study and acquisition of genealogy and local history resources, in all available formats, in Missouri libraries of all types where these subjects are appropriate; to provide education to librarians and library staff in the recognition, understanding, and appreciation of these materials and electronic resources; and to encourage librarians to improve their abilities to instruct and assist patrons with research needs in these subjects.

ARTICLE III – Membership

Membership shall be open to any member in good standing of MLA who is interested in furthering the objectives of GLH-CI.

ARTICLE IV – Steering Committee

- H. The Steering Committee shall be composed of four officers elected by the membership of the CI: a Chair, Vice-Chair, a Recorder, and a Past-Chair.
- I. The Chair shall represent this group as a voting member on the Community of Interest Council.
- J. Election of Steering Committee
 - 2. One Steering Committee officer shall be elected at each annual meeting and shall serve a four-year term of office in the following progression:
 - e. First year: Serve as recorder.
 - f. Second year: Serve as Vice-Chair/Chair-Elect.
 - g. Third year: Serve as Chair.
 - h. Fourth year: Serve as Past-Chair.
- K. Duties of the officers are as follows:
 - 1. The Chair shall preside at all meetings of this Community of Interest and he/she shall plan, with the help of the group programs, and activities. The Chair shall attend all Community of Interest Council meetings as a voting member. If he/she cannot attend a meeting he/she shall designate another CI member to represent them. At the November MLA meeting, the Chair is responsible for providing copies of required archival materials to the MLA archivist for archiving. The Chair is also responsible for providing the Vice-Chair with the documents necessary for them to function as Chair and for submitting the annual report of the Community of Interest to the CIC Chair by December 31.

2. The Vice-Chair shall preside in the absence of the Chair and shall assist with the planning of programs and activities.
 3. The Recorder shall record all official actions of the CI and shall keep minutes of all meetings forwarding a copy of all meeting minutes to the Archivist of MLA for archival purposes. The Recorder is responsible for the expenses of the CI.
 4. The Past-Chair shall provide guidance, support and organizational memory to the steering committee.
- L. Officers shall serve from January 1 to December 31 of the year after they are elected at the annual business meeting.
- M. Vacancies in elective positions shall be filled as follows:
5. The office of Chair shall be filled by the Vice-Chair for the remainder of the term. This succession shall not prevent the person who succeeds to the office of the Chair from serving a normal term as Chair the next year as provided by Article IV, Section C.
 6. A vacancy in the office of Vice-Chair shall be filled by the Recorder.
 7. A new Recorder shall be appointed by the Steering Committee to serve until the next annual business meeting at which an election is held.
 8. If a vacancy occurs and there are no other officers, the President of MLA shall secure an individual to fulfill the term of office until the next annual meeting at which time the members of the CI shall select new officers.
- N. Removal from elective position

Should an officer demonstrate a pattern of failure to perform all the duties of an office, notification shall be given to the CI Chair. The officers of that CI shall investigate and, if appropriate, appoint a replacement until the next Annual meeting at which an election is held.

ARTICLE V – Nominations and Elections

- E. Nominations are open to all members in good standing of the CI.
- F. The Chair of the CI shall appoint a nominating committee of three members who represent varied groups, geographical areas, and interests.
- G. The Nominating Committee shall solicit nominations from the CI membership and shall present nominations each year for a Recorder to serve a four year term. If other vacancies exist, the Committee will also submit names for those positions. The committee shall notify the membership of its nominations including a brief biographical sketch at least thirty days in advance of the regular annual business meeting. For regular elections, thirty days notice will be given. For special elections, the Nominating Committee will give as much notice as is practical.

- H. Elections shall be by written ballot at the annual meeting. Additional candidates may be added to the ballot by a nomination from the floor. Special elections shall be by written ballot or by e-mail whichever the Nominating Committee determines is most expedient.

ARTICLE VI – Meetings

- D. The Community of Interest shall hold meetings as appropriate during the year. At least one of these meetings, to be called the annual business meeting, shall be held in conjunction with the annual conference of MLA.
- E. Regular meetings of the CI shall be held as needed to conduct business. These meetings may be conducted via teleconference or e-mail. A majority of the officers shall constitute a quorum.
- F. Notice of all meetings shall be submitted to the MLA webmaster by the Chair for posting on MLA's web-based calendar.

ARTICLE VII – Goals

- D. The CI shall annually present its goals and a timetable for accomplishing those goals for approval by the Community of Interest Council.
- E. The CI shall sponsor a program at the MLA Annual Conference every year. The program may be co-sponsored with other MLA Communities of Interest or Committees.
- F. The CI shall develop programs and activities that further the objectives of the group as stated in Article III of these Bylaws. The CI will strive to develop opportunities for programs and activities outside of the annual MLA conference.

ARTICLE VIII - Annual Reports

- C. The Officers shall submit a written annual report to the Community of Interest Council as soon as possible and no later than thirty days after the annual business meeting. This report shall contain information concerning progress toward achieving the goals of the group, modification to the goals in light of progress, future objectives, and any additional information requested by the Community of Interest Council. The report will be published in *MO INFO* and a hardcopy retained for archival purposes.
- D. The Chair may wish to present an oral annual report at the MLA Annual Membership Meeting if appropriate.

ARTICLE IX – Committees and Task Forces

- E. The Chair shall appoint committees and task forces as needed, subject to the approval of the officers.
- F. The officers function as a nominating committee. Members of the CI shall be notified in advance of the election of the nominees. For regular elections, thirty days notice will be given. For special elections, the Nominating Committee will give as much notice as practical.

- G. The Chair may appoint representatives as needed, subject to the approval of the officers. This may include, but is not limited to, representatives to the MLA Annual Conference Committee.
- H. These committees or task forces shall be encouraged to organize and meet regularly for the purpose of working together on particular interests of this CI's members. The officers shall approve the formation of such groups and a liaison to the officers shall be designated by the special interest group so formed.

ARTICLE X - Financial Support

- C. This Community of Interest is eligible for financial support as provided by MLA Bylaws, Article III, Section 7.
- D. The Officers, in planning programs and activities, will prepare the proper paperwork needed to obtain the appropriate MLA funding.

ARTICLE XI - Archival Material Submission

- C. The Chair and/or Recorder shall submit to the MLA Archivist copies of all required information for archival purposes. The material must be submitted in written form.
- D. The information submitted shall include copies of at least the following:
 1. Bylaws-If there have been any changes made during that year
 2. Correspondence
 3. Membership list
 4. Minutes of meetings
 5. Conference materials

ARTICLE XII - Amendments to the Bylaws

- C. Bylaws for this Community of Interest may be adopted, suspended, and amended at any regular meeting of the group by a two-thirds vote of the members present provided amendments have been submitted at the previous regular meeting or by regular mail or e-mail thirty days in advance of the next regular meeting. The Bylaws may also be adopted, suspended, and amended by a regular mail or e-mail ballot of the group by a two-thirds vote of the returned ballots provided the closing date of the ballot is at least sixty days after the date the ballots were mailed.
- D. Any Bylaws adopted, suspended or amended by this group must then be submitted to the MLA Bylaws/Handbook Committee for review and approval. Once the Committee has approved them, the Chair of the Committee presents them to the Executive Board for approval.

(Approved 10.4.89, Revised 10.15.92, 2.12.99, 10.02.03, 7.27.07, and 6.08.11)

Missouri Association of College and Research Libraries (MACRL) Bylaws

ARTICLE I – Name

The name of this organization shall be the Missouri Association of College and Research Libraries referred to hereafter as MACRL. MACRL is a Community of Interest of the Missouri Library Association (MLA) and a chapter of the Association of College & Research Libraries (ACRL).

ARTICLE II – Mission

The mission of MACRL is to promote the development and to represent the interests of libraries and librarians in higher education institutions, special/corporate libraries and independent research libraries in the state of Missouri.

ARTICLE III – Membership

Membership in MACRL shall be open to any member in good standing of MLA or any ACRL member residing in Missouri who is interested in furthering the objectives of MACRL.

ARTICLE IV – Steering Committee

- A. The Steering Committee shall be composed of five officers elected by the membership of MACRL: a Chair, a Vice-Chair, a Recorder, a Past-Chair, and an ACRL Chapter Councilor.
- B. The Chair shall represent MACRL as a voting member on the Community of Interest Council.
- C. Election of Steering Committee
 - 1. One Steering Committee officer shall be elected at each annual meeting and shall serve a four-year term of office in the following progression:
 - a. First year: Serve as recorder of MACRL and a member of the Steering Committee.
 - b. Second year: Serve as Vice-Chair/Chair-Elect of MACRL and a member of the Steering Committee.
 - c. Third year: Serve as Chair of MACRL and a member of the Steering Committee.
 - d. Fourth year: Serve as Past-Chair of MACRL and a member of the Steering Committee.
 - 2. One ACRL Chapter Councilor shall be elected at the annual meeting and shall serve a two year term of office.
- D. Duties of the officers are as follows:
 - 1. The Chair shall preside at all meetings of MACRL and the Steering Committee and he/she shall plan, with the help of the Steering Committee, MACRL programs and activities. The Chair shall attend all Community of Interest Council meetings as a voting member. If he/she cannot attend a meeting he/she shall designate a Steering Committee member to represent them. At the November MLA meeting, the Chair is responsible for providing copies of

required archival materials to the MLA archivist for archiving. The Chair is also responsible for providing the Vice-Chair with the documents necessary for them to function as MACRL Chair. The Chair is also responsible for working with the ACRL Program Coordinator to make sure ACRL has current contact information for MACRL officers and the Missouri listing on the ACRL Chapters Council Roster page is current.

2. The Vice-Chair shall preside in the absence of the Chair, shall assist with the planning of MACRL programs and activities, and shall chair the membership committee.
 3. The Recorder shall record all official actions of MACRL and shall keep minutes of all meetings, forwarding a copy of all meeting minutes to the Archivist of MLA for archival purposes and report necessary information to ACRL Chapters Council. The Recorder is responsible for the expenses of the MACRL. The Recorder is also responsible for submitting an annual report to ACRL in order to continue as an ACRL Chapter in good standing and to secure eligibility for funding and programming opportunities from ACRL (See Article X. Section C for more information).
 4. In addition to MLA membership, the Chair, the Vice-Chair, and the ACRL Chapter Councilor must also maintain current memberships with ACRL. The requirement of ACRL membership for the MACRL Chair and Vice Chair is required for MACRL to maintain its ACRL Chapter status. The Recorder must become a current ACRL member in good standing before taking the Vice-Chair position.
 5. The Past-Chair shall provide guidance, support, and organizational memory to the steering committee.
 6. The ACRL Chapter Councilor shall attend Council meetings held during ALA Annual and Midwinter Meetings, represent the interests of MACRL within the larger organization of ACRL by voting, volunteer for Council Committees, take part in discussions, both in person and virtually, and report these activities back to the state chapter. In conjunction with the Recorder, the Chapter Councilor shall assist in preparing the ACRL annual report and submit articles to the Chapters Council newsletter. Because of the nature of the Chapter Councilor position, attendance to both ALA Midwinter and Annual conferences is highly encouraged.
- E. Officers shall serve from January 1 to December 31 of the year after they are elected at the annual business meeting of MACRL.
- F. Vacancies in elective positions shall be filled as follows:
1. The office of Chair shall be filled by the Vice-Chair for the remainder of the term. This succession shall not prevent the person who succeeds to the office of the Chair from serving a normal term as Chair the next year as provided by Article IV, Section C.
 2. A vacancy in the office of Vice-Chair shall be filled by the Recorder.
 3. A new Recorder shall be appointed by the Steering Committee to serve until the next annual business meeting at which an election is held.

4. If a vacancy occurs in MACRL and there are no other officers, the President of MLA shall secure an individual to fulfill the term of office until the next annual meeting at which time the members of MACRL shall select new officers.

G. Removal from elective position

Should a MACRL officer demonstrate a pattern of failure to perform all the duties of an office, notification shall be given to the MACRL Chair. The MACRL officers shall investigate and, if appropriate, appoint a replacement until the next Annual meeting at which an election is held.

ARTICLE V – Nominations and Elections

- A. Nominations are open to all members in good standing of MACRL.
- B. The Chair of MACRL shall appoint a nominating committee of three members who represent varied groups, geographical areas, and interests.
- C. The Nominating Committee shall solicit nominations from MACRL membership and shall present nominations each year for a Recorder to serve a four year term on the Steering Committee. If other vacancies exist, the Committee will also submit names for those positions. The committee shall notify the membership of its nominations including a brief biographical sketch at least thirty days in advance of the regular annual MACRL meeting. For regular elections, thirty days' notice will be given. For special elections, the Steering Committee will give as much notice as is practical.
- D. Elections shall be by written ballot at the annual meeting. Additional candidates may be added to the ballot by a nomination from the floor. Special elections shall be by written ballot or by e-mail whichever the Steering Committee determines is most expedient.

ARTICLE VI – Meetings

- A. MACRL shall hold meetings as appropriate during the year. At least one of these meetings, to be called the annual business meeting of MACRL, shall be held in conjunction with the annual conference of MLA. Other meetings shall be held at a time to be set by the Steering Committee.
- B. Regular meetings of the Steering Committee shall be held as needed to conduct the business of MACRL. These meetings may be conducted via teleconference or e-mail. A majority of the Steering Committee shall constitute a quorum.
- C. Notice of all meetings shall be submitted to the MLA webmaster by the Chair for posting on MLA's web-based calendar.

ARTICLE VII – Goals

- A. MACRL shall annually present its goals and a timetable for accomplishing those goals for approval by the Community of Interest Council.

- B. MACRL shall sponsor a program at the MLA Annual Conference every year. The program may be co-sponsored with other MLA, Communities of Interest or Committees.
- C. The Steering Committee shall develop programs and activities that further the objectives of MACRL as stated in Article III of these Bylaws. The Committee will strive to develop opportunities for programs and activities outside of the annual MLA conference.

ARTICLE VIII - Annual Reports

- A. The Steering Committee shall submit a written annual report to the Community of Interest Council as soon as possible and no later than thirty days after the annual business meeting. This report shall contain information concerning progress toward achieving the goals of MACRL, modification to the goals in light of progress, future objectives, and any additional information requested by the Community of Interest Council. The report will be published in *MO INFO* and a hardcopy retained for archival purposes.
- B. The Chair may wish to present an oral annual report at the MLA Annual Membership Meeting if MACRL has significant information to impart to the entire MLA membership.
- C. The Recorder, in conjunction with the MACRL Steering Committee, is responsible for completing and submitting the ACRL Chapters Annual Report. This report consists of aligning the activities of the chapter with the overall goals of ACRL. The report must be filed every year to maintain MACRL as a Chapter in good standing, and to maintain eligibility for funding and programming opportunities. The report form can be found on the ACRL Chapters Council Website.

ARTICLE IX – Committees and Task Forces

- A. The Chair shall appoint committees and task forces as needed, subject to the approval of the Steering Committee.
- B. The Steering Committee functions as a nominating committee. Members of MACRL shall be notified in advance of the election of the nominees. For regular elections, thirty days' notice will be given. For special elections, the Steering Committee will give as much notice as practical.
- C. The Chair may appoint MACRL representatives as needed, subject to the approval of the Steering Committee. This may include, but is not limited to, representatives to the MLA Annual Conference Committee.
- D. These committees or task forces shall be encouraged to organize and meet regularly for the purpose of working together on particular interests of MACRL members. The Steering Committee shall approve the formation of such groups and a liaison to the Steering Committee shall be designated by the special interest group so formed.

ARTICLE X - Financial Support

- A. MACRL is eligible for financial support as provided by MLA Bylaws, Article III, Section 7.

- B. The Steering Committee, in planning MACRL programs and activities, will prepare the proper paperwork needed to obtain the appropriate MLA funding.
- C. As a member in good standing with ACRL, MACRL is eligible for funding based on each ACRL member residing in Missouri, regardless if they are members of MLA. MACRL may spend budgeted resources on any items or activities that support the charitable and educational purposes of ACRL's strategic goals as identified in the strategic plan with two exceptions:
 - 1. The allotted funds may not be used for payment of honoraria or travel to support librarians' presentations at ALA, ACRL, or ACRL chapter conferences.
 - 2. The allotted funds may not be used to purchase goods or services prohibited by ALA and ACRL policy.

ARTICLE XI - Archival Material Submission

- A. MACRL Chair and/or Recorder shall submit to the MLA Archivist copies of all required information for archival purposes. The material must be submitted in written form.
- B. The information submitted shall include copies of at least the following:
 - 1. Bylaws-If there have been any changes made during that year
 - 2. Correspondence
 - 3. Membership list
 - 4. Minutes of meetings
 - 5. Conference materials

ARTICLE XII - Amendments to the Bylaws

- A. Bylaws for this Community of Interest may be adopted, suspended, and amended at any regular meeting of MACRL by a two-thirds vote of the members present provided amendments have been submitted at the previous regular meeting or by regular mail or e-mail thirty days in advance of the next regular meeting. The Bylaws may also be adopted, suspended, and amended by a regular mail or e-mail ballot of MACRL by a two-thirds vote of the returned ballots provided the closing date of the ballot is at least sixty days after the date the ballots were mailed.
- B. Any MACRL Bylaws adopted, suspended, or amended must then be submitted to the MLA Bylaws/Handbook Committee for review and approval. Once the Committee has approved them, the Chair of the Committee presents them to the Executive Board for approval.

(Approved 10.4.89, Revised 10.15.92, 2.12.99, 10.02.03, 7.27.07, and 6.08.11)

Professionalism, Education, Employment, and Recruitment (PEER) Community of Interest (CI)

ARTICLE I. Name

This organization shall be known as the Professionalism, Education, Employment, and Recruitment (PEER) Community of Interest (CI) of the Missouri Library Association.

ARTICLE II. Objectives

The PEER CI's purpose is to pursue issues and serve as an advocate for professionalism, education, employment, and recruitment in the library field.

ARTICLE III. Membership

Any individual, life, or honorary member already a member of the Missouri Library Association is eligible to become a member of the PEER CI.

ARTICLE IV. Officers and Steering Committee

Section A. This CI shall have a steering committee composed of three persons elected by the membership of the CI attending the annual conference. One committee member shall be elected at each annual meeting and shall serve a three year-term of office in the following progression:

1. First year: Serve as a member of the steering committee and as Recorder of the minutes for the CI.
2. Second year: Serve as member of the steering committee and as vice-chair, who shall preside in the absence of the chair.
3. Third year: Serve as chair who shall preside at all meetings of the CI and steering committee.

Section B. Vacancies in elective positions shall be filled as follows:

1. The office of Chair shall be filled by the Vice-Chair.
2. Should any other office become vacant before the expiration of the term, the steering committee shall fill the offices by appointment.

Section C. A majority of the steering committee's membership shall constitute a quorum.

Section D. All meetings will be open to observers.

ARTICLE V. Nominations and Elections

Section A. On assuming office, the Chair of the PEER CI shall appoint a nominating committee of three members who represent varied groups, geographical areas, and interests.

Section B. The nominating committee shall present two nominations each year for a Recorder to serve a three-year term on the steering committee. The committee shall

notify the membership of its nominations including a brief biographical sketch at least thirty days in advance of the regular annual CI meeting.

Section C. Election shall be by written ballot at the annual meeting. Additional candidates may be added to the ballot by a nomination from the floor.

ARTICLE VI. Meetings

The CI shall hold a regular business meeting in conjunction with the annual meeting of the Missouri Library Association. Other meetings may be held at the discretion of the steering committee.

ARTICLE VII. Funds

Prior to the date of the preparation of the Missouri Library Association budget, the steering committee of the PEER CI will prepare a statement of program and a budget to be presented to the Executive Board of the Missouri Library Association.

ARTICLE VIII. Sub-committees

Section A. Sub-committees may be authorized by the steering committee and may be discontinued in the same manner. Special committees may also be authorized by the Chair to meet emergency needs. Committees shall report to the CI at the annual business meeting.

Section B. Members of committees shall be appointed by the Chair of the PEER CI.

ARTICLE IX. Amendments of the Bylaws

The CI may, by a two-thirds vote of the members present at a regular business meeting, suspend or amend the Bylaws, provided that members are notified thirty days in advance of the proposed changes.

(Added to Handbook: 11/15/2011)

Public Libraries Community of Interest Bylaws

ARTICLE I – Name

The name of this organization shall be the Public Library Community of Interest referred to hereafter as PLCI. PLCI is a Community of Interest in the Missouri Library Association (MLA).

ARTICLE II – Mission

The mission of the PLCI is to promote the development and represent the interest of public libraries and public librarians in the state of Missouri.

ARTICLE III – Membership

Membership in this Community of Interest shall be open to any MLA member who has paid the yearly MLA dues and who is interested in furthering the objectives of the PLCI.

ARTICLE IV – Steering Committee

Section A - The Steering Committee shall be composed of four officers elected by the membership of the Community of Interest: Past-Chair, Chair, Vice-Chair, and Recorder.

Section B - The Vice-Chair shall represent the Community of Interest as a voting member on the Community of Interest Council.

Section C - One Steering Committee officer shall be elected at each annual meeting and shall serve a four year term of office in the following progression:

1. First year: Serve as recorder.
2. Second year: Serve as Vice-Chair and voting member on the Community of Interest Council.
3. Third year: Serve as Chair of the Community of Interest.
4. Fourth year: Serve as Past-Chair providing guidance, support, and organizational memory.

Section D - Duties of the officers are as follows:

1. The Chair shall preside at all meetings of the Steering Committee. The chair shall plan, with the help of the Steering Committee, PLCI programs and activities. The chair shall coordinate the work of all committees established by the PLCI.

At the final Executive Board meeting, the Chair is responsible for providing copies of required archival materials to the MLA Archivist for archiving. The Chair is also responsible for providing the Vice-Chair with the documents necessary for them to function as the PLCI Chair.

The Chair shall attend all conference planning meetings or designate a representative to attend.

2. The Vice-Chair shall preside in the absence of the Chair and shall assist with the planning of PLCI programs and activities.

The Vice-Chair shall attend all Community of Interest Council meetings as a voting member. If he/she cannot attend a meeting he/she shall designate a Steering Committee member to represent them.

3. The Recorder shall record all official actions of the PLCI, shall keep minutes of all meetings and shall forward a copy of all meeting minutes to the MLA Archivist for archival purposes.
4. The Past-Chair will act as a liaison and guide for the PLCI by providing guidance, support, and organizational memory.

Section E - Officers shall serve from January 1 to December 31 of the year after they are elected at the annual business meeting of the PLCI.

Section F - Vacancies in elective positions shall be filled as follows:

1. The office of Chair shall be filled by the Vice-Chair for the remainder of the term. This succession shall not prevent the person who succeeds to the office of the Chair from serving a normal term as Chair the next year as provided by Article IV, Section C.
2. A vacancy in the office of Vice-Chair shall be filled by the Recorder.
3. A new Recorder shall be appointed by the Steering Committee to serve until the next annual business meeting at which an election is held.
4. If a vacancy occurs in the PLCI and there are no other officers, the President of MLA shall secure an individual to fulfill the term of office until the next annual meeting at which time the members of the Community of Interest shall select new officers.

Section G - Removal from elective position

Should a PLCI officer demonstrate a pattern of failure to perform all the duties of an office, notification shall be given to the MLA President. The President, with the Executive Board, shall investigate and, if appropriate, appoint a replacement until the next Annual meeting at which an election is held.

ARTICLE V – Nominations and Elections

Section A - Nominations are open to all members of the Community of Interest. The chair shall present a nominee for Recorder and any vacant office to the members at the business meeting at the Missouri Library Association Annual Conference.

Section B – Elections

Nominees may be accepted from the floor at the Business meeting. Officers are elected by a majority of those present at the business meeting.

Section C - The Nominating Committee shall solicit nominations from PLCI membership and shall present nominations each year for a Recorder to serve a four year term on the Steering Committee. If other vacancies exist the Committee will also submit names for those positions. The committee shall notify the membership of its nominations including a brief biographical sketch at least thirty days in advance of the regular annual Community of Interest meeting. For special elections, the Steering Committee will give as much notice as is practical.

Section D - Elections shall be by written ballot at the annual meeting. Additional candidates may be added to the ballot by a nomination from the floor. Special elections shall be by written ballot or by e-mail whichever the Steering Committee determines is most expedient.

ARTICLE VI – Meetings

Section A - The PLCI shall hold meetings as appropriate during the year. At least one of these meetings, to be called the annual business meeting of the PLCI, shall be held in conjunction with the annual conference of MLA. Other meetings shall be held at a time to be set by the Steering Committee.

Section B - Regular meetings of the Steering Committee shall be held as needed to conduct the business of the PLCI. These meetings may be conducted via teleconference or e-mail. A majority of the Steering Committee shall constitute a quorum.

Section D - Notice of all meetings shall be submitted to the MLA webmaster for posting on MLA's web-based calendar.

ARTICLE VII – Goals

Section A - The PLCI shall annually present its goals and a timetable for accomplishing those goals for approval by the Community of Interest Council.

Section B - The PLCI shall sponsor a program at the MLA Annual Conference every year. The program may be co-sponsored with other MLA Communities of Interest or Committees.

Section C - The Steering Committee shall develop programs and activities that further the objectives of the PLCI as stated in Article III of these Bylaws. The Committee will strive to develop opportunities for programs and activities outside of the annual MLA conference.

ARTICLE VIII - Annual Report

Section A - The Community of Interest Chair shall submit a written annual report to the Community of Interest Council as soon as possible and no later than thirty days after the annual business meeting. This report shall contain information concerning progress

toward achieving the goals of the Community of Interest, modification to the goals in light of progress, future objectives, and any additional information requested by the Community of Interest Council. The report will be published in *MO INFO* and a hardcopy retained for archival purposes.

Section B - The Chair may wish to present an oral annual report at the MLA Annual Membership Meeting if the PLCI has significant information to impart to the entire MLA membership.

ARTICLE IX – Committees and Task Forces

Section A - The Chair shall appoint committees and task forces as needed, subject to the approval of the Steering Committee.

Section B - These committees or task forces shall be encouraged to organize and meet regularly for the purpose of working together on particular projects of the PLCI. The Steering Committee shall approve the formation of such groups and a member of the Steering Committee shall serve as a liaison to the committee or task force.

ARTICLE X - Financial Support

Section A - The PLCI is eligible for financial support as provided by MLA Bylaws, Article III, Section 7

Section B - The Steering Committee, in planning PLCI programs and activities, will prepare the proper paperwork needed to obtain the appropriate MLA funding.

ARTICLE XI - Archival Material Submission

Section A - The PLCI Chair and/or Recorder shall submit to the MLA Archivist copies of all required information for archival purposes. The material must be submitted in written form.

Section B - The information submitted shall include copies of at least the following:

1. Bylaws-If there have been any changes made during that year
2. Correspondence
3. Membership list
4. Minutes of meetings
5. Conference materials

ARTICLE XII - Amendments to the Bylaws

Section A - Bylaws for the PLCI may be adopted, suspended, and amended at any regular meeting of the PLCI by a two-thirds vote of the members present provided amendments have been submitted at the previous regular meeting or by regular mail or e-mail thirty days in advance of the next regular meeting. The Bylaws may also be adopted, suspended, and amended by a regular mail or e-mail ballot of the PLCI by a two-thirds vote of the returned ballots provided the closing date of the ballot is at least sixty days after the date the ballots were mailed.

Section B - Any PLCI Bylaws adopted, suspended or amended must then be submitted to the MLA Bylaws/Handbook Committee for review and approval. Once the Committee has approved them, the Chair of the Committee presents them to the Executive Board for approval.

Approved by Public Library Community of Interest on Oct. 5, 2012

Reference and Government Information Community of Interest Bylaws

Article I - Mission

The Reference and Government Information Community of Interest, hereafter referred to as RGICI, shall provide a forum for the discussion of all aspects of reference, government, and information services in all types of libraries. The RGICI shall promote and provide instruction in government publications, reference services, and information services through useful, exciting, and cutting-edge programming for the MLA Annual Conferences.

Article II - Membership

Members shall be those who have paid the yearly MLA dues and are interested in reference and government information services.

Article III - Meetings

The annual business meeting of the RGICI will take place at the MLA Annual Conference. Anyone is welcome to attend but only MLA members will be allowed to vote.

Article IV - Leadership

MLA members in attendance at the annual business meeting shall elect one person from the membership as the chair of the RGICI to serve as the chair of the group for the next calendar year.

Section A - Duties of Chair

- Serve as the contact person for the RGICI.
- Submit the annual report of activities to the Community of Interest Council by December 31.
- Submit financial requests to MLA.

Article V - Annual Report

The chair of the RGICI shall submit an annual report to the Community of Interest Council by December 31. This report shall contain a summary of activities, appropriate financial reporting if funds were received from MLA, and the name and contact information of the chair for next year.

10/26/11

Youth Services Community of Interest Bylaws

ARTICLE I. Name

The name of this organization shall be the Youth Services Community of Interest referred to hereafter as YSCI. YSCI is a Community of Interest of the Missouri Library Association (MLA).

ARTICLE II. Mission

The mission of the YSCI is to provide support and continuing education for all library staff working with youth (birth to 18 years) in Missouri libraries. It also exists to promote the development of and increase in library services to the youth of the state.

ARTICLE III. Membership

Membership in this Community of Interest shall be open to any MLA member who has paid the yearly MLA dues and who is interested in furthering the objectives of the Youth Services Community of Interest.

ARTICLE IV. Steering Committee

Section A - The Steering Committee shall be composed of five officers elected by the membership of the Community of Interest: Past-Chair, Chair, First Vice-Chair, Second Vice-Chair, and Recorder.

Section B - The Chair or another elected representative shall represent the Community of Interest as a voting member on the Community of Interest Council (CIC).

Section C - One Steering Committee officer shall be elected at each annual meeting and shall serve a five year term of office in the following progression:

1. First year: Serve as Recorder.
2. Second year: Serve as Second Vice-Chair.
3. Third year: Serve as First Vice-Chair.
4. Fourth year: Serve as Chair and voting member on the Community of Interest Council.
5. Fifth year: Serve as Past-Chair.

For the transition year of 2012, the Past Chairs of the Youth Services Division, Children's Services Round Table and Young Adult Special Interest Group will cooperatively serve in the role of Past Chair.

Section D - Duties of the officers are as follows:

1. The Chair shall preside at all meetings of the Steering Committee and the Community of Interest as a whole. The Chair shall plan, with the help of the Steering Committee and members, Community of Interest programs and activities.

The Chair shall attend all Community of Interest Council meetings as a voting member. If she/he can not attend a meeting she/he shall designate a Steering Committee member to represent them.

At the November MLA Executive Board meeting, the Chair is responsible for providing copies of required archival materials to the MLA Archivist for archiving. The Chair is also responsible for providing the Vice-Chair with the

documents necessary for her/him to function as the Community of Interest Chair. The Chair shall submit the annual report of the Community of Interest to the CIC Chair by December 31.

The Chair shall oversee a committee to promote and manage the Thusnelda Schmidt Fund. The Chair shall be responsible for coordinating all budget requests to the MLA Executive Board as outlined in Article X and the Conference Local Arrangements committee as outlined in Article X.

2. The First Vice-Chair shall preside in the absence of the Chair and shall assist with the planning of Community of Interest programs and activities. The First Vice-Chair shall head a committee to plan and coordinate the Thusnelda Schmidt Luncheon and the Young Adult Breakfast at the annual Conference. This includes working with the Conference Local Arrangements Committee and submitting funding requests to the YSCI Chair.
3. The Second Vice-Chair shall assist the First Vice-Chair in overseeing Community of Interest activities. The Second Vice-Chair shall be the Community of Interest liaison to the Missouri Association for School Librarians (MASL). This includes attending all MASL meetings and coordinating activities between MLA and MASL. The Second Vice-Chair will head a committee to plan, coordinate and host the Performer's Showcase at the annual conference. This includes working with the Conference Local Arrangements Committee and submitting funding requests to the YSCI Chair. The Second Vice-Chair will serve as a member of the Missouri Building Block Picture Book Award Committee, a permanent committee of the Youth Services Community of Interest, and work with committee officers to implement the goals and guidelines described in the Missouri Building Block Picture Book Award Committee Member Handbook.
4. The Recorder shall record all official actions of the Community of Interest, shall keep minutes of all meetings and shall forward a copy of all meeting minutes to the MLA Archivist for archival purposes. The Recorder is also responsible for oversight of the Community of Interest web site. This includes sending new material to the webmaster and identifying broken links and/or dated material and asking the webmaster to delete it. The Recorder shall be responsible for communication with the CI membership through regular submissions of MO INFO articles and electronic discussion list communications. The Recorder shall provide oversight for Community of Interest publications by working with the Publications Committee to assure accuracy and consistency of publications. She/He will assist in the creation of publications to promote membership recruitment in the Community of Interest and publications to promote programs and workshops of the Community of Interest.
5. The Past Chair shall provide guidance, support and organizational memory. The Past Chair shall head a committee to promote and coordinate the Patt Behler Call-to-Conference Award and the Show Me Youth Services Award. This includes working with the Awards Committee and the Conference Coordinating Committee for the management and distribution of the awards.

Section E - Officers shall serve from January 1 to December 31 of the year after they are elected at the annual business meeting of the Community of Interest.

Section F - Vacancies in elective positions shall be filled as follows:

1. The office of Chair shall be filled by the Vice-Chair for the remainder of the term. This succession shall not prevent the person who succeeds to the office of the Chair from serving a normal term as Chair the next year as provided by Article IV, Section C.
2. A vacancy in the office of First Vice-Chair shall be filled by the Second Vice-Chair. A vacancy in the office of the Second Vice-Chair shall be filled by the Recorder.

3. A new Recorder shall be appointed by the Steering Committee to serve until the next annual business meeting at which an election is held.
4. If a vacancy occurs in a Community of Interest and there are no other officers, the President of MLA shall secure an individual to fulfill the term of office until the next annual meeting at which time the members of the Community of Interest shall select new officers.

Section G - Removal from elective position

Should a Community of Interest officer demonstrate a pattern of failure to perform all the duties of an office, notification shall be given to the MLA President. The President, with the Executive Board, shall investigate and, if appropriate, appoint a replacement until the next annual meeting at which an election is held.

ARTICLE V. Nominations and Elections

Section A - Nominations are open to all members of the Community of Interest.

Section B - On assuming office, the Chair of the Community of Interest shall appoint a nominating committee of three members who represent varied groups, geographical areas, and interests.

Section C - The Nominating Committee shall solicit nominations from Community of Interest membership and shall present nominations each year for a Recorder to serve a five year term on the Steering Committee. If other vacancies exist the Committee will also submit names for those positions. The committee shall notify the membership of its nominations including a brief biographical sketch at least thirty days in advance of the regular annual Community of Interest meeting. For regular elections, thirty days notice will be given.

For special elections, the Steering Committee will give as much notice as is practical.

Section D - Elections shall be by written ballot at the annual meeting. Additional candidates may be added to the ballot by a nomination from the floor. Special elections shall be by written ballot or by e-mail whichever the Steering Committee determines is most expedient.

ARTICLE VI. Meetings

Section A - The Community of Interest shall hold meetings as appropriate during the year. At least one of these meetings, to be called the annual business meeting of the Community of Interest, shall be held in conjunction with the annual conference of MLA. Other meetings shall be held at a time to be set by the Steering Committee.

Section B - Regular meetings of the Steering Committee shall be held as needed to conduct the business of the Community of Interest. These meetings may be conducted via teleconference or e-mail. A majority of the Steering Committee shall constitute a quorum.

Section C - Notice of all meetings shall be posted on the YSCI electronic discussion list and submitted to the MLA webmaster for posting on MLA's web-based calendar at least one week prior to the meeting date.

ARTICLE VII. Goals

Section A - The Community of Interest shall annually present its goals and a timetable for accomplishing those goals for approval by the Community of Interest Council.

Section B - The Community of Interest shall sponsor a program at the MLA Annual Conference every year. The program may be co-sponsored with other MLA Communities of Interest or Committees.

Section C - The Steering Committee shall develop programs and activities that further the objectives of the Community of Interest as stated in Article II of these Bylaws. The Committee will strive to develop opportunities for programs and activities outside of the annual MLA conference.

Section D – The Community of Interest shall coordinate and manage the Thusnelda Schmidt Fund. The Steering Committee shall coordinate management of the monies with the MLA contracted service agency or business office.

ARTICLE VIII. Annual Report

Section A - The Steering Committee shall submit a written annual report to the Community of Interest Council as soon as possible and no later than thirty days after the annual business meeting. This report shall contain information concerning progress toward achieving the goals of the Community of Interest, modification to the goals in light of progress, future objectives, and any additional information requested by the Community of Interest Council. The report will be published in MO INFO and a hardcopy retained for archival purposes.

Section B - The Chair may wish to present an oral annual report at the MLA Annual Membership Meeting if the Community of Interest has significant information to impart to the entire MLA membership.

ARTICLE IX. Committees and Task Forces

Section A - The Chair shall appoint committees and task forces as needed, subject to the approval of the Steering Committee.

Section B - These committees or task forces shall be encouraged to organize and meet regularly for the purpose of working together on particular projects of the Community of Interest. The Steering Committee shall approve the formation of such groups and a member of the Steering Committee shall serve as a liaison to the committee or task force.

Section C – The Missouri Building Block Picture Book Committee exists as a permanent committee of the Youth Services Community of Interest and operates under the guidelines described in the Missouri Building Block Picture Book Award Committee Member Handbook.

ARTICLE X. Financial Support

Section A - The Community of Interest is eligible for financial support as provided by MLA Bylaws, Article III, Section 7.

Section B - The Steering Committee, in planning Community of Interest programs and activities, will prepare the proper paperwork needed to obtain the appropriate MLA funding.

ARTICLE XI. Archival Material Submission

Section A - The Community of Interest Chair and/or Recorder shall submit to the MLA Archivist copies of all required information for archival purposes. The material must be submitted in written form.

Section B - The information submitted shall include copies of at least the following:

1. Bylaws-If there have been any changes made during that year
2. Correspondence

3. Membership list
4. Minutes of meetings
5. Conference materials

ARTICLE XII. Amendments to the Bylaws

Section A - Bylaws for this Community of Interest may be adopted, suspended, and amended at any regular meeting of the Community of Interest by a two-thirds vote of the members present provided amendments have been submitted at the previous regular meeting or by regular mail or e-mail thirty days in advance of the next regular meeting. The Bylaws may also be adopted, suspended, and amended by a regular mail or e-mail ballot of the Community of Interest by a two-thirds vote of the returned ballots provided the closing date of the ballot is at least sixty days after the date the ballots were mailed.

Section B - Any Community of Interest Bylaws adopted, suspended or amended must then be submitted to the MLA Bylaws & Handbook Committee for review and approval. Once the Committee has approved them, the Chair of the Committee presents them to the Executive Board for approval.

11/7/2011

APPENDIX G. MISSOURI BUILDING BLOCK PICTURE BOOK AWARD

Committee Member Handbook

Read-Aloud Picture Book Award

Sponsored by the Youth Services Community of interest (YSCI) of the Missouri Library Association. The Building Block Award Committee shall be a permanent subcommittee of YSCI.

Purpose of the Award

To accomplish the following purposes, an annual list of books and accompanying program and promotional activity ideas will be developed to help Missouri public librarians focus on the importance of picture books in fostering reading aloud to prereaders.

1. To encourage language development and pre-reading skills through reading aloud.
2. To provide parents and caregivers with a selection of quality picture books to read aloud to young children.
3. To introduce children to a variety of authors and illustrators of children's books, including Missouri authors, illustrators and themes, when possible.
4. To encourage an appreciation of diverse artistic and literary styles in current children's literature.
5. To encourage the continuation of publication of quality picture books.
6. To encourage the development of visual perception/discrimination.
7. To introduce children to diverse themes, cultures and topics.

Name of the Award

The MISSOURI BUILDING BLOCK PICTURE BOOK AWARD with "P. B. Bear" as logo/mascot (P.B. = picture book).

Committee Structure/Duties:

- A. The permanent committee shall consist of up to twenty (20) members, including 2 ex-officio members and one representative from MASL. No member shall serve more than six consecutive years.
- B. Committee members will be selected by the committee chairs from a pool of volunteers. Volunteers will be recruited through MLA e-mail discussion lists. In addition, it is strongly recommended that the committee recruit early childhood professions such as members of the Association for the Education of Young Children – Missouri (AEYC-MO). YSIC will oversee this process.
- C. Meetings:
 1. Prescreening meeting (January)
 2. Listener/Selector meeting/planning meeting (Late January or early February)
- D. Term of office:
 1. Terms begin July 1 and end June 30.
 2. Officers serve 4-year terms. A member will serve as Selection Chair in first year, Award Chair in second year, Committee Chair in third year, and immediate Past Chair in fourth year. Officers must be members of MLA.

3. Each year the Committee will elect a new Selection Chair from the pool of committee members, preferably someone who has been on the committee for at least one year.
- E. Committee officers and duties
1. Committee Chair. Duties:
 - a. Arrange all meetings.
 - b. See that all scheduled deadlines are met.
 - c. Serve in an advisory capacity to the Award and Selection Chairs.
 - d. Attend Community of Interest meetings.
 - e. Authorize expenditures as arranged with YSCI Chair.
 - f. Preside over the selection of new Selection Chair.
 - g. Shall, in conjunction with the Award Chair and Selection Chair, appoint members to subcommittees.
 - h. Assemble Listener/Selectors.
 - i. Create a list of all Committee members and a list of Listeners/Selectors to be distributed at the Listener meeting.
 - j. Publicize the program.
 - k. Produce and procure promotional items, ballots, clip art, etc.
 - l. Notify webmaster of any updates or changes needed to be made to the website, including, but not limited to officer contact information, nomination list, online voting site, updates to procedures and/or manual, etc.
 2. Award Chair. Duties:
 - a. Preside in the absence of the Committee Chair.
 - b. Assume duties of the Committee Chair in the event the Committee Chair is not able to complete his/her term of office.
 - c. Accept and tally ballots to determine winner of award.
 - d. Announce/publicize winning book in a variety of media – MASL Newsletter, PUBYAC, MOYAC, *MO INFO*, etc.
 - e. Contact winning author and illustrator.
 - f. Notify MLA of winners and order award plaque.
 - g. Arrange for the plaque to be created and sent to winner(s). (Plaques have traditionally been produced by D Sport in Columbia, MO.)
 3. Selection Chair. Duties:
 - a. Serve as a committee member for at least one year before assuming duties of this office.
 - b. Accept and tally nominations for award.
 - c. Distribute preliminary list of titles to all committee members.
 - d. Create agenda and rating sheets for Listener/Selector meeting.
 - e. Coordinate production/printing of activity sheets.
 4. Committee Members. Duties:
 - a. Read as many new books as possible appropriate to the target age group, noting those which might be suitable for consideration for the annual list.
 - b. Submit a list of titles to the Selection Chair by November 30.
 - c. Attend all scheduled or called meetings of the committee.
 - d. Assist in pre-screening preliminary list to determine each title's eligibility.
 - e. Read and rate all nominated titles. Rating scale: 0-5 with 5 being the highest.

- f. Read aloud titles to the Listener/Selectors at that meeting.
 - g. Serve on subcommittees as needed.
 - h. Promote the award within your library system and community.
 - i. Create activity sheets.
 - j. Perform other duties as directed by Chairs.
5. MASL Representative. Duties:
- a. Carry out Committee Member duties.
 - b. Update MASL membership on Building Block Award nominees and winners.
 - c. Assist at the Building Block table at the annual MASL conference in April.
6. Ex-officio Committee Members shall consist of:
- a. The YSCI Chair
 - b. The Youth and Senior Services Consultant from the Missouri State Library

These members may attend any meetings of this committee, participate in discussions, make suggestions as warranted, submit titles for consideration and read titles at the Listener/Selector meeting, but may not vote.

F. Listener/Selectors

A group of up to 20 listener/selectors will be selected by the committee each year. Volunteers will be recruited through MLA, DESE, and MASL e-mail discussion lists and from names suggested by Committee members solicited from the community at large. Listener/Selectors should have a fundamental knowledge of children's literature. The Committee Chair is responsible for assembling the Listener/Selector group.

G. Book Selection Criteria & Limitations

Books selected for the list must meet the "Purposes of the Award" as stated above. The following limitations and criteria should also be considered:

Limitations:

1. Copyright date must be within last two years (e.g. if current year is 2003 books considered for list must be 2003 and 2002.)
2. Any title may appear on final list only one time.
3. Must be a picture book. Cannot include: board books, early chapter books, beginning readers, wordless books, toy books, textbooks, reprints, abridgements, or books that are available only in book/cassette or CD combinations.
4. Must be English or bilingual/English.
5. May be fiction or non-fiction.
6. May be lap book or story time book, but majority of titles on final list must be suitable for group sharing.
7. May not be a holiday book as determined by LC subject headings.

H. Criteria:

1. Reads well aloud – rich vocabulary, language flows, accurate grammar, sense, natural sounding dialogue, literate text, builds language skills.
2. Picture books and words work well together. Theme is developed through text and illustration.

3. Age appropriate (birth up to first grade).
4. Has child appeal.
5. Does not injure the self-esteem of a child or reinforce a biased view of those in some way different from the listener.
6. Avoids sex, race and other stereotypes. (See "Guide for Evaluation of Picture Books" in manual published in 1995 by YSCI.)

Selection & Award Procedure

July

- July 1st Committee terms of office begin

September

- Participating libraries begin publicity and circulation of nominated books; provide ballots to parents.

October – MLA Conference

- Present YSCI volunteer forms for Committee and Listener/Selectors.
- Have an informational booth with sample ballots, the list of nominees, a volunteer form, and promotional items for sale.

November

- Picture book titles for preliminary list will be nominated by public librarians, preschool and kindergarten teachers, and other child care providers from around the state. All nominees will be submitted to the Selection Committee Chair. All nominations should consist of complete bibliographic information and residency of author(s) and/or illustrator(s). A list of up to 15 titles per person should be sent to the Selection Chair. Nominations will also be submitted by each Committee member. Nominations due November 30.

December

- Selection Chair tallies nominations, develops list of books eligible, sends list to committee members.
- Committee Chair determines date & location for January meetings.
- Deadline for voting by patrons/customers at local library level is December 31st.

January

- Committee members read and rate each title. Rating scale is 0-5 with 5 being the highest.
- Public libraries tally ballots and fill out evaluation form which is mailed to Award Chair. Deadline is January 15th.
- Committee Chair contacts volunteers to serve as Listener/Selectors.
- Award Chair tallies votes and determines winner.
- Award Chair announces winner by January 31 in *MO INFO* and other sources, both print and online and notifies publisher, author and illustrator of winning title.
- Arranges for plaque to be made through MLA office.
- Selection Chair presides over pre-screening and planning meeting. Committee members tally their votes and finalize the list of 30 titles. If committee fails to find 30 eligible titles, they may consult book review sources to select additional titles for Listener/Selector meeting. List must contain 20-30 titles.
- Set date for Listener/Selector meeting.

- New Selection Chair is appointed to begin office July 1.
- Determine need for additional promotional items or the reprinting of items with low inventory.

Listener/Selector Meeting

- All committee members and 15-20 Listener/Selectors gather for a full-day meeting to read, discuss, evaluate and vote on the 20-30 nominated titles.
- Listener/Selectors only will vote on the 10 titles for the final list. Committee members will not vote at this meeting. Persons who will not be voting in this meeting will read aloud to the group.

February

- Committee members will create/develop activity sheets and turn them in to the Selection Chair by February 15th.
- Selection Chair submits a list of the new nominees to be included in *MO INFO* and the MASL newsletter. Should also be announced on MOYAC and any other appropriate e-mail discussion list or newsletter.
- Selection Chair should notify the MLA Webmaster of new titles for updating The Missouri Building Block Picture Book Award Page.

March

- Committee Chairpersons present a workshop at the DESE Conference on the Young Years. They also reserve a table at the conference to promote the Building Blocks Award and sell activity sheets and promotional materials.

April

- Committee Chairpersons present a workshop at the MASL Spring Conference, promote the Building Blocks Award, and sell activity sheets and other promotional materials.

June

- Committee terms of office end.

Promotional Ideas:

- Bookmarks
- Posters
- Annotated reading lists
- Seals for books
- Rubber stamps
- Pencils
- Balloons
- Buttons
- Stickers

Activity Packets

- Story time ideas for each title on list – finger plays, crafts, chalk story, songs, etc.
- Children’s take-home sheets related to each title – coloring, game sheets, dot-to-dot, at-home craft, etc.

- Reproducible sheets – children’s ballots, bookmark with lists of books, logo designs, booklist, button design, poster.
- Tally sheet and program evaluation to be returned by librarians.
- Nominations sheet.

Missouri Building Block Picture Book Award Manual was produced by YSCI in 1995 [See Appendix in this Handbook]. Included in manual are:

- description of the program
- news releases
- bulletin board ideas
- display ideas
- clip art sheets
- importance of reading aloud
- reproducible flyer for parents

Voting Procedures

- Although the award is designed for kindergarteners and younger, any child who benefits from the Building Block Award may vote for their favorite title from the list (parents may fill out ballot.) Children may only vote once.
- Must read or listen to five (5) books from list before eligible to vote.
- Program begins September 1. Voting can be anytime between September 1 and December 31. Local librarians will decide when voting is to take place in their libraries.
- Local librarians are responsible for counting their ballots and completing their tally sheet and program evaluation form. Mail, email, or fax results to Award Chair by January 15

Budget and Expenditures

- Budget submitted by Committee Chair to YSCI Chair who submits to MLA Budget Committee.
- Types of expenditures: postage, printing (letters, activity sheets, posters, clip art, etc.), promotional materials, lunch for listeners meeting, booth fees at conferences.

Amendments

- Changes in the award program guidelines may be suggested by a majority vote of the award committee.
- Major changes must be approved by the YSCI Board.

Guidelines Amended: November 1996
 Guidelines Further Amended by Committee: March 1997
 Revisions by Committee: October 2003
 Further Revisions by Committee: Fall 2010

Missouri Building Block Picture Book Award Program

**Sponsored by
The Children's Services Roundtable
Missouri Library Association**

Manual Revision Committee (October 2010)

**Vicky Baker
Amy Fisher
Helma Hawkins
Martha Radginski
Linda Tarantino
Laura Vinograd
Naomi Williamson
Gay Wilson
Susan Wray**

**Missouri Building Block Picture Book Award
Committee Members
2003**

Vicky Baker
Branch Librarian
Mid-Continent Public Library
Lee's Summit, MO

Linda Tarantino
Branch Librarian
Mid-Continent Public Library
Grandview, MO

Nancee Dahms-Stinson
Library Consultant, Youth and
Senior Services
Missouri State Library
Jefferson City, MO

Laura Vinograd
Youth Librarian
St. Charles City-County Lib. Dist.
St. Peters, MO

Amy Fisher
Branch Librarian
Mid-Continent Public Library
Parkville, MO

Naomi Williamson
Asst. Prof. Of Librarian/Special
Collections
Central Missouri State University
Warrensburg, MO

Robin Gibbons
Media Specialist
Hickman Mills School District
Kansas City, MO

Gay Wilson
Director
Webster County Library
Marshfield, MO

Helma Hawkins
Dir. of Youth Services and Collection
Planning
Kansas City Public Library
Kansas City, MO

Susan Wray
Head of Central Library Youth
Serv/ Materials Mgmt Coord.
Kansas City Public Library
Kansas City, MO

Nancy Haynes
Media Specialist
Holiday Montessori
Kansas City, MO

Paula Hayslip
Children's Librarian
Little-Dixie Regional Libraries
Moberly, MO

Martha Radginski
Branch Manager
St. Charles City-County Lib. Dist.
St. Charles, MO

Ann Randolph
St. Charles City-County Lib. Dist.
O'Fallon, MO

**Missouri Building Block Picture Book Award
Committee Members
2003**

THE MISSOURI BUILDING BLOCK PICTURE BOOK AWARD COMMITTEE would like to thank the Missouri Library Association and the Children's Services Roundtable for their continued support of this award.

The committee is indebted to the original committee members for their dedication and hard work in creating this award.

Original Committee Members:

Nancy Howland
Cindy Barnard
Margie Bucher
Elizabeth Cashell
Patsy Craighead
Anita Ewing
Vera Florea
Ruth Flynn
Glynda Hensen
Patsy Molina
Barbara Reading
Susan Wray

Name

The award will be named the Missouri Building Block Picture Book Award, and a teddy bear, named P.B. Bear, will be the mascot. (P.B. = picture book).

Purpose

The purpose of the Missouri Building Block Picture Book Award is:

1. To encourage language development and pre-reading skills through reading aloud.
2. To provide parents and caregivers with a selection of quality picture books to read aloud to young children.
3. To introduce children to a variety of authors and illustrators of children's books, including Missouri authors, illustrators and themes, when possible.
4. To encourage an appreciation of diverse artistic and literary styles in current children's literature.
5. To encourage the continuation of publication of quality picture books.
6. To encourage the development of visual perception/discrimination.
7. To introduce children to diverse themes, cultures and topics.

The Missouri Building Block Picture Book Award will be presented annually to the author and illustrator of a picture book voted most popular by children in Missouri public libraries. Children eligible to vote are any who have not yet started first grade and younger.

Book Selection Criteria

To be considered for the Award, the book must meet the following criteria:

1. Must be a picture book. Cannot include: board books, early chapter books, beginning readers, wordless books, toy books, textbooks, reprints or reissues, abridgements, or books that are available only in book/cassette or book/CD combinations.
2. Pictures and words should work well together. Theme must be developed through text and illustrations.
3. Picture book must be age appropriate (birth up to first grade).
4. Picture book must have child appeal.
5. Picture book should not injure the self-esteem of a child or reinforce biased view of those in some way different from the listener.
6. Picture book must avoid sex, race, and other stereotypes. (See Evaluating Picture Books.)
7. Copyright date must be within the last two years (example: if current year is 2002, books considered for the list must be 2002 and 2001) for the upcoming 2003 year.
8. Any title may appear on the final list only one time.

9. Picture book must read well aloud: rich vocabulary, language which flows and accurate grammar. The book must make sense with natural sounding dialogue and should build language skills.
10. Picture book must be in English or bilingual/English.
11. Picture book may be fiction or nonfiction.
12. Holiday books, as defined in the CIP information, are not eligible.
13. Picture book may be a lap book or story time book, but majority of titles on final list must be suitable for group sharing.

Picture Book Nomination Process

Picture book titles for the preliminary list will be nominated by librarians, preschool and kindergarten teachers and other child care providers from around the state. All nominees will be submitted to the Selection Committee Chair. All nominations should consist of complete bibliographic information and residency of author(s) and/or illustrator(s). Nominations should also be submitted by Award Committee members.

The Award Committee will select 30 titles from the list of nominees. If the committee fails to find 30 eligible titles, it may consult book review sources to select additional titles for the Listener/Selector list.

All Award Committee members and 15-20 Listener/Selectors will gather for an all-day meeting to read, discuss and evaluate the 30 titles on the list. Listener/Selectors only will vote on the top titles for the final list. Committee members will not vote on the final 10.

The final list of 10 titles will be mailed to all public libraries in the state, posted on the Missouri Library Association website, and announced on MOYAC and any other appropriate e-mail discussion lists. Participating libraries will begin publicity and circulation of nominated books. Ballots will be provided to parents for voting.

The votes will be sent to the Award Committee Chair who will tally the votes and announce the winner.

The winning author(s) and illustrator(s) will be honored with a "P. B. Bear" plaque sent to them from the Committee Awards Chair.

Voting Procedures

Although the award is designed for kindergarteners and younger, any child who benefits from the Building Block Award may vote for their favorite title from the list (parents may fill out ballot.) Children may only vote once.

A child must have five books from the list read to him/her to be eligible to vote.

Voting can be anytime between September 1 and December 31. Local librarians will decide when voting will take place in their libraries or online, where available. Deadline for children's voting is December 31.

Local librarians are responsible for counting their ballots, completing their tally sheet/program evaluation form, and mailing to the Award Chair by January 15 (postmark, fax or e-mail date).

Timetable of Activities for the Missouri Building Block Picture Book Award

Fall: Librarians and Committee members examine picture book titles for eligibility for award. Nominees for the preliminary list must be submitted to the Award Committee by November 30 of each year.

November: Deadline for nominations: November 30. Selection Chair compiles all nominated titles for consideration by Committee.

January: a) Deadline for submitting tallies of ballots for the award: January 15. b) Award Chair tallies votes and announces winner in MLA Newsletter, website and appropriate e-mail discussion lists. Awards chair makes arrangements for the winning plaque(s) to be created. c) Committee pares list of nominees down to 30. d) Listeners/Selectors gather to hear nominees and finalize list of 10. e) Committee assigns titles for the creation of activity sheets.

February: List of Picture Book Award nominees distributed to all public libraries in state. Activity sheets, bookmarks, and other promotional materials made available online for free downloads.

March: One or two of the committee chairs attend the DESE Conference on the Young Years. While there, they present a Building Block workshop and man a booth promoting the Building Block Award.

April: One or two of the committee chairs attend the annual MASL Conference. While there, they present a Building Block workshop and man a booth promoting the Building Block Award.

August: Libraries begin publicity for programs.

September: Participating libraries begin circulation of nominated books, present special programs and provide ballots to parents and others.

December 31: Deadline for voting at the public library. Submit tallies of ballots by January 15.

(Timetable revised in October, 2010.)

Promoting the Missouri Building Block Picture Book Award in Your Community

This award has been designed to help you promote wonderful read-aloud books in your community. The following is a general list of ideas that can be used to promote the Award books.

1. Distribute program flyers and bookmarks listing the nominated books to story times, childcare centers, Head Starts, nursery schools, doctor's offices in late summer. Use the sample letters included with this manual.
2. Feature the books in your story times at the library, at childcare centers, kindergarten classes and other sites.
3. Offer copies of the books and activity sheets to childcare centers, kindergarten classes, etc. If your supply of books is limited, rotate sets of just two or more of the titles to different centers each week.
4. Hold a "read-in" and invite local community members, or childcare teachers to each read one title aloud. This program could be offered as a series, featuring just three or four books each time.
5. Use a stuffed teddy bear or puppet mascot to introduce the programs.
6. For your ballot box, wrap up a large box in freezer paper and decorate to look like a building block. Cut a hole in the top for the ballots.
7. Recruit older children, young teens, and seniors to hold impromptu read aloud sessions after school or on Saturday mornings. Offer the books to volunteers to read at community sites. Hold an orientation session on good read-aloud technique and the voting requirements.
8. Put information about the upcoming Building Block Award activities in your final summer reading program awards to preschoolers.
9. Offer a sticker, certificate, or other award to children who have had five books read to them and voted for the award.
10. Promote the program through your local media. Do not read the books aloud over the media unless permission is obtained from the publishers. You may, however, book talk or review the titles in the media.

Tips on Writing Publicity Releases

- Type and double-space all releases.
- Include who, what, when, where, why and how.
- Use library letterhead, if possible.
- Assume the reader knows nothing about the library or the reading program.
- Type on one side of the paper only.
- The first sentence should be catchy but not “cute.”
- Include the most important information in the first paragraph: editors usually crop from the bottom up.
- At the top of the page include the date, your name as “Contact Person,” phone number and phrase “For Immediate Release.”
- Use short, concise paragraphs, simple language, action verbs, and common images. A good rule of thumb is no more than 15 words per sentence, no more than 5 sentences per paragraph, and no more than 5 paragraphs per release.
- Limit to one page, if possible. If longer, type “more” at bottom of first page. At top of subsequent pages include page number, subject, date, library’s name, contact person’s name and phone number.
- Be accurate. Check your facts. Proofread!
- Be specific. Give full names of people; including day of the week as well as the date; include address as well as place name.
- Use third person pronouns unless you are including quotes by a particular person (include his/her title with name).
- Do not editorialize.
- Photos, if included, should be action shots, carefully labeled.
- Address your news release to a specific person, such as “Youth Editor.”
- Mail 7-10 days before you want your released printed. Be aware of deadlines and news release requirements of each newspaper.
- Attach a flyer or schedule of events, if available.

Tips on Public Service Announcements

- Be brief (10-60 seconds)
- Use short words and simple sentences.
- Use action verbs.
- Vary the pace, alternating long and short sentences.

(Reprinted with permission from *Rock Your World, Read Missouri Youth Library Program Manual*, 1995.)

Promoting the Missouri Building Block Picture Book Award in Your Library

Promotional materials, available for purchase, will include: posters, bookmarks, stickers, all with the P.B. Bear logo, and story time activity sheets. Each activity sheet will be related to a nominated book and may include a finger play, a game, an at-home craft, dot-to-dot, etc. A list of materials and their cost will be sent to each library along with the names of the picture book award nominees in April.

Consider the following ideas for use in your library:

1. Decorate a bulletin board to promote the Award. Cut out squares of colored construction paper and write the title of each nominated book on a square. Stagger the squares, placing one on top of another to form a tower of “blocks” (you may want to type or print out the titles, cut out and paste on the squares). Variation – draw lines on the squares to make them look three-dimensional. Florescent poster board is really eye catching and could be substituted for construction paper.
2. Use a teddy bear chain on the edge of table or shelves where the nominated books will be displayed. To make a chain, draw half a teddy bear on accordion-folded paper, placing the paw on the outer edge and the inside half on the folds. Cut out the bear but do not cut on the fold. When you pull open the bears, they should be attached at the paw. The length of your paper and the number of folds will determine how many bears you get.
3. For floor or tabletop display, decorate cardboard boxes to look like building blocks and place the nominated books on top. Cloth book tape would make a nice edging material on the corners and edges of box and would keep the edges from fraying.
4. Blocks for display can be made from a variety of materials: milk cartons, cereal boxes, paper bags, plastic bottles, wood, disposable diaper boxes. *Fun for Kids* and *Fun for Kids II* are indexes that offer many ideas for making blocks.
5. An easy display idea is to simply set up teddy bears surrounded by the nominated books.
6. Plan and conduct story times based on the nominated books. Creating displays and programs are things children’s librarians do best. Let your imagination run free!

Gallivan, Marion F. *Fun for kids: An Index to Children’s Craft Books*. Scarecrow Press, 1981.

_____ *Fun for Kids II: An Index to Children’s Craft Books*. Scarecrow Press, 1992.

Sample Letter for Parents

Here comes P.B. Bear, the delightful teddy bear mascot of Missouri’s own read-aloud program – the Missouri Building Block Picture Book Award! The program is designed to encourage parents and other caregivers to read aloud to pre-readers using an annual list of recent, high quality picture books as a resource. The titles on the list have been selected by experienced children’s librarians and educators from all across Missouri. These books represent some of the best current picture books and reflect a variety of themes, cultures and topics.

To participate, parents and other adults are encouraged to read aloud at least five of the titles on the list. Any child who enjoys picture books can vote for their favorite! You just need to pick up a ballot slip from your participating library and submit it to your library. Your child’s vote will be counted along with others from throughout the state of Missouri and the winning book will be announced in February. A state committee will present a special recognition to the author and illustrator of the winning book.

Look for P.B. Bear on bookmarks, posters, stickers and other promotional items at the library. You'll also want to attend the special programs using the nominated books. Ask your librarian for more information.

We hope you and your child will participate in this exciting and enriching program. Reading aloud to young children forms the building blocks of reading, literacy and a love of books. Join P.B. Bear and libraries across the state in the Missouri Building Block Picture Book Award program.

Sample Letter to Childcare Providers

Here comes P.B. Bear, the delightful teddy bear mascot of Missouri's own read-aloud program – the Missouri Building Block Picture Book Award! The program is designed to encourage parents and other caregivers to read aloud to pre-readers using an annual list of recent, high quality picture books as a resource. The titles on the list have been selected by experienced children's librarians and educators from all across Missouri. These books represent some of the best current picture books and reflect a variety of themes, cultures and topics.

To participate, caregivers and other adults are encouraged to read aloud at least five of the titles on the list. Any child who enjoys picture books can vote for their favorite! You just need to pick up a ballot slip for each child to use from your participating library and submit them to your library. Your children's votes will be counted along with others from throughout the state of Missouri and the winning book will be announced in February. A state committee will present a special recognition to the author and illustrator of the winning book.

Look for P.B. Bear on bookmarks, posters, stickers and other promotional items at your library. There may also be special story times and displays to promote this program; ask your librarian for more information.

We hope you and the children in your care will participate in this exciting and enriching program. Reading aloud to young children forms the building blocks of reading, literacy and a love of books. Join P.B. Bear and libraries across the state in the Missouri Building Block Picture Book Award program.

Sample Press Release

Join P.B. Bear at the _____ Public Library in the Missouri Building Block Picture Book Award program. This program is designed to encourage adults to read aloud to pre-readers using an annual list of recent, high quality picture books as a resource. Parents and other caregivers can pick up the list of books at the library. Any child who enjoys picture books may vote for their favorite book from the list if they have had five or more of the books read aloud to them. The children's votes will be counted along with others from throughout Missouri and the winner will be announced in February. A special award will be presented to the author and illustrator of the winning book by the Missouri Building Block Picture Book Award committee, a subgroup of the Children's Services Round Table of the Missouri Library Association.

Look for the lists and ballots with the special P.B. Bear display at the library from _____
_____ to December 31.

The _____ Public Library is located at [address] and is open [hours].
Call [phone number] for more information.

Reading aloud to young children forms the building blocks of reading, literacy and a love of books;; it is also a wonderful way for children and adults to spend time together. Stop by your local library to participate in the Missouri Building Block Picture Book Award program.

**Ballot Sheet
(for children and parents)**

Ask your librarian for a list of the ten books which have been nominated to receive the Missouri Building Block Picture Book Award.

Ask someone to read aloud at least five books from the list to you.

Which one did you like best? (please write the title on the line below).

Your Name _____ Age _____

Return this ballot to your children's librarian.

**Tally Sheet
(for librarian's use)**

Title of Book Number of Votes

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

Evaluating Picture Books

Contents:

- Content is appropriate to the age of the intended audience.
- Characters are well-developed, interesting, believable, few in number and do not perpetuate any sex, race, age or ethnic stereotypes. Children can relate to the characters' experiences and emotions.
- Plot makes sense, is interesting, and is simple enough so it is easily understood by children. Story develops an idea through action and characterization instead of through lecturing and moralizing. It should have child appeal and not be for adults.
- Text and illustrations work well together and develop the theme.
- Writing style is clear and easy to read with appropriate vocabulary for the age of the intended audience.
- Text is simple, yet pleasing.
- Humor is childlike and understood by children.
- Tone does not patronize.
- Book presents a message with positive values/illustrates the importance of determination, creativity, integrity, cooperation, etc.
- Story has a natural climax.
- Facts are accurate.
- Sexism: Doesn't use words that are demeaning to women, shows women in a variety of lifestyles, occupations, and with positions of authority; does not depict the two-parent family as superior to other types of families; pictures of females as often as males and with males taking care of children, doing housework, showing emotion, etc.; does not picture women in trivial or ridiculous ways; shows women in active roles.

Illustrations:

- Are an integral part of the text; help to create the meaning of the text; provide clues to the action; help to build a story so a non-reader can follow the action.
- Match the mood and style of the story.
- Are consistent and accurate with the text.
- Are visually attractive (i.e. large, clear, simple, colorful, imaginative and well-designed), inviting and pleasing.
- Are located near the text they illustrate.
- Can stand alone as art.
- Style and medium used is appropriate for the mood of the story.
- Line, shape and color extend the story.
- There is balance in the composition.
- Characters are lively and show emotion or action when appropriate.

Format:

- Size of the book is appropriate to the content.
- Cover design and endpapers express the theme and spirit of the story.
- Title page anticipates the story that follows.
- Typography matches the theme and purpose of the story.
- Good quality paper with a durable binding and firm covers.
- Good production quality (i.e. illustrations or text on one side of the page should not show through the reverse side; clear prints.)
- Visually pleasing overall with a simple and attractive design.
- Sufficient spacing between lines and text and between text and illustrations.

Comparison with Others:

- How is this work similar to or different from other works by the same author and/or illustrator?
- How is this story similar to or different from other books on the same subject or on the same theme?
- What do reviewers have to say about the book? Do you agree or disagree?
- Will the book make a contribution to the growing body of children's literature? How lasting will it be?

Selecting Books to Read Aloud

1. Choose a story YOU enjoy!
2. Look for a book that:
 - a. is well-written (no awkward phrasing)
 - b. has a plot that moves along quickly
 - c. has interesting characters
 - d. has dialog that sounds natural
3. Picture books should have large, uncluttered illustrations that can be seen by the entire group.
4. Keep in mind the children's age-level, past experiences, attention spans, and interests.

Preparation for Reading Aloud

1. Read the story yourself before reading it to the group. Note the high points of the plot, characterization, climax, and general tone of the story. Get to know the story.
2. Practice reading the story aloud by yourself; note any awkward phrasing or words which are difficult to pronounce.
3. Use your voice to create the mood of the story; use pauses to add dramatic effect.
4. Read slowly enough for the children to build mental pictures of what they have just heard.
5. Use your voice to create characterization. Change your voice just enough to distinguish between characters and between characters and narration.

Tips for Reading Aloud to Children**Reading Aloud to Young Children**

1. Seat children on the floor close to you, making sure everyone can see the illustrations. Choose a low chair or stool to sit on while you read, holding the picture book close to the children's eye level.
2. Hold the book with your left hand at the center bottom; turn pages with your right hand.

3. If book is new, press pages open flat before beginning. Hold book 12-15" from your chest out to left side of your body with top of book in line with your chin. Do not pan book from side to side.
4. Before you begin reading, allow a few moments for your listeners to settle down and adjust their minds to the story.
5. Introduce the story – a simple statement of what the book is about; relate the story to some recent experience.
6. State the title of the book.
7. Read with feeling and enthusiasm; use plenty of expression.
8. Adjust your pace to fit the story – read faster for exciting action, slower for quieter passages. Pause periodically.
9. Summarize long or descriptive passages.
10. Define new words (if needed) without interrupting the flow of the story.
11. Maintain eye contact with the children. Glance up at the end of a sentence.
12. Evaluate while you read – are the children interested? Are you reading too slow or too fast? What about your phrasing, tonal quality, volume?
13. When story is finished, allow time for the children to discuss the story.

Add extra dimension to the book whenever possible through such activities as finger plays, action rhymes, finger puppets, puppet mitts, puppets, draw-and-tell stories, cut-and-tell stories, songs, crafts, and flannel board stories.

17 Good Reasons for Reading Aloud to Your Child

Reading Aloud

1. Creates an interest in books and a desire to learn to read.
2. Develops a taste for fine literature (high literacy and artistic quality).
3. Expands vocabulary; provides opportunity for children to hear, understand and adopt new words; hear familiar words used in new contexts.
4. Develops listening skills.
5. Familiarizes children with the "sound" of written language; they gain some sense of the relationship between oral and written language.
6. Encourages children to see reading as a pleasurable experience and books as a source of delight.

7. Broadens children's experiences to things they might not have the opportunity to do or to places they have not been.
8. Introduces children to and prepares them for new situations they are likely to encounter (e.g. a new baby in the family, moving to a new neighborhood).
9. Teaches that all people share similar feelings and needs and that other children have similar experiences (e.g. starting school, having a birthday party).
10. Allows children to imagine, dream and laugh.
11. Helps children learn new ideas, concepts and information.
12. Provides opportunity to learn group skills (taking turns, sharing, respecting rights of others, contributing to discussion).
13. Fosters motivation, self-esteem and self-confidence.
14. Improves comprehension and visual skills; increases attention span.
15. Teaches concepts about "story" (beginning, middle, end; characters; plot; setting).
16. Teaches concepts about print: printed works have meaning; spoken words can be printed; pictures go with words; spaces between words; signals/punctuation marks and capital letters help reader know when to start, pause, and stop; pages have numbers; we read from left to right and top to bottom; read from bottom of one page to top of next; turning pages from front of book to back.
17. It's FUN for the reader and the listener.

Starting a Story Time Program

If you are thinking of starting a Story Time program in your library, you should begin by looking at these factors:

Is there a need in your community for Story Time? Do you have a large number of preschoolers in your community? Are you parents asking you to do this type of program?

Is there a parent at home with young children who can bring the children to the library for a program during the day? In the evening? Are most children in group childcare settings so that programs need to be developed for children in group situations?

Can you and your library support this program? Do you have space to provide a Story Time program? Do you have books and other resources to present an ongoing weekly program? Do you have enough staff or volunteers? Is the staff knowledgeable about how to present this type of program? Do you need to train volunteers to present this program?

If you are ready to start a Story Time program, you must determine for which age group you are planning the program. You may decide to do a program for three to five year olds or maybe three to six year olds. You may decide to do a program for two year olds or maybe eighteen

months up to and including two year olds. Some libraries offer programs for children as young as six months.

Along with the age group, you should determine the purpose of the program. Is the program educational? Entertaining? Both? Is the purpose to introduce children to literature? Is it to teach them developmental skills? Is it to have fun?

What day of the week and time of day is the best time for this program?

Morning and early evening seems to be good times, generally, but check with parents and caregivers to see if there are factors that need to be considered in your situation. You will also want to be aware of the library's schedule to make sure that it works for the entire library. Will the program last 20 minutes? Half an hour? Younger children have shorter attention spans so shorter programs work best for them.

How many weeks of Story Time will be presented as part of a series? A once a week Story Time for six-to-eight weeks is common, with a break of a month or so. Some libraries provide continuous weekly programs, with a break only once or twice a year.

You may want to consider whether the program is for children with parents and/or children with caregivers. Many libraries provide programs for both, but separately. Some libraries visit the caregiver sites and do programs outside the library.

How will you publicize the program? Word of mouth is the best way to advertise, but you may want to put up flyers in the library and around the community. As you talk to people to determine if there is a need for Story Time programs in your community, note who seems interested and call them when you are ready to present your first program. Talk about the program to parents or caregivers when you see them in the library.

Ask parents to sign their children up for your Story Time program. This gives you the opportunity to send them a letter to remind them of the program or to send them a copy of your rules for Story Time or other informational materials. How many children will you take for the program? The number should be based on how big an area you have for the program, how many staff are available to do the program, and the needs of the specific age group(s) coming to the program.

Specific needs of the developmental stages of children should be taken into consideration when planning for your Story Times. If you are not familiar with these stages, look for information to help you learn about them. If you have not presented a Story Time before, look for information to help you plan and present a Story Time. Many Story Times are arranged around a theme. Usually, Story Time programs allow for the reading of books (appropriate for the age group and on the chosen theme), finger plays, songs, puppets, flannel boards and activities. If you can, let parents and caregivers know what theme is and what books and activities you presented. If you can give them a printed copy, great! If not, perhaps you can post one near the Story Time area.

As you finish your first Story Time program, evaluate how it went. Ask for comments from the parents and caregivers who attended. At the end of the series, you may want to ask for a written evaluation from those attending. Evaluations can be subjective, so determine what you want to know and concentrate on that. The evaluation should help you decide whether to continue the program as it is or to modify it to make it work better for the participants and you.

Story Time Volunteers

If you need help to present Story Time programs, consider using volunteers. If you decide to use volunteers, select what you want them to do very carefully and give them the necessary training and supervision.

Volunteers can help by cutting out name tags, materials for crafts, and even flannel boards or other Story Time aids. They can be a helper if you are doing crafts at your Story Time program. They can read a story, do a puppet show, or sing a song.

Emphasize that volunteering carries many of the same responsibilities as a paid job. It is important that the volunteer show up when assigned and are prepared to do the task assigned to them. If they will not be there when assigned, you need to have a back-up plan ready. This could be having another volunteer read to do the job, or having a staff member who could do the job, or even canceling the activity.

Time for training should be provided and you need to emphasize how important training is to the volunteer. If they are reading a book to the group, show them the correct way to hold the book, how to read with inflection, and how to handle interruptions. Help them find books that are appropriate for the age level and theme. Have them read the story over several times before they read it to the group. Explain that they need to be flexible and be able to move to the next activity if the current one is not going well. If they are planning the program, explain the purpose of your program and your goals for the program. Work with them to find materials to use. If you notice that they are drawn to the same book or type of book try to steer them to other types of books. Explain that children need to be exposed to a variety of artwork and story lines to help develop their artistic and literary knowledge.

Work with the volunteers. Find out what their strengths are and use those abilities. Train them to do what you need done. Supervise them to make sure they are doing the quality work you expect from library employees and library volunteers.

Volunteers can be a valuable asset, but you have a responsibility to let them know what you expect from them and to provide them with adequate training and supervision.

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APPENDIX H: BOHLEY SCHOLARSHIP FUND & SILENT AUCTION MANUAL

The Missouri Library Association (MLA) Executive Board voted in 1992 to establish the Ronald G. Bohley Scholarship to honor a librarian who was respected by his colleagues and friends for his exemplary professional standards and for his pursuit of lifelong library cooperation. Ron Bohley served as Director of the Curtis Laws Wilson Library at the University of Missouri-Rolla from 1972 until his death in 1991. He also served several terms as Board President of the Missouri Library Network Corporation and was President of the Missouri Library Association for 1989-1990. The first Ronald G. Bohley Scholarship was awarded in August 1995 in the amount of \$500.

The Ronald G. Bohley Scholarship is sponsored by the Professionalism, Education, Employment, and Recruitment Community of Interest (PEER CI) and is awarded annually to an individual enrolled in or recently accepted into an ALA-accredited program in pursuit of a Master's degree in Library/Information Science. Nomination Deadline: June 1. The amount of the award is \$2000.

Money to cover the cost of this scholarship comes from the interest and other income to the Bohley Scholarship Fund (a separate MLA budget line), not from the principal. Income to the Fund has been the result of donations as well as fundraisers held in conjunction with the MLA Conference (silent auction/golf tournament, etc., as the PEER CI chooses).

The Scholarship

A sub-group of the PEER CI forms a review committee to select the scholarship winner. After reviewing the applications the review committee selects applicants to interview by phone. This Appendix includes the application information sheet, application form, interview questions and a sample letter to the awardee.

The winner should be invited to and announced at the Awards Dinner during the MLA Annual Conference. The Chair of the review committee will need to contact the Awards Committee Chair to make the appropriate arrangements and obtain tickets to the Dinner for the scholarship winner and a guest. The tickets are paid for by MLA from the Bohley Scholarship Fund.

After the Conference, the Winner should also be announced in the next issue of MO INFO.

The Silent Auction

A silent auction held during the Annual MLA Conference is one fund raiser that has been used to raise money for the Bohley Scholarship Fund. Details on running the auction are included in this Appendix.

Items for the silent auction can be solicited from MLA members, MPLD members, vendors who are exhibiting at the conference, individual libraries, MOBIUS clusters, local businesses where the Conference is to be held, and any place else the chair(s) can think of.

Ronald G. Bohley Scholarship Application Form

Ronald G. Bohley Scholarship Application Form (Word Format)

Application Postmark Deadline: June 1

APPLICANT INFORMATION:

Name:

Address:

City, State, Zip:

Telephone Number:

E-mail:

REQUIRED DATA:

- Name and Address of institution at which you are presently employed:
- Education (Name and location of college, dates attended, degrees, major, minor):
- Work Experience (Name and address of employer, dates, type of work):
- List of professional associations of which you are a member:
- References: Applicants must provide three strong letters of reference, at least one of which must be a current or most recent employer. At least one letter of reference from a librarian is preferred.

Letter One from:

- Name: Title:
- Library/Company:
- Address:
- Phone: E-Mail:

Letter Two from:

- Name: Title:
- Library/Company:
- Address:
- Phone: E-Mail:

Letter Three from:

- Name: Title:
- Library/Company:
- Address:
- Phone: E-Mail:

- Statement of Purpose: Applicants must provide a statement of purpose in the space provided below. Additional sheet may be attached if needed.

Send application to:

Missouri Library Association

Insert appropriate address here

Ronald G. Bohley Scholarship Application Information Sheet

The Ronald G. Bohley Scholarship is sponsored by the Professionalism, Education, Employment, and Recruitment Community of Interest (PEER CI) of the Missouri Library Association.

Purpose: The Ronald G. Bohley Scholarship Fund was created in 1992 to honor Ronald G. Bohley, a librarian who was well respected by his colleagues and friends for his lifelong pursuit of interlibrary cooperation and exemplary professional standards. The MLA Executive Board voted in 1992 to establish the Scholarship. One scholarship will be awarded annually to an individual enrolled in, or recently accepted into, an American Library Association (ALA)-accredited program in pursuit of a Master's degree in Library/Information Science.

The scholarship will be awarded annually to individuals who have demonstrated high scholastic standards and the desire to provide quality service to library patrons.

Scholarship Recipient Selection: The responsibility for selection of the scholarship recipient is delegated to PEER CI. PEER CI is also responsible for promoting awareness of the scholarship.

Deadlines: Applications must be postmarked by June 1 of each year. The MLA President will notify the scholarship winner by August 31 of each year. The MLA Treasurer will mail the recipient's check within two weeks of notification.

Criteria for Selection:

- Applicants must have achieved a 3.0 (A= 4.0) grade point average or higher as an undergraduate unless there is an established graduate record.
- Applicants must be accepted or currently enrolled in an ALA-accredited program for a minimum of three hours of credit in pursuit of a Master's degree in Library/Information Science.
- Preference will be given to those applicants currently employed in a Missouri library or working toward their degree in a Missouri Master's degree in Library/Information Science program.
- Applicants with no Missouri affiliation will not be considered for the Bohley Scholarship.
- The award cannot be given in consecutive years to the same individual.
- Applicants must submit a completed application form, three letters of reference, a written statement of purpose, proof of acceptance to or enrollment in an ALA-accredited program in pursuit of a Master's degree in Library/Information Science, and a copy of the most recent transcript (when applicable). An unofficial transcript is acceptable.

Please submit two (2) copies of the completed application and supporting statements.

Finalists will be interviewed based on a common list of questions, which will be provided in advance of the interview.

If no applicant meets the scholarship criteria/deadline, PEER CI will not award a Bohley Scholarship that year.

Scholarship Amount: \$1000.00

Bohley Scholarship Letter to Awardee

Date

Name
Address
City

Dear :

I am pleased to inform you that you have been selected to receive the 2010 Ronald G. Bohley Scholarship! Your keen interest in library science, your enthusiastic participation in the field, your outstanding professionalism, and your high scholastic attainments have all contributed to the presentation of this scholarship.

In a separate mailing, the MLA Treasurer, Susan Burton, will be sending you the scholarship check for \$2,000.

I encourage you to come to the Missouri Library Association Conference at _____ on October _____. A registration form is enclosed in this letter. Please note that we invite you and a guest to accept complimentary tickets to the Awards Banquet on _____ from 7:00 to 9:00 p.m. Please complete the enclosed registration form and return it in the enclosed stamped and addressed envelope, if you are able to come.

On behalf of the Missouri Library Association, I extend best wishes to you as you enter the profession. We hope you enjoy librarianship as much as we have and encourage you to become involved with the Missouri Library Association.

Sincerely,

_____, President

Ronald G. Bohley Scholarship Silent Auction Fundraiser Timetable and Activities

Eight months before conference

- Inform the MLA, President and Conference Coordinator that PEER CI will be conducting the silent auction at the next conference.
- Ask the Conference Coordinator to arrange for 4-6 tables to be set up for the auction close to the conference registration area.

Four months before conference

- Check with the Conference Coordinator to set the time of the auction, when the bids will be closed, and how the auction will be promoted in the conference program (suggested times: 12:00pm-6pm on the first day and 8am-3:30pm on the second day).
- Ask the Conference Coordinator for easel and/or table-top signs for the auction tables.
- Write a short article about the next auction for an issue of the *MO INFO* newsletter; give contact information to the prospective donors.

One month before conference

- Ask the MLA Conference Coordinator for a list of exhibitors that indicated on their exhibit booth application form they were planning to provide a donation to the auction.
- Solicit donations from the MLA membership through the Association's e-mail discussion list.
- Contact PEER CI members and the Local Arrangements Committee chair and ask them to collect items for the auction.
- When items are donated, find out how the donors want their items listed (e.g., "Book bag-EBSCO") and the value of the item.
- Confirm with the Conference Coordinator the location of the auction tables and that tables will be ready for the auction set-up.
- Track donation commitments in spreadsheet; this can then be used with the auction.

One week before conference

- Prepare bid sheet, make copies, and collect supplies for the auction set-up and display (see list of supplies below).
- [Optional] Prepare tent signs (place cards) with names of items and donors for the confirmed donations (listing an item's value is optional).
- Prepare a spreadsheet to list the items, item numbers, donors, high bidders, the high bid, and a column to indicate if the high bidder has paid.

Set-up at conference (at least one hour before the bidding opens)

- Place a bid number on each tent sign and/or the item itself and on the item's corresponding bid sheet.
- If exhibitors are setting up in the exhibit hall, ask a volunteer to pick up donations from vendors that indicated they would be bringing items for the auction.
- Place donations, tent signs, and bid sheets on the tables and set out easel signs and/or table-top signs.

During the conference

- Ask the Registration table and/or Hospitality desk volunteers to watch the auction tables. However, it is important that PEER volunteers check the auction tables occasionally, making sure that bids are being recorded correctly and answering bidders' questions.
- Breaks between program sessions are a popular time to visit the auction tables. Occasionally, donors appear with items after the auction has begun and these items need to be assigned numbers and bid sheets and placed on display.
- At the end of the first day of the auction, a couple of PEER CI and/or Local Arrangements volunteers will need to neaten up the display.

Finishing the auction

- In order to make sure the bidding was fair, it is very important to close the bids at exactly the time posted. Announce that the bids are closed and begin to check each item to see who had the high bids, recording those bidders' names and the amounts of the bids on the spreadsheet. Check very carefully to make sure the highest bidder has been announced.
- Most bidders will pay for and pick up the items right away. The process usually takes about thirty minutes.
- Ask bidders paying by check to write "Bohley Scholarship" on the bottom of the check and to make checks payable to "Missouri Library Association."
- Clear off the tables as quickly as possible. If items aren't picked up, try to find out if the high bidders are still attending the conference. They usually attend the General Membership meeting and an announcement can be made. If it appears that a high bidder has left the conference a PEER officer must contact them after the conference and arrange for the item to be mailed.
- Turn over the proceeds of the auction to the MLA President right away, along with the spreadsheet with the list of items and the high bidders, etc.

Post-conference

- If there are items that didn't receive any bids, try to "auction" them at the library within a few weeks of the conference and send payment to MLA.
- A PEER CI officer should write a brief report on the results of the auction for PEER's annual report and for the next *MO INFO* newsletter
- PEER officers should divide up the responsibility of writing thank-you notes to the donors.

Bohley Scholarship Silent Auction Flyer Example

Can You Help Support the Missouri Library Association Bohley Scholarship Auction?

We are asking library staff for donations to support the Bohley Scholarship Auction. No item is too small or too large and every item will help us to reach our goal.

Just to give you an idea of items that would be a great addition includes such things as:

Artwork	Jewelry
Craft items	Time Shares
Restaurant Coupons	Hotel Coupons
Cultural Event Tickets	Sports Event Tickets
Sports Memorabilia	Services Coupons
Gift Certificates	Office Supplies
Books	Book Ends
Beauty Supplies	Miscellaneous

New Items (those gifts you just can't use)

Our goal is to create baskets out of small items and to auction larger items off individually at the MLA auction in October. Your donation is tax deductible.

You can send your item to _____ . Please send as soon as possible to be included in the auction catalog.

For information contact:

Bohley Silent Auction Forms

**Ron Bohley Scholarship
Silent Auction Bid Sheet**

Item: _____

Donated by: _____

Description: _____

	Bid Amount	Name	Phone Number
1.	_____	_____	(____) _____
2.	_____	_____	(____) _____
3.	_____	_____	(____) _____
4.	_____	_____	(____) _____
5.	_____	_____	(____) _____
6.	_____	_____	(____) _____
7.	_____	_____	(____) _____
8.	_____	_____	(____) _____
9.	_____	_____	(____) _____
10.	_____	_____	(____) _____
11.	_____	_____	(____) _____
12.	_____	_____	(____) _____
13.	_____	_____	(____) _____
14.	_____	_____	(____) _____

Bohley Silent Auction Flyer

Ronald G. Bohley Silent Auction

Bidding begins
Wednesday at 4:00 p.m.
& ends Thursday at 3:00 p.m.

Exhibit Hall ** Booths 1-3

Proceeds benefit the
Bohley Scholarship Fund

Bid winners list will be
posted by 3:30 p.m. Thursday.

Items must be picked up by
4:00 p.m. Thursday.

Cash or Check only!