

**POLICIES HANDBOOK:
PUBLIC LIBRARY SECTION**

SCOPE OF RESPONSIBILITIES

The Public Library section of NDLA:

- Promotes and markets public library interests in North Dakota
- Promotes cooperation among public libraries and other types of libraries in North Dakota
- Enhances the status, qualifications, and skills of public librarians by sponsoring and encouraging opportunities for continuing education

MEMBERSHIP

Any person employed full or part-time in a public library in North Dakota or interested in promoting public library goals/philosophies may become a member of the Public Library section if s/he is a member in good standing of NDLA. Voting privileges are in accordance with Article I, Section I of the NDLA Bylaws. A listing of current membership may be obtained via the NDLA web page, the Executive Secretary, or the NDLA Membership chair.

Officers

The officers of the Public Library section are the Chair, Chair elect, and Secretary. The term of office is one year. Officers assume their duties at the close of the annual conference following their election. Duties of the Public Library section officers are in accordance with Article VI, Section 3 of the PLS Bylaws.

PROCEDURES

Policies in this handbook are to be reviewed annually

The Constitution, Bylaws and Policies Committee will present any revisions to the Executive Board for approval

Handbook revisions are to be placed in the Policies Handbook

Copies of the current constitution, bylaws, and policies handbook are to be kept in electronic form and paper backup by the chair of the committee. Superseded copies of the constitution, bylaws, or handbook are to be deposited with NDLA archives

REPORT

The Public Library Chair is expected to attend all Executive Board meetings

The Public Library Chair submits a written report at each Executive Board meeting and at the annual conference

The Secretary of the Public Library section is expected to attend the annual business meeting at the annual conference and record the minutes to be submitted for approval

BUDGET

An operating budget request is solicited by the Finance Committee prior to the first Executive Board meeting

The Public Library Chair will submit the budget request to cover the cost of copying, postage, and supplies

Following Executive Board approval, the Finance Committee will distribute the operating budget

Provision may be made for travel to Executive Board meetings

Sectional expenses must be approved by the Public Library Chair and submitted to the NDLA treasurer on the NDLA request form

Conference expenses will be approved by the chair of the NDLA Conference Committee

Conference budget will be distributed to members of the NDLA Executive Board by the chair of the NDLA Conference Committee

Conference budget includes expenses related to the program to be presented at the annual conference. NDLA members do not receive funds for presenting at the annual conference

REIMBURSEMENT

The NDLA Treasurer will make payments to NDLA members to reimburse expenses made on behalf of NDLA. Members must submit the "Request for Personal Reimbursement" form when requesting reimbursement. Receipts must accompany personal requests for reimbursement as indicated on the reimbursement form. The form is available on the NDLA web site in pdf format.

The reimbursement for travel to Executive Board meetings is as follows:

- NDLA will cover hotel cost when a board member must travel the night before a meeting or, in the case of post conference meeting, stay the night after.
- NDLA will cover mileage cost at the state employee rate.
- No meals will be reimbursed.

NDLA appreciates when institutions cover any or all of these expenses for their employees. NDLA recommends that board members request travel reimbursement from their institution prior to requesting reimbursement from NDLA.

The Finance Committee recommends that board members planning to request reimbursement of travel expenses for attending NDLA board meetings share travel

expenses whenever possible. This includes both transportation (i.e. carpooling) and lodging (when necessary). When requesting reimbursement for shared expenses, indicate all parties incurring cost so that each section or committee's budget can be assessed a share of the cost. By reflecting expenses accurately by budget category, incoming section, roundtable and committee chairs as well as the NDLA Finance Committee will be able to plan future budgets with greater accuracy. Compliance with this policy will be up to each individual board member.

Payments made to individuals and businesses that have provided merchandise or services to NDLA require the submission of a "Request for Third Party (Vendor) Payment" form to the NDLA Treasurer. The form is available on the NDLA web site in both pdf and html file format. 1) Forms submitted using pdf must be signed by the NDLA member responsible for authorizing the expenditure and should be accompanied by a valid invoice or statement. 2) Forms submitted using html must be sent from the e-mail account of the NDLA member authorizing the payment. The html form is used when the vendor is expected to send a valid invoice or statement directly to the Treasurer.

The NDLA Treasurer may question a request for payment at any time and is encouraged to consult with the Finance Committee to obtain approval or rejection before payment of a questionable reimbursement is made.

The Request for Personal Reimbursement form is available at:

<http://ndla.info/Forms/expenseform.pdf>

or

<http://ndlaonline.org/Forms/expenseform.pdf>

CHRONOLOGICAL GUIDELINES

September

Annual conference

Public Library chair attends annual conference and presides at section meeting at annual conference

Secretary distributes minutes from the section meeting at the annual conference

Public Library chair introduces speakers for programs which Public Library section has sponsored

Public Library chair obtains necessary receipts from speaker(s) and presents them to the treasurer for payment

Incoming Chair receives files from outgoing Chair at the Executive Board meeting immediately following the conference. The outgoing Chair provides orientation to the position

Incoming chair expected to attend Executive Board meeting following annual conference

January/March

In years that the North Dakota State Legislature convenes, members of Public Library section lobby and testify before state congressional hearings and committees to promote bills and appropriations dealing with public library interests

Current public library bylaws and handbook are reviewed annually

Recommendations for changes in the bylaws and/or handbook are forwarded to the Constitution, Bylaws, and Policy Committee

Nominating Committee solicits candidates to nominate for positions of Chair Elect and Secretary

Chair elect solicits program possibilities for the annual fall conference

April/May

Plans and budget requests for the program at the annual fall conference are prepared by the Chair elect and submitted for approval to the Public Library section Executive Board

Nominating Committee submits the names of nominees and biographical information for offices to the NDLA Nominations and Election Committee

Chair elect finalizes program plans for annual fall conference. Chair elect submits budget for annual conference to the NDLA Executive Board

June/July/August

Chair elect communicates fall programming plans to the chair of the NDLA Conference Committee

Chair elect works with the chair of the NDLA Conference Committee to follow budget guidelines for the annual fall conference

Approved proposed changes to bylaws and/or handbook are sent to the editor of *The Good Stuff* for publication in the August issue

Bylaws and/or handbook changes are prepared for presentation to the membership

Membership is mailed a ballot of proposed changes to the Bylaws and/or Handbook

Public Library chair solicits items for agenda for annual meeting, prepares agenda, and prepares copy of agenda for distribution at annual section meeting

Approved by the Executive Board 9/28/01

Reimbursement statement added by Executive Board 3/22/02

Reimbursement statement revised by Executive Board 12/09/02

Reimbursement statement revised by Executive Board 12/03/04

Reimbursement statement revised by Executive Board 5/30/08