



**PLA Board of Directors Meeting  
Virtual Meeting – 11:00am-2:00pm Central, January 13, 2023**

**Revised Agenda**

**NOTE: the item highlighted in yellow below was updated on January 12, 2023.**

1. **Welcome and Introductions**, *Dr. Maria Taesil Hudson McCauley, President*
2. **EDISJ work**, *Sonia Alcántara-Antoine, PLA President-elect*
3. **Action Item:** Adoption of the agenda

Additional items may be added to the agenda prior to the adoption of the agenda. Items may also be removed from the consent agenda and moved to discussion. PLA policies related to Board service, strategic plan and a Board roster are included in ALA Connect as reference.

<u><b>Consent Agenda</b></u>	<u><b>Document Number</b></u>
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- |  |         |
|--|---------|
| 1. <i>Organizational Excellence and Governance</i> |         |
| a. Draft October 2022 Board Minutes .....          | 2023.14 |
| 2. PLA Membership Report .....                     | 2023.15 |

<u><b>Action/Discussion/Decision Items</b></u>	<u><b>Document Number</b></u>
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|--|-------------|
| 3. PLA President Update, <i>McCauley</i> .....                     | no document |
| 4. PLA President-elect Update, <i>Alcántara-Antoine</i> .....      | no document |
| 5. PLA Executive Director Update, <i>Mary Davis Fournier</i> ..... | no document |
| 6. Executive Board Liaison Update, <i>Larry Neal</i> .....         | no document |
| 7. FY23Q1 Strategic Plan Update, <i>Davis Fournier</i> .....       | 2023.16     |
| 8. Fiscal Officer Report, <i>Clara Bohrer, Davis Fournier, all</i> |             |
| a. FY22 Final Close August 2022 Budget Reports .....               | 2023.17a-e  |
| b. FY22 Final Close August 2022 Narrative .....                    | 2023.18     |

9. Review of Upcoming Council Actions and Bylaw Changes, *Stephanie Chase*..... 2023.19a-b
10. PLA Election Candidate Update and Nomination Committee  
Recommendations, *Erica Freudenberger* ..... 2023.19c
11. Board Media Training Update, *Larra Clark* ..... 2023.20a-b
12. New Business, *all* .....no document

### **Zoom Instructions**

PLA Meetings is inviting you to a scheduled Zoom meeting.

Topic: Winter 2023 Virtual PLA Board of Directors Meeting

Time: Jan 13, 2023 11:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://ala-events.zoom.us/j/97238383328?pwd=S3hiemtCeXl4cUh5NWNPRjh5RVh4UT09>

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**PLA Board of Directors Meeting**  
**ALA Headquarters Meeting – 9:00am-3:00pm Central, October 27, 2022**

- Present:** Dr. Maria Taesil Hudson McCauley, President; Sonia Alcántara-Antoine, President-elect; Melanie Huggins, Past President; Directors-at-large: Michael Colford, Erica Freudenberger (attended virtually), Mary Ellen Icaza, Candice Wing-yee Mack, Dr. Brandy A. McNeil, Dara Schmidt; Stephanie Chase, ALA Division Councilor; Clara Nalli Bohrer, Fiscal Officer
- Guests:** Larry Neal, ALA Executive Board liaison; Deborah Caldwell-Stone, Director of the ALA Office for Intellectual Freedom, Megan Cusick, Assistant Director for State & Local Advocacy; Michelle Jeske, Chair, PLA Nomination Committee
- PLA Staff:** Mary Davis Fournier, Executive Director; Larra Clark, Deputy Director; Sara Goek, Project Manager, Data and Research; Mary Hirsh, Deputy Director; Samantha Lopez, Manager, Marketing and Membership; Megan Stewart, Program Coordinator; Alison Armstead, Program Coordinator, Continuing Education; Mary-Clare Bietila, Program Manager, Programming Initiatives; Katina Jones, Program Manager, Evaluation and Assessment.

1. *Welcome, McCauley.*

Outcomes for today:

- All board members feel included and gave voice
- We leave with a clear understanding of where PLA is in our strategic work
- We have a deeper understanding of the key issues affecting PLA members

2. By consent, the board approved the adoption of the meeting agenda.

3. By consent, approved the consent agenda as presented.

**Consent Agenda**

**Document Number**

Organizational Excellence and Governance

September 2022 Board Minutes.....	2023.5
Combined Initiatives Reports.....	2023.6
Combined Operations Reports.....	2023.7
PLA 2022 Conference Report.....	2023.8

4. **EDISJ work, Alcántara-Antoine**

The group discussed EDISJ goals including showcasing the work of people of various backgrounds and perspectives. The group reviewed how wonderful it was to share all of the

various perspectives in the previous meeting and how they wanted to elevate and amplify the voices of all members.

#### **Action/Discussion/Decision Items**

5. PLA President Update, *McCauley*, no document  
McCauley discussed speaking and participating in symposiums, conferences and interviews. She has been writing the President's column for *Public Libraries* magazine and also participated in a new podcast. Recently McCauley did a presentation on digital equity and was featured in webinars with *Library Journal* on whole person librarianship and social emotional learning and what that looks like in patron practices.
6. PLA President-elect Update, *Alcántara-Antoine*, no document  
Alcántara-Antoine discussed orientation meetings that she has had with the Executive Director, President and Fiscal Officer. She has done recent presentations for IFLA and LJ/SJ and wondered how to best access PLA talking points in advance of public speaking/presenting commitments. The idea of creating a calendar of everyone's speaking engagements was discussed and board members were encouraged to reach out to PLA Deputy Director Larra Clark in advance of presentations to get talking points.
7. PLA Executive Director Update, *Davis Fournier*, no document  
Davis Fournier discussed PLA division achievements and highlights, including 153 incentive grants that the DigitalLearn initiative distributed to libraries nationwide with funding from AT&T, and the staff retreat and how it contributed to the strategic planning process. She also proposed implementing an online calendar for Board members to share upcoming speaking engagements and updates so staff and board can support and promote these opportunities. It was requested to see a slide of PLA staff due to the new hires and new positions added to the department.
8. PLA Liaison to ALA Executive Board Update, *Neal*, no document  
Neal shared highlights from the in-person ALA Executive Board meeting that included a retreat to work on development and cohesiveness because it has been challenging members to connect in a virtual environment. The board completed the executive director annual performance reviews and used BoardSource to help formulate the questions. There has been discussion about how to use for ALA AED and divisional EDs to ensure consistency across ALA. ALA ED Hall's contract is up in February 2023. There was a legal update from Paula Goedert, which reviewed conference negotiations and ALA-APA legal structure and activities such as CPLA. The EB has requested regular updates on hiring and staffing priorities. He mentioned the new Chief Technology Officer and filling open senior staff positions, such as CMO and PPO directors. The five-year financial plan and the 2023 budget was approved by the EB. They are anticipating losses in next two years and then recovery, based in part on contributed revenue. This is the forecast based on the status quo. Neal was absent for the Membership Committee report and the Conference Committee and will follow up with written reports.

9. Fiscal Officer Report, *Bohrer, Davis Fournier, all*

a. Priorities for Fiscal Officer/Budget & Finance Committee in FY23..... no document  
Bohrer stated that the priorities are to continue to budget to support our programmatic priorities and strategy, and grow revenue as requested. There is a revised budget schedule, the Budget and Finance committee will meet near the end of November/December to review and forward the FY24 budget if completed. Another priority is to establish and implement a fundraising plan that will come for review and approval after the Budget & Finance Committee review it. The plan will include performance targets and link to the strategic plan. They are reviewing the Gates Legacy grant status to plan next steps for sustainability as we spend down those funds and work to minimize any operational impacts.

b. FY22 as of April 2022 Budget Reports ..... 2023.9a-d  
Bohrer states that PLA has a net balance of \$286,000. Normally at this time, the net would be a significantly higher number in a conference year. But due to the pandemic, costs were higher, and revenue was down. Overall, it seems likely PLA will break even in FY22, rather than have significant carry-over funds into next fiscal year as is usually the case.

c. FY22 as of April 2022 Narrative ..... 2023.10

d. Operating Agreement Revisions and Recommendations ..... 2023.11a-b

i. Action: Bohrer requested a motion on behalf of the PLA Budget and Finance Committee to send a letter addressing financial issues and operational practices that would go to the Executive Board and the Operating Agreement Implementation Task Force.

ii. Candice Mack moved to accept the motion, seconded by Mary Ellen Icaza

iii. **Motion passed unanimously.**

10. ALA 2023 LLX/ALA Council-actions/communications, *Chase* ..... no document

PLA will not be meeting during the ALA LLX Conference because LLX has been positioned as a professional development event. Committees and boards have been discouraged from meeting during the conference.

Chase shared ongoing Council discussion of where we are with governance changes at ALA and how the organization should be structured at a governance level. In order to improve member engagement two issues have been raised: Whether or not Council should exist, and how the Executive Board should be elected.

Votes held at ALA Council in June 2022 determined that Council would retain policymaking authority but would be significantly reduced in size. A motion supported by PLA, for the Executive Board to be directly elected by the membership, was defeated. The decisions that were made need to be incorporated into ALA bylaws.

Chase said that Council is in the process of getting guidance from our former and our current parliamentarian to combine the ALA Constitution and the ALA bylaws into one document. The intention is to send four iterations of the draft bylaws to Council and receive feedback and comments before January.

The board discussed proactively advocating for a permanent position on the board and there was concern about the rotation of divisional representation.

11. PLA Strategic Plan Update, Focus on PLA Committees, *Davis Fournier, Hirsh, all*

- a. Strategic Plan Progress Review, PLA Staff ..... 2023.12a  
Hirsh shared update on staff work:
  - Inventoried every activity that PLA staff currently are doing, mapping back to strategic goals. Things were mostly in alignment.
  - Staff met in facilitated strategic implementation retreat.  
Examples of applying EDISJ in current practice:  
PLA webinars:
    - Live captioning everything as the default
    - Mix of paid and free
- PLA committees
  - Committee chair orientation on November 7
  - Building connection between work of committees, board and staff
- b. Board discussion ..... no document
  - i. As we track our progress, what is the most relevant information for you to have to help measure success and ensure we are on track?
  - ii. How do you track progress in your own library?
  - iii. What work described here is most interesting to you?

Feedback included:

- Overall, there was a discussion about how to offer a balance of paid vs. free training and resources to maximize equitable access for public library staff with little or no budget for professional development. Is there, or can PLA develop, a rubric for determining which webinars will be free vs. fee? We need to balance access, revenue, and staff capacity. There also was a question about providing some payment or stipend for presenters in terms of equity.
- Strategic plan implementation—what info. would be most useful:
  - Can we add objectives under each goal and publicly report out on web landing page?
  - Think about outcomes and how to model what PLA advocates through Project Outcome. In the past, many of the reports have been activity or project driven.
  - With link to ALA Pivot Plan, we should share revenue and membership data.
  - But we also want more than numbers—can we share stories and impact examples to illustrate the value of the work? Consider how we can use pictures and data visualization.
  - Show progress on learning more about membership and reflecting back.
  - With more hybrid and remote work, how can PLA raise visibility and reach with our professional development resources? PLA should highlight webinar archives and repackage/repurpose content as much as possible. Mention of Niche Academy as a

model—every state library agency has access to this. With new ALA CE Platform there is more growth potential in bundled sales packages, with recent example from PLA collaboration with California State Library. Can we link to related articles and podcasts? There was agreement that sharing this information as discussion points for Board members would assist them in sharing out in their networks and speaking engagements.

12. Nominations Committee Report, *Jeske*, no document

Jeske states that the nominating committee needed to fill four positions and find two candidates for president-elect and four candidates for Director-at-Large. The committee was not required to fill the small and rural seat this year.

The candidates for President elect are Jessica Dorr, Director of the Boise Public Library, and Michael Lambert, Director of the San Francisco Public Library.

There are three of the four confirmed candidates for the board of directors; Tamara King, Chief Equity and Engagement Officer of Richland Library in Columbia, SC; Veronda Pitchford, Assistant Director, Califa; and Laura Tadena, Equity and Inclusion Consultant, Texas State Library and Archives Commission. The fourth candidate will be confirmed soon, and then a public announcement will be made to membership.

There are two excellent candidates for the Division Councilor position: Deb Sica, Deputy County Librarian at Alameda County, CA, and Christina Fuller-Gregory, South Carolina Governor's School for the Arts and Humanities.

The nominating committee also has been discussing board member criteria of service, succession planning, and leadership development.

The committee would like to recommend that a form be created where members can self-nominate or nominate themselves for future board positions. The committee would also like to implement a webinar that provides information about the nominating process, and qualities they are looking for in candidates.

McCauley thanked the committee for its work and commended Jeske for her leadership.

13. PLA Board meeting schedule for rest of 2022-23, *Davis Fournier*, no document

The board agreed to:

- Friday, January 13, 2023, for the Winter 2023 meeting date (virtual)
- Friday, April 28, 2023, for the Spring 2023 meeting date. (virtual)

The board will also meet on Saturday, June 24, 2023, at ALA 2023 Annual Conference in Chicago, IL.

14. Intellectual Freedom Crisis update, *Caldwell-Stone, Cusick*; no document

Caldwell-Stone stated that last year the ALA Office for Intellectual Freedom (OIF) saw an unprecedented 744 challenges to books and graphic novels from schools and libraries across the

country, and 1,795 unique titles were challenged. As of the end of August, OIF has already received 681 challenges to some 1,600 titles so staff knows that 2022 is going to be another record-breaking year for censorship in libraries across the country. Libraries are going through enormous challenges right now including challenges to displays, policies, and programming practices.

Caldwell-Stone described a rise of advocacy groups and organizations approaching library boards with lists of books and demands to remove them. They assert they are inappropriate for minors and/or represent “Critical Race Theory” or political ideologies. The majority of the current challenges call for the removal of all books dealing with LGBTQ topics from libraries.

As a whole, OIF continues to receive a high volume of requests for support from librarians across the country. For example, last week OIF received 445 different challenge reports. The requests include requests for counsel on advocacy, law, and policy. OIF is working on revising the challenge reporting form to make it easier to use and to closely identify the kinds of challenges that libraries are facing.

Caldwell-Stone relayed that the ALA EB sent a letter to the FBI in regard to the bomb threats and shooting violence threats that were sent to a number of public library systems, as well as other threats and harassment that had been reported to OIF. The FBI responded on 10/26/2022, saying that the concerns are being taken seriously, and they are investigating. In turn, OIF has provided the FBI with information about some of the more serious threats and harassment that have occurred in libraries and against library workers and library trustees. ALA/OIF was informed that an arrest was made in Canada of a person who is alleged to have made the threats against the Salt Lake City Public Library and Boston Public Library. The individual is scheduled to be prosecuted under Canadian law.

OIF continues to partner with ALA’s Public Policy and Advocacy office to track and monitor state legislation that would impair access to materials and interfere with the governance of the library and its autonomy.

- Cusick took the board through the state-level process for adverse legislation and local governance or funding challenges. She is the primary point of contact and coordinates with state legislative chairs, chapter leaders, and state librarians. She sees both legislative and policy issues. She also works closely with OIF and related member committees, the Committee on Library Advocacy, and the Committee on Legislation (CoL). PLA has designees to these groups: e.g., Joe Thompson for PLA Advocacy & Strategic Partnerships with CoL. They are getting ready for upcoming state legislative sessions and providing training on how to use new advocacy tools available to all ALA chapters. Notable issues and actions include:
  - Criminalizing access to abortion information by alleging libraries are aiding and abetting abortion. ALA is pulling together guidance for library staff.
  - The [Empowered by Reading](#) white paper was released during Banned Books Week. It covers the importance of having diverse materials available to communities and to schools to support student achievements and individual growth. This is a proactive, affirmative document to share widely.



- The Unite Against Book Bans [campaign](#) focuses on engaging the general public and works alongside library-facing ALA work. They have more than sixty national partners in the campaign and are asking candidates at all levels of government to pledge to protect the freedom to read and oppose book bans.

15. ALA Executive Board Calls.....2023.13  
Moved to ALA Connect space for time.

16. New Business, *all* no document  
None.

With no further business, the meeting was adjourned at 2:59pm Central.

## MEMBERSHIP

### ACTION REQUESTED/INFORMATION/REPORT: Information

*Submitted by Samantha Lopez, Manager, Marketing & Membership*

#### Final FY22 Membership Stats

ALA membership counts ended the FY22 fiscal year at 49,705. This was a projected decline due to the challenges of the pandemic and the year ended flat to FY21 and an 8% decline from FY20. PLA ended FY22 with 8,375 members, which is a 13% increase from FY21 and a 10% decline from FY20. Even fiscal years represent PLA Conference years, where we typically see a rise in membership. The 13% increase followed that conference year pattern.

	FY22	FY21	FY20	FY19
August	8375	7284	9261	7893
Change		1091	(-)886	482
Change %		13%	(-)10%	6%

In October 2022, PLA launched an email drip campaign to engage and onboard new members. This is a multi-touch approach that layers on top of the PLA Membership Committee activities. The campaign is comprised of seven targeted messages spread out over a new member first year, including a pre- and post-survey. The goal of the campaign is to orient new members to PLA benefits, initiatives, resources, and engagement opportunities. This pilot campaign will run for at least a year to gauge engagement and effectiveness.

Additionally, in November 2022, PLA launched a pilot, along with ACRL, that offers a 20% discount on personal memberships to current ALA organizational members. This pilot will run through August 2023 to see if this benefit incentive will increase organizational memberships.

**TO:** PLA Board of Directors  
**RE:** PLA Strategic Plan Update  
**DATE:** January 6, 2023  
**SUBMITTED** Mary Davis Fournier, PLA Executive Director

**ACTION REQUESTED/INFORMATION/REPORT:** Information

Following the PLA Board's approval of the refreshed strategic plan at the 2022 Annual Conference, PLA staff began the process of designing the implementation. The first step was to create a full inventory of current PLA activities, which were matched against the refreshed plan's goals and tactics. This data informed a PLA staff retreat in October. As part of that meeting, PLA staff further examined activities through the lenses of member value, revenue generation and EDISJ alignment. Based on these discussions and reviewing the collected inputs, PLA staff has determined that the below, bolded tactics will be prioritized in 2023.

These goals were chosen to align with work already in progress as well as where PLA staff felt they could have immediate impact. Over the next quarter, PLA will develop metrics and reporting approaches to measure progress on reaching these goals. The board can expect to receive regular updates on PLA's efforts to meet these goals.

PLA will re-visit its process for determining priority tactics at the end of the fiscal year. The current plan is approved through 2026, allowing time to stage fulfillment of the plan's promise.

**2023 Priorities**

Equity, Diversity, Inclusion and Social Justice: PLA centers equity, diversity, inclusion and social justice (EDISJ) in working with and for libraries as places of equitable opportunity.

- Create systems that center EDISJ as we strive to become a more open, inclusive and accessible organization.
- **Provide the tools, trainings and communications libraries need to most actively contribute to advancing EDISJ principles in their libraries and communities.**
- Actively participate and lead within ALA and with partners to move the field towards structural level changes that create more inclusive and welcoming library spaces, services, practices and staffing models.

Transformation: PLA works with and for public libraries as they evolve to become more responsive to and reflective of ever-changing community needs.

- **Provide training, networking and resources that build equitable workplaces.**
- Provide platforms for libraries to share and test emerging best practices that lead to active inclusion, welcoming and belonging.
- **Support libraries in advancing all literacies and expanding meaningful and relevant access that results in community wellbeing.**

Professional Growth: PLA offers inclusive pipelines and pathways for the professional growth of all library workers.

- Create more opportunities within PLA to support a growing cohort of library leaders with diverse experiences and backgrounds over the course of their careers.
- **Grow the knowledge, skills and confidence of workers at all levels within local public libraries.**
- Support library workers and advocates in leading from the values of the library field.

Advocacy and Awareness: PLA is the national voice for championing public libraries as a public good.

- Support public libraries' efforts to communicate alignment of strategic priorities and core values in meeting community needs.
- Build library staff capacity to collect and share impacts with local, regional and state stakeholders and initiatives.
- **Amplify the broad national impact of public libraries by aggregating and sharing data and stories.**
- **Collaborate with national-level partners to support legislative efforts that advance library interests.**

Organizational Excellence: PLA is the most trusted and innovative public library membership organization.

- **Apply principles of EDISJ and use an equity impact analysis in decision making.**
- Prioritize and align resources to increase membership and revenue.
- **Measure impact on the library field in order adapt to new trends and models in association organization and membership.**
- **Seek and maintain a range of partnerships and funders to introduce and increase opportunities into the field.**

Balance Sheet for the period ending Aug 2022 (FY22) - final close

FY21 (final)				FY22 (as of Aug 2022 final close)			
Operating Fund	Annual Budget	Actual	Variance	Annual Budget	Actual	Aug 2022 final close	
Opening Fund Balance		\$ 4,664,935		\$ 4,506,979			
Revenue	\$ 771,600	\$ 748,667	\$ (22,933)	\$ 3,916,000	\$ 3,773,730	\$ (142,270)	
Expenses	\$ (1,244,656)	\$ (877,950)	\$ 366,706	\$ (2,275,983)	\$ (2,191,047)	\$ 84,936	
Overhead & Taxes	\$ (55,545)	\$ (28,673)	\$ 26,872	\$ (788,269)	\$ (755,580)	\$ 32,689	
Transfer to Endowment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Fiscal Year Results	\$ (528,601)	\$ (157,956)	\$ 370,645	\$ 851,748	\$ 827,103	\$ (24,645)	
Closing Fund Balance (end FY21)		\$ 4,506,979		\$ 5,358,727			
Grants				Grants			
Budget	Actual	Balance					
Revenue - Grants	\$ 1,234,646	\$ 1,768,065	\$ 533,419	\$ 1,370,396	\$ 1,447,584	\$ 77,188	
Expenses - Grants	\$ (1,132,672)	\$ (1,598,246)	\$ (465,574)	\$ (1,216,160)	\$ (1,310,866)	\$ (94,706)	
Overhead & Taxes - Grants	\$ (102,028)	\$ (169,819)	\$ (67,791)	\$ (154,236)	\$ (136,719)	\$ 17,518	
Total	\$ (54)	\$ -	\$ 54	\$ -	\$ -	\$ -	
Long Tem Investment				Long Term Investment			
Actual FY21 Close				Actual FY22 final close			
Beginning Net Assets FY21	\$ 1,761,881			Beginning Net Assets FY22	\$ 2,142,878		
Interest/Dividends FY21	\$ 53,133			Interest/Dividends FY22	\$ 86,456		
Expenses FY21	\$ (11,557)			Expenses FY22	\$ (12,112)		
Realized Gains	\$ 145,528			Realized Gains	\$ 142,931		
Unrealized Gains	\$ 193,892			Unrealized Gains	\$ (493,131)		
Ending Net Assets FY21	\$ 2,142,877			Ending Net Assets	\$ 1,867,022		

Notes:

The Gates Legacy Grant, awarded in 2016 (\$10,805,701), closed FY21 with a balance of \$7,523,357. The \$892,545 expended in FY22 brought its balance to \$6,630,812.

**Public Library Association  
FY22 (2021-2022) Financial Report**

PLA Board of Directors  
January 13, 2023 Virtual Meeting  
Document no.: 2023.17b

**Public Library Association**

Statement of Revenues and Expenses - General Fund and Conference  
For the period ending Aug 2022/Final close

	Full Year	YTD		YTD	Variance	Full Year
	FY21 Actual	FY22 Actual	FY22 Budget	Variance	%	FY22 Budget
<b>REVENUES</b>						
1. Administration (0000)	\$ -	\$ 2,000	\$ -	\$ 2,000		\$ -
2. Service to Members (3000)	\$ 519,997	\$ 559,633	\$ 467,500	\$ 92,133	20%	\$ 467,500
3. Regional CE, Bootcamp (3007)	\$ (50)	\$ -	\$ -	\$ -		\$ -
4. PLA Leadership (3011)	\$ -	\$ -	\$ -	\$ -		\$ -
5. PLA Partners (3020)	\$ 10,152	\$ 600	\$ 18,000	\$ (17,400)	-97%	\$ 18,000
6. ALA Precons/MW Institute (3026)	\$ -	\$ -	\$ -	\$ -		\$ -
7. Public Libraries (3030)	\$ 26,937	\$ 39,044	\$ 45,000	\$ (5,956)	-13%	\$ 45,000
8. Web Based CE (3040)	\$ 71,240	\$ 25,220	\$ 37,500	\$ (12,280)	-33%	\$ 37,500
9. Publications (3058)	\$ 25,645	\$ 55,713	\$ 20,000	\$ 35,713	179%	\$ 20,000
10. Family Engagement (3072)	\$ 18,600	\$ 29,550	\$ 18,000	\$ 11,550	64%	\$ 18,000
11. Equity, Diversity and Inclusion (3073)	\$ 42,765	\$ -	\$ 25,000	\$ (25,000)	-100%	\$ 25,000
12. Preschool Literacy- ECRR (3120)	\$ 28,596	\$ 4,724	\$ 5,000	\$ (276)	-6%	\$ 5,000
13. PO Regional Training (3171)	\$ 2,550	\$ 1,750	\$ -	\$ 1,750		\$ -
14. PLDS (3172)	\$ -	\$ 41,798	\$ -	\$ 41,798		\$ -
15. Digital Learn (3188)	\$ -	\$ 30,000	\$ 30,000	\$ -		\$ 30,000
Error - Certif Pub Lib Admin (3189)	\$ -	\$ -	\$ -	\$ -		\$ -
17a. Cost Share IMLS Early Literacy (3181)	\$ -	\$ -	\$ -	\$ -		\$ -
717b. Cost Share IMLS Incl Internships (3185)	\$ -	\$ -	\$ -	\$ -		\$ -
<b>TOTAL REVENUES - PROGRAMS</b>	<b>\$ 746,432</b>	<b>\$ 790,032</b>	<b>\$ 666,000</b>	<b>\$ 124,032</b>	<b>19%</b>	<b>\$ 666,000</b>
	Full Year	YTD		YTD	Variance	Full Year
	FY21 Actual	FY22 Actual	FY22 Budget	Variance	%	FY22 Budget
16. National Conferences						
A. NC General Program (3061)	\$ 1,335	\$ 1,375,748	\$ 1,512,500	\$ (136,752)	-9%	\$ 1,512,500
B. NC Exhibits (3062)	\$ -	\$ 1,251,855	\$ 1,462,500	\$ (210,645)	-14%	\$ 1,462,500
C. NC Promotion (3063)	\$ 900	\$ 22,314	\$ 30,000	\$ (7,686)	-26%	\$ 30,000
D. NC Registration (3064)	\$ -	\$ -	\$ -	\$ -		\$ -
E. NC Opening/Closing Session (3065)	\$ -	\$ -	\$ -	\$ -		\$ -
F. NC Programs (3066)	\$ -	\$ -	\$ -	\$ -		\$ -
G. NC Meal Events (3069)	\$ -	\$ 32,472	\$ 50,000	\$ (17,528)	-35%	\$ 50,000
H. NC Preconference (3070)	\$ -	\$ 54,350	\$ 115,000	\$ (60,650)	-53%	\$ 115,000
I. NC Future Planning (3145)	\$ -	\$ -	\$ -	\$ -		\$ -
J. PLA Virtual Conference (3173)	\$ -	\$ 246,959	\$ 80,000	\$ 166,959	209%	\$ 80,000
<b>TOTAL REVENUES - CONFERENCE</b>	<b>\$ 2,235</b>	<b>\$ 2,983,698</b>	<b>\$ 3,250,000</b>	<b>\$ (266,302)</b>	<b>-8%</b>	<b>\$ 3,250,000</b>
	<b>FY21 Actual</b>	<b>FY22 Actual</b>	<b>FY22 Budget</b>	<b>Variance</b>	<b>%</b>	<b>FY22 Budget</b>
<b>TOTAL REVENUES</b>	<b>\$ 748,667</b>	<b>\$ 3,773,730</b>	<b>\$ 3,916,000</b>	<b>\$ (142,270)</b>	<b>4%</b>	<b>\$ 3,916,000</b>

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<b>EXPENSES</b>	<b>Full Year</b>	<b>YTD</b>	<b>YTD</b>	<b>YTD</b>	<b>Variance</b>	<b>Full Year</b>
	<b>FY21 Actual</b>	<b>FY22 Actual</b>	<b>FY22 Budget</b>	<b>Variance</b>	<b>%</b>	<b>FY22 Budget</b>
1. Administration (0000)	\$ (625,499)	\$ (619,309)	\$ (755,039)	\$ 135,730	18%	\$ (755,039)
2. Service to Members (3000)	\$ (19,982)	\$ (42,308)	\$ (94,150)	\$ 51,842	55%	\$ (94,150)
3. Regional CE, Bootcamp (3007)	\$ (1,668)	\$ -	\$ -	\$ -		\$ -
4. PLA Leadership (3011)	\$ -	\$ -	\$ -	\$ -		\$ -
5. PLA Partners (3020)	\$ (156)	\$ (17)	\$ (18,650)	\$ 18,633	100%	\$ (18,650)
6. ALA Precons/MW Institute (3026)	\$ -	\$ -	\$ -	\$ -		\$ -
7. Public Libraries (3030)	\$ (73,144)	\$ (94,215)	\$ (112,450)	\$ 18,235	16%	\$ (112,450)
8. Web Based CE (3040)	\$ 70,216	\$ (13,568)	\$ (9,800)	\$ (3,768)	-38%	\$ (9,800)
9. Publications (3058)	\$ (12,128)	\$ (27,365)	\$ (8,200)	\$ (19,165)	-234%	\$ (8,200)
10. Family Engagement (3072)	\$ (12,342)	\$ (4,282)	\$ (7,770)	\$ 3,488	45%	\$ (7,770)
11. Equity, Diversity and Inclusion (3073)	\$ (13,155)	\$ (1,000)	\$ (11,625)	\$ 10,625	91%	\$ (11,625)
12. Preschool Literacy ECRR (3120)	\$ (5,220)	\$ (3,464)	\$ -	\$ (3,464)		\$ -
13. PO Regional Training (3171)	\$ (4,706)	\$ -	\$ -	\$ -		\$ -
14. PLDS (3172)	\$ 6,695	\$ 15,763	\$ -	\$ 15,763		\$ -
15. Digital Learn (3188)	\$ (83,026)	\$ (69)	\$ (40,000)	\$ 39,931	100%	\$ (40,000)
Error - Certif Pub Lib Admin (3189)	\$ -	\$ -	\$ -	\$ -		\$ -
17a. Cost Share IMLS Early Literacy (3181)	\$ -	\$ -	\$ -	\$ -		\$ -
17b. Cost Share IMLS Incl Internships (3185)	\$ (10,213)	\$ (11,112)	\$ -	\$ (11,112)		\$ -
<b>TOTAL EXPENSES - PROGRAMS</b>	<b>\$ (784,328)</b>	<b>\$ (800,946)</b>	<b>\$ (1,057,684)</b>	<b>\$ 256,738</b>	<b>24%</b>	<b>\$ (1,057,684)</b>

	<b>Full Year</b>	<b>YTD</b>	<b>YTD</b>	<b>YTD</b>	<b>Variance</b>	<b>Full Year</b>
	<b>FY21 Actual</b>	<b>FY22 Actual</b>	<b>FY22 Budget</b>	<b>Variance</b>	<b>%</b>	<b>FY22 Budget</b>
16. National Conferences						
A. NC General Program (3061)	\$ 7,761	\$ (767,608)	\$ (612,862)	\$ (154,746)	-25%	\$ (612,862)
B. NC Exhibits (3062)	\$ (5,340)	\$ (742,100)	\$ (784,556)	\$ 42,456	5%	\$ (784,556)
C. NC Promotion (3063)	\$ (153)	\$ (23,791)	\$ (34,575)	\$ 10,784	31%	\$ (34,575)
D. NC Registration (3064)	\$ -	\$ (16,692)	\$ (16,700)	\$ 8	0%	\$ (16,700)
E. NC Opening/Closing Session (3065)	\$ (75,000)	\$ (288,234)	\$ (255,000)	\$ (33,234)	-13%	\$ (255,000)
F. NC Programs (3066)	\$ -	\$ (100,000)	\$ (105,000)	\$ 5,000	5%	\$ (105,000)
G. NC Meal Events (3069)	\$ -	\$ (34,261)	\$ (46,000)	\$ 11,739	26%	\$ (46,000)
H. NC Preconference (3070)	\$ -	\$ (44,295)	\$ (76,975)	\$ 32,680	42%	\$ (76,975)
I. NC Future Planning (3145)	\$ (49,563)	\$ (43,125)	\$ (40,000)	\$ (3,125)	-8%	\$ (40,000)
J. PLA Virtual Conference (3173)	\$ -	\$ (85,575)	\$ (34,900)	\$ (50,675)	-145%	\$ (34,900)
<b>TOTAL EXPENSES - CONFERENCE</b>	<b>\$ (122,295)</b>	<b>\$ (2,145,681)</b>	<b>\$ (2,006,568)</b>	<b>\$ (139,113)</b>	<b>-7%</b>	<b>\$ (2,006,568)</b>

	<b>FY21 Actual</b>	<b>FY22 Actual</b>	<b>FY22 Budget</b>	<b>Variance</b>	<b>%</b>	<b>FY22 Budget</b>
<b>TOTAL EXPENSES</b>	<b>\$ (906,623)</b>	<b>\$ (2,946,627)</b>	<b>\$ (3,064,252)</b>	<b>\$ 117,625</b>	<b>4%</b>	<b>\$ (3,064,252)</b>

	<b>FY21 Actual</b>	<b>YTD</b>	<b>YTD</b>	<b>YTD</b>	<b>Variance</b>	<b>Full Year</b>
		<b>FY22 Actual</b>	<b>FY22 Budget</b>	<b>Variance</b>	<b>%</b>	<b>FY22 Budget</b>
<b>OPERATING NET REVENUES</b>	<b>\$ (157,956)</b>	<b>\$ 827,103</b>	<b>\$ 851,748</b>	<b>\$ (24,645)</b>	<b>3%</b>	<b>\$ 851,748</b>

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<b>Operating Budget Projects</b>	<b>FY21 Final</b>				<b>FY22 Budget</b>	<b>FY22 (Aug 2022 final close)</b>			
<b>Subproject</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>		<b>full year</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	
<b>1. Administration (0000)</b>									
Revenue	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 2,000	\$ 2,000	
Expenses	\$ (704,927)	\$ (625,499)	\$ 79,428		\$ (755,039)	\$ (755,039)	\$ (619,309)	\$ 135,730	
Net	\$ (704,927)	\$ (625,499)	\$ 79,428		\$ (755,039)	\$ (755,039)	\$ (617,309)	\$ 137,730	
<b>2. Service to Members (3000)</b>									
Revenue	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	
Dues	\$ 387,200	\$ 519,997	\$ 132,797		\$ 467,500	\$ 467,500	\$ 559,633	\$ 92,133	
Expenses	\$ (109,350)	\$ (19,982)	\$ 89,368		\$ (94,150)	\$ (94,150)	\$ (42,308)	\$ 51,842	
Net	\$ 277,850	\$ 500,015	\$ 222,165		\$ 373,350	\$ 373,350	\$ 517,325	\$ 143,975	
<b>3. Regional CE, Bootcamp (3007)</b>									
Registration	\$ 40,000	\$ (50)	\$ (40,050)		\$ -	\$ -	\$ -	\$ -	
Expenses	\$ (29,900)	\$ (1,668)	\$ 28,232		\$ -	\$ -	\$ -	\$ -	
OH & Tax	\$ (10,600)	\$ -	\$ 10,600		\$ -	\$ -	\$ -	\$ -	
Net	\$ (500)	\$ (1,718)	\$ (1,218)		\$ -	\$ -	\$ -	\$ -	
<b>4. PLA Leadership (3011)</b>									
Revenue	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	
Expenses	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	
OH & Tax	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	
Net	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	
<b>5. PLA Partners (3020)</b>									
Revenue	\$ 14,000	\$ 10,152	\$ (3,848)		\$ 18,000	\$ 18,000	\$ 600	\$ (17,400)	
Expenses	\$ (14,300)	\$ (156)	\$ 14,144		\$ (18,650)	\$ (18,650)	\$ (17)	\$ 18,633	
Net	\$ (300)	\$ 9,996	\$ 10,296		\$ (650)	\$ (650)	\$ 583	\$ 1,233	
<b>6. ALA Precons/MW Institute (3026)</b>									
Revenue	\$ 18,000	\$ -	\$ (18,000)		\$ -	\$ -	\$ -	\$ -	
Expenses	\$ (7,350)	\$ -	\$ 7,350		\$ -	\$ -	\$ -	\$ -	
OH	\$ (6,792)	\$ -	\$ 6,792		\$ -	\$ -	\$ -	\$ -	
Net	\$ 3,858	\$ -	\$ (3,858)		\$ -	\$ -	\$ -	\$ -	
<b>7. Public Libraries (3030)</b>									
Revenue	\$ 51,500	\$ 26,937	\$ (24,563)		\$ 45,000	\$ 45,000	\$ 39,044	\$ (5,956)	
Expenses	\$ (123,226)	\$ (69,476)	\$ 53,750		\$ (109,450)	\$ (109,450)	\$ (90,141)	\$ 19,309	
OH	\$ (6,800)	\$ (3,668)	\$ 3,132		\$ (3,000)	\$ (3,000)	\$ (4,074)	\$ (1,074)	
Tax	\$ (547)	\$ -	\$ 547		\$ -	\$ -	\$ -	\$ -	
Net	\$ (79,073)	\$ (46,207)	\$ 32,866		\$ (67,450)	\$ (67,450)	\$ (55,171)	\$ 12,279	
<b>8. Web Based CE (3040)</b>									



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<b>Operating Budget Projects</b>	<b>FY21 Final</b>			<b>FY22 Budget</b>	<b>FY22 (Aug 2022 final close)</b>		
<b>Subproject</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>full year</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Revenue	\$ 52,000	\$ 71,240	\$ 19,240	\$ 37,500	\$ 37,500	\$ 25,220	\$ (12,280)
Expenses	\$ (5,500)	\$ 79,655	\$ 85,155	\$ (5,800)	\$ (5,800)	\$ (10,226)	\$ (4,426)
OH & Taxes	\$ (6,625)	\$ (9,439)	\$ (2,814)	\$ (4,000)	\$ (4,000)	\$ (3,342)	\$ 658
Net	\$ 39,875	\$ 141,456	\$ 101,581	\$ 27,700	\$ 27,700	\$ 11,652	\$ (16,048)
<b>9. Publications (3058)</b>							
Revenue	\$ 6,400	\$ 25,645	\$ 19,245	\$ 20,000	\$ 20,000	\$ 55,713	\$ 35,713
Expenses	\$ (6,100)	\$ (8,843)	\$ (2,743)	\$ (5,500)	\$ (5,500)	\$ (21,155)	\$ (15,655)
OH & Taxes	\$ (795)	\$ (3,285)	\$ (2,490)	\$ (2,700)	\$ (2,700)	\$ (6,210)	\$ (3,510)
Net	\$ (495)	\$ 13,517	\$ 14,012	\$ 11,800	\$ 11,800	\$ 28,348	\$ 16,548
<b>10. Family Engagement (3072)</b>							
Revenue	\$ 36,000	\$ 18,600	\$ (17,400)	\$ 18,000	\$ 18,000	\$ 29,550	\$ 11,550
Expenses	\$ (12,425)	\$ (9,877)	\$ 2,548	\$ (3,000)	\$ (3,000)	\$ (367)	\$ 2,633
OH & Taxes	\$ (9,540)	\$ (2,465)	\$ 7,075	\$ (4,770)	\$ (4,770)	\$ (3,915)	\$ 855
Net	\$ 14,035	\$ 6,258	\$ (7,777)	\$ 10,230	\$ 10,230	\$ 25,268	\$ 15,038
<b>11. Equity, Diversity and Inclusion (3073)</b>							
Revenue	\$ 110,000	\$ 42,765	\$ (67,235)	\$ 25,000	\$ 25,000	\$ -	\$ (25,000)
Expenses	\$ (71,078)	\$ (7,489)	\$ 63,589	\$ (5,000)	\$ (5,000)	\$ (1,000)	\$ 4,000
OH & Taxes	\$ (13,250)	\$ (5,666)	\$ 7,584	\$ (6,625)	\$ (6,625)	\$ -	\$ 6,625
Net	\$ 25,672	\$ 29,610	\$ 3,938	\$ 13,375	\$ 13,375	\$ (1,000)	\$ (14,375)
<b>12. Preschool Literacy ECRR (3120)</b>							
Revenue	\$ 4,500	\$ 28,596	\$ 24,096	\$ 5,000	\$ 5,000	\$ 4,724	\$ (276)
Expenses	\$ (1,400)	\$ (1,431)	\$ (31)	\$ -	\$ -	\$ (2,838)	\$ (2,838)
OH & Taxes	\$ (596)	\$ (3,789)	\$ (3,193)	\$ -	\$ -	\$ (626)	\$ (626)
Net	\$ 2,504	\$ 23,376	\$ 20,872	\$ 5,000	\$ 5,000	\$ 1,260	\$ (3,740)
<b>13. PO Regional Training (3171)</b>							
Revenue	\$ 7,000	\$ 2,550	\$ (4,450)	\$ -	\$ -	\$ 1,750	\$ 1,750
Expenses	\$ (2,600)	\$ (4,699)	\$ (2,099)	\$ -	\$ -	\$ -	\$ -
OH & Taxes	\$ -	\$ (7)	\$ (7)	\$ -	\$ -	\$ -	\$ -
Net	\$ 4,400	\$ (2,156)	\$ (6,556)	\$ -	\$ -	\$ 1,750	\$ 1,750
<b>14. PLDS (3172)</b>							
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,798	\$ 41,798
Expenses	\$ -	\$ 6,695	\$ 6,695	\$ -	\$ -	\$ 21,301	\$ 21,301
OH & Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (5,538)	\$ (5,538)
Net	\$ -	\$ 6,695	\$ 6,695	\$ -	\$ -	\$ 57,561	\$ 57,561
<b>15. Digital Learn (3188)</b>							

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<b>Operating Budget Projects</b>	<b>FY21 Final</b>			<b>FY22 Budget</b>	<b>FY22 (Aug 2022 final close)</b>		
<b>Subproject</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>full year</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Revenue	\$ 45,000	\$ -	\$ (45,000)	\$ 30,000	\$ 30,000	\$ 30,000	\$ -
Expenses	\$ (62,000)	\$ (83,026)	\$ (21,026)	\$ (40,000)	\$ (40,000)	\$ (69)	\$ 39,931
OH & Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net	\$ (17,000)	\$ (83,026)	\$ (66,026)	\$ (10,000)	\$ (10,000)	\$ 29,931	\$ 39,931
<b>16. National Conferences</b>							
A. NC General Program (3061)							
Revenue	\$ -	\$ 1,335	\$ 1,335	\$ 1,512,500	\$ 1,512,500	\$ 1,375,748	\$ (136,752)
Expenses	\$ -	\$ 8,115	\$ 8,115	\$ (212,050)	\$ (212,050)	\$ (403,088)	\$ (191,038)
OH & Taxes	\$ -	\$ (354)	\$ (354)	\$ (400,812)	\$ (400,812)	\$ (364,520)	\$ 36,292
Net	\$ -	\$ 9,096	\$ 9,096	\$ 899,638	\$ 899,638	\$ 608,140	\$ (291,498)
B. NC Exhibits (3062)							
Revenue	\$ -	\$ -	\$ -	\$ 1,462,500	\$ 1,462,500	\$ 1,251,855	\$ (210,645)
Expenses	\$ -	\$ (5,340)	\$ (5,340)	\$ (463,244)	\$ (463,244)	\$ (424,827)	\$ 38,417
OH & Taxes	\$ -	\$ -	\$ -	\$ (321,312)	\$ (321,312)	\$ (317,273)	\$ 4,039
Net	\$ -	\$ (5,340)	\$ (5,340)	\$ 677,944	\$ 677,944	\$ 509,755	\$ (168,189)
C. NC Promotion (3063)							
Revenue	\$ -	\$ 900	\$ 900	\$ 30,000	\$ 30,000	\$ 22,314	\$ (7,686)
Expenses	\$ -	\$ (153)	\$ (153)	\$ (30,600)	\$ (30,600)	\$ (20,834)	\$ 9,766
OH & Taxes	\$ -	\$ -	\$ -	\$ (3,975)	\$ (3,975)	\$ (2,957)	\$ 1,018
Net	\$ -	\$ 747	\$ 747	\$ (4,575)	\$ (4,575)	\$ (1,477)	\$ 3,098
D. NC Registration (3064)							
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ -	\$ -	\$ -	\$ (16,700)	\$ (16,700)	\$ (16,692)	\$ 8
OH & Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net	\$ -	\$ -	\$ -	\$ (16,700)	\$ (16,700)	\$ (16,692)	\$ 8
E. NC Opening/Closing Session (3065)							
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ -	\$ (75,000)	\$ (75,000)	\$ (255,000)	\$ (255,000)	\$ (288,234)	\$ (33,234)
Net	\$ -	\$ (75,000)	\$ (75,000)	\$ (255,000)	\$ (255,000)	\$ (288,234)	\$ (33,234)
F. NC Programs (3066)							
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ -	\$ -	\$ -	\$ (105,000)	\$ (105,000)	\$ (100,000)	\$ 5,000
Net	\$ -	\$ -	\$ -	\$ (105,000)	\$ (105,000)	\$ (100,000)	\$ 5,000
G. NC Meal Events (3069)							
Revenues	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 32,472	\$ (17,528)

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<b>Subproject</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>full year</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Expenses	\$ -	\$ -	\$ -	\$ (46,000)	\$ (46,000)	\$ (34,261)	\$ 11,739
OH & Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000	\$ (1,789)	\$ (5,789)
H. NC Preconference (3070)							
Revenues	\$ -	\$ -	\$ -	\$ 115,000	\$ 115,000	\$ 54,350	\$ (60,650)
Expenses	\$ -	\$ -	\$ -	\$ (46,500)	\$ (46,500)	\$ (29,892)	\$ 16,608
OH & Taxes	\$ -	\$ -	\$ -	\$ (30,475)	\$ (30,475)	\$ (14,403)	\$ 16,072
Net	\$ -	\$ -	\$ -	\$ 38,025	\$ 38,025	\$ 10,055	\$ (27,970)
I. NC Promotion/Planning (3145)							
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ (94,500)	\$ (49,563)	\$ 44,937	\$ (40,000)	\$ (40,000)	\$ (43,125)	\$ (3,125)
OH & Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net	\$ (94,500)	\$ (49,563)	\$ 44,937	\$ (40,000)	\$ (40,000)	\$ (43,125)	\$ (3,125)
J. PLA Virtual Conference (3173)							
Revenue	\$ -	\$ -	\$ -	\$ 80,000	\$ 80,000	\$ 246,959	\$ 166,959
Expenses	\$ -	\$ -	\$ -	\$ (24,300)	\$ (24,300)	\$ (52,853)	\$ (28,553)
OH & Taxes	\$ -	\$ -	\$ -	\$ (10,600)	\$ (10,600)	\$ (32,722)	\$ (22,122)
Net	\$ -	\$ -	\$ -	\$ 45,100	\$ 45,100	\$ 161,384	\$ 116,284
<b>17. Grant Cost Shares</b>							
A. Early Literacy Cost Share (3181)							
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OH & Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
B. Inclusive Internship Cost Share (3185)							
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ -	\$ (10,213)	\$ (10,213)	\$ -	\$ -	\$ (11,112)	\$ (11,112)
OH & Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net	\$ -	\$ (10,213)	\$ (10,213)	\$ -	\$ -	\$ (11,112)	\$ (11,112)
<b>TOTAL OPERATING</b>	<b>FY21 Final</b>			<b>FY22 Budget</b>	<b>FY22 (Aug 2022 final close)</b>		
	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>full year</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Revenue	\$ 771,600	\$ 748,667	\$ (22,933)	\$ 3,916,000	\$ 3,916,000	\$ 3,773,730	\$ (142,270)
Expenses	\$ (1,244,656)	\$ (877,950)	\$ 366,706	\$ (2,275,983)	\$ (2,275,983)	\$ (2,191,047)	\$ 84,936
OH & Taxes	\$ (55,545)	\$ (28,673)	\$ 26,872	\$ (788,269)	\$ (788,269)	\$ (755,580)	\$ 32,689

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<b><u>Operating Budget Projects</u></b>	<b><u>FY21 Final</u></b>				<b><u>FY22 Budget</u></b>	<b><u>FY22 (Aug 2022 final close)</u></b>			
<b><u>Subproject</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>	<b><u>Variance</u></b>		<b><u>full year</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>	<b><u>Variance</u></b>	
Net	\$ (528,601)	\$ (157,956)	\$ 370,645		\$ 851,748	\$ 851,748	\$ 827,103	\$ (24,645)	

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<b>Operating Budget Projects</b>	<b>FY21 Final</b>			<b>FY22 Budget</b>	<b>FY22 (Aug 2022 final close)</b>		
<b>Subproject</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>full year</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>16. National Conferences</b>							
A. NC General Program (3061)							
Revenue	\$ -	\$ 1,335	\$ 1,335	\$ 1,512,500	\$ 1,512,500	\$ 1,375,748	\$ (136,752)
Expenses	\$ -	\$ 8,115	\$ 8,115	\$ (212,050)	\$ (212,050)	\$ (403,088)	\$ (191,038)
OH & Taxes	\$ -	\$ (354)	\$ (354)	\$ (400,812)	\$ (400,812)	\$ (364,520)	\$ 36,292
Net	\$ -	\$ 9,096	\$ 9,096	\$ 899,638	\$ 899,638	\$ 608,140	\$ (291,498)
B. NC Exhibits (3062)							
Revenue	\$ -	\$ -	\$ -	\$ 1,462,500	\$ 1,462,500	\$ 1,251,855	\$ (210,645)
Expenses	\$ -	\$ (5,340)	\$ (5,340)	\$ (463,244)	\$ (463,244)	\$ (424,827)	\$ 38,417
OH & Taxes	\$ -	\$ -	\$ -	\$ (321,312)	\$ (321,312)	\$ (317,273)	\$ 4,039
Net	\$ -	\$ (5,340)	\$ (5,340)	\$ 677,944	\$ 677,944	\$ 509,755	\$ (168,189)
C. NC Promotion (3063)							
Revenue	\$ -	\$ 900	\$ 900	\$ 30,000	\$ 30,000	\$ 22,314	\$ (7,686)
Expenses	\$ -	\$ (153)	\$ (153)	\$ (30,600)	\$ (30,600)	\$ (20,834)	\$ 9,766
OH & Taxes	\$ -	\$ -	\$ -	\$ (3,975)	\$ (3,975)	\$ (2,957)	\$ 1,018
Net	\$ -	\$ 747	\$ 747	\$ (4,575)	\$ (4,575)	\$ (1,477)	\$ 3,098
D. NC Registration (3064)							
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ -	\$ -	\$ -	\$ (16,700)	\$ (16,700)	\$ (16,692)	\$ 8
OH & Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net	\$ -	\$ -	\$ -	\$ (16,700)	\$ (16,700)	\$ (16,692)	\$ 8
E. NC Opening/Closing Session (3065)							
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ -	\$ (75,000)	\$ (75,000)	\$ (255,000)	\$ (255,000)	\$ (288,234)	\$ (33,234)
Net	\$ -	\$ (75,000)	\$ (75,000)	\$ (255,000)	\$ (255,000)	\$ (288,234)	\$ (33,234)
F. NC Programs (3066)							
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ -	\$ -	\$ -	\$ (105,000)	\$ (105,000)	\$ (100,000)	\$ 5,000
Net	\$ -	\$ -	\$ -	\$ (105,000)	\$ (105,000)	\$ (100,000)	\$ 5,000
G. NC Meal Events (3069)							
Revenues	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 32,472	\$ (17,528)
Expenses	\$ -	\$ -	\$ -	\$ (46,000)	\$ (46,000)	\$ (34,261)	\$ 11,739
OH & Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Public Library Association**  
**FY22 (2021-2022) Financial Report**

PLA Board of Directors  
January 13, 2023 Virtual Meeting  
Document no.: 2023.17d

<b>Operating Budget Projects</b>	<b>FY21 Final</b>			<b>FY22 Budget</b>	<b>FY22 (Aug 2022 final close)</b>		
<b>Subproject</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>full year</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Net	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000	\$ (1,789)	\$ (5,789)
H. NC Preconference (3070)							
Revenues	\$ -	\$ -	\$ -	\$ 115,000	\$ 115,000	\$ 54,350	\$ (60,650)
Expenses	\$ -	\$ -	\$ -	\$ (46,500)	\$ (46,500)	\$ (29,892)	\$ 16,608
OH & Taxes	\$ -	\$ -	\$ -	\$ (30,475)	\$ (30,475)	\$ (14,403)	\$ 16,072
Net	\$ -	\$ -	\$ -	\$ 38,025	\$ 38,025	\$ 10,055	\$ (27,970)
I. NC Promotion/Planning (3145)							
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ (94,500)	\$ (49,563)	\$ 44,937	\$ (40,000)	\$ (40,000)	\$ (43,125)	\$ (3,125)
OH & Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net	\$ (94,500)	\$ (49,563)	\$ 44,937	\$ (40,000)	\$ (40,000)	\$ (43,125)	\$ (3,125)
J. PLA Virtual Conference (3173)							
Revenue	\$ -	\$ -	\$ -	\$ 80,000	\$ 80,000	\$ 246,959	\$ 166,959
Expenses	\$ -	\$ -	\$ -	\$ (24,300)	\$ (24,300)	\$ (52,853)	\$ (28,553)
OH & Taxes	\$ -	\$ -	\$ -	\$ (10,600)	\$ (10,600)	\$ (32,722)	\$ (22,122)
Net	\$ -	\$ -	\$ -	\$ 45,100	\$ 45,100	\$ 161,384	\$ 116,284
<b>TOTAL OPERATING</b>	<b>FY21 Final</b>			<b>FY22 Budget</b>	<b>FY22 (Aug 2022 final close)</b>		
	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>full year</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Revenue	\$ -	\$ 2,235	\$ 2,235	\$ 3,250,000	\$ 3,250,000	\$ 2,983,698	\$ (266,302)
Expenses	\$ (94,500)	\$ (121,941)	\$ (27,441)	\$ (1,239,394)	\$ (1,239,394)	\$ (1,413,806)	\$ (174,412)
OH & Taxes	\$ -	\$ (75,354)	\$ (75,354)	\$ (767,174)	\$ (767,174)	\$ (731,875)	\$ 35,299
Net	\$ (94,500)	\$ (45,060)	\$ 49,440	\$ 1,243,432	\$ 1,243,432	\$ 838,017	\$ (405,415)

**Year-to-Date Report - GRANTS (Budgeted to Zero Out)**  
**FY22 as of Aug 2022 final close**

<u>Project</u>	<b>TOTAL GRANT</b>	<b>TOTAL SPENT</b>	<b>BALANCE</b>	<b>FY22 Budget</b>	<b>FY22 (as of Aug 2022 final close)</b>			<b>GRANT BALANCE</b>
<u>Subproject</u>	Through FY21	Close of FY21		<i>full year</i>	Budget	Actual	Variance	Post Aug 2022 final close
<u>IMLS-Family Engagement (3082)</u>								
<i>Sep 2020 to Aug 2021 (FY21)</i>								
Revenue	\$ 99,949	\$ 83,201		\$ -	\$ -	\$ 2,208	\$ 2,208	\$ (2,208)
Expenses	\$ (86,156)	\$ (76,387)		\$ -	\$ -	\$ (2,208)	\$ (2,208)	\$ 2,208
OH & Taxes	\$ (13,793)	\$ (6,814)		\$ -	\$ -	\$ -	\$ -	\$ -
Net	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Microsoft Philanthropies (3160)</u>								
<i>Feb 2019 to mid-2021 (FY19-FY21)</i>								
Revenue	\$ 608,416	\$ 149,583	\$ 458,833	\$ 125,000	\$ 125,000	\$ 16,685	\$ (108,315)	\$ 442,148
Expenses	\$ (546,705)	\$ (136,542)	\$ (410,163)	\$ (111,607)	\$ (111,607)	\$ (15,182)	\$ 96,426	\$ (394,982)
OH & Taxes	\$ (61,711)	\$ (13,041)	\$ (48,670)	\$ (13,393)	\$ (13,393)	\$ (1,504)	\$ 11,890	\$ (47,166)
Net	\$ 0	\$ -	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ 0
<u>AT&amp;T Digital Literacy (3162)</u>								
<i>Apr 2021 to end of 2022 (FY21-FY23)</i>								
Revenue	\$ 690,019	\$ 145,788	\$ 544,231	\$ 299,461	\$ 299,461	\$ 389,035	\$ 89,574	\$ 155,196
Expenses	\$ (648,917)	\$ (113,442)	\$ (535,475)	\$ (260,401)	\$ (260,401)	\$ (360,634)	\$ (100,233)	\$ (174,841)
OH & Taxes	\$ (41,102)	\$ (32,346)	\$ (8,756)	\$ (39,060)	\$ (39,060)	\$ (28,401)	\$ 10,659	\$ 19,645
Net	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>AT&amp;T Digital Literacy (3164)</u>								
<i>December 2021 to end of FY23</i>								
Revenue		\$ -	\$ -	\$ -	\$ -	\$ 85,745	\$ 85,745	\$ (85,745)
Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (74,561)	\$ (74,561)	\$ 74,561
OH & Taxes		\$ -	\$ -	\$ -	\$ -	\$ (11,184)	\$ (11,184)	\$ 11,184
Net	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Gates Legacy Grant (3175)</u>								
<i>Jun 2016 to May 2026 (FY16-FY26)</i>								
Interest Income		\$ -				\$ 107,065		\$ 107,065
Revenue	\$ 10,805,701	\$ 3,282,344	\$ 7,523,357	\$ 945,935	\$ 945,935	\$ 892,545	\$ (53,390)	\$ 6,630,812
Expenses	\$ (9,635,947)	\$ (2,930,664)	\$ (6,705,283)	\$ (844,152)	\$ (844,152)	\$ (796,915)	\$ 47,237	\$ (5,908,368)
OH & Taxes	\$ (1,169,754)	\$ (351,680)	\$ (818,074)	\$ (101,783)	\$ (101,783)	\$ (95,630)	\$ 6,153	\$ (722,444)
Net	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>IMLS Inclusive Internships (3184)</u>								
<i>Mar 2017 - Dec 2021 (FY17-FY22)</i>								
Revenue	\$ 1,538,574	\$ 174,787		\$ -	\$ -	\$ 61,366	\$ 61,366	\$ (61,366)
Expenses	\$ (1,502,120)	\$ (170,275)		\$ -	\$ -	\$ (61,366)	\$ (61,366)	\$ 61,366
OH & Taxes	\$ (36,454)	\$ (4,512)		\$ -	\$ -	\$ -	\$ -	\$ -
Net	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL GRANT</b>	<b>TOTAL SPENT</b>	<b>BALANCE</b>	<b>FY22 Budget</b>	<b>FY22</b>			<b>GRANT BALANCE</b>
<b>TOTAL GRANTS</b>	Through FY21	Close of FY21		<i>full year</i>	Budget	Actual	Variance	<b>FY Close</b>
Revenue	\$ 13,742,659	\$ 3,835,703	\$ 8,526,421	\$ 1,370,396	\$ 1,370,396	\$ 1,447,584	\$ 77,188	\$ 7,078,837
Expenses	\$ (12,419,845)	\$ (3,427,310)	\$ (7,650,921)	\$ (1,216,160)	\$ (1,216,160)	\$ (1,310,866)	\$ (94,706)	\$ (6,340,056)
OH & Taxes	\$ (1,322,814)	\$ (408,393)	\$ (875,500)	\$ (154,236)	\$ (154,236)	\$ (136,719)	\$ 17,518	\$ (738,781)
Net	\$ 0	\$ -	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ 0
Interest		\$ -	\$ -			\$ 107,065		\$ 107,065

**Public Library Association**  
**FY22 August 2022 Financial Narrative (FY22YearEnd)**

<b>FY22 Operating Budget as of August 2022, Final Close (12-401) Including Conference</b>	<b>August 2022 YTD Budget</b>	<b>FY22 Final Actual</b>	<b>FY22 Variance</b>
<b>Total Revenues</b>	\$3,916,000	\$3,773,730	(\$142,270)
<b>Total Expenses before OH and tax</b>	(\$2,275,983)	(\$2,191,047)	\$84,936
<b>Overhead and Tax</b>	(\$788,269)	(\$755,580)	\$32,689
	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Variance</b>
<b>Net Revenue (Expense)</b>	\$851,748	\$827,103	(\$24,645)
<b>FY22 Beginning Net Asset Balance</b>			
\$4,506,979			
<b>LONG TERM INVESTMENT</b>		<b>FY22 August 2022 Actual</b>	
<b>Beginning Balance FY22</b>		\$2,142,878	
<b>Interest/Dividends FY22</b>		\$86,456	
<b>Expenses FY22</b>		(\$12,112)	
<b>Realized Gains</b>		\$142,931	
<b>Unrealized Gains</b>		(\$493,131)	
<b>Ending Net Assets FY22</b>		\$1,867,022	

Year Close Overview: Although PLA missed its FY22 overall net revenue target \$851,748 by 3%, PLA ends the fiscal year strong with net revenue of \$827,103. FY22 was another year of fiscal uncertainty, however attention to expenses, a strong flow of member dues during the conference year, and the breakout success of our virtual conference preserved PLA's positive year end net result. PLA ends the year positioned to enter the second year of its two-year cycle, easily able to cover the FY23 non-conference budget deficit of \$415,476, which is a goal of PLA's two-year budget cycle.



**Public Library Association  
FY22 August 2022 Financial Narrative (FY22YearEnd)**

Operating Budget: At the FY22 close, only \$13,000 in 2022 PLA National Conference revenue remains outstanding in the form of open registration invoices. PLA staff is working to capture the outstanding revenue, which will be recorded in FY23. All conference-related expenses are reflected in the close. The 2022 PLA National conference generated 1,418,000 revenue, and \$2,145,681 in direct expense, as well as \$731,875 in overhead paid to ALA.

Nevertheless, due to lower than projected exhibitor revenue and significant pandemic-related expenses, the conference netted 30% less than the budgeted \$1.2 million. Extraordinary pandemic-related expenses included additional security, contracted vaccination verification vendor, additional room, AV and facilities costs for social distancing, higher exhibit expenses for social distancing, supplies (masks and COVID tests) and equipment. These expenses totaled more than \$150K.

The rest of PLA's operating budget throughout FY22 evidence stretched capacity due to national conference production, as well as staff attrition. These conditions have meant delays in some non-conference revenue generation while staff continues to scrupulously monitor expenses and find cost savings.

- Administration: Spending on administrative costs (staff, board management), at \$619,309 is below budget (18% variance), largely due to staff attrition and hiring delays.
- Service to Members: Dues revenue is 20% ahead of budget, with \$559,633 collected against a budget of \$467,500. Dues expenses are underbudget due to consolidated communications and marketing efforts associated with conference. Although membership is still lagging compared to pre-pandemic years, the conference year membership "bump" is partially evidenced in these revenues.
- PLA publications comprise three budgets:
  - *Public Libraries* magazine was able to end the year with only a \$55,171 deficit, 19% lower than the planned \$67K deficit, thanks to cost savings efforts. PLA starts FY23 with a new advertising representative and strategy to bring this free member benefit publication to break even status.
  - Every Child Ready to Read (ECRR) revenue budgeted at \$5K, ended the year with only \$1,260 in sales. This is in sharp contrast to FY21's bulk sales windfall from State Libraries accessing pandemic relief funds. FY23 will be a year to strategize positioning of this long-time PLA/ALSC asset.
  - Publications: PLA publications are a bright revenue spot in the FY22 close, with \$55,713 in sales (over a budgeted \$20K). Higher than budgeted expenses were incurred with the design and printing of *Strategic Planning for Public Libraries*, however the resulting sales offset expense, netting \$16,548, 29% over the budgeted net of \$11,800.

**Public Library Association  
FY22 August 2022 Financial Narrative (FY22YearEnd)**

- Due to staffing shortages, PLA suspended production of new paid Web CE to focus on the production of the PLA 2022 National Conference, including the expanded Virtual Conference. PLA Web CE revenue lagged behind budget by 30% with revenues of \$25K against a budgeted 37K. The decision to increase PLA's WebCE accessibility by including captioning in all webinars resulted in \$10,226 in expenses, nearly double the \$5,500 in expenses budgeted. WebCE ended the year with a net of \$11,652, \$16K less than budgeted. As WebCE develops as a revenue stream for PLA, conference year capacity adjustments will need to be strategized.
- The Equity, Diversity and Inclusion budget, in FY22 comprised of PLA's revenue share partnership with Mia Henry's Freedom Lifted virtual training series, launched in March 2022. Although PLA expected the participation threshold of 200+ participants for cost share activation would be achieved in FY22, it will not appear until FY23.

The new Benchmark Data Platform, which was not projected as a significant revenue generator in FY22, has by end of fiscal year generated \$41,798 in subscription sales. ACRL paid pack \$21,201 in development funds, which appear as a professional services credit in expenses, bringing the net to \$57,561. A collaborative endeavor with ACRL, PLA's Benchmark platform expenses (\$80K budgeted in FY22) are covered under the Gates Legacy grant budget during its development period.

Long Term Investments: Beginning Long Term Investment (LTI) Net Assets appear as \$2,142,878 in FY21 close, while the FY22 close saw the LTI Net Assets at \$1,867,022, a 13% loss over the year due to diminished market conditions.

Grant Budgets:

<b>GRANT FUNDS (47&amp;48)</b>	<b>FY22 August Budget</b>	<b>FY22 August YTD Actual</b>	<b>FY22 August Variance</b>
<b>Total Revenues</b>	1,370,396	\$1,447,584	\$77,188
<b>Total Expenses before OH and tax</b>	(\$1,216,160)	(\$1,310,866)	(\$94,706)
<b>Overhead</b>	(\$154,236)	(\$136,719)	(\$17,518)
	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Variance</b>
<b>Net Revenue (Expense)</b>	\$0	\$0	\$0

At the close of FY22, PLA had spent \$1,447,584 in grant funds compared to a budgeted amount of \$1,216,160. These expenditures were offset by grant revenues of \$77,000 more than the budgeted amount. During FY22 three projects closed out – the IMLS funded Family Engagement and the long-running Inclusive Internships Initiative, as well as a Microsoft Philanthropies-

**Public Library Association**  
**FY22 August 2022 Financial Narrative (FY22YearEnd)**

funded Digital Lead project. AT&T increased its funding of the DigitalLearn initiative with Phase II funding that began in FY22 and will continue into FY23. Spending in the Gates funds were 6% underbudget, largely due to staff position vacancies during the year.

BYLAWS

*Of*

THE

AMERICAN LIBRARY

ASSOCIATION

**GENERAL REVISION, DRAFT 3**

1 **ARTICLE I. NAME**

2 The name of this association shall be the American Library Association.  
3

4 **ARTICLE II. PURPOSE**

5 The purpose of the American Library Association (the “Association”) shall be to promote  
6 library service and librarianship.  
7

8 **ARTICLE III. MEMBERSHIP**

9 *Section 1. Organization.* The American Library Association is composed of the Executive  
10 Board, the Council, divisions, round tables, committees, and other units established under the  
11 authority of the Association. Each unit of the Association shall be governed under applicable  
12 provisions in the Bylaws of the Association and no unit may adopt a rule in conflict with a rule of  
13 the Association.

14 *Section 2. Eligibility.* Any person, library, or organization interested in library service and  
15 librarianship shall be eligible for membership. Applicants shall be declared members of the  
16 Association upon completion of the membership application process and payment of dues.

17 *Section 3. Classification of Membership.* Categories within each classification of  
18 membership in the Association may be established by the Council upon recommendation by the  
19 Executive Board. Membership of the Association shall consist of the following membership  
20 classes:

21       A. *Personal Members*. Individuals shall be eligible for personal membership in the  
22       Association;

23       B. *Organizational Members*. Libraries, library associations and organizations, schools  
24       conducting programs of library education, affiliate organizations, and other non-profit  
25       entities;

26       C. *Corporate Members*. For-profit entities interested in the purpose of the Association.  
27

28       *Section 4. Rights and Privileges*. All members shall have the right to attend meetings. Only  
29       personal members of the Association shall have the right to make motions, debate, and vote in  
30       membership meetings; and to nominate, petition, hold office, and vote in elections.

31       *Section 5. Dues*. Dues shall be set by the Executive Board with approval by the Council.  
32       The membership year for all members of the Association shall be twelve (12) consecutive months,  
33       effective the first day of the month following receipt of initial dues payment. Membership counts  
34       shall be fixed as of August 31st of each year.

35       *Section 6. Unpaid Dues*. Membership in the Association shall be automatically canceled  
36       for failure to pay dues within two (2) months of membership expiration. Members shall receive  
37       notice prior to membership cancellation. Lapsed memberships shall be reinstated upon payment  
38       of outstanding dues for the current membership year.

39       *Section 7. Suspension*. The Executive Board may suspend a member for cause by a two-  
40       thirds (2/3) vote and may reinstate a suspended member by a two-thirds (2/3) vote.  
41

42                                   **ARTICLE IV. OFFICERS**

*Section 1. Association Officers.* The officers of the Association shall be a president; a president-elect, who shall serve as vice-president; a treasurer; and an executive director. The executive director serves as a non-voting, ex-officio member of the Executive Board and the Council.

*Section 2. Duties.* The president, president-elect, executive director, and treasurer shall perform the duties pertaining to their respective offices and such other duties as may be approved by the Executive Board. The president, for the Executive Board, and the executive director, for the headquarters staff, shall report annually to the Council. The executive director shall manage the headquarters and its personnel, carry out the activities provided for in the budget, and perform such other duties as may be assigned to the office.

*Section 3. Elected Officer Vacancies.* Upon a vacancy in the office of the president, the president-elect shall assume the office thereby creating a vacancy in the office of the president-elect. The Executive Board shall fill a vacancy in the office of the president-elect or the treasurer within thirty (30) days of any such vacancy. An individual appointed by the Executive Board to fill a vacancy shall serve in an interim capacity until a successor is elected.

## ARTICLE V. EXECUTIVE BOARD

*Section 1. Composition.* The Executive Board of the American Library Association shall consist of fifteen (15) members including: the four (4) officers of the Association, the immediate past president, and ten (10) councilors elected by Council to three-year (3-year) terms as follows:

- three (3) at-large members;
- two (2) division members;

- c. one (1) round table member;
- d. one (1) Rainbow Round Table member;
- e. one (1) chapter member;
- f. one (1) American Association of School Librarians member; and
- g. one (1) National Association of Librarians of Color (NALCo) member.

All Executive Board members must be active members of the American Library Association. Executive Board members elected by Council must be current Councilors and, as appropriate, current members of the division, round table, chapter, or association they are representing.

*Section 2. Roles and Responsibilities.* The Executive Board shall act for the Council in the administration of established policies and programs, and shall report on its activities at the next scheduled Council meeting. The Executive Board has fiduciary responsibility for the Association, manages the affairs of the Association, and delegates management of the day-to-day operations to the executive director. The Executive Board shall make recommendations to the Council with respect to matters of policy.

*Section 3. Executive Board Terms.* All elected officers and members of the Executive Board shall serve until the adjournment of the annual conference that follows the selection of their successors. The president-elect shall serve the first year after election as vice-president, the second year as president, and the third year as immediate past president. All other members of the Executive Board shall serve staggered terms of three (3) years or until their successors are elected.

*Section 4. Executive Board Vacancies.* A vacancy in the elected membership of the Executive Board shall be filled by Executive Board appointment, and the person so appointed will



serve until the following election. A vacancy in the office of the immediate past president shall be filled by a past president of the Association and appointed by the Executive Board.

*Section 5. Appointments.* The executive director shall be appointed by the Executive Board and shall hold office at its pleasure. An interim executive director may be appointed by the Executive Board to serve until a permanent appointment to the office is selected. The Executive Board shall fix the compensation of paid officers.

## ARTICLE VI. COUNCIL

*Section 1. Council Duties.* The Council of the American Library Association shall be the policy-making body of the Association. The Council shall delegate to the Association authority to plan and carry out programs and activities within assigned fields of responsibility. The Council shall have the authority to establish a division, round table, or any other unit needed to effect the work of the Association and to dissolve units authorized under its authority.

*Section 2. Composition and Terms.* Only personal members of the Association shall be eligible for nomination to the Council from their respective constituencies. Furthermore:

- A. Each division of the Association shall be entitled to one (1) councilor to be elected by the respective members of the division;
- B. Each round table with personal membership equal to or greater than one percent (1%) of the total personal membership shall be entitled to elect one (1) councilor each, and the remaining round tables jointly shall be entitled to one (1) councilor who shall be a member of at least one of these round tables and shall be elected by the respective members of these round tables.

C. Each chapter shall be entitled to one (1) councilor to be elected by the respective members of the chapter;

D. Each of the National Associations of Librarians of Color (NALCo) shall be entitled to one (1) councilor to be elected by the respective association;

E. Eighteen (18) councilors at-large shall be elected directly by the Association at large;

F. Elected members of the Executive Board shall be voting ex-officio members of the Council.

*Section 3. Councilor Terms.* Councilors shall serve terms of three (3) years or until their successors are elected. A councilor elected under this article shall continue to serve without prejudice to any change that might occur in the size of the membership of the unit they are representing. The terms of division, round table, and at-large councilors shall commence at the adjournment of the final Council meeting of the annual conference following their election. Chapters and NALCos shall accredit their councilors to the executive director in advance of the first meeting after their election. No person shall serve in multiple Council positions simultaneously as a member of the Council with the exception that members of the Executive Board may also be an elected member, but such member shall have only one (1) vote when voting in the Council.

*Section 4. Council Officers.* The president, president-elect, treasurer, and executive director of the Association shall serve as officers of the Council, with the executive director serving as its secretary.

*Section 5. Council Meetings.* The Council shall hold at least two (2) meetings each year, of which one shall be held during the annual conference of the Association and any other(s) shall

be designated by the Executive Board or at the call of the president. A majority of the fixed membership of the Council shall constitute a quorum for all meetings.

*Section 6. Council Vacancies.* A vacancy in the membership of the Council representing the Association at large shall be filled at the following election to complete the unexpired term and take effect immediately after the election is certified. A vacancy in the membership of the Council representing a chapter, division, round table, or association may be filled by that respective constituent on an interim basis. The interim councilor shall serve as a voting member until the next regularly scheduled election.

*Section 7. Council Succession.* If a member is elected to the Council but declines the position during the period between the announcement of the annual election results and the seating of the new Council at the conclusion of the annual conference, the seat will be filled by the candidate who received the next highest number of votes in the annual election. If the election of a division or round table councilor was not contested, the division or round table shall accredit an interim councilor to the executive director in advance of the first meeting after selection. The interim councilor shall serve as a voting member of the Council to represent the division or round table until a councilor is elected in the next annual election and is seated in the new Council at the conclusion of the following annual conference.

## ARTICLE VII. MEETINGS

*Section 1. Annual Meeting.* There shall be an annual conference of the Association at such place and time determined by the Executive Board. During the annual conference, there shall be an annual meeting of the Association.

155        *Section 2. Membership Meetings.* A membership meeting consists of the voting members  
156 of the Association and may act upon all business in order. A membership meeting shall be held  
157 during the annual conference or at such other times as may be set by the Executive Board, the  
158 Council, or by membership petition. A membership petition must be filed with the executive  
159 director at least thirty (30) days before the proposed meeting with five percent (5%) or more voting  
160 members of the Association as of August 31st of each year. The Association, by a vote at a  
161 membership meeting, may refer any matter to the Council with recommendations and may require  
162 the Council to report on such matter at any specified meeting of the Association. Any question of  
163 policy may, by a majority vote of the Council, be submitted to the Association to be voted upon  
164 either at a membership meeting or as the Council may determine. An action of the Council may  
165 be repealed by a majority vote of the Association in a vote in which a minimum of twenty-five  
166 percent (25%) of the personal members of the Association have cast a valid vote.

167        *Section 3. Special Meetings.* Special meetings of the Association may be called by the  
168 Executive Board, the Council, or by membership petition. At least thirty (30) days' notice shall be  
169 given, and only the business specified in the call shall be transacted. The Executive Board may  
170 arrange for regional meetings in an area covered by a regional chapter with consent of such chapter.

171        *Section 4. Registration.* Meetings or conferences of the Association may include a  
172 registration fee at the discretion of the Executive Board.

173        *Section 5. Virtual Meetings.* Meetings of the Association membership may be held  
174 virtually, and the Executive Board shall establish the procedures for such meetings.

175        *Section 6. Voting.* A majority vote, provided a quorum has participated shall be required  
176 for passage of any measure voted on by these means.


A. The Executive Board may authorize the method and time by which votes are to be taken by the Association and by the Council.

B. Votes in the Executive Board, the Council, committees, and task forces shall have the authority to set a time limit within which the votes of its members shall be recorded, but if no such time limit is set, no vote shall be counted unless received within thirty (30) days from the day the matter was voted upon.

*Section 7. Quorum.* Seventy-five (75) voting members shall constitute a quorum at membership meetings. The quorum for meetings of the Executive Board, the Council, and committees shall be a majority of the fixed voting membership.

## ARTICLE VIII. COMMITTEES

*Section 1. Committee Establishment.* Intended to be permanent and meet regularly, standing committees of the Association shall be established and charged by the Council. Intended to be temporary and meet as needed, special committees of the Association may be established and charged either by the Council or by the Executive Board.

A. *Standing Committees.* The standing committees of the Association named in these bylaws are the Bylaws Committee, the Committee on Appointments, the Committee on Committees, the Committee on Organization, the Election Committee, the  Nominating Committee, and the Policy Monitoring Committee.

Other standing committees may be adopted by resolution of the Council. The Committee on Organization shall recommend to Council the name, size, composition, and charge of any such committee.

B. *Special Committees.* Committees that are not standing committees including ad hoc committees, advisory committees, commissions, task forces, working groups, etc. established and charged either by the Council or by the Executive Board, whatever their name, shall be special committees. The term of a special committee shall automatically end with the fulfillment of its purpose but shall be limited to two (2) years unless otherwise extended to fulfill its purpose.

C. *Interdivisional or Joint Committees.* Interdivisional or joint committees may be established by the Council or by the Executive Board, either between divisions or with other organizations, when the functions of the proposed committee cannot be appropriately delegated to a single division or Association committee.

Section 2. *Appointments.* Committee appointments shall be made by the Executive Board, upon the recommendation of the Association Committee on Appointments or the Council Committee on Committees. The Executive Board shall appoint committees of the Association not otherwise provided for. Only personal members of the Association shall be appointed to committees except by authorization of the Executive Board.

Section 3. *Committee Terms.* The committee membership year shall be the same as the conference year. Unless otherwise approved by the Executive Board or the Council, committee members shall be appointed for terms of two (2) years or until their successors are appointed, and may be reappointed for one (1) additional, consecutive term. In no case shall a person serve on a

committee for more than four (4) consecutive years. Appointments shall be made in such manner as to provide continuity in membership.

*Section 4. Committee Vacancy.* Any vacancy occurring on a committee shall be filled by appointment made by the president, and the new appointee shall serve in an interim capacity to fill out the unexpired term until a successor is appointed.

*Section 5. Removal from Committee.* Upon recommendation of either the chair of the committee, officers of the Association, or division or round table member leadership, the Executive Board may remove a committee member from a committee for cause by a two-thirds (2/3) vote and may reinstate a member by a two-thirds (2/3) vote.

*Section 6. Limitations.* Except as authorized, no committee shall commit the Association by any declaration of policy or other statement, nor shall it incur expenses on behalf of the Association except as authorized.

## ARTICLE IX. DIVISIONS

*Section 1. Purpose.* The purpose of a division, an internal unit of the American Library Association, is to provide focused attention on library service and librarianship within and for a) a particular type of library or b) a particular type of library activity, and to cooperate in the promotion of general and joint enterprises within the Association and with other library groups. Each division shall represent a field of responsibility clearly distinct from that of other divisions. A division shall have authority to act for the Association as a whole on any matter determined by the Council to be the responsibility of the division.

240           *Section 2. Establishment.* The Council may establish a division with a minimum of five-  
241 hundred (500) members of the Association who are interested in the same field of librarianship  
242 upon petition of such a group. Under exceptional circumstances, the Council may admit as  
243 divisions groups having fewer than five-hundred (500) members. If, in the opinion of the Council,  
244 the usefulness of a division has ceased, the Council may dissolve a division by a majority vote at  
245 two (2) consecutive Council meetings. A division that is going through the process of  
246 discontinuance is entitled to Council representation until it is officially dissolved.

247           *Section 3. Governance and Limitations.* Each division shall be governed by the bylaws and  
248 other applicable rules of the Association. To guide the officers and members in conducting the  
249 affairs of a division which are particular to itself, the division shall adopt bylaws, policies, or  
250 procedures, which shall not be in conflict with those of the Association.

251           Except as authorized, no division shall commit the Association by declaration of policy or  
252 other statement, nor shall it incur expenses on behalf of the Association.

253           *Section 4. Organization.* Each division shall be organized under a board of directors with  
254 authority to make decisions of the division. Each division may establish committees, sections, and  
255 other subordinate units as may be required to execute the business of the division.

256           *Section 5. Activities.* A division may develop standards, issue publications, hold meetings,  
257 retain or adopt a distinctive name, and, in general, carry-on activities along the lines of its interests.  
258 A division may be authorized to arrange a divisional conference under such conditions as the  
259 Executive Board may prescribe.



## ARTICLE X. ROUND TABLES

*Section 1. Purpose.* The purpose of a round table, an internal unit of the American Library Association, is to provide an avenue for membership discussion, education, and response by library interest area or field of librarianship not represented within a division in order to implement and enhance the Association's goals and priorities.

*Section 2. Establishment.* The Council may authorize a round table of any group with a minimum of one-hundred fifty (150) members of the Association who are interested in a specific area of library interest or field of librarianship not within the scope of any division, upon petition of such group, which shall include a statement of purpose. Each round table shall maintain at least one hundred fifty (150) round table members, which is calculated at the end of the Association fiscal year. Should a round table's membership count fall below one hundred fifty (150), the Committee on Organization shall present that round table with options to convert into, or merge with, an existing unit of the Association, or be dissolved. Based on the affected round table's determined action, the Committee on Organization shall bring the action to the Council for a vote. The Council may dissolve a round table by a majority vote at two (2) consecutive meetings. A round table that is entitled to a councilor and is going through the process of dissolution is entitled to Council representation until it is officially dissolved.

*Section 3. Governance and Limitations.* Each round table shall be governed by the bylaws and other applicable rules of the Association. To guide the officers and members in conducting the affairs of a round table which are particular to itself, the round table shall adopt rules, which shall not be in conflict with those of the Association.

No round table shall commit the Association by any declaration of policy or other statement, nor shall it incur expenses on behalf of the Association except as authorized.

286 **ARTICLE XI. CHAPTERS**

287 *Section 1. Purpose.* The purpose of a chapter is to provide focused attention on general  
288 library service and librarianship within a particular geographic area, to provide geographic  
289 representation to the Council, and to cooperate in the promotion of general and joint enterprises  
290 with the Association and other library groups.

291 *Section 2. Establishment.* The Council may recognize a chapter in any state, province,  
292 territory, or region. No more than one (1) chapter of the American Library Association shall exist  
293 in any state, province, territory, or region. No state, provincial, or territorial association may be  
294 included in more than one (1) regional chapter. Any chapter may withdraw from chapter status,  
295 provided the issue has been submitted to a vote of the chapter membership and is favored by a  
296 majority of the members voting; and provided further that notice of withdrawal is sent to the  
297 executive director. A chapter shall be removed from recognition as a chapter by the Council if it  
298 becomes inactive or fails to comply with the provisions of this article.

299 *Section 3. Governance and Limitations.* Any legally constituted state, provincial,  
300 territorial, or regional library association may be recognized as a chapter. A chapter may admit  
301 members who are not members of the American Library Association.

302 *Section 4. Organization.* Each state, provincial, territorial, or regional chapter shall be the  
303 final authority within the American Library Association regarding programs and policies that  
304 concern only the area for which the chapter is responsible, provided these are not inconsistent with  
305 any programs and policies established by the Council.

308 **ARTICLE XII. AFFILIATED ORGANIZATIONS**

309 *Section 1. Qualifications.* National and international organizations having purposes similar  
310 to those of the Association or to one or more of the Association's subdivisions may request to  
311 become an affiliated organization of the Association. Requests for affiliation are subject to  
312 approval by the Council.

313 *Section 2. Limitations.* The Association or any subdivision thereof may request to become  
314 an affiliate of other national or international organizations having purposes similar to those of the  
315 Association or to one or more of the Association's subdivisions. However, no subdivision of the  
316 Association may separately affiliate itself with an organization with which the Association is  
317 affiliated. Requests for affiliation are subject to approval by the Council. A division or round table  
318 may affiliate with itself groups interested in the same field of library service or librarianship. Such  
319 groups may admit nonmembers of the Association.

320  
321 **ARTICLE XIII. FINANCES**

322 *Section 1. Review and Approval.* The annual budget, including the annual estimates of  
323 income and budget objectives, shall be submitted for Executive Board review and approval as part  
324 of the budget process. Except for projects supported by grants to the Association, annual estimates  
325 of income shall be based upon the unexpended balance remaining from the previous fiscal year  
326 plus anticipated revenues for the next budgeted year. In no case may expenditures be budgeted in  
327 excess of the estimates of income arrived at in this manner except for projects supported by grants  
328 to the Association.

329           *Section 2. Auditing.* An audit of all accounts shall be made annually by an external auditor  
330 and reported to the Executive Board.

331           *Section 3. Reporting.* A report shall be made available annually to the membership on the  
332 Association's fiscal status, and at other times as directed by the Executive Board.

333           *Section 4. Endowment Funds.* Receipts from life memberships and all gifts for endowment  
334 purposes shall, subject to conditions attached thereto, constitute endowment funds. Subject to  
335 conditions legally incident thereto, such funds shall be in the custody of three (3) to six (6)  
336 appointed trustees.

337           *Section 5. Endowment Trustees.* Endowment trustees shall be appointed by the Executive  
338 Board annually to hold office for three (3) years from the date of appointment or until a successor  
339 is appointed. Trustee vacancies shall be filled by the Executive Board to complete unexpired terms.  
340 Endowment Trustees shall have authority to hold, invest, reinvest, disburse, and otherwise deal  
341 with endowment funds in accordance with such directions as may be given them by the Executive  
342 Board, subject to conditions imposed by the donors of any such funds. The treasurer shall serve as  
343 a voting, ex-officio Endowment Trustee.

344           *Section 6. Division and Round Table Finances.* A division or round table shall establish  
345 annual dues subject to the approval of the Executive Board. All dues paid for membership in a  
346 division or round table may be put to the credit of that unit. Additional allotments may be made  
347 on the basis of need as determined by the Executive Board. All division and round table funds  
348 shall be held in the custody of the Executive Board, to be accounted for and disbursed by the  
349 Executive Board's designated officers on authorization of the division or round table officers. A  
350 division or round table shall have the right by vote of its members to impose additional fees. No  
351 unit shall incur expense on behalf of the Association except as authorized.

## ARTICLE XIV. ELECTIONS

*Section 1. Nominating Committee.* Prior to each annual conference of the Association, the Executive Board, upon recommendation of the Association Committee on Appointments, shall appoint a Nominating Committee to nominate candidates for elective positions. The Nominating Committee shall nominate candidates from among the personal membership for the position of president-elect; for the position of treasurer; and for members at-large of the Council including any vacant member at-large positions. No member of the Executive Board shall serve on the Nominating Committee.

*Section 2. Reporting.* The Nominating Committee shall report its nominations at the Council meeting prior to the annual election. No person shall be nominated by the committee whose written consent has not been filed with the executive director of the Association.

*Section 3. Nominations.* Nominations determined as herein provided shall be placed before the members of the Association on a ballot. The Nominating Committee shall also include on the ballot other nominations filed with the executive director by petition of any two-hundred (200) members of the Association for the position of president-elect and treasurer, and twenty-five (25) members of the Association for the position of councilor-at-large, provided written consent of these nominees have been filed with the executive director of the Association. For every election of the Association, the Election Committee shall establish a closing date for the membership list. Only members in good standing on that date shall receive a ballot and shall be entitled to vote. Every member of the Association eligible to vote shall receive a ballot.

*Section 4. Qualification.* For each office, the candidate receiving the largest number of votes shall be elected and shall be reported to the Association by the Election Committee. In the

case of a tie vote, the successful candidate shall be determined by lot conducted by the Election Committee. In the event that a candidate for election as a councilor-at-large withdraws from or is unable to continue candidacy in the period between the distribution of ballots and the reporting of election results, the votes for that candidate shall be ignored.

*Section 5. Council Committee on Committees.* There shall be a Council Committee on Committees made up of four (4) councilors elected for one-year terms by the Council. The president-elect shall be the fifth member of this committee and its chair. The four (4) elected members of the Council Committee on Committees shall be elected by ballot of the councilors present and voting at the annual conference. Additional nominations for the Committee on Committees may be made by councilors from the floor.

The Council Committee on Committees shall nominate annually from among the current members of the Council three (3) at-large members, two (2) division members, one (1) round table member, one (1) chapter member, one (1) American Association of School Librarians member, one (1) National Association of Librarians of Color (NALCo) member, and one (1) Rainbow Round Table member for election by the Council to serve three-year terms on the Executive Board. Additional nominations for the Executive Board may be made by councilors from the floor. Upon election to the Executive Board, members shall continue to serve as councilors for the duration of their terms.

*Section 6. Membership Referenda.* By petition of one percent (1%) of the personal members as certified by the executive director, membership referenda shall be placed on the annual ballot for a vote except that no referenda ruled out of order shall be voted upon. A petition for a membership referendum must be filed with the executive director at least one hundred twenty (120) days before the annual conference.





## ARTICLE XV. POLICIES

*Section 1. Policies.* While these bylaws define its governing rules, Association policies define its day-to-day operations. Association policies, whether those adopted by formal action of Council or other policies, shall be maintained in a manual available to all members. Policies may not conflict with a rule established in the bylaws.

*Section 2. Policy Monitoring Committee.* The Policy Monitoring Committee shall monitor the accurate documentation and codification of Association policies and, subject to approval by the Council, shall prepare additions to or changes in the Association policy manual.

## ARTICLE XVI. PARLIAMENTARY AUTHORITY

The rules contained in the current 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 XVII. AMENDMENTS

*Section 1. Amendments.* All proposals for amending the bylaws shall originate in the Council. An adopted amendment shall become effective when it has been approved by a majority of the members of the Council present and voting at a meeting of the Council, followed by ratification by the members of the Association. The Council, on approving a proposed amendment,

shall direct the executive director to place the amendment on the annual ballot, for ratification by the membership.

*Section 2. Notice.* Members shall be given at least thirty (30) days' notice of proposed amendment or new bylaw. Publication of notice in *American Libraries* shall be considered sufficient to fulfill the requirement of notice.

*Section 3. Editorial Updates.* The Council, upon recommendation of the Bylaws Committee, may make such editorial changes in these bylaws as do not change their substance and meaning.

## ARTICLE XVIII. DISSOLUTION

*Section 1.* The Association may be dissolved by majority vote of the Executive Board. The Executive Board shall comply with all requirements of Massachusetts law applicable to the voluntary dissolution of a charity. After satisfaction of liabilities, any remaining funds shall be distributed to an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986, as amended.



## Appendix A: Articles & Sections Not Included in DRAFT 2 of the General Revision of the ALA Bylaws

This Appendix lists Articles and Sections from the ALA Constitution and ALA Bylaws not included in DRAFT 2 of the General Revision of the ALA Bylaws because, either, they are considered no longer relevant, or, because they are being reviewed for inclusion in the ALA Policy Manual.

### ALA Constitution

Weblink: <https://www.ala.org/aboutala/governance/constitution/constitution>

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#### Article III. Membership

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Article III. Membership. Section 1. “...after hearing...”

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#### Article IV. Divisions and Round Tables

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Article IV. Divisions and Round Tables. Section 1. Divisions and Round Tables of the Association may be organized and supported as provided in the Bylaws.

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#### Article V. Meetings

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Article V. Meetings. Section 1. Meetings shall be held as provided for in the Bylaws.

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#### Article VI. Council

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Article VI. Council. Section 2. Councilors shall be chosen as specified in the Bylaws of the Association.

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#### Article IX. Endowment Funds

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Article IX. Section 2. “...The principal of and income from endowment funds shall be expended under the directions of the Executive Board but no such expenditures shall be made except in accordance with any... nor for any purposes which are not in consonance with the approved policies of the Association, nor shall principal be expended unless expressly permitted by the terms of the gift, or any amendment or modification thereof. No action shall be taken with reference to investment, reinvestment, or other principal transaction with respect to securities held in the endowment fund, except upon a resolution adopted by or written order signed by a majority of the trustees.”

#### Article XII. Amendments

Article XII. Amendments. Section 1. All proposals for amending the Constitution shall originate in the Council. A proposed amendment shall become effective when it shall have been approved by a majority of the members of the Council present and voting at two consecutive meetings held not less than two months apart, followed by ratification by the members of the Association either by a vote by mail of a majority of the members of the Association voting, or by a majority vote of the members present and voting at a membership meeting of the Association. The Council, on approving a proposed amendment for the second time, shall specify whether a vote on ratification shall be taken at a membership meeting of the Association or by mail, and if a mail vote is ordered, the Council shall fix the time for the beginning and closing of the balloting. If a vote at a membership meeting is ordered, at least one month's written notice shall be given to the Association of the text of the proposed amendment.

## ALA Bylaws

Weblink: <https://www.ala.org/aboutala/governance/constitution/bylaws>

### Article I. Membership

Article I. Membership. Section 1. Chapter Members: any legally constituted state, territorial, or regional library association that has been granted chapter status by action of Council under Article V, Section 1(c) of the Bylaws.

Article I. Membership. Section 2. Members falling into two or more categories of membership shall pay the highest applicable dues and shall receive corresponding privileges.

Article I. Membership. Section 4. Upon approval of the Executive Board, special promotional membership rates may be made available from time to time.

Article I. Membership. Section 5. The category to which any personal member belongs, except Honorary and Life Members, shall be regarded as confidential.

### Article II. Meetings

Article II. Meetings. Section 5. e. In the case of a vote by mail by the Association, the Executive Board may designate publication of the ballot or question submitted in the official journal of the Association as the appropriate method of submitting the matter to the members for their determination.

### Article III. Nominations and Elections

Article III. Nominations and Elections. Section 1. c. “The number of nominees shall not be fewer than one-and-one-half times the anticipated number of member-at-large vacancies to be filled at the next election.”

Article III. Nominations and Elections. Section 1. d. The position of candidates on the ballot shall be randomized. No person may be nominated for or serve on the Council unless that person is a personal member of the American Library Association. No candidate may run for more than one Council position in the same election.

Article III. Nominations and Elections. Section 2. a. The ALA Nominating Committee shall report its nominations at the midwinter meeting of the Council. The final list of the candidates’ names shall be reported in American Libraries.

Article III. Nominations and Elections. Section 3. a. “...which shall be prepared under the direction of the Nominating Committee and which shall be known as the “Official Ballot.”

Article III. Nominations and Elections. Section 3. b. “..... at least four months before the annual conference, provided written consent of these nominee”

Article III. Nominations and Elections. Section 3. c. The professional address of each nominee shall be given on the Official Ballot.

Article III. Nominations and Elections. Section 4. a. The Executive Board shall appoint a Committee on Election which shall have charge of the conduct of the regular elections of the Association, the divisions and the roundtables and the counting and tabulation of all votes cast.

Article III. Nominations and Elections. Section 4. c. At least six weeks prior to the annual conference the executive director shall mail a copy of the ballot to each member of the Association in good standing.

Article III. Nominations and Elections. Section 6. b. “.....from a list of eight candidates submitted by the president-elect and included in the agenda mailed to Councilors before the annual conference.”

Article III. Nominations and Elections. Section 6. c. “... who are serving by virtue of election to it, as provided in Article IV, Section 2.b., c., d., and e. of the Bylaws, and who will have served at the midwinter meeting and the annual conference immediately preceding their prospective terms as Executive Board Members.”

Article III. Nominations and Elections. Section 6. c. “....thereafter as a voting member ex-officio for the duration of the term for which elected to the Executive Board.”

#### Article IV. Council

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Article IV. Council. Section 1. a. Council membership requirement. No person, including a representative of a state, provincial, or territorial chapter, may serve on the Council unless a personal member of the American Library Association.

Article IV. Council. Section 1. b. Meetings. “...The latter shall be called the midwinter meeting. Other meetings may be called by the president and shall be called upon request of twenty members.”

Article IV. Council. Section 2. d. For the purposes of this section, the Personal Membership of each round table and the Personal Membership of ALA shall be fixed as of August 31st of each year.

#### Article V. Chapters

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Article V. Chapters. Section 1. b. “.....however, that the total number of persons voting on the issue shall not be less than ten percent of the total number of ALA members residing within the area. A regional chapter may consist of any area composed of three or more contiguous states or provinces.”

Article V. Chapters. Section 1. c. Any legally constituted state, provincial, territorial, or regional library association may, at its request, be designated a chapter of the American Library Association provided the membership of the association applying for chapter status has

expressed approval of the application; and providing a majority of the ALA members residing in the area involved voting on the issue is in favor of such action; provided, however, that the total number of persons voting on the issue shall not be less than ten percent of the total number of ALA members residing within the area involved, and provided that there is no conflict in principle between the constitution and bylaws of the association involved and the Constitution and Bylaws of the American Library Association, and that copies of the chapter constitution and bylaws, and subsequent amendments to them are filed with the American Library Association and dues are paid in accordance with Article I of the Bylaws.

Article V. Chapters. Section 3. Any chapter may establish committees and boards which parallel national committees and boards in order to carry out overall programs within its own area and to maintain liaison between its members and the national committees and boards. State, provincial, and territorial chapters may establish local chapters within the respective areas involved.

#### Article VI. Divisions

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Article VI. Divisions. Section 1. b. “.... the usefulness of that division has ceased.”

Article VI. Divisions. Section 3.

- a. Divisions are of two distinct kinds: “Type-of-library” divisions and “Type-of-activity” divisions.
- b. Type-of-library divisions focus attention upon planning in and evaluation of all functions as they contribute to the services of the library. Type-of library divisions are interested in the general improvement and extension of service to the clientele and agencies served. Each such division has specific responsibility for: (1) Planning of programs of study and service for the type-of-library as a total institution; (2) Evaluation and establishment of standards in its field; (3) Synthesis of the activities of all units within the Association that have a bearing on the type-of-library represented; (4) Representation and interpretation of its type-of-library in contacts outside the profession; (5) Stimulation of the development of librarians engaged in its type- of-library, and stimulation of participation of members in appropriate type-of-activity divisions; and (6) Conduct of activities and projects for improvement and extension of service in its type-of-library when such projects are beyond the scope of type-of-activity divisions, after specific approval by the Council.
- c. Type-of-activity divisions focus attention upon study and development of such functions as reference, cataloging, personnel administration, etc., as they apply to all types of libraries. Type-of-activity divisions are interested in the improvement and extension of their functions. Each such division has specific responsibility for: (1) Continuous study and review of the activities assigned to the particular division; (2) Conduct of activities and projects within its area of responsibility; (3) Synthesis of the activities of all units within the Association that have a bearing on the type of activity represented; (4) Representation and interpretation of its type of activity in contacts outside the profession; (5) Stimulation of the development of librarians engaged in its type of activity, and stimulation of participation by members in appropriate type-of-library divisions; and (6) Planning and development of programs of study and research for the type of activity for the total profession.

- d. Type-of-activity divisions may develop and adopt technical standards as official ALA standards. Type-of-activity divisions may participate in the development of nontechnical standards by type-of library divisions but nontechnical standards may be adopted, or approved as official ALA standards, only by type-of-library divisions.

Article VI. Divisions. Section 4. a. “....with overlapping terms...”

Article VI. Divisions. Section 4. b. “....but no committee, section, or other unit devoted to an activity assigned to a type-of-activity division shall be established in a type-of-library division.”

Article VI. Divisions. Section 4. c. “Such groups may admit members who are not members of the division or of the Association.”

Article VI. Divisions. Section 5. a. “Only members of this Association may be members of a division.”

Article VI. Divisions. Section 6. b. “...upon recommendation of the Budget Analysis and Review Committee.”

Article VI. Divisions. Section 8. a. ~~A division may: Issue publications; hold meetings; organize sections; retain or adopt a distinctive name; appoint committees to function within the field of its activities; in general, carry on activities along the lines of its interests.~~ Divisions shall exercise editorial and managerial control over their periodicals. The ALA Publishing Committee will be informed of plans for any new division periodical prior to publication. Materials prepared for publication by a division not intended for inclusion in a division periodical must be offered to ALA Publishing Services for first consideration.

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Article VI. Divisions. Section 9. a. “Such documents shall provide appropriate rules governing the holding of meetings, the conduct of mail votes, the constitution of a quorum, the conduct of nominations and elections, the establishment and appointment of committees, the procedure for their own amendment.”

Article VI. Divisions. Section 9.b. A section shall be governed by the constitution and/or bylaws of the division of which it is a part. It may adopt bylaws of its own provided that they are not inconsistent with the Constitution and Bylaws of the Association or with those of the division.

#### Article VII. Round Tables

Article VII. Round Tables. Section 1. b. “.... the usefulness of that round table has ceased.”

Article VII. Round Tables. Section 3. “....limit their membership, and may, subject to approval of the Publishing Committee, issue publications.”

Article VII. Round Tables. Section 4. “Such groups may admit members who are not members of the round table or of the Association. “

Article VII. Round Tables. Section 5. “Any member of the Association may become a member of any round table by complying with the requirements for membership.

Article VII. Round Tables. Section 5. “.....either by a mail ballot or at its final session at each annual conference,..”

Article VII. Round Tables. Section 5. “Only personal members shall have the right to vote and hold office.”

#### Article VIII. Committees

Article VIII. Committees. Section 1. A. “In order to carry out the business of the Association, Council, on the recommendation of the Committee on Organization,...”

Article VIII. Committees. Section 2. A. i. There shall be a Committee on Appointments to be comprised of the presidents-elect of the divisions and the president-elect of the Association, who shall serve as chair to advise the president-elect of the Association on nominations for committee appointments.

Article VIII. Committees. Section 2. a. iii. The standing committees shall include administration, general and advisory committees."

Article VIII. Committees. Section 2. b. i. “... at the end of which the new members will take up their duties.”

Article VIII. Committees. Section 2. b. i. “The committee size and length of terms shall follow the policy in force at the time appointments are made.”

Article VIII. Committees. Section 2. b. ii. “Such committee shall define the functions of each division, round table, and committee subject to the approval of the Council.”

Article VIII. Committees. Section 2. b. ii. The Committee on Organization shall also authorize membership initiative groups.

~~Article VIII. Committees. Section 2. b. iii. There shall be such other committees as Council may establish.~~

Commented [CB2]: In VIII.1.A of DRAFT 2.

Article VIII. Committees. Section 2. b. iv. “Membership of the committees of the Council may consist of both Councilors and non-Councilors. No member, either Councilor or non-Councilor, shall serve on more than one of the committees or subcommittees of the Council simultaneously except as that member represents the parent committee as a member of the subcommittee. Subcommittees of the committees of the Council shall exist at the will of each Council Committee.”

Article VIII. Committees. Section 2. b. v. “If the committee member creating the vacancy is a member of Council, the new appointee must also be a Councilor.”

Article VIII. Committees. Section 3. a. “The term of appointment for members of a special committee shall end with the adjournment of the Annual Conference unless the Council or Executive Board, whichever has authorized such Committee, shall provide for a different or a longer term. Members of special committees whose terms expire shall be eligible for reappointment, except for the members of the Nominating Committee. Members of juries charged with making selections for awards shall be eligible for reappointment, but the number of members to be reappointed shall be limited to a minority in any single year.”

Article VIII. Committees. Section 3. b. The special committees shall include administration committees with functions and size to be determined by the Council.

Article VIII. Committees. Section 5. b. Joint committees of the divisions or Round Tables with organizations outside the Association may be established only with the approval of the Council and upon the recommendation of the Committee on Organization.

Article VIII. Committees. Section 7. a. The Executive Board shall designate the chair of each committee annually except for the committees of council, which chairs are designated as set out in Article VIII, Section 2(b) of the Bylaws.

#### [Article XI. Voting by Mail](#)

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Article XI. Voting by Mail. Section 1. Votes of the Association membership by mail shall be deemed to be by postal services or electronic means as determined by the executive director who shall be responsible for ensuring the integrity of the ballot.



**To:** PLA Board and PLA Staff

**From:** Michelle Jeske, Chair, on behalf of 2023 Nominating Committee; presented to Board by Board member and Nominating Committee member, Erica Freudenberger

**Subject:** PLA Nominating Committee Observations and Recommendations

**Date:** January 10, 2023

In order to streamline the nominating process and invite more participation, diversity, and inclusion, the 2023 Nominating Committee submits these considerations and recommendations. While not part of the committee charge, we provide these suggestions and questions to ponder as you execute PLA's new strategic plan.

**Observations and Questions:**

- There is a bias toward asking directors of large and/or urban or suburban libraries to stand for election for the PLA Board and especially for PLA President.
  - Is this partially connected to the ability to afford to travel to conferences in person? Now that we have the ability to use hybrid approaches, do we still need to require in-person attendance?
- Nominees for PLA President typically have significant PLA committee and/or previous PLA Board experience. Is that necessary?
- How do we expand our thinking about who gets asked to stand for election in service of these goals?
  - 2022-2026 strategic plan goals include:
    - Centering equity, diversity, inclusion and social justice in working with and for libraries as places of equitable opportunity
    - Offering inclusive pipelines and pathways for the professional growth of all library workers.
  - PLA Nominating Committee Charge deliverables and outcomes include:
    - Involving PLA members-at-large who have served as speakers and committee members and in other volunteer positions to help identify possible candidates
    - Increasing diversity among PLA candidates by applying equity, diversity, inclusion and social justice principles to the nominating process
- How do we recruit people to join PLA and get involved as part of leadership development, membership strategy and succession planning?
  - This will contribute to the goals above.
  - Diverse and talented individuals were recommended for consideration this year but are not PLA members.

## **Recommendations:**

### **PLA Board**

- Review travel budget policy for members whose institutions do not support travel for board duties
  - We may be excluding people who work in states that take a pro-EDISJ stance that include travel bans.
  - Will the Board want to discuss conference location planning?
- Consider how the petition component of the PLA bylaws contributes or doesn't to PLA's EDISJ goals and how it intersects or conflicts with this Committee's suggestions to encourage more participation and to support diversity on the Board.

### **PLA Staff**

- Inform PLA President-Elect early that they will chair this committee when they are Past President so they are thinking about succession planning.
- Provide Committee with a packet that includes:
  - Timeline
  - Process
  - Responsibilities and requirements of all positions - President-Elect, President, and Past President; Board of Directors; and Division Councilor.
    - This will help in recruiting people to participate and make the job of the Committee easier.
  - Communication templates for recruitment
  - Rubric to use for evaluating candidates which would include attributes aligned with the PLA strategic plan and helping ensure Board is diverse
  - Form for people to self-nominate or nominate colleagues similar to a form ALA used this last year

### **PLA Nominating Committee Chair and Committee**

- Chair should appoint the Committee sooner so it can be more strategic and inclusive and perform its responsibilities over a longer period of time
- Committee should use conferences and other networking events to talk about the roles, organization, and opportunities
- Committee should consider holding a webinar to provide information about the nomination process, qualities it is seeking, nomination form, etc. (this year, the ALA Nominating Committee tried this and found it very useful)
- Committee would still add names it wants to consider to the list from the self/other nomination form and would then review all candidates together and determine who to put forward as a slate.

**TO:** PLA Board of Directors  
**RE:** Virtual media training  
**DATE:** January 9, 2023

**ACTION REQUESTED/INFORMATION/REPORT:** Information  
**ACTION REQUESTED BY:** N/A  
**DRAFT OF MOTION:** N/A

## **Background**

PLA leaders are the most likely to receive requests directly or through ALA Communications and Marketing Office to respond to media inquiries. In the past, division presidents-elect received some media training as part of their onboarding with the ALA president-elect. With financial and pandemic constraints, this small-group opportunity has ceased, at least temporarily.

In November 2022, PLA invested in a trainer previously used for this work (bio attached) for a full-day training with the PLA president and president-elect to strengthen our ability to most successfully leverage media opportunities. This is particularly important with the increased attention on censorship attempts and other threats to library workers, programs, and services. It also aligns with the new strategic plan goals, including organizational excellence, EDISJ, and advocacy & awareness.

For a reasonable additional fee, PLA also contracted for a bank of consultation hours as needed and a two-hour virtual training for any board members that would be interested to build these skills as PLA spokespeople and overall professional development as a champion for public libraries. As most of you know, these skills also are completely transferrable to elevator pitches, stakeholder meetings, and public events with community interaction.

## **Training outline – two hours, virtual**

- Introduction, including brief overview of session and discussion of objectives and opportunities
- Interactive presentation of key tips/techniques for successful interviews
  - Understanding the rapidly evolving media landscape, with emphasis on the rapid growth, pervasiveness and impact of social media
  - Knowing the media and target audience(s), i.e., interests and concerns
  - Developing and supporting key messages with “proof points”
  - Adding strength and relevance to key messages with *appropriate personal experience, anecdotes and insights*
  - Establishing and maintaining the 3 C’s
  - Taking advantage of “softball” questions
  - “Bridging” credibly from to positive messages
  - Dealing with interruptions, distractions and mischaracterizations
  - Staying out of trouble
  - Gesturing purposefully and retaining “engaged” posture and eye contact
  - Ensuring key messages are delivered early and often
  - “Flagging” to highlight the most important point(s)

- Role Play with 1-2 volunteers
- Wrap-up Q&A/discussion



**Jeff Leshay** is an award-winning public affairs leader and former TV news correspondent and anchor specializing in media training, executive presentation coaching, message and story development, and crisis communications.

Leshay's intensive story development and communications coaching programs equip leaders and celebrity spokespeople with the skills and confidence required to deliver compelling, persuasive messages in even the most challenging situations.

Formerly an on-air business news correspondent with CNBC and Fox, Leshay has successfully coached leaders at dozens of Fortune 500 companies and non-profit organizations, athletes, celebrity chefs, authors, educators, technologists, government officials, and physicians for high-profile media interviews and speaking engagements. He is often called upon to speak to corporate groups, trade associations and non-profit organizations on a wide array of media, change and crisis management, and other compelling communications topics.

Following the years he spent as a print and broadcast journalist, during which he won nine Associated Press broadcasting awards, Leshay served as a senior communications executive with three of the world's largest PR firms and at two multi-billion-dollar public companies. This uniquely diverse experience has provided Leshay with a 360-degree perspective of media and communications that is the basis for his real-world, results-oriented approach to training.

As Senior Vice President of Public Relations & Corporate Communications for Career Education Corporation (2008-11), Leshay led the development and execution of the company's internal and external communications strategies. This included highly effective management of the company's reputation in the face of harsh public criticism of the "for-profit" education sector by members of Congress, the U.S. Department of Education, plaintiffs' lawyers, and media.

Prior to joining CEC, Leshay served as General Manager & Executive Vice President at Edelman (2003-08), where he led the U.S. Media & Presentation Training and Chicago-based Reputation Management practices. He provided executive communications coaching and strategic counsel to a wide variety of corporate clients in the areas of reputation enhancement, message and story development, issues and crisis management, and media relations.

Leshay spent a year (2002-03) directing the public affairs team in the Pharmaceutical Products Division at Abbott Laboratories, managing a variety of challenging regulatory and quality assurance issues, and developing internal and external communications to support change management initiatives, sales and product marketing. He also served as Senior Vice President and Partner in the Chicago office of Fleishman-Hillard (1999-02), where he led the technology communications practice, and in senior-level positions at Golin/Harris (1995-99).



Leshay began his career as a writer for The Associated Press. He has authored two books: “How to Launch Your Career in TV News,” and more recently the TV news and financial thriller, “Dangerous Trades.” He holds a Master of Science degree from Northwestern University’s Medill School of Journalism and a Bachelor of Arts degree in history from the University of California, Santa Barbara. At UCSB, he competed on the varsity tennis team, and then spent a few years as a touring and teaching tennis professional in the U.S., France and Germany.

Leshay is a member of the Arthur W. Page Society, a select group of PR and corporate communications leaders from around the world dedicated to strengthening their profession. He is also a member of the National Speakers Association and the Public Relations Society of America. Leshay has served on non-profit education and literacy boards, and he provides communications guidance to the Alliance for the Great Lakes, the American Red Cross and Easter Seals.