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Preface to the First Edition

This AkLA Handbook of Procedures and Policies has been written with the hope that it draws together the pertinent information about the Association which is needed by the officers, committees and membership in order to build a strong organization; and that it provides a glimpse of history, guidelines for present and future activities, and most of all, a sense of continuity as AkLA grows and develops in serving Alaskan librarians and libraries.

My special thanks to those who gave suggestions of format and topics to include in the final version. These folk include: Beverlee Weston, Paul McCarthy, Mary Matthews, Peggy Cummings, David Hales, Isabelle Mudd, Emma McCune, Terry Hubbard, Mollie Bynum, Phyllis Davis, Georgia Hartner, Marilyn Hanson, Diane Brenner, and Cathie Innes-Taylor.

Nancy Lesh
July 1977

Preface to the Second Edition

Since Nancy Lesh compiled the original Handbook the Alaska Library Association has grown and expanded its activities. The Executive Board decided it was time to revise, update and reprint the Handbook.

All previous updatings were incorporated into the 1984 revision and new pages were added. All masters that have been undated over the years have been sent to the University of Alaska Archives, Fairbanks campus.

I wish to thank Pat Wilson, Evelyn Bonner, Judy Monroe, Isabelle Mudd, Linda, Barb, Bill Smith, Brenda Artman, David Hales, Karen Keith, Bill Galbraith, Jo Morse, Linda Barrett, Judith Anglin, Sherry Taber, Nancy Gustavson, Betty Barthel, Rochelle Sager, Alan Schorr and Nancy Lesh for their willingness to assist in updating the pages of the Handbook.

Kari Mohn
March 1984

Preface to the Third Edition

In 1987 the secretary was again tasked by the Executive Council to do a complete revision of the Handbook. The Second Edition had been done using Ace Writer II, the Franklin version of Magic Window II on a Franklin Ace 1000 Computer (Apple II compatible) with a Silver Reed EXP-550 daisy wheel printer. The computer disks containing these files were carefully saved.

Since the document was stored as a series of Apple sequential text files, it was possible to convert there disks from Apple DOS 3.3 to PRODOS, then to ASCII files and finally transport them to a Macintosh II computer using Microsoft Works. They were then converted into files for editing using Full Write Professional, a word processor from Ashton-Tate and printed on a
Preface

Laserwriter NT printer. The new technology allowed for a major change in the appearance of AkLA’s Handbook, but the structure and arrangement of the document remains the same. All of the previously updated pages have been incorporated into this edition and new pages have been added.

We wish to thank the following AkLA members who assisted in updating portions of the Handbook: Mark Goniwiecha, Audrey Kolb, Ann Symons, Carol Ottesen, M. Diane Brenner, Kari Mohn, Betty Galbraith, Roz Goodman, Karen Crane, Joyce Jenkins, Mike Herbison, June Pinnell-Stephens, Barbara Tabbert, Mary (Moe) McGee.

Dee McKenna, Secretary
Isabelle Mudd, Editor
March 1989

Preface to the 1995 Edition

In 1994 a substantial revision of the Handbook was started and completed in 1995 by Beth Odsen. Several sections were revised and/or removed from this edition. Copies of previous editions may be consulted at the AkLA Archives housed with the UAF Library Archives.

This 1995 edition features an expanded Table of Contents, which includes the date of revision of the content and the inclusive page numbers of the various sections. This should aid those maintaining copies to know whether or not that are “up-to-date” with their copy. Replacement sections will be sent when available.

Bob Anderl
Executive Secretary
November 1995

Preface to the 2001 Edition

In 2001 a committee composed of Mary Jennings, Nancy Lesh and Bill Smith took on the task of completely revising the Handbook and preparing the text for posting on the AkLA Website by the AkLA Webmaster, Judith Terpstra.

The Web version of the Handbook of Procedures and Policies permits everyone to have access to AkLA’s organizational and procedural information. Because of budgetary limitations only Executive Members receive hardcopies. Anyone is welcome to download all or part of the Handbook of Procedures and Policies. The Handbook contains most of the information needed to carry out the official business of the organization.

Mary Jennings
Nancy Lesh
Bill Smith
September 2001
Preface to the 2010 Edition

Since 2001 when the *Handbook of Procedures and Policies* was first published on the Web, incremental annual revisions were made to both the print version and Web version *Handbook* as needed. In some years just the current organizational information was updated. In others, substantive policy changes where addressed. Coordination of both versions has been challenging. A very special “Thank You” is due to Elise Tomlinson, our Webmaster since 2003, for her ongoing efforts to keep the AkLA Website and the Handbook pages updated and accessible.

As the results of a bylaw change in 2009, AkLA reorganized the E-Board changing the titles and duties of a number of officers. In addition, most E-Council members use the Web or a digitally searchable copy of the *Handbook* on computer making the paper copy obsolete. E-Council members provided a number of suggestions on integrating the Policy List and linking references contained within the *Handbook* itself. Because of the scope of these revisions, it was felt a totally new edition of the *Handbook of Procedures and Policies* was in order.

Like all other versions of the *Handbook* I expect this one will be out of date the moment it is published. I sincerely hope my colleagues will send me updates and corrections as they find them.

Unlike previous versions, the 2010 edition will only be available on the Web or as a digital document. (Word or PDF)

Mary Jennings
maryj@gci.net
May 2010
MISSION STATEMENT

* The Alaska Library Association provides leadership and advocacy for the educational and political concerns of the library community in Alaska.

* The Alaska Library Association encourages cooperation among libraries and related groups, safeguards intellectual freedom, and promotes access to information for all Alaskans.

Perceived Common Values

* The Alaska Library Association values the diversity of its members who represent all types of libraries.

* The Alaska Library Association values the importance members place on multi type library cooperation. This cohesiveness is a major strength of the Association.

* The Alaska Library Association values professional growth through continuing education.

* The Alaska Library Association values promotion and protection of libraries through the political process.

* The Alaska Library Association believes in the right of free access to all types of information and ideas for individuals and works to safeguard intellectual freedom that is essential to democracy and our system of government.

GOALS

Alaska Library Association

Strategic Plan Goals 2008-2013—DRAFT revisions from E-Council Meeting 9/2008

Goal 1: By 2013, AkLA will be recognized as a resource and advocate for its members as they work to safeguard intellectual freedom, privacy, access to government information, intellectual property, public services and full funding for libraries in Alaska.

Action: Create an advocacy wiki on AkLA’s website with advocacy information and links to ALA and specific legislature and congressional sites with contact information and find a person to take responsibility for the content and maintenance of this page. [NOTE: We might want to ask Hetty Barthel if she would be willing to do this.]

Action: Create wiki pages for intellectual freedom, privacy, access to government information, intellectual property, public services and full funding for Alaskan libraries, each with a person taking responsibility for the content and maintenance of that page. Each wiki maintainer or their designate should post on their topic to the AkLA blog at least once per quarter.
Action: Be a presence to other Alaskan associations such the Alaska Municipal League, Alaska Association of School Boards, League of Women Voters, AFN, etc.
- To this end, we will research, purchase and develop traveling display.
- Develop a calendar of meetings for potential participation. Contact local membership to attend and/or set up display.
- Develop a budget request for the 2010 budget for shipping and registration costs.

Goal 2: By 2008, AkLA will be a leader in facilitating cooperation, communication, and resource sharing among all types of libraries in Alaska.

Action (brought forward from 1997 strategic plan): AkLA and the Alaska State Library will coordinate on placing and maintaining a current directory of Alaskan libraries on the Web. -- Ongoing

Action: Develop and implement a statewide library initiative in cooperation with the Rasmuson Foundation.

Action: Survey members on Continuing Education needs when appropriate. – CE Committee – Ongoing (Survey completed in 2004-05.)

Action: Through ALIEN, provide a listing of members’ expertise, experience and willingness to act as mentors. (“ALIEN – Alaska Library Information and Experience Network.”)
- Ecouncil members sign up on ALIEN. – All members – December 2005
- Add information about ALIEN to membership form – Mary Jennings and Patty Linville – December 2005

Action: Statewide cooperative collection development agreement posted on AkLA website. – Done.

Action: Develop a plan for the implementation of the Culturally Responsive Guidelines by the end of 2007.
- Native Issues Roundtable establishes a temporary committee to draft plan – March 2006
- Draft plan submitted to Ecouncil for approval – Committee – September 2006

Action: Establish specific listserves for specific groups as needed.
- Develop list of 12 BLOG topics each year – November – Ongoing
- Initiate theme-based BLOG discussions – 1 per month – December 2005 – Ongoing
- Be an active participant in the statewide initiative regarding the formation of the Alaska Library Network (ALN). – Valerie, Linda W. & Ann – Dec 05 – May 06
Goal 3: By 1013, AkLA will fully represent all types of library staff in Alaskan libraries by increasing representation in the organization through:

**Action:** AkLA and the Alaska State Library will maintain a current Directory of Alaskan libraries on the web. Serving as the collegial focal point for the greater library community. Ongoing

**Action:** Encourage all library staff, both members and non-members, to join all listservs of interest (i.e. AKLA-L, ALN, Alaska Native issues, etc.) Ongoing

**Action:** Send Email membership/renewal notices to all Alaskan libraries. Executive Officer – Ongoing

**Action:** Work with the Alaska State Library to identify new library staff in Alaskan libraries and make personal contact to welcome them and encourage their membership in AkLA. Membership Committee Chair - Ongoing

**Action:** Assist the State Library in providing training for library directors without an MLS. Ongoing

**Action:** Work with the State Library to provide stipends to paraprofessionals to attend AkLA conference. Include in budget – Annually

**Action:** Continue to support AkLA scholarship for MLS and certified school librarian programs. Scholarship committee - Annually

**Action:** Create mentoring situations for emerging and/or inexperienced library staff.

- E-Survey chapters/members on current informal mentoring for AkLA officers, committee chairs, and new members. CE Committee – 2009
- Compile and analyze data and determine further mentoring needs. 2010
- Develop an AKLA leadership mentoring program. 2011

Goal 4: By 2013, AkLA will assess the continuing education and training needs of all its members and address those needs through a variety of delivery methods.

**Action:** survey membership to determine current training needs. Use Regonline to survey and generate report on training needs. Add survey to Continuing Ed page on www.akla.org.

**Action:** AkLA will provide at least one annual continuing education event held outside of conference time and that, if possible, this event will be replicated in different parts of the state. Research possibility of using web cast for CE. – WHO – DATE?

**Action:** Continue to plan and implement paraprofessional and technical support staff training programs. – CE Committee – Ongoing
Action: Continue to publicize PNLA Leadership Institutes to all library staff and provide some financial support to the Leadership Institute. Encourage mentor involvement. – Ecouncil – Bi-annually

Action: Provide continuing education opportunities with credit for school librarians. – CE Committee and AkASL – Ongoing

Action: Encourage roundtables to use Distance education technology, web 2.0, email and online communities, as well as their annual meeting at conferences, for communications and meetings. – HOW – DATE?

Action: Action: Encourage committees to meet outside of conference using OPAL, email, and online communities. – HOW – DATE?

Action: Request committees to prepare poster sessions for conference. – President – Annually by January

Goal 5: By 2008, AkLA will provide a vibrant and effective public relations program that:
- promotes the services and programs of all types of libraries and the library profession itself; and
- emphasizes the benefits of full-time qualified librarians in school, public, academic, and special libraries; and
- educates and enlightens Alaskans on the role of librarians and the value of libraries in their daily lives; and
- educates officials on the role of librarians and the value of libraries.

Action: Develop PR materials that succinctly articulate what librarians do to safeguard intellectual freedom, privacy, and access to government information and distribute them in a variety of formats.
  a. Apply for funding for display case, ALA’s CD of PR templates, printing of brochures, membership packets and other publicity materials – Ann – 2006
  b. Purchase materials when funds are available – Mary Jennings – Ongoing
  c. Inform members that PR can be created for them using templates – Mary Jennings – March 2006

Action: Continue to promote and provide speakers to school administrators’ meetings.

Action: Continue to share information with school administrators to increase their understanding of the benefit of library media centers.

Action: Promote membership in the Association (incentive for first time membership, more comprehensive program of encouragement for members to promote; provide other incentives) ARE WE PROVIDING INCENTIVES?

Action: Develop and distribute welcome wagon packet. – WHO? WHEN?

Action: Create a brochure promoting Alaskan libraries which includes Alaska based statistics –Lynn Shepherd and Mary Jennings – ASAP
**Action:** Work with the Alaska State Library to develop information about the value of libraries.
- disseminate information to membership
- post on website,
- provide links to statistics information.

**Action:** Purchase ALA CD with templates so that Executive Officer can develop materials with a local twist for members. – Budget/grant – January 2006

*DRAFT of Revisions:*
*Partially updated from minutes of the E-Council meeting September 27-28, 2008*
## 2010 Alaska Library Association Executive Council

### Executive Board

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Linda Wynne</td>
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<td>President Elect</td>
<td>Stacey Glaser</td>
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<td>PNLA Representative</td>
<td>Sara Saxton</td>
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<td>Secretary</td>
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<tr>
<td>Past President</td>
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<tr>
<td>Section II-1</td>
<td>Chapter Representatives</td>
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<td><strong>Anchorage</strong></td>
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<tr>
<td>Jodie Jacques</td>
<td>Laurie Madsen</td>
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<td>Legislative Affairs Agency</td>
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| Daniel Cornwall | Virginia Geary |
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| Kenai Peninsula Community College | Fairbanks North Star Borough Public Library |
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| Soldotna, AK 99669 | Fairbanks, AK 99701-4313 |
| Phone: 262-0385 | Phone: 459-1029 |
| Fax: 262-0386 | Fax: 459-1024 |
| Email: ifjef@auaa.alaska.edu |

| **Ketchikan** | **Sitka** |
| Deborah Gravel | Kari Sagel |
| Ketchikan Public Library | Blatchely Middle School Library |
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| Ketchikan, AK 99901 | Sitka, AK 99835 |
| Phone: 225-0370 | Phone: 966-1411 |
| Fax: 225-0153 | Fax: 966-1460 |
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| **Sitka** | **Far Site** |
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| Phone: 966-1411 | |
| Fax: 966-1460 | |
| Email: sagelk@mail.ssd.k12.ak.us |

| **Far Site** |
| Inactive |

5/2012 Section II: Current Year Organizational Information Page 13 1. Executive Council
### Roundtables

<table>
<thead>
<tr>
<th>Academic Roundtable Co-Chair: Jane Fuestenau</th>
<th>Cataloging Roundtable: Caroline Hassler</th>
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<tr>
<td>Kenai Peninsula Community College</td>
<td>UAS, Egan Library</td>
</tr>
<tr>
<td>34820 College Drive</td>
<td>11120 Glacier Highway Mailstop BE1</td>
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<tr>
<td>Soldotna, AK 99669</td>
<td>Juneau, AK 99801</td>
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<tr>
<td>Phone: 262-0385</td>
<td>Phone: 796-6440</td>
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<tr>
<td>Fax: 262-0386</td>
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<tr>
<td>UAS, Egan Library</td>
<td>UAF, Rasmuson Library</td>
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<tr>
<td>11120 Glacier Highway Mailstop BE1</td>
<td>P. O. Box 756800</td>
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<tr>
<td>Juneau, AK 99801</td>
<td>Fairbanks, AK 99775</td>
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<td>Phone: 796-6440</td>
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<th>Adult Services Roundtable: Georgine N. Olson</th>
<th>Collection Development RT Co-Chair: Freya Anderson</th>
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<tr>
<td>Fairbanks North Star Borough Public Library</td>
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<tr>
<td>1215 Cowles Street</td>
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<th>AkASL Roundtable: Nicole Roohi</th>
<th>Collection Development RT Co-Chair: Karen Jensen</th>
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<td>Goldenview Middle School Library</td>
<td>UAF, Rasmuson Library</td>
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<tr>
<td>15800 Goldenview Drive</td>
<td>P. O. Box 756800</td>
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<td>Fairbanks, AK 99775</td>
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<th>Authors to Alaska RT Co-Chair: Charlotte Glover</th>
<th>Public Libraries Roundtable: Beth Skow</th>
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<tr>
<td>Ketchikan Public Library</td>
<td>Palmer Public Library</td>
</tr>
<tr>
<td>629 Dock Street</td>
<td>655 South Valley Way</td>
</tr>
<tr>
<td>Ketchikan, AK 99901</td>
<td>Palmer, AK 99645</td>
</tr>
<tr>
<td>Phone: 225-0370</td>
<td>Phone: 761-1371</td>
</tr>
<tr>
<td>Fax: 225-0153</td>
<td>Fax: 746-3570</td>
</tr>
<tr>
<td>Email: <a href="mailto:charg@firstcitylibraries.org">charg@firstcitylibraries.org</a></td>
<td>Email: <a href="mailto:bskow@palmerak.org">bskow@palmerak.org</a></td>
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<tr>
<th>Authors to Alaska RT Co-Chair: Carol Race</th>
<th>Special Libraries Roundtable: Teresa Williams</th>
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<tbody>
<tr>
<td>Juneau Public Libraries – Douglas Branch</td>
<td>Anchorage Museum of History and Art</td>
</tr>
<tr>
<td>292 Marine Way</td>
<td>121 West Seventh Avenue</td>
</tr>
<tr>
<td>Juneau, AK 99801</td>
<td>Anchorage, AK 99501</td>
</tr>
<tr>
<td>Phone: 586-0434</td>
<td>Phone: 929-9236</td>
</tr>
<tr>
<td>Fax: 586-5383</td>
<td>Fax: 929-9290</td>
</tr>
<tr>
<td>Email: <a href="mailto:carolr@juneau.lib.ak.us">carolr@juneau.lib.ak.us</a></td>
<td>Email: <a href="mailto:williamstb@anchoragemuseum.org">williamstb@anchoragemuseum.org</a></td>
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## Committees

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<tr>
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<tbody>
<tr>
<td>Michael Robinson</td>
<td>June Pinnell-Stephens</td>
</tr>
<tr>
<td>UAA, Consortium Library</td>
<td>3140 Roden Lane</td>
</tr>
<tr>
<td>3211 Providence Drive</td>
<td>Fairbanks, AK 99709</td>
</tr>
<tr>
<td>Anchorage, AK 99508</td>
<td>Phone: 479-5826</td>
</tr>
<tr>
<td>Phone: 786-1001</td>
<td>Email: j <a href="mailto:pstlib@451north.net">pstlib@451north.net</a></td>
</tr>
<tr>
<td>Email: <a href="mailto:afmcr@uaa.alaska.edu">afmcr@uaa.alaska.edu</a></td>
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<tr>
<th>Library Advocacy</th>
<th>Membership</th>
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<tr>
<td></td>
<td>Mary Jennings</td>
</tr>
<tr>
<td></td>
<td>3835 Helvetia Drive</td>
</tr>
<tr>
<td></td>
<td>Anchorage, AK 99508</td>
</tr>
<tr>
<td></td>
<td>Phone: 563-2944</td>
</tr>
<tr>
<td></td>
<td>Fax: 877-863-1401</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:maryj@gci.net">maryj@gci.net</a></td>
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<tr>
<td>Freya Anderson</td>
<td>Michael Robinson</td>
</tr>
<tr>
<td>Alaska State Library</td>
<td>UAA, Consortium Library</td>
</tr>
<tr>
<td>P. O. Box 110571</td>
<td>3211 Providence Drive</td>
</tr>
<tr>
<td>Juneau, AK 99811</td>
<td>Anchorage, AK 99508</td>
</tr>
<tr>
<td>Phone: 465-2942</td>
<td>Phone: 786-1001</td>
</tr>
<tr>
<td>Fax: 465-2665</td>
<td>Email: <a href="mailto:afmcr@uaa.alaska.edu">afmcr@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Email: <a href="mailto:freya.anderson@alaska.gov">freya.anderson@alaska.gov</a></td>
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### Others

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<tr>
<th>Role</th>
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<th>Address</th>
<th>Phone</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Historian</td>
<td>Nancy Lesh</td>
<td>University of Alaska Anchorage</td>
<td>3211 Providence Drive, Anchorage, AK 99508</td>
<td>786-1877</td>
<td></td>
<td><a href="mailto:anlll@uaa.alaska.edu">anlll@uaa.alaska.edu</a></td>
</tr>
<tr>
<td>Lobbyist</td>
<td>Clark Gruening</td>
<td>Clark Gruening, Gruening &amp; Spitzfaden</td>
<td>217 Second Street, Suite 204, Juneau, AK 99801</td>
<td>586-8110</td>
<td>586-8059</td>
<td><a href="mailto:clarkg@alaska.net">clarkg@alaska.net</a></td>
</tr>
<tr>
<td>Newspoke Editor</td>
<td>Loretta Andress</td>
<td>Alaska Library Association</td>
<td>P. O. Box 81084, Fairbanks, AK 99708</td>
<td>269-6569</td>
<td>269-6580</td>
<td><a href="mailto:aflma@gci.net">aflma@gci.net</a></td>
</tr>
<tr>
<td>Web Team (Mailing Lists)</td>
<td>Daniel Cornwall</td>
<td>Alaska State Library</td>
<td>P. O. Box 110571, Juneau, AK 99811</td>
<td>465-6332</td>
<td>465-2665</td>
<td><a href="mailto:daniel.cornwall@alaska.gov">daniel.cornwall@alaska.gov</a></td>
</tr>
<tr>
<td>Web Team (Mailing Lists)</td>
<td>Jeremy Frank</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:jfrank@rocketmail.com">jfrank@rocketmail.com</a></td>
</tr>
<tr>
<td>Web Team (Website)</td>
<td>Elise Tomlinson</td>
<td>Egan Library, UAS</td>
<td>11120 Glacier Highway, Juneau, AK 99801</td>
<td>465-6440</td>
<td></td>
<td><a href="mailto:webmaster@akla.org">webmaster@akla.org</a></td>
</tr>
<tr>
<td>Web Team (Website)</td>
<td>Michael Robinson</td>
<td>UAA, Consortium Library</td>
<td>3211 Providence Drive, Anchorage, AK 99508</td>
<td>786-1001</td>
<td></td>
<td><a href="mailto:afmer@uaa.alaska.edu">afmer@uaa.alaska.edu</a></td>
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Legislative Priorities

The Alaska Library Association (AkLA) is an association of librarians, library trustees, library supporters, and others who work to support libraries in Alaska. Members are drawn from all types of libraries—school, academic, public and special. Many companies that do business with Alaska libraries join the Association as commercial members.

Each year at its annual face-to-face meeting in September, AkLA establishes a set of legislative priorities. These priorities address what AkLA believes are the most pressing needs of libraries of all types around the state. The Association agrees to work with AkLA lobbyist to secure passage of legislation that furthers these priorities.

Alaska Library Association Legislative Priorities 2011-2012

AkLA supports full funding for the Public School Library Collection Development Grants. AkLA also believes that every student in the state, or district, in the case of rural areas, needs and deserves the services of a certified school librarian.

- AkLA urges full funding ($3,000 per school) of the Public School Library Collection Development Grants (AS 14.56.360-.375) as an appropriation to the operating budget of the Alaska State Library.

- Since school library budgets vary widely between and within school districts, funding the Collection Development Grants will provide needed support to School Libraries throughout the state. This funding will ensure that all students have access to quality up-to-date and varied print and electronic materials for their school curriculum.

- Certified school librarians are educators who are trained to provide staff, students, and parents with services and programs to meet state standards for students' competency in information literacy. Through acquisition and maintenance of library collections that support school curricula, certified school librarians offer instruction in the use of those collections to find, evaluate, manage, and utilize information effectively, efficiently, and responsibly.

AkLA supports full funding for the programs and services of the Alaska State Library. AkLA also supports the critical capital need for budget appropriations to fund the building of a new Alaska State Libraries, Archives and Museum facility.

- The Alaska State Library’s leadership role enables the staff of libraries, large and small, urban and rural, to provide better library service to all Alaska residents.

- The programs and services of the Alaska State Library make library service possible across Alaska in places where it would not otherwise exist.

- The Alaska State Library coordinates cooperative projects among Alaska's libraries and provides important services, which benefit libraries and their constituents statewide. These include: interlibrary loan; Alaska state publications
depository program; Alaska Historical Collections; Talking Book services to the
deaf and disabled; information on State government; staff training and support for
libraries of all sizes; management of the state public library assistance grant
program; and management of the federal Library Services and Technology
(LSTA) grant program.

**AkLA supports appropriating funds to the Library Construction and Major
Expansion Matching Grant Program.**

- Funding for this program (AS 14.56.355-56) through the Department of
  Commerce, Community and Economic Development will allow Alaska’s
  municipalities to build and renovate their libraries with a 50/50 (local/state)
  match.

- Through this program the State of Alaska will partner with local communities as
  it does with its school building program to recognize the major long-term
  investment in lifelong learning that a public library represents for its citizens.

- Many local libraries open their doors to Alaskan citizens outside of their
  jurisdiction and all share their resources with every Alaskan, so targeted state
  support of this program is highly appropriate.

**AkLA supports the role of libraries in a democracy to provide open access to
information for all Alaskans, including improved access to broadband services in
libraries across the state.**

- Access to information is an essential element of good government. Our ability to
govern ourselves depends on having access to information about all aspects of the
issues that face us.

- The library serves as one of the primary sources of information for the entire
  community, regardless of a person's interests, background, age or economic
  status. Alaska’s libraries must be able to provide unfettered access to material
  from which individuals may select the information and viewpoints they find
  appropriate for themselves and their families.

- Libraries must also be able to provide this access in a setting that protects the
  privacy of the users (guaranteed in the Alaska Constitution) and the
  confidentiality of the library resources they select (mandated by state statute),
  because “when users recognize or fear” that these rights have been compromised,
  “true freedom of inquiry no longer exists.”

- Alaska has traditionally funded improved means of communication throughout
  the state, so providing broadband access to its residents is critical, especially in
  rural and remote areas and at a time when many government, education, and
  commercial services increasingly require interactive access to the web.

Adopted by the Alaska Library Association E-Council, November 14, 2011
AkLA 2012 Budget
2012 Tentative Meeting Schedule

Executive Council meetings are held bimonthly via teleconference with face to face meetings held in September and March. All members are welcome to attend. The Association, however, can only provide teleconference and travel costs for E-Council Representatives. See Section V for a full discussion of agendas and participation.

- May 17, 2012  4 - 5 PM
- July 19, 2012  4 - 5 PM
- End of September (Anchorage Face-to-Face)
- November 15, 2012  4 - 5 PM
- January 17, 2013  4 - 5:30 PM
- March, 2013 General business meeting (Valdez Conference March 29 – April 1, 2013)
- March, 2013 Annual Membership Meeting (Valdez Conference March 29 – April 1, 2013)
ARTICLE I. NAME
The name of this organization shall be Alaska Library Association.

ARTICLE II. OBJECT
Said organization is organized and operated exclusively for education purposes including for such purposes promoting library service and development within the state, raising the standards of library service, and fostering professional and fraternal relations among librarians and others interested in library service. Notwithstanding any other provisions of these articles, the corporation will not carry on any other activities not permitted to be carried on by a corporation exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation and the corporation shall not participate in or intervene in (including the publishing, or distribution of statements) any political campaign on behalf of any candidate for public office.

Any assets that the Association shall have in the case of its dissolution shall be distributed to the Alaska State Library for exclusively educational purposes. If the Alaska State Library is not in existence, or is unwilling or unable to accept the assets, the remaining assets will be distributed to an organization or organizations exempt from Federal income tax under Section 501 (c) (3) of the Code at the time of dissolution.

ARTICLE III. MEMBERSHIP
Membership in this association shall be confined to those who have paid their dues in the following classes:

A. Individual: An individual member shall be entitled to a vote.
   1. Library member: Any person directly engaged in library work in Alaska.
   2. Associate member: Any Alaskan library trustee or friend, any unemployed or retired Alaskan librarian, or out of state librarian.

B. Institutional: Any institution shall be without vote.

C. Commercial: Any commercial organization interested in library service and shall be without vote.

D. Honorary: Any persons who have made important contributions to library service in Alaska. Nominations will be submitted to the Executive Council. Honorary members will be elected at any meeting of the Executive Council and are exempt from dues and shall be entitled to vote.

ARTICLE IV. DUES
Dues shall be set by the membership and shall be payable annually by the time of the annual meeting.
ARTICLE V. OFFICERS
Section 1. The officers of the Association shall be:

The President, who shall preside at all meetings, appoint all necessary committee chairs, and perform related duties customary to this office;

The President-Elect, who shall work with the Roundtable and Committee Chairs to develop programs for the annual conference, and perform the duties of the President in his or her absence;

The Conference Coordinator, who shall work with the President, President Elect, and the Local Arrangements Chair to produce the current year conference;

The Conference Coordinator-Elect, who shall work with the Conference Coordinator and begin planning the next year conference;

The Secretary, who shall record the minutes of all meetings, preserve the official records and reports of the Association, notify the members of meetings at least one month in advance, and conduct necessary correspondence including the distribution of the annual ballot;

The Treasurer, who shall collect dues, make authorized expenditures, coordinate the current membership list, and perform related duties customary to his or her office.

The Past President, who shall represent the Association on the Governor’s Advisory Council on Libraries and shall also serve as Chair of the Nominating Committee and as Awards Chair.

Section 2. The President-Elect will be elected by the membership for a three-year term and during the following years shall serve as President and the Past President. The Conference Coordinator-Elect shall be elected for a two-year term and during the following year shall serve as the Conference Coordinator. The Treasurer and the Secretary shall be elected for two years in alternate elections.

Section 3. The officers shall assume their duties at the end of the annual business meeting.

Section 4. A vacancy in any position on the Executive Board shall be filled through appointment by the Executive Council.

ARTICLE VI. ORGANIZATION
Section 1. In addition to membership, the Association shall be composed of geographical district chapters. These chapters shall be established by vote of the Executive Council upon petition of at least ten (10) Association members residing in the geographical district.

Section 2. Each chapter will send its annual chapter financial report and its paid membership list to the Association Treasurer by the time of the annual conference.

Section 3. Each chapter shall form its own organization. It shall elect a chair and a secretary to take office by March. It shall elect a representative to serve a one-year term on the Executive Council.
Section 4. The Association may recognize roundtables, which shall be established by vote of the Executive Council upon petition of at least seven AkLA members sharing a common interest in a type of library or library service. At least 40% of the members of the roundtable must be members of AkLA.

Section 5. The Association may recognize minichapters, which shall be established by vote of the Executive Council upon petition of at least seven Association members residing in a geographical district who choose to affiliate without full chapter status.

Section 6. Each minichapter will send its annual chapter financial report and its paid membership list to the Association Treasurer by the time of the annual conference.

Section 7. Each roundtable and minichapter may form its own organization, and shall elect officers to assume office by March. Each shall assume responsibility for handling its own funds. Roundtables and minichapters may have articles and/or items of interest printed in the publications of the Association.

**ARTICLE VII. DIRECTORS**

Section 1. The Executive Council shall consist of the officers, the Alaska representative on the American Library Association Council, the Alaska representative on the Pacific Northwest Library Association Board, and the elected representative of each chapter, minichapter, and roundtable, as voting members.

Section 2. The Executive Council shall sit for the Association between annual meetings and shall adopt the annual budget.

Section 3. There shall be an Executive Board composed of the President, the President-Elect, the Conference Coordinator, the Conference Coordinator-Elect, Secretary, Treasurer, Past President, ALA Councilor and PNLA Representative.

Section 4. The Executive Board shall sit for the Association between Executive Council meetings.

Section 5. The Executive Council shall meet at the call of the President or any seven (7) members of the board.

Section 6. The Executive Board shall meet at the call of the President or any three (3) board members.

Section 7. All members of the Executive Council must be personal members of the Association.

Section 8. All members of the Executive Council shall submit a written annual report of their activities to the membership at the annual business meeting.
ARTICLE VIII. REPRESENTATIVE AND AFFILIATIONS
Section 1. A representative on the American Library Association Council shall be elected every three years at the time of the annual election to serve a three-year term. This representative must be a personal member of the American Library Association and shall be elected by the members of the Association.

Section 2. A representative to the Pacific Northwest Library Association Board shall be elected every two years at the time of the annual election to serve a two-year term beginning the following September. The representative must be a personal member of the Pacific Northwest Library Association.

Section 3. If an elected representative is unable to serve a full term, the President shall appoint a representative to serve until the next annual election and the person elected shall serve the remainder of the unexpired term.

Section 4. Application for affiliation with related organizations or associations shall be made when the Association members or the Executive Council, subject to the approval of the members at the next annual meeting, so votes.

Section 5. The President, or his designee, may represent the Association at meetings of these organizations if there is no other elected representative.

ARTICLE IX. MEETINGS, ELECTIONS AND AMENDMENTS
Section 1. There shall be an annual business meeting.

Section 2. The Executive Board shall designate the time and place of all meetings.

Section 3. Twenty-five percent of the individual members shall constitute a quorum for the transaction of business.

Section 4. A majority of members of the Executive Board shall constitute a quorum for the transaction of business.

Section 5. A majority of members of the Executive Council shall constitute a quorum for the transaction of business, provided a majority of the Executive Board members are among that number.

Section 6. Robert’s Rules of Order in the latest edition shall be the parliamentary authority for all meetings.

Section 7. The bylaws may be amended by mail or electronic ballot by a two-thirds vote or at the annual meeting by a two-thirds vote providing four weeks prior notice has been given the membership.

Section 8. There shall be an annual election by mail or electronic ballot.

Section 9. The Secretary shall mail the ballots by December 1.
ARTICLE X. COMMITTEES
Section 1. There shall be the following standing committees:
Nominating committee, appointed by the Executive Council, consisting of at least four members, including one representative from each geographical district. It shall prepare a slate of at least one nominee for each office.

Section 2. Additional committees shall be determined by the Executive Council.

Section 3. The President shall be an ex-officio member of all committees.

Section 4. All committees shall submit a written annual report to the Executive Council prior to the annual business meeting.
In the original *Handbooks*, Section 2-B–1-4 contained reproductions of the following legal papers:

**Articles of Incorporation of The Alaska Library Association.**

The above articles were signed and executed April 7, 1972 and were finally approved July 5, 1972.

The following ten members were listed on the document:

| Nancy Lesh | Peggy Cummings |
| Kay Shelton | Richard B. Engen |
| Mary Matthews | Margaret Leibowitz |
| Robert Gray | Ursula Strash |
| Tracy Kozak | Julia Triplehorn |

Margaret Leibowitz, Peggy Cummings and Kay Shelton signed the document as the Incorporators.

The AkLA Executive Officer retains copies of the following documents.

The **Certificate of Incorporation.**

The document, which states that the Alaska Library Association is “exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code . . . Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.”

The **Employer Identification Numbers** for AkLA Chapters, Roundtables and Committees may be obtained from the AkLA Executive Officer. Chapters, Roundtables and Committees are included in AkLA’s group return so do not file directly with IRS. They must furnish the AkLA Treasurer with annual reports of financial status.

The American Association of School Librarians/Alaska’s Employer Identification Number: may be obtained from the AkASL Treasurer. This is the only Roundtable that files separately with the IRS.
ARTICLE I. NAME

The name of the Corporation shall be the Alaska Library Association Scholarship Fund.

ARTICLE II. PURPOSE

The purpose of the Scholarship Fund shall be to provide financial assistance to students pursuing a Graduate Degree in an American Library Association accredited program in Library and Information Science.

ARTICLE III. MEMBERS

The members of the Scholarship Fund shall be the Executive Council of the Alaska Library Association, hereinafter referred to as the Association.

ARTICLE IV. OFFICERS

Section 1. The officers of the Scholarship Fund shall be the President, Secretary, and Treasurer of the Association; the Chair of the Association’s Continuing Education Committee, and the State Library Coordinator assigned the responsibility of coordinating continuing education activities. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Association.

Section 2. The President, Secretary, and Treasurer shall perform the duties usually associated with these offices.

Section 3. The President shall report to the membership of the Association at the annual conference the names of the recipient(s) of the Scholarship.

Section 4. The Treasurer shall deposit into the Scholarship Fund all funds allocated by the Executive Council of the Association; funds donated to the scholarship by individuals, institutions, chapters, businesses, etc. The Scholarship Fund shall at all times be identified as an account separate from that of the Association.

Section 5. The State Library Coordinator shall be responsible for distributing information, publicity, instructions, and scholarship forms to libraries, school districts, and institutions of higher education within the state, and for distributing communications, applications, etc. to other officers of the Scholarship Fund.

ARTICLE V. THE EXECUTIVE BOARD

Section 1. The officers of the Scholarship Fund shall constitute its Executive Board.

Section 2. The Executive Board shall have general supervision of the affairs of the Scholarship Fund between the business meetings of the Council, fix the hour and place of meetings, make recommendations to the members of the Scholarship Fund, and shall perform such other duties as are specified in these bylaws. The Board shall be subject to the orders of the Council, and none of its acts shall conflict with action taken by the Council or by the Association.
Section 3. The Board shall have the power to invest and reinvest the principal and income of the Scholarship Fund in such manner as it shall deem appropriate and to employ a bank as custodian of the funds.

Section 4. Three members of the Board shall constitute a quorum.

Section 5. The Executive Board shall serve without recompense.

ARTICLE VI. DUTIES

Section 1. The Board shall adopt guidelines for the administration of the Scholarship Fund, subject to the approval of the Executive Council of the Association.

Section 2. The Board shall present a budget request for the Scholarship Fund to the Executive Council of the Association at the fall meeting of the Council.

Section 3. The Board shall develop with the Council and the Association, over a period of several years, an endowment fund of sufficient size that the interest will constitute the major source of funding for at least one scholarship.

Section 4. The Board shall have the authority to determine the recipient(s) of the Scholarship(s).

ARTICLE VII. MEETINGS

Section 1. The officers shall meet at least twice yearly.

Section 2. Special meetings may be called by the President or by any two of its officers, or by a quorum of the Executive Council

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern administration of the Scholarship Fund 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 Scholarship Fund may adopt.

ARTICLE IX. AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting of the Executive Council of the Association by a two-thirds vote, provided that the amendment has been submitted in writing at least one month in advance.
Revised January 7, 1993

Originally pages 3-9 were copies of the Articles of Incorporation, the Certificate of Incorporation, and the letter from the Internal Revenue Service giving the Employer Identification Number. To save reproduction costs and space, the necessary information from these documents is listed below:

Articles of Incorporation

Article I
The Name of the corporation is: Alaska Library Association Scholarship Fund, Inc.

Article II
The period of duration is: Perpetual

Article III
The purpose(s) for which this organization is organized are:

- to provide financial assistance to students pursuing a Graduate Degree in an American Library Association accredited program in Library and Information Science, within the meaning of a nonprofit corporation formed exclusively for educational purposes as defined by Section 501 (c) (3) of the Internal Revenue Code.

Article IV
The internal affairs of the corporation shall be regulated by: the following officers of the Scholarship Fund, the President, Secretary, and Treasurer of the Alaska Library Association; the Association’s Chair of the Continuing Education Committee, and the Alaska State Library Coordinator assigned the responsibilities of coordination continuing education activities. In the event of dissolution, the assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, e.g. distributed for scholarship purposes to a university offering an American Library Association accredited Graduate Degree program in Library and Information Science.

Article V
Physical address of the initial registered office is: 1215 Cowles St., Fairbanks, AK 99701.
The registered agent at the registered office is: Audrey Kolb.

Article VI
The following AkLA members were the original board of directors:

- Gaylin Fuller
- Karen Weiland
- Clara Sitter
- Audrey Kolb
- Greg Hill

Article VII
The following people were listed as incorporators:

- June Pinnell-Stephens
- William Galbraith
- Isabelle Mudd
- Audrey Kolb

Article VIII
The officers of the Scholarship Fund may make payments or distributions from income or principal, or both, to one or more individuals enrolled in an American Library Association accredited Graduate Degree program in Library and Information Science, in such amounts as determined by the officers.
Article IX
No part of the net earnings of the corporation shall inure to the benefit of, or be distributed to its officers or trustees, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof. No substantial part of the activities of the corporation shall be the carrying of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of the articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, of corresponding section on any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Signed by the above four incorporators (Article VII) and dated July 11, 1991.

The Certificate of Incorporation was signed on July 23, 1991.

The Employer Identification Number for the Internal Revenue Service is available from the AkLA Executive Officer.
ORGANIZATION OF AkLA

Article VI of the bylaws relates to the organization of AkLA. All references to articles and sections in the Handbook are to the Bylaws of the Alaska Library Association unless otherwise noted.

Geographical District Chapters

Article VI, Section 1 states that “in addition to membership, the Association shall be composed of geographical district chapters.” The Alaska State Library Association was begun originally in 1960 with Southcentral and Northern Chapters. In March 1967 the Southeast group petitioned for chapter status and was accepted June 10, 1967. The Kodiak Chapter was accepted in to chapter status in October 1973, the Ketchikan-Metlakatla group in March 1975, the Kenai Peninsula Chapter in 1976, the Matanuska-Susitna Chapter in 1977 and the Sitka Chapter in 1978.

As the Association accepted new chapters who were located in the same geographical districts as the original three chapters, the need was felt for the chapters to reflect community names rather than district names. Hence, in 1976, the Southcentral Chapter changed to Anchorage Chapter and in 1977 the Southeast Chapter became the Juneau Chapter.

Article VI, Section 1 specifies that “chapters shall be established by vote of the Executive Council upon petition of at least ten (10) Association members residing in the geographical district.” Article VI, Section 3 continues, “Each chapter shall form its own organization. It shall elect a Chair and a Secretary to take office by March. It shall elect a representative to serve a one-year term on the Executive Council.”

A group of at least ten (10) Association who decide they want to form a chapter of AkLA should:

1. Elect a Chair, Secretary and Executive Council representative.
2. Write a letter of petition to the AkLA President, listing officers and members (at least ten of whom shall belong to AkLA)

The President of AkLA will bring the petition to the Executive Council who will vote upon the request.

Geographical District Minichapters

The bylaws change of 3/27/82 made provision for the organization of geographical groups too small to carry out full chapter responsibilities.

Article VI, Section 5 specifies that minichapters “shall be established by vote of the Executive Council upon petition of at least seven Association members residing in a geographical district who choose to affiliate without full chapter status.” Article VI, Section 7 states that “minichapters may form its own organization, and shall elect officers to assume office by March.”

The Far Site Minichapter was established in ??? and is now inactive (2001).
A group of at least seven (7) Association members who decided they want to form a minichapters of AkLA should:

1. Elect a Chair and officers.
2. Write a letter of petition to the AkLA President, listing officers and members (at least seven (7) of whom shall belong to AkLA).

The AkLA President will bring the petition to the Executive Council who will vote upon the request.

The minichapters has a vote on the Executive Council. It shall be responsible for handling its own funds. It is not expected to undertake conferences or other major duties that chapters do. A minichapters is encouraged to send items of interest to the editors of the Association’s publications.

Roundtables

The bylaw change of 3/7/82 changed Special Interest Groups to Roundtables since the older use was vague. Between 1966 and 1968 there was a School Librarians group but it did not petition the Executive Board. As of 2001 there are seven active roundtables: Academic Roundtable, Adult Readers Roundtable, Alaska Association of School Librarians, Authors to Alaska Roundtable, Documents Roundtable, Public Libraries Roundtable and Special Libraries Roundtable.

Article VI, Section 4 specifies that roundtables “shall be established by a vote of the Executive Council upon petition of at least seven AkLA members sharing a common interest in a type of library or a library service. At least 40% of the members of the roundtable must be members of AkLA.” Article VI, Section 7 goes on to say roundtables “shall elect officers to assume office by March. Each shall assume responsibility for handling its own funds.”

(Policy 100. The AkLA Roundtables shall select a vice-chair/chair-elect at their annual meeting held during conference so the incoming Chair may plan to attend the AkLA Executive Council orientation at the next annual conference. Minutes March 2, 2000, Executive Council meeting.)

A group of at least seven (7) Association members who decided they want to form a roundtable of AkLA should:

1. Elect a Chair and officers.
2. Write a letter of petition to the AkLA President, listing officers and members (at least seven (7) of whom shall belong to AkLA).

The AkLA President will bring the petition to the Executive Council who will vote upon the request.

The roundtable has a vote on the Executive Council. It shall be responsible for handling its own funds. It must maintain a minimum of 40% of its membership as AkLA members. A roundtable is encouraged to send items of interest to the editors of the Association’s publications.
OFFICERS, EXECUTIVE BOARD AND EXECUTIVE COUNCIL MEMBERS

Officers

Article V describes the officers of AkLA and their responsibilities. Officers of the Association are the President, the President Elect, Conference Coordinator, Conference Coordinator Elect, Past President, the Secretary and the treasurer.

Executive Board

Article VII, Sections 3 states that “there shall be an Executive Board composed of the President Elect, Conference Coordinator, Conference Coordinator Elect, Secretary, Treasurer, Past President, ALA Councilor and PNLA Representative” and Article VII, Section 4 states that it “shall sit for the Association between Executive Council meetings.” The Executive Officer is also expected to attend.

Executive Council

Article VII, Section 1 describes the Executive Council of AkLA and its responsibilities. The Executive Council is made up of the Officers, the ALA Councilor, the PNLA representative, and elected representatives of each chapter, minichapters, roundtables, and committee chairs as voting members. The Executive Officer is also expected to attend. Committee Chairs and the AkLA Lobbyist are encouraged to attend when agenda items are pertinent to their responsibilities. The Council meetings regularly include the Ex-officio representatives from the Alaska State Library, the Newspoke editor, the AkLA Webmaster and the AkLA Historian. These positions are non-voting. Travel funds are available for the Newspoke editor and the AkLA Webmaster and the AkLA Historian. Any AkLA member is welcome to attend at their own cost.

A. Robert’s Rules of Order governs procedures for the Association’s meetings and activities.

B. Officers and Executive Council members are requested to read the section of the Handbook of Procedures and Policies on Committees for information on such items as annual reports, stationery, etc.

C. Newly elected officers assume their duties at the end of the annual business meeting.

D. Article V, Section 4 states: “A vacancy in any position on the Executive Board shall be filled through appointment by the Executive Council.” The position availability should be posted on the AkLA listserv as soon as it is known that there will be a vacancy. Nominations or applications to fill the vacancy should be made to members of the Executive Board who will establish a timeline for the review of the completed Candidate Biographical Data Information Forms. The Executive Board will make their recommendation to the full Executive Council for the final decision.

E. Each Executive Council/Board member, including Ex-officio members and shall receive a copy of The AkLA Handbook of Procedures and Policies.
Travel to the fall face-to-face meeting of the Executive Council is funded for the following offices:

- President
- President-Elect
- Conference Coordinator
- Conference Coordinator Elect
- Secretary
- Treasurer
- Chapter Representatives
- PNLA Representative
- ALA Representative
- Past President
- Roundtable Representatives
- Committee Chairs
- Newspoke Editor (one co-editor)
- AkLA’s Executive Officer
- AkLA Webmaster
- AkLA Historian

Policy 66. AkLA will pay 100% of transportation costs for members of the Executive Board, all Chapter, Roundtable and Committee Chairs, and ex-officio members (except the State Library representative) who offer full participation to attend the face-to-face fall council meeting. Executive Council members who cannot attend should send substitutes. Minutes November 19, 1987, Executive Board meeting: Updated May 17, 2001, Executive Council meeting.

Policy 105. AkLA may pay a stipend to each Executive Council Member attending the Fall Face to Face meeting to help defray the cost of lodging and meals. Stipend for 2003 budget will be $150. Members must provide receipts with the request for reimbursement. Minutes September 23-23, 2001, Face to Face Executive Council Meeting. (In the 2003 budget this stipend was dropped to $100.)
PRESIDENT

The President shall be the chief executive officer of the Association and, subject to the Executive Board, shall have general supervision and control over its affairs; shall preside at all business meetings of the Association and of the Executive Board; shall recommend to the Board such measures as are considered desirable to further the objectives and broaden the effectiveness of the Association; with the treasurer shall sign all contracts and other legal documents.

The one-year term for the President commences after the business meeting at the March conference and continues until the following March.

Article V, Section 1 describes the responsibilities of the President of AkLA.

1. Calls and coordinates Executive Council and Executive Board meetings and annual membership meetings.

2. Develops and distributes the agendas for Executive Council, Executive Board and annual meetings to the full Executive Council, as well as other regular attendees. (Policy 74. All copies of agendas and minutes are sent to the full Executive Council, plus the State Librarian and the Historian. The purpose is to promote better communication between the Executive Board and the Chapters, Roundtables and Committees. Minutes May 5, 1993, Executive Board meeting.)

3. Requests that Executive Council members post their report of activities on the Executive Council Listserv so that they may be included in the official minutes prior to the scheduled meetings.

4. Coordinates with the Conference Coordinator on conference plans.

5. Serves as an officer of the Scholarship Fund and as a member of the Scholarship Committee.

Transition duties:

January/February

1. Coordinate with the current President on ongoing issues, the budget, legislative priorities, intellectual freedom concerns, etc.

2. Solicit and recruit committee chairs in consultation with the current President-Elect.

3. The President shall identify and appoint a Parliamentarian for the organization. Attendance at the annual business meeting is expected and at any of the teleconference meetings, as needed.

March

1. Attends the pre-conference Executive Council meeting with the other incoming officers.

2. Assumes office of President after completion of the annual business meeting at conference. (Policy 3. The new officers are installed after the annual business meeting. Minutes October 16, 1966, Executive Board meeting.)
3. Conducts the Post-conference Executive Council Meeting. Appoints committee chairs, sets up a date and time for all the teleconferences and notifies all Executive Council members and regular attendees. Solicits their suggestions for agenda items. Asks all new board and council members to become familiar with the Handbook of Procedures and Policies, especially the duties and responsibilities of their position.

4. The President sends letters to outgoing committee members expressing appreciation for their services.

**April/May**

1. Sets and distributes the agenda for, then conducts May teleconference and reminds Executive Council/Board of next one.

2. Prepares the President’s column for the next issue of The *Newspoke*.

3. Works with Conference Coordinator and President-Elect to secure a site with tentative dates for the annual conference beyond the next conference.

**June/July**

1. Prepares the President’s column for the next issue of The *Newspoke* in accordance with the editor’s deadline.

2. Sets and distributes the agenda for, then conducts the July teleconference and reminds the Council of the dates for the fall face-to-face Executive Council meeting.

3. The President adds to the July teleconference agenda an item to consider requests for additional funding of transportation costs for roundtable chairs, minichapters chairs, and committee chairs to the fall face-to-face Council meeting.

**August/September**

1. Sets and distributes the agenda for, then conducts the fall face-to-face Executive Council meeting.

2. In consultation with the treasurer helps prepare a proposed budget to present at the fall face-to-face meeting.

3. Reminds Council of the date and time for the November teleconference.

4. Prepares the President’s column for the next issue of The *Newspoke* in accordance with the editor’s deadline.

**October/November**

1. Writes the cover letter for the annual ballot. Follows up on the work of the nominating committee to select candidates.

2. Sets and distributes the agenda for, then conducts the November teleconference.

3. Reminds Council/Board of the date and time for the January teleconference.
4. Prepares the President’s column for the next issue of The Newspoke in accordance with the editor’s deadline.

5. Coordinates with the Governmental Relations Committee an action plan for promoting AkLA’s legislative priorities.

December

1. Writes the cover letter to be sent with the conference pre-registration packets.

2. Prepares the President’s letter addressed to the State Legislators to be sent with the next issue of The Newspoke.

3. Notifies all candidates (winners and losers) of election results.

January

1. Sets and distributes the agenda for, then conducts the January teleconference. Notifies the Executive Council of the face-to-face meeting time at the upcoming annual conference.

February

1. Reminds all Executive Council members of the need for a written report from them for distribution at the annual business meeting.

2. Sets and distributes the agenda for Executive Council meetings at the conference. Invites the incoming Executive Council members to attend the meeting.

March

1. Presides at the pre-conference Executive Council meeting.

2. Prepares agenda for and presides at the annual business meeting. To facilitate resolutions and motions, the following phrase should be placed on the bottom of the annual business meeting agenda:

   “Please have all resolutions and motions ready in written form to be presented to the secretary at the time they are introduced from the floor. Please include the date, and the full name of the person introducing the motion or resolution and the intended recipient.”

3. Arranges for Thank You Resolution to be presented at the annual business meeting.

4. Presents honorary memberships at conference.

After Conference

1. Reviews President’s files, sending appropriate material to AkLA archives. See File Maintenance section of Handbook of Procedures and Policies) and the remainder to AkLA’s new president.

After the conference works with the Secretary to see that resolutions passed at the annual meeting are distributed as appropriate. The President writes a cover letter to accompany each
resolution. Writes a letter of congratulations to the persons who were granted honorary membership if they were not at conference to receive the award in person.
PRESIDENT-ELECT

Article V, Section 1 describes the responsibilities of the President-Elect of AkLA.

The President-Elect is elected for a two-year term, the first of which is as President-Elect, the second as President and during the following year shall serve as the Past President. The President-Elect, shall assist the President in the performance of the duties of the presidency; in the event or absence or withdrawal of the President, shall assume all the duties and obligations of the presidency. The president-elect becomes familiar with the operations of the association.

Shall be elected annually and shall take office at the conclusion of the business meeting at the annual conference.

In addition to these responsibilities are the following:

1. Coordinates with the Conference coordinator on conference plans.
2. Coordinates with the Roundtables and Committees.
3. Serves as an officer of the Scholarship Fund and as a member of the Scholarship Committee.
4. Provides updates to AkLA webmaster concerning Executive Council meeting schedules, past meeting minutes, and updated names and contact information for officers, committee chairs and roundtables.
5. Checks with Executive Officer to make sure committee members being appointed are AkLA members.
6. Advises the outgoing committee chairs of the address of the new committee chairs so that the committee’s files and the Handbook of Procedures and Policies can be sent to the new chair.
7. Solicits from committee chairs information on money needs for roundtable and committee projects for the coming year for the next year’s budgetary planning process.
8. Shall remind Roundtable and Committee chairs of the opportunity to request additional funding of transportation costs to the fall face-to-face Executive Council meeting.
9. Notifies the Continuing Education Committee Chair about the money available for the travel grants and asks the committee to select the recipient.

The following is a tentative calendar for the President-Elect.

Transition duties:

January/February

1. Coordinate with the current President-Elect on ongoing issues, the budget, legislative priorities, intellectual freedom concerns, etc.
2. Solicit and recruit committee chairs in consultation with the current President and current Conference Coordinator.
March

1. Attends the pre-conference Executive Council meeting with the other incoming officers.

2. Assumes office of President-Elect after completion of the annual business meeting at conference. *(Policy 3. The new officers are installed after the annual business meeting. Minutes October 16, 1966, Executive Board meeting.)*

April/May

1. Coordinates with the Roundtables and Committees to fill out committee appointments.

2. Works with host Chapter to secure a site with tentative dates for the annual conference beyond the next conference.

3. Remind chapter chairs to survey their members regarding legislative priorities for the coming year.

4. Provides updates to AkLA webmaster concerning Executive Council meeting schedules, past meeting minutes, and updated names and contact information for officers, committee chairs and roundtables.

August/September

1. Serves on the nominating committee with Past President.

2. Provides updates to AkLA webmaster concerning Executive Council meeting schedules, past meeting minutes, and updated names and contact information for officers, committee chairs and roundtables.

October/November

1. Writes the cover letter for the annual ballot. Follows up on the work of the nominating committee to select candidates.

2. Schedules the Executive Council meetings at conference with the conference planners in consultation with the President.


4. At this meeting request that the Council review unused grant funds which have a calendar year deadline and determine options.

5. Writes letters of invitation to ALA and PNLA presidents and lobbyist to come to the AkLA annual conference.

6. Checks status of conference plans with the Conference Coordinator.

December

1. Checks status of conference plans with the Conference Coordinator.
2. Provides updates to AkLA webmaster concerning Executive Council meeting schedules, past meeting minutes, and updated names and contact information for officers, committee chairs and roundtables.

January
1. Checks status of conference plans with the Conference Coordinator.
2. Participate on Conference Attendance Award Committee deliberations prior to the expiration of the early conference registration deadline.

February
1. Participates in the selection of the AkLA Scholarship recipient.
2. Checks status of conference plans with the Conference Coordinator.

March
1. Arranges for Thank You Resolution to be presented at the annual business meeting.

After Conference
After the conference the President-Elect (now President) coordinates with the incoming President-Elect to transition duties.
CONFERENCE COORDINATOR

Article V, Section 1 describes the responsibilities of the Conference Coordinator of AkLA.

1. The main responsibility of the Conference Coordinator is the planning of the annual conference. The Conference Coordinator will be assisted by the Conference Coordinator Elect in the coordination of program content for the annual conference. The Conference Coordinator will also coordinate other conference responsibilities with the Local Arrangements Committee. (See the Conference Planning Handbook for further information.)

2. AkLA has conference planning handbooks; one for the Conference Coordinator and one for the Local Arrangements Committee. Copies of both handbooks should accompany the files of the Conference Coordinator office and that of Local Arrangements Committee. In an effort to keep these conference planning handbooks up to date, the Conference Coordinator should make written suggestions and ask the Local Arrangements Chair(s) to also make written suggestions, comments and recommendations immediately following the annual meeting. These should be put in the two copies of the handbook. These comments work out practically the charge of the 2/4/67 Executive Board meeting that: an oral report is made at the annual business meeting, including registration statistics and recommendations for future conferences.”

3. Planning the annual conference is usually a yearlong task. During the summer immediately following the conference, the incoming Conference Coordinator should lead an Executive Board discussion/evaluation of the past conference, and tentative thoughts for the upcoming one. At the Fall face-to-face Executive Council meeting, the Conference Coordinator should give a rather detailed report including a draft to Executive Council on the progress of plans and solicit further in-put from the entire Council. At this meeting the Council should approve the conference fees including those for exhibitors.

4. The Conference Coordinator can use funds from the Conference budget for one round trip airfare to the conference site (if not in that person’s home town) to coordinate with the conference Local Arrangements committee. (Policy 25. The (Vice-President) Conference Coordinator shall be given travel expenses to visit the conference site in advance of the conference from the conference balance. Minutes September 27, 1974, Executive Board meeting: Minutes March 2, 1975, Executive Board meeting: Revised September 26, 1999, Executive Council meeting.) This trip should be early in the conference planning process; funds are not to be used for attendance at conference.

5. After the conference review the Conference Coordinator files, sending appropriate material to AkLA archives. See File Maintenance section of Handbook of Procedures and Policies and the remainder to AkLA’s new Conference Coordinator.
CONFERENCE COORDINATOR ELECT

New Position – Duties and Responsibilities not yet fully formulated. Generally acts as assistant to the Conference Coordinator and starts work on planning for the Conference two years out.

The Conference Coordinator-Elect, who shall work with the Conference Coordinator and begin planning the next year conference;

1. Works in conjunction with the Conference Coordinator and committee and roundtable chairs in developing program sessions for the next annual conference.
2. Begins work on selection of conference theme, dates and site for conference 2 years out.
PAST PRESIDENT

The one-year term for the Past President commences after the business meeting at the March conference and continues until the following March. The Past-President acts as an advisor to the President. The primary duty of the Past President is to serve as chair of two committees: Awards and Nominating.

Responsibilities of the Past President

1. Represents AkLA on the Governor’s Advisory Council on Libraries. The Past President should give an oral report on AkLA activities at each meeting of the Council. (Policy 11. The immediate Past President of AkLA shall be its representative on the Governor's Advisory Council on Libraries. If the immediate Past President is unable to attend, the current President will attend in his/her place. Minutes March 1987, Annual meeting: Revised September 21-22, 1990 Executive Council meeting.)

2. Serves as an ex-officio member of the Executive Council. The position is one of advising about what has gone on before, providing coordination for the activities of the new Council/Board, and providing continuity into the next year.

3. Serves as Awards Committee Chair for the following conference. Plans and designs distribution of awards at the Conference; chooses and obtains the actual awards (letter, certificate or a gift, honorary membership pin) which are paid from the AkLA Committee budget. Currently the awards committee covers: honorary memberships, outgoing officers, scholarship recipients, the Audrey P. Kolb Public Library award, the library advocacy award, the Alaskana award and the travel grant awards. The Past President, however, is not involved in choosing the recipients of the awards.

4. Serves as Chair, Nominating Committee.

Calendar (Past President)

Generally: attends meetings of and participates in the Governors Advisory Committee on Libraries, attends meetings of and participates in AkLA Executive Council. [Timetable for nominating committee activities needs to be incorporated]

March

1. Assumes office of Past President from the Presidency after completion of General Membership Meeting at Annual Conference.

August

1. Coordinate with the Conference Coordinator regarding the timing of presentation of awards at conference.

2. Submits to AkLA Treasurer the budget request for funds for the various Awards.

October/November

1. Contacts all awards grantors regarding their awards, to begin coordinating the presentation or recognition of award winners at the conference.
2. Initiates requests through E-Council for nominees for Honorary Membership.

**December/January**

1. Continues coordination with award grantors.
2. Initiates vote on honorary membership at January AkLA E-Board meeting.
3. Orders pins to be presented to the new honorary members.

**February**

1. Prepares brochure of awards and awardees for distribution at conference.
2. Purchases a gift for the Conference Coordinator.
3. Prepares the certificates for Board/Council members.

**March**

1. Distributes brochure of awards and award recipients at the Awards function.
2. Hosts Awards function and announces names of award recipients.
3. Provides the editor of *Newspoke* with copy listing the awards, names and biographical information and arrange for pictures for publication.
4. Turns over any pertinent folders to new Past President.
SECRETARY

A Secretary is specified under Article V, Section 1. The Secretary is elected for a two-year term.

To amplify the responsibilities specified in the bylaws, the following is procedure.

1. The Secretary arranges to tape all Executive Council/Board and annual meetings. After the recording has been used to prepare the minutes, it should be sent to the AkLA archives on an annual basis.

2. The Secretary in preparing the minutes following each Executive Council meeting shall highlight policies decisions for inclusion in the list of official policies of the Association. The Secretary sends a copy of the minutes to the members of the Executive Council on the Executive Council Listserv. The minutes shall be approved at the following meeting. After approval of the minutes which will include all reports posted by Executive council members prior to the meeting will be posted on the AkLA website. A paper copy would also be printed for the Secretary’s official files.

3. The Secretary sends all resolutions (See Sample Resolution Form in the Forms section of the Handbook of Procedures and Policies) passed at AkLA meetings to the appropriate persons to whom they are addressed, with one copy to the AkLA President and one copy to the AkLA archives. The resolutions should be accompanied by a cover letter from the AkLA President.

4. Under Elections in the Handbook of Procedures and Policies read about the Secretary’s responsibilities.

5. If it is the year when a new Secretary is elected, the outgoing Secretary does the minutes of the annual meeting and the Executive Council meetings. A template for stationery is available from the Executive Officer for official correspondence.

6. At the end of a the term, reviews the Secretary’s files, sending appropriate material to AkLA archives (See File Maintenance section of Handbook of Procedures and Policies) and the remainder to AkLA’s new Secretary.

7. The Secretary also serves as an officer of the Scholarship Fund.

8. The Secretary coordinates handbook changes with the Executive Officer who does the actual editing and distribution. Most changes come from decisions reported in the minutes and policies passed by the Board.
TREASURER

A treasurer is specified in Article V, Section 1. The treasurer is elected to a two-year term. The following are the responsibilities and procedural routines of the Treasurer:

1. The Treasurer is responsible for tracking all finances of the projects of the Association. This includes grant and contract monies for projects being managed by designated AkLA members.

2. The Treasurer is authorized to use his/her discretion dependent upon the cash flow needs of the Association to place funds in either an interest bearing account or certificate of deposit. (Policy 29. The Treasurer is authorized to use the Treasurer's discretion to place funds in either an interest bearing account or a certificate of deposit. Minutes June 5, 1976, Executive Board meeting.)

3. The Treasurer collects dues and sends out the membership receipt letter. The Treasurer forwards new membership and renewal information to the Executive Officer to be included in the official membership files. It is the Treasurer’s responsibility to make sure all signature cards for the AkLA bank accounts are current.

4. The Treasurer prepares the Association’s financial reports for each Executive Council meeting.

5. Earned interest on the times deposit should be put regularly into the budget as income when it becomes available, with the exception of the interest from the Scholarship Fund which is disbursed as part of the annual Scholarship Award.

6. Unprecedented requests for payment from ALA should be discussed with the ALA representative. (Executive Board meeting minutes, Sept. 21, 1986)

7. The Treasurer also serves as an officer of the Scholarship Fund.

Calendar (Treasurer)

January

1. Prepare a final copy of the new budget that reflects all projected expenditures, payments, interest earned, and the actual carry forward amount. The budget for the calendar year will be officially adopted at the first teleconference of the Executive Council for the year.

2. Request from all Chapter, Roundtable, and Committee chairs their Financial Reports for the previous year. See Financial Form section of the Handbook of Procedures and Policies.

February

1. File Form 1096 and 1099-MISC with the IRS by the last day of the month.

2. Follow up on Chapter, Roundtable, and Committee financial reports not received.

March

1. The Treasurer prepares an annual Treasurer’s report for the membership and provides sufficient copies for conference attendees. The report for the annual business meeting should contain the budget for the past full fiscal year (January 1 through December 31 before the annual meeting) as well as the current budget and its status for the fiscal year in which the conference is held.
2. During the annual conference the Treasurer makes arrangements to accept dues, usually by personnel at the registration desk.

3. The IRS Return of Organization Exempt from Income Tax Form 990 must be filed by May 15 of each year if the gross receipts exceeded $25,000. Four copies are needed. The original is sent to the IRS, one copy is sent to the state office listed above, one copy is kept in the Treasurer’s file and one copy is sent to the AkLA President.

April/May

1. The deadline for the IRS report is May 15. If not filed prior to this date, daily fines are imposed.

2. At the May teleconference reports on any unused State Library Grants funds and asks the Executive Council to determine an appropriate course of action. This may be direct the appropriate person to write to the State Library for permission to extend the deadline or reallocate the funds, if needed.

June

1. The Nonprofit Biennial Report form for the State of Alaska must be completed and mailed to the Department of Commerce and Economic Development in even numbered years for the Association, and in odd numbered years for the Scholarship Fund. This report is required of all nonprofit corporations and covers the period ending June 30.

   Biennial reports are due by July 2 and are delinquent August 1.

2. The forms are mailed from the state to the last “registered agent”, which may be the previous Treasurer. Copies of the form can be obtained by calling the above office.

August/September

The Treasurer, in consultation with the President prepares a Proposed Budget for the fall face-to-face meeting. When the draft budget has been approved by the Executive Council, it is published in the next issue of the Newspoke. It will be posted on the AkLA website and announced on AkLA-L.

November

At the November teleconference, the Treasurer reports on unspent grant funds that have a calendar year deadline and asks the Executive Council to determine options.

At the End of the Treasurer’s Term

1. If the Treasurer’s financial records have not been reviewed annually by an auditor, in January before the end of the Treasurer’s term the Executive Council will request a Financial Review of the records and direct the Treasurer to have this accomplished prior to transferring the records to the new Treasurer immediately after conference.

2. After the conference (when the outgoing Treasurer’s term has expired), the outgoing Treasurer sorts the files and determines which files should be sent to the new Treasurer and which files can be sent to the AkLA archives.
Reports To The Internal Revenue Service

Copies of any needed IRS forms may be obtained by calling 1 800-TAX-FORM (1-800-829-3676). Forms for nonprofit corporations are not distributed to public libraries, as are forms for personal use. Also, since these are multi-part forms they cannot be downloaded from the IRS Web Site.

Chapters, Roundtables, and Committees are included in AkLA’s “group return.” AkASL has its own nonprofit Taxpayer Identification Number and does not need to transmit a Financial Report to the AkLA Treasurer, and are not included on Form 990.

Form 1099misc

The Form 1099MISC reports “payments for services performed for a trade or business by people not treated as employees, e.g. fees to subcontractors …”

Form 1099MISC, Statement for Recipients of Miscellaneous Income, must be filed by the last day of February with IRS if any unit of AkLA made payments of $600 or more for fees, commissions, or other forms of compensation to persons not treated as AkLA employees for services rendered in “your trade or business;” Non-employee compensation is a fee paid to a nonemployee and travel reimbursement for which the non-employee did not account to the payer, if the fee and reimbursement aggregate at least $600.

Example: a corporation paid Dr. Williams, who is not an employee of the corporation $500 to give a speech on alcoholism to the corporation’s employees. The corporation also gave Dr. Williams reimbursement of $150 for travel expenses. Dr. Williams did not account to the corporation for the traveling expenses. The corporation must report $650 on Form 1099-MISC. (If Dr. Williams had accounted to the corporation for his traveling expenses, Form 1099-MISC would not be required.)

Required format:

- Do not cut or separate the forms that are three to a page.
- No photocopies are allowable.
- Do not fold, staple, tear, or tape any of the forms.
- The Social Security Number or Taxpayer Identification Number must be included on the form or the recipient is subject to a 20% withholding on the payments.

Form 1099MISC is completed in triplicate:

1. Copy A is sent to the IRS, along with Form 1096. Three copies of Form 1099-MISC are on a single sheet so that as many as three payments may be recorded of the top copy.
2. Copy B is sent to the recipient of the funds by the AkLA Treasurer.
3. Copy C is retained in the Treasurer’s files.

Form 1096

Form 1096 is used to transmit Form 1099 to the IRS.

Reported on this form:

1. The number of 1099 reports being transmitted.
2. The total amount of payments reported on the 1099MISC forms.
3. Address of the Association, Federal Employer Identification Number, etc.
Form 990

Form 990 is used by tax-exempt organizations … File Form 990 by the 15th day of the 5th month after your accounting period ends, i.e. May 15th.

Other IRS Information

A 501 (c) (3) organization “is not required to file Schedule A if its gross receipts are normally $25,000 or less.”

“You should have only Federal Employer Identification Number”, AkLA’s number is available from the AkLA Executive Officer. It is used by AkLA chapters, roundtables that establish separate bank accounts under the nonprofit status of the Association.
ALA REPRESENTATIVE

The ALA Chapter Councilor is a liaison person between AkLA and ALA – and serves as an ALA Councilor. Article VIII, Section 1 describes this position. Election of the ALA Chapter Councilor is described under Elections. An ALA Chapter Councilor may serve no more than two terms according to (Policy 67. The PNL A Representative and the ALA Chapter Councilor shall serve no more than two terms. Minutes March 5, 1988, Executive Council meeting.) Each term is for three years.

ALA Chapter Councilor responsibilities to AkLA

1. Attends ALA Midwinter meeting and ALA Summer Conference, representing AkLA at the ALA Council meetings.
2. Prepares an annual report of ALA activities for the AkLA annual conference.
3. At end of term, send appropriate materials in ALA Chapter Councilor’s files to the next Councilor and to the AkLA archives.
4. Attends ALA conference sessions appropriate to AkLA’s interests, such as Chapter Caucus, Chapter Relations Committee, state association directors, membership and legislation committee meetings. This might vary from year to year. For example, AkLA might have a need for information on copyright and newspaper indexing one year and on continuing education the following year. Participates actively in the Chapter Caucus.
5. During ALA Council meetings, an agenda item is the report of ALA Legislation Committee. At this time chapters can present the checks from their state associations in support of the ALA Washington Office. The AkLA Treasurer normally sends this check directly to Washington. However, the ALA Councilor could make arrangements to present the donation orally if they wanted to by telling the AkLA Treasurer.

ALA Chapter Councilor responsibilities to ALA

1. Represents ALA by sitting on the AkLA Executive Council and Executive Board, attending council and board meetings and reporting at each council and board meeting about ALA activities.
2. Promotes and disseminates information throughout the year about ALA activities appropriate to the State and Association. This includes:
   a. Workshops and training sessions.
   b. Assists ALA membership Chair in ALA membership mail-outs and displays.
   c. Acts as state correspondence for the annual ALA Yearbook, or arranges for a correspondent.
3. Notifies the ALA Chapter Relations Office each year of the names of the new AkLA Officers.

Travel expenses for ALA Chapter Councilor to attend ALA Meetings.

1. AkLA budgets an amount yearly for the travel of the ALA Chapter Councilor to ALA meetings. This amount may vary depending on AkLA’s budget. At minimum, AkLA shall furnish airfare to one meeting which is consistent with policy 22. The ALA Chapter Councilor must follow AkLA policy of using advance purchase airfare at lowest cost.
2. Travel costs eligible for reimbursement are limited to airfare, conference registration, and lodging up to the amount allocated in the budget.

3. Any travel costs above the amount allocated in the budget must be carried by the Councilor. (Policy 22. *AkLA shall furnish at least the airfare for one trip by the PNLA Representative and one trip by the ALA Representative per calendar year to participate in the Association meetings. Minutes June 10, 1974, Executive Board meeting*)

4. The AkLA budget year is based on the calendar year, while the ALA Chapter Councilor term is July-June.

**Attendance at the AkLA Council/Board meetings in the election year summer**

1. With AkLA elections in the spring and the term of office for the ALA Chapter Councilor beginning immediately following the annual ALA conference, there will be AkLA Executive Council/Board meetings between the term of office for AkLA and the time the incoming ALA Chapter Councilor is actually seated at ALA midwinter conference. Although the incoming Councilor should be encouraged to attend as many AkLA Executive/Board meetings as possible following the election, these would be as an observer and at the incoming Councilor’s own expense.

2. The incoming ALA Chapter Councilor is officially seated on the AkLA Executive Council and Executive Board at the first meeting following the annual ALA summer Conference.

**Further information:**

Please refer to the *Handbook of Procedures and Policies* section on *Affiliations* for more information of AkLA’s chapter status and affiliation with ALA. A sample job description found at [www.ala.org/cro/state_samplejob_main.html](http://www.ala.org/cro/state_samplejob_main.html) for ALA Chapter Councilor was approved by the ALA Chapter Relations Committee in January 2000. This gives more detailed information regarding ALA’s expectations for the position.
PNLA REPRESENTATIVE

Article VIII, Section 2 states the responsibilities of the PNLA representative. The PNLA Representative may serve no more than two terms according to: (Policy 67. The PNLA Representative and the ALA Chapter Councilor shall serve no more than two terms. Minutes March 5, 1988, Executive Council meeting.) The term of office is two years.

PNLA Representative responsibilities to AkLA

1. Represents AkLA by sitting on the PNLA Board of Directors, attending Board meetings and being the liaison person between the two Associations.
2. Notifies the PNLA Treasurer of change of address of AkLA Treasurer at election time. (The name of the AkLA Treasurer is included in the Association’s name in the PNLA membership list.)
3. Carries nominations from AkLA Executive Council to PNLA Board for honorary life members in PNLA.
4. Prepares an annual report for AkLA membership at time of annual conference. One copy of this report should be sent to the PNLA President.
5. At end of term sends appropriate materials in PNLA Representative’s files to the next representative and to the AkLA archives.

PNLA Representative responsibilities to PNLA

1. Represents PNLA by sitting on the AkLA Executive Council and Executive Board, attending council and board meetings, and reporting at each council and board meeting about PNLA activities.
2. Notifies Newspoke editor of changes in office of PNLA President and the PNLA Quarterly editor. Both of these people receive complimentary copies of Newspoke.
3. Suggest Alaskan candidates for various PNLA committees (such as nominating and bibliographic) when requested to do so by PNLA.
4. Acts as membership committee for PNLA in Alaska. The list of current members of PNLA in Alaska is available from the PNLA Treasurer/membership Chair, and also appears in the winter issue of PNLA Quarterly. Membership brochures are also available from the PNLA Treasurer. This person can also inform the AkLA representative of delinquent dues paying members.
5. Prepares a yearly report of AkLA Chapter activities for inclusion in the conference issue of PNLA Quarterly. Additionally, one copy each should be sent to the AkLA President and to the AkLA archives.
6. Prepares a written report of AkLA activities for each PNLA Board meeting to give to the PNLA Secretary. The PNLA Representative will then be asked to summarize verbally or comment upon the highlights of reports submitted to the PNLA Board during AkLA council and board meetings.
7. Contribute Alaska news items for each PNLA Quarterly issue.
Attendance at the AkLA Board/Council Meeting in the election year summer

With AkLA elections in the spring and the PNLA Representative term beginning in August there will usually be one AkLA Board/Council meeting between the annual conference and the time the new representative begins to serve as the PNLA Representative and on the AkLA Council/Board. The incoming PNLA Representative should be encouraged and invited to attend that summer Council/Board meeting of AkLA, since the newly elected representative does not officially sit on the AkLA Executive Council/Board until August.

Travel expenses for PNLA Representative to Meetings

1. As a member of the AkLA Executive Council/Board, travel expenses are covered for the PNLA Representative as it is for other Council/Board members.
2. AkLA budgets an amount yearly for the travel of the PNLA representative to PNLA Board meetings and the annual PNLA conference. The amount budgeted may vary from year to year. At minimum, AkLA shall furnish airfare to the meeting. The PNLA representative must follow AkLA policy of using advance purchase airfare at lowest cost.
3. Travel costs eligible for reimbursement include airfare, conference registration, and lodging up to the amount allocated in the budget. Other travel costs such as meals, special events, taxi, car rental, etc. are not eligible for reimbursement.
4. The representative must carry any travel costs above the amount allocated in the budget. Policy 22. *AkLA shall furnish at least the airfare for one trip by the PNLA Representative and one trip by the ALA Representative per calendar year to participate in the Association meetings. Minutes June 10, 1974, Executive Board meeting*)
5. The AkLA budget year is based on the calendar, while the PNLA representative term is August-July. The AkLA monies for PNLA travel should be used in the election year by the representative who serves from January to August.

Further information:

Please refer to the *Handbook of Procedures and Policies* section on *Affiliations* for more information of AkLA’s chapter status and affiliation with PNLA.
CHAPTER REPRESENTATIVES TO EXECUTIVE COUNCIL

Article VI, Section 3 states that each chapter “shall elect a representative to serve a one-year term on the Executive Council.” That person must be a personal member of AkLA and is often, but not necessarily always, the Chapter Chair.

The role of the chapter representative to the Executive Council is a vital one, because this person provides the official link from the chapter to the state Association and from the state Association to the chapter.

New Chapter representatives will receive orientation to Executive Council responsibilities and activities at the annual AkLA Conference.

Responsibilities of the Representative

1. Represent the chapter at Executive Council meetings that are held at the annual conference in March and in Anchorage in the fall. Travel to the fall meeting is funded in AkLA’s budget for those who attend the entire meeting. A substitute may be sent if the chapter representative cannot attend the meeting. Chapter representatives should also attend the Executive Council teleconferences.

2. Forward Financial reports including photocopies of both sides of the December bank statement to the AkLA Treasurer by January 20 to be included in the annual report to the IRS. If the chapter pays someone over $600 for a service, the representative must also submit an IRS W-9 form to the AkLA Treasurer IMMEDIATELY.

3. Post to the AkLA Executive Board Listserv a report of chapters activities and plans since the last Executive Council meeting. The President may call for this report to be given orally at Council meetings. The Secretary will include it in the minutes of the meeting.

4. In March, at conference, the representative should be prepared to recommend names of chapter members to serve on state committees.

5. Maintain chapter business files and deposit the non-current ones in either the AkLA archives or a local repository on a regular basis.

6. Report in some detail to the chapter members at the meeting following an Executive Council meeting so that chapter members will be well informed on state activities.

7. Promote AkLA membership in the Chapter in cooperation with the State Association’s membership committee. Chapter members are not required to belong to AkLA, but should be encouraged to do so for a stronger Association.

8. Coordinate AkLA projects being worked on in the representative’s chapter.

9. Assure that the chapter’s written annual report is presented at the Conference Executive Council meeting and at the Conference business meeting.
MINICHTAPERS REPRESENTATIVES TO EXECUTIVE COUNCIL

Article VI, Sections 5 provides for minichapters. These chapters can be formed by seven members but do not have full chapter status.

Responsibilities of the Representative

1. Represent the minichapters at Executive Council meetings. Travel to the fall meeting is funded in AkLA’s budget for those who attend the entire meeting. A substitute may be sent if the minichapter representative cannot attend the meeting. Minichapter representatives should also attend the Executive Council teleconferences.

2. Forward Financial reports including photocopies of both sides of the December bank statement to the AkLA Treasurer by January 20 to be included in the annual report to the IRS. If the minichapters pays someone over $600 for a service, the representative must also submit an IRS W-9 form to the AkLA Treasurer IMMEDIATELY.

3. Post to the AkLA Executive Board Listserv a report of minichapters activities and plans since the last Executive Council meeting. The President may call for this report to be given orally at Council meetings. The Secretary will include it in the minutes of the meeting.

4. In March, at conference, the representative should be prepared to recommend names of minichapters members willing to serve on state committees.

5. Maintain minichapters business files and deposit the non-current ones in either the AkLA archives or a local repository on a regular basis.

6. Report in some detail to the minichapters members at the meeting following an Executive Council meeting so that minichapters members will be well informed on state activities.

7. Promote AkLA membership in the minichapters in cooperation with the State Association’s membership committee. Minichapters members are not required to belong to AkLA, but should be encouraged to do so for a stronger Association.

8. Coordinate AkLA projects being worked on in the representative’s minichapters.

9. Assure that the minichapter’s written annual report is presented at the Conference Executive Council meeting and at the Conference business meeting.
ROUNDTABLE REPRESENTATIVES TO EXECUTIVE COUNCIL

Article VI, Section 4 states that “The Association may recognize roundtables, which shall be established by vote of the Executive Council upon petition of at least seven AkLA members sharing a common interest in type of library or library service. At least 40% of the members of the roundtable must be members of AkLA.”

Responsibilities of the Representative

1. Represent the roundtable at Executive Council meetings. Travel to the fall meeting is funded in AkLA’s budget for those who attend the entire meeting. A substitute may be sent if the roundtable representative cannot attend the meeting. Roundtable representatives should also attend the Executive Council teleconferences.

2. Forward Financial reports including photocopies of both sides of the December bank statement to the AkLA Treasurer by January 20 to be included in the annual report to the IRS. If the roundtable pays someone over $600 for a service, the representative must also submit an IRS W-9 form to the AkLA Treasurer IMMEDIATELY.

3. Post to the AkLA Executive Board Listserv a report of roundtable activities and plans since the last Executive Council meeting. The President may call for this report to be given orally at Council meetings. The Secretary will include it in the minutes of the meeting.

4. Maintain roundtable business files and deposit the non-current ones in the AkLA archives on a regular basis.

5. Report in some detail to the roundtable members at the meeting following an Executive Council meeting so that roundtable members will be well informed on state activities.

6. Coordinate those AkLA projects that would interest roundtable members.

7. Request a list of librarians working in the state that are eligible to be in the roundtable from the Executive Officer. Use the list to help monitor and promote state AkLA membership among the group.

8. Assure that the roundtable’s written annual report is presented at the Conference Executive Council meeting and at the Conference business meeting.
EX-OFFICIO MEMBERS OF THE EXECUTIVE COUNCIL

AKLA HISTORIAN, AKLA WEBMASTER, NEWSPOKE EDITOR

Since The AkLA Historian, the AkLA Webmaster and the Newspoke Editor have the responsibility of interpreting the AkLA actions and activities for the present and for the future via the association’s publications, they are invited to participate in all of the Executive Council meetings and should receive copies of all Executive Council documents. These Ex-officio members shall be able to submit items for all Executive Council meetings. Travel funds will be provided for their attendance at the fall Face-to-Face Executive Council meeting.
EXECUTIVE OFFICER

In January 1990 AkLA Executive Council approved the job description and contracted for the services of an Executive Secretary. The Executive Secretary attends all Board and Council meetings. In November 1999 the AkLA Executive Council approved a new job description and a change in the name from Executive Secretary to Executive Officer.

The Executive Officer is responsible to the President and to the Executive Board of the Alaska Library Association for activities in the areas listed.

The Executive Officer shall receive an honorarium, which shall be paid in regular installments, the amount and frequency to be determined annually by the Executive Council and the Executive Officer.

Supplies, communication, and travel costs for the Executive Officer shall be included in the Association budget.

Reimbursement of expenses for Association related travel shall be at actual cost for transportation, meals, lodging, and registration fees.

General Responsibilities

1. Attends all meetings of the Executive Board and the Executive Council as a non-voting member. Voting rights are retained for all issues determined by the general membership.
2. Maintains the permanent address for the Association, with the exception of the Treasurer, and route materials to the appropriate officers and members.
3. Provides orientation to the Association for new Executive Board and Executive Council members on a regular basis, and other mentoring as requested.
4. Maintains the AkLA-L electronic discussion list.
5. Represents the Association at meetings of related organizations as directed by the Executive board.
6. In conjunction with the AkLA Historian acts as Liaison for AkLA in the deposit of Association records in the University Archives, Rasmuson Library, University of Alaska Fairbanks.
7. May maintain a Petty Cash fund with appropriate documentation and provide the Treasurer with an accounting at the end of the fiscal year and whenever requesting additional funds.

Secretarial Responsibilities

1. Maintains and updates, with the Secretary and the Webmaster, the Handbook of Procedures and Policies, and the bylaws on tools provided by the Association. Monitors and identifies new policies from the minutes. Therefore, the online version of the handbook should be current at all times during the year.
2. Obtains the names of Chapter officers, committee members and maintain these in a database.
3. Notifies American Library Association headquarters of the name of the newly elected or appointed ALA Councilor.
4. Notifies professional journals and appropriate web sites of the dates, location and name of the Local Arrangements Chair for the annual conference.
Membership Responsibilities

1. Maintains current membership records, including categories of members.
2. Annually deposits a membership list and a summary of number of members in each category and Chapter in the archives.
3. Sends out the annual membership renewal forms.
4. Provides mailing labels, as needed, to Committees, Chapters, Roundtables, the Executive Council, the State Library, and to the Conference Committee.
5. Provides membership lists based on the areas of interest filled out by members on their annual membership forms to the appropriate Committee, Chapter, Roundtable Chairs and the AkLA Executive Board on a regular basis.
6. Send to the Local Arrangements Chair a list of Individual, Institutional, and Commercial members. Current members of the Association receive a discount on their registration fee for the annual conference. The list of Individual and Institutional members is to be given to the Registration Chair. The list of Commercial members is given to the Exhibits Chair.
7. Annually request membership lists from ALA and PNLA of those members living within Alaska. Copies will then be forwarded to the Conference Planners, the Membership Committee and the ALA and PNLA representatives.

Publication Responsibilities

1. Edits, publishes, and distributes the Alaska Library Directory annually.
2. Collects receipts and mails the Alaska Library Directory to non-members.
3. If a person joins AkLA after the annual mailing of the Alaska Library Directory the Executive Officer will send a copy of the Directory and a new member packet to the new member.
4. Provides paper copies of the Handbook of Procedures and Policies to all members of the Executive Council even if they have access to the AkLA Website.
5. Annually send two paper copies of the Handbook of Procedures and Policies to the Elmer E. Rasmuson Library, University of Alaska Fairbanks. One copy to the Bibliographic Access Management Dept. for inclusion in the collection as a circulating copy and the other copy to The Archives as part of the AkLA Archives.

Annual Conference Responsibilities

1. Attends the annual conference and assist the officers and members as needed.
2. Organizes in conjunction with the incoming AkLA President, an orientation session, at the end of the conference, for the new officers and members of the Executive Council.
3. Immediately after the annual meeting, prepares a list of the current year Executive Council members and ex-officio members which includes their name, address, work and home phone numbers and position with the Association. Note that the PNLA and ALA representatives have term expirations other than the AkLA annual membership meeting.
REGULARLY INVITED GUEST TO EXECUTIVE COUNCIL/BOARD MEETINGS

STATE LIBRARY DIRECTOR

The cooperation with and coordination between the State Library and AkLA is a vital one for the wise and well-planned development of support for Alaskan librarians and libraries. It is most advantageous to have the State Librarian, or a designated representative, attend the Executive Council/Board meetings to facilitate this coordination.

Notices of scheduled Executive Council/Board meetings, and any background papers being distributed to Executive Council/Board members, should also be sent to the State Librarian. That person should also have an opportunity to make agenda items; the State Librarian will also give a report at the meeting on happenings at the State Library. (Policy 30. The Director of State Libraries or the Director's representative shall be invited to attend all Executive Council meetings. Minutes June 5, 1976, Executive Board meeting: Revised September 26, 1999, Executive Council meeting.)
CHAPTERS OF AkLA

Article VI, Sections 1-3 describe the sections of AkLA – defined as chapters by geographical districts. “Each chapter shall form its own organization. It shall elect a chair and a secretary to take office by March. It shall elect a representative to serve a one-year term on the Executive Council.”

The strength of the Association comes from its individual chapters, and close liaison work cannot be stressed too much-communications in both directions!

The chapters of AkLA are incorporated through the statewide organization and have the same non-profit tax-exempt status. Because of this fact, and the legal implications of incorporation and tax-exemption, non-profit status, chapters must coordinate closely with the state association on such things as size of treasury, legislative activity, etc. Chapters do not file annual non-profit corporation forms, these are filed by the state treasurer.

Membership dues to AkLA should be paid by members directly to the AkLA treasurer, rather than paying both local and state dues to the local treasurer and asking that person to send in the state portion.

For a while Chapters paid dues to AkLA as part of their chapter status to help defray travel costs for chapter representation at Executive Council meetings. At the fall 1989 face-to-face meeting the Executive Council voted that “Chapters will no longer be assessed by membership.” When a chapter has less than ten AkLA members annually, it reverts to minichapter status so long as it maintains seven paid members.

Chapter responsibilities

1. Elects a representative to sit on the Executive Council for a one-year term. This representative is most often the chapter chair, but this is not required in the bylaws. The representative is to represent the chapter to the Association and the Association to the chapter. Direct responsibilities of the representative are found under Chapter Representatives to Executive Council Section.
2. Supports AkLA projects, locally and statewide.
3. Encourages growth of membership of the Alaska Library Association. Contact each new librarian in their region to invite them to join both the chapter and the state association.
4. Hosts a state conference periodically. (Policy 7. Conference sites are rotated among Anchorage, Fairbanks and Juneau, and that the conference shall be held every fourth year at a community other than these three. Adopted after Whitehorse, Annual conference 1972.)
5. Holds regular meetings.
6. Reports to Newspoke on chapter activities, new members, etc. See Publications of AkLA Section.
7. Notifies the Intellectual Freedom Committee of any local incidents of censorship, regardless of whether they require any action or response by that committee.
8. Have members serve on statewide committees and as contact people for committees, as requested by the AkLA President and Executive Council. See section on Committees.
9. Maintains files for the chapter’s business, and turn over as appropriate to Chapter or AkLA archives. See section entitled *File Maintenance and Policy*  

99. (A local chapter of the association may choose to deposit its records in a local repository, with a copy of the inventory to be filed with the State association papers at the Rasmuson Library, UAF. Minutes Jan. 27, 2000, Executive Council meeting.)

10. Clips local newspapers for articles on libraries and librarians for chapter or AkLA archives.

11. Forwards Financial Reports including photocopies of both sides of the December bank statement to the AkLA Treasurer by Jan 20 to be included in the annual report to the IRS. See *Financial Report Form* in *Forms* section.

12. Be aware of the responsibilities of the chapter in relation to AkLA’s non-profit tax-exempt status.


**Report When Paying a Fee or Honorarium**

Any chapter paying a fee or honorarium of $600 or more must obtain the following information from the recipient: See *AkLA Report Form* in *Forms* section.

- First name, middle, & last
- Address
- Taxpayers Identification Number

This information, along with the amount paid, must be transmitted to the Treasurer in January, along with the Financial Report, so that the IRS forms can be submitted by the deadline in February.

**Chapters May Want To Consider**

Helping finance their Executive Council representative’s trip to conference if the representative needs assistance.
MINICHAPERS OF AkLA

Article VI, Sections 5 describes the sections of AkLA defined as minichapters by geographical districts. Article VI, Section 7 says: "each … minichapter may form its own organization, and shall elect officers to assume office by March."

The minichapters of AkLA are incorporated through the statewide organization and have the same non-profit tax-exempt status. Because of this fact, and the legal implications of incorporation and tax-exemption, non-profit status, minichapters must coordinate closely with the Association on things such as size of treasury, legislative activity, etc. Minichapters do not file annual non-profit corporation forms; these are filed by the AkLA Treasurer.

Membership dues to AkLA should be paid by members directly to the AkLA Treasurer, rather than paying both local and statewide dues to the local treasurer and asking that person to send in the AkLA portion.

Minichapters do not pay dues to AkLA as part of their minichapter status.

Minichapter responsibilities

1. Supports AkLA projects that the minichapter can handle.
3. Holds regular meetings.
4. Have the minichapter representative attend AkLA Executive Council meetings to represent the minichapter to the Association
5. Reports to News spoke on minichapter activities, new members, etc.
6. Have members serve on those committees that the minichapter can take on and serve as contact people for committees, as requested by the AkLA President and Executive Board. See Section on Committees and (Policy 42. All persons appointed to AkLA statewide committees must be members of the state association. Minutes October 8, 1977, Executive Board meeting.)
7. Maintains files for the minichapter’s business, and turn over as appropriate to AkLA archives. See sections entitled File Maintenance and Archives and Policy 99. A local chapter of the association may choose to deposit its records in a local repository, with a copy of the inventory to be filed with the State association papers at the Rasmuson Library, UAF. Minutes Jan. 27, 2000, Executive Council meeting.)
8. Forwards Financial Reports including photocopies of both sides of the December bank statement to the AkLA Treasurer by Jan 20 to be included in the annual report to the IRS. See Financial Report Form in Forms section.
9. Be aware of the responsibilities of the chapters in relation to AkLA's non-profit tax-exempt status.
10. Be sure minichapter bylaws do not conflict with AkLA bylaws.

Minichapters May Want To Consider

Helping finance their Executive Council representative's trip to conference if the representative needs assistance.
ROUND TABLES OF AkLA

Article VI, Section 4 describes the units of AkLA identified as roundtables for the AkLA members sharing a common interest in a type of library or a library service. Article VI, Section 7 says: "each … shall elect officers to assume office by March. Each shall assume responsibility for handling its own funds."

The roundtables of AkLA are incorporated through the statewide organization and have the same non-profit tax-exempt status. Because of this fact, and the legal implications of incorporation and tax-exemption, non-profit status, roundtables must coordinate closely with the Association on such things as size of treasury, legislative activity, etc. A roundtable does not file annual non-profit corporation forms unless it maintains its own 501(c) 3 status. Otherwise, these are filed by the AkLA Treasurer.

Membership dues to AkLA should be paid by members directly to the AkLA Treasurer, rather than paying both roundtable and AkLA dues to the roundtable treasurer and asking that person to send on the AkLA portion.

Roundtables do not pay dues to AkLA as part of their roundtable status.

A list of current roundtable members is available upon request from the Executive Officer.

Roundtable responsibilities

1. Supports AkLA projects that relate to the Roundtable.
3. Holds regular meetings.
4. Roundtable chairs shall attend AkLA Executive Council meetings to represent the roundtable to the Association and vote if the roundtable has maintained 40% membership in AkLA.
5. Reports to the Executive Council should be posted to the AkLA Executive Council Listserv prior to each meeting. The AkLA secretary will include the report in the minutes of the meeting. The President may also call for the report to be given orally.
6. Reports to Newspoke on roundtable activities, new members, etc.
7. Maintains files for the roundtable's business, and turns over as appropriate to AkLA archives. See sections entitled File Maintenance and Archives.
8. Unless the roundtable maintains its own 501(c) 3 status forwards Financial Reports including photocopies of both sides of the December bank statement to the AkLA Treasurer by Jan 20 to be included in the annual report to the IRS. Financial Report Form in Forms section.
9. Be aware of the responsibilities of the roundtable in relation to AkLA's non-profit tax exempt status.
10. Be sure roundtable bylaws do not conflict with AkLA bylaws.
11. Type of Library Roundtables elect a nominee to the Governor’s Advisory Council on Libraries.
Report When Paying a Fee or Honorarium

Any roundtable paying a fee or honorarium of $600 or more must obtain the following information from the recipient. See AkLA Report Form in Forms section.

- First name, middle, & last
- Address
- Taxpayers Identification Number

This information, along with the amount paid, must be transmitted to the Treasurer in January, along with the Financial Report, so that the IRS forms can be submitted by the deadline in February.

Roundtables May Want To Consider

Contributing to travel funds to send their roundtable representative to the conference Council meetings as the need warrants.
ACADEMIC ROUNDTABLE

The Academic Libraries Roundtable (the Roundtable) is organized within the Alaska Library Association. The Roundtable is entitled to a voting representative on the Executive Council of AkLA.

Purpose

1. Coordinates activities with other types of libraries.
2. Provides input into AkLA programs and consider sponsoring a program at the conference.
3. Elects a nominee to the Governor’s Advisory Council on Libraries.

Membership

1. Membership on the Roundtable is open to any interested party. Roundtable members must be current members of AkLA.
2. The Roundtable currently does not charge dues.

Meetings

1. The major meeting of the Roundtable will be held in conjunction with the annual AkLA conference.
2. Officers consisting of a Roundtable Chair and a Chair Elect will be selected at this meeting.
ADULT READERS ROUNDTABLE

The AkLA Executive Council approved the formation of the Adult Readers Roundtable at its meeting March 11, 2001 at the March 2001 Alaska Library Association annual conference. It is organized within the Alaska Library Association and is entitled to a voting representative on the Executive Council of AkLA.

Purpose

The purpose of the Roundtable is to:

1. Serve as a forum for librarians and library staff who are interested in developing their readers’ advisory skills and in promoting reading for pleasure.
2. Encourage communication among librarians and library staff serving adult readers.
3. Provide input into and develop AkLA programs germane to adult reader services, including annual conference and pre-conference programs and Continuing Education courses.

Membership

1. Membership in the Roundtable is open to any interested party.
2. Roundtable members must be current members of AkLA.

Meetings

1. The major meeting of the Roundtable will be in conjunction with the annual AkLA meeting.
2. Officers, consisting of a Roundtable Chair and a Chair-Elect, will be selected at this meeting.
ALASKA ASSOCIATION OF SCHOOL LIBRARIANS


The Alaska Association of School Librarians (AkASL) is a Roundtable of AkLA and is also affiliated with the American Association of School Librarians. The Roundtable is entitled to a voting representative on the Executive Council of AkLA.

Purpose

1. To advance a high standard for the school library profession and the library/media program in the schools of Alaska.
2. To promote the development of continuing education activities in order to facilitate the development of professional skills and the extension of professional knowledge.
3. To encourage elected officials, administrators, teachers and library/media specialists to provide the best possible library/media experiences for all students in the state of Alaska.
4. To promote public understanding of the importance of library/media programs and libraries in the education of all students.
5. To support the inherent right of the individual to have access to ideas and information.
6. To elect a nominee to the Governor's Advisory Council on Libraries.

Membership

1. Active Members. Alaska school librarians/media specialists, as well as those who teach, direct, or supervise in the field of school library media services, and who are in agreement with the objectives of the Association shall become members of the Association upon payment of dues.
2. Honorary Members. Individuals who have served the profession with distinction shall become members for life with the approval of the Board of Directors.
3. Courtesy Members. Individuals who are actively promoting and advancing school library programs, and who are in agreement with the objectives of the Association shall become members upon payment of a reduced dues, and shall have all privileges of membership except the and the right to hold office.

Conferences and Meetings

There can be one or more meetings of the general membership annually, to be convened by the Board of Directors. The primary meeting is to be held in conjunction with the Alaska Library Association's Annual Meeting, if possible. The Board of Directors convenes twice annually and may meet as often as necessary via teleconference.

Publications

The official newsletter of the Alaska Association of School Librarians is the PUFFIN which is published quarterly.
Committees

Standing committees include:
- Awards Committee
- Battle of the Books Committee
- Constitution Committee
- Nominations Committee
- Membership Committee
- Publicity Committee
- Pre-conference Committee
- Library Standards Committee
- Continuing Education Committee
- Intellectual Freedom Committee

Awards

The following are awards presented by the Roundtable.
- AkASL School Librarian of the Year
- AkASL Linda K. Barrett Service Award
- AkASL Pat-on-the-Back Award for School Administrators

Dissolution

In the event that the Alaska Association of School Librarians should cease to exist or perform its constitutional function, any assets, be they monetary or material, shall be conveyed to the Alaska Library Association by the last existing Board of Directors.
ALASKA NATIVE ISSUES ROUNDTABLE

The AkLA Executive Council approved the formation of the Alaska Native Issues Roundtable at its meeting March 9, 2003 at the Alaska Library Association annual conference. It is organized within the Alaska Library Association and is entitled to a voting representative on the Executive Council of AkLA.

Purpose

1. Foster and promulgate culturally appropriate library philosophies and practices in order to better serve Alaska Native library users and communities in the development of services, collections, programs, staff, and overall library environment.

2. Serve as a forum for librarians and library staff who are interested in raising awareness of Alaska Native issues and concerns within the library community and act as advocates for them.

3. Develop AkLA programs germane to Alaska Natives library issues, including annual conference and preconference programs and Continuing Education courses.

Membership

1. Membership in the Roundtable is open to any interested party.

2. Roundtable members must be current members of AkLA.

Meetings

1. The major meeting of the Roundtable will be in conjunction with the annual AkLA meeting.

Officers, consisting of a Roundtable Chair and a Chair-Elect, will be selected at this meeting.
Alaska Library Association Cataloging Roundtable

**Purposes of the Cataloging Roundtable**
1. Foster improvement in the quality of cataloging throughout Alaska.
2. Provide input into AkLA programs for cataloging education in order to stay abreast of national standards. Included are continuing education courses, annual conferences, and pre-conference programs.
3. Encourage camaraderie and exchange of cataloging information between libraries and librarians within Alaska.
4. Promote knowledge and awareness of the importance of cataloging as a foundation of librarianship.

**Membership**
1. Membership on the Cataloging Roundtable is open to any interested party.
2. At least 40% of the Cataloging Roundtable members must be current members of AkLA.

**Meetings**
1. The main meeting of the Cataloging Roundtable is held in conjunction with the annual AkLA Conference.
2. The Roundtable may also meet via teleconference once a year.

**Officers**
Officers, consisting of a Roundtable Chair and a Vice-Chair, are selected/confirmed in December via an online election on the listserv. (The Vice-Chair automatically becomes Chair.) New officers take office January 1st and serve throughout the calendar year. Officers must be current AkLA members.

**History**
The Cataloging Roundtable was formed following a well-attended Catalogers’ Teleconference in December 2001. The AkLA Executive Council approved the formation of the Cataloging Roundtable at the AkLA Executive Council meeting in January 2002. It is organized within the Alaska Library Association and is entitled to a voting representative on the Executive Council of AkLA.
AUTHORS-TO-ALASKA ROUNDTABLE

Visit the Authors-to-Alaska web page:  http://www.Juneau.org/akla/

Authors-to-Alaska Roundtable (A2A) was established at the 1991 annual conference. A2A had been a working group for several years sponsoring an Authors' Breakfast at AkLA's annual conferences. This annual event had proven to be so popular among the conference attendees that it was unanimously decided that a roundtable was needed to regularly review, monitor and program AkLA's interest in state-wide author visits.

Purpose

1. To act as a clearinghouse of information to AkLA members keeping them abreast of authors coming to Alaska.
2. To publicize and coordinate author visits within the state, lending management support to smaller communities.
3. To work with AkLA and AASL to coordinate annual conference program activities, with the responsibility of organizing the annual author function.

Membership

Membership in the Roundtable is open to any interested party. Roundtable members must be current members of AkLA.

Meetings

1. The major meeting of the Roundtable will be in conjunction with the annual AkLA conference.
2. Officers consisting of a Roundtable Chair and a Chair Elect will be selected at this meeting.
CIVIC ENGAGEMENT ROUNDTABLE

The Civic Engagement Roundtable was established at the 2011 annual conference.

Purpose

1. To provide information about and training in the techniques of deliberative dialog and other methods;
2. To promote using libraries for public forums and civic engagement;
3. To promote cooperation with other organizations and agencies involved with deliberative dialog and civic engagement.

Membership

Membership in the Roundtable is open to any interested party. Roundtable members must be current members of AkLA.

Meetings

1. The major meeting of the Roundtable will be in conjunction with the annual AkLA conference.
2. Officers consisting of a Roundtable Chair and a Chair Elect will be selected at this meeting.
COLLECTION DEVELOPMENT ROUNDTABLE

The Collection Development Roundtable is organized within the Alaska Library Association. The Roundtable is entitled to a voting representative on the Executive Council of AkLA.

Purpose

- Promote cooperation among libraries in the state to maximize development of and access to library resources
- Identify and pursue projects and activities critical to the collective library resources of the state
- Cooperate with the Alaska Library Network and other AkLA roundtables and committees to achieve these goals

Membership

- Membership in the Roundtable is open to any current member of AkLA.
- The Roundtable does not currently charge dues.

Meetings

- The major meeting of the Roundtable will be held in conjunction with the annual AkLA meeting.
- The chairperson of the Roundtable will be selected at this meeting on even-numbered years.
DOCUMENTS ROUNDTABLE

The Government Documents Roundtable (the Roundtable) is organized within the Alaska Library Association. The Roundtable is entitled to a voting representative on the Executive Council of AkLA.

Purpose

1. Promote knowledge and awareness of government publications among librarians and the general public.
2. Promote depository collections and their interests.
3. Encourage communication and cooperation between depository libraries within the state and region.
4. Provide input into AkLA programs, including continuing education courses, the annual conference, and pre-conference programs.

Membership

1. Membership on the Roundtable is open to any interested party. Roundtable members must be current members of AkLA.
2. The Roundtable currently does not charge dues.

Organizational Structure and Meetings

1. A member of the Roundtable will serve as its chair. The Chair will serve a two-year term beginning with annual AkLA meetings in even numbered years. There is no limit to the number of terms a Chair may serve.
2. The Roundtable will hold one business meeting annually in conjunction with the annual AkLA Conference.
3. The Chair will be elected at this meeting by majority vote of the Roundtable members. Members may submit their votes via e-mail one week prior to the Business Meeting. If less than three members vote, the Chair will be reelected by acclamation unless the Chair declines to serve an additional term.

Additional Activities

The Roundtable from time to time may hold additional meetings or sponsor relevant events. The Roundtable has a web page on the AkLA Website to promote its goals and activities.
NEW MEMBERS ROUNDTABLE

The New Members Roundtable was formed in May 2011 to help new members find an early “home” within the organization.

Purpose

1. To help people who are new to Alaska, librarianship, and/or AkLA become actively involved in the Alaska library community.
2. To provide leadership training and experience for new librarians, to help them transition into leadership positions within AkLA and their local communities.
3. To promote cross-training between newer and more experienced librarians.

Membership

1. Membership in the Roundtable is open to any interested party who has been a member of AkLA for fewer than 7 years.
2. Roundtable members are expected to join AkLA within a year of joining the roundtable, if they are not already AkLA members.

Meetings

1. The major meeting of the Roundtable will be in conjunction with the annual AkLA meeting.
2. The Roundtable will develop at least one program to be shared with the general AkLA membership at the annual conference each year.
3. Roundtable members will remain in contact via listserv or other electronic communication medium between conferences.
4. Officers, consisting of a Roundtable Chair and a Chair-Elect, will be selected at the AkLA annual meeting.
PUBLIC LIBRARIES ROUNDTABLE

The Public Libraries Roundtable is organized within the Alaska Library Association. The Roundtable is entitled to a voting representative on the Executive Council of AkLA.

Purpose

1. Foster communication and cooperation among public librarians.
2. Promote the development and maintenance of standards for public library service.
3. Encourage and improve understanding of public libraries by ordinary citizens and participants in the political process.
4. Coordinate activities with other types of libraries and provide input into AkLA programs.
5. Elect a nominee to the Governor’s Advisory Council on Libraries.

Membership

1. Membership in the roundtable is open to any interested party.
2. Roundtable members must be current members of AkLA.

Awards

Audrey P. Kolb Public Library Service Award is presented by the Roundtable.

Meetings

The major meeting of the Roundtable will be held in conjunction with the annual AkLA meeting. Officers consisting of a Roundtable Chair and a Chair Elect will be selected at this meeting.
SPECIAL LIBRARIES ROUNDTABLE

The Special Libraries Roundtable is organized within the Alaska Library Association. The Roundtable is entitled to a voting representative on the Executive Council of AkLA.

Purpose

The purpose of the Roundtable is to:
1. Promote special libraries and their interests.
2. Encourage communication between the various special libraries within the state.
3. Provide input into AkLA programs, including Continuing Education courses, the annual meeting, and pre-conference programs.
4. Elect a nominee to the Governor's Advisory Council on Libraries.

Membership

1. Membership in the Roundtable is open to any interested party. Roundtable members must be current members of AkLA
2. There will be at least three regional groups, reflecting the major concentrations of special libraries in Juneau, Fairbanks, and Anchorage.

Meetings

1. The major meeting of the Roundtable will be in conjunction with the annual AkLA conference.
2. Officers consisting of a Roundtable Chair and a Chair-Elect will be selected at this meeting. Regional representatives are elected by their region.
3. Regional meetings will be held at least quarterly, reflecting current topics of interest for the group. Regional representatives will report to each other on the regional meetings, as well as on any other matters of statewide Roundtable interest.
4. The regional groups will work together to provide a program of substance for the annual AkLA conference.
COMMITTEES OF AkLA

General Considerations

The only standing committee specified in Article X, Section 1 is the Nominating Committee. Article X, Section 2 provides that additional committees shall be determined by the Executive Council.

Other Committees active as of 2001

- Circumpolar Committee
- Continuing Education Committee
- Governmental Relations Committee
- Intellectual Freedom Committee
- Membership Committee
- Publicity Committee

Ad hoc committees for special projects are established at various times.

Committee Terms

The Nominating Committee's terms run from March to March for a one-year period. The Circumpolar, Continuing Education, Intellectual Freedom, Membership and Publicity Committees’ terms are March to March for a two-year period, The Governmental Relations committee term is July to July for a two-year period.

Committee members serve the same time period as AkLA officers (March to March), (Policy 3. The new officers are installed after the annual business meeting. Minutes October 16, 1966, Executive Board meeting) with the exception of the Governmental Relations Committee. The in-coming President appoints the Committee chairs at the March annual conference and they are announced in the conference issue of Newspoke. (E-Board minutes 6/9/81). The incoming President solicits suggestions for committee membership and passes them on to committee chairs who select their committee members. Any person serving on an AkLA committee must be a personal member of the Association. ) Policy 42. All persons appointed to AkLA statewide committees must be members of the state association. Minutes October 8, 1977, Executive Board meeting.)

Article X, Section 3 specifies that the President of AkLA shall be an ex-officio member of all committees.

Committee Representation

Some committees require statewide representation (Government Relations, Intellectual Freedom, Continuing Education, and Nominating.) Others can function with local concentration for ease of communication. The membership renewal form will continue to include sign-up for volunteers, and these names will be forwarded to the Committee Chairs by the Executive Officer on a regular basis. Finding other members will be the Chairs' responsibility, in cooperation with chapter Chairs.
Funding

Funds for committee projects are available from the AkLA budget. The budget for the coming year is established at the fall Executive Council meeting, and an amount set aside for committee projects; initially, the Executive Council can only determine an "average" amount. If committees have specific projects in mind for which funds are to be needed, they should draw up a project outline and tentative budget and submit it to the AkLA President prior to the fall board meeting. Then a specific amount can be approved and isolated for their use. If, however, committees do not do this, they should feel free throughout the year to apply to the AkLA Treasurer or President for project funds from the "average" amount, outlining again the project and tentative budget. Minutes in early 1973 indicate that the Treasurer can approve amounts up to $25.00; for larger amounts, submit Expense Claim Form in Forms section listing expected receipts and expenditures to the President for approval by that office and by the Executive Council/Board. If the request is approved, the President should notify the Treasurer as to the project approval and the method of disbursement of funds (an advance or/and reimbursement.)

For any funded AkLA committee activity, the Chair shall prepare a narrative and financial report when the project is completed, and send it to the President with a copy to the Treasurer. In the event that the activity covers more than one fiscal year, a report should be sent at the end of each fiscal year.

Committee Meetings

It is up to the committee chair to initiate committee meetings. If a committee wants to schedule a meeting during the conference, the chair should make arrangements for a time with the conference program chair before December 1. The meeting time can then be printed in the program for the information of the general membership so that they can attend if they wish. Funding for teleconferences for committee meetings is a legitimate committee budget request.

Stationery

For official AkLA business requiring the use of letterhead stationery contact the AkLA Executive Officer for the official template. When writing letters on AkLA stationery, remember to keep a copy for the official files of the committee; also one copy should be sent to the AkLA President for informational purposes.

Communications

To further communications within the Association, committee members and Association officers are encouraged to utilize AkLA-L, the association’s listserv. Remember that one of the best vehicles of communication for AkLA is Newspoke. Since this is an official publication of AkLA, all significant work or activities of the Association, including committee work, should be reported to the editors. This is an excellent way for you to inform the entire membership of what you are doing, as well as to solicit ideas and opinions. In addition, coverage in Newspoke is critical to preserve the historical record of the activities of the association.
Committee Members Participation At AkLA Board Meetings

AkLA provides travel funds for committee chairs to attend the fall face-to-face Executive Council Meeting. Committee members, as are all AkLA members, are welcome to attend face-to-face Executive Council meetings, although no travel funds are budgeted for this purpose. If committee chairs have a report to present at any executive council meeting, they should post that report to the AkLA Executive Council Listserv prior to the meeting. The AkLA secretary will include it in the minutes of the meeting. The President may also call for the report to be given orally.

AkLA Handbook of Procedures and Policies

Each committee chair is given a copy of the AkLA Handbook of Procedures and Policies. At the time of appointment to a committee, pages from the Handbook relating to the specific committee and on file maintenance will be given to each committee member.

File Maintenance

At the conclusion of the chair's term of office, the President will send the name and address of the new committee chair to the outgoing committee chair. The committee's files and any project material should be gone through, arranged in good order, and sent to the new chair. Appropriate materials should be sent to AkLA Archives (See sections entitled File Maintenance and Archives.)

Annual Committee Report

Article X, Section 4 specifies that all committees shall submit a written annual report to the Executive Council prior to the annual meeting. In actual practice, the committee chair prepares the report and duplicates an appropriate number of copies for distribution at conference at the annual business meeting (Check for the number of copies to duplicate.) If funds are needed to cover cost of the duplication of the report, apply to the Treasurer. Reports can be taken to, or sent ahead to the conference registration people to place on the handout table for the business meeting.

Committee Chair's Responsibilities

Chairs are strongly encouraged to attend the orientation meeting at the annual conference, must read the AkLA Handbook of Procedures and Policies, and will be responsible for following AkLA's calendar for planning, budgeting, and procedures.
Report When Paying a Fee or Honorarium

Any committee paying a fee or honorarium of $600.00 or more must obtain the following information from the recipient and fill out an IRS Form W-9:

- First name, middle, & last
- Address
- Taxpayers Identification Number

This information, along with the amount paid, must be transmitted to the Treasurer immediately, along with the Financial Report, so that the IRS forms can be submitted by the deadline in February.

Conference Program Planning

Appropriate committees (such as Intellectual Freedom, Continuing Education, Governmental Relations, Public Relations, and Publications) will be involved in helping to plan and present programs at the annual conference.
AWARDS COMMITTEE

The Awards Committee was established in 1992 and its award-related activities revised in 1995.

Charge

To review the awards currently given by the Association and its Divisions.

The committee will arrange for the presentation of awards to recipients at the annual conference, provide the editors of AkLA's publications with copy listing the awards, names and biographical information and arrange for pictures for publication. Copies of the award and supporting documents should be submitted to the Historian or the Executive Officer for inclusion in AkLA Archives.

Duties

1. In coordination with the granting unit establishes and publishes rules and procedures for granting each award.

   AkLA awards include:
   - Honorary life membership
   - Outstanding Alaskana of the Year
   - AkLA Scholarship
   - AkLA Conference Attendance Award
   - AkLA Advocacy Award,

   Awards given by AkLA units:
   - Public Library Roundtable Audrey P. Kolb Award
   - Public Library Roundtable Certificate of Recognition
   - AkASL School Librarian of the Year
   - AkASL Linda K. Barrett Service Award
   - AkASL Pat-on-the-Back Award for School Administrators
   - Anchorage Chapter Conference Travel Award

2. To coordinate awards to be given during the AkLA annual conference.

3. To ensure appropriate plaques, certificates and honorary membership pins and gifts are prepared in time for conference.

4. To plan the Awards functions with the Conference Planner, to coordinate the announcement of award recipients with all award grantors, and to host the Awards function.

AkLA recognizes the right of every Chapter, Committee, and Roundtable to initiate and give awards and special recognition in their own group or meeting, but if the award is to be given by the Association as a whole, then it should be carefully coordinated with the Awards Committee.

Members

The Immediate Past President serves as Awards Committee Chair. The Chair can determine if it is necessary to form a committee. The role is to coordinate awards with the President, Scholarship Chair and appropriate Roundtable Chairs and other grantors and liaison with all groups giving awards so there is consistency in policies (e.g., announcement of awards, presentation, actual awards, and nominations for national
awards). Nominations for Honorary Membership Awards are received by the Chair and voted on at the January Council Meeting.

Criteria for the form of the Award

Because the purpose of the Awards function is to recognize awardees, not necessarily to present awards, each award may be awarded at the individual body meeting before or during Conference, or in the case of the scholarship, awarded by letter before Conference.

All awards should be announced at the Awards function, in two ways: via a brochure and via reading the names and asking the honorees to stand and be recognized. Copies of the Awards Announcement brochure should be collected by the Awards committee for the AkLA Archives.

The award for the AkLA scholarship should consist of a letter from the AkLA President. Honorary Members will receive a framed certificate, a copy of the nomination resolution or letter and a commemorative pin. If the honorees are not present at the conference the AkLA President will send a letter to them with the certificate, resolution, letter and pin.

The recipient of the Alaskana Award will receive a framed certificate and a letter drafted by the Alaskana Award Committee Chair, and signed by the President.

The Conference Attendance Award recipients will receive a letter from the committee chair and a check from the AkLA Treasurer at the conference.

The AkLA Library Advocacy Award recipients will be presented with a framed certificate and a gift. The award also includes the funding to bring the recipients to the conference to receive their award in person.

The Public Library Roundtable awards will take the form of a framed certificate. (Check for past practice)

AkASL is responsible for obtaining, and presenting their awards.

Criteria for Recognition of AkLA Executive Council Service

All AkLA Executive Council members should be recognized for their service by a personalized certificate. The Awards Chair is responsible for the production of these certificates in coordination with the AkLA President.

Awards Function

There should be an Awards function at the annual Conference. The format for this function may vary from year to year and should be coordinated with the conference planners.
CONTINUING EDUCATION COMMITTEE

The Continuing Education Committee was established in October 1971 under the name Personnel Committee. Its name was changed in October 1976 to Continuing Education.

Charge

To suggest and implement opportunities for library education training activities and continuing education for library personnel, including library boards, throughout the State.

Duties

1. Revises as necessary AkLA's continuing education plan for approval by AkLA Executive Council.
2. Publicizes, coordinates, and designs continuing education activities.
3. Works with the continuing education representative from the Alaska State Library and advises the Alaska State Library on continuing education issues.
4. Coordinates the AKLA Conference Attendance Award.

Chair

In addition to initiating and chairing committee meetings, the Continuing Education Committee Chair serves as an officer of the Scholarship Fund and as a member of the Scholarship Committee.

Members

Members of the Committee Education Committee shall be recruited from the general membership of AkLA. The committee shall seek to represent geographical diversity, various types of libraries, and the urban/rural balance.

Committee term

The term of office is for two years running from March to March. One half of the membership is appointed in alternate years. The chair will serve a one-year term with the vice-chair becoming chair in the second year. The chair and members may be appointed.

Projects

Since its inception, the committee has been involved in a number of activities over the years such as:

1. Serving as evaluators at training institutes held in Alaska.
3. Conducting a statewide survey of library personnel during Fall 1976 to determine continuing education needs/desires; this project was part of an effort to begin formulation of a definite continuing education program.
4. Establishing the concept of personnel exchanges within the State.
5. Administering continuing education grants to local chapters.
6. Developing a Statewide plan for continuing library education. This plan was completed and adopted by the Alaska Library Association Executive Board in September 1985.
GOVERNMENTAL RELATIONS COMMITTEE

The Governmental Relations Committee (formerly known as the Legislative and Library Development Committee) is usually based in Juneau because its principle responsibility is to monitor legislative activities of interest to the Alaska library community. The committee is composed of a chair, who serves at the pleasure of the President, and a contact person in each AkLA chapter around the state. The local contact people will be selected before the fall executive council meeting by the respective chapters in a manner of their choosing.

The line of communication for instructing the chair of the committee regarding the desires of the Association in the area of legislative matters is from the President of the Association to the Committee chair; then from the Committee chair to the chapter contact person to the chapter members. Copies of all action alerts and other pertinent committee information will also be sent to the AkLA Executive Board members and the Governor's Advisory Council on Libraries.

Charge

1. To inform the AkLA membership of Alaska State Legislature activities of interest to the library community.
2. To act as liaison between the AkLA membership and the Governor's office and the Legislature.
3. To act as liaison with the AkLA Lobbyist.

Committee Term

The term of office is for two years running from July to July to coincide with the legislative session. One half of the membership is appointed in alternate years. The chair will serve a one-year term with the vice-chair becoming chair in the second year. Chair and members may be appointed.

Legislative Goals and Priorities

These are generated by the AkLA Executive Council at their fall face-to-face meeting.

Tax Exempt Status And Legislative Activity

The Committee should be aware that the tax exempt status (Section 501 (c)(3) allows for contributions toward legislative affairs if kept to a small percentage of the total AkLA expenditures.

Duties of the Chair

1. Conducts a session at conference for members with the AkLA Lobbyist to review needs, progress, action, etc.
2. Fosters active participation of chapters, encouraging them to maintain contact with legislators, fund AkLA memberships for local legislators/assembly members, etc., and maintain close communication during the session.
3. Coordinates candidate surveys, local and statewide.
4. Provides background information/papers on legislative priorities.
6. Requires a quarterly report from the AkLA lobbyist. From this report, completes and files the quarterly report with the Alaska Public Offices Commission (APOC) or ensures that the AkLA lobbyist files this report. This report must be filed in a timely manner to avoid penalty.

7. In consultation with the AkLA President negotiates the AkLA Lobbyist contract. This is done prior to the fall face-to-face budget discussion.

**AkLA Lobbyist**

Over the years Association members have felt the need for an AkLA Lobbyist in Juneau. At the Executive Board Meeting November 12, 1983 the first AkLA lobbyist was authorized. This lobbyist was charged with the following tasks:

Identifies friends and advocates of libraries in the legislature, help with the timing of presentations and personal contacts, keeps AkLA informed about pertinent hearings and meetings, assists the Governmental Relations Committee in monitoring legislation, assists AkLA members in preparing and presenting testimony at hearings, meets with AkLA representatives who come to meet with legislators.

It is the responsibility of the AkLA Lobbyist to follow the priorities as adopted by the AkLA Executive Council at their fall face-to-face meeting.

The lines of authority between the lobbyist and AkLA are as follows: from AkLA Executive Council through the chair of the Governmental Relations Committee to the AkLA Lobbyist and from the AkLA Lobbyist to the chair of the Governmental Relations Committee who then conveys information to the chapter governmental relations representatives and the AkLA Executive Council.

The AkLA Executive Council would like the AkLA lobbyist to meet with the Governmental Relations chair at least every other week during the Legislative session or oftener if necessary.

Prior to January 1987, the lobbyist was referred to as an educational consultant.
INTELLECTUAL FREEDOM COMMITTEE

Charge

To promote intellectual freedom in Alaska:

1. Keeps abreast of national and state developments, particularly legislation affecting intellectual freedom.
2. Alerts the AkLA membership on proposed legislation infringing on intellectual freedom.
3. Educates the membership on the importance of promoting and protecting intellectual freedom, privacy, confidentiality, and rights to access information.
4. Coordinates response to intellectual freedom problems reported by librarians and educators.
5. Acts as liaison between AkLA and ALA's Office for Intellectual Freedom (OIF) by: disseminating information on national Intellectual Freedom issues and postings of interest from the IF Action discussion list to the AkLA membership, forwarding information about challenges and state legislation affecting intellectual freedom to OIF.
6. Maintains the database of challenges and incidents in Alaska.

Committee Term

The term of office is for two years running from March to March. Committee chair and members may be reappointed.

Committee Representation

Membership shall reflect wide geographical distribution throughout the state. At minimum, the committee shall have a representative from each of the three major geographical districts. Each chapter may have a member on the committee or the chapter chair can serve as the contact.
LIBRARY ADOVACY COMMITTEE

Charge
To plan, develop, and promote library advocacy initiatives for the Alaska Library Association.

Members
Members of the Library Advocacy Committee shall be recruited from the general membership of AkLA. The committee shall seek to represent geographical diversity, various types of libraries, and the urban/rural balance.

Committee Term
The term of office is for two years running from March to March. One half of the membership is appointed in alternate years. The chair will serve a one-year term with the vice-chair becoming chair in the second year. Chair and members may be appointed.

Duties
1. Coordinates with the Executive Council and the AkLA lobbyist on initiatives to promote AkLA’s legislative priorities
2. The ALA Representative will be a committee member and serves as the Federal Relations Coordinator. See section IV-7 of the AkLA Handbook for details.
3. Promotes national library campaigns and advocacy issues in Alaska.
4. Develops resources, materials, and expertise to support advocacy and marketing ideas for libraries in Alaska.
5. Maintains AkLA Capwiz, a grassroots advocacy website and legislative information center made available by the American Library Association.
6. Coordinates with the Web Team and the Social Media Team to publish advocacy initiatives.

Legislative Goals and Priorities
These are generated by the AkLA Executive Council at their fall face-to-face meeting.

Tax Exempt Status And Legislative Activity
The Committee should be aware that the tax exempt status (Section 501 (c)(3)) allows for contributions toward legislative affairs if kept to a small percentage of the total AkLA expenditures.

AkLA Lobbyist
Over the years Association members have felt the need for an AkLA Lobbyist in Juneau. At the Executive Board Meeting November 12, 1983 the first AkLA lobbyist was authorized.

This lobbyist was charged with the following tasks:
- Identifies friends and advocates of libraries in the legislature,
- help with the timing of presentations and personal contacts,
- keeps AkLA informed about pertinent hearings and meetings,
- assists the Library Advocacy Committee in monitoring legislation,
- assists AKLA members in preparing and presenting testimony at hearings,
- meets with AkLA representatives who come to meet with legislators.
It is the responsibility of the AkLA Lobbyist to follow the priorities as adopted by the AkLA Executive Council at their fall face-to-face meeting.

The lines of authority between the lobbyist and AkLA are as follows: from AkLA Executive Council through the President to the AkLA Lobbyist and from the AkLA Lobbyist to the President who then conveys information.
MEMBERSHIP COMMITTEE

Charge

To promote and develop membership in the Association by direct contact, through the local chapters, by direct invitation by mail and through AkLA publications.

Committee Term

March to March for two years. Committee chair and members may be reappointed. The majority of the committee members might be centered in one chapter. However, it is advisable to have a contact person in each chapter who can suggest names and addresses of possible members in their area.

Solicitation of Members

The Membership Committee is responsible for soliciting new members - individual, commercial, and institutional.

Suggested Procedures

The main membership drive should be conducted in early fall, after the schools are in session in order to attract new school librarians. Membership dues paid by new members from September through December in one year are good for membership in the entire year following.

Prospective membership brochures are a method of attracting new member. They should give information about the Association which will not be quickly outdated; a current membership form should be included with the brochure. See AkLA Membership Form

When the new chair takes over the committee, the outgoing one will send any remaining brochures and forms to the new chair. The brochures should be used up; if necessary, additional ones can be printed up in the same design or with a new design made up by the committee

Acquiring Names of Possible members

1. Solicits suggestions from contact people in the chapters.
2. Compares the list of current members against such lists as the Alaska Library Directory, last conference attendees, local chapter memberships, exhibitors at the last conference and the Department of Education directory of personnel. (Policy 28. The Membership Committee shall recruit exhibitors on the annual conference mailing list to become commercial members of AkLA. Minutes October 6, 1975, Executive Board meeting.)
3. Remembers that all libraries in the State are potential institutional members.
5. Contacts Executive Officer for names of non-current members. They might still be in the State and interested in rejoining.
Before sending out invitations to join to names acquired from lists, etc., the names should be double checked against the list of current members to avoid duplication. The list of current members is available from the Executive Officer.

Types of Membership

The types of membership are outlined in Article III and are as follows:
1. Individual
2. Institutional
3. Commercial
4. Honorary
NOMINATING COMMITTEE

The Nominating committee is the only standing committee of AkLA. Article X, Section 1

The Committee is appointed by the Executive Council and is chaired by the Immediate Past President of AkLA. Membership should consist of at least four members, including one representative from each geographic district.

Charge

The committee shall prepare a slate of at least one nominee for each office.

Suggested procedure for formulating a slate is as follows:

1. By May 1 the chair sends committee members the pages of the *Handbook of Procedures and Policies* on Committees, Nominating Committee, Elections, and File Maintenance.
2. By August 15 the chair determines, in consultation with the AkLA President, which offices are to be filled by this election.
3. Chair corresponds with other membership committee members regarding the following:
   a. Verifies that committee members have received the pages of the AkLA Handbook on Committees, Nominating Committee, Elections and File Maintenance. Chair sends above to committee members if they have not received them.
   b. Notifies them of the offices to be filled.
   c. Asks them to be considering AkLA members in their area who might be qualified for an office and interested in running (and suggests that the Nominating Committee member tentatively check with these people to see if they would run if nominated.) Committee members should stress in this initial contact that it is only a question - not an official request to run.
4. By September 1 the chair arranges the teleconference meeting and notifies committee members of the date, time, and bridge number.
5. Initial teleconference: Initial discussion on candidates and a tentative drawing up of the slate, establish a deadline by which the committee members will have completed responsibilities outlined in 5 below - and sets the time for the next teleconference if necessary.
6. The nominations committee member from the area where a person has been suggested as a candidate officially contacts that person to see if their AkLA membership is current and if they will agree to have their name placed on the AkLA ballot.
7. By October 1 determine the final slate.
8. The chair will send each candidate a copy of the [Candidate for Office Biographical Data Form] to be returned by October 15.
9. The chair will request the AkLA President to prepare a cover letter to be sent out with the ballot and send it to the AkLA Secretary by October 20.
10. If the election slate includes the ALA Councilor slot, the Executive Office should write ALA for the (form still? or letter) to certify the election of the ALA representative.
11. The Chair should send ballot information including biographical sketches to the AkLA Secretary by October 20. A sample ballot and sheet of biographical sketches are in the Forms section.

12. The AkLA Secretary with the assistance of the Executive Officer will prepare the AkLA ballot containing: Name of office, names of candidates, length of term and inclusive dates of term, a cover letter from the AkLA President, the candidates biographical information and statement of philosophy. The Executive Officer has set-up and account with Survey Monkey to post the electronic version of the ballot. On paper ballots, the reverse side of the ballot should be formatted with the AkLA Secretary’s address with postage affixed to facilitate voting by the members.

13. The Executive Officer will provide the Secretary with the names and contact information of current members. *(Policy 1. Only members in good standing shall receive ballots or be allowed to vote. Minutes April 7, 1962, Annual meeting.)*

14. Members with valid email addresses shall be notified of the website where they may vote electronically, and offered the option of receiving a paper ballot.

15. The ballot notification and paper ballots will be sent out by November 1. Ballots should be returned by December 1.

**Things to consider when selecting candidates**

1. Rotating nominees for office among the various geographical areas.
2. Possibility of the President having at least one other officer in the same community.
3. The candidates nominated for President must be someone who has served on the Executive Council quite recently.
4. The candidates for Treasurer should be someone who has some knowledge of fiscal matters since financial responsibilities become more and more complex as the Association grows.
5. There has been some complaint among the membership when only one person is offered on the ballot as a candidate for an office. This needs to be considered; however, it is better to run one good candidate eager for the position, than several indifferent candidates solely for the sake of having additional choices. Consideration can be given to a comment on the ballot regarding the correctness of write-in candidates.
FEDERAL RELATIONS COORDINATOR

Each of the fifty state library associations appoints an individual to serve as that state's Federal Relations Coordinator (FRC). This person's role is to coordinate the promotion of federal legislation within the state based upon information and directions received from the ALA Washington Office. The FRC is a member of Executive Council. This individual may serve alone or may form a committee to perform these duties.

While many state associations have traditionally appointed a new FRC each year, the ALA Washington Office strongly urges that whenever possible the same person serve more than one year in this position because expertise at coordinating federal relations is increased significantly with experience.

Action on the legislative front is often needed urgently, with little time to spare. The ALA Washington Office alerts the FRC in a variety of ways. ALAWON, The ALA Washington Office’s electronic newsletter, is sent to the FRC who is expected to read it immediately and take action as needed. Upon notice from the ALA Washington Office, the FRC is to take the requisite action within Alaska, alerting key persons and providing prompt, clear instructions to members of the state's legislative network.

The FRC requires time, and communications facilities which at a minimum should include a budget for telephone, fax, postage, photocopying, and the ability to insert last-minute copy in state library association newsletter and listserves. The FRC should have access to e-mail for receiving communications from the ALA Washington Office.

Federal Relations Coordinator Job - in a nutshell

1. Receives communications from ALA Washington Office.
2. Must then activate the state's legislative network as appropriate.
3. Should receive at least minimum budget from association for communications facilities (telephone, postage, photocopy, space in statewide library publications.)
4. Must work closely with state library agency head, state school media coordinator, and all other library associations in state.
ALASKA LIBRARY ASSOCIATION AGENT

Under terms of incorporation an association is required to have a registered agent - someone who can be listed in the Association records as being a contact person for the Association, and who has a permanent address.

In filing the Biennial Report in even-numbered years, the current Treasurer becomes the Registered Agent for the Association. The mailing address used by the Treasurer for the Association shall be the address on file with the Department of Commerce and Economic Development.
AFFILIATIONS

Article VIII, Section 4 states that "application for affiliation with related organizations or associations shall be made when the Association members or the Executive Council, subject to the approval of the members at the next annual meeting, so votes."

Affiliation with other organizations can be voted on by the Executive Council, subject to membership approval. Sometimes decisions to join are needed when the annual meeting is several months away. However, such action still requires the approval of the membership at the annual meeting. Withdrawal from the affiliation would be required if the membership did not approve.

Chapters and Roundtables wishing to affiliate with other organizations must request approval from Executive Council, subject to membership approval.

The executive board, at the May 15, 1986 meeting, agreed that AkLA and its subunits will not endorse nor affiliate with any organization that is not library/education related.

At present, AkLA is affiliated as a chapter in the American Library Association and the Pacific Northwest Library Association. AkASL is affiliated with the American Association of School Librarians.

ALA Affiliation

The Alaska Library Association was granted Chapter status in the American Library Association in July, 1965. The following is from ALA bylaws regarding chapters:

As a Chapter of ALA, AkLA pays yearly chapter dues. AkLA also elects a representative from AkLA to serve a three-year term as an ALA Councilor. This person must be a personal member of ALA and AkLA; the term of Councilor runs from the end of an annual ALA conference to the end of another, three years hence.

For further information on the responsibilities of the ALA Councilor in the Handbook section Officers and Executive Board members duties and responsibilities.

PNLA Affiliation

At the 1969 annual conference “the membership authorized the executive officers to affiliate with the Pacific Northwest Library Association” (M. Harris, Decennial Year History of the Alaska Library Association); PNLA Board approved membership of the Alaska Chapter at their Sept.21, 1969 Board meeting, and in February 1970 AkLA election Margaret Leibowitz was elected to be the first AkLA representative to the PNLA Board.

As a chapter of PNLA, AkLA pays yearly dues, and elects one representative for a two-year term to serve on the PNLA Board of Directors. This representative must be a member of AkLA and PNLA. The term of the representative begins immediately following the PNLA annual conference and continues until the end of the conference two years hence.

For further information on the responsibilities of AkLA’s Representative to PNLA, please see the section on “Officers and Executive Board members duties and responsibilities.”
ARCHIVES

The official papers and records of the Alaska Library Association are located in:

    Archives
    Elmer E. Rasmuson Library
    University of Alaska Fairbanks
    P.O. Box 756800
    Fairbanks, Alaska 99775-6800

    Association members are encouraged to send appropriate materials to the AkLA Historian or
    the AkLA Executive Officer. (Policy 92. The AkLA Historian and the Executive Officer will
    coordinate the transfer of the statewide Association materials to AkLA Archives at the
    Rasmuson Library, UAF. Minutes March 18, 1999, Executive Council meeting)

    If you aren't sure what "appropriate" is, send it anyway and the AkLA Historian in consultation
    with the AkLA Executive Officer can determine its lasting value. Officers of the Association
    should read the Handbook section on File Maintenance for information on which official records
    should be deposited there.

    When sending materials for the Archives, please label as thoroughly as possible so that the
    AkLA Historian or AkLA Executive Officer will know what it is. It is especially important to
    label pictures with information such as people, place, date, event, etc.
EXECUTIVE COUNCIL BOARD MEETINGS

The Executive Council sits for the Association between annual meetings, and shall authorize all expenditures. The Executive Board, composed of the elected officers of the Association shall "sit for the Association between Executive Council meetings." [Article VII] Smooth continuity of Association activities throughout the year is dependent upon as frequent as possible Executive Council/Board meetings. Beginning 1988 the Executive Council met twice a year; at annual conference and one face-to-face meeting in the fall. Beginning in the 1990’s Executive Council meetings are held bimonthly via teleconference with the Executive Board meetings called as needed.

Who Attends?

Article VII outlines the composition of the AkLA Executive Council. Both Council and Board meetings are open meetings and the membership is encouraged to attend where the sites (face-to-face or teleconference) are convenient. Participation in the meeting, however, should be scheduled with the President by members attending in a non-official capacity.

Executive Council Teleconference Meetings

The time of Executive Council meetings is set by the President in consultation with the Council. Once the teleconference meeting is scheduled, Council members are notified of the date, time, and teleconference bridge number. This notification can be by letter, phone, or any electronic mail system that is available to the Council members. If a quorum is not reached for a scheduled teleconference meeting, the meeting may be adjourned and an E-Board meeting may be convened to allow the Association to do business.

Travel to Executive Council Meetings

Travel expenses to the Executive Council fall face-to-face meeting will be paid for by AkLA. Board and room are not reimbursed. Travel funds can either be requested in advance from the AkLA Treasurer or may be reimbursed at the meeting. Advance purchase/super-saver air fare will be reimbursed for those traveling by air. Those driving will receive mileage according to the latest rate set by State government.

Full participation in AkLA funded meetings is understood to be attendance at all scheduled sessions. Exceptions must be approved in advance by the President.

Policy 66. AkLA will pay 100% of transportation costs for members of the Executive Board, all Chapter, Roundtable and Committee Chairs, and ex-officio members (except the State Library representative) who offer full participation to attend the face-to-face fall council meeting. Executive Council members who cannot attend should send substitutes. Minutes November 19, 1987, Executive Board meeting: Updated May 17, 2001, Executive Council meeting.

Policy 105. AkLA may pay a stipend to each Executive Council Member attending the Fall Face to Face meeting to help defray the cost of lodging and meals. Stipend for 2003 budget will be $150. Members must provide receipts with the request for reimbursement. Minutes September 23-23, 2001, Face to Face Executive Council Meeting. **In the 2003 budget this stipend was dropped to $100.
Fall Council Meeting

Past practice has been to hold the face-to-face meeting in a central location, in terms of lowest cost of travel for the entire Council. This is usually Anchorage. The Executive Council member who makes the arrangements for space and refreshments shall be reimbursed by the AkLA Treasurer. An attempt should be made to schedule the meeting for a weekend to avoid work conflicts.

Standard Suggested Agenda Items for Meeting Include:

1. Review and approval of minutes.
2. Review of Treasurer's report.
3. Communications.
4. Reports from members of the Executive Board.
5. Reports from other members of the executive council, including Ex-Officio members, Chapter, Roundtable and Committee Chairs. These reports should be posted to the AkLA Executive Council listserv prior to the meeting. The AkLA secretary will include it in the minutes of the meeting. The President may also call for the report to be given orally.

At certain Council meetings, specific agenda items need to be included:

Two Executive Council meetings occur at the Annual Conference.

First meeting
Both outgoing and incoming members of the Executive Council are expected to attend.
1. Review of the year’s activities.
2. Identification of carry-over business
3. Review of agenda items and resolutions to be presented at the annual business meeting.

Annual post-conference Council meeting
1. Orientation of new Executive Council members.
2. Update the conference five-year location plan. Setting of specific conference dates needs to have at least a two-year lead time.
3. Check to be sure all members of the Council and committee chairs have a Handbook.
4. Announce committee assignments.
5. Ratification of signatures on bank accounts as necessary.
6. Report of conference income projection

Fall face-to face meeting
1. Develop budget for the coming year.
2. Set Legislative priorities for the upcoming session.
4. Approve exhibitor’s fees for the conference
5. Finalize conference budget
6. Distribute update sheets for the Handbook. For those in attendance the Executive Officer will ensure that they will receive their pages.

Executive Council/Board meetings are governed by Robert's Rules of Order. The President must make sure that all motions, decisions and policies are clearly stated so that they are accurately
reflected in the minutes. The Executive Officer will make sure that the policies are updated on the AkLA website.

**Alaska State Library Representative**

Attendance at Executive Council meetings by a representative from the Alaska State Library is an approved procedure. Liaison between AkLA and the Alaska State Library is vital and is facilitated by this contact. The State Librarian should therefore receive notice of scheduled meetings and be given an opportunity to include agenda items. The AkLA travel budget does not cover the travel expenses of the Alaska State Library representative. (See section on *Executive Council* and (Policy 86. The Webmaster, Newspoke editor, historian, lobbyist, executive officer and State Librarian are ex-officio members of Executive Council. As ex-officio members they do not have a vote on the Executive Council. Minutes Jan. 15, 1998, Executive Council meeting: Revised July 19, 2001.

*Policy 30. The Director of State Libraries or the Director's representative shall be invited to attend all Executive Council meetings. Minutes June 5, 1976, Executive Board meeting: Revised September 26, 1999, Executive Council meeting.*)
### Matrix for E-Board and E-Council Vote and Reimbursement

<table>
<thead>
<tr>
<th>Month:</th>
<th>January</th>
<th>March</th>
<th>May</th>
<th>July</th>
<th>September</th>
<th>November</th>
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<tr>
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<td>Telecon**</td>
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<td>V</td>
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<tr>
<td>President-Elect</td>
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<td>V-R</td>
<td>V</td>
<td>V</td>
<td>V-R</td>
<td>V</td>
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<tr>
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<td>V-RC</td>
<td>V</td>
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<td>V-R</td>
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<tr>
<td>Conf Coord Elect</td>
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<tr>
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<td>V</td>
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<tr>
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<td>V-R</td>
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<tr>
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<td>V</td>
<td>V-R</td>
<td>V</td>
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<tr>
<td>PNLA Rep</td>
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<td>V</td>
<td>V-R</td>
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<tr>
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<td>V</td>
<td>V</td>
<td>V-R</td>
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</tr>
<tr>
<td>Mini Chapt</td>
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<td>V-R</td>
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</tr>
<tr>
<td>RT Chair</td>
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<td>V</td>
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<td>V</td>
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<td>V</td>
</tr>
<tr>
<td>Comm Chair</td>
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<td>R</td>
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<tr>
<td>Newspoke</td>
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<tr>
<td>Historian</td>
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<tr>
<td>Parliamentarian</td>
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</table>

** If a quorum is not reached for a scheduled teleconference meeting, the meeting may be adjourned and an E-Board meeting may be convened to allow the Association to do business.

V = Vote  
R = Reimbursement of Travel  
RC=Reimbursement from Conference Funds (3/2003)

(5/2010)
ANNUAL BUSINESS MEETING

Annual business meetings of the Association are held at the annual conference. The annual business meeting is called to order and closed by the president, using the jade gavel which was a gift to AkLA from Isabelle and Bill Mudd in 1975, the year Isabelle was president of the Association.

1. President arranges the agenda and conducts the meeting.
2. President should ensure that the parliamentarian will be available at this meeting.
3. The minutes from last year's meeting are distributed.
4. Annual reports from all members of the Executive Council are distributed.
5. Resolutions at the annual meeting should be given to the secretary in written form. They should be dated, with the intended recipient fully identified. Resolutions passed at the annual meeting should be conveyed by the outgoing secretary (See Secretary section of Handbook) as the outgoing secretary prepares annual meeting minutes, in consultation with the past president.
6. Invitation from the host community for the next year conference.
ELECTIONS

Article IX, Sections 8 & 9 specify that "there shall be an annual election by mail or electronic ballot," and that "the Secretary shall mail the ballots by December 1."

To initiate the election process, the nominations committee prepares a slate of candidates and sends the original ballot and biographical sketches to the Secretary for the duplication of the ballots. The nomination committee also asks the President to send a cover letter to the secretary to accompany the ballots. See the section on Nominations committee for details of the slate preparation.

The Secretary secures contact information for current voting members of AkLA from the Executive Officer. (Policy 1. Only members in good standing shall receive ballots or be allowed to vote. Minutes April 7, 1962, Annual meeting.)

In accordance with Article III, Sections B and C, Institutional and Commercial members do not vote in AkLA elections.

The AkLA Secretary will prepare the AkLA ballot containing: Name of office, names of candidates, length of term and inclusive dates of term. The reverse side of the ballot should be formatted with the AkLA Secretary’s address with postage affixed to facilitate voting by the members.

The ballot mailing also includes the cover letter from the AkLA President, the candidates biographical information and statement of philosophy. The ballot will be sent out by December 1. Ballots should be returned by January 1.

The Secretary will, with the help of another AkLA member, count the returned ballots, and notify the President of the election results. Results should include the number of ballots sent, number of ballots returned and number of votes cast for each candidate. The secretary will retain the ballots until after the annual conference, at which time they will be destroyed.

The secretary will retain a copy of the complete ballot package and a copy of the results which were sent to the president for submission to the archives.

The President will notify all candidates of the election results. This should be done as soon as possible so that the nominees are aware of the results.

The President, after notifying each candidate and confirming that the winners will be able to serve, prepares an announcement for general distribution. This announcement should include the numbers of ballots sent out, the number of ballots cast and the names of the winners. Specific vote counts should not be announced.
All AkLA Officers, except the ALA and PNLA representatives and the type of library representatives to the Governor’s Advisory Council, serve from the end of an annual conference to the end of another conference. Offices to be concerned with in an election (although not each one each year) are as follows:

<table>
<thead>
<tr>
<th>Office</th>
<th>Term Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>President-Elect</td>
<td>Elected to a three-year term, one as President-Elect, one as President and one as immediate Past President.</td>
</tr>
<tr>
<td>Conference Coordinator-Elect</td>
<td>Elected to a two-year term, one as Conference Coordinator-Elect, and then one year as Conference Coordinator.</td>
</tr>
<tr>
<td>Secretary:</td>
<td>Elected to a two-year term on odd numbered years alternating with the Treasurer.</td>
</tr>
<tr>
<td>Treasurer:</td>
<td>Elected to a two-year term on even numbered years alternating with the Secretary.</td>
</tr>
<tr>
<td>PNLA Representative:</td>
<td>Elected to a two-year term on odd numbered years from August to August beginning and ending at the end of the PNLA annual conference.</td>
</tr>
<tr>
<td>ALA Councilor:</td>
<td>Elected to a three-year term beginning and ending at the end of ALA summer conference.</td>
</tr>
<tr>
<td>Representatives to the Governor’s Advisory Council</td>
<td>Elected to a three-year appointment beginning in January on a rotation basis indicated below.</td>
</tr>
</tbody>
</table>

Article V, Section 4 specifies what happens in the case of a vacancy in an office.
Type of Library Representative on the Governor's Advisory Council on Libraries.

Each year there is a separate ballot mailing for the selection of nominees to serve for the type of library representative from AkLA on the Governor’s Advisory Council on Libraries. (See http://www.gov.state.ak.us/boards/factsheet/fact057.html/) Each term of office is for three years. This ballot is sent only to those who are affiliated with that type of library.

Procedure

1. When members pay dues, they should check the type of library designation on the membership form in order to be eligible to vote for a type of library representative. If no category is marked, the Executive Officer will assign one. Categories will be held over yearly unless a specific change is requested.

2. The Executive Officer will send a list of members by designated type to the chair of each roundtable expected to nominate candidates by September 1 preceding the expected vacancy on the Council. Each roundtable will select nominees in accordance with their own procedures. The nominees must be current members of AkLA. The list of nominees and their completed Candidate for Office Biographical Data Form should be sent to the AkLA Secretary by October 20.

3. The Secretary will prepare and mail ballots to members within those roundtables. Mailing labels can be printed from the official membership list maintained by the AkLA Executive Officer.

4. Voting is limited to dues-paying Association members currently working in Alaska and a member of the roundtable in question. Honorary members who are still active participants of AkLA will also be considered voting members.

5. AkLA submits the names of the winning nominees to the Governor’s office with a current resume for official appointment by the Governor.

List of Current Roundtable Representatives:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Name</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Roundtable</td>
<td>Kathleen Murray</td>
<td>April 2002 - Jan 2005</td>
</tr>
<tr>
<td>Past President</td>
<td>Judith Anglin</td>
<td>April 2005 – Mar. 2006</td>
</tr>
</tbody>
</table>
MEMBERSHIP DUES

At the 2002 Annual Meeting, AkLA reverted to a set fiscal year for membership and payment of dues. The fiscal year is October 1 through September 30th. Renewal statements for the FY2003 year will include a prorated dues structure to reflect the new membership year. Dues must be paid for the new year prior to the annual business meeting in order for the member to be able to vote. Dues are received by the Treasurer.

The following is the dues schedule for AkLA membership, effective October 1, 2004:

PERSONAL MEMBERSHIPS

Associate Member
Trustee, friend, unemployed or retired Alaskan Librarian $30

Library Member
Any person directly engaged in library work in Alaska
- Library Salary Under $20,000 $30
- $20,000 - $29,999 $45
- $30,000 - $39,999 $60
- $40,000 - $49,999 $75
- $50,000 - $59,999 $90
- $60,000 and over $110

HONORARY MEMBER
no dues

INSTITUTIONAL MEMBERS

Library budget under $10,000 $30
Library budget between $10,000 and $20,000 $50
Library budget between $20,001 and $50,000 $85
Library budget between $50,001 and $100,000 $150
Library budget between $100,001 and $500,000 $275
Library budget over $500,001 $400

COMMERCIAL MEMBERSHIP ("Any commercial organization interested in library service and shall be without vote." (AkLA bylaws)
Annual Dues For Membership $100

A receipt is sent out by the Executive Officer upon receipt of dues.
REGULAR BUDGET ITEMS

The AkLA budget is formed on a calendar year basis. Unexpended funds do not carry over. (Policy 61. Budget line items shall not be carried over from year to year, except for grants, which are a form of contract. Minutes March 10, 1986, Executive Board meeting.)

A draft budget is prepared at face-to-face Executive Council meeting and placed in the next issue of The Newspoke and posted on the AkLA-L listserve for review by the membership. Comments and input are reviewed at the November Executive Council meeting and the budget is finalized and approved to go into effect January 1.

Items regularly included in the budget include:

Income items:

1. Membership dues.
2. Donations.
3. Conference revenue.
4. Sales of Directories, pins, t-shirts, etc.
5. Contributions from AkLA sub-units to assist in payment of specific expenditures on their behalf, i.e. lobbyist, web page access, etc.
6. Interest from CDs, bank accounts.
7. Fund raising activities.
8. Miscellaneous

Grants and/or contract funds should be kept separate from the regular AkLA budget to avoid confusion on status and source and expenditures.

Expense Items:

1. Postage and supplies: for general association business, including bulk mail permits in communities as needed. For specific committee activities see the committee line item.

2. Travel: This is for general association business. It includes travel for executive council members to face-to-face Executive Council meeting, and the President’s travel when on association business. It may also include travel for the President to the annual conference. (Policy 2. The travel expenses of the AkLA President to the annual conference may be paid by the Association from the statewide travel funds. Minutes April 27, 1963, Annual meeting: Revised September 26, 1999, Executive Council meeting.)

3. ALA Councilor/PNLA Representative: At a minimum AkLA will provide airfare for one trip each calendar year for the PNLA representative and the ALA Councilor to attend meetings of their respective associations. Traditionally AkLA has provided more funds when available to cover travel expenses such as registration and lodging. Any travel costs above the amount allocated in the budget must be carried by the attendees. Policy 22. AkLA shall furnish at least the airfare for one trip by the PNLA Representative and one
Section V-5

trip by the ALA Representative per calendar year to participate in the Association meetings. Minutes June 10, 1974, Executive Board meeting.)

4. Conference Attendance Award the Handbook section on Conference Attendance Award and Policy 15. Conference Attendance Awards shall be given to rural library staff or volunteers to attend AkLA's annual conferences, and the funds available shall be used by librarians in the region the conference is being held. Determination of the recipient is delegated to the Continuing Education Committee. The Conference Attendance Award is an honor with registration fee waived and a grant awarded for travel and housing. (Formerly Policy 49) Minutes November 17, 1972, Executive Board meeting: Merged September 26, 1999, Executive Council meeting.) (Policy 20. AkLA supports the concept of travel grants to conference. Minutes October 14, 1973, Executive Board meeting.)

5. Scholarship award [See Scholarship Fund Procedures] Policy 101. The scholarship amount each year will henceforth include the interest accrued on the scholarship fund for the preceding year. Minutes January 18, 2001, Executive Council meeting.)


7. Alaska Library Directory: Costs of updating and annual printing and distribution

8. Chapter Dues to ALA and other ALA Contributions
   a) Chapter Dues - set by ALA for Chapter membership.
   b) Other contributions to support any or all of the following ALA activities are optional and the amounts may be variable depending upon Executive Council priorities. Check the annual dues statement form from ALA to determine other possible contributions.
   c) ALA Washington Office - This is a contribution which helps defray cost of maintaining the Washington office. Does not appear on the annual Dues Statement. It must be sent as a separate check directly to the Washington Office. (See also 5 of ALA Chapter Councillor Responsibilities to AkLA.)
   d) Annual Legislative Day – Solely supported by contributions.
   e) Freedom to Read Foundation – Does not appear on the annual dues statement. It must be sent as a separate check to the Foundation.
   f) ALA Endowment Fund - supports general scholarships.
   g) Fund for America’s Libraries – supports scholarships and other ALA initiatives.
   h) Spectrum Initiative – supports scholarships and recruitment of people of color into the profession.
   i) FTRF Donation for the CIPA Lawsuit – to fight the Child Internet Protection Act.

10. Accounting services: For preparation of the tax forms.

11. Financial review: Whenever the treasurer changes.

12. Conference Advance: For early conference expenses which may include deposits, advertising and promotion. May also include travel to conference site by the Conference Coordinator. Policy 25. The (Vice-President) Conference Coordinator shall be given travel expenses to visit the conference site in advance of the conference from the conference balance. Minutes September 27, 1974, Executive Board meeting: Minutes March 2, 1975, Executive Board meeting: Revised September 26, 1999, Executive Council meeting.)

13. Contractual services
   a. Executive Officer
Section V-5

5. Regular Budget Items

b. AkLA Lobbyist

14. Communications
c. Teleconference costs
d. Internet access fees
e. Webmaster’s Internet connection
f. Long distance phone/fax expenses

15. Credit card maintenance expenses
a. Committee and Roundtable projects as requested yearly and approved by Executive Council: may include costs of presenters, postage, supplies, printing, telecommunication, etc.
b. Awards: Plaques, certificates, pins, framing, printing, postage, etc.
FILE MAINTENANCE OF AkLA OFFICIAL RECORDS

The guidelines which follow for AkLA file maintenance were developed originally by the then AkLA president Mary Matthews and UA Archivist Paul McCarthy in the fall of 1971. They were slightly modified in 1977 when the Handbook was completed and were further modified in the spring of 2001 upon recommendations from Gretchen Lake, retired UAF Archivist.

In her accompanying letter to the Executive Board members, Mary Matthews said: "We are hopeful they will encourage officers in the Association to keep orderly files and to be more responsible about turning over files to succeeding officers or to the University of Alaska Archives. I suggest that this directive be kept with the current files of each office."

This problem of keeping records of the Association is also addressed by Margaret Harris in her preface to the Decennial Year History of the Alaska Library Association as she notes: "This brief history is necessarily sketchy. Despite the fact that the minutes of the annual meetings and the Newsletter are available, I was unable to establish some of the pertinent dates and facts. It is hoped that this sketch will promote the establishment of a more complete archival file of the Association's activities since it well points up the need for more information.”

Guidelines for Organization and Maintenance

This list represents records to be kept by the office holders. Retired records should be sent to the AkLA Historian or the Executive Officer for forwarding to the archives.

1. President files
   a. Complete file of minutes of annual meetings and Executive Council/Board Meetings for the previous 5 years.
   b. Current correspondence (include correspondence of the President in office and previous President)
   c. Files of active programs and projects.
   d. Reports of Roundtable and Committee chairs, reports of Treasurer, representatives to ALA and PNLA and the Executive Officer.
   e. Complete file of Newspoke.
   f. Two years of tax report form copies.
   g. Handbook of Procedures and Policies

2. President-Elect files
   a. Complete file of current minutes of annual meeting and Executive Council/Board meetings
   b. Correspondence and reports from Roundtables and Committees.
   c. Handbook of Procedures and Policies
3. Conference Coordinator files  
   a. Complete file of current minutes of annual meeting and Executive Council/Board meetings  
   b. Conference files  
      (i) Correspondence and other materials pertaining to planning of current conference.  
      (ii) Correspondence and other material pertaining to planning of previous conference.  
   c. Conference Handbook  
   d. Handbook of Procedures and Policies  

4. Conference Coordinator Elect files  
   a. Complete file of current minutes of annual meeting and Executive Council/Board meetings  
   b. Conference files  
      (i) Correspondence and other materials pertaining to planning of current conference.  
      (ii) Correspondence and other material pertaining to planning of previous conference.  
   c. Conference Handbook  
   d. Handbook of Procedures and Policies  

5. Secretary’s files  
   a. File of minutes of the annual meetings and Executive Council/Board meetings for the past three years. These minutes should include all reports submitted as part of the official business of the organization. Copies of the audio cassette tapes from the meetings should be retained for one year before being deposited with the AkLA Archives.  
   b. Current correspondence handled by the Secretary.  
   c. File on current AkLA election.  
   d. Handbook of Procedures and Policies  

6. Treasurer’s files  
   a. All financial records of essentially transactional nature for the past seven years. Transactional records older than seven years may be destroyed.  
   b. Detailed financial report of the Association for the past three years.  
   c. Complete file of IRS tax reports for seven years.  
   d. Handbook of Procedures and Policies  

7. Committee files  
   a. Reports of past chairs.  
   b. Files of current committee business.  
   c. Handbook of Procedures and Policies  
   d. Dormant committees should forward all files to the AkLA Historian or Executive Officer in a timely manner
8. ALA and PNLA Representatives' files
   a. Reports of the representative.
   b. Current correspondence and material relating to the position.
   c. *Handbook of Procedures and Policies*

9. Roundtable, Chapter and Minichapter files
   a. All Reports.
   b. Financial records
   c. Files of current correspondence and programs.
   d. Membership lists.
   e. Executive Council/Board and annual AkLA business meeting minutes for the past three (3) years.
   f. *Handbook of Procedures and Policies*
   g. Dormant subunits should forward all files to the AkLA Historian or Executive Officer in a timely manner.

10. Executive Officer files
    a. Complete file of current minutes of annual meeting and Executive Council/Board meetings.
    b. All reports
    c. Database of current and non-current membership.
    d. Database of Alaskan Libraries.
    e. Correspondence files
    f. Master copies of forms, brochures, and other print materials.
    g. Master of the *AkLA Handbook of Procedures and Policies*
    h. Master of the *Alaska Library Directory*.
    i. Working copy of *Handbook of Procedures and Policies*.

11. Files for the AkLA Archives, located at Rasmuson Library,
    University of Alaska
    Fairbanks, AK 99775

    For the state organization and for local organizations that do not have a local repository for their records these files should include:
    a. Correspondence two (2) years old or more.
    b. Complete file of reports, minutes, meetings and other records pertinent to the organization.
    c. Committee files and conference files two (2) years old or more.
    d. Financial reports.
    e. Tapes, photos, award scrolls, etc.
    f. Complete file of the Association's publications
       (*The Sourdough, Newspoke, Alaska Library Directory*)
    g. *Handbook of Procedures and Policies*
It is important to remember that files of any one office or committee are to be kept with that office or committee. It is the responsibility of the officer or committee chair to see that these files are turned over to the successor in good order as soon as possible after the position has been assumed. Every effort should be made to keep records and files relating to one's personal membership in AkLA separate from office or committee files. Also it is the responsibility of the incoming officer or committee chair to review the files passed along, and to be sure that there is a complete file as described above. All files which are non-current two (2) years old or more should be forwarded to the AkLA Historian or Executive Officer for deposit in the AkLA Archives. See Archives Section.
**HANDBOOK OF PROCEDURES AND POLICIES**

The handbook became necessary as AkLA grew from a small organization of a few members into a larger, more complex one. It was written by Nancy Lesh in 1977 and revised by her in 1979. An updating, revision and reprinting was done by Kari Mohn in 1984, and in 1989 another complete revision was done. In 1995 Bob Anderl, as the new Executive Secretary took on the responsibility of producing and distributing updates. In 2001 a committee composed of Mary Jennings, Nancy Lesh and Bill Smith took on the task of completely revising the handbook and preparing the text for posting on the AkLA Website by the 2000 –2001 AkLA Webmaster, Judith Terpstra.

The Web version of the *Handbook of Procedures and Policies* permits everyone to have access to AkLA’s organizational and procedural information. Because of budgetary limitations hardcopies are not available. Anyone is welcome to download all or part of the *Handbook of Procedures and Policies*. (check with one of the current Webmaster Elise Tomlinson for download instructions for all or part of the handbook) The handbook contains most of the information needed to carry out the official business of the organization.

**Distribution**

The following individuals should use the *Handbook of Procedures and Policies* to identify the specific duties and responsibilities of the offices they hold:

- President
- President-Elect
- Conference Coordinator
- Conference Coordinator Elect
- Past President
- Secretary
- Treasurer
- PNLA Representative
- ALA Councilor
- Each Chapter Chair
- Each Minichapter Chair
- Each Roundtable Chair
- Each Committee Chair
- *Newspoke* Editor
- Executive Officer
- Director of the Alaska State Library
- AkLA Historian
- Webmaster
- AkLA Archives
Updating

Each member of the Executive Council is responsible for making sure sections of the *Handbook of Procedures and Policies* dealing with their office are accurate and up to date.

The Executive Officer maintains the master of the *Handbook of Procedures and Policies* and is responsible for its editing and publication. Suggestions for additions, amplification, etc. should be given to the Executive Officer at any time.

The print version of the *Handbook of Procedures and Policies* is updated annually in August.

The Web version of the *Handbook of Procedures and Policies* is updated throughout the year as needed. Notification of major changes between annual printings will be announced on AkLA-L.
PUBLICATIONS OF AkLA

Alaska Library Directory

The official title of the publication is Alaska Library Directory [year] for the Alaska Library Network published by the Alaska Library Association. However, for convenience, all references to it in the Handbook of Procedures and Policies will be Alaska Library Directory.

The Alaska Library Directory is a directory of libraries and library personnel in the State of Alaska. The first part is a listing of all libraries in the state of Alaska with contact information, key personnel and trustees, if available. The second part is a listing of all AkLA members; Personal, Institutional and Commercial with contact information. The personal members listing includes place of work, home address, and both work and home phone numbers and e-mail addresses. In cases where personal members request home information not be published, library information (place of employment) will be substituted.

The responsibility for producing the directory is included in the job description for the Executive Officer.

The gathering of data for updating the directory should begin October 1. This allows for any changes in personnel in all libraries to be updated. The Executive Officer distributes directory forms to all libraries to update the first part of the directory. The second part of the directory is compiled using the information in the membership database. Deadline date for information to be submitted to the editor is December 1. This provides for late arrivals and updating of membership information for January publication.

Compiling the directory requires the combined efforts of the editor and all AkLA members.

The editor shall obtain a list of AkLA exhibitors and Commercial members and solicit donations for the publication of the Alaska Library Directory. There will be no advertising in the Alaska Library Directory, but a list of the contributors should be displayed prominently within the publication. The CIP information should be placed on the verso of the title page.

The Executive Officer is empowered to solicit bids and select a printer. Since the Alaska Library Directory is an ephemeral annual publication, production costs should be kept to a minimum when discussing specifications with the printer. Any changes in the directory that would greatly increase the cost in publication or distribution must be approved by the Executive Council.

The Editor should check with the Postal Service for current bulk mail requirements to determine what wording and formatting is required for the back cover.

The directory should be printed and mailed, using a bulk mail permit, to all AkLA members by the end of January. All personal and commercial members receive one (1) copy of the directory. Institutional members receive between one (1) and six (6) copies according to their level of membership. Extra copies shall be available at conference to give to exhibitors, new members or for sale.

The price for the Alaska Library Directory as set by the Executive Council is $30 for non-members and $10 for members. For quantities of eleven of more the price is $5 each.
In 1980 the Executive Board, under the direction of the President, Sharon West, decided that the news items concerning the Association would be published separate from *The Sourdough* in a bi-monthly newsletter to be called *Newspoke*. The name “Newspoke” formerly referred to a column about people within *The Sourdough*. It was felt that this would enable *The Sourdough* to become a more professional journal and also provide a more timely means for the news items to be disseminated to the members.

The first issue of *Newspoke*, was published in March 1981.

**Purpose and Content**

*Newspoke* is designed to be a communications and sharing tool. Articles should be brief and succinct. Personnel news, successful programs, AkLA news, chapter issues, items members would like to see included,

**Editorial Policy**

The editor assumes final publication responsibilities and is supported by the association members throughout the state. All members are encouraged to send news items to the editor.

*Newspoke* is published six times a year as follows:

<table>
<thead>
<tr>
<th>Publication month</th>
<th>Deadline for submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>January 15</td>
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<tr>
<td>April</td>
<td>March 15</td>
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<td>June</td>
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<td>October</td>
<td>September 15</td>
</tr>
<tr>
<td>December</td>
<td>November 15</td>
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</tbody>
</table>

Deadline for submission is the 15th of the month prior to publication. These deadlines sometimes slip so check with the editor if you have late breaking news.

List of *Newspoke* Editors -1981 - to date in Appendix
ANNUAL CONFERENCE

1. It is the policy of the Association to rotate the annual conference sites between Fairbanks, Juneau and Anchorage, and to have the conference in a community other than these three every fourth year. (Policy 7. Conference sites are rotated among Anchorage, Fairbanks and Juneau, and that the conference shall be held every fourth year at a community other than these three. Adopted after Whitehorse, Annual conference 1972.)

AkLA Conferences - Themes

- April 7, 1962 Anchorage: None
- April 26-27, 1963 Fairbanks: For better library service in Alaska
- 1964 Scheduled for Anchorage but cancelled because of the Good Friday Earthquake
- March 19-20, 1965 Fairbanks: None
- March 17-19, 1966 Anchorage: None
- March 17-18, 1967 Anchorage: Library Development in Alaska
- March 10-12, 1968 Juneau: Library Development: Opportunities, Cooperation and the Future
- March 9-11, 1969 Fairbanks: PAS Plan: Library Services for All Alaskans
- March 15-17, 1970 Anchorage: Partners for Progress: People, Information, Government
- March 18-20, 1971 Sitka: Marketing Library Resources
- March 22-25, 1972 Whitehorse, YT: Library Redesign
- March 18-21, 1973 Fairbanks: Communications
- March 6-8, 1974 Anchorage: Focus on Feedback
- March 2-3, 1975 Kodiak: Library Management and You
- March 7-10, 1976 Juneau: The State of Alaska, a major reference resource
- April 3-6, 1977 Fairbanks: Alaska Libraries and Technology
- March 20-22, 1978 Ketchikan: None
- March 4-7, 1979 Anchorage: Libraries for Alaskans: 10 years in retrospect
- March 8-12, 1980 Juneau: None
1. Annual Conference

- March 16-19, 1983 Honolulu, Hawaii - joint conference with HLA, HSLA: *Reaching out*
- March 4-7, 1984 Sitka: *Collection Development: Developing Collections, Resource Sharing, Library Networking*
- March 10-13, 1985 Juneau: *Libraries---The Links that Strengthen the Community*
- March 8-12, 1986 Anchorage: *Alaska Library Network: The People, The Programs and The Tools*
- March 7-11, 1987 Valdez: *Alaska’s Libraries: Creativity in Crisis*
- March 4-8, 1988 Fairbanks: *Building Library Support with Creative Marketing*
- March 4-7, 1989 Homer: *The Art of Information Management*
- March 2-6, 1990 Anchorage: *Keys to the 21st Century: Collection, Connection, Coordination, Communication*
- March 1-5, 1991 Juneau: *Lengthening Our Stride*
- February 29-March 2, 1992 Fairbanks: *Alaska Librarians Have a Story To Tell*
- March 6-8, 1993 Nome: *Many Voices, Common Concerns*
- March 11-15, 1994 Anchorage: *Tracks to the Future*
- March 10-13, 1995 Juneau: *Libraries, Politics and Open Lines of Communication*
- April 8-10, 1997 Anchorage: *Alaska Librarians Connect*
- March 5-8, 1998 Ketchikan: *Librarians: The Heart of Information*
- March 18-21, 1999 Juneau: *Partnerships: Present and Future*
- March 2-5, 2000 Fairbanks: *Steeped in Tradition---Committed to Change*
- March 8-11, 2001 Sitka: *Many Peoples/Many Cultures*
- March 7-10, 2002 Anchorage: *CLICK: Community, Libraries & Information: Channeling Knowledge*
- March 6-9, 2003 Juneau: *Achieving Excellence @ Your Library*
- March 10-13, 2005 Barrow: *Understanding Library Users*
- February 22-25, 2007 Juneau: *Libraries the Umbrella of the Community*
- February 28-March 2, 2008 Fairbanks: *Can’t Stop Raven about Libraries*
- March 13-16, 2009 Kodiak: *Libraries: Going the Distance*
- March 4-7, 2010 Anchorage: *Breaking New Trails*
Continuing Education

The Alaska Library Association is committed to providing continuing education to improve the quality of library service. The CE Committee suggests and implements opportunities for library education, training activities and continuing education for library personnel, library board members and volunteers.

Although dated, the document below still provides the basis for a continuing education plan. In particular it highlights the partnership between AkLA and the Alaska State Library in providing opportunities and training throughout the state. (August 2002)

See Section VIII-2 - Continuing Education Plan
Challenges
I have finished updating the database of challenges (see below) and will ask to have it put on the website. The updating task was remarkably simple, because I received notice of 2 incidents last year. I’d celebrate if I thought that was all that occurred, but I suspect it’s because folks didn’t report them, despite my repeated requests. Because of this continuing problem, Patience has agreed to return to the former reporting of challenges to provide more details that can then be added to the database.

Choose Privacy Week
ALA’s Office for Intellectual Freedom is initiating a new activity to remind people about the problems surrounding their privacy rights. Choose Privacy Week occurs May 2-8, 2010, and is “a new initiative that invites library users into a national conversation about privacy rights in a digital age.” There are resource guides available from ALA at www.alastore.ala.org, and they include posters, bookmarks, and pages of ideas and “out-of-the-box programming.” You can also find more information at www.privacyrevolution.org.

Banned Books Week
I haven’t made any progress so far on a state-wide program for Banned Books Week, but I’ll try to come up with a plan for this year’s celebration. Volunteers to help are welcome.

June Pinnell-Stephens, Chair
AkLA Intellectual Freedom Committee
March 2010
Book Bonanza

The Book Bonanza was the brainchild of Charlotte Glover, former AkLA President. As her term was ending in the fall of 1998, she asked the AkLA Board for some seed money to start an essay contest intended to help purchase new children’s books for school and public libraries. Having talked to librarians around the state, Charlotte knew that very few libraries in Alaska had any significant money for children’s books and she wanted to find a way to help.

In 1998, The AkLA Board gave her $200 and she was able to double that money with help from the AkLA chapters and Sue Engen of Follet, our first sponsor. The following year, she raised $800 and worked with Baker & Taylor. The third year, a partnership was formed with Cook Inlet Book Company that continues to this day. That year we raised $1000. Lynn Dixon at the bookstore does a fantastic job of keeping track of the donations and purchases. This year, 2002, the AkLA Board voted to donate $600 to the contest and the chapters contributed a very generous $800, giving us a prize worth $1800 in retail books when you factor in the Cook Inlet Book Company discount of 25%. An account at Cook Inlet Book Company is set up for each of the winners and they may order what they like, with some exceptions- no AV, for instance.

Applicants are asked to write an essay entitled “How New Books for Kids Will Make A Difference in My Library.” Applicants should address why new books for children and/or young adults are needed in their institution and their community and how the new titles will better help them serve young people.

The contest was modeled after one the Young Adult Services (YALSA) branch of ALA runs each year for its members to distribute publishers copies of books and media that the awards committee uses. The guidelines for the Book Bonanza are similar.

- Applicants or their institution must be a member of the Alaska Library Association.
- Essays must be no more than three double spaced pages.
- Essays will be read by a committee from the Ketchikan chapter.
- Judges will be looking for the degree of need in the library and the community, the characteristics of the library population, the average age of the existing collection, the clarity and effectiveness of the essay, and the potential for improvement of service to library users.

1999- Savannah Lewis, Susan B. English School Library, Seldovia
2000- Tiki Levinson, South Naknek School Library, Naknek
2001- Jerri Nagaruk, Elim Community Library, Elim
2002- Sharon Van Valin, Portage Creek School, Portage $1,000 and Jon Clouse, Chief Ivan Blunka School, New Stuyahok, $800
2003-
Scholarship Fund

See Section IX – 1, page 13 for list of AkLA Scholarship Fund Award recipients - 1992- and list of AkLA Scholarship Grant recipients - 1970 - 1980
Awards

General Introduction
AkLA has created awards to recognize contributions that strengthen Alaskan libraries and to foster ongoing development among Alaska Library Association members. The form and frequency of the awards vary. Some will have minor budgetary requirements, the cost of Certificates; others require complex budgetary procedures, often tied to dedicated funds such as the AkLA Scholarship Fund. (See use and division of AkLA Auction Funds August 2002.)

AkLA Conference Attendance Award

History
In 1973, AkLA began providing a budgeted amount of money for librarians and/or trustees to attend the annual conference. Applications for this award are solicited from the region in which the conference is being held. The award may be shared by several applicants. The total amount of the award is $500.

Recipients of the grants also have their conference registration fees waived. to Policy 15
The application form is available on the AkLA Website.

Eligibility
1. Applicants must be current individual members of AkLA
2. You must be a library staff member, volunteer or board member/trustee.
3. Applicants should include a brief budget statement of how the funds would be used.
4. Applicants should state how attendance at conference will enhance their education or library responsibilities. A note about career plans or future training and education plans is appreciated.

Conditions of Grant Acceptance
The recipient will sign an acceptance statement agreeing to the following conditions:
1. The recipient will attend three days of the conference.
2. The recipient will receive the grant check at an awards function during conference.
3. The recipient will keep a daily log or diary about the sessions attended.
4. The recipient will write a one page summary about their reactions to the conference for publication in News spoke.
Selection of Award Recipient(s)
Award recipient(s) are selected by a committee consisting of the Continuing Education Committee Chair and the State Library Continuing Education Coordinator.

Calendar

September
The Chair of the Continuing Education Committee requests that money be budgeted for the AkLA Conference Attendance Award at the fall face-to-face fall meeting.

October
The State Library Continuing Education Coordinator posts an announcement of the availability of the AkLA Conference Attendance Award on the AkLA Listserv. Announcements include a brief description of the award, eligibility requirements, deadline date (January 15) and instructions for obtaining the application form.

January
The Committee meets, evaluates applications, and selects award recipient (s) and notifies the AkLA President. The AkLA President notifies the recipient(s).

March
At conference the Awards committee members will meet with recipient(s); the grant check will be presented at an awards function.

See Section IX –1, page 11 for list of AkLA Conference Attendance Award Recipients - 1977 - to date
AkLA Continuing Education Fund Grant

Approved by AkLA Executive Council January 2001

This fund is administered in the similar manner as the Scholarship Fund but is available for application and award throughout the year. This fund is capped at $2,000 and is replenished as needed from the current AkLA fund raising activities.

Purpose

1. To provide more scholarships for travel to AkLA for library personnel in rural Alaska or urban situations where there is no money in the institution to support continuing education for staff.
2. To provide seed money for continuing education opportunities and perhaps later to fund programs.
3. To provide support to encourage leadership development.
4. To provide other special continuing education opportunities that might benefit all AkLA members e.g., traveling workshops, web resource development, statewide continuing education opportunities.

The Continuing Education Committee is currently working on developing procedures and forms for this grant fund.
AkLA Library Advocacy Award

This award is intended to recognize local and statewide library supporters. The award honors advocates outside the library profession and excludes practicing librarians. Nominees may include, but are not limited to, volunteers, library board members, government officials, legislators, school and university personnel, Friends of Libraries, and philanthropists. This award provides the opportunity to offer statewide recognition of efforts on the local level. It also recognizes Statewide advocacy efforts.

Criteria to consider
1. Evidence of a long term commitment to libraries,
2. Efforts extending beyond personal interest to broader public advocacy for libraries (Motivation is not limited to personal interests),
3. Advocacy has produced tangible results.

The Library Advocacy Award is presented during the annual conference of the Alaska Library Association. It is not necessarily awarded on an annual basis.

This award began with proceeds of the 2000 conference auction. The fund is capped at $2000 and replenished from future auction proceeds as needed.

Nominations will be solicited by the Past President, as Awards Chair. It is possible to have two recipients in a year, one from the conference host location, and the other from a locale anywhere in Alaska. Nominations will be presented to the Executive Council prior to January, with final approval by Executive Council scheduled for the January teleconference.

The award will include travel costs and per diem to the annual conference for recipients Residing outside the host community. Awards benefits for all recipients will include a framed certificate and a gift valued at approximately $100.

See Section IX – 1, page 12,
for list of AkLA Library Advocacy Award Recipients - 2001 - to date
Alaskana Award

History and Criteria
The Alaskana award was established in the early 1994 to honor outstanding adult fiction and nonfiction works about Alaska published in any format. Works that make a significant contribution to the understanding of Alaska, that exhibit originality, depth of research and knowledge of Alaska, and are published in the calendar year preceding the AkLA conference at which the award will be presented will be considered. The author is not required to be an Alaskan resident.

The Alaskana award is handled by the Ad Hoc Alaskana Working Group made up of librarians statewide specializing in Alaskana.

Procedure and Calendar

January (early)
Chair of Working Group sends notice to all Alaska librarians on the AkLA listserv asking for nominations. Included in the notice are:
   1. Criteria as described above.
   2. Information to include in the nomination:
      a. Author, title, place of publication, publisher, and date of publication,
      b. Full description of the work being nominated,
      c. Statement of the overall impact of the publication,
      d. Supporting documentation for this nomination should include critical
testimony, such as published reviews or specially written letters that
evaluate the strengths and weaknesses of the nomination which will aid the
review process.
   3. Deadline for nominations to be received and to whom they should be sent. Usually
give three to four weeks for the nominations to be submitted.

February
In early February the chair or designee sends all nominations to the Alaskana
Working Group members for their vote. Alaskana Working Group members are also
encouraged to make nominations. If no nominations are received from the general
membership, the Working Group members will nominate. If the Working Group feels
there were no outstanding Alaskana works that year the award will not be given.

In mid-February, after selection of the award title, the Chair notifies the AkLA Past
President of the name, and contact address of the author.

The AkLA Past President will draft a letter for the AkLA President’s signature notifying
the award recipient and issuing an invitation to come to conference to accept the award.
AkLA does not provide travel expenses for this award.
The AkLA Past President will have the award certificate made up and framed. A copy
of the certificate should be sent to the Chair of the Ad Hoc Alaskana Working Group for
inclusion in the AkLA Archives.
Text of the certificate should read:

THE (YEAR DATE) ALASKANA AWARD
is presented to
NAME OF RECIPIENT
In Recognition of
TITLE OF WORK
By The

Alaska Library Association

March (YEAR)

The award is presented at the AkLA Conference at an appropriate time determined by the conference planners.

See Section IX – 1 page 12, for list of Alaskana Award Recipients and their works - 1994 - to date
The Audrey P. Kolb Public Library Service Award and the Public Library Roundtable Certificate of Appreciation

History
The Public Library Roundtable Recognition Award was established in 1991 to give statewide recognition to librarians, volunteers, library advocates and library board members for significant, innovative activities that improve the library in their town or libraries throughout the state.

The award was renamed in 1992 after the first recipient, Audrey P. Kolb, in honor of her outstanding contribution to public libraries in Alaska.

Eligibility
The nominee must have shown a significant contribution in the life and activities of libraries, in the form of funding, staff support, administrative support, special programs for local libraries or activities on a regional or statewide level.

Applications
The Chair of the Public Library Roundtable shall solicit nominations for this award on the AkLA Listserv. The announcement will include a brief description of the award, eligibility requirements, deadline date and instructions for obtaining the nomination form. Application documentation may include letters of support from board members, library users, staff, volunteers and other librarians.

All nominations are considered on their own merits, not in competition with other nominations. The recipient will be selected by the AkLA Public Libraries Roundtable Ad Hoc Awards Committee and endorsed by the AkLA Executive Council.

The Public Library Roundtable Ad Hoc Awards Committee may also award the Public Library Roundtable Certificate of Appreciation from this same pool of nominations.Certificate awards do not need to be endorsed by the AkLA Executive Council.

The Committee Chair will forward the award information to the Awards Committee Chair by mid-February.

The award will be presented at the AkLA Annual Conference. Because of the special nature of this award it is not necessarily awarded annually.

See Section IX – 1 page 12,
for list of Audrey P. Kolb Public Library Service Award recipients - 1992 –
See Section IX – 1 page 13,
See list of the Public Library Roundtable Certificate of Appreciation -1994 -
Honorary Members

Criteria
Article III, Section D states the criteria for honorary membership to be "... persons who have made important contributions to library service in Alaska." Additional criteria were developed and adopted at the January 24, 1991 meeting of the Executive Board. Honorary Membership in AkLA may be conferred upon an individual who either has made an outstanding contribution to librarianship or has rendered outstanding service to library interests. It is intended to reflect honor upon AkLA as well as upon the individual.

A person who is proposed for honorary membership in the Association may be a librarian, a trustee, an elected or appointed government official, a member of a friends group, or a person having made a significant contribution to libraries.

Honorary membership recognizes a significant contribution to libraries/library service within the state of Alaska. Criteria for evaluation of the contribution include but are not limited to:

1. Participation in and support of AkLA
2. Increased visibility of libraries either locally or statewide
3. Contributions to the community of Alaskan libraries
4. Training or Continuing Education
5. Publications
6. Legislation
7. Financial support, gifts, bequests
8. Volunteer efforts

To be eligible for Honorary Membership, an individual shall have made a contribution so outstanding and of such lasting importance that there can be no question of her/his suitability. The honorary membership should recognize truly individual contribution, i.e., it should not be conferred upon an individual who represents the accomplishments of many. Longevity and excellent job performance, while valuable, should not be the sole criteria for nomination.

Procedures
Nomination
Honorary membership will be considered by the Executive Council at any of its meetings.

Any AkLA member or chapter may nominate an honorary member.

The nomination must be in writing and include a narrative statement by the nominator detailing the individual's accomplishments. Attachments such as a resume, copies of publications, news items, etc. may be submitted. A copy of these materials should sent to the AkLA Historian for inclusion in the official history of the association and deposit in the AkLA Archives.

Nominations must be submitted to the Secretary two weeks in advance of the meeting for distribution. All copies will be marked confidential by the Secretary.

The Executive Council will meet in executive session to discuss honorary memberships. Any action taken during an executive session will be reported out during the business portion of the meeting after the executive session is concluded.
Honorary memberships will be awarded at annual conference. A certificate appropriately prepared and an honorary membership pin will be presented to the honorary member as a remembrance of the award.

The Awards Chairman should order the pin at least one month in advance from: 
*Larson's Fine Jewelers in Fairbank 907-456-4141*. The cost of each pin is approximately $25.

The Executive Officer will change the membership records to designate honorary membership.

**Other Recognitions by AkLA Subunits**

Chapters and roundtables may confer a Recognition of Service Award in the local chapter in recognition of contributions to local library development or roundtable interests.
Membership Application/Renewal

Name: 
Address: 
City ___________________________ Zip: ___________________________
Wk. Phone: ______________________ Hm. Phone: ______________________
Fax: __________________________ E-mail: ___________________________
Library: _______________________
Title or Position: ___________________________

Please correct the above information. This is how your entry will appear in the Alaska Library Directory. Copies of the Directory are sent to each individual, institutional and commercial member of AkLA. Although the Association does not sell membership lists, the Directory is available for purchase. If you do not wish personal information (i.e. home phone) to be included, you may omit this information.

MEMBERSHIP TYPE and DUES:

1. Associate Member
   - Trustee, friend, unemployed or retired Alaskan Librarian $30

2. Library Member
   - Any person directly engaged in library work in Alaska
     - Library Salary Under $20,000 $30
     - $20,000 - $29,999 $45
     - $30,000 - $39,999 $60
     - $40,000 - $49,999 $75
     - $50,000 - $59,999 $90
     - $60,000 and over $110

Amount Enclosed: .................................................................$________

Check: ① Credit Card
   - Signature: ___________________________
   - Card number: _______________________
   - Card expiration date: ___________________

⑥ Visa  ⑥ Mastercard

TYPE OF LIBRARY: (select only one)

⑥ Academic Library
⑥ School Library (AkASL)
⑥ Public Library
⑥ Special Library

OTHER ROUNDTABLES: (may select more than one)

⑥ Authors to Alaska
⑥ Collection Development
⑥ Documents

Check if you would like information about serving on the following committees:

⑥ Circumpolar  ⑥ Gov’t Relations  ⑥ Nominations
⑥ Continuing Education  ⑥ Federal Relations  ⑥ Directory
⑥ Intellectual Freedom  ⑥ Membership  ⑥ Newspoke
Institutional members of the Alaska Library Association receive the *Alaska Library Directory*, a subscription to *Newspoke*, the quarterly newsletter, and information mailings on conferences, continuing education opportunities and scholarships. Institutional members are non-voting members of the Association.

Library:
Address:
City:  State:  Zip:
Phone:   Fax:
E-mail:  
Library Web Page:

**ANNUAL DUES:**

- Library budget under $10,000 $30
- Library budget between $10,000 and $20,000 $50
- Library budget between $20,001 and $50,000 $85
- Library budget between $50,001 and $100,000 $150
- Library budget between $100,001 and $500,000 $275
- Library budget over $500,001 $400

**Amount Enclosed:** .........................................................$________

- Check
- Credit Card

**Signature:**
Card number:
Card expiration date:

- Visa
- Mastercard
Commercial members of the Alaska Library Association receive the *Alaska Library Directory*, a subscription to *Newspoke*, the quarterly newsletter, and a discount on exhibitor fees at the Alaska Library Association's annual conference. Commercial members are non-voting members of the Association.

Representative’s Name: 

Company: 

Address: 

City: State: Zip: 

Phone: Fax: 

E-mail: 

Web Page: 

ANNUAL DUES: $100.00

⑥ Check  ⑥ Credit Card
Signature: 
Card number: 
Card expiration date: 

⑥ Visa  ⑥ Mastercard
### Receipt

- **Date of issue:**
- **Member type:**
- **Membership Dues paid:**
- **Membership expires:**
- **Member since:**

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Per _________________________

__________________________
Executive Officer

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**WELCOME TO AkLA!**

Thank you for your support of the Alaska Library Association. Thanks to your membership, the Association continues to strengthen and develop its mission, programs and services.

Thank you again for your participation in AkLA!

**CURRENT EXECUTIVE BOARD OFFICERS:**

Complete in full and forward to: Patricia Linville, Treasurer
Alaska Library Association
P. O. Box 81084
Fairbanks, AK 99708

Name: ____________________________ Date: ____________________________
Address: ____________________________ Position: ____________________________

SSN: ____________________________

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**TRAVEL EXPENSES** – Receipts required for air fare and lodging: requested for meals, taxi, etc.

**OTHER EXPENSES** – Itemized expenses and attach bills or receipts. If someone other than yourself is to receive payment, give name, address and any necessary explanation in the “comments” section.

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**TRAVEL EXPENSES:** Inclusive dates from _______ to _______

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**OTHER EXPENSES:**

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TOTAL

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I, the undersigned, do hereby certify that this claim is a just, due and unpaid obligation against the Alaska Library Association. I certify that it is a correct claim for expenses incurred by me and that no payment has been received on account thereof.

CLAIMANT’S SIGNATURE __________________________________________

Comments or explanation _________________________________________

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Approved by __________________________________ Date paid _____________
Account charged ___________________________ Check # ________________
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<td>Personal Commitment/Philosophical Statement: (Do not exceed 125 words)</td>
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Caitlin Dixon
AkLA Secretary
846 Warren Street
Ketchikan, AK 99901
December 2005

Dear AkLA Members:

Once again it is time to cast your vote for new AkLA officers. Judith Anglin, Past-President, has developed an exciting slate of candidates for your consideration. Each year people graciously agree to volunteer their time and efforts to help make the organization effective and efficient.

Please take time to read the candidate’s comments, cast your vote and return the ballot in the enclosed return envelope.

I hope you will also take this time to consider submitting your name as a candidate next year. If you have an interest in serving AkLA as an officer please let me know, since next year I will be working with a committee to develop the slate of candidates. The Executive Council is an energetic group and it is a fun experience to be involved in the organization at this level.

On behalf of the organization I’d like to extend a special thank you to each of the candidates. I greatly appreciate your willingness to run for office and volunteer your time to the Alaska Library Association.

Sincerely,

Ann Myren
President
Section VII: Forms
Biographical

CANDIDATE for: President

Term: 2006-2007

Name: Joe D’Elia

Work Phone: 907-486-8688

Address: A. Holmes Johnson Memorial Lib., 319 Lower Mill Bay Rd., Kodiak, AK 99615

Home Phone:  

Email: jdelia@city.kodiak.ak.us

Education:
B.A., English, Fairleigh Dickinson University, 1973
M.A., English, University of Michigan, 1974
MLS, University of Michigan, 1984

Work History:
Adult Services Librarian, Morris County Free Library, Whippany, NJ 1984-1985
Campus Librarian, University of Detroit, Clarkson, MI 1985-1987
Branch Librarian, Jackson District Library, Jackson, MI 1987-1990
Public Services Manager, Jackson District Library, Jackson, MI 1990-1997
Director, Millville Public Library, Millville, NJ 1997-2000
Director, A. Holmes Johnson Memorial Library, Kodiak, AK 2000-Present

Offices/Committees, Etc.:
Membership Committee, Alaska Library Association, 2002-2003
Secretary, Kiwanis Club of Kodiak, 2001-2004
President, Kiwanis Club of Kodiak, 2005-

Professional Memberships:
Alaska Library Association
American Library Association
Public Library Association

Personal Commitment/Philosophical Statement: (Do not exceed 125 words)
The Alaska Library Association is a great organization. I have been a member of two other state library associations, and I can say, without any reservation, that AkLA excels in the representation of and advocacy for the libraries and library staff in this state. I am particularly impressed with the strong cooperation between AkLA, the State Library and the University of Alaska Libraries. This unique relationship has greatly benefited the library community in Alaska. I would consider it an honor and privilege to be elected president of AkLA and to assist in the association’s efforts to provide educational opportunities for members of the library community, to advocate for libraries on the political level, and to safeguard the access to information for all Alaskans.
Memorial Tribute to Elizabeth Carroll

WHEREAS, Elizabeth Carroll, librarian, homesteader, world traveler, environmentalist and supporter of social justice died on February 19, 2005 at age 91; and

WHEREAS, Elizabeth Carroll was educated at Regis College and received a certificate in library science from Simmons College in Boston; and

WHEREAS, Elizabeth Carroll traveled widely, was employed by the American Red Cross and the U.S. Army as a civilian employee, established libraries on bases across Southeast Asia before settling in Alaska in the 1950s where she established libraries in communities across the territory; and

WHEREAS, Elizabeth Carroll was the librarian at Alaska Methodist University, where she established the finest Alaskana collection in SouthCentral Alaska before the Alaska Methodist University and University of Alaska Anchorage libraries were consolidated in 1974; and

WHEREAS, Elizabeth Carroll moved to Kodiak to direct the A. Holmes Johnson Memorial Library until her retirement in 1983, and returned to homestead life in Eagle River during the winters and fishing in Kodiak in the summers; and

WHEREAS, Elizabeth Carroll was a founding member of the Alaska Library Association in August of 1960 and President of AkLA in 1965-66; and

WHEREAS, Elizabeth Carroll was awarded a Lifetime Honorary Membership in Alaska Library Association in 1984 for her many outstanding contributions to Alaskan libraries; now, therefore, be it

RESOLVED, that the membership of the Alaska Library Association expresses its sincere sympathy to her family, many friends and colleagues.

Moved by: Judith Anglin, AkLA Past President

Seconded by: AkLA Members: Mary Jennings

Elizabeth’s family asks that any Memorial Donations be made to the Carroll Fund at the Alaska Community Foundation, 264-6044.
1. Only members in good standing shall receive ballots or be allowed to vote.
   - Minutes April 7, 1962, Annual meeting

2. The travel expenses of the AkLA President to the annual conference may be paid by the Association from the statewide travel funds.
   - Minutes April 27, 1963, Annual meeting: Revised September 26, 1999, Executive Council meeting

3. The new officers are installed after the annual business meeting.
   - Minutes October 16, 1966, Executive Board meeting

4. AkLA endorses the ALA Bill of Rights.
   - Minutes March 19, 1966, Annual meeting

5. The local arrangements committee for conference makes a written report, including registration statistics and recommendations for further conferences to the Executive Council at the meeting following conference.
   - Minutes February 4, 1967, Executive Board meeting

6. It is resolved that AkLA, representing public, special, college and university, and school librarians, endorses the budgets requested by local boards of education for the maintenance and further development of school library programs within their districts.
   - Minutes March 18, 1967, Annual meeting

7. Conference sites are rotated among Anchorage, Fairbanks and Juneau, and that the conference shall be held every fourth year at a community other than these three.
   - Adopted after Whitehorse, Annual conference 1972

8. The acronym AkLA shall be used for the Alaska Library Association.
   - Minutes March 9, 1969, Executive Board meeting

9. The Public Relations Committee is responsible for handling the arrangements and publicity for National Library Week.

10. The Alaska Interlibrary Loan Code is adopted.
    - Minutes March 20, 1971, Annual meeting

11. The immediate Past President of AkLA shall be its representative on the Governor's Advisory Council on Libraries. If the immediate Past President is unable to attend, the current President will attend in his/her place.
    - Minutes March 1987, Annual meeting: Revised September 21-22, 1990 Executive Council meeting
12. Those who submit pre-registration monies for the annual conference and are unable to attend, shall be responsible for applying for reimbursement. The conference committee must be notified by the first day of the conference. Any requests for refunds without the prior notification shall be decided by the conference chair.
   - Minutes May 22, 1972, Executive Board meeting: Minutes February 14, 1973, Executive Board meeting

13. A file is maintained at the State Library of library workshop material (including audiovisuals) for statewide use, and chapter presidents and workshop coordinators are to send copies of their material to the State Library for inclusion in that file.
   - Minutes May 22, 1972, Executive Board meeting

14. The Association to endorse the concept behind statewide newspaper indexing.
   - Minutes November 17, 1972, Executive Board meeting

15. Conference Attendance Awards shall be given to rural library staff or volunteers to attend AkLA's annual conferences, and the funds available shall be used by librarians in the region the conference is being held. Determination of the recipient is delegated to the Continuing Education Committee. The Conference Attendance Award is an honor with registration fee waived and a grant awarded for travel and housing. (Formerly Policy 49)
   - Minutes November 17, 1972, Executive Board meeting: Merged September 26, 1999, Executive Council meeting

16. The travel portion of the budget shall be delineated into general categories.
   - Minutes February 14, 1973, Executive Board meeting

17. If AkLA wants to initiate legislation it shall be done through the Executive Council. Committees wishing to initiate legislation shall submit their request to the Council.
   - Minutes May 29, 1973, Executive Board meeting: Revised September 26, 1999, Executive Council meeting

18. No grant proposals may be entered into without the permission of the Executive Board (see also <link>[Policy 64])
   - Minutes June 11, 1973, Executive Board meeting

19. Dues for new members paid after September 1 shall be good for the coming calendar year.
   - Minutes October 14, 1973, Executive Board meeting: Retired September 26, 1999, Executive Council meeting

20. AkLA supports the concept of travel grants to conference. (see also <link>[Policy 15])
   - Minutes October 14, 1973, Executive Board meeting

21. AkLA endorses the statewide use of the Alaska Interlibrary loan manual which embodies the intent of the State Code.
   - Minutes March 8, 1974, Annual meeting
22. AkLA shall furnish at least the airfare for one trip by the PNLA Representative and one trip by the ALA Representative per calendar year to participate in the Association meetings.
   - Minutes June 10, 1974, Executive Board meeting
23. All arrangements for conference, such as fees, shall be made in writing.
   - Minutes June 10, 1974, Executive Board meeting
24. The term of office shall be spelled out on the election ballot.
   - Minutes June 10, 1974, Executive Board meeting
25. The Vice-President shall be given travel expenses to visit the conference site in advance of the conference from the conference balance.
   - Minutes September 27, 1974, Executive Board meeting: Minutes March 2, 1975, Executive Board meeting: Revised September 26, 1999, Executive Council meeting
26. The number one priority for The Sourdough shall be to report on current news of the Association of interest to individuals in the state, including but not limited to programs in progress, new publications, etc.
   - Minutes October 6, 1975, Executive Board meeting: Retired September 26, 1999, Executive Council meeting
27. AkLA endorses the statement of purpose drawn up for the Association's journal.
   - Minutes October 6, 1975, Executive Board meeting: Retired September 26, 1999, Executive Council meeting
28. The Membership Committee shall recruit exhibitors on the annual conference mailing list to become commercial members of AkLA.
   - Minutes October 6, 1975, Executive Board meeting
29. The Treasurer is authorized to use the Treasurer's discretion to place funds in either an interest bearing account or a certificate of deposit.
   - Minutes June 5, 1976, Executive Board meeting
30. The Director of State Libraries or the Director's representative shall be invited to attend all Executive Council meetings.
   - Minutes June 5, 1976, Executive Board meeting: Revised September 26, 1999, Executive Council meeting
31. The nominating committee must have at least one person from each geographic area.
   - Minutes June 5, 1976, Executive Board meeting
32. Both the President and the Treasurer shall sign any contracts entered into by the Association.
   - Minutes October 9, 1976, Executive Board meeting
• 33. The Executive Board shall set exhibitors' fees for the coming conference no later than the Fall face-to-face meeting.
  o Minutes April 4, 1977, Executive Board meeting: Revised September 26, 1999, Executive Council meeting
• 34. The Association endorses the Joint Statement on Faculty Status of College and University Librarians.
  o Minutes April 6, 1977, Annual meeting
• 35. Library displays at conference shall not be charged an exhibitors' fee. (Subject to space available according to [Policy 59]).
  o Minutes June 11, 1977, Executive Board meeting
• 36. Any list of names developed within AkLA shall be available to members of the library profession.
  o Minutes June 11, 1977, Executive Board meeting: Retired September 26, 1999, Executive Council meeting
• 37. Each chapter shall take a turn at updating the annual Alaska Library Directory.
  o Minutes June 11, 1977, Executive Board meeting: Retired September 26, 1999, Executive Council meeting
• 38. AkLA opposes any charges for use of films or other library materials in our library network.
  o Minutes March 10, 1974, Annual meeting: Retired September 26, 1999, Executive Council meeting
• 39. The January issue of The Sourdough shall be sent to each State Legislator and to the Alaska representatives to the U. S. Congress.
  o Minutes September 27, 1974, Executive Board meeting: Retired September 26, 1999, Executive Council meeting
• 40. The permanent address of the Association shall be a post office box in Fairbanks.
  o Minutes May 25, 1971, Executive Board meeting: Revised, September 2000
• 41. Each conference shall be evaluated.
  o Minutes June 11, 1977, Executive Board meeting: Revised, September 26, 1999, Executive Council meeting.
• 42. All persons appointed to AkLA statewide committees must be members of the state association.
  o Minutes October 8, 1977, Executive Board meeting
• 43. AkLA endorses the *Handbook of Procedures and Policies.*
  o Minutes October 8, 1977, Executive Board meeting

• 44. AkLA endorses the *Library/Information Literacy Standards* published in: *Alaska Standards: Content and Performance Standards for Alaska Students,* which was adopted by reference into the *Alaska Administrative Code* in December 1999.
  o Minutes March 22, 1978, Annual meeting: Revised, September 2000

• 45. Exhibits at library conferences of AkLA are limited to those directly library related.
  o Minutes June 3, 1978, Executive Board meeting

• 46. A copy of the new *Alaska Library Directory* shall be distributed to exhibitors at the annual conference.
  o Minutes June 2, 1979, Executive Board meeting: Retired, September 26, 1999, Executive Council meeting

• 47. The Executive Council sets legislative priorities.
  o Minutes October 9, 1980, Executive Board meeting: Revised, September 26, 1999, Executive Council meeting

• 48. The Association supports Authors to Alaska.
  o Minutes August 18, 1981, Executive Board meeting

• 49. The Conference Attendance Award is an honor with registration fee waived and a grant awarded for travel and housing.
  o Minutes October 17-18, 1981, Executive Board meeting: *Merged with Policy 15,* September 26, 1999, Executive Council meeting

• 50. AkLA's membership mailing labels shall not be sold.
  o Minutes August 18, 1982, Executive Board meeting

• 51. The *Alaska Library Directory* can be sold.
  o Minutes August 18, 1982, Executive Board meeting

• 52. AkLA shall pay the transportation to the AkLA Annual conference for the Newspoke editor and waive the registration fee.
  o Minutes October 2, 1982, Executive Board meeting

• 53. The mileage rate to attend E-Council meetings shall be set by the Executive Council. Mileage rates or mileage for transportation shall be paid at the state government rate not to exceed the best available advance purchase fare.
  o Minutes October 2, 1982, Executive Board meeting: Minutes October 12, 1988, Executive Council meeting: Revised, September 26, 1999, Executive Council meeting
54. *Newspoke* shall be mailed to all libraries in Alaska in the fall and it shall include membership information.
   - Minutes March 15, 1983, Executive Board meeting: Retired September 2000
55. The President shall maintain a master calendar of E-Council, committee meeting and roundtable teleconferences.
   - Minutes March 15, 1983, Executive Board meeting: Revised, September 26, 1999, Executive Council Meeting
56. *Newspoke* shall come out every other month even if it might be quite short.
   - Minutes November 12, 1983, Executive Board meeting
57. Excerpts from E-Board minutes shall be included in The *Sourdough*.
   - Minutes November 12, 1983, Executive Board meeting: Retired September 26, 1999, Executive Council meeting
58. E-Board shall appoint the editors of all AkLA publications.
   - Minutes September 29, 1984, Executive Board meeting
59. AkLA shall allow library-related, nonprofit organizations to have displays at the annual conference on a space available basis. (see also <link>[Policy 35](#))
   - Minutes November 14, 1985, Executive Board meeting
60. If an educational institution should submit a camera-ready announcement of its program or course offerings for publication in The *Sourdough*, the full ad rate shall be charged. If edited and included at the editor's discretion as a news article, there shall be no charge.
   - Minutes, November 14, 1985, Executive Board meeting: Retired September 26, 1999, Executive Council meeting
61. Budget line items shall not be carried over from year to year, except for grants, which are a form of contract.
   - Minutes March 10, 1986, Executive Board meeting
62. AkLA shall not endorse nor affiliate with any organization that is not library/education related.
   - Minutes May 15, 1986, Executive Board meeting
63. Money, other than grants, may be carried over from one budget to another only for a specific purpose and by the specific action of the Executive Board.
   - (Note: From the AkLA Implementation Task Force Report): Minutes Feb. 10, 1987, Executive Board meeting
• **64.** Before any money can be accepted in AkLA's name by any member or unit of AkLA, it must be approved by the Executive Board.
  
  o (Note: From the AkLA Implementation Task Force Report) <link> (see also Policy 18) : Minutes Feb. 10, 1987, Executive Board meeting

• **65.** Local chapters shall check with the President and the chair of the Governmental Relations Committee before assuming an official position on pending legislation that has not been addressed in the Association's adopted legislative priorities. This policy shall not prevent any individual from assuming such a position.
  
  o Minutes November 19, 1987, Executive Board meeting

• **66.** AkLA will pay 100% of transportation costs for members of the Executive Board, all Chapter, Roundtable and Committee Chairs, and ex-officio members (except the State Library representative) who offer full participation to attend the face-to-face fall council meeting. Executive Council members who cannot attend should send substitutes.
  
  o Minutes November 19, 1987, Executive Board meeting: Updated May 17, 2001, Executive Council meeting

• **67.** The PNLA Representative and the ALA Chapter Councilor shall serve no more than two terms.
  
  o Minutes March 5, 1988, Executive Council meeting

• **68.** Fifty per cent of the transportation cost for public, academic, school and special roundtable representatives (and only these roundtables) to attend the face-to-face fall council meeting shall be funded by AkLA.
  

• **69.** The Association will encourage vendors and commercial members to attend conference activities and to present/participate in workshops at the request of the program chair. Single vendor or product workshops and training sessions are more appropriate for post- or pre- conference sessions and shall be the responsibility of the vendor.
  
  o Minutes January 1990, Executive Board meeting

• **70.** When possible conference will be a revenue generating activity.
  

• **71.** If either a chapter or mini chapter fails to send its membership list, conference report, and annual financial report to the AkLA treasurer by Feb. 15th, it should be given inactive status and lose its position on E-Council. The Chapter would have to formally apply to E-Council for reinstatement showing that it once again meets the requirements of the organization for chapter or mini-chapter affiliation to be reinstated.
  
  o Minutes September 21-22, 1991, Executive Council meeting
72. The treasurer and conference chair will submit recommended balanced budgets to the Executive Council.
   - Minutes September 26-27, 1993, Executive Council meeting

73. Each member of AkLA will receive a copy of the directory. Additional copies will be sold to members at $10 each. The directory will be sold to non-members for $20.
   - Minutes May 5, 1993, Executive Board meeting: Revised September 26, 1999, Executive Council meeting

74. All copies of agendas and minutes are sent to the full Executive Council, plus the State Librarian and the Historian. The purpose is to promote better communication between the Executive Board and the Chapters, Roundtables and Committees.
   - Minutes May 5, 1993, Executive Board meeting

75. All groups and individuals in the Association who requests funds for projects to benefit AkLA members must submit their expected receipts and expenditures on the <link>Financial Report Form. This policy will be effective starting in 1994.
   - Minutes September 25-26, {1993}, Executive Council meeting

76. Use the following formula for determining the cost per student for the UAA sponsored AkLA conference audit course: 1/2 of the current UAA one-credit tuition for the recording fee (to UAA), plus an amount for the grading fee (to the instructor), plus an amount for profit or rounded up to the next $5.00 (to AkLA).
   - Minutes, November 17, 1994, Executive Board meeting

77. All AkLA Committees, Roundtables, and positions must prepare an annual (January-December) report and send them in by February 1st to the AkLA President.
   - Minutes September 24, 1995, Executive Council meeting

78. The Executive Council may communicate and conduct business via e-mail.
   - September 1996, Revised September 2000, Executive Council meeting

79. Newspoke is to be distributed to all members of AkLA, all Alaska Libraries and all U.S. state libraries. Subscriptions are available upon payment of the annual subscription fee.
   - September 1996: Retired September 26, 1999, Executive Council meeting

80. Out of state PNLA members will be given member rates at AkLA Conferences.
   - Minutes March 13, 1997, Executive Council meeting

81. Each roundtable will choose a representative to work with the President-Elect to help plan the conference program.
   - Minutes April 11, 1997, Executive Council meeting
• 82. AkLA will provide mailing labels for free to non-profit agencies that are shipping free library materials to libraries.
  • Minutes May 8, 1997, Executive Council meeting: See also Policy 50 and Policy 51
• 83. The Alaska Library Directory will include employees of Alaskan libraries and library trustees.
  • Minutes June 19, 1997, Executive Council meeting
• 84. If members do not choose a Type of Library Roundtable on their membership form, the Executive Officer shall assign them to the appropriate roundtable, for purposes of selecting nominees to the Governor's Advisory Council.
  • Minutes September 20-21, 1997, Executive Council meeting
• 85. Membership shall be renewed on a rolling year basis.
  • Minutes September 20-21, 1997, Executive Council meeting
• 86. The Webmaster, Newspoke editor, historian, lobbyist, executive officer and state librarian are ex-officio members of Executive Council. As ex-officio members they do not have a vote on the Executive Council.
• 87. E-council will review the dues structure on an annual basis.
  • Minutes March 8, 1998, Annual meeting
• 88. The Alaska Library Directory will include only current members as of January 1, of that year.
  • Minutes March 8, 1998, Annual meeting
• 89. The Executive Officer will contact all Honorary members annually, to keep membership information current for the mailing lists.
  • Minutes June 18, 1998, Executive Council meeting
• 90. Scholarship, grant, conference and operating accounts shall be reported separately on AkLA’s financial report.
  • Minutes September 19, 1998, Executive Council meeting
• 91. Newspoke shall be mailed only to AkLA members. The Newspoke editor will use his/her discretion about allowing inserts to be mailed with Newspoke.
  • Minutes March 18, 1999, Executive Council meeting
• 92. The AkLA Historian and the Executive Officer will coordinate the transfer of the statewide Association materials to AkLA Archives at the Rasmuson Library, UAF.
  • Minutes March 18, 1999, Executive Council meeting
   • Minutes, March 20, 1999, Annual meeting

94. If the Internal Revenue Service charges statewide AkLA fines or penalties due to non-compliance with IRS requirements by committees, chapters, or roundtables, the AkLA treasurer is empowered to charge the IRS fine to that committee, chapter, or roundtable.
   • Minutes March 21, 1999, Executive Council meeting

95. Since AkLA-L is an un-moderated electronic discussion forum, commercial members may use it for advertising purposes.
   • Minutes March 21, 1999, Executive Council meeting

96. The Executive Council endorses the concept of a statewide reciprocal-borrowing program, as outlined in the concept paper written by the Statewide Library Card Ad Hoc Committee.
   • Minutes September 25, 1999, Executive Council meeting

97. The position of Executive Secretary is renamed Executive Officer.
   • Minutes Nov, 18, 1999, Executive Council meeting

98. The Executive Officer, a contractual service with AkLA, shall be reimbursed for the actual cost of travel, lodging, meals, and incidentals for the annual conference and the Face-to-Face meeting.
   • Minutes November 18, 1999, Executive Council meeting

99. A local chapter of the association may choose to deposit its records in a local repository, with a copy of the inventory to be filed with the State association papers at the Rasmuson Library, UAF.
   • Minutes Jan. 27, 2000, Executive Council meeting
• **100.** The AkLA Roundtables shall select a vice-chair/chair-elect at their annual meeting held during conference so the incoming Chair may plan to attend the AkLA Executive Council orientation at the next annual conference.
  
  - **Minutes March 2, 2000, Executive Council meeting**

• **101.** The scholarship amount each year will henceforth include the interest accrued on the scholarship fund for the preceding year.
  
  - **Minutes January 18, 2001, Executive Council meeting**

• **102.** The proceeds from the annual AkLA auction are to be divided between the newly established continuing education fund, the scholarship endowment fund which is no longer capped at $50,000, and the Alaska Library Advocacy Award fund.
  
  - **Minutes January 18, 2001, Executive Council meeting**

• **103.** Roundtables and Chapters that want to have a link to the AkLA Web Page will pay an annual fee to the Association.
  
  - **Minutes March 8, 2001, Executive Council meeting**

• **104.** When the Executive Council or the Executive Board considers taking an action which affects a member library, that library should be contacted for input.
  
  - **Minutes July 19, 2001, Executive Council Meeting**

• **105.** AkLA may pay a stipend to each Executive Council Member attending the Fall Face to Face meeting to help defray the cost of lodging and meals. Stipend for 2003 budget will be $150. Members must provide receipts with the request for reimbursement.
  
  - **Minutes September 23-23, 2001, Face to Face Executive Council Meeting**
    
    In the 2003 budget this stipend was dropped to $100
RESOLUTION REAFFIRMING THE PRINCIPLES OF INTELLECTUAL FREEDOM IN THE AFTERMATH OF TERRORIST ATTACKS

WHEREAS: Benjamin Franklin counseled this nation: "They that can give up essential liberty to obtain a little temporary safety deserve neither liberty nor safety"; and

WHEREAS: "The American Library Association believes that freedom of expression is an inalienable human right, necessary to self-government, vital to the resistance of oppression, and crucial to the cause of justice, and further, that the principles of freedom of expression should be applied by libraries and librarians throughout the world" (Policy 53.1.12); now,

THEREFORE BE IT RESOLVED: that the American Library Association reaffirms the following principles, and:

Actively promotes dissemination of true and timely information necessary to the people in the exercise of their rights (Policy 53.8, "Libraries: An American Value");

Opposes government censorship of news media and suppression of access to unclassified government information (Policy 53.3, "Freedom to Read;" Policy 53.5, "Shield Laws");

Upholds a professional ethic of facilitating access to information, not monitoring access (Policy 53.1, "Library Bill of Rights;" Policy 53.1.17, "Intellectual Freedom Principles for Academic Libraries");

Encourages libraries and their staff to protect the privacy and confidentiality of the people's lawful use of the library, its equipment, and its resources (Policy 52.4, "Confidentiality of Library Records");

Affirms that tolerance of dissent is the hallmark of a free and democratic society (Policy 53.1.12, "Universal Right to Free Expression");

Opposes the misuse of governmental power to intimidate, suppress, coerce, or compel speech (Policy 53.4, "Policy on Governmental Intimidation;" Policy 53.6, "Loyalty Oaths"); and, BE IT FURTHER

RESOLVED: that this resolution be forwarded to the President of the United States, to the Attorney General of the United States, and to both Houses of Congress.

Co-sponsored by the Intellectual Freedom Committee and the Intellectual Freedom Round Table
January 21, 2002

Adopted by the American Library Association Council on Wednesday,
January 23, 2002

This resolution to reaffirm intellectual freedom principles passed the ALA Council unanimously, and unanimously endorsed by AkLA. March 2002.

Endorsed by AkLA
Annual Membership Meeting
March, 2002
Resolution of the Alaska Library Association regarding Alaska Holidays
September, 2009

Whereas two current state historical holidays commemorate two distinctive events in Alaska history; and,

Whereas these historic events deserve greater public awareness and understanding; and,

Whereas Alaska’s numerous educational, informational, cultural, and historical organizations are the keepers and advocates for understanding this history;

Therefore be it resolved that the Alaska Library Association E-Council at their meeting on Sept. 19 and 20, 2009, urges its members and other organizations to annually celebrate these days with special exhibitions, lectures, and activities.

In communities with historical societies, museums, libraries and archives, these dates may be separated. Museums and historical societies might celebrate Alaska Day, October 18, commemorating the formal transfer of Alaska to the United States and raising of the American flag in Sitka. Libraries and archives might select Seward’s Day (the last Monday of March) commemorating the signing of the treaty by which the United States purchased Alaska from Russia. Cooperative local planning among the institutions in each community should determine the events and activities; however, statewide coordination of publicity and exhibit sharing should be encouraged so these two holidays gain significance in the lives of all Alaskans.
RESOLUTION ON 2009 REAUTHORIZATION OF THE USA PATRIOT ACT

Whereas, the Alaska Library Association is committed to encouraging free and open inquiry by preserving the privacy rights of library users, library employees, and persons living in the United States; and

Whereas, the Alaska Library Association opposes governmental actions that suppress or chill free and open inquiry and has called for the USA PATRIOT Act to be amended to restore fundamental constitutional rights and safeguards that protect the civil liberties of library users, library employees, and U.S. persons; and

Whereas, Section 215 of the USA PATRIOT Act allows the FBI to secretly request and obtain library records for large numbers of individuals without reason to believe they are involved in illegal activity; and

Whereas, Section 505 of the USA PATRIOT Act permits the FBI to obtain records from libraries by using National Security Letters (NSL) without prior judicial oversight; and

Whereas, Section 215 automatically requires and Section 505 permits the FBI to impose a nondisclosure or “gag” order on the recipients, thereby prohibiting the reporting of abuse of government authority and abrogating the recipients’ First Amendment rights; and

Whereas, FBI Director Robert S. Mueller III testified before the Senate Judiciary Committee on March 25, 2009, that the FBI had used Section 215 of the USA PATRIOT Act 223 times between 2004 and 2007\(^1\), and the Office of the Inspector General (OIG) of the Department of Justice reported in March 2008 that the FBI had made 192,499 National Security Letter requests from 2003 through 2006\(^2\); and

Whereas, the OIG reported in March 2008 that “the FISA Court twice refused to authorize Section 215 orders based on concerns that the investigation was premised on protected First Amendment activity, and the FBI subsequently issued NSLs to obtain information” without reviewing the underlying investigation to be sure it did not violate the statute’s First Amendment caveat\(^3\); and

Whereas, members of Congress have introduced legislation to restore privacy rights and address the concerns of the Alaska Library Association such as: The Freedom to Read Protection Act (H.R. 1157 in the 108th Congress) and the National Security Letters Reform Act (S. 2088 in the 110th Congress and H.R. 1800); now therefore be it

Resolved that the Alaska Library Association:

1. Opposes initiatives on the part of the United States government to constrain the free expression of ideas or to inhibit the use of libraries;

2. Urges Congress to repeal the USA PATRIOT Act’s expanded National Security Letter Section 505 and Section 215 authorities that allow the FBI to demand information about people who are not targets of an investigation and to reinstate standards limiting the use of these authorities to obtain information only about terrorism suspects and agents of foreign powers.

3. Urges Congress to allow nondisclosure or “gag” orders of limited scope and duration only when necessary to protect national security and only upon the authority of a court, and ensure that targets of such orders have a meaningful right to challenge them before a fair and neutral arbiter.
4. Urges Congress to intensify its oversight of the use of the USA PATRIOT Act as well as other government surveillance and investigations that limit the privacy rights of library users, library employees, and U.S. persons; and

5. Communicates this resolution to Alaska’s Congressional Delegation, the Alaska Legislature, the Governor of the State of Alaska, and the Alaska State Librarian; and

6. Urges its members, Alaska librarians, Alaska library trustees, and all library advocates to ask Congress to restore crucial safeguards protecting civil liberties.

Sources


Adopted by The Alaska Library Association Executive Council
September 30, 2009
Anchorage, Alaska
People of AkLA
(Elected – Appointed – Honored)

Officers

President - 1961 - to date
1961-1962 - A. Virginia Chaney, Anchorage
1962-1963 - Ruth Longley, Fairbanks
1963-1964 - Merlie Hughes, Anchorage
1964-1965 - Ruth Longley, Fairbanks
1965-1966 - Elizabeth Carroll, Anchorage
1966-1967 - Margaret Harris, Fairbanks
1967-1968 - Katherine Rumsey, Anchorage
1968-1969 - Margaret Leibowitz, Juneau
1969-1970 - Paul McCarthy, Fairbanks
1970-1971 - Fran Leon, Anchorage
1971-1972 - Mary Matthews, Fairbanks
1972-1973 - Nancy Lesh, Anchorage
1973-1974 - Kay Shelton, Juneau
1974-1975 - Isabelle Mudd, Bethel
1975-1976 - David Hales, Fairbanks
1976-1977 - Marilynn Scott, Anchorage
1977-1978 - Peggy Cummings, Juneau
1978-1979 - Betts Johnson, Kodiak
1979-1980 - Phyliss K. Davis, Juneau
1980-1981 - Sharon West, Fairbanks
1981-1982 - Mollie Bynum, Anchorage
1982-1983 - Margie J. Thomas, Fairbanks
1983-1984 - Pat Wilson, Juneau
1984-1985 - Evelyn Bonner, Sitka
1985-1986 - Mary Jennings, Anchorage

1986-1987 - June Pinnell-Stephens, FBK
1987-1988 - Diane Brenner, Anchorage
1988-1988 - Mark Goniwiecha, Fairbanks
1988-1989 - Diane Brenner, Anchorage
1989-1990 - Lauren Barker, Anchorage
1990-1991 - Judy Arteaga, Ketchikan
1991-1992 - Gaylin S. Fuller, Barrow
1993-1994 - Maurine Canarsky, Fairbanks
1994-1995 - Rita Dursi Johnson, Juneau
1995-1996 - Greg Hill, Fairbanks
1996-1997 - Mary Ellen Emmons, Wasilla
1997-1998 - Barbara Berg, Juneau
1998-1999 - Charlotte Glover, Ketchikan
1999-2000 - William H. Smith, Fairbanks
2000-2001 - Mary Ellen Baker, Fairbanks
2001-2002 - Patience Frederiksen, Anch.
2002-2003 - Patricia Linville, Seward
2004-2005 - Judith Anglin, Ketchikan
2005-2006 - Ann Myren, Haines
2006-2007 - Joe D’Elia, Kodiak
2007-2008 - Jane Fuerstenau, Kenai
2008-2010 - Mary Jo Joiner, Kenai
2010-2010 - David Ongley, Barrow
### Vice-President - 1961 - 2000

<table>
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<th>Years</th>
<th>Name</th>
<th>City</th>
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<tr>
<td>1961-1962</td>
<td>Ruth Westerlund</td>
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<td>Moe McGee</td>
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### Vice-President for Conference - 2001 - 2010

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<td>Sheri Douglas</td>
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<td>2004-2005</td>
<td>Freya Anderson</td>
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<td>Judith Green and Colleen Tyrell</td>
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<td>2006-2007</td>
<td>Amelia Jenkins</td>
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<td>2007</td>
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<td>2007-2008</td>
<td>Greg Hill and James Huesmann</td>
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### Vice-President for Roundtables and Committees - 2001 - 2010

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2008-2009 – Susan Mitchell, Anchorage

Secretary/Treasurer - 1961 - 1965

1961-1962 - Jeane Moore, Anchorage
1962-1963 - John Mehler, Fairbanks
1963-1964 - Terry Clay, Anchorage
1964-1965 - Joyce Bernard, Fairbanks

Secretary - 1965 - to date

1965-1966 - Anna Lofgren, Anchorage
1966-1967 - Florence Chaney, Fairbanks
1967-1968 - Ivy Moore, Anchorage
1968-1969 - Ruth Johnson, Anchorage
1969-1970 - Kate Laiblin, Anchorage
1970-1971 - Suellen Reed, Anchorage
1971-1972 - Marilynn Scott, Anchorage
1972-1973 - Peggy Cummings, Anchorage
1973-1974 - Jean Eisenhart, Ketchikan
1974-1975 - Louise Gehman, Anchorage
1975-1977 - Beverly Weston, Anchorage
1977-1979 - Emma McCune, Ninilchik
1979-1981 - Ila Jean Reiersen, Anchorage
1981-1983 - Susanne Williams, Juneau
1983-1985 - Kari Mohn, Homer
1985-1987 - Amy Waite, Fairbanks
1987-1989 - Dee McKenna, Nome
1991-1992 - Joyce Jenkins, Petersburg
1992-1993 - Catherine Nicolas, Petersburg
1993-1995 - Beth Odsen, Anchorage
1995-1997 - Charlotte Glover, Ketchikan
1997-1999 - Judy Green, Anchorage
1999-2001 - Patience Frederiksen, Juneau, Anchorage
2001-2003 - Freya Anderson, Juneau
2003-2005 - Jennifer Brown, Juneau
2005- 2007 - Caitlin Dixon, Ketchikan
2007- present Joyce McCombs, Delta Junction
Treasurer - 1965 - to date

1965-1967 - Betty Livesey, Anchorage
1967-1968 - Don Raeber, Anchorage
1968-1969 - Ivy Moore, Anchorage
1969-1970 - Mary Claire Sherman, Fairbanks
1970-1972 - Margie Thomas, Fairbanks
1972-1973 - Tracy Kozak, Anchorage
1973-1974 - Marty Arvey, Fairbanks
1976-1978 - Paul McCarthy, Fairbanks
1978-1979 - Harriet McClain, Sitka
1980-1981 - Leza Madsen, Palmer
1981-1982 - Errol Locker, Anchorage
1982-1984 - Judith Monroe, Anchorage
1984-1986 - Teddy Wintersteen, Bethel
1986-1988 - Rita Dursi, Anchorage
1988-1990 - Audrey Kolb, Fairbanks
1990-1992 - Karen Weiland, Valdez
1992-1994 - India Spartz, Juneau
1994-1996 - Betty Galbraith, Fairbanks
1996-1998 - Peg Thompson, Anchorage
1998-2001 - Debbie H. Kalvee, Fairbanks
2001-2002 - Mary Jennings, Anchorage
2002-2006 - Diane Ruess, Fairbanks
2006-present – Catherine Powers, Bethel
2010 –present- Patricia Linville, Seward

AkLA Chapter Councilor to ALA - 1966 - to date

1966-1969 - Elizabeth Carroll, Anchorage
1969-1973 - Richard Engen, Juneau
1973-1977 - Mary Matthews, Fairbanks
1977-1981 - Nancy Lesh, Anchorage
1981-1985 - Isabelle Mudd, Bethel
1992-1997 - Judy Artega, Ketchikan
1999-2007 - David Ongley, Barrow
2007- 2010 Charlotte Glover, Ketchikan
2010 - Sue Sherif, Anchorage
AkLA Representative to PNLA - 1970 - to date

1970-1974 - Margaret Leibowitz, Juneau
1974-1976 - Nancy Lesh, Anchorage
1976-1978 - Nancy Ebona, Sitka
1978-1980 - Terry Hubbard, Fairbanks
1980-1982 - Susan Engen, Juneau
1982-1983 - Barbara Jean Mauseth, Homer
1986-1990 - Carol Otteson, Juneau
1990-1992 - Audrey Kolb, Fairbanks
1992-1993 - Gretchen Lake, Fairbanks
1993-1994 - June Pinnell-Stephens, Fairbanks
1994-1996 - Aja Markel Razumny, Juneau
1996-1998 - Sue Sherif, Fairbanks
1998-2000 - Kay Myers, Anchorage
2000-2001 - Dan Masoni, Unalaska
2001-2002 - Kay Myers, Anchorage
2002-2004 - Charlotte Glover, Ketchikan
2004- – Cory Hall, Kenai

2007-present Helen Hill, Homer
AkLA Representatives to the Governor’s Advisory Council - 1988 - to date

Academic Roundtable:
1988 - 1989 - Barbara Tabbert, Fairbanks
1990 - 1992 - Nancy Lesh, Anchorage
1993 - 1994 - Mike Herbison, Juneau
1994 - 1998 - Rheba Dupras, Fairbanks
1998 - 2002 - Cathi Innes-Taylor, Anchorage
2002 - 2005 - Kathy Murray, Anchorage
2005- Robin Hansen, Anchorage

Public Library Roundtable:
1988 - 1994 - Sue Sherif, Fairbanks
1994 - 1996 - Mary Ellen Emmons, Wasilla
1997 - 2000 – Kay Jabusch, Wrangell
2000 - 2003 - Judith Anglin, Ketchikan

School Library Roundtable:
1988 - 1990 - Judy Artega, Ketchikan
1990 - 1992 - Phyllis K. Davis, Juneau
1993 - 1994 - Roslyn Goodman, Unalakleet
1995 - 1997 - Lois Peterson, Kotzebue

Special Library Roundtable:
1988 - 1994 - Martha Shepard, Anchorage
1994 - 1997 - Cathy Vitale, Anchorage

Immediate Past-President
1987 - 1988 - June Pinnell-Stephens, Fairbanks
1988 - 1990 - Diane Brenner, Anchorage
1990 - 1991 - Lauren Barker, Anchorage
1992 - 1993 - Gaylin S. Fuller, Barrow
1994 - 1995 - Maurine Canarsky, Fairbanks
1995 - 1996 - Rita Dursi Johnson, Juneau
1996 - 1997 - Greg Hill, Fairbanks
1997 - 1998 - Mary Ellen Emmons, Wasilla
1998 - 1999 - Barbara Berg, Juneau
1999 - 2000 - Charlotte Glover, Ketchikan
2000 - 2001 - William H. Smith, Fairbanks
2001 - 2002 - Mary Ellen Baker, Fairbanks
2002 - 2003 - **Patience Frederiksen**, Anchorage
2003-2004 - **Patricia Linville**, Seward
2005-2006 - **Judith Anglin**, Ketchikan
2006-2007 - **Ann Myren**, Haines
2007-2008 - **Joe D’Elia**, Kodiak
2007-2008 - **Jane Fuerstenau**, Kenai

**AkLA Executive Council Ex-Officio Members**

**AkLA Executive Officer - 2000 - to date**
2000 - Present- **Mary Jennings**, Anchorage

**AkLA Executive Secretary - 1990 - 2000**
1990 - 1994 - **Isabelle Mudd**, Fairbanks

**AkLA Historian - 1980 - to date**
1980 – present - **Nancy Lesh**, Anchorage

**AkLA Parliamentarian - 1986 - 1990**
1986 - 1990 - **William H. Smith**, Fairbanks
1990 – present **June Pinnell-Stephens**, Fairbanks

**AkLA Webmaster - 1996 - to date**
1996 - 1999 - **Tracy Swaim**, Anchorage
1999 - 2000 - **Daniel Cornwall**, Juneau
2000 - 2002 - **Judith Terpstra**, Anchorage
2002 -2003- **Elise Tomlinson** (Conference materials), Juneau
2002 - 2003- **John Iliff** (Website and Handbook), Anchorage

**AkLA Web Team - 2003 - to date**
2003 -present- **Elise Tomlinson** (Website and Handbook), Juneau
2003 - present- **Jeremy Frank** (Email and Lists), Anchorage

**Alaska Territorial and State Librarians - 1955 - to date**

1955 - 1960 - **Dorothy Phelps**, Juneau
1960 - 1967 - **Helen Dirtadian**, Juneau
1986 - 2004 - **Karen Crane**, Juneau
2004 - 2005 – **George Smith (acting)**, Juneau
2005 - 2008 – **Kay Shelton**, Juneau
2008- present – **Linda Thibideau**, Juneau
Publication Editors

**Newsletter: Alaska State Library Association - 1962 - 1968**

- A. Virginia Chaney, Anchorage (v. 1, no. 1) April 1962
- Ruth Longley, Fairbanks (v. 1, no. 2 - v. 1, no. 3) May 1962 - November 1962
- Sally McDuffie, Fairbanks (v. 1, no. 4) March 1963
- Millicent Hering, Fairbanks (v. 2 - May 1964) April 1965
- Elsie Lundberg, Anchorage (v. 3) October 1965 - March 1966
- Elizabeth Carroll, Anchorage (v. 4) October 1966 - May 1967
- Steve Sherman, Fairbanks (v. 5) November 1967 - May 1968


- Louise Rydell, Anchorage (v. 6) November 1968 - May 1969

**The Sourdough - 1969 - 1993**

- Steve Sherman, Fairbanks (v. 7) November 1969 - June 1970
- Mary Matthews, Fairbanks (v. 8, no. 1 - 2) November 1970 - February 1971
- Joe Drazan, Fairbanks (v. 8, no. 3 - v. 9, no. 3) April 1971 - April 1972
- Joe Drazan and Mary Claire Sherman, Fairbanks (v. 9, no. 4) July 1972
- Mary Claire Sherman, Juneau (v. 10 - v. 12, no. 1) Fall 1972 - Fall 1974
- Alan Edward Schorr, Fairbanks (v. 12, no. 2) Winter 1975
- Judy Mimken, Fairbanks (v. 12, no. 3 - 6) May 1975 - November 1975
- Sheila Furer and Nancy Lesh, Anchorage (v. 13 - v.16, no. 1) January 1976 - January 1979
- Terry Hubbard, Ed Cridge and
- Audrey Kolb, Fairbanks (v. 16, no. 2 - v. 16, no. 4) March 1979 - July 1979
- Terry Hubbard and
- Tom Boardman, Fairbanks (v. 16, no. 5 - v. 17, no. 1) September 1970 - January 1980
- Audrey Kolb and
- Tom Boardman, Fairbanks (v. 17, no. 2 - v. 18, no. 2) March/April 1980 - April/May/June 1981
- Audrey Kolb, Fairbanks (v. 18, no. 3 - v. 18, no. 4) July/August/September 1981 - October/November/December 1981
- Linda Barb, Fairbanks (v. 19, no. 1 - v. 21, no. 4) January/February/March 1982 - October 1984
- Maurine Canarsky, Fairbanks (v. 22, no. 1 - v 23, no. 4) Winter 1985 - Fall 1986
- Julia Triplehorn and Cathy Rasmussen, Fairbanks (v. 24, no. 3) Summer 1987
- Bill Galbraith and Cathy Rasmussen, Fairbanks (v. 24, no. 4 - v.25, no. 2) Fall 1987 - Spring 1988
- Bill and Betty Galbraith, Fairbanks (v. 25, no. 3) Summer 1988
- Bill Galbraith, Fairbanks (v. 25, no. 4 - v.27, no. 2) Fall 1988 - Spring 1990
- Ruth Jean Shaw and
- Sylvia Fink, Anchorage (v. 27, no. 3 - v.28, no. 3) Summer 1990 - Summer 1991
- Bill Galbraith, Fairbanks (v. 28, no. 4 - v. 30, no. 4) Fall 1991 - Fall 1993
Newspoke - 1981 - to date
David A. Hales, Fairbanks (v. 1 - v. 4) 1981 - 1984
Ruth Jean Shaw, Anchorage (v. 5) 1985 - 1986
Karen Crane, Juneau (n. s. v. 1 - v. 3, no. 3) February 1987 - December 1989
Isabelle Mudd, Fairbanks (v. 4, no. 1 - v. 8, no. 1) February 1990 - February 1994
Patience Frederiksen, Juneau (v. 8, no. 2 - v. 10, no. 5-6) April 1994 – October - December 1996
Ruth Woodruff, Ketchikan (v. 11, no. 1-2 - v.11, no. 3) February/March - June 1997
Sue Sherif, Fairbanks ([v.12] - v. 14, no. 3) Fall/Winter 1999 - November 2001
Loretta Andress, Anchorage (v. 15, no. 1 - ) 2002 -
AkLA Honorary Members - 1972 - to date

Mary Kay Barsdate (1992)
Beth Bellflower (1989)
Diane Brenner (2002)
Fred Brewis (1991)
Mollie Bynum (1995)
Verda L. Carey (1995)
John Carlson (1986) *
Elizabeth Carroll (1984) *
Michael Catoggio (2007)
Virginia Chaney (1989) *
Ann Coleman (1972) *
Karen Crane (2002)
Phyllis K. Davis (1998)
Dale DeArmond (1986)*
Robert DeArmond (1989)
Phyllis DeMuth (1988)
Jean Eisenhart (1988)
Richard Engen (1986)
Jim Fling (1990)
Peggy Cummings Forcier (2002)
Roz Goodman (2000)
David Hales (1998)
Mary Jennings (1999)
Chrysal Carr Jeter (2001)
Fostina (Frostie) Johnson (1976) *
Audrey P. Kolb (1992)
Margaret Leibowitz (1986)*
Nancy Lesh (2000)
Barbara MacLean (1997)
Della Matthis (2000)
Margaret (Jean) Mattson (1985)
Paul H. McCarthy (1994)
Mary H. (Moe) McGee (2001)
Dee J. McKenna (1998)
Judith Monroe (1998)
Jeane Moore (1977) *
B. Jo Morse (1993) *
Isabelle Mudd (1988)
Kay Myers (2007)
Lois Peterson (2006)
June Pinnell-Stephens (2006)
James Quick (1987) *
Elmer E. Rasmuson (1974) *
Jennie W. Riggen (1987)
Arthur Robson (2000)
Jean Rogers (1994)*
Ruth Sandvik (1987)
Joyce Schulz (2003)
Marilynn Scott (1986) *
Katherine Shelton (2010)
Martha L. Shepard (1995)
Clara L. Sitter (1999)
George V. Smith (2010)
Dennis Stephens (2004)
Ann Symons (2005)
Margie J. Thomas (1992)
Marie Tremaine (1972) *
Cathy Vitale (2008)

*Deceased
AkLA Award Recipients

AkLA Conference Attendance Award Recipients - 1977 - to date

1977 - Sharon Sonnenberg, Noorvik
1979 - Katy Wallen, Juneau
1981 - Jerri Moore, Elim
1982 - Sharon Strick, Ruby
1983 - Teresa Thomas, Fort Yukon
1984 - Barbara Berg, Juneau
1984 - Marilyn Clark, Auke Bay
1984 - Virginia Fryear, Angoon
1984 - Jeanne Nelson
1985 - Katherine Sloan, Trustee, Petersburg
1985 - Kathryn Walters, Tenakee Springs
1986 - Judy Huddleston, Kasilof
1986 - Anne Selzer, Chiniak
1987 - Sandra Muise, Whittier
1988 - Beverly Moore, Delta Junction
1989 - Steleen Turner, President, Cold Bay Public Library Board
1990 - Betty J. Brun, Seldovia
1992 - Ellan Lisbourne, Point Hope
1993 - Jennifer Molina, Nenana
1994 -
1995 -
1996 -
1997 - Julie M. Neiderhauser, Kenai Community Library
1998 - Ellen Borders, Haines Borough Public Library
1998 - Patti Hiatt, Library Board Chair, Hollis Public Library
1998 - Cathy Starkweather, Hollis Public Library
1999 - Ellen Borders, Haines Borough Public Library
1999 - Six staff and volunteers from Gustavus Public Library
2001 - Ellen Ferguson, Library Board Member, Pelican
2001 - Bonnie Herbold, Library Technician, UAS/Auke Bay Laboratory Library
2002 - Heike Wilmoth, Glenallen
AkLA Library Advocacy Award Recipients - 2001 - to date

Statewide

2001 - Ben Grussendorf, Sitka
2002 - Sandra Stringer, Fairbanks

Local

2001 - Karen Grussendorf, Sitka
2002 - Alden Todd, Anchorage

Alaskana Award Recipients and their works - 1995 - to date

1995 - Dan O’Neill for: The Firecracker Boys
2001 - Steve K. Lloyd for: Farallon: Shipwreck and survival on the Alaska Shore
2002 - Connie Malcolm Bradbury and David A. Hales for: Alaska Sources: a guide to historical records and information sources

The Audrey P. Kolb Public Library Service Award Recipients - 1992-to date

1992 - Audrey P. Kolb, Alaska State Library, Fairbanks
1993 – Dee McKenna, Kegoayah Kozga Public Library, Nome
1994 - Tracy Allen, Kettleson Memorial Library, Sitka
1996 - Doris Ward, Haines Borough Public Library Board
1997 - Chris Weiss, Petersburg Public Library
1998 - Nancy Gustavson, Kettleson Memorial Library, Sitka

Baker and Taylor/JMRT Grassroots Award Recipients - 1979-1994

1979 - Cathy Vitale, Anchorage
1980 -
1981 -
1982 -
1983 - Teresa Thomas, Fort Yukon
1984 - Joyce Jenkins, Petersburg
1985 - Ethel Van Zanten, Anchorage
1986 - Denise Cox, Tyonek
1987 - Pat Bean, Tanana
1988 - Sandra Muise, Whittier
1989 - Mary Jane Kasayulie, Koliganek
1990 - Pat Pauley, Eagle River
1992 - Kathryn Carlson, Wainwright
1993 - Jennifer Molina, Nenana
1994 - Debbie Hocking, Palmer
Letter of Commendation - 1992


Public Library Roundtable Certificate of Appreciation Recipients - 1994 - to date

1994 - Mary Leith Dowling, Delta Community Library Board
1996 - Mary Burtness, King Salmon
1996 - Toni McGraw, Sitka

Scholarship Grant Recipients - 1974 -1979

1974 - William Galbraith, Fairbanks
1974 - Marilyn Hanson, Homer - now known as Kari Mohn
1976 - Ron Lauteret, Anchorage
1977 - Robert Williams, Fairbanks
1978 - Barbara J. Allen, Juneau
1979 - Cynthia Quinn, Anchorage
1979 - Cathy Vitale, Anchorage

Scholarship Fund Award Recipients - 1992- to date

1992 - Nathaniel Good, Fairbanks
1993 - Lillian Petershoare, Juneau
1994 - Katherine Sanders, Fairbanks
1995 - Marta Vick, Fairbanks
1996 - Diane Sotak,
1997 - Barbara Forster, Barrow
1998 - Elise Tomlinson, Juneau
1999 - Karen Davies,
2000 - Jennifer D. Brown, Petersburg
2001 - Robbin Garber-Slaght,
2002 - June Degnan,

Special Service Award Recipients

1994 - William Galbraith, Fairbanks - *The Sourdough* Editor
1994 - Isabelle Mudd, Fairbanks - Executive Secretary and *Newspoke* Editor

Outstanding Service Award Recipients

1995 - Karen Crane, Juneau
Honors received by the Alaska Library Association

1966 - J. Morris Jones World Book Encyclopedia ALA Goals Fund Grant
1974 - John Cotton Dana Public Relations Award
1979 - ALA Publishing Committee Certificate for Excellence in Newspaper Publishing
1994 - First Amendment Award to AkLA and AkASL from the Alaska Civil Liberties Union