

Organizational Manual

Iowa Library Association

Amended and Approved October 7, 2026

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STRUCTURE OF ILA

The Iowa Library Association is a membership-based and led organization. A Board of Directors serves as the governing body. The Board of Directors is elected by the membership.

All members of the Executive Board (also known as “the Board”) serve as liaisons to subdivisions and committees. The specific liaison assignments are determined by the Board.

The Treasurer, Secretary, and Parliamentarian are appointed positions to the Board and serve as members of the Executive Committee along with the President, Vice President, and Past President.

ILA currently contracts with Capture Management Solutions to provide association management and carry out the daily activities of the association. Further references to Capture will be made by referencing it as an Association Management Company (AMC).

The Board will regularly review and revise as needed the bylaws, policies, and procedures, organizational manual, and committee structure to ensure a flexible and efficient organization. With input from the membership, the Board will evaluate and restructure, as necessary, the Annual Planning Meeting. The Board will regularly solicit and evaluate input from the membership and subdivisions. The Board will annually review personnel and contracts.



STRATEGIC PLAN

1. The ILA will advocate for Iowa's libraries and members on a year-round basis.
 - a. ILA will provide stronger training to help members become self-sustaining advocates for library budgets, issues, and initiatives.
 - b. ILA will focus advocacy towards the public and not just its members to build a larger base of support.
 - c. ILA will work more closely on advocacy work with the State Library of Iowa and the Governor's Commission on Libraries as well as aligning certain goals, initiatives, projects, and calendars.
2. The ILA will produce and support forward-thinking concepts and initiatives to be on the leading edge of associations nationwide.
 - a. ILA will provide members with opportunities to serve on an assessment/ideas committee or task force to judge our progress and where we should move in the next one, five, and ten years.
 - b. ILA will provide members with opportunities to participate in new projects and events that will keep collaboration and growth moving forward.
 - c. ILA will provide members with information about new technology use, library best practices, and valuable resources & services through regional and online training sessions.
3. The ILA will create and promote professional opportunities for its members to grow in their workplaces.
 - a. ILA will provide members with skill-based certification opportunities
 - b. ILA will provide an annual Library Ambassador Program for library workers, Library Board Trustees, and regional/municipal legislative members to promote and improve services throughout the state
4. The ILA will develop its marketing strategies to increase membership and communicate the value of the Association.
 - a. ILA will develop sponsorship and marketing strategies to increase vendor and exhibitor opportunities at Conference and ILA events
 - b. ILA will work to develop relationships with individuals and organizations that can help the association increase membership

Approved by the Executive Board: August 9, 2019

POLICIES

The following policies, approved by the Executive Board, provide guidelines which will be in force unless specifically waived by the Board.

The Board will be the final arbiter of these policies. Their decision should be asked for and accepted prior to the event. In those instances when the event falls between Board meetings, the President may decide the issue and authorize the AMC to take appropriate action.

GENERAL ASSOCIATION POLICIES

Elections

Elections are covered in the [ILA Bylaws](#) in Articles IV through VI.

ILA and its subdivisions may vote and conduct elections electronically. Paper ballots will be mailed to voters upon request of the ILA Office.

Notice of the ILA Board elections and instructions for casting ballots will be sent by email to the membership within one week following the ILA Annual Conference. Each ballot message will state the voting period and include information about how the election results will be announced.

Nominations and elections will be conducted in accordance with the ILA Bylaws and individual subdivision Bylaws.

Membership

Membership and its associated rights, privileges, and dues are defined in [ILA Bylaws](#) Article III.

Mailing List

The Association mailing list is not to be distributed without Executive Board approval. Each request for the list is to be considered on an individual basis.

The all-member listserv is available only to voting members as defined in the ILA Bylaws.

Miscellaneous Publications

Unsolicited publications received in the ILA office may be dispersed at the discretion of the ILA President and the Executive Director.

Press Releases and Publications Policy

The responsibility for reviewing press releases and publications issued in the name of ILA, its committees or subdivisions, resides with the Executive Board or its designees(s). A copy of all other nonserial publications bearing the Association's name (with the exception of meeting related announcements and materials) will be submitted to the Executive Board for approval of content and style.

Grants

Any recognized unit or officer of the Association may apply for grants to facilitate the activities of the Association. The Association President will review and approve the application and be the

official signatory. The Executive Board will approve the terms of each grant received. All established Association procedures for grant management must be followed.

Contracts

The Association may enter into contract agreements with other individuals or organizations to facilitate its activities. All contracts will be reviewed by the Executive Board or their designee before approval. Committee and Subdivision officers may not contract with outside entities without Executive Board approval. The Association President, or designee with Executive Board approval, will sign all contracts.

Solicitation of Funds

No one will solicit funds from vendors or individuals for activities of the Association without direction from the Executive Board. A record of all contributions will be kept in the ILA office.

Electronic Access to ILA Files

Access to ILA files is given annually and managed by the Membership Committee through its use of Groups within the Association's Google Workspace account. Best practice dictates that individual files should not be linked when sharing but instead a folder should be shared in cases when needing to share beyond members of the specific groups.

Code of Conduct

The Iowa Library Association (ILA) is committed to fostering a professional, respectful, inclusive, and safe environment for all members, volunteers, staff, partners, and community participants. Harassment, intimidation, or abusive conduct, whether in person, online, or through other forms of communication, undermines the mission of ILA and will not be tolerated.

[This policy](#) establishes expectations for conduct and use of communication platforms, including social media, to ensure activities associated with ILA support its mission and limit organizational liability.

EXECUTIVE BOARD POLICIES

Executive Board powers, composition, nominations, elections, etc. are covered in the ILA Bylaws.

Newly elected officers are to assume their duties January 1; however, they are encouraged to attend Board meetings between the election and January 1 as a non-voting member.

No honorarium is attached to any Executive Board position.

Mileage and other reimbursements may be approved according to the Financial Policy.

All Executive Board Members should refrain, when reasonable, from using their Board position title when making statements to the media after they have completed their term in office so as not to confuse it as an official position of the Iowa Library Association. If it is used after an Executive Board member's term expires, it should include the year(s) served.

Duties of Executive Board Members

According to [ILA Bylaws](#) Article V, Section 3 Powers, the Executive Board will:

- Determine the policies and programs of the Association
- Manage the affairs of the Association subject to its Bylaws and be vested with title to all property of the Association
- Have jurisdiction over all the affairs of the Association except when a Business Meeting is in session
- Employ staff or contract for services as necessary for the efficient management of the Association
- Use districts determined by the State Library to facilitate regional work of the Association

In addition to the above, the Executive Board will:

- Regularly review the contract and responsibilities of the AMC
- Approve the Association budget, including those for meetings
- Recommend changes in annual dues
- Approve appointments of standing committee members and chairpersons and appointments to fill vacancies in these positions
- Authorize the appointment of ad hoc committees, approve appointment of members and chairpersons of these committees, approve appointments to fill vacancies in these positions, and direct the Finance Committee to provide budgets for these committees
- Authorize Association representation to other organizations and approve members appointed to serve in this capacity
- Approve the minutes of the Annual Business Meeting
- Designate locations and dates for the Annual Conference and other ILA sponsored events
- Approve the establishment and bylaws of subdivisions
- Appoint a secretary, a treasurer, and a parliamentarian
- Fill vacancies in elected positions between scheduled elections
- Approve the Association Strategic Plan and any revisions thereof
- Approve new award categories to be given by the Association or its subdivisions at the recommendation of the Awards Committee
- Hire lobbyist(s) and approve legislative priorities and positions to be taken by the Association and presented to the membership
- Designate who will oversee elections, including counting and tabulating all votes cast, and report the results to all candidates and the Executive Board in a timely manner and prior to releasing to the membership/public. Vote totals will be included in the minutes of the next Executive Board meeting
- Board members will serve as an Executive Board liaison to a subdivision
- Board members will serve as an Executive Board liaison to the ILA Committees.
- Perform such other duties as are customary functions of the office or as directed by the membership

Executive Board Electronic Voting Policy

- Time-sensitive issues should primarily be the subject of an electronic vote
- Fiduciary, personnel, or substantive measures should only be voted on electronically in rare circumstances when an emergency meeting is not able to be called
- Any Board Member may call for an electronic vote
- No alternatives to email are to be offered
- Each vote message is to state the voting and discussion periods, as determined by the circumstances
- A majority of the voting members of the Executive Board constitutes a quorum
- The Secretary records the vote and reads it into the minutes at the next Board meeting

DUTIES OF INDIVIDUAL BOARD OFFICERS

In addition to the general powers of the Board as a whole, individual Executive Board officers have specific duties as outlined in the ILA Bylaws Article IV Officers, and as detailed below.

PRESIDENT

The President will take office January 1, following their term as Vice President/President-Elect.

Duties

- Provides guidance to the Executive Director to prepare an agenda for and presides at all meetings of the Executive Board, Executive Committee, and at business meetings.
- Appoints all representatives to other organizations, committee members and chairs for newly created committees or for vacancies occurring during their year as President with the approval of the Executive Board. Contacts each tentative appointee and solicits acceptance of the responsibilities by that person.
- Designates liaison assignments for Executive Board members.
- Consults with and gives guidance to committees of the Association between meetings of the Executive Board.
- Reviews the recommended budget alongside the Vice-President for approval before being submitted for a vote of the Executive Board
- Communicates messages and reports to the membership as appropriate and advisable.
- Serves as co-chair of the Annual Conference and, with the approval of the Executive Board, selects Annual Conference theme, reviews Conference budget, and reviews Conference program. Also confers with Chair of Conference Planning Committee Local Arrangements Chairperson and Exhibitors' Chairperson. (See section on Annual Conference.)
- Serves as ex-officio member of Finance and Government Affairs committees.
- Speaks for the Iowa Library Association relative to matters concerning the function and policies of the organization. Can delegate responsibilities in this arena upon their discretion only after discussing it with the Executive Committee.
- May give permission to the chair of the Governmental Affairs Committee to instruct lobbyist(s) as to the course of action on the Association's current legislative agenda and/or to lobby for or against items not currently on ILA legislative agenda.

- Represents or designates a representative at ALA Annual Conference and ALA Legislative Day.
- Supervises daily activities of Association staff and advises AMC on actions to be taken between Executive Board meetings.
- Notifies candidates for office of election results immediately following tabulation of votes.
- Performs related duties as are customary functions of the office or as directed by the membership or Executive Board.

Expenses

- Normal and reasonable expenses incurred by the President for attendance at the ILA & ALA Annual Conferences may be paid if the President's library does not do so.

VICE PRESIDENT/PRESIDENT-ELECT

The Vice President/President-elect will take office January 1 following the election, serving during the first year as Vice President/President-elect and each successive year as President and Past President.

Duties

- Acts for the President in their absence.
- Attends all meetings of the Executive Board, Executive Committee, and any regular meeting with the AMC.
- Reviews the recommended budget alongside the President for approval before it is submitted for a vote of the executive board.
- Plans and organizes the Annual Planning Meeting held each fall, generally after the Annual Conference.
- Serves as a liaison to the Iowa Library Association Foundation Board of Directors.
- Serves as Executive Board liaison to the Nominating Committee.
- Serves as the Conference Planning co-chair, along with ILA President.
- Performs related duties as required by the President, the Executive Board, or the membership.

PAST PRESIDENT

The Past President will take office January 1 following the year of their term as President. During the time between installation and assumption of duties, the outgoing President will work with the incoming President and AMC to prepare the budget and make committee appointments.

Duties

- Attends all meetings of the Executive Board, Executive Committee, and any regular meeting with the AMC.
- Serves on the Finance Committee as an ex-officio member.
- Serves as Liaison of the Awards Committee and the Government Affairs Committee.

- As liaison to the Government Affairs Committee, submits salary, personnel and other contract recommendations to the Executive Board for approval prior to initiation or renewal of an ILA lobbyist contract.
- Performs related duties as required by the President, the Executive Board, or the membership.

ALA COUNCILOR

The Iowa Library Association, a chapter of the American Library Association, elects an ALA Councilor to represent ILA membership at all meetings of the ALA Council. The ALA Councilor is elected for a three-year term in accordance with the ILA Bylaws and policies and those of the American Library Association.

Nomination and Election Procedure

- Candidates for ALA Councilor are selected by the Nominating Committee in the same manner and begin at the same time as all other ILA elected officers.
- Nominees must be current members of both ILA and ALA.

Duties

- Serves as a member of the ILA Executive Board, attends all meetings and reports on ALA issues.
- Represents ILA at all meetings of the ALA Council, voting as instructed by the Executive Board on issues of particular importance to the Association, otherwise voting at own discretion.
- Submits an annual report, in which any action that is of significance to the members of ILA is reported. May submit reports in other ILA publications throughout the year as appropriate.
- Monitors all news releases from the ALA Office, forwarding those appropriate to the ILA office for publication and/or to ILA Committee chairs that are concerned with related issues.
- Promotes participation in the American Library Association and serves as liaison to that Association whenever asked by ILA membership.

Expenses

- Normal and reasonable expenses are paid for attendance at the Annual Conference of the American Library Association if the Councilor's employer does not do so. Travel, registration fees, and other miscellaneous expenses incurred will be reimbursed with proper receipts or documentation in accordance with ILA financial policies.
- An estimate of the Councilor's expenses for the forthcoming year must be submitted to the AMC at or before the Annual Planning Meeting.

SECRETARY

The Secretary of the Iowa Library Association is appointed by the Executive Board and serves at the pleasure of the Board.

Duties

- Attends Business, Executive Board, and Executive Committee meetings of the Association.
- Records the minutes of Business, Executive Board, and Executive Committee meetings of the Association.
- Provides Business and Executive Board minutes for publication on the Association website and sends copies to the members of the Executive Board and the contracted AMC staff.
- Performs such other duties as are customary functions of the office or as directed by the President, the Executive Board, or the membership.

TREASURER

The Treasurer of the Iowa Library Association is appointed by the Executive Board and serves at the pleasure of the Board. This position is required by the incorporation laws of the State of Iowa.

Duties

- Serves on Finance Committee
- Approves all expenditures, including committee and subdivision expenditures prior to payment.
- Reviews monthly written reports of the Association finances showing all income and all expenses and provide these to the Finance Committee. Presents current information at Executive Board meetings.
- Reviews conference budget.
- Works with the Finance Committee and ILA staff to prepare the annual budget.
- Publishes an annual Treasurer's report after the end of the fiscal year and within the first quarter of the new fiscal year.
- Attends Business, Executive Board, and Executive Committee meetings of the Association.
- Performs such other duties as are customary functions of the office or as directed by the President, the Executive Board, or the membership.

PARLIAMENTARIAN

The ILA Parliamentarian is appointed by the Executive Board and serves at the pleasure of the Board.

Duties

- Attends Executive Board and Executive Committee meetings when asked by the President but does not vote.
- Attends all general business meetings and advises the ILA President and Executive Board of correct parliamentary procedure as the need arises.
- Advises on questions relating to Robert's Rules, activities of the Association, and how the activities align with the existing Bylaws and Organization Manual.

- Is responsible for revision and updating procedures in the Iowa Library Association's Organization Documents and recommends revision of the Bylaws and Organization Manual as the need arises, keeping them up-to-date and providing reprints or revised editions when necessary.
- May be sought to assist individual Iowa Library Association members, committees, subdivisions, and task forces in the drafting of resolutions or clarification of parliamentary procedure in regard to the Association's work.

APPOINTED REPRESENTATIVES TO OTHER ORGANIZATIONS

Iowa Library Association (ILA) may appoint representatives to other organizations that have shared interests. They serve at the will of the Executive Board or until the appointee requests a change, unless other terms are specified. Appointees are selected by the President and approved by the Executive Board. Representatives to other organizations should be personal members of ILA.

Duties

- Represent the Iowa Library Association at scheduled meetings of the designated group, committee, or organization, and participate when appropriate.
- Contact the Iowa Library Association President for direction if asked to take action on an issue.
- Notify the President or the AMC of meetings in advance.
- Provide a full written report to the Executive Board at least annually by the final Executive Board meeting of the calendar year.
- Arrange for a substitute if unable to attend a meeting.
- Prepare a budget of estimated expenses and submit to the ILA Finance Committee before the Annual Planning Meeting.
- Follow all established ILA General and Financial Policies.

FINANCIAL POLICIES

STATEMENT OF POWERS

The Executive Board has the power to establish financial policies under the provision of the Association's Articles of Incorporation (Article VI Section 1) and *ILA Bylaws* (Article V Section 3). Assistance will be provided by the Treasurer and Finance Committee as required by the Bylaws or as directed by the Executive Board.

FINANCIAL POLICIES RELATING TO MANAGEMENT OF ILA FUNDS

The fiscal year of the Association is the calendar year.

Audit

A self-audit will be conducted annually in years when an external audit is not performed. The board may direct at their discretion, a full audit or review of financials as deemed necessary. Requirements related to audit procedures are specified in the ILA Bylaws.

Budget

Preparation

The Treasurer, with the assistance of AMC, staff prepares a budget each year for review by the Finance Committee, Executive Committee, and to be submitted for Executive Board approval. The expense categories outlined below are only budgeted based on available funds projected by the Finance Committee.

Prescribed Expenditures

1. Executive Board and Officers: Normal and reasonable expenses for the President to attend the ILA and ALA Annual Conferences, and for the President or a designated representative of the Association to attend the National Legislative Day may be budgeted. Normal and reasonable expenses for the Vice President/President-elect to attend other ILA sponsored events may be budgeted.
2. ALA Councilor: Normal and reasonable expenses may be budgeted for attendance at the Annual Conference of the American Library Association. An estimate of the Councilor's expenses for the forthcoming year must be submitted to the Finance Committee at the Annual Planning Meeting
3. Committees: Each year's budget includes funds for standing and ad hoc committees. Committees will submit a budget proposal to the Finance Committee at the Annual Planning Meeting. The Executive Board will direct the Finance Committee to provide a budget for new ad hoc committees created after the budget has been reviewed and approved.
4. Non-committee appointees: Normal and reasonable expenses to fulfill their duties may be budgeted.
5. Lobbyist: It is the policy of the Iowa Library Association to hire a professional lobbyist to assist with its legislative efforts and to budget for the expense. The Government Affairs Committee submits salary, personnel and other contract recommendations to the Executive Board for approval prior to initiation or renewal of the contract.
6. ILA currently maintains a management contract with Capture Management Solutions, an AMC. Members of the Executive Board will meet with the AMC annually to review the terms of the contract and discuss contract changes. The contract will be approved by the Executive Board and signed by the ILA President.

Amendments and changes to the budget

The Executive Board will authorize all amendments and changes to the budget.

Reports

1. Financial information will be available to any member upon request to the ILA office. The latest available balance sheet will be included in the annual business meeting packet to fulfill the requirement of state law for a report by the treasurer at the annual membership business meeting.
2. Executive Board will receive current budget information at each Executive Board meeting and will receive a report of concerns or issues from the Finance Committee.
3. Committees and Subdivisions will be notified by the Finance Committee if their proposed budgets are inconsistent with ILA policy. ILA staff provides monthly financial reports to the Executive Board for review at Executive Board meetings.

Operating Reserve Funds

It is recommended that within the Association's general fund an amount equal to twenty percent of the following fiscal year budget expenditures will be carried forward as an opening balance to act as an operating reserve. The purpose of this operating reserve is to ensure the Association does not have to borrow funds to meet general operating expenses and further insure a balanced operating budget.

Investment Reserve Funds

The Association will use any funds beyond its operating cash reserve needs and place them in investments as outlined in the investment strategy. Donors without restricted funds may be used as directed by the Board of Directors. The Association will work to maximize its investments. If investments reach 100% of the following fiscal year budget, additional funds should be spent to support the work of the Association.

The following conditions are intended to guide the growth, investment, and use of reserve funds that are under the control of the ILA Executive Board.

The Association will work to maximize its investments.

1. Approval of the ILA Executive Board is required to expend any investment reserve funds.
2. The ILA Executive Board upon recommendation of the Finance Committee may direct and assign the specific investment of any and all monies entrusted to it to be managed by a qualified agent or broker of the Board's choosing.
3. The Finance Committee and Executive Board will review the balances of the investment funds at least annually, and will determine the need for any adjustments.
4. A written investment strategy, developed by the Finance Committee and approved by the Executive Board, will be used to build the reserve fund. This strategy will be reviewed annually by the Finance Committee, with recommendations forwarded to the Executive Board for approval. The Finance Committee may invite a financial expert to review the strategy.

Investment Strategy

Safety and preservation of principal are primary concerns and aims for invested funds. Investment in securities are highly encouraged to be those carrying a rating of “A” or above from an institutional rating service such as Standard & Poor’s. Investments may also be made in highly rated mutual funds and high grade bonds or bond funds. High yield “junk bond” funds are not appropriate investment vehicles because of their volatility and the risk of loss of principal.

Monies belonging to different restricted funds (subdivisions) may be co-mingled for investment purposes. Income from such commingled investments shall be credited to the general ILA Fund.

The ILA Executive Board, upon recommendation of the Finance Committee, may direct and assign the specific investment of any and all monies entrusted to it to be managed by a qualified agent or broker of the board’s choosing.

ILA reserve funds should have a target goal of being invested in a moderate mix of approximately 50% fixed/nonequity funds and 50% equity funds. Finance committee should discuss this on an annual basis and recommend a specific investment strategy to the board.

Disbursements

1. Following appropriate approval, the ILA office will pay all bills. Reimbursement requests for any committee or subdivision expense requires the completion of the Expenditure Authorization Form. This completed form must be signed by the committee/subdivision chair and the ILA President and submitted to the ILA office with all receipts. All bills are coded with the appropriate budget account number, signed off on by ILA staff, and submitted to the accounting office. The ILA accounting office sends a list of all bills to be paid to the ILA Treasurer for review and approval. Once approved, the Treasurer signs and returns the payables sheet to the ILA office. Checks are then printed and distributed.
2. Any request for contributions from a library-related agency or for a library-related activity will be considered and approved or rejected on an individual basis by the Executive Board. Beyond that no contributions will be made.
3. Reimbursement will not be made for expenses reimbursed by an individual's institution.
4. Lodging and mileage rates will be based on the current year’s IRS rates and reviewed annually by the Executive Board.

Office staff

1. Reimbursable expenses for the AMC and staff are detailed in the management contract and provided to the Executive Board on an annual basis.

Committees

1. Committees are encouraged to use teleconference or web conference services in order to control expenses. There is no reimbursement for meals, lodging, or attending committee meetings in person.

Executive Board and Officers

1. No honorarium is attached to any elective office.
2. Newly elected officers are to assume their duties January 1, however, they should be encouraged to attend Board meetings between their election and January 1 as non-voting members.
3. Exceptions to the above may be approved by the Executive Board. All such expenditures should receive advance authorization.

Receipts

1. Changes in the amount of membership dues will be proposed by the Executive Board and presented to the membership for approval.
2. The Finance Committee will review and recommend advertising rates for the Catalyst to the Executive Board each year before the Annual Planning Meeting, after receiving the budget request from the Communications Committee.
3. The Executive Board will accept or reject gifts and determine how the gifts will be used.

Grants

Any recognized unit or officer of the Association may apply for grants to facilitate the activities of the Association. The Association President will review and approve the application and be the official signatory. The Executive Board will approve the terms of each grant received.

Contracts

The Association may enter into contract agreements with individuals or organizations to facilitate its activities. All contracts must be approved by the Executive Board. Committees may not enter into contracts without Executive Board approval. The Association President or ILA staff will sign all contracts. Subdivisions may enter into contracts only after their activities and budgets have been approved by the Board.

Solicitation of Funds

No one will solicit funds from vendors or individuals for activities of the Association without direction from the Executive Board. A record of all contributions will be kept in the ILA office.

Joint Ventures

The Association's financial responsibilities in any joint ventures with other organizations will be approved by the Executive Board on a case-by-case basis.

Conflict of Interest

No purchase of goods and securities nor procurement of services, insurance or other intangibles will be made through firms, companies or agencies with which officers or Executive Board members are associated as partners, directors or in a managerial capacity except as such purchases relate to procurement of professional materials such as publications or as such purchases are from the sole source provider.

Subdivision Funds

Those funds that are held by the Association for subdivisions.

Operational practices

1. Subdivisions are governed by prevailing ILA fiscal policies and procedures.
2. Monies belonging to restricted funds (subdivisions) may be combined for investment purposes. Income from such combined investments will be credited to the general ILA fund.
3. Interest received on subdivision funds will be retained by the Association.
4. Each subdivision must be self-supporting.

Budget

1. Subdivision officers are to provide the Finance Committee at the Annual Planning Meeting a budget for the next year's activities.
2. Subdivision officers will be notified by the Finance Committee if a proposed budget must be revised to make it consistent with ILA policies.

Reports

Monthly financial reports are available by request or subdivisions are able to request reports be sent from ILA Staff to their treasurer when monthly financial statements are available.

Disbursements

Each subdivision may decide their own policies and procedures for expenditures, including reimbursement for lodging, meals and mileage.

Receipts

1. Subdivisions have the right to assess dues as approved by the Executive Board. Such dues will be collected, maintained and disbursed through the Association office.
2. Costs and profits from meetings (See Financial Policies Related to Meetings)
3. Cost and profits from publications
 - a. All costs for publishing and distribution of the publication must be paid by the subdivision. Any profit resulting will be deposited in the subdivision's account.

Accounting Policies

The accounting policies of the Iowa Library Association will conform to Generally Accepted Accounting Principles as applicable to nonprofit organizations. The following is a summary of the significant policies:

1. Basis of Accounting: The “accrual basis” of accounting is used where revenue is recorded when earned and expenses when incurred.
2. Fixed Assets: Fixed assets purchased are recorded as expenses at the time of purchase. No depreciation is provided in the financial statements.
3. ILA staff will advise the Finance Committee on accounting procedures to assure that records, receipts, etc. are in compliance with auditor’s instructions (as appropriate) and IRS requirements.

State and Federal Reports

ILA staff will work with an outside accounting firm to ensure completion and filing of annual Form 990. The completed Form 990 will be shared with the Executive Board for review and approval prior to its filing.

Retention of Financial Records

Financial records will be retained in accordance with IRS regulations.

Financial Policies Related to Association Events

1. All events held for members of the Iowa Library Association (including meetings, pre-conferences and workshops, etc.) or sponsored by the Association at large will be approved by the Executive Board of the Association.
2. ILA members will pay lower registration fees than non-members.
3. Subdivisions and committees will adhere to all *ILA Bylaws* and policies in organizing and conducting their events.

General Costs Associated with Meetings

1. Site costs (meeting room, auditorium and exhibit hall rental, meals and lodging) will be judiciously negotiated and carefully monitored. Every effort to obtain the most reasonable accommodations will be made by those responsible.
2. Costs incurred by the AMC (meals, housing, travel and parking) in conjunction with the planning of and attendance at Association events will be reimbursed according to the contract.
3. Normal and reasonable expenses for the Executive Board and Officers (meals, housing, travel and parking) in conjunction with the planning of and required attendance at Association events will be reimbursed if budgeted and according to ILA policies if not covered by an individual’s institution.

Registration Fees and Administrative Costs

1. All ILA committees planning Association sponsored events and Subdivisions wishing to sponsor separate events will submit a budget which includes registration fees and an agenda to the Executive Board liaison and ILA staff. The information needs to be provided in time for approval at a scheduled Executive Board meeting preceding the event.
2. Anticipated receipts for all subdivision events will be included in the budget submitted to the Finance Committee at the Annual Planning Meeting.
3. Refunds of registration and meal fees will only be made when the request has been received in the ILA office by the published date for refunds.
4. Substitutions will be handled as follows: When a personal member has pre-registered but is unable to attend, that individual may be allowed to designate a substitute, for no additional fee, if the substitute is also a personal member of the Association. If the substitute is not a personal member they will be expected to pay the difference in registration.
5. Subdivision meeting charges: When registrations for subdivision events are processed and/or organized by the ILA staff an administration fee will be assessed. The amount of this fee will be set each year by the Executive Board with the annual budget.
 - a. Subdivisions that earn a profit at their event will have these funds deposited in their account.
 - b. Subdivisions that host an event at a loss must have reserves to cover that loss.
 - c. The Iowa Library Association will provide the resources necessary for subdivisions to conduct business meetings at the Annual Conference including room fees, audiovisual equipment, reproduction of handouts and other reasonable and customary accommodations.

Current Rates and Fees

Reimbursement rates for mileage will follow the current IRS rate and lodging and per diem will follow the GSA recommendations.

Advertising rates are recommended by the Communications Committee and approved by the Executive Board annually.

Expenses for Speakers

1. Details of paid speaker agreements must be confirmed in writing and signed by the speaker and by an authorized ILA representative. Signed agreements must be submitted to the ILA office.
2. Costs for speakers at ILA events are negotiable. However, general guidelines (see below) should be followed whenever possible. These guidelines ensure fairness, consistency and careful and judicious expenditure of Association and subdivision funds.

3. Request for payment of speaker expenses must be submitted in accordance with ILA Financial Policies.
4. Guidelines for speaker expenses are based on where the speaker lives, whether they are a library employee or trustee, and if they are an ILA member. These guidelines apply to Annual Conference, Pre-conferences and other ILA approved events.
5. Annual and pre-conference airline travel will be reimbursed at the coach/economy class rate. Air travel tickets must be purchased at least 6 weeks in advance. Meal tickets and lodging will be provided as appropriate. Hotel accommodations may be reimbursed for those more than 90 miles away and/or for keynote speakers or upon conference committee approval.
6. Pre-conference expenses are the responsibility of the sponsoring subdivision(s) and any income earned belongs to the subdivision(s). Five percent of pre-conference registration receipts, not to exceed \$600, will be assessed by the Association.
7. Speakers (both members and non-members) may attend other sessions only if they pay the member registration fee.

Speaker Expenses – General Guidelines			
<u>Speaker:</u>	<u>ILA Pays Travel/Hotel as needed:</u>	<u>ILA pays meals:</u>	<u>ILA pays honorarium:</u>
ILA personal member	No	No	No
ILA corporate Member	No	No	No
Employee, Trustee or Friend at an Iowa Library	No	No	No
Concurrent session speaker other than the above	Travel expenses must be covered by the sponsoring subdivision	No	No - Subdivision negotiates and pays honorarium
Keynote speaker other than above	Yes	Yes	Yes. Negotiable.

MEMBERSHIP POLICIES

PERSONAL SUSTAINING MEMBERS

“Personal Sustaining Member” is a designation provided to Personal Members who pay an additional \$30 on top of their membership dues. These sustaining members will be recognized at the annual conference.

LAPSED, EXPIRED, AND FORMER MEMBERS

Lapsed members may be reinstated upon payment of the full dues for the current year.

A lapsed member is defined as someone who has a membership account that is between 0-3 months overdue.

An expired member is someone whose account is between 3-6 months overdue.

A former member is someone whose account is more than 6 months overdue.

CORPORATE MEMBERS

Corporate Members of the Association will have their benefits outlined on the [ILA website](#).

DUES SCHEDULE

Membership and subdivision dues are posted on the Iowa Library Association [website](#) and are set by the Executive Board for all member categories in accordance with ILA Bylaws Article III Section 4. Personal Member dues are based on salary with exceptions made for Library School Students, Trustees, Friends, and Retirees. Institutional Member dues are based on ILS Population Size or FTE Students. Corporate Member dues are based on the benefits associated with each member level.

CONFLICT OF INTEREST

Members of the Executive Board, Committee members and subdivision officers will not use their ILA association or relationships for their personal gain or for the advancement of the library institution with which they are associated when their institution's interests are different from the interests of the Association. To ensure recognition of this responsibility, any Board member, Committee member, or subdivision officer aware of a conflict of interest with a matter coming before the Board, Committee or subdivision will bring this to the attention of the Board, Committee or subdivision and will not vote on the subject or attempt to influence the vote of

others and will not be counted in determining the quorum if that has not already been established for the meeting. These points will be recorded in the minutes of such meetings. In public statements made by Executive Board members, Committee members and subdivision officers who may be in a position of conflict of interest, it should be made clear that the member is speaking for him/herself or his/her institution. In cases where it will be difficult to make this clear to the public, another person should be asked to present the position of the Association or of the institution involved.

When acting in an official ILA capacity, an individual Board member, subdivision officer, or committee member will not promote a position which is in conflict with the official position of the Iowa Library Association.

No purchase of goods and securities nor procurement of services, insurance or other intangibles will be made through firms, companies or agencies with which officers or Executive Board members are associated as partners, directors or in a managerial capacity except as such purchases relate to procurement of professional materials such as publications or as such purchases are from the sole source provider.

Violations of this policy will be reviewed by the Executive Board. The Executive Board may recommend appropriate action that may include removal from office. Executive Board action on the matter will conform to the written Bylaws of the Iowa Library Association.

ENDORSEMENTS

The Iowa Library Association including its committees and subdivisions, observe the following guidelines in making official endorsements:

1. Neither the Association, nor its affiliated committees or subdivisions, endorse candidates for any national, state, regional, or local offices, whether the office is filled by election or appointment.
2. The Association and its affiliated committees and subdivisions may publicly endorse or oppose particular legislative proposals, referenda, and the like, in those instances when the matter relates to libraries and library services in particular or is recognized to have a potential impact on national, state, regional, or local libraries, library services or library staff. Committees and subdivisions must consult with the President and have the support of the Executive Board, and the Governmental Affairs Committee, before taking a public position on any legislative proposals, referenda and the like. When the ILA President, acting in consultation with the Executive Board, takes a specific position on a legislative matter, no ILA committee or subdivision may take a contrary position.
3. The Association may endorse initiatives being undertaken or supported by other not-for-profit organizations with similar interests and purposes. The Association's primary objective in entering into such a relationship should be to support its mission, goals, and objectives. Any public expression of support or financial contribution must be endorsed by the ILA Executive Board. Joint actions with other organizations do not constitute an endorsement by ILA of their policies, products, or services.
4. The Association will not engage in, or support, any activity that may be considered an unreasonable restraint of trade.

5. When ILA enters into a contract or agreement with a third-party, this does not constitute endorsement of their views.
6. The ILA President, acting in consultation with the Executive Board, will make the final decision regarding Association endorsements, and will rule, as necessary, on the appropriateness of endorsements by the Association's committees and subdivisions.

ARCHIVES

The University of Iowa Libraries (UIL) became the archival depository for the Association by action of the Executive Board in January 1972. All records remain the property of the Association but deposited records over 10 years of age may be used according to the regulations governing similar material organized and deposited at the University of Iowa Libraries. Except in rare cases, processed materials held by UIL are open to the public. Authorization to examine deposited materials less than 10 years of age may be given only by the Executive Board or other persons designated by the Association or Board.

ARCHIVAL MATERIALS

Elected officers of the Association and officers of Subdivisions and Committees shall deposit with the ILA Office all materials relating to that office at the end of the Association's year. Recognizing that new officers will need portions of the file for efficient transition into office, the ILA Office will work with the incoming officers to determine what materials need to be duplicated for that officer's use. ILA records exist in any medium that carries information about ILA and are created (or gathered) by ILA's representatives, members or staff.

DEPOSIT OF ARCHIVES IN UNIVERSITY OF IOWA LIBRARIES (UIL)

Association records shall be retained at the ILA Office for five years, at which time they shall be deposited at UIL. Deposits will be made each year. The ILA Office may duplicate, as necessary, any record scheduled for deposit that is needed for the efficient operation of the office. Only materials generated by or materials about ILA shall be deposited in UIL. Specific materials may include:

Administrative Records

Correspondence related to activities or policies of the association that is judged to be important by the ILA Board and the ILA Office shall be retained for deposit. Routine Office correspondence may be destroyed at the discretion of the ILA Office (e.g., requests for ILA stationary & forms). All ILA Board agendas, minutes, reports, constitutions, bylaws, organization charts, resolutions, position papers, or other materials relating to activities or policies of the Association shall be retained for deposit.

Financial Reports

All monthly and annual reports of the Treasurer (or ILA Executive Director), budgets, audits, tax reports, and ledgers shall be retained for deposit. Correspondence related to financial activities or policies of the Association shall be retained for deposit. Invoices, monthly bank statements, journals, bills, expense forms, work orders, check stubs, canceled checks, deposit and withdrawal slips shall not be deposited at the UIL.

Membership Records

The annual Membership Directory and the final computer printout update (prepared immediately 24 hours after Annual Conference) shall be retained for deposit. Applications for membership should be destroyed at the discretion of the ILA Office.

Subdivisions, Committees

All reports, membership lists, key correspondence, and other material relating to the activities or policies of these groups shall be retained for deposit. Routine correspondence may be destroyed at the discretion of the Subdivision or Committee chair.

Annual Conference

Important correspondence relating to planning and executing the Conference shall be retained for deposit. Also, to be deposited: a list of attendees, the official program, items to be distributed at the Conference, publicity materials, final financial report, etc. Bills, invoices, bank statements and other financial records shall not be deposited at UIL.

Awards

All materials relating to ILA and Subdivision award winners including nomination petitions, letters of support, speeches, and any biographical information available shall be retained for deposit.

Publications

All serial and non-serial publications of the Association shall be retained for deposit (e.g., ILA newsletter, annual reports, handbooks, membership directories). Electronic copies will be made of the ILA and subdivision websites during the 1st and 3rd quarters of the ILA calendar year.

Listservs

Listserv data from ILA, Subdivisions, and Committees should be saved in text file form (attachments and photos excluded).

Other

Private donations of historical materials related to the Association's establishment and early growth will be considered. Photographs of Association activities will be archived by the Executive Director according to established procedures. The Executive Director and all committees and subdivisions should submit photos for review.

AUTHORIZATION TO COPY

UIL has been authorized to make reproductions of ILA Archives material upon request, and may request or require compensation at cost of reproduction.

LEGISLATIVE

The following legislative policy was adopted by the Executive Board as a guideline for future legislative activities.

It will be the policy of the Iowa Library Association to hire a professional lobbyist to assist with its legislative efforts.

The lobbyist will be hired by the Executive Board but will work solely under the direction of the chairperson of the Governmental Affairs Committee or someone assigned by them.

The chairperson of the Governmental Affairs Committee will submit in writing to the Executive Board a list of legislative priorities and suggested positions to be taken by the Association. This list will be accepted or modified by the Executive Board and be presented to the membership at the Annual Business Meeting, and upon its formal adoption will be the official position of the Iowa Library Association and will serve as a guide to the lobbyist. Other topics of interest to libraries may come up during the session that may require ILA attention. With approval of the President, the chairperson of the Governmental Affairs Committee may instruct the lobbyist to work for or against items not found on the ILA priority list. However, such activities must be reported in writing to the Executive Board at its next meeting.

The Iowa Library Association may from time to time accept gifts from individuals or organizations to assist with its legislative efforts. It should be clearly understood by the donor, however, that any gift accepted by the Executive Board will be used at its discretion to best further the total legislative program of the Association. In no case will gifts be earmarked for lobbying for a particular group or a specific piece of legislation.

COMMITTEES

As a volunteer-led organization, the Iowa Library Association relies on active and engaged members to help oversee various activities and work of the organization through the following standing committees.

GENERAL COMMITTEE STRUCTURES

The following information applies to all committees unless listed otherwise.

Each committee should have a minimum of four (4) and no more than fifteen (15) active members. The size of each committee should generally be determined in collaboration by the committee chair and the ILA Exec. Board, and will depend on the type of work, projects, etc. the group has been assigned.

Committee members serve three-year staggered terms, and no more than two consecutive terms on a single committee. All committee appointments, and term renewals, are approved through majority vote from the ILA Exec. Board.

AWARDS

Established as the Honorary Awards Committee in 1960

Committee Charge

Actively pursue traditional and innovative opportunities to recognize excellence in our membership and the broader Iowa library community. Communicate and partner with other ILA committees and Executive Board.

Duties

1. Determine the recipients of all honorary memberships and awards given by the Association with the exception of the Johnson Brigham Plaque and awards presented by subdivisions.
2. Present awards and/or Honorary Memberships at each Annual Conference or at such other time approved by the Executive Board. Announcement of these awards may be in written or oral form and will constitute a verbal report of the Committee. Presentations/announcements will be made by the chair of the Committee or other designated person.
3. Publish notice of awards availability and deadlines set by the Awards Committee in the April Catalyst and on appropriate e-mail distribution lists.
4. Review and report to the Executive Board for approval all proposed awards to be established by the Association or its committees and subdivisions.
5. Arrange for the appropriate resolutions to be presented at the Annual Business Meeting.

6. Awards selection is completed without the approval of the Executive Boards unless otherwise specified.
7. Follow all established ILA policies and procedures that relate to committees.
8. Maintain and update ILA Awards Manual (listing of all awards and their descriptions) on ILA website.

Awards

The call for nominations is sent out in April, with nominations due at the end of July.

Nominations are submitted online. Current members of the ILA Awards Committee cannot be nominated for any award until after they have rotated off the committee. At that time they may be nominated through the normal procedures and protocols.

Citation of Merit

This award recognizes those who have made outstanding contributions to, or advanced the principles of, quality library service. This award may be given to a group or an individual. The work of the recipient(s) will be well known beyond the local community. Either the nominee or the person making the nomination must be a member of the Iowa Library Association.

Distinguished Leadership Award

This award recognizes an ILA member with outstanding accomplishments in leadership.

- a. Advancing the library profession through contributions to any area of service benefiting Iowa libraries
- b. Leadership through vision and action for the betterment of the local library constituency
- c. Outstanding participation in activities of a professional library association (state or national); notable publications and/or productions; creative work in interpreting the library to constituents.
- d. One letter of reference, highlighting the nominee's impact, and 2 additional reference contacts are required

Distinguished Career Award

This award recognizes an ILA member with significant accomplishments and more than 15 yrs. experience in the library community.

- a. At least 15 yrs. experience in library work
- b. Library betterment through innovation, broadened scope and/or quality of service
- c. Contribution to any area of service benefiting library users
- d. Leadership in education and in-service training for library personnel or trustees
- e. Improvement in library techniques or management
- f. Development of innovative or exceptional library facilities
- g. One letter of reference, highlighting the nominee's impact, and 2 additional reference contacts are required

Emerging Leader Award

This award recognizes an ILA member with significant contributions to the local, state, or national library community and less than 5 yrs experience.

Forrest Spaulding Award

This award recognizes the efforts of an individual or group working to champion intellectual freedom. It is in honor of former Des Moines Public Library Director Forrest Spaulding who drafted the first version of the Library Bill of Rights which was later broadened and adopted by the American Library Association. This award is not limited to ILA members or library staff to encourage and honor everyone to champion intellectual freedom.

ILA Presidential Award

Candidates for the ILA Presidential Award will be limited to individuals who have completed at least nine months as President of the Iowa Library Association. This award, created in 1981, is given in recognition of the unique demands, responsibilities and commitment that the Association asks of a member once he/she assumes its Presidency. This award is to be bestowed upon the qualified candidate at the Annual Conference during their term in office by the ILA Immediate Past President.

Johnson Brigham Plaque Award

This award, honoring Johnson Brigham, long-time State Librarian, is presented every three years, provided an Iowa author has produced work that is worthy of recognition during those three years.

Library Philanthropy Award

This award recognizes an Iowa library for exceptional efforts made outside the library's typical mission, to create a better world. Nominee must be an ILA member.

Outstanding Library Advocate Award

This award recognizes the contributions of a school, college, or government leader who has strongly advocated for the library community. Nominee must be an ILA member.

Revision History

Revised 2014, September 2019, October 2026

COMMUNICATIONS

Established as a Board in fiscal year 1971

Established as the Editorial Committee, a standing committee, in the fall of 1972.

Committee Charge

Actively pursue traditional and innovative methods of effective and engaging communications among and between the association, ILA members and the broader Iowa library community. Communicate and partner with other ILA committees and Executive Board.

Duties

1. Act as the editor of the Catalyst.
2. Monitor Catalyst publication cycle to see that it appears according to schedule and within budget.
3. Solicit contributions to the Catalyst as appropriate.
4. Review Guidelines for ILA Publications and ILA Website Policies annually and forward recommended changes to the Executive Board for approval and to the ILA Executive Director for inclusion in the Organization Manual.
5. Work with the liaison from the Executive Board to review materials of questionable nature. Communications Committee has the final decision.
6. Provide coverage of significant library-related activities throughout the state for inclusion in the Catalyst.
7. Fulfill all duties specified in ILA Website Policies.
8. Review non-serial publications bearing the Association's name (with the exception of announcements and materials published for meetings of the Association and its subdivisions) for spelling, grammar, punctuation and syntax. Any substantial changes suggested by the Committee will be clearly marked on the copy and returned to the Executive Board for final approval and publication. (See Guidelines for ILA Publications for details.)
9. Follow all established ILA policies and procedures that relate to committees, including the ILA Press Release Policy.

Revision History
Revised September 2019

CONFERENCE PLANNING

Established as an Ad Hoc Committee in 1980
Became a standing Committee October 1992

Committee Charge

Actively pursue traditional and innovative opportunities for enriching the ILA conference experience. Communicate and partner with other ILA committees and Executive Board.

The Committee is comprised of two Conference Planning Co-Chairs, a Conference Coordinator, a Local Arrangements Coordinator, an Exhibits Coordinator, and up to six additional members. The Association President and President-Elect serve as ex-officio advisory members of the Committee. Additional members may be appointed at the request of the Committee and/or at the discretion of the Executive Board.

Duties

1. Establish a conference theme.
2. Review budget, review and update registration and exhibitor fees.
3. Work with committees and subdivisions for program ideas, content, general session speakers and business meeting needs. Each unit planning a program will be assigned a contact person by the Chair.
4. Handle speaker arrangements according to established guidelines.
5. Oversee the application for continuing education planning as appropriate.
6. Organize all the details for the conference including, but not limited to: exhibits, vendor support, program schedule details, unaffiliated group meetings and advertising.
7. Work with the AMCStaff to maintain the conference timeline and follow all established conference policies.
8. Follow all established ILA policies and procedures that relate to committees

Revision History

Revised September 2019, October 2026

FINANCE

Established as an Ad Hoc Committee March 1993

Established as a standing committee 1994

Committee Charge: Actively pursue traditional and innovative opportunities to help ensure and promote future financial stability and growth for the association, so ILA may continue to fulfill its mission. Communicate and partner with other ILA committees and Executive Board.

The Committee is composed of six members: two committee members, the Chair, the Treasurer, the ILA Past President, and ILA President. Additional members may be appointed at the request of the Committee and/or the discretion of the Executive Board. The Finance Committee Chair will work with the Treasurer to ensure consistency in times of transition and maintain a history of records.

DUTIES- shared in conjunction with ILA staff:

1. Assist the Treasurer and Executive Director with the preparation of a budget for submission to the Executive Board. Receive all budget requests from the executive board, committees, and subdivisions and notify them if the request is inconsistent with ILA policy. [per ILA Financial Policies]
2. Recommend to the Executive Board revisions or amendments to the budget when appropriate and incorporate approved adjustments into the budget and reports.
3. Recommend to the Executive Board investment strategies and financial management practices in keeping with ILA's General Investment Directives.
4. Manage and build the reserve funds.
5. Monitor ILA financial transactions to ensure:
 - a. sufficient and balanced revenue sources and a healthy relationship between receipts and expenditures
 - b. activities do not endanger IRS non-profit status

- c. funds are handled consistent with ILA financial policies, bylaws, articles of incorporation, and any restrictions placed on specific funds or income by the ILA Executive Board
 - d. correlation continues between the annual budget and the long range financial goals.
- 6. Examine the monthly and annual financial reports of the Association and its subdivisions and the annual audit and report at each Executive Board meeting any discrepancies, problems, or concerns.
- 7. Review ILA financial policies in the organization manual and:
 - a. recommend any needed changes in the financial policies
 - b. submit an annual written report to the Executive Board
- 8. Review the ILA investment strategy once a year with recommendations forwarded (or reaffirmed) to the Executive Board for approval. The Committee may invite someone with financial expertise to review the strategy.
- 9. Follow all established ILA policies and procedures that relate to committees.

Revision History

Revised October 2012, June 2018, September 2019

GOVERNMENTAL AFFAIRS (GAC)

Established date unknown

Committee Charge

Along with ILA lobbyists, actively pursue traditional and innovative opportunities to monitor state and federal movement that could impact Iowa libraries and/or the association; communicate such movements to the ILA Executive Board. Actively engage members in library advocacy initiatives.

Leadership of the GAC rotates on a three-stage cycle between the Incoming Chair, Chair, and Past-Chair. This structure provides a smooth transition from year-to-year for the committee, our lobbyists, and the larger organization as a whole.

Committee Year

Unlike all other committees, the Governmental Affairs Committee year begins July 1 and concludes on June 30. Doing so aligns the work of the committee with the legislative session in Iowa.

Duties

1. Develop and recommend yearly legislative priorities which will be submitted for approval to the Executive Board two months prior to the Annual Conference and shared with membership, upon approval, and at the Annual Business Meeting.
2. Implement the approved plan of legislative action by such means as informing the lobbyist of the plan, collaborating on and/or drafting proposed legislation, identifying

legislators who will introduce legislation, coordinating membership support and seeking the cooperation of other organizations.

3. Study and evaluate the laws and legislative or governmental issues affecting Iowa libraries and/or library employees and recommend appropriate action that will foster improved library services to the citizens of Iowa.
4. Assist the Intellectual Freedom Committee in protecting and promoting the principles of intellectual freedom where they are affected by governmental action.
5. Plan and sponsor an annual promotional event, which provides an opportunity for members of the Association to discuss legislative issues pertaining to libraries with members of the Iowa General Assembly.
6. Follow the Policies and Procedures for the Evaluation and Selection of the ILA Lobbyist.
7. Revise legislative policies as needed.
8. Follow all established ILA policies and procedures that relate to committees.
9. Conducts annual review of lobbyist performance.

Revision History

Revised September 2019, October 2024

INTELLECTUAL FREEDOM

Established date unknown

Committee Charge

Actively pursue traditional and innovative opportunities to monitor, advocate for, and support Intellectual Freedom as it relates to the association and its individual members. Communicate and partner with other ILA committees and Executive Board.

Members will be composed of representatives from school, public, and academic libraries; it is also preferred that members represent the six regions of the state as defined by the State Library whenever possible.

Authority

The Iowa Library Association hereby empowers the Intellectual Freedom Committee to act on its behalf in matters of Intellectual Freedom until this Statement of Policy is amended or revoked. Intellectual freedom encompasses free access to ideas, freedom of thought and freedom of self-expression.

Duties

1. Be alert to library related intellectual freedom incidents or issues occurring in the state, and inform the Association President.
2. Be aware of intellectual freedom issues at the national and international level.
3. Uphold the Library Bill of Rights as adopted by the American Library Association.

4. Monitor, in cooperation with the Governmental Affairs Committee, proposed state, local and school district legislation which might impact libraries or an individual's intellectual freedom, and report such legislation to the Association President.
5. When a controversy arises within the state the Committee will:
 - a. determine the facts by contacting the persons involved;
 - b. develop a statement of the Committee's position and offer support to the persons involved as deemed appropriate by the Committee, including referral to ALA for possible support;
 - c. inform the Executive Board of the Committee's position;
 - d. disseminate this formal position to all interested parties, including the press when, in the judgment of the Committee, this seems wise or necessary.
6. Carry out recommendations of the ALA Intellectual Freedom Committee that are applicable to furthering intellectual freedom in Iowa.
7. Review regularly and update as needed a procedure manual for the guidance of all librarians in Iowa for ensuring the principle of the Freedom to Read statement.
8. Provide information regarding sample statements of policies related to intellectual freedom; provide access to model statements of selection and Internet use policies; and encourage all librarians to develop such statements.
9. Plan and sponsor educational events, which provide opportunities for members of the Association to discuss or learn about intellectual freedom issues pertaining to libraries.
10. Follow all established ILA policies and procedures that relate to committees.

Revision History
Revised September 2019

LEADERSHIP DEVELOPMENT

Established as an Ad Hoc Taskforce October, 2002
Established as a Standing Committee October 11, 2007

Committee Charge

The Committee has a minimum of ten members. All committee members are appointed by the ILA President and approved by the Executive Board. One member serves as the liaison from the State Library of Iowa and is an ex-officio, non-voting member. All other members will serve four-year staggered terms. Appointees should represent the diversity of Iowa's libraries and alumni of the ILA Leadership Institute.

Purpose

The purpose of the Committee is to develop leaders that will affect positive change in their libraries and within the Iowa library community and to prepare leaders to further the work of the Iowa Library Association.

Duties

1. Plan and carry out a Leadership Institute open to ILA members, to be held every two years, or on a timetable designated by the Executive Board.
2. Recommend a budget for the Leadership Institute to the ILA Finance Committee.
3. Identify and secure a leadership professional to facilitate the Institute.
4. Establish selection criteria for participation in the Leadership Institute.
5. Promote the Institute, recruit and select participants based on selection criteria.
6. Provide leadership programming at ILA activities as appropriate.
7. Recommend other leadership development activities to the Executive Board.
8. Follow all established ILA policies and procedures that relate to committees.

Revision History

Revised December 2014, September 2019, October 2026

MEMBERSHIP

Established date unknown

Committee Charge

Demonstrates the value of membership in ILA as it actively recruits new members and maintains relationships with ongoing members. The committee facilitates communication within the organization and between the members by keeping contact information updated.

Duties

1. Develop and maintain an on-going membership campaign.
2. Present ideas for gaining new members to the Executive Board for their approval.
3. Present new or additional benefit ideas to the Executive Board for their approval.
4. Work with the AMC and the State Library of Iowa to identify and contact new members for the Iowa Library Association via email welcome letters
5. Communicate and work with the Conference Planning Committee and/or Executive Board about expectations for the Membership Committee at the Annual Conference.
6. Communicate and publicize any Membership Committee activities to members as well as non-members.
7. Maintain and update the membership contact list and email listserv communications.
8. Communicate with the ILA Awards Committee and work with AMC to identify members for recognition.
9. Follow all ILA policies and procedures that relate to committees.

Revision History

Revised September 2019, October 2026

NOMINATING

Established date unknown

Committee Charge

The Nominating Committee actively pursues opportunities to identify leaders to serve in leadership roles within the association; encouraging member participation on association committees. Communicate and partner with other ILA committees and Executive Board.

The Committee is composed of a minimum of 4 members of ILA, ideally representing a variety of types of libraries. Additional members may be appointed at the request of the Committee and/or at the discretion of the Executive Board. No members of this Committee will be members of the Executive Board.

Deliberations of the Committee are confidential. The meetings are closed

Duties

1. Generate a slate for each elected office and at-large Executive Board position; each position must have at least two nominees.
 - a. Care should be exercised to provide balanced representation of the various constituencies of the Association (Article VI, Section 2, A).
 - b. No person may be nominated for or serve in an elected position on the Executive Board unless he or she is a Personal Member of the Association.
 - c. Candidates for each position may also be included on the ballot through nomination by petition (Article VI, Section 2, D).
2. Nominate at least two candidates for ALA Councilor.
 - a. Nominations will be made according to the Bylaws, ILA policies and the directives of the American Library Association.
 - b. All candidates must be current members of both ILA and ALA.
3. Prepare a report of its nominations which will be filed with the Executive Board and distributed to the membership according to Association policies and with ample time for nomination by petition.
4. Supports the Vice President/President-Elect in identifying candidates for ILA committee appointments.
5. In conjunction with the President, be responsible for organizing a candidates' forum during the Annual Conference or virtually at another time if more practical.
6. Follow all established ILA policies and procedures that relate to committees.

Revision History

Revised September 2019, October 2026

SUSTAINABILITY

Established as a Standing Committee 2025

Committee Charge

The Sustainability Committee advises on sustainable practices for the Iowa Library Association and its member libraries. The Committee advances environmentally sound, socially equitable, and economically feasible policies, keeps the organization informed of educational resources, and hosts programming to further initiatives aimed at reducing environmental impact for future generations.

Duties

1. Be alert to sustainable trends, topics, and issues facing public libraries at the state and national level.
2. Connect ILA Members to tools and educational resources that enable their libraries to adopt sustainable practices and policies through ILA's website, Catalyst Newsletter, and social media channels.
3. Work with the Conference Exhibitor Subcommittee and AMC staff to identify and promote eco-conscious vendors and exhibitors whenever possible; help promote sustainable practices to attendees during the conference.
4. Maintains regular communication with ILA Member Libraries participating in the Sustainable Library Certification Program; reports their activities, initiatives, and programs back to full membership to promote their leadership in sustainability.
5. Plan and sponsor educational events, which provide opportunities for members of the Association to discuss or learn about environmental issues pertaining to libraries and their service populations.
6. Follow all established ILA policies and procedures that relate to committees.

SUBDIVISION POLICIES

GENERAL

Iowa Library Association Bylaws allow for subdivisions to be created with the approval of the Executive Board "to stimulate and provide for the interests of special groups" (Bylaws, Art. IX, Sec. 1).

ESTABLISHMENT

Subdivisions composed of members of the Association may be established for discussion and action upon professional development needs, interests and areas of concern distinct from existing units and fulfilling the goals and objectives of the Association.

Subdivisions may make recommendations to the Executive Board but cannot establish policy or take any action in the name of the Association unless so directed by the Executive Board. The Executive Board will establish criteria to be met by subdivisions in order to be recognized and operate as official units of the Association, and will have final approval over the establishment of any subdivision (Bylaws, Art. IX, Sec. 2, 3).

Members wishing to establish a new unit must sign an application requesting subdivision status and submit it to the Executive Board. At least 20 members must sign the application for subdivision status. If the proposed subdivision satisfies the definition in the ILA Bylaws and the applicants agree to meet the criteria and observe the procedures listed below, the Board will approve the establishment of the subdivision and notify the subdivision's designated chair. If the Board does not approve subdivision status, a written notice to that effect and an explanation will be sent to the chair identified on the application.

REQUIREMENTS

An ILA subdivision exists to serve specific interests and provide value to its members. Because these subdivisions are intended to benefit a portion of the overall ILA membership and incur a cost to ILA in the form of administrative costs and time, it is important that these subdivisions meet the following membership and administrative requirements to be considered viable.

Membership Requirement

- Membership roll of at least 20 members by April 1 each year

Administrative Requirements

- Provide at least one Catalyst article each quarter
- Have at least two elected leaders by November for the upcoming year
- Hold an annual membership meeting either at the annual conference or virtually in October or November each year
- Hold at least one meeting of all elected officers during the year
- Submit an annual report to the Executive Board by December 1 each year.
- Have (or be working toward) bylaws or a policies and procedures manual that govern the subdivision.

Subdivisions must meet or exceed the Membership Requirement to remain viable. If a subdivision falls below the Membership Requirement or fails to meet two or more of the Administrative Requirements, the ILA Executive Board liaison will notify the subdivision

membership and the ILA President and Vice President that the subdivision is not meeting its obligations. The subdivision members then have three months to make a written plan to meet all criteria within a six month period or the ILA Executive Board will dissolve the subdivision and the membership will be notified of this action. Any residual funds will be put into the ILA general fund to further the overall association goals.

Subdivisions may have bylaws written, submitted to the Executive Board for review and approval. They may then be voted upon by the subdivision's membership. Revised versions of bylaws will be sent to the ILA Office following approval by the membership of the subdivision. Amendments will follow the same procedure, and neither the initial bylaws nor later amendments will be in conflict with the Association's Bylaws.

A subdivision must follow all applicable ILA policies.

PROCEDURES

The Executive Director will provide each subdivision chair a list of the subdivision's members by April 1 of each year.

The chair of each subdivision will submit a written report containing activities pursued, goals achieved and a financial statement for the previous year. Recommendation for future subdivision activities, goals and objectives must also be included. All aspects of this report will reflect the Strategic Plan. The report will be submitted to the ILA office and the subdivision's Executive Board liaison by December 1st each year. The ILA staff will forward the report to the Executive Board.

The Executive Board will make a written response to the subdivision chair if there is any Board discussion or action relating to the report.

Specific concerns or action needing to be addressed by the Executive Board or the Association as a whole and relating to a subdivision's purpose may be referred by the subdivision to the Executive Board for review and appropriate action. The Board will make a written response delineating its action to the chair of the subdivision.

FINANCIAL

A subdivision may assess dues which are to be collected, maintained and dispersed through the Association office. Expenditures of subdivisions must be approved by the subdivision head and the President of ILA in accordance with established Association financial policies (Bylaws, Art. IX, Sec. 3).

Subdivisions are governed by prevailing ILA financial policies and procedures. Interest received on restricted funds will be retained by the Association in lieu of a management fee.

Subdivision officers are to provide the Finance Committee at the annual planning meeting a budget for the next year's activities. Subdivision officers will be notified by the Finance Committee if a proposed budget must be revised to make it consistent with ILA policies.

A financial report will be provided to the subdivision chair by the AMC upon request. An annual financial report must be submitted by the subdivision chair to the Finance Committee by January 31 according to prescribed procedures. Subdivisions may develop publications, however, they must be reviewed by the Communications Committee and the Executive Board before publication in accordance with ILA policy (see General Association Policies). All costs for publishing and distribution of the publication must be paid by the subdivision. Any profit resulting will be deposited in the subdivision's account.

Bills will be paid by AMC staff after receiving authorization from Association Treasurer only upon completion of an Expenditure Authorization Form. All Expenditure Authorization Forms must be accompanied by a copy of the invoice or receipt where applicable. Authorized signatures for a subdivision are the chair of the subdivision and President of the Association. Funds may not be encumbered without the advance approval of the appropriate authority. Reimbursement may not be made if appropriate authorization was not obtained.

No purchase of goods and securities nor procurement of services, insurance or other intangibles will be made through firms, companies or agencies with which subdivision officers are associated as partners, directors or in a managerial capacity except as such purchases relate to procurement of professional materials such as publications.

MEETINGS

Each subdivision must hold an annual business meeting at the Association's Annual Conference or virtually in the fourth quarter of the year. Subdivisions may conduct program(s) at the Association's Annual Conference, but such program(s) must be planned in cooperation with and approved by the Conference Planning Committee.

Minutes of all subdivision business meetings must be sent to the ILA Office as soon as available (i.e., before approval at the next meeting). Minutes reflecting bylaws discussion will be passed on to the Executive Board. Subdivision officers are encouraged to provide copies of their executive board/executive committee meeting minutes to their ILA Executive Board liaison.

AWARDS APPROVAL, ETC.

New awards proposed by a Subdivision will include a description and criteria. They must be approved by the ILA Awards Committee and the Executive Board. Criteria/procedures for these awards will be included in the appropriate Subdivision's section of the ILA Organization Manual.

One-time awards that do not award money can be given at the discretion of the subdivision; one-time awards of money need to be included in subdivision budget proposals sent to the Finance Committee; ongoing awards must go through the Awards Committee.

DISSOLUTION

A subdivision may be dissolved by its membership according to provisions set forth in its bylaws or by a majority vote of its membership if no bylaws provision for dissolution exists.

Unless an acceptable cause for not fulfilling these requirements and procedures is provided, a subdivision will be dissolved by the Executive Board automatically on December 31 of any year when the procedural requirements have not been met.

Upon dissolution of the subdivision and payment of all outstanding obligations, all assets will be transferred to the Iowa Library Association.

ELECTRONIC VOTING

Subdivisions, their officers or executive bodies may vote and conduct elections electronically as long as provision has been made in their bylaws. Guidelines and procedures are to be established in accordance with ILA electronic voting policies, subject to review by the Executive Board, and must comply with the laws of the State of Iowa.

A. Votes of Executive body

- a. Bylaws must allow the executive body to vote electronically.
- b. Electronic voting is permitted for issues that do not require the polling of all subdivision members.
- c. Any officer may request an electronic vote for an issue that needs to be approved by the officers only.
- d. Each vote message is to state the voting periods as determined by the circumstances.
- e. Quorum will be as set in the Bylaws of the subdivision.
- f. The President/Chair records the vote and reads it into the minutes of the next meeting.

B. Electronic elections and votes of subdivision as a whole

- a. Bylaws must allow for electronic votes/ballots to be cast. In an election of subdivision officers, the bylaws should include provisions relating to how nominations from the floor and write-in votes will be handled.
- b. Quorum will be as set in the Bylaws of the subdivision and must be identical or greater than that required at a regular meeting.
- c. Percentage of approvals required for election/passage will be as set in the Bylaws of the subdivision and must be identical or greater than that required at a regular meeting.

- d. The subdivision email list is updated prior to sending out the notice that the ballots has been posted to the website. [This can be accomplished by sending out an email to all members and monitoring the bounces. Email lists are available from the ILA office upon request.]
- e. Ballots are posted on a website capable of handling elections (i.e. with privacy protection, etc.). Paper ballots will be mailed to voters upon request.
- f. Each ballot message is to state the voting period, the number of responses required for a quorum, the percentage of approvals required for election/passage and information about how the winners/results will be announced.

WEBSITES / SOCIAL MEDIA

Subdivisions will adhere to ILA policies and procedures regarding communication.

SUBDIVISIONS & ROUNDTABLES

Community College Librarians' Roundtable

Established December 7, 2001

To provide an avenue for the exchange of ideas among individuals interested in community college libraries.

Iowa Association of School Librarians

Established October 14, 2003

Promotes life-long learning and literacy in all its forms through active advocacy for school librarians and media specialists, media and technology professionals and library educators.

Iowa Library Association Chapter of the Association of College and Research Libraries (ILA/ACRL)

Established October 7, 1983

The purpose of the Chapter is to represent the common interests of the libraries and library staff in higher education and independent research libraries. The Chapter seeks to enhance library service, user education, and staff development in these libraries.

Iowa Health Sciences Library Association

Established December 20, 1983

Promote health sciences library services. Provide a forum for exchange of ideas. Monitor and make recommendations regarding legislation affecting Iowa health sciences libraries. Develop and strengthen relationships with cooperative and network activities within Iowa and the nation. Be an effective part of the National Network of Libraries of Medicine Greater Midwest Region.

Iowa Small Library Association

Established December 6, 2002

Offers a channel for receiving information on issues affecting small public libraries and to provide a means to share problems, solutions, programs, experiences, and ideas of concern to small public libraries.

Library Leadership and Management Association (LLAMA)

Established August 6, 1993

Name changed from Library Administration and Management Association Forum October 22, 2009

Facilitate discussion and continuing education opportunities for, and professional growth of, librarians and library staff members who are interested in library management issues.

Enhance service, staff development, and financial support for libraries of all types and sizes in Iowa.

Local History & Genealogy

Established as Local History Roundtable May 13, 1985

Renamed October 2001

Encourages the collection and preservation of items of local interest, as well as facilitates the sharing of information and expertise in the area of local history.

Educate Iowa librarians in methods of collecting, organizing and preserving local history materials. Serve as a clearinghouse of library history program ideas.

Youth Services Subdivision

Established November 7, 1983

Name changed from Children and Young People's Forum October 20, 2005

Encourage active involvement of all librarians serving the needs of young people. Upgrade library service in reader and user guidance, reference, programming, public relations, collection development, and departmental management for all users of young people's library resources.

Promote cooperation and communication among librarians and others with mutual concerns.
Increase public awareness of youth services. Promote quality basic professional education and encourage growth through continuing education

Contacting ILA

Iowa Library Association organization is managed by an AMC – Capture Management Solutions - who appoints an Executive Director within their staff team to assist ILA membership. They may be contacted at 515-750-2310 (Ext. 7) or email admin@iowalibraryassociation.org.