

The Nuts and Bolts of Operations

Membership Lists

Section and Round Table member lists are available upon request.

Membership lists are confidential, and may not be shared with outside groups. Refer requests for CLA membership lists to the office.

Sections or Round Tables handling their own mailings or electronic newsletters MUST request a current membership list before the item can be mailed or distributed electronically, as membership renewals and new memberships come into the office year round, and the list changes.

CLA staff will e-mail you a membership list as an Excel file or as an ASCII file. Print copies of membership rosters are available upon request and will be mailed. Print rosters sometimes take several days to turn around depending on office workload. Electronic lists can usually be turned around within a few hours. Mailing labels are also available.

Money

Sections and Round Tables are allocated funds annually for operations.



Each Section is guaranteed to have no less than \$3 per member for operations from member dues available in their account as of April 30 each fiscal year.

Each Round Table is guaranteed no less than \$50 or \$1 per member per year for operations whichever is greater.

Section and Round Table funding allocations are designed to be spent on an annual basis. A report of current Section and Round Table balances follows.

The use of these funds is guided by the CLA Fiscal Policies. Please do not ask us to make exceptions to these policies.

SECTION	# Members as of 9/2004	# Members as of 9/2005	# Members as of 8/2006	# Members as of 8/2007	# Members as of 8/2008	Amount Available as of 9/2008
Academic Section	199	204	203	208	177	\$1810.89
Access, Collections and Technical Services Section	146	147	128	141	119	\$6532.07
Children and Young Adult Services Section	309	311	338	342	320	\$993.00
Information Technology	180	174	153	180	153	\$3467.96
Literacy Services Section	172	87	104	100	87	\$2127.05
Management Section	163	165	181	153	196	\$972.38
Public Libraries Section	510	523	521	547	519	\$1672.36
Reference Services Section	222	228	221	207	199	\$5479.21

Round Table	# Members as of 9/2004	# Members as of 9/2005	# Members as of 8/2006	# Members as of 8/2007	# Members as of 8/2008	Amount Available as of 9/2006
African American Librarians Round Table	48	41	50	51	61	\$66.00
Chinese American Librarians Round Table	46	52	53	49	53	\$61.00
Collection Development Round Table	290	299	304	340	323	\$395.00
Gay and Lesbian Interests Round Table	58	65	72	73	76	\$559.00
Government Publications Round Table	80	77	79	96	98	\$1034.47
Intellectual Freedom Round Table	220	237	226	248	243	\$818.00
Library History Round Table	121	139	135	148	163	\$317.58
Marketing and Public Relations Round Table	188	234	261	320	294	\$394.06
Native Libraries Round Table	31	50	55	46	65	\$103.00
Services to Latinos Round Table	118	139	154	205	195	\$329.41
Services to Restricted or Disabled Populations Round Table	80	91	95	104	92	\$369.90
Student Round Table		89	87	84	240	\$289.00

CLA does not budget for individual committee activities.

CLA annually budgets a small sum of money to support travel and activities for all committees and task forces which may be used with the prior approval of the Executive Director. When it is essential for committees to meet face to face, reimbursement for committee travel is made only to the extent that it can be accommodated within the budget of CLA and only when travel funds are not available from employing institutions.

Financial Reports

CLA will provide sections and round tables with financial reports at least two times per year (Fall, to show any carryover balance, and Spring, for new officers.) Financial reports will also be provided whenever there is activity during a month.

Making Financial Commitments

Section, round table and committee leaders should not make commitments until they know there are sufficient funds and expenses are authorized in advance by the CLA Executive Director.

In order for the CLA Office to process a request for reimbursement or an expense claim, the section president, round table or committee chair must approve the claim. The expense claim must have the signature of the Section President, Round Table or committee chair.

The claim, with original receipts attached, may be submitted on an expense claim form or by letter signed by the requesting party.

Expenses such as postage, printing, photocopying, meeting room rental, and telephone are reimbursed within the limits of available budget.

The CLA travel policy applies to Section and Round Table leaders, and committee chairs.

If there is a question regarding other types of expenses, check with the Executive Director.

How to Get Reimbursed

CLA's auditor suggests that the expense reimbursement form, located on-line at <http://www.cla-net.org/included/docs/2001reimburse.pdf> should be used for reimbursement requests.

If using the form is not feasible, a letter, signed by the person requesting reimbursement with receipts attached, is sufficient.

If the person requesting reimbursement is not the Section President, the Round Table or Committee Chair, that individual's signature is required, as well.

CLA prepares and distributes checks on the 15th and the end of the month and member requests for reimbursement are processed as soon as they are received.

Scheduling Conference Calls

Conference calls are an effective alternative to face-to-face meetings, particularly for small groups working on association projects.

The office can set up conference calls for your group. CLA will set up conference calls that require participants to call into an 800 number.

To set up a conference call, contact the office at info@cla-net.org or call 916-447-8541. When e-mailing a conference call request, make sure you provide the number of lines needed, along with the date, time and length of the call. Also be sure to include your committee, round table or section name. You will receive a confirmation with an 800 number and a pass-code.

Annual Reporting Requirement

Each CLA Section, Round Table and Committee must submit an annual report of activities for the year.

This report is the only permanent record of activity, and is an important source of information for both future leaders and staff.

The report is distributed annually at the Leadership Retreat, and is due back in the office on **January 15th**.

Submitting Agenda Items for Executive Committee or Assembly Action

CLA Section Presidents, Round Table Chairs and Committee Chairs are routinely invited (and encouraged) to submit agenda items for either Executive Committee or Assembly meetings.

Approximately one month in advance of the meeting, a “Request For Agenda Items” is distributed electronically.

Items that have financial implications for the association must go to the Finance Committee for their review prior to submitting them to either the Executive Committee or Assembly.

Agenda items may be informational or they may request action.

Please contact either the CLA President or the Executive Director if you would like to discuss a possible agenda item.

Getting Help

As a CLA leader you may have questions which require a response from either the CLA president or the CLA executive director.

The **CLA President**, as the chief elected officer, is responsible for the leadership of the association. She/he serves as a model for leadership within the library profession. In partnership with CLA Assembly and Executive Committee, she/he is involved in establishing policy that promotes the goals and interests of the organization. The CLA President for 2008-09 is:

Barbara Roberts
760-322-8375
barbara.roberts@palmsprings-ca.gov

The **CLA Executive Director** is the chief executive officer who is primarily responsible for the implementation of approved CLA policies and programs. She is responsible for organizing the staff, programs and activities of the association to assure that the Executive Committee and Assembly objectives are attained and member needs met. CLA’s Executive Director is

Susan E. Negreen, CAE
916-447-8541
snegreen@cla-net.org

Staff

The CLA staff assists the Executive Committee, Assembly, Association Committees and Sections and Round Tables in the performance of their duties. CLA staff include:

Laura Fisher
Communications Director
lfisher@cla-net.org

Heidi DeVilbiss
Office Support
hdevilbiss@cla-net.org

CLA Contract Services

CLA contracts for conference and exhibition management services from Hall-Erickson, Inc. These individuals manage all conference logistics. You may contact them with conference-related questions.

Conference Exhibits

Paul Graller, Hall-Erickson, Inc.
630-434-7779 x. 7910
paul@heiexpo.com

Conference Meeting Arrangements

Tina Vickery, Hall-Erickson, Inc.
630-434-7779
tvickery@heiexpo.com

CLA contracts for lobbying services from Michael F. Dillon Associates. The CLA lobbyists prepare the legislative updates and legislative bill summaries found on the web site. You may reach the lobbyists as follows:

Christina and Michael Dillon
Michael F. Dillon Associates
916-448-4808
cdillon@mfdillon.com