

6. Standing Committees

Awards Committee

General

A Chair and at least four additional committee members are appointed by the President. Committee members are appointed for two-year staggered terms. New members are appointed by the President within two months following the annual meeting.

Committee appointees should have been active in MPLA for at least three years in order to be knowledgeable about people and concerns in the area. A geographical representation is desirable; no two committee members should be from the same state at the time of their selection. If possible, there should be representation from the state(s) in which conference(s) will be held.

The Chair should have served on the committee at least one year. When possible, the chair should be appointed from one of the second year committee members to serve a third year on the committee.

The award categories are

1. *Carl Gaumer Exhibitors Award*: To be given to the individual or company whose positive support of the Mountain Plains Library Association is demonstrated by constant conscientious endeavors towards libraries, library staff, trustees and professional activities.
2. *MPLA Distinguished Service Award*: To be given to an MPLA member who has made notable contributions to the library profession or has furthered significant development of libraries in the Mountain Plains region, or has performed exemplary service for an extended period of time. In the case of retired individuals, the nominee may be a past member of MPLA.
3. *MPLA Legislative Leadership Award*: To be given to an individual or group (state legislature, city council, board of education, etc.) in recognition of exemplary legislative leadership or support for growth and development of a library or libraries in the MPLA area within the last two years.
4. *MPLA News Media Support Award*: To recognize the news media organization in the MPLA region making the strongest effort, either in a single presentation or in ongoing coverage, within the past two years, to promote libraries and library activities to the community. Criteria will include amount and effectiveness of

coverage and manifestation of a positive commitment to generate public interest in a library or libraries.

5. *MPLA Literary Contribution Award*: To be given to an author whose published writings are most successfully furthering an understanding and appreciation of the Mountain Plains region. The author need not reside in the region, and the selection may be based on either a single work or a body of works. Nominees will be evaluated on the basis of literary worth, readability, and evidence of responsible research.
6. *MPLA Beginning Professional Award*: To recognize an MPLA member, who as a librarian/media specialist within the first five years after receiving a library/media masters degree, has made a positive impact on the quality and role of library service. Factors such as innovative programming and planning, use of resources, and special projects will be considered.
7. *MPLA Youth Services Excellence Award*: To be given to a library that exemplifies excellence in library services to youth. This excellence can be demonstrated through one or more of the following: reference and information services, access to technology, reading promotion, youth participation, collaborative efforts, education support, staff and volunteer development, intergenerational activities, programs and services that address special needs patrons; programs and services that emphasize the library's role in a state, region or local municipality. (Board of Directors 4/2000)
8. *MPLA Intellectual Freedom Award*: This award is given to an individual or group making significant contributions to the enhancement of First Amendment rights. The recipient should have demonstrated a clear understanding of the principles, nature, responsibilities, and implications of the First Amendment. The recipient should live within the Mountain Plains region or be a non-resident whose contribution has a demonstrable effect on the Mountain Plains region. The recipient should have applied that understanding of the principles in one or more of the following ways:

In defense of the First Amendment principles in the face of a serious challenge to those principles though not necessarily limited to libraries.

In support of the First Amendment principles through an active role in:

- a. Formulating programs which develop people's ability to deal with a full range of opinion/controversy and with the issues associated with such controversy, or
- b. Developing, or materially assisting in the development of a legal base for the continued enjoyment of freedom of mind, its strengthening, and its defense, or

- c. Expanding the philosophical foundations of the principles or contributing to a better understanding of them. (Board of Directors 4/21/2001)

Nominations may be submitted from MPLA membership at large; the Awards Committee members should also take an active role in preparing nominations. Final determination of award recipients is the responsibility of the Awards Committee. Additional award categories may be added if determined to be appropriate by the Board of Directors.

Post-Conference Duties and Activities

1. Post-conference activities related to the awards given at the just concluded conference include:
 - a. Submit article(s) detailing the recipients' achievements. The article(s), accompanied by glossy photographs of the award recipients, should be forwarded to the editor in accordance with copy deadlines for the post-conference issue of the *MPLA Newsletter*. A carbon copy of the article(s) shall be forwarded to the chair of the Public Relations Committee for immediate distribution to the local news media and library news media in the recipient's area.
 - b. Submit pertinent expense receipts for award recipients to the Executive Secretary for reimbursement.
 - c. Update records of award recipients and send relevant materials to incoming chair.
2. The chair should prepare nomination forms for distribution in order to publicize the awards to be given and their criteria. Nominations should be solicited through the *MPLA Newsletter*, the various state publications, and other appropriate means. Establish a deadline for the receipt of nominations at least three months prior to the next annual conference; this deadline should appear on the nomination form. The nomination form should also request supporting documentation to be submitted with the nomination form to ensure the award committee's ability to make critical assessments of the nominees' achievements and contributions.

Pre-Conference Duties and Activities

1. Chair to receive all nominations, verify current MPLA membership of submitting individual, and distribute copies of the nomination forms and the supporting documentation to all committee members.
2. Notify Board of Directors of the names of individuals and the awards for which

they were nominated.

3. Select with the committee award recipients during a pre-arranged telephone conference call. Final decision on awards should be made at least EIGHT WEEKS prior to annual conference. Written notification of the committee's selection(s) should be sent to all members of the Board of Directors.
4. Notify award recipients of their selection. The following items should be covered in the notification:
 - a. Recipient should provide a black and white glossy photograph for inclusion in the *MPLA Newsletter*.
 - b. The individual will be the guest of the association at the awards presentation (indicate date, time, and location). Reimbursement from the association will cover direct airfare, one night's lodging, appropriate meals, and taxi fees. Receipts covering these expenses are submitted to the awards committee chair (non-MPLA members receiving awards may appreciate the chair making room reservations).
5. Prepare specific wording to be included on the plaque and submit to the Executive Secretary. Signatures of the MPLA President and the Awards Committee Chair should be submitted (4 or 5 signatures in black ink on white paper for each of the two officers) should be included for reproduction on the awards. These items should be submitted to the Executive Secretary at least six weeks prior to the conference. The Executive Secretary is responsible for production of the plaques and for their transportation to the conference.
6. Prepare news releases as appropriate.

Conference Duties and Activities

Presents awards to recipients at the annual conference awards function.
(January 1982; May 1984; April 2000; April 2001)

**Award Nomination Form
Mountain Plains Library Association**

Award Nominated For: _____

Nominee: Name _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____

Submitted by: Name _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____

Nominee's Specific Contribution(s) to Merit the Award:

Additional information about the nominee's achievements and contributions should be attached to this form. Please include supporting documentation if available.

Nominations and documentation should be mailed to the current Chair of the Awards Committee.

Bylaws and Procedures Committee

General

The Chair and at least three additional committee members are appointed by the President. Committee members are appointed for two year terms and appointments are staggered to provide continuity. New members are appointed by the President within two months following the annual meeting.

The Chair should have served on the Committee at least one year. When possible, the Chair should be appointed from one of the second year committee members to serve a third year on the committee.

Post-Conference Duties and Activities

1. Review the *Bylaws* and the *Manual of Procedure*, noting inconsistencies and additions or deletions required. Attempt to make the *Manual* a more usable document through revision wherever necessary.
2. Review the minutes of every Board of Directors meeting to make recommendations on changes that should be incorporated in the *Bylaws* and *Manual of Procedure*. (Board of Directors 9/11/85)

Pre-Conference Duties and Activities

1. Having noted required and suggested changes, solicit opinion from officers and other Committee Chairs as required. Meet with Committee members or provide contemplated changes by mail. Coordinate with Parliamentarian if necessary.
2. Provide proposed *Bylaws* changes to Executive Secretary to include in "Call to Conference" package. This may consist of notice of proposed changes (to be mailed at least 30 days prior to first date of the annual conference) and/or a ballot, with vote to be recorded at the annual conference. If a mail ballot is used, the Executive Secretary will open the sealed ballots in the presence of two responsible persons able to certify the results to the Board of Directors. If *Bylaws* changes are to be voted on by mail, proposed changes and ballot must be mailed out at least 30 days prior to the annual meeting.

Conference Duties and Activities

1. Present and move adoption of proposed changes to *Bylaws*, or provide results of mail ballot at annual meeting.
2. Provide annual report in conformance with Reports section of this Manual as

appropriate.

3. Transfer pertinent Committee records and documents to the incoming Committee Chair when appointed.
4. Supply the Executive Secretary with an updated copy of the *Manual of Procedure*, both in print and on diskette.
5. Supply the Webmaster with an updated copy of the *Manual of Procedure* in the current appropriate electronic format for posting to the Association web site.

(May 1978; May 1984; April 1997; October 2002)

Chapter Relations Committee

General

The chairperson, appointed by the president, should be an ALA Chapter Councilor from one of the MPLA-member states. The chair should be rotated among the different MPLA-state councilors.

The other committee members are the ALA Chapter Councilors from the other MPLA-member states, providing they are personal members of MPLA.

The purpose of this committee is to provide a mechanism by which the Mountain Plains region of the country can have a stronger voice in ALA commensurate with its geographical size. It will achieve this purpose by the following and other appropriate means:

1. Encouraging ALA members from the Mountain Plains region to run as petition candidates for ALA Councilor-at-large positions, and other ALA offices, and acquiring the necessary signatures, and submitting the petitions to ALA.
2. Disseminating to ALA members in each of the member states the names of and information about regional candidates, voting strategies and encouraging ALA members in the region and elsewhere to vote for these candidates.
3. Providing a caucus and forum in which MPLA-state councilors can discuss ALA Council issues and develop, when appropriate, a unified position on these issues.
4. Providing a forum in which regional librarians attending ALA Midwinter Meetings and Annual Conferences can receive and give information about Council and other ALA issues.

Post- and Pre-Convention Duties and Activities:

Since the responsibilities of this committee relate more closely to ALA elections, nomination deadlines, and Midwinter and Annual conferences than to MPLA Conferences, it is difficult to list specific things to be done before and after MPLA conferences. Therefore, the following actions should be taken at the time necessary to meet the appropriate ALA deadlines.

1. Prepare a list of possible candidates for ALA Chapter Councilor-at-large positions who can be encouraged to allow their names to be placed in nomination by petition. Make assignments to contact these people, obtain the required number of signatures on the petition, and submit the petition to the ALA Nominating Committee by the deadline.

2. Plan effective ways to disseminate candidate and election information to ALA members in the various states by working closely with MPLA State Representatives and by using state publications, personal letters, etc.
3. Assess the results of the preceding election to see how previous nominees fared and, if necessary, plan strategies for getting more votes for candidates in the next campaign.
4. Plan MPLA Caucus meetings for upcoming ALA conferences, prepare an agenda, and make assignments to acquire meeting facilities, refreshments, etc.

Convention Dues and Activities:

1. Present report to the membership of the results of the work of the committee during the previous year.
2. When appropriate, provide a forum for MPLA members to address ALA issues of significance to them and the region.
3. During spring conferences held prior to ALA elections, provide information about ALA officer candidates to enable ALA members in the region to vote more knowledgeably, particularly for regional candidates.

Conference Planning Committee

General

The Vice-President/President-Elect coordinates the program planning for MPLA in cooperation with the program planning committee of the host state or states. Because every state's planning process varies, there will be variations in responsibility from year to year. The Vice-President/President-Elect serves as a member of the Joint Conference Planning Committee and should contact the host state soon after assuming office to become involved in the conference planning process and to assure the state of MPLA's active involvement and participation in the joint planning.

The Vice-President/President-Elect will encourage section and interest group chairs to represent the interests of their constituents in proposing or coordinating programs. Other interested organizations may also be encouraged to propose programs.

Budgeting varies from conference to conference. The Vice-President/President-Elect should keep the board informed as to the budgeting process and coordinate allocation of a separate MPLA budget if necessary. In most cases, the budget is allocated by the Joint Conference Planning Committee as a whole and used in the ways that best meets the needs and interests of the conference attendees.

Pre-Conference, Conference, and Post-Conference Responsibilities

These duties and activities might consist of the following, depending on the structure of the conference and the desires of the Conference Chair and/or the Joint Conference Planning Committee. They should be performed according to the planning calendar adopted by the Joint Conference Planning Committee.

1. Participate in choosing a conference theme.
2. Request program proposals from MPLA units and members.
3. Participate in selecting overall conference programming, including the major general session speaker(s).
4. Assure that provisions of the Joint Conference Contract are followed.
5. Correspond with section and interest group chairs.
6. Participate in planning conference schedule.
7. Finalize arrangements with program coordinators and/or participants.

8. Arrange for program copy for MPLA-sponsored programs to be given to the conference program coordinator, the *MPLA Newsletter* editor, and board members.
9. Assist at conference as necessary.
10. Arrange for MPLA members to staff the registration desk or other conference activities when such assistance is requested by the Joint Conference Planning Committee.
11. Assure that MPLA-sponsored participants are formally thanked for their conference participation.
12. Make final report, including financial and attendance information, to the Board of Directors.

Detailed instruction and helps for conference planning are included in the *MPLA Conference Planning Manual*. This manual should be passed on to each incoming Vice-President/President-Elect by the outgoing Vice-President/President-Elect.

(October 2001)

Continuing Education Committee

General

A Chair and at least eight additional committee members are appointed by the President. Committee members are appointed for two years terms and appointments are staggered to provide continuity. New members are appointed by the President within two months following the annual meeting. The previous year's Chair is an ex-officio member of the Committee.

Appointees should have been active in MPLA for at least three years in order to be knowledgeable about the people and continuing education concerns in the area. No two committee members should be from the same state at the time of their selection.

The Chair should have served on the committee at least one year and be appointed from a different state each year. When possible, the Chair should be appointed from one of the second year committee members to serve a third year on the Committee.

Projects include:

1. Continuing Education: One-to-one. (Stipends granted to participants to visit an outstanding library program in another state to observe and work for one week.)
2. Coordination of the MPLA Grant for State Association Pre-Conferences. See Procedures, Application Form and Evaluative Report on pages following this section.
2. Production of a continuing education learning package or product each year, proceeds from the sale of which should be made available for development of future packages or products.
3. Exploration of other avenues of continuing education in the region, such as establishment of regional clearinghouse, with recommendations to be made to the Board of Directors.

Post-Conference Duties and Activities

1. Verify with Executive Secretary or Finance Committee Chair the amount of funding available for CE programs during the year.
2. Contact possible CE: One-to-one program sites and secure their cooperation.
3. Write up CE: One-to-One program and this year's One-to-One opportunities and submit to *Newsletter* Editor for publication, with application form, in the February

issue and other appropriate media. Coordinate with the Public Relations Committee. Applications should be submitted by June 1.

4. Choose, in consultation with committee members, the continuing education package or product to be completed during the year.

Pre-Conference Duties and Activities

1. Screen One-to-One applications with committee and notify recipients by June 15 that they should work out arrangements with their host libraries, pursue their One-to-One activity, and submit a report thereon prior, if possible, to the next annual conference, but no later than November 1.
2. Meet as often as necessary to complete the CE product or package.
3. Report on progress of 1 and 2 above as well as other activities to the Board of Directors, seeking guidance and/or funding when necessary and making recommendations where appropriate.
4. Based on the year's experience, suggest to the Finance Committee a feasible budget for next year's program.
5. Convey information and progress reports on CE products or packages to the Public Relations Committee Chair for publicity purposes.
6. Arrange demonstration of the package or product (and previous year's products if still available) either as part of program or exhibits at upcoming annual conference.

Conference Duties and Activities

1. Present report on continuing education One-to-One visitations to the membership. Introduce participants if appropriate.
2. Demonstrate CE products or packages.
3. Provide copies of One-to-One reports to incoming Public Relations Committee Chair, *Newsletter* Editor, Webmaster, and the Executive Secretary for publicity.

(May 1978; May 1984; Apr 1995; July 2003)

MPLA Grant for State Association Pre-Conferences

Purpose of Grants

Grants are awarded to encourage opportunities for continuing education for the MPLA membership through pre-conferences at the annual meetings of state associations in the region. If a state does not offer pre-conference programs, that state can be awarded a grant for a presentation of comparable significance during the conference. (Board of Directors 4/3/81)

Value of Grants

1. Grants of up to \$500 will be awarded to state associations.
2. Funding available to satisfy the grants is appropriated by the MPLA Board of Directors each year at the annual budget approval meeting.

Requirements for Application

1. Applications will be accepted in the name of a state library association, information services association, or a unit thereof, which is affiliated with MPLA.
2. Submission of the application must be authorized by the Board of Directors or governing committee of the state association in whose name the application is placed.
3. As part of the application, the applicant must submit a narrative statement describing the proposed pre-conference program and an itemized budget of expected expenses.
4. The Mountain Plains Library Association must be identified as an assisting agency in pre-conference publicity and during the pre-conference.
5. The application should be accompanied, whenever possible, by printed materials, such as publicity releases or samples of mass mailings, which describe the program.

Evaluation of Grant Applications

1. The value of a grant application will be judged by the members of the MPLA Continuing Education Committee on the basis of:
 - a. Potential educational value for the intended audience.

- b. Degree of current need for training, study or evaluation in the subject area of the proposed pre-conference.
- c. Professional level of planning for implementation of the proposed pre-conference.
- d. Potential benefit for the members of the Mountain Plains Library Association.

Conditions of Grant

1. MPLA members attending the pre-conference must receive at least a 15% reduction in any pre-conference registration fees.
2. Officers of the recipient association must agree to give the MPLA Board of Directors, through the Continuing Education Chair, an evaluative report of the pre-conference program as it occurred. For benefit of the MPLA membership, the evaluative report may be published in the *MPLA Newsletter* or other publications.
3. Upon receipt of the complete evaluative report by the Chair of the MPLA Continuing Education Committee, the MPLA Executive Secretary will be notified to mail the grant check.

Application Procedure

1. Applications may be requested at any time during the year from the Chair, Continuing Education Committee, or from the MPLA Executive Secretary.
2. Completed applications may be submitted to the committee at any time during the year. However, applications must be submitted by May 1 from those states which have Fall conferences and by January 1 from those states which have Spring conferences.
3. Selection of awards will be made by majority approval of the Continuing Education Committee.
4. State associations are eligible for pre-conference grants for no more than two consecutive years.

(June 1981; May 1987)

**MPLA Grant for a
State Association Annual Meeting Pre-Conference**

Application Form

1. Association applying _____
2. Person responsible for application _____
3. Address _____
Street City State Zip
4. Phone: Business (____) _____ Home (____) _____
5. Amount of grant requested _____
6. Details of the proposed pre-conference:
 - a) Dates of presentation _____
 - b. Location _____
 - c. Planning Chair _____
 - d. Title _____
 - e. Intended audience _____
 - f. Description of pre-conference publicity:

 - g. Participants in program:

 - h. Budget _____

 - i. Registration fees _____

MPLA members _____

MPLA non-members _____

I affirm that this pre-conference grant application has been considered and authorized by the officers of my state association.

(Signature of person identified in no. 2 above)

Please include with the application any available printed information about the pre-conference. Please use the back of this sheet for necessary expansion of any of these responses.

Mail 2 copies to

Joseph R. Edelen
MPLA Executive Secretary
I.D. Weeks Library
University of South Dakota
Vermillion, S.D. 57069

(June 1981)

**MPLA Grant for a
State Association Annual Meeting Pre-Conference**

Evaluative Report

1. Name of Association _____
2. Person making report _____
Title _____
Address _____
 No. and Street City
 _____ Work Phone () _____
 State Zip
3. Title of pre-conference program _____

4. Pre-conference publicity _____

5. Number of participants _____
6. Registration fee: MPLA members _____; Non-MPLA members _____
7. Evaluative report outlining content of program; positive and negative aspects; results of participants' evaluations. (Please attach)
8. Final statement of actual expenses. (Please include all expenses even if they were not covered by the grant.)

MPLA Manual of Procedure
Section 6: Committees

6.19
Revised 10/2004

Mail 2 copies to:

Joseph R. Edelen
MPLA Executive Secretary
I.D. Weeks Library
University of South Dakota
Vermillion, S.D. 57069

(May 1981; May 1986)

Electronic Communications Committee

Membership and Meetings

The Chair and at least four members are appointed by the President to serve two-year terms. The chair should be a member with good knowledge of MPLA and committee members should have some expertise in technology.

While much of the committee work can be accomplished by phone, email and electronic discussion, meetings of the committee may also be held at the annual conference.

The MPLA Webmaster, the MPLA Newsletter Editor and the MPLA Executive Secretary are ex-officio members of the Electronic Communications Committee.

Purpose

The committee is to propose and plan for the use of electronic communications to advance the goals of the organization; to implement the sections of the strategic plan that relate to electronic communications; recommend policies and guidelines to the Board for electronic communications; and to serve as a liaison to the webmaster, and committees and officers in MPLA in the use of technology and the web site to meet goals and advance programs.

Objectives

1. Provide leadership, development and action on technology issues identified in the Strategic Plan.
2. Serve as a liaison to various committees and officers using the web page and technology to meet goals and advance programs.
3. Develop and recommend policies to the Board for approval for the MPLA Web page.
4. Serve as Liaison to and resource group for the webmaster:
 - a. Assist webmaster in an annual review of the MPLA web page content for accuracy and currency; identify needed updates and corrections.
 - b. Identify additional documents, services, resources and information items to add to web page.

- c. Suggest and recommend to the Board for approval additional links to be made from the MPLA page.
 - d. Recommend content posted on and uses made of the web site.
 - e. Develop content for items to be posted if necessary and appropriate.
5. Initiate projects that utilize technology to advance the goals of MPLA.

Other Duties

1. The committee is to report on its activities and progress to the MPLA Board at each meeting.
2. The Chair of the committee should prepare and request any necessary budget support for electronic communications as part of the established MPLA budget development process.
3. The chair and/or committee members will participate in the revision and updating of the strategic plan in areas related to electronic communication.

(Approved April 21, 2001)

Finance Committee Chair

General

1. Responsible to the Board of Directors for overseeing the fiscal policies and procedures for the Association, including
 - a. Budgeting
 - b. Auditing
 - c. Investments
 - d. Dues structure
2. The Chair of this committee is the Immediate Past President. The committee members are the Executive Committee of the Board and two additional members, a state representative and a section Chair, nominated and elected at the first Board meeting where the new officers assume office. The Executive Secretary serves as an ex-officio nonvoting member of this Committee.
3. The Chair reviews the monthly "bills to be paid" list sent by the Executive Secretary and approves or disapproves their payment expeditiously to the Executive Secretary. Also reviews the monthly printouts of financial transactions (income/expenditures) to keep apprised of the financial obligations, cash flow, etc. (Board of Directors 1/6/96)

Post-Conference Duties and Activities

1. Reviews the budget of the previous administration and notes actual expenses versus budgeted expenses. Based on this analysis and a prediction of expenses, insofar as future costs and planned activities are concerned, a budget will be formulated tentatively for the next calendar year. This will include all monies to be spent by the Association or any Section thereof with the exception of funds managed by the Conference Planning Committee.
2. Budgets seed money for the annual conference.
3. Chair presents the tentative version of the budget for the coming calendar year at either the last Board of Directors meeting of the old calendar year or the first Board of Directors meeting of the new calendar year, providing a detailed narrative of anticipated income and expenses. The previous year line-item budget will remain in effect until a new budget is approved.
4. Approves retainment of a CPA firm to audit the Association's financial resources every 3 years. (Board of Directors 5/14/88)

Conference Duties and Activities

1. Provides annual report in conformance with reports section of this manual as appropriate.
2. Transfers pertinent Committee records and documents to the incoming Committee Chair.

(May 1978; May 1984; April 1995; Jan. 1996)

(Updated July 2003)

MPLA EXEC SECRETARY JOB DESCRIPTION

General

1. Serves at the pleasure of the Board of Directors, subject to an annual review by the Executive Committee of the Board of Directors prior to reappointment.
2. Serves as a member of the Board of Directors with voting rights.
3. Establishes and maintains official MPLA mailing address.
4. Maintains bulk mail permit.
5. Functions as the Fiscal officer of the Association.
 - a. Receives and accounts for all monies due and spent by the Association.
 - i. Provides a quarterly printout of MPLA financial transactions (income/expenditures, including checks written) to both the President and Chair of the Finance Committee.
 - ii. Provides Budget reports at Board meetings.
 - b. Deposits all receipts in the Association bank or investment accounts, under guidelines established by the Board of Directors.
 - i. Maintains a money market account for the Association
 - ii. Deposits all checks received within two weeks of receipt.
 - c. Pays promptly all bills authorized by the Board of Directors.
 - d. Maintains paperwork necessary for 501(c)3 reports and incorporated status.
 - e. Serves as a member ex-officio of the Finance Committee with voting rights.
6. Responsible for maintaining membership records and mailing materials to members.
7. Sends each state association president, vice-president, executive secretary, and newsletter editor for the MPLA states a copy of the MPLA Newsletter.
8. Sets rates for subscriptions and advertising for the Newsletter in consultation with the Newsletter Editor.
9. Sends committee preferences to the Vice-President/President-Elect as indicated by members on membership application forms.
10. Maintains the MPLA booth and its exhibit materials, schedules its use with the state representatives, and ships it to arrive at the time and place arranged with the state rep.
11. Sends out dues renewal notices at least by 11/1, 2/1 and 3/15 each year.
12. Gives one-year membership to each conference exhibitor and in negotiation with each state for joint conferences, gives consideration to providing each exhibitor with a free banquet ticket.
13. Makes arrangements for all Board meetings by securing meeting rooms, preparing necessary documents, arranging for hotel rates and making food arrangements as requested.

Post - Conference Duties and Activities

1. Provides all incoming members of the Board of Directors with copies of the Manual of Procedure.
2. Transfer official documents, vouchers, papers, etc. to the archivist when no longer needed for conducting the on-going affairs of the Association.
3. Provides the Committee Chairs and Conference Sub-Committee Chairs with a copy of the Manual of Procedure as needed.
4. Aids the Finance Committee in consultation with the President and Vice-President/President-Elect to prepare a tentative budget for consideration by the Board of Directors.
5. Reports on the financial and membership status of the Association at all Board of Directors meetings.
6. Maintains the current membership file, including a mailing list for the MPLA Newsletter.
7. Notifies subscribers when renewals are due for the MPLA Newsletter subscriptions.

Pre-Conference Duties and Activities

1. **Prepares the Membership Directory and distributes it to members of the Association by May 1. (Board of Directors 1/6/96) *This currently remains in the job description, however by a vote of the Board in July, 2004, the membership directory will no longer be printed so this should be removed.***
2. Provides information to aid the Conference Chair (Vice-president/President-Elect) in preparing conference issue of the MPLA Newsletter, which is the official "Call to Conference." Reviews contracts with hotels and state associations to assure that MPLA's financial interests are best being served.
3. Receives the reports of the Nominating Committee indicating Association candidates for officer positions, and section nominating committees indicating Section nominees, no later than four months prior to the first date of the annual conference at which elections are to be concluded. Duplicates ballots (including brief biographical information) and mails them to members no later than three months prior to the first date of the annual conference. Ballots shall be counted and candidates informed of the results no later than two months prior to the annual conference.
4. Mails the conference issue of the MPLA Newsletter to membership no later than two months prior to the first date of the annual conference as the official "Call to Conference."
5. On receipt of the ballots from the membership, tallies them in accordance with procedures as outlined in the Bylaws.
6. Provides the Registration Sub-Committee Chair with a membership list prior to each conference.
7. Drafts annual report of all financial receipts and disbursements by budget categories for the current year to be distributed to the membership at a general session of the annual conference.

Conference Duties and Activities

1. Secures and forwards all membership records to MembersClick and deposits dues collected at the annual conference
2. Receives the financial report of the Conference Chair and distributes it to members of the Board of Directors.

Performance Areas:

Administration – 30%:

1. Establishes and maintains official MPLA mailing address.
2. Maintains bulk mail permit.
3. Responsible for maintaining membership records and mailing materials to members.
4. Sends each state association president, vice-president, executive secretary, and newsletter editor for the MPLA states a copy of the MPLA Newsletter. (Board of Directors 12/17/84)
5. Sets rates for subscriptions and advertising for the Newsletter in consultation with the Newsletter Editor. (Board of Directors 9/26/81)
6. Sends out dues renewal notices at least by 11/1, 2/1 and 3/15 each year.
7. Gives one-year membership to each conference exhibitor and in negotiation with each state for joint conferences, give consideration to providing each exhibitor with a free banquet ticket. (Board of Directors 5/5/84)
8. Transfer official documents, vouchers, papers, etc. to the archivist when no longer needed for conducting the on-going affairs of the Association.
9. Maintains the current membership file, including a mailing list for the MPLA Newsletter.
10. Notifies subscribers when renewals are due for the MPLA Newsletter subscriptions.
11. Provides information to aid the Conference Chair (Vice-president/President-Elect) in preparing conference issue of the MPLA Newsletter, which is the official "Call to Conference." Reviews contracts with hotels and state associations to assure that MPLA's financial interests are best being served.
12. Mails the conference issue of the MPLA Newsletter to membership no later than two months prior to the first date of the annual conference as the official "Call to Conference."
13. On receipt of the ballots from the membership, tallies them in accordance with procedures as outlined in the Bylaws.
14. Provides the Registration Sub-Committee Chair with a membership list prior to each conference.
15. Secures and forwards all membership records to MembersClick and deposits dues collected at the annual conference

Finance – 30%:

1. Functions as the Fiscal officer of the Association.
 - a. Receives and accounts for all monies due and spent by the Association.

- b. Provides a quarterly printout of MPLA financial transactions (income/expenditures) to both the President and Chair of the Finance Committee.
 - c. Provides Budget reports at Board meetings.
 - d. Deposits all receipts in the Association bank or investment accounts, within two weeks of receipt.
 - e. Maintains a money market account for the Association .
 - f. Pays promptly all bills authorized by the Board of Directors.
 - g. Maintains paperwork necessary for 501(c)3 reports and incorporated status.
 - h. Serves as a member ex-officio of the Finance Committee with voting rights.
2. Sets rates for subscriptions and advertising for the Newsletter in consultation with the Newsletter Editor.
3. Aids the Finance Committee in consultation with the President and Vice-President/President-Elect to prepare a tentative budget for consideration by the Board of Directors.
4. Reports on the financial and membership status of the Association at all Board of Directors meetings.
5. Drafts annual report of all financial receipts and disbursements by budget categories for the current year to be distributed to the membership at a general session of the annual conference.
6. Receives the financial report of the Conference Chair and distributes it to members of the Board of Directors.

Board Liaison – 25%:

1. Serves as a member of the Board of Directors with voting rights.
2. Sends committee preferences to the Vice-President/President-Elect as indicated by members on membership application forms.
3. Maintains the MPLA booth and its exhibit materials, schedules its use with the state representatives, and ships it to arrive at the time and place arranged with the state rep.
4. Provides all incoming members of the Board of Directors with copies of the Manual of Procedure.
5. Provides the Committee Chairs and Conference Sub-Committee Chairs with a copy of the Manual of Procedure as needed.
6. Provides information to aid the Conference Chair (Vice-president/President-Elect) in preparing conference issue of the MPLA Newsletter, which is the official "Call to Conference." Reviews contracts with hotels and state associations to assure that MPLA's financial interests are best being served.
7. Receives the reports of the Nominating Committee indicating Association candidates for officer positions, and section nominating committees indicating Section nominees, no later than four months prior to the first date of the annual conference at which elections are to be concluded. Duplicates ballots (including brief biographical information) and mails them to members no later than three

months prior to the first date of the annual conference. Ballots shall be counted and candidates informed of the results no later than two months prior to the annual conference.

Overall Performance – 15%

1. Timeliness of response to questions, correspondence, etc.
2. Maintains cooperative relationships with members of the Board, Committee chairs, paid staff, MPLA members and state associations.

Rating Code

4.5 - 5 Significantly Exceeds Expectations

Consistently exceeds the performance standard and produces outstanding achievements

3.5 – 4.49 Exceeds Expectations

Performance consistently exceeds the performance standards

2.5 – 3.49 Fully Meets Expectations

Performance meets all and sometimes exceeds performance standards

1.5 – 2.49 Meets Most Expectations

Most performance standards are met, however, development and/or improvement is required. Performance improvement planning is necessary in some areas.

1.0 – 1.49 Does Not Meet Expectations

Fails to meet the performance standards. Performance improvement is essential for continued employment.

**MPLA Staff Evaluation Form
 Executive Secretary
 October, 2003 – October, 2004**

Function/Attribute	Rating				
	Significantly Exceeds	Exceeds	Fully Meets	Meet Some	Does Not Meet
Administration					
Finance					
Board Liaison					
Overall Performance					

Please comment on specific areas of excellence:

Please comment on specific areas of concern:

MPLA Newsletter Editor

1. Responsible for the editing of the MPLA Newsletter.
2. Appointed by the Board of Directors, subject to an annual review for reappointment.
3. Serves ex-officio as a non-voting member of the Board of Directors.
4. Responsible for the editing of the MPLA newsletter.
5. Expenses paid to each Board of Directors meeting.
6. Receives a stipend as set by the Board of Directors.
7. Maintains positive working relationship with Executive Secretary, members of Board of Directors, state association executive secretaries, advertisers, and joint conference planning committees.

Duties and Activities

1. Edits the MPLA Newsletter on a bimonthly basis sending copy to the Executive Secretary for publishing and mailing and an electronic version to the webmaster for posting on the association web pages.
2. Works with MPLA Webmaster on coordination of photos and news releases between the two communication mediums.
3. Communicates with MPLA Public Relations Committee and State Association Representatives, sharing and receiving information and publicity copy.

Newsletter Editor – Performance Areas

Administration – 10%

1. Attends Board meetings and conferences
2. Serves as an ex-officio member of the Board
3. Submits reports to the Board at each meeting.
4. Provides the Executive Secretary with a list of national, regional, and other library publications to which the Newsletter should be sent.

Finance – 5%

1. Manages newsletter advertising accounts and submits an annual report to the Board.
2. With the Executive Secretary, sets advertising rates for the newsletter based on rates for similar publications.

Newsletter Publication – 50%

1. Edits the MPLA newsletter on a bimonthly basis, sending copy to the Executive Secretary for publishing and mailing and an electronic version to the webmaster for poster on the association web pages.
2. MPLA newsletter is professional-looking and aesthetically pleasing, incorporating photos and copy which captures the spirit of MPLA.

3. Works with MPLA Webmaster on coordination of photos and news releases between the two communication methods.

Board Liaison – 10%

1. Works with the planning committee of the joint conference state to produce a preliminary conference program for the MPLA newsletter.
2. Communicates with MPLA Publicity Committee and State Association Representatives to obtain newsletter and publicity copy.
3. Maintains positive working relationship with Executive Secretary, members of Board of Directors, state association executive secretaries, advertisers, and joint conference planning committees.

Overall Performance – 25%

1. Timeliness of publication.
2. Cooperative relationships with members of the Board and state associations.

Rating Code

4.5 - 5 Significantly Exceeds Expectations

Consistently exceeds the performance standard and produces outstanding achievements

3.5 – 4.49 Exceeds Expectations

Performance consistently exceeds the performance standards

2.5 – 3.49 Fully Meets Expectations

Performance meets all and sometimes exceeds performance standards

1.5 – 2.49 Meets Most Expectations

Most performance standards are met, however, development and/or improvement is required. Performance improvement planning is necessary in some areas.

1.0 – 1.49 Does Not Meet Expectations

Fails to meet the performance standards. Performance improvement is essential for continued employment.

**MPLA Staff Evaluation Form
Newsletter Editor
October, 2003 – October, 2004**

Function/Attribute	Rating				
	Significantly Exceeds	Exceeds	Fully Meets	Meet Some	Does Not Meet
Administration					
Finance					
Newsletter Publication					
Board Liaison					

Overall Performance					

Please comment on specific areas of excellence:

Please comment on specific areas of concern:

**Mountain Plain Library Association
Evaluation Survey Form for Webmaster**

Person being evaluated: _____

Person completing evaluation form: _____

Position of person completing form: _____

Evaluation period: from _____ to _____

Part 1. Job Description

The job duties of the Webmaster as approved by the MPLA Board are attached to this survey form. Results of the evaluation will be confidential and summarized by the Immediate Past President for review by the Executive Committee and the Board of Directors prior to reappointment of the Webmaster.

Part 2. Performance Areas

Please circle the category that best describes performance. Mark N/A if you have no knowledge of performance in an area. Please make your comments specific.

1. Organize and design the site

N/A Unsatifactory Marginal Acceptable Above-Average Outstanding

2. Produce a consistent visual image on the site through use of uniform fonts, formatting, icons, colors, templates and layout.

N/A Unsatifactory Marginal Acceptable Above-Average Outstanding

3. Adapt content to web format; post supplied content in a timely fashion.

N/A Unsatifactory Marginal Acceptable Above-Average Outstanding

4. Establish and maintain links to other sites and specific resources on other sites, including the American Library Association, State Library Associations in MPLA Region, and annual conference site in member states

N/A Unsatifactory Marginal Acceptable Above-Average Outstanding

5. Post new content identified or created by the Electronic Communications Committee (ECC)

N/A Un satisfactory Marginal Acceptable Above-Average Outstanding

6. Regularly add the following: **UPDATED JOBLINE POSTINGS**, photographs of MPLA activities, summary reports from State Representatives to the Executive Board (to be provided by the Executive Secretary after each meeting), current MPLA newsletter (to be provided by Newsletter editor), and an archive of MPLA Newsletter.

N/A Un satisfactory Marginal Acceptable Above-Average Outstanding

7. Handle web page management including advising the Executive Board and the EEC about emerging technologies, applications and additional uses for the web site, analyzing traffic statistics and use, assessing new techniques and trends and suggesting enhancements and improvements.

N/A Un satisfactory Marginal Acceptable Above-Average Outstanding

8. Overall Evaluation of Performance

Un satisfactory Marginal Acceptable Above-Average Outstanding

General Comments:

MPLA Dues Structure

The MPLA Finance Committee recommended and the Board of Directors and the membership voted to adopt the following dues structure for the association effective January 1, 1997:

Personal

\$15.00 base w/\$1 for
every \$1,000 of salary
above \$15,000

Retiree, Student, Trustee

\$15.00/yr

State Library Associations

\$100.00/yr

Institutional

Total annual budget

under \$100,000	\$50/yr
\$100,000-299,999	\$75/yr
\$300,000-499,999	\$100/yr
\$500,000-up	\$125/yr

Dues are payable on January 1 of each year. Members who fail to renew their membership by April 1 of each year will be dropped from membership rolls.

(Mar. 1996)

MPLA AUDITS

The MPLA Finance Committee recommended and the MPLA Board of Directors adopted the following statement on January 26, 1984 (rev. 7 January 1995):

1. That minimum standard audits be carried out annually.
2. That the audits be carried out by a CPA firm every 3 years.
3. That a CPA firm in the immediate locale of the Executive Secretary be retained to audit the books of the Association and that this be done before 1 March in the year following the year on which the audit is to be performed. The Executive Secretary shall check with and obtain the approval of the Chair of the Finance Committee regarding the firm to be used and shall be responsible for making sure that said audit is carried out in the appropriate years. A copy of the audit shall be forwarded to the Chair of the Finance Committee immediately after it is completed. (This item was approved by the Board of Directors on May 1, 1984 and inserted herein.)
4. That CPA audits be standard minimum audits (balance verification, sampled verification of records, and verification of Executive Secretary's bond).
5. That member-conducted audits expand the standard minimum audit to include greater emphasis upon verification of expenditures and receipts and compliance with MPLA financial policies.
6. That expenses for member-conducted audits be limited to \$100.
7. That the audit report be published annually in the *MPLA Newsletter*.

(January 26, 1984)

Guideline Statement on Investment of MPLA Funds

The MPLA Board of Directors recognizes the importance of maximizing the return on accumulated Association funds which are temporarily not being used for programs and activities. In like manner, it recognizes that the tax exempt status of the Association would probably preclude investments which, while financially sound, might hint of a "for profit" gain which could be construed as unaligned with the intent and purpose of the organization.

Therefore, it will be the investment policy of this Association, and to whom it delegates the authority to handle its funds, to secure the maximum available profit from commercial sources for all funds temporarily not needed. Currently, money market investments have proven reasonable investments; in the future, there may be other approaches within the parameter of allowable use as determined by the IRS status of the Association.

To assure that sufficient funds are available to meet the ongoing expenses of the Association without maintaining large non-interest bearing balances in the checking account, a money market fund should be established in which a reasonable level of relatively fluid money is available for current expenses obviating the need for the association to borrow money to avoid losing interest or paying penalties for the early withdrawal of funds from longer-term investments. (Board of Directors 1/6/96)

It is recognized that loans by the Association to any personal member could create conflicts which might result in embarrassment to the Association and to the individual concerned. All such activity should be avoided.

Conversely, it is recognized that loans by personal members to the Association could create conflicts which might also result in embarrassment to the Association and to the individual concerned. All such activity should be avoided.

(Oct. 1980; Jan. 1995; Jan. 1996)

MPLA Credit Card

The following guidelines were developed by the MPLA Finance Committee with regard to the MPLA credit card:

1. A bank credit card in the name and financial responsibility of MPLA is authorized to be held and used only by the Association's Executive Secretary.
2. The MPLA credit card is to be used only for activities directly related to an Association meeting or event for the charge of expenses which cannot be handled conveniently through a reimbursed transaction. The Executive Secretary may use the charge account to assume authorized expenses of Association officers or other members when a reimbursement process is not expedient.
3. Original monthly account statements identifying all charges and related payments are to be kept on file for audit.
4. A current status fiscal note on the charge account should be included in each periodic Association financial statement prepared for the Board of Directors.

(Adopted by the Board of Directors 12/17/84.)

Intellectual Freedom Committee

General

The Chair and one representative from each state are appointed by the President. Committee members are appointed for two year terms and appointments are staggered to provide continuity. New members are appointed by the President within two months following the annual meeting.

The Chair will be selected from the membership of the Committee. The Chair should have served on the Committee at least one year. When possible, the Chair should be appointed from one of the second-year Committee members to serve a third year on the Committee.

It shall be requested that each MPLA state permit the MPLA IFC member representing that state to serve as an ex-officio member of the state IFC.

Purpose

To coordinate intellectual freedom activities within the region, and to inform MPLA members of intellectual freedom issues.

Objectives

1. To identify trends of pressure groups.
2. To develop strategies for dealing with intellectual freedom threats.
3. To offer a forum for MPLA to discuss the various state intellectual freedom concerns.
4. To provide support to MPLA members by offering guidance as to legal protection and organizations that provide monetary support.

Conference Duties and Activities

1. Provide annual report in conformance with the Reports section of this manual as appropriate.
2. Schedule and conduct appropriate program activities.
3. Transfer pertinent Committee records and documents to the incoming Committee Chair when appointed.

(May 1984)

Leadership Institute Committee

MPLA LEADERSHIP INSTITUTE APPLICANTS SELECTION PROCESS

These are suggestions of ways to develop your thinking about the applicants as you narrow your selections to 2 individuals from the state.

It almost goes without saying that an individual with an already existing leadership record is likely going to continue to seek leadership roles. What will an experience such as the Leadership Institute give them to enhance their leadership path?

What opportunities for growth exist in the applicant's situation? Will they have easy access to other avenues of development? Will the Leadership Institute open opportunities, or does the applicant exhibit signs that no changes will be made in their situation? Rule them out? No. But look for how, outside of moving to a new setting or new job, the individual will use the opportunity for new beginnings even in the same setting.

Consider what the individual does or has done outside the job that contributes to the welfare of some other individual, group or cause. Leadership in an area or group outside the library may indicate the potential to grow into leadership roles even though the person has no formal leadership role in the library at this time.

Assess what potential contribution the individual could make to their own library, their state association and the larger association groups within their specialty or their geographical area.

Once you commit to putting this individual at the top of your choice list, you should also commit to placing them on your list of individuals whom you regularly call to the attention of people looking for good candidates for volunteer association work, or for jobs in the profession. One time leadership encouragement of this type is great, but it needs follow up. The Institute Committee hopes you will personally commit to one or more follow up activities to benefit the selected attendee's leadership practice and development.

Last, if you had a really hard time making a selection of two because another person was *so close*, you may submit a third name to be place on the list the Institute committee will screen in case someone who has been selected is not able to attend.

MPLA LEADERSHIP INSTITUTE COMMITTEE REPORT July 02Marilyn Hinshaw

Though applications seemed slow coming in, the final weeks rush resulted in 78 individuals among the pool of applicants by deadline date. Colorado posted the highest number at 15 applications. North Dakota, Nebraska and Wyoming posted only enough to

fill the slots. We do not know the factors contributing to either the highest numbers or the lowest, but will seek more information about how the process evolved within the states in the evaluation phase. Board representatives will be asked for their input then.

A grass roots movement among some member states surprised us with the good news that the association would underwrite costs for selected attendees at up to \$1,000 per individual. That was a really great moment for us as we listened with bated breath to whether our Institute would attract enough attendance in the initial year.

After applications were in the Institute Coordinator's hands, I attempted some words of guidance for the state teams selecting the final 2 individuals to send. I am also attaching a copy. Patti Butcher was an effective sounding board for the draft version. If any state representative, after your experience with the process, would like to make written or verbal comments that would improve the next version (for next year), those comments are heartily welcomed. Other Board members are invited to chime in. Please bring comments to the Board meeting.

Linda O'Connell, the Institute Coordinator, is preparing a packet for Institute registration. It will contain official registration documents, local information about the site, transportation arrangement information, and feedback on any special needs from the registrants.

Our next task is completion of the Mentor list and the instruction packets for their use.

Nominating Committee

General

The Chair and one representative from each state are appointed by the President. Committee members are appointed for two year terms and appointments are staggered to provide continuity. New members are appointed by the President within two months following the annual meeting.

The Chair should have served on the Committee at least one year. When possible, the Chair should be appointed from one of the second year committee members to serve a third year on the Committee.

The Committee traditionally nominates two candidates for Vice-President/President-Elect and two for Recording Secretary. Nominations shall not be restricted by geographical considerations, type of library, type of library activity, or former MPLA offices held.

Post-Conference Duties and Activities

1. Following appointments by President, the Chair solicits names of potential nominees from committee members. In lieu of a meeting, members participate in confidential discussions and tentative recommendations through conference calls and correspondence. Potential nominees are not notified that they are being considered.
2. Coordinates information regarding nominations made by each MPLA section by contacting each MPLA section chair. The section chair, in turn, requests that the chair of his or her section's nominating committee send full information regarding the section's candidates to the MPLA Nominating Committee Chair by a specified date.

Pre-Conference Duties and Activities

1. When consensus of committee is reached, Chair contacts each candidate to request acceptance of nomination and formal consent for name to go on ballot. Chair also notifies committee members when nominations have been accepted.
2. Receives petitions for nominations of officers for MPLA signed by no less than ten members, or officers for a Section signed by no less than five members of the Section. To be valid, such petitions must be received no later than five months before the first date of the annual conference and must provide the candidate's name and office to which the candidate is being nominated. After determining that the candidate will accept the office if elected, and that he/she understands the

Association "MPLA Expense Reimbursement Policy" for transportation to Board of Directors meetings. Petition candidates must be included on the appropriate ballot along with those selected by the Nominating Committee or Section Nominating Committee.

2. Prepares and sends to Executive Secretary master copies of official ballots for General officer candidates and section candidates at least four months prior to the first day of the annual conference. (Ballots are reproduced and mailed to MPLA membership by the Executive Secretary.)
3. Ballots shall be returned to the Executive Secretary and shall remain sealed until an official tally can be effected in the presence of two responsible persons able to certify the results to the Board of Directors.
5. Provides information about all candidates to *Newsletter* Editor at least four months prior to the first day of the annual conference.

Conference Duties and Activities

1. Reports election results to Board of Directors and to membership at annual meeting (Executive Secretary notifies all candidates of election results prior to annual meeting).
2. Transfer pertinent Committee records and documents to incoming Chair when appointed.

(Sept 1981; May 1984; Sept 1985; April 1995)

Professional Development Grants Program

Purpose

MPLA sponsors a professional development grants program to improve library services in the Mountain Plains region by supporting continuing education and research experiences for individuals employed in the library or related professions. The program is administered by the Professional Development Grants Committee.

Projects Funded

"The defined areas for which grant awards are given is intentionally a broad interpretation of possible actions for individual MPLA members to use when applying for Professional Development Grants. It is also intended to allow the Professional Development Grants Committee full latitude and responsibility for the evaluation and response to grant applications." (Motion passed by the MPLA Board of Directors September 15, 1985.)

Grants are awarded to support the following (not listed in priority order):

1. Formal course work leading to an advanced degree in library science or a related discipline.
2. Formal course work not leading to an advanced degree but directly related to an individual's library position.
3. Attendance as a participant or a presenter at a library or scholarly workshop, seminar, or conference, including the MPLA annual conference.
4. Visits to another library to receive or provide significant advanced training in library services or procedures.
5. Library related research projects.

Grant Categories

MPLA sponsors the two categories of grants listed below:

Mini-grant Funding for projects requiring minimal financial support.

Regular grant Funding for projects requiring substantial financial support, and for occasional funding of professional development opportunities requiring travel outside the United States.

Funding Priorities

The committee considers the following criteria in evaluating grant applications.

1. Priority is awarded to first-time applicants for a MPLA grant to encourage membership in the Association, stimulate the growth of individuals new to the library profession, and extend the benefits of MPLA membership to as many individuals as possible.
2. Priority is awarded to research projects and continuing education experiences that promise the greatest benefit to the applicant and library service in the MPLA region.
3. Priority is awarded to research projects and continuing education experiences that are directly related to the applicant's library assignment.
4. Applicants are generally not awarded more than one grant to pursue the same continuing education experience or research project. For example, applicants are not generally awarded more than one grant to support course work toward a degree or to attend a workshop, seminar, or conference attended in the past with grant support.
5. Research projects are funded only if the project has been well planned, will utilize sound research methodology, and promises to produce meaningful results that will benefit the library or associated professions.
6. When more worthy grant applications are received than can be funded, the committee gives priority to applicants with continuing records of MPLA membership.
7. No limit is placed on the number of applications that may be received from one library during the calendar year.

Budget, Grant Amounts, and Awards

1. The MPLA Board annually allocates a budget to support the grants program. The budget equals the funding for grants approved but not yet awarded from the previous year plus the funding the Board wishes to award for grants in the coming year. Funding for grants that have been approved but are not then awarded is returned to the MPLA general fund.
2. Grant funding is awarded to reimburse actual expenses incurred during a project. Transportation will be reimbursed for the lowest possible fare or for personal

vehicles, mileage for the shortest route at the amount per mile allowed for deduction for federal income tax deductions. Grant funding for course work will be limited to tuition, fees and books. Funding approved but not needed to reimburse expenses is returned to the MPLA general fund. Expenses in excess of the grant funding approved are not reimbursed.

3. The maximum amount awarded in each of the grant categories is:
 - a. Mini-Grant \$150
 - b. Regular Grant \$600

Eligibility Requirements

1. Residence

To be eligible for a mini-grant or regular grant an applicant must be a resident of a state in the MPLA region. If an applicant moved from the MPLA region after being approved for a grant but before the grant is actually awarded then the applicant is not entitled to receive funding, even if the project was completed.

2. Association Membership

Mini-Grant Applicant must be a current member of MPLA and must have been a member for one full year.

Regular Grant Applicant must be a current member of MPLA and must have been a member for the past two years (total of 3 consecutive years).

3. Employment

To be eligible for a professional development grant an applicant must be currently employed in a library, be a student accepted in an advanced degree program in library science or a related discipline, or hold a position or office associated with a library such as a trustee. Grant funding will generally not be awarded to a student unless that student was previously employed in a library or related position in the MPLA region and intends to pursue his or her library career in the MPLA region.

4. MPLA Officers, Committee Chairs, and Members, and Grant Committee Members.

All MPLA members are eligible for professional development grants. Members of the Professional Development Grants Committee, however, may not vote on their

own applications.

5. Past Recipients of Grants

A past recipient of a professional development grant may not apply for another grant until three years have elapsed following the end of the calendar year in which the previous grant was approved.

Application Procedure and Review Process

1. Applicant requests an application form from the Chair of the MPLA Professional Development Grants Committee or from the MPLA Executive Secretary.
2. Applicant submits the specified number of copies of the completed application and one copy of any supporting materials to the MPLA Executive Secretary.
3. Applicant will be notified by the MPLA Executive Secretary that the grant application was received.
4. The MPLA Executive Secretary reviews the application to insure the applicant is eligible for the grant requested. If the applicant is eligible for the grant, the MPLA Executive Secretary forwards copies of the application and supporting materials to members of the Committee. If the individual is not eligible for the grant, the MPLA Executive Secretary returns the application with an explanation of what must be done to meet eligibility requirements.
5. The application is evaluated by the committee and approved, rejected, or referred back to the applicant with a request for further information. The committee chair communicates the committee's decision in writing to the applicant, with a copy to the MPLA Executive Secretary. If the application is approved, the chair also provides the applicant with an evaluative report form.
6. The applicant submits the specified number of copies of the completed evaluative report to the MPLA Executive Secretary within two months of completing the grant project. The MPLA Executive Secretary forwards copies of the evaluative report to the committee. If the grant was for formal course work taken for academic credit, evidence must be included to support that the course work was successfully completed.
7. The committee reviews the evaluative report and accepts it, rejects it, or refers it back to the applicant with a request for further information. The committee chair communicates the committee's decision in writing to the applicant, with a copy to the MPLA Executive Secretary.

8. If the evaluative report is approved, the MPLA Executive Secretary issues a check to reimburse actual expenses associated with the grant project. If the evaluative report is rejected, no funding will be awarded to the applicant.
9. The chair forwards a copy of the approved evaluative report to the *MPLA Newsletter* Editor for possible publication.

Committee Membership, Responsibilities, and Meetings

The committee consists of three or more members appointed by the MPLA President. No two members are appointed from the same state. Members are appointed for two year staggered terms commencing with the calendar year. The chair is appointed by the MPLA President from among the members who have one year of committee experience. The MPLA Executive Secretary serves ex-officio as a non-voting member of the committee.

Responsibilities associated with the program are assigned as follows:

1. Committee responsibilities:
 - a. to evaluate grant applications for approval or rejection.
 - b. to review evaluative reports for approval or rejection.
2. Committee members' responsibilities:
 - a. to attend committee meetings and to participate in conference calls, to review applications and evaluative reports,
 - b. to promote the grants program in their state(s).
3. Chair responsibilities:
 - a. to notify applicants of committee actions within 20 days following such actions,
 - b. to distribute grant applications and evaluative report forms,
 - c. to schedule and conduct committee meetings and conference calls,
 - d. to communicate committee decisions to applicants,
 - e. to serve ex-officio as a non-voting member of the MPLA Board, [**referred to the committee for input, Bd. Mtg. 1/97**]

- f. to provide the Board with program reports,
 - g. to submit an annual budget to the Board,
 - h. to place announcements concerning the grants program and deadlines for submitting applications in the *MPLA Newsletter* and other state and regional newsletters.
4. End-of-calendar year responsibilities:
- a. to update records of the committee and other relevant materials and forward to new committee chair,
 - b. to submit other materials to the MPLA Archives.
5. The new committee chair is to hold materials for one year past the year the action was taken.
6. MPLA Executive Secretary responsibilities:
- a. to participate ex-officio as a non-voting member of the committee,
 - b. to receive and distribute applications and evaluative reports,
 - c. to determine grant eligibility,
 - d. to issue checks to reimburse grant project related expenses,
 - e. to advise the committee on policies and procedures.

The committee meets during the annual MPLA conference to review applications and annual reports, and to conduct any other necessary business. The committee may sponsor a session at the annual conference to stimulate interest in the grants program and to offer a forum for grant recipients to present the results of their projects. The committee holds conference calls throughout the year on a bimonthly schedule set by the chair.

(May 1983; May 1983; May 1985; Aug. 1985; April 1991; May 1991; Jan. 1996)

Mountain Plains Library Association Professional Development Grant Application

1. Date _____
2. Name _____
 Last First Middle
3. Address _____
 Number and Street City
 _____ State Zip Code
4. Telephone:
 Business (____) _____ Home: (____) _____
5. **email address** _____
6. Years member of MPLA _____ Current member? _____
7. Have you previously received an MPLA Professional Development Grant? No _____
 Yes _____. Year Received _____.
8. Check one: Application is for _____ regular grant (maximum \$600)
 _____ mini-grant (maximum \$150)

 The Professional Development Grants Committee reserves the right to award partial grants.
9. Please give the ***Title*** of the program that you wish to attend OR describe your ***Research*** project:
10. Date and location of the program:
11. Program information and budget (use additional sheets if necessary):
 - a. Provide a ***Full*** description of the program. Whenever possible, include printed materials which describe the program or activity.

NOTE: The following items (10 & 11) must be completed or the application will be returned. A complete resume may also be included, but it *cannot* be a substitute for completing the requested information below.

11. Work Experience (list in reverse order beginning with current position):

Job Title	Library/Institution	Inclusive Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____

Indicate responsibilities and duties for your current position:

12. Colleges and Universities Attended (in order of attendance):

Institution	City/State	Degree	Year
_____	_____	_____	_____
_____	_____	_____	_____

Signature_____ Date_____

Submit application at least 2 months before the date of the conference or activity.

Return 7 copies of the application form and supporting documentation to

Joseph R. Edelen
MPLA Executive Secretary
I.D. Weeks Library
University of South Dakota
Vermillion, S.D. 57069

(January 1984; January 1990; April 1991; May 1991; July 2003)

Mountain Plains Library Association Professional Development Grant Evaluative Report

This Evaluative Report is due within 60 days following the conclusion of the program for which the grant was given, or before the next MPLA Annual Conference, whichever occurs first. The Committee must approve this report before you are reimbursed by the Executive Secretary for actual expenses up to the approved grant amount.

1. Date _____
 2. Name _____
 3. Address _____
 Number and Street City

 State Zip Code
 4. Telephone: Business: (____) _____ Home: (____) _____
 5. Current position: _____
-

Complete the following items. They closely parallel the numbers and items in the grant application form.

6. Check one: Grant approved for _____ regular grant (maximum \$600)
 _____ mini-grant (maximum \$150)

Grant Amount Approved by PDGC: _____

7. Title of the program that you attended or research project completed:

8. Date and location of the program:

9. Program evaluation and budget (use additional sheets as necessary):
 - a. Briefly summarize your involvement in the program. State its relevance to your position and your overall goals. Cite positive and negative aspects of the program.

 - b. Summarize your specific objectives for the program. Indicate if you attained those objectives, and if so, how they contributed to your personal growth, future goals, and career development. If you received a grade, please provide documentation of the successful completion of your program.

 - c. Indicate the benefits of your involvement in the program to MPLA

 - d. Comment on the quality of your experience and whether or not you would recommend this institution, program, and/or instructor to another MPLA member.

- e. Itemize your actual expenses, noting those covered by the grant, those covered by another association or institution, and those out-of-pocket. Include receipts.

Signature _____ Date _____

Return 7 copies of this evaluative report form and at least one copy of any supporting documentation to:

Joseph R. Edelen
MPLA Executive Secretary
I.D. Weeks Library
University of South Dakota
Vermillion, South Dakota 57069

(April 1981; April 1991; May 1991)

Public Relations/Membership Committee

General

A Chair and at least six additional members are appointed by the President. Committee members are appointed for two year terms and appointments are staggered to provide continuity. New members are appointed by the President within two months following the annual meeting. No two committee members should be from the same state at the time of their selection.

The Chair should have served on the Committee at least one year. When possible, the Chair should be appointed from one of the second year Committee members to serve a third year on the Committee.

The Public Relations/Membership Committee has three major goals:

1. Communication with and holding of existing members.
2. Promotion of new membership.
3. Placing of the Association's name and activities before the outside world, both library and non-library.

The duties of the Committee in furthering these goals are closely tied in with those of the State Association Representatives, the Newsletter Editor, the Webmaster, the Electronic Communications Committee, and the Conference Publicity Subcommittee. Close contact and communication should be maintained among all six.

Post-Conference Duties and Activities

1. Prepare and promptly distribute press releases regarding awards made at the MPLA conference to the news media and library publications in each award recipient's area.
2. Request budget allocation from the Finance Committee to cover the cost of production and postage for public relations materials for next year.
3. Update mailing lists as follows:
 - a. Significant regional libraries of all types.
 - b. Other library organizations: library associations in MPLA region; our sister regional associations such as PNLA, SWLA; national organizations such as ALA, SLA, etc.

- c. Related-field organizations: audio visual, information science, ASIS, school, etc.
- d. Publications, including those of the organizations in b and c above and other regional, state, and national library publications (AL, LJ, Hotline, etc.)

These mailing lists can be computerized for production of address labels by the Executive Secretary, upon request of the Committee Chair.

- 4. Send out a mailing to the local libraries (mailing list a. above), encouraging them to send the Chair any news of interest during the year.
- 5. Request MPLA Committee and Section Chairs to provide periodic reports on their activities, including the reports submitted by the Continuing Education One-to-One participants.
- 6. Ask the *Newsletter* Editor to send copies of pertinent materials that have been received and volunteer to do the same in return.
- 7. Write the State Association Representatives, encouraging them to provide any pertinent news in their states.
- 8. The Chair, or a representative, should attend all Board of Directors meetings during the year.
- 9. Using information received as a result of 3 through 7 above, write and disseminate press releases to library and related publications (mailing list d. above); send informational releases to library and related organizations (mailing lists b. and c. above); and write and disseminate press releases of community interest to local libraries (mailing list a above) for submission to their local media. These latter may be news or human interest stories that can be tied to the various local libraries or librarians by leaving blanks they can fill in, e.g. "The Mountain Plains Library Association, of which local librarian _____ is a member, is doing such and such."
- 10. Send copies of all of the above releases to all state representatives and the *Newsletter* Editor.

Pre-Conference Duties and Activities

- 1. Design and produce an imaginative, appealing human interest membership promotional brochure, based on some recent particular aspect of MPLA or its

members, such as a continuing education One-to-One experience, etc. Provide brochures to the Executive Secretary for mailing to potential members and sending to State Association Representatives for insertion in state association conference packets. Other materials or projects such as buttons, bumper stickers, each-one-reach-one campaigns, etc. may also be considered. These functions might best be accomplished by an idea brain-storming session of the whole committee and assignment of responsibility for seeing to the actual production to a single member.

2. Send the description of duties and philosophy behind the office of State Association Representative from the *Manual of Procedure* to each state association publication and request that they publish it. This will help put MPLA before their memberships and also help to clarify the duties of state representatives for potential holders of that vital office. Also send this information to the state association's Nominating Committee Chairs when a state is choosing a new state representative.
3. Continue to contact information sources (local libraries, Committees, Sections, Board of Directors, *Newsletter* Editor, state representatives) soliciting news and information.
4. Continue writing and distributing appropriate releases.
5. Coordinate with Conference Publicity Subcommittee.
6. Based on the year's experiences, suggest to the Finance Committee a feasible Public Relations budget for the next year.
7. Submit a report in compliance with the Reports section of this *Manual*.

Conference Duties and Activities

1. Convey all relevant materials to the incoming Chair.

(January 1982; May 1985; July 2003)