

## Appendix C: Forms

### Section 1. Treasurer's Report to Executive Council

<b>Alabama Library Association - Treasurer's Report</b>		
For Period Beginning		and Ending
Starting checking account balance		\$
INCOME		
<b>Membership dues</b>		<b>\$</b>
Workshop/Conference income		
(name of sponsor) (25/75)	\$	
(name of sponsor) (25/75)	\$	
(name of sponsor) (25/75)	\$	
(name of sponsor) (25/75)	\$	
(name of sponsor) (25/75)	\$	
<b>Total Workshop/Conference income</b>		<b>\$</b>
Convention		
Exhibitors	\$	
Advertising	\$	
Registration	\$	
Contributions	\$	
Donations	\$	
Sales	\$	
Other	\$	
<b>Total Convention income</b>		<b>\$</b>
Scholarship contributions		
Donor or Loan payment	\$	
Donor or Loan payment	\$	
Donor or Loan payment	\$	
Donor or Loan payment	\$	
<b>Total Scholarship contributions</b>		<b>\$</b>
<b>Subscription</b>		<b>\$</b>
Misc. Income [itemized]		
	\$	

	\$	
<b>Total Misc. income</b>		\$
<b>Checking account interest</b>		\$
<b>TOTAL INCOME</b>		\$

<b>EXPENSES</b>		
Dues & Subscriptions		\$
Postage		\$
Printing		\$
Professional fees		\$
Freedom to Read		
Materials & supplies		\$
Computer software/services		\$
Bank charges		\$
Honoraria		\$
Travel		
ALA	\$	
Mid-Winter	\$	
National Legislative Day	\$	
Other	\$	
<b>Total travel expenses</b>		\$
Convention Expenses		
Hotel/Conference Center rental	\$	
Supplies and postage	\$	
Printing	\$	
Exhibits area set-up and rental	\$	
President's reception	\$	
Speakers Fees	\$	
Travel	\$	
Misc.	\$	
<b>Total Convention expenses</b>		\$
<b>Accountant</b>		\$
<b>Audit/Review (annual)</b>		\$

Payment to Cash Reserve Account		
<b>Payments to Scholarship Account</b>		<b>\$</b>
Workshop/Conference expenses		
(name of sponsor)	\$	
(name of sponsor)	\$	
(name of sponsor)	\$	
(name of sponsor)	\$	
(name of sponsor)	\$	
(name of sponsor)	\$	
<b>Total Workshop/Conference expenses</b>		<b>\$</b>

**Section 2.** Membership Form – Now Online at <http://allanet.org>

**Section 3.** Nominee Biographical Information

ALABAMA LIBRARY ASSOCIATION  
Nominee Biographical Information

Nominated for (Association/Division/Round Table): \_\_\_\_\_

Office: \_\_\_\_\_

Name: \_\_\_\_\_

Title                      First                      Middle                      Last

Present Position/Job Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Street Address                      City                      State                      Zip

Education: \_\_\_\_\_

Degree                      Institution                      Year

Current (last five years) Alabama Library Association activities:

Current American Library Association activities or affiliations:

Membership in other professional organizations:

Honors:

**Section 4.** Operating Budget Request Form

**Operating Budget Request Form**  
(Divisions, Roundtables, Committees)

Current FY: \_\_\_\_\_

Request From: \_\_\_\_\_

Return to: Current ALLA Treasurer \_\_\_\_\_

	<b>Last Year's Budget</b>	<b>Last Year's Expenditures</b>	<b>This Year's Request</b>
<b>Postage</b>			
<b>Printing</b>			
<b>Photocopies</b>			
<b>Telephone</b>			
<b>Office supplies</b>			
<b>Equipment</b>			
<b>Speaker fees</b>			
<b>Miscellaneous</b>			
<b>TOTAL</b>			

**Section 5.** Operating Budget Request Form (Executives)

ALABAMA LIBRARY ASSOCIATION  
Operating Budget Request Form (Executives)

Current FY: \_\_\_\_\_

Request From: \_\_\_\_\_

Return to: Current ALLA Treasurer

	<b>Last Year's Budget</b>	<b>Last Year's Expenditures</b>	<b>This Year's Request</b>
<b>Memberships</b>			
<b>Contributions</b>			
<b>Lodging</b>			
<b>Meals</b>			
<b>Mileage</b>			
<b>Comm.Transport</b>			
<b>Postage</b>			
<b>Printing</b>			
<b>Photocopies</b>			
<b>Telephone</b>			
<b>Office supplies</b>			
<b>Equipment</b>			
<b>Contract services</b>			
<b>Speaker fees</b>			
<b>Miscellaneous</b>			
<b>TOTAL</b>			

**Section 6.** Budget Petition Form  
**ALABAMA LIBRARY ASSOCIATION**  
 Budget Petition Form

Budgetary Unit Name: \_\_\_\_\_

Please check the appropriate line:

\_\_\_\_ Petition for non-budgeted ALLA funds

\_\_\_\_ Petition to reallocate funds to a previously unfunded line item

\_\_\_\_ Petition to pay previous year's bill from current budget

Amount to be:

Budgeted: \_\_\_\_\_

Transferred: \_\_\_\_\_

Please specify line item/s affected: \_\_\_\_\_

Paid: \_\_\_\_\_

Please describe purpose of petition in detail:

Date	Item	Amount

Authorized Signature: \_\_\_\_\_ Date \_\_\_\_\_

Name, address, and telephone number of person to contact for further information regarding this request:

Committee Action:      Approved: \_\_\_\_\_      Rejected: \_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
 Chairman, Budget & Finance Committee

Council Action:      Approved: \_\_\_\_\_      Rejected: \_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
 ALLA President

Comments:

**Section 7.** Monetary Request Form

ALABAMA LIBRARY ASSOCIATION  
Monetary Request Form

To Be Paid To: \_\_\_\_\_

Amount To Be Paid: \_\_\_\_\_

Budgetary Unit Name: \_\_\_\_\_

PLEASE ITEMIZE FULLY AND ATTACH DOCUMENTATION

Date	Item	Amount

Authorized Signature: \_\_\_\_\_ Date \_\_\_\_\_

Name, address and telephone number of person to contact for further information regarding this request:

ALL INVOICES MUST BE RECEIVED BEFORE JUNE 30 FOR PAYMENT TO BE MADE. INVOICES SUBMITTED AFTER THIS DATE WILL NOT BE PAID.

Date Paid: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Check Number: \_\_\_\_\_



**Section 8.** Update Report to Council

ALABAMA LIBRARY ASSOCIATION  
Update Report to Council

Date: \_\_\_\_\_

Unit: \_\_\_\_\_

Person Submitting Report: \_\_\_\_\_

Meeting: \_\_\_\_\_  
Date                      Time                                              Place

Number of Members Present: \_\_\_\_\_

Include names if desired: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Unfinished Business: Describe and indicate action taken.

New Business: Describe and indicate action taken.

Plans and Priorities: Include future activities, workshops and projects.

Recommendations to Council:

(Attach and additional pages, forms, and/or explanations as needed)

## **Section 9.** Workshop Planning Estimate and Review

When planning a workshop, follow these steps:

Submit a “Workshop Budget Estimate and Review” form to the Chair of the Budget & Finance Committee as soon as possible. Complete as much of the column marked “Estimate” as is applicable. Submit one form for each workshop and give enough explanation so that the Committee will understand what you plan to do.

Following the workshop, revenues collected should be sent directly to the Association Administrator. If you have cash, keep the cash and send a personal check to the Association Administrator.

Within one week—or as soon as possible—after the workshop, submit to the Association Administrator another copy of the “Program Estimate and Review” form on which you complete as much as is applicable in the column marked “Actual.” Enclose any bills or statements for reimbursement, which should be made.

If there are changes in the workshop after the form has been submitted contact the Chair of the Budget & Finance Committee.

It is Association policy that workshops and conferences bring in at least enough revenue to cover their expenses plus 25% for administrative costs.

ALABAMA LIBRARY ASSOCIATION  
Workshop Planning Estimate and Review

Program: \_\_\_\_\_  
 Place: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Sponsored by: \_\_\_\_\_  
 Chair: \_\_\_\_\_  
 Person Responsible for Workshop: \_\_\_\_\_  
 Phone: \_\_\_\_\_

<b>I. Physical Arrangements</b>	<b>Estimate</b>	<b>Actual</b>
Meeting Room		
Coffee/Refreshment Break		
Equipment Rental		
Other		
<b>II. Speaker(s) Expense</b>		
Honorarium/Fee		
Transportation		
Lodging and Meals		
Other		
<b>III. Other Expenses</b>		
Meals for Registrants		
Printing		
Postage		
Telephone Charges		
Other		
<b>Subtotal</b>		
<b>IV. Total Expenses</b>		
<b>V. Registrants (# of Attendees)</b>		
<b>VI. Registration Fee</b>		
ALLA Member		
Non-Member		
<b>VII. Total Gross</b>		
Less Expenses		
Less ALLA (25% of Net Income)		
<b>VIII. Net Income</b>		

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
 Signature, Chair of Budget & Finance Committee

All bills for this program have been submitted for payment and all revenues have been deposited.

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
 Association Administrator

**Section 10.** Association Administrator Performance Review Form

**Alabama Library Association  
Employee Evaluation Form**

**Position Evaluated:** Administrator of the Alabama Library Association

**Employee Name:** \_\_\_\_\_

**Contract Period:** \_\_\_\_\_

Please evaluate this employee according to the rating system below. Please provide additional commentary if necessary.

**Ratings:**

- A. Consistently exceeds job requirements
- B. Meets and sometimes exceeds requirements
- C. Improvement needed to meet job requirements – not satisfactory
- D. Unacceptable performance.
- E. Other or not applicable

**Evaluation Criteria:**

**1. Communication Skills.** Communicates with ALLA officers and membership clearly and effectively. Responds to inquiries in a timely manner.

**Rating:** \_\_\_\_\_

**Comments:**

**2. Interpersonal Skills.** Works well with others; demonstrates courtesy, patience, diplomacy, discretion, and self-control.

**Rating:** \_\_\_\_\_

**Comments:**

**3. Punctuality and Dependability.** Can be relied upon to be punctual and to do what is required.

**Rating:** \_\_\_\_\_

**Comments:**

**4. Organizational Skills/Work Habits.** Keeps ALLA office materials in order and accessible allowing for a competent, orderly transaction of Association business.

**Rating:** \_\_\_\_\_

**Comments:**

**5. Contract Requirements.** Meets terms of current contract (See Attached)?

Yes \_\_\_\_\_

No \_\_\_\_\_

**6. Other Comments:**

**Employment Recommendation for Next Contract Period (Check One):**

\_\_\_\_ Contract should be renewed

\_\_\_\_ Contract should be terminated

**ALLA Employee Evaluation Committee Members:**

\_\_\_\_\_, Chair (ALLA President-Elect)

\_\_\_\_\_, ALLA President

\_\_\_\_\_, ALLA Immediate Past-President

\_\_\_\_\_, ALLA Treasurer

\_\_\_\_\_, Scholarship and Loan Board President

\_\_\_\_\_, Membership Committee Chair

**Submitted by:** \_\_\_\_\_ **Date** \_\_\_\_\_  
Signature, Employee Evaluation Committee Chair

**Section 11.** Association Publishing Proposal  
Alabama Library Association  
Publishing Proposal

The content and format of any work written or compiled by any unit or individual member of the Association and intended for distribution beyond the Association with the Association's name used, excluding *The Alabama Librarian*, must be approved by the Executive Council and reviewed by the Publications Committee.

Unit or Individual Submitting Proposal: \_\_\_\_\_

Publication Type (flyer, brochure, etc.): \_\_\_\_\_

Intended Audience of Publication: \_\_\_\_\_

Purpose of Publication: \_\_\_\_\_

Date Proposal Submitted: \_\_\_\_\_

Executive Council Decision:

Approved: \_\_\_\_\_

Not Approved: \_\_\_\_\_

Date of Executive Council Decision: \_\_\_\_\_

Notes/Advice of Executive Council: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

One copy of the proposed publication, as close as possible in quality, plus a copy of the manuscript on a floppy disc, and a copy of this signed form should be submitted to the chairman of the Publications Committee by fax, email and/or mail. See handbook regarding guidelines of submission of materials for approval.

**Section 12.** Request for Placement on the Agenda

Alabama Library Association  
Executive Council  
Request for Placement on Agenda

Requestor's Name: \_\_\_\_\_

Unit: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Council Meeting Date Requested: \_\_\_\_\_

Individual Responsible for Report/Discussion: \_\_\_\_\_

Amount of Time Needed: \_\_\_\_\_

Brief statement of subject matter (indicate whether New Business or Old Business):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendation/Action needed from Council:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_

Procedures:

Send form to: President at least two weeks prior to council meeting. Agenda is due from President to Council members one week prior to Executive Council Meeting. Complete Report form and send print copy to Secretary.

**If you cannot attend meeting:** Send a representative in your stead. Notify the President and Association Administrator by email if you cannot attend.