



## HANDBOOK

### **READS Mission Statement**

The Reference and Adult Services Section (READS) is a professional sounding board and advocate for matters relating to reference and adult services. READS provides information and education relevant to work in circulation, technical and interlibrary loan services, reference, readers' advisory, collection development and programming. READS uses discussions, workshops and other informal formats to educate, empower and provide opportunities for collaboration with the entire New Hampshire library community.

### **READS Calendar**

READS follows the same calendar as NHLA, described as follows in the NHLA Bylaws:

#### ARTICLE 1 – Year

A. The year of the Association year shall be a calendar year.

B. The fiscal year of the Association shall be July 1 through June 30.

(Nov. 2006)

## **READS Executive Board Job Descriptions**

### **President**

The President shall conduct all meetings and, with the advice of the Executive Board, shall appoint any special committees as necessary. The president shall be an ex-officio member of each committee. The president shall represent the Reference and Adult Services Section to the NHLA Executive Board.

The President will schedule and announce all READS meetings for the year, and is responsible for creating and publishing an agenda prior to each meeting.

The President will communicate between meetings with all committees, providing oversight and assistance as needed.

- Provides a written annual report of organization's activities for:
  - READS members at annual meeting (October)
  - NHLA Executive Board (two weeks before each scheduled meeting)
  - NHLA fall business meeting (November)
- Brings proposed budget to NHLA business meeting
- Provides a written report to the Executive Board at least one week before scheduled READS meetings
- Oversees website activities with the support of the Executive Board, Committees and Website Coordinator.

## **Vice-President/President Elect**

- Runs Executive Board meeting in absence of the President
- Coordinates all revisions to the bylaws
- Serves as parliamentarian
- Attends READS Executive Board Meetings
- Joins NHLA Spring Conference Committee and plan READS program(s) for NHLA Spring Conference
- Represents READS at conference planning meetings in years of NHEMA/NHLA Spring Conference
- Provides written annual report of vice-presidential activities for READS members at the annual meeting (October)

## **Past President / Award Selection Committee Chair**

The past president shall remain on the Executive Board to provide continuity in the organization. The Past-President shall chair the Award Selection Committee and the Nominating Committee.

- Provides a written report to the Executive Board at least one week before scheduled READS meetings
- Attends READS board meetings
- Presents the READS Award of Excellence at the fall program (October)
- Provides a written annual report of committees' activities for READS members at the annual meeting (October)
- Acts as a guide and information source for new Executive Board members.

## **Treasurer**

The READS Treasurer position is a record keeping position only, providing financial information to the Board to assist in determining the budget.

The Treasurer tracks registration checks and deposits for the Fall Conference and Spring Roundtables. Membership fees are generally handled and deposited by the NHLA treasurer because the fee is included in the NHLA membership drive.

## **READS Treasurer Procedures**

All bank transactions requiring payment by check are handled by the NHLA Treasurer. Bills are given to the NHLA Treasurer for payment accompanied by a "Payment Form."

### **Deposits :**

Registration fees for the Fall Conference and Spring Roundtables are sent to the READS treasurer by the Program Committee person handling registration. Checks should be made payable to NHLA-READS.

The READS Treasurer photocopies the checks, completes and photocopies the READS Deposit Form, and deposits the checks (and/or cash) in the READS Section Savings Account. Copies of the Checks, Deposit Receipt, and completed READS Deposit Form are then forwarded to the NHLA Treasurer. An additional photocopy of all materials is held and filed by the READS Treasurer. *Note : Some of these deposits will be sent directly to the NHLA Treasurer, by-passing the READS Treasurer. The NHLA Treasurer periodically supplies this information to the READS Treasurer.*

As stated above, READS membership dues are generally included in members' NHLA dues payments, and therefore are deposited by the NHLA Treasurer. The NHLA Treasurer supplies the READS Treasurer with dues amounts paid.

The READS Treasurer enters deposit amounts into a spreadsheet which can be cross-checked periodically with the NHLA financial statements.

### **Payments :**

READS Section members submit items for payment to the READS Treasurer. The Treasurer photocopies receipts (and any other supporting documentation) and a signed payment form, and submits the original receipt and payment form to the NHLA Treasurer. The READS Treasurer keeps and files the photocopies. *Note : Some READS bills are submitted directly to the NHLA Treasurer for payment. The READS Treasurer should check with the NHLA Treasurer periodically for updates.*

## Secretary

The Secretary shall keep minutes of all general membership and Executive Board meetings and forward these to all members of READS Executive Board.

- Makes corrections to minutes and sends to Website Coordinator to be posted on READS website
- Makes copies of business meeting minutes for all attendees at the Fall business meeting
- Makes copies of other materials as needed such as agendas, handouts
- Maintains archival file of READS meeting minutes, Executive Board membership, and READS organizing documents.

With help of Nominating Committee, the Secretary shall prepare, distribute, and receive official ballots for READS elections.

- Prepares ballots, to include short biographies of candidates and/or text of original and proposed changes to Bylaws
- Distributes ballots in paper or electronic form to all READS members at least 60 days prior to fall business meeting, with voting deadline set for at least two weeks prior to READS annual business meeting
- Prints, labels, and mails or sends ballots via NH State Library van to READS members who request paper correspondence
- Sends electronic ballots via secure online election tool to READS members who request email correspondence
- Receives and counts all ballots and reports election results to the Chair of the Nominating Committee for certification.

The Secretary shall be available to complete other duties as assigned by the President or other members of the Executive Board.

## **READS Committee Descriptions and Duties**

### **Program Committee**

#### **Mission**

To plan and carry out two READS programs every year

#### **Activities**

1. Plans annual Fall Program (October)  
In the fall, plan an all day program that includes lunch, annual READS Business Meeting, and Elections as well as the presentation of the READS Award of Excellence.  
A projected budget and agenda are brought to the READS Executive Board prior to the annual fall meeting.
2. Plans spring roundtable discussions (4<sup>th</sup> week in March)  
In the spring, sponsor a roundtable discussion on a topic of interest to New Hampshire librarians. The roundtable discussions are designed to last about 2 ½ hours.
3. Coordinates with Public Relations Committee to publish press releases for upcoming events.  
Brochures, web and blog releases are sent to Public Relations Committee to be proofread. When all corrections and changes are completed, Public Relations Committee chair sends items to Website Coordinator. Final Fall Conference brochure is sent to Public Relations Committee by 1<sup>st</sup> week of September.
4. Reports to Executive Board one week before scheduled Board meetings.
5. Outlines projected expenses for program, then summarizes all expenses and reports to President after each program. Expense records are kept by the READS Treasurer, but Program Committee also tracks expenses for the purpose of making sure that all expenses are paid and all individuals submit a request to be reimbursed. Reports should include attendance at event and a summary of evaluations.

#### **Working method**

The committee works collaboratively to brainstorm topics for the programs and then divides the duties necessary to successfully follow that program through to completion. Some of the duties involved in this process are investigating sites for the program, arranging for lunch and/or snacks, preparation of publicity to advertise the program, contacting speakers, keeping track of registrations received, preparing a program evaluation, and responsibilities on day of program. We carry out our business via meetings and email. Minutes of our meetings are available on the NHLA website, and a summary of each program is submitted as part of our committee's record.

## **Public Relations Committee**

### **Mission**

Relates our organizational mission to members and non-members (including the general public, non-librarians) and promotes READS activities on a wide scale.

### **Activities**

1. Relates our organizational mission through publications and promotional items, conferences, social activities, mailings, and the media.
  - Past promotional items and activities have included READS designed notepads, pens, and reference bookmarks
  - Public Relations Committee reviews content and format of brochures created by other committees for accuracy, spelling, and grammar. These are then relayed to designated member for posting to website or blog, and released to be printed.
  - When appropriate, the Committee creates and sends press releases to the media describing READS activities.
2. Coordinates with Membership Committee to staff a READS table at:
  - the NHLA Conference (November)
  - the annual New Hampshire Libraries Conference (May)

### **Working method**

The Public Relations committee cooperates with other library organizations and extends beyond the organization to include public and local community organizations. The PR committee markets READS, does not skimp on these marketing efforts, takes risks, keeps themselves “out there” and is genuine and constant so that the group appears both visionary as well as realistic. The PR committee and Chair need to capture their market through the actions and words of both their peers and their target customers. The group must stay visible and have clear goals and expectations.

## **READS-TO-GO Committee**

### **Mission**

To provide book discussion groups around the state of New Hampshire with a complete package of materials relating to highly discussable books.

To this end, the Committee oversees the READS-TO-GO Book Discussion Kit Program.

### **Activities**

The Committee:

- Maintains a list of sponsored kits, and vetted titles for future kit sponsorship
- Maintains an inventory of materials such as canvas bags, tags, etc.
- Researches and prepares list of discussion questions for each title
- Prepares other materials such as flyers, sign-up sheets, etc.
- Promotes the kits through library organizations' newsletters and attendance at the NHLA annual conference
- Provides content for the READS Website Coordinator specific to the READS-TO-GO page
- Performs other functions relating to the READS-TO-GO program such as creating and evaluating user surveys
- Provides a written report to the READS Executive Board one week before scheduled Executive Board meetings, and provides and presents an annual report at the yearly READS membership meeting

### **Working Method:**

The Committee is composed of a chairperson and at least 4 other members who meet on a quarterly basis, and additionally as needed, to discuss newly released titles with regard to appeal, demand, and discussable issues, and to assign and work on the activities listed above.



## **Award Selection Committee**

### **Mission**

To coordinate the annual presentation of the READS Award of Excellence

### **Activities**

1. Reviews award criteria and nomination form and recommends changes to Executive Board as needed
2. Updates nomination form to reflect new nomination deadlines annually
3. Coordinates with the Public Relations Committee to advertise award
4. Coordinates nomination process (i.e. postcard reminders)
5. Reviews completed nominations
6. Notifies nominees and library directors
7. Arranges engraving of READS Award plaque with winner's name
8. Purchases award
9. Coordinates with Treasurer to provide NHLA membership/renewal for upcoming year

### **Working method**

The committee is comprised of the current and previous Past-President and the three most recent award recipients. The Past-President chairs the committee and may divide tasks among committee members as needed. The Past President collates and sends completed nomination forms to the committee for review (by mail or email). The committee discusses the merits of the nominations via email and determines a winner by consensus or vote. There is no need for the committee to meet in person. The Past President maintains a file of the nominations received and passes it on to the new Chair annually.

Note: Members of the current Executive Board are ineligible for the award.

READS Award of Excellence (NHLA)  
c/o LGC, P.O. Box 617, Concord, NH 03302-0617  
Vanstop: Concord, Local Government Center

## **Membership Committee**

### **Mission of the Committee:**

To recruit, welcome, and retain READS members

### **Activities of the Chair:**

1. Reports to the READS Executive Board at bimonthly meetings.
2. Attends Orient Express at annual NH library conference (May)
3. Serves as a liaison to the NHLA membership chair and committee.

### **Working with the committee:**

4. Recruits new members, from both NHLA and new hires throughout the state.
5. Contacts members throughout the year, to:
  - welcome them to the organization
  - keep them informed of recent and upcoming events
  - thank them for their membership and ask them to renew for next year

## **READS Membership Committee Procedures:**

### **Renewal Letters**

During late fall, the committee sends a letter to all READS members:

- thanking them for their support of READS
- highlighting the year's events
- reminding and asking them to renew their soon-to-expire membership

Since most people renew or join READS at the same time they renew or join NHLA, letters need to go out early enough to allow time for people secure the funding to do so, if needed.

*Note: The Local Government Center (LGC) maintains membership lists for NHLA and all its sections, including READS, in a Microsoft Access database. The LGC's Erica Johnson (ejohnson@nhlhc.org) can generate reports and mailing labels of both new and existing members, which are required to complete the mailings listed below.*

At the same time, the committee should also send a similar letter to current NHLA members whose job descriptions make them a likely candidate to join READS. This letter should also include a brief explanation of READS' mission. The committee must use discretion in determining whom to solicit.

### **Follow-Up**

Each month, or as often as possible, the Chair shall obtain from LGC as list of new members, and then have the committee send them a welcome packet including:

- contact information for current board members
- information about upcoming and past activities
- explanation of committee opportunities

In lieu of a welcome packet, the committee may send a simple yet comparable e-mail. It may also send an e-mail to all renewing members as well.

Attend Orient Express at annual NH library conference.

This is simply an opportunity to talk with existing members as they register, as well as explain READS' mission to potential members.

#### Summer Letter

During the summer, the committee will send a letter to all READS members:

- thanking them for their support of READS
- reporting on recent READS events (roundtables and conference programs)
- reminding them of our upcoming annual Fall business meeting

Ongoing: Looks for recruitment opportunities

Throughout the year, the committee should watch for job openings on the NHSL job line. If a listed position has responsibilities that fall within the purview of READS, the committee should send an invitation letter to the new hire.

Reports to the READS executive board at bimonthly meetings.

The READS Membership Chair shall submit a report to the board for each meeting, including steps taken to recruit and contact members, along with the number and names of new members. Other committee chairs can use these lists to recruit members to their committees.

Serves as a liaison to the NHLA membership chair and committee.

This duty is less important now that the LGC maintains our membership lists. Still, it is wise to keep in contact with the NHLA membership chair, and let them know when you are recruiting from their ranks.

*Other requirements: a good printer, working knowledge of mail merge functions in Microsoft Word, and willing hands to sign and fold letters, and seal and stamp envelopes.*

## **Nominating Committee**

The Nominating Committee recruits candidates for the READS executive board. If requested by the chairs of other READS committees, the Nominating Committee also assists in suggesting candidates to fill vacant positions on those committees.

The Nominating Committee is chaired by the immediate past president of READS. The committee consists of three members, appointed by the President. The President is not eligible to be a member of this committee.

The committee nominates candidates for election to the READS board on the following schedule:

- Vice President/President-Elect: yearly
- Secretary: Odd-numbered years
- Treasurer: Even-numbered years

Nominations for the READS board are also accepted from the READS membership. The candidate must accept the nomination in writing to the President. The chair of the Nominating Committee certifies the results of the fall election (as tallied by the Secretary) and notifies the candidates of the results.

Annually, in December-January, the Nominating Committee reviews lists of READS committee members and assists with filling vacancies if requested.

In February-March, the chair assembles the committee to begin promoting offices.

In June-July, the committee begins the contact process with possible candidates for office. The ballot should be finalized by early August (at least 60 days prior to the fall meeting). The committee works with the Secretary to get the slate on the ballot.

In August-September, the committee promotes service to READS committees.

In October-November, the committee begins to recruit new READS committee members for the following year, if committee chairs require assistance. The President appoints committee members to fill vacancies on the Nominating Committee.

## **READS Website Coordinator**

The READS Website Coordinator possesses skills and knowledge to make updates and changes to READS website, a subsite of the NHLA website.

- Follows current policy and procedure directing use of NHLA website management system, as determined by NHLA Website Coordinator
- Posts content submitted by READS Committee members in a timely manner
- Takes suggestions for improvements to website organization and navigation, and makes changes when appropriate

## **READS Conference Committee Liaison**

The READS Conference Committee Liaison participates in both the READS Executive Board meetings and the NHLA Programming Committee meetings. The liaison takes input from the Executive Board for possible programs, contacts potential speakers, and works with the Programming Committee to ensure that READS has 3-5 programs at the NHLA spring conference and that they are scheduled appropriately (i.e., not in conflict with similar programs, correct length of time for specific programs, etc.). Once speakers have been selected, the liaison will communicate with them and file the appropriate paperwork (which he/she will receive from the chair of the Programming Committee). The liaison will keep the Executive Board apprised of the READS programs and schedules for the NHLA spring conference. During the conference, the liaison is responsible for introducing each READS program, passing out and collecting evaluation forms, and taking a count of how many people attend each program, or finding someone to perform these tasks for him/her if he/she is unable to attend a program. After the conference, the liaison will relate the results of the program evaluations (provided by the chair of the Programming Committee) to the Executive Board.