Procedure Category: Financial

Procedure Title: FLS Financial Policy for Executive Board, Section Volunteers, and Award Recipients

Effective Date: 3/25/2021

Responsibility for Implementation and Compliance: FLS Treasurer

Reviewed: Approved by the FLS Board on 3/25/2021

Statement of Purpose: This procedure covers reimbursement of reasonable expenses incurred by volunteers serving as elected members of the FLS Executive Board and in appointed positions that support Section activities. FLS and NYLA Council firmly believe that a member’s financial circumstances should not be a limiting factor to full participation in Section activities. The FLS Board expects that members engaged in the business of the Section will show fiscal prudence in relation to expenditures made on behalf of the Section. If an FLS volunteer is employed in a library, the volunteer is encouraged to request their employer to underwrite the travel and lodging expenses incurred from their volunteer work.

All expenses must correspond to the Friends of Libraries Section approved annual operating budget and adhere to the current fiscal year approved budget allocation.

Volunteers will incur out-of-pocket expenses. Expenses are paid on a reimbursement basis only with appropriate receipts. All reimbursements must conform to current NYLA Reimbursement Requests guidelines (posted on the NYLA website under “Council Resources”) and to NYLA’s current Conference Curators’ Handbook available online at www.nyla.org. NYLA’s reimbursement rates are based on the New York State Reimbursement Rate for Professional, Scientific, and Technical Employees, which dictates rates for lodging and meals by county. The current mileage reimbursement is based on the IRS rate per mile for business travel.

Expenses are not paid for Board members and auxiliary volunteers for meetings held during NYLA Annual Conference, except those officers’ expenses itemized below. Double dipping is disallowed. Volunteers holding more than one position may only be reimbursed for expenses
incurred for their most senior position in FLS/NYLA.

Exceptions to this policy cannot be made without prior approval of the FLS Executive Board.

Definitions:

- Travel expenses includes: transportation tickets (e.g., train tickets), ground transportation (e.g., taxi fare), mileage, tolls, and parking fees, as applicable. Mileage will not be reimbursed for local residents, defined as those living within a 50-mile radius of the conference center. Local residents are eligible for reimbursement for parking.
- Lodging expenses includes: hotel room cost only (no charges for meals, minibar, Internet access, or other extra fees). Taxes will not be reimbursed. Residents within 50 miles of the presentation or meeting site are not eligible for lodging reimbursement.
- Conference registration for speakers is handled by NYLA. Speakers identified in the “Conference Program Proposals” submitted for the NYLA Annual Conference will receive a complimentary waiver of a one-day conference registration fee for the day of their presentation. (This registration is non-transferable. Consult the current Conference Curators’ Handbook concerning discounts for speakers attending the full conference.) Those volunteers whose conference fees are waived should still formally register for the conference and mark the registration form “fee waived.”
- Meals and Incidental Expenses (M&IE): FLS may pay for meals of invited guests at the NYLA Annual Conference as approved by the Board. A per diem rate for meals may be paid to conference speakers if the traveler must leave home before 7 a.m. or return home after 7 p.m. All meals or refreshments served during FLS board meetings will be paid for by FLS. No other meals will be reimbursed by FLS, except as included in basic conference registration fees (e.g., Inaugural Banquet).

All Members of the FLS Executive Board (including Members At Large and President Emeritus) are entitled to reimbursement for the following expenses:

- Attendance at annual in-person Executive Board meeting and meet-up: Volunteers (e.g., elected officers, auxiliary volunteer positions) who live within 50 miles of the meeting site are not eligible for travel reimbursement, with the exception of parking fees. Those officers and Board-appointed volunteers living more than 50 miles from the site may each request up to a maximum of $75 toward travel. Lodging is not reimbursed in conjunction with this meeting. Carpooling is encouraged and only the driver may request reimbursement for travel. Individuals driving more than 50 miles to meet the carpool may request reimbursement for that travel.
- Miscellaneous: Those expenses incurred doing FLS business including telephone charges, photocopying, postage, and supplies.
Expenses related directly to the following board positions may be reimbursed as itemized:

**President:**
1. Greeting cards, flowers, or gifts sent on behalf of FLS
2. Registration fee for a “Full Conference Registration” at the early bird rate for a NYLA Friend member (2019, $99) for the NYLA Annual Conference
3. Travel and lodging expenses (up to a maximum of $250 total) at the NYLA Annual Conference, if the officer lives more than 50 miles from the conference site
4. Travel to in-person NYLA Council meetings and lodging, if eligible, will be reimbursed by NYLA

**First Vice President/President Elect; FLS Conference Curator:**
1. Expenses related to planning for conference program sessions and events (see Miscellaneous above)
2. Registration fee for a “Full Conference Registration” at the early bird rate for a NYLA Friend member (2019, $99) for the NYLA Annual Conference
3. Travel and lodging expenses (up to a maximum of $250 total) at the NYLA Annual Conference, if the officer lives more than 50 miles from the conference site
4. Travel to committee meetings will be reimbursed by NYLA

**Immediate Past President:**
1. Materials/supplies for correspondence and record keeping in performance of duties associated with Section nominating procedures and election

**Second Vice-President:**
1. Trade show booth expenses for NYLA Annual Conference
2. Registration fee for a “Full Conference Registration” at the early bird rate for a NYLA Friend member (2019, $99) for the NYLA Annual Conference
3. Travel and lodging expenses (up to a maximum of $250 total) at the NYLA Annual Conference, if the officer lives more than 50 miles from the conference site
4. Travel to NYLA Membership Committee meetings will be reimbursed by NYLA

**Secretary:**
1. Materials/supplies for correspondence and record keeping

**Treasurer:**
1. Materials/supplies for correspondence and record keeping

**FLS Board-Appointed Positions**
FLS Board-Appointed Positions are entitled to reimbursement for expenses directly related to their positions as follows:

**Newsletter Editor:**
1. All newsletter expenses (see Miscellaneous above, plus printing, collection of advertising revenue, etc.)
**Chairs of Committees and Task Forces:**
1. Expenses incurred in completing tasks

**Section Web Editor:**
1. Expenses incurred in maintaining FLS website

**Section Representatives to NYLA Standing Committees: Communications, Continuing Education, Intellectual Freedom, Legislative, Membership**
1. Attendance for in-person NYLA Committee meetings may be reimbursed by NYLA.
2. Telephone or online charges incurred from participation in the meetings are **not** reimbursed by FLS or NYLA.

**Coordinators: For example, Coordinator for the FLS Daniel W. Casey Library Advocacy Award** and readers; **Marketing Coordinator; Coordinator for National Friends of Libraries Week Promotion; Coordinator for FLS Scholarship Awards** and readers; **Archivist; Project Manager for FLS Webinars; Assistant Conference Curator; Professional Development Coordinator:**
1. Miscellaneous expenses (as noted above), e.g., mailing expenses

**FLS Regional Workshops**
Travel and lodging for FLS workshop trainers and supplies for participants are generally covered by the workshop sponsor.

**Recipient of the FLS Daniel W. Casey Library Advocacy Award**
1. No reimbursement is provided to attend the NYLA Annual Conference to receive award
2. No FLS funds to be provided for a local reception for the recipient at their home library

**NYLA Annual Conference**
Consult the current FLS policy statement, **FLS Reimbursement Policy for Professional Development Presentations**, for expenses covered for speakers at the NYLA Annual Conference. Reimbursements for travel and lodging are established at the discretion of the FLS Conference Curator.

No costs incurred by Executive Board members or auxiliary volunteers participating in meet-ups held in conjunction with the NYLA Annual Conference will be reimbursed.

This policy does not restrict contractual reimbursements arranged by the FLS Conference Curator for guests and speakers including featured presenters and Continuing Education Pre-Conference workshop presenters.

**Recipients of FLS Scholarship Awards**

**FLS Randall Enos Conference Scholarship**
In odd-numbered years, the FLS Randall Enos Conference Scholarship will be offered to FLS
members. The award pays a maximum of $750 toward the expenses to attend the NYLA Annual Conference. Reimbursements may include conference registration, tickets for various meal functions, lodging, and travel. The recipient will also be entitled to attend at no charge a half day pre-conference continuing education seminar sponsored by FLS.

The “FLS Financial Procedure for Enos Conference Scholarship” covers steps for conference registration, lodging needs, and completion and submission of NYLA’s Request for Reimbursement (RR) forms, including review by the Coordinator of FLS Scholarships with the scholarship recipients prior to the submission of the RRs to the FLS Treasurer. This procedure also indicates steps to be taken by the Section Treasurer to ensure direct payments to NYLA for scholarship costs.

**FLS Dewey Fellowship**

In even-numbered years, the FLS Dewey Fellowship Award pays up to $1,000 of the cost of attendance at the current year’s NYLA Annual Conference. The award is underwritten by the Lake Placid Foundation. Note: since this award is managed by the Association, the Dewey Fellow submits requests for reimbursement directly to the NYLA Executive Director. The Coordinator for FLS Scholarship Awards, the FLS Treasurer, and the FLS President do not sign any RRs, as no Section funds are expended for this award.

This financial policy is supported by the following FLS policies and procedures:

- **FLS Financial Procedures for Reimbursement Request Forms** (established 12/11/17; updated 3/18/19)
- **FLS Reimbursement Policy for Professional Development Presentations** (established 2/12/18; updated 3/18/19)
- **FLS Financial Procedure for Enos Conference Scholarship** (established 8/2/19; updated 10/2/19)
- **FLS Dewey Award Procedures 2020** (established 10/5/17; updated 3/31/20).
- **FLS Financial Procedure: FLS Membership Gifts in Lieu of Honoraria at NYLA Annual Conference** (established 11/4/16; updated 3/18/19)

These policies and procedures need regular review to be certain they align with this financial policy.

file: FLS Financial Policy Executive Board 2021
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