



# SLA Restructure Initiative & FAQ

**\*\*All Information is Subject to Change**

## INTRODUCTION

SLA celebrated its 110<sup>th</sup> anniversary at the 2019 Annual Conference in Cleveland. We have a distinguished history and many reasons to be proud of our past and what we've accomplished.

Much has changed since our founding in 1909. In particular, technologies, such as the Internet and social media, altered the information landscape as well as the social, educational, and economic landscapes. These changes forced us to rethink how SLA can best serve special librarians and information professionals going forward.

Today, SLA is a vibrant association with 81 units (chapters, divisions, caucuses) and 3,500 members. Our strength lies in our member communities (units) and specifically the learning, networking, and volunteer opportunities they offer. However, with a variety of on-demand online learning and networking platforms readily available, many special librarians and information professionals now choose to forego their SLA membership and construct their own professional development and networking systems customized to their individual needs.

The effects of this change on SLA's communities and its operations and finances cannot be overstated. Some SLA communities struggle to fill volunteer positions; others have ceased to exist or merged with other communities (over 10 unit mergers since 2016). SLA staff positions were reduced. Needed investments in new technologies were delayed.

The unit structure that underpins our communities has exacerbated these challenges. Each community must perform a variety of duties that are unrelated to its core mission of offering learning and networking opportunities:

- Maintain bank account
- Maintain website
- Find funding for scholarships
- Find funding for conference and other activities (events, newsletters, products, awards, etc.)

The current unit structure also imposes some obligations on SLA staff. For example, SLA staff

- Collect community reports and financial information to file the SLA 990 (annual tax returns) and audit
- Maintain non-profit status
- Maintain Articles of Corporation
- Provide financial training for volunteers
- Ensure volunteers enter financial information in QuickBooks
- Maintain outdated, legacy administrative systems, both in terms of process and procedures and technology

Simply put, our legacy administrative structure is no longer "right-sized" to serve the best interests of SLA members, communities, staff, or the association as a whole. A new structure is needed that will:

- Enable communities to focus on providing learning and networking opportunities that appeal to today's special librarians and information professionals;
- Enable SLA staff to more efficiently and effectively support communities in attracting, engaging, and retaining members; and
- Make interacting with SLA a more attractive value proposition to potential members, vendor partners, like-minded organizations, and employers.

The recruitment of new leaders is one of the more pressing challenges SLA experienced over the past several years, and SLA asserts that this is related at least in part to the unit structures which served us in the past, are no longer flexible enough, and do not align with the current behaviors of individuals and how they want to volunteer their time with an organization. Members are spread too thin to accommodate the growing demands of working in a rapidly evolving sector and have less time to devote to administrative tasks outside of their formal positions.

Feedback data further indicates that the demands of leadership roles, as currently configured, impeded SLA's member recruitment efforts. We must therefore make bold and wide-sweeping changes to recruit the next generation of SLA members and leaders, continuing our legacy of supporting and developing information professionals for the future. This is also a unique opportunity to build an SLA that appeals to a wider range of information professionals in less traditional roles and build an SLA community that is more diverse and inclusive.

## **CURRENT STATE OF SLA**

### **Membership**

Membership declined over the past 15 years and seems to have recently stabilized at the current level of approximately 3,500 members. Of those members, about 70% are in the middle-to-late stages of their careers and only about 20% have five years or less of work experience. Within SLA, members are not finding enough value to renew long term. The key to the future is getting SLA members to renew for their second and third years because of the value they find early on with the association.

It should also be noted that several areas in which membership has grown over the last several years -- Competitive Intelligence, Knowledge Management, and Data Management -- are emerging areas outside the bounds of traditional librarianship. We need to pivot our outreach and recruitment efforts and provide meaningful experiences to information professionals working in these and other emerging areas. We also need to provide meaningful, less-taxing volunteer experiences for them.

There is a lot of positive activity and energy within SLA, including:

- the Branding Task Force is looking at SLA's value proposition and future market position;
- the Board streamlined processes with the Governance & Strategy Committee in order to make SLA more flexible and adaptable;
- an expanded Finance Committee increased member participation and allow for diversity in composition (financial expertise and understanding, association experience, knowledge of the industry, etc.);
- creation of the Workplace Information Literacy and Return on Investment working groups; creation of the Economic Development & Entrepreneurship (EDEE) Caucus;
- implementation of changes to the Leadership Symposium and Annual Conference;
- increased participation in the 2020 Annual Conference through the member review of the annual conference concurrent sessions;
- creation of the 2021 Annual Conference Task Force to look at the future of SLA Annual Conferences;
- complimentary education webinars for members;
- launched a new organizational membership combining membership and education;
- new membership payment options: auto-renewal and monthly payment;
- the opportunity for two (2) books to be published with energy coming back into the publishing arm;
- exploration of an enterprise-wide Learning Management System (LMS) to better present content to members and non-members;
- current efforts to revise and refresh the website.

### **Financial Position**

SLA does not have enough revenue to support all the programs, products, and activities the association does and thus, the Board has looked at where SLA should be devoting its time and resources. For years, there have been incremental efforts to fix things and some are currently underway. In the last 15 years, SLA has had the Alignment Project, name change attempts, Revenue Growth Task Force, Annual Conference Re-envisioning Task Force, Roadmap Implementation Plan, 2018-2020 Strategic Plan, and others. The current revenue model

and structure do not support the future and the needs and wants of the members. For the organization to be sustainable going forward, we need bold, swift action.

Despite cost-cutting measures and attempts to generate revenue from a range of new and traditional sources, SLA has operated at a loss for the past several years. It has recently become necessary to borrow from our reserves to meet operating expenses. This trend has only accelerated and warrants swift, bold action.

### **Unit Vitality & Leadership**

As of Spring 2019, about 30% of units have less than 25 members, about 25% of units have failed to submit leadership forms, and about 16% of units have not submitted an annual report. Currently, 54% units have submitted full financial statements and 22% have submitted partial financial statements. These numbers indicate that units are struggling to recruit new members and their leaders are struggling to meet the current demands of their positions.

SLA finds itself at a crossroads facing several challenges, some of which can be addressed by restructuring SLA through streamlining our units and reducing the administrative load of many leadership roles.

## **SLA RESTRUCTURE INITIATIVE**

In the innovative spirit that is an SLA hallmark, the following changes are currently proposed as mandatory requirements for all units with implementation beginning in January 2020. The goal is to streamline and “right-size” SLA so that SLA can pivot to meet the developmental needs of a profession rapidly undergoing dramatic and unprecedented changes. We hope to reduce the administrative burden on SLA members, so that they can concentrate on creating cutting-edge programs and on building opportunities to connect with like-minded colleagues about emerging trends and best practices.

The SLA Restructure includes:

1. ***New name for units.***

In conjunction with SLA’s larger rebranding initiative, all Divisions, Chapters, and Caucuses will now be formally referred to as “Communities.” This signals a marked change in how we think of ourselves as well as how we market SLA to new members. “Community” is a more welcoming term, indicates a new level of openness across units, and is not tied to SLA’s previous structure or nomenclature.

2. ***New leadership structure.***

There will only be three (3) required core leadership roles for each Community: President, Vice President and Secretary. Leaders should concentrate their efforts on program planning, building connections, and membership development. Each Community can establish and fill additional roles on an as-needed basis, as determined by the Community.

3. ***New leadership duties.***

Requirements for Community leadership roles will be streamlined, and administrative functions transferred to SLA staff, so that leaders can focus on program development and the creation of networking opportunities. The functions that will be transferred include the management of community finances and the coordination of fundraising.

4. ***New unit requirements.***

There will be no minimum number of members required for a Community to exist and there will be no extra charge for membership in any Communities. Simply pay one fee for SLA membership and participate in as many communities as you would like! This allows for more cross-pollination, inclusivity, and removes financial barriers to wider participation. Members will receive access to any programming anywhere for the same price, regardless of their unit affiliation(s).

5. ***New unit governance.***

Formal cabinet meetings will be replaced with less formal meetings with representatives from all Communities, and cabinet positions on the board would be replaced with Community Liaisons.

6. ***New financial management model.***

As part of the new structure, there is also a new financial management model. The units' individual bank accounts will be centralized into one account. All Community funds will be transferred to the SLA central account no later than **March 15, 2020**. SLA will support the Communities' programs, products, and activities through purchase order requests and/or reimbursement requests. We anticipate that unit expenditures for programming will remain like previous years. The goal of a centralization of unit funds is to streamline the management of finances and reduce administrative burden, not to complicate or limit available community spending. With the new model, there will be no allotments provided to Communities.

### **SLA Restructure Benefits**

This new structure will provide numerous benefits to SLA communities, staff, and SLA as a whole.

- Frees communities to be more flexible and creative in developing programs and opportunities to attract and support members.
- "Right sizes" the volunteer experience to increase interest in leadership roles and SLA as a whole.
- Streamlines community governance—focus on leadership, education, and networking, not on administration and finance.
- Eliminates need to recruit treasurer to create and submit financial statements to SLA.
- Eliminates need for communities to assume financial responsibility and liability for programs.
- Makes more funds available to smaller communities that historically have lacked funding for programs and events.
- No costs to communities for services such as website support.
- More growth opportunities—SLA members pay one fee for SLA membership and can join as many communities as they like.
- More opportunity for diversity and cross-pollination between communities and individuals.
- Develops an inclusive culture, as the barrier (additional fees) to participate in communities is removed as well as volunteer expectations and requirements.

### **Benefits to SLA as a Whole**

- Strengthens SLA's value proposition for potential members, vendor partners, like-minded organizations, funders, etc.
- Better positions SLA as a hub of learning, networking, and skills development.
- Fosters more dynamism within association by allowing members and staff to do what they do best—and do them more efficiently and effectively.
- Enables SLA to target funds and other resources more strategically than is possible with 75+ separate communities doing so individually.
- Centralizes and simplifies community administration—staff manages one financial account for all communities.
- Streamlines the SLA Staff's ability to provide customer service to constituents.

### **Restructure Summation**

SLA will now have a structure that supports members and communities; until now, members and communities have supported our structure.

Under this new structure, SLA communities can continue doing what they do best—providing special librarians and information professionals with valuable education and networking opportunities—without having to devote precious volunteer time and energy to administrative matters.

"Right-sizing" our administrative structure is in keeping with other changes we have made in recent years to make SLA more cost-efficient and better stewards of member dues—contracting for staff support with MCI USA, reducing the footprint of our annual convention, and so on. This is a logical (and long overdue) next step.

There is no member value in administrative structure. Member value lies in creating opportunities to gain more knowledge, learn new skills, and build a professional network that serves career goals and a modernized structure will enable us to do this.

SLA needs to change now more than ever to enable SLA to move at the pace of the global marketplace and position SLA for future growth.

## Preliminary Timeline

- December 16, 2019** SLA Board of Directors meets to discuss and approve the SLA Unit Restructuring Proposal
- January 1, 2020** Unit Restructuring Implementation Team is convened
- January 15, 2020** Dissemination of Presidential announcement detailing the Unit restructuring to SLA members.  
Include communication to Unit leaders on process for closing bank accounts, transferring money to SLA, reimbursement process, etc. (more detail to follow).
- January 18-20, 2020** SLA Board of Directors Open Meeting – SLA Restructure is an agenda item  
  
*SLA Leadership Symposium*  
Day two (Monday) focus on transition  
Talking points for SLA Leadership on how to answer questions regarding the unit restructuring.  
Discuss process for closing bank accounts, transferring money to SLA, reimbursement process, etc.
- January 23, 2020** SLA to communicate to recap of LS and where we are with the restructure (Murray Presidential Communication).
- January 31, 2020** Deadline to send the 2019 W-9's to SLA for any vendor or reimbursement over \$600.
- February 12, 2020** Deadline to confirm unit leadership names – President, VP and Secretary; everyone else is designated a volunteer leader.
- February 29, 2020** Deadline for 2019 YE Reporting.
- March 15, 2020** Deadline for Units to close bank accounts and have money transferred to SLA  
Volunteer access to QuickBooks ceases

## **SLA Restructure FAQ**

For many years, the SLA Board of Directors discussed a restructure and since December 2018, the SLA Board of Directors has been conducting due diligence. At the SLA 2019 Annual Conference, the SLA Unit Restructuring Task Force circulated an [initial proposal document](#) and collected feedback from members. Following the conference, feedback was solicited via the SLA Connect Open Forum and through an open webinar. The feedback we have received to date has been very valuable. The feedback revealed areas for further development and informed our thinking moving forward. We found many of the same questions emerged on a number of occasions. We are providing this FAQ document to share those common questions and the answers to them. We do hope this sheds some light on our ultimate goals as well as next steps in the process. We continue to welcome your feedback and encourage you to reach out to [Tara Murray](#), SLA President, if you have additional questions.

### **Is the SLA Restructure Initiative required of all units and if so, when do they take effect?**

Yes, the SLA Restructure is for all units. The goal is to streamline operations at the unit level so that members can concentrate on creating connections with each other and developing impactful programs. The SLA Restructure takes place immediately with a transition period through April 2020. More details are below regarding what is required, including how to close unit bank accounts, updates to SLA website, SLA database reconfigure, etc.

### **Would there still be cabinet meetings under this restructuring proposal?**

Formal cabinet meetings would be replaced with less formal meetings with representatives from all Communities, and cabinet positions on the board would be replaced with Community Liaisons.

### **Our unit continues to fill volunteer positions on both an Executive and Advisory Board. Would we be required to eliminate these leadership positions and be limited to the three suggested in the restructuring proposal?**

Many units, large and small, are struggling to fill leadership positions and having fewer formal leadership positions affords these units flexibility in how they organize themselves and manage their units. The SLA Restructure Initiative requires a community to have three positions, President, President-Elect and Secretary, which will enable the community to reflect the changing nature of their membership. Units may have more positions that fit their particular needs and are not prohibited from having larger Executive or Advisory Boards.

### **How much additional work would be created for SLA staff and volunteers with the new SLA Restructure? Do the anticipated time and cost savings to individual communities in the restructuring justify the changes to SLA as a whole?**

It is important to note that much of the SLA Restructure Initiative eliminates duplication and creates efficiencies, thereby freeing up both staff and volunteer leaders as opposed to a simple reassignment of administrative tasks to SLA staff. It is therefore not necessarily a direct transfer of responsibilities, but rather a re-envisioning of how SLA as a whole operates. Nonetheless, we are currently investigating the workflows to quantify the impact these changes will have on the SLA staff – especially during the transition to a new model. The SLA Board and staff are working to map out the proper allocation of people and time to provide quality service to members.

### **What change would this actually make?**

The SLA Restructure allows communities to be more proactive in their outreach to potential members, and to create more tangible value. This strengthens the overall association and positions SLA to become a nimbler organization that can be responsive to our rapidly changing field. Units will have the flexibility to create positions and task forces to accomplish things, and then disband them as needed. This will eliminate the creation of long-term roles that are difficult to fill.

SLA cannot keep operating with the same structure and expect a different result. The Restructure Initiative is based on the due diligence collected over the past year and previous years and encompasses the path forward for SLA.

It should also be noted that SLA is not alone in this effort. Like-minded professional organizations, such as ALA, IFLA, AALL and MLA, are also examining their structures and have either undergone similar transformations or plan to soon.

### **How do we migrate to the new structure?**

Migration to the new structure begins immediately. Email communications, sessions at the Leadership Symposium and webinars to follow will help guide the volunteers through the transition.

### **How will unit funds be handled going forward?**

All unit funds will be transferred into the SLA central account by March 15, 2020. SLA is committed to monetarily supporting the communities' activities, programs and products. Volunteers will submit PO requests and/or reimbursement requests via an online electronic form. When requesting funds, units will be required to submit a brief synopsis of the expense. For events over 100 people, SLA will partner with and collaborate with the community on the event (more information below). The unit funds will be used to support SLA members and communities and will be part of the operating because everything SLA does supports the members and the communities.

### **How does the unit move forward with the current unit leadership?**

The SLA Restructure requires a community to have three positions – President, President-Elect and Secretary. All Division and Caucuses will transition to use the new terminology immediately. For example, a Division Chair becomes Community President. A community can have as many additional positions going forward and thus, if your community already has more positions in place, then it may keep them in the position going forward.

### **Is a Treasurer still needed in the future?**

A Treasurer is not required for communities going forward. SLA will manage the finances and partner with units to ensure their programs, products, and activities carry forward.

### **Who will manage the day-to-day updates to the community website?**

The community will continue to manage the community website and SLA Connect community. SLA will provide the overall infrastructure, ensuring it is up to date and secure.

### **What happens to the fees units pay SLA?**

Going forward, there will be no charges to units for QuickBooks, website, and event manager.

### **What happens to Option 1 and 2 as related to the SLA Annual Conference?**

Community events will continue at the Annual Conference. All communities will move under Option 2, in which SLA ensures the community event will happen, covering all expenses and securing sponsorship for the event. As has been the case in the past two years, even if sponsorship is not secured, the community event at the Annual Conference will still take place.

### **What will happen to the additional unit membership fees individuals paid for 2020?**

With the current structure, when an individual joins SLA, membership includes one (1) complimentary chapter and one (1) complimentary division. An individual can purchase additional units for \$20 per unit. With the new SLA Structure, all communities (formerly units) are open to members with the annual membership fee. There is no charge to join additional units.

SLA appreciates the individuals that purchased additional unit membership fees for 2020. SLA will not issue a refund for the purchase of additional unit memberships. SLA will offer complimentary learning opportunities to these individuals in 2020. More information on what this will be and how much will be released at a later date.

### **When will the communities be open to all members?**

All communities in SLA Connect will be open to members on April 15, 2020. SLA is excited to launch this new member benefit, which will make the SLA Community more diverse and inclusive, removing the barrier to participation.

### **How will SLA process reimbursements to SLA members who submitted requests through the event request process?**

Lindsay Cowett, Membership Coordinator, ([lcowett@sla.org](mailto:lcowett@sla.org)) will be the main point of contact to handle all reimbursement requests. All reimbursements will be submitted through [SLA's online form](#).

All volunteers will be provided with training on how to submit for reimbursement through an online training webinar.

In 2019, SLA has moved its financial processes to be all electronic, including payments with its accounts payables (payments to individuals and companies). All reimbursements will be electronic only. SLA will not

issue paper checks. SLA will issue the reimbursement through Bill.com. Each individual who needs a reimbursement, will need to provide an email to SLA in order to receive an automated email from Bill.com to set-up the electronic transfer. The email is automated and comes from Angela Parker, Accounts Payable Manager for SLA. Below is a sample of what the email will look like. Since the email from Bill.com is automated, the message cannot be customized, so please do not mark the email as junk or spam.

----- Forwarded message -----

From: **Angela Parker on behalf of SLA - Special Libraries Association** <[invites@hq.bill.com](mailto:invites@hq.bill.com)>

Date: Fri, Dec 13, 2019 at 10:12 AM

Subject: SLA - Special Libraries Association wants to pay you

To: [jkonieczko@gmail.com](mailto:jkonieczko@gmail.com) <[jkonieczko@gmail.com](mailto:jkonieczko@gmail.com)>



Hi SLA Government Information Division,

Please accept this invitation from SLA - Special Libraries Association to start receiving electronic payments directly to your bank account. This is our preferred method for making payments, and it's completely free to you.

This way, SLA Government Information Division gets paid much faster, and all invoice details will be available online in your free account for quick and anywhere access, helping you cut down on paperwork.

And don't worry, your account information will be secure, protected with end-to-end encryption, and not visible to SLA - Special Libraries Association. If you have any questions, please send me an email at [angela.parker@mci-group.com](mailto:angela.parker@mci-group.com) or call me at 7035063260.

Ready to get started?

[Accept Invitation](#)

If the button above doesn't work, copy and paste the following link into your web browser:

**In dealing with reimbursements, do we need to collect W-9s from the person or business who originally received the money (e.g., if we reimburse someone who has paid an individual or business, do we need that info from the actual recipient of the funds even though our check is written to a third party)?**

Generally, the person / company who provided the service for your unit will receive a 1099 (and a W9 is required.) If there are special circumstances, feel free to contact the SLA Controller via email ([controller@sla.org](mailto:controller@sla.org)).

**Do W9's still need to be submitted for payments to vendors over \$600?**

Yes. You must obtain a W9 from any person or company who received more than \$600 through the year for services provided. The same process that has been followed by Unit Treasurers will continue.

SLA will issue that person/company a 1099 if they qualify (see below.) A blank copy can be found in SLA Connect or on the internet by searching for "IRS form W-9". Please send W9s to [controller@sla.org](mailto:controller@sla.org).

- *Who needs to be sent a W9 (so SLA HQ can issue 1099)?*
  - Vendors who will receive a 1099 (and, thus, a W9 is required) include: independent contractors, janitorial services, third-party accounts, third-party public-relations firms or any other company or worker that you paid for services.
  - If your unit awarded a scholarship in excess of \$600.00, you need to obtain a W-9 from the recipient.
  - If your unit (re)paid for a unit officer's travel expenses or repaid a chapter member for monies they laid out for a chapter event, for example, reservations or catering, they do not require a W-9.
  - It's best to request a W9 for all of your vendors to be sure SLA HQ is following all 1099 requirements.
- *Is your vendor a corporation?*
  - Companies that are sole proprietors, partnerships or LLCs who received money from your unit should receive a 1099. C corporations, S corporations or LLCs that are taxed as C or S corporations do not require a 1099. It may be hard to tell what type of corporation you're working with. To be safe, we recommend requesting a W9.
- *Not sure if a 1099 is needed?*
  - It is best to file a 1099 if we are unsure. If we file a 1099 but did not need to, there is no harm done. However, if we fail to file one and one was required, SLA might be penalized heavily.

- *Reimbursement?*
  - In dealing with reimbursements, do we need to collect W-9s from the person or business who originally received the money (e.g., if we reimburse someone who has paid an individual or business, do we need that info from the actual recipient of the funds even though our check is written to a third party)?  
Generally, the person / company who provided the service for your unit will receive a 1099 (and a W9 is required.) If there are special circumstances, feel free to contact the SLA Controller via email ([controller@sla.org](mailto:controller@sla.org).)
- *How do I complete a W-9?*
  - To complete the W-9, fill in the name as “Special Libraries Association— [your community’s name].” For the address use 7918 Jones Branch Drive, Suite 300, McLean, VA 22102. SLA is incorporated and the FEIN (Federal Employer Identification Number/Taxpayer Identification Number) is 13-5404745. All units fall under SLA’s EIN because we are legally one entity and should act as such. The FEIN should be used appropriately and for SLA purposes only. Please be sure to check the box for C Corp in Section 3 and indicate 1 as the exempt code in Section 3 The Community President, President-Elect, and Secretary are authorized to sign the form.
- *How do I know if SLA is exempt from sales tax in my state?*
  - SLA is currently exempt from taxes in ten states - DC, FL, IN, MA, NJ, NY, NM, TN, TX and WI – within the U.S.
- *For whom do I need to have taxpayer identification numbers on file?*
  - By US IRS regulations, you should have the Taxpayer Identification Number (also referred to as FEIN or Social Security Number) on file for any person or business to whom/which you cut a check. Many companies simply will not issue payment until this information has been received. This can be obtained by sending a Form W-9, “Request for Taxpayer Identification Number and Certification.” The IRS can audit this information and it is essential SLA have these on file to be in compliance with the law.
- *Why do I need to report to SLA individuals who were paid over \$600 during the year?*
  - Any individual (corporations are exempt) who is paid over \$600 for services (not expense reimbursements), scholarships, awards, honoraria, etc., or over \$10 in royalties will be issued a Form 1099. This is required by US IRS regulations. SLA must file all these forms and collects this information to facilitate this task. Please note that expense reimbursements are excluded from this calculation. It is only payments to individuals; corporations are exempt. If you are unsure if your vendor is incorporated, contact them.  
You are required to send completed IRS W-9 forms for anybody you paid over \$600 in the previous year to the SLA Controller at [controller@sla.org](mailto:controller@sla.org). (<https://www.irs.gov/forms-pubs/about-form-w9>).

### **How will Program and Event registrations be handled going forward?**

SLA feels strongly that communities should continue to host programs and events as it has been doing. If a community has been hosting a conference or networking event on an annual basis, we encourage you to continue in this manner.

SLA will provide its communities with a link to an online event submission form to be completed by community leadership that provides specific details about the event. All events will be managed electronically including payments and registrations. No cash will be accepted onsite at events.

Below are some additional details on the types of events and the recommended systems to use based on the event size and if a registration fee for the event is required. SLA will host a webinar training that is live and recorded on how to submit an event and the types of events.

### **Programs & Events with Registration Fees:**

- **For communities hosting events with more than 100 anticipated attendees and charging a fee to attend.**  
SLA will process the event through its database, Clear Vantage, and provide a registration link for promotion. Revenue for these events will automatically be tied to the SLA bank account.

- **For communities hosting events with less than 100 anticipated attendees and charging a fee to attend.**

The community is responsible for complete set-up and management of the registration system and process. SLA will provide the community with bank account information so the registration revenue can be captured into the SLA bank account. SLA is conducting due diligence on a recommended system. If you want to share more about your events so SLA has an understanding about any nuances, contact Kathy Bradley, VP Operations, [kbradley@sla.org](mailto:kbradley@sla.org). We will provide you with details on setting-up your event once the system has been determined.

#### **Programs & Events without a Registration Fee:**

- **For communities hosting events with more than 100 anticipated attendees.** Please reach out to SLA staff to coordinate your event. It's recommended that for an event of that size that a fee be charged for the event. Please contact Diana Schapiro, Director of Learning & Success, [dschapiro@sla.org](mailto:dschapiro@sla.org).
- **For communities hosting events with less than 100 anticipated attendees.** SLA is conducting due diligence on a recommended system. If you want to share more about your events so SLA has an understanding and any nuances, contact Kathy Bradley, VP Operations, [kbradley@sla.org](mailto:kbradley@sla.org). We will provide you with the account information to set-up your event once the system has been determined.

#### **What is the process to close the unit bank account and transfer funds?**

- *Units banking with Wells Fargo*  
If your unit bank account is with Wells Fargo and under SLA umbrella, SLA will begin the transfer of funds at the **end of January 2020**. The transfer of funds will take up to seven (7) business days to complete. SLA will remove the current signatories via a signature form, which will take 3-5 processing. SLA close down Wells Fargo unit bank accounts once funds have been transferred.
- *Domestic units not banking with Wells Fargo*  
If you unit bank account is NOT with Wells Fargo, follow these steps:
  - Unit Signatory needs to go to the bank in-person
  - Inform the bank that you are closing the account
  - Request the funds be wired (transferred) to the SLA account. There will be a charge for the wire transfer around \$25 and SLA will cover the cost.
  - ACH & Wire Payment Instructions: Below are the instructions for payment via direct deposit into SLA's bank account.
  - If the funds cannot be wired to the SLA account, please request a check made out to the Special Libraries Association.
  - The deadline to close the unit bank account is **March 15, 2020**.

**Bank Name:** Wells Fargo, NA

**Bank Branch/City, State:** 420 Montgomery, San Francisco, CA 94104

**Name on Account:** Special Libraries Association

**ABA/Routing #:** 121000248

**Account #:** 2066701944290

**SWIFT Code (for Int'l Wires):** WFBIUS6S

- *Domestic units not banking with Wells Fargo and set-up bank account with a social security number*
  - Please contact [controller@sla.org](mailto:controller@sla.org). These units will close their accounts following the similar process. The challenge will be the name they listed on the bank account, which will be an individual. The bank should wire the funds or issue a check for "Special Libraries Association". If the bank will not do this, one option is for the unit cut a check to SLA prior to closing out the account. The deadline to close the unit bank account is **March 15, 2020**.

#### **What are the next steps with QuickBooks?**

- QuickBooks is SLA's unit online accounting software. Each unit has their own account that is designed specifically for SLA unit financials. Access is provided to the Treasurer via an internet link to your secured QB account.

- QuickBooks will be maintained for 2020 in order to complete the 2019 tax return and audit.
- SLA Treasurers need to complete the 2019 year-end financial reporting by **February 29, 2020**.
- Unit Treasurers will have access to QuickBooks through **March 15, 2020**.

### **2019 Year-End Financial Requirement**

Please follow the steps outlined in the Unit Treasurer Handbook and outlined here:

- You must download the Bank's monthly statements at least quarterly, preferably monthly and balance them against the QuickBooks (QB) (Section 2) application provided by SLA. Get the usernames and passwords and any logon information for your bank accounts from your predecessor. If you do not have this logon information AND have a Wells Fargo account under SLA's umbrella, please contact the SLA Controller at [controller@sla.org](mailto:controller@sla.org). If you do not have a bank account with Wells Fargo account under SLA's umbrella, please contact your bank directly.
- You must run the QB Reconciliation report when you balance your QB account(s) against the bank statement(s), preferably monthly.
- Year-end annual financial reports must be created and sent to the controller by the end of February or the unit's annual dues allocation will be forfeited.
- You have, at minimum, a checking account, and maybe, a savings account for your unit. You might have a checkbook, and probably a debit card for your account(s). You need to advise your unit on account balances and be sure unit activities do not exceed your financial resources.
- You might accept payments through credit cards by using PayPal or a similar credit card processing service. If your unit does not utilize PayPal, consult their procedures and policies for registration. If your unit does use PayPal, it is best to close out the account and start fresh with each Treasurer, as billing and transfer can become confusing. Current PayPal procedures require you to utilize your personal credit information, including your Social Security Number. This means your personal credit information will carry data from your unit's use of PayPal.
- Your unit might have a Pooled Fund account with SLA. This means an amount of money has been set aside by your unit to be invested by SLA. This is a long-term investment for your unit (3 to 5 years). Statements are issued bi-annually, and the amount must be entered into the Annual Financial Report.

### **How will the financial management model work with the international communities?**

For Communities in Europe, New Zealand and Canada the following applies:

- Communities will keep a local bank account as they have been operating with
- SLA signatories will be added to the bank account.
- Communities are required to submit monthly required financial reports to SLA
- All processing needs to be electronic.
- Communities will need to pay a fee for QuickBooks. The fee is not yet determined.
- As SLA works through the due diligence of how this works internationally, there may be additional fees to the communities.
- Communities must file all year-end reports with SLA for SLA to submit accurate data in the tax return and audit.

For Communities in the Arabian Gulf and Asia, SLA will set-up meetings with you to discuss the financial model moving forward.

### **Who is on the SLA Restructure Implementation Task Force and how can I contact them?**

The members of the Unit Restructuring Taskforce are:

- Zena Applebaum, 2017-2019 Board Member [Zena.Applebaum@thomsonreuters.com](mailto:Zena.Applebaum@thomsonreuters.com)
- Kathy Bradley, VP, Operations, [kbradley@sla.org](mailto:kbradley@sla.org)
- Amy Burke, Executive Director [Aburke@sla.org](mailto:Aburke@sla.org)
- Amy Jankowski, Director [ajankowski@unm.edu](mailto:ajankowski@unm.edu)
- Hal Kirkwood, Past President, [kirkwoodhal@gmail.com](mailto:kirkwoodhal@gmail.com)
- Tara Murray, President, [tem10@psu.edu](mailto:tem10@psu.edu)
- Mike Rosenberg, Director, Member Engagement, [mrosenberg@sla.org](mailto:mrosenberg@sla.org)
- Laura Walesby, 2017-2019 Board Member, serving as 2018 Division Cabinet Chair and Chair of the Restructure Task Force, [leavitt9@msu.edu](mailto:leavitt9@msu.edu)
- Catherine Lavallée-Welch, President Elect, [clavalle@ubishops.ca](mailto:clavalle@ubishops.ca)