

# Annual Reports

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The annual reports are designed to share information about the activities of the Association, Divisions, and Committees.

Annual reports are submitted by the President of the Association, the Presidents of the Divisions, and the chairs of most Committees.

Reports are posted on the DLA website and printed in the *DLA Bulletin*.

Reports should include:

Delaware Library Association

name of office, division, or committee

year (format xxxx-xxxx)

DLA logo (webmaster can add if you prefer)

At end: Your Name and office. Optional, the day and date you submitted the report.

If a committee, names of members of committee.

If a division, names of officers.

If referring to persons, use full names.

Reports should be concise.

If you have suggestions or comments you want the Board or the membership to see or take action on, include them. If you have suggestions or comments for next year's committee or division, make those comments as part of the working papers to be passed on to your successors.

Include budget and expenditure information. If you spent money, how much?