



**TLA**★  
TEXAS LIBRARY  
ASSOCIATION

# Member Referral Toolkit





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## Sample Email - Librarians

Email Subject: <First Name>, I Thought of You — TLA is a community that has your back

Hi <First Name>,

I'm reaching out because I've been thinking about how much my membership with the [Texas Library Association \(TLA\)](#) has helped me, and I wanted to share that experience with you.

I've found that while our work is essential, the community is what really makes the difference. For me, TLA is a statewide network of people who understand what we do. It's a space to navigate challenges with peer support, stay informed with library trends and build practical job skills at every stage in your career.

Now is a great time to join! New members who join for **2026** by the end of April with a referral will receive **10% off their 2027 next-year dues**. Plus, you'll get immediate 2026 member savings on professional development, webinars, and Annual Conference registration.

More importantly, you'll gain a full year to collaborate with a community that is actively shaping the future of the profession. If this feels like the right moment for you to join, I would be honored if you listed my name as your referral on the application.

I'm always happy to answer any questions or share more about my experience!

Best,  
<Your Name>

Check out some of the benefits below, you can also [check out more online!](#)

- **Member-only rates:** Pay less for Annual Conference, CPE credits, and professional development.
- **Access to Community** with TLA Engage online community and join in-person and virtual conversations with all library types.
- **Curated expertise:** Stay informed with peer-driven insights from TLA's podcast, journal, and monthly updates.
- **Practical growth:** Use the Career Center and leadership programs to sharpen skills for your current role.
- **A unified voice:** Benefit from collective advocacy, tools and workshops.

Join [online](#) or download and mail in this [PDF](#).



## Sample Email - Retired Librarians

Email Subject: <First Name>, I Thought of You — TLA is a community that has your back

Hi <First Name>,

I'm reaching out because I've been thinking about how much my membership with the Texas Library Association (TLA) has meant to me over the years, and I wanted to share that experience with you.

Even after stepping away from my time in the profession, TLA offers resources and opportunities to stay connected and engaged.

Now is a great time to join! New members who join this year for **2026** by April with a referral will receive **10% off their 2027 next-year dues**. Plus, you'll get immediate 2026 member savings on professional development, webinars, and Annual Conference registration.

A few ways TLA continues to be valuable for retirees:

- **Retired Librarians Round Table (RLRT):** Access retiree-specific resources, keep up with long-time colleagues, and share your wisdom — or just swap book recommendations.
- **District Meetings:** Connect in person at your local district meeting to network with fellow retirees and active professionals.
- **Stay connected and share:** Keep up with the profession through TLA publications and lend your voice via articles or interviews.
- **Legacy & Advocacy:** Now more than ever, we need a unified voice at the Capitol. Continued involvement helps protect intellectual freedom and support the next generation of librarians.

If you're curious or have any questions, I'm always happy to share more about my experience or help however I can.

Best,

<Your Name>

Check out all benefits and offerings at [txla.org](https://txla.org). And join [online](#) anytime or download and mail in this [PDF](#) to the address below.



Dear <Supervisor Name>,

I am writing to request approval for a <Librarian Membership (\$187)> with **Texas Library Association**. TLA membership is a strategic institutional investment that can strengthen our <library services, patrons or students> increases cost efficiency, and supports compliance, innovation, and professional readiness.

### **INSTITUTIONAL VALUE & COST EFFICIENCY**

Membership provides measurable return on investment through:

- Discounted registration for the **TLA Annual Conference**
- Low-cost options for virtual **CPE credits**
- **Free** professional development webinars year-round

These benefits offset membership costs while providing an avenue for staff training.

### **OPERATIONAL SUPPORT & EXPERTISE**

TLA membership provides access to a statewide professional network through **TLA Engage**, an online member community that allows me to collaborate with <school/public/academic/special> library peers on specific challenges while gaining cross-sector insights that bring fresh solutions to our library. I'll have ready access to a statewide network for insights on <technology/resource management/policy>. This saves us time by leveraging solutions and innovative ideas from other libraries.

### **LEADERSHIP DEVELOPMENT & SUSTAINABILITY**

Through the **TLA Learning Hub** and leadership programs, I can build the skills needed to improve our <library's/school's/university's> current and long-term initiatives

### **STAYING INFORMED**

TLA communications deliver real-time updates on legislative changes, state mandates, grant opportunities, and emerging trends, ensuring the library remains informed, compliant, and proactive.

Thank you for taking the time to review my request. Approving this membership would give us affordable professional development, helpful connections to library experts across the state, and reliable updates on important regulations and trends. Joining the Texas Library Association would make it easier for our <library's/school's/university's> to stay efficient, compliant and well-supported in the work we do.

Thank you,  
<Your Signature>



## Payment Options for Membership

Membership can be paid for with a check or credit card. Group membership orders can be processed by emailing [tla@txla.org](mailto:tla@txla.org).

## Have a Purchase Order? Here's What You Need to Know

If you're using a purchase order (PO) for your membership, please keep in mind that a PO is not a payment through our system, it's a way to process a request for an invoice.

# 1

### Purchase Order (PO)

- You have a PO from your institution to pay for your TLA order (membership, registration, etc.).
- Login to Members Only to create an invoice for your order.
- On the checkout screen, choose "Bill Me" and add in your PO number (if applicable).

# 2

### Invoice

- When you select "Bill Me" on the checkout screen, the system will auto-generate an invoice that you can print and forward to your institution's business office for them to pay the balance.
- You do NOT need a PO to generate an invoice.

# 3

### Payment

- TLA accepts payment in the form of credit/debit card payments, checks mailed to the office, ACH transfers, saved bank account information on your Members Only profile.
- If needing to provide payment in a different form, please contact [admin@txla.org](mailto:admin@txla.org).



**Thank you!**

**Texas Library Association**

If you have any questions, please contact us at [sla@txla.org](mailto:sla@txla.org).

