

# LIBRAS ANNUAL REPORT 2006-2007

## **Officers:**

President Sally Anderson, North Park University  
Vice-President/President-Elect Mark Vargas, St.Xavier University  
Secretary Rebecca Miller, Trinity International University  
Treasurer David Malone, Wheaton College  
Past President/Continuing Education Coordinator Larry Wild, Judson College

## **Appointments to Standing Positions**

Communications Director Ryan Williams, North Central College  
Archives open  
Access Services SIG co-chairs:  
Belinda Cheek, North Central College;  
Carol Warner, Judson College  
Collection Development SIG  
Katie Maier O'Shea, North Park University,  
Reference SIG co-chairs:  
Lucia Testin, University of St. Francis  
Julie Dahl, University of St. Francis  
Serials SIG  
Marie Hay, Trinity International University  
Jennie Johnson, North Central College  
Technical Services SIG  
Anne McKearn, Aurora University  
Nominating Committee:  
Susan Swords Steffen, Elmhurst College  
Cory Stevens, Lake Forest College  
Luann DeGreve, Benedictine University

## **Officers for 2007-2008**

President Mark Vargas, St. Xavier  
V.P./Pres Elect Jennifer Paliatka, Elmhurst College  
Secretary Rebecca Miller, Trinity International  
Treasurer Jack Fritts, Benedictine University  
Past President/Cont. Ed Coordinator Sally Anderson, North Park

## **Highlights (for details see full reports that follow)**

- Focused on Strategic Planning Goal 2c which emphasizes using membership (local experts) for our programming Special thanks to Belinda Cheek, Kim Butler, David Kohut, John Fawcett, and David Malone for their presentations at various meetings this year. Subjects included Disaster Planning, Collection Development, and Electronic Resource Management. (Details under Program section).
- Paid registration fees for 23 members to attend various conferences and workshops: ALA, ACRL, LOEX, Rare Books, Acquisitions, Assessment
- Made some policy changes regarding budget:
  - Will keep a reserve fund equal to the average of the previous three years' budgets
  - Will alternate years for funding legislative activity (not in the years of ACRL meetings)

- Upon learning that any grants of \$600 or more require IRS filing, made the following changes:  
Reduced research grant to \$575  
Will reward up to 3 \$500 professional development grants instead of 2 \$750 grants.
- Established a deadline of October 1 for all proposals for continuing education and conferences. Late applications will be considered as money is available.
- Changed the by-laws to make the minimum number of SIG meetings be one per year instead of two per year.
- Mark Vargas designed a comprehensive calendar of activities, deadlines, and responsible parties for the LIBRAS directors, officers, and committee chairs. This has been a very useful tool for me as well for others; it can be used as a template for the future. [http://www.libras.org/pdfs/LIBRAS\\_Administrative\\_Handbook\\_2006.pdf](http://www.libras.org/pdfs/LIBRAS_Administrative_Handbook_2006.pdf)

### **Summary of Meetings**

1 Transition meeting  
 2 Executive committee meetings (one by conference call)  
 2 Directors' Meetings  
 2 LIBRAS open meetings (Disaster Planning and Collection Development SIG)  
 5 SIG meetings  
 Meeting attendance totaled around 130 members (many were repeat)

### **Elections**

The nominating committee (Susan Swords Steffen, chair; Cory Stevens, Luann DeGreve) put together the following slate of officers:

VP/President-Elect: Jennifer Paliatka, Elmhurst College  
 Secretary: Rebecca Miller, Trinity International University  
                   Lucia Testin, St. Francis University  
 Treasurer: Jack Fritts, Benedictine University  
                   Ken Orenic, Dominican University  
 Ryan Williams, Communications Director, ran the election using Survey Monkey, from Monday, April 30 through Monday, May 7. 107 members voted and the results were announced at the annual meeting on May 9:

VP/President-Elect: Jennifer Paliatka, Elmhurst College  
 Secretary: Rebecca Miller, Trinity International University  
 Treasurer: Jack Fritts, Benedictine University

### **Advocacy**

#### **Illinois Library Day: April 19, 2007**

The big issue this year was Illinois' Housebill 1727. Memo went out to all LIBRAS members to call their representatives to vote against this bill which requires filters on all computers in public and school libraries. Although it does not directly affect academic libraries, it affects us all as Illinois citizens and library users. For more information: <http://www.capwiz.com/ila/callalert/index.tt?alertid=9508996>

## **Treasurer's Report for 2006 – 2007**

It was discovered that grants over \$600 must be filed with the IRS and counted as income for the recipient. To avoid this problem the research grant was reduced to \$575, and the professional development grants changed from 2 grants of \$750 each to 3 grants of \$500 each.

Due to concerns over the LIBRAS reserve fund and its purpose a policy statement was drafted and approved unanimously by the directors. It states that the reserve fund should equal the average of the budget of the prior 3 years.

Additionally, it was also decided that because ACRL is every other year, legislation could be funded on the alternate years. Since funds from continuing education and conferences are both used for conferences, it was suggested that these 2 lines be collapsed into one.

Finally, a clarification was made regarding reimbursement amounts for ACRL attendance. LIBRAS will pay the registration, at the lowest membership early bird rate.

Respectfully submitted,

David Malone  
Treasurer

## **Vice-President/President Elect – Programs**

The focus this year was on programs developed by LIBRAS members. We held a SIG Chairs planning meeting in August and generated ideas for programs for the whole LIBRAS membership as well as SIG meetings. We also decided to try to get the message out that SIG meetings were open to all LIBRAS members who might be interested.

Two major events were held, and both were especially well received by the participants.

At the program "Snakes in the Library: Preparing for the Unexpected" (held on November 30, at North Central College), participants learned about "dPlan," an online tool for preparing a disaster plan, looked at disaster planning from an Archivist's perspective, and received advice from folks who have "been there."

The program "Honey, I shrunk the collections" (held on February 14 at Concordia University) was held despite a snowstorm. The event, sponsored by the Collection Development SIG, generated much discussion, as David Kohut from St. Xavier and John Fawcett from Wheaton discussed major weeding projects they coordinated at their libraries in their periodicals and reference collections. At the request of the audience, Kohut posted Saint Xavier University' Library's "Criteria for Managing the Print Reference Collection in the Digital Age" on the LIBRAS website.

Also, at the time of this report, David Malone is scheduled to present his research findings on the allocation of resources for electronic materials at the May 9<sup>th</sup> annual meeting.

Respectfully submitted,

Mark Vargas  
V.P./President Elect

## 2006-2007 LIBRAS CALENDAR

RESPONSIBILITY	ACTION	DAY	DATE	TIME	LOCATION
Executive Committee	Transition Meeting	Thursday	June 8, 2006	1:15 pm	Elmhurst College
Treasurer	Membership invoices	Monday	July 3, 2006		
Executive Committee	Meeting with SIG chairs	Friday	August 11, 2006	1:15 pm	North Park University
Membership	Research grant proposal to Continuing Education Coordinator	Tuesday	August 15, 2006		
President	Letters to appointees	Thursday	August 17, 2006		
Executive Committee	Meeting	Tuesday	August 29, 2006	9:30-11:30 am	Saint Xavier University
Treasurer	Complete budget proposal to Executive Committee	Friday	September 1, 2006		
Vice-President	Completed calendar to Executive Committee	Friday	September 1, 2006		
Directors	Fall meeting	Wednesday	September 20, 2006	9:30 am -12 pm	North Park University
Circ/ILL SIG	Meeting	Friday	October 13, 2006	9:30 am -12 pm	Judson College
Serials/Tech Services SIG	OCLC Connexion: Assistance and Answers from IOUG trainer, Carol Pinson	Friday	October 20, 2006	10 am – 12 pm	Elmhurst College
Membership	Disaster Planning: Snakes in the Library program	Thursday	November 30, 2006	1-4 pm	North Central College

Reference / Instruction SIG	Connecting with (Adjunct) Faculty	Wednesday	January 31, 2007	9 am-12 pm	University of Saint Francis Library, Ethics Conference Room (upper level)
Membership	Mel George Award application to President	Thursday	February 1, 2007		
<b>Collection Development SIG</b>	Weeding Collections	Wednesday	February 14, 2007	<b>9 – 12 pm</b>	<b>Concordia University Chicago</b>
President	Forms Nominating Committee	Friday	February 23, 2007		
Reference / Instruction SIG		Wednesday	March 7, 2007	9 am-12 pm	University of Saint Francis Library, Ethics Conference Room (upper level)
Directors	Spring meeting	Thursday	March 14, 2007	10am-12pm	<b>Kendall College</b>
Nominating Committee	Announces candidates on website	Friday	March 23, 2007		
Executive Committee and SIG Chairs	Annual reports to President	Friday	March 30, 2007		
Membership	Online elections		April 30-May 7, 2007		
Membership	Annual meeting; David Malone presentation on LIBRAS Research Grant	Wednesday	May 9, 2007	9 am – 12 pm	Aurora University
Executive Committee	Documents to archivist		June 2007		
Executive Committee	Transition meeting	Thursday	June 7, 2007	1-3 pm	Saint Xavier University

## **Secretary's Report**

### **General Meetings Held**

LIBRAS Directors met September 20, 2006 at North Park University and on March 14, 2007 at Kendall College.

The Executive Committee met on June 8, 2006 at Elmhurst College, on August 29, 2006 at St. Xavier University, and on September 12, 2006 via conference call.

The annual meeting will be held on May 9, 2007 at Aurora University.

### **Meeting Minutes**

Minutes from the above listed meetings will be posted on the LIBRAS website.

Reports from all meetings, officers and committees will be collected and placed in the LIBRAS Archives, located in the North Park University Archives.

Respectfully submitted,

Rebecca Miller, Secretary  
April 17, 2007

## LIBRAS Continuing Education Coordinator

### **Overview**

At the fall Directors' Meeting, three changes were made to the Continuing Education Program:

- a) It was discovered that grants over \$600 must be filed with the IRS and counted as income for the recipient. To avoid that, the research grant was reduced to \$575, and the professional development grants were changed from 2 grants of \$750 each to 3 grants of \$500 each.;
- b) The completion requirement for the research grant was extended to 2 years. The recipient will do a presentation by the second annual meeting after receiving the grant. The presentation could be made at a SIG;
- c) LIBRAS established a deadline of October 1 (October 15 for this year) for all applications for continuing education and conferences. For the following five conferences (ALA in Chicago, ACRL, IACRL and LOEX) LIBRAS will initially fund one individual per institution if they apply by the deadline. Additional applications will be considered as money is available. The directors should prioritize the applications when submitting them.

At the spring Directors' Meeting, the Continuing Education guidelines for Category A activities were changed: LIBRAS will pay the early bird rate for members of the sponsoring organization.

### **Breakdown of Continuing Education Activity**

Through May 1, 2007

#### **LIBRAS Grants**

No Professional Development Grants or Research Grants were applied for in 2006/2007.

#### **Continuing Education Funds**

##### **Category A Events Attended**

*Attendance at conferences that cover subjects of relevance to the operations of academic libraries -- specifically ACRL, IACRL, ILA, LOEX and ALA (annual conference only). The Executive Committee and the Past President/Continuing Education Coordinator will consider multiple requests for funding from each member institution.*

*LIBRAS will pay the registration, only at the early bird rate, for anyone who is eligible.*

#### **ACRL:**

5 attendees from Elmhurst College  
1 attendee from Judson College  
1 attendee from Lake Forest College  
1 attendee from North Central College  
3 attendees from North Park University  
1 attendee from University of St. Francis

#### **LOEX:**

2 attendees from Benedictine University  
1 attendee from Columbia College  
1 attendee from Elmhurst College  
1 attendee from North Central College

#### **ALA:**

2 attendees from Concordia University  
1 attendee from Trinity International University



**Category B Events Attended**

*Attendance at pre-conferences, conferences and workshops of specialized interest that are not sponsored by LIBRAS. Ordinarily, only one person per library will be funded for a given event in this category.*

*For any conference, or workshop, where the registration is less than \$50.00 and where LIBRAS funded travel, lodging, and meals are not necessary, LIBRAS will fund the entire registration fee. For any pre-conference, conference, or workshop where the registration is more than \$50.00 and where travel, meals and/or lodging is necessary, LIBRAS will fund up to half the total to a maximum of \$500.00. (Refer to the Travel and Reimbursement Policy in the Administrative Handbook for further details regarding travel and lodging.)*

Charleston Conference: Issues in Book & Serial Acquisitions  
ACRL Preconference  
Rare Book School, University of Virginia

**Category C (Online Workshops): 0**

Respectfully submitted,

Larry Wild  
Continuing Education Coordinator

## SIG Chair Reports

### **Reference and Instruction:**

Lucia Testin and Julie Dahl, University of St. Francis

It was determined that this SIG would hold two meetings, one in January and one in March. The first meeting was to discuss strategies that librarians have for connecting with their adjunct faculty. This January meeting was very successful and had a relatively good turnout (10 members from 5 institutions). The main topics discussed were: identification of and communication with adjunct faculty, involving adjunct faculty in collection development, and library instruction services for adjunct faculty. Each attendee gave insight into the library/adjunct faculty relationship at their institution and offered suggestions on how other institutions might improve their own working relationships with adjunct faculty. Minutes of this meeting may be found in full on the LIBRAS website at: <http://libras.org/sigs/refsig13107minutes.pdf> The meeting concluded with a discussion of the possible topics for the next meeting to be held March 7. A list of topics was distributed to all LIBRAS liaison and those who attended the January meeting with instructions to respond with topic preferences. After the vote was tallied, it was determined that the next meeting topic would be a discussion of innovative uses of technology. However, due to low expected turnout (only 2 RSVPs), the meeting was postponed. Another time was not found to re-schedule before the end of the year. Perhaps this is a topic that could be done by those chairing the committee in 07-08.

### **Collection Development:**

Katie Maier-O'Shea, North Park University

The Collection Management SIG organized a very informative event at Concordia University. Despite near blizzard conditions, we had about 16 attendees representing 16 LIBRAS institutions. Presenters John Fawcett of Wheaton University and David Kohut of St. Xavier focused on the weeding aspects of collection management at their universities. Their presentations were followed by a very lively question and answer period where others shared their own experiences. I felt that the format was very successful, and I hope to see more like this. It was a great way to learn from one another's collection management techniques, and a wonderful forum for academic librarians to present their research. For more information see LIBRAS website News.

### **Serials:**

Marie Hay and Jennie Johnson, Serials SIG Co-Chairs

The Serials SIG held two meetings during the 2005-2006 year. The first event was a joint meeting with the Technical Services SIG held on Friday, October 20, 2006. Thirteen people met at A.C. Buehler Library, Elmhurst College in Elmhurst to discuss, share hints and learn more about OCLC Connexion software. Carol Pinson, an OCLC trainer who works at Park Ridge Public Library in Park Ridge, was on hand to answer questions and provide assistance beyond basic training for attendees.

Some topics discussed include the difference between the client and web versions of Connexion, how to create and update LHR records and when and how to use constant data records to streamline LHR updates.

The second Serials SIG meeting provided the six attendees a chance to connect and have an open discussion of their current questions and problems along other relevant topics, including periodical binding practices and different methods of converting to an electronic serials collection. The discussion was held at Byrne Memorial Library, St. Xavier University in Chicago on Tuesday, April 17, 2007.

**Tech Services SIG:**

Chair: Anne McKearn, Aurora University

The LIBRAS TechSIG joined with SerialsSIG to hold a Fall meeting on Friday morning, October 20, 2006, titled, "OCLC Connexion: Assistance and Answers." Carol Pinson, an IOUG instructor who conducts OCLC Connexion training sessions, joined us to answer our questions and provide us with extra assistance beyond basic training. In response to the interest of most of those in attendance, she reviewed the process for creating, editing and deleting Local Holdings Records in Connexion. The meeting was held in the library classroom at the A.C. Buehler Library of Elmhurst College. Approximately 15 members were in attendance. See also the SerialsSIG report.

A Spring TechSIG meeting was hosted by Aurora University Library on the morning of Wednesday, April 18, 2007. Five members representing three LIBRAS schools were in attendance to discuss a variety of topics. The principle focus of conversation was Technical Services workflows.

**Circulation/ILL SIG:**

Co-Chairs: Belinda Cheek, North Central College and Carol Warner, Judson College

The Circulation/ILL SIG met on October 13, 2006 at Judson College in Elgin. Twelve Circulation/ILL staff were in attendance, representing 8 LIBRAS institutions. This was a meeting open for general discussion of any circulation or interlibrary loan issues of interest to those in attendance. Topics ranged from resource sharing and I-Share issues, to student assistant issues and training concerns.

Some interest was expressed in exploring "customer service" issues and training opportunities at a future meeting. Another meeting has not yet been scheduled. There has been some discussion among the co-chairs about the possibility of bringing in a customer service speaker as a LIBRAS workshop opportunity. In addition to exploring this topic further within this SIG, it is our recommendation that a customer service topic be explored for one of the "general" LIBRAS meetings next year, as we feel this would have broader interest beyond just Circulation and ILL.

Respectfully submitted,

Sally Anderson, LIBRAS President  
May 9, 2007