

## **LIBRAS ANNUAL REPORT 2003-2004**

### **OFFICERS**

Luann DeGreve, President  
Ted Schwitzner, Vice-President/President Elect  
Colleen Waltman, Secretary (July-December 2003)  
Lisa Gonzalez, Secretary (January-June 2004)  
Larry Wild, Treasurer  
Ursula Zyzik, Past-President and Continuing Education Coordinator

### **APPOINTMENTS**

Ellen Engseth, Archivist  
Sharon Nelson, Communications Director  
Rosemary Henders, Chair, Reference/Instruction SIG  
Elaine Page, Chair, Serials SIG  
Matt Ostercamp, Chair, Technical Services SIG  
Gretel Stock-Kupperman, Chair, Circulation/ILL SIG  
John Anagnostopoulos, Chair, Automation SIG  
Carol Schilling, Chair, Support Staff SIG

### **HIGHLIGHTS**

This proved to be an active year for LIBRAS. Beginning with the officer transition in June 2003, the Executive Committee began work on revising the LIBRAS Administrative Handbook to reflect current needs and practices of the organization. In addition to the Administrative Handbook, the Executive Committee is also drafting an Officer's Handbook which would provide the detailed information about each position, such as how to schedule a program, where LIBRAS financial accounts are held, what the tradition of the gavel is, etc. It is the hope of the Executive Committee that this will not only ease the transition of officers each year but also be continually updated with advice for the incoming officers.

One of the highlights this year was to introduce conference calling to the LIBRAS Directors' meetings. Over the last few years, it has been difficult to reach a quorum at the Directors' meetings due to the directors being pulled in many different directions. It is the Executive Committee's hope that this will allow those directors who are unable to be present or to send a proxy to participate in the meetings. During the Fall Directors' Meeting, two library directors participated via conference call. Both were appreciative that they were able to participate, but they were disappointed at not being able to meet face-to-face with the other directors. We will need to host a few more meetings with the conference call option before we can truly evaluate the success or failure of this feature.

One of the focal points of LIBRAS activities was continuing education. Realizing the confusing nature of the application policy and process, Ursula Zyzik developed a survey to help pinpoint members needs. The survey was sent electronically to all LIBRAS members via Survey Monkey, a free online survey tool. The survey was available to members between February 25 – March 11, 2004. There were 71 responses to the survey. The respondents indicated an interest to see funding for conferences, workshops, and publishing. There was also a strong indication that LIBRAS must do better at making its members aware of available funding. The responses from this survey are being used to revise both the LIBRAS Continuing Education Policy as well as the procedures for applying and receiving funding. The revised policy and procedures will be presented at the Spring Directors' meeting for approval with the implementation to begin July 1, 2004. Survey results are available on the LIBRAS website.

Under the guidance of Rosemary Henders and Ted Schwitzner, LIBRAS is planning an Information Literacy Event for Wednesday, November 10, 2004. The “mini-immersion” workshop will be led by Dane Ward and Chad Kahl, both of Illinois State University. This is shaping up to be an exciting day. Watch the LIBRAS website for additional information as the date approaches.

The request to improve the security of the LIBRAS election was made during the 2003 Annual Meeting. As a result, Sharon Nelson took the lead in investigating more secure options for the elections. At the Fall Directors' meeting, she recommended that LIBRAS use SafeVote. By using SafeVote, each person is only allowed one ballot and no one is able to view how each person voted. These were two key concerns expressed by members. While there were numerous communication problems with the vendor, the election was held between March 29 – April 5, 2004. Eighty-six members participated in the election with the results to be announced at the Annual Meeting on April 15, 2004.

There was a change in the LIBRAS Executive Committee due to a resignation. Colleen Waltman resigned her position as secretary on December 6, 2003. Following the procedures outlined in the by-laws (Article XI, Section 9), Lisa Gonzalez was nominated and approved as LIBRAS Secretary for the remainder of the membership year.

This year LIBRAS will participate in the Illinois Library Advocacy Day in Springfield, Illinois on April 21, 2004 and the National Legislative Day in Washington, DC on May 3-4, 2004. Representing LIBRAS at legislative advocacy events this year will be the LIBRAS Vice-President/President Elect, Ted Schwitzner.

Finally, there have been inquiries from two institutions concerning the possibility of joining LIBRAS. Both Roosevelt University and Loyola Academy have contacted Luann DeGreve about the membership requirements and application process for joining LIBRAS. As of this writing, no follow-up action has been received from either institution.

## **MEETINGS**

The Fall Directors' meeting took place on September 18, 2003, at Trinity Christian College. Nine LIBRAS directors or their proxies were in attendance at Trinity Christian College while two directors participated via conference call. The institutions participating in the meeting were Benedictine, Columbia, Judson, Kendall, Lewis, North Central, North Park, Trinity Christian, Trinity International, St. Francis, and Wheaton. Among the topics discussed were the calendar of events and programs, permanent funding of LIBRAS librarians attendance at IACRL and LOEX, the budget, advocacy, and improving the election process. The Spring Directors' meeting will take place on May 12, 2004, at Kendall College.

The Executive Committee met five times during the year. On June 26, 2003, at Benedictine University, the transition of officers took place as well as discussions on budgeting, programming, and plans for the year. The committee met on July 23, 2003, at Benedictine University to continue the discussion of plans for the year. On September 18, 2003, at Trinity Christian College, the committee met to discuss the recommendation by Sharon Nelson for improving the security of the election process. On January 29, 2004, at Benedictine University, the committee met to review the continuing education survey process. The Executive Committee also met on April 2, 2004 at IACRL to review the results of the continuing education survey and develop a new continuing education policy and procedure document to be presented at the Spring Directors' meeting. In addition to these meetings, the Executive Committee made extensive use of email to carry on a variety of discussions related to LIBRAS activities.

## **PROGRAMS**

Under the leadership of Ted Schwitzner, LIBRAS presented three professional education programs. On October 31, 2003, at Dominican University, Lynn Hammerlund and Scott Garton presented "Leading from Any Position: The Synergy Experience". Fourteen members representing eight LIBRAS institutions were in attendance (Benedictine, Concordia, Dominican, Elmhurst, Judson, North Central, North Park, and St. Francis). On February 18, 2004, at the University of St. Francis, Jane Pearlmutter of the University of Wisconsin at Madison presented "21<sup>st</sup> Century Collection Development". Twenty-three people from ten institutions were in attendance (Aurora, Benedictine, Columbia, Elmhurst, Judson, North Central, North Park, St. Xavier, Trinity Christian, and St. Francis). On April 15, 2004, at North Central College, Sue Stroyan of Illinois Wesleyan University will be presenting on "The Library as a Place in the Digital Age" as a part of the LIBRAS Annual Meeting.

## **SPECIAL INTEREST GROUPS**

Luann DeGreve and Ted Schwitzner meet with the LIBRAS SIG chairs on July 29, 2003, at North Central College to discuss plans for the year. In addition to informing the SIG chairs of their responsibilities, the SIG chairs were also asked to review pertinent areas of the LIBRAS Administrative Handbook with their membership. If changes needed to be made, they were to be forwarded to Luann DeGreve. The SIG chairs were also encouraged to bring in speakers which could be of interest to the larger LIBRAS membership. Ted Schwitzner would work with the SIG chairs on this issue.

The LIBRAS Circulation/ILL SIG held two meetings. The first meeting was at Benedictine University on November 12, 2003. Approximately fifteen members met to review the LIBRAS Administrative Handbook and participate in a roundtable discussion of student workers in the library. The second meeting was held at Wheaton College on March 11, 2004. Approximately thirteen members participated in a presentation by Gretel Stock-Kupperman on writing circulation and interlibrary loan reports in Voyager.

The LIBRAS Reference/Instruction SIG held two meetings. The first meeting was at North Central College on November 18, 2003. Thirteen members met to discuss the topic "Bridging the Gap – Where Does Instruction Take Place in Your Library and How Do You Insure Quality and Consistency?" The second meeting, held in conjunction with the Serials SIG, was on February 27, 2004, at Elmhurst College. Members viewed a presentation by on the EBSCO AtoZ product. Following the presentation and discussion of the product, the Reference/Instruction SIG members met to discuss plans for the Fall 2004 Information Literacy Event. A third meeting is being planned for June 2004 at North Park.

The LIBRAS Technical Services SIG met December 12, 2003, at Elmhurst College. Ten members met for an open floor discussion on current issues facing technical services librarians as well as discuss the current LIBRAS deaccession/cancellation guidelines. A second meeting is being planned for early summer 2004.

The LIBRAS Serials SIG met one time in addition to the joint meeting with the Reference/Instruction SIG. Eight members met on January 9, 2004, at North Park. In addition to reviewing the current LIBRAS deaccession/cancellation guidelines, members discussed the Voyager serials module and the periodical survey which began in 2002-2003.

The Automation and Support Staff SIGs did not meet during 2003-2004.

## **CONTINUING EDUCATION**

This year was busy for continuing education as the membership was surveyed about their needs. Information gathered from the survey will be used to revise the Continuing Education Policy and Procedures. This year saw an increase in the number of requests for and funding of continuing education activities. The directors approved funding, at the early-bird registration rate, for LIBRAS librarians to attend IACRL and LOEX.

Seventeen members received funding to attend IACRL this year and one to attend LOEX. In addition, five individuals sought funding to attend various conferences and workshops.

### **CONCLUSION**

This has been a productive year for LIBRAS. I truly appreciate all the hard work by the officers, SIG chairs, the Communication Director, and the archivist. I would also like to extend my thanks to those institutions who hosted our many meetings and programs. You all are at the heart of our cooperation efforts. Next year will be an exciting year as a new set of officers will lead LIBRAS into the future by beginning work on a new strategic plan.

Respectfully submitted,

Luann DeGreve, President

April 14, 2004