

LAUC-Irvine Chair's Annual Report Sept 1, 2011-August 30, 2012

Submitted: August 06, 2012

Submitted by: Pauline D. Manaka

The following goals centering around communication, were set by the chair,
http://lauci.lib.uci.edu/1112/docs/SummaryGoals_2011-12_LAUC-irvine.pdf

The Chair, Manaka participated in the Library Management Forum meetings and held three meetings with the UL and vice chair, Andrews. LAUC-I representatives to Faculty Academic Senate committees, participated on behalf the entire library interests.

<http://lauci.lib.uci.edu/1112/roster.php>

Acting as University Library is L Tanji; and as Collection's head is J. Novak. According to the librarians' census, at the beginning of FY, 2011/2012: 44 people and ending with 42. This includes the Law librarians. New Hires: 5 Resignations: 4 (including law librarians] retirees: 1.

1. Office/LAUC-I Executive Board Members:

Chair: Pauline D. Manaka

Vice-Chair/Chair-Elect: Kristin Andrews

Secretary: Carole McEwan

Immediate Past-Chair: Kristine Ferry

Member-at-Large: Yvonne Wilson

Standing Committee Chairs: K. Powell (LRC), K. Kjaer; C. Palmer (PC), Smyth S. (PDC)

Web Manager (ex-officio): J. Bussmann

2. Standing Charge:

http://lauci.lib.uci.edu/docs/LAUC-I_ProposedBylaws_revisedversion_2012.pdf

- a. Represent LAUC-I in its communications with the University Librarian and library administration, and the campus administration and community.
- b. Determine the will of the membership and act in accordance with that will.
- c. Expedite LAUC-I business in a manner consistent with the best interests of the membership.
- d. Bring to the attention of the membership and the Executive Board any matters which require a LAUC-I response or which may be of concern to LAUC-I.
- e. Report to the membership regularly.
- f. Preside over meetings of the membership and of the Executive Board.
- g. Create ad hoc committees upon the advice and consent of the Executive Board.
- h. Participate in a non-voting capacity in the deliberations of any committee, except the Library Review Committee, the Nominating- Elections Committee or other committees as may be specified. Any committee may invite the Chair to attend any of its meetings.

- i. Provide annual charges to the LAUC-I standing committees by October 1st.
- j. Prepares and distributes agendas for the Executive Board and General Membership meetings with the advice of the Executive Board.
- k. Nominate or appoint LAUC-I representatives to LAUC Committees, with the advice and consent of the Executive Board.
- l. Serve as a member of the Executive Board of LAUC and report back to LAUC-I on all Executive Board decisions and deliberations and perform the duties specified in the LAUC Bylaws Article VI, Section 3.b.1) a) and b).
- m. Serve as a delegate to the statewide Assembly of LAUC.
- n. Designate alternate delegates to the LAUC Assemblies from the LAUC-I Executive Board in the event that the regular delegates cannot attend.
- o. Prepare an annual report of the activities of LAUC-I to be presented to the members prior to 31 August each year.
- p. Serve as liaison with the library staff organizations and/or other staff groups.

3. Key Accomplishments:

An Ad Hoc committee on Bylaws was appointed by the chair, Manaka for 1 year to revise/update the LAUC-I bylaws. The three members were: Kjaer, Kathryn; Harvey, Katherine and Wimer, Jessica who chose not to have a chair. The Bylaws were revised and new ones adopted 7.25.2012. http://lauci.lib.uci.edu/docs/LAUC-I_ProposedBylaws_revisedversion_2012.pdf

Another Ad Hoc Committee on Archives was appointed for two years to update the archiving of LAUC-I documents and set up a program to enhance continuity in doing so. Dana Peterman and Audra Yun were appointed co-chairs. Other members include Manaka, Riggs, Bussmann, McEwan who later resigned and web services assistant Chloe Leric. Result: LAUC-I paper documents are now all in Special collections for processing or discarding as needed. A proposed LAUC-I procedure manual to augment the bylaws is being tested with reports this year; it is supported by members, still under construction. See, <http://lauci.lib.uci.edu/procedures.php>

The LAUC-I Website and the dekiwiki site underwent major transition. The LAUC- blog is being used to announce programs and other events.

Librarian Review Committee [Refer to LRC report]

Program Committee [Refer to LRC report for additional information]

The committee organized FIVE library programs listed here:

8.02.2012. LAUC-I Lunch: On Fair Use- library wide program, led by Cathy Palmer in collaboration with K. Ferry (facilitator). The meeting was held in room ASL 104.

07.26.2012. Future of UC Librarianship- sponsored Irvine's RPDC, chaired by Smyth. & Gelfand and Peterman (CPG LAUC I representative) facilitated. The meeting was held in room ASL 104

04.01.2012. Presentation by Mary Ellen Bates on "Elevator Speech." – Library wide event on Communication held at the UCI Student Center, Balboa A. room.

02.16.2012. LAUC-I Post ALA Conference Update, on 'participation tips' and key events attended by members for career building... held in Langson Library Room 570.

02.01.2012. Lunch with LAUC-I--Faculty Speaker: David Meyer held in ASL Room 104

Additional details will be available on the PC annual report.

Research and Professional Development Committee [also refer to LRC report]

No research applications submitted in 2011/2012. The committee organized one event in response to CPG's request on the future of UC Librarians

LAUC-I Budget

All members received a stipend to cover professional development. The LAUC-I executive board receives financial support for programs and general needs. The budget is managed by the vice chair.

Academic Senate Representatives

LAUC-I representatives participate in Faculty academic committees, representing the Libraries' interests. <http://lauci.lib.uci.edu/1112/roster.php>

LAUC Related Business

The chair attended LAUC ExBoard meetings held monthly as well as the LAUC assembly and reported to the membership. UCI held two representative appointments on system wide committees, the CDC (Imamoto) and SOPAG (Johnson).

4. Recommendations for the Coming Year:

All LAUC-I standing committee chairs are expected to actively participate in the work of the executive board, by attending meetings and getting involved.

All faculty senate committee representatives should receive mentoring on how to fully represent the library; attending meetings is a requirement!

Inviting Beth Wooten, from the Finance office to the general membership meeting is encouraged

Assessing the of the annual report templates in order to complete the LAUC-I handbook.