

**LAUC-Irvine (LAUC-I)
2008-2009 Annual Report**

1. Office/LAUC-I Executive Board Members:

Chair: Mitchell Brown

Vice-Chair/Chair-Elect: Dana Peterman

Secretary: Ryan Hildebrand (August-December 2008), Erin Conor (December 2008 – June 2009); Lisa Sibert (June-August 2009)

Immediate Past-Chair: Linda Murphy

Member-at-Large: Holly Tomren, Lisa Sibert

Standing Committee Chairs: Katherine Harvey (ALC), Daniel Tsang (LRC), Robert Johnson and Becky Imamoto (PC), Kristine Ferry (PDC)

2. Standing Charge:

- 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 (coordinate with charges above):

LAUC-I had a busy and productive year; highlights of 2008-2009 include:

Organizational Reorganization and Communication

- Updated and maintained the latest list of LAUC-I membership and their job titles from the Directory of UCI Librarians <<http://lauci.lib.uci.edu/recruit/libdir.html>>. The Academic Personnel Coordinator, Kathryn Kjaer, provides the updated librarian list when there is a new hire. The librarian lists are archived in the "T drive" <T:\LAUC-I\LAUC-I Members List\>.
- The Academic Librarianship Committee's (ALC) charge was revised to reflect review the Guidelines for Librarians' Annual Plan document.
 - The Librarian Review Committee (LRC) and Library Human Resource (LHR) conferred included language in the Library Academic Personnel Procedures (APP) to include the new law librarian's position title in academic review documentation.
- The LAUC-I holiday donation collected \$721 for the Libri Foundation. The total was a combination of money and in-kind contributions.
- LAUC-I contributed \$75 for three gift certificates to the Student Appreciation Day picnic and awards on May 20, 2009.
- An Ad Hoc Committee on Bylaws revision (composed of Pauline Manaka, Judy Bube, and Linda Murphy) reviewed the LAUC-I bylaws and made revisions to bring the local bylaws consistent with LAUC Bylaws, approved April 23, 2009. LAUC Bylaw revisions approved my vote of membership June 2009.
- Use of electronic ballot for LAUC-I Executive Board, LAUC Statewide president-elect and secretary, and LAUC-I Bylaw revisions. Kristine Ferry prepared an online ballot using NACS EEE course management system and demonstrated that the process was secure, accurate, and efficient. Use of online ballots for subsequent elections is recommended.

Career Recruitment and Outreach Programs

- ALC actively participated in the UCI Career Center Graduate Fair in Oct 2008 and March 2009. Organized a group of volunteer librarians to staff the table to promote librarianship as a career.
- Organized and hosted a lunch on May 31 for current library school students and those interested in exploring library science. The event was a great success with a great turn out and was well received by the attendees.
- Promoted librarianship as a career at the end-of-year picnic for graduating students. ALC had a table at the Student Assistant Appreciation Picnic on May 20, 2009 distributing flyers and packets about library school and librarianship as a career to graduating seniors who worked in the library.
- The CROP draft brochure was updated and redesigned by ALC. Web version (<http://lauci.lib.uci.edu/recruit/cropbrochure.html>) and PDF version uploaded.

Professional Development:

- With LAUC-I members voting to accept revisions to the local bylaws, the Professional Development Committee will be renamed Research and Professional Development (R&PD).
- eScholarship@UCI

Collaborated with Collections staff to implement an eScholarship instance with section for general faculty submissions and LAUC-I submissions

- Sent out email survey to gauge level of interest among LAUC-I members
- Assisted in creating guidelines and other documentation
- Presented information at LAUC-I meeting

eScholarship@UCI

<http://staff.lib.uci.edu/departments/collections/escholarship.html>

Faculty Profiles

- Encouraged members without profiles to complete them
- Offered assistance to LAUC-I members
- Documentation for Faculty Profiles: <http://lauci.lib.uci.edu/0708/CreatingProfiles.pdf>

Research Program

- Collaborated with Program Committee to present “Getting Grants – A Survival Guide” (December 10, 2008)
- Prepared a handout with applicable resources available at <http://lauci.lib.uci.edu/0809/lunch/index.html>.

No LAUC grant proposals were submitted from Irvine. Four mini-grants for travel and presentation costs were awarded to Lisa Sibert, Holly Tomren, Kristine Ferry, and Julia Gelfand.

The Librarian’s Kudos Award was implemented in the library-wide event with the staff Kudos award and the years of service to the libraries recognitions. The ceremony with reception was held on June 25, 2009.

Program Committee

The Program Committee planned and hosted **four** Lunch with LAUC-I programs this year including:

- *Getting Grants: A Survival Guide* - December 10, 2008.
- *Virtual Resources: Teleconferencing Options* (options for teleconferencing options) – March 5, 2009
- *Google Searching and the Library* (with Dan Russell, a research scientist at Google) – June April 29, 2009
- *Qualitative & Quantitative Research Methodology* (Dr. David Kennedy) – June 16, 2009

A Timely Topics presentation was help on June 16, 2009.

- *Research: A Journey of Discovery* (with Jonathan Eldredge, MLS, PhD, AHIP, University of New Mexico) – May 22, 2009

Pending Issues include:

Academic Librarianship Committee

- Delay the review of the Guidelines for Librarians' Annual Plan document until 2009-2010 due to LAUC-I's busy year.
- Work with Kathryn Kjaer on the Librarians' Annual Plan FAQs, which is to be reviewed by the committee annually.
- Rename the CROP brochure. The 2008-09 ALC committee has a draft available for editing.
- Finalized the draft version of the CROP brochure. *Librarians@LAUC-I* website CROP brochure revised as several pages (<http://lauci.lib.uci.edu/recruit/cropbrochure.html>).
- The Ad Hoc Committee for *Librarians@LAUC-I* made recommendations for additions to the current website, including design of photograph galleries. The committee comments can be use for further development.

Program Committee:

- Review and update the "LAUC-I Program Series" document, last updated 14 January 2004. It should be updated to reflect Timely topics. Budget pressures may require through prior planning.
Rollover Professional Development Funds (October, 2003)
<http://lauci.lib.uci.edu/0304/RolloverFunds.pdf>
- Archive program notes, presentation on summaries from Lunch with LAUC-I and Timely Topics for later use. The committee should be encouraged to explore alternative ways to update content and updates from the program events.
- Work with Research & Professional Development (R&PD) to develop complementary programs with Human Resources on mentoring and career training topics.
- Work with the Business Office on procedures for submitting professional development and reimbursement forms.

Professional Development Committee:

- Work with librarians to ingest material into *eScholarship@UCI*. Librarian presentations at conferences, working papers, and scholarly materials are candidates for inclusion.
- Develop and implement a plan to foster and support research initiatives among LAUC-I members including active encouragement of applications for proposals for UC Research Grants for Librarians and mini-grants for travel or presentations.
- Explore program topics in collaboration with *Academic Librarianship Committee* and *Program Committee* on mentorship and mentoring programs.

Librarian Review Committee

- LRC is working with Library Human Relations office to include language in the committee charge about reviewing candidates for Law Librarian positions. The current language in the Library Academic Personnel Procedures (APP) does not include discussion of positions for the new law school.

- I recommend the LAUC-I Library Review Committee (LRC) to work with Library Human Resources to explore the use of an electronic system for review of librarian dossiers.

Librarians@UCI Libraries web site

- Ad Hoc Committee on Librarians@UCI was charged to review the Librarians@UCI website and offer suggestions for revisions.
 - Review the *Librarians@UCI* webpages (<http://lauci.lib.uci.edu/recruit/>).
 - Investigate what text of the website should be edited.
 - Edit the text of *Librarians@UCI* webpages and update its content by the end of March 2009.
 - Working with the LAUC-I Executive Board, decides the frequency and amount of editing of *Librarians@UCI* needed during a typical fiscal year.
- In addition, the Ad Hoc Committee on *Librarians@UCI* Libraries website recommends:
 - Photos at the top of the pages be updated,
 - Recommend a Flickr-type photo album with captions to show off our new furniture
 - Libraries Annual Picnic
 - Student Assistant Appreciation Picnic
 - Used book sale
 - LAUC-I meetings
 - Timely Topics speaker
 - Reference Departments
 - Brief Lunchtime Talks (BLT)
 - Welcoming reception for a new hire, and additional topics.

New photos + captions could be added every year, and outdated ones could be removed or archived.

The quotes from librarians in the website masthead banner to include some new comments from librarians.

LAUC-I Budget

- A proposal to use the LAUC-I General Fund to pay for the LAUC-I New Librarian Orientation Lunch was accepted August 26, 2009. LAUC-I past Chairs will be able to fund lunches with new hire librarians as part of the orientation process.
- For the future programming, LAUC-I Executive Board may need to develop a systematic budgeting process for Lunch with LAUC-I and Timely Topics Programs. LAUC Systemwide will be using a zero-based budgeting process; LAUC-I will want to look at this process for planning future

Academic Senate Committee:

- “LAUC-I Representatives on UCI Academic Senate Committees document” is out of date (last updated in 2003) – Since the last update, some committees have been added, deleted, merged, etc. It needs to be checked against our roster. A charge was developed in 2007-2008 and an Ad Hoc Chair was appointed. Unfortunately, the Ad Hoc committee was never formed or met.

- For 2009-10, the recommendation for the incoming chair is to form an Ad Hoc Committee to address LAUC-I Representation on UCI Academic Senate Committees for 2009-2010, with regard to the evolving academic character of the University of California Irvine campus.

LAUC related business

- LAUC Systemwide will be using a zero-based budgeting process; LAUC-I will want to look at this process for planning future
- UCOP Budgeting planning for LAUC will limit biannual LAUC Assemblies to one per fiscal year. Details for LAUC assembly will be forthcoming from LAUC Systemwide Executive Board.

4. Recommendations for the Coming Year:

- Create an ad hoc appointment for a LAUC-I web editor. Having a designated web editor other than the Previous recommendations have been submitted by the Secretary (2006-07) and Member-At-Large (2005-06), recommended that this person(s) would be responsible for maintaining web page content, but not for redesign. The incoming chair can resolve formation of an individual position or ad hoc committee to focus on website issues.
- Reach out to the Law School's new Dean of Library and Information Services and encourage for LAUC involvement. The University Librarian (Gerry Munoff) encourages LAUC-I to be informed by what other campuses with law libraries do in terms of LAUC involvement, but not be bound by what they do. UCI will deliberately pursued a more integrated, collaborative, and inclusive model. The UL's perspective is that LAUC-I can invite whomever we want to participate. LAUC-I Executive Board will continue to reach out to the Law Librarians for involvement in LAUC activities
- The Librarian Review Committee (LRC) and Library Human Resources (LHR) conferred on ways to increase participation in candidate interview meetings and presentations. LHR will continue to instruct search committee chairs to encourage participation at the candidate presentations when they email announcements of those open meetings. LHR will also continue to send out periodic email thanking staff for participating in those meetings. *LHR suggested that when interviews are announced, LAUC-I will also send a brief email reminder to encourage participation. The LAUC-I Executive Board proposed that at one LAUC-I General Membership meeting each year the LRC lead a discussion of value of comments submitted about interview candidates.*
- Expand the mentoring outreach beyond individual departments. In anticipation of changes in departmental organization structures, work to integrate mentoring and outreaching to current library staff and student workers.
- Be involved in library organizational committee to review organization of operations, collection, and services elements of library functions. Refer to the LAUC Bylaws (<http://lauci.lib.uci.edu/laucibylaws-June2009.html>) about librarian involvement in.

ARTICLE II. DUTIES AND RESPONSIBILITIES

Section 1. LAUC-I shall serve in an advisory capacity to the Chancellor or

Chancellor's designated representative(s) and the library administration on professional governance matters of concern to librarians at UCI.

Section 2. LAUC-I shall advise the Chancellor or chancellor's designated representative(s) and the library administration on:

Professional standards, rights, privileges, and obligations of members of the Librarian Series at UCI;

The planning, evaluation, and implementation of programs, services, and/or technological changes for the improvement of services and collections in the UCI Libraries.

5. Documents Archived on LAUC-I T:\ drive (agendas, minutes, other):

All 2008-2009 documents are archived on the *LAUC-I 2008-2009*

T:\ drive folder: <T:\LAUC-I\2008-2009>. Also, most documents and reports are archived on the LAUC-I Web site <<http://lauci.lib.uci.edu/0809/0809archive.html>>.

- General membership meeting agendas and minutes: <T:\LAUC-I\2008-2009\0809 General Membership Agenda & Minutes>
- Quarterly & Annual Reports from LAUC-I Standing Committees and the Academic Senate Committees: <T:\LAUC-I\2008-2009\0809 Quarterly & Annual Reports>
- Calendar < T:\LAUC-I\2008-2009\Calendar>
- LAUC-I Standing Committees and the Academic Senate Committees <T:\LAUC-I\2008-2009\Committees>
- Executive Board meeting agendas and minutes <T:\LAUC-I\2008-2009\Executive Board>
- Executive Board with Library Executive Council meetings agendas and minutes <T:\LAUC-I\2008-2009\Executive Board with Executive Council>.
- Transition Meeting <T:\LAUC-I\2009-2010\transition meetings>

Submitted by: _Mitchell C. Brown Date: _ August 24, 2009