North American Serials Interest Group

NASIG Newsletter

Vol. 27, no. 3 September 2012 eISSN 1542-3417

2011/2012 Committee Annual Reports

Archivist & Photo Historian

Submitted by: Peter Whiting and Deberah England

Members

Peter Whiting, archivist (University of Southern Indiana)
Deberah England, photo historian (Wright State University)
Carol Ann Borchett, board liaison (University of South Florida)

Continuing Activities

- Continue the ongoing collection of NASIG material.
- Continue to review web photo hosting and sharing sites.

Completed Activities

Here is the response from Melissa Salrin, University of Illinois, on submitting material electronically.

> We are currently expanding our capabilities to ingest electronic records here at Illinois; we have created an electronic records repository workflow that will allow us to easily transition to a formal trusted digital repository named Medusa (an implementation of Fedora and Hydra tools) that is currently under development at the U of I. At present, when electronic records exist, they are linked to the control card for the record series. Some materials are available for immediate download (online) and others are only available near-line. For an example, please see the following record series: http://www.library.illinois.edu/archives/archon/index.php?p=collections/controlcard&id=10857&q=stan+smith
>
> Just as with analog records, it is important to contact us in advance of sending us any materials so that we can be sure that all records submitted are of enduring value. Also, if we know the file formats and file sizes, we can then better assess the optimal method of transfer (e.g., DVDs, flash drives, portable hard drives). I am attaching a records transfer form that addresses both analog and digital submissions. Please note that this form is for ALA records; we have not yet created a template for non-ALA records, but the key information requested (file formats, size, etc.) is still the same.
>
> While we will of course commit to preserving and maintaining electronic records with enduring value, the way in which we provide access to such materials will necessarily evolve over time (e.g., some items, for privacy or other reasons, may be only available near-line and by request). Also, a lot is dependent on the size and frequency of accessions, both from NASIG and other units. Please note that Melissa Salrin is no longer at the University of Illinois.

This was shared with the NASIG Board, and they agreed that the Archivist should pursue submitting material electronically.

Selected photographs posted by members to the NASIG Flickr site of the 2011 St. Louis Conference were retrieved and archived.

Created NASIG Photo Archive Policy and NASIG Photo Historian Conference photograph list.

Attended two digital preservation webinars. Of the two one was focused on preserving digital photographs. Of note, the experts advised maintaining a digital archive of photographs in two different locations. For this reason, the NASIG Photo Historian would like to advise retaining the Yahoo Groups site as a second backup with a primary site still to be determined.

Budget

No expenses to report.

Submitted on: April 27, 2012 & May 14, 2012

Awards & Recognition Committee

Submitted by: Jessica Ireland

Members

Jessica Ireland, chair (Radford University)
Sandy Folsom, vice-chair (Central Michigan University)
Leigh Ann DePope, member (Salisbury University)
René Erlandson, member (University of Nebraska, Omaha)
Mary Grenci, member (University of Oregon)
Yumin Jiang, member (University of Colorado Law Library)
Lisa Kurt, member (University of Nevada, Reno)
Betty Landesman, member (National Institutes of Health)
Jennifer Sippel, Mexican Student Award Coordinator (Minneapolis Community & Technical College Library)
Beth Weston, member (Bethesda, MD)
Dana Whitmire, member (UT Health Science Center at San Antonio)
Jenni Wilson, board liaison (Alexander Street Press)

Continuing Activities

- A&R is currently in the process of ordering plaques and awards from Brandon's Awards in Knoxville.
- The booking of travel and making accommodation arrangements for the award winners attending the conference in Nashville is nearly complete.
- AMBAC is in the process of selecting a Mexican Student Grant winner.

Completed Activities

The 2012 slate of NASIG award winners is complete with the exception of the Mexican Student Grant. The NASIG-selected awards were selected by the committee in February and March.

Budget

The A&R committee is in the midst of its budgetary cycle, as most of its annual outlays occur immediately before and after the annual conference. As of May 2012, it appears that our projected expenses are in line with the budget request for 2012, with a few exceptions:

- The actual expenses for Brandon's and postage/shipping will be lower than expected, since outgoing committee chairs and Board members have been given the option of making a donation to NASIG in lieu of receiving an item of recognition.
- Many of the flights for award winners were booked on Southwest, which offers two free checked bags, so the expenses for travel airfare + baggage should be lower than initially expected.

Statistical Information

A&R received the following number of applications for the 2012 awards cycle:

- 9 applicants for the John Riddick Student Grant (3 awards granted)
- 4 applicants for the Fritz Schwartz Scholarship (1 scholarship granted)
- 4 applicants for the Horizon Award (1 award granted)
- 8 applicants for the Serials Specialist Award (2 awards granted)

- 2 applicants for the Rose Robischon Scholarship (1 scholarship granted)
- 1 applicant for the John Merriman Joint NASIG/UKSG Award (1 award granted)
- 2 applicants for the Marcia Tuttle International Grant (1 grant awarded)
- Mexican Student Grant : selection managed by AMBAC

Submitted on: May 1, 2012

Bylaws Committee

Submitted by: Carol Ficken

Members

Carol Ficken, chair (University of Akron)
Elizabeth McDonald, vice-chair (University of Memphis)
Leigh Ann DePope, member (Salisbury University)
Deberah England, member (Wright State University)
Linda Pitts, member (University of Washington)
Sharon Scott, member (University of California, Riverside)
Susan Wishnetsky, member (Northwestern University, Feinberg School of Medicine)

Continuing Activities

None

Completed Activities

Please accept this annual report of the Bylaws Committee for 2011/2012. Our only meeting was at the NASIG annual conference at St. Louis, Missouri.

As requested we added two words to the Bylaws to reflect payment of dues by organization members which was previously voted upon and accepted.

This was a very inactive year for the Bylaws Committee.

Budget

None requested

Submitted on: April 17, 2012

Conference Proceedings Editors

Submitted by: Wm. Joseph Thomas, Sharon Dyas-Correia, and Sara Bahnmaier

Members

Wm. Joseph Thomas, editor (East Carolina University)
Sharon Dyas-Correia, editor (University of Toronto)
Sara Bahnmaier, incoming editor (University of Michigan)
Allyson Zellner, board liaison (EBSCO)

Continuing Activities

- Recorders for the 2012 Conference:
  - The editors sent out a call for recorders for the 2012 conference in mid-March via the blast messaging system, the NASIG blog, and the "What's New" area on the NASIG website. (Twitter/Facebook/other?)
  - Applications were due in mid-April and are being reviewed by the editors.
  - Recorders will be contacted in early May with their assignments and information on paper requirements.
  - Presenters who will be writing up their own sessions were contacted in late April with information on paper requirements.
- Editors will continue to work closely with the Board Liaison and the Program Planning Committee on papers whose presenters intend to submit for publication. (There is one such paper identified for the 2012 Conference.)

Completed Activities

The *2011 Proceedings* are comprised of thirty individual papers covering all preconference, vision, strategy, and tactics sessions presented at the 26th annual

conference. A brief schedule regarding the editing of the 2011 papers is provided below:

- Most of the papers were submitted by the deadline of July 15, 2011, or shortly thereafter. While all papers were submitted within a reasonable timeframe, there were two presenters who did not send their portions for their respective papers. This noncompliance placed extra burdens on the editors.
- The editors continue to use Google Docs to edit the papers.
- The edited papers were uploaded to Taylor & Francis' CATS online production system in December 2011.
- The proofs were reviewed by the editors and some paper authors in early March 2012.
- *The Proceedings* were published online and in print by Taylor & Francis in April 2012 as volume 62 of *The Serials Librarian*. PDFs of the *Proceedings* were sent to the Electronic Communications Committee and have been posted on the NASIG website.
- The complimentary copies list was compiled by the editors and submitted to Taylor & Francis in March 2012.

This year, the editors purchased and used a second digital recorder for recording the vision sessions. We were happy to be able to quickly and easily transfer the files to the recorders, as well as consult the recordings ourselves (as needed) for editing. Although we offered at the speakers' breakfast to make an audio-recording for any of the recorders, no one took advantage of the opportunity. Being capable of providing an audio-recording to the recorders and to the speakers who will prepare their own papers is a benefit, and should continue for future conferences. If more speakers begin preparing their own papers, they may want to have an audio-recording especially to capture questions and discussion.

The editors have completed a revision of the *Proceedings* Editors' Manual. We have also reviewed our portions of the NASIG Working Calendar.

Sara Bahnmaier of the University of Michigan was selected as the new *Proceedings* editor for the 2012-2013 term. She is replacing Wm. Joseph Thomas, who rotates off prior to the 2012 conference.

Budget

Proceedings editors' budget request should retain a note on whatever funding might be required for conference calls should any of needed participant not be able to use Skype.

Submitted on: May 1, 2012

Continuing Education Committee

Submitted by: Apryl Price

Members

Apryl Price, chair (Florida State University)
Lori Duggan, vice-chair (Indiana University)
Sara Bahnmaier, member (University of Michigan)
Evelyn Brass, member (retired)
Melissa Cardenas-Dow, member (University of Redlands)
Linda Dausch, member (Chicago Public Library)
Todd Enoch, member (University of North Texas)
Kelli Lynn Getz, member (University of Houston)
Stephen Clark, board liaison (College of William and Mary)

Continuing Activities

- Coordinate and organize webinars. In April, the board approved a subscription to Webex. The inaugural webinar will be "Effective Negotiation in the 21st Century: From Computer-Mediated Communication to Playing Hardball" on May 22 at 3pm (EST). The presenters are Beth Ashmore (Samford University Library), Jill Grogg (University of Alabama), and Sara E. Morris (University of Kansas). CEC members are learning how to use Webex, preparing an announcement for marketing, and working with ECC and the treasurer to setup the NASIG registration site. A call for proposals to plan future webinars is forthcoming as well.
- Work with PPC to create a proposal process website or podcast. However, the PPC does not believe the NASIG proposal process is that unique. CEC has sent the PPC some resources created by EDUCAUSE on

the conference proposal process. CEC is awaiting a response from the PPC.

EDUCAUSE Resources

- Website: http://www.educause.edu/ProfessionalDevelopment/TipsforImprovingYourNextConfer/205552
- Podcast: http://www.educause.edu/blog/gbayne/PodcastWritingaSuccessfulPropo/167773?page_id=167773

Completed Activities

- Investigated and reviewed webinar software and chose Webex to use for CEC webinars.
- Revised and posted continuing education survey results to share with all members.
- Reviewed and recommended sponsorship of the 2012 OVGTSL and NC Serials Conferences.
- Reviewed proposals from PPC for NASIG 2012 that were not accepted for presentation for possible use as a webinar.
- Wrote a profile of the CEC for the NASIG Newsletter.

Budget

Budget Category-CEC	2012	Notes
contributions/ sponsorships	$6,000.00	OVGTSL $1,000; MidSouth E-resource $1,000; NC Serials
webinar software	$1,500.00	Webex $99/month + audio
TOTALS	**$7,500.00**	

Questions for Board

Can webinar recordings be released for free? If so, how long after the actual webinar?

Submitted on: April 27, 2012

Database & *Directory* Committee

Submitted by: Maria Collins

Members

Maria Collins, chair (North Carolina State University)
Mary Bailey, vice-chair (Kansas State University)
Jessica Minihan, member (Georgia Southern University)
Alice Rhoades, member (Rice University)

Continuing Activities

The chair and vice chair coordinated with the NASIG Treasurer on invoicing, dues payments and maintenance of the membership directory. Additionally, they responded to the many inquiries from the membership regarding renewals and forgotten passwords. The other committee members were trained on how to process credit card and check renewals. In this way, all committee members had the opportunity either to learn and/or to enhance their skills using the ArcStone software, which NASIG utilizes to manage the membership database and directory, for different activities.

Completed Activities

Committee members began communicating regularly with ECC to facilitate maintenance of the NASIG list. The incoming chair was trained on the monthly invoicing and reporting processes. Committee members were trained on how to handle credit card and check renewals.

Budget

The Committee did not use NASIG funds to carry out its functions this year.

Statistical Information

A snapshot of the NASIG membership indicates there are currently 690 active members, of which 4 are corresponding members. This is an increase from last May's annual report when there were 660 active members with 5 corresponding members. Total membership fluctuates from month to month since

membership is on a rolling, twelve month basis and not on a calendar year cycle.

	Active members	Corresponding members
May 2010	754	5
May 2011	660	5
June 2012	690	4

Membership Patterns of Renewal

The total NASIG membership has increased over the past twelve months. Below are numbers showing membership renewal vs. non-renewal and the addition of new members. The numbers appearing below are for the previous calendar year, 2011. Each member is given a grace period in which to renew his/her membership, and so the compilation of non-renewal statistics lags by several months.

This table shows new member joins, existing member renewals and existing member non renewals for each month. Overall in 2011, 363 existing members renewed their memberships, 183 existing members did not renew or did not renew on time, while 83 new members joined during this time period. The numbers do not add up to the total current membership of 690 because total membership fluctuates from month to month since membership is on a rolling, twelve month basis and not on a calendar year cycle.

2011 Month	**New Member Joins**	**Existing Member Renewals**	**Existing Member Non Renewals**
January	5	22	25
February	11	27	16
March	11	26	34
April	18	17	30
May	13	45	15
June	5	18	10
2011 Month cont.	**New Member Joins**	**Existing Member Renewals**	**Existing Member Non**
	cont.	**cont.**	**Renewals cont.**
July	3	5	4
August	6	14	6
September	3	6	4
October	5	87	20
November	2	61	10
December	1	35	9
Totals	83	363	183

Submitted on: May 29, 2012

Electronic Communications Committee

Submitted by: Wendy Robertson and Tim Hagan

Members

Wendy Robertson, co-chair (University of Iowa)
Tim Hagan, co-chair (Northwestern University)
Char Simser, vice co-chair (Kansas State University)
Sarah Gardner, vice co-chair (University of California, Davis)
Jennifer Edwards, member (MIT)
Meg Mering, member (University of Nebraska, Lincoln)
Kathryn Wesley, member (Clemson University)
Buddy Pennington, board liaison (University of Missouri, Kansas City)

Continuing Activities

List Activities

The committee continues to maintain email lists and forwarding addresses for NASIG committees. NASIG-L maintenance includes moderating messages, adding and removing subscribers, checking on held subscriptions and updating email addresses. The committee continues to monitor the list spam filters (which get between 1000-2000 messages per week) for legitimate messages on a near-daily basis. The committee also responds to requests for changes to lists as well as troubleshooting any email address problems.

There have been no outages of NASIG lists this year.

Website Activities

Meg and Kathryn maintain the NASIG jobs blog (http://jobs.nasig.org) and the NASIG blog at (http://nasig.wordpress.com/), including cross-posting NASIG blog items on the "What's New" column on the homepage and on Facebook, LinkedIn and Twitter. NASIG-L messages are frequently reposted to the Blog. LinkedIn was enhanced: the discussions area now includes RSS feeds from a limited number of other blogs. In addition to posts from the Blog, posts from Scholarly Kitchen, the UKSG conference blog, and the *NASIG Newsletter* now appear (though there are technical issues with the *Newsletter* - titles of posts don't display - so we need to consult with the *Newsletter* editor).

The committee will put out a call for conference bloggers to help increase our exposure. UKSG did this quite successfully during their recent conference.

The committee continues to respond to requests for assistance from other committees, board members and the membership in whatever way necessary including updating websites and forms and creating new pages for CPC (vendor exhibitor information) and CEC (webinars).

The committee is discussing changing the Resources section to Continuing Education. We believe this would highlight important NASIG activities, such as webinars, and help keep the website relevant for members.

The committee continues to update the ECC manual wiki at http://nasigeccmanual.pbworks.com/. Any issues that could not be resolved by the committee have been forwarded to Abigail Bordeaux, our ArcStone liaison, and have been addressed with their help. We try to think of ways to streamline our work so that we can focus attention on the most important things for the organization.
The committee will pay attention to the conference website using mobile devices to determine if it is adequate for our needs or if we need to investigate alternatives next year.

Completed Activities

List Activities

Redesigned the NASIG-L footer to eliminate accidental unsubscribing.

The committee began adding non-member conference attendees to NASIG-L in order to facilitate conference related communication among all attendees. This communication was formerly managed through the discussion forums.

The committee took steps to streamline member communication to the ECC by combining two contact emails (list@nasig.org and web@nasig.org) into a single point for all requests (web@nasig.org). List@ will indefinitely forward to the web@ address.

Settings for all lists were altered to allow addressees to see all recipients of an email.

The committee modified all NASIG lists to all for cross posting among the lists.

Website Activities

The committee recommended to the Board that conference presentations be moved from the members-only section of the website to Slideshare, http://www.slideshare.net/NASIG. The 2012 conference presentations will be available through an "Event" site. Tagging guidelines have been established and ECC has provided instructions for PPC to share with presenters, including those who do not have their own Slideshare accounts.

The committee added a new page on webinars in a prominent location. The out-of-date page on library catalogs was removed.

The forums were removed from the website because they were rarely used. NASIG-L is now the place for all discussion.

Image sizing standards for sponsors and organizational members were established. Image files in the directory structure for the website were reorganized by Char when we realized that images, including many duplicates, resided in 3 different locations. New folders were set up, naming conventions were established, and existing files were renamed and relinked. CPC used the new structure for the 2012 conference sponsors page. Documentation was updated.

Wendy mounted the *2011 Conference Proceedings* (http://www.nasig.org/conference_proceedings/2011.cfm) and the page was proofread by Char.

An annual review of the website to identify out of date and missing content was conducted.

We documented and transferred all of our photo archiving information to the new NASIG photo historian.

The current Twitter feed is being archived in a Google spreadsheet. The tweets from the 2011 conference through Dec 2011 were archived in Twapper Keeper. At this service's demise, these were also archived into a Google spreadsheet.

Twitter, Facebook, LinkedIn and Flickr icons were added to the website homepage.

Budget

Budget Category	**2012/2013 estimate**
Conference Calls	$0.00
Contracted Services	$0.00
Bee.Net ($500 per month – web email and listservs)	$6000.00

Budget Category cont.	**2012/2013 estimate cont.**
ArcStone (NASIG website and association management - $300 per month) (the total figure includes $1450 for 10 hours programming in case it is needed)	$5050.00
Survey Monkey (online surveys)	$204.00
SlideShare Pro (conference presentations)	$114.00
UKSG Newsletter	$1725.00
Contingency	$0.00
Total	**$13,093.00**

Statistical Information

- NASIG has 26 listservs
- NASIG has 27 active @nasig.org email addresses
- There are 710 subscribers to NASIG-L (629 members and 81 non-member conference attendees)

Website Visitors This Past Year (from Google Analytics)

May 2011	4381
June 2011	3499
July 2011	1499
August 2011	1784
September 2011	1564
October 2011	1941
November 2011	1591
December 2011	1344
January 2012	2852
February 2012	3803
March 2012	3217
April 2012	3105
Total	**30580**

Top 10 Landing Pages, May 1, 2011-April 30, 2012:

http://www.nasig.org/ + http://www.nasig.org/index.cfm	19117 + 6669 = 25786
http://www.nasig.org/conference_registration.cfm	14860
http://www.nasig.org/conference_program.cfm	5791
http://www.nasig.org/registrationcontent.cfm	5386
http://www.nasig.org/about_history.cfm	4445
http://www.nasig.org/members_directory.cfm + http://www.nasig.org/members_directory.cfm?search=true	3047 + 2388 = 5435
http://www.nasig.org/nasig_membership.cfm	2791
http://www.nasig.org/conference_hotel.cfm	2629
http://www.nasig.org/about_committees.cfm	2242
http://www.nasig.org/member_login.cfm	2230
http://www.nasig.org/conference_preconferences.cfm	2122

Blog stats reflect the period Jan.-Dec. 2011
Visitors to the Jobs Blog : 19,863

The Jobs blog was set up in Aug. 2010 and thru Dec. 2010 had approximately 4,800 hits. Hits for the first four months of 2012 are showing another huge increase in visitors, almost 11,000 as of 4/27/12.

Visitors to the NASIG Blog : 7,700 (almost double the total for 2010)

Questions for Board

We have been collecting tweets related to NASIG in a Google spreadsheet (https://docs.google.com/spreadsheet/ccc?key=0AkSPpYhslyvzdDhKQTd1YUlyVzJOd0htQm81eDFVMWc). Tweets previously had been in Twapper Keeper, which ceased to exist about January 1 and so those tweets were also collected in a Google spreadsheet (https://docs.google.com/spreadsheet/ccc?key=0AkSPpYhslyvzdElCbkw1bG5ETzhsd3lLZFlLZ2JwWnc). These links have not been publicized in any way. Should we link to these from the website? Should this responsibility go to the Historian? Should we even bother to collect tweets by and about NASIG?

Past conference handouts and proceedings are linked from pages that are restricted to members only. However, if you copy the link to any of these items, they are accessible without login. This needs to be resolved, particularly for the *Proceedings*. This may have been an issue for several years (all the *Proceedings* being accessible) and no one has reported a problem. ECC will follow up with Arcstone to see how this can be corrected.

With conference handouts moving to Slideshare for 2012, ECC awaits a decision from the Board concerning previous years' presentations materials. Should all presentations be freely available (though as per the previous question, they are accessible if an individual has the URL)? Should preconference materials be considered on a case-by-case basis--some should be left as members-only, others free?

Recommendations to Board

We would like to make the following changes to the website:

- Change "Resources" in top green bar to "Continuing Ed". All web pages in the current Resources pages would continue to be named resources_xxx.cfm
- Remove "Forms" from the "Continuing Ed" sidebar.
- Add Forms to "About NASIG" sidebar below "Policies". This should link to http://www.nasig.org/about_forms.cfm

Submitted on: May 2, 2012

Financial Development Committee

Submitted by: David M. Bynog

Members

David Bynog, vice-chair (Rice University)
Elizabeth Parang, chair (Pepperdine University)
Joe Badics, member (Eastern Michigan University)
Zac Rolnik, member (Now Publishers)
Christine Stamison, member (Swets Information Services)
Rob Van Rennes, member (University of Iowa)
Lisa Blackwell, ex-officio (Nationwide Children's Hospital Medical Library)
Katy Ginanni, board liaison (West Carolina University)

Continuing Activities

The committee continues to review possibilities for increased revenue.

Completed Activities

Members of the committee met at the annual conference in St. Louis to discuss expectations of work on the committee. While the committee spent much of the previous year working with the *NASIG Newsletter* to establish guidelines for advertising in the newsletter; to date, no inquiries have been received concerning advertisements in the *NASIG Newsletter*.

Budget

The committee conducted all business via e-mail and had no expenses.

Submitted on: May 2, 2012

Membership Development Committee

Submitted by: Sarah Tusa

Members

Sarah Tusa, chair (Lamar University)
Steve Kelley, vice-chair (Wake Forest University)
Pat Adams, member (Swets Information Services)
Janie Branham, member (Southeastern Louisiana University)
Jen Frys, member (SUNY Buffalo)
Janet Arcand, member (Iowa State University)
Rick Anderson, member (University of Utah)
Robert Boissy, board liaison (Springer Science+Business Media)

Continuing Activities

- The Committee continues to contact non-renewing members, giving them personalized instructions on how to renew their membership and corresponding with appropriate NASIG officers to aid those who had difficulties.
- Committee members are contacting appropriate vendors listed as ALA 2012 exhibitors to encourage them to consider organizational membership.
- Committee members will continue to send welcome letters to new NASIG members.

Completed Activities

- 29 members who had not renewed through December 2011 have been contacted by e-mail and given information on how to renew their memberships. Added to the totals from previous reports, this quarter's efforts bring us to a total of 146 renewal reminders sent by MDC in 2011/2012.
- Sarah Tusa sent a copy of the approved draft plan for a drawing at the First-Timers' Reception to Sarah Sutton in January 2012, and sent a follow-up e-mail about the proposed drawing at the First-Timers' Reception. Still awaiting status update.
- Rick Anderson completed an action item to draft wording on a proposal to conduct a drawing for one free year of membership for an active NASIG member who recruits a new NASIG member.

- Sarah Tusa drafted a design for the membership flyer, with input from the committee, which is to replace the brochure that was updated by the MDC in spring 2011.
- The committee conducted an e-mail discussion on the question of follow-up to the non-renewals after our initial reminders, but decided to wait for the results of the impending membership drive.

Budget

A 2012 budget of $10.20 was submitted on October 13, 2011.

Actions Required by Board

Current actions:

- Sarah Tusa scheduled and conducted a conference call of committee members to discuss strategies for promoting organizational memberships. The conference call took place on February 15, 2012. All MDC members participated.
- Steve Kelley completed an action item to draft a letter of invitation to library-oriented corporations to promote organizational memberships.
- Rick Anderson drafted a letter to welcome new members and Sarah Tusa coordinated with Maria Collins of D&D to receive names and contact information of new members on an ongoing basis.
- Janet Arcand retrieved an Action Item from 2011 that Sarah Tusa had submitted, included here: To encourage attendance at the First-Timers' reception, it seems to me that someone from the Membership Development Committee could coordinate with the Local Arrangements Committee to arrange for a drawing among those first-timers who attend the reception. The drawing could either be held during the reception – probably an hour after it starts – or the next morning during announcements. It would probably involve placing a ticket either in the packets of those who are first-timers, or simply handing out tickets at the reception. We would need to purchase a roll of tickets such as those that are given out at fairs. Someone gives a ticket to the first-timers – presumably identified by a dot on the name tag – and keeps the corresponding duplicate ticket. For each ticket given out, the corresponding duplicate ticket goes into a bowl or similar receptacle. Again, the drawing could either take place during the First-Timers reception or the next morning during the announcements that generally take place before the morning (usually "Vision") session. [Per Janet Arcand: "I think the item was shelved at that point because we were never going to be able to get it okayed or organized in time for last year's conference. Perhaps now is time to restart on this one."]
- The MDC began promoting organizational memberships in mid-April, based on leads provided by Bob Boissy during the Christmas holidays.
- Rick Anderson is working on ideas for using Facebook and LinkedIn for promoting NASIG membership.

Future activities:

- The MDC will continue to pursue avenues to invite appropriate publishers, corporations and organizations to start an organizational membership with NASIG.
- In 2010 the Board had approved the idea of using Facebook and LinkedIn for promoting membership. The committee will draft a plan in Summer 2012 to tie it to the membership-drive initiative.
- The Board has asked the Committee to contact the Mentoring Group and ask for them to encourage members to stay in touch with mentees for the entire year. Janie Branham has agreed to contact the Group, but we had a question for the Board about the protocols of doing this, and the Mentor volunteer letter has already gone out for the 2011 conference. This idea will be followed up by MDC in 2012/2013. No new information on the question of protocol was forthcoming from the Board in 2011/2012.
- The Committee will follow up with past NASIG award winners to see if they are still members, and will contact any non-Members to urge them to rejoin NASIG.
- The Committee will schedule at least one conference call in 2012/2013 to continue brainstorming about ways to strengthen membership numbers, as this activity is an ongoing directive.

Questions for Board

- Does NASIG have a Facebook page?

- Between the Membership Development Committee and the First-Timers' Reception Committee, who needs to purchase the tickets for the drawing? Since the MDC's draft was accepted as is – i.e., without a budgeted figure for purchasing a roll of tickets – we hope that the Board will supply the First-Timers' Reception committee with the funds to purchase the tickets for the drawing.

Submitted on: April 21, 2012

Nominations & Elections Committee

Submitted by: Pam Cipkowski

Members

Pam Cipkowski, chair (Loyola University Chicago School of Law)
Christine Radcliff, vice-chair (Texas A&M University-Kingsville)
Rochelle Ballard, member (Princeton University)
Jana Brubaker, member (Northern Illinois University)
Melanie Faithful, member (IOP)
Mark Henley, member (University of North Texas)
Trina Nolen, member (Lamar University)
Paula Sullenger, member (Auburn University)
Suzanne Thomas, member (University of Pittsburgh)
Katy Ginanni, board liaison (Western Carolina University)

Continuing Activities

April-May 2012: The Call for Nominations form should be revamped for inclusion with this year's conference packet and sent to the NASIG Secretary. The working calendar will also need to be revised. Some minor changes and clarifications are being made to the N&E Committee Manual before the new Chair takes charge.

Completed Activities

June 2011: The committee had its initial meeting at the 2011 conference. A Call for Nominations was distributed at the conference as part of the conference packet. The nomination form was also available on the NASIG website. The existing timetable from the previous election cycle was revised.

July 2011: The nominations form on the NASIG website was revised, tested, and reactivated. The first Call for Nominations e-mail blast was sent out to the NASIG membership. The Call for Nominations was also posted in the "What's New" section of the website.

August 2011: Additional e-mail blasts were sent to the membership reminding people to submit nominations. A problem with the nominations form was discovered during this time: once people have used the form to submit a nomination or nominations, they cannot go back to the form at a later date and use it again. The Electronic Communications Committee investigated the issue and reasoned that if you are logged into the website, it will let you fill out the nominations form only once, but if you aren't logged into the website you can fill it out as many times as you want. It was suggested that we may want to consult with ArcStone to see if there is some way to let members who are logged in fill something out more than once.

September 2011: Additional e-mail blasts were sent to the membership reminding people to submit nominations.

October 2011: The deadline for submitting nominations was Oct. 17. Four individuals were nominated for Vice President/President-Elect, seven for Secretary, and sixteen for Member At Large. Four of the individuals nominated for Secretary were also nominated for Member At Large. A conference call took place on Oct. 18 to discuss the next steps of the process. The committee members then contacted each person nominated to determine their willingness to run for the position(s) for which they were nominated.

November 2011: After the committee contacted everyone who was nominated, two individuals agreed

to be considered for the ballot for the office of Vice President/President-Elect, three for Secretary, and eight for Member At Large. The nominees all submitted their profile information to the committee by the Nov. 21 deadline. The three nominees for Secretary were also nominated for Member At Large, and all three stated their interest for either position, knowing that they would only be slated for one of the positions if they made it onto the ballot.

December 2011: The committee held another conference call to go over the nominees' profile information and discuss the reference process. In the past, several individuals were asked to be references for sometimes up to 5 or 6 nominees. Therefore, in order to reduce the time it takes to fill out the information on all the reference forms, a few changes were made to form. Instead of the form listing only open-ended questions, references were instead given a list of attributes and asked to evaluate each nominee on a scale of 1 to 5. A few open-ended questions were left at the bottom of each form if the references wished to supply additional information.

January 2012: Committee members completed checking candidate references by Jan. 20. Another conference call was held to formalize the final rankings and set the slate for the ballot. Nominees were then contacted and notified whether they had been slated on the ballot or not. The slate was finalized and announced to the Board as a courtesy on Jan. 30.

February 2012: The slate of candidates was announced to the general NASIG membership on Feb. 1. On Feb. 2, a Call for Petition Candidates was sent out. Standard nominee profiles were due from the slated candidates on Feb. 17, and petitions with supporting documentation were due from petition candidates by Feb. 20. There were no petition candidates this year. The ballot was finalized and made available electronically to the membership on Feb. 27. Online voting ended 10 working days after the election started, which was Mar. 12.
The final ballot (those elected are marked with an asterisk *):

Vice President/President-Elect
Lisa Blackwell, Nationwide Children's Hospital
*Joyce Tenney, University of Maryland, Baltimore County

Secretary
Morag Boyd, Ohio State University
*Shana McDanold, University of Pennsylvania

Member-at-Large (3 to be elected)
*Chris Brady, U.S. Dept. of Justice
Angela Dresselhaus, Utah State University
Kelli Getz, University of Houston
*Tim Hagan, Northwestern University
*Selden Durgom Lamoureux, North Carolina State University Libraries
David Winchester, Washburn University

Budget

The budget for N&E has been reduced over the years because voting is now online. The only items for which we needed to budget were the three conference calls we placed in October, December, and January. The original budget of $250 we requested was adequate to cover those costs.

Statistical Information

A total of 22 individuals were nominated for office. Five of those were nominated for more than one office.
Of those, 12 declined to be vetted further:

- 2 were nominees for Vice President/President-Elect
- 4 were nominees for Secretary
- 8 were nominees for Member-at-Large

(Again, numbers don't quite match up because some were nominated for more than one office, and some agreed to be vetted for one office and not another.)

The final ballot was composed of:

- 2 nominees for Vice President/President-Elect
- 2 nominees for Secretary

- 6 nominees for Member-at-Large

Recommendations to Board

The election went relatively smoothly, despite a few limitations with the software in soliciting nominations (once you submitted the form once, you could not go back another day and submit more nominations) and in voting (no mechanism to tell if you were voting for too many candidates). The Board may wish to investigate if a more sophisticated system could be put in place. Overall, though, the current software did not compromise the integrity of the voting.

The Chair would like to thank the Vice Chair and committee members for all their time and hard work. Members spent much of their time soliciting nominations for the offices, evaluating profile packets, calling references, and helping to test the software before the actual election. Members of the ECC were also a great help to our committee. Special thanks also to board liaison Katy Ginanni for her guidance throughout the year.

Submitted on: May 1, 2012

Publications and Public Relations Committee

Submitted by: Jeannie Castro

Members

Jeannie Castro, chair (University of Houston)
Bob Persing, vice-chair (University of Pennsylvania)
Jennifer Bazeley, member (Miami University)
Eleanor Cook, member (East Carolina University)
Joyce Tenney, member (University of Maryland, Baltimore County)
Amanda Price, publicist (Mississippi State University)
Steve Shadle, board liaison (University of Washington)

Continuing Activities

The Publications portion of Pub/PR has specifically laid dormant waiting for the work of the Core Competencies group to finish. This group's work will help frame future direction for organization publication activity. We have continued to draft/distribute conference and webinar-related announcements. The committee also identified local library conference to assist with conference marketing.

Completed Activities

Drafting and distributing conference and webinar-related announcements

Budget

None.

Submitted on: May 21, 2012

Student Outreach Committee

Submitted by: Eugenia Beh and Kate Seago

Members

Eugenia Beh, chair (Texas A&M University)
Kate Seago, vice-chair (University of Kentucky)
Kara Killough, member (Serials Solutions)
Marcella Lesher, member (St. Mary's University)
Dylan Moulton, member (Springer Verlag)
Sara Newell, member (University of North Carolina – Chapel Hill)
Kristen Wilson, member (North Carolina State University)
Patrick Carr, board liaison (East Carolina University)

Continuing Activities

The committee continues to recruit new ambassadors through announcements in the *NASIG Newsletter* and through personal contact at the NASIG annual meeting. The committee will focus on more face-to-face contact with NASIG members to let them know about the Ambassadors Program and will provide a common time

and place for ambassadors and committee members to meet at the annual conference.

Completed Activities

- Sarah Sutton will be the new Student Outreach ambassador for Emporia State University, in addition to Texas Women's University.
- Requested copies of the *2011 NASIG Proceedings* for 5 Student Outreach Ambassadors (Kate Seago, Sarah Sutton, Sanjeet Mann, Joseph Hinger and Eugenia Beh).
- Provided copy of Student Outreach brochure and handout for NASIG Annual Conference vendor expo to board liaison, Patrick Carr.

Ambassadors are assigned to the following universities:

Ambassadors	**Schools**
Sarah Sutton	Emporia State University
Angela Dresselhaus	Indiana University
Kate Seago	University of Kentucky
Linda Smith Griffin	Louisiana State University
Susan Chinoransky	University of Maryland
Emma Cryer	University of North Carolina-Chapel Hill
Bob Boissy	Simmons, Syracuse, SUNY Albany
Carol Ann Borchert	University of South Florida, Florida State University
Carol Green	University of Southern Mississippi
Joseph Hinger	St. John's University, Queens College
Eugenia Beh	University of Texas, Austin
Sarah Sutton	Texas Woman's University
Sanjeet Mann	UCLA
Patrick Carr	Valdosta State University
Alita Pierson	University of Washington

Budget

NOTES	**2011-2012 YTD**
Copies of brochure and handout	$20.00
Ribbons for ambassadors	$50.00
	$0.00
Total	$70.00

Questions for Board

Kate Seago has graciously offered to make copies of the brochure and handout (75 copies for each, per Patrick's recommendation). Would it be possible to reimburse Kate for the cost?

Submitted on: May 1, 2012

Conference Planning Committee
Submitted by: Ann Ercelawn, Beverly Geckle, Co-chairs

Members

Ann Ercelawn, co-chair (Vanderbilt University)
Beverly Geckle, co-chair (Middle Tennessee State University)
Deborah Broadwater, member (Vanderbilt University)
Jennifer Clarke, member (Bucknell University)
Kay Johnson, member (Radford University)
Shana McDanold, member (University of Pennsylvania)
Sarah Perlmutter, member (EBSCO Information Services)
Jennifer Sauer, member (Fort Hays State University)
Danielle Williams, member (University of Evansville)

Kevin Furniss, Registrar (Tulane)
Michael Arthur, Registrar in Training (Univ. of Central FL)

Jennifer Arnold, board liaison (Central Piedmont Community College)

Joyce Tenney, consultant (University of Maryland, Baltimore County)

The Nashville CPC got off to an early start in planning due to dates coinciding with Country Music Fest and Bonnaroo. Logistics for this conference were a bit different given our location at an airport hotel, the Sheraton Music City, with overflow going to a second hotel (Holiday Inn) a mile away.

Our first task (after the creation of the theme and logo) was to choose a venue for our special night out. With the permission of the Board, we signed a contract in October with the Country Music Hall of Fame® and Museum, one of Nashville's premier attractions, but somewhat costly due to separate ticket charges in addition to food and venue costs.

Throughout the planning process, Beverly took the lead in choosing menus at the hotel, managing the budget, and producing all the signage, while Ann worked on arrangements at the Museum and with the Sheraton Music City on vip reservations and meeting rooms. The co-chairs managed the website with the exception of program information handled by PPC, and Ann contributed publicity. Danielle Williams and Jennifer Sauer worked on restaurant recommendations for conference attendees since the conference provided all meals with the exception of a free night on Saturday. Sarah Perlmutter coordinated the vendor expo (which involved 28 vendors) and open mic night at the hotel on Saturday night. Deborah Broadwater worked with the Nashville Convention Center on providing local information and assisted with setting up local tours. Kay Johnson investigated discounts for car rentals and rooms for discussion groups. Jen Clarke ordered folders and ribbons for award winners and set up the Café Press site. Shana McDanold worked with our AV vendor, The Productions Solution Group, an outside company that provided excellent service, and negotiated special power requests with the hotel. Kevin Furniss served as registrar for the conference and Michael Arthur, registrar in training, coordinated volunteers who assisted on site.

Special thanks also to our conference consultant, Joyce Tenney, and our Board liaison, Jennifer Arnold, for their guidance and expertise throughout the planning process.

Budget

The committee had approximately $1000 in expenses. Expenses consisted of the cost of supplies, travel to meetings and the committee dinner on the eve of the conference.

The final conference financials are not yet available. The conference budget projected total expenses of $150,197 with total income of $170,134 creating a potential profit of nearly $20,000. The largest expenses came from food: $89,985 at the hotel and $22,869 at the special event venue. The total cost of the special event was $34,430.74. AV services cost $16,768. The income amount included $39,250 raised in conference sponsorship from 26 vendors. Exact revenue from registrations is not final at this time.

Recommendations to Board

Refine the registration process. It was difficult to get precise numbers to turn in for the Country Music Hall of Fame event.

Some budget projections were challenging due to a lack of detailed registration numbers with corresponding registration rates, numbers for hotel waivers and speaker expenses. Perhaps some standardization in reporting this information for budgeting could be explored. Clarification on which expenses are conference, committee or administrative would also be useful.

Consider appointing a higher percentage of locally based committee members, if circumstances permit.

Consider investigating another vendor for souvenirs that can provide higher quality products at better prices than Café Press.

Reducing the necessary components of the conference packet would assist in lowering printing costs and time in preparing the packets. Including vendor literature in the packet was time consuming and it was difficult to identify packet materials shipped with other vendor materials in spite of separate labeling. Set aside a table at registration for attendees to pick up relevant vendor materials instead.

Submitted on: July 16, 2012

Program Planning Committee (PPC)
Submitted by: Michael Hanson, chair

Members

Michael Hanson, chair, Lafayette College , 10/12
Karen Davidson, vice-chair. Mississippi State University, 11/13
Kathy Brannon, member, Ingram-Coutts Information Services, 11/13
Anna Creech, member, University of Richmond, 11/13
Rubye Cross, member, Georgia Tech University, 10/12
Cris Ferguson, member, Furman University, 10/12
Kathy Kobyljanec, member, John Carroll University), 11/13
Anne Mitchell, member, Stimson Library U.S. Army Academy of Health Sciences, 10/12
Diana Reid, member, University of Louisville, 11/13
Jean Sibley, member, College of William & Mary, 09/12
Paoshan Yue, member, University of Nevada, Reno, 10/12
Patrick Carr, board liaison, East Carolina University

Continuing Activities

PPC continues their dialog with the Continuing Education Committee (CEC) concerning CEC using the PPC's presentation collection to identify potential presenters for NASIG sponsored webinars and regional presentations. PPC forwarded a group of presentation proposals rejected for the conference to CEC for consideration. PPC and CEC also discussed the construction of a NASIG webpage coaching potential presenters on how to write a presentation proposal that would improve the likelihood of a presentation being accepted. It was originally determined that such a site was not necessary in PPC's eyes, as more generic web resources exist that communicate all materials pertaining to writing a good proposal for the NASIG conference. However, considering some conversations with ECC, PPC began to consider a webpage with broader assistance to conference presenters and potential presenters, linking not only to external sources on writing successful presentation proposals, but also communicating information on formatting handouts and storing presentations on Slideshare and the like.

Michael Hanson will continue as an ex-officio member of PPC, tasked with editing the revised PPC manual authored by Anne Mitchell and putting it up on a wiki. Michael will also be drafting a MOU for pre-conference speakers.

Completed Activities

2012 Conference Program Slate

The principal business for the Program Planning Committee in 2011/2012 was to develop and oversee the execution of the program for the 2012 conference in Nashville, TN.

1) Vision Speakers.

Two Vision speakers were selected by PPC and approved by the board. A third vision speakers was added from the conference presentation proposals due to the general interest in the topic and speaker. Lynn Connaway, Kevin Smith, and Rick Anderson were slated as vision speakers.

2) General Conference Program

PPC broadcast two calls for conference presentation proposals, receiving 49 proposals. After PPC deliberated, 29 proposals were accepted, 27 as conference sessions, one as a pre-conference, and one

as a Sunday vision session. There was no attrition of programs this year.
This year, presentations that were rejected due to the preliminary nature of the data were encouraged to resubmit for the 2013 conference. We hope to see a number of these presentations next year, though proposers will have to resubmit their proposals. We also forwarded a number of declined presentations to CEC for consideration as webinars or regional unconferences.

3)Pre-conferences

PPC described 3 pre-conferences and identified presenters. A fourth pre-conference arose from an excellent conference presentation proposal. The pre-conferences consisted of an 8 hour RDA preconference extending over two days, and half day preconferences concerning e-book cataloging, using a Drupal database to track electronic resource licenses, and Making the leap to Library Middle Management. The RDA serials preconference made the cap of 30 attendees. The e-book cataloging pre-conference had 17 attendees, the Drupal license class had 6 attendees, and the middlemanagement class had 7.

Though only 2 of the 4 pre-conferences exceeded the guideline of having 10 attendees sign up, it was determined that the cost of canceling the pre-conferences exceeded that of holding them with the less than 10 attendees and so all 4 went forward.

4) Poster Sessions

The call for poster sessions received 6 responses. Poster session were available on June 9th, from 9 a.m. to 5 p.m. with presenters available during the afternoon break.

5) Informal Discussion Groups

PPC continued last year's practice of mediating rather than organizing informal discussion groups. In response to the IDG call, 9 presenters responded.

6) Schedule

Another responsibility of PPC is setting the daily schedule for conference events. At the commencement of this planning cycle, members of PPC moved to change the program structure from having two types of conference breakout programs (90 minute "strategy" sessions and 60 minute "tactics" programs) to single, 60 minute conference sessions. The change was made with a view to streamline presentation content to concise information and to free up time for more presentations. The proposal was approved by the Board, reflected in the call for proposals and conference planning, and implemented in this year's conference. PPC looks forward to examining this year's conference evaluations for comments on the new format in deciding, with the Board, on the continuance of this practice.

PPC also moved and the Board approved to change annual committee meetings from a dedicated time on Saturday afternoons to a slot during Saturday breakfast. This was done to allow for more conference sessions.

In addition to the annual business meeting, a special report and discussion session mediated by the task force on core
competencies of electronic resources librarians was added.

7) PPC supported the Electronic Communication

Committee's (ECC) move to digitally house conference handouts at a SlideShare account. PPC requested that ECC find a solution where conference presenters could upload their presentations and handouts, rather than having to go through ECC or any other committee mediation. We were delighted that originally Slideshare provided this capability and that ECC, with Anna Creech's assistance, allowed for this conference to have this feature. However, Slideshare discontinued this service prior to the conference, and so we had to return to the old, ECC mediated procedure. PPC maintains its request and advice that we find a solution to

allow presenters to upload presentations and handouts at their own discretion, rather than making them send such documentation to a committee for posting.

Budget

1) Reimbursement Guidelines and Conference Session Speaker Costs

With the change in schedule and program format, associated changes occurred in the reimbursement policy as well. All conference session speakers were offered a half waiver for their presentations, for up to 3 speakers. A total of 51 speakers costs estimates at $9,562.50. This cost compares to $10,875 for last year.

2) Vision Speakers Costs

For vision speakers, compensation packages were individually negotiated. Vision speakers expenses for honorarium, travel and lodging expenses, and waived registrations came to $3,571.20, which is less than last year's estimated vision speaker costs of $5,601.84 and principally due to the reduced honorarium costs.

3) Pre-conference Costs

For pre-conference speakers, the standard compensation is half-price conference registration and 2 nights lodging, but compensation was negotiated with invited speakers. Estimated costs amounted to $3,061.00. CPC had associated costs for AV, catering, etc. and we incurred some modest costs for materials. Despite the lackluster showing of some of the sessions we still calculate that they made money.

4) Committee Costs

PPC committee costs center around travel and accommodations to the fall board meeting/site visit, the winter board meeting, committee conference calls, and the May vice-chair site visit. The committee's expenditures for 2011 were $1,903.19. This was higher than the $1,250.00 budgeted as travel costs exceeded the budgeted amount projected. We made more realistic projections for the 2012 budget.

Actions Required by Board

Approve updated PPC manual

Comment and then approve Pre-conference MOU's

Questions for Board

Procedure for 2013 conference final day vision speaker session.

Recommendations to Board

When examining new registration software, please look for features that would allow conference presentation proposal gathering as well. Currently Survey Monkey is used to collect presentation proposals and then an excel file is sent to the registrar to input into that system. Anna Creech mentioned that there are holistic systems which can take care of the collection and registration.

We also ask the board to look for a software solution so that presenters can upload their presentations and handouts on their own and don't have to send them to ECC or any other body to upload them for them.