ALCTS Chair Orientation

ALCTS Leadership Development Committee

Agenda

I. Welcome from ALCTS Leadership
   - Mary Beth Thomson and Kristin Martin

II. Welcome from ALCTS Executive Director
    - Keri Cascio

III. Committee Chair Calendar
    - Jennifer Bowen

IV. Communication within ALCTS
    - Jennifer Bowen

V. Questions & Answers
WELCOME
from the
ALCTS President
and
ALCTS President Elect

ALCTS Mission

To shape and respond nimbly to all matters related to the selection, identification, acquisition, organization, management, retrieval, and preservation of recorded knowledge through education, publication, and collaboration.

Mary Beth Thomson
ALCTS President
2017-2018
Leadership Tools and Information

- Delegation of authority
- Reporting activities
- Developing future leaders
- Communication and collaboration
- Getting help

Getting Members Involved!

- Member Involvement
- Communication
- Committee Appointments
- Volunteers

Kristin E. Martin
ALCTS President-Elect

http://www.ala.org/alcts/mgrps/howto/vol_form
ALCTS is Amazing

- Mentoring program
- Providing access to a diverse constituency
- Professional Development
- Fundraising

Welcome from
ALCTS Executive Director
Keri Cascio
• ALCTS within ALA
• Organization of ALCTS (Board, Committees, Sections, Interest Groups)
• Role of ALCTS staff and the ALCTS office
• Rules concerning fundraising/sponsorships of programs
• Strategic Plan (2015)

ALCTS in ALA

• Department: Member Program & Services (MPS)
  – Divisions
  – ITTS
  – Conference Services
  – Offices
• Reports to: Mary Ghikas
  – Senior Associate Executive Director, ALA
    • Currently: Interim Executive Director, ALA
**ALCTS and ALA**

- **ALA is:**
  - A 501(c)3 incorporated in Massachusetts
- **ALCTS is:**
  - Not a separate legal entity; we are part of ALA
  - Able to manage its own budget and staffing
- **ALCTS staff are:**
  - Employees of ALA and must abide by ALA HR rules and procedures
- **ALCTS has:**
  - To abide by policies and procedures of ALA
  - A good deal of autonomy

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**ALCTS** Association for Library Collections & Technical Services

**BOARD OF DIRECTORS**

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**ACQUISITIONS SECTION (AS)**

- **Committees**
  - Education
  - Publications
  - Networking
  - Organization & Management
  - Policy & Planning
  - Research and Statistics
- **Techno**
  - Technology
- **Award Juries**
  - Homeland Leadership in Library Acquisitions
- **Interest Groups**
  - Acquisition Managers & Vendors

**CATALOGING & METADATA MANAGEMENT SECTION (CaMMS)**

- **Committees**
  - Acquisitions
  - Cataloging
  - Continuing Education
  - Research
  - Policy & Planning
  - Research & Publications
- **Award Juries**
  - Halsell Awards
  - Halsell Librarian of the Year
  - Outstanding Librarian Award
- **Interest Groups**
  - Administration of Collection Development
  - Collection Development Officers of Large Research Libraries
  - Collection Development Issues for the Practitioner
  - Collection Development Librarians of Academic Libraries
  - Collection Development Librarians of Public Libraries

**COLLECTION MANAGEMENT SECTION (CMS)**

- **Committees**
  - Continuing Education
  - Nominating
  - Planning
  - Research & Publications
  - Subject Analysis
- **Award Juries**
  - First Step Award
  - ProQuest Coutts Award for Innovation
- **Interest Groups**
  - Chief Collection Development Officers of Large Research Libraries
  - Collection Development Officers of Public Libraries
  - Collection Development Officers of Special Libraries
  - Collection Development Officers of Special Libraries

**CONTINUING RESOURCES SECTION (CRS)**

- **Committees**
  - Continuing Education
  - Nominating
  - Planning
  - Research & Publications
  - Subject Analysis
- **Award Juries**
  - First Step Award
  - ProQuest Coutts Award for Innovation
- **Interest Groups**
  - Chief Collection Development Officers of Large Research Libraries
  - Collection Development Officers of Public Libraries
  - Collection Development Officers of Special Libraries
  - Collection Development Officers of Special Libraries

**PRESERVATION & REFORMATTING SECTION (PARS)**

- **Committees**
  - Nominating
  - Planning
  - Research & Publications
  - Preservation Standards & Practices
  - Preservation Week
- **Award Juries**
  - Preservation: Paul Banks & Carolyn Harris Preservation Grant
  - Preservation: George Cunha & Susan Swartzburg Preservation Grant
  - Preservation: Jon-Mark Abbott Professional Development Grant
- **Interest Groups**
  - Book & Paper Digital Conversion
  - Preservation Administration
  - Preservation Metadata
  - Promotion of Preservation
  - Working Groups
  - New Members
  - Oral History
  - Web
ALCTS Board of Directors

**Executive Committee - 3-year terms**
- President
- President-Elect
- Past President
- Councilor

**At-Large Members (3) - 3-year terms**

**Section Chairs - 1-year terms**
- Acquisitions
- Cataloging & Metadata Management
- Collection Development
- Continuing Resources
- Preservation & Reformatting

**Committee Chairs - 1-year terms, ex-officio, renewable**
- Affiliate Relations
- Budget & Finance
- Organization & Bylaws
- Planning

**Non-Voting**
- Intern (1-year term, former EL)
- ALCTS News Editor (ex-officio)
- Executive Director (ex-officio, also member of Executive Committee)

ALCTS Organizational Chart

- **Keri Cascio**
  Executive Director
  kcascio@ala.org
  x5030

- **Megan Dougherty**
  Continuing Education
  mdougherty@ala.org
  x5038

- **Brooke Morris**
  Communications & Publishing
  bmorris@ala.org
  x5037

- **OPEN**
  Continuing Education Assistant (PT)
What the ALCTS Office does (a sample)

• Provides wide range of services and support for members and member groups
• Serves as staff liaisons to all ALCTS and Section committees
• Schedules events and meetings
• Answers questions about policies, procedures, ALCTS, ALA
• Advocates for ALCTS within ALA
• Prepares budgets, documents, reports
• Creates surveys, evaluations, forms
• Manages ALCTS and Preservation Week on the ALA website
• Manages publication preparation, editing, and publishing
• Supports all continuing education events and conference programs
• Oversees many communications avenues
• Manages ALCTS participation in Annual Conference and Midwinter Meeting

Rules concerning fundraising/program sponsorship

• All fundraising and sponsorship requests are coordinated by the ALCTS Fundraising Committee
• Questions about ALCTS Fundraising and Sponsorships should be addressed to the co-chairs of the Fundraising Committee, Harriet Wintermute and Melinda Flannery (2017-18)
• Fundraising Committee will make the “official” ask for any sponsorship
• Any ALCTS event is eligible for sponsorship
  – Conference Programs
  – Pre-conferences and symposia
  – Webinars and web courses
  – Special events and initiatives, such as Preservation Week or Preservation in Action
• Eligible sponsorship requests
  – Speaker support
  – General program support, in-person or virtual
  – Targeted support for specific event, such as Preservation Week
  – In-kind, such as giveaways
Rules concerning fundraising/program sponsorship

• Sponsorship requests for catering of any type for programs or committee meetings are NEVER honored
• Members involved in development of event for which sponsorship is desired need to contact Fundraising Committee before making any contact with potential sponsors
• Ideas for potential sponsors are always welcome
• Sponsorship levels are generally determined by the Fundraising Committee

ALCTS Strategic Plan 2015

I. Increase awareness of the ALCTS mission and activities to outside groups.
   A. Raise awareness of our mission and our contributions to the profession.
   B. Strengthen advocacy for user access to resources and information.

II. Increase participation in ALCTS activities.
   A. Encourage a culture of year round participation in meetings in all formats.
   B. Expand opportunities for virtual members to participate in Association activities.
   C. Reach out to under-represented and under-involved groups (support staff and students) to encourage their participation in webinars and online meetings.

III. Develop ALCTS as a vibrant, relevant organization.
   A. Give special attention to member retention.
   B. Develop a culture of continuous review and examination of programs and services to maintain relevance.
   C. Recruit new members, particularly students and faculty in iSchools and library programs, and public and special librarians.
   D. Identify and address requirements for the financial sustainability of ALCTS, particularly fundraising.
ALCTS Contact Information

Office
• 50 E Huron Street
  Chicago, IL 60611-2795
  fax: (312) 280-5033
  www.ala.org/alcts
  alcts@ala.org

Staff
• Keri Cascio
  Executive Director
  (312) 280-5030
  kcascio@ala.org
• Megan Dougherty
  Continuing Education
  (312) 280-5038
  mdougherty@ala.org
• Brooke Morris
  Communications and Publishing
  (312) 280-5037
  bmorris@ala.org

If you have a question about . . .
• http://www.ala.org/alcts/about/contact

THANK YOU
Keri Cascio
ALCTS Executive Director
kcascio@ala.org
(312) 280-5030
Twitter: @keribrary
Committee Chair Calendar

Jennifer Bowen
Chair, ALCTS Leadership Development Committee

July – September

- July: Term of service begins
- Contact your returning and new committee members
  - Committee mailing list or ALA Connect
- Plan and communicate calendar for year's work
- Connect with your committee at least once a month
September – January
Schedule a Virtual Meeting?

- What committee business can you carry out between conferences instead of waiting until Midwinter?
- Support participation by all members
- Contact ALCTS staff to schedule virtual meetings using:
  - Conference call line
  - GoToMeeting software

September – January
Planning for Midwinter

- Ensure committee meeting is scheduled
  - Share meeting info. with group members
- Contact committee members – anyone connecting remotely?
  - Plan accordingly – equipment, etc.
- Begin to develop agenda
September – January
Planning for Midwinter - IGs

- Ensure meeting is scheduled
  - ALCTS office enters room requests
  - Master schedule of meetings
- Plan meeting format
  - Speakers, round table discussions, lightning talks
- Send call for proposals
- Finalize program

By December 4th:

- Division Chairs: Submit first of two reports to ALCTS President using online form (link will be sent via email)
- Brief summary of activities since Annual
- Strategic Plan Activities
- Section committee chairs:
  - Check with your Section Exec
  - May have an earlier deadline
February – Midwinter Meeting

- Convene your group’s meeting(s)
- **Division committee chairs** also attend ALCTS Division Committee Chairs meeting (Sunday morning)
- Present any action items to your respective Boards:
  - Division committee chairs encouraged to attend ALCTS Board (Budget/Finance, O&B, Planning chairs are Board voting members and always attend)
  - **Section committee chairs** attend respective section’s Executive Committee meeting.

February – At or Right After Midwinter

Committee AND Interest Group Chairs:

- Submit a written *narrative report* of Midwinter activities for publication in ALCTS News via the ALCTS website:
  - http://www.ala.org/alcts/mgrps/howto/grp_report
- Committees: Post draft *minutes* to your ALA Connect page; make them “public” on Connect once they are final.
Hold another Virtual Meeting?

- What committee business can you carry out between conferences instead of waiting until Annual?
- Support participation by all members
- Contact ALCTS staff to schedule virtual meetings using:
  - Conference call line
  - GoToMeeting software

By April 30th:

- Division Chairs: Submit second of your two reports to ALCTS President using online form (link will be sent via email)
- Brief summary of activities since Midwinter
- Strategic Plan Activities
- Section committee chairs:
  - Check with your Section Exec
  - May have an earlier deadline
March – May
Preparing for Annual

- If you are rotating off as chair, work with appointing officer to begin solicitation for a new chair.
- Ensure committee meeting is scheduled.
  - Share meeting info. with group members
- Contact committee members – anyone connecting remotely at Annual?
  - Plan accordingly – equipment, etc.
- Begin to develop agenda

March – May
Preparing for Annual - IGs

- Ensure meeting is scheduled
- Plan meeting format
- Send call for proposals
- Finalize program
- Process for choosing incoming officers
  - Officers MUST be ALCTS members
  - Questions? Ask Donia Conn, IG Coordinator
June – Annual Conference

- Convene your group’s meeting(s)
- Attend your group’s programs!
- **Division committee chairs** also attend ALCTS Division Committee Chairs meeting (Sunday morning)
- Present any action items to your respective Boards (same as Midwinter)

June – At or Right After Annual

Committee AND Interest Group Chairs:

- Submit a written *narrative report* of Annual activities for publication in ALCTS News via the ALCTS website:
  - [http://www.ala.org/alcts/mgrps/howto/grp_report](http://www.ala.org/alcts/mgrps/howto/grp_report)

- Committees: Post draft *minutes* to your ALA Connect page; make them “public” on Connect once they are final
Interest Group Chairs…

- No need to submit progress reports to ALCTS President or Section Chair
- You ARE required to submit narrative reports of your activities at Midwinter and Annual for publication in ALCTS News: http://www.ala.org/alcts/mgrps/howto/grp_report
- In your Annual report, announce the names of your new IG officers

If you are rotating off as Chair…

- July: Term of service ends
- Send committee members a thank you message
- Outgoing chair should send records of the committee’s work to the new chair
- Archival records (excluding minutes, rosters, memos, etc.) should be sent to the ALCTS Office if not needed by the new chair
Communication Within ALCTS

Keeping up with ALCTS

- ALCTS Chairs list: alctschairs@lists.ala.org
- ALCTS Interest Group list: alcts-ig@lists.ala.org
- ALCTS Central list: alctscentral@lists.ala.org
- ALCTS News: http://www.ala.org/alctsnews/
- ALCTS Facebook page
- ALA Connect
One last tip…
Member How-tos!

http://www.ala.org/alcts/mgrps/howto
Thank you!

Jennifer Bowen
jbowen@library.rochester.edu