

2014 Chapter Annual Report

This survey refers to the activities of your Chapter during the 2014 Association year (January – December). REPORTS MUST BE COMPLETED AND SUBMITTED BY 1 DECEMBER 2014.

This report is organized in 10 sections. If you complete only a portion of it now, you can come back to it in the future to finish. You'll find instructions for doing so, as well as a PDF of the entire report, on the SLA Chapter Leadership Annual Report webpage.

SECTION I: IDENTIFICATION

***1. Chapter:**

***2. Person submitting the report (your name):**

Section II

SECTION II: CHAPTER LEADERSHIP

3. Which board positions are elected by Chapter members?

- President
- President-Elect
- Past-President
- Secretary
- Treasurer
- Director
- Program Chair
- Other (please list each one)

4. Is your Chapter having difficulty finding officers?

- No
- Yes (please specify which officers and why you think it has been a problem for your unit)

5. What could the SLA Board or Staff do to help your Chapter recruit leaders?

Section III

SECTION III: LEADERSHIP SUPPORT

6. Does your Chapter offer any type of leadership training for Officers or for Committee members beyond the training provided at the Leadership Summit (January), the Leadership Orientation (June), and SLA's Leadership Webinars?

- No
- Yes (please explain)

7. Does your Chapter promote SLA's Leadership Webinars to your full Board and your regular members as a way of building interest in leadership opportunities?

- No
- Yes

Comments

8. Which of your Chapter leaders were able to attend Leadership Summit in 2014?

- 2014 President
- 2014 President-Elect
- Other (please list)

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9. Does your Chapter support travel expenses for your Leaders to attend Leadership Summit and/or Annual Conference?

- No travel support at all
- Yes, Leadership Summit ONLY
- Yes, Annual Conference ONLY
- Yes, Leadership Summit OR Annual Conference
- Yes, Leadership Summit AND Annual Conference

Comments (please specify)

10. Which members of your Chapter are eligible for travel funding?

- President
- President-Elect
- Past President
- Secretary
- Treasurer
- Other leader(s) - (please list)

11. What was the maximum amount you budgeted for all leadership travel in 2014? If you do NOT have a budget, what was the total amount your unit actually paid for all leadership travel in 2014? (Please note - this is a total figure for ALL travel, not PER traveler)

- Zero. We did not support leadership travel at all.
- < \$1,000 U.S.D.
- \$1,000 - \$3,000 U.S.D.
- > \$3,000 U.S.D.

12. Any comments on leadership support or travel support that haven't been covered here?

Section IV

SECTION IV: MEMBERSHIP RECRUITMENT & RETENTION

13. How often does your Chapter conduct a survey of member needs & expectations?

- Annually
- Every 2-3 years
- Every 4-5 years
- We haven't considered doing this

Comments

14. Does your Chapter have a Membership Committee?

- No
- Yes

15. Does your Chapter have a membership recruitment plan?

- No
- Yes (please describe)

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16. Does your Chapter use any of the following techniques or products to recruit or retain members?

	No	Yes
Chapter-specific printed brochure or other printed materials	<input type="radio"/>	<input type="radio"/>
Chapter-specific digital recruitment brochure or invitation	<input type="radio"/>	<input type="radio"/>
General SLA recruitment materials	<input type="radio"/>	<input type="radio"/>
"Welcome packet" or other initial contact for new members	<input type="radio"/>	<input type="radio"/>
"Welcome back" or other contact for renewed members	<input type="radio"/>	<input type="radio"/>
Reception or event at a Chapter meeting specifically for new members	<input type="radio"/>	<input type="radio"/>
Recognition of new members at Chapter events	<input type="radio"/>	<input type="radio"/>
Follow up on lapsed members	<input type="radio"/>	<input type="radio"/>
Programs to attract student members or increase their participation	<input type="radio"/>	<input type="radio"/>
Financial support for one or more students to attend Annual Conference	<input type="radio"/>	<input type="radio"/>
Financial support for one or more regular members to attend Annual Conference	<input type="radio"/>	<input type="radio"/>
Recognitions of member achievements (e.g., awards for publication, longevity milestones, important contributions to the Chapter or the profession)	<input type="radio"/>	<input type="radio"/>
Special benefits to Chapter members, beyond the regular SLA benefits & services	<input type="radio"/>	<input type="radio"/>

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17. Does your Chapter use any of the following methods to recruit new members?

	No	Yes
Invite non-members who attend Chapter programs to become members	<input type="radio"/>	<input type="radio"/>
Invite non-members who attend Chapter webinars to become members	<input type="radio"/>	<input type="radio"/>
Invite non-members who join Chapter social media to become members (e.g., Linked-In, Facebook, Listserv)	<input type="radio"/>	<input type="radio"/>

18. Has your Chapter tried other methods to recruit or retain members not covered above?

- No
- Yes (please describe)

19. If you offer any special benefits for Chapter membership, beyond SLA's regular benefits, please describe. Examples might include discounts on products or services, lower fees for participation in collaborative events.

20. How could the SLA Board or Staff help your Chapter recruit and/or retain members?

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Section V

SECTION V: COMMUNICATIONS & SERVICES

21. How did you engage members from remoter areas of your Chapter during 2014?

22. Did your Chapter offer a Mentoring Service for Chapter members during 2014?

- No
- Yes (please describe who may use it, how you promote it, and how frequently it is used)

23. Did your Chapter offer a Listserv (Discussion Group) during 2014?

- No
- Yes, for Chapter members only
- Yes, for SLA members only
- Yes, for anyone who is interested in our topic (SLA member or non-member)
- Other (please describe)

24. If your Chapter offered a Listserv (Discussion Group) in 2014, were new and renewed members automatically subscribed to it?

- Not Applicable - we did not offer a Listserv (Discussion Group)
- No, we don't add anyone unless they request it. Members must choose to join (opt-in).
- Yes, we automatically add all new/renewed members. Once added, members may choose to unsubscribe (opt-out).

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25. Did your Chapter offer a Linked-In group during 2014?

- No
- Yes, for Chapter members only
- Yes, for SLA members only
- Yes, for anyone who is interested in our topic (SLA member or non-member)
- Other (please describe)

26. If your Chapter offered a Linked-In group during 2014, approximately how many people have joined it?

27. Did your Chapter provide a job posting service during 2014?

- No
- Yes, job opportunities may be posted on our Listserv/Discussion Group
- Yes, we post job opportunities on our website
- Other (please describe)

28. If your Chapter provided a job posting service in 2014, who was permitted to post the job announcements?

- The Employment Chair only
- Chapter members only
- Any subscriber
- Other (please describe)

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29. Did your Chapter charge a fee to employers for posting a job opportunity during 2014? If so, how much?

- No
- Yes, we charged (\$USD):

30. Did your Chapter publish a Newsletter or Bulletin in 2014?

- No
- Yes, print only
- Yes, web only
- Yes, both print and web-based
- Other (please describe)

31. If your Chapter published a Newsletter or Bulletin in 2014, how many issues were published?

- Not Applicable - we did not publish
- One
- Two
- Three
- Four
- Other (please describe)

32. Did your Chapter produce any other type of publication in 2014? If yes, please describe type, frequency, medium of publication and intended audience.

- No
- Yes (please describe)

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33. What technologies does your Chapter currently use or plan to adopt in 2014 for communication and/or unit business?

	Currently use, SLA hosted/subgroup of social media link	Currently use, hosted elsewhere; not subgroup of social media link	Do no use	Do not use; expect to add in 2015
Discussion list/chat software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Blog	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chapter website	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Facebook	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Linked In	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twitter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
You Tube	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Web conferencing (e.g., GoToMeeting, WebEx, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wiki	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Second Life	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Survey Monkey	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

34. Is your Chapter exploring any other technologies to support Chapter activities?

- No
- Other (please describe)

35. Did your Chapter exhibit at meetings of other library or non-library related groups in 2014? If so, please list and describe.

- No
- Yes (please describe):

36. Do you have any comments on communications and services beyond your answers to the questions above?

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Section VI

SECTION VI: PROGRAMS

37. How many programs was your Chapter able to host in 2014? Please indicate the number of each type of event:

	One	Two	Three	Four	Five	More than Five
In person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Virtual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other (please describe)

38. Did your Chapter co-host programs with other SLA units or with other associations in 2014?

- No
- Yes (please describe with whom):

39. Please list all the programs and meetings your Chapter sponsored or co-sponsored in 2014:

40. Overall, is this more or fewer than 2012?

- More programs
- Fewer programs
- The same number of programs

41. Does your Chapter have any subunits, such as sections or networking groups?

- No
- Yes (please list):

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42. Using your best estimation, what percentage of your members attended at least one meeting or program in 2014?

- 0-25%
- 26-50%
- 51-75%
- 76-100%

43. Using your best estimation, has attendance at your Chapter's meetings and programs increased or decreased from last year (2012)?

- Increased
- Decreased
- Did not change

44. Do you have any comments about meetings or programs, and member attendance?

Section VII

SECTION VII: BUDGET & FINANCES

45. Does your Chapter have a budget?

- No
- Yes

46. Does your Chapter have an investment policy?

- No
- Yes (please describe)

47. Does your Division have an expense reimbursement policy?

- No
- Yes (please describe)

48. How frequently does your Chapter Treasurer report on Chapter financial matters to your Board?

- Monthly
- Quarterly
- Other (please explain)

49. Do you have any additional comments on budget or finance issues?

Section VIII

SECTION VIII: FUNDRAISING

50. How did your Chapter organize its fundraising/sponsorship efforts for its programs in 2014?

- We did not raise funds
- One person
- Two people
- Committee of three or more people
- Other (please specify)

51. Considering support from business partners, earnings from fee-based programming, your allotment, and any other sources of income available, was your Chapter able to break even on overall Chapter expenses in 2014?

- No, we are ending 2014 with less money than we had in December 2013
- Yes, we are ending 2014 with about the same amount of money we had in December 2013
- Yes, we are ending 2014 with more money than we had in December 2013

Section IX

SECTION IX: GOVERNANCE & DOCUMENTATION

52. How frequently did your Chapter Board meet during 2014 (in person, by phone or online)?

- Monthly
- Quarterly
- Semiannually
- Annually
- Other (please describe)

53. Where does your Chapter store its paper Archives?

- We don't have any paper archives
- Please describe location:

54. Where does your Chapter store its digital Archives?

- We don't have any digital archives
- Please describe location:

55. If your Chapter stores your archives in a location not provided by SLA, is there a signed archives agreement?

- No
- Yes

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56. Does your Chapter have a Policy and Procedures Manual? If so, when was it last updated?

No – we rely on SLA's general policies and procedures document

Yes, last updated in (year):

57. Does your Chapter have a Strategic Plan? If so, when was it last revised?

No

Yes, last revised in (year):

58. If your Chapter has a strategic plan, does the Board refer to it from time to time over the course of the year, to measure your progress and keep on track?

Not Applicable – we don't have a strategic plan

No

Yes (please describe your review & measurement process):

59. Did your Chapter communicate or liaise with other (non-SLA) information-related groups during 2014?

No

Yes (please list or describe):

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Section X

SECTION X: FINAL WRAP-UP

60. What are you proudest of your Chapter for accomplishing in 2014? Please describe up to 3 things:

61. What do you think are the greatest threats to your Chapter's success in the next year? Please describe up to 3 things:

62. Is there anything the SLA Board or Staff could do to help support your Chapter that you haven't mentioned previously in this survey?

63. If your chapter is struggling with membership and filling leadership positions, would you want a cabinet officer to contact you and the 2015 President for a consultation session to explore possible options for members such as merger with another chapter, dissolution and transition to a caucus, etc.?

Yes

No

64. Please use this space to comment on anything you think we should hear about, but is not covered elsewhere in this survey.

Thank you for your patience with this long report!