

This survey refers to the activities of your Division 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 Division Leadership Annual Report webpage.

SECTION I: IDENTIFICATION

***1. Division:**

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

Section II

SECTION II: DIVISION LEADERSHIP

3. Which board positions are elected by Division members?

- Chair
- Chair-Elect
- Past-Chair
- Secretary
- Treasurer
- Director
- Section Chair
- Other (please specify)

4. Does a smaller subset of your elected officers meet separately from full Board meetings as an Executive Committee of the Board?

- No, we don't have an Executive Committee
- Yes (Please list Executive Committee members)

5. Do you have an appointed (not elected) Advisory Board that consists of Committee Chairs or other unit members?

- No, we do not have an Advisory Board
- Yes, we have an Advisory Board that consists of our appointed Committee Chairs ONLY
- Yes, we have an Advisory Board that consists of:

(Please specify who is on the Advisory Board)

6. Who may vote on unit fiscal issues, such as budget or individual expenditures?

- Executive Committee ONLY
- All elected officers
- All elected officers plus Advisory Board members
- Other (please explain)

7. Does your Nominating Committee recruit members to fill just your elected positions? Or does it recruit for other positions as well (such as Committee Chairs, Committee Members, etc.)?

- Yes, they recruit only for elected positions
- No, they recruit for other positions as well (please list)

8. Is your Division having difficulty finding officers?

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

9. What could the SLA Board or Staff do to help your Division recruit leaders?

Section III

SECTION III: LEADERSHIP SUPPORT

10. Does your Division 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)

11. Does your Division 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

12. Was your Division able to get appropriate support during 2014 from your SLA Board Liaison, Cabinet representatives, and SLA staff?

- Yes
- No (please explain):

13. Which of your Division leaders were able to attend Leadership Summit in 2014?

- 2014 Chair
- 2014 Chair-Elect
- Other (please specify)

14. Does your Division 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)

15. Which members of your Division are eligible for travel funding? (check all that apply)

- None
- Chair
- Chair-Elect
- Past Chair
- Secretary
- Treasurer
- Program Chair
- Other leader(s) - (please specify)

16. What was the total amount your Division 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.

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

Section IV

SECTION IV: MEMBERSHIP RECRUITMENT & RETENTION

18. How often does your Division conduct a survey of member needs & expectations?

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

Comments

19. Does your Division have a Membership Committee?

- No
- Yes

20. Does your Division have a membership recruitment plan?

- No
- Yes (please describe)

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

	No	Yes
Division-specific printed brochure or other printed materials	<input type="radio"/>	<input type="radio"/>
Division-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 Annual Conference specifically for new members	<input type="radio"/>	<input type="radio"/>
Recognition of new members at Division Annual Conference 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 Division or the profession)	<input type="radio"/>	<input type="radio"/>
Special benefits to Division members, beyond the regular SLA benefits & services	<input type="radio"/>	<input type="radio"/>

22. Did your Division use any of the following methods to recruit new members?

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

23. Has your Division tried other methods to recruit or retain members not covered above?

- No
- Yes (please describe)

24. If your Division offers any special benefits for Division membership, beyond SLA's regular benefits, please describe. Examples might include discounts on products or services, lower fees for participation in collaborative events, etc.

25. How could the SLA Board or Staff help with your Division's efforts to recruit and/or retain members?

Section V

SECTION V: COMMUNICATIONS & SERVICES

26. Did your Division offer a Mentoring Service for Division members during 2014?

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

27. Did your Division offer a Listserv (Discussion Group) in 2014?

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

28. If your Division offered a Listserv (Discussion Group) in 2014, were new and renewed Division 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 Division members. Once added, members may choose to unsubscribe (opt-out).

Comments

29. Did your Division offer a Linked-In group during 2014?

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

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

- Zero - we don't have a Linked-In group
- 1 - 300
- 301 - 750
- 750 - 1500
- > 1500

31. Did your Division 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)

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

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

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

- No
- Yes, we charged (\$U.S.D):

34. Did your Division publish a Newsletter or Bulletin in 2014?

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

35. If your Division 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)

36. Did your Division produce any other type of publication during 2014? If yes, please describe type, frequency, medium of publication and intended audience.

- No
- Yes (please describe)

37. What technologies does your Division currently use or plan to adopt within the next year for communication and/or unit business?

	Currently use, hosted by SLA/subgroup of social media link	Currently use, hosted elsewhere/not subgroup of social media link	Do not use	Do not use, expect to add in 2015
Discussion list/listserv/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"/>
Division 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"/>

38. Is your Division exploring any new technologies to support Division activities?

- No
- Other (please describe)

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

Section VI

SECTION VI: PROGRAMS

40. How many programs was your Division able to sponsor or co-sponsor at the 2014 Annual Conference? Please indicate the number of each type of event:

	None	One	Two	Three	Four	Five	More than Five
Networking events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Topical programs, round tables, or contributed papers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board and Business meetings (including for sections)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CE courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vendor presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other (please describe)

41. Overall, is this more or fewer Conference programs than 2013?

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

42. Does your Division have any subunits, such as sections or networking groups?

- No
- Yes (please list):

43. How many programs did your Division offer outside of the Annual Conference during 2014?

	None	One	Two	Three	Four	Five	More than Five
In person	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Virtual	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments (please describe your non-Conference programs)

44. If you offered one or more webinars in 2014, did you limit attendance to just Division members?

- Not Applicable - we did not offer any webinars
- Yes, only Division members were invited to attend
- No, other SLA members were invited to attend
- No, non-SLA members were invited to attend
- Other (please explain)

45. If you offered 1 or more webinars in 2014, did you charge a fee? If so, how much?

	\$0 (FREE)	\$1-25 U.S.D.	\$26-50 U.S.D.	Over \$51 U.S.D.
Division members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SLA members who were not members of your Division	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Non-SLA members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

46. Did your Division follow up with non-member attendees at webinars to invite them to join your Division?

- No
- Yes

47. Did you collaborate with any other SLA units, vendors or non-SLA groups on the programming your Division offered outside of Annual Conference during 2014?

- No
- Yes (please list)

48. Did your Division follow up with non-member attendees at collaborative events to invite them to join your Division?

- No
- Yes

49. What, if any, additional support could the SLA Board or Staff provide to help you present non-Conference programming?

50. Did your Division track attendance of its members at Annual Conference and non-Conference programs during 2014?

- No
- Yes

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

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

52. Using your best estimation, has attendance at your Division's meetings and programs increased or decreased from last year (2013)?

- Increased
- Decreased
- Did not change

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

Section VII

SECTION VII: BUDGET & FINANCES

54. Does your Division have a budget?

- No
- Yes

55. Does your Division maintain a reserve (savings) account in SLA's Pooled Fund?

- No, we do not have any reserve (savings) account. We only have a checking (current) account.
- Yes, we participate in SLA's Pooled Fund
- No, we have savings, but invest them in other ways, such as certificates of deposit (please explain)

56. Does your Division have enough money available to support at least one topical program (i.e., other than your Annual Business Meeting) at Annual Conference?

- No
- Yes

57. Does your Division have an investment policy?

- No
- Yes (please describe)

58. Does your Division have an expense reimbursement policy?

- No
- Yes (please describe)

59. How frequently does your Division Treasurer report on Division financial matters to your Board?

- Monthly
- Quarterly
- Other (please specify)

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

Section VIII

SECTION VIII: FUNDRAISING

61. How did your Division organize its fundraising/sponsorship efforts in 2014?

- We did not raise funds
- One person
- Two people
- Committee of three or more people

62. Did your Division raise funds during 2014 for activities or projects that took place outside of Annual Conference?

- No
- Yes (please describe the activities or programs)

63. Considering support from business partners, earnings from fee-based programming, your allotment, and any other sources of income available, was your Division able to break even on overall Division expenses this year?

- 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

64. How frequently did your Division's Executive Committee meet during 2014 (in person, by phone or online)?

- Not applicable – we do not have an Executive Committee
- Monthly
- Quarterly
- As needed

Comments

65. How frequently did your Division's full Board meet during 2014 (in person, by phone or online)?

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

66. Where does your Division store your paper Archives?

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

67. Where does your Division store its digital Archives?

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

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

- No
- Yes

69. Does your Division 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):

70. When was the last time your Division updated its Scope Note? (A scope note describes the subject interests of the Division. Scope notes are concisely stated in one to two sentences.)

- Within the last 2 years
- 3-5 years ago
- More than 5 years ago

71. Do you think your Division's scope note is in need of update now? If so, why?

- No, our scope note doesn't need updating
- Yes, it should be updated because:

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

- No
- Yes, last revised in (year):

73. If your Division has a strategic plan, does the Board refer to it from time to time, 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):

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

No

Yes (please list or describe):

Section X

SECTION X: FINAL WRAP-UP

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

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

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

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

Thank you for your patience with this long survey!