SCLL-SIS HANDBOOK

This handbook contains timelines and/or procedures for the SIS Committees and Officer positions. Compiled in 2015, the intent is to allow future committees and officers to have the benefit of past experiences and avoid having to “re-invent the wheel”!

ADVOCACY COMMITTEE

AWARDS COMMITTEE
The State, Court & County Law Libraries Special Interest Section awards program includes four awards:

The Bethany J. Ochal Award for Distinguished Service to the Profession and the Connie E. Bolden Publications Award are awarded on an alternating annual basis.

The O. James Werner Award for Distinguished Service to Persons with Disabilities and the Law Library Advocate Award accept nominations annually and are awarded as warranted.

All awards are presented at the annual meeting.

The Committee’s page on AALLNET contains many of the documents needed during the year. See http://www.aallnet.org/sections/sccll/leadership/Awards-Committee

September
Chair submits budget to SCCLL liaison

September/October
Chair contacts committee and asks members to review the information about the awards to be given that year.

January
Chair or a member of the committee posts a call for nominations to the SCCLL list and the AALL Members Open Forum list. Deadline for receipt of nominations is March 1.

February
Depending on number of nominations received, send a reminder message to the SCCLL list and AALL Members Open Forum list.

March
Nominations close on March 1. As soon as practical after March 1, chair forwards nomination materials to committee members.

Members review nominations, discuss via email, and decide on recipients by March 30. Note: Ochal award has been given to up to five recipients in one year.
Chair notifies SCCLL Board. Chair or a committee member notifies award recipients.

April
Upon request of AALL Headquarters, chair provides information for plaque to be given to each recipient. Language is available on committee’s page. Chair provides information to Headquarters to be included in AALL’s Awards Brochure distributed at the Annual Meeting. After securing names and addresses from award recipients, Chair drafts letters for the SIS chair to send to recipients’ supervisors notifying them of the award. Note: AALL form suggests AALL will notify supervisors but it is up to the SIS to do so.

June
Committee submits information on awards and recipients to SIS newsletter. Note: this could be done after the Annual Meeting if a photo of recipients can be taken.

Chair submits report on activities to SCCLL Board.

July
Chair collects plaques from AALL office at Annual Meeting and brings to SCCLL breakfast and business meeting.

BYLAWS COMMITTEE
August submit budget request to Executive Committee
September send out links to appropriate documents to Bylaws Committee
- Charge to Bylaws Committee
- Current bylaws
- AALL model bylaws http://www.aallnet.org/main-menu/Member-Communities/sis/sis-resources/sisbylaws/model-bylaws.html
- AALL tips for revising bylaws http://www.aallnet.org/main-menu/Member-Communities/chapters/chapresources/bylaws/revisingbylawstips.html
- AALL Bylaws http://www.aallnet.org/main-menu/Leadership-Governance/bylaws

October/November Review bylaws, propose changes, begin drafting
December Submit changes to the Executive Committee
January Submit approved changes to AALL Bylaws and Resolutions Committee
February Present proposed changes to members (requires 30 day notice to members before voting)
March Include with officer election information

EDUCATION COMMITTEE
August:
- Distribute committee charges and membership e-mail list to Education Committee.
- Consult with Katherine Alteneder regarding the possibility of co-sponsoring a webinar with SRLN on the topic of Access to Justice.

September:
- Publicize the AMPC program selection process to SCCLL members. Encourage submissions to the Education Committee for assistance with editing proposals and, also, for potential sponsorship of a program by SCCLL.
- Decide on proposed topics for a Spring Webinar and an online discussion event, “Five Topics in Five Days,” scheduled for January/February.
- Submission of Webinar Proposal Form to Celeste Smith, AALL Director of Education by end of month.
- Consult with LISP-SIS Education Committee, etc., about potential co-sponsorship of “Five Topics in Five Days” online discussion list, and also regarding potential co-sponsorship of the spring webinar.
- September 24: Deadline for draft AMPC submissions to Education Committee for editing and for consideration of sponsorship.

October:
- October 6: Deadline for AMPC program submissions – and declarations of program sponsorship by SCCLL-SIS.
- Submission of Bloomberg BNA grant proposal form by mid-month (meeting deadline for second group of grant proposals).
- Plan winter/spring webinars with SRLN-LWG. There will be two co-sponsored webinars on the topic of Access to Justice. One main speaker will be Sara Galligan, on the recent A2J white paper, released by the AALL Special Committee on Access to Justice. Others may join the webinar panel, as well.
- Plan sub-topics for the “Five Topics in Five Days” online discussion list with LISP Education Committee, etc., and assign daily discussion sponsors. The overall topic will be “Mental Health Issues in Law Libraries.”

January / February:
- Receive notification from Celeste Smith at AALL regarding approval or disapproval of webinar proposal for spring of 2015.
- Assuming approval by Celeste Smith, begin planning details of spring webinar on “Security Issues in Law Libraries.”
- Hold first co-sponsored webinar with SRLN-LWG, entitled A2J: Who’s Your Partner& Where Are You Going?
- Begin plans for spring webinar publicity.

March:
- Hold co-sponsored online discussion list, Mental Health Issues in Law Libraries, with LISP –SIS, SR-SIS, and RIPS-SIS, using AALL My Communities.
- Hold second co-sponsored webinar with SRLN-LWG, entitled A2J: Best Practices for Court, County, and Government Law Libraries

April / May:

June:
• Complete short procedures list for SCALL-SIS Education Committee, for transmission to the 2015-2016 Committee leaders. Submit procedures to Maryruth Storer.

Fall:
• Finalize payment issues to the AMPC regarding the SCALL-SIS- sponsored program, “Building Sustainable Public Library Partnerships” for the 2015 AALL Annual Meeting in Philadelphia. (The incoming treasurer will receive a bill in the fall.)

Comments from James Durham, SCALL-SIS Board Liaison to the Education Committee

The SCALL Education Committee had a very productive 2014-2015. The Committee began the year by soliciting program proposals for sponsorship by SCALL at the 2015 annual conference. A program was selected from the group of applicants and will be presented at the upcoming conference in Philadelphia. SCALL will pay for the costs of room rental and technology for the program.

The Committee also successfully co-sponsored the “Five Topics in Five Days” online discussion with LISP-SIS and RIPS-SIS. The discussion was held on “My Communities” and covered multiple sub-topics under the umbrella of “Mental Health Issues in Law Libraries.”

The Committee successfully co-sponsored two webinars on the subject of access to justice with the Self-Represented Litigation Network (SRLN). Webinar software and technical support were provided by Katherine Alteneder and Michael Beirnard of SRLN. All of the webinar speakers were joint members of SCALL and of SRLN-LWG (Librarian Working Group).

In addition, the Committee submitted a webinar proposal to Celeste Smith, the AALL Director of Education. The webinar proposal was approved for co-sponsorship by AALL (and Wolters Kluwer). The webinar, on the subject of law library security, was held in the spring.

Roseann Canny, Chair of the Education Committee, worked closely with the Board Liaison to plan details of programming, to publicize events, and to provide regular reports to the SCALL Chair and Board. Roseann and the Board Liaison have worked together on the Education Committee for three consecutive years will be glad to provide background and guidance to the new 2015-2016 Education Committee.

GRANTS COMMITTEE
The Board of State, Court & County Law Libraries (SCALL) Special Interest Section (SIS) of the American Association of Law Libraries (AALL) allocates funds for educational grants for its members on an annual basis. The Committee’s charge for 2014/2015 was:
• Recommend to Executive Committee how many grants should be offered this year (which conferences, number of grants and amount of each grant)
• Solicit member applications for approved travel/conference grants. Utilize the Newsletter, website and listserv to communicate information and to recognize all awardees.
• Solicit member contributions to the SIS Grant Fund. Utilize Newsletter, website and listserv to communicate information. Recognize all donors.
• Conduct Annual Meeting Silent Auction both online and at the SCCLLS-SIS Breakfast and Business Meeting, to raise funds for travel/conference grants.
• Create and maintain a manual of procedures and/or timeline for the committee.

Getting Started:

In late August/early September, the committee should look at AALL’s educational offerings for the year and decide the educational programs for which it will offer grants. The Chair of the Committee should notify the Board Liaison of the number and amounts for each grant that it ideally would like to award. The Board Liaison will inform the Committee Chair regarding the Board’s decision.

In the year 2014/2015, the Board appropriated the following:

• Management Institute – 1, $1,500 grant.
• Equal Justice Conference – 2, $1,500 grants. Only 1 was awarded.
• AALL Registration Grant – This grant is funded by Thomson-Reuters. One grant was awarded
• AALL Annual Meeting – 3, $1,500 grants. Only 2 grants were awarded.

For the 2015/2016 year, there will be an AALL Business Skills Clinic to be held in Chicago on October 16 & 17. The registration deadline is September 3, 2015. There is a cap of 50 people for this event. The registration fee is $795. Please be aware that we had several applicants for the Management Institute this year. Some of the applicants did not register for it, as they wanted to be sure that they got the grant before doing so. The Institute had a waiting list by the time of our deadline for applications. Fortunately, the top ranked applicants had registered early, so the person who was selected to attend was eligible to do so. We recommend that if the Committee wishes to include this Clinic as an event for a grant, that they begin working on it right after the AALL Annual Meeting.

The Chair with the assistance of the Committee should revise the application for the upcoming year and then work with the SCCLL web manager to have it posted on the website.

Please note: We recommend that the section on estimated expenses be revised as it was confusing for both applicants and Committee members. Some applicants did not fill it in, but they were not receiving funding from their institution. Some did fill it in and the amounts listed for registration were incorrect. The Committee might want to elaborate on this a bit more. Also, they should feel free to revise the form and questions that are asked.

• 2015 SCCLL Grant form.pdf

Also, the Committee should review the Rules for Awarding Grants and have them posted to the website.
Rules for Awarding Grants
1. Membership in State, Court & County SIS is a prerequisite to receiving the grant.
2. Grants should be made on the basis of: 1. Financial need 2. Proven potential ability 3. Promise of future usefulness and permanence in the law library profession
3. Grants may be withdrawn for sufficient cause by unanimous action of the Committee.
4. Should circumstances prevent use of the grant by the recipient, the award is to be handled at the discretion of the Committee.
5. Recipient is required to provide receipts of expenses, sent to the Committee chair, within a week of the conference conclusion.
6. First time applicants will take priority over previous recipients. Individuals who have received an SCCLL grant in the current or previous two Association fiscal years will not be eligible. However, an award may be presented to a previous recipient if there are fewer qualified applicants than awards available.
7. All members of SCCLL are eligible regardless of number years of membership.

Ongoing Tasks:

One month before the deadline for submission of applications, post information on SCCLL listserv and on the Website. Submit article about grants to SCCLL Newsletter. One week prior to deadline for submission of applications, post a reminder on the listserv regarding the deadline. Be sure to state the day, date and time (list time zone) for the deadline. We received late applications this year and did not consider them. You will have to notify those who send in late applications that the Committee is unable to accept them.

The applications should be emailed to the chair of the Committee. When you receive an application, reply to the applicant that you have received his or her application. I would also include a time frame as to when we would be letting them the status of their application. We usually did it within one week to 10 days after the deadline. Following is a sample email:

Dear __________.

Thank you for applying for a SCCLL grant to attend the AALL Management Institute. The Committee will evaluate applications early next week and we will let applicants know of our decision by Friday, January 16th.

Regina Smith, Committee Chair

I would print a copy of each application and store the .pdf’s in a file. Once the deadline occurred, I would send an email to each of the Grants Committee members with the .pdf’s for each application. Initially, we tried to do telephone conferences to select the awardees but that was too complicated. Instead we found that ranking each applicant and listing why we selected the #1 choice worked well. I set up a matrix that listed the candidate’s names and rankings, with 1 being the highest ranking, from each Committee members. The person with the lowest ranking number received the grant. I would share the matrix with the Committee members. Following is a sample matrix where Applicant B was ranked highest and was awarded the grant:
**SCCLL Applicants for AALL Management Institute**

<table>
<thead>
<tr>
<th></th>
<th>Applicant A</th>
<th>Applicant B</th>
<th>Applicant C</th>
<th>Applicant D</th>
<th>Applicant E</th>
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</thead>
<tbody>
<tr>
<td>Com. Mbr. A</td>
<td>4</td>
<td>2</td>
<td>5</td>
<td>3</td>
<td>1</td>
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<td>Com. Mbr. B</td>
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<td>Com. Mbr. E</td>
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<td>Com. Mbr. F</td>
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<td>1</td>
<td>2</td>
<td>5</td>
<td>4</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>19</strong></td>
<td><strong>9</strong></td>
<td><strong>20</strong></td>
<td><strong>25</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

I would then notify the awardee via email and state the amount of the grant, that they were to file expense forms within the week after the conference, and remind them that they had an obligation to write an article for the SCCLL Newsletter or serve on a SCCLL Committee.

Remember to notify those who applied but were not awarded a grant. Following is a sample:

Hi __________,

Thank you for applying for a grant to attend the AALL Management Institute. We received 5 applications from SCCLL members and wish we could have awarded a grant to each one. Unfortunately we were unable to do so and the grant was awarded to another applicant.

Do not give up as there are still 3 grant opportunities remaining for the year: 2 to the Equal Justice Conference, 1 for a registration for the AALL Annual Meeting and 3 for the AALL Annual meeting.

My best regards,
Regina Smith, SCCLL Chair, Grants Committee
I would then write a short article for the SCCLL Newsletter about the person/s awarded the grant and submit it to the editor.

Once I received receipts from a grantee, I would review them and forward the email with my approval to the SCCLL Treasurer who would handle it with AALL for the reimbursement.

The one area that we have not handled so far this year is soliciting funds for grants among our membership. I plan to have something in the next issue of the newsletter regarding this. I will work with the Silent Auction Chair regarding contributions as some of our members tack on extra funds when purchasing Auction items and some give a contribution even though they purchase nothing. We will acknowledge these individuals in the Fall issue of the Newsletter by listing their names as donors.

**List of Past Grantees**
2014/2015

- AALL Management Institute, $1,500 – Joseph Lawson
- Equal Justice Conference $1,500 – Janine Liebert
- AALL Registration Grant – Suzanne Corriell (Sponsored by Thomson Reuters)
- AALL Annual Meeting Grant $1,500 each – Emily Bergfeld & Alice Davidson (Scott Burgh was awarded a grant but contacted me in late May that he had received other funding) Since we had no other applicants, the Committee decided to just award 2 of the 3 approved grants.

2013/2014

- Equal Justice Grant – Maryruth Storer & Lisa Mecklenberg-Jackson
- AALL Annual Meeting Grant – Amy Hale-Janek & Joy Shoemaker (Amy was unable to use the grant and it was then awarded to Amy Levine)

2012/2013

- AALL Management Institute Grant $1,000 – Lisa Winkler
- Equal Justice Conference – No one applied for a grant to this event
- AALL Annual Meeting – Jenny Fujinaka, Julie Jones, Nicole Dyszlewska (Nicole subsequently received other funding and she did not need the grant)

2011/2012

- Equal Justice Conference – Joan Bellistri
- AALL Annual Meeting – Konya Lafferty & Jennifer Laws (One applicant received funding from another source that partially reduced her spending needs. The Committee received approval from the SCLLL Board to give the remainder of that grant to the applicant who ranked 3rd and $480 was awarded to Amy Hale-Janek.)

2010/2011

- Equal Justice Conference $1,000 – Kathy Carlson
- AALL Leadership Academy $1,000 – Donyele Darrough
- AALL Annual Meeting $1,000 each – Jennifer Frazier & Christine Graesser

SCDLL Grants Committee
Silent Auction Subcommittee

One of the many responsibilities of the State, Court & County Law Libraries (SCDLL) Special Interest Section (SIS) Grants Committee is to conduct the annual SCDLL Silent Auction, both online and at the SCDLL-SIS Breakfast and Business Meeting, as a method of raising funds for travel/conference grants for SCDLL members.
The annual auction features two components, a “virtual” auction running on a Wordpress blog, which closes prior to the annual meeting, and the “live” auction which takes place at the SCCLL Breakfast and Business Meeting. Final bidding for items designated as “online only” concludes at the end of the online auction, while bidding for all other items continues at the “live auction” during the section’s business meeting.

The timing of some of the below activities may shift from year to year depending on the date of the AALL Annual Meeting.

April
Contact auction blog master to confirm participation and finalize the upcoming auction timeline [Paula Doty]

June
- Early June - send an email to the SCCLL listserv asking for donations and sharing instructions for making donations - see below “Instructions for Donation of Items”
- Early June - send a companion announcement to the SCCLL Newsletter Editor for publication in the next issue of the Newsletter [by June 12, 2015]
- As donation messages are received, forward them to the Silent Auction blog master
- Late June - open the online auction for bidding [Monday, June 29, 2015]
- Send an announcement of the opening of the online auction to the SCCLL listserv [Monday, June 29, 2015]
- Send weekly reminders about the auction to the SCCLL listserv until the virtual auction closes
- Solicit members to assist with the collection of monies at the “live auction”
- Begin preparing bid sheets for the “live” auction at the SCCLL Breakfast and Business Meeting

July
- Send last reminder of online auction and encourage SCCLL members to bring items to the annual meeting if they have not had a chance to provide an online auction item
- Online bidding closes [Monday, July 13, 2015, 6:00 PM EDT]
- Contact winning bidders of “online only” auction items, requesting payment be sent to the SCCLL Treasurer (cc: the Treasurer on each message)
- Track receipt of funds for “online only” items, notifying those who donated items that payment has been received and they can now ship to the winning bidder
- Ensure all bid sheets for use at the “live auction” have been prepared [Wednesday, July 16, 2015]
- Prepare additional blank bid sheets for last minute donations
- Prepare Excel spreadsheet for entry of winning bids and receipt of funds
- Set up tables at SCCLL Breakfast and Business Meeting [Sunday, July 19, 2015, 6:30 AM] - see “Supplies List for Live Auction” below
- Monitor bidding during the Breakfast and Business Meeting – close bidding at least 30 minutes prior to the conclusion of the business meeting
• Collect bid sheets and payments from winning bidders at the conclusion of the business meeting – return any items not bid on to individual who donated (a rare occurrence)
• Provide receipts for monies received, including outright donations, and provide auction log and all funds received to SCCLL Treasurer

**August**
Continue to track funds received for “online only” auction items, if necessary
Prepare “thank you” messages for those who donated items
Final tally of auction monies received for SCCLL Treasurer
Report of Silent Auction proceeds to SCCLL listserv
Support any “challenge” bids that may be issued by SCCLL members

**November**
Confirm the SCCLL Chair or Vice-chair/Chair-elect will include extra tables for next year’s silent auction on their AALL Annual Meeting Preliminary Scheduling Form, generally due December 1st.

**Instructions for Donation of Items**

Send a *separate* email message for each item to the Silent Auction Coordinator.
Include the following in the email message:
1. a picture of the item
2. brief description
3. the value of the item
4. the minimum opening bid

If any items are for the “online only” segment of the auction, please designate as such. For “online only” items, the Silent Auction Coordinator will contact you once payment has been received for your donation, so shipment/delivery of the item to the winning bidder can be arranged.

If items are for the “live” auction to be conducted at the annual meeting location, please bring your items to the SCCLL Breakfast and Business Meeting, or arrange for a colleague to deliver them on your behalf.

**Supplies List for Live Auction**

Display tables
Preprinted bid sheets for items from online auction
Blank bid sheets for last minute donations
Generous supply of ink pens
Multiple copies of Silent Auction Spreadsheet – for logging winning bids and monies received
2014/2015 SCCLL Grants Committee:
- Regina Smith, Chair
- Sandra Marz
- Leslie McGuire
- Carol Suhre
- Gail Warren
- Board Liaison – Jennifer Murray

MEMBERSHIP & MENTORING COMMITTEE
September
- Budget due to Govt Law Libraries SIS liaison

September/October
- Identify new members of SIS and send list to chair of SIS in order that she/he send a letter of welcome.
- Identify members who did not renew SIS membership but are still in government libraries and decide if want to conduct an exit interview of sorts.
- Identify AALL members who are in government libraries but not members of our SIS. Send inviting them to join us by outlining benefits of belonging
- **Send reminder to listserv about mentorship bureau. Touch base with the coordinator in each state.

Spring
- Determine who is to be awarded a twenty year pin at the AALL annual meeting. Order additional pins if needed.
- **Communicate with mentorship bureau state coordinators on how things are going.
- **Advertise on the listserv that a mentorship program exists and inform membership about how they might benefit. Also, ask for volunteers to act as mentors.

June
- Committee’s annual report due to chair of the SIS

**Mentorship Bureau does not exist yet in 2015. The current committee will explore how to best develop and execute this charge.

NEWSLETTER COMMITTEE
Committee charge:
- Continue publication of content rich, electronic only, Newsletter three times a year.
• Through efforts of the Newsletter co-editors, solicit and write newsworthy articles, event news, and stories for each issue. Highlight new roles and innovative "best practices" among membership libraries.

• Create and maintain a manual of procedures and/or timeline for the committee

Timeline:

Submission deadline and publication announcement messages are sent to the SCCLL list through My Communities.

Fall: submission deadline - third Friday in September, published mid-October
Winter/Spring: submission deadline - third Friday in January, published mid-February
Summer: submission deadline - second Friday in June, published mid-July (before the annual meeting)

Issue Contents:

Each issue contains the Chair’s column and a brief note from the Editor.

Each issue includes AALL announcements, obtained from the Council of Newsletter Editors (CONE) committee. The Editor should join the CONE committee to keep abreast of what is being published in other AALL newsletters and to share each SCCLL newsletter with the group.

The Fall issue includes essays from the Annual Meeting grant recipients.

The Winter/Spring issue usually has the election candidates’ bios and personal statements. If bylaws changes are proposed, the proposed changes can also be published in the Winter/Spring issue as long as the issue is published 30 days before the ballots are distributed. Information on travel grants for the AALL Annual Meeting and the Equal Justice Conference is also included in the Winter/Spring issue.

The Summer issue usually includes important information for the Annual Meeting, including information on the silent auction and SCCLL events at the meeting. The Equal Justice Conference grant recipients’ essays are included in this issue. Information on members who have retired during the year and longevity award recipients is also included in the Summer issue.

The Back Page section of each issue is reserved for member news and announcements.

When an issue is ready for publication, the pdf file is sent to the webmaster along with the announcement text for the SCCLL website. After the webmaster sends the Editor the dedicated link for the issue, the Editor sends a publication message to SCCLL members (using My Communities).

NOMINATIONS
Mid-November   Email call for nominations
December 1    Committee members should start beating the bushes for candidates if nominations have not been submitted by the membership

Mid-December    Email reminder about nominations

Early January    Deadline for submission of nominations

Late January    Slate, candidate biographies, and personal statements due to editor for publication in the Winter edition of SIS newsletter

Mid-March     Elections

PRO BONO PARTNERSHIPS COMMITTEE

PUBLICITY & PUBLIC RELATIONS COMMITTEE
July – August
• Receive listing of committee members and charge for current year.
• Reach out to members - introduce self and charge. Set year's work agenda.

September
• Begin work on assigning projects and review of existing materials. Discuss new potential projects.
• Confirm budget for AALL Annual Meeting materials and other budgets for special projects, such as Resource Guides.

October – December
• Review existing brochure, flyers, and other materials to determine and make required updates.
• Begin work on assigned or new projects.

February – March
• Begin discussion and exploring what will be focus theme for exhibits at Annual Meeting.
• Begin selection of handout.

April
• Receive notice of CONELL Marketplace, confirm participation.

May – June
• Select handouts for exhibit hall and purchase.
• Request publication of information flyer.

June – July
• Solicit volunteers for CONELL Marketplace and Exhibit Hall table.
• Coordinate delivery of materials to Annual Meeting.
• Prepare Committee’s Annual Report.
Throughout the year special projects, such as Resource Guides, are worked on following a project specific timeline.

STANDARDS COMMITTEE
Compiled by Georgia Chadwick, Chair

AUGUST/SEPTEMBER

➢ Sought advice/direction from SCPLL Board and Chair

➢ Sent committee charge to committee members

SEPTEMBER

➢ Solicited comments from SCPLL members and regional AALL chapters and other organizations on 2009 version of AALL County Law Library Standards

➢ Committee members carefully studied current standards, and created Google Docs working draft

OCTOBER

➢ Committee incorporated all comments received from SCPLL members and others on working draft

➢ Committee members individually read the working document and added their comments

NOVEMBER

➢ Committee members had conference calls to consider all comments on each section
  • Preamble & 1. Governance – done October 31
  • II Budget & III Personnel – done November 7
  • IV Physical Plant & V Information Services – done November 14
  • VI Technical Services – done November 21
  • VII County Public Law Library Collection – done December 5

DECEMBER
Compiled first draft – incorporating comments and a new format of a short guiding preamble for each section instead of lengthy comments at the end of sections
SCCLL Standards Committee
2014-2015 Timeline (continued):

JANUARY

➢ Committee continued to refine the first draft as to style and flow

FEBRUARY

➢ Final working draft submitted to SCCLL Board Chair Maryruth Storer on February 6, 2015

➢ SCCLL Board approved but asked the Committee to circulate draft to SCCLL Members for their final consideration

➢ Draft was submitted to SCCLL Members for a one week comment period from February 24 through March 5

MARCH

➢ Additional member feedback considered and incorporated and final, polished document was submitted to SCCLL Board Chair Maryruth Storer on March 12, 2015, for her to submit to the AALL Executive Board

APRIL

➢ Committee received notification from SCCLL Board Chair Maryruth Storer on April 14, 2015 that the AALL Executive Board approved the adoption of the AALL County Public Law Library Standards 2015

MAY

➢ Committee had finished its work and nothing further was needed

Comments from James Durham, SCCLL-SIS Board Liaison to the Standards Committee

The Standards Committee met regularly, beginning in the fall, to revise the AALL County Law Library Standards. In particular, the group concentrated on recognizing access to justice issues and technological advancements in the field. The committee started the process with a conference call with Larry Meyer, who had served as the committee chair in 2009 when the Standards were most recently revised. Larry provided the committee with background and solid
advice for the process. The group met regularly through conference calls, and also through e-mail exchanges. A shared Google Doc, with comments color-coded by committee member, served as the forum for changes to the text. Input from SCCLL members was solicited twice, at the beginning and in response to the new draft, and the commentary was absorbed into the revised Standards. Committee members included Georgia Chadwick (Chair), Sharon Borbon, Mary Jenkins, and James Durham (Board Liaison).

STRATEGIC PLANNING COMMITTEE
The Strategic Directions Committee is responsible for developing Strategic Directions for the Section which are then approved by the Board, and for assisting the Board by monitoring the Section’s progress on reaching its goals and making recommendations for specific actions the Section might take to reach them.

Work of the Committee
The work of the Committee will vary significantly depending on whether or not new Strategic Directions are needed. Beginning with the 2015-2018 Directions, the Board plans to update existing Directions or adopt new ones every three years. The Directions therefore will next need to be reviewed and re-written or updated in 2017-18. Committee activity in 2015-16 and 2016-17 is expected to focus primarily on assisting the Board with implementation.

Year 1: Developing new directions [Similar to procedure followed by 2014-15 committee]
The following timeline is recommended to insure that new directions can be considered by the Board and adopted well in advance of the AALL Annual meeting:
- July: Committee chair reports to membership at AALL Annual meeting about progress towards implementing the current Strategic Directions and plans for developing new. Also, hold a session to seek member input on ideas for new Directions.
- August - September: Review current plan and those of AALL and other SISs (at least the other "type of library" SISs), plan approach to member input.
- October - December: Solicit, review and analyze member input.
- January - February: Develop draft based on member input.
- March: Send draft to Board
- April - May: Receive Board input, revise or seek additional member input as needed.
- June: Finalize and circulate new Directions to membership; prepare annual report for Board.

Years 2 and 3: Assist Board with implementation [2015-16 and 2016-17]
- July: Committee chair reports to membership at AALL Annual meeting about progress towards implementing the current Strategic Directions and where we are in the timeline.
- July - August: Meet with Section Chair and Board liaison (at annual meeting or via conference call) to discuss possible implementation activities and to develop a communication plan to inform committee chairs and others who may have responsibility to implement parts of the Directions.
- September – March: Assist as needed with interpretation of Directions or other responsibilities as assigned by Board.
- April - May: Solicit information from Committee Chairs and others on their progress so far on implementation activities.
- **June**: Develop a report for the Board summarizing progress on each Direction and making recommendations for priorities for the year ahead.
- **July**: Year 3 only: Consider holding a session at Annual Meeting to get member input for development of new Strategic Directions.

- **Resume cycle with Year 1 [2017-18]**

**TECHNOLOGY COMMITTEE**
Prepared by Committee Chair and Webmaster Kate Fitz
June 1, 2015

**Timeline:**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Task</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Preparation for Annual Meeting</strong></td>
<td>Upload committee reports as you receive them.</td>
<td>Webmaster</td>
</tr>
<tr>
<td>June</td>
<td>Create pages for/upload any program-related material as requested by SCCLL program presenters. Update Annual Meeting page with links to SCCLL events.</td>
<td>Webmaster</td>
</tr>
<tr>
<td>June-July</td>
<td>Prepare annual report for Annual meeting</td>
<td>Chair</td>
</tr>
<tr>
<td>June-July</td>
<td>Announce and link to Silent Auction.</td>
<td>Webmaster</td>
</tr>
<tr>
<td>July</td>
<td>If available, upload Business Meeting Agenda, prior year's Minutes, and any other Business Meeting material.</td>
<td>Webmaster</td>
</tr>
<tr>
<td><strong>Follow up to Annual Meeting</strong></td>
<td></td>
<td>Webmaster</td>
</tr>
<tr>
<td>July-August</td>
<td>Remove links to Silent Auction</td>
<td>Webmaster</td>
</tr>
<tr>
<td>July-August</td>
<td>Change information on “Annual Meeting” page to reflect upcoming year's meeting location.</td>
<td>Webmaster</td>
</tr>
<tr>
<td></td>
<td>Upload (or move) Business Meeting Agenda, prior year’s Minutes, and any other Business Meeting material. Link them from the Archives page.</td>
<td>Webmaster</td>
</tr>
<tr>
<td>August</td>
<td>Change Officers page to reflect new officers, webmaster, newsletter editor, etc.</td>
<td>Webmaster</td>
</tr>
<tr>
<td>August</td>
<td>Add prior year’s officers to the Listing of Officers and Committee Members from 1999 to 2014 (Taken from SCCLL Newsletter) by adding officer and committee page of most recent newsletter</td>
<td>Webmaster</td>
</tr>
<tr>
<td>August-Sept.</td>
<td>Update committee pages as members and any changes to Charges become known</td>
<td>Webmaster</td>
</tr>
</tbody>
</table>

**Website maintenance**
Selecting the webmaster
The webmaster is selected by the SIS President, who must confirm the selection to AALL’s Director of Information Technology. (As of May, 2015, this position is held by Christopher Siwa.)
The Director of Information Technology provides access information and instruction needed to update the website.

Maintaining the website
The webmaster for the committee must implement any changes or updates to the site. The webmaster will log in to the website at gmadmin.aallnet.org using the access information provided by Director of IT.

Structure and overview of CMS features
The AALL uses a single CMS (Content Management System) throughout the organization. This information discusses SCCLL practices. More general information is available from Director of IT.
There are several types of pages/resources on the website. The home page contains a navigation scheme; a header; blocks containing widgets displaying pre-formatted “related items” and images; and an editable content box currently used to display recent Section news. Other pages are primarily editable area; category pages automatically display a list of documents uploaded to them and a sidebar listing pages within the category.
Navigation Scheme:
The navigation scheme is generated as part of the overall AALL website design. It automatically includes (most) top-level pages but the webmaster cannot add or remove items. If you make changes, contact the Director of Information Technology.

Blocks for “related” items (optional)
“Related items” are added in the “Manage” screen of a particular page (use “edit,” then “relate”). The home page can include no blocks, a “User HTML block,” a “Featured” block showing one page, or a “Featured Cat” set of blocks, each showing one category with three or four items. (Creating one block creates the space for three, so you need to fill three if you want any). The optional images are “related” to the contents of the boxes, not to the home page itself.

Featured block: To add the “Welcome” sign above, the webmaster would “Manage” the “2015 Election Results” page, then “relate” the image as “Headline Thumbnail Image.” This image should be 197x205 pixels.
**Featured Cat block:** To add images to the Featured Cat blocks, the webmaster would “Manage” the categories then “relate” the image as “Thumbnail Image.” This image should be 197x80 pixels.

If no image is related, the element block page simply absorbs that space into the text, as with “What’s New” above.

**User HTML block:** This is a way to add a widget, text or other content to the right-hand sidebar. In the example, the related item is a document containing the code for a Twitter widget (/about/Whats-New/sidebar/). To add this to the home page, the webmaster would create a document containing the desired content, then “Manage” the home page and “relate” the document as “User HTML Block.”

**SIS Landing Banner**
The SIS is currently using the default header, but a new banner is planned after the name change to Government Law Libraries is finalized. The banner should be 679x135 pixels or smaller. It is added to the home page as a “related” item (type “SIS Landing Banner”).

**Main Content Block**
The main content block can be edited to contain text, links, images, and the like. When linking to content on the website, best practice is to use the “Insert Link to CMS Content” option in the Full Editor; this helps eliminate broken links even if things move. The webmaster can also use the “Full Editor-HTML” option to add some types of code, including things like video embed codes.
News items
Current practice is to place a news item in two spots: in the home page content box, and as a new document in the “What’s new” folder within the “About SCCLL” folder. The purpose of the “What’s new” folder is to keep a record of news items, which can be viewed at http://www.aallnet.org/sections/sccll/about/Whats-New.
It also makes it possible to automatically display the most recent three “What’s New” items in a “Featured Category” box, instead of posting it manually on the home page content box. This is not currently (2015) being utilized but is illustrated above.

Documents and images
Images can be uploaded into the generic category “Images,” then linked as needed. New documents can be uploaded into generic category “Docs,” then linked as needed. Some documents, like archival documents, are stored here. Alternatively, the webmaster can upload them into the relevant category, where they will be displayed as attachments to the category page. For instance, newsletters are uploaded to /membership/Publications/Newsletter/ and are automatically displayed at the bottom of that page, along with any summary information included when the document was uploaded. For this to work well, the webmaster must add a useful title and summary description when uploading the document.

SPECIAL COMMITTEE: BEST A2J (ACCESS TO JUSTICE) PRACTICES

CHAIR
Annual Timeline of Activities
(throughout year, respond to notices/requests from SIS Council Chair)
<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>At AALL Annual Meeting, attend AALL Leadership Training, Council of SIS Chairs meeting, SCCLL Executive Council meeting.</td>
</tr>
<tr>
<td>August</td>
<td>AALL asks which Annual Meeting events we’d like sponsorship for; Kate Hagan solicits for sponsorships.</td>
</tr>
<tr>
<td>September</td>
<td>Attend virtual trainings provided by AALL HQ.</td>
</tr>
<tr>
<td>October</td>
<td>Begin planning Joint Roundtable for Services to Pro Se Patrons and Prisoners, which is done by LISP, SR and SCCLL SISs. Lead responsibility for organizing this rotates among the 3 SISs, and in 2015-16 SCCLL takes the lead. First step is finding time slot within Annual Meeting, then planning the content of program.</td>
</tr>
<tr>
<td>November</td>
<td>Submit SIS events for SIS Matrix of Annual Meeting events.</td>
</tr>
<tr>
<td>December</td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>Price for any ticketed events at Annual Meeting due to AALL HQ (for Breakfast Business Meeting, include costs for extra tables for Silent Auction.)</td>
</tr>
<tr>
<td>February</td>
<td>Begin process of VIP selection</td>
</tr>
<tr>
<td>March</td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>Make sure Awards Committee notifies AALL HQ of awards by deadline, then send letters to employers of our winners. RSVP for CONELL Marketplace. Submit A-V Request Form to AALL HQ. Contact/Thank sponsors for their support and invite a representative to attend event. Send email notes to all election candidates after results announced.</td>
</tr>
<tr>
<td>May</td>
<td>Schedule Executive Committee meeting during Annual Meeting (usually on Saturday afternoon before Opening Reception.) Plan gifts for committee chairs and board officers. Arrange for swearing in ceremony at Breakfast Business Meeting and prepare agenda for meeting. Sign order, food order and Activities Area Space Reservation Form due to AALL HQ.</td>
</tr>
<tr>
<td>June</td>
<td>At AALL Annual Meeting: attend Council of SIS Chairs meeting, SCCLL Executive Committee meeting. At SCCLL Breakfast Business Meeting, run the meeting, thank outgoing Executive Committee members and then turn over to incoming Chair (although AALL officially registers transfer at conclusion of AALL Annual Meeting.) Send thank you notes to VIPs.</td>
</tr>
<tr>
<td>July</td>
<td>Submit SIS Annual Report by deadline.</td>
</tr>
</tbody>
</table>

**Vice-Chair**

<table>
<thead>
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<th>Month</th>
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<td>July</td>
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</tr>
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<td>August</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>Attend virtual trainings provided by AALL HQ.</td>
</tr>
<tr>
<td>October</td>
<td>Begin considering location for SCCLL Reception at next Annual Meeting (in recent years, its been held on Monday early evening.) Ask a SCCLL member in location</td>
</tr>
</tbody>
</table>
city to assist – is a court or county law library available as location (might be less expensive than hotel or restaurant.) Sponsorship is solicited by AALL Executive Director, not the SIS.

<table>
<thead>
<tr>
<th>Month</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>November</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td></td>
</tr>
<tr>
<td>January</td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>Aim to have reception arrangements finalized &amp; sent to AALL Director of Meetings for signature and deposit payments.</td>
</tr>
<tr>
<td>March</td>
<td></td>
</tr>
<tr>
<td>April</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>Begin committee assignments for coming year.</td>
</tr>
<tr>
<td>June</td>
<td>Plan gift for outgoing chair.</td>
</tr>
<tr>
<td>July</td>
<td>At AALL Annual Meeting: attend AALL Leadership Training, Council of SIS Chairs meeting, SCCLL Executive Committee meeting. At SCCLL Breakfast Business Meeting, get installed as Chair (although AALL officially registers transfer at conclusion of AALL Annual Meeting.)</td>
</tr>
</tbody>
</table>

SECRETARY TREASURER

Awards
- This position is board liaison for the Awards Committee.
- Note that all awards are not awarded each year. Some rotate. So you will want to review the website carefully to ensure the awards available for nomination are identified properly each year.
- See awards history on AALLNET at:  
  - [http://www.aallnet.org/sections/sccll/leadership/Awards-Committee](http://www.aallnet.org/sections/sccll/leadership/Awards-Committee)

Grants
- This position is board liaison for the Grants Committee.
- Grant form is available on AALLNET at:  
- Upon receipt of Grant reimbursements are requested from AALL headquarters using the SIS Reimbursement Form available on AALNET at:  
  - [http://www.aallnet.org/mm/Member-Communities/sis/sis-resources](http://www.aallnet.org/mm/Member-Communities/sis/sis-resources)
- See grants history and current grants information on AALLNET at:  
  - [http://www.aallnet.org/sections/sccll/leadership/Grants](http://www.aallnet.org/sections/sccll/leadership/Grants)

Elections
- The Secretary/Treasurer oversees distribution of ballots (see Article VI of bylaws; ELECTIONS)
- Instructions and information is available on AALLNET at:  
  - [http://www.aallnet.org/mm/Member-Communities/sis/sis-resources/online-elections.html](http://www.aallnet.org/mm/Member-Communities/sis/sis-resources/online-elections.html)
- To obtain the Roster, you can use the Download Your SIS Roster at:  
  - [http://www.aallnet.org/mm/Member-Communities/sis/sis-resources](http://www.aallnet.org/mm/Member-Communities/sis/sis-resources)
Financial Statements
- Received quarterly from AALL; forward to Chair for further distribution

Annual Meeting
- Silent Auction
  - Provide receipt books for cash or check receipts onsite
  - Track all payments by individual name
  - Copy all checks at Headquarters Office in Convention Center
  - Leave originals of payments for AALL Finance Director at Headquarters Office in Convention Center
  - If any payments are made after the Annual Meeting, they can be submitted to AALL using the SIS Deposit Form available online at: http://www.aallnet.org/mm/Member-Communities/sis/sis-resources
- Treasurer’s Report
  - Complete a Treasurer’s Report for the Business Meeting (see Example A)
  - Bring copies for Business Meeting
- Business Meeting Minutes
  - Provide a copy of prior year’s Business Meeting Minutes for approval at this year’s Business Meeting to Chair in advance of Annual Meeting (see Example B)
  - Bring copies for Business Meeting
  - Take meeting minutes at Business Meeting
- Board Meeting Minutes
  - Provide a copy of prior year’s Board Meeting Minutes for approval at this year’s Board Meeting to Chair in advance of Annual Meeting (see Example C)

Bring copies for Board Meeting (NOT Business)

Example A

State, Court, County Law Libraries SIS
SCCLL
American Association of Law Libraries


Income – October 2014 – May 31, 2014
Contributions $105.00
Dues $360.00
Sales of Occasional Papers $10.00
Expected Income –
Donation from Lexis for breakfast and business meeting $3,000.00
Donation from Thomson Reuters for reception $6,500.00
Expenditures - October 2013-May 31, 2014
Grants: 2 EJC $2,156.00
Annual Meeting expenses $2,620.82
Expected Expenses –
Grants: 2 AALL Annual Meeting $3,000.00
Breakfast (approximate) $2,500.00
Reception (approximate) $6,500.00

Respectfully submitted,
Jennifer S. Murray, Secretary/Treasurer
Example B

State, Court County Law Libraries Special Interest Section
2012 Annual Business Meeting
106th AALL Annual Conference – Seattle, Washington
Sunday, July 14, 2013 7:15 am
President Barbara Fritschel call the meeting to order at 7:15 am.
The minutes of the 2012 business meeting and the agenda for the 2013 business meeting were
approved as printed.
President Fritschel presented her report for the year. Major accomplishments of the year
included a redesign of the SCCLL website, updating the Bylaws, and approval of the Standards
for Appellate Court & State Law Libraries.
Litigants: A Guide to Government and Court Decision-Makers was published this year, the
Barbara also reported the Private Law Librarians SIS has a license for webinar programming and
have offered to share their license with the SCCLL SIS. Barbara tapped Cornell Winston to
develop a mentoring project within the SIS.
of May 31, 2013.
Presentation of Awards

The following awards were announced:

Bethany Ochal Award for Distinguished Service to the Profession – Marcia Koslov and
Judy Meadows
Law Library Advocate Award – Richard Zorza
SCCLL Longevity Award – Cathryn Bowie, R. Daniel Lunde, Margaret K. Maes, Lawrence R.
Meyer, Bruce Stephen Piscadlo, Jessica Van Buren

Committee Reports
All committee reports are found on the SCCLL website.
Old Business
A letter was sent to Richard Zorza thanking him for his contribution to law librarianship.

New Business
SCCLL is celebrating its 40th Anniversary. Comments were read from Pamela Gregory and Mike Miller, early members of the SIS. Barbara Fritschel presented 40th Anniversary ribbons to past SCCLL Chairs.
Barbara extended a warm thank you to SCCLL board members and committee chairs who served the prior year.
The officers for 2011/2012 were sworn in.

Meeting adjourned at 8:00 am.
Respectfully Submitted,
Rita Dermody, Secretary/Treasurer
State, Court and County Law Libraries Special Interest Section
Executive Committee Meeting
105th AALL Annual Conference—Boston, Massachusetts
Saturday, July 13, 2013 4:20 pm

Present: Barbara Fritschel, Amy Hale-Janieke, Rita Dermody, Larry Meyer, Maryruth Storer, Jennifer Murray, James Durham
Minutes of the July 21, 2012 Executive Committee meeting were approved as amended.
The appointment of the Nominating Committee chair of 2013/2014 was approved by unanimous vote. The chair is Jesse Burchfield Wallace.
Barbara Fritschel reported that it was a year of challenges. Accomplishments include the update of the Bylaws and the revision and acceptance of the Federal Court Library Standards.
Barbara also reported that membership in the SIS is down 25-30%.
2013 is the 40th anniversary of the first meeting of state and county librarians that later became the State, Court and County Law Libraries Special Interest Section. The anniversary will be celebrated at the SIS reception Monday evening.
Larry Meyer reported that the committee members of the Nominating Committee will be appointed later. Barbara reminded Larry that the members will need to be approved by the Executive Board. He continues to work on appointment of other committee chairs and members.
Larry reported that the webinar created by the SIS is prepared. Once a date is set, an announcement will be sent to SIS members.
Barbara reported that as AALL President, Steve Anderson’s initiatives for the following year will include return on investment, digital preservation and access to justice.
The meeting adjourned at 4:50 pm.