

## 2024-2025 LSRD Executive Board Annual Reports

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### LSRD-SIS 2024-2025 Members-at-Large Report

During the 2024-2025 year, in our capacity as Members at Large for LSRD, Bee Bornheimer and Sam Thorne worked in the following areas:

- **Membership committee:** Served as Executive Board liaisons and chair of Membership Committee. Will send yearly welcome/informational email to LSRD-SIS members similar to what Sam Cabo did last year.
- **Member engagement events:** Created and launched “LSRD-SIS Office Hours,” a bimonthly informal gathering over Zoom for LSRD members focusing on specific systems or discovery topics. This involved planning, coordination, and marketing throughout the year, as well as assisting with moderating, and writing a few reports for TSLL. This past year’s discussions included:
  - October topic: General overview of our SIS and our Areas of Interest.
  - December topic: Systems migration
  - February topic: Coding in library work
  - April topic: Messy data clean up projects
  - June topic: General wrap up of the year and look ahead to next year.
- **Conference coordination:** Coordinated and designed new promotional materials to feature at CONELL and at AALL generally. Coordinated with members of Executive Board regarding existing swag and poster for display at conference. Announced LSRD events at AALL to LSRD membership.

## LSRD-SIS 2024-2025 Secretary/Treasurer Report

### I. Financials

LSRD-SIS started 2024 with a balance of **\$6,398.88** (as of 06/30/2024). The most-recent financial statement (Jan-Mar 2025) reported a balance of **\$5,530.55** (as of 03/31/2025). 2024-25's expenses include programming fees and incidentals from AALL Chicago and a \$430.00 contribution to the LSRD/TS FROG Committee. I've appended a summarized account of expenses (July 2024-Mar 2025). This report will be updated with year's end data (including Apr-June 2025) upon receipt from AALL (est. Sept 2025).

### II. Executive Board Election

The LSRD-SIS 2025 election ran from Apr 1-Apr 30. A total of 67 ballots were cast. As Secretary, I coordinated with AALL and the Web Advisory and Nominating Committees to arrange and manage the election process and voting platform, and I shared election details with the LSRD Chair, candidates, and membership. Many thanks to Joe Cera, Ben Carlson, Keiko Okuhara, Chi Song, and Chris Siwa (AALL) for their help and contributions to the election process. Our incoming officers are:

- **Vice Chair/Chair Elect 2025-2026 – Karen M. Scoville**, Arizona State University Ross-Blakley Law Library
- **Secretary/Treasurer 2025-2027 – Chi Song**, University of Maryland School of Law
- **Member-at-Large 2025-2027 – Kim Martin**, K&L Gates LLP

Karen, Chi, and Kim will transition into their roles at LSRD's Incoming Executive Board Meeting.

### III. Membership

As Secretary, I served as a member of the Membership Committee. The Committee moved to end mandatory, quarterly roster reviews in 2024. However, I'm able to share YoY numbers:

- As of September 2023 – 250 members
- As of September 2024 – 258 members
- 2025 numbers can be updated in September.

Respectfully submitted:

Sam Cabo, LSRD Secretary/Treasurer, 2023-2025  
 LSRD-SIS Financial Report  
 July 1, 2024 – March 31, 2025

Balance as of 06/30/2024	<b>\$6,398.88</b>
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<b>Revenues</b>		
Dues	As of 09/30/2024	\$140.00
Dues	As of 12/31/2024	\$60.00
Dues	As of 03/31/2025	\$630.00
Dues	As of 06/30/2024	\$-
Total revenues		<b>\$830.00</b>

<b>Expenses</b>		
A/V Equipment	AALL Chicago (programming)	\$850.00
Souvenirs/Giveaways	AALL Chicago (swag, poster)	\$247.65
Awards	Outgoing LSRD Chair gift	\$162.69
Awards	Donation (LSRD/TS FROG)	\$430.00
Souvenirs/Giveaways	LSRD EB hat (patch)	\$7.99
Total expenses		<b>\$1,698.33</b>
Excess revenues over expenses		\$(868.33)

Ending balance 03/31/2024	<b>\$5,530.55</b>
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<b>Pending expenses</b>		
Awards	Outgoing LSRD Chair gift	\$157.80
Souvenirs/Giveaways	Survey (participant giveaways)	\$50.00
Misc.	Donation (TS-SIS Cataloging Liaison Fund)	\$500.00

Total pending expenses	<b>\$707.80</b>
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Projected final balance (06/30/2025)	<b>\$4,822.75</b>
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## LSRD-SIS 2024-2025 Past Chair Report

Rebecca Bearden

As the 2024-2025 Past Chair from July 2024-June 2025 the following tasks and duties were performed:

- Worked with LSRD-SIS Chair and TS-SIS Chair and Past Chair, along with Technical Services Law Librarian (TSLL) newsletter associate editors to fill the vacant Editor in Chief role in late Summer 2024.
- Served on Executive Board and attended monthly meetings.
- Helped prepare past monthly meeting minutes for the months of August 2024, December 2024, and May 2025.
- Transferred all relevant files and documents to the incoming Chair over Google Docs in July/August 2024
- Provided any guidance and support to Chair and Vice-Chair/Chair-Elect as needed.
- Served on Education Committee, Strategic Planning Committee, and Web Advisory Committee, and attended meetings as scheduled.
- Provided documents and information to the current Vice Chair regarding the previous biennial membership survey, that I had been responsible for.
- Focused on updating the website content for Calendar of Events and Board member position descriptions with previous Past Chair, Keiko Okuhara.
- Made efforts to create joint liaison position between LSRD-SIS & TS-SIS with NASIG.
- Ordered and attached a new patch to the LSRD-SIS hat that says "Formerly OBS-SIS"
- Assisting with set up and CONELL tabling and setup/breakdown of poster area at 2025 AALL annual meeting.

## LSRD-SIS 2024-2025 Chair Report

See Annual Report submitted and posted on [AALL website](#)