

A Chapter of the American Association of Law Libraries

SCUTTLE

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Summer 2004



The value of a volunteer.

By Dan Cordova, Incoming President

This year we continue the CoALL tradition of volunteering our time, energy and resources for the benefit of our colleagues, organizations and profession. It is a privilege to work with you, and for you, in these ways. My goal this year is to find unique ways to recognize our association's contribution to the community, and, by extension, to encourage individual participation.

Toward that end, we are planning a Board and Committee member "retreat" to outline this year's goals and programs. We will share the results of that day away with you, in the hope that our planned events will make it onto your calendar early, and that we will see each other more often this year than last.

It appears likely that we will be drafting new Bylaws this year, recommending a status change from trade to educational association, and possibly realigning our committee structure. These changes should help us focus future programming and establish a clear tax benefit to those individuals and organizations that contribute to our mission each year. As a result, we hope to offer not only free educational programming to our members, but also fee-based legal reference training to those outside our membership who might benefit from our expertise.

Finally, let me say thank you to the outgoing Board and committee members--we appreciate your help; welcome to the new team, and welcome back to our continuing members. As a group, we want to be responsive to your wants and needs, and we want to represent you well. If you have any suggestions for the coming year, please send them to me directly so that we can build them into this year's plan.

Dan Cordova

FINAL PRESIDENT'S LETTER BY MARTHA CAMPBELL

It's hard to believe the 2003-04 CoALL year has come and gone so quickly. It seems like there wasn't enough time to fit in all the programs and meetings that the board wanted presented. As with all CoALL members, the demands of our jobs had to take precedence at times over what we wanted to do for the organization. We met some objectives, but there are still others needing work. The bylaws need to be updated, something that I hope will happen in the coming year. The reconstituted committees should work better, as long as members step forward to join the committees and keep them headed in the right direction. BRAG was again a success, and we have to keep that going.

I've been a member of CoALL almost since its inception as CCLL and have come to look forward to chatting with and working with many of the members. There are now a lot more newer faces, and it's always nice to find out what they bring to the organization and how the organization can help them. CoALL works as a group because all the members are great to work with, not only by hosting a meeting, serving on a committee or being a presenter at a program, but you help me on the job by loaning or copying something that our library needs or answering a question for me. So, thank you for being there for me.

I want to thank the prior board for making it fun to preside at our board meetings. We resolved some sticky issues. Thank you to Holly, Holly, Joanne, Goldie, Matthew, Dan, Caryl, Mary, Mary, Katheryn, Mark, David and Monica.

Good luck to the new board. We're already a month into 2004-05!

In this issue :

President's Letter	1
Outgoing President's Letter	2
Officers and Committee Chairs	3
Evolution of a Legal Research Corner Column	4
Events and Member News	
Karen and David Selden	5
Margie Heinen	5
Jeff Wahl	6
I Hate to BRAG, but . . .	6
AALL Annual Meeting Recharges Batteries	7
COALL Annual Business Meeting	8
Committee Reports	
Budget Committee	9
Bylaws Committee	9
Membership/Placement Annual Report	9
Public Relations	10
Scuttle Newsletter	11
Vice President's Report	11
Treasurer's Report	12

CoALL has a new Vice President.

Joanne Dugan, who has been serving as Vice-President, accepted a new position at the University of Baltimore which begins in mid-September. We wish her well.

President Dan Cordova called for nominations for this important position. Kaye Waelde, Colorado Library Manager at Faegre & Benson, was nominated, and she has accepted. The Board voted to elect Kaye.

Congratulations, Kaye, and thank you for your willingness to serve as Vice President and Program Committee Chair for the coming year.

Officers - 2003-2004

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Secretary	Hamilton, Andrea L. Research Librarian Faegre & Benson LLP 1900 Fifteenth Street Boulder, CO 80302 Phone: 303-546-1355 Fax: 303-449-5426 ahamilton@faegre.com	Immediate Past President	Campbell, Martha Supreme Court Librarian Colorado Supreme Court Library 2 East 14th Ave. #B112 Denver, CO 80203 Phone: 303-837-3720 Fax: 303-864-4510 martha.campbell@state.co.us
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Committee Chairs

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Evolution of a Legal Research Corner Column

By Mariann Storck

You may wonder how The Colorado Lawyer-Legal Research Corner (TCL-LRC) column committee comes up with the topics covered in the quarterly “Legal Research Corner” column and how the article progresses from the initial idea to the final product. Often, committee members suggest potential ideas or hold brainstorming sessions to come up with topics for upcoming columns, but the committee has also solicited and developed ideas from others in the legal research community. We greatly appreciate ideas from those outside committee, since these have provided material for some of the best Legal Research Corner columns.

Once the topic of an article has been determined, then the real work of gathering information for the article and developing a first draft can begin. Depending upon the nature of the topic chosen, many people may be involved in the writing and reviewing of an article.

The August article addressing the Criminal and Civil Rules committees for the State of Colorado is a perfect case in point. Andrea Hamilton and Ann-Marie Wills were the two main point people on this article (before it went to the editing stage). And, because of the nature of this particular article, there were a lot of people involved in providing input and editing, but Andrea and Ann-Marie had the most difficult task of all in that they were the ones who had to start from scratch.

Here’s how it came about. Several months ago, Ann-Marie Wills called to suggest the Criminal and Civil Rules committees as a possible topic for an upcoming “Legal Research Corner” column. I asked her to

write a rough draft from which TCL-LRC committee would work. Around that same time, Andrea offered to guest write a “Legal Research Corner” column. I asked her to coordinate with Ann-Marie on the gathering of data and the writing of a first draft of this column.

For this particular article, the data-gathering process involved the time-intensive task of conducting telephone interviews with the heads of the Colorado Civil and Criminal Rules committees. Ann-Marie and Andrea developed a list of questions to ask the heads of each rules committee, made the appropriate phone calls and took copious notes. Then, Ann-Marie turned her data over to Andrea, who pulled it together to write a cohesive first draft of the article. While Richard W. Laugesen and Judge John Dailey were their primary contacts, additional assistance was provided by Justice Nancy E. Rice, Troy C. Singleton, Terri Morrison, and Mac Danford (see “The Legal Research Corner” 33 The Colorado Lawyer 75 (2004)).

The initial draft was then sent to each TCL-LRC committee member. They were instructed to provide editorial fine-tuning rather than to fact-check the content. Once this draft had cycled through the committee for editorial fine-tuning, it was sent back to Ann-Marie and Andrea as well as to the primary Colorado Civil and Criminal Rules committee contacts, who were charged with reviewing the content of the article. Revisions came in and a follow-up meeting was planned with Judge Dailey, Ann-Marie Wills and myself. Three trips were made to the Colorado Supreme Court Library and Martha Campbell was called on several times to clarify details.

Finally, the draft was sent to the editor of The Colorado Lawyer, Arlene Abady, who sent her corrections and revisions to me for final

approval. After months of work, the final product emerged – a superb article on the Civil Rules Committee and the Rules of Criminal Procedure Committee in the August issue. What makes this article special and distinct from others is that it covers a topic upon which little has been written and it is an article that librarians as well as attorneys will find useful. TCL-LRC committee would like to thank all those involved in bringing this article to fruition, particularly Ann-Marie Wills and Andrea Hamilton, whose contributions were invaluable.

The August article was unusual in that it involved so many people from start to finish. Many of the earlier articles addressed more common areas of research that committee members felt needed to be covered. Earlier articles were written by committee as a whole or by individual members. Each article was carefully reviewed by each member of committee prior to being sent on to Arlene Abady.

And who are these TCL-LRC committee members? Nearly two years ago, Martha Keister, Wanda McDavid and Shannon Vicic signed on to write. Martha left the committee after one year, and Patty Wellinger joined in her place. Committee members enjoy being involved with the production of the column but always breathe a sigh of relief when the final draft is sent to Arlene. The month of rest before gearing up for the next column is appreciated.

If you are interested in becoming involved in the production of the “Legal Research Corner”, the committee always welcomes topic suggestions from members of the legal research community as well as offers from anyone who might like to serve as a guest writer for the column.

EVENTS AND MEMBER NEWS

Karen and David Selden

Karen has been appointed by Tory Trotta to be AALL's new MARBI Representative. MARBI (Machine-Readable Bibliographic Information) is the body within the American Library Association responsible for developing official ALA positions on standards for the representation in machine-readable form of bibliographic information. MARBI focuses its attention on the development of the MARC format, which is the most common format used by libraries throughout the world to catalog their collections. This committee is an advisory committee to the Library of Congress. The appointment is for 3 years (July 2004 to July 2007).

David and Karen will both be speaking at the WestPac (the Western Pacific Chapter of AALL) annual meeting at the Stanley Hotel in Estes Park on Sept. 17 & 18, 2004. David will speak about Indian Law and Karen will speak about Accessing Electronic Resources.

Margie Heinen

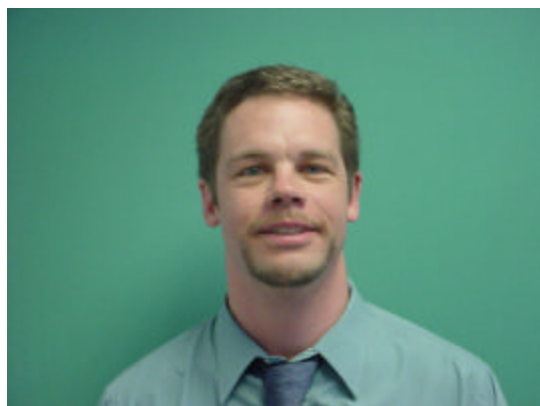


Margie Heinen, new Member-At-Large, has been in Denver just two years. She became Manager of Library Services at Sherman and Howard after having worked in law libraries

in Detroit, Michigan for 23 years. She and a Michigan colleague authored the "Reference from Coast to Coast" column at www.llrx.com and Margi has taught Legal Research in the Library Science programs at both the University of Michigan and Wayne State University. She has worked with the CoALL BRAG committee these past two years and is looking forward to contributing to CoALL's continued success.

Introducing Jeff Wahl

Jeff Wahl is the new librarian at Sherman and Howard. (CoAll member, Nicole Fairless, has gone on to pursue librarianship in the Denver School System.) Jeff just received his M.L.S. in May and has found plenty of opportunity to put his Legal Research classes to good use at Sherman and Howard. Jeff is also a professional guitarist--you may have caught him at this year's Cherry Creek Art Festival.



I hate to BRAG, but...

By Matthew Elisha

On Thursday morning, June 3, 2004, CoALL presented it's Third Annual Bridge the Research and Analysis Gap (a.k.a. BRAG)

training program for summer clerks. Fifty-two participants from law firms, courts and law schools attended this program at the Denver offices of Holland & Hart LLP. Designed to provide training to assist law students in bridging the gap between legal research in law schools and the real-world research they are asked to do for their adoptive firms and courts during the summer, this annual CoALL fundraiser provided participants with the research picture from start to finish.

Emceed by Mariann Storck, the program began with the first step in legal research, conducting the reference interview. Joann Dugan and Matthew Elisha offered an overview of this subject, instructing clerks in how to ask the right questions of their assigning judges and attorneys the first time while still emphasizing the importance of asking follow up questions when research results are incomplete or inconclusive.

Monica Marten and Ann-Marie Wills then tackled the topic of finding and using Colorado secondary materials, both in print and online, to uncover primary source citations and to provide expert analysis of legal topics.

Holly Kulikowski presented a session on conducting research in the most cost effective manner and reminded clerks that, unlike in law school, they always need to be aware of the bottom line when researching. In addition, Holly pointed out guidelines for knowing when to stop researching, an often difficult task for both experienced and novice researchers.

Martha Campbell and Sheila Green continued the program with pointers on conducting Colorado legislative history, offering practical instructions on how to uncover the often difficult to find background information behind Colorado laws. In doing so, they

emphasized the various sources available for finding legislative history information.

Linda Fields and Kaye Waelde completed the research instruction portion of the program by discussing the uses of e-file and docket retrieval systems for legal research, emphasizing, among other things, the importance of using these services for due diligence, tracking client's cases and finding sample pleadings to help clerks in drafting their own documents for court filing.

Lizbeth Rodriguez, an Associate with Holland & Hart, talked about her own experiences as a former summer associate and shared the tips for success that she discovered during this time.

Finally, Mariann Storck summed up the program, providing her own insights into the research tips presented and invited audience members to ask questions of any of the presenters.

Aided by promotional considerations provided by Westlaw, Lexis, Courtlink and IKON Office Solutions, the BRAG program was a success, both in raising additional funds for CoALL and providing law clerks with essential training to help them become better researchers. After worrying that the program might have to be cancelled, because of lack of interest, CoALL ended up adding \$1620 to the association's treasury from the 52 registrants that attended BRAG.

Please plan to help put on next years BRAG program being held on the first Thursday in June (June 2, 2005). Anyone interested in being on the 2005 BRAG committee please contact BRAG Committee Co-Chair, Goldie Burton, at 303-871-6386 or by e-mail, gburton@mail.law.du.edu.

The 2004 BRAG committee, comprised of Goldie Burton, Martha Campbell, Matthew Elisha, Margi Heinen, Holly Kulikowski and Ann-Marie Wills would also like to thank the following individuals for their assistance in presenting this program: Dan Cordova, Gina Fenton, Alec Kemp, Pam Munter and Linda Rose. We are also very grateful to Holland & Hart for donating the meeting space and providing personnel and equipment to videotape the program and set up the breakfast.

AALL Annual Meeting Recharges Batteries

By Joanne Dugan

Boston was truly the HUB of the law library universe in July as almost 2000 law librarians descended on the Hynes Convention Center for the AALL Annual Meeting. This is the largest turn-out for the annual meeting in 5 years, and the difference was apparent as soon as you walked in the door. A combination of great programs, a wonderful host city, and cool weather resulted in an energizing and exciting 5 days.

The theme of the meeting was "Boston to Mumbai: The World of Legal Information." True to its billing, the meeting had plenty of programs to help those of us grappling with the increasingly global nature of the practice of law. The program also had a nice mix of sessions for private, court, and academic law libraries.

Two CoALL members figured prominently on the program. Kaye Waelde of Faegre & Benson moderated a program entitled *Legal Information to the World: Marketing Library Research Services to Multinational Organizations Through Training Programs*; and David Selden of the National Indian Law

Library presented *Indian Tribal Legal Records: A Domestic World of Information*.

CoALL was also well-represented in the awards ceremony at the Association Luncheon. Karen Selden and Georgia Briscoe, along with their co-author Cheryl Nyberg, were awarded the Law Library Journal Article of the Year Award for their work: *The Catalog vs. The Home Page? Best Practices in Connecting to Online Resources*. [Note: Readers can access this article at: http://www.aallnet.org/products/pub_llj_v95n02.asp.] In addition, the Westminster Law Library of the University of Denver School of Law won the Law Library Publications Award in the non-print division for their video: *Case Finding Using Reports and Digests*. The award was accepted by a bashful but beaming Patty Wellinger. As chair of the Awards Committee, Joanne Dugan had the fun task of announcing the awards.

Next year's annual meeting will take place in (relatively) nearby San Antonio, Texas. The theme is: Strategize! Values, Visions, Vistas. If you were inspired by the quality programs from this year's meeting, keep in mind that program proposals for next year are due by August 15th and can be submitted online. See you in San Antonio!

COALL ANNUAL BUSINESS MEETING

June 23, 2004

Westminster Law Library

The last meeting of the year for CoALL was held at the new DU Law School Building at 5:30, immediately following the board meeting. The board members brought the refreshments, including brownies, cookies, fresh fruit, and coffee, and the DU staff donated wine, so a fine time was definitely had by all. It was a relaxed, informal

meeting that began by everyone introducing him or herself, since there were a few new faces present.

The committee reports were briefly mentioned and the realignment of some of the committees was also brought up. The reports can be found in this edition of the Scuttle.

The election results were officially announced, the new Executive Board was introduced and the former board members were thanked, especially Holly Kulikowski, who has spent a great deal of time and effort keeping CoALL up and running, along with the BRAG program.

The new board took over as Dan Cordova officially accepted the gavel from Martha Campbell. His first act was to present Martha with a card signed by everyone present at the meeting, along with gift certificates as tokens of appreciation. (They were very much appreciated.)

Dan announced some of his plans for the coming year, including a retreat for the executive board where the agenda for the coming year would be determined so that a schedule could be published and members and others interested in CoALL would know when and what the meetings and programs would be in 2004-05.

After a general discussion of the past and upcoming year, the meeting was adjourned and it was time to eat, drink and be merry.

Thanks go to Gary Alexander and the Westminster Law Library staff for hosting the meeting at their beautiful new building and providing a large portion of the refreshments.

Martha Campbell

Committee Reports:

Budget Committee.

The CoALL Budget Committee is formed to assist the Executive Board in deciding which activities CoALL will partially or fully subsidize, and to help set appropriate revenue goals for different activities, depending on their nature, value to the membership, possible fee differentials between members and non-members, and revenue potential.

The CoALL Budget Committee is led by the Treasurer, who is responsible for the stewardship of the CoALL's funds, including:

- keeping financial records
- preparing accurate and timely financial reports
- budgeting and anticipating financial problems
- safeguarding and managing the organization's financial assets
- ensuring compliance with federal and state reporting requirements.
- issuing quarterly reports to the members.

By Goldie Burton
Treasurer

Bylaws Committee

Members of the committee are Katheryn Christnacht and Gay Ellen Roesch.

The committee was inactive during 2003. Ms. Karen Leaffer, partner at Holme Roberts & Owen LLP was only able to do a short review of the bylaws. Due to Ms. Leaffer's various time commitments she will not be available for additional review.

Katheryn Christnacht in May was able to engage the pro bono services of Kelly Berg,

Senior Counsel at Holme Roberts & Owen LLP. Katheryn Christnacht is in the process of compiling the various source documentation for Ms. Berg. In addition, Ms. Berg indicated that she would help with the IRS process and Colorado Secretary of State filings. A timeline for completion of the various facets of the revisions has not yet been determined.

Katheryn Christnacht
Bylaws Committee Chair

Membership/Placement Annual Report 2003-2004

CoALL's current active membership is 84, precisely the same as last year. Our five lifetime members withstanding, 35 of our members (28%) work in private law firm libraries. The number of members in academic libraries is 22 or 17% of the membership. Court and government library members number 14, which constitutes 11% of the membership. The remaining associates are those who work for vendors (5) and special libraries (2).

Lois Calvert, Francis Campbell, Al Coco, Oscar Miller, and Jean Tarbell hold lifetime memberships.

Ten new members joined CoALL during 2003-2004 and were recognized and welcomed at our Holiday Party in December.

Dues were \$20.00 for institutional, individual and associate memberships and \$5.00 for student memberships. This amount is pro-rated for those joining after January 1 when new members need to pay \$10.00. Student dues are not pro-rated and remain at \$5.00.

Many active CoALL members also belong to other library associations. 51 (40%) belong to the American Association of Law Libraries (AALL). 11 (9%) to the Southwestern Association of Law Libraries. 13 members (10%) to the Special Library Association (SLA), two members to the Colorado Library Association, ten members to the American Library Association (ALA), and six members belong to other library associations.

Caryl Shipley
University of Denver Law Library

Public Relations.

Spectrum PR:

This term I submitted three articles about CoALL to AALL's Spectrum. Our article in the July 2003 issue focused on educational programming. It discussed our Speakers' Bureau, various CoALL educational programs for members, and the 2003 BRAG program. The article ran as part of a Chapter News focus article called "Chapters Keep Busy With Dynamic Education Programs." Along the theme of education, I submitted another article for the November 2003 issue that focused on our legal research column -- "Legal Research Corner." The article introduced the column, highlighted the articles written thus far, and provided the CoALL web site address for more information. Finally, the article for the July issue of Spectrum, submitted in April (the July issue has not yet been published), is about CoALL's program about the Patriot Act on March 25th. Education has been our theme for "Spectrum public relations" this year.

Also, a continuing challenge of submitting material to Spectrum is that timely news is preferred, though that brings up the issue of writing articles about an event that has not happened yet.

PBS Volunteering -- On Hold (For Now):

In November, we were contacted by Rocky Mountain PBS (RMPBS) about doing another fundraising drive, but we were unable to get enough volunteers to participate (we only had one person who could make a definite commitment). The request was for assistance on a weekday, which is difficult for our members. Given CoALL's increasing emphasis on educational programming for the public and the organization (which requires the volunteer efforts of many members) and a decreasing interest in the PBS volunteer activity (we only had 10 volunteers for the 2nd fundraising drive, during my first public relations chair term), at least for now I asked the board if I could remove us from RMPBS's list of potential volunteers. We have been removed from their list until we ask to be added back as a potential volunteer organization. If the membership wants to volunteer as a group again, we can call PBS and tell them we want to be called upon.

Marketing Award:

In February I submitted CoALL's "Legal Research Corner" to the "AALL Excellence in Marketing Award" in the category of "Best Campaign." The column didn't really fit into any category very well, however, I thought it was important to submit it for the sheer benefit of letting chapter pr people know about this project. At least one other chapter (Virginia) has undertaken a column in the state bar association publication. We did not receive an award, but I'm looking forward to the public relations meeting in Boston to learn about the award recipients and to learn if our project got some notice.

Monica Martens
Public Relations Chair

Scuttle Newsletter Annual Report

The CoALL Scuttle was published each quarter, in July 2003, October 2003, January 2004 and May 2004 in color pdf format and sent via e-mail to CoALL members. The few members who report they do not use e-mail are mailed a copy in black and white. Each edition is then posted to the CoALL website.

This past year, several other chapters have begun publishing in electronic format as well. A notice is sent to AALL via the Council of Newsletter Editors (CONE) listserv that a copy is available for printing/archiving. This year, rather than mailing the copies, the newsletter editors who publish in electronic formats have just been posting a notice that the new edition is available for everyone to read. The mailing of multiple copies of the color newsletters had been causing some overloads on the AALL server.

Each edition for the last four quarters has carried advertising from Lexis, but Westlaw has not been advertising with us during the 2004 calendar year. A full page of advertising is \$60.00. The advertising has not appeared on the copy posted to the CoALL website, although there is no longer a no-advertising policy enforced by AALL.

The deadline for submissions to the next issue is July 15, 2004. I anticipate the newsletter will be out shortly thereafter. The Spring edition was delayed to include information about the slate of officers for the coming year.

As before, it would be nice to get some help. If you know of anyone with an interest, please let me know.

Mary Killoran
Holme Roberts & Owen LLP

Vice President's Report

Programs

- “Marketing Your Library” presented November 13, 2003.

Featured speakers were library directors from academic, government and law firm environments comparing the challenges unique to their areas of expertise, and sharing proven solutions to those challenges.

- “USA Patriot Act & Homeland Security” presented March 25, 2004.

Featured speakers were the US Attorney for the District of Colorado, a US Marshal Service agent/Joint Terrorism Task Force member speaking about the practical realities associated with post-9/11 investigation and prosecution. Afterward, librarians shared resource lists pertinent to researching the topic.

- “Colleague Connection” presented April 13, 2004.

Assisted with the PR/marketing of this annual event. The Connection is a pan-library association gathering where members of all statewide libraries, regardless of type, can network. This year's keynote was Mary Ellen Bates speaking on the topic: "Buggy Whips or Transportation Enhancement Tools: Exploring the changing role of librarians and researchers."

- Third Annual Bridge the Research and Analysis Gap (BRAG) presented June 3, 2004.

Information on the scope and success of the program, including the IKON publication, available from the committee chair.

Efficiencies

- Created a template to evaluate future association programs, or as a starting point for customizing their own evaluation form.

Created a standard reimbursement form to be submitted with receipts for money spent on association programs.

Dan Cordova
Vice President

Treasurer's Annual Report

June 18, 2004

July 1, 2003 – June 18, 2004

Beginning Balance: 7/1/2003

\$3,307.48

Receipts:

Memberships	\$1,335.00
Ad Revenue	\$ 360.00
Interest	1.24
Holiday Party	\$ 498.00
BRAG	\$ 2,240.00

Total Receipts :

\$ 4,434.24

Disbursements:

AALL President's Visit + Outreach	\$296.56
Travel Grants and Scholarships	\$1,488.61
Educational Programs (catering & mtl's)	\$1,262.50
Executive Board and General Meetings	\$368.56
Training, recurring fees and filing charges	\$440.77

Total Disbursements:

\$3,857.00

Janus Fund Balance 3/31/2004

\$3,892.99

Ending Balance 6/18/2004

\$3,884.72

Goldie Burton
Treasurer