



Library Association of Singapore
Founded in 1955

Annual Report 2008

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OBJECTIVES

- To unite and promote the interests of all persons engaged in library and information work or interested in libraries and information centres
- To promote the better administration and management of libraries and information centres
- To encourage the establishment, development and use of libraries and information centres in Singapore
- To promote professional education of persons engaged in library and information services
- To work towards the enhancement of the status and role of professional in library and information services
- To encourage its members, through its programmes and publications, to increase their own professional capacities and performance
- To publish and disseminate such information and knowledge as will be of service to members
- To undertake such activities, including the holding of meetings and conferences, as are appropriate to the attainment of the above objectives

- Extracted from the Constitution of the Library Association of Singapore

CHRONOLOGY

- 1955 Formation of the Malayan Library Group on 25 March 1955.
- 1958 Name changed to Library Association of Malaya and Singapore.
- 1960 Association dissolved and split into 2 groups due to the Federation government's policy not to grant registration to pan-Malayan associations:
- Persatuan Perpustakaan Tanah Melayu (Library Association of Malaya)
 - Library Association of Singapore
- 1964 Library Association of Singapore was reconstituted as Library Association of Malaya, Singapore Branch, after the merger between Singapore and Malaya.
- 1966 The Singapore Branch reverted to become an independent body after Singapore's separation from Malaysia. The Persatuan Perpustakaan Singapore (Library Association of Singapore) was formed.
- 1972 The Association was renamed the Library Association of Singapore (LAS) on 25 March 1972.
- 2005 The Association celebrated its Golden Jubilee on 15 November 2005.
- 2007 The Association held its conference on the theme Librarians, Strengthening, Moving Forward from 29 to 31 January 2007.
- The Association accorded Mrs Hedwig Anuar the first LAS Lifetime Contribution Award on 1 November 2007.
- 2008 The Association gave out the LAS Professional Service to 3 award winners: Ms Lau Siew Kheng, Ms Manijeh Namazie and Mr R Ramachandran, at the Istana Reception on 9 May 2008.
- The Association held its LAS Conference 2008 on the theme "Innovate to Serve" on 8-9 May 2008.
- The LAS Professional Development Scheme was launched on 25 Aug 2008.

PRESIDENT'S MESSAGE

Dear LAS members

Time flies! Another year has passed, and we are now in 2009. WOW!

I must say that 2008 has been most productive. Council had worked hard to deliver what we hope were useful programmes and services to you, our valued members.

During the year, we continued to organize social programmes for members, professional talks, courses and workshops, and visits to libraries and other institutions. From Jan to Dec 08, LAS Council offered 4 courses, 16 professional talks, 5 social programmes, including visits to libraries, totaling 25 activities in all. The Law Librarians Online Community was launched on 11 Dec, with 26 members attending the launch and training session. Your response has been fantastic, and we are very heartened by your participation at the various activities. Thank you for your strong support!

Below is a summary of what we had organized and offered to you this year, and some idea of what is to come in the next year.

We started the year with our participating in the NUS Career Fair in Feb 08. Over 500 fresh graduates visited the stall and were briefed by our members who gave their time for this advocacy event. After the event, 4 participating libraries received applications for jobs that they had advertised during the Fair. We were encouraged by the positive response. I would like to thank LAS members for stepping forward to help us manage the booth during the Fair.

Soon after that, we held the "LAS Conference 2008 : Innovate to Serve" in May 08 at the Singapore Polytechnic, thanks to Sin Guek for suggesting the venue. We had a great time learning about the various innovations taking place in Singapore libraries, right here. Though we had planned for a maximum of 200 participants, we registered a total of 212 delegates, filling the conference venue to its brim. Choy's and Prof Kishore Mahbubani's keynote speeches set the stage for the 2-day conference very well. I must thank Puspa Yeow and the Organizing Committee for bringing this professionally enriching event to us in a short time of less than 6 months.

At the end of the conference, a large number of us trooped to the Istana for the first-ever Reception that the President kindly agreed to host, to give due recognition to the wonderful work done by librarians in supporting and contributing to the growth of Singapore. Rama, Ms Namazie and Siew Kheng were appropriately recognized for the services they had rendered to the library community. They each received from President S R Nathan a piece of local painting that was carefully

chosen by Joseph and the LAS Award Panel. Joseph and several LAS members had spent weeks going through the LAS' annual reports for the past 50 years to arrive at the names of the three deserving librarians for the award. It was painstaking work.

Apart from the hard work put in by the LAS Award Panel, thanks also go to Lay Tin for leading a team from LAS and working with the NLB team to ensure that we had a great time at the Istana.

Immediately after the Istana Reception, we received news from the Workforce Development Agency that their Consultant would be in town in June/July to support us in creating the library competency standards. We were very fortunate to have a small team comprising Ah Too of from NUS, Ruth from SMU, Isabella from NTU, Susan from MAS, and Siok Muoi and Mui Lin from NLB to work on this short but very intensive project. Within a short two months, the team managed to complete the detailed competency standards for 5 of the 8 competencies for para-professional staff using the standards template provided by WDA. These standards have been approved by the WDA's Steering Committee in Aug 08. Any training provider can now use these standards to design and provide courses for para-professionals. WDA will subsidise the course fees for participants of these courses.

Round about the same time, Choy and his team who had been working very hard on the Professional Development Scheme (PDS) requested that LAS launched the Scheme which was as ready as it could be. Council deliberated on this, and decided that we should go ahead, as the Scheme had been discussed and supported at the AGM in 2007. We felt that the mechanics of the Scheme could be fine-tuned as members use it to record and track their professional development. The PDS was launched in Aug 08. The PDS Board has been formed, and we have received the first applications for the Practising Librarian status.

In Aug 08, on behalf of LAS, I delivered a paper on the LAS at IFLA Conference at Quebec City and received a very good response for the paper.

On 11 Dec 08, the Special Libraries Section launched its first Law Librarians Online Community. This has been developed with the support of the NLB. The platform allows law librarians to interact, share experiences and resources, and collaborate on areas of common interest. This same platform can be extended to other communities when ready, thanks to Joseph and his team.

Apart from these events, all the Committees of the LAS have been doing outstanding work. Ho Wah and his team have been keeping the LAS website up-to-date. All LAS events and job postings are featured on the website in a very systematic manner. Starting this year, Ho Wah had also created a photo album on major LAS events. This resulted in a big jump in visits to the website!

Shaheen and Lay Tin and their teams have been organizing and coordinating programmes, training courses and visits to various libraries to benefit our members. Catherine and her team had brought in an impressive number of sponsors for the

LAS Conference and other events, to reduce the costs for LAS, and resulting in a good income received for this year, for the second year running. Mike and his team had kept the membership numbers high, and we hope to break a new record this year.

Su Yian and her team had published the Library Journal that was distributed during the LAS Conference. They continue to bring current news from libraries to us through the Singapore Libraries Bulletin Blog. Last but not least, Kris and Lin Lin continued to serve Council in their efficient and effective ways, by ensuring that members are alerted via email of all LAS activities and some 40 job openings in good time, that Council meets regularly and that we keep our accounts accurate and up-to-date.

I would also like to thank Kah Ching, LAS Internal Auditor for doing wonderful work in auditing the LAS accounts for the second year. Last but not least, I would like to thank Sylvia for her unstinting support and very helpful guidance throughout the year.

This year will see the first applications for the PDS, the Career Fair at NTU in Feb 09 and the LAS Elections at the AGM in Mar 09. We will also be working on the development of the next set of competencies, this round for Librarians. I look forward to your active participation at the elections, and your continued support of the profession and the professional body in the years to come.

My sincere and heartfelt thanks go to each and every Council Member for their very hard work and commitment in delivering nearly two years of relevant and useful programmes to our members, and to you, members of LAS, a BIG Thank You for your active participation and feedback during the past year.

Ngian Lek Choh
President
LAS, 2007/9

THE COUNCIL

President	Ms Ngian Lek Choh
Immediate Past President	Ms Sylvia Yap
Vice President	Ms Puspa Yeow
Hon Secretary	Ms Kris Lim Siew Choo
Hon Treasurer	Ms Tey Lin Lin
Assistant Hon Secretary	Mr Michael C. Mukunthan
Council Members	Mr Joseph Kennedy
	Ms Kho Su Yian
	Dr M Shaheen Majid (Assoc Prof)
	Ms Tan Lay Tin
	Ms Catherine Tan Leng Yan
	Mr Wan Ho Wah

LAS COMMITTEES

BUSINESS AND DEVELOPMENT MEMBERSHIP

Committee Members:

Chairperson: Ms Catherine Tan Leng Yan

Members: Ms Balbindar Kaur Dhaliwal
Ms Caroline Pang
Ms Goh Beng Hwee
Ms Nureza Binte Ahmad

Terms of Reference:

1. To engage in promotion and publicity of LAS publications.
2. To solicit advertisement for publications.
3. To keep inventory of LAS publications.
4. To process and maintain subscription of LAS periodicals.
5. To coordinate all activities relating to donations and sponsorship.
6. To collate market information and identify new products and business.

Committee Members:

Chairperson: Mr Michael C. Mukunthan

Members: Ms Gee Miaw Miin
Ms. Khoo Ai Ling
Ms. Chew Hooi Tze

Terms of Reference:

1. To explore ways to increase LAS membership
2. To look into providing more benefits to members
3. To explore the possibility of making the LAS membership database accessible via the LAS website, with online membership application or update or renewal features.

LAS COMMITTEES

PUBLICATIONS

Committee Members:

Chairperson: Ms Kho Su Yian

Members: Mrs Lim-Yeo Pin Pin
Ms Ambika Raghavan
Ms Lena Kau Ngian Sim
Ms Loh Hui Hong

Terms of Reference:

1. To develop and implement publication policies and procedures for the LAS publications
2. To maintain quality control of all LAS publication according to acceptable standards.
3. To be responsible for the production of regular LAS publications
4. To be responsible for the editorial content of the periodicals published by LAS
5. To be responsible for the compilation, editing, writing, updating or the commissioning of such undertakings of any LAS publications, such as the LAS Conference, Seminar, Workshop Proceedings, Bibliographies, Lists, Reports.
6. To explore, establish and maintain alternative methods of the state-of-the-art publishing, including electronic publishing, which are cost-effective, speedy and up-to-date
7. To advise the LAS Council on matters relating to LAS publications

SPECIAL LIBRARIES SECTION

Committee Members:

Chairperson: Mr Joseph Kennedy

Members: Mrs Susan Song-Lim
Ms Caroline Pang
Ms Kwok-Foo Yan Chuin
Mr Manickam Kannan
Ms Carol Sim Soek Cheng

Terms of Reference:

1. To provide a platform for members to discuss issues pertaining to library, information and knowledge management services in special libraries.
2. To provide opportunities for members to network, collaborate and work towards the professional interest and welfare of library, information and knowledge professional engaged in special libraries.
3. To provide support to library, information and knowledge professional in special libraries to develop their professional skills and expertise
4. To enhance and promote the recognition of librarians, and information and knowledge management professionals working in special libraries.

LAS COMMITTEES

TRAINING AND DEVELOPMENT

Committee Members:

Chairperson: Dr (A/P) M Shaheen Majid

Members: Ms Ruth Pagell
Ms Faridah Ibrahim
Mr Rajendra Munoo
Ms Susan Song-Lim Siew Chin
Ms Fiona Kwan Ai Ming

Terms of Reference:

1. To develop and review policy for continuing library education needs and the development of educational programmes
2. To recommend and stimulate an interest in specific fields of study and research for practicing librarians
3. To identify and publicize local and overseas scholarships, training and development programmes
4. To act as a clearinghouse on all aspects of library education, training and development for the professional and public-at-large
5. To represent the Association in organizations and agencies that are concerned with professional education, training and development
6. To carry out commercial training where there are perceived opportunities
7. To seek potential training partners and to propose partnerships where appropriate

WEBSITE

Committee Members:

Chairperson: Mr Wan Ho Wah

Members: Mr Jamieson Teo Leng Ann
Mr Kenneth Lim
Ms Maggie Yin
Mr Peter Pak Yew Guan

Terms of Reference:

1. To be responsible for the production, access, maintenance and marketing of electronic information on the LAS homepage
2. To serve the information needs of the LAS Council and members of LAS
3. To help publicize LAS through the Web

LAS COMMITTEES

PROGRAMMES AND SOCIAL

Committee Members:

Chairperson: Ms Tan Lay Tin

Members: Ms Hwang Shu Rong
Ms Lim Yung May, Amy
Ms Seow Hwee Ling
Ms Wang Lina

Terms of Reference:

1. To plan and organize social activities and professional programmes, throughout the year, to foster greater participation among members.
2. To create an awareness of the association in order to attract and encourage more professionals to join as members
3. To enhance the image of the profession by liaising with other institutions and organizing appropriate programmes
4. To provide a forum for members for discussion of common problems and matters of professional concern.

ACTIVITIES OF THE YEAR

7 Mar 2008

NLB Academy extended the invitation to LAS members to attend the a sharing session by Ms Leneve Jamieson, Manager, Access and Information Division, State Library of Victoria on the State Library of Victoria.

20 Mar 2008

NLB Academy extended the invitation to LAS members to attend a sharing session by Ms Wang Yang & Ms Li Wenjie, National Library of China on “The Tradition and Innovation of the National Library of China”.

29 Mar 2008

The LAS Annual General Meeting was held at Singapore Polytechnic, Singapore, attended by 98 LAS members.

5 May 2008

NLB Academy extended the invitation to LAS members to attend the Guest Speaker Series, by Mdm Nguyen Thi Bac, Director of the General Sciences Library of Ho Chi Minh City, Vietnam; Project Director, Regional Library Development on “Vietnamese Public Libraries: Expanding the Services for the Visually Impaired”.

6 May 2008

NLB Academy extended the invitation to LAS members to attend the Guest Speaker Series, by Mrs. Sara Joergensen, Head of Development and IT, Herning Public Libraries, Denmark on “Public Library Innovation Specialists from Denmark”, covering topic on the Library System in Denmark: Structure and Current Development - what we do and how we do it and topic on Local Citizens’ Service.

8 - 9 May 2008

The LAS Conference 2008 was held at Singapore Polytechnic. The theme was *Innovate to Serve*. There was a good attendance of about 225 participants. Eleven poster sessions were presented by librarians from various libraries.

9 May 2008

LAS and NLB co-organized the Istana Reception that was held on 9 May 2008. It was an exclusive event for Librarians and Information Professionals, hosted by President of Singapore, R S Nathan. A total of 212 participants attended this event. The LAS Professional Service Award was given out at the Reception. The award winners were Ms Lau Siew Kheng, Ms Manijeh Namazie and Mr R Ramachandran.

29 May 2008

A one-day course on “First Steps in Becoming a Super Searcher” was conducted on 29 May 2008 at Li Ka Shing Library, SMU. The course was conducted by Ms Ruth Pagell, University Librarian and Rajen Munoo, Research Librarian, both from SMU Library. A total of 21 individuals attended this course.

23 Jun 2008

NLB Academy extended the invitation to LAS members to attend the Guest Speaker Series, by Dr Markus Brantl, Head of Digital Library/Munich Digitization Centre Dept, Bavarian State Library at Munich, Germany on “Mass Digitization and Long-Term Preservation”, covering topic on Mass Digitization and Long-Term Preservation – Processes and Production at Munich Digitization Centre.

25 Jun 2008

LAS Training and Development Committee and SMU co-organised a Workshop on "First Steps to Becoming a Super Searcher" (2nd Run).

23 July 2008

LAS Social and Programmes Committee and the National Library Board co-organised a visit to NIE Library and Information Services Centre. About 16 LAS members participated in this visit.

25 Jul 2008

NLB Academy extended the invitation to LAS members to attend the Guest Speaker Series, by Professor Nicholas J. Belkin, Professor II in Dept of Library and Info Science, Rutgers University, Professor Peter Ingwersen, Research Professor at Dept of Info Studies, Royal School of Library and Info Science, Denmark, Professor Noriko Kando, Professor in Info and Society Research Division of the National Institute of Informatics, Tokyo on "Some(what) Grand Challenges for Information Retrieval".

28 Jul 2008

LAS and Elsevier jointly organized the Library Connect Seminar - The Library as Strategic Investment, by Ms Paula Kaufman, University Librarian of the University of Illinois, covering topic on “The Library as Strategic Investment - Results of the Illinois ROI Study” and topics on “Service is Sovereign: Planning, Implementing and Assessing New Service Models for the 21st Century Library”

1 Aug 2008

NLB Academy extended the invitation to LAS members to attend the Guest Speaker Series, by Dr Martin Doerr, Principal Researcher at Institute of Computer Science (ICS) of the Foundation for Research and Technology – Hellas (FORTH) in Crete, Greece, on "Creative Commons and Copyright".

29 Aug 2008

NLB Academy extended the invitation to LAS members to attend the Guest Speaker Series, by Professor Dr. Wolfgang Ratzeke, Business Administration at Stuttgart Media University, Germany, on "The Gateway to European Information Resources - Databases and Portals on Economy, Technology, Patent System"

11 Sep 2008

NLB Academy extended the invitation to LAS members to attend the Guest Speaker Series, by Mr William P. Tuchrello, Field Director, Southeast Asia for the Library of Congress, Indonesia, on "Libraries and Online Data in Southeast Asia with a special focus on Indonesia"

17 Sep 2008

NLB Academy extended the invitation to LAS members to attend the Guest Speaker Series, by Ms. Jan Fullerton, Director-General of the National Library of Australia, on "Current Challenges & Future Opportunities cum MOU signing between National Library Board Singapore & National Library of Australia"

22 Sep 2008

A Visit to the Supreme Court was attended by 40 participants. The visit was hosted by Supreme Court Librarians and their Corporate Communications Team.

23 Sep 2008

A Workshop on Image Asset Management was conducted by Ms Jill Lowe. This was attended by 23 participants. The 2-hour session was held at Raffles Hotel Arcade.

29 Sep 2008

A sharing session by Ms Saralee Turner, the LAS-YBP Award 2007 recipient, was held at the National Library Board. The topic was on Singapore's Participation in NACO : The Impact on SNB Cataloguing Resulting from the Creation of Personal Name Headings in LC/NAF. This was attended by 21 participants.

2 Oct 2008

LAS Special Libraries Section Committee, Singapore Management University and Singapore Academy of Law co-organised a training session on "What's new with Lawnet" specifically for law librarians.

15 Oct 2008

A course on 'Substance Beyond Style ... Marketing Library and Information Services in the 21st Century' was organized on 15 October 2008 at Li Ka Shing Library, SMU. The course was conducted by Ms. Barbie Keiser, Information Resources Management (IRM) Consultant, Washington DC.

15 Oct 2008

NLB Academy extended the invitation to LAS members to attend the Guest Speaker Series, by Ms. Isabel Oswell, British Library, Head of Business Marketing, British Library, Business & IP Centre, on "British Library's Business and Intellectual Property Centre: Challenges & Future"

23 Oct 2008

NLB Academy extended the invitation to LAS members to attend the Guest Speaker Series, by Dr Marian Koren, Head of Research and International Affairs, Netherlands Public Library Association; Anne Rube, Director ProBiblio, provincial library service organisation; Jan-Ewout van der Putten, Director Netherlands Public Library Association; Rob Pronk, Director of Biblionet Gronigen; Nan van Schendel, Director Gouda Public Library, member of the Board of the Netherlands Public Library Association, on "Marketing Strategies, Innovative Services and Capability Building: Public Libraries in the Netherlands"

31 Oct 2008

NLB organized a visit to the SPH Info and Resource Centre on 31 October 2008 and extended the invitation to LAS members.

11 Dec 2008

LAS Special Libraries Section launched the Law Librarians Community 2008 at the Singapore Management University. 28 eager law librarians and supporters congregated to get the first glimpse of the Law Librarian Community developed by LAS Special Libraries Section and the National Library Board.

MEMBERSHIP

The membership committee over the course of its term set 4 primary goals. They were: (a) checking and updating the records of members particularly taking note of verifying their email addresses; (b) inviting more school libraries to take up new LAS membership; (c) coordinating the annual membership renewal exercise by sending listings to the Heads of major libraries of their LAS members; and (d) creating a simple and concise renewal membership form. Over the course of our term, the committee has been able to carry out the targeted goals. The table below gives the membership status as of 31 December 2008. There was an overall increase of 21% of the total membership from Dec. 2007 to Dec. 2008 with a significant increase coming from the School (Institutional) Libraries category.

Category	Dec. 2007	Dec. 2008	% Change
Honorary	3	3	0
Life	104	104	0
Professional	148	198	34%
Associate	87	104	20%
Affiliate	0	3	--
Institution (Libraries)	35	38	9%
Institution (Others)	5	6	20%
Institution (Schools)	10	17	70%
TOTAL	392	473	21%

FINANCE

The total income and expenditure for the year 2008 are reflected in the Auditor's Report which is presented in Appendix 3.

The main sources of income were from sponsorships, membership fees, Training & Development course fees, and conference fees for the LAS Conference held in May 2008.

The main expenditure items were the training expenses for the Conference as well as the Training and Development events, and the Istana Reception social programme held in May 2008.

ANNUAL GENERAL MEETING 2008

1. The AGM 2008 was held at Singapore Polytechnic, Singapore, on 29 March 2008 (Saturday). 98 members attended the meeting.
2. The minutes of the previous AGM were passed with no further amendments.
3. The AGM received and approved the Annual Report for the year ending March 2008 and the audited accounts for the Financial Year ending December 2007.
4. The proposal for the change in Constitution would be formalized at the Annual General Meeting in 2009.
5. The AGM agreed to the proposal not to print the Annual Report, and only print selected sections.
6. The Professional Development Scheme (PDS) Implementation Committee provided an update on the implementation plan of PDS and went through the guide for applicants. The AGM supported the implementation, responded positively and sought clarifications on the scheme.
7. The AGM indicated its preference to hold AGM on a Saturday morning, 10am and end with lunch served.

Please see Appendix 1 for Minutes of the Annual General Meeting held on 29 Mar 2008.

COUNCIL MEETINGS

1. **Council Meetings.** The Council held 5 Council meetings on 20 Mar 2008, 29 May 2008, 16 Jul 2008, 20 Oct 2008, and 12 Jan 2009.
2. **LAS Professional Service Award.** LAS and NLB co-organised the Istana Reception that was held on 9 May 2008. It was an exclusive event to honour Librarians and Information Professionals, hosted by President of Singapore, R S Nathan. Council decided and arranged for the outstanding LAS Contribution Award to be given out at the Istana Reception.
3. **LAS Conference 2008.** The LAS Conference 2008 was held at Singapore Polytechnic on 8-9 May 2008. The theme was *Innovate to Serve*. Council decided to continue with organizing such conference every alternate year.
4. **Professional Development Scheme.** Professional Development Scheme was launched on 25 Aug 2008. LAS would accept applications for Practising Professional (PP) under the Professional Development Scheme (PDS) from 1 Jan 2009. The revised PDS guide and the PDS Activities Record (PAR) Form are available for download from the LAS Website.

On 10 Jan 2008, members were informed that LAS is ready to receive applications for the Practising Professional status. Chaired by Choy Fatt Cheong, NTU, the PDS Working Group (WG) comprising Ong Juey Ming (Secretary), NTU, Doris Tan, NLB, Idris Rashid Khan Surattee, SPH, Yvonne Krishnan, (United World College), Kim-Chew Ah Too, NUS and Yit Chin Chuan, NLB.

5. **Formation of the PDS Board.** Council supported the formation of the PDS Board. The PDS Board comprises Sylvia Yap, NUS, Idris Rashid Khan Surattee, SPH, Puspa Yeow, TP, Ngian Lek Choh, NLB and Choy Fatt Cheong, NTU. The Board would serve on a two-year term from Jan 2009 to Dec 2010 to review and recommend approval of the PDS applications.
6. **LAS at NTU Career Fair.** Council decided to take a booth at the NTU Career Fair on 4-5 Feb 09. This is a platform to promote the library professional to NTU fresh graduates. This is the second year that LAS would be participating in a career fair, after a successful event that was held in NUS in Feb 08. A Working Group was formed to plan for this event. The Working Group was led by Puspa Yeow, LAS Vice-President, comprising Catherine Tan from NTU, Kim-Chew Ah Too from NUS, Ong Peik Keng from TP and Rebekah Tan Yuen Lin from NLB. LAS members were invited to

contribute their publicity brochures, and a schedule was drawn up for LAS members to man the booth and promote the profession to undergraduate. Brochures on library vacancies in the various libraries were compiled for the two-day fair.

7. **LAS Sponsorship to attend CONSAL Conference.** Council announced two individual receipts for the LAS Sponsorship to attend the CONSAL Conference in Hanoi. They are Ms Debby Wegener from Temasek Polytechnic Library and Ms Winnifred Wong from National University of Singapore Central Library who will receive full sponsorships to attend the Congress of Southeast Asian Librarians (CONSAL) XIV Conference to be held in Hanoi, Vietnam from 21-24 April 2009 .
8. **LAS Mentoring Scheme.** Council supported the proposal to try out a LAS Mentoring Scheme to facilitate the sharing and exchange of knowledge and experience amongst LAS members. Council felt that this scheme would be useful to members, and sought feedback from members if there is any interest to participate in the Scheme as a Mentor or Mentee if the Mentoring Scheme is set up. Council proposed to do this as a 6-month trial. Eleven members responded with interest to participate in this scheme.
9. **Law Librarians Community.** NLB approached LAS to co-develop a knowledge management platform for an online library community. Council proposed that LAS Special Libraries Section co-develop the project with the NLB. LAS Special Libraries Section and NLB launched the Law Librarians Community on 11 Dec 2008.

REPORTS OF LAS COMMITTEES

1. Business Development Committee (BDC)

- 1.1 For LAS Conference 2008, \$62,777 was obtained from 23 sponsors. The sponsors were Bluefish, Books& Moore, CCH, Database Resource Services, Dawson, Elsevier, EMC, Emerald, ExLibris, Informa, Kinokuniya, Lexis Nexis, NCS, OverDrive, PIERS, Proquest, RLB, SummaryAsia, Swets, Taylor & Francis, Thomson Scientific, UBS Library Services and YBP Library Services.
- 1.2 9 copies of Directory of Singapore Libraries & Information Centres in Singapore and 5 copies of Singapore Journal of Library & Information Management were sold.

2. Programmes and Social Committee (PSC)

- 2.1 For the period, April to December 2008, the Committee organized a total of 5 activities. The visit to the Heritage Centre was postponed as the Centre is currently undergoing renovation and will only be ready in 2009.
- 2.2 The highlights for this year were the co-organising of the Istana Reception with the National Library Board and the Committee's participation in the LAS Conference. Committee Members were involved in the registration of these two events.
- 2.3 The Committee wishes to thank all LAS members for their support during our term of service.

3. Publication Committee (PUB)

- 3.1 Volume 36 of the Singapore Journal of Library and Information Management was published in early 2008, with 6 articles. Volume 37 would be released in early 2009.
- 3.2 The committee wishes to thank and record its appreciation to all contributors, libraries and institutions that have supported the Bulletin. We hope that the Bulletin receives continued support from members and that more members will submit articles to the Bulletin on a regular basis.

4. Special Libraries Section Committee (SLS)

- 4.1 The SLS Committee held 3 meetings for the period of March 2008 to February 2009. They were held on 5 August, 25 November and 2 February 2009.
- 4.2 Carol Sim Soek Cheng replaced Christina Paulini as the Art Librarians Group representative on the SLS Committee. Christina Paulini returned to Germany.
- 4.3 The SLS Committee jointly organised a "What's New with LawNet?" hands-on session with Li Ka Shing Library and Singapore Academy of Law. The 2 October 2008 session was attended by 20 individuals.
- 4.4 The first community of knowledge was launched on 11 December 2008 at Singapore Management University with the attendance of 28 law librarians and supporters. This law librarian community is the prototype for future communities to be formed to enable collaboration between individuals and institutions with similar library interests. The project took nearly two years from the time SLS became involved to this first launch. It was jointly developed by LAS and NLB; It was supported by individuals from the law community comprising Charlotte Gill (Li Ka Shing Library, SMU), Abdul Majeed (Rodyk & Davidson), Abdul Razak Kader (Rajah & Tann), Tay Peck Kee (Allen & Glenhill), Manickam Kannan (Shook Lin & Bok), and Joseph Kennedy (Baker & McKenzie. Wong & Leow) and strong leadership from Du Juan and her team from NLB.
- 4.5 The community of knowledge was demonstrated to LAS Council on 12 January with overwhelming support for its future use. They encouraged a roll out to the Art Librarians Group and have since created a community for the LAS Council.
- 4.6 The SLS Committee co-organised a business trends session with SLA and Li Ka Shing Library. "Plunkett's Top Global Business Trends" was attended by 30 individuals on 23 January at the Singapore Management University.
- 4.7 The Art Librarians Group (ALG) had met 6 times in 2007 to 2008, at different locations. These 6 meetings provided the ALG opportunities to view the facilities and resources of other arts libraries, as well as allowed the Group to surface issues for discussion. The respective times and venues of the 6 meetings were: 22 Jan 2007 at National Library, 13 Jul 2007 at NTU ADM Library, 1 Feb 2008 at Lasalle Library, 17 April 2008 at NAFA Library, 31 Jul 2008 at NUS Music Library and 7 Nov 2008 at TP Library. Important issues that were discussed during these meetings include arrival at the name of the group, defining the scope of work of ALG, possible areas of collaboration, potential training programmes for ALG and a common portal for ALG members. The ALG has also started a survey to gather data from all

- member libraries, with the intention of sharing such information among arts librarians.
- 4.8 Susan Song-Lim represented the SLS on the Training & Development Committee and the WDA Competency Standards for Library and Information Services Workgroup. The first phase of the competency standards for para-professionals, which the Workgroup completed in Sep 2008, has been approved by the WDA Council. The Workgroup plans to resume work on developing the remaining modules in Apr 2009.
- 4.9 Caroline Pang represented the SLS on the LAS' Business Development Committee.

5. Training and Development Committee (TDC)

- 5.1 A two-day training course on "Effective Presentation Skills for Librarians" was organized on Feb 28 & 29 2008 at Li Ka Shing Library, SMU Library. The course was conducted by Ms. Peggie Chan, Centre for English Language Communication, National University of Singapore. The course was attended by 14 LAS members.
- 5.2 A one-day course on "First Steps in Becoming a SuperSearcher" was organized on 29th May 2008 at Li Ka Shing Library, SMU. The course was conducted by Ms Ruth Pagell, University Librarian and Rajen Munoo, Research Librarian, both from SMU Library. A total of 21 individuals attended this course. All of them were either LAS members or institutional members.
- 5.3 The second run of the one-day course on "First Steps in Becoming a SuperSearcher" was conducted by Ms Ruth Pagell and Rajen Munoo on 25th June 2008 at Li Ka Shing Library, SMU. The second run was also attended by 21 individuals. Due to popularity and heavy demand, the third run of the course "First Steps in Becoming a SuperSearcher" would be organized in the last week of February 2009.
- 5.4 A course on 'Substance Beyond Style ... Marketing Library and Information Services in the 21st Century' was organized on 15 October 2008 at Li Ka Shing Library, SMU. The course was conducted by Ms. Barbie Keiser, Information Resources Management (IRM) Consultant, Washington DC.
- 5.5 The third run of the one-day course on "First Steps in Becoming a SuperSearcher" was conducted by Ms Ruth Pagell and Rajen Munoo on 27 February 2009 at Li Ka Shing Library, SMU. A total of 21 individuals attended this course.

Note: The Training & Development Committee would like to acknowledge the invaluable support provided by Li Ka Shing Library, SMU in organizing T&D training courses by providing free training venues and some administrative support.

- 5.6 The T&D committee strongly feels that adequate administrative support is required for conducting training courses. Some of the training-related activities needing admin support are: preparing course announcements, answering queries from interested individuals, participants' registration, invoicing, payment collection, venue preparation, refreshments, gathering and analyzing course feedback, and follow-up of overdue payments. Although during the year 2008 the Committee was able to engage a part-time support staff, the amount of work to be handled by the committee members was still quite substantial. It is recommended that the next LAS Council should look into this matter and try to come up with an amicable solution.

6. Website Committee (WEB)

- 6.1 The content of the website has been enhanced with several new sections. The *Hot and Cool* section incorporates the newly developed *Photo Gallery* which is hosted on Flickr and displayed using a Google Gadget, the brochure *Be a Librarian, Professional Development Scheme, Slide/Papers of Conference/Talks* and *Singapore Libraries Bulletin* weblog.
- 6.2 Apart from the *Annual General Meeting* page, the *Vendor* section was totally revamped with directory information of 19 vendors which have supported LAS's events. The *Professional Development Scheme* is also included in the main menu.
- 6.3 Over 35 events, 50 announcements and 40 job advertisements were posted on the website. Furthermore, a special section was developed for LAS Conference 08.
- 6.4 A web counter Site Meter was installed in November 2008 to keep track of the traffic of the website. As of early January 2009, the average daily visit is 30 with 12% from countries other than Asia.

REPORTS OF AD HOC COMMITTEES

1. Professional Development Scheme (PDS) Working Committee

Committee Members:

Chairperson: Mr Choy Fatt Cheong

Members: Ms Ong Juey Ming
Mr Idris Rashid
Mrs Kim-Chew Ah Too
Ms Yvonne Krishnan
Mrs Doris Tan
Mr Yit Chin Chuan

Terms of Reference

1. Finalize a list of professional development activities to be included and recognized in the scheme
2. Design a system to assign weightages to each activity fairly
3. Address the concerns of LAS members as expressed in various forums and feedback sessions
4. Design policies and procedures from applications to award
5. Plan the roll out of the scheme

Activities & report

- 1.1 The Committee met 3 times during the year and worked through email correspondence to prepare for the implementation of the PDS scheme. Mr Yit Chin Chuan, Mrs Kim-Chew Ah Too and Mr Choy Fatt Cheong designed the PDS Activities Record form, an Excel spreadsheet for members to submit their PDS application. The form, together with an extensive application guide was put up online in the LAS Website.
- 1.2 To kick start the scheme for its first run, the duration for accumulating PDS points was reduced to one year instead of 2 years with approval from Council. Applicants therefore need only to gain 500 points in 1 year instead of 1,000 points in 2 years to qualify for the award for this first run. Members submitted their application for the award by end Dec 2008 onwards. Professional development activities starting from 1 Jan 2008 to 31 Dec 2008 can be used to earn PDS points, i.e. points can be assigned retrospectively. The award will be valid for a period of 2 years. Thereafter, the scheme will operate on a 2-year cycle.

- 1.3 Mr Choy Fatt Cheong met with the following groups to explain and promote the scheme.
 - a. Representatives of various libraries to discuss implementation issues and address concerns on valid activities and award of points on 27 June 2008
 - b. Council of Chief Librarians on 18 Sep 2008 on the implementation of the scheme
 - c. Staff at National Library Board (2 sessions) on 22 and 23 Oct
- 1.4 Most large institutions have pledged support for the scheme and we expect a good number of applications in Jan 2008.

2. Istana Reception Organizing Committee

LAS Representation on the Organising Committee: Ms Tan Lay Tin

2.1 Background

The Istana Reception was held on 9 May 2008. This event was jointly organized by LAS and NLB. A Working Committee comprising 17 members was set up. A 3-month preparation work began.

2.2 The Reception

- 2.2.1 A total of 226 persons were present at the Reception including invited guests and the Working Committee. 4 sponsors from the LAS Conference 2008 were invited to the Reception as part of the package for their sponsorship.
- 2.2.2 The LAS Awards Panel was roped in to identify members who qualify for the LAS Outstanding Contribution Award. The award winners were Ms Lau Siew Kheng, Ms Manijeh Namazie and Mr R Ramachandran.
- 2.2.3 The Reception started with a group photo-taking with the invited VIPs and Chiefs of various Libraries. The President arrived at 7:30pm. The Reception began with the presentation of the awards and ended at 9:00pm with group photo-taking for LAS members and their institutions.
- 2.2.4 More details about the Reception can be found in *ACCESS* (Jun 2008), *The Straits Times* (10 May 2008) and *Discover NLB* (Oct 2008).

2.3 Response from Members

LAS members were enthusiastic about the event and were prompt in their payment to secure a place at the Reception. Group registrations by institutions helped to save a lot of time in registration.

3. LAS Conference Organizing Committee

Committee Members:

Chairperson: Ms Puspa Yeow

Members: Ms Ngian Lek Choh – Speakers and Conference Programme
Ms Catherine Tan – Sponsorship
Ms Tey Lin Lin – Finance
Mr Wan Ho Wah – On site logistics and Website
Ms Caroline Pang – Special Libraries and Food Logistics
Ms Tan Lay Tin – Publicity and Registration
Ms Loh Hui Hong - Secretary

Sponsorship Subcommittee:

Ms Gee Miaw Min (Member)
Ms Caroline Pang (Member)

Publicity and Registration Subcommittee:

Ms Sandra Hwang Shu Rong (Member)

On site logistics and Website Subcommittee:

Mr Suhaimi Ali (Member – Website design)
Mr Heng Kai Leong (Member - AV & stage setting)
Mr Lim Eng Kiat, Kenneth (Member - AV & stage setting)
Mr Lim Kong Meng (Member - AV & stage setting)
Ms Caroline Pang (Member - Food)
Ms Kho Su Yian (Member – MC)
Ms Phoebe Lim (Member – MC)

Summary Report

- 3.1 On May 8-9, 2008, the Library Association of Singapore (LAS) organized "LAS Conference 2008" bearing the tagline, "Innovate to serve!"
- 3.2 This year's focus was on innovation, to ensure that libraries remain relevant to the society, to serve the restless young and active old, and to reach Singaporeans both physically and digitally.
- 3.3 The 2-day Conference took place at the Vanda Room of Singapore Polytechnic. A total of 212 participants attended the Conference.
- 3.4 The thirty-six speakers and panelists were given as a token of appreciation, a claywork created by local artist Lim Teck Beng.

- 3.5 The localized programme was mainly on developments in the libraries in Singapore. The Keynote Speakers were Mr Choy Fatt Cheong, Chief Librarian of NTU on Day 1 and Prof Kishore Mahbubani, Dean of the Lee Kuan Yew School of Public Policy at the National University of Singapore on Day 2 of the Conference.
- 3.6 Poster sessions were held on both days of the Conference, showcasing innovative projects carried out in the various libraries. A total of 11 poster sessions participated in these sessions. Vendors also showcased their innovative products.
- 3.7 Total expense was \$20,452.59. Total income was \$88,577. Hence, the profit was \$68,124.41 mainly from sponsorship.
- 3.8 Feedback on the conference, poster sessions were generally positive, especially in terms of the speakers and facilities. Many said that they enjoyed the local context in which the speeches were based. There were also calls for LAS to organize an annual or biennial conference as a platform for professional development and sharing.
- 3.9 An area of improvement would be to have a larger venue space for future conferences. Due to the unexpected overwhelming response and requests from members to increase the registration number, the Organising Committee had to accommodate more than the seating capacity of the venue.

4. LAS Awards Panel

Committee Members:

Chairperson: Mr Joseph Kennedy

Members: Ms July Ng
Mr Tan Kah Ching
Mrs Tey Lin Lin
Mrs Fatimah Sulaiman

Terms of Reference:

1. To develop and administer awards and sponsorships to promote professional growth
2. To recognize members who render outstanding service to the profession

Activities & Report

4. Awards Panel

- 4.1 In preparation for the Istana Reception, the Awards Panel was invited to develop an award to honour librarians. As a result, several individuals from across our libraries assisted in compiling a comprehensive list of past service to LAS from 1955 – 2007. The sources of information were LAS *Annual Reports* and *Singapore Libraries*. The "LAS Professional Service Award" was bestowed upon three individuals: Ms Manijeh Namazie, Mr R Ramachandran and Ms Lau Siew Kheng by President S R Nathan on 9 May 2008.
- 4.2 Mrs. Fatimah Sulaiman was appointed to the Panel in June 2008 to join the other panel members.
- 4.3 As part of the ongoing LAS Overseas Library Conference Sponsorship, LAS offered specific sponsorships for individuals to attend the CONSAL XIV Conference in Hanoi, Vietnam on 21-24 April 2009. The announcement was sent to members on 18 November specifying 3 December 2008 as the application deadline. The two recipients were Winnifred Wong and Debby Wegener. They will both receive full subsidies for the full package (registration, airfare and hotel accommodations).
- 4.4 The second offering of the LAS-YBP Grant was announced on 15 January 2009. The application deadline was slated for Monday, 23 February. The award consists of a S\$2,500 grant donated by YBP Library Services/Lindsay and Croft and is meant to finance a research effort in the area of collection development or technical services.
- 4.5 A LAS Awards Manual has been drafted to incorporate information about the LAS awards programme to serve as a guidance document for future awards panels. It includes information on all aspects of the programme.

5. Library Competency Standards Development Committee

Coordinator: Ngian Lek Choh

Members: Isabella Trahn, NTU
Kim-Chew Ah Too, NUS
Ruth Pagell, SMU
Susan Song-Lim Siew Chin, MAS
Wong Siok Mui, NLB
Tan Mui Lin, NLB

The Committee was set up in May 2008 to develop the competency standards completed end of 2007 by LAS and NLB. The Committee decided to work on the para-professional competencies as priority as the need seemed higher. Five standards were completed and these were approved by the WDA's Council in August 2008.

The competency standards for the following 5 units were developed for para-professionals:

- Support general reference and information enquiry work
- Support collection maintenance
- Support bibliographic control work (Level 2)
- Support acquisitions and serials work
- Provide loans and membership services

The Committee will continue to develop the competency standards for professional librarians in 2009.

APPENDIX 1

MINUTES OF THE LAS ANNUAL GENERAL MEETING

Held on 29 Mar 2008 (Saturday) at 2.00pm at Singapore Polytechnic

Members Present:

Life Members:

- | | |
|---------------------------|----------------------------|
| 1. Daniel Chan | 36. Chia Wei Fun |
| 2. Dexterine Ho | 37. Chong Yee Ming |
| 3. Goh, Mary | 38. Chow Wun Han |
| 4. Julie Sabaratnam | 39. Choy Fatt Cheong |
| 5. Koh Thong Ngee | 40. Edmund Lee |
| 6. Kua Ngian Sim, Lena | 41. Fiona Kwan |
| 7. Lau Siew Kheng | 42. Foo Yan Chuein |
| 8. Law Lin Mui | 43. Gan Kim Hong |
| 9. Lee-Chia Meow Hui | 44. Gee Miaw Miin |
| 10. Loh Mee Lan | 45. Glenn HONG |
| 11. Namazie, Manijeh | 46. Isabella Trahn |
| 12. Ng Kim Leong | 47. Joseph P Kennedy |
| 13. Ngian Lek Choh | 48. Kho Su Yian |
| 14. Ong Hong Kiat | 49. Khoo Ai Ling |
| 15. Ong, Esther | 50. Kim-Chew Ah Too |
| 16. Peck-Seah Chin Mui | 51. Kris Lim Siew Choo |
| 17. Perumbulavil Vilasini | 52. Lam, Winny |
| 18. Quah Swee Lan | 53. Lee Cheng Ean |
| 19. Shanty Coomaraswamy | 54. Lee, Ivy |
| 20. Siew Gek Kheng | 55. Lim Bee Ang |
| 21. Sylvia Yap | 56. Lim Eng Kiat, Kenneth |
| 22. Tan Keat Fong | 57. Lim Siew Kim |
| 23. Tan, Doris | 58. Lin Yung Mei, Amy |
| 24. Tan, Mary | 59. Loh Hui Hong |
| 25. Tye Sek Kuan, Paul | 60. Loo Lay Yen |
| 26. Yeo Pin Pin | 61. Michael C M. |
| 27. Yeo Puay Chay, Dora | 62. Mohd Kamil Yusoff |
| 28. Yeo-Tang I-Sha Isabel | 63. Mustafa Bin Mahadi |
| | 64. Ong Pang Hui |
| | 65. Phoebe Lim Choon Lan |
| | 66. Poh Swee Lian |
| | 67. Pu Fang Ching, Patrick |
| | 68. Puspa Yeow |
| | 69. Rokiah Mentol |
| | 70. Seow Hwee Ling |
| | 71. Shaheen Majid |
| | 72. Sim Chuin Peng |

Professional Members:

- | | |
|-----------------------------|--|
| 29. Aaron Tay Chee Hsien | |
| 30. Andria Patricia Lannon | |
| 31. Annalachumi Sinnatamby | |
| 32. Balbindar Kaur Dhaliwal | |
| 33. Catherine Tan | |
| 34. Chan Chew Ee | |
| 35. Chia Wai Ying | |

- 73. Sim Oi Haw Susanna Marie
- 74. Song-Lim Siew Chin Susan
- 75. Suselarani Kalimuthu
- 76. Tan Kah Ching
- 77. Tan Lay Tin
- 78. Tan Sin Guek
- 79. Tan, Catherine
- 80. Tan, Vivien
- 81. Tang Puay Eng
- 82. Tey Lin Lin
- 83. Tham Wai Fong
- 84. Wan Ho Wah
- 85. Wang, Lina
- 86. Wong Chiew Aun
- 87. Wong Choy Ming
- 88. Wong Kok Ling
- 89. Yeow, Puspa
- 90. Yit Chin Chuan

Associate Members:

- 91. Chan Ping Wah
- 92. Fauziah Maarof
- 93. Suriati Mohd Noor
- 94. Yow Wei Chui

Institutional Members (Libraries)

- 95. Singapore Polytechnic Library

Institutional Members (Others)

- 96. Management Development Institute of Singapore
- 97. Nanyang Academy of Fine Arts

1. President's Address

- 1.1 Ms Ngian Lek Choh, President of LAS welcomed the members to AGM and thanked them for their attendance. She went through the agenda for AGM.
- 1.2 In the President's address, Ngian reported the LAS activities of the year. These included talks, workshops, sharing sessions, social activities, including visits to different types of libraries.
- 1.3 She highlighted that the Association and the National Library Board co-organized the Singapore Library Week (1-9 November 2007) event. Guided library tours were open to the public, including visits to Lasalle library, Institute of South East Asian Studies (ISEAS) library, Nanyang Technological University library, Nanyang Polytechnic, NIE library, Ngee Ann Polytechnic, Republic Polytechnic library, Social Service Training Institute Resource Centre (SSTI RC), and Temasek Polytechnic library. LAS contributed to the Supplements in Straits Times and The New Paper published on 1 and 4 November 2007 where the present, former and past LAS Presidents were featured. During the launch of the Singapore Library Week, LAS presented the LAS Lifetime Contribution Award to Mrs Hedwig Anuar, based on the lifetime contributions that she made towards LAS and to the profession.
- 1.4 Another major event organized by the Association was participating in NUS Career Fair. The intent was to promote the profession to fresh graduates. Many of the libraries contributed posters and printed materials

for distribution. It was a good opportunity for the Association to promote the profession and work of library professionals to create more awareness of what librarianship is about. Ngian thanked all members who had contributed.

2 Minutes of the last AGM held on 17 Mar 2007

The minutes of AGM 2007 were passed with no further amendments as proposed by Mr Mustafa Bin Mahadi and seconded by Mr Yit Chin Chuan.

3 Matters arising from the previous minutes of AGM

Ngian updated that the IFLA Conference 2010 would be in Brisbane. The other follow-up from the last AGM was on the Professional Development Scheme.

4 Annual Report 2007

4.1 Ngian invited members for questions on the Annual Report.

4.2 Membership

Ngian highlighted that membership saw a 40% increase as compared to 2006. She thanked everyone for their continuous support for promoting membership and sought members' support to encourage more to join the Association and to participate in its activities.

4.3 Audited Financial Statements

4.3.1 Mr Yit Chin Chuan commented that it would be good to give more details on the earnings and main items for expenditure. Ngian went through the Auditor's Report and gave a summary of the income and expenditures statement of General Fund and its balance. As at 31 Dec 2007, the total fund stood at \$345,439 in the account (Appendix 3, page 4 of the Annual Report). In addition, she went through the expenditure (Appendix 3, page 14).

4.3.2 Ngian went through the expenditures and highlighted the main expenditure items. The expenditure of \$4,500 was for the Lifetime Contribution Award and YBP award.

4.3.3 Mr Yit asked about the expenditure amount of \$71,000 being training expenses on conference. He requested for a detailed breakdown of such expenditures and suggested including details as footnotes in the report to inform members.

- 4.3.4 Mr Tan Kah Ching confirmed that a summary breakdown of the expenses incurred for the LAS Conference details were given during the last AGM (please see Minutes of the Annual General Meeting held on 17 Mar 2007, para 5.6).
- 4.3.5 Ms Balbindar Kaur Dhaliwal commented that the interest income on fixed deposit was minimal, and suggested that Council considers exploring with other banks for higher interest. Ngian thanked Ms Balbindar for her feedback and added that the Association will be mindful with the management of funds.
- 4.3.6 Ms Tey Lin Lin highlighted that the former Hon Treasurer, Mr Tan Kah Ching has proposed for Council's consideration to explore other investment opportunities to earn a higher interest from the funds deposited. She said that she had checked with the bank and was exploring various schemes and she would propose to Council on the recommended scheme.
- 4.5 The Annual Report was passed as proposed by Mrs Mary Goh and seconded by Mr Tan Kah Ching.

5 Treasurer's Report and Supplementary Accounts for January to March 2008

- 5.1 Ms Tey Lin Lin presented the Treasurer's Report 2007 and the Supplementary Accounts from 1 January to 24 March 2008.

LAS Supplementary Statement as at 24 Mar 2008	
Statement of Income and Expenditure from 1 Jan 2008 to 24 Mar 2008	
Income:	Sum (S\$)
Income from Programmes	\$1,200.00
Interest from Bank	\$60.19
Membership 2008 Fee	\$20,115.00
Sale of Merchandise/Publication	\$120.00
Sponsorship for LAS Conference 2008	\$24,770.00
Subtotal:	\$46,272.19
Expenditure:	Sum (S\$)
Accounting Fee	\$1,370.00
Auditors' Remuneration	\$1,003.00
Bulletin & Journal	\$1,198.40
Career Fair 2008 (Booth/Network Point Access)	\$930.90
Course Fee for Training & Development Trainer	\$4,000.00
General Expenses	\$317.40
Rental (LAS Storage Space at NLB & Vanda Room for AGM)	\$1,309.68
Subtotal:	\$10,129.38
(Deficit) / Surplus for the year as at 24 Mar 2008	\$36,142.81

- 5.2 Ms Tey Lin Lin informed AGM that the surplus for the year was \$36,142.81 as at 24 Mar 2008. She highlighted that the main source income were from membership fees. She thanked members for their support and sought their continuous support to encourage more to join the Association.
- 5.3 The main expenditure items were the expenses for trainer's fee for the Training and Development programme. Members enquired about the high cost for paying the trainer.
- 5.4 Members asked for information on the profit for the 2-day training course. Ms Fiona Kwan explained briefly the earning of \$9000 (80 x \$450 per pax). The SMU venue was free. Ms Tey Lin Lin clarified that the net profit was estimated at \$2,000 after the deduction of all expenditures. Mr Choy Fatt Cheong commented that the trainer's fee was reasonable and comparable with industry market rates. It was highlighted that the course was customized. It would cost more for the first year and would usually cost less for subsequent runs. Ms Sylvia commented that as long as there is no loss, there should not be much concern, as even marginal returns or breakeven point courses are still worth the effort, so long as the training programmes achieve the objectives of developing professional skills.
- 5.5 Enquiries from the members for the income and expenditure statement
- 5.5.1 Members enquired who the sponsors were for the LAS Conference of 2008. Ms Catherine Tan informed that the various institutions have helped to secure sponsorships and the amount sponsored varies. Some of the sponsors were YBP Library Services, Dawson, UBS Library Services, Kinokuniya, Thomson Scientific, Emerald, Informa, Elsevier, Swets, SummaryAsia, and PIERS. The list of sponsors and amount sponsored would be listed in the minutes of meeting.
- 5.5.2 Members enquired on the reason for combining the total amount for rental fees for LAS Storage space at NLB and Vanda Room for AGM. They suggested a breakdown for these two expenditure items.
- 5.5.3 Ms Sylvia Yap explained that the Association used to pay NLB \$300 a month for the LAS office located at the Geylang Community Library. The storage is required to store past LAS publications and files. She said that LAS is now renting the storage space at NLB at a low fee of \$62.00 per month. She said that the Association would try to source for the best rate. The room is installed with proper shelving units and air-conditioned.
- 5.6 The audited accounts (Treasurer's report) were passed as proposed by Ms Kho Su Yian and seconded by Ms Doris Tan.

6 Proposal for amendment to the LAS Constitution

- 6.1 Ngian explained to members the rationale for proposing the amendment to move the Council year to start from May or June instead of April. She said that when it comes to closing the Financial Year, the Hon Treasurer had to work through the December period to confirm and close the account. This was not a satisfactory arrangement.
- 6.2 Currently, the account is reviewed half yearly. Lin Lin had checked with auditors and confirmed that there is no issue with the proposed amendment. Ngian explained that she would raise the proposal for amendment to the LAS Constitution formally and table it at the next AGM.
- 6.3 Ngian also confirmed that the proposed amendment would not raise any issue with the Registry of Society.
- 6.4 Ms Sylvia Yap added that when sourcing for the external auditor, the Association was advised to avoid “premium” periods for accountants. She felt that it was a good idea to have the accounting period be pushed later to enjoy a lower accounting fee.
- 6.5 Mr Tan Kah Ching reminded that the proposal for amendment must also outline the plan for shifting the different activities.
- 6.6 The proposal for the change in Constitution would be formalized at the next Annual General Meeting in 2009.

7 Proposal to cease printing of LAS Annual Report

- 7.1 Ngian informed AGM that to save printing cost, Council was considering printing only selected sections of the Annual Report for the AGM.
- 7.2 She mentioned that the full Annual Report would be made available on the LAS website. About 80 members who do not have any form of online access would receive hard copies.
- 7.3 Ms Namazie asked for how long the Annual Report posted on website would be archived. Ngian informed AGM that archival of the LAS website by NLB started last year.
- 7.4 Ms Namazie enquired how long the website would be kept. Ngian explained that, according to her understanding, as it is part of the National Library’s role, it would be kept forever for heritage preservation. Ms Sylvia Yap added that the Annual Report would also be digitized. She informed AGM that the NLB would take care of the digitalization and the digitized materials would be kept in National Library.

- 7.5 Members agreed to the proposal not to print the Annual Report, and only selected sections.

Any Other Business

8.1 Update on Professional Development Scheme

- 8.1.1 Ngian invited Mr Choy Fatt Cheong who chairs the PDS Implementation Committee to provide an update on the Professional Development scheme. Members in the Committee comprise representatives of the various libraries.
- 8.1.2 Mr Choy updated that fine-tuning of the point system had been done such as the scale of point system. One of the requirements is for participants to accumulate the 500 points within a year. He said that the plan was to accept applications by December 2008 and start its first award in January 2009. Thereafter, the submission date will be quarterly.
- 8.1.3 The plan to launch the Professional Development Scheme is tentatively scheduled in Jul 2008. Mr Choy informed AGM that the Committee would finalize the webpage that contains the details of the scheme including a guide for applicants and submission forms. This would be posted on the LAS website for members to comment on and to understand how the scheme works. There are plans to hold information sessions with staff members for each library interested in the implementation of the scheme.
- 8.1.4 Mr Choy went through the guide for applicants. He said that the scheme should not be too easy or too difficult for participants. The Committee had done a test of the scheme and it should enable LAS members to attain the award comfortably. He quoted an example where professional reading and self-study are professional activities that is important for the professional, and applicants could get points for this activity, once the evidence is shown to the Award Panel.

8.2 Response from members on the scheme

- 8.2.1 Members enquired why certain development activities carried lower points. Mr Choy said that there are many options for participants to select and applicants are encouraged to have a spread of activities. He urged that members should not spend too much time on the points system and the points allocated for each activity and asked members to consider the overall scheme. He added that the intent is to make the scheme easy for implementation as the success factor depends on the number of participants.

- 8.2.2 Ngian added that said that we should try out the scheme for one year. The Committee would look at the feedback given, but may not tweak the system too much for now. She reiterated that the purpose of the scheme is to give recognition to libraries to keep track of their developmental progress.
- 8.2.3 Members asked about the purpose of the award system. Mr Choy said that once members have accumulated the points, they would be awarded the status of practising librarians with a validity of 2 years.
- 8.2.4 Members commented that 2 years might be too short. Mr Choy shared that in most other practising trades, there is a validity period to qualify as a practising professional. Hence, there is a need to set a validity period. He quoted an example where all doctors have to certify themselves professionally every year.
- 8.2.5 Members asked about the verification process. Mr Choy said that the verification would be based on the evidence to show the training activities undertaken, such as records of participation. Another way is to submit the list and it would be posted on the LAS website. He asked members to give their input if they could suggest other better ways to show evidence for such activities. He highlighted that it also depended on and would reflect on the personal integrity of the professional.
- 8.2.6 Members asked about the benefit of the scheme. Mr Choy said that the participant would need to be a member in order to benefit from the scheme. He said that libraries and employers would likely support and recognize the scheme as it serves as a pre-requisite for a practising librarian and shows the extent of development effort by the professional. He shared that the NLB, NTU, NUS had agreed to implement the scheme in-principle.
- 8.2.7 Ms Yap added that the Association serves as a neutral third party giving accreditation to participating members.

8.3 Enquiries on the funding for courses

- 8.3.1 Members asked about the source of funding for course attendance for participants and how one would qualify to obtain the funding.
- 8.3.2 Mr Choy said that the Association may not have the fund to send participants for training. Members could start with developmental activities that does not involve training fee such as professional reading. He commented that the individual institution could organize more courses to ensure that everyone has the opportunity to attend.
- 8.3.3 Mr Tan Kah Ching informed AGM that there is an existing fund under the LAS Overseas Conference Sponsorship and the LAS-YBP Award

scheme. Members can make use of such scheme to seek sponsorship for professional training and development. He shared that announcements for the sponsorship had been made via email, however there were not many responses.

- 8.3.4 Mr Mustafa Bin Mahadi asked about reading circles as he noticed that it required registration. Mr Choy clarified that interested participants must register their reading circles with the Association. However, this has yet to be approved by the Council. As the Association does not have a full time secretariat, LAS will depend on volunteers to administer this.
- 8.3.5 As the discussion closed, Mr Choy urged that we start implementing soon so that we could learn from the experience.

8.4 Announcements on LAS Events and Activites

- 8.4.1 Ngian made the announcement to members on the upcoming LAS events and activities. She said that the members would be heavily subsidized by the Association for the Istana Reception and LAS Conference 2008, and alerted all on the registration timeline.
- 8.4.2 She encouraged members to sign up for the LAS Conference that focuses more on inter-library sharing. She shared that LAS might organize such conferences every 2 years with alternate year focusing on local and overseas libraries' sharing. For year 2008, the focus is on local inter-library sharing.

8.5 Preference for schedule for AGM

- 8.51 Ngian asked members for their preference with regard to the Annual General Meeting to be held on Saturday morning. The following are the options:
- Option 1: to hold AGM on a Saturday morning, 9am with breakfast served
 - Option 2: to hold AGM on a Saturday morning, 10am and end with lunch served
 - Option 3: to hold AGM on a Saturday or Saturday afternoon, with lunch (12-2pm) and start AGM at 1.30pm.
- 8.5.2 There were very few takers for Option 1 and 3. The majority opted for Option 2.

9 Closing of AGM

Ngian thanked the Council for the whole year's work and members for their support and time in attending the Annual General Meeting.

The meeting adjourned at 4.00 pm.

Recorded by Ms Kris Lim Siew Choo

Vetted by Ms Ngian Lek Choh

Hon Secretary

President

APPENDIX 2

Membership List as of December 2008

HONORARY

1. Andrews, Isobel
2. Anuar, Hedwig
3. Lim Pui Huen, Patricia

LIFE

1. Ajita Thuraisingham
2. Ambika Raghavan
3. Amarjett Kaur Gill
4. Aw, Shirly
5. Beh, Yolanda
6. Chai Yong Hwa, Magdalene
7. Chan, Luck
8. Chan Thye Seng, Daniel
9. Chang-Koh Soh Choo
10. Cheah-Khoo Sait Poh
11. Cheo Frances
12. Cheong Kwai Liew
13. Ch'ng Kim See
14. Fong Lai Mei
15. Foo Chay Hong
16. Gaw, Patricia
17. Goh Beng Neo, Mary
18. Gwee, Glenda
19. Hamidah Abdullah
20. Han Mui Lan
21. Hayati Abdul
22. Ho, Margaret
23. Ho Soo Miang , Dexterine
24. Ho Kee Lien
25. Julie Sabaratnam
26. Kee Yeh Siew
27. Kho L T
28. Kiang-Koh Lai Lin
29. Ko Yun Chin
30. Koh Thong Ngee
31. Koh Geok Loo
32. Koh Bee Chin
33. Kua Ngian Sim, Lena
34. Kuah Soh Pheck
35. Kwan, Mary
36. Lai Yeen Pong
37. Lam Bee Goh
38. Lau Siew Kheng
39. Law Lin Mui
40. Lee Meow Hui
41. Lee Nyok Chin
42. Lee-Wang Cheng Yeng
43. Leong, Alice
44. Leong Siew Mee
45. Lie, Magdalene
46. Liew Soon Kah
47. Lim Bee Lum
48. Lim Hong Too
49. Lim Kim Char
50. Lim Ah Eng
51. Lim Ah Poh, Esther
52. Liu Wei Ho
53. Loh Mee Lan
54. Loh-Phua Choon Kheng, Caroline
55. Loy Shiow Yong
56. Martland, Nicholas
57. Manijeh Namazie
58. Ng Lee Hoon, Maria
59. Ng Soo Ching, Philomena
60. Ng Kim Leong
61. Ng Kok Koon
62. Ngian Lek Chor
63. Norisah Mansor
64. Ong Gim Hong

65. Ong Wooi Cheen, Esther
66. Ong Bee Teen, Jackie
67. Ong Hong Kiat
68. Pang Yin Wah
69. Peck-Chin Siat Mui
70. Phua Cheok Tin
71. Quah Swee Gnoh, Jill
72. Quah Swee Lan
73. R Chandran
74. Rasu Ramachandran
75. Seah Poh Geok
76. See-Toh, Shirley
77. Shanty Coomaraswamy
78. Siew Gek Kheng
79. Siti Hanifah Mustapha
80. Sng, Sandra
81. Sng Yok Fong
82. Soh, Jenny
83. Tan Li-Min, Sharon
84. Tan, Mary
85. Tan Sok Joo
86. Tan Keat Fong
87. Tan Lai Wan
88. Tan, Doris
89. Tan Boon Huay, Janice
90. Teo Peck Lin, Judy
91. Teo Koon Neo
92. Thavamani Ratnasamy
93. Tye Sek Kuan, Paul
94. Vilasini Perumbulavil
95. Wan Lye Tim
96. Wee Joo Gim
97. Wicks Yoke-Lan
98. Wong Heng
99. Yap Swee Beng, Sylvia
100. Yeap Rosemary Dawn
101. Yee Siew Pun
102. Yeo Isabel
103. Yeo Puay Chay Dora
104. Yeo Pin Pin

PROFESSIONAL

1. Anandasivam Kasthuri Geraldene
2. Annalachumi Sinnatamby
3. Arriwong Suporn
4. Azizah Bte Sidek
5. Baharudin Nordin
6. Balamurugan Anasuya
7. Balasubramaniam S. Sundari
8. Chan Shan Shan
9. Chan Chew Ee
10. Chee, Dexter
11. Chan Fook Weng
12. Chan, Peter
13. Chee Hui Ling, Veronica
14. Chellapandi Sharmini
15. Cher Sen Keuk
16. Chew Hooi Tze
17. Chia Ka Yin, Janice
18. Chia Wai Ying
19. Chia Wei Fun
20. Chin Pei Lin, Karen
21. Choi, Kathy
22. Chong Yee Ming
23. Chow, Lily
24. Chow Wun Han
25. Choy Fatt Cheong
26. Chua Chiew Yong
27. Cumaraswamy Mukunthan, Michael
28. Davison Scott
29. Dhaliwal Balbindar
30. Dresel, Robin
31. Du Juan
32. Dwor-Frecaut Gary Maurice
33. Ee Kim Lock
34. Ee Lai Kuan
35. Er Bee Eng
36. Fauziah Soeratman
37. Fatimah Sulaiman
38. Foo Yan Chuin
39. Gan Kim Hong
40. Gan Mei Lin, Jennifer
41. Gan Yong Chuen
42. Gee Miaw Miin
43. Gill Charlotte
44. Goh Su Nee

- | | | | |
|-----|----------------------------|------|----------------------------|
| 45. | Haslinda Bte Mohd Yusof | 91. | Lim Siew Chin, Susan |
| 46. | Heng Kai Leong | 92. | Lim Siew Choo, Kris |
| 47. | Ho Mui Huay | 93. | Lim Choon Lan |
| 48. | Ho Oon Seng, Hilary | 94. | Lim, Lynette |
| 49. | Ho Po Chiang | 95. | Lim Geok Hong, Charlotte |
| 50. | Hong Mook Nguan, Glenn | 96. | Lim-Tan Siew Kim |
| 51. | Idris Rashid Khan Surattee | 97. | Lin Yung Mei |
| 52. | Iiangovan Malarvele | 98. | Loh Hui Hong |
| 53. | Ithack Bissy | 99. | Loh-Voo Khi Tshin, Hazel |
| 54. | Jamain Norulashikin | 100. | Low Lay Hong |
| 55. | Kamaludeen Mohd Rafi | 101. | Low Swee Ling, Eunice |
| 56. | Kan Sok Cheng | 102. | Lio Sai Bay |
| 57. | Kennedy, Joseph | 103. | Loo Lay Yen |
| 58. | Khoo Ai Ling | 104. | Luyt, Brendan |
| 59. | Kim-Chew Ah Too | 105. | Lye Siew Kuan, Patrick |
| 60. | Kannadasan Venkatachalam | 106. | Majid M Shaheen |
| 61. | Kantilal Panna | 107. | Mohd Bin Salim |
| 62. | Koh Chern Chern | 108. | Mohd Kamil Yusoff |
| 63. | Koh Hwee Keng | 109. | Mohd Salleh Faizah |
| 64. | Koh Su Yian | 110. | Muralidharan, Padmaja |
| 65. | Kok Charmaine | 111. | Mustafa Mahadi |
| 66. | Kong, Judy | 112. | Nandivada Meenakshi |
| 67. | Kong Leng Foong | 113. | Nambiar, Vimala |
| 68. | Kow Yu, Geraldine | 114. | Narayanan Rakunathan |
| 69. | Krishnan Yvonne | 115. | Ng Cheng Soon |
| 70. | Kwan Ai-Ming, Fiona | 116. | Ng, Karen |
| 71. | Lad Rashmi M | 117. | Ng Yen Ping, Stephane |
| 72. | Lam Yen Sze, Elizabeth | 118. | Nooraeni Ahmad |
| 73. | Lam Wai Ip, Joseph | 119. | Noryati Abdul Samad |
| 74. | Lam, Winny | 120. | Ong Pang Hui |
| 75. | Lannon, Andria | 121. | Ong Peik Keng |
| 76. | Lee Chee Beng | 122. | Ooi Lian Ping |
| 77. | Lee Cheng Ean | 123. | Paulini Christina |
| 78. | Lee Huey Shin, Ivy | 124. | Pauline Mckenzie |
| 79. | Lee Hok Fai | 125. | Pek Leng Leng, Sara |
| 80. | Lee Mui Sin | 126. | Periasamy Makeswary |
| 81. | Lee Seok Hong | 127. | Phoon Moi Ying |
| 82. | Lee Su Wei | 128. | Phua Boon Nai |
| 83. | Lee Yuet Sim, Diana | 129. | Poh Swee Lian |
| 84. | Lek Li Keng | 130. | Pu Fang Chiong |
| 85. | Leo Joon Meng | 131. | Quek Swee Kuan, Barbara |
| 86. | Leow, Tony | 132. | Ramakrishnan Ramaravikumar |
| 87. | Lim Bee Ang | 133. | Razia Sultanah |
| 88. | Lim Chiew Aun | 134. | Rokiah Mentol |
| 89. | Lim Kong Meng | 135. | Ruan Yang |
| 90. | Lim Puay Ling | 136. | Sama, Lena |

137. Sathy Shaan
138. Seow Hwee Ling
139. Sharifah Zahra Aljunied
140. Siow Lian San
141. Siti Fauziah Bte Mohd Sani
142. Sim Chuin Peng
143. Suselarani Kalimuthu
144. Tan Bee Lan
145. Tan Catherine
146. Tan Chiang Wee
147. Tan Hwee Yong, Gene
148. Tan Geok Kee
149. Tan Huei Ling, Vivien
150. Tan Hwa Pheng
151. Tan Ler Chew
152. Tan Wah Enn
153. Tan Siew Chye, Michael
154. Tan Siew Lon, Justin
155. Tan Sin Guek
156. Tan Song Young
157. Tan Kah Ching
158. Tan Kia Mui, Florence
159. Tan Yee Lin
160. Tan Hooi Geng
161. Tan Lay Tin
162. Tan Shaw Tyi
163. Tan, Thomas
164. Tang Puay Eng
165. Tay Chee Hsien, Aaron
166. Tay Sok Cheng
167. Teng Soek Leng
168. Teo, Jaclyn
169. Tey Lin Lin
170. Tham Wai Fong
171. Toh Kim Kee
172. Tim Yap Fuan
173. Trahn, Isabella Doris
174. Turner, Saralee Katherine
175. Wan Ho Wah
176. Wang, Damien
177. Wang, Lina
178. Wee Teck Fun
179. Wegener, Debby
180. Wheeler, Joy
181. Won, Roy
182. Wong Wai Ling, Lynette

183. Wong Kah Wei
184. Wong Choy Ming
185. Wong Fang Chin
186. Wong Pei Hong
187. Wong Tsun-Wei, Linus
188. Wong Yoke Fye
189. Wong Siok Muoi
190. Wong Oi May
191. Wong, Winnifred
192. Yap, Clara
193. Yeo Soon Huat
194. Yeoh Seok Kwan
195. Yeow, Puspa
196. Yit Chin Chuan
197. Zaleha Othman
198. Zheng Xinjing

ASSOCIATE

1. Balagopal, Roberta
2. Buddharaju L N Raju
3. Chan Ping Wah
4. Chew Mei Ling
5. Choo Thong Tiong
6. Ek Ben Wai
7. Fauziah Binte Ma'arof
8. Foo Yew Lee
9. Foo Miin Huey
10. Foo Ai Wah
11. Foo Shou Boon, Schubert
12. Goh Beng Hwee
13. Goh Yong Hua
14. Goh, May
15. Hasmidah Bt. Hosaimi
16. Hassan Salinah
17. Hassan Mohamed Jamilah
18. Herman Felani Bin Md Yunus
19. How, Rebecca
20. Htoo Tint Hla Hla
21. Huang Shu Rong, Sandra
22. Ikbar Hafidzah
23. Ismail Rashidah
24. Ismail Sukardi
25. Jagjit Kaur, Jay
26. Kannappan Subramaniam

27. Kaur, Sangeet
28. Kaur, Narinder
29. Koh Ai Gek
30. Koh Kim Boon
31. Kong Yoke Mun
32. Kuan Sung
33. Kwakkelaar, Rolf
34. Lam Wai Lan
35. Lee Lay Beng
36. Lee Kee Siang
37. Lee Meng Boon
38. Lee, Pepe
39. Lee Yoke Peng
40. Leong Mun Kew
41. Liao Yi Chin
42. Lim Chew Teng
43. Lim Geok Choo, Mary
44. Lim Kheng Jin, John
45. Lim Lee Kuan, Henri
46. Lim May Ling
47. Lim Theam Siew
48. Mohamad Noor Suriati
49. Mohammad Moasi Rahimah
50. Montemayor Marites
51. Murugiah, Narayana Moorthy
52. N Varaprasad
53. Ng Keh Sing, Agnes
54. Ng Hui Hong
55. Ng Say Hui, Dianne
56. Ng Peck Suan
57. Norain Bte Akil
58. Noraishah Shaharuddin
59. Ong Lay Yen, Linn
60. Ooi Kooi Cheng
61. Ow Fung Yin, Janice
62. Patkar Akshata
63. Paul Davasagayam, Johnson,
64. Phang Lee Lian
65. Pradubsook, Jonathan
66. Rajid Ahamed Saleema Siddeeqa
67. Ruhaida Bte Mohamed Elah
68. Samikkannu Ponni
69. Seah Eng Kiat
70. Ser Giok Eng
71. Soh, Ann
72. Soh Lin Li

73. Tan Choon Hui, Maia
74. Tan You Tong
75. Tan Hee Seng
76. Tan, Jason
77. Tan Swee Geok, Pauline
78. Tan Wun Lin, Mindy
79. Tang, Gary
80. Tang Yong Han
81. Tanuri Sri Asrina
82. Tay Chiew Boon
83. Tay Peck Kee
84. Teng, Toby
85. Teng Meng Huei, Jessie
86. Teo Siew Wah, Annie
87. Tham Jing Wen
88. Tham, Samuel
89. Tong Mei Chun
90. Wee Jee Foon, Joan
91. Wee Poh Gek, Joyce
92. Wee Fong Fong
93. Winoto, Grace
94. Wong Suei Nee
95. Yang Soh Bee Nee Peh
96. Yee Sock Lan
97. Yeo Eng Ling
98. Yeo Kwang Hwang, George
99. Teo Gare Hwee
100. Yeo Puay Hoon
101. Yow Wei Chui
102. Yuen Foon Yee
103. Zhang Leiping
104. Zohrah S. Anwar

AFFILIATE

1. Doing Cheong Hoong
2. Edmund Wee
3. Wee Biow Sian, Grace

INSTITUTIONAL MEMBERS (LIBRARIES)

1. Air Force School
(Tan Su Ping, Sharon)
2. Baker & McKenzie, Wong & Leow
(Kennedy, Joseph)
3. Biblical Graduate School of
Theology (Leong Kok Weng)
4. Center for American Education
(Tatjana, Johnsson)
5. Defence Science & Technology
Agency (Lim Kwee Lang, Ann)
6. Dover Court Preparatory School
(Behroze Daruvala)
7. German European School Singapore
(Elaine Fong)
8. Health Promotion Board
(Thanarajah Sarojini)
9. IE Singapore
(Lam, Elizabeth)
10. Inland Revenue Authority of
Singapore (Low Lay Hong)
11. INSEAD
(Pang, Caroline)
12. Institute of Southeast Asian Studies
(Ch'ng Kim See)
13. JTC Corporation
(Lee Yee Fung)
14. LASALLE-SIA College of Arts
(Nadeson Malar Villi)
15. Nanyang Academy of fine Arts
(Sim Seok Cheng, Carol)
16. Management Development Institute
(Esther Quek)
17. MediaCorp Pte. Ltd.
(Jenny Tan)
18. Nanyang Polytechnic
(Ng, Shareen)
19. Nanyang Technological University
(Choy Fatt Cheong)
20. National Archives of Singapore
(Zainah Arshad)
21. National Community Leadership
Institute (Seet Chin Whatt)
22. National Institute of Education
(Siti Fauziah Bte Mohamed Sani)
23. National Library Board
(Suporn Arriwong)
24. National Parks Board
(Soh Jeng Har, Christina)
25. National University of Singapore
(Tim Yap Fuan)
26. Ngee Ann Polytechnic
(Phua, Caroline)
27. RTRC Asia Pte Ltd
(Chia, Cindy)
28. S.P. Jain Center of Management
(Naikal Appasaheb)
29. SEAMEO Regional Language
Center (Leong-Lee Kim Lian)
30. Singapore Institute of Management
(Gina De Alwis)
31. Singapore Integrated Library
Automation System
32. Singapore Management University
(Ruth Pagell)
33. Singapore Polytechnic
(Wan Lye Tim)
34. Singapore Press Holdings
(Chin Wey Tze)
35. Singapore Sports Council
(Lily Toh)
36. Temasek Polytechnic
(Wong Yoke Fye)
37. Trinity Theological College
(Cumaraswamy Mukunthan, Michael)
38. Urban Redevelopment Authority
(Tay Wan Jee)

INSTITUTIONAL MEMBERS (OTHERS)

1. Civica Pte Ltd
(Leow Kok Meng)
2. Comwell Management Services Pte.
Ltd.
3. Info. Host Pte. Ltd.
(Aviya Tan)
4. John Chen (Singapore) Pte Ltd
(Chen, Carl)
5. SWETS Information Services
(Fouwels, Irwin)
6. TLC/CARL
(Murphy, John)

INSTITUTIONAL MEMBERS (SCHOOLS)

1. Anglo-Chinese School
(Independent) (Jessie Tan)
2. Catholic Junior College
(Ng Kee Luan)
3. Henderson Secondary School
(Tan Chay Hiang)
4. Hwa Chong Institution
(Rosalind Lee)
5. Methodist Girl's School
(Chuah Cheng Kim)
6. Meridian Junior College
(Mohmad Salleh Khartini)
7. Nanyang Girl's High School
(Low Ke Khoon)
8. Nanyang Junior College
(Lai Siew Phing)
9. Raffles Girls' School (Secondary)
(Tan, May)
10. Raffles Institution
(Yap, Cheryl)
11. Raffles Junior College
(Joanna Yu)
12. School of the Arts
(Ho Zen Hoshiko Sa)
13. Singapore American School
(John K. Johnson)
14. Singapore Sports School
15. St. Andrew's Junior College
(Sim Geok Sew)
16. Stamford Primary School
(Foo, Eileen C. M.)
17. Tanglin Trust School
(Makselon, Jacqueline)

APPENDIX 3

Committee's Report and Audited Financial Statements