



Library Association of Singapore
Founded in 1955

Annual Report *2010*

LAS Annual Report 2010

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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.
- 2009 136 LAS professional members from the first 5 batches were given the Practicing Professional award under the PDS scheme.
-  The Association accorded the LAS Professional Service Award to Mrs Sylvia Yap at the LAS Tri-event held on 16 October 2009.
-  The Tri-event was also the occasion to launch the inaugural LAS Library School Scholarship award, which was awarded to Mr Herman Felani bin Md Yunos.
-  Professor Tommy Koh, Ambassador-at-Large and Patron of LAS, was invited to give out the LAS Lifetime Contribution Award to Ms Rosemary Yeap at the LAS Annual Dinner held at the Pod on 16 October 2009.

CHRONOLOGY

2010

Launch of first **online** volume of the Singapore Journal of Library and Information Management on 25 January 2010. The table of contents and full text of the articles for Volume 38 are open access and available to everyone. The journal is no longer available in hard copy.



Launch of LAS first entry level (WSQ Level 2) training programme for library support staff on **Support General Reference and Information Enquiry**. This was the first of the 5 competency based programmes which form the WSQ Higher Certificate in Library and Information Services. All 5 modules were developed by LAS and approved by WDA by end 2010.

The 2010 LAS Awards were presented by our Guest of Honour, Dr N Varaprasad at the LAS Awards Ceremony and Hi-Tea event held on 15 January 2011 at the Rendezvous Hotel.



The Association accorded the LAS Lifetime Contribution Award to Datin Patricia Lim Pui Huen.



The LAS Professional Service Award 2010 was presented to Mr Choy Fatt Cheong.



Mr Nurhazman Abdul Aziz, from NTU Library, became the first award winner for the LAS Outstanding Newcomer Award, which was launched in 2009.



The LAS Library School Scholarship 2010 was presented to Ms Samatha Thanh Giang Vu by Ms Puspa Yeow, President of LAS.

PRESIDENT'S MESSAGE

Dear LAS members

Thanks to you, it has been another year of strong support and participation in LAS events and activities. Thanks especially to my fellow LAS Council members for initiating and driving numerous programmes.

A significant achievement is the successful completion and launch of the 5 competency based Level 2 programmes for para-professionals which form the WSQ Higher Certificate in Library and Information Services. All the 5 modules were developed by LAS course developers and trainers who have achieved ACTA certification. We have received a strong level of interest and participation for all the 5 modules. The first to be offered was the programme on Support General Reference and Information Enquiry which itself had 4 runs. With the submission of all 5 programmes by end 2010 which have been accredited by WDA and conducting training for all the 5 modules by March 2011, LAS has successfully received the WDA CREATE Early Adopter incentive grant. We achieved this due to our team of dedicated Training and Development Committee, chaired by Isabella Trahn and our committed and passionate course developers and trainers.

To make it convenient for members to renew LAS membership and payment of membership and training fees, we have also successfully launched our online registration, payment and membership renewal. This has helped us to streamline our administrative processes as we work together as a team of volunteers across the various organisations and across the island. This was one of the goals that our Council had set to achieve when we took on our council appointments in May 2009.

Having LAS flagship events with our annual LAS Awards Ceremony and our LAS conference or major seminar at least once every 2 years was something we had hoped to achieve, knowing that we would need very strong support from the various LAS committees such as the LAS Awards Panel, the Business and Development team, the Training and Development team, the Web Team, the Programmes and Social team as well as having a Treasurer who could endure the continuous stream of financial transactions And yes, we achieved this too, mainly because of the strong support, encouragement and the positive feedback that we have received from you, our members and our colleagues.

Balancing our work and family commitments as we strive to take on the challenges in library development and with controversial views on the changing role of libraries and librarians, each of us has to play a part in promoting librarianship and to ensure that our professional association remains active and relevant.

I believe that together, we will scale to greater heights and reap success with our flagship events, our continuing professional development achievements and our collaborative efforts.

I look forward to a more buoyant and vibrant library scene in the years to come and I know I can count on your continued dedication and commitment to ride the growth momentum. Together we can move the association towards a brighter future.



Puspa Yeow
LAS President
2009/2011

LAS Council



President	Ms Puspa Yeow
Immediate Past President	Ms Ngian Lek Choh
Vice President	Mr Gene Tan
Hon Secretary	Ms Wong Choy Ming
Hon Treasurer	Mr Yit Chin Chuan
Assistant Hon Secretary	Ms Soh Lin Li
Council Members	Ms Catherine Tan Ms Isabella Trahn Mr Kamaludeen Mohamed Rafi Mr Sim Chuin Peng Ms Susan Song-Lim Ms Yeo Pin Pin

LAS COMMITTEES

BUSINESS AND DEVELOPMENT MEMBERSHIP

Committee Members:

Chairperson: Ms Catherine Tan Leng Yan

Members: Ms Caroline Pang
Mr Frank Seah
Ms Chia Wei Fun

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: Ms Soh Lin Li

Members: Ms Chris Koh
Ms Gee Miaw Miin
Ms Phoebe Lim Choon Lan
Mr Patrick Pu
Ms Loh Hui Hong
Ms Sharon Chen

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.
4. Plan and implement suitable marketing programmes for LAS Flagship events and to increase membership.

LAS COMMITTEES

PROGRAMMES AND SOCIAL

Committee Members:

Chairperson: Mr Sim Chuin Peng
Members: Ms Luo Biming
Ms Ng Peck Suan
Ms Georgiana Glass
Mr Mustafa bin Mahadi
Mr Leo Joon Meng
Ms Zarinah Mohamed

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.

PUBLICATIONS

Committee Members:

Chairperson: Ms Yeo Pin Pin
Members: Ms Sharmini Chellapandi

Terms of Reference:

1. To develop and implement publications policies and procedures for LAS publications.
2. To maintain quality control of all LAS publications according to acceptable standards.
3. To be responsible for the production of regular LAS publications originating from the Committee.
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 state-of-the-art publishing, including electronic publishing, which are cost effective, speedy, and up to date.
7. To advise LAS Council on matters relating to LAS publications.

LAS COMMITTEES

SPECIAL LIBRARIES SECTION

Committee Members:

- Chairperson: Ms Susan Song-Lim,
Monetary Authority of Singapore
- Secretary: Ms Kwok-Foo Yan Chuin,
NUS CJ Koh Law Library
- Ex-Chairperson: Mr Joseph Kennedy,
Singapore Management University
- Members: Ms Carol Sim Soek Cheng,
Nanyang Academy of Fine Arts
- Ms Tay Chiew Boon,
National Library Board
- Ms Charlotte Gill,
Singapore Management University
- Ms Manimekalai Thirumalai,
Ministry of Trade & Industry

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.

TRAINING AND DEVELOPMENT

Committee Members:

- Chairperson: Ms Isabella Trahn
- Members: Mr Rajen Munoo
Ms Faridah Ibrahim
Ms Kow Yu

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.

LAS COMMITTEES

WEBSITE

Committee Members:

Chairperson: Mr Kamaludeen Mohamed Rafi

Members: Mr Wan Ho Wah

Mr Joseph Kennedy

Mr K. Venkatachalam

Mr Kenneth Lim Eng Kiat

Mr George Yeo

Mr Ramaravikumar Ramakrishnan

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.
4. To provide a forum for members for discussion of common problems and matters of professional concern.

ACTIVITIES OF THE YEAR

8 April 2010

NTU Library extended invitation to LAS participant in a talk on "Citation Matters! Realize your paper's Full Citation Potential" by Christina Low, Managing Editor of Taylor and Francis Asia Pacific.



9 Apr 2010

The Programmes and Social Committee organised a visit to the Singapore Press Holdings (SPH) Information Resource Centre. The event was attended by 29 participants

14 Apr 2010

NLB extended invitation to LAS members to participate in a Seminar on "Challenges of Libraries in Asia". 18 members attended the seminar.

21 Apr 2010

NLB extended invitation to LAS members to participate in a Professional Talk Series on "An International Librarian in a Singapore Context" by Ms Ruth A. Pagell. 18 members attended the talk.

3-7 May 2010

NLB extended invitation to LAS members to participate in the International Internet Preservation Consortium GA 2010.

12 May 2010

SPH Library extended invitation to LAS members to participate in a seminar on "Information Services and Literacy in a Changing Media Landscape". 35 members attended the seminar.

15 May 2010

The LAS Annual General Meeting was held at the Concorde Hotel, Singapore, and attended by 115 LAS members. Proposed amendments to LAS Constitution was debated and accepted.

21 May 2010

The Programmes and Social Committee organised a visit to the NAFA Library. The event was attended by 55 participants.

2 Jun 2010

The Programmes and Social Committee organised a visit to the Singapore American School Library. The event was attended by 26 participants.

11 June 2010

NLB extended invitation to LAS members to participate in the sharing session with Neil Godfrey on "How RDA can make libraries more relevant to information seekers". 34 members attended the session.

16 Jun 2010

NLB extended invitation to LAS members to participate in a Professional Talk Series on "Library Service Quality and Customer Satisfaction" by Dr Dong-Geun Oh. 36 members attended the talk.

ACTIVITIES OF THE YEAR



1 Jul 2010

A third run of the highly popular visit to 3M Woodlands and 3M Yishun Facilities was organised by the Programmes and Social Committee. The visit had 26 participants.

6 Jul 2010

The Training and Development Committee organised a talk on 23rd July afternoon on “The New Wave: Social media & Libraries”. Response was overwhelming.

9 Jul 2010

The Programmes and Social Committee organised a talk on “Myths, Stories, and Possibilities” by Dr Paul B. Gandel. The event was attended by 35 participants.

23 July 2010

NTU Library extended invitation to LAS members to participate in the social networking session on “The New Wave: Social Media & Libraries”. 46 members attended the session.

3-4 Aug 2010

The Training and Development Committee launched the first entry level LAS (WSQ Level 2) workshop for library support staff. The 2-day workshop on “Supporting General Reference and Enquiry” was attended by 16 participants from NIE and NTU libraries.

13 Aug 2010

The Programmes and Social Committee organised a visit to the NLB Supply Centre. The event was attended by 31 participants.

31 Aug 2010

The Publications Committee published Volume 39 of the Singapore Journal of Library and Information Management on the LAS website. Open access was provided to the four articles totally written by Singapore librarians.

6 Sep 2010

NTU Library extended invitation to LAS members to participate in a talk on “Libraries: Frameworks for Excellence”.

7-8 Sep 2010

The Training and Development Committee held the 2nd run of the WSQ Level 2 programme on “Supporting General Reference and Enquiry” with 17 participants.

15 Sep 2010

NLB extended invitation to LAS members to participate in a Professional Talk Series on “National and State Libraries Australasia’s Re-imagining Libraries Project”. 32 members attended the talk.

17 Sep 2010

The Programmes and Social Committee organised a Heritage-on-the-Hill tour to Fort Canning Hill. The event was attended by 13 participants.

ACTIVITIES OF THE YEAR



28 Oct 2010

The Programmes and Social Committee organised a visit to the Health Information Centre of the Health Promotion Board. The event was attended by 45 participants.

29 October 2010

NLB extended invitation to LAS members to participate in a talk on “Marketing and Promoting Library Services” by Ms Barbara Lison, Director, Public Library of Bremen, Germany. 39 members attended the talk

2 Nov 2010

SAFTI MI Library extended invitation to LAS members to participate in a Viewpoint talk on “Transnational Terrorism and the Threat of Self-Radicalization: Analysis and Possible Responses”.

2-3 Nov 2010

The Training and Development Committee held the 3rd run of the WSQ Level 2 programme on “Supporting General Reference and Enquiry” with 19 participants.



8-10 Nov 2010

LAS organized a 3-day study trip to Kuala Lumpur, with 13 participants. The trip included conference attendance, visit to 3 libraries and a meeting with the PPM to re-initiate LAS-PPM ties. Council members Puspa Yeow, Catherine Tan, Susan Lim and Isabella Trahn were members of the Singapore delegation.

11 Nov 2010

The LAS Special Libraries Section held its inaugural Networking Event at the Maxwell Chambers, Stamford Raffles Room. The evening event was attended by close to 60 library information and knowledge management professionals. LexisNexis sponsored the event and a cheque of \$300 for the LAS Special Librarian Passion Award. The first LAS Special Librarian Passion Award was presented to Ms Debby Regina Wegener.

23-24 Nov 2010

The Training and Development Committee held the 4th run of the WSQ Level 2 programme on “Supporting General Reference and Enquiry” with 7 participants.

10 Dec 2010

The Programmes and Social Committee organised a visit to the Tanglin Trust School Library. The event was attended by 24 participants.

18-19 Jan 2011

The Training and Development Committee launched the second of its 5 competency-based WSQ Level 2 programme on “Support Bibliographic Control” with 17 participants.



ACTIVITIES OF THE YEAR

22 Jan 2011

The LAS Awards 2010 ceremony was held together with the Hi-Tea event on Saturday 22nd January 2011 afternoon at the Rendezvous Hotel. The event was attended by 125 participants.

22-24 February 2011

The Training and Development Committee launched the third module of its WSQ Level 2 programme on “Support Collection Maintenance” with 19 participants.

25 February 2011

The Programmes and Social Committee organised a visit to the Micrographics Data Pte Ltd. The event was attended by 30 participants.

1-2 March 2011

The Training and Development Committee launched the fourth module of its WSQ Level 2 programme on “Support Acquisitions & Serials” with 16 participants.

15-16 March 2011

The Training and Development Committee launched the fifth module of its WSQ Level 2 programme on “Provide Loans and Membership” with 17 participants. One participant completed all 5 modules and would be eligible to be awarded the WSQ Higher Certificate in Library and Information Services.

25 March 2011

The second and third runs of the highly popular visit to Micrographics Data Pte Ltd. were organised by the Programmes and Social Committee. The 2nd run was held in the morning and had 19 participants, while the 3rd run in the afternoon had 20 participants.

4-5 April 2011

A second run of the WSQ Level 2 programme “Support Collection Maintenance” attracted 17 participants. By end April, another 3 participants would be eligible to be awarded the WSQ Higher Certificate in Library and Information Services.

MEMBERSHIP

The table below gives the membership status as of 31 December 2010. There was an overall decrease of 0.6% of the total membership due to the decrease in personal membership. As the membership renewal exercise for 2011 started in November 2009, this percentage growth takes in account new members who joined the Association from mid October 2009.

7 Associate members had become Professional Members. As advised in May 2010 AGM to step up efforts to recruit more institutions and schools, the team had successfully increased the institutional membership. However this has caused some slight reduction in Personal Membership as some of them will be representing their institutions instead. Due to the change in Associate Membership criteria, some vendors who were Associate Members had taken up Institutional (Others) membership or Affiliate Membership.

With the launch of online renewal and payment, many members complimented on the ease of renewal and online payment where 75% of existing members renewed before 31 January 2011 closes. Due to the Kinokuniya Privilege Card or Vouchers promotion, about 7% of past members had renewed their membership again and they are considered as new members since their membership has lapsed.

Category	December 2009	December 2010	% Change
Honorary	3	2	-33%
Life	104	102	-2%
Professional	210	204	-1%
Retiree	--	4	
Associate	111	105	-5%
Affiliate	1	1	-
Institution (Libraries)	39	40	3%
Institution (Others)	10	13	30%
Institution (Schools)	12	16	33%
Total	490	487	-0.6%

FINANCE

The total income and expenditure for the year 2010 are reflected in the Auditor's Report which is presented in Appendix C.

The main sources of income were Membership Fees (\$35,055), Course Fees (\$17,490), Conference (\$11,500) and Programmes (\$11,220).

The main expenditure items were for Training (\$19,274), Programmes (\$12,227), Awards (\$8,580) and Annual Dinner (AGM) (\$7,846)

The key change for the Association finance arrangement is the implementation of e-Payment methods using PayPal and the registration of the Association on the government's vendor.gov.sg interface to enable LAS to invoice Ministries and Statutory Boards electronically.

ANNUAL GENERAL MEETING 2010

1. AGM 2010 was held at the Concorde Hotel, Singapore, on 15 May 2010 (Saturday). 115 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 2010 and the audited accounts for the Financial Year ending December 2009.
4. The proposal for the changes in Constitution was formalized at the Annual General Meeting in 2010.

Please see **Appendix A** for **Minutes of the Annual General Meeting held on 15 May 2010**.

COUNCIL MEETINGS

1. **Council Meetings.** The Council held 5 Council meetings on 26 Mar 2010, 23 Jul 2010, 24 Sep 2010, 19 Nov 2010 and 21 Jan 2011. The last meeting for this Council would be on 15 Apr 2011.
2. **Financial Policies & Procedures for Training & Development.** Council approved the LASFPPTD-2010-Mar version of the Financial Policies & Procedures for Training & Development (LASFFPPTD).
3. **Scholarship Award Disbursement.** Council approved the \$4000.00 spending for LAS Scholarship Award to Herman Felani Bin Md Yunos.
4. **Emerald arrangement.** Emerald has proposed continuation of same arrangement. Council agreed to continuation and the new contract deal commences on 1st September 2010 and will terminate on 31st August 2011.
5. **IFLA 2013 Bid.** Council agreed to support NLB's initiative and to partner NLB to bid for IFLA 2013 after consulting Council of Chief Librarians and after receiving strong support from Singapore Tourism Board (STB) and Ministry of Information, Communications and the Arts (MICA) and Ministry of Foreign Affairs (MFA). Funding support from various agencies was also confirmed.
6. **KL Study trip.** Council supported the proposal for LAS to coordinate a study trip comprising of conference attendance (3rd International Conference on Libraries, Information and Society 2010, organized by University of Malaya); library visits to National Library of Malaysia, Petronas Resource Centre and Bank Negara Resource Centre and an LAS-PPM meeting to re-establish ties, with participants paying for their own expenses.
7. **Investment of LAS funds.** Council agreed to set up of an adhoc committee of 5 members to study further the investment options and feasibility.
8. **PDS Board and Working Committee.** Council appointed the formation of the PDS Board Standing Committee with PDS Working Committee as its sub-committee after a proposal from a member at AGM2010 that that the PDS Board and the PDS Working Committee should no longer be considered as ad hoc committees.
9. **LAS Awards 2010.** Council approved LAS Awards Panel recommended recipients for LAS Lifetime Contribution Award, LAS Professional Service Award, LAS Outstanding Newcomer Award (Inaugural) and LAS Library School Scholarship.
10. **ACTA training and WDA.** Council agreed to proposal for engaging casual course administration support manpower to support the WSQ programmes and to liaise with WDA on documentation. An hourly rate of \$12 was also approved.
11. **Online Payment and Online membership renewal.** Council agreed to setting up online payment for membership, training and social programmes where fees were required after the demonstration and payment procedure were presented by the Chair of Web Committee and Treasurer.

COUNCIL MEETINGS

12. **Membership benefit.** Council approved proposal on 2011 membership benefit which is to offer to LAS members who renew membership or new members who sign up before end Jan 2011, either a 1-year membership of the *Kinokuniya Privilege Card* valued at \$20, or a \$20 Kinokuniya voucher.

REPORTS OF LAS COMMITTEES

1 Business Development Committee

1.1 The Business Development Committee worked on getting sponsorships for the Libraries for Tomorrow 2011. As of 6 April 2011, the event received support from 3M, ExLibris, Lexis Nexis, iGroup, OneSource, Proquest, SirsiDynix, Swets, Taylor & Francis, Kinokuniya and Wanfang.

1.2 In addition to the usual sponsorship terms, Business Development explored a different sponsorship model with Micrographics Data. Micrographics Data supported the LAS Annual High Tea and Awards Ceremony with a cash sponsorship. In exchange, LAS organized 3 visits to Micrographics Data.

TLC/Carl East and CNKI paid for listing in the LAS website.

1.3 Besides monetary sponsorships, the Committee developed partnerships with vendors:

(a) Emerald has given all LAS members access to its LIS collection. Every month all LAS members were emailed titles of the top downloaded articles from the LIS collection. In return Emerald is given publicity opportunities in LAS events.

(b) Online Information Asia-Pacific has given 1 LAS member a free pass to the conference in exchange for LAS support of their event.

2 Membership Committee

See updates in Section on Membership.

3 Programmes and Social Committee

3.1 For the period April 2010 to March 2011, the Committee organized a total of 13 activities, which included visits to local libraries and library suppliers, heritage walking tour, talks and annual LAS High-tea cum Awards Ceremony. They were well-attended by members.

3.2 Among the highlight of this period were the LAS High-tea and Awards Ceremony held on Saturday 22 January 2011 afternoon at the Rendezvous Hotel. Dr N Varaprasad graced the event. 4 awards, LAS Library School Scholarship, LAS Outstanding Newcomer, LAS Professional Service and LAS Lifetime Contribution Awards, were presented to the recipients during the high-tea.

3.3 NLB, NTU Library and SPH Library had also extended their invitation to LAS members for 10 events.

4 Publication Committee

4.1 The Singapore Journal of Information and Library Management (SJLIM) had a new volume, Volume 39 published online in August 2010. It contained four articles totally written by Singapore librarians. Three of the articles were the updated versions of the papers presented at the LAS seminar held in October 2009. The journal URL is <http://www.las.org.sg/sjlim.htm>.

REPORTS OF LAS COMMITTEES

- 4.2 The SJLIM editorial board comprises: Associate Professor M. Shaheen Majid (Nanyang Technological University), Associate Professor Christopher Khoo Soo Guan (Nanyang Technological University), Choy Fatt Cheong (Nanyang Technological University Library), Idris Rashid Khan Surattee (Singapore Press Holdings Information Resource Centre), Isabella Trahn (Nanyang Technological University Library) and Yeo Pin Pin (Singapore Management University).
- 4.3 The Singapore Libraries Bulletin Editor was Sharmini Chellapandi (National Library Board) until March 2010. Yeo Pin Pin took on the role of the Bulletin editor from April 2010. With contributions from members, libraries, LAS Committee Members and LAS Council Members, we were able to publish an issue of the bulletin every month.

5 Special Libraries Section (SLS) Committee

- 5.1 The SLS Committee has met twice so far, on 4 Aug 2010 and 22 Jan 2011. A 3rd meeting will be scheduled in Mar/Apr 2011 to kick-start discussions on SLS 2011-13 plans as well as ideas for the next SLS networking event in 2011.
- 5.2 As noted in the last annual report, the Committee does not see the need to have frequent face-to-face meetings. Many of the discussions and issues, including the planning for the inaugural SLS Networking Event, are conducted and resolved effectively over phone calls and email correspondences.
- 5.3 At a recent meeting, the Committee also affirmed that while it is not necessary to have a formal structure for its different interest groups, all groups in SLS would strive to be as open and inclusive as possible within the comfort level of each group e.g. the Arts Librarians Group will only include arts librarians from art institutions or art-affiliated institutions in its meetings, whereas the Law and Business Librarians Groups welcome anyone who is interested.
- 5.4 SLS held its inaugural **Networking Event** on 11 Nov 2010 at the Maxwell Chambers, Stamford Raffles Room, 5-9 pm. Close to 60 library, information and knowledge management professionals attended the event which was supported by LexisNexis.
- 5.5 The highlight of the event was the presentation of the first LAS Special Librarian Passion award. This award of a \$300 cheque, also sponsored by LexisNexis, aims to recognize one individual or group of LAS members each year for outstanding contributions to the Special Libraries Section or any of its Interest Groups.
- 5.6 LexisNexis reiterated its support to partner SLS in its future networking events and indicated that it would continue to sponsor the Passion award.

REPORTS OF LAS COMMITTEES

- 5.7 For the record, the winner of the inaugural **LAS Special Librarian Passion Award** is Ms Debby Regina Wegener, a Reference Librarian in the Design & Fine Arts and Information Technology section of the Temasek Polytechnic Library. Debby is nominated for her contributions to the Arts Librarians Group (the ALG) of the Special Libraries Section of LAS. As a founding member, Debby has served as the ALG Secretary since 2008. She provided much of the behind the scenes coordination work that has maintained the Group's momentum and helped the ALG to grow from strength to strength. Besides organizing the quarterly meetings which included visits to arts related libraries in 2008-2010, she is also the Group's archivist. She created and serves as the webmaster for the ALG blog. She also represents the ALG in the LAS Online Community Project jointly initiated and supported by NLB.
- 5.8 Since its inception in Jun 2009, the **Business Librarians Group (BLG)** has been meeting regularly to share information and discuss issues of interests. Each meeting continues to be rotated and hosted by respective participating libraries/institutions.
- BLG has so far conducted the following meetings:
- (a) 26 Feb 10 at the Singapore Management University,
 - (b) 4 Jun 10 at INSEAD,
 - (c) 1 Oct 10 at the National Library Board, and
 - (d) 9 Mar 11 at the MAS Information Resource Centre.
- 5.9 At its meeting in Jun 2010, Ms Caroline Pang and Ms Yuhanis Yusoff (both from INSEAD Library) were appointed as Chair and Secretary of BLG respectively to provide some structure to the meetings. Their term will run for one year till Jun 2011.
- 5.10 The Group continues to be active in the LAS-BLG Online Community project. Mr Hazman Aziz from NTU Library is representing the Group in a feasibility study on an online community portal for libraries. NLB has tendered for an online platform to roll out this project. In the meantime, the Group deposits related documents and notes of meetings in a temporary site hosted by NTU.
- 5.11 The **Law Librarians Group (LLG)** now comprises 34 members from 28 institutions. Unlike the Arts and Business Librarians Groups, LLG does not have a platform to meet regularly. However it does organize ad hoc training and sharing sessions on law related topics. Its members are also actively engaged in resource sharing and exchange of information via email correspondences via the Law Librarians Online Portal. This law discussion forum clocks up an average of 30 posts and replies a month. The Group is looking forward to upgrade this portal once the LAS Online Community Project takes off the ground.
- 5.12 The **Arts Librarians Group (ALG)** has grown to 35 members representing 16 institutions in the last two years. Like the BLG, the Group meets almost quarterly to network, shares best practices and discusses issues that are unique to arts and arts-related libraries. It is also involved in the pilot LAS

REPORTS OF LAS COMMITTEES

Online Community platform spearheaded by NLB for knowledge sharing. The Group held three meetings cum library tours in 2010 as follows:

- (a) NUS Music Library on 11 March 2010
- (b) National Library on 25 August 2010
- (c) Temasek Polytechnic Library on 22 December 2010

5.13 The Committee is looking for interested parties to form other specialized interest groups such as School, Science & Technology, and Instructional Librarians Groups. To achieve its stated objectives of networking and collaboration, the plan is for the SLS Committee to have representation from at least each of the interest groups, and for SLS to be represented in some LAS initiatives, e.g.:

- (i) Arts Librarians Group - Carol Sim and Tay Chiew Boon
- (ii) Business Librarians Group – Susan Song-Lim, Joseph Kennedy, and Manimekalai Thirumalai
- (iii) Law Librarians Group - Joseph Kennedy and Charlotte Gill
- (iv) LAS Awards Panel - Joseph Kennedy
- (v) Library and Information Services Competency Standards Development workgroup - Susan Song-Lim
- (vi) Committee on Information Studies Programme and Industry Needs (CISPIN) – Susan Song-Lim.

6 Training and Development Committee

6.1 Membership of this small committee remained stable during the year, but the focus of activity of the committee radically shifted towards meeting the training and development needs of support staff, who have had fewer options available to them in recent years. This fulfils another component of the objectives of LAS to address the needs of “all persons engaged in library and information work”.

6.2 Around about the time of the last AGM we flagged the intention of LAS to develop and provide training and assessment recognized by the Workforce Development Authority as compliant with the WSQ Framework and as such nationally recognized and also eligible for government incentives and subsidies to employers.

6.3 The chronology for the development of the component courses for entry level staff which, when fully completed compose a Higher Certificate in Library and Information Services is given below.

- **June 2010**

The first course based on the approved competency standards (*Support General Reference and Enquiry Work*) is accredited.

- **July 2010**

The last of 10 LAS members completes the Advanced Certificate in Training and Assessment (ACTA) supported by LAS. All 10 are now

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qualified to develop, deliver training and assess for WSQ courses. These developer/trainer/assessors are – George Yam, Dexterine Ho, Khoo Ai Ling, Meenakshi Nandivada, Thomas Tan, Seow Hwee Ling, Baharuddin Bin Nordin, Tint Hla Hla Htoo, Leo Joon Meng and Faridah A Rahim.

- **August 2010**

Reference receives its first run with NIE and NTU staff at NTU@One North.

- **September 2010**

First full public run of Reference at Toa Payoh.

- **November 2010**

Two further repeats of Reference at Toa Payoh whilst waiting for other accreditations.

- **December 2010**

Support Collection Maintenance Work and *Support Bibliographic Control Work* are accredited.

- **January 2011**

Support Acquisitions and Serials Work and *Provide Loans and Membership Services* are accredited. First *Support Collection Maintenance* course gets a public run at One North.

- **February 2011**

Support Bibliographic Control Work has a first run at One North.

- **March 2011**

First *Support Acquisitions and Serials Work* run at One North and first *Provide Loans and Membership Services* run back at Toa Payoh after renovations. Formal notification received that the full *Higher Certificate in Library and Information Services* is recognized by WDA. LAS finally receives the balance of funding under the CREATE scheme for early WSQ adopters in the Creative Industries.

6.4 In order to reach our targets, in less than 8 months there have been thousands of pages of documentation provided for accreditation and training purposes, 17 full days of training and an equivalent 17 days of assessments, 126 successful Statements of Attainment and all the logistical arrangements provided for trainers and assessors operating without a stable home base. Special thanks are due to our teams above, to our casual admin support ladies Allison Lum and Ivy Ng, to Ms Ngian, for her support on liaison with WDA and with the LAS team meetings and to our Hon Treasurer and other Council members who assisted the effort.

6.5 Thanks too to the libraries, especially the smaller libraries, who have supported the attendance of their staff right from the beginning. We should have our first Higher Certificate graduands shortly.

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6.6 This brief chronology does not show the heavy load of detailed work involved in the developing, presenting and assessing of these programmes. The benefit for our support staff will be in their increased knowledge and skills and some formal recognition of knowledge & skills attained, for some, over many years. From March 2011 there will be a regular monthly rotation of courses to assist staff in reaching their goal of the Higher Certificate or to provide training which provides individual Statements of Attainment.

6.7 Other

The *New Wave: Social Media and Libraries* on July 23rd was a highly successful and popular short event held this year which indicated that sessions relating to technological implementations in local libraries probably warranted a repeat of the Libraries for Tomorrow seminar of 2009. The final part of the committee's term will be spent in the planning for the Libraries for Tomorrow 2. event and, hopefully, regularizing processes and records for the incoming committee to carry forward into a new term.

T&D provided logistic support for some short events such as the talk by Dr Reiner Kallenborn, University Librarian of the Technical University of Munich on September 6 on *Libraries: Framework for Excellence*.

7 Website Committee

7.1 The LAS website received 508,176 hits during the period Jan 10-Feb 11.

Month	Hits
Jan-10	32820
Feb-10	33233
Mar-10	33879
Apr-10	44911
May-10	33207
Jun-10	33445
Jul-10	34246
Aug-10	33180
Sep-10	38107
Oct-10	35465
Nov-10	36818
Dec-10	36834
Jan-11	40930
Feb-11	41101
Total	508176

7.2 E-Payment option was introduced through integration with PayPal to facilitate e-payment for the following fees.

- LAS membership fees for personal,
- LAS website advertisement fees

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- LAS event registration fees (e.g., High Tea, Seminar)
 - LAS event sponsorship
- 7.3 E-forms were added to the website to improve the application process of new/renewal of membership, training/seminar registration and to simplify the data entry. The e-form builder system allows creation of multiple e-forms in few steps and download of responses in Excel format for further processing.
- 7.4 Singapore Libraries Bulletin Blog was updated with a new animated header (series images of several featuring Singapore Libraries) designed by NTU.
- 7.5 A new section for the Training and Development related webpages was added to the website.
- 7.6 The job listing page was enhanced to improve readability with pictures and new layout.
- 7.7 A microsite was set-up for the Libraries for Tomorrow 2011 seminar.
- 7.8 Work in progress to launch a completely redesigned website running under a Wordpress platform which will include new features such as rss feeds, mobile devices support, social media integration and content management tools etc.

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Professional Development Scheme (PDS) Board

The PDS Board was set up in 2008 to approve applicants for the award of Practising Professionals under the Professional Development Scheme. In 2010, Council approved the re-designation of the PDS Board from an Ad-hoc Committee to a Standing Committee of LAS Council. The PDS Working Committee was also re-designated as a sub-committee under the PDS Board.

Board Members:

Chairperson:	Ms Sylvia Yap
Members:	Mr Choy Fatt Cheong
	Mr Idris Rashid
	Ms Ngian Lek Choh
	Ms Puspa Yeow
	Ms Kim-Chew Ah-Too

Terms of Reference:

1. Examine and approve PDS applications for endorsement by LAS Council.
2. Review and approve changes to the PDS scheme.

PDS Working Committee

Committee Members:

Chairperson:	Mr Choy Fatt Cheong
Members:	Ms Ong Juey Ming
	Ms Kim-Chew Ah-Too
	Ms Veronica Boudville
	Ms Lee Wei Wei

Terms of Reference:

1. Manage the submission process for PDS applications.
2. Examine PDS applications and check for award eligibility.
3. Advise applicants on details of their submission and suggest revisions.
4. Prepare list of applications for examination by PDS Board.
5. Manage PDS website.

Activities in 2010

1. From 2010 onwards, the submission cycle was changed from quarterly to a semi-annual and application submission will only be invited in July and January of each year. This is due in part to the success of the scheme where

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a high number of eligible members have already attained the PP status in the past year. To synchronize with the new award period, members can include activities that they have already used before in the period that overlaps with the new 2-year period.

2. Only 1 member applied for PP in July 2010 and was granted approval after due process. For December 2010 submission exercise, 24 members submitted their applications for renewal. At the time of the writing of this report, the PDS Board and Working Committee are in process of examining and approving the applications.
3. Successful applications for the fourth quarter of 2009 were presented with the PP certificates at the LAS AGM held on 15 May 2010.
4. To date 8 reading groups have been registered under the PDS. Members of the active reading groups are eligible to earn PDS points under the category of professional reading.
5. Mr Choy Fatt Cheong, Chairman of the PDS Working Committee gave a presentation on the PDS entitled, "Professional Development Scheme in Singapore at the Seminar on Librarians' skills in a changing environment organized by the Technische Universitat Munchen in Munich, Germany on 1st of Dec 2010.
6. There are 137 members who have qualified as Practising Professionals (PP) under the PDS Scheme as of Dec 2010.

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LAS Awards Panel

The LAS Awards Panel was set up in 2006.

Panel Members:

Chairperson:	Mr Joseph Kennedy
Members:	Mr Scott Davidson
	Ms Hazel Loh
	Ms Judy Ng
	Ms Tan Lay Tin

Terms of reference:

1. To recognize members who render outstanding service to the profession
2. To promote professional growth through the development of grants, sponsorships and scholarships
3. To develop and administer all awards presented in the name of the Library Association of Singapore.

Activities and Awards

1. The Panel met on 14 August 2010, 31 October 2010 and 26 February 2011.
2. Seven awards were administered during this period of review.
 - 2.1 **LAS Lifetime Contribution Award 2010**

Datin Patricia Lim Pui Huen received the 2010 Award in gratitude for her decades of outstanding service to Singapore's library community. She received several engraved books along with a citation during the LAS Annual High Tea and Awards Ceremony held on 22 January 2011. This award honours a retiree who has significantly contributed to the development of the library profession in Singapore and who has represented Singapore on an international level.
 - 2.2 **LAS Professional Service Award 2010**

The 2010 Award was presented to Mr Choy Fatt Cheong for his outstanding leadership and commitment to the library profession. He received a painting and citation during the LAS Annual High Tea and Awards Ceremony. Criteria for this award include active LAS membership, strong leadership in the profession and significant contributions to the profession over a period of time.
 - 2.3 **LAS Outstanding Newcomer Award 2010**

Mr Nurhazman Abdul Aziz was presented the 2010 inaugural Award during the LAS Annual High Tea and Awards Ceremony. He received a \$200 cheque and a citation. This award seeks to recognise the accomplishments

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of outstanding newcomers to the library profession and to encourage outstanding contribution throughout their career.

2.4 **LAS Library School Scholarship 2010**

Ms Samantha Thanh Giang Vu was presented the Scholarship during the LAS Annual High Tea and Awards Ceremony. She was one of many applicants who vied for the award created to support and encourage individuals to attain higher education in the library profession. She received \$4,000 to partially cover tuition at Nanyang Technological University.

2.5 **LAS Special Librarian Passion Award**

The inaugural Special Librarian Passion Award developed by the LAS Panel, along with the Special Libraries Section (SLS) Committee was presented to Ms Debby Wegener on 11 November 2011 at the LAS Networking Event. She was given a certificate and a \$300 cheque sponsored by LexisNexis. This award was created to recognise one individual or group each year for outstanding contributions to the Special Libraries Section or any of its Interest Groups. Nominations were sought from LAS members and members of the three SLS interest groups at the end of September.

2.6 **LAS-YBP Grant for Collection Development / Technical Services 2010**

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. Applications for the LAS-YBP Grant were sought through an announcement to members. No suitable applications were received based on the criteria of the award. The Panel will be investigating a possible repositioning of this award.

2.7 **LAS Overseas Library Conference Sponsorship (renamed LAS Overseas Professional Development Sponsorship)**

As part of the ongoing professional development sponsorship offering, LAS announced the opportunity to apply for a subsidy of up to \$2,000 to attend an overseas library conference during 2010-2011. Applications were accepted up to 31 March 2011 for conferences taking place during October 2010 to end of April 2011.

Ms Tint Hla Hla Htoo was awarded sponsorship to attend the International Conference of Asian Special Libraries held 10-12 February 2011 in Tokyo, Japan. She is working with the LAS Training and Development Committee to provide a sharing session for LAS members.

The scope of this sponsorship has been increased from only conferences to cover seminars, short continuing education training, workshops, etc. that are held overseas. The LAS Council approved this new scope at its 19 November 2010 Council meeting. The new name, "LAS Overseas Professional Development Sponsorship" was adopted at that meeting.

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Library Competency Standards Development Committee

Committee Members:

Coordinator:	Ms Ngian Lek Choh
Members:	Ms Isabella Trahn
	Ms Kim-Chew Ah Too
	Ms Wee Tong Bao
	Ms Susan Song-Lim
	Ms Sharmini Chellapandi

Terms of Reference :

1. To prepare and complete library competency standards for the library profession
2. To develop courses based on the approved library competencies

Activities :

Development for Level 3 competency standards

LAS members, comprising Kim-Chew Ah Too, NUS Library, Susan Song-Lim, MAS, Isabella Trahn, NTU Library, Sharmini Chellapandi, Wee Tong Bao and Faridah Ibrahim, NLB, developed the following Level 3 competency standards for supervisory para-professional librarians during the year. Ngian chaired the sessions.

- Support general reference and information enquiry work
- Support the maintenance of collection maintenance work
- Support the management of bibliographic control work
- Support the management of acquisitions and serials work
- Support the Management of Circulation and Membership Services
- Administer Library Operations
- Support the Management of Promotion & Outreach Activities
- Coach Service Teams and Individuals

These were vetted by a team of 14 LAS members, comprising Ngian Lek Choh, as Chair, and members, Kim-Chew Ah Too, NUS Library, Susan Song-Lim, MAS Library, Baharudin bin Nordin, NTU Library, Haslinda bte Mohd Yusof, Isha bte Ibrahim Kutty, Lim Ler Chew and Wee Tong Bao, NLB, Lee Hok Fai, NP Library, Chew-Ooi Lian Ping, NIE Library, Rohaya Mohamed and Winny Lam, Civica Pte Ltd. Faridah Ibrahim, NLB and George Yam, Consultant, also contributed to the discussions. WDA facilitated the discussions.

These have been submitted to WDA for approval. Once approved, NLB Academy will develop the courses and offer them to the industry.

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Development of Level 2 courses

Another team of 10 LAS members gave their time and effort to complete the WDA's ACTA (Advanced Certificate in Training & Assessment) Certification course and qualified as ACTA Qualified developers, trainers and assessors for the courses developed from the competency standards. This team was financially supported to complete the certificate, in the main, by LAS.

The team consists of:

- George Yam and Dexterine Ho, Consultants
- Thomas Tan and Meenakshi Nandivada, NLB
- Khoo Ai Ling, Singapore Polytechnic Library
- Baharudin bin Nordin and Tint Hla Hla Htoo, NTU Libraries
- Seow Hwee Ling and Noor Faridah a Rahim, Temasek Polytechnic
- Leo Joon Meng, MDIS

All 5 courses were developed and certified by WDA during the year, and courses were offered to LAS members starting August 2010. A total of 4 runs of the first course on reference were held in 2010, completed by 59 members.

The first runs of the remaining four courses are scheduled to run by the end of March 2011. An additional 9 repeat programmes, totaling 13 courses in all, will be offered in 2011 to enable members to benefit from these courses.

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LAS Investment Study Committee

Committee Members:

Coordinator:	Mr Yit Chin Chuan
Members:	Ms Phoebe Lim
	Ms Caroline Pang
	Mr Joseph Kennedy
	Mr Lee Wei Meng

Background:

- 1 At the last LAS AGM of 2010, Mr. Idris Rashid raised the issue of why the association's funds were not used for investment as the bank rates of return were very minimal. As investment is not a simple matter, the LAS Council decided to form a study committee to look into this matter. This committee was chaired by the Honorary Treasurer and the committee was tasked to look at the investment opportunities and options available to the association.
- 2 This report represents the findings and recommendations of the committee members when they studied this issue and do not constitute an authorization for action.

What other associations and societies have done:

- 3 The Institute of Engineers Singapore (IES) – have put into their constitution a clause that empowers their Council to make use of excess funds for investment. They have also put in a trustee framework to handle funds without the need to constantly seek authorization from the Council or the AGM for activities related to the funds.
- 4 The Financial Planners Association of Singapore only make use of Timed Deposits (Fixed Deposits) and do not perform investment using association funds.
- 5 The Institute of Internal Auditors of Singapore only made use of Timed Deposits and do not perform investment using association funds.

Types of Investments explored:

- 6 Government Bonds – the Singapore periodically issues bonds and these can be purchased via agent banks. These usually have a fixed half-yearly payment with variable return rates depending on the duration of the bonds. The typical tied up period of funds ranges from 1 year to 10 years. Minimal investment for individuals is about \$1000.
- 7 Corporate bonds – these are bonds issued by companies seeking to raise funding for specific projects or expansion of business. Investment period varies but have a minimal requirement of about \$250,000 with additional requirements that the funding group need to have an annual turnover of at least a \$1M.

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- 8 Structured Deposits – these are somewhat like Timed Deposits but have a basket of investment tied to it. Typically these offer a 100% return on funds if held to maturity and a fixed rate plus a bonus rate tied to the performance of investment baskets. The typical tied up period for SD range around 5 years.
- 9 Direct investments – there seem to be many different services available in the open market for direct investment of shares, futures etc. using services like POEM, DollarDex and FundSuperMart. Most of these however, appear to be more structured to support an individual investor rather than an organization.

Administrative requirements and Limitations:

- 10 We note that there are some requirements for us to comply with the Financial Reporting Standards (FRS) 107 – this would complicate our annual auditing and accounting of our association’s accounts.
- 11 There is also a requirement by the Singapore Exchange (SGX) for all parties owning shares and investment to have a Central Depository (CDP) account for the deposition of shares and bonds. We faced an issue, as for a Corporate CDP account – SGX only allows organizations that are registered as an entity with Accounting and Coporate Regulatory Authority (ACRA) to apply for an account.

Summary and Recommendations:

- 12 The Committee concluded that at this juncture and with our current statutory and operational structure, moving into investment does not make sense as we would be incurring a lot of unnecessary costs (application to change Association’s Constitution to allow for investment), application fees for various accounts, payments to external auditors and accountants, bank fees associated with purchase of bonds/shares etc. which are not likely recoverable by any short term investment strategies.
- 13 As a corporate entity the requirement to invest at least \$250,000 would tie up a substantial amount of the Association’s funds and present a risk to operations. The only other valid alternative is for the Association to consider finding a trustee who would be willing to be appointed to perform investments as an individual and return the earnings to the Association’s coffers. Both the challenge of finding someone we can trust on a permanent basis and whom would be willing to be charged by the Inland Revenue Authority of Singapore (IRAS) for the profits earned on the shares invested on a personal capacity could be criteria that are too restrictive to overcome.