



NPO 009-577

GAUTENG NORTH BRANCH Annual Report 2014-2015

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Message from the Chair

**'A man who does not plan long ahead
will find trouble at his door' – Confucius**

'During the 2014 National Elections Mr Danie Malan, the 2012-2014 Chair-Elect for Gauteng North, was nominated and elected as National Treasurer. A by-election was called within the Branch and Mrs M de Waal was nominated and elected unopposed as the new Branch Chair for 2014-2016.'

This created unique challenges but also unique opportunities for leading the Branch and making a difference on various levels within the Branch.

During a strategic planning session, held early in 2015, the Branch Executive Committee (BEC) identified the following strengths, weaknesses, threats and opportunities and took a decision to use these to lead and grow the Branch:

Strengths:

A BEC that embodies passion; commitment; expertise; experience

A BEC that is networked and connected

A Branch that is demographically strategically placed

A Branch that has healthy financial records

Weaknesses:

Poor visibility of the BEC; Too little communication; Planned activities did not materialise in the past; Potential members were uninformed; Inactive membership; Lack of institutional management support.

Threats:

The relatively high membership fees; The lack of funding for staff membership fees, by institutions.

Opportunities:

Providing relevant events and training opportunities for current members; engaging the students at academic institutions; targeting specific audiences.

The Committee decided, amongst other things, to implement the following to address some of the perceived problems within the Branch:










- Hold workshops and events that add value and be a 'good experience'
- Send out personal invitations to Branch events
- Link in with the National Office's monthly theme
- Raise Branch visibility by posting regularly on the website
- Ensure timeous and relevant communication
- Provide recognition by asking members to write about their experiences on Facebook or in the Branch newsletter, etc.

While uplifting the Branch in any possible way, the purpose of the Branch remains to

- Support national goals
- Promote the profession
- Encourage individual advocacy amongst members to be acknowledged as professional librarians

Leadership

LIASA Gauteng North Branch Executive Committee 2014-2016

	<p>Chair: Martha de Waal Merensky Library University of Pretoria Dept of Library Services Tel: 012 420-5308 Email: Martha.dewaal@up.ac.za</p>		<p>Chair-Elect: Mmaditshipi Seageng National School of Government Tel: 012 441 6101 Email: Mmaditshipi.seageng@the.nsg.gov.za</p>
	<p>Secretary: Nikki Potgieter National Library of South Africa Tel: 012 401-9714 Email: Nikki.potgieter@up.ac.za (assisted by Cora Bezuidenhout)</p>		<p>PRO: Gerda Ehlers Merensky Library University of Pretoria Dept of Library Services Tel: 012 420-2780 Email: Gerda.ehlers@up.ac.za (assisted by Viveka Pillai)</p>
	<p>Treasurer: Harry Nkadimeng National Library of South Africa Tel: 012 401-9716 Email: harry.nkadimeng@nlsa.ac.za (assisted by Leone Tiemensma)</p>		<p>Additional member: Social Media Cora Bezuidenhout Merensky Library University of Pretoria Dept of Library Services Tel: 012 420-4710 Email: Cora.Bezuidenhout@up.ac.za</p>
	<p>Additional member: Governance & IGs Eunice Lesejane Unisa Library Muckleneuk Campus Tel: 012 429-3030 Email: Leseje@unisa.ac.za</p>		<p>Additional member: Membership Viveka Pillai Merensky Library University of Pretoria Dept of Library Services Tel: 012 420-5376 Email: Viveka.pillai@up.ac.za</p>
		<p>Additional member: Training Leone Tiemensma Midrand Graduate Institute Tel: 011 690-1821 Email: leonet@mgi.ac.za</p>	

The unexpected by-election to elect a new Branch Chair created a number of challenges and the Branch Executive Committee (BEC) could only start with their official activities after the Branch Year-end function on 14 November 2014, during which the new Branch Chair was announced. However, due to time related issues and several work commitments the new BEC only convened for the first time and plan strategically for the year ahead, towards the end of January 2015.

Despite these initial drawbacks, the BEC is committed to build on the achievements of the past and strengthen the Branch and membership numbers through planned initiatives and activities. Members of the BEC are eager to learn and to contribute their skills in serving the Gauteng North Branch, its members and LIASA.

The Chair and Chair-Elect represent the Branch on the **LIASA Representative Council**.

Membership and Sector Management

The Gauteng North branch has grown steadily from month to month. In January 2015 the membership figure was only 95 and by July we had grown to 228 members. We are confident that this year we will exceed last year's total membership of 245. Turn out at events has been very good and members seem more involved and vocal at gatherings.

Members have easy access to the registration forms online and have a variety of options available to them, as they can do online registration or fax. The inclusion of the debit order option has made the membership fee so much more affordable for many, as they can now pay off the fee at R165 over three consecutive months. Subsequent deductions for the period 2016 to 2020 will be made on the annual anniversary of these dates and the amount to be deducted will include the increased fee as determined by the AGM, making it very easy to maintain the membership.

At events and meetings the Branch Executive highlight the benefits of membership to colleagues and encourage them to bring along others.

Branch Membership totals	
2015 Monthly growth	
Dec 2014	245
January	95
February	108
March	167
April	185
May	203
June	213
July	228

The membership secretary is looking forward to report on the next six months of membership, after having hosted another 2 planned events and possible webinars towards the end of the year. The majority of members in Gauteng North are from the academic library sector. The challenge for the BEC is to plan events that are relevant for members from academic institutions but can also bridge the divide between the academic and public libraries sectors, while creating opportunities for collaboration.

Branch meetings/activities

Five Branch events were hosted from November 2014 to July 2015

➤ **Year-end Meeting: 14 November 2014**

Venue: The Villas Hotel & Conference Centre

Speaker: Ms Segametsi Molawa, the LIASA President

Topic: Personal and Career Development

Congratulated and acknowledged the 2014 Branch Librarian of the Year, Ms Motsarome Mabena

Attendance: 35 delegates

➤ **Valentines' Tea: 12 February 2015**

Venue: The Villas Hotel & Conference Centre

Speaker: Mr Sam Cooper (Tshwane Community Library Services)

Topic: Why we love books, authors and Libraries

Attendance: 19 delegates

Report published: Gauteng North Newsletter. Issue 1 (2015); Gauteng North Facebook page

➤ **SALW Event: 24 March 2015**

Venue: Auditorium, Research Commons, University of Pretoria Education Library

Speaker: Ms Annamarie Goosen, LIASA Manager

Topic: The Professional Status of LIASA

Attendance: 37 delegates

Reports published: Gauteng North Newsletter, issue 1 (2015); LIASA-in-Touch, vol. 16, issue 1 (Mar 2015) ; Gauteng North Facebook page.

➤ **Branch Seminar: 25 June 2015**

Venue: Auditorium, Research Commons, University of Pretoria Education Library

Theme: Libraries for development: action, integration and collaboration

Speakers: Ms Rejoice Mabudafhasi (Deputy Minister of Arts and Culture)
Mr Mandla Buthelezi (Mzansi Libraries On-Line Project)

Ms Motsarome Mabena (2014 Gauteng North Branch Librarian of the Year)

Facilitator: Ms Segametsi Molawa

Attendance: 53 delegates

Reports to be published: Gauteng North Newsletter and LIASA-in-Touch; Photos: Gauteng North Facebook page

➤ **Librarians' Day: 10 July 2015**

Librarians' Day was celebrated for the first time this year on July 10, to coincide with the birth of LIASA on 10 July 1997. Different institutions had different approaches on how to honour and acknowledge the important role and contribution of librarians in nation building.

Reports to be published: Gauteng North Newsletter and LIASA-in-Touch; Photos: Gauteng North Facebook page

➤ **Branch AGM: 17 July 2015**

Venue: Laughing Chefs Restaurant, Soutpansberg Road, Rietondale, Pretoria

Speaker: Speaker: Mr Tshepo Sefothelo, ReaderLympics - an initiative aimed at building a culture of reading in South Africa

Attendance: 26 members (a quorum was established as being twenty two plus one member)

Mandela Day contribution: Visit to the Steve Biko Academic Hospital, Paediatric Oncology Unit.

Members were asked to donate food items to be presented to the cancer patients when they leave hospital. 5 members visited the Unit to hand over the donated items.

Reports to be published

Advocacy

One of the goals of the 2014-2016 Branch Executive Committee is to create a bigger visibility of LIASA, of the leadership role of BEC members, of Branch activities and of the involvement and participation of Branch members.

Reports on all Branch activities have been published either on Facebook, in the Gauteng North Branch Newsletter or in LIASA-in-Touch. The PRO and other BEC members are trying to provide visuals of as many members as possible in the publication of photographs and pictures of Branch events. It not only creates visibility, but also acknowledges the participation of individuals in our activities and it provides them the opportunity to demonstrate their commitment to LIASA and the profession.

Marketing and Communication

The BEC communicates with members via

- **LIASAOonline listserv**

Announcements and invitation to Branch events are circulated to members via LIASAOonline and various other library related lists

- **Gauteng North Google Group**

This method of communication is used to circulate information only intended for Gauteng North members, in an effort not clutter the mail boxes of other LIASA members

- **Gauteng North Branch newsletters** <http://www.liasa-new.org.za/newsletters/>

Two newsletters have been published and can be viewed via the LIASA website

- **LIASA-in-Touch**

The secretary is responsible for regular LIASA-in-Touch submissions, which are available on the LIASA Website <http://www.liasa-new.org.za/liasa-in-touch/>

- **Mobile communication**

A WhatsApp group was created for the BEC members to stay in touch and to convey urgent matters when necessary – it is effective, immediate & reliable short messaging.

LIASA Gauteng North Branch also has an online presence

Our [Facebook page](#) grew from 115 likes in November 2014 to 193 in July of 2015.

The page administrators upload the details of Branch events and provide feedback on all Branch activities by publishing photographs taken during the different events. Noteworthy posts from the National LIASA page, LIASAnews, are re-posted on the Gauteng North page. The BEC members actively share the Gauteng North page on their personal Facebook profiles, which create an even wider awareness of LIASA and Branch activities.

The Branch also has a Twitter account and plan to have it active again within the next month.

Partnership with Exclusive Books Kolonnade

The Gauteng North Branch Executive Committee is proud to have entered into a partnership agreement with Exclusive Books Kolonnade.

According to the agreement Gauteng North Branch members are entitled to a 10% discount on book purchases on presentation of their 2015 membership card. The store is situated in the Kolonnade Shopping Centre, in Montana, Pretoria. (Tel: 012 548-6590).

The store manager, Ms Tertia Koegelenberg is a passionate advocate for libraries and books and reading and is treating the store's involvement with LIASA Gauteng North as a community project, with the possibility of ongoing collaborative projects.

Ms Koegelenberg has provided the Branch with a gift voucher of R200.00 for a lucky draw, for each of our events since January 2015.

Good Governance

The Branch Executive Committee held their Strategic Planning Session on 29 January 2015 at the University of Pretoria Groenkloof Campus. The purpose was to provide a common sense of purpose and identity; to provide long-term direction and to ensure that we know and communicate what our branch is about.

We were privileged to have Mr Danie Malan, the LIASA National Treasurer, to facilitate the session. The fact that he serves at the national level and has insight on the broader strategic direction of the

Association allowed him to provide valuable direction to the discussions. Mr Malan challenged the Committee members to think out of the box and to align the Branch vision and mission to the national strategies. After deliberations and brainstorming the Committee managed to come up with the following inspiring vision and mission:

Vision statement:

To be a dynamic, visible branch of excellence and to serve the Gauteng North Library and Information Services sector.

Mission statement

To be the branch that connects the LIS sector and promotes the development of Gauteng North through access to information

The **Branch values** were adopted as follows:

- Provide leadership excellence to the LIS profession at branch level
- Engage in the highest ethical practice
- Ensure professional conduct
- Acknowledge and respect the diversity and individuality of all people
- Promote freedom of access to information as enshrined in the Constitution of South Africa
- Leading the development and growth of the LIS sector
- Championing the culture of reading and life-long learning

The Committee feels there is a need for the Branch Constitution to be updated and aligned with the National Constitution. This will be a priority task for 2016.

Branch Executive Committee meetings:

28 October 2014: Handover meeting: 2012-2014 BEC and 2014-2016 BEC

2 meetings held 29 January and 26 February

2 brief meetings held, following Branch events, on 14 November 2014 and 25 March 2015

All other discussions and decision making were conducted very effectively via e-mail and WhatsApp messaging.

Financial Statements

These are currently with the internal auditors for an audited report.

The Gauteng North Treasurer did a good job on maintaining good financial standing.

Signatories: Finalised as: Martha de Waal (Chair) Mmaditshipi Seageng (Chair-Elect) and Harry Nkadimeng (Treasurer)

As from August 2015, Gauteng North will only do Internet Banking.

Training and Development

No specific training events were organised.

Branch and Interest Group involvement:

The following Interest Groups are functioning on a national level within the Branch, under the leadership of Branch Convenors.

IGBIS (Interest Group for Bibliographic Standards)

ILLIG (Interlending Interest Group)

PaCLIG (Public and Community Libraries Interest Group)

HELIG (Higher Education Libraries Interest Group)

The only Interest Group that is functioning on Branch level is LISLIG (Special Libraries Interest Group) which would be able to provide an Interest Group Report

Conclusion

Looking back at what has been achieved during the past 7 months, I am positive that the current Branch Executive Committee is making a difference and we will continue to support the Branch, our members and the Association:

Continue to grow the Branch -- Initiate Membership Drives -- Engage more members in Branch Activities -- Provide training opportunities -- Encourage Interest Group activities within the Branch.

As the 2014-2016 Chair, I would like to acknowledge each member of the Branch Executive Committee who gave their time, skills, resources and willingness to continue to serve the Branch. It has been the start of a beautiful journey, which I hope will continue into the following year.

I salute the BEC as well as our Gauteng North Members and the LIASA Leadership.

-Martha de Waal

2014-2016 Gauteng North Branch Chair

On behalf of the Branch Executive Committee

End of document.

Addendum A: Income/Expenditure Statement

LIASA GAUTENG NORTH FINANCIAL STATEMENT JANUARY – DECEMBER 2014

Opening Balance: R30, 665.39

1. Income

R30,200.00

2. Expenditure

Operating Cost R36,347.29

Bank Charges R1,742.25

Total Expenditure R38,089.54

Closing Balance R 22,775.85

3. Description of transactions

3.1. Income

Date	Event	No. of attendees	Cost	Total generated
7/3/2014	General Meeting	43	R50	R2,150.00
13/5/2014	PAIA Workshop	26 (22 members + 4 non-members)	R80 (member) R100(non)	R2,160.00
28/5/2014	BEC Donation			R500.00
30/5/2014	Branch Seminar	137 attended	R50 (member) R70 (non)	R9,610
4/6/2014	LIASA Conf. Surplus			R6,000.00
23/6/2014	Information Literacy Workshop			R600.00
23-25/ 6/2014	SLYSIG Meeting	26 (23 members + 3 non)	R50 (member) & R70 (non)	R1,730.00
14/11/2014	Year End Function	35	R120 (members) & R150 (non)	R 3,800.00
10/12/2014	LIASA Correctional Services Refund + Year End Function cash			R3,530.00 + R120.00 = R3,650.00

Total Income: R30,200.00

3.2. Expenditure

Date	Description	Amount
19/2/2014	Catering for BEC meeting	R197.29
7/3/2014	Catering for Branch meeting	R4,277.28
5/5/2014	Catering for BEC meeting	R246.04
13/5/2014	Breakfast for PAIA workshop	R401.88
13/5/2014	Catering For PAIA workshop	R 9,889.50
13/5/2014	Payment for N. Molefe: speaker at PAIA workshop	R500.00
13/5/2014	Payment for J. Mzila: speaker at PAIA workshop	R500.00
30/5/2014	Vouchers for speakers at Branch Seminar	R1,500.00
30/5/2014	Catering for Seminar	R1,801.20
30/5/2014	J.Knipe: Speaker at Information Literacy Workshop	R540.00
30/5/2014	S. Jugdav: Speaker at Information Literacy workshop	R540.00
30/5/2014	Printing of documents for Information Literacy workshop	R1,087.10
30/5/2014	Catering for Information Literacy Workshop	R8,265.00
30/5/2014	Catering for SLYSIG meeting	R2,052.00
30/5/2014	M.Scholtz: Speaker at SLYSIG meeting	R250.00
30/5/2014	Mona Niemand: Speaker at SLYSIG meeting	R250.00
8/7/2014	Catering for Directors Breakfast	R2, 815.80
8/7/2014	Donations for Oncology Ward	R1,227.20
8/7/2014	LOY Trophy engraving	R50.00

Bank charges: R1,742.25

ADDENDUM: LIASA GN FINANCIAL STATEMENT (JANUARY – APRIL 2015)

1. Income

Cash deposit	R5,210.00
Electronic payment	R3,850.00
Total Income	R9,060.00

2. Expenditure R5,131.29

3. Description of transactions:

3.1. Income

Event Date	Attendance	Cost	Total generated
Valentine Party	12/2/2015	19	
(18 member + 1 non)	R100 (member) & R120 (non-member)		R1,020 cash + R900 EFT= R1,920.00
SALW 24/3/2015	37 (36 + 1 non-member)	R50 (member) & R70 (non)	R1,370 cash + R500 EFT= R1,870.00
Branch Seminar	25/6/2015	50(41) + 9 (non-members)	R100(member) & R130 (non) R2,820 cash + R2,450 EFT = R5,270.00

Total = R9,060.00

Closing Balance at 30 April 2015 R26,223.55

Bank statements for May and June 2015 are not yet available.