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**CARL Executive Board
Santa Clara University
June 18, 2007
10 AM – 3 PM
Minutes**

Present: Vicki Rosen, Tracey Mayfield, Fred Gertler, Julie Shen, Kelly Janousek, Les Kong, Wendy Diamond, Melissa Browne, Locke Morrisey, Judy Lee, Liz Ginno, Aline Soules, Celia Bakke, Lynne Reasoner

Absent: Deborah Moore

1. Welcome

2. Approval of minutes for March 19, 2007.

A motion to include the following wording in the March 19th minutes was approved:

6. Comments on the Regional Meetings
Vice President – South, Tracey Mayfield

The Southern Regional Meeting was held at CSULA on February 23rd. 35 people attended and various interest groups were represented, as well as library school students. The format of the meeting was structured to include business in the morning and a program in the afternoon. Organized by the Southern IG Coordinator, "Tips for Program Planning", a panel presentation by representatives of DIAL, SEAL, and SCIL launched the third part of the meeting after lunch and networking. This format worked very well and allowed opportunity for good discussion about Interest Group programming by those present...

Action item: add wording to March 2007 minutes and post to the Yahoo Briefcase [Melissa]

3. Approval of Agenda

There were two additions to the agenda:

- 5.d. Charitable donations
- 9.b. Research Awards

4. Action items update, President

There are several outstanding Action items from December 2006. These were discussed and will be incorporated into the June 2007 action items. The March 2007 action items list is not yet complete.

See APPENDIX 1

Action item: send updates on March 2007 Action Items to Vicki and Melissa [all]

5. Finances Council update, Celia Bakke, Treasurer, Chair; Vicki Rosen, Tracey Mayfield, Fred Gertler

a. Budget

i. Interest Groups

CARL's primary income is currently derived from membership fees. When the Finances Council met in mid-April, the discussion focused on questions related to Interest Group (IG) program profitability and utilizing IG programs to attract new CARL members:

- Should registration fees for CARL programs that include income/expenses be standardized for members, non-members and students?
- Should IG program planners budget extra monies when estimating program expenses?

Discussion Points:

- One strategy to encourage students to join CARL would be to charge them 50% less for program attendance. A second option would be to allow student members to attend programs for no cost but charge non-members. A concern expressed with the second option was that students may register for programs but not attend, ultimately driving up expenses. To avoid this situation, students should be asked to pay something, even if it's a minimal amount, i.e. \$5.
- If registration fees for programs are standardized, how should no/low cost activities be handled? For example, SEAL-S typically charges \$12 for activities such as visiting a park, a museum or an aquarium. These programs are valuable because they offer librarians an opportunity to get together.
- What about business meetings? Business meetings are different than IG programs, so any standardized fee structure would not apply.
- In the past, the Executive Board has not provided much oversight for IGs. Given that IG Chairs are already being asked to complete new reporting forms, is implementing a new program fee structure too much? A compromise solution on this issue might be to provide IGs with a suggested minimum charge.
- The Executive Board would like IGs to break even, and would prefer that programs are profitable. The Board should encourage use of the new program planning forms as a metric. It would help IGs with budgeting if a history of previously completed forms was available. The new CARL website could include examples of past Excel spreadsheets.
- Asking IGs to build in a cushion on top of estimated program costs would also help with budgeting.

MOTION #1: Registration fees should be set for members. Non-members should be charged 50% more and students should be charged 50% less. Approved.

MOTION #2: Interest Groups should add an additional 10% cost when planning for programs that have incomes and expenses. Approved.

- This will need to be clarified to describe which programs fall under the 10% additional cost rule.

ii. Regional Meetings

Members meetings are typically held in the North and South. Tracey has also scheduled a meeting for February 2008 in Fresno. The costs and benefits of holding a third meeting in the central part of the state will need to be evaluated. There are currently no CARL members at CSU Bakersfield, so a convenient meeting location could be a good way to attract new members.

iii. Dues Increase

The Finances Council also discussed a CARL dues increase. However, in light of the new program requirements, this issue will be put aside for the moment

Action item: include savings figures in future reports [Celia]

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b. SurveyMonkey account

Vicki paid for a premium SurveyMonkey account to facilitate CARL survey projects. She has been in discussions with Fred, Tracey and Locke about survey content and format.

c. Forms

A new travel form has been created, which can be used for reimbursements and travel requests. It is currently available in PDF, with plans to create an interactive Excel form.

Action item: test travel form and send comments to Vicki [all]

d. Charitable donations

Julie received an email from an account manager at Giveline.com, asking if CARL would like to be listed on their website and receive charitable donations. The Executive Board is not interested in pursuing this option.

6. Conference updates

a. 2008 - Vice-President-South, Tracey Mayfield

The next CARL Conference will be April 2nd-5th 2008 at the Hyatt Regency in Irvine. The hotel is great! The Conference Committee (CPC) has developed a preliminary schedule and is working to identify keynote speakers. The call for pre-conference proposals is closed, and a call for breakout sessions and presented papers will be announced next. Conference Manager Joseph Aubele knows the hotel business well and has been an effective negotiator.

Action item: contact Joseph Aubele about submitting written conference reports to the Executive Board [Tracey]

b. 2010 – Les Kong, Chair Long-Range Conference Planning Committee

The Long-Range Conference Planning Committee visited four hotels in the Sacramento area and provided the Executive Board with their written recommendations. The Holiday Inn Capitol Plaza was the Committee's first choice. See APPENDIX 2.

Discussion points:

- There is a sliding scale for costs if a certain number of rooms are filled, and the Holiday Inn Capitol Plaza requires fees up front. The price at the Holiday Inn is driven up by the cost for meeting rooms—there are rental and set up fees.
- Expenses for food are high. This will impact registration costs, so attendees may need to find places to eat on their own. Dinners at the 2008 Conference will be no host for this reason. Meals are the easiest thing to cut from the budget, and they are also the most expensive item. There are alternatives to full meals, i.e. a dessert reception sponsored by a vendor. Also, keep in mind that the cost estimates refer to three years from now.
- The Executive Board may need to sell Sacramento as a conference venue—it is an urban area with more amenities than Asilomar. CARL is known for the strength of its programming rather than conference locations.
- How do we balance conference costs with member expectations? The Executive Board may want to consider cutting something out at 2008 conference to prepare attendees for 2010.
- It is important to keep the Executive Board involved as the conference planning continues.

MOTION: Accept the Long-Range Conference Planning Committee's recommendation for the Holiday Inn Capitol Plaza as the 2010 Conference location. Approved.

7. Committee on Organization update and discussion, Fred Gertler, Vice-President North

CARL Bylaws

Article VIII: Board of Directors

Section 3: Directors-at-Large

Directors-at-large shall be elected by the CARL membership from among the members of the Association and shall each serve a two-year term. To the greatest possible extent, it shall be the responsibility of the Nominating and Elections Committee to insure that those nominated and elected to serve as directors-at-large represent in equal proportions the northern and southern regions of the area served by CARL, and include a mix of public and private, academic and research institutions. Once elected director-at-large, a Board member may not serve as an officer in any CARL interest group for the duration of his or her two-year term.

A change to Article VIII, Section 3 of the Bylaws to enable directors-at-large to serve as IG officers was proposed and approved by a majority of the Executive Board via email in May 2007. It is difficult to find people willing to serve on the Executive Board. On the other hand, some CARL members have aired comments about the organization's cliquishness, and the fact that they see the same names over and over. Does CARL need to take a more active role in encouraging leadership roles within the organization, to broaden representation?

Discussion points:

- CARL has gained more than 230 new members, but we have not reached out to new members as well as we did in the past. Developing a pre-conference or regional meeting program to target new members is one strategy to make them feel welcome.
- The new member application form solicits information about volunteer interests. Who follows up from there? We need to follow up with existing members as well. Many members are unfamiliar with organizational acronyms. When individuals are asked to serve on committees, they don't know what the committees are charged to do. These issues are barriers to wider member participation.
- The format for the Feb. 2007 Regional Meeting-South worked well and new members were provided with an explanation of the Interest Groups. ~40 members attended, but further efforts are necessary.

Action item: compile list of new CARL members and share with Fred, Tracey and Liz [Kelly]

Action item: allocate time at the Regional Winter Meetings to welcome new members [Fred and Tracey]

Action item: send welcome email/letter to new members [Fred and Tracey]

Action item: include names of new members in the CARL Newsletter [Liz]

MOTION #1: Amend the CARL Bylaws to prohibit all Executive Board members from serving as Interest Group officers. Not approved.

- Individuals appointed to the Executive Board should not serve as IG leaders because this may result in a conflict of interest.
- The membership would need to vote on this action. Some members may not appreciate how difficult it is to get people to serve on the Executive Board; others may feel there is a conflict of interest.
- The issue relates to the earlier discussion about whether the IGs are making a profit or not. Historically the Board has supported IG activities, but if IGs are expected to make a profit, conflict of interest may become an issue.
- How big is this issue? A situation arose two years ago when an IG officer was elected to the Executive Board. At the time, it was considered a conflict of interest.
- IG Coordinators are charged to represent all Interest Groups—is the conflict of interest limited to the IG level?

Motion #2: Interest Group Coordinators cannot concurrently/simultaneously serve as officers in an Interest Group. Approved.

Action item: strike current wording from the Bylaws and propose a new bylaw to the membership for a vote [Fred]

8. Round table: other updates, news, concerns, etc.

See APPENDIX 3 for Informational Reports from Board Members

President's Report, Vicki Rosen

Vice-President-South's Report, Tracey Mayfield

- A planning committee with four members has begun working on the 2007 CARL Mini-conference in the south. The tentative date is 12/7/07 at the CSU Long Beach campus.

Vice-President-North's Report, Fred Gertler

Treasurer's Report, Celia Bakke

Secretary's Report, Melissa Browne

- The Yahoo Briefcase has been updated to include informational reports [folder: Board Reports] and alternate contact information [folder: Board Documents].

Membership Director's Report, Kelly Janousek

- Kelly is planning to contact the Membership Committee to begin work on instructions to make the online membership renewal process easier. She is currently looking at all 658 members individually to check renewals—the problem is that information is stored in 3 separate databases. Kelly's three year term will be ending this year, but renewal issues will be ongoing, with 70% of renewals due in March/April. If Kelly chooses not to run for re-election, perhaps she could serve in an advisory capacity for a set period of time.

Campus Liaison Coordinator's Report, Locke Morrisey (N)

- Locke has been receiving minimal information from northern campuses, although he has been trying to eliminate blocks. He would like to distribute a message via the carllist list requesting that individuals send noteworthy information to the campus coordinators.

Interest Group Coordinators' Reports

Wendy Diamond (N)

- Two individuals have been identified as speakers for the winter program on the topic of student engagement and outreach. Wendy hopes to find a third speaker, and incorporate a session for new members.
- The winter program in the north will be 12/3/07, and ABLE-N is planning a program on 12/14/07.

Judy Lee (S)

- In addition to the activities included in her report, Judy sent the southern IG leaders reminders about submitting proposals for CARL pre-conferences.
- Judy would also like feedback on whether the 'Tips on Program Planning' document from the CARL-S Regional Meeting should be distributed to the northern IGs, or included in the newsletter or on the CARL website.

Action item: provide Judy with feedback on whether the 'Tips on Program Planning' document should be distributed to the northern IGs, or included in the newsletter or on the CARL website. [all]

ACRL Chapter Council Delegate's Report, Les Kong

Archivist's Report, Lynne Reasoner

- Lynne has received no additional documents from those who have left the Executive Board. Please send documents to Lynne! There have been two recent enquires about former CARL members. There is 4-5 years of membership data missing from the archives.

Action item: Kelly and Lynne will discuss strategies for filling the data gap in the archives.

Legislative Liaison's Report, Aline Soules

- Aline is thinking about succession planning and the need for someone else to understand what has been happening with the legislative liaison position. She is also thinking about expanding legislative activities. Please send names of interested persons to Aline.

Newsletter Editor's Report, Liz Ginno

- Liz has also begun thinking about a successor. Would it be possible to use interns to help with the newsletter? There are still some problems with the program she is using, so she may move the newsletter to html format.
- Should personal information such as baby births be included in the newsletter? No, including personal information is not necessary.

Website Coordinator's Report, Julie Shen

9. Wikis 101 – Vicki Rosen, President

a. Standing Board Committee appointments

Vicki has created a pbwiki page on Standing Board Committee appointments to supplement the basic descriptions included in CARL's Standing Rules. She pulled in information about the committees to answer questions from new Executive Board members: What am I responsible for? Vicki would like to create separate pages for each officer, which could be edited with notes and additional details.

Action item: check wiki pages and add/edit content as needed when Vicki sends out the wiki url and instructions [all]

The organization of the wiki, i.e. placing content into categories such as Awards, Conferences, Executive Board, etc. could be a good model for organizing information on the new CARL website.

b. Research Awards

The Research Award Committee currently provides seed money for research. Perhaps it would be useful to broaden the award's scope to include research that has been completed and published. This is not an issue that needs to be voted on today. Research Award Committee positions may be filled in July and run through the end of the conference year.

10. Website update, Website Coordinator, Julie Shen

Web Redesign Project discussion

Julie, Sheila Cunningham, Duffy Tweedy and Angela Boyd are serving on the Web Committee. Julie has signed up for a 2 year Dreamhost account in her name. Functionalities include the ability to upload from multiple ftp accounts and create domain-specific email addresses i.e. treasurer@carl.org. Julie is planning to move the entire domain from Digital Forest to Dreamhost now rather than waiting until the end of the year because Digital Forest is a hassle to deal with.

Discussion points:

- Does the Dreamhost account need to be registered to a person? Yes.
- Can CARL conference websites be hosted through Dreamhost? Yes.

Action item: ask Lisa Bartle if she would like to move the 2008 CARL Conference pages to Dreamhost [Tracey]

- Setting up a Members Only portion of the website is more technically difficult than originally thought. Passwords would likely be predetermined. All members who joined/renewed their CARL memberships in the same month would be issued same password.
- Julie summarized the Executive Board's responses to her questions:
 1. List 3-5 websites (either library or LIS-related and explain what you like about them).
 - Likes included uncluttered layouts, ease of navigation, understandable terminology, professional-looking appearance, site maps, ADA compliant collapsible menus (see <http://www.infopeople.org/> for an example).
 - Dislikes included poor color-schemes.
 2. Take a look at the projects the designer we are hiring has done (<http://breedemoss.com>). What is your favorite among these projects?
 - There were a variety of preferences.
 3. As a CARL member, what parts of the current CARL website (<http://carl-acrl.org/>) do you use?
 - Renew membership, CARL Conferences, Members Directory, Forms, Leadership, Calendar

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- Comments about the current CARL website:
 - The use of the color red is not ADA compliant.
 - The alphabetical arrangement of content weighs all options too evenly. For example, About and Archives are listed first, although they are not frequently used links.
 - The site should serve both service and informational purposes.

- Comments about a new CARL website:
 - Should the Web Committee ask Bree for a quote for a new CARL logo? Yes.
 - An issue to consider if there are pages (such as Events) that change frequently is: Who is responsible for updates? Julie can give limited server access to other members.
 - It would be ideal if it were possible to move content from the Yahoo Briefcase to an administrative section (password protected) of new CARL website.
 - Could the California ACRL Chapter logo be changed to black instead of teal and be smaller and less conspicuous?

Action item: inquire what CARL's obligations are regarding use of the ACRL Chapter logo [Les]

11. Summer schedules

Julie will be off for July and August.

Action item: email Vicki summer schedules [all]

Next meeting: September 10, 2007 via videoconference

APPENDIX 1: Action Items**Outstanding Action Items: March 2007**

#	Description	Names or Groups	Done?
1	Add copies of the certified Articles of Incorporation, amendments and certificates of nonprofit status to the Briefcase. Send originals to the CARL Archives	Vicki R.	
2	Review recommendations submitted by the Communications Task Force and come up with a charge.	Committee on Organization [CoO]	
3	Review the position descriptions included in the Standing Rules for accuracy. Discuss adding reimbursement for the ACRL delegate to the Standing Rules	CoO	
4	Review the Yahoo Briefcase and make recommendations to the Executive Board regarding organization and content	CoO	
5	Explore design options for gathering venue information for the North via a wiki	Vicki R.	In progress
6	Review draft SurveyMonkey survey with North board members and run pilot test.	Vicki R., Wendy D., Locke M., Fred G.	In progress
7	Ask the ACRL Chapters Council how other chapters handle finances	Les K.	
8	Send Tracey information that would be helpful for new board members in an orientation packet. Deadline: January 2008	Julie S., Fred G., Wendy D., Melissa B.	
9	Contact the CCLI leadership to gauge interest in a collaborative relationship to provide instruction programming in the North	Vicki R.	
10	Confirm with Celia how many members CARL's \$16500 budget represents	Vicki R.	

Action Items June 2007

#	Description	Names or Groups	Done?
1	Ask about vendor support for the 2008 CARL Conference	Locke M.	In progress
2	Meet with John McGinnis to discuss election process	Kelly J.	
3	Update IG forms	Finances Council [Vicki]	In progress
4	Convene meeting with MOR, DIAL-N, DIAL-S and Executive Board about diversity issues	Fred G.	In progress
5	Add suggested wording to March 2007 minutes and post to the Yahoo Briefcase	Melissa B.	yes
6	Send updates on March 2007 Action Items to Vicki and Melissa	All	
7	Include savings figures in future Treasurer reports	Celia B.	
8	Test new travel form and send comments to Vicki	All	
9	Contact Joseph Aubele about submitting written conference reports to the Executive Board	Tracey M.	
10	Compile list of new CARL members and share with Fred, Tracey and Liz	Kelly J.	
11	Allocate time at the Regional Winter Meetings to welcome new members	Fred G. and Tracey M.	
12	Send welcome email/letter to new members	Fred G. and Tracey M.	
13	Include names of new members in the CARL Newsletter	Liz G.	
14	Strike current wording from the Bylaws and propose a new bylaw to the membership for a vote (See Minutes, Item 7)	Fred G.	
15	Provide Judy with feedback on whether the 'Tips on Program Planning' document should be distributed to the northern IGs, or included in the newsletter or on the CARL website.	All	
16	Discuss strategies for filling the data gap in the CARL Archives	Lynne R. and Kelly J.	
17	Check wiki pages and add/edit content as needed when Vicki sends out the url and instructions (See Minutes, Item 9)	All	
18	Ask Lisa Bartle if she would like to move the 2008 CARL Conference pages to Dreamhost	Tracey M.	
19	Inquire what CARL's obligations are regarding use of the ACRL Chapter logo	Les K.	
20	Email Vicki summer schedules	All	

APPENDIX 2: 2010 Conference Site Recommendations

CARL Conference 2010 Site Selection Recommendations

June 18, 2007

By Les Kong, Deborah Schaeffer, Joseph Aubele

Background: We were given the go ahead by the CARL Executive Board to make a follow up visit to 4 hotel sites in Sacramento. During May 17-19, we visited these properties: Holiday Inn Capitol Plaza, Radisson Sacramento, Doubletree Hotel Sacramento, and the Hilton Sacramento Arden West, which were the Sacramento area properties that submitted proposals for our conference, and who were able to comply with our general room rate parameters and meeting dates. The following is a brief summary, in **ranked order**, of our recommendations (based upon such factors as, location; affordability; attractiveness of the hotel and venue; accessibility; meeting room space; catering service; and quality of sleeping rooms) with pros/cons, and hotel concessions:

1. Holiday Inn Capitol Plaza

Dates offered: April 7-10, 2010

Room rates: \$129/night, single or double occupancy

Pros: Situated in downtown Sacramento, this hotel (renovated to be a Marriott, but has retained the Holiday Inn brandname) has the best location of all the properties visited. Within a short walking distance of "Old Sacramento" (shops, restaurants) and the Downtown Plaza shopping mall. The River City Brewery and Hard Rock Café restaurants are within minutes walking. The CVB contact can assist us in coordinating a special event, such as a reception, if we so choose, at the nearby California Railroad Museum (in Old Sacramento, a great venue, and not to be missed by railroad buffs!). There is an attractive onsite restaurant. The meeting room space will work very nicely for our conference meeting traffic flow. There is also the 16th floor ballroom, a 2300 square foot room offering views of the Capitol and the riverfront, which seems ideal for a reception type event. There is complimentary high speed Internet access available in all guest rooms. In addition, there is complimentary WI-FI in the hotel lobby. Guest rooms also include premium movie channels, Web TV, workstations and telephone modem ports, coffee makers, full size ironing boards and irons, and hair dryers. Occupancy tax waived with proper State of California form.

Concessions: One complimentary room per 50 room booked per night by attendees, or one complimentary suite for every 100 room nights booked. Hotel will offer 5 VIP Welcome amenities. Two suite upgrades at \$129/night, based on 85% room pick-up (otherwise suites are \$375/night).

Cons: Due to hotel labor conditions, the Holiday Inn charges meeting room rental and set up fees (we recognized that this is a considerable expense, and have negotiated these fees down from initial proposals) – with a minimum food/beverages expenditure of \$20,000, the following sliding scale is offered for meeting room rental fees, with total overnight room pickup of: 255+ (\$1,575), 225-254 (\$3,875), 195-224 (\$5,625), 194-165 and below (\$7,500). Total set-up fee for the conference will be \$1,140. Parking is available for a nominal fee, either self-park or valet. Transportation to and from hotel/airport is available via shuttle, 24/7 (\$14) or via local Yolo Transit bus hourly during the day, M-F (\$1.50).

2. Doubletree Hotel Sacramento

Dates offered: April 7-10, 2010

Room rates: \$129/night, single/double/triple/quad occupancy

Pros: Meeting room space is plentiful, and works quite well for our conference meeting traffic flow. Rooms are spacious, and seem fresher, in comparison to the two lower ranked properties. Nice possibilities for outdoor flow for meetings/receptions. Meeting room space is offered on a complimentary basis, based upon a minimum food/beverages expenditure of \$10,000. Hotel is situated across from Arden Fair Shopping Mall, and is within a short driving distance of many restaurants. Elephant Bar Restaurant is a very short walk from the hotel. Family oriented atmosphere, and kid friendly environment. Swimming pool and spa. Ample parking at no charge. Guest rooms include: Executive Desk with oversized chairs, data ports and two phone lines, premium movie channels, coffeemakers, and full-size ironing boards and irons. Wireless Internet in

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common areas of the hotel is complimentary. Onsite restaurant and sports bar. For lighter fare, an espresso bar and deli counter offers freshly baked pastries, desserts, sandwiches, and salads. Occupancy tax waived with proper State of California form. On balance, this property offers great value for our dollar.

Concessions: Complimentary parlor suite for CARL President with 85% pick-up of block (based upon a total room pick-up of 300), otherwise the suite is priced at \$145/night. Three (3) upgrades to Club level rooms at group rate. Four (4) complimentary breakfast coupons for VIP guests. Five (5) VIP welcome amenities.

Cons: Hotel is located north of central downtown area. A car is needed by attendees for trips off site. Not many attractions nearby. Transportation to and from hotel/airport is available via shuttle, 24/7 (\$14). May be less conducive for a conference with the potential presence of numerous children on property. WI-FI or wired Internet access in meeting rooms is available at \$250/line.

3. Radisson Hotel Sacramento

Dates offered: April 7-10, 2010

Room rates: \$119/night (single/double), triple (\$129), quad (\$139) occupancy

Pros: This hotel has garnered local awards for the quality of its dining facilities. Of all the properties visited, this likely has the highest quality food. This property is situated North of downtown Sacramento, and is well known to locals (it is a popular destination for wedding and other special events, under its former name, The Woodlake Inn). There is a definite resort like atmosphere (Mediterranean design with palm trees and Spanish tiled roofs) to the property (on 18 acres) – there is a large man-made lake (complete with geese!) in the middle with gazebos, and stages where jazz concerts are held. Complimentary Wayport Wired High Speed Internet Connect is in all guest rooms. Wireless Internet in public spaces is available at \$5.95/day. Internet access in meeting rooms is \$125/day for the first line, and \$50 for additional lines. The award-winning Basil Restaurant serves breakfast, lunch, and dinner. For quick, lighter fare, Java Coast offers pastries, salads, sandwiches, and specialty coffees. The Crocodiles Lounge features plasma TVs, private rooms, and a pool table. Many of the guest rooms feature patios, balconies, and Sleep Number beds overlooking the private lake and 50-foot fountain. A 10-station Par Fitness course meanders through the property with access to the jogging and bike trails along the American River Parkway. Bike and paddle boat rentals available. Guest rooms include in-room coffee makers with complimentary coffee and tea, hair dryers, soap dispensers, and full size ironing boards and irons. Meeting room space rental is complimentary based upon CARL attaining at least 85% of the total guest room block (300 guest room nights), and food/beverage minimum expenditure of \$12,500. Should the total number of guest room nights be lower, than the following meeting room rental scale would be in effect: 84%-70% (\$813.75), 69%-55% (\$1627.50), 54%-45% (\$2441.25), 44% or below (\$3255). Occupancy tax waived with proper State of California form. By prior arrangement, and depending on availability, the hotel shuttles are available to take guests to Sacramento area attractions at no charge.

Concessions: Based upon a minimum of 85% of our guest room block, the hotel will provide one complimentary room night for every 50 room nights booked on a daily basis. One Executive Board Suite with one connecting guest room. Four (4) Executive King(s) upgrades at the group rate of \$119/night. These suites offer a separate sitting and work area with vaulted ceilings and a view of the private lake. Four (4) VIP welcome amenities. All concessions are based upon a minimum total of 255 guest rooms booked.

Cons: Meeting room space is adequate, but appear worn, and on the tired side. Attendees would need to pay for an airport shuttle to and from the hotel. Property is in the middle of nowhere, so guests would need a car for offsite excursions. Another option is a limo service that, for a fee, can take guests off property for outings.

4. Hilton Sacramento Arden West

Dates Offered: April 7-10, 2010

Room rates: \$129/night, single or double occupancy (Classic King or Double/Double)

Pros: Best appointed guest rooms of the hotels being considered. Complimentary transportation to Arden Fair Mall. All guest rooms include newly appointed furniture and bedding, high speed Internet capabilities, two line phones, coffeemakers, hairdryers, iron/ironing board, pay per view movies, and complimentary HBO. Guest room Internet access is available at \$9.95/day. Internet in meeting rooms is \$225 for the first connection, and \$115 for each additional line. Complimentary

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WI-FI Internet access in lobby. 100% non-smoking hotel. Complimentary self-parking. Full service restaurant, lounge, room service, and lobby coffee kiosk. Concierge Level rooms are available for a \$20 upgrade off the group rate. A minimum food/beverage expenditure of \$9500 is required. Complimentary registration on CARL Web site, set up by hotel. Spacious swimming pool area that would be well suited for a reception type event. Occupancy tax waived with proper State of California form.

Concessions: Based upon a minimum of 270 guest room nights booked the following will be provided: complimentary meeting room space; two (2) welcome amenities to designated VIPs; one (1) complimentary suite for CARL President; two (2) complimentary upgrades to concierge level; and two (2) complimentary amenities.

Cons: Noisiest rooms of the hotels we looked at – I was on the 10th floor, and could still hear noise and traffic from nearby freeways. Hotel is situated in an business/industrial area, and guests are warned not to walk in the area in the evenings. Attendees would need to pay for a shuttle to and from the airport. Meeting space seems cramped, and tired – did not show well at all. Projected space for breakfast/poster session event would be in an open area where other guest traffic could disrupt the event – we saw this firsthand with another group's function. Meeting room rental fee structure is not particularly attractive – for 269-243 guest room nights the fee is \$400 per breakout room, for 242 room nights and below, the fee would be \$500 per breakout room.

Note: We engaged in some preliminary negotiations on behalf of CARL with each of the hotels. The Board may choose to negotiate further on specific points to obtain the best deal for the organization. Each of the properties has been told that their proposals are currently under consideration, and that a decision is expected to be made by mid July 2007. The Holiday Inn clearly has the best location, with its close proximity to quality shopping and restaurants. CARL attendees flying in would also have the option of taking the inexpensive Yolo Bus into downtown from the airport if arriving during the day on a weekday. The central question with this property is whether CARL has the financial wherewithal to handle upfront meeting room rental and set up fees, especially if we fail to meet the minimum guest room night block. On the other hand, the second ranked hotel, the Doubletree is in a somewhat less desirable location, but is in proximity to numerous restaurants and shopping, and offers probably the best value for our dollar.

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APPENDIX 3: Informational Reports

CARL President's Report

6.15.07

Vicki Rosen

COMMITTEES

From March-June I've continued working on the committees: filling positions, sending appointment letters, and updating and revising information on my projects wiki.

The research and scholarship awards committees need their procedures revised. Past committee members contributed some information but more work needs to be done. Suellen Cox volunteered to advise on the research committee and Chisa sent in documentation to improve the scholarship process.

2010 CONFERENCE

Working with Les, I helped review hotel choices and contracts for the Sacramento 2010 conference.

FINANCES

Celia and I met once to review finances items in preparation for Council meeting and then again with the full Finances Council. The revised forms continued to evolve, along with their design, and the time needed to complete them. These should be ready to test in July.

SURVEYS

We decided to subscribe to a secure SurveyMonkey account, allowing us more freedom to create and distribute surveys. Taking work done by Sheila and Melissa last year, and Locke 2 years ago, I've designed two drafts surveys. I'm working with an expert at USF who will advise and also will take Wendy up on her offer to help.

WEBSITE/REDESIGN PROJECT

Julie and I talked about Dreamhost components and the web redesign project. I tested the wiki and found it easy to use. On her request, I reviewed ALA and ACRL websites for models and looked at the designer's projects.

LOEX

Tracey and I conferred on her introduction for the CARL-sponsored speaker.

IGs

I attended the DIAL-N business meeting and visit to the San Jose Sikh temple.

NEWSLETTER

In working with Liz on the newsletter, I wrote the President's letter and offered some suggestions on redesign.

CARL Executive board meeting

Quarterly report

Vice president of the south

June, 2007

CARL Conference, 2008

A lot is going on! The conference planning committee (CPC) has been meeting in all kinds of iterations. Joseph, Debbi and I met at the hotel and had a tour and lunch and it is beautiful, major props to Les and Deb for their work on finding this place!

We have a preliminary schedule (attached separately) and are working on an "Important Dates" grid/calendar to go on the website.

Speaking of websites, the website is up and running and we have tweaked it a bit, but all in all, we are very happy with it!

Last updated 7.18.07

CARL Miniconference 2007

We have a planning committee, a tentative date and a tentative place. The planning members are:

Chris Cicchetti from UC Riverside
Jordan Yee from Devry University
Chimene Tucker from UC Santa Barbara
Hemalatha Ramachandran from Cal State Long Beach

The tentative date is December 7, 2007 and the tentative location is Cal State Long Beach (my boss offered to foot the bill).

The group is working on a timeline and theme.

Finances Council Meeting

May 10th the Finances Council met at SJSU library and I attended.

LOEX 2007

The conference went off without a hitch. It was a huge success with just a tad over 275 attendees.

CARL was well represented by member Amy Wallace mentioning us in her opening remarks and myself introducing (in Vicki's stead) the first keynote speaker who was incredibly popular.

Membership Report 2nd Quarter 2007

The majority of the members should have renewed this quarter since most have renewal months of March and April. This week we found another glitch in the system. Some who think they are renewing are actually not "finishing" the process correctly and it does not count them.

Last year at this time the membership was 637 (but remember conference year, I forced them to have current membership before the conference).

This year we are at approximately 247 renewals that is hand counting the information. I know this incorrect because the Regonline database has 498 members but I have to check each member individually to see if they actually were charged and/or paid dues for 2007.

I can report of the 498 in the renewal process 182 are NEW to CARL! I am slowing exploring the new reporting features and hopefully when everything is whipped into shape we can get really good, helpful data.

Submitted by Kelly Janousek,
CARL Membership Director

Campus Liaison Coordinator, North

Pretty much status quo.

People seem to be forgetting to renew their CARL subscription or think they have renewed it. Kelly Janousek has cc'ed me on a number of lapsed renewals and it seems like within the same day the person has renewed.

I would like to get more places/faces submissions from CARL-North members. I know that some CARL members have presented at a local conference, etc. but they often don't submit anything to to me or their campus liaison. I'd like to find a strategy on how to encourage this. Would it be helpful to highlight a CARL North & CARL South member each newsletter? Maybe a profile on a couple of officers each newsletter? Just a thought.

On a personal note, I was elected ACRL Councilor which means after annual conference I have 3-year on the ACRL Exec Board AND ALA Council. I will be plenty busy so I'm happy to turn over the reins to a new person this January.

--Locke

Last updated 7.18.07

To: CARL Executive
From: Deborah Moore
Date: June 13, 2007
Re: Report from Southern Campus Liaison Coordinator

I'm continuing to work on finding liaisons whenever possible. Kelly got us 4 new members from Western University of Health Sciences, and I signed one up as the campus liaison. Julie then added them to the Southern Campus Liaisons web site. It's always good to get new members.

Also, before each newsletter deadline, I continue to solicit information from the southern campus liaisons for the Faces and Places sections of the newsletter.

That's about it – nothing too exciting. Sorry I won't be joining you up north on Monday. Happy meeting.

Annual Report for CARL Executive Board Meeting
Submitted by Wendy Diamond, CSU Director at Large
And CARL-North IG Coordinator

June 18, 2007

Activities:

My term began in January 2007. The initial challenge was to become familiar with the position itself as well as with current CARL issues. I reviewed the CARL web site, read all the documents in the Briefcase, corresponded with several individuals, and attended two (going on three) Executive Board meetings.

My liaison responsibilities were my first priority. In order to establish lines of communication, I sent a welcoming message to all the current IG-North Chairs and CSU Campus Liaisons. Overall there has been more communication with the IG chairs than with the CSU Campus Liaisons which has raised a question in my mind regarding the responsibilities of the CSU Director-at-Large aspect.

I also participated in the CARL Regional Meeting in February. This was a successful event which introduced the new IG Guidelines to the chairs. There was also discussion of the CARL Winter Program to be held in December 2007. Fred Gertler agreed to handle local arrangements and I am assisting with program planning.

Projects:

- Collected information on election procedures from several IG-N chairs. It was confirmed that the most groups operate on a primarily voluntary basis;
- Helping to plan CARL Winter Program, December 3 at University of the Pacific with Fred Gertler (in process)
- Developing survey in collaboration with Vicki Rosen (in process)
- Membership on Committee on Organization

Comments, Questions, & Recommendations:

-- Would it be possible to add the Interest Group Guidelines to the Interest Group section of web site, as well as to the "Documents" section?

-- Develop Tip Sheet for new Board members which includes information on joining the CARLex listserv and accessing the Briefcase (or its successor). It would also be useful to include *ex-officio* committee responsibilities and conference planning responsibilities if any.

-- Is it appropriate to reconsider the title and scope of this position to reflect the priority role of the IG-North coordination? The CSU Director-at-Large is not as well defined (please advise if I am missing something here!)

Last updated 7.18.07

Mid-Year Reports from IG Chairs

1. ABLE North (Academic Business Librarians Exchange), Diana Wu
 - Planning a business meeting and program on Friday December 14 at Sonoma State on "Census Data for Niche Marketing." The event will also include a tour of Wine Institute Library.
 -
 - Submitting a pre-Conference Proposal for 2008 on "Confronting Global Trends: Libraries, Information Literacy and the Emerging Global Curriculum", co-sponsored with ABLE-South
 -
 - Considering a proposal for CARL Winter Program to report on a survey of student engagement at SJSU, presented by Diana Wu.
2. CALM-North (California Academic Librarians in Management), Paula Popma
 - CALM North has been dormant this past year, but there is possible interest in planning a program for the CARL Conference in Spring 2008.
3. CCIG-N (Community College Interest Group), Florence Espiritu. Complete report is attached below.
 - Held a successful program on March 23, 2007 at Diablo Valley College. There were 56 attendees and event accrued about \$1000 after expenses. The topic was "Information Competency Graduation Requirements at California's Community Colleges..."
 - Considering a proposal for 2008 CARL Conference.

CCIG-N (Community College Interest Group-North)
CARL INTEREST GROUP
Mid-Year Report
January 1 – June 30
2007

Summary of Activities

Business meetings: Our Interest Group didn't hold a formal business meeting. Most of our communication were done via email and involved planning for our March program.

Changes: No changes in leadership or operational procedures

Leadership: Florence Espiritu, Chair

Operational procedures: None

Online communication: We're exploring creating a listserv for members.

Other: Our Interest Group held a very successful program on March 25th. We had high attendance and the feedback from the evaluation forms was very positive.

Programs:

Title: "Information Competency Graduation Requirements at California's Community Colleges: What Have We Accomplished? Where Are We Heading?" A Conversation amongst Peers

Where: Diablo Valley College, Pleasant Hill, CA

When: March 23, 2007

Attendance: 56 attendees; 10 panelists/presenters

Income/Expense balance (estimated or actual): We collected \$1,400 in registration fees. Our expenses totaled \$304.79.

Current plans/ideas: We are in preliminary talks about submitting a program proposal for the CARL main conference.

Last updated 7.18.07

4. IT-N Information Technology, Mari Miller. Complete report is attached below.

-- Planning program on "Next Generation Libraries" for September 7, 2007. Registration and publicity announcements have been distributed.

-- There are several new members on program planning committee. Updates to the website will be distributed to CARL during the week of June 11, 2007.

-- Finding suitable locations for workshops continues to be a problem for program planning. They recommend developing a list of locations for IGs to meet that have central locations, Internet & broadband access, are free or low cost, hold 50-100 people, and offer catering etc.

CARL North Information Technology Interest Group
Mid-Year Report
January 1 – June 30
2007

Summary of Activities:

The CARL North IT IG continues to plan highly relevant and well-attended programs. We are currently planning a program on "Next Generation Libraries" for Sept. 7, 2007 (see "Programs" below). Speakers include: Peter Brantley, Executive Director of the Digital Library Federation, Ray Larson, Professor at the UC Berkeley School of Information, Jeremy Kemp, Assistant Director at SJSU SLIS Second Life Campus, followed by an afternoon of "Library Cool Tools" demonstrations. Publicity announcements will go out week of June 5th.

In addition, we have several new members to the Program Planning Committee. A Roster of Executive Board and new members is appended below this report. Updates to our website with program announcement and new officers and members will be sent to CARL week of June 11th.

Business Meetings:

We met twice during this period: Feb. 26 at Santa Clara University, 8 members were in attendance; and April 13th, 9 am to 1 pm, at UC Berkeley, 5 members were in attendance, plus 5 additional members participated via conference call. In addition, most of our business is conducted through email.

Changes:

Beginning @May 2007, we decided to divide the chairmanship position into co-chair positions. The co-chairs for 2007 are Sheila Cunningham, UC Davis (soon to be at Sonoma State) and Mari Miller, UC Berkeley.

Programs:

Title: Next Generation Libraries

Where: A.T.&T. Executive Briefing Center in San Francisco

When: Sept. 7, 2007, 9 am – 4 pm

Current plans/ideas:

We will be investigating options and barriers for video/webinar production of our workshops. Also, we may explore an option to simulcast the Sept. 7th workshop in "Second Life", if we have volunteers. Member Carol Pearce volunteered to create a short survey for workshop to assess attendees' familiarity with Web 2.0 technologies.

Questions/Suggestions for IG Coordinator/Exec. Board:

Finding suitable locations for workshops (i.e., centrally located, Internet and Broadband access, free or low cost, holds 50-100 people, allows catering, etc.) continues to be a problem for program planning. We are lucky to have members with spaces, but we recommend a list of locations be created for the IGs.

5. DIAL- North (Diversity in Academic Libraries), Mardi Chalmers

-- Members met on May 4 and visited the beautiful new Sikh Gurdwara (temple) in San Jose. There was a tour of the building, information on the Sikh teachings, and a delicious vegetarian lunch cooked by temple members.

-- Mary Manning from The National Hispanic University in San Jose was elected the new DIAL-North chair.

Last updated 7.18.07

6. Collection Development Interest Group- North, Leanna Goodwater
 - Not planning anything for next year's CARL Conference.
 - Some members attended the North Regional Meeting in February
 - Considering an idea for a program to cosponsor at the CARL - North miniconference (winter program) proposed for this coming December.
7. TSIG - North (Technical Services Interest Group), George Wrenn
 - There are good several ideas for programs held in Bay Area or at Sonoma State but they have not been actualized.

 - Group has been dormant due to workload challenges of Chair; he is seeking a co-chair or considering resignation.

Mid-year Reports from campus liaisons

1. CSU Channel Islands, Amy Wallace
 - "We are happy with CARL and very involved in IGs. Most of our suggestions go there. We will open our new library in Jan 08."

Report from CARL Interest Group Coordinator – South

for the period April – June 2007

Judy Lee

- ▶ Follow-up interaction from Regional Meeting with two IGs (TSIG & CALM).
- ▶ Notified IG leaders about adoption of IG Guidelines and the new forms for twice-yearly IG reports.
- ▶ Continued work on the four draft forms following adoption of IG Guidelines [CARL Program Income Expense Form (the worksheet calculator); CARL Advance Funds Request Form (revised from Ann Hotta's original); CARL Reimbursement Request Form (revised from Vicki's revision); and CARL Deposit Register (revised from Vicki's new form)]. Sent drafts to Committee on Organization members at the end of March. Submitted revised drafts of forms, incorporating revisions and comments, to V. Rosen in mid-April per her request. Work on the forms is now with V. Rosen and/or CARL Finance Committee (?).
- ▶ Sent notes on the "Tips on Program Planning" presentations and discussions to southern IG leaders. Copy also included for CARL Executive Board as a separate document. Would the Board like to include them in the *CARL Newsletter*?
- ▶ With this report I have departed from my previous practice of actively digging out the information of each IG's activities and, instead, have decided to rely on responses (or non-responses) to my email calls for IG information and IG submission of their information on the new report forms found in the recently adopted *Interest Group Guidelines*.
- ▶ IG mid-year reports were received from the following groups as of June 12, 2007 and follow this initial segment:
 - DIAL (Diversity in Academic Libraries)
 - SCIL (Southern California Instruction Librarians)
 - SEAL (Science and Engineering Academic Librarians)
 - ABLE (Academic and Business Librarians Exchange)
 - CARL-IT (California Academic & Research Libraries Information Technology)

DIAL-South Diversity in Academic Libraries

CARL INTEREST GROUP

Mid-Year Report

January 1st – June 30, 2007

Submitted on May 15, 2007, revised May 29, 2007

SUMMARY OF ACTIVITIES: Business Meetings:

February 16th: 12 members met on USC campus to work on program planning

March 23rd: 10 members met on USC campus to finalize the planning of the program "Joining Voices, Sharing Visions: Diversity in Academic Libraries."

June 8: business meeting planned at California State University, Dominguez Hills.

Last updated 7.18.07

PROGRAM:

Title: "Joining Voices, Sharing Visions: Diversity in Academic Libraries" Where: USC campus
When: Friday, May 18th, 2007, 9 a.m. to 1:30 p.m.

PROGRAM:

Title: "Joining Voices, Sharing Visions: Diversity in Academic Libraries" Where: USC campus
When: Friday, May 18th, 2007, 9 a.m to 1:30 p.m.

Attendance: 56

Income: USD 185.00

Expense: USD 249.49

Balance: deficit USD 64.49

CURRENT PLANS/IDEAS FOR YEAR AHEAD:

SCIL-DIAL South volunteers have formed a group that will work jointly on a proposal for CARL Pre-conference 2008.

OTHER ACTIVITIES:

February 23rd

Valeria Molteni, DIAL-South, Co-Chair attended CARL-South Meeting at California State University, Los Angeles where, on behalf of DIAL-South, she shared with her audience tips on organizing CARL-sponsored programs

May 4th

DIAL-sponsored discussion session at the LOEX Conference in San Diego. The title was "Information Literacy as an Empowerment Strategy: Library Instruction for International and Minority Students." The session was orchestrated by the current DIAL-South Co-Chairs Valeria Molteni and Sophie Lesinska, former Chair Shahla Bahavar (USC) and Webmaster Angela Boyd (UCSB).

May 6th

DIAL-South members Ed Tinoco (USC) and Angela Boyd (UCSB) participated as mentors in the Career Workshop for New Librarians at California State University, Fullerton

SCIL: Southern California Instruction Librarians

CARL Interest Group

Mid-Year Report

January 1 – June 30, 2007

Submitted May 14, 2007; revised May 31, 2007

Summary of Activities

The beginning of 2007 has been an exciting and productive few months for SCIL. In February we held our annual SCIL Works program at Cal Poly Pomona. Two SCIL members (Deborah Moore and Debbi Renfrow) contributed to the "Tips for IG Program Planning" panel and discussion for the February 2007 CARL Regional Meeting (South) at CSULA. SCIL was also proud to host the first California-based LOEX conference in San Diego May 3 – 5.

Business Meetings

SCIL has held three business meetings since January 1, 2007.

- February 2, 2007 @ Cal Poly Pomona (post-SCIL Works)
- March 16, 2007 @ Chapman University
- April 13, 2007 @ the Bahia Resort, San Diego

Changes:

In January 2007 the newly elected SCIL board took office.

Leadership

Chair: Debbi Renfrow

Vice Chair / Chair Elect: Dominique Turnbow

Secretary: April Cunningham

Registrar: Nancy Getty

Past Chair: Katy Farrell French

Publicist: Marsha Schnirring

Webmaster: Duffy Tweedy

Online Communication

Last updated 7.18.07

SCIL uses its web site and listserv as the two primary forms of communication to its members. The web site can be found at <http://clics.ucsd.edu/scil>.

Programs:

Title: SCIL Works 2007: 21st Century Librarianship
Where: California State Polytechnic University, Pomona
When: February 2, 2007
Attendance: 84
Income/Expense balance: Income = \$1,230.00; Expenses = \$1,199.27 Balance = \$30.73

Title: LOEX
Where: San Diego, Bahia Resort
When: May 3 – 5, 2007
Attendance: Approximately 300
Income/Expense balance: Registration for LOEX is managed by that organization; therefore, SCIL does not have financial information for this event.

Current plans / ideas

Members of SCIL and DIAL are collaborating to submit a pre-conference proposal for the 2008 CARL conference.

Summary of SEAL South activities for Jan. - June 2007 (5/25/07 email)

Business meetings:

- * January 11, 2007 UCLA
- * March 1, UCLA
- * May 17, 2007 UC Irvine

Programs and other events:

- * May 11, 2007 - Held program "Science at the Huntington: Burndy Library collection", Huntington Gardens (47 people registered)
- * Feb. 23, 2007 - CARL Regional Meeting, CSULA - member of panel on Tips for IG Program planning

Forthcoming programs being planned to date:

- * Nov. 2, 2007 - GIS program, CSUN
- * Spring 2008 - Excellent adventure to Santa Barbara Botanical Gardens

Additions to the SEAL-South webpage at <http://library.csun.edu/seals/> are:

- * Registration form for May 11, 2007 Huntington program
<http://library.csun.edu/aklein/may11register.pdf>
- * Registrant list for May 11 Huntington program
<http://users.library.fullerton.edu/bmccconnell/seal.htm>
- * Photos from Huntington program (will be added by May 31)
- * Minutes for Jan. 11 and Mar. 1 (will be added by May 31)

Changes in Leadership for 2007:

Marcia Henry, President
Andrew Klein, President Elect, Program Chair, 2007 Mitchell Brown, Secretary Sharon Shafer, Membership Chair Hannah Walker, Past President 2006

Submitted by Marcia Henry with approval of SEAL -South members

Last updated 7.18.07

ABLE-S report for activities

covering the period January-June 2007 (5/25/07 email, 6/11/07 update):

- Newly elected ABLE-S Chair Linda Heichman Taylor and Vice Chair Linda Gordon met to discuss future program planning.
- Vice Chair Linda Gordon attended CARL North Regional meeting.
- Vice Chair Linda Gordon initiated and monitored discussion among ABLE members on the ABLE listserv for program planning ideas for Fall 2007 program.
- Marcia Henry, SEAL-South, President, approached ABLE Chair at the CARL South Regional meeting about the possibility of collaborating on a Fall 2007 program on Geographic Information Systems (GIS).
- Chair and Vice Chair attended SEAL-South business meeting in May 2007 to discuss collaboration on GIS program set for November 2, 2007 at CSUN. ABLE-S will provide ideas for speakers on the emergence of GIS as a tool in business and marketing.
- Chair and Vice Chair have already identified potential speakers for this program and will continue to confirm participation and work on logistics and other program details with SEAL-S.
- Chair and Vice Chair will attend next SEAL-South meeting (tentatively scheduled August 2007) to continue planning efforts.
- ABLE-S and ABLE-N are collaborating on a pre-conference proposal for the 2008 CARL Conference which will be submitted for acceptance.

ABLE-S Chair Linda Heichman Taylor moved to a new position as Associate Director for Systemwide Electronic Information Resources at the CSU Chancellor's Office effective June 4, 2007.

Linda Taylor
Associate Director, Systemwide Electronic Information Resources (SEIR)
Office of the Chancellor, California State University
401 Golden Shore
Long Beach, CA 90802-4210
(562) 951-4643
ltaylor@calstate.edu

CARL-IT South (5/31/07 email)

CARL-IT South doesn't have much to report. We still have a web site (<http://carlit.sdsu.edu/>), blog (<http://carl-it.blogspot.com/>), wiki membership directory (<http://carlit.pbwiki.com/Membership%20Directory>), and listserv with 85 subscribers. Michele Potter and I are still the officers.

Robin R. Hartman
Director of Library Services
Hugh and Hazel Darling Library
HOPE INTERNATIONAL UNIVERSITY
2500 E. Nutwood Ave., Fullerton, CA 92831
Phone: (714) 879-3901, ext. 1212
FAX: (714) 681-7515
email: rhartman@hiu.edu
Library News & Events: <http://hiu-library.blogspot.com/>

► Reports were not received from: CALM (California Academic Librarians in Management), CARLDIG (California Academic Reference Librarians Discussion Interest Group), CCIG (Community College Interest Group), CSUL (California State University Librarians), and TSIG (Technical Services Interest Group). CDIG (Collection Development Interest Group) and GIPIG (Government Information and Publications Interest Group) are inactive and nonfunctioning.

- CALM appears to be experiencing communication difficulties. Although interest was expressed by individual CARL members at the Regional Meeting, the convener has not received responses to her communication attempts since the meeting. (Timing, workload, and the varying academic sessions?)
- Although CCIG has a contact person listed, this group appears to be inactive and nonfunctioning. As IG Coordinator for the last three years, I have not had as much interaction with this group as I have with other southern IGs.
- Interest was expressed by TSIG at the Regional meeting to co-sponsor a program with CALM, but I have not heard of further developments.

Tips on Program Planning

Panel presentation and discussion, 23 February 2007

CARL South Regional Meeting, Cal State LA

Based on notes by Heidi Hutchinson & Judy Lee (UC Riverside)

Completed by Judy Lee, 12 June 2007, corrected 19 June 2007

Panelists-

SEAL (Science and Engineering Academic Librarians): Marcia Henry (CSU-Northridge) & Lise Snyder (UCLA)

DIAL (Diversity in Academic Libraries): Valeria Molteni (CSU-Dominguez Hills), with preparation assistance from Judith Samuel (California Lutheran University), who could not attend the Regional Meeting.

SCIL (Southern California Instruction Librarians): Deborah Moore (Glendale Community College) and Debbi Renfrow (UC Riverside)

Note: these IGs utilize many of the same practices. The speakers tried to reduce unnecessary overlap and duplication, which (hopefully) is reflected in these notes.

SEAL

► Program topic

- Propose a program that at least 75% of your IG members will want to attend.
- If you can't agree on a program as a group, don't go forward with the idea.

► Timing

- Schedule your program at a time with the fewest conflicts for your membership.
- Do not schedule a program on the weekend (unless it is a "fun" outing, like the SEAL Excellent Adventures series).
- [IG Coordinator Note: You can check the CARL Events Calendar in advance of your planning for possible conflicting dates <http://www.carl-acrl.org/Events/index.html> . Once your group decides on a date, send an email to the CARL President, your regional VP, and your regional IG Coordinator to check for other potential conflicts and make them aware of your intent. The *CARL Interest Group Program Planning Manual* can be helpful for you, too. <http://www.carl-acrl.org/Documents/ProgramPM.pdf>]

► Venue

- Find a good central place that is easy for most members to travel to.
- But also be mindful of where your members are (e.g., hold some programs in San Diego for those members); move your venue around to attract a variety of attendees. [This could help expand your membership base.]
- Places mentioned: CSU-Fullerton (site of the first CARL South Mini-Conference); facilities at CSU-Northridge.
- [Group discussion: The CARL Mini-Conferences were also suggested as a venue, particularly for groups wanting to put on a session/program that would not fit a half- or full- day format.]

► Costs

- Keep your costs reasonable, but be realistic. Try to make enough money to cover the least number of people you anticipate coming to your event.
- You must at least break even; don't charge the members too much, but enough to get back your investment. A profit is always appreciated by CARL.

► Balance & Publicity

- Consider the kinds of programs your group would like to put on and keep a good balance among them.
- SEAL sponsors two kinds of programs a year: an "Excellent Adventure" which includes a field trip that covers some aspect of science, and one of a more professional nature (more academic, more cerebral).
- Publicize early and often. Consider publicizing at other venues & events.
- Compile a list of places to advertise
- [Group discussion: It was suggested that this compilation be put on the CARL website for all IGs to share; it was later also suggested that the various IGs work together to compile a list of good, congenial, convenient places to have programs, and place that on the CARL website as well. Vicki Rosen plans to send out a survey to CARL North liaisons asking them to describe their campuses' suitability as program venues.]

DIAL

► DIAL Programming

- Past programs have included speakers and panelists.
- Other programs include site visits and tours within the Southern California area

► Program Practice

- DIAL tries to keep its programs on Fridays and to offer refreshments. If you keep the program to a half day, you can save money by offering breakfast snacks instead of lunch.
- Always give time for discussion at the program. (Build this time into the program.)
- Registration information is offered online; the form can be printed out and sent to the designated organizer along with payment.
- Use evaluation forms to get participant feedback.
- After the program, links to relevant presentations or materials are posted to the DIAL website.
- DIAL has found useful tips and information on first steps to take from the *CARL Interest Group Program Planning Manual*.

SCIL

► Nature of the organization

- SCIL has a background of having been an independent organization with experience and a tradition of program planning prior to affiliating with CARL in 1999/2000.
- SCIL is fortunate to have a fairly large membership (=audience base) and a dedicated Steering Committee to carry out its regular annual programs: SCIL WORKS (an annual Open House normally held in Jan.-Feb.; similar to the CARL Mini-Conference; proposals are solicited and selected for presentation) and a full-day program/workshop (usually held in Spring, and often led by a presenter from out-of-state). Having this reputation for consistent programming is helpful; people look for these programs (audience expectation/anticipation).
- Regular business meetings are held approximately every 6 weeks during the academic year (but not summer) and draw a fair number of participants. Although much of the business concerns planning and work on SCIL's annual programs, there are opportunities to network and contribute to and learn from the round robins.

► Partnering with others

- Work with another CARL IG or another professional organization outside of CARL with relevant interests to your IG.
 - SCIL has successfully partnered with others locally within CARL (e.g., with SEAL) and outside of CARL within the state [e.g., with CCLI – California Clearinghouse on Library Instruction – for a CARL Pre-Conference (Asilomar)].
- Work with other organizations on a national level for larger endeavors, which can be good opportunities to bring outside programs to California. These partnerships can be rewarding and positively reflect back on the larger CARL organization. [IG Coordinator note: Consult with the CARL Executive Board in advance on these sorts of endeavors to see what might be possible.]
 - Coordinating with the CARL Executive Board, SCIL worked with ACRL's IIL (Association of College and Research Libraries Institute for Information Literacy) to bring their Regional Immersion Program to California (first one to be held here).
 - SCIL also consulted with the CARL Executive Board and worked with LOEX (Library Orientation Exchange) to bring the 2007 annual LOEX Conference to California (a first for LOEX and for SCIL). CARL also assisted with speaker sponsorship for this national conference.
 - A smaller group of SCIL members reworked the full-day CARL Pre-Conference (Pasadena) into a shorter presentation/workshop for the following ACRL Conference.

► Program Registration

- Registration information is kept on the SCIL website.
- SCIL has a designated Program Registrar.
- The registration list for each program is available via the SCIL web site. Registrants can check the list for their status (eg., registration was received, on the waiting list, etc.) In this way individuals can check to see whether or not a program has filled [and what other colleagues will be attending – (network!)].
- Receipts are prepared in advance and distributed to attendees at the program.

► Publicity & Reports

- SCIL has a designated Publicist.
- Programs are announced electronically (SCIL and CARL listservs, ILI-list) and, if timely, via the *CARL Newsletter*.

Last updated 7.18.07

- As soon as SCIL has a date, there may be a “Save the Date” announcement generated, even before exact details on venue or topic are known.
- Volunteer reporters are solicited and assigned at the beginning of each program; reports are posted on the SCIL website. [Get your attendees involved with the organization.] Any relevant links are also posted at the site after the program.
- A general report on the program is submitted to the *CARL Newsletter* (normally by the Publicist).

► Venue

- Having an on-site coordinator for each event has been extremely useful for SCIL programs. [E.g. the last SCIL Works program was at Cal Poly Pomona. It was key to have that individual coordinate the refreshments and tech support locally, and to know how to take care of potential glitches and obtain assistance.]

► Other Planning Tips

- Evaluation forms are actively used. In addition to feedback on the individual program; future topics and potential/recommended sites are solicited. This information is reported to the Steering Committee and considered in future programming.
- For any program, SCIL understands that certain tasks (and positions for them) need to be filled so those are taken care of. With the larger projects, SCIL finds a small core group of people to take care of the planning and others work through them. [E.g., with the LOEX Conference, there were three coordinators – program, communication, site and equipment – and a conference webmistress. Volunteer SCIL members then worked on various committees through the coordinators to accomplish specific tasks.]
- SCIL includes in its program notices cancellation deadlines beyond which there can be no refunds. (This can be important with food orders and commitments.)

From General Discussion

- *If a CARL member selects a CARL IG to belong to, that selection should indicate a willingness to be involved in all the activities of that IG.* [IG Coordinator note: this comment was actually made earlier in the meeting in a discussion about membership and selecting/joining IGs. I feel it is an important point to reiterate.]
- Registration for non-CARL members should be higher than for CARL members. IGs should have information available at the program or included in the program announcements about how to join CARL. Another member suggested that the staggered prices (program registration fees) should be significant for the non-CARL members, not just, say, a nominal \$5 difference.
- In the future, we might be able to take care of program registration through Reg-Online. There would need to be more work done in this area first.
- Check with other CARL IGs to make sure you are not stepping their dates.
- Programs can be very simple – a discussion among attendees, for example. People can send in questions in advance; a moderator would get these and a timekeeper watches whose turn it is to speak (e.g., a big “sharing fest” of people who are doing research). This type of program would be easy to organize.
- Include public transportation information along with the program announcements (e.g., on website w/ links or in the listserv or newsletter announcements).
- Question: how much does one consider parking expenses (and information) for a program?
- Create a database of potential program venues. List the people who would be willing to serve as resources. (IG Coordinator question: to talk about sites vs to serve as local contact/on-site coordinator?) Potential use of wiki for this purpose? Also, consider that some venues may involve fees.
- Follow-up to program by use of wiki. (Continue the conversation after the program idea.)
- If you are part of another professional association, you can send information about an IG program to those members (advertise).
- Be aware of what is happening on your own campus: e.g., Conference Center, Special Events Office, Student Union. Keep track of that stuff; it might help you somehow in your own planning.

Last updated 7.18.07

- Vicki Rosen had a thought that in the north, the campus liaisons & coordinators might serve as venue people and that the IGs could come up with program content.
- Although we appreciate the effort and support of interest groups, we should also acknowledge and accept the idea that IGs wax and wane.
- The following CARL members offered themselves as resource people (consultation) for CARL IG program coordinators: Deb Moore, Lise Snyder, Teresa Omidasalar. [THANK YOU!]

IG Coordinator Note:

This was an informative and useful program followed by contributions and free-flowing discussion. Thank you to the presenters and all those who made suggestions and participated in the conversation about program planning!

**ACRL Chapter Council Delegate's Report
2nd Quarter 2007**

Submitted California chapter news on behalf of CARL to ACRL for publication in Chapter Topics in May.

On track to attend ACRL Chapter Council meeting at ALA Annual Conference in Washington, DC, on June 24, 2007.

Submitted by Les Kong,
ACRL Chapter Council Delegate

**Report from the legislative liaison
6/18/07 Ex. Bd. meeting**

I continue to communicate via calibaca-I

I've been chosen by ACRL to be a legislative advocate and will receive a day-long training session for that at ALA.

As I must return to the bay area for work on Monday, June 25, unfortunately, I will not be able to participate in "day on the hill" this year.

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