

**CARL Executive Board Minutes
December 14, 2012**

Present: Ned Fielden, Les Kong, Hesper Wilson, Kathleen Hanson, April Cunningham, Lise Snyder, Stephanie Brasley, Matt Conner (minutes), Allison Carr, Annette Marines, Shana Higgins, Brett Bodemer, Gayatri Singh, Hesper Wilson, Nicole Allensworth

Absent: Dominique Turnbow, Liz Ginno

Call to order: 10:18am

1. Introductions

Newly elected officials:

Northern Vice-President

Annette Marines
University of California, Santa Cruz

CSU Director-at-Large

Brett Bodemer
California Polytechnic State University San Luis Obispo

UC Director-at-Large

Gayatri Singh
University of California San Diego

ACRL Chapters Council Delegate

Les Kong
California State University San Bernardino

Re-elected officials:

President

Kathlene Hanson,
CSU Monterey Bay

Southern Vice-President

Allison Carr
CSU San Marcos

Private Institutions Director-at-Large

Shana Higgins

University of Redlands

Web Coordinator

Hesper Wilson

CSU San Francisco State University

2. Approval of Agenda
Approved

3. Approval of Minutes

Approved pending Stephanie's corrections.

4. Announcements

5. Reports

a. Mentoring Program (Ned) - Kathlene is taking over the mentor project. Currently there are 32 mentors and 18 mentees. While there is a good balance, there are more northern than southern mentors. A call needs to be made for more southern members. They are a sizable percentage of the membership which could expand.

Discussion Points

- A volunteer takeover may be happening through word-of-mouth succession. We need to look into the election process in future.
- Marketing for more southern members could include names and testimonials on website.
- Participants need to belong to CARL.
- Participants must belong to CARL

b. Membership (Kelly) – Tabled because of Kelly's absence. Kathlene noted that it's nice that we have 400 members in a non-conference year.

c. ACRL Chapter Councilor (Les) - CARL was approached by WASC to present an information literacy session in Costa Mesa in April. A similar request was received for this coming April for San Diego. This is a great opportunity for CARL to gain a larger presence. However, the material was over the heads of librarians from smaller universities or those just starting out. The question is whether to do it again and at what level of sophistication.

Discussion Points

- While WASC has a special IG that is familiar with info lit competency standards, the smaller, for-profit schools were asking about how to set up programs and contact faculty.
- Many questions were about assessment.
- Many were curious about accreditation.
- There were differences between UC and CSU
- The presentation should be made simpler in future
- Consider having SCIL and CALM get involved
- Community colleges may be relevant to WASC

d. Treasurer’s report (Pam) –

December 2012 CARL Treasurer’s report

In section 1 is a short summary of the Jan-Dec 2012 financial year. Then please find the estimated additional costs to close out 2012. Section 2 contains the detail of the Jan-Dec 2012 financial year. In section 2 the year-to-date expenses and income are reported by category: Administration, Conference (2012 & 2014), Awards, Membership and Interest Group programs. Section 3 is the proposed 2013 budget.

Section 1

Income			
Membership	\$18,909.95		
Interest Group Programs	\$ 815.40		
		Total Income	\$19,725.35
Expenses			
Administration	\$ (9,385.97)		
Awards	\$ (2,710.00)		
Conference	\$ (6,637.76)		
		Total Expenses	(\$18,663.26)
Year-to-Date (Income/Expense)			\$ 990.62

We will also have additional Stipend costs for Web Mistress, Newsletter Editor, Membership Director and Treasurer of \$300.00 each, totally an additional \$1,200.00 for the year. Executive Board expenses for travel and catering for this meeting are estimated at \$2,000.00 for travel and an additional estimate of \$200.00 for catering; or \$2,200.00 for the December Executive meeting.

There will be some additional miscellaneous costs as well – QuickBooks December payment for instance.

That will bring the 2012 calendar year into VERY negative territory.

Remember we started the year with \$12,937.49 (see last Treasurer's report) in the checking account, so we are not bouncing checks, but we are not HEALTHY either.

Section 2 – 2012 Income/Expenses by category

Administration (Income/Expenses) that includes all of the operating expenses of the organization

Total Income – ACRL reimbursement		\$ 1,078.00
Executive Board		
ACRL Chapters Council Meeting Travel	\$ 1265.26	
Software – QuickBooks, SurveyMonkey	\$ 521.10	
Postage	\$ 37.9	
Travel Reimbursement – for Executive Meetings	\$ 1476.46	
Member Regional Meeting	\$ 170.36	
Total Executive Board		\$ 3,471.08
Retainers (CPA & Ins.) & Gov Fees		\$ 3,041.00
RegOnline Fees		\$ 3,951.89
Total Expenses		\$10,463.97
TOTAL ADMINISTRATION (Dec 2012) EXPENSE/INCOME		\$ (9,385.97)

Awards – those mandated by the Executive Board. NOTE: The Boards decision to allocate Conference donations does not show in the Income. See Conference table.

Total Income	0
Expenses	
Member Awards	
Outstanding member 2012	\$ 300
Research	\$ 1410
Scholarships	\$ 1000
Total Member Awards	\$ 2710
Total Expenses	\$ 2710
Awards (Dec 2012) EXPENSE/INCOME	\$ (2,710.00)

Membership income as of Dec 2012

Membership Income	
Direct payment, as in Checks	\$ 565.00
RegOnline payment, as in Credit Cards	\$18,344.95
Membership (Dec 2012) EXPENSE/INCOME	\$18,909.95

Interest Group programs

Income - Interest Group programs		
Interest Groups		
SCIL	\$3,059.00	
SEAL-S	\$ 290.00	
	Total Income Interest Groups	\$ 3,349.00
Expenses - Interest Group Programs -		
CARLDIG-S	\$ 75.08	
SCIL	\$ 2,228.68	
SEAL-S	\$ 229.84	
	Total Expenses Interest Groups -	\$(2,533.60)
Interest Group Programs (Dec 2012)		
EXPENSE/INCOME		\$ 815.40

Conference 2012 income/expenses NOTE; Here are the donations. I don't know that anyone on the Executive Board wants me as the Treasurer to take the \$8,900.00 out of the income and increase the loss of the conference to over \$15,000.00. I have itemized bills from the hotel in case any would like to see it.

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Conference		
Registration	\$ 6,740.00	
Registration Reg Online	\$41,237.50	
Vendor Donation	\$ 8,900.00	
	Total Income Conference 2012	\$ 56,877.50
Expenses		
Conference		
Conference planning (2016)	\$ 224.85	
Misc. - Translator	\$ 697.00	
Office supplies & flowers	\$ 177.76	
Printing photocopying postage	\$ 888.94	
Outstanding Member dinner	\$ 70.47	
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Speaker Honoraria	\$ 1,000.00	
Speaker Travel lodging meals	\$ 893.78	
	Total Expense Conference 2012	\$ (63,515.26)
Conference (Dec 2012) EXPENSE/INCOME		\$ (6,637.76)

Section 3 - Proposed 2013 budget

The 2013 proposed budget is straight forward, assuming nothing much changes. Where appropriate I took a five year average, otherwise what you see is a two year average of non-conference years. Membership income maybe low as the average reflected only the \$20.00 membership, not the \$40.00. Also regional membership meeting costs are higher when averaged over 5 years than the most recent two years.

2013 Income	
ACRL Chapter Reimbursements	\$ 1,048.25
Interest Groups programs, income	\$ 5,664.80
Membership Income*	\$ 10,699.09
Total income	\$ 17,412.14

2013 Expenses	
Executive Board	\$ 5,478.70
Interest Groups programs, expenses	\$ 3,618.91
Member Awards	\$ 2,679.72
Member Regional Meeting	\$ 857.21
Retainers	\$ 3,389.45
RegOnline	\$ 925.30
Total Expenses	\$ 16,949.31

Section 1 - The first table is a year-to-date look at our income and expenses. We were running a small positive balance as of Dec 1, 2012.

Income – we got a boost in numbers because of the conference and realized the first year of \$40 memberships. This is one of the lowest levels of retained income from programming that we have ever had.

Expenses- the Administration expenses cover the executive board, all those items necessary to run CARL. Administration expenses are about on par with the past years. Awards are mandated by the board. The conference can be discussed at length in the next section; needless to say it lost money this year.

Section 2 – individual tables of income/expenses

Administration – NOTHING UNTOWARD HERE. We have lowered the retainers to as low as we can, likewise with the computers/software expenses. For the second year Exec travel is low because of the two virtual meetings. ACRL travel was higher this year than

in the past 5 years. RegOnline fees are very high due to the amount of money for conference registrations; usually it is less than \$1000.00.

Awards – NOTHING UNTOWARD HERE

Membership - Note the very, very low number of checks coming in verses credit card use. Also – if the numbers of members do not rise significantly from those in Kelly's report we will be running a deficit next year.

Interest groups - Nothing unusual here, other than the carry-over is very much lower than what it has been for the last 5 years.

Conference – We lost money.

Income – this is in the range of normal for our past conferences.

Donations – tracking them is problematic. Some donations are checks some are with credit cards. Some came in 2011, some arrived in 2012; e.g., donations are \$8,900 for 2012. It is very difficult to track what company goes with which credit card in RegOnline. Donations were collected for the scholarship, research award, exhibit tables and specific conference support. These should be noted in the conference report for donations.

There was discussion by the executive in the last executive meetings to separate award donations from the conference income. As stated by the Treasurer in the past meeting, until this conference (over \$13,000.00 in total donations: \$6,700 for research and \$650 for Rockman), it was never a concern.

Expenses – they were high. I will leave it to the conference report to discuss these expenses.

Section 3 – proposed 2013 budget

The 2013 Income comes from averages of the last 5 years, excluding conference income where appropriate. Interest programs are getting better at covering programing costs, and therefore lowering their registration fees, which impact how much money reverts to CARL.

The 2013 Expenses follow the same pattern as the income. The only expense that maybe estimated high is the regional meetings costs.

Discussion points

- Some IGs are not complaining.
- SCIL believes that if they have a request, they should have support.
- By-laws say that IG should get an allotment. It is necessary for them to charge to cover costs.
- Some IGs are not charging enough and have required up to \$7000 in coverage.

- By-laws say that IGs must support themselves.
- One conference losing money is not a problem. All conferences losing money is a problem.
- The conference tried a lot of new things and new technologies. The marketing possibilities with states that do not have ACRL chapters are phenomenal.
- Scheduling the conference on Easter weekend was a factor in attendance.
- Attendance was the highest in recent years.
- With \$8,900 in donations, still lost \$7,000.
- Plea for future sites to be mindful of costs. A site costs \$70,000 minimum.
- There is \$20,000 in the bank. ACRL money should go to the IGs, but a process is necessary. With \$40 membership fee, as long as membership levels remain steady we should be fine.

e. Conference 2014: Draft theme and timeline (Allie) Planning has started with big changes. \$25,000 has been contracted. The cost will be minimum \$300/person. Historically the numbers are lower up north. Action Item: Send Kathlene names of people in San Jose who want to work on the virtual conference and names of sponsors.

Discussion Points

- At the venue there is a former theme park called Frontier Village that is historically significant with great services. Conference-goers will need to be shuttled.
- Play up the resort element and having IGs online. A big part of CARL is allowing librarians to meet outside their area.
- Networking with Google
- The timeline is changing. A call for proposals is going out in March a year out. Membership is required for speakers before they attend. Registration should be done by fall.
- Call for volunteers are need to help Adolfo Pioto to work on building relationships with vendors.
- Presenters must register by September 30 and members by October 1. Kelly had trouble getting presenters to register. Work with Kathlene on membership.
- Nail down the issues of non-CARL team members and make transparent the need to pay.

f. CARL Newsletter (Nicole) The newsletter comes out this weekend. It's a light issue. September and the Spring are bigger. Winter contains election news, IG piece. CARL IG mini-talks are on the air. There is a Pepperdine exhibition on colonial documents and an updated roster of new leadership. Action Item: Post new officers in the December newsletter.

Discussion Points

- New members may be mystified about roles. Have a series running through issues on CARL roles so new members can be edified.

- Responsibilities are not codified. An interview piece will give not only the nuts and bolts but the human element as well.
- The San Jose State repository asked for a reprint of an article from their faculty.
- Reprint is okay but not conferral of copyright.

g. Executive Board reports (Steph) Chance to respond on email. None.

6. In Progress/Old Business

a. Action Items from the Last Meeting

i. Survey of Benefits of Membership (Hesper) – Hesper spoke to Amy Wallace and found that there was no record of a survey of the CARL membership. Dominique may have done a survey of IGs. It was suggested to resurrect a membership committee to survey members and also revisit developing a peer-reviewed journal that was suggested by Billy Pashaie. Action Item: Stephanie talk to Billy about committee to reconsider journal.

Discussion Points

- A report was done on the possibility of a peer-reviewed journal and had concluded that it would be very difficult because of the turnover of the board.
- In spite of the report, there was a sense that Billy's idea was brushed off.
- Other state library associations have peer-reviewed journals and there was the opinion that some members in CARL could be found to support one.
- Kelly can chair a committee to review the journal idea.
- The membership survey in question was for LAUC not CARL.

ii. Membership meeting (Stephanie) – It was difficult to talk about without Kelly. Stephanie explained her view that a vital and robust membership marketing and promotion program is the lifeblood of any organization. The conference and IG help, but we need to get more members involved. Action Item: Kelly convenes committee to survey membership.

iii. Change to IG guidelines (Dominique) – There need to be changes to the budget planning document that fees will be increased from 10% to 15% to accommodate charges for ADA support. Action Item: Amend the September 14 minutes to show an increase of 15% instead of 10%.

Discussion Points

- Billy needs to remind IGs about the change.
- CARL is required to pay for ADA support. There should be a reference to compliance with the law.
- An explanation should be put in the newsletter. There were different opinions about the level of detail and whether the explanation was needed or not. Transparency was an issue.

- The newsletter is the archive for the board's business. There were differences of opinion about this.
- The minutes will be more accessible with a new search function on the CARL site.

iv. Sent out a draft of a statement on Prop 30. Done.

v. ADA Costs of IG Programming. Done. (Kathlene) Need to ask for ADA resources?
Answer: yes.

vi. Standing Rules. Dealt with elsewhere in the meeting.

vii. Secretary Minutes Action Item for Time Frame Distribution (Stephanie) - A template for the minutes will be ready for the March meeting. There needs to be a way for the Action Items to go out quickly after a meeting. A bulleted list should be sent out ahead of the minutes. The Action Items should go out within one business week of the meeting, and the minutes should go out in two business weeks. Action Item: Put the change into the standing rules.

viii. MLIS Student (Stephanie) What to do about the request from the MLIS student who claimed that he could not afford a membership fee but wanted to volunteer with CARL to build up his resume. After discussion, it was decided to propose creating a new category for students and unemployed librarians with a membership fee at half rate--\$20 a year. A motion was made to send a proposal to the membership to create the new category to be voted on. The motion passed 5 to 4 with 1 abstention. Action Item: (1) The proposal will be sent to the membership for a vote. (2)The decision will be included in the standing rules and by-laws. (3) Stephanie will write a letter to the student telling him that CARL has no mechanism to accommodate his request, but we are taking it under consideration.

Discussion Points

- The student is an unknown commodity. We can't justify the effort of working with him.
- His request could be interpreted as someone who wants membership without paying.
- We need to think about the purpose of CARL. Aren't we supposed to be helping people in the profession?

ix. CARL Research Award. (Stephanie) - Kelly responded to the letter of complaint from the librarian who wished to cancel her membership and receive a refund because she was not informed adequately that the CARL Research Award would be suspended for this year. Kelly responded to the letter. Action Item: Ask Alex Chappelle and her award committee to study the matter and make appropriate changes.

Discussion Points

- Perhaps the award should be changed to a grant. It would cause less red tape for processing.
- One reason for the low number of applications was possible conflicts of interest. These matters should be forwarded to Alex for consideration by her committee.

b. Standing Rules – Status Report (Kathlene) - Stephanie, Lise, Liz and Kathlene are continuing to look at the standing rules. The revision will need to be done together with the by-laws. It was not possible to complete this in time for the fall election. Action item: For the June meeting, revise standing rules, by-laws and charter.

Discussion Points

- We are at the 4th draft iteration of the standing rules.
- The charter for CARL as a non-profit also needs to be examined and made consistent with the standing rules and by-laws.
- Standing committees are not mentioned in the by-laws.
- Awards issues should be considered as well as changes to membership fees.

c. Finance Council Review of Conference Rules (Stephanie) The work is ongoing with Stephanie, Kathlene, Pam, Ned and Allie.

7. New Business

a. Revision of Interest Group Bylaws – Done above.

8. CARL North Business meeting/virtual session in February (Kathlene) – On February 22, there will be a business meeting with a presentation to stimulate new activity in the North IG. Few IGS are active.

Discussion Points

- Before IGs did program planning, they were interest/discussion groups. It might be helpful to bring back the programming structure.
- There are issues of consolidating and reorganizing IGs. This will be an opportunity to rejuvenate the IGs, perhaps in different form—as discussion groups or virtual groups.

9. Next steps (if any) on North/South options (Kathlene) – This will be tabled for now so that the topic can be formalized. There is a concern that the IGs are already moving in this direction. Perhaps changes will include the North and South VPs. These were created for a reason, and we should know this reason before changing them. IT, CALM ABLE, and CARL-DIG might be merged into other IGs. Another element is the whole issue of how conferences are unbalanced towards the south. Perhaps there should be a conference coordinator who is not a VP. There may need to be a different leadership structure for conferences.

10. CARL's Payment Option for Registration (Gayatri) – There are more IGs for whom this matter needs to be figured out. SCIL has struggled with not being able to pay online. Everyone is looking to pay online. Action Item: Gayatri send Matt the issues for the minutes.

Gayatri's Notes:

SCIL was looking for alternative online payment options for programming. Many of their members are looking for this service. Challenges with using the current system include:

- There isn't a way to limit how many people can register. People assumed they were registered, when really they were on the wait list.
- There was no way to gather extra information, for example if people have dietary restrictions or special needs
- We couldn't directly access the system to see who had registered
- The registration link sent them to a page where members had to enter the cost, instead of a page with info about the program and a registration form
- Some members reported a problem once with not receiving cancelled checks within 90 days so they couldn't get reimbursed. Part of that issue is that SCIL needs to hold the checks until the program happens. We want to plan programs early to help us figure out other things like catering, but the downside is you hold people's checks for a longer period of time.
- It might be cost prohibitive-- The current system adds a one-time fee for each event, and then another % fee for every transaction. CARL covers the cost of the one-time fee. The other fee needs to be covered by the cost of the program. Pam was going to look into what % was added to each transaction.

According to Pam, PayPal doesn't provide enough details per transaction, so CARL can't track where the payment originates, which makes it hard to give refunds. The CARL Executive Board decided to postpone this discussion until Kelly could be present.

Discussion Points

- Regonline accounts cost money to set up new accounts—5% of the transaction fees.
- Without online registration, it was impossible to set a limit on how many can register. It was impossible to create a wait list.
- Pam does not want to check on using PayPal for this.
- Checks were not received in time for reimbursement.
- Regonline has never caused any problems for Pam ever, and it allows things that cannot be done with any other system.

- There is a 6% transaction charge and a \$95 set-up fee for each new account.
- Kelly should look into this matter.

b. Expense of In-person Meetings (Stephanie) - \$2200 too expensive for this meeting. With 2 virtual meetings and 2 in-person meetings, we spent too much money.

Discussion Points

- We should use other options such as visual teleconferencing in a group.
- There should be one in-person meeting each year at least.
- Financially, we're doing fine if the member ship stays up.

11. Adjourned 2:39.

4th Quarter Reports

UC Director-at-Large Report

Greetings,

This quarter I:

- Worked on revising the CARL Standing Rules
- Read Executive Board emails and responded as appropriate

Lise

ACRL Chapters Council Delegate report

*Scheduled to attend ACRL Chapters Council meeting at ALA MidWinter, January 2013.

*Serving as newly elected Vice-Chair/Chair-Elect of Chapters Council.

*Will be attending ACRL Orientation & Networking session for new leaders at MidWinter.

*Coordinated and arranged for ACRL Chapters Dine-Around dinner, in Seattle, January 2013.

*Coordinated and oversaw the final review and signing off of the Westin South Coast Plaza contract for 2016.

Les Kong
ACRL Chapters Council Delegate

Past President's Report

Exboard

December's report

See you next week.

Ned

CARL Web Coordinator Quarterly Report, Dec. 2012

This quarter I:

- served on Nominating & Elections Committee
- updated home page for various election announcements
- added election notes and minutes files to Board Google site
- added more info about IGs to "What is an Interest Group?" page
- updated Ilene F. Rockman award pages
- added new officers to CARLEX listserv, Board Google site, and photo roster

Hesper

Archivist Report

Hello,

Nothing unusual to report. Performed some minor collection maintenance.

Rand Boyd, MLIS, CA

Special Collections & Archives Librarian

Rand

CARL Director-at-Large, Private Institutions Quarterly Report, Dec. 2012

This quarter I:

- served on Nominating & Elections Committee

I can't recall any other activities. See you all on Friday. Hopefully I make it to the meeting; I am traveling on BART from the Oakland airport.

Shana Higgins

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Pam Howard

December CARL Newsletter Editor Report

Here is a summary of my activities this quarter:

- Solicited content for December newsletter via the CARL-ALL list as well as through direct requests to officers and selected members
- Developed ideas and solicited special content for future 2013 issues
- Editing, copy-editing and image editing for December newsletter
- QA testing and trouble-shooting for newsletter web site
- Managing and updating directory file structure for newsletter files
- Managing and updating HTML files
- Managing and updating RSS feed
- Archiving previous newsletter
- The December newsletter is in process and pending submission of some solicited content, will most likely go live later this week.

See you all on Friday!

Best,
Nicole

CARL 2012 4th Quarter Membership Report – December 4, 2012

I am working on a membership drive. If a name was ever a CARL member, I am approaching you to think about coming back. Communication with 20 this quarter, will let you know if this had any results.

Membership stands at 258 or 64.5% of goal of 400 (258 new or renewals this quarter – Remember beginning of the renewal year)

Of this 233 are regular members and 8 retired and 17 student members.

There were 22 new to CARL this quarter.

There were 23 CARLALL messages posted this quarter.

Membership Breakdown:

By Region

Northern CA	75	29%	()	Large area of new members
Southern CA	183	71%	()	

By Institution

Community College	44	17%	()	
California State University	63	24%	()	
Private College/University	78	30%	()	
University of California	39	15%	()	Biggest institutional growth
Consultant/Self Employed	1	0%		
K-12 School	1	0%		
Public Library	1	0%	()	
Research Institution	2	1%		
Other	5	2%	()	

MentorNow have 23 who are willing to part of the mentor program.

Interest Groups Members:

ABLE	35	()
CALM	73	()
CARLDIG	157	()
CARLIT	98	()
CDIG	61	()
DIAL	51	()
SCIL	129	()
SEAL	49	()
TSIG	40	()

Submitted by: Kelly Janousek CARL Membership Director

CARL IG SOUTH COORDINATOR: END-OF-THE-YEAR REPORT December 2012

Highlights

Programs were hosted by Southern IG's during this period:

- "Building Bridges: Academic Reference Services in the Community," CARL-DIG, November 30

This report includes the first official CALM interest group report since they have been revived.

Questions/Issues for the Board from Interest Groups

- From SCIL: can IG the discretionary funds approved by the Board in September roll over from year to year?

IG Coordinator Questions for the Executive Board

- See email to the Executive Board from D. Turnbow dated December 5, 2012 regarding CALM bylaws approval.

Interest Group Reports

CALM

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CARLDIG – South

... 4

SCIL

..... 5

SEAL-South

..... 7

Reports were not received from the following interest groups:

- ABLE – South (listserv only)
- CARL-IT
- CDIG – South (listserv only)
- DIAL-South
- TSIG – South

CARL INTEREST GROUP SOUTH COORDINATOR: END-OF-THE-YEAR REPORT

2

CALM

July 1-December 31, 2012

Summary of Activities

The reactivation of CALM was approved by the CARL Board on June 15, 2012.

Business meetings

- Planning Meeting – August 15, 2012, at Loyola Marymount University and via WebEx
o 9 attendees

o Attendees volunteered for interim roles and responsibilities as follows: § Convener – Tobeylynn Birch, Loyola Marymount University

§ Secretary – Marla Peppers, Cal State, Los Angeles

§ Website Coordinator – Vinaya Tripuraneni, University of La Verne

§ Listserv Manager – Marianne Afifi, Cal State Northridge

o Discussed development of permanent infrastructure for CALM and activities for the first year. Decided to focus on networking rather than formal programming at this time and scheduled two networking meetings during the fall. Topics for discussion will be identified in advance, and virtual attendance will be provided, so meetings are not restricted to local participation.

- Business & Networking Meeting – October 8, 2012, at University of La Verne and via WebEx
o 25 attendees (14 in-person, 11 virtual)

o Business § Decided to have officers' terms span academic year instead of calendar year. Will expedite approval of new bylaws to allow for officer elections in March 2013.

§ Reaffirmed CALM as a statewide interest group, as it would provide broader networking opportunities.

§ Discussed the use of social media to facilitate interest group networking across the state.

o Topical Discussions § Managing change and staff development

§ Succession Planning

• Business & Networking Meeting – December 3, 2012, at Cal Poly Pomona o Estimated 16-20 attendees, in-person and virtual

o Business § Attendees endorsed the draft bylaws, which T. Birch will shepherd to approval.

o Topical Discussions § How do libraries provide access to learning opportunities?

§ Many of us are wearing too many hats; how can we address the need to narrow one's scope of focus?

§ As one moves up the managerial ladder, one often moves farther away from immediate gratification of helping users. How do managers find meaning in their work?

Changes: Noted above CARL INTEREST GROUP SOUTH COORDINATOR: END-OF-THE-YEAR REPORT 3

Programs: None

Current plans/ideas for year ahead

- Approval of CALM bylaws by March 2013
- Election of officers in April for terms beginning July 1, 2013
- Continue informal networking/business meetings (two per semester) that provide opportunity for virtual as well as in-person attendance
- Bring up CALM website
- Institute CALM listserv
- Develop a Facebook presence for CALM

Questions/Suggestions/Concerns for IG Coordinator/Executive Board: none

Submitted by Tobeylynn Birch, Interim Convener CARL INTEREST GROUP SOUTH
COORDINATOR: END-OF-THE-YEAR REPORT 4

CARLDIG – South
July 1-December 31, 2012

Summary of activities

Business meetings:

- July 18, 2012, (CSU Channel Islands – meeting of vice-chair/chair-elect and chair)
- September 7, 2012 (hosted by PUENTE Learning Center, East Los Angeles – meeting of steering committee members)

Changes

Leadership - no changes

Operational – no changes

Online communication

- CARLDIG-South website updated, especially with information related to fall 2012 program
- Regular e-mail communication among steering committee members

Programs

Title – “Building Bridges: Academic Reference Services in the Community.”

Where – PUENTE Learning Center, East Los Angeles Campus

When – Friday, November 30, 2012, 8:45 a.m. to 1:30 p.m.

Attendance – 50 (planning estimate)

Income/Expense balance (estimated or actual) – \$1,000 income/\$550 expenses (estimated), with an estimated net balance of \$450

Current Plans

CARLDIG-South is looking forward to developing and planning future programming, especially its annual fall event. Other possible programming will be explored at its first meeting in 2013.

Questions/suggestions/concerns None.

Respectfully submitted,

Adolfo Prieto, 2012 CARLDIG-South Chair
CARL INTEREST GROUP SOUTH
COORDINATOR: END-OF-THE-YEAR REPORT 5

SCIL

July 1 – December 31, 2012

Summary of Activities

This year SCIL had three business meetings, one summer social, planned our annual conference, rewrote our bylaws so our election and membership cycles conform with the CARL membership year and the academic calendar, and worked to routinize the contributions of our three new subcommittees: outreach, archives, and SCILConnect.

Business meetings

We've had three business meetings since July 1:

September 7 – conference call (7 attendees)

October 26 – conference call (9 attendees)

November 30 – in person (8 attendees)

Our Outreach Committee and SCILConnect Committee have also had two-three meetings during this time. These meetings have included people who have not been able to attend our business meetings. 4-5 SCIL members work on each of these committees.

Changes

Members voted to amend our bylaws so the SCIL election cycle conforms with the CARL membership year and the academic calendar. Members also voted to approve the following changes:

- Our secretary, an elected position, has publicist added to the list of duties.
- Our webmaster, an appointed position, is now formally responsible for communicating with CARL membership to keep our listserv up to date.
- Our membership year now runs September to August.

Leadership

Our current leadership will likely remain in place until the next academic year:

- Stephanie Rosenblatt – Chair
- Gayatri Singh – Vice Chair/Chair elect
- Talitha Matlin – Secretary/publicist
- Coleen Martin – Program Registrar
- Tina Breitbach – Webmaster

Elections will be held in late April, early May.

Programs

We had a summer social/tour of the Getty Research Library on July 20. 15 people attended, including a large group from the CSUN/UNT Library Science program. We are currently planning SCILWorks 2013.

Current Plans/Ideas

The Outreach subcommittee and individual SCIL members will plan some informal social meet-up events across So. Cal. There are also plans to collaborate with UCR to provide a mini-immersion experience for a group of library science students in residence in the Spring. CARL INTEREST GROUP SOUTH COORDINATOR: END-OF-THE-YEAR REPORT 6

Questions/Suggestions/Concerns for IG Coordinator/Ex. Board:

SCIL would like to suggest allowing IGs to have an account with CARL so a portion of the profits generated from programs can be saved and used by the IG as needed. In our case, we have an ongoing need for hardware that would enable us to consistently provide a conference call option when we meet in person. SCIL members are also interested in CARL starting a fund that can help cover expenses for providing appropriate accommodations at conferences for presenters and attendees who have special needs. A fee could be applied to all CARL events, collected in a pool, then dispersed as needed. SCIL would also like a more cost-effective and IG-friendly system to allow for online payments for conferences and events.

IG Coordinator note: I had not updated the IG list with Stephanie's new email address so she did not receive the Executive Board update in September 2012 which included information about the Board's approval of a discretionary fund for IGs and increasing the overhead costs from 10% to 15% to offset ADA costs. After I forwarded the email, she agreed that SCIL's questions/concerns were satisfied for now, but requested that the discretionary funds be allowed to roll over from year to year. (Dominique Turnbow)

Respectfully submitted,

Stephanie Rosenblatt, SCIL Chair CARL INTEREST GROUP SOUTH
COORDINATOR: END-OF-THE-YEAR REPORT 7

SEAL-South

July 1-December 31, 2012

Business meetings

- September 13, 2012
- September 20, 2012
- October 4, 2012
- November 16, 2012
- December 7, 2012

Changes:

Leadership: Because the 2011-2012 Vice President/President Elect is no longer with the group, Khue Duong continues an extra year as President.

President

Khue Duong

University Library

California State University, Long Beach

1250 Bellflower Boulevard

Long Beach, California 90840-1901

(562) 985-2641

kduong@csulb.edu

Two Co-Vice President/Co-President Elect (Program Chair)

Elizabeth Cheney

Science and Engineering Library

University of California, Los Angeles

Los Angeles, CA 90095-9810

310-825-3398

echeneyl@library.ucla.edu

Cynthia Cohen

Recent MLIS Graduate, San Jose State University

Northridge, CA

(818) 359-9669

cynthiamcohen@gmail.com

Secretary and ListServ manager

Kristen LaBonte

UCSB Library

University of California, Santa Barbara

Santa Barbara, CA 93106-9010

(805) 893-2689

klabonte@library.ucsb.edu CARL INTEREST GROUP SOUTH COORDINATOR:

END-OF-THE-YEAR REPORT 8

Membership Chair/Webmaster

Danielle Skaggs
California State University, Northridge
18111 Nordhoff Street
Northridge, CA 91330-8327
(818) 677-6808
danielle.skaggs@csun.edu

Past President

Christina Mayberry
California State University, Northridge
18111 Nordhoff Street
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(818) 677-4130
christina.mayberry@csun.edu

Operational procedures: N/A

Online communication: N/A

Programs:

The Fall program was rescheduled to Friday, March 8, 2013.

Current plans/ideas:

The program about innovative/efficient practices in STEM librarianship will take place on Friday, March 8, 2013 at California State University, Long Beach. More details will be posted on the SEAL-S website

CARL Director-at-large, CSU

I did the same - served on Nominating & Elections Committee.

Also, reserved space (at CSUEB) for the February 22 CARL North all IG meeting.

Liz

VP North 2012 4th Quarter

Kathlene Hanson

~ chaired Nominating & Elections Committee (thanks much to the great team for talking all the great candidates into running)

~ wrote letters to new members

~ met with Steve Watkins & Jacqui Grallo to begin discussion of virtual conference/website planning and frame committee membership and tasks for 2014 conference

~ corresponded with Ned to begin transition of mentoring coordination

~ responded to emails involving CARL business/questions from members

~ began planning for CARL North Business Meeting on February 22nd at CSU East Bay

~ began work on draft standing rules (dropped the ball on this one in the last quarter, will have time to work on during winter break at latest)

Quarterly report: VP South

It always seems like I've done less when I write it all out.

- 2014 Conference planning – started preliminary planning including creating a timeline, reviewing budgetary numbers and developing a theme.
- Welcomed new members via email.
- Worked with the nominating and elections group

See you Friday,
Allie

Quarterly Report: CC DAL

Hi,

This quarter I attended the Council of Chief Librarians 2012 Workshop on Embedded Librarianship in Ontario, CA.

See you Friday.

April

Secretary's Report

I corrected the minutes of the 6/15 Board meeting and sent them in for posting, and I have drafted the minutes for the 9/14 meeting and compiled the Quarterly Reports and the email discussion for that period.

Matt

Email Discussion and Business 9/14/12 – 12/14/12

Announcement: CARL Newsletter for September 2012 online (12/17/12)

Prop 30 Statement Draft (12/19/12 – 10/15/12)

Allison forwarded a draft of the Prop 30 statement prepared by Billy. Statements of approval sent by Board members. Statement sent to CARLALL by Stephanie.

Announcement: ACRL e-Learning Webcasts (10/1/12 – 10/2/12)

Stephanie sends announcements and suggests relevance to IGs. An issue was raised about what to do if IGs request more than one webinar.

Time for Elections Work to Start (10/2/12 – 10/23/12)

Kathlene wrote that she cannot find standing rules or by-laws for the Nominations and Elections Committee. Asks if it is too soon to start assembling the committee. Stephanie replies that she is amazed that the documents cannot be found. She sends the election results for the previous committee and asks Hesper to post them. She also sends a relevant blurb that was sent to the CARL Newsletter and CARLALL. Kathlene found the relevant section of the standing rules that explains how to form the Nominations and Elections Committee Section 2 Rule 15, and she sends out a call to the executive board for volunteers for the committee. Liz and Shana volunteered. The committee was completed to include Hesper and Allie. Election info posted to website. Message sent to CARLALL inviting nominations.

Discussion – Geography at CARL: Time to consider merging North and South (10/3/12 - 10/5/12)

Kathlene raises issues around merging North and South. The reasons for merger have to do with technologies for teleconferencing, the cost of in-person, and the unequal burden on regional officers during conference years. The idea would ultimately have to be voted on by the membership. Responses note that some IGs have already combined themselves. There are questions about the timeline for the discussion and for by-laws change. Kathlene responds that no timeline is being contemplated. She raises the concern that a future structure could not reproduce the efficiency of the current conference committee if it were to be replaced. A question was raised whether the current division encourages participation from the North which might not happen otherwise.

CARL membership refund request (10/17/12)

Kelly forwards angry letter from UCLA librarians asking for membership refunds after they were not told in a satisfactory way that the Research Award would not be offered this year. The forward includes response from Alex Chappell, committee chair. Matt

wrote in support of Alex's response. Pam noted that the letter indicates that the research award is a big priority for members. Stephanie said that she will follow up with the letter writers.

Final Meeting announced for SFSU (10/17/12)

Phone number for Stephanie (11/1/12)

Les inquired for a phone number for Stephanie to get her signature for a contract for the next conference.

New CARL officers (11/14/12)

Kathlene announced new CARL officers via CARLALL.

Results of SCIL Bylaws Referendum (11/20/12)

Allie announces that SCIL Bylaws approved.

Chapter Topics (11/26/12)

Stephanie asks Les about elections information in connection with an announcement about an upcoming issue of ACRL Chapter Topics.

Volunteer Opportunity on Committee (11/27/12 – 11/29/12)

Kelly forwards email from Raymond Wang, library school graduate, asking for opportunities to volunteer on CARL committees without paying membership dues because he has not yet found a job as a librarian. Divided responses received for and against. There were concerns about setting precedent and the fact that our membership fee is already low. A new category was proposed for the unemployed.

CARL Board Invitations (12/4/12)

A proposal was raised to send invitations to the newly elected CARL officers so that they know to come to the board meeting on 12/14. Kathlene writes that she notified all the new officers that they were invited and that the new officers are all subscribed on the listserve.

CALM By-Laws Question (12/5/12)

The members of the recently revived CALM IG have endorsed their by-laws and want to know if they also need to be approved by the CARL Board. Allie responds that SCIL by-laws were approved without the Board, but it would be nice to have the CALM by-laws distributed

