

CARL Executive Board

June 13, 2014, 9am-Noon

Go-to-meeting Conference Call

In Attendance: Allie Carr, Annette Marines, Debi Hoffmann (notes), Gayatri Singh, Les Kong, Pam Howard, Billy Pashaie, Hesper Wilson, Shana Higgins, Erika Montenegro, Brett Bodemer, Annie Knight, Melissa Brown, April Cunningham, Nicole Allensworth

1. **Call to order-** 9:01am
2. **Changes to the agenda--** None
3. **Approval of minutes--** Minutes approved
4. **Announcements/Updates**
 1. **Update re: Insurance (Allie)**
 - Allie confirmed that CARL's insurance covers Board members and meeting premises. This insurance covers members only; however, non-members should be covered by the university/or other venue's insurance policy.
 - Question: what about SEAL meetings at non-library settings? As long as no rental/event agreement is signed that states CARL is responsible for attendees, the event locale's insurance should cover non-members.
 - Question: what about library school students? Yes, they should be covered.
 2. **Standing Rules Revision (Annette)**
 - Annette will be meeting soon with Allie, Pam and at-large member Lee Adams (Golden Gate University). A draft of the Standing Rules should be ready in time for next Board meeting on August 15, 2014.
 3. **Elections Update (Annette)**
 - Question: should elections be held earlier, maybe during summer? Group said no since many librarians don't work during the summer and may not check emails. Elections will take place as usual in September.
 - The group agreed that advertising open positions could take place over the summer.
 - Pam said that Kali Davis (Los Positas College) will run for Treasurer
 - Please give candidate names to Annette
 4. **Diversity Officer addition to Board (Allie, Billy)**
 - Allie and Billy suggested that instead of formalizing a new Board position (Diversity Officer), they would work on reviving DIAL as an advisory body on diversity/cultural competency.
 5. **Report from Journal Exploration Committee (Billy, Brett, Erika, Nicole, Carmen Mitchell) (Attached)**
 - Allie suggested CARL membership fees be raised to cover costs 1-2 years before starting journal.
 - Treasurer forecasts annual budget each January. Funds can be raised by sponsoring conference (like LOEX); there are also emergency funds in a money market acct
 - Billy suggested that the journal be non-traditional, interactive, non-textual, indexed and searchable (similar to In the Library with a Lead Pipe); perhaps

edited by MLIS program profs or perhaps no editor but content determined by crowd-sourced feedback

-Questions/Concerns: what would it cost to run journal (layout, editing, etc) who is the audience? what is the scope? what will make

this journal different from other journals? The group needs more information on: costs, what type of journal members would be interested, how to sustain an innovative quality product, what other journals are already out there, what is CARL's commitment to this?

-Board agreed for committee to explore these issues and report back at August meeting. Discussion tabled until then

ACTION: committee will explore these issues and put together a cost analysis for the August meeting.

6. Mentoring Committee (Kathlene, Erika)

-Erika reported on behalf of Kathlene. Kathlene would like to update mentor website because information is difficult to locate on the site. Erika is working on expanding the mentee definition to include newly tenured librarians and librarians in new leadership roles; she is also creating a more robust, descriptive mentee application form. Penny Scott (UCSF) is assisting. The committee will report back in August.

-Question: are membership demographics being looked at to see how many members potentially want mentors? (yes, see April 2014 minutes)

-Additional issues: current mentor list is "instruction heavy"; Mentor/mentee feedback is needed, as is clarification of time commitment, how mentor/mentee relationships "end", marketing and outreach strategies, procedures/best practices for others who take on these roles

-Suggestions: add a "job areas" field on membership application for those interested in being mentors. **ACTION:** Allie will write an article about mentoring for the next newsletter.

7. Officer reports (Attached)

Discussion items

8. Ongoing

1. Member of the Quarter Draft Charge & Guidelines (Annie, Nicole, Hesper) (Attached)

-Annie's questions for the Board (**Attached**)

-Guidelines: no self-nominations; no board member is eligible while in office; winners can win once every five years

-Committee makeup: 1 person appointed by the Board, 2 additional volunteers (winners MUST agree to serve on committee the following year). Committee will submit nominees to the Board for approval

-Members of the Quarter will receive free 1-year memberships (effective the *following* year)

-Annie, Nicole and Hesper will work on upcoming dates. Guidelines will be announced in the newsletter.

2. **Programming Committee Draft Charge (Annette, Shana, Billy)**

-Name changed to: **Professional Development Committee**. This committee is NOT a new interest group/doesn't overlap with what IGs are doing--- instead, committee will reach out to the general membership to see what type of workshops, etc members want.
Suggestion: this group coordinates all CARL non-conference activities
-Not just for e-learning, but also in-person "meetup" options
-Open at all, worldwide. Original programming, co-sponsored programming (eg: how to write a conference program abstract)
-COMPLETED: Board agreed to create this committee, include it as part of the Standing Rules (with a "sunset" clause should the committee not be continued in the future)

3. **Executive Board Make-up (Allie) TABLED UNTIL AUGUST**

- Geographic Distinctions for Vice Presidents
- Student Board Member

9. **New items**

1. **CARL Expert's Directory (Melissa) (Attached)**

-Proposed: a directory of "experts" that members could access. This would not be a public directory but one members could access internally. No access for vendors. Helpful for such questions as, eg: whom to contact as a cultural competence point person for DIAL
-Suggestions: call it a "knowledge directory" so that CARL is not proffering "experts"; call it "expertise" not "experts"
-Suggestions: add "area of expertise" as drop down option on membership form; "check boxes" for primary/secondary areas of interest. **ACTION**: Melissa will investigate if form can accommodate these functions

2. **Future of the Conference (Allie) (Draft 2014 Conf Report Attached, Seperate)**

3. **2018 Site Selection (Les) (Attached)**

5. **Round Robin**

6. **Adjourn- 11:40am**

Report from Journal Exploration Committee (Billy, Brett, Erika, Nicole)

Scholarly communication is changing from a print-oriented medium to something different.

CARL should be among the innovators that take part in this transformation.

- WHAT:
 - An annual, peer-reviewed, open-access publication of research papers, survey articles, case studies, and book reviews on any aspect of academic librarianship
 - Encourage creative research
 - Take intellectual risks; challenge the status quo
 - Not afraid to have ideas that fail and then figure out why
 - Encourage non-textual formats
 - Encourage interactive content
- COST:
 - Monetary: editorial management, peer-review, copy-editing, hosting, archiving expense
 - Non-monetary: Time
 - Expenditure can be recovered by various means:
 - Higher membership dues
 - Accepting advertisements
 - Charging author fees (not preferable)
- BENEFITS:
 - Heightened visibility
 - Increased membership
 - Organizational credibility
 - Buy-in from MLIS programs and professors
 - Advance progress in academic librarianship

CARL Member of the Quarter Member of the Month Draft Charge & Guidelines (Annie, Nicole, Hesper)

Presented by CARL: California Academic and Research Libraries, a Chapter of ACRL

Purpose:

The purpose of this award is to honor exemplary CARL members on a quarterly basis who go above and beyond to serve California academic and research libraries with dedication, skill, innovation, and passion for profession. Winners will receive a complimentary CARL membership for one year.

Eligibility:

Applicants must be current CARL members nominated by another current CARL member.

Award:

The award for the CARL Member of the Quarter is a complimentary CARL membership for one year. Awards will be granted on a quarterly basis: September 15, December 15, March 15, and June 15.

Criteria:

Merit will be considered for the following areas:

- Successful program planning
- Leadership in developing new goals, directions, and interests
- Accomplishment of special projects
- Publication on behalf of California academic and research libraries
- Outstanding public speaking on behalf of California academic and research libraries
- Guidance offered to incoming professionals
- Consistent dedication to the needs of California academic and research libraries and the librarians and staff who serve in them.

Application:

- Nomination Form (insert HTML link)(insert Word link)
- Resume or Vita for the nominee that outlines related work experience, professional activities, and honors

Submission Deadlines:

A completed packet is everything listed under application. Late or incomplete packets will not be considered.

Scholarship Announcement:

The award committee will announce the winner for each quarter by September 15, December 15, March 15, and June 15.

Committee Roles and Guidelines

Committee Members for 2014/2015

Nicole Allensworth, [title]
nallensworth@gmail.com

Annie Knight, [title]
aknight@chapman.edu / knight.annie@gmail.com

Hesper Wilson, [title]
hspr@sfsu.edu

Committee Process

1. CARL President appoints Member of the Quarter Committee in July of each year.
2. After committee is appointed and the Chair selected, Chair posts a notice of the availability of the Award to the CARLALL Listserv and submits a notice to the CARL Newsletter.
3. Soon after each nomination deadline, Member of the Quarter Committee Chair contacts CARL Membership Director verifying current membership status of each nominee and nominator.
4. Member of the Quarter Committee Chair sends out copies of nominations to voting CARL Executive Board members with individual evaluation forms attached. Since judging is blind, each proposal has names and contact information removed or blocked out.
5. Member of the Quarter Committee Chair compiles results and sends Committee's nomination for award to the CARL President who, with the CARL Executive Board, reviews and approves the recommendation.
6. CARL President notifies Member of the Quarter Committee Chair of acceptance of Committee's nomination for award. Member of the Quarter Committee Chair notifies awardee(s) of successful submission.
7. Chair notifies all nominators of the outcome and thanks them for their submissions.
8. Winners are announced via CARLALL Listserv, CARL Newsletter, and listed on CARL web site.

Nomination Process

Nominations will be accepted through an online submission form process. All nominations will be collected and organized/prepared by a member of the award committee before submitting to voting members of the CARL board.

Promoting the Award and Winners

1. Calls for submissions will be drafted by a member of the award committee and submitted to the chair for review.
 2. Calls for submissions will be released through the following venues: CARL website, CARLALL, and CALIBACA-L.
 3. Winners will be announced in the following venues: CARL website, CARLALL, and CALIBACA-L.
 4. Winner profiles will be published in the CARL Newsletter and on the CARL website.
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Questions for the Board

1. Should each Member of the Quarter winner get a year of free membership?
2. Would the Board like to vote on the winner (by simple majority) each quarter? (or should the "Member of the Quarter Committee" vote on the winner each quarter and present to the Board for approval?)
3. Should we appoint another member for the committee in the case that the board decides they wish to leave voting to the committee? We would probably need one more member since the person making nominations blind (if we do that) would not be able to vote and two people voting doesn't seem like enough.
4. Should self-nominations be allowed?
5. Should nominator and nominee names be blind to those voting?

CARL Expert's Directory (Melissa)

- Do you have wording suggestions re: 'what is your primary area of expertise?' Do you have suggestions for the drop-down menu options?
- Do you have wording suggestions re: 'I agree to serve as a public contact in CARL's Experts Directory?'
- Should these options appear on the registration forms for CARL Members and Retirees only (not the Student form)?
- What will be done with the data that is collected?

Personal Info

Do not include your name in the directory

* Email: abc@regonline.com

* First Name: FirstName

Middle Name:

* Last Name: LastName

Job Title:

* Company/Organization: RegOnline

* Address Line 1:

Address Line 2:

* City:

* US State/Canadian Province:

* Zip (Postal Code):

* Work Phone: (303) 577-5100

Extension:

Fax:

Password

* Password:

* Re-Enter Password:

Other Info

* Which Region are you part of? [Details](#)

* What type of Library or Institution?

What is your primary area of expertise?

I agree to serve as a public contact in CARL's Experts Directory

I would like to Mentor

I would like to be Mentored

The drop-down options include:

- instruction
- reference
- IT/systems
- collection development
- archives/special collections
- cataloging
- acquisitions
- copyright
- electronic resources/licensing
- administration/management

2018 Site Selection (Les)

Excerpt of contract from Sofitel

GUEST ROOMS

This Agreement applies to the following block of rooms ("Room Block"):

	Thu	Fri	Sat
	04/	04/	04/
	12	13	14
Run of	25	90	90
House			

Total contracted room nights: 205

GUEST ROOM RATES

Hotel is pleased to confirm the following room rates ("Rates"):

Room	Single/Double Rate
Run of	139.00
House	

NEGOTIATED CONCESSIONS

- Complimentary basic wireless Internet in Guestrooms
- Two (2) Complimentary Upgrades to Sofitel Suites at Group Rate
- Two (2) Complimentary Upgrades to Prestige Suite at Group Rate
- Four (4) Complimentary welcome amenities for VIPs (chef's choice)
- Complimentary Meeting Room Rental with \$30,000 food and beverage minimum
- One (1) complimentary room night for every 40 room nights consumed on a cumulative basis
- Discounted Self Parking at \$7.50 overnight (value of \$20/overnight)
- Four (4) Complimentary self-parking passes for duration of conference
- Complimentary receiving and storage for up to ten (10) boxes
- Up to two (2) discounted staff rooms at \$79 on Thursday-Sunday
- Up to fifteen (15) complimentary rollaways. Additional rollaway will be charged at \$10 flat fee per room (discounted from \$20/rollaway)
- Complimentary airport shuttle to and from SFO only.
- Use of Internet Bar, and SoFit Fitness Center

Food & Beverage Minimum

Group agrees that it will provide a minimum food and beverage revenue of \$30,000 (exclusive of applicable service charges and taxes) as part of the Event (the "Minimum F&B Revenue").

If Group provides less food and beverage revenue, it agrees to pay Hotel thirty-five percent (35%) of the difference between the actual F&B revenue and the Minimum F&B Revenue. For purposes of this contract all affiliate organizations meeting in conjunction with the Group event F&B revenue will also be credited to Group F&B minimum requirement.

If Group's guaranteed attendance increases at any time, the Banquet Minimum will be increased accordingly. If the final attendance and/or the number of functions decrease below the number outlined in this Agreement, the Hotel may propose alternative options for food and beverage which will satisfy the Banquet Minimum.

Do keep in mind that, there is a lot of legalese, as well as other sections I've not included, either because these issues are still being negotiated, or for the sake of brevity for discussion purposes. Joseph, Brena, Elaine, and I have all chimed in with our questions and recommendations for revisions on the first cut of the contract, to date.

Quarterly Self-Reports: April-June 2014

Annie Knight, Private Colleges & Universities Director-at-Large

Past quarter activities:

- Organized two virtual discussions for Private College & Universities members:
 - How private colleges and universities are folding in non-traditional positions – April 30
§ CARL member Laurel Crump, Library Director of Whittier College's Wardman Library, suggested the topic and co-facilitated the discussion
 - Copyright issues experienced by libraries serving for-profit institutions – June 20
§ CARL member Lucy Bellamy, Head Librarian for the Fashion Institute of Design & Merchandising (FIDM), will co-facilitate the discussion, along with special guest Michele Ayers, a Copyright Clearance Center trainer
- Collaborated with Hesper and Nicole to draft guidelines for the Member of the Quarter award
- Read and responded to executive board emails

Plans for next quarter:

- Continue planning virtual discussions for Private College & Universities members
- Continue work for the Member of the Quarter award
- Read and respond to executive board emails

Brett Bodemer, CSU Director-at-Large

Past quarter activities:

- Read emails
- Provided (unfortunately, very limited) input to the committee exploring the potentials of a CARL journal

Shana Higgins, Junior Vice-President

Past quarter activities:

- Attended and participated in CARL conference
- Read and responded to email as appropriate
- Began working with Comm. on Organization on specific areas of Standing Rules

Erika Montenegro, Director-at-Large, Community College Libraries

Past quarter activities:

- Wrote an article for CARL Newsletter
- Officially Joined the mentoring Committee; will rework the mentee form to make it more specific and descriptive; suggested we expand the mentees to early mid-career librarians new to leadership roles.

Hesper Wilson, Web Coordinator

Past quarter activities:

- Updated the CARL home page (a few times)
 - Updated the CARL Policies page, Newsletter and Minutes archives
 - Edited the CARL Conference survey in Survey Monkey
 - Helped the Treasurer with two accounts
- Helped an IG with their web site
- Collaborated with Annie and Nicole to draft guidelines for the Member of the Quarter award
- Did low-tech backup of the CARL Conference web site (grabbed images of the content)

- Changed the mentoring web page

Plans for next quarter:

- update other pages and docs as needed
- serve on the Member of the Quarter Committee, if appropriate

Nicole Allensworth, Newsletter Editor

Past quarter activities:

- Procured guest columnists for April newsletter and beyond
- Produced and published April newsletter (soliciting, editing, copy-editing, image editing, HTML, updating of newsletter HTML template)
- Troubleshoot and repaired some issues with the newsletter's CSS
- Collaborated with Annie and Hesper on the Member of the Quarter Award
- Observed collaborative efforts with the CARL Journal Committee group (have not actively participated yet)

Plans for next quarter:

- Solicit content for July issue of newsletter (will happen before Board meeting)
- Continue working with existing guest columnists for July and solicit for additional columnists for October (would like to add a visual element... i.e., library photography)
- Produce July issue of newsletter (this will happen in July)
- Troubleshoot and repair additional issues with newsletter's RSS
- Continue working with Hesper and Annie on Member of the Quarter Award as needed
- Participate in CARL Journal Committee group
- Solicit content for October issue of newsletter (this will happen in September)

Les Kong, ACRL Chapters Delegate

Past quarter activities:

- CARL Long Range Planning (for 2018 CARL Conference sites) Report
 - RFPs sent out to hotels and Convention & Visitors' Bureaus in Northern California;

Determined viable hotel sites to visit in April

April 6-8

- Conducted hotel site visits with Joseph Aubele, Brena Smith, and Elaine Kady (ConferenceDirect) at: Hyatt Regency San Francisco Airport (Burlingame)/ Sofitel San Francisco Bay Hotel (Redwood City)/ Holiday Inn San Jose Airport (San Jose)
- Dolce Hayes Mansion indicated that they would like to be considered for 2018 Conference; Selection then narrowed down to Dolce Hayes and Sofitel-- Dolce Hayes withdraws from consideration
- *Long Range Planning Committee recommends to the Executive Board that CARL move forward with holding its 2018 Conference at the Sofitel San Francisco Bay Hotel; contract negotiations in progress, final contract will be forwarded to Allie for review and signature
- ACRL Chapters Council Delegate Report (appended)
- CARL Mentor:
 - Met in person with protégé from Azusa Pacific University
 - Continued to provide assistance via phone and email

Pam Howard, Treasurer

Past quarter activities:

- Found a more sympathetic insurance representative, but did not lower the cost
- prepped the books for taxes: filed an extension. 2013 taxes will be completed by August 15
- Worked with RegOnline for direct deposit to our bank account! All accomplished (I think)
- Made deposits and wrote checks
- Ran expense/income sheets on request
- 6 month financial report (appended)
- Renewed SurveyMonkey, web hosting service
- And other stuff. mumbled a lot.....

Melissa Browne, Membership Director

Past quarter activities:

- Thanks to Pam's persistence, CARL is now receiving direct deposits from RegOnline, so revenue from membership renewals/programs is deposited directly into CARL's bank account!
- Created an online registration form for the SCILWorks program on April 25th. Communicated with SCIL leadership about various details, e.g. attendee list, cancellations, late registrations
- Followed up with 168 individuals whose membership had lapsed. Offered pro-rated membership renewals to cover the remainder of this year, April-August
- Migrated the records of 41 members who registered between September-December 2013 in the previous version of the membership database into the current database
- December action item: Mocked up a registration/renewal template that gives members the option to specify their primary area of expertise and indicate their willingness to appear in a public 'Experts Directory.' (see example on p.3 of Melissa's report, appended)
- Updated the CARLALL list to include new members. Unsubscribed lapsed members. Posted 35 messages to the list

Plans for next quarter:

- Update the five IG lists that the Membership Director manages. Share the most current membership details with IGs who manage their own lists.
- Send renewal notices for 2014-2015 (September 1st 2014-August 31st 2015) to all CARL members

Billy Pashaie, IG Coordinator

Past quarter activities:

- IG mid-year report (appended)
- Wrote bylaws draft for Scholarly Communication
- Wrote some stuff for the Newsletter
- Worked on action items
- Cussed and carried on like good librarians never do

Debi Hoffmann, Secretary

Past quarter activities:

- Attended CARL Conference in April
- Compiled quarterly reports for April 2014 E-Board minutes (minutes taken by Gayatri Singh—thanks, Gayatri!)
- Read and responded to emails as appropriate

Plans for next quarter:

- Participate in E-Board June 13 conference call; take meeting minutes; compile quarterly reports to append to meeting minutes
- Read and respond to CARL emails, as appropriate
- Assist with E-Board tasks, as appropriate

Kathlene Hanson, Past President

Past quarter activities:

- Met with the Mentoring Committee; made changes and additions to the web page and forms
- Worked on a draft for the Research Grant; draft should be ready to Hesper for posting by June 23, 2014

Gayatri Singh, UC Director-at-Large

Past quarter activities:

- Attended and participated in CARL conference
- Read and responded to email as appropriate

Appended Quarterly Reports (see below)

-Billy Pashaie, CARL IG Coordinator: Mid-Year Report

-Allie Carr, CARL 2014 Conference Report

-Pam Howard, Jan- Jun 2014 Income and Expenses (Treasurer's Report)

-Les Kong, CARL Long Range Planning Report

-Melissa Browne, Membership Report April 1- Jun 6, 2014

IG Coordinator's Mid-Year Report

[Highlights](#)

Reported IG programs during this period:

- SEAL-S
 - Citizen Science: Collaborative Research, Community Inclusion—2014 CARL Conference IG showcase
- CARLDIG-S
 - Leading the Way: Innovative Reference Models—2014 CARL Conference IG showcase
- SCIL
 - SCILWorks 2014: All Things Digital: Instruction Tools and Services in the Virtual World
 - Change(d) Agents: Library Leaders Who Love Instruction—2014 CARL Conference IG

§ SCIL Dine Around at 2014 CARL Conference

IG development:

- Scholarly Communication IG had its first meeting and is reviewing and voting on proposed bylaws
- Several discussions about northern IGs Partnerships:
- SCIL and SEAL-S are co-sponsoring field trips to the Jet Propulsion Laboratory

IG Questions/Issues for the Board

SCIL is concerned about the RegOnline electronic payment option. While the system works well, the fees seem excessive (see page 6 for details). SCIL would like to know if there is any way to explore cheaper online payment options.

IG Coordinator Questions/Issues for the Board

None

IG ReportsIG development:

- Scholarly Communication IG had its first meeting and is reviewing and voting on proposed bylaws

- Several discussions about northern IGs Partnerships:

- SCIL and SEAL-S are co-sponsoring field trips to the Jet Propulsion Laboratory

- Reported IG programs during this period: · SEAL-S
 - Citizen Science: Collaborative Research, Community Inclusion—2014 CARL Conference IG showcase

- CARLDIG-S
 - Leading the Way: Innovative Reference Models—2014 CARL Conference IG showcase

- SCIL
 - SCILWorks 2014: All Things Digital: Instruction Tools and Services in the Virtual World
 - Change(d) Agents: Library Leaders Who Love Instruction—2014 CARL Conference IG

§ SCIL Dine Around at 2014 CARL Conference

1 Scholarly Communication

2 SEAL

3 CARLDIG-S

5 SCIL

6 CARL-IT

no report CALM

no report

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Scholarly Communication January 1—June 30, 2014

[Summary of Activities](#)

[Business meetings:](#)

- Business meeting 1: This is a new IG and its first meeting was online on June 4, 2014

Changes:

- Leadership: Carmen Mitchell
- Operational procedures: Bylaws were drafted and presented to participants at the meeting
- Online communication: Video conference business meeting; ideas for the IG and the proposed bylaws were shared and will be commented on as a Google Doc
- Other: None **Programs:**
 - Program title: None
 - Program location:
 - Program date:
 - Program attendance:
 - Program income and expenses (estimated or actual): **Current plans/ideas for year ahead:** The IG's second business meeting will be in mid-July. The formal name of the group will be decided by then, the bylaws will be revised as needed and approved, a listserv will be requested, and further ideas for discussion will be explored. **Needs/Suggestions/Questions/Concerns for the Executive Board:** None

IG Coordinator 2014 Mid-Year Report

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Science and Engineering Academic Librarians-South (SEAL-S) January 1—June 30, 2014

Summary of Activities

Business meetings:

- Business meeting 1: January 24, 2014 (conference call)
- Business meeting 2: February 21, 2014 (conference call)
- Business meeting 3: April 18, 2014 (conference call)
- Business meeting 4: May 29, 2014 (conference call) **Changes:** · Leadership: ○
Co-Presidents

§ Cynthia Cohen Claremont Colleges Library 800 N Dartmouth Avenue
Claremont, CA 91711 (909) 621-8567 cynthia_cohen@cuc.claremont.edu

§ Elizabeth Cheney Science and Engineering Library University of California, Los Angeles
8270 Boelter Hall Los Angeles, CA 90095-9810 (310) 825-3398
echeneyl@library.ucla.edu

- Co-Vice Presidents/Co-Presidents Elect (Program Chairs)

§ Ben Lea Science and Engineering Library University of Southern California 910
Bloom Walk, SSL 102 Los Angeles, CA 90089-0481 (213) 740-5775 ben.lea@usc.edu

§ Michael Qiu Science and Engineering Library University of Southern California 910
Bloom Walk, SSL 101 Los Angeles, CA 90089-0481 (213) 740-2214 qium@usc.edu

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- Secretary and ListServ Manager
- Membership Chair/Webmaster Trish Stumpf Garcia

Orbach Science Library University of California, Riverside P.O. Box 5900 Riverside, CA
92517-5900 (951) 827-6442 trish.garcia@ucr.edu

- Past President
 - Operational procedures: N/A
 - Online communication: N/A
 - Other: N/A [Programs:](#)
 - Program title: Citizen Science: Collaborative Research, Community Inclusion
 - Program location: San Jose, CA (Interest group showcase at the 2014 CARL conference)
 - Program date: April 5, 2014
 - Program attendance: 14

· Program income and expenses (estimated or actual): N/A [Current plans/ideas for year ahead](#): SEAL-S and SCIL are co-sponsoring field trips to the Jet Propulsion Laboratory on Friday, June 20, 2014 and Thursday, July 24, 2014. More information will be posted on the SEAL-S website as plans develop. [Needs/Suggestions/Questions/Concerns for the Executive Board](#): None

IG Coordinator 2014 Mid-Year Report

Christina Sheldon

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California Academic Reference Librarians Discussion Interest Group-South (CARLDIG-S)

January 1—June 30, 2014

Summary of Activities

Business meetings:

- Business meeting 1: January 17, 2014 at California State University, Los Angeles, John F. Kennedy Memorial Library

- Business meeting 2: March 7, 2014 teleconference hosted by California State University, Channel Islands, John Spoor Broome Library [Changes:](#)

- Leadership:
 - Chair: Suzanne Im (Beverly Hills Public Library)
 - Vice-Chair/Chair-Elect: Lettycia Torres (CSU Fullerton)
 - Past-Chair: Janet Pinkley (CSU Channel Islands)
 - Co-Secretaries: Janet Pinkley (CSU Channel Islands) and Kaela Casey (CSU

- Channel Islands)
- Webmaster/Publicity Officer: Elisa Acosta (Loyola Marymount University)

- Operational procedures: No changes

- Online communication:

- CARLDIG-South website updated, especially with information related to the CARLDIG Showcase at the 2014 CARL Conference and our July 13 field trip

- Regular e-mail communication among steering committee members

Programs:

- Program title: Leading the Way: Innovative Reference Models
- Program location: San Jose, CA (Interest group showcase at the 2014 CARL conference)
- Program date: April 5, 2014
- Program attendance: 40
- Program income and expenses (estimated or actual): N/A [Current plans/ideas for year ahead](#): CARLDIG-South is also looking forward to developing and **planning** future programming, especially its annual fall event. [Needs/Suggestions/Questions/Concerns for the Executive Board](#): None Respectfully submitted, Suzanne Im2014 CARLDIG-South Chair

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Southern California Instruction Librarians (SCIL) January 1—June 30, 2014

[Summary of Activities](#)

[Business meetings:](#)

- Business meeting 1: March 14, 2014 (Cerritos College)
- Business meeting 2: May 23, 2014 (conference call) [Changes:](#)
- Leadership: We held elections in May. 71 SCIL members voted in the election. The New Executive Board:
 - Talitha Matlin- Chair
 - Lua Gregory – Vice Chair/Chair-Elect
 - Susan Trujillo, Secretary
 - Anthony Sanchez, Registrar
 - Gayatri Singh, Past Chair
 - Kat Koziar, Webmaster
 - Stephanie Rosenblatt, Outreach Committee Chair
- Online communication:
 - Emails (job postings, professional development opportunities
 - Volunteers for CARL/SCIL work, etc. were sent to the SCIL Listserv on an ongoing basis to interact with the membership

[Programs:](#)

- Program title: SCILWorks 2014: All Things Digital: Instruction Tools and Services in the Virtual World

- Program location: West Los Angeles College

- Program date: April 25, 2014

- Program attendance: 57

- Program income and expenses (estimated or actual):

- Expense: \$1070.65 (\$500 food, \$336 online payment, 15% overhead) ○ Income: \$1302 ○ Net balance: \$231.35

- Program title: Change(d) Agents: Library Leaders Who Love Instruction

- Program location: San Jose, CA (Interest group showcase at the 2014 CARL conference)

- Program date: Saturday, April 5, 2014

- Program attendance: 30

- Program income and expenses (estimated or actual): N/A

6

- Program title: SCIL Dine Around at 2014 CARL Conference

- Program location: San Jose, CA

- Program date: Saturday, April 5, 2014

- Program attendance: 15

- Program income and expenses (estimated or actual): N/A [Current plans/ideas for year ahead:](#)

- Tour of the Jet Propulsion Laboratory Library/Archives in Pasadena, CA on Friday June 20th for 20 members.

- Beer & Networking, Ye Olde King's Head, Wednesday, July 16 at 7pm, no expenses, attendance tba

- Coffee & Networking, location TBA, Friday, July 25 from 2-4pm, no expenses, attendance tba [Needs/Suggestions/Questions/Concerns for the Executive Board](#):
Online Payment option: SCIL used the RegOnline system to allow members to pay for two programs with a credit card. The system worked seamlessly. It seems like there is more work for the state-wide membership person. Melissa was awesome in dealing with cancellations and getting us registration information, which is work that typically our registrar does. After looking at the expenses for our last program, SCIL Members would like CARL to explore other online payment options to see if there are cheaper alternatives. RegOnline works, but it costs almost the same amount we paid for food at our last event.



CARL 2014 Conference Report

Allison Carr, CARL President, Co-Chair CARL 2014 Conference Planning Team

Brena Smith, Co-Chair CARL 2014 Conference Planning Team

Submitted to CARL Executive Board

June 13, 2014

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CARL 2014 Conference Report

Planning Team

The planning team for the 2014 conference consisted of the Senior Vice President (Co-Chair), Conference Team Co-Chair, and the Conference Site Manager. The VP interacted with the CARL Board for approval of budget and conference registration fees. Additionally, the VP was responsible for all remarks during the conference, including opening remarks for the conference, introductions of keynote and invited paper presenters, and the awards luncheon, including the Rockman scholarship recipients, Outstanding Member Award and CARL Research Award recipients.

Theme and Sessions

After many years of budget cuts and hiring freezes, we wanted to honor the work that librarians do. Leadership is a broad enough theme that would allow for librarians from any area to submit a proposal. The theme for the CARL 2014 Conference:

Leadership in Action: A supervisor who offers opportunities for librarians to spread their wings. The Library Director who can make the difficult decision and then gracefully guide her library through changes. The new librarian fresh out of school who fearlessly brings innovation to his first job. The Reference Librarian who provides guidance to her colleagues. A library faculty who drives the information literacy requirement in an Academic Senate committee.

Leadership exists in many ways and in many places in our libraries. How can we continue to encourage, cultivate, and celebrate it? And ultimately, what does it mean to you, your institution, and librarianship?

In attempt to spread out the conference planning duties, and to attempt to get all of the presenters registered prior to opening up the Early Bird Registration, we moved the timeline up by 6 months. The first call for proposals went out in February, 2013, with an April, 2013 deadline. As we anticipated, we received few proposals and extended to June, 2013.

The conference included peer-reviewed sessions describing the results of research, interactive discussion sessions, poster sessions, and non-peer-reviewed preconference and IG sessions. We had originally included lightning rounds, but we received too few submissions, so we asked them to resubmit for poster sessions. We also received very few preconference proposals and instead asked the preconference review team to identify potential presenters and invite them to submit.

For prior conferences, Interest Groups submitted proposals for peer-review as did any other proposer. For 2014, we created an IG Showcase track. This track offers the Interest Groups a way to promote their IG and increase members, as well as present the work of the IG or members. Each IG will have a 75-minute breakout slot: 10-15 minutes to promote the IG, and 60 minutes to present on a topic that is related to the conference theme.

The review teams were responsible for reviewing proposals and providing recommendations for selection to the conference co-chairs.

1. Preconference Team
2. Discussion Team
3. Research into Practice
4. Posters
5. Lighting Rounds*
6. Virtual

As with 2012, we also had one keynote speaker and two invited paper presentations. Patricia Iannuzzi, Dean of the Library at University of Nevada, Las Vegas, was chosen to present on Leadership in Action (her title, as well as the theme) based on her years' of leadership

experience in information literacy and assessment. Invited paper presentations are intended to honor California librarians who are contributing to our field in a significant way. This year Pearl Ly (early-career administrator) and Marie Kennedy (electronic resources) were chosen. They were both given free conference registration, amenities for their room, and a discounted room.

Conference Website

Conference website: <http://carl-conference.org/>

This year the conference website was set up with... and Ian Chan (CSUSM) was the webmaster. Using a drupal site, we were able to offer new features:

- integrated session management, including submission, acceptance and scheduling of all sessions
- personalized conference schedules

Logo Contest

We offered a logo contest, that resulted in no submissions. The co-chairs worked with the webmaster to develop the logo.

Conference Schedule

The conference schedule remained the same as in years past, allowing for a full-day of preconferences and one-and-a-half days of breakout sessions. There is always a question of whether or not people will stay for the last half day, and while there was attrition, the last breakouts were well attended. Including lunch and a plenary session is important in ensuring that last day is well-attended.

Budget & Registration

The conference planners worked out a budget based on the 2012 expenditures, and the Dolce Hayes hotel contract. As you will see, we did budget for items that we didn't end up using (e.g. printing programs). We also reviewed the hotel contract to ensure that we budgeted enough to cover the basic costs, and any unforeseen costs that occur during the conference.

The final expenditures for the conference, with a comparison to previous conferences.

Registration Fees

Registration costs elicit an interesting conversation. We want to price things fairly for our members, but also want to cover the extensive costs of the conference. Additionally, we don't want to price it too low, for fear that attendees will not see value in attending. We reviewed different conferences to see how they price their conference, as well as looking at past CARL Conferences. The registration fees were approved at the June, 2013 Board Meeting. We decided to offer 3 registration periods to encourage people to register early. As in 2012, we offered one-day registration prices. While some attendees did find this price to be high (see conference evaluations for more info), we want to encourage people to stay for more than one-day of the conference.

All conference presenters must register for the conference, and this year we opened registration to them much earlier than the CARL members. In the past, we've had trouble making sure that all presenters are registered by the conference, so we wanted to have more time to be in touch with them about their registration. Presenter registration opened on September 9, 2013 and member registration opened on October 15, 2013. Some presenters did opt to wait for one-day registration, which did not open until February, 2014

Registration Totals

Sponsorships

Based on last conference's success, we set our sponsorship goal at \$15,000 and surpassed it. Adolfo Prieto and Annette Marines were the Sponsorship team who worked with xx vendors and raised a total of \$15,500, not including contributions to the Rockman Scholarship.

Recommendations for 2016 based on what we learned:

1. We experienced a lack of communication from vendors on all fronts. Often, it took 2-3 emails to receive responses about their level of sponsorship, attendance at the conference, and other logistical issues.
1. tables in the reception
2. The Sponsorship Coordinator and Registrar need to work closely to get the names of the attending sponsors for name badges.

At the Conference

Conference Programs

We decided not to print the conference programs this year, and opted instead to post to the website and email the PDF the program for attendees to print or download. The cost of printing conference program is usually over \$1000 and with the addition of the customizable schedule on the website, we opted to go with electronic programs. A PDF program is attached to the report.

Opening Reception

The Opening Reception showcases sponsors and poster sessions, offers time for networking, and provides the venue for the opening remarks of the conference.

Post-Conference

Proceedings

The proceedings were due to the Proceedings team one month post conference. Once organized and formatted the proceedings will be posted to the conference website.

Evaluation

50% response rate; most of our attendees work in public services; hotel rooms were too expensive but otherwise lovely venue.

Other notes:

reception was too long (for some) - 5-8pm - 90 minutes open bar

Vicki Rosen for outstanding member 2016

leave posters up for longer than just a couple hours

Recommendations for Future Conferences

Conference Planning Team

The conference planning team needs to include the Senior Vice President, and at least two additional conference planners. The role for the VP should be one of leadership and direction, but not hands-on work. I felt unable to attend to the CARL Board during the first three months of my presidency due to the conference planning activities.

Proposed activities:

Senior Vice President/President

- provide direction on the theme of the conference
- meet regularly with conference planning team for updates and advice
- interact with the CARL Board with budget planning, registration fee structure, and other updates.
- provide opening and introductory remarks at the conference

Conference Planning Team (2-3 people)

- all correspondence with membership regarding the conference
- assembling teams for conference proposal review
- managing hotel and...

From Conference Evaluations

- more time for posters
- free (included cost) preconference - ACRL offers a "workshop" type for session proposals. In 2008 we included the price of preconference in the main conference cost, and people were upset about subsidizing. Perhaps offering some half-day workshop sessions (in lieu of preconferences) would offer presenters and attendees the option of doing a longer, more interactive session the day before the breakouts start).
- change the length of the session from 75 to 60 minutes.
- time for IGs to meet: in 2012 we had IG luncheon where people in IGs could meet and chat with current and new members. Do this again.
- go back to Thursday-Saturday; avoid Sundays.
- promote more to or handpick sessions from non-public services areas. Every year we see comments about not enough sessions in those areas, but we don't get that many submissions. we could ask our members to ask their colleagues to submit proposals, look at (internet librarian, charleston, dlib, etc) other conferences and invite people to submit

Appendices

Timeline

Communication to members:

Save the Date

Call for Proposals

IG Showcase Email

Registration Email

Sponsorship Report

Virtual Conference Report

Attachments (PDF)

Conference Program

Hotel Contract

Final Hotel Bill

Timeline

January 2013

1. Conference theme finalized
2. Sponsorship team assembled
 - a. create a sponsorship packet with levels of sponsors
 - b. helper for adolfo?
 - c. adolfo, pam and kelly work together to ensure the payment system is ready to go
3. Jan 8: Preliminary budget
4. Jan 16: Set preliminary goals
5. Jan. : Draft Save the Date announcement

February 2013

1. Feb. 1: Send Save the Date announcement:
 - a. Email to CARL All and CALIBACA
 - b. Email to UNR, UNLV and Arizona universities (email to Library Directors and ask them to pass along to their staff/faculty)
 - c. Post on CARL Website
 - d. CARL Newsletter
2. Feb 15: Final response for call for volunteers
3. Feb. 25: CFP

- a. preconference
- b. research into practice
- c. discussion

March 2013

1. Registration fees and policy to CARL Board for approval
2. Mar 1: Have conf committees assembled

April 2013

1. April 5: CFP deadline
2. April 15: Proposals to groups (deadline extension)
3. April 22: proposals to groups

May 2013

1. May 3: Recommendations from groups re: proposals
2. May 13: Notifications to presenters
3. May 13: Registration opens to presenters
4. May 15: Invited papers selected and invited
5. May 15: Presenters notified of acceptance
6. Site visit?

June/July 2013

1. June 15: Invited paper acceptance deadline

August

1. August: Final budget & Menu
2. Aug 30: CFP

September 2013

1. Sept. 2: CFP
 - a. Lightning Rounds
 - b. Poster Sessions
 - c. Virtual sessions
2. Sept. 30: Registration closes for presenters
3. Sept. 30: Posters & Lightning ROunds due
4. Early Bird Registration opens to attendees

October 2013

1. Oct. 1: Early Bird Registration opens to attendees
2. posters: Submit to committees for review: Oct 7, 2013
3. posters: Committee Recommendations: Oct 21, 2013
4. posters: Notify acceptance/rejection: Oct 25, 2013

November 2013

December 2013

1. Early Bird Registration closes

January 2014

1. Finalize schedule on website ASAP
2. Email CARL ALL with registration reminder and schedule info (website update)
3. Email presenters with session information; also ask for any changes to abstract/description, deadline for changes to description is Jan. 24.
4. Email Membership Director a list of speakers to make sure they all register
5. Email western states re: conference
 - a. Arizona - done
 - b. Nevada - done
 - c. Oregon

February 2014

1. Work with Membership Director to register sponsors, invited guests, keynotes, etc.
2. Work with Webmaster on mobile site
3. Assign sessions to rooms
4. Finalize food
5. Feb 21: Close early bird registration
6. Feb. 22: Advance registration opens
7. Feb. 22: One-day registration opens to attendees
8. Map out sponsor benefits - who gets what and when
9. image specs to sponsors (website, program, posters @ conf, door signs)
10. touch base with Keynote speaker
11. Touch base with sponsorship coordinator: what left is there to do with sponsors? who are we still waiting on?

March 2014

1. Create conference evaluations
2. Instructions/info for presenters (see emails from 2012); incl. instructions for proceedings.
3. Mar 1: Layout & text finalized for print program - PDF and put on website and email to CARL ALL and registrants. (not being printed)
4. Mar 31: Close Advance registration
5. Print up schedules for conference room doors
6. Print up sponsorship signs for conference room doors
7. Letter for program
 - a. tips for students
8. Opening remarks

- a. welcome students; tips on networking
9. Keynote introduction
10. Awards breakfast remarks
 - a. Outstanding member award
 - b. Rockman scholarships
 - c. vendor sponsors of CARL Research Award
 - d. CARL Research Award winners
11. order Outstanding Member plaque
12. Thank you letters for presenters (take to conference and hand out with reg packets)

April 2014:

1. April 4-6: On-Site registration
2. Vendor thank you letters
 - a. incl. final conf numbers and other pertinent info the vendors might like.
3. Keynote/invited paper thank you letters

May 2014:

1. Conference report
2. analyze conference evaluations
3. Collect and post conference proceedings

Communication to Members

1. Save the Date
2. Call for proposals
3. IG Showcase email
4. Registration email

Save the Date

Sent: Monday, February 04, 2013 12:55 PM

To: carlall@listserv.carl-acrl.org

Subject: [CARLALL] SAVE THE DATE: CARL 2014 Conference

Save the Date

CARL 2014 Conference

April 4-6, 2014

Dolce Hayes Mansion, San Jose, California <http://www.hayesmansion.com/>

CARL 2014: Leadership in Action

A supervisor who offers opportunities for librarians to spread their wings. The Library Director who can make the difficult decision and then gracefully guide her library through changes. The new librarian fresh out of school who fearlessly brings innovation to his first job. The Reference Librarian who provides guidance to her colleagues. A library faculty who drives the information literacy requirement in an Academic Senate committee.

Leadership exists in many ways and in many places in our libraries. How can we continue to encourage, cultivate, and celebrate it? And ultimately, what does it mean to you, your institution, and librarianship?

What's next?

Volunteers - Reply by February 28

We are looking for volunteers for the following groups:

- **Program Teams**
- **Preconference Sessions Team:** The purpose of this team is to select four 4 hour workshop sessions.
- **Research into Practice Sessions Team:** The purpose of this team is to select research based presentations.
- **Discussion Sessions Team:** The purpose of this team is to select discussion sessions, which would be structured and have a practical focus.
- **Poster Sessions Team:** The purpose of this team is to select digital or print poster sessions.
- **Lightning Round Sessions:** The purpose of this team is to select 10 5-minute lightning round presentations. This group will also be responsible for the logistics of these presentations during the conference.
- **Local Arrangements Team**
- **Proceedings Team**

For more information about each team, and to volunteer, please visit the CARL 2014 Conference website:

<http://www.carl-acrl.org/conference2014/>

Logo Contest - Submit by March 1

Want to share your design chops??!! We're looking for a hot and snappy logo to represent CARL's 2014 Biennial Conference that represent the theme *Leadership in Action*. For eligibility and specifications for the logo, please visit the website:

<http://www.carl-acrl.org/conference2014/>

Call for Proposals - Coming late-February, 2013

Later in February, the call for proposals will ask you to submit proposals on your research or practice related to the conference theme. We will accept proposals in the following areas:

- **Preconference Sessions Team:** The focus will be on providing a research framework, but more importantly engaging participants in practical activities to allow them to reflect on their specific situations.
- **Research into Practice Sessions Team:** These sessions will be 1 hour presentation sessions with a 15 minute question and answer period.
- **Discussion Sessions Team:** They must be structured to include audience participation in the form of engaging discussion questions or activities, and have a practical take-away for the attendees.
- **Poster Sessions Team:** This session will be posters on a topic related to the conference theme.
- **Lightning Round Sessions:** These 5-minute sessions tend to be practical in nature, with a small take-away for attendees.

If you have any questions about the conference, please contact the conference planning team.

Allison Carr, CARL Vice President, South, Co-Chair, Conference Planning Team,
acarr@csusm.edu

Brena Smith, Co-Chair, Conference Planning Team, bsmith@calarts.edu

Joseph Aubele, Conference Planning Team, Joseph.Aubele@csulb.edu

Call for proposals

Sent: Monday, March 4, 2013 1:32 PM

To: carlall@listserv.carl-acrl.org

Subject: [CARLALL] Call for Proposals - CARL 2014

CALL FOR PROPOSALS, CARL BIENNIAL CONFERENCE 2014

THEME: Leadership in Action

A supervisor who offers opportunities for librarians to spread their wings. The Library Director who can make the difficult decision and then gracefully guide her library through changes. The new librarian fresh out of school who fearlessly brings innovation to his first job. The Reference Librarian who provides guidance to her colleagues. A library faculty who drives the information literacy requirement in an Academic Senate committee.

Leadership exists in many ways and in many places in our libraries. How can we continue to encourage, cultivate, and celebrate it? And ultimately, what does it mean to you, your institution, and librarianship?

Research into Practice Areas Might Include:

- Leadership at all Career Levels
- Leadership outside of the Library
- Transforming Ideas, Decisions, and Calculated Risks
- Evidence Based Efforts and Projects
- Reorganizations and Innovative Workflows
- Characteristics and Competencies
- Hiring, Management, and Evaluation
- Training and Leadership Development
- Mentor and Internships Programs for Employees and Future Employees
- Needs Assessment and Library-User (Students, Researchers, Faculty, Campus Community) Partnerships
- Volunteers, Friends Organizations, and Other Community Partnerships

SUBMISSION INFORMATION:

Proposals must be submitted online at <http://carl-conference.org/>

Only electronic proposals will be accepted.

Proposals for the following sessions will be accepted by April 5, 2013.

Preconference Sessions

These sessions will be 4 hour workshop sessions. The focus will be on providing a research framework, but more importantly engaging participants in practical activities to allow them to reflect on their specific situations. The Preconference Sessions will be scheduled on Friday April 4, 2014. **The deadline for the Preconference Session submissions is April 5, 2013.**

The primary contact on the proposal will be notified that the proposal has been received by Monday, April 8, 2013. The primary contact on the proposal will be notified if the proposal has been accepted by Monday, May 13, 2013.

Research into Practice Sessions

These sessions will present original research related to the conference theme. These sessions will be 1 hour presentation sessions with a 15 minute question and answer period. The Research into Practice sessions will be scheduled on Saturday, April 5, and Sunday, April 6, 2014. **The deadline for the Research into Practice Session submissions is April 5, 2013.**

The primary contact on the proposal will be notified that the proposal has been received by Monday, April 8, 2013. The primary contact on the proposal will be notified if the proposal has been accepted by Monday, May 13, 2013.

Discussion Sessions

These sessions will present topics that are practical in nature. They must be structured, include audience participation in the form of engaging discussion questions or activities, and have a practical take-away for the attendees. These sessions will be 75 minutes long. The Discussion sessions will be scheduled on Saturday, April 5, and Sunday, April 6, 2014. **The deadline for**

the Discussion Session submissions is April 5, 2013. The primary contact on the proposal will be notified that the proposal has been received by Monday, April 8, 2013. The primary contact on the proposal will be notified if the proposal has been accepted by Monday, May 13, 2013.

Virtual Conference

The Virtual Team is hard at work preparing an awesome virtual conference that will include content from the in-person conference and virtual-only content. Stay tuned for more information on the Virtual Conference and the Call For Proposals!

A call for Posters and Lightning rounds forthcoming. Watch for it this fall.

Fine Print:

All presenters must register and pay for the conference. All presenters, regardless of session type, will be asked to submit a paper and/or summary of their session to the proceedings.

If you have any questions, please contact the conference planning co-chairs:

Allison Carr, CARL 2014 Conference Co-Planner, acarr@csusm.edu

Brena Smith, CARL 2014 Conference Co-Planner, bsmith@calarts.edu

Joseph Aubele, CARL 2014 Conference Site Coordinator, jaubele@csulb.edu

IG Showcase email

Note: The IG Coordinator was the person to send the email to all IG Chairs

From: Allison Carr <acarr@csusm.edu>

Date: Tuesday, April 23, 2013 2:43 PM

To: Billy Pashaie <Wpashaie@cypresscollege.edu>

Cc: Brena Smith <bsmith@calarts.edu>

Subject: Interest Group Showcase @ CARL 2014 Conference

** Please forward to IG Chairs **

To all IG Chairs:

New at the CARL 2014 Conference will be an Interest Group Showcase track. This track offers the Interest Groups a way to promote their IG and increase members, as well as present the work of the IG or members. Each IG will have a 75-minute breakout slot: 10-15 minutes to promote the IG, and 60 minutes to present on a topic that is related to the conference theme:

CARL 2014: Leadership in Action

A supervisor who offers opportunities for librarians to spread their wings. The Library Director who can make the difficult decision and then gracefully guide her library through changes. The new librarian fresh out of school who fearlessly brings innovation to his first job. The Reference Librarian who provides guidance to her colleagues. A library faculty who drives the information literacy requirement in an Academic Senate committee.

Leadership exists in many ways and in many places in our libraries. How can we continue to encourage, cultivate, and celebrate it? And ultimately, what does it mean to you, your institution, and librarianship?

Your session could be any format you choose, including (but not limited to) round table discussion, panel presentation, or traditional presentation of research. Be creative!!

The abstracts are due **June 7, 2013**. Please submit your abstract online:

<http://carl-conference.org/>

If your IG would like to propose a different kind of session (Preconference, Research into Practice, Discussion, Poster or Lightning Round), the proposals will undergo blind peer review alongside the other proposals. These proposals are due **May 3, 2013**.

If you have any questions, please feel free to contact us.

Allison Carr, CARL Vice President, South, Co-Chair, Conference Planning Team,
acarr@csusm.edu

Brena Smith, Co-Chair, Conference Planning Team, bsmith@calarts.edu

Registration Email

Sent: Tuesday, October 15, 2013 10:21 AM

To: carlall@listserv.carl-acrl.org

Subject: [CARLALL] CARL 2014 Registration Open!

CARL 2014 Registration is now open!

Registration Information

Registration fees include all general sessions, opening reception, keynote breakfast, luncheon. Preconferences priced separately.

To register go to:

<https://www.regonline.com/Register/Checkin.aspx?EventID=1260112>

Program information:

<http://carl-conference.org/>

The CARL 2014 Conference website is your main place for all conference information. After creating an account, you will be able to save sessions to your account as you plan for the conference. If you have any questions about any of the sessions or the website, please let us know.

	Early bird NOW! - Feb. 21, 2014	Advance Feb. 22 - March 31, 2014	Onsite April 4-6, 2014
CARL Member	\$325	\$375	\$425
Student CARL Member	\$100	\$100	\$100
Retired CARL Member	\$150	\$175	\$200
Non-member	\$400	\$450	\$495
Single day **	N/A	\$250	\$325
Preconference sessions (choice of three) ***	\$75	\$125	\$175
Virtual Conference	N/A	\$50	\$50

* Group rate (10% off each person's individual registration for groups 3 and up).

** Single day registration is the same regardless of which day is chosen.

*** Pre-conference rates are in addition to the full conference registration fee; pre-conference fees include lunch.

Single-event tickets:

Opening Reception: \$40

Presenter Registration:

All presenters are required to register for and attend the conference; this includes presenters who want to attend only for their presentation. One-day registration will be available.

Cancellations:

Cancellations request are sent via email to Kelly.janousek@csulb.edu, Conference Registrar and Membership Director. Cancel from December 2, 2013 to February 17, 2014 is a 100% refund less administrative fee of \$25.00. Cancel from February 18, 2014 to March 16, 2014 is

50% refund less administrative fee of \$25.00. **No cancellation refunds will be processed after March 17, 2014.**

Hotel Information

The conference will be held at the Dolce Hayes Mansion in San Jose, California:
<http://www.hayesmansion.com/>

The conference rate for hotel rooms at Dolce Hayes is \$144 per night, plus taxes.

Please consider staying at Dolce Hayes, because it helps us to keep costs down when presenters and attendees stay at the conference hotel.

2014 CARL Conference Sponsorships Report

**Prepared by Adolfo Prieto
CSU Fullerton**

It was truly a pleasure working with the 2014 CARL Conference planning committee: Allie Carr, Brena Smith, and Joseph Aubele. Discussion of sponsorships began in January 2013 during a conference call which also included Kelly Janousek and Pam Howard. For me, it was helpful to receive answers to specific questions (e.g., confirming with Kelly that sponsors would have the opportunity to pay online; confirming with Pam that she would prepare a W-9 form for sponsors who need it to issue payment by check). It was exciting for Allie and Brena to introduce the possibility of sponsorship levels for 2014, and it was enjoyable to be involved in the process of naming the levels and creating a PDF sponsorship form with fillable fields. I also appreciate Allie's assistance with recruiting a colleague to help with the sponsorships. For 2014, Annette Marines of UC Santa Cruz responded to the call for sponsorship help, for which I am very grateful.

The first round of e-mails was sent in March 2013 to sponsors from 2012, with follow-up e-mails sent during the summer of 2013 to sponsors who had not responded (please see sample e-mail attached). Allie suggested trying additional leads (e.g., library schools and corporations related to the profession), and another round was sent in May 2013. Follow-up e-mails were sent to all sponsor leads during the fall of 2013. For this round, it was good to include a link to a current list of sponsors on the conference website as a means of encouraging prospective sponsors to join the growing group of committed sponsors.

Additional e-mails were sent as needed, especially in cases where individual sponsors had specific questions. Allie was a very helpful resource for information related to questions for

which I did not have the answers. As the conference date approached, a first round of e-mails was sent to confirmed sponsors five weeks before the conference date (please see attached Word document). A second round of e-mails was sent to sponsors who had not provided requested information (e.g., logos and ad details). Again, it was very helpful to consult with Allie as needed on specific questions for which I did not have the answers (e.g., dates and times for sponsors who were entitled to present a session). Having an open line of communication with Allie and the other members of the planning committee truly made the work with sponsors feel like a team experience.

During the entire sponsorship cycle, it was important to keep an updated spreadsheet with sponsor names, contact information, dates of contact, and sponsorship levels (please see attached Excel documents). Copies of the spreadsheet—particularly the spreadsheet with the confirmed list of sponsors for the current conference—were shared with Allie as needed. A copy was also shared with Pam (along with the spreadsheet noting any payments submitted via check payment). For the 2014 conference, the spreadsheet with the confirmed list of sponsors was helpful in determining the number of tables required; providing a space on which to list the names of representatives in attendance (as well as noting no-shows); and listing the mailing addresses to which letters of appreciation could be sent by Allie as CARL president.

Future Recommendations

- Please continue to provide the sponsorship coordinator the opportunity to request assistance from a second individual.
- It has been a good practice not to provide sponsors with an attendee list. Sponsors whose levels entitled them to an ad or message in the conference program have the option to address conference attendees in this way. Also, in case a sponsor would like to send an e-mail message to conference attendees ahead of the conference, the sponsorship coordinator can check with the planning committee if this is an option as well.
- It should be fine to begin the first round of e-mails the summer before the conference, with the second round occurring the fall before the conference. If the number of attendees has changed from the 250-to-300 range previously communicated, please ensure that this range is changed on the e-mail template used for the first round of e-mails sent at the very beginning of the sponsorship cycle. The second round of e-mails should include a link to a current list of confirmed sponsors on the conference website.
- For the sponsorship form, please consider adding a field to identify the representative who will attend the welcome reception/exhibits. In addition, it would be good to mention under the appropriate sponsorship level that one complimentary conference registration is included (for 2014, the levels were CARL Navigator and above).
- Before the first round of e-mails is sent to confirmed sponsors shortly before the conference date, it is important for the sponsorship coordinator to confirm shipment and parking details

in case a sponsor requests this information. Also, this specific round of e-mails may ask for the names of representatives attending the conference in case it has not been communicated previously. Names will be helpful for sponsor badges.

- Please remember to send Kelly Janousek (or other corresponding individual making badges or staffing the check-in table) a list of confirmed sponsors before the conference begins. Brena was very helpful this year in getting this information to Kelly and also helping to make sponsor badges.
- It was nice in 2014 to have the exhibitors and poster presenters in the same area. Allie was helpful in determining the configuration. Vendors were in the middle of the room and against one wall of the perimeter, with posters along the other walls of the perimeter. This configuration provided a sense of community and helped promote foot traffic for both exhibitors and poster presenters.
- On the day of the welcome reception/exhibits, it was convenient to have sponsors choose their own tables rather than determine ahead of time where they would be accommodated.
- Please continue to provide Internet access and electrical outlets for vendors. For the 2014 conference, some poster presenters asked for an electrical outlet during set-up. For this reason, it may be a good idea to find out ahead of time from accepted posters if they have electrical requirements so that there are enough outlets for everyone. (The other option would be to state in the call for poster presentations that electronic posters cannot be accommodated.) Allie was very helpful with getting poster presenters with electrical requirements close to an outlet.
- It was very helpful to have a central place where shipments from sponsors were kept before the conference, and it also was very helpful to have these shipments delivered to the welcome reception/exhibits room. In addition, it was very nice to have a place to take material after the welcome reception/exhibits so that it could be shipped back to the respective sponsors. Joseph Aubele was wonderful with getting shipments to the welcome reception/exhibits room and back to the corresponding room/office for leftover material to be shipped back to sponsors' offices. It also was helpful to have hotel staff bring luggage carts to take leftover boxes back to the appropriate room/office.
- After the conference, it is a good idea to update the list of confirmed sponsors with names of representatives that actually attended as well as to note no-shows. The updated list should be shared with the CARL president, who may wish to include this information in the letters of appreciation sent to sponsors after the conference.
- The following are helpful items the sponsorship coordinator may wish to bring to the welcome reception/exhibits room:
 - Ø List of confirmed sponsors for check-in and to record the names of any substitute representatives

Ø The list of confirmed sponsors also may include the following:

- Number of exhibit tables requested
- Details on the layout of the room
- Breakout session information in order to provide corresponding sponsors with a courtesy reminder of the date/time of the session
- Any shipment/parking instructions previously communicated to sponsors requesting this information, in case it is needed for reference

Ø Numbers for sponsor tables (with painter's tape in case it is needed to affix the numbers to tables)

Ø A knife or can opener to open boxes with sponsors' shipped material

Ø Packing tape for sponsors in case they need to repackage a box for shipment back to their offices

Inquiry Email to Sponsors

Dear [Name],

Good morning! My name is Adolfo Prieto, and I am a reference/instruction librarian at California State University, Fullerton. I am very happy to be working with Annette Marines, a librarian colleague at the University of California at Santa Cruz, on behalf of the California Academic & Research Libraries (CARL) association.

As you know, CARL hosts a three-day conference every two years. The next conference, with the theme of *Leadership in Action*, is scheduled to take place April 4-6, 2014, at the Dolce Hayes Mansion in San Jose, California. We currently are seeking partners to sponsor and exhibit at this next CARL conference. Exhibits will take place during the welcome reception on April 4, 2014.

Past conferences have drawn between 250 and 300 people who work, or are considering work, in academic and research libraries. Many of the conference attendees are involved with professional development, internships, project

management, and recruitment as well as recommending, selecting, or purchasing materials and products for their respective institutions.

For the 2014 CARL Conference, we are pleased to announce a range of sponsorship opportunities to accommodate a variety of budgets:

CARL President's Circle — \$5000.00

CARL Fellow — \$2500.00

CARL Navigator — \$1000.00

CARL Associate — \$750.00

CARL Patron — \$500.00

Sponsors also are invited to become a **CARL Researcher** (\$250.00) by contributing to the Ilene F. Rockman Scholarship Fund or the CARL Research Award, in addition to their chosen level of sponsorship above.

The attached 2014 CARL Conference Sponsorship Form outlines the benefits of each sponsorship level. Completed sponsorship forms may be returned conveniently by e-mail. Further instructions will be found on the form. Details concerning set-up for conference exhibit tables will be sent closer to the conference date. All sponsorship donations will be issued a letter of appreciation with our Taxpayer ID number.

Please feel free to let me know if you have questions. On behalf of CARL, thank you very much for your time and consideration!

Respectfully yours,

Adolfo

Paulina June & George Pollak Library California State University, Fullerton P.O. Box 4150 Fullerton, CA 92834-4150

Phone: (657) 278-5238

Fax: (657) 278-2439

aprieto@fullerton.edu

Confirmation Email to Sponsors

Subject Line: 2014 CARL Conference [Type of] Sponsorship – [Company Name]

CARL Patron

Dear [Name],

Greetings from the California Academic & Research Libraries (CARL) Association! On behalf of CARL, thank you very much for your generous support of the 2014 CARL Conference and for partnering with CARL as a CARL Patron! I would like to take this opportunity to confirm that your sponsorship includes an exhibit table at the welcome reception. In addition, your company logo will appear in the conference program, which will be available online to all conference attendees.

In order to meet the deadline for the online program, please send your logo via e-mail to Allison Carr (acarr@csusm.edu), CARL President and conference co-planner, by Friday, March 7, 2014. Please note that logos/images need to be in 300 dpi. Thank you in advance for your help with this important detail!

Please find below additional information on the welcome reception and exhibits:

Date:	Friday, April 4, 2014
Place:	Dolce Hayes Mansion
Room:	TBD
Exhibitor Set-Up:	3:00 p.m. – 5:00 p.m.
Reception Time:	5:00 p.m. – 8:00 p.m.

Table, room, and conference details are as follows:

- Each exhibitor will have one draped 6-foot table.
- Each table will have access to power.
- The room has wireless Internet access.
- Exhibitors are required to bring other needed equipment.
- Food and beverages will be available for exhibitors and conference attendees.
- Conference registration is not required for the welcome reception and exhibits on Friday, April 4, 2014.
- Sponsorship does not cover the cost of attending the remainder of the conference on Saturday and Sunday, April 5 – April 6, 2014. Sponsors interested in attending on these dates may complete the registration process online at:

<http://carl-conference.org/content/registration>

Please feel free to let me know if you have additional questions not covered in the information provided above. Thank you again for your generous support, and we look forward to seeing you in April!

Gratefully yours,
Adolfo

CARL Associate

Dear X,

Greetings from the California Academic & Research Libraries (CARL) Association! On behalf of CARL, thank you very much for your generous support of the 2014 CARL Conference and for partnering with CARL as a CARL Associate! I would like to take this opportunity to confirm that your sponsorship includes an exhibit table at the welcome reception. In addition, your company logo as well as a business-card-sized message or advertisement (3.5 in. wide x 2 in. high) will appear in the conference program, which will be available online to all conference attendees.

In order to meet the deadline for the online program, please send your logo and message (or advertisement) via e-mail to Allison Carr (acarr@csusm.edu), CARL President and conference co-planner, by Friday, March 7, 2014. Please note that logos/images need to be in 300 dpi. Thank you in advance for your help with these important details!

As a CARL Associate, you also are entitled to sponsor a conference room for the length of the conference or sponsor a conference presenter, with your logo on the conference room entrance. Please find below a link to the conference schedule:

<http://carl-conference.org/program/session-schedule>

Please let me know your preference for sponsoring either a conference room or a presenter by Friday, March 7, 2014, and I will be happy to notify the planning committee of your selection.

Please find below additional information on the welcome reception and exhibits:

Date:	Friday, April 4, 2014
Place:	Dolce Hayes Mansion
Room:	TBD
Exhibitor Set-Up:	3:00 p.m. – 5:00 p.m.
Reception Time:	5:00 p.m. – 8:00 p.m.

Table, room, and conference details are as follows:

- Each exhibitor will have one draped 6-foot table.
- Each table will have access to power.
- The room has wireless Internet access.
- Exhibitors are required to bring other needed equipment.
- Food and beverages will be available for exhibitors and conference attendees.
- Conference registration is not required for the welcome reception and exhibits on Friday, April 4, 2014.
- Sponsorship does not cover the cost of attending the remainder of the conference on Saturday and Sunday, April 5 – April 6, 2014. Sponsors interested in attending on these dates may complete the registration process online at:

<http://carl-conference.org/content/registration>

Please feel free to let me know if you have additional questions not covered in the information provided above. Thank you again for your generous support, and we look forward to seeing you in April!

Gratefully yours,
Adolfo

CARL Navigator

Dear X,

Greetings from the California Academic & Research Libraries (CARL) Association! On behalf of CARL, thank you very much for your generous support of the 2014 CARL Conference and for partnering with CARL as a CARL Navigator! I would like to take this opportunity to confirm that your sponsorship includes an exhibit table at the welcome reception. In addition, your company logo as well as a quarter-page message or advertisement (3.75 in. wide x 5 in. high) will appear in the conference program, which will be available online to all conference attendees.

In order to meet the deadline for the online program, please send your logo and message (or advertisement) via e-mail to Allison Carr (acarr@csusm.edu), CARL President and conference co-planner, by Friday, March 7, 2014. Please note that logos/images need to be in 300 dpi. Thank you in advance for your help with these important details!

As a CARL Navigator, you also are entitled to present a 30-minute breakout session during the conference. The breakout session will be scheduled on either Saturday, April 5, or Sunday, April 6, 2014. The presenter will receive one complimentary registration to attend the conference during these dates. If you will be taking advantage of this special opportunity,

please e-mail the following information no later than Monday, March 10, 2014, to Allison Carr (acarr@csusm.edu):

- Presenter's name and company
- Presentation title
- Presentation description (200 word limit)

Please find below additional information on the welcome reception and exhibits:

Date: Friday, April 4, 2014
Place: Dolce Hayes Mansion
Room: TBD
Exhibitor Set-Up: 3:00 p.m. – 5:00 p.m.
Reception Time: 5:00 p.m. – 8:00 p.m.

Table, room, and conference details are as follows:

- Each exhibitor will have one draped 6-foot table.
- Each table will have access to power.
- The room has wireless Internet access.
- Exhibitors are required to bring other needed equipment.
- Food and beverages will be available for exhibitors and conference attendees.
- Conference registration is not required for the welcome reception and exhibits on Friday, April 4, 2014.

Please feel free to let me know if you have additional questions not covered in the information provided above. Thank you again for your generous support, and we look forward to seeing you in April!

Gratefully yours,
Adolfo

CARL President's Circle

(Specially-negotiated with Springshare for \$3,500.00)

Dear X,

Greetings from the California Academic & Research Libraries (CARL) Association! On behalf of CARL, thank you very much for your generous support of the 2014 CARL Conference and

for partnering with CARL as a member of the CARL President's Circle! As part of the CARL President's Circle, we look forward to Michelle's preconference session on Friday, April 4, 2014. I would like to take this opportunity to confirm that your sponsorship also includes an exhibit table at the welcome reception. In addition, your company logo as well as a full-page message or advertisement (7.5 in. wide x 10 in. high) will appear in the conference program, which will be available online to all conference attendees. The logo also will be prominently placed on the cover of the conference program.

In order to meet the deadline for the online program, please send your logo and message (or advertisement) via e-mail to Allison Carr (acarr@csusm.edu), CARL President and conference co-planner, by Friday, March 7, 2014. Please note that logos/images need to be in 300 dpi. Thank you in advance for your help with these important details!

Please find below additional information on the welcome reception and exhibits:

Date:	Friday, April 4, 2014
Place:	Dolce Hayes Mansion
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Reception Time:	5:00 p.m. – 8:00 p.m.

Table, room, and conference details are as follows:

- Each exhibitor will have one draped 6-foot table.
- Each table will have access to power.
- The room has wireless Internet access.
- Exhibitors are required to bring other needed equipment.
- Food and beverages will be available for exhibitors and conference attendees.
- Conference registration is not required for the welcome reception and exhibits on Friday, April 4, 2014.
- Your sponsorship includes one complimentary registration for Michelle Lustig for the remainder of the conference on Saturday, April 5, and Sunday, April 6, 2014.

Please feel free to let me know if you have additional questions not covered in the information provided above. Thank you again for your generous support, and we look forward to seeing you in April!

Gratefully yours,
Adolfo

CARL Virtual Conference report

Submitted by Jacqui Gallo

Committee:

Jacqui Gallo, chair

Ian Chan (webmaster)

Julian Prentice

Steve Watkins

Kathlene Hanson

Social Media

“Backchannel,” or Twitter feed, Flickr/Instagram, and blog. Hashtag #CARL14

The backchannel was set up and managed via the following process: The committee recruited bloggers via the two CARL listservs; volunteers responded via email to the committee chair. The chair then forwarded names to the webmaster, who created accounts so that bloggers could post to the [blog section of the conference website](#). The committee also determined the hashtag for Twitter, Flickr, Instagram, etc., but discovered that conference registrants had already begun using a different (shorter) hashtag, #CARL14, so we made that one official. The webmaster added a Twitter badge to the [main page of the conference website](#) so that tweets tagged #CARL14 would display.

One-day virtual conference event

The 2014 CARL Virtual Conference was held on April 11, the Friday following the main conference. The committee began soliciting proposals in September 2013. The call for proposals was distributed via the CARL listservs as well as the ACRL listservs cjc-l, collib-l, and uls-l. The original deadline was October 14, but due to lack of submissions, this was extended several times, ultimately to January 10, 2014. The committee reviewed the four proposals that were submitted, and accepted all of them. The committee also recruited one group of presenters whose proposal had not been accepted for the main conference to present virtually; they accepted. Ultimately, the event consisted of five original virtual presentations of 50 minutes each including question and answer period, plus two 10-15 minute sessions featuring highlights from the main conference (the committee recruited presenters for the highlights sessions while at the main conference).

The event was publicized via the CARL listservs as well as the ACRL listservs cjc-l, collib-l, and uls-l, and was announced via Twitter, Facebook, and the CARL newsletter. Registration was free to attendees of the main conference and \$50 for others.

The event was held using CSUMB's instance of Blackboard Collaborate. Attendance was low; about 10 people chose to pay to attend, and of those who could attend for free, very few did. Session attendance ranged from about seven to nine participants to a maximum of 25. The day went smoothly with one exception. In spite of having tested the technology with the presenters in the weeks leading up to the event, one presenter who chose to use her telephone instead of computer microphone found that she could not speak without everyone hearing a very loud and very distracting echo. The committee chair consulted the Collaborate support documentation, but the only solution was for the presenter to mute her phone and present via chat.

Because CSUMB's instance of Collaborate was available for use free of charge, and the services comprising the backchannel were also free, there was no budget required for any aspect of the virtual conference.

As attendance was so low, the committee chair decided to forgo formally evaluating or assessing the event. Informal feedback, however, was generally positive.

Recommendations for the future of the virtual conference

Main conference attendees should continue to be invited to participate in the experience via social media such as Twitter, and tweets (or similar) should continue to be featured on the conference website, as there appears to be sufficient interest in and enthusiasm for this. As there appeared to be very little interest on the part of the CARL membership and beyond in presenting at or attending the virtual conference event, and as hosting the event requires a lot of the committee members' time and effort, the chair recommends that the virtual conference event not be held in the future.



Treasurer's Report

CARL INCOME AND EXPENSES – January 1, 2014-May 30, 2014			
Income		Expenses	

Conference	1,917. 50	Conference	65,569 .49
4920 Registration	10,01 7.50	Conference planning	178.21
4930 Registration Reg Online	41,86 0.00	Misc. Conference Expense	342.58
4950 Vendor Donation	7,000. 00	Speaker Honoraria	1,016. 04
Total Conference	60,79 5.00	Total Conference	67,106 .32
Interest Groups			
4666 SCIL	1,277. 00	Interest Groups - SCIL	595.00
4668 SEAL-S	665.0 0		

Total Interest Groups	1,942.00		
		Executive Board	
Total Membership Income	8,130.00	ACRL Chapters Council Meeting	589.10
		Gifts	125.00
		Travel Reimbursement	358.36
		Total Executive Board	1,072.46
		Total Member Awards	1,300.00

		Total Retainers, Insurance	1,944. 00
		RegOnline Fees	4,656. 50
Total Income	70,8 67.0 0	Total Expenses	76,67 4.28
		<i>Net Income</i>	<i>(5,806 .98)</i>

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## Les Kong, ACRL Chapters Delegate

Quarterly Report, June 2014

CARL Long Range Planning (for 2018 CARL Conference sites) Report  
RFPs sent out to hotels and Convention & Visitors' Bureaus in Northern California  
Determined viable hotel sites to visit in April

April 6-8 – Conducted hotel site visits with Joseph Aubele, Brena Smith, and Elaine Kady (ConferenceDirect) at:

Hyatt Regency San Francisco Airport (Burlingame)

Sofitel San Francisco Bay Hotel (Redwood City)

Holiday Inn San Jose Airport (San Jose)

Dolce Hayes Mansion indicated that they would like to be considered for 2018 Conference

Selection then narrowed down to Dolce Hayes and Sofitel.

Negotiation process ensues.

Dolce Hayes withdraws from consideration.

\*Long Range Planning Committee recommends to the Executive Board that CARL move forward with holding its 2018 Conference at the Sofitel San Francisco Bay Hotel.\*  
Contract negotiations in progress, final contract will be forwarded to Allie for review and signature.

ACRL Chapters Council Delegate Report

Serving out my term as Chair, ACRL Chapters Council (concludes at the end of ALA Annual).

Coordinated and conducted orientation webinar for new chapter leaders in May.

Worked on Nominating Committee, and secured agreement with an individual to run for Vice-Chair/Chair-Elect.

Wrote lead articles as Chair for Chapter Topics.

Coordinated and worked with all subcommittee and task groups.

Secured an individual to present a "Best Practices" session at ALA Annual meeting.

Set agendas for meetings at ALA Annual.

Scheduled to attend, and will chair meetings at ALA Annual.

Scheduled to attend ACRL Leadership Forum, at ALA Annual.

CARL Mentor

Met in person with protégé from Azusa Pacific University.

Continued to provide assistance via phone and email.

WASC Academic Resource Conference

Coordinated on behalf of CARL, the Special Interest Group Gathering, "Information Literacy is Core: From Building Assessment Capacity to Accreditation."

Held at J.W. Marriott, Los Angeles, on April 23.

Panelists included:

Elisa Slater Acosta, Loyola Marymount University

Henri Mondschein, California Lutheran University

Catherine Palmer, University of California, Irvine  
Lynn Lampert, California State University, Northridge

Session was well attended, and elicited many questions from the audience.

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Membership Report – April 1st – June 6th 2014

Membership Breakdown:

<u>Total Members</u>	404	
CARL Members	360	(89%)
Student Members	31	(8%)
Retired members	13	(3%)

By Region

Northern CA	146	(36%)
Southern CA	257	(64%)
Outside CA	1	

By Institution

Community College	73	(18%)
California State University	113	(28%)
Private College/University	122	(30%)
University of California	55	(13%)
Other	16	(4%)
Research Institution	5	(1%)

Consortium	2
Vendor	2
Public Library	2

Interest Groups

ABLE	44
CARLDIG	233
CARLIT	151
CALM	97
CDIG	104
DIAL	84
SCIL	187
SEAL	73
TSIG	52

Mentoring Program

Mentors	39
Mentees	27