



Chinese American Librarians Association  
Southwest Chapter  
2015-2016 Annual Report

**Instruction:**

1. Please use this template for your report and save final copy in PDF format
2. Name your to be submitted report and related files in the following way ( for long committee name, abbreviation can be used)
  - a. 2016\_rpt\_annual\_{com, tf, chapter, office, etc.}-name.pdf
  - b. 2016\_rpt\_annual\_{com, tf, chapter, office, etc.}-name\_attach1{.docx, .pdf, or .xlsx, etc.}
  - c. 2016\_rpt\_annual\_{com, tf, chapter, office, etc.}-name\_attach2{.docx, .pdf, or .xlsx, etc.}

For example: 2016\_rpt\_annual\_com\_publications.pdf (Publications Committee's report);  
2016\_rpt\_annual\_president.pdf (President's report)
3. When ready, submit your report at <http://cala-web.org/forms/com-report>

**Your Name:** Xiaoyu Duan

**Email:** [zhizhe13@gmail.com](mailto:zhizhe13@gmail.com)

**Committee/Task Force/Chapter/Office Name:** CALA Southwest Chapter

**Committee Roster:**

**President----** Xiaoyu Duan

**Vice President/President-elect----** Hong Cui

**Treasurer**---- Klairón Tang

**Membership**---- Xiaoyin Zhang

**Immediate Past President**---- Le Yang

**Committee/Office Charge**---- **CALA SW covers 9 states:** Arizona, Arkansas, Colorado, Louisiana, Nevada, New Mexico, Oklahoma, Texas, Utah.

**Tasks completed (according to the goals outlined in the CALA 2020 Strategic Plan if applicable- be specific):**

**Goals and objectives accomplished for the whole year (and highlight those accomplished after mid-year report):**

1. Made clear the chapter's objectives and goals in the first meeting we had with chapter officers on August 3, 2015;
2. Changed the administrative meeting platform from Anymeeting to Google Hangout.
3. Obtained and got to know the chapter's financial status from treasurer, also learned the main funding resource of the chapter;
4. Connected with new chapter members;
5. Confirmed the southwest area library program list with previous Chapter President Le Yang;
6. Took the initiative to invite all chapter members to attend the administrative meeting;
7. Chapter website updated;
8. Confirmed the idea of joint-conference with CALA Southeast Chapter;
9. Held joint-conference planning meeting with CALA Southeast Chapter officers on May 11th, 2016 and finalized the conference theme and schedule;
10. Together with CALA Southeast Chapter President, confirmed with 5 speakers to present on the joint-conference;
11. Together with CALA Southeast Chapter President, designed a promotion flyer for the joint-conference.

**Goals and objectives not completed (and concerns):**

1. Next Chapter Vice President/President-Elect position is still open;
2. Email previous presidents and ask for information about previous annual programs;
3. Send outreach emails to southwest area library program directors.

**Budget requirements or reimbursement Requests (if any):**

**Questions/Comments/Suggestions for the Board (if any):**

Could the due dates of chapter mid-year report, financial report, annual report and chapter leadership change be indicated on the CALA master calendar? Thank you.

**Summary: In a few sentences, highlight your achievements, concerns, or suggestions that you mostly want addressed. This should be the main point of your committee report.**

In the past year, I have hosted 2 administrative meetings and 1 conference planning meeting with the CALA Southwest (SW) Chapter members. The conference planning meeting was held with Southeast Chapter Board members.

Every meeting was first sent to Chapter officers via Doodle, so that attendees could each pick a date from several options, and then I can decide a most convenient meeting date for everyone. I also distributed meeting agenda ahead of time to keep the meetings organized. The second administrative meeting was open to all chapter members.

I talked to the Chinese Library School professor in my university to promote SW Chapter, and I also sent the SW Chapter outreach emails to the Chinese students in the Library School. Just as an outreach action and let them to know we have a great library association for them to join. The next step will be sending outreach emails to library program directors of the whole southwest area. Also, I will continue to send emails to new Southwest Chapter members, and seek for the next Vice President of SW Chapter.

The Southeast Chapter President talked with me and we discussed about the idea of a joint online conference. I thought it was a great idea. By combining the power of 2 chapters, we could come up with an interesting topic and invite a few speakers. We decided to hold a conference planning meeting with the officers of the two chapter. Before the meeting, I drafted out some conference themes and conference schedules and sent them to the Southeast Chapter President. After some revisions, we sent out the drafts as the planning meeting agenda to chapter officers. The planning meeting was successful. Every attendee gave us thoughtful suggestions, we made some small revisions to the conference topic and schedule, and then I wrote the "call-for-presentation" email and distributed it through CALAList.

After sending out the “call-for-presentation” email, the Southeast Chapter President and I began to look for speakers ourselves. We sent emails to professors and colleagues we know about, whose research interests were related to the conference topic, and we invited them to be speakers. We didn’t have much time to seek speakers (less than 1 month), but luckily, we found 5. All speakers gave us interesting presentation proposals. I am looking forward to the joint-meeting!

The meeting topic is "New library technologies, practices and impacts", the meeting date is June 13th, 2016, and this meeting will be held through Anymeeting. We welcome anyone who is interested in the topic to join us!

Report written by  
Xiaoyu Duan, SW Chapter President  
At  
*June 3, 2015*  
Submitted to  
Executive Committee  
Chinese American Librarians Association