

2017-2018 CALA Mid-Year Committee Report

CALA Executive Director

Your Name: Lian Ruan

Email: lruan@illinois.edu

Committee Name: Executive Director

Committee Roster:

Executive Director's Charge:

The executive director shall (1) be the chief administrative officer of the Chinese American Librarians Association; (2) assist the President and other officers of the Association in carrying out their responsibilities consistent with the policies established by the Board; (3) keep a record of the Board meetings and membership meetings; (4) communicate to members and others such information as may be requested by the Board or the President; (5) serve as the liaison officer with the American Library Association, chapters and affiliates of the Association, and other outside agencies; (6) sign all contracts and legal documents as co-signatory with the President; and (7) oversee bank accounts with the Treasurer as co-signatory.

Tasks Completed (according to the 5 Goals Outlined in the CALA 2020 Strategic Plan if Applicable- Be Specific):

Following the roles and responsibilities defined in the CALA Bylaws and Constitution, I tried to help President Le Yang and EC lead CALA to achieve its strategic goals.

CALA Strategic Goals and Objectives Accomplished:

- Membership Recruitment, Retention, and Engagement

I helped answer questions Jingjing Wu and others on membership. I encouraged all my visiting scholars to join CALA.

- Leadership Training and Development

I continue to help and support President Le Yang, EC, Chapter Presidents, officers and members, in whatever way I can.

- Local Chapter Development

I was invited to give a short presentation on remaking space in American libraries to Yunnan delegation by Yongming Wang, NE Chapter. I helped answer questions from GMA Chapter.

- CALA's Impact on Local, State, National, and International Levels

I continued to represent CALA at various events on local, state, national and international levels. Besides IFLA and Library Society of China, I have served on the JCLC Steering Committee and served as Co-Chair for PR Committee.

Budget Requirements or Reimbursement Requests (if any):

Thanks for CALA's IFLA grant to support my trip to IFLA Congress.

Postage expenses paid to file annual reports with the Attorney General Office and Secretary of State Office.

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

Summary Paragraph: 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.

On behalf of CALA, I joined the IFLA Vision Plan Workshop in Washington D.C. (May 3-5, 2017). I co-host the IFLA Vision Forum during the ALA Annual Conference (June 25, 2017) and chaired the CALA IFLA Discussion in person and online meetings. I joined the IFLA Congress in Wroclaw, Poland (August 19-August 26) and attended the Information Literacy Section Standing Committee meetings besides other activities.

I helped the Treasurer and EC manage CALA's bank and investment accounts on name transferring and set up a non-profit organization account for CALA with Chase Bank.

I also helped the Treasurer and EC to get the annual D&O Insurance with a new insurance agent.

I helped EC communicate with Haipeng Li for Sally Tseng for the Sally Tseng Professional Development Fund agreement between CALA and chief donor.

CALA needs a good archives management system with a reliable archivist to preserve CALA internal documents, such as various agreements, policies and other important documents.