



CALA - Chinese American Librarians Association 華人圖書館員協會

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Submission #2593

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Submission information

Form: [2014-2015 Mid-Year Report Form](#)

Submitted by Visitor

Friday, December 19, 2014 - 23:12

74.138.55.253

Your Name:

Weiling Liu

Email:

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Committee Name:

Web Committee

Committee Roster:

Weiling Liu (Webmaster and Co-Chair, 2014-2015)

Amy Jiang (Co-Chair, 2014-2015)

Mingyan Li

Xiaocan Wang

Yanhong Wang

Haihua Li

Committee Charge:

Assist the Webmaster to develop and refine the Association's websites and online systems.

Task Completed According to the Five Goals Outlined in the CALA 2015 Strategic Plan if Applicable and Please Be Specific:

In supporting Goal 1. Strive for Organizational Excellence and Goal 3. Enhance Services to CALA Membership, WC completed the following projects and daily routine tasks:

- Processed 44 job ad requests (39 of which were posted) between 7/1/2014 to 12/15/2014
- Setup system and provided support to SE Chapter 2014 election for Vice-President
- Setup system and provided support to the Board's November 28 voting and December's voting
- Continued to provide support to CALA 2014 Self-assessment Survey
- Evaluated, tested, and setup an online system (project.cala-web.org) for the Executive Committee to store documents and online discussions
- Provided consultation and support to the Town Hall meetings of the 2020 Strategic Plan Task Force
- Completed one inventory assessment of CALA's website and setup a new content management system, Concrete5 for evaluation
- Added a page for "China-US Library Conferences, a page for CALA 2015 Mid-Winter Program, a link to ALA-CALA Family Literacy Project to the front page, and updated pages for Awards and Scholarships
- Updated the webform and support to Mentorship Committee and New Book Awards Committee
- Provided training on the systems to Web Committee members, and other officers
- Provided training on systems to new Chairs of Membership Committee and provided assistance in resolving record maintenance issues, generating lists for elections or other needs
- Monitored CALAlist and CALABoard listservs. Tasks included approving posts sent from emails not on the list, adding or removing emails to or from the list
- Created logins for new members to the Intranet, myCALA-Web
- Assisted in resolving any online systems or email related issues
- Updated instructions on Membership Record Management Instructions
- Assisted in Amazon affiliate and AmazonSmile accounts setup
- Performed backups, maintenance work on the servers and processed monthly account payments

Work in Progress & Timeline:

See attached 2014-2015 Project Plan

Goals and Objectives for the Second Half Year:

See attached 2014-2015 Project Plan

Budget Requirements or Reimbursement Requests (if any):

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

Attachment1:

[wc2014-15_project-plan-rev20141210.docx](#)

Attachment2:

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Your comments and suggestions are important. Please use [Suggestion Box](#) to tell us how we can do better on CALA's business.