2017-2018 CALA Final 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, EC and other officers to 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 Chinese librarian visiting scholars and visitors to join CALA. More than 150 joined CALA. During the Chinese Library Annual Conference in Langfang, I recruited Director Huanwen Cheng to become the lifetime member. I helped recruit student members from iSchool, Taiwan, and China supported by Dr. Li’s student scholarship grant.

- Leadership Training and Development

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

  I helped develop a budget line to support EC members’ travel that is critically important to ensure CALA executive leadership development and visibility of CALA.
- Local Chapter Development

I was invited to give a short presentation on leadership development at the Annual Program of the MidWest Chapter in May 2018. I helped answer questions from GMA Chapter. When I was president, I initiated the Local Chapter President Travel Fund. The Fund continued this year with the increased amount to better support chapter presidents’ travel to the CALA Board meetings, programs and ALA programs.

- 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. I attended the IFLA World Library and Information Congress in Portland in August 2017 and will attend the IFLA Congress in Kuala Lumpur, Malaysia (August 24-August 31). I was invited to join IFLA Global Vision Workshop in Ottawa, April 2018.

I attended the preconference on Reading for the 2018 Chinese Library Annual Conference in Chengdu (May 27 to May 30, 2018), then the Annual Conference in Langfang (May 30-June 2, 2018), both organized by the Library Society of China. I joined the CALA delegation for a presentation on CALA’s role in IFLA at the CALA Academic Session during the Annual Conference on June 1. I also joined CALA officers to meet leaders from the National Library of China and the Library Society of China.

I also joined CALA team to make a presentation on innovative services in American libraries at BALIS in Beijing Normal University Library on May 30, 2018.

In addition, I have served on the JCLC Steering Committee and served as Co-Chair for PR Subcommittee to help organize the 3rd National Joint Conference of Librarians of Color, “Gathering all Peoples: Embracing Culture & Community” that will take place September 26-30, 2018 at the Albuquerque Convention Center in New Mexico.

Budget Requirements or Reimbursement Requests (if any):

Thanks for CALA’s IFLA grant to support my trip to IFLA Congress in 2017 and 2018 respectively.

Postage expenses paid to file annual reports with the Attorney General Office (in December 2017) and Secretary of State Office (in April 2018).

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

None.
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.

I chaired the CALA Election Committee. Working with EC, the Election Committee and Web Committee, CALA’s national election was completed smoothly and on time. I reported the election results with the complete election report to the CALA membership on May 21, 2018.

On behalf of CALA, I was invited to join the IFLA Global Vision Plan Workshop in Washington D.C. (May 3-5, 2017) and again in Ottawa (April 15-April 18, 2018). I co-hosted the IFLA Global Vision Forum during the ALA Annual Conference (June 25, 2017) and chaired three CALA IFLA Global Vision Discussion in person and online meetings. I submitted the summary report of the meetings. I will chair and host the IFLA Global Vision Workshop on June 15 (both online and in person). I joined the IFLA Congress in Wroclaw, Poland (August 19-August 26, 2017) and attended the Information Literacy Section Standing Committee meetings besides other activities. I will join the IFLA Congress and Information Literacy Section Standing Committee meetings in August 2018.

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 spent tremendous time and efforts to help CALA consolidate different investment accounts into the Brokerage Account of J.P. Morgan Securities at Chase Bank with approval of EC. I helped develop CALA Endowment Fund and continued to update CALA policies and create new ones as needed. 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. I helped CALA reach an agreement with Jinan University to develop Chinese Oversees Archives Collection.

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. I’m taking this role to help develop CALA’s archives in both digital and print format. The archives in print are housed under the ALA archives at the Archives of the University of Illinois at Urbana-Champaign. I worked with the CALA web team to re-organize Board documents at the CALA website space.

I helped write a few recommendation letters for CALA colleagues who are getting promotion and recognition.

As CALA continues to grow, much time and efforts are needed to make sure it follows laws, regulations CALA Bylaws, and Constitution. As a volunteer officer for CALA, effective time management, communication and team work become critical. I appreciate the opportunity to grow professionally with CALA and thank all CALA officers, members and friends for their kind support to CALA, especially me.