CALA 2020 STRATEGIC PLAN
(2015-2020)

Developed by the CALA 2020 Strategic Plan Task Force (2014-2016)
Approved by the CALA Board, November 5, 2015

Built on the strengths, capabilities, and diligence of its members, the Chinese American Librarians Association (CALA) will continue to promote and fulfill its three main purposes: 1) to promote better communication among Chinese American librarians; 2) to serve as a forum for the discussion of mutual interests and professional concerns among Chinese American librarians; and 3) to promote the development of Chinese and American librarianship.

To make a difference in CALA and the greater Library and Information Science (LIS) field, CALA has developed Striving for Excellence: CALA 2020 Strategic Plan based on the findings from five online town hall member meetings, the CALA Board Code of Conduct approved in November 2014, the research findings generated from the 2013 ALA Diversity Research Grant project entitled “The Role of Chinese American Librarians in Library and Information Science Diversity,” and CALA leadership experience and knowledge, among other sources. The five online town hall meetings, held from November 18, 2014 to January 14, 2015 and attended by 65 CALA members with two themes including “What CALA can do for you?” and “CALA’s Vision, Mission and Value Statements,” generated data that was analyzed and made available in a report (https://intranet.cala-web.org/node/3). The CALA 2020 strategic plan will focus on six strategic areas that maximize strengths, utilize expertise, sharpen skills, deliver high value to members, and heighten the association’s far-reaching impact on CALA and the LIS field:

1. Membership Recruitment, Retention, and Engagement
2. Leadership Training and Development
3. Local Chapter Development
4. Professional Development Opportunities through Training and Mentoring
5. Professional Networking through Cutting-edge Technologies
6. CALA’s Impact on Local, State, National, and International Levels

To effectively implement the strategic plan, CALA’s financial and operational practices will prioritize and support these six strategic areas. These strategic areas will also guide CALA to develop and launch quality programs and services that aim at inclusive member recruitment and engagement, leadership training and development, local chapter development, professional development opportunities, professional networking and connections, and advocacy. Strategic thinking and planning is an ongoing process. First, approval and adoption of this plan by the CALA Board of Directors will ensure the general intent and direction articulated by the association’s mandates, core values, vision, mission, goals, and objectives. Then, the progress of this strategic plan will be assessed and evaluated annually in order that the association’s financial and operational practices are continually aligning with CALA’s mission and any changes in the environment. The plan will be updated regularly as the goals and objectives are achieved, and new needs and opportunities arise.

Mission Statement
To support the professional development of CALA members and enhance the leadership development of Chinese American librarians through training, mentoring, networking, and collaboration with colleagues in the United States and abroad. CALA’s work inspires Chinese American librarians to meet their professional goals and to make valuable contributions to the global library community.

Vision Statement
CALA is an inclusive, diverse, and member-driven community which provides members with the opportunities to share knowledge and achieve their professional aspirations. CALA members are key collaborators, contributors, and leaders advancing the field of librarianship globally.

Core Organizational Values
CALA is committed to:
- professionalism
- collaborative leadership
- positive, open, and inclusive environments
- transparency and integrity
- service to members
- continuous learning
- effective communications
- stewardship of resources
- global perspectives

Mandates
In order to maintain compliance and achieve success, as a registered non-profit organization in Illinois, CALA must adhere to mandates required by state (i.e., the Illinois Secretary of State and Attorney General) and federal laws (i.e., the IRS).
CALA 2020 STRATEGIC PLAN
(2015-2020)

Five-Year Goals and Objectives

1. Membership Recruitment, Retention, and Engagement

Goal: Identify and develop creative and innovative programs and services to recruit, retain, and engage members locally, nationally, and internationally.

Objectives:
1) Continue to be an inclusive librarians association that welcomes and values diversity, and opens its membership to all library professionals who are interested in the mission and vision of CALA.
2) Identify CALA’s strengths and highlight CALA’s distinctiveness from other associations in mission and membership recruitment.
3) Enhance communications among CALA members, using innovative technologies to recognize member achievements and share member expertise and resources.
4) Focus on recruitment through a variety of channels to bring in library professionals and supporters from all types of libraries, LIS schools, and library related business organizations, including new generations of Chinese professionals, to showcase different types of librarianship.
5) Connect members to develop a sense of belonging in CALA, regardless of age, experience, and background; engage members and provide services to develop a community in which members can obtain guidance and camaraderie for various professional needs.

2. Leadership Training and Development

Goal: Develop and deliver effective leadership training and development programs through CALA’s Leadership Training Academy to sharpen members’ leadership skills in the 21st century.

Objectives:
1) Provide leadership development opportunities tailored to the needs of CALA members.
2) Identify, cultivate, coach, and train CALA members to become future leaders in the Library and Information Science field in the 21st Century, including associations such as the ALA, IFLA, and Library Society of China.
3) Empower and encourage members to develop leadership skills in a diverse cultural environment by serving CALA members in leadership positions and working in different types of libraries and with a diverse team setting.
4) Assess, evaluate, and improve the efficiency and effectiveness of CALA committee operations and leadership management.
5) Increase the role that CALA plays as an advocate and model for leadership training and development of librarians of color in achieving, evaluating, and measuring CALA program/initiative outcomes; and influence ALA leadership policies and practices toward a more inclusive system.

3. Local Chapter Development

Goal: Enhance local chapter development through joint programming and funding, chapter leader training and support, and chapter member recognition.

Objectives:
1) Invest more resources at the chapter level and provide funding support through national membership rebate programs, joint initiatives, membership recruitment and retention, and fundraising.
2) Improve and maintain communication and training between the CALA national office and the chapter offices to improve chapter leadership skills, capacity, and accountability in order to lead and manage chapter business.
3) Provide professional development opportunities and help members establish networking and mentorships within each chapter through channels such as online meetings, trainings, and social events at the chapter level.
4) Strengthen connections between chapters and other associations at a national level.
   • Organize a Chapter President Club to enhance connections and strengthen collaboration and coordination between the local and national levels and among chapter presidents;
   • Brainstorm, share resources, and work together to have members more involved in various events.

4. Professional Development Opportunities through Training and Mentoring

Goal: Serve as a significant professional development platform to meet its members' dynamic professional needs and nurture growth.

Objectives:
1) Leverage and expand existing professional training and mentoring programs within and beyond CALA.
2) Develop and deliver responsive professional development programs that build skills and aptitude based on members’ specific needs.
3) Continuously assess and improve all programs, including the mentoring program for new members and new leaders, as well as programs for returning members and leaders.
4) Provide and share resources on professional development for the members.
5. Professional Networking through Cutting-Edge Technologies

Goal: Inspire CALA members to learn from each other, network, and connect on a large scale with a global perspective through cutting-edge technologies.

Objectives:
1) Promote CALA as a “hub” for members to meet virtually and/or in person.
2) Identify and support innovative technologies and partnerships that will enhance the professional networking and connection opportunities of CALA members.
3) Connect CALA members with library colleagues in China and other regions.

6. CALA’s Impact on the Local, State, National, and International Levels

Goal: Collaborate with members, leaders and other partners/organizations to increase CALA’s impact on the local, state, national, and international levels.

Objectives:
1) Preserve and promote Chinese and Chinese American culture and librarianship in collaboration with professionals in China and other regions.
2) Increase research that demonstrates the value of Chinese American librarians and the role of CALA members in the LIS field.
3) Establish closer relationships and collaborations with other organizations, including the ALA ethnic affiliates and IFLA, to promote CALA nationally and internationally.
4) Build a strong international profile and develop a global outreach strategy.

The CALA 2020 Strategic Plan Task Force (2014-2016):
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Shu-Hua Liu shuhua2007@gmail.com
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Patty Wong Patty.Wong@yolocounty.org
Shengping Xia dhxiashengp@hotmail.com
Ying Zhang Ying.Zhang@ucf.edu
A REVIEW AND ANALYSIS OF CALA MEMBERSHIP

By Sai Deng, Weiling Liu & Min Tong

The Chinese American Librarians Association (CALA)’s total membership as of July 1, 2015 is 502, including 269 life members and 233 annual members. It covers all states in the US and 5 other countries and areas (Canada, China, Hong Kong, Singapore and Taiwan). The United States has the highest membership number among these countries and areas: 366, 72.91%. Next China (Hong Kong counted separately), 110, 21.91%. Although not in great numbers, there are members in Taiwan, Canada and Singapore.

Graph 1: 2015 CALA Membership by Country & Area

<table>
<thead>
<tr>
<th>Country &amp; Area</th>
<th>Membership</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canada</td>
<td>9</td>
<td>1.79%</td>
</tr>
<tr>
<td>China</td>
<td>110</td>
<td>21.91%</td>
</tr>
<tr>
<td>Hong Kong</td>
<td>3</td>
<td>0.60%</td>
</tr>
<tr>
<td>Singapore</td>
<td>2</td>
<td>0.40%</td>
</tr>
<tr>
<td>Taiwan</td>
<td>12</td>
<td>2.39%</td>
</tr>
<tr>
<td>United States</td>
<td>366</td>
<td>72.91%</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>502</strong></td>
<td></td>
</tr>
</tbody>
</table>

The possibly earliest full scale CALA membership data can be found in CALA Newsletter, no. 19, August 1980: CALA in 1980 had 298 members in 32 states (including Hawaii), and 4 countries and areas (Canada, Taiwan, Saudi Arabia and The Netherlands). Based on what’s analyzed in the CALA 40th Anniversary Issue, from 1980 to 2013, the total membership number changed from 298 to 559, at a growth rate of 87.58%. If we compare the membership data of 2013, 2015 to 1980, we can see that it drops from 2013 to 2015, from 559 to 502, at a 10.20% decrease. For example, the MidWest Chapter dropped from 91 to 67 and other chapters experienced different levels of decline. However, if we compare the 2015 membership to 1980, it still shows an overall increase of 68.46%. The “NUS-Non-US” membership has the biggest percentage growth of 440%, with members increasing from 25 to 135. The second biggest growth is CA, from 26 to 114, at a rate of 338.46%.

When looking at the 2015 membership at the chapter level, we can see that the overseas membership total is higher than any individual chapter; it has almost doubled the number of the highest membership chapter in the US, the Northeast. The Northeast Chapter has 72 members, covering 14.34% of the total membership. The second largest chapter is the MidWest, 67 members, 13.35%. The next two relatively larger chapters are the Northern California and the Southern California, with 62 and 52 members separately. Other chapters’ members range from 28 to 46.
The charts and graphics illustrate the membership details of all the states in the six chapters as of July 1, 2015: GMA - Great Mid-Atlantic, MW - Mid-West, NE - Northeast, NCA & SCA – Northern California and Southern California, SE – Southeast and SW – Southwest. We can see that the MD state has the highest number in the GMA chapter, so as IL in the MW Chapter, NY in the NE Chapter, FL in the SE Chapter and TX in the SW Chapter. For cities outside of the US, Beijing has the highest membership number, and Jiangsu and Zhejiang rank the second and the third.

If we look at the 2015 membership data by membership type, we can see that the number of the Life members has reached 269, covering 53.59% which is more than half of the total membership. Overseas membership ranks the second, with 113 members, at 22.51%. The other groups are: annual regular members, 90; students, 20; non-salaried, 7; institutional, 3.

Graphs give a more detailed view of how various types of members spreading over different chapters and areas. We can see that the NE, the NCA, the MW and the SCA all have 40 or over 40 life members. The GMA, the NE and the SW each has one institutional member. The NE and the MW have more regular members. Student members spread over all chapters except GMA.

All data cited in this article is from the CALA's membership database. The numbers and graphs shed some light on the CALA membership status at the international, national, chapter and state levels, and they indicate areas that need more work and possible directions for the future.

References:


Appendix: Map of CALA Chapters and Areas in the United States
1. Form task force committee to:
   • support and coordinate CALA participated programs
   • set up and develop Chinese heritage programs
   • reorganize the local chapter
     • expand the chapter to include Oregon, Washington, and Alaska states
     • collecting support from the northern california chapter members (October -November)
     • submit the proposal to the executive committee
   • set up a better communication
     • suggestions from officers are Google Group or WeChat
     • survey members
2. Work with immediate past local chapter officers and executive committee members to establish procedures, understand what to do, how to support, and how to obtain assistance
3. Organize social activities to connect with members, provide networking opportunity, and help with each other when needed
4. Recruiting members
5. Update chapter website
6. Submit committee interim and annual reports:
   • Interim report is due by the end of December, 2015 (one month before the Board meeting at the 2016 ALA Midwinter Meeting),
   • Annual report is due by the end of May, 2016 (one month before the Board meeting at the 2016 ALA Annual Conference).
7. Work with other chapter presidents to discuss the chapter major charges and time table from the Handbook of Officers

California Chapter (North)
President: Yi Ping Wang, yiping4cala@gmail.com, Phone: 408 808-2633
Vice President/President Elect: Hualing Wan, hualing.wan@yolocounty.org
Treasurer: Hui Zhang, hui.zhang@oregonstate.edu
Immediate Past President: Richard Le, Richard.le@sfpl.org
Membership Chair: Wei Ding, wei.ding@sjsu.edu
Event Coordinators: Amy Kuo, akuo@ci.berkeley.ca.us & Doris Tseng, Doris.Tseng@sfpl.org
CALA SCA CHAPTER ACTION PLAN, 2015–2016

1. Work with CALA-SCA board members to host an exhibit on Dr. Sun Yat-Sen in honor of his 150th birthday
2. Plan the 2016 CALA-SCA conference (February) with the chapter board
3. Update the chapter website
4. Work with membership to recruit new members and renew expired membership
5. Plan a social event/professional development workshop with other CALA chapters, so members can network and develop skills
6. Submit committee interim and annual reports:
   Interim report is due by the end of December, 2015 (one month before the Board meeting at the 2016 ALA Midwinter Meeting). Annual report is due by the end of May, 2016 (one month before the Board meeting at the 2016 ALA Annual Conference).
7. Work with other chapter presidents to inform the Handbook of Officers the chapter major changes and time table.

California Chapter (South):
President: Kathy Jung, Kathy.Jung@sdcounty.ca.gov, Phone: 760-891-3000
Vice President/President Elect: Ying Liu, yliu@calstate.edu
Membership Chair: Manuel Urrizola, manuelu@ucr.edu
Treasurer: Winyuan Shih, winyuans@usc.edu
Program Facilitator: Jie Tian (two-year position), jtian@fullerton.edu
Immediate Past President: Ying Xu, yxu1@exchange.calstatela.edu

CALA GMA CHAPTER ACTION PLAN, 2015–2016

• Explore the venue of hosting social networking/professional development opportunities in conjunction with Computers in Library conference hosted in DC in March. All CALA members are welcome to attend.
• Members are encouraged to share professional development opportunities hosted by their institutions and invite GMA members to attend.
• Members will share cultural exchange events hosted in GMA area and invite GMA members to join.
• Continue to make effort to recruit Chinese American librarians and library school students to join CALA-GMA
• Continue to enhance and maintain a quality website with current and accurate information.
• Develop the chapter executive team.
• Submit committee interim and annual reports:

• Interim report is due by the end of December, 2015 (one month before the Board meeting at the 2016 ALA Midwinter Meeting)
• Annual report is due by the end of May, 2016 (one month before the Board meeting at the 2016 ALA Annual Conference).
• Work with other chapter presidents to inform the Handbook of Officers the chapter major changes and time table.

Greater Mid-Atlantic Chapter
President: Hong Wu, hwu@reynolds.edu, Phone: 804-523-5324
Vice President/President Elect (2015-16): Zhimin (Jimmy) Chen, zchen@sju.edu
Treasurer: Yuan Yao, yyxd78@yahoo.com
Membership Chair: Raymond Wang, rwang@ccbcmd.edu
Immediate Past President: Andrew Y. Lee yli7@gmu.edu
CALA MIDWEST CHAPTER ACTION PLAN, 2015–2016

1. Send out a call for volunteers to serve Midwest committees September 14 and gather a total number of volunteers by September 30, 2015.

2. Form chapter committees, appoint committee chairs, and discuss with committee chairs to decide committee charges for this year at the first executive meeting October 16, 2015.

3. Decide how often to hold Executive Committee meetings and share meeting minutes with all members in the Midwest. It will be decided at the first executive meeting October 16, 2015.

4. Discuss possibility of merging membership committee with PR committee for next year to strengthen work in recruiting, caring, and retaining CALA Midwest members. As the business will be discussed at the executive committee meeting first, it is hoped that a consensus and a decision can be made. If approved, the merger will take place during 2016-2017 year.

5. Set up annual chapter conference date, form conference committee, and decide a conference format and date. This date will be decided at the first executive committee meeting October 16, 2015.

6. Discuss guidelines to show care for members who give birth to a new baby, who lost a direct relative, who get serious ill and is hospitalized, and who is terminally ill. This idea will be a trial and the Midwest Chapter Executive Committee will fully discuss it and need to approve it first.

7. Work very closely with all Executive Committee members (they consist of immediate past president, vice president, treasurer, committee chairs and co-chairs) and make sure each one is clear what to do and how to support them from executive committee.

8. Send Chapter email report whenever necessary on plans, activities, progresses, and up-coming events for Midwest Chapter as well as CALA national association executive committee/board.

9. Coordinate, collaborate, and support CALA other chapters’ professional development activities and CALA national initiatives and campaigns.

10. Re-organize and update the Chapter’s Web site and post Chapter’s information on the website in timely manne.

11. Submit committee interim and annual reports:
   • Interim report is due by the end of December, 2015 (one month before the Board meeting at the 2016 ALA Midwinter Meeting).
   • Annual report is due by the end of May, 2016 (one month before the Board meeting at the 2016 ALA Annual Conference).

12. Work with other chapter presidents to inform the Handbook of Officers the chapter major charges and time table.

2015-2016 CALA Midwest Chapter

President: Fu Zhuo, zhuof@umkc.edu . Work: (816) 235-1541. Cell: (660) 239-4933
Vice President/President Elect: Vincci Kwong, vkwong@iusb.edu . Work: 574-520-4444.
Treasurer: Jianying Shou, shou4@illinois.edu . Work: (217) 300-3493


Membership: Wen-Ling Liu, wliu@indiana.edu . Work: (812) 855-9695

Professional Development: Mingyan Li (Co-Chair), mli@oakton.edu . Work: (847) 635-1650. Yan He (Co-Chair), yh4@iuk.edu . Work: (765)-455-9249.

Public Relationship: Shuyong Jiang (Co-Chair), shyjiang@uiuc.edu . Work: (217) 244-3669. Jianying Shou (Co-Chair), shou4@illinois.edu . Work: (217) 300-3493.

Web: Vincci Kwong, vkwong@iusb.edu . Work: 574-520-4444.
CALA SOUTHEAST CHAPTER ACTION PLAN, 2015-2016

1. (July 12, 2015) Electronic greetings and introductions to the Chapter sent out from the president to all members
2. (August 18, 2015) Call for volunteer email sent out from the president to serve Southeast Chapter officer positions
3. (August 18, 2015) Call for volunteer email sent out from the president to serve Southeast Chapter committees
4. (TBA, depends on whether a separate strategic plan is needed or not) Organize Chapter strategic plan meeting as needed, discuss the expectations of the members to the Board as well as to the Chapter, decide the expectations of services provided to the members by the Board as well as by the Chapter as a whole
5. (Est: October 22, 2015) Organize Chapter Board meeting as instructed in the Handbook of Officers, revised version 2, “timeline of president” on page 4. Share expectations of the Board members-President, the Vice President, the Immediate Past President, the Membership Officer, and the Webmaster-to the Chapter to other chapter members, and share the meeting minutes with other chapter members
6. (TBA) Organize the strategic plan committee if it is applicable, schedule committee meetings with the president and the Chapter Board members and discuss the expectations of the committee, the Board, and the Chapter if it is applicable
7. (August 2015-post midwinter, 2016) Keep in touch with chapter nomination committee, create the chapter local election document if it is applicable, by following instructions showed in the CALA bylaws and constitution document
8. (TBA) Keep in touch with Vice President, Past President, webmaster, membership officer and other board members, and keep communication with topics related to officers’ work. The meeting frequency will be discussed during the 2015 October Board online meeting
9. (July 1, 2015-June 30, 2016) Keep in touch with CALA Board, Executive Committee, and other committees, stay in touch with other CALA chapters and communicate with other presidents as well as officers if applicable. Joint events with other chapters (like CALA Southwest Chapter) are planned and will be discussed during the board meeting
10. (Oct 18, 2015-December 20, 2015) Re-organize and update the Chapter's Web site and post Chapter's information on the website in timely manner
11. Submit committee interim and annual reports:
   • Interim report is due by the end of December, 2015 (one month before the Board meeting at the 2016 ALA Midwinter Meeting),
   • Annual report is due by the end of May, 2016 (one month before the Board meeting at the 2016 ALA Annual Conference).
12. Work with other chapter presidents to inform the Handbook of Officers the chapter major charges and time table.

2015-2016 CALA Southeast Chapter

President 2015-16: Xiaojie Duan, xiaojie.duan@usm.edu
Vice President/President Elect 2015-16: Sai Deng, saideng@gmail.com
Immediate Past President 2015-16: Yingqi Tang, tang@jsu.edu
Membership Officer 2015-17: Peng Mu, pmu@samford.edu
Webmaster 2015-16: Wenzhi Cai, wenzhi418@gmail.com
CALA SOUTHWEST CHAPTER ACTION PLAN, 2015–2016

1. Platform change for administration meeting: Decided to move to Google Hangout;

2. Chapter updates
(1) Membership update Welcomed new members to the SW Chapter; plan to hold a meeting before Thanksgiving to know the needs of new & existing members (this year we have 8 new members)
(2) Position update Sent out calls for volunteers to help with the Membership Committee, and will continue to form relationships with members;
(3) Chapter website
New CALA website is at web-cala.org. SW chapter website: http://sw.chapters.cala-web.org/
Xiaoyu would like to continue to update the website;
(4) Relation with Texas Library Association (TLA)
TLA would like CALA to have a long term presentation at the annual meeting, but the timeline is quite stretched (over a year) and can be hard to manage. Also, our members may not have enough funding to go to the TLA Conference. Last year (2014) a decision was made to not have such presentation;
However, the SW Chapter can help them promote/publicize the event. We will do the same for other regional library conferences, such as -AzLA, and NLA meetings. Individual members may attend, but not represent the Chapter;

3. Chapter objectives
(1) Member recruitment
Establish connections with library schools in our chapter;
Xiaoyu and Hong will invite new students/faculty join CALA SW Chapter;
Xiaoyu will try to develop the list of library schools covered by SW Chapter;
(2) Chapter Online routine meetings and conference
Administrative quarterly meeting: quarterly report Conference (most likely in May): online, depending on the number of registration. 10 last year. Possible new Town-hall meeting: after the welcome email;
(3) Possible fundraising opportunities
This is an on-going process. The chapter members will pay attention to possible opportunities, and may work with CALA Public Relations and Fundraising Committee to educate members with financial issues;
(4) Possible joint-events with other chapters and events to benefit existing members, for example, inviting members from other chapters to participate in the chapter conference, and hosting information sessions in collaboration with other chapter presidents.
See possible new Town-Hall meeting in (2);
(5) Submit committee interim and annual reports:
• Interim report is due by the end of December, 2015 (one month before the Board meeting at the 2016 ALA Midwinter Meeting),
• Annual report is due by the end of May, 2016 (one month before the Board meeting at the 2016 ALA Annual Conference).

(6). Work with other chapter presidents to inform the Handbook of Officers the chapter major charges and time table.

2015-2016 CALA Southwest Chapter
President: Xiaoyu Duan, xduan@ou.edu, phone: (405) 325-4142
Vice President/President Elect: Hong Cui, hong1.cui@gmail.com
Treasurer: Klairón Tang, klairon.tang@hccs.edu
Immediate Past President: Le Yang, le.yang@ttu.edu
Membership: Xiaoyin Zhang, Xiaoyin.Zhang@unlv.edu
CALA AWARDS COMMITTEE ACTION PLAN, 2015–2016

Purpose
The CALA Distinguished Service Award recognizes a CALA member who has consistently demonstrated outstanding leadership and achievement within the profession at the national and/or international level, and made significant contributions to the advancement of Chinese-American librarianship.

Goals
Goal 1: Strive for organizational excellence through selection of a qualified recipient for the CALA Distinguished Service Award,
Goal 2: Enhance services for CALA members and the profession through selection of a role model for the distinguished service award, Goal 3: Promote Chinese culture and language through the award selection process and at the annual CALA Awards Banquet.

Action Plan
In accordance with the charge of the Committee, and under the direction of the CALA 2020 Strategic Plan Goal 1, 2 and 6, the CALA Awards Committee (2015-2016) discussed and developed the following action plan to guide its work and activities throughout the year.

1. Select one qualified award recipient for the year 2015-2016, following the time line delineated below:
   • **January 4 – February 4, 2016** -- Call for nominations by posting “Call for Nominations” on CALA listserv and the website,
   • **February 8 – March 8, 2016** -- Solicit, receive and review nomination documentation,
   • **March 30, 2016** -- Review all nomination materials submitted, discuss and select the winner,
   • **April 4-20, 2016** -- Present recommendation of the award recipient to the President and the Executive director for forwarding to the Board for approval (allow the Board to act on the recommendation at least 30 days prior to the annual membership meeting),
   • **May 4-30, 2016** -- Notify the award recipients by posting the recipient list in the CALA Newsletter, on CALA listserv and website. And inform the Handbook of Officers Committee any revisions.

2. Discuss and/or propose other potential topics and initiatives that this committee may decide to take on to further the committee’s work in future. This item will be addressed after the above action items are completed and on the committee’s agenda throughout the year.

3. Submit committee interim and annual reports:
   • Interim report is due by the end of **December, 2015** (one month before the Board meeting at the 2016 ALA Midwinter Meeting),
   • Annual report is due by the end of **May, 2016** (one month before the Board meeting at the 2016 ALA Annual Conference).
   • Inform the Handbook of Officers Committee revision.

4. **Budget Request:** $400 $100 for the distinguished service award plaque (based on 2015’s cost, one award) and $300 for the President Recognition Award (3 awards)

**CALA Awards Committee (2015-2016)**
Yongyi Song (Co-Chair) **ysong2@exchange.calstatela.edu** (California State University, Los Angeles)
Leping He (Co-Chair) **leping.he@asu.edu** (Arizona State University)
Yan He **yih4@iuuk.edu** (Indiana University Kokomo)
Hong Cui **hong1.cui@gmail.com** (University of Arizona)
Zhijia Shen **zhijia@u.washington.edu** (University of Washington)
CALA BEST BOOK AWARD COMMITTEE ACTION PLAN, 2015-2016

2015-2016 Best Book Award Committee Work Plan
October 9, 2015

Goals to accomplish in 2015-2016:
We set the top three goals for the committee to accomplish in 2015-2016 as follows according to CALA 2020 Strategic Plan Objective 1 of Goal 6: Preserve and promote Chinese culture and librarianship and collaboration with China from all directions.

- To heighten awareness of the best books of Chinese topics or literature written by authors of Chinese or Chinese descent.
- To honor books written in English or Chinese language originally published in North America in 2015.
- To select and present the awarded books in 2016 CALA Annual Award Banquet.

Action Plan:

预算计划:

<table>
<thead>
<tr>
<th>What (Steps)</th>
<th>Who (Responsibles)</th>
<th>When (Due Dates)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work out a work plan</td>
<td>All committee members</td>
<td>By September 15, 2015</td>
</tr>
<tr>
<td>Review and update Best Book Award Web page</td>
<td>Committee chairs</td>
<td>By October 15, 2015</td>
</tr>
<tr>
<td>Announcement call for nomination</td>
<td>Committee chairs</td>
<td>By October 15, 2015</td>
</tr>
<tr>
<td>Conduct literature research, generate a potential book/authors list</td>
<td>All committee members</td>
<td>By December 31, 2015</td>
</tr>
<tr>
<td>Submit committee interim report</td>
<td>Committee chairs</td>
<td>By December 31, 2015</td>
</tr>
<tr>
<td>Nomination deadline</td>
<td>By March 1, 2016</td>
<td></td>
</tr>
<tr>
<td>Contact publishers to solicit books</td>
<td>All Committee members</td>
<td>By March 30, 2016</td>
</tr>
<tr>
<td>Book review and selection</td>
<td>All committee members</td>
<td>By May 10, 2016</td>
</tr>
<tr>
<td>Communicate with publishers, authors and CALA leadership</td>
<td>Committee chairs</td>
<td>Ongoing until June 22, 2016</td>
</tr>
<tr>
<td>Best Book Award Winners announcement</td>
<td>Committee chairs</td>
<td>By May 29, 2016</td>
</tr>
<tr>
<td>Submit committee annual report</td>
<td>Committee chairs</td>
<td>By May 31, 2016</td>
</tr>
<tr>
<td>Create award certificates and present them to authors in CALA Banquet or email it to awardees</td>
<td>Committee chairs</td>
<td>By June 22, 2016 (before ALA Annual)</td>
</tr>
<tr>
<td>Email certificates to awardees who can’t attend the CALA Banquet</td>
<td>Committee chairs</td>
<td>By June 22, 2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditure items</th>
<th>The number of items</th>
<th>Expenditure Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Certificate Printing</td>
<td>Up to 10</td>
<td>$1.5 \times 10 = $15</td>
</tr>
<tr>
<td>Award Certificate Frame (only for the awardees who present at the Award at the Announcement at CALA Banquet)</td>
<td>Up to 10</td>
<td>$7 \times 10 = $70</td>
</tr>
<tr>
<td>Award Banquet Registration for awardees who agree to attend the Award Announcement at CALA Banquet</td>
<td>5</td>
<td>$40 \times 5 = $200</td>
</tr>
</tbody>
</table>

Total: $285

Note: The proposed budget is the maximum estimate. It may not be used in total. The amount that doesn’t get spent will go back to the funding source.

Best Book Award Committee (2015-2016)
Yuan Li (Co-chair)
Zao Liu (Co-chair)
Amy Kuo
Sai Deng
Ning Zou
Haiwang Yuan
Lijun Xue
CALA annual program is one of the most important meetings of CALA and for its members. CALA Annual Program intends to attract interesting members and provide insights and new trends to benefit CALA members and professionals in the field. In alignment with/Responding to CALA 2015 Strategic plan on member recruitment, retention, and engagement, CALA Annual Program 2016 will be focused on leadership development and advancement for members. By reviewing CALA’s mission and vision statement, the annual program will discuss the success stories of CALA members and CALA’s involvement in their success to reflect the core value of CALA: member-centered and member-oriented. The program will present CALA’s focus on exploring opportunities and professional development for their members. On the other hand, the program will also demonstrate how members contribute to CALA and its members. The annual program will invite librarians from CALA and other professional organizations to discuss their involvements and relationship with their organizations. What types of opportunities and relationship they have with their organizations and what these organizations do to support their members. The program is also trying to find if these opportunities benefit the members and if so, in what way? The program intends to explore members’ thoughts and ideas in their contributions to their organizations, how and why. In the past decade, CALA has developed and involved in a number of projects internationally. These projects provided many opportunities to the members who has thus advanced their career. Many CALA members appreciate the opportunities and would like to be involved more.

1. The experience members gain from organization programs are able to advance them in their careers, widen their network and take upon more responsibilities and rise up managerial position including department heads, directors, faculties or deans.

2. They are contributing their knowledge and experiences to these dept. and institutions and making changes for the better.

3. Members have therefore contributed to their respective organizations by publishing their works and presenting at conferences.

4. How and how much members have done for the organization? How shall we contribute and give back to our own organization? This is what we also want to explore at the Annual Program.

5. We will invite CALA members, members from other caucuses and ALA to talk about their experiences in the above 4 areas.

6. Submit committee interim and annual reports:
   - Interim report is due by the end of December, 2015 (one month before the Board meeting at the 2016 ALA Midwinter Meeting),
   - Annual report is due by the end of May, 2016 (one month before the Board meeting at the 2016 ALA Annual Conference). Inform the Handbook of Officers Committee for revisions.

**CALA Annual Conference Program Committee (2015-2017)**

Qi Chen (Chair) qi23@msn.com Calumet College of St. Joseph

Fu Zhuo zhuof@umkc.edu University of Missouri-Kansas City (Midwest Chapter)

Haiwang Yuan haiwang.yuan@wku.edu Western Kentucky University

Shuyong Jiang shyjiang@illinois.edu University of Illinois at Urbana-Champaign

Min Tong min.tong@ucf.edu University of Central Florida

Yue Li yli3@fsu.edu Florida State University Libraries Liangyu Fu liangyu@umich.edu University of Michigan
CALA CONFERENCE TRAVEL GRANT COMMITTEE ACTION PLAN, 2015-2016

In support of CALA 2020 Strategic Plan Goal #4 Professional Development Opportunities through Training and Mentoring, CALA Conference Travel Grant Committee has identified the following three goals for 2015-2016:

**Goal 1. Review and revise committee’s documentation to clarify the committee’s roles and responsibilities. Establish clear guidelines in administering the travel grant.**

9/2015-10/2015
Obtain committee documentation from previous year's committee chair (accomplished)

11/2015-4/2016 Review committee’s documentation and relevant section in CALA Officer's Handbook and make suggestions about proper revision.

5/2016
Notify the Handbook of Officers Committee about revisions.

**Goal 2: Publicize the grant for maximum participation from members**

1/2016 Announce the availability of the grant through multiple channels: CALA website, newsletter, email call for applications on CALA listserv; contact chapter presidents asking them to announce in local chapter email listserv. etc. Work with Web Committee to update travel grant guidelines on CALA web site.

2/2016
Send out reminders repeatedly as getting closer to the application deadline (3/31/2015)

4/2016
Review the applications and recommend the grant recipients to EC and Board

4/2016
Announce grant recipients through multiple channels as mentioned above and prepare certificates

6/2016
Present the award certificates to the grant recipients at the CALA Awards Banquet.

**Goal 3: Keep CALA website updated about committee work and grant information 9/2015-12/2015**

Review and revise current committee information on the CALA website.

1/2016
Send updated webpage information about the committee to CALA webmaster together with the call for application. **Budget required:** Total: $5,000

There are two travel grants in 2015-2016:

1) CALA Conference Travel Grant: 4 awards, $500 each, Total: $2000

2) IFLA Annual Conference Scholarship: 3 awards, $1000 each, Total: $3000

**Submit committee interim and annual reports:**

- Interim report is due by the end of December, 2015 (one month before the Board meeting at the 2016 ALA Midwinter Meeting),
- Annual report is due by the end of May, 2016 (one month before the Board meeting at the 2016 ALA Annual Conference). Inform the Handbook of Officers Committee for revisions.

**CALA Conference Travel Grant Committee (2015-2016)**

Guoying Liu (Co-Chair) gliu@uwindsor.ca University of Windsor Leddy
Zheng Jessica Lu (Co-Chair) zjlu@usfca.edu University of San Francisco
Dongyun Ni dni@hawaii.edu University of Hawaii at Manoa
Sharon Yang yangs@rider.edu Rider University
Xiaocan Wang wang-x@mssu.edu Missouri Southern State University
CALA CONSTITUTION AND BYLAWS COMMITTEE ACTION PLAN, 2015–2016

Top Goals to Accomplish in 2015 - 2016

• Review the Association’s Constitution and Bylaws and make recommendations to the Board for amendment.
• Consult SP2020 to ensure the Association's business is conducted as prescribed in the Constitution and Bylaws and aligned with SP2020.
• Work with board members and other officers to solicit feedback and complete final recommendations.

Action Plan

1. The Committee will review the latest C&B, make recommendations in conjunction with the SP2020, and collaborate in the shared working document by Sept 30.

   a. Focusing based individual experience and perspectives, looking for guidelines that need clarification, update or add/deletion, including:

      i. Li will compare CALA’s C&B with ALA’s for recommendations.

      ii. Xiaojie will focus on the local chapter level, especially regarding election processes.

2. Complete the 1st draft based on the Committee review and recommendations. Submit to the Board and other committee chairs for feedback.

   a. Draft to the Board and committees by Oct 9th.

   b. Board and committee provide feedback by Nov 20th.

3. Discuss and compile the 2nd Draft proposal/recommendation based on the feedback from the Board & committees, to be presented to the Board during Midwinter in Boston, MA

4. Committee rep(s) present to the Board and collect feedback or approval during the Midwinter Board meeting.

5. The Committee compiles final recommendation based on the feedback and decision by the Board.

6. Vote by the general membership either during the election or at the Annual Membership Meeting in Orlando, FL.

7. Submit committee interim and annual reports.

   • Interim report is due by the end of December, 2015 (one month before the Board meeting at the 2016 ALA Midwinter Meeting).

   • Annual report is due by the end of May, 2016 (one month before the Board meeting at the 2016 ALA Annual Conference).

8. Inform the Handbook of Officers for revisions.

CALA Constitution and Bylaws Committee (2015-2016)

Ying Zhang (Co-Chair) Ying.Zhang@ucf.edu University of Central Florida
Li Fu付黎 (Co-Chair) fu@usna.edu United States Naval Academy
Xiaojie Duan xiaojie.duan@usm.edu University of Southern Mississippi
Zao Liu zliu@neo.tamu.edu Texas A&M University
Mary Wu mwu@rwu.edu Roger Williams University
CALA FINANCE COMMITTEE ACTION PLAN, 2015–2016

In 2015-2016, the priority for the Finance Committee is to review all CALA scholarship funds, award funds, endowed funds, gift funds or grant funds if available and their investment instrument. The Committee will take the following actions:

1. The Committee will compile a list of all funds with their investment information including name of investment firm, account number, fund name, and current balance.

2. Base on the review, the Committee may attempt to make recommendation on investment strategies for those funds that are not performed well.

3. Inform the Handbook of Officers Committee for revisions.

4. Submit committee interim and annual reports:
   - Interim report is due by the end of December, 2015 (one month before the Board meeting at the 2016 ALA Midwinter Meeting)
   - Annual report is due by the end of May, 2016 (one month before the Board meeting at the 2016 ALA Annual Conference)

CALA Finance Committee (2015-2016)
Anna Ren (Chair) annawu@northwestern.edu Northwestern University
Kristy Lee leek@newpaltz.edu State University of New York at New Paltz Campus
Haihua Li haihuali@hotmail.com Michigan Technological University
Ray Pun raypun101@gmail.com California State University at Fresno
Ya Wang wangy@sfsu.edu San Francisco State University
Hong Miao (Ex-Officio, CALA Treasurer) miaohong818@gmail.com Marywood University


<table>
<thead>
<tr>
<th>No.</th>
<th>Action Plan</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Top One: Review all documents of the Standing Committees of CALA to find out if a committee’s doesn’t have a document in CALA Handbook of Officers. Contact the chairs of the committees for creating the document. After receiving the draft, the Handbook of Officers Committee will review the document, and send to the Executive Board for approval before adding to the Handbook.</td>
<td>The letter will be sent out by Nov. 30, 2015. The documents are due by Feb. 29, 2016.</td>
</tr>
<tr>
<td>2)</td>
<td>Top Two: Last year, due to various reasons, the Handbook of Officers Committee didn’t receive the responses from some committee chairs and other officers. This year, we will contact these committee chairs and other officers for their comments and review.</td>
<td>The letter will be sent out by Nov. 30, 2015. The documents are due by Jan. 31, 2016.</td>
</tr>
<tr>
<td>3)</td>
<td>Top Three: Create CALA Handbook of Officers 2016 based on 2015 edition and send the final version of the CALA Handbook of Officers Committee 2015-2016 to the CALA president and related officers.</td>
<td>First draft: by Mar. 31, 2016 Final for the review of President and Director: By Apr. 15, 2016</td>
</tr>
<tr>
<td>4)</td>
<td>Currently some Ad Hoc Committees and other officers group don’t have documents in the Handbook. Work with the CALA President and the Executive Director, review the Ad Hoc Committees and Other Officers groups. If we need to create the document(s) of the Handbook of Officers for these committees, we will work on the documents accordingly.</td>
<td>The letter will be sent out by Nov. 30, 2015. The documents are due by Feb. 29, 2016.</td>
</tr>
</tbody>
</table>

We believe our work relate to all 6 goals in some extent. We consider to tie our committee work to No. 6 which might be a little more closer than other 5 goals.

Budget Proposal: Request $200.00 for printing, copy, and other possible related cost. We normally will use E-version. When we need to use that budget, we will inform the president of the CALA.
In consultation with the CALA Handbook of Officers, CALA Strategic Plan, and CALA President, the Committee identifies the following projects to work on in 2015-16, while providing consultations and recommendations to CALA President on CALA’s international affairs. The action plan below supports two specific goals of the CALA 2020 Strategic Plan: 1) serve as a significant professional development platform to meet and to nurture its members’ dynamic professional needs (goal #4) and 2) collaborate with members, leaders and other partners/organizations to increase CALA’s impact on the local, state, national and international levels (goal #6).

Action Plan

1. Digital Dun Huang Exhibit project. According to CALA President, the Spurlock Museum at the University of Illinois at Urbana-Champaign will work with the Dunhuang Academy of China to hold a digital exhibition at UIUC in fall 2016 to kick off the Digital Dunhuang tour exhibition in American academic institutions, and CALA will be part of the project, with its specific role to be clarified and defined. The CALA President will offer more and detailed information in due course and the committee will discuss and decide how to assist.

2. CALA 21st Seminar Series in Taiwan, 2016. It was informed that Ms. Wei Peng, CALA life member and former Head of Collection Development of National Library of China (Taiwan), has informed CALA of this potential project and is in touch with the Library Director of the National Taiwan Normal University to see if the university is interested in hosting the series. The committee will discuss with Ms. Wei Peng for possible follow up and will review documents with CALA President.

3. CALA 21st Seminar Series in Yunnan, 2016-2019. The committee will work closely with the President and EC on the progress of Yunnan Seminar Series.

4. Beijing International Book Fair ALA Free Pass Grant. Chengzhi Wang, committee co-chair has worked this out with ALA International Office around the CALA Annual Conference time. This event has now become an annual event of ALA’s. With the endorsement of EC, over 10 CALA members have been awarded the grant and successfully participated in Beijing International Book Fair.

5. CALA IFLA Conference scholarship. The committee will work with the Scholarship Committee on the three CALA IFLA Conference scholarship winners to attend IFLA conference 2016. The committee does not participate in the selection of winners, but can provide inputs on the selection criteria and related matters.

6. The incoming U.S.-China library conference in 2016. The committee awaits to receive detailed information from CALA President who is still waiting for news from the organizing committee. If CALA is part of the conference, the committee will provide assistance.

7. The 2015 Library Society of China Conference in December 2015 in Guangzhou. Ying Xu, the committee co-chair, is appointed as co-representative to the conference with Michael Huang who led the delegation to China and who will forward updates to Ying.

8. Reports to CALA. The committee will submit interim and annual reports:

   • Interim report is due by the end of December, 2015 (one month before the Board meeting at the 2016 ALA Midwinter Meeting).

   • Annual report is due by the end of May, 2016 (one month before the Board meeting at the 2016 ALA Annual Conference).

8. Inform the Handbook of Officers for revisions.
Revision of Handbook and Working with the Web Committee: The committee will inform the Handbook of Officers revisions and work with the Web Committee to keep the web information up to date, both with regards to areas related to International Committee.

**CALA International and Relations Committee (2015-2016)**

Ying Xu (Co-Chair) yxx1@calstatela.edu; California State University Los Angeles

Chengzhi Wang (Co-Chair) cw2165@columbia.edu; Columbia University

Andrew Lee yli7@gmu.edu; George Mason University

Jie Huang lilyh@psu.edu; Penn State University Libraries

Ya Wang wangy@sfsu.edu; San Francisco State University

LiLi Li LiLiLi@GeorgiaSouthern.edu; Georgia Southern University

Elaine Dong edong@fiu.edu; Florida International University

Maggie Wang MWang@MontereyPark.ca.gov; Monterey Park City Library

Joy Wang jwang@soka.edu; Soka University of America
CALA JING LIAO AWARD FOR THE BEST RESEARCH COMMITTEE ACTION PLAN, 2015–2016

Membership Recruitment, Retention, and Engagement

Goal 1: Increase member participation
  • Call for participants and announcement of the winner will be disturbed through CALA listserv, web, social media, and news letter, by October 30, 2015
  • Collaborate with the Membership committee, adding the Jing Liao Award and supplemental travel fund information as an additional membership benefit in its public messages, October 30, 2015
  • Collaborate with CALA Repository Task Force, adding awarded publications to the CALA Repository System, May 30, 2016
  • Update call for participation message, adding supplemental travel fund information, by October 05, 2015
  • Review the award selection rubrics, by November 30, 2015
  • Select and announce an award winner, by May 15, 2016
  • Make an arrangement for winner to receive award, by June 15, 2016
  • Follow up with authors who are NOT winners with a Thank-you message for their participation and encourage them to apply for the next-year’s “Jing Liao Award for the Best Research” if possible, by April 30, 2016

Professional Networking and Connections through Cutting-edge Technologies

Goal 2: Develop and maintain relationship with donors to increase donor loyalty
  • Keep donors posted regarding the award selection progress
  • Acknowledge donors’ contribution on CALA web, newsletter, and events with donors’ consent
  • Send out greeting cards in special occasion when it is needed
  • Address donors’ concerns or comments in a timely manner

Goal 3: Collaborate with other CALA committees and taskforces
  • Collaborate with Handbook Committee and Web Committee reviewing and uploading the handbook on the web site, January 31, 2016
  • Collaborate with Public Relations/Fund Raising Committee and following up with potential donors
  • Collaborate with Membership Committee to verify membership status of the applicants, by Apr
  • Collaborate with Publications Committee to post the announcement of the winner on the CALA newsletter
  • Collaborate with Executive Committee and treasurer when any issue arises.

Other tasks:
  • Update committee handbook and award guideline, adding supplemental fund information, December, 31, 2015
  • Create a portfolio for supplemental fund donors; keep track of each donor’s status and making necessary follow up, September, 30, 2015

Budget Requirement: $50 + $500 Jing Liao Best Research Award; $500 Jing Liao Supplemental for Travel. Total: $1050.00
  • Greeting cards and postages to donors ($40). Optional
  • Certificate and certificate frame ($10)

Submit committee interim and annual reports:
  • Interim report is due by the end of December, 2015 (one month before the Board meeting at the 2016 ALA Midwinter Meeting)
  • Annual report is due by the end of May, 2016 (one month before the Board meeting at the 2016 ALA Annual Conference)
  • Inform the Handbook of Officers Committee for revisions

CALA Jing Liao Award for the Best Research Committee (2015-2016)

Yingqi Tang (Co-Chair) tang@jsu.edu Jacksonville State University
Mei Wang (Co-Chair) meiw@umich.edu University of Michigan
Raymond Wang rwang@ccbcmd.edu Community College of Baltimore County
Ying Xu yxu1@calstatela.edu California State University Los Angeles
Liu Yan yanliu1@maine.edu University of Maine
CALA LOCAL ARRANGEMENT COMMITTEE ACTION PLAN, 2015–2016

LAC’s action plan will fully support CALA’s goal of membership engagement. LAC will make effort to engage CALA members in annual award banquet through recruiting performing talents and encouraging more on-site participation. Together we will use this opportunity to showcase the diversity of our membership and facilitate an inviting environment for interpersonal communication. Here are three top goals to accomplish in 2015-2016 that are outlined in the action plan below:

**Goal 1 – Plan a successful award banquet**

**Actions**
- Work with the CALA President and EC on budget estimating;
- Set up a timeline for each step and communicate frequently among committee members to keep track of progress (we will closely follow the Handbook of Officers on this action);
- Identify the right restaurant (location, space capacity, food quality, audio-video equipment and performance stage, restroom, emergency exit, etc.) and negotiate menu and cost;
- Seek for a professional or semi-profession video recorder among CALA members to record banquet highlights and upload them to CALA YouTube channel;
- Refer closely to last year’s committee (2014-2015) report and act upon the suggestions and avoid the mistakes as much as possible;
- Inform the Handbook of Officers Committee any revisions.
- Make an arrangement for winner to receive award, by June 15, 2016
- Follow up with authors who are NOT winners with a Thank-you message for their participation and encourage them to apply for the next-year’s “Jing Liao Award for the Best Research” if possible, by April 30, 2016

**Goal 2 – Advance CALA’s Mission in program design**

**Actions**
- Collaborate with Awards committee to recognize outstanding members’ achievement
- Carefully select entertainment programs that promote Chinese culture
- Send out calls for banquet performers at CALA listserv to showcase member talents
- Work with CALA leadership together to invite guests from ALA and other ethnic caucuses

**Goal 3 – Promote team spirit in the process of planning**
- Make sure each committee member’s voice is heard and gift is utilized
- Create a flowchart that outlines the responsibilities of each committee member
- Call for volunteers for support if needed

**Budget Proposed:**
Performers $300, door prizes $200, $4,570.00 Restaurant (estimated 100 paid guests at $40 and 31 invited guests at no cost). Income to cover almost all the costs will be generated by registrations and donors of 2016 Awards Banquet (Annual Award Banquet Paid guests: ($40 x 100) = $4,000). Any transportation cost will be shared and paid by whoever use the service.

LAC will work with the Public Relations/Fundraising Committee and President on raising the funds.

**Submit committee interim and annual reports:**
- Interim report is due by the end of December, 2015 (one month before the Board meeting at the 2016 ALA Midwinter Meeting)
- Annual report is due by the end of May, 2016 (one month before the Board meeting at the 2016 ALA Annual Conference)
- Inform the Handbook of Officers Committee for revisions

**CALA Local Arrangement Committee (2015-2016)**
Liangyu Fu (Co-Chair)
Min Tong (Co-Chair)
Sai Deng
Wenxian Zhang
Ying Zhang
CALA MEMBERSHIP COMMITTEE ACTION PLAN, 2015–2016

According to The Handbook, Membership Committee major responsibilities are:

- Keep an up-to-date membership roster • Maintain complete membership records in a database • Recruit new members
- Use Honorary Membership as a tool to recruit highly accomplished librarians/scholars
- Honorary Membership (Free) is a special membership type honored/approved by CALA’s Executive Committee or the Board of Directors. (Proposed Definition)
- Print and distribute a membership directory annually • Take charge of all membership activities. • Members will need to staff the booth at Diversity Fair during ALA annual meetings. • Assist the President during Annual Membership Meeting and make current membership list available to Executive Director and President during meeting. [Note: Printing membership directory is no longer needed]

We have the following action plan:

1. To make membership recruitment more efficient, we developed a standard invitation letter and recommend to have the CALA website to automatically send the welcome letter automatically for newly joined member.

2. To keep membership list up to date, before the website and database are fixed, use google sheet or another web accessible database to maintain the list. New members will be added manually. Membership database will need to be checked first for existing record for a new member to decide how the database may be updated.

3. The committee will send our electronic membership list by Date to entire membership and to the President and the executive committee.

4. Membership retention: to keep current members connected, we propose to work with chapter chair to establish WeChat groups for local members.

5. Recruit members:
   a. Encourage past members to renew
   b. Collaboration with the Recruitment of Young Generation Task Force. It would be helpful if we could provide RYGTF student member distribution, but the membership list we currently have does not differentiate student members from other members. This may be a field that could be added to the membership form.
   c. Identify new member recruitment potentials: Based on Sai Deng’s 2015 July’s membership list, CALA has currently 499 active members, among them 269 members are life-long members. By Chapter, 106 members are out of North American. North American members by state/province.

We will target low density member states. The Membership Committee will pass along the membership counts to local chapters and help local chapters to target their recruitment goal and each member in the MC will be assigned a number of states to make sure we reach the recruitment goal of 10 new/renewal members per MC member. In the end, we hope to increase the total active membership counts to 600–650.

We will submit committee interim and annual reports:

- Interim report is due by the end of December, 2015 (one month before the Board meeting at the 2016 ALA Midwinter Meeting)
- Annual report is due by the end of May, 2016 (one month before the Board meeting at the 2016 ALA Annual Conference)
- Inform the Handbook of Officers Committee for revisions

CALA Membership Committee (2015-2016)
Le Yang (Co-Chair) le.yang@ttu.edu Texas Tech University
Hong Cui (Co-Chair) hong1.cui@gmail.com University of Arizona
Liangyu Fu liangyu@umich.edu University of Michigan
Wei Peng pengweilac@gmail.com National Central Library
Mary Wu mwu@rwu.edu Roger Williams University
Qianjin Zhang qianjin-zhang@uiowa.edu Iowa University Xiaocan
Wang wang-x@mssu.edu Missouri Southern State University
Sharon Yang yangs@rider.edu Rider University
Doris Tseng doris.tseng@sfpl.org San Francisco Public Library
Sam Suber subertrooper@gmail.com The Lewis University
Fu Zhuo zhuof@umkc.edu University of Missouri-Kansas City (Election Committee)
Jennifer Zhao jennifer.zhao@mcgill.ca McGill University (Election Committee)
Weiling Liu (Ex-Officio, CALA Webmaster) University of Louisville
CALA MENTORING COMMITTEE ACTION PLAN, 2015–2016

Two GOALS to Accomplish in 2015-2016 to support CALA 2020’s Goal – Professional Opportunities through Training and Mentoring:

1. Support CALA mentoring program by matching mentors/mentee applicants (we anticipate 10-20 pairs of mentors and mentees; we will give more opportunities for mentors/mentees to meet and build relationships via online)

2. Create and share opportunities via email and social media such as resources, webinars, readings, and other tools to build on mentoring pairs;

ACTION PLAN:

<table>
<thead>
<tr>
<th>What (Steps)</th>
<th>Who (Responsible)</th>
<th>When (Due Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work out an action plan</td>
<td>All committee members</td>
<td>9/1/2015</td>
</tr>
<tr>
<td>Call for mentors/mentees for CALA via email; We will review current guidelines and practices of mentorship program</td>
<td>Committee Chairs</td>
<td>9/30/2015</td>
</tr>
<tr>
<td>Review / match (10-20) mentors/mentees applications and announce pairings</td>
<td>All committee members</td>
<td>10/30/2015</td>
</tr>
<tr>
<td>Provide and share resources and opportunities for mentor/mentee to meet throughout the process. Obtain feedback and provide an analysis report to EC/Board</td>
<td>All committee members</td>
<td>10/30/2015 - Ongoing</td>
</tr>
<tr>
<td>Submit committee interim and annual reports:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Interim report is due by the end of December, 2015 (one month before the Board meeting at the 2016 ALA Midwinter Meeting).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Annual report is due by the end of May, 2016 (one month before the Board meeting at the 2016 ALA Annual Conference).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inform the Handbook of Officers any revisions.</td>
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</tbody>
</table>

No budget requested.

CALA Mentoring Committee (2015-2016)

Ray Pun (Co-Chair) raypun101@gmail.com California State University at Fresno
Haiwang Yuan (Co-Chair) haiwang.yuan@WKU.edu Western Kentucky
Zao Liu zliu@email.tamu.edu Texas A&M University
Hongyang Mao homao@syr.edu Syracuse University
Anlin Yang Anlin.yang@nih.gov National Institute of Health
CALA OUTSTANDING LIBRARY LEADERSHIP AWARD IN MEMORY OF DR. MARGARET CHANG FUNG COMMITTEE ACTION PLAN, 2015–2016

July-September 2015, Plans and Work in Progress:
Follow up and work with Lian Ruan, new president on unfinished tasks by the Board:
1. Sent detailed information again to Lian on the advantages of investing in the PCM Fund.
2. Received Board’s approval of the Investment of the Fung’s Endowment Fund in the PCM Fund on Sept. 3, 2015.
3. Work with Hong Miao, CALA Treasurer, together with Carol Gee, Maria Fung and Esther Lee who have helped working with AmeriTrade on the investment.
4. Investment Plan: As of Friday, Sept. 11, 2015, the market share price for the PCM is at $9.49 per share. With the Fung’s Fund in the amount of $19,932.00, we should be able to buy 2050+ shares and will have some cash approximately $470. Keep the cash to pay for AmeriTrade’s fee and the balance in the Fung’s account as cash. AmeriTrade needs to specify this account as Fung’s Endowment Fund. 5. With the 2,000+ shares of PCM Fund, we anticipate the dividends from November 2015-June 2016 (8 months) will have dividends as income in the amount of US$1,312.00 plus extra dividends. These dividends incomes will have more than enough money for the annual monetary award in the amount of US$1,000.00 for the Outstanding Library Leadership Award in Memory of Dr. Margaret Chang Fung.

October 2015
Report to Mr. John Fung, the donor, and Committee members when the investment is done.
Provided CALA has completed the process of investing the Fung’s Fund in the PCM Fund by the end of September 2015 for the Fung’s Endowment Fund the Committee will be able to do the following plans:
1. December 2015 – Call for nomination for the 2016 Outstanding Library Leadership Award in Memory of Dr. Margaret Chang Fung; prepare and submit Mid-year report.
2. February 5, 2016 – Deadline for the submission of complete nomination packages.
3. By March 9, 2016 – Receive, review, evaluate the nomination packages and rank nominees in ranking order and recommend a recipient in accordance with the donor’s agreement, the criteria and guidelines.
4. March 15, 2016 – Submit recommendation of the finalist’s name and supporting documents to the President and the Executive Director for approval by the Board and by the Fung family representative.
5. April 15, 2016 – Announce the name of the award recipient on CALAlist, in the CALA Newsletter and website. Order a plaque for the recipient. Request the Treasurer to issue a check in the amount of $1,000.00 from the Fung’s account for the recipient.
6. June 2016 – Prepare and submit Annual Report; Present the Award during the CALA Annual Awards Banquet
7. By June 2017 – The Award Recipient is requested to submit an original paper (in English or in Chinese) for publication in the NTNU/CALA’s Journal of Library and Information Science.
8. Submit committee interim and annual reports:
   • Interim report is due by the end of December, 2015 (one month before the Board meeting at the 2016 ALA Midwinter Meeting)
   • Annual report is due by the end of May, 2016 (one month before the Board meeting at the 2016 ALA Annual Conference)
   • Inform the Handbook of Officers Committee for revisions

CALA Outstanding Library Leadership Award in Memory of Dr. Margaret Chang Committee (2015-2016)
Sally C. Tseng (Chair) sctseng888@yahoo.com;
Hwa-Wei Lee, Special Consultant hwaweilee2@hotmail.com;
Teresa Chang Wang, Special Consultant 汪 雁秋 wangchi66@yahoo.com.tw;
Esther Lee elee4cala@gmail.com;
Liana Zhou zhou@indiana.edu;
Mei Mei Wu meiwu@cc.ntnu.edu.tw;
Wei Peng pengweiilac@gmail.com;
Freda Fung, Ex Officio freda.fung@hotmail.com
CALA PUBLICATION RELATIONS/FUNDRaising COMMITTEE ACTION PLAN, 2015–2016

Goals & Objectives:
• To accomplish/enhance CALA Public Relation & Fundraising Committee (PRFC)’s responsibilities and functions by preparing promotion materials, advocating fundraising activities, reaching out potential donors (see Action Plan for more details).
• The PRFC Committee will also maximize the involvement in strategic development areas proposed in Striving for Excellence: CALA 2020 Strategic Plan (2015-2020), which includes but not limited to: Membership Recruitment, Retention, and Engagement; Leadership Training and Development; Local Chapter Development; Professional Development Opportunities through Training and Mentoring; Professional Networking and Connections through Cutting-edge Technologies; and CALA’s Impact on the Local, State, National and International Levels.
• The Committee currently sets up the fundraising amount goal for $15,000 for 2015-2016, though the actual amount could be different.

Action Plan:
• Committee work accomplished
1) Creating donation letter, thank-you letter template (finished, added to handbook)
2) Reviewing CALA Donor Acceptance Policy 2012 for possible changes (responsible personnel: all committee members, finished)
• Immediate work needs to be done upon EC Board approval
1) Preparing CALA promotion materials (responsible personnel: Sam & Hanrong, see attached)
2) Setting up donation page on CALA website needs to work with the Web Committee, responsible personnel: Hanrong & Xiaoyu)
3) Adding donation to CALA Membership Form (needs to work with the Web Committee and Membership Committee, responsible personnel: Hanrong & Xiaoyu)
4) Adding donation to CALA Annual Banquet Registration Form and asking for onsite donation as well (responsible personnel: Hanrong & Xiaoyu)
5) Adding donation to CALA Amazon Portal check out page and promote the portal on a regular base. Need to work with the Web Committee, responsible personnel: Hanrong & Xiaoyu)
6) Setting up new ads space or adjust existing ads space in the Membership Directory/ on CALA Website (immediate upon EC board approval, need to work with the Membership Committee, responsible personnel: Hanrong & Xiaoyu)

• Core Task for the Committee:
Reaching out to general public for fundraising possibilities (immediate upon EC board approval, responsible personnel: all committees, chapter Presidents, and all potential groups and individuals). As the core action for the Committee, detailed proposal outlines (but not limited) could be addressed as:
1) To coordinate with other CALA committees/ taskforces (especially Local Arrangement Committee, Membership Committee, Caring and Loving Fund Task Force, Leadership Training Academy Task Force, Professional Development Task Force, History of Chinese Railroad Workers on the Transcontinental Railroad Task Force) for any possible fundraising activities (these activities could be event oriented, program oriented or etc.) by November 16, 2015 (responsible personnel: Hanrong & Xiaoyu);
2) To coordinate with CALA’s chapters for any possible fundraising activities by November 15, 2015 (responsible personnel: Hanrong & Xiaoyu);
3) To connect/contact potential vendors for any possible donations by Feb 28, 2016 (responsible personnel: Hanrong & Xiaoyu);
4) To connect/contact individual donor for any possible donations by November 15, 2015 (responsible personnel: Hanrong & Xiaoyu);

Supports Needed from CALA:
Funds will be needed for: $500 (final amount could be different)
• Donation Form (see attached) /and (or) Thank-You Card (will create one if needed) printing fee: about $200 for double-sided colored postcard size for 200-300 copies)
• Mailing& distribution, and/or some fundraising activities: about $300 (Most reaching out communications could be done electronically while some donation letters should be sent via mail).

Submit committee interim and annual reports:
• Interim report is due by the end of December, 2015 (one month before the Board meeting at the 2016 ALA Midwinter Meeting)
• Annual report is due by the end of May, 2016 (one month before the Board meeting at the 2016 ALA Annual Conference)
• Inform the Handbook of Officers Committee for revisions

CALA Public Relations /Fund Raising Committee (2015-2016)
Xiaoyu Duan (Co-Chair) xduan@ou.edu University of Oklahoma at Norman Xin Xiang stonexiang@gmail.com Google
Zhao Xing babla_zx@163.com Beijing Normal University
Sam Suber subertooper@gmail.com The Lewis University
CALA PUBLICATION COMMITTEE ACTION PLAN, 2015–2016

Goals and Action Plans 2015-2016
In line with the strategic goals of collaborating with members, leaders and other partners/organizations to increase CALA's impact on the local, state, national and international levels laid out in CALA 2020 Strategic Plan, the publication committee established the goals to:

1. Collaborate with the LIS publications in China and promote the scholarly communication between Chinese American Librarians and Chinese Librarians. Objective: Cooperate with leading publishers in the library and information science field in Mainland China and promote the scholarly communication via publications.

Steps:
a. Communicate with the publishers in library and information science field in Mainland China and identify the opportunity to accept publications from authors overseas;
b. Clarify the copyright issues and provide the cooperative publication list on CALA's website.

Timeline:
October, 2015 - December, 2015: confirm the themes, languages, styles, publication schedule and copyright issues of special columns with 3-5 publishers in LIS field in Mainland China.

January, 2016 - February, 2016: publish the cooperative publication list on CALA's website and assist to distribute the “Call for Paper Proposals” through CALA Website, CALA Mailing list, etc. March, 2016 - June, 2016: coordinate the communication between the publishers in Mainland China and overseas authors; promote the scholarly publication and communication.

2. Support the Research that Demonstrates the Value of Chinese American Librarians and the Role of CALA members in the LIS field; promote the Sharing of CALA Member’s Publication, Knowledge and Other Resources

Objective: Cooperate with the Task Force of CALA Academic Resources and Repository System (CALSYS) to support and assist the data collections in the system. Steps:
a. Propose to accept CALSYS Task Force as the sub-committee of the Publication Committee;
b. Joint-review the CALSYS task force statement, policies, budget plans and action plans.

Timeline:
November, 2015 – Propose to the Board to include the CALSYS to Publication Committee

January, 2016 – June, 2016, upon approval, collaborate with Sharon Hu on the CALSYS action plan implementation.

Based on CALA publication Committee's responsibility, we established following goals:

1. Develop Coherent Publication Policy and Enhance Communication among CALA Members via CALA’s Publication

Objective: Collaborate with CALA publication editors and related CALA committees; develop coherent publication policies, standards and guidelines for CALA's publication.

Steps:
a. Establish communication with Newsletter Editor, Occasional Papers Series Editor, Editor for Journal of Library and Information Science, webmaster and other related committees, understand their existing publication policies, standards, guidelines or practices;
b. Coordinate stakeholders and provide assistance to create and evaluate the publication policies, standards, guidelines or practices;
c. Promote the communication efficiency and consistency in CALA's publication;
d. Make the publication policies transparent, centralized and presented on CALA’s website.

Timeline:
November, 2015– December, 2015: establish contact with the chairs and editors from related committees and define the scope of publication policies and standards

January, 2016 – March, 2016: initiate meetings and propose revisions to publication documents from related committees, draft consolidated publication standards and solicit feedbacks from related committees;

April, 2016 – June, 2016: revise, publish, implement and promote the consolidated publication standards.

Objective: Recommend CALA Occasional Papers Series (OPS)Editors and Associate Editors to Board for appointment and Appoints CALA OPS Editorial Board members (assistant editors) recommended by the CALA OPS Editor.

Steps:
a. Recruit and review the profiles of proposed candidates for OPS Editors and Associate Editors;
b. Recommend OPS Editors and Associate Editors to Board;
c. After the OPS Editors and Associate Editors are appointed, solicit the recommendation for Assistant Editors;
d. Review and appoint the Assistant Editors.
Timeline:
October - November 2015: Recommend OPS Editors and Associate Editors to Board
November - December: solicit recommendation for assistant editors and appoint assistant editors

Budget Request: $1000 for Journal of LIS (NTNU, see the agreement)

Submit committee interim and annual reports:
• Interim report is due by the end of December, 2015 (one month before the Board meeting at the 2016 ALA Midwinter Meeting),
• Annual report is due by the end of May, 2016 (one month before the Board meeting at the 2016 ALA Annual Conference).
Inform the Handbook of Officers Committee any revisions.

CALA Publications Committee (2015-2016)
Yan Liu (Co-Chair) yan.liu1@maine.edu University of Maine
Qiong Tang (Co-Chair) tqiong@mail.sysu.edu.cn Sun-Yat Sen University
Haihua Li haihuali@hotmail.com Michigan Technological University
Hui-Fen Chang huifen.chang@okstate.edu Oklahoma State University
Sharon Hu chu@csu.edu Chicago State University

CALA Occasional Papers Series (OPS) Editor:
Suzhen Chen suzhen@hawaii.edu University of Hawaii at Manoa (Pending Board's Approval)
Subcommittee for the CALA Occasional Papers Series Open Access Journal Guoying Liu, Chair,gliu@uwindsor.ca University of Windsor Leddy
Yongming Wang, wangyo@tcnj.edu, The College of New Jersey Library
Jason Zou, gzou@lakeheadu.ca, Lakehead University Library

CALA Newsletter Co-Editor:
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Xiaojie Duan xiaojie.duan@usm.edu University of Southern Mississippi

CALA on Social Media (Facebook, YouTube and etc.):
Sai Deng saideng@gmail.com University of Central Florida
Minhao Jiang mjiang14@illinois.edu University of Illinois at Urbana-Champaign
CALA SCHOLARSHIP COMMITTEE ACTION PLAN, 2015-2016

Goals
The main goal of the committee in 2015-2016 is to select recipients for various scholarships and awards. This goal aligns with the fourth strategy area in the CALA 2020 strategic plan—Professional Development Opportunities through Training and Mentoring. The financial support that CALA provides to scholarship and award recipients will help to nurture the professional development needs of members. The specific actions are as follows:

1. Determine the winner of scholarships
   a. Solicit application for scholarship
   b. Review and evaluate scholarship application
   c. Select winners and a runner-up
   d. Make recommendation of winners and runner-up to CALA President, Executive Director, and the Board

2. Assess application form(s) and guidelines
   a. Review the application form, recommend and make changes if needed
   b. Review guidelines and recommend changes if needed

3. Review scholarship committee portion of the officer handbook
   a. Review handbook and recommend changes if needed

4. Update scholarship and award information on the CALA website in collaboration with CALA Web Committee

Timeline
October 30, 2016

1. Revise application and reference forms on the CALA website and send final version to CALA President for review/changes/approval
2. Post the scholarship news release to the CALA website
3. Forward the news release to all ALA accredited library schools in the U.S. and Canada
4. Forward the news release to the ALA Liaison to Ethnic Caucuses for distribution

January/February 6, 2016
1. Send out a follow-up reminder for application
2. Review the scholarship and award information on the CALA website and inform the CALA Web Committee about the related updates

March 6, 2016
1. Deadline for all application and reference material submissions

March 7-30, 2016
1. Review applications with the guidelines

April 6
1. Recommend scholarship recipients to CALA President, Executive Director, and the Board for their final approval, and keep a back-up recipient if the winner declines the award

April 30
1. Inform recipients of their award status and confirm recipients’ acceptance of the award
2. Send all recipients’ names and contact information to the Mentoring Committee Chair for matching them with experienced CALA members
3. Invite recipients to CALA Awards Banquet in June during ALA Annual Conference
4. Post announcement of the scholarship recipients to the CALA membership by email and on the CALA website

May
1. Review the Scholarship Committee portion of the officer handbook and inform the CALA Handbook of Officers with revisions

June
1. Present the award certificates to the recipients.

Budget Required:
List of scholarship awards to CALA members:

Supported by CALA Funds: Grand total: $1000

1. CALA Scholarship of Library and Information Science: 1 award, $1000

Supported by Donor Funds: Grand total: $1550

1. Huang Tsao-ting and Wu Yao-ju Research and Scholarship Award: $800 (3 recipients: $200, $200, $400) (work with the Library School at Wuhan University)
2. Sheila Suen Lai Scholarship of Library and Information Science, $250 (by CALA funds), $250 by Sheila Lai fund
3. Lisa Zhao Scholarship Fund: $500, one recipient

We will submit committee interim and annual reports:
• Interim report is due by the end of December, 2015 (one month before the Board meeting at the 2016 ALA Midwinter Meeting)
• Annual report is due by the end of May, 2016 (one month before the Board meeting at the 2016 ALA Annual Conference)
• Inform the Handbook of Officers Committee for revisions

CALA Scholarship Committee (2015-2016)
Vincen Kwong (Co-Chair) vkwong@ius.edu Indiana University South Bend
Jennifer Zhao (Co-Chair) jennifer.zhao@mcmill.ca McGill University
Huifen Chang huifen.chang@okstate.edu Oklahoma State University
Yuet Tran yuet.tran@stonybrook.edu Stony Brook University
Lijun Xue lxue@madonna.edu Madonna University
Sharon Yang yangs@rider.edu Rider University
Suoling Zhu zhusuoling@njau.edu.cn Nanjing Agricultural University
Top Goals to Accomplish in 2015-2016. Goal 1: Promoting the Sheila Lai Research Award to more Chinese Librarians

Goal 2: Establishing effective guideline/working procedure for future committee members

The Committee will work closely with CALA’s Web, Email & Social Media Committees/Services to make several announcements about this award and call for applicants. We will review and update awards guidelines web page.

October 2015 to December 2015

Finalize the "Call for Applicants" and setup dates for the message to be sent out via CALA’s mailing list and social media platforms.

January 15, 2016

Send out the first announcement via email.

February 15, 2016 Send out the second one. The due date will be on March 15, 2016.

April 15, 2016

Recommend the recipient to the Awards Committee for final approval.

April 30, 2016

Make announcement of the recipient on the CALA listserv and CALA web page.

May 2016

Invite the recipient to attend the CALA Awards Banquet and receive the award certificate and check in June during ALA Annual Conference.

Budget Required: 1 award, $500.00

Submit committee interim and annual reports:

• Interim report is due by the end of December, 2015 (one month before the Board meeting at the 2016 ALA Midwinter Meeting).
• Annual report is due by the end of May, 2016 (one month before the Board meeting at the 2016 ALA Annual Conference).

The following message, upon approval, should be published on the CALA website throughout the year. There is NO extra budget required for this committee. All communications will be conducted via email.

Purpose of the Award

The purpose of Sheila Lai Research Award (hereinafter ‘Lai’s Award’) is to encourage CALA members to engage in research activities that contribute towards library and information science, and related to Chinese American Librarianship particularly.

An award in the amount of $1,000 will be granted to the winner(s).

Lai’s Award may be used for conducting research projects, attending research related conferences and workshops, conducting research workshops and programs, assisting in research writing, or other activities not inconsistent with the general purpose of the award. Lai’s Award cannot be used for personal events or for attending professional association conferences, such as ALA or CALA.

Commitment

The award recipient’s attendance at the CALA Annual Awards Banquet is required. The recipient shall submit a final report to CALA’s Executive Director detailing the outcome and performance of the specific research project no later than the following Annual Conference.

Eligible applicants for Lai’s Award Must

1. Be a current CALA member in good standing
2. Have at least an MLS degree
3. Be currently employed in a professional level position
4. Have been a CALA member for at least one year prior to submitting an application
5. Maintain CALA membership status throughout the duration of the use of the award
6. Have not received any other CALA grant or award in the same year as the Lai’s Award

A complete application must consist of the following and sent by email:

1. A Cover Letter
2. A statement of intended research activities and plans (no more than five double spaced pages in length)
3. A curriculum vitae
4. Two (2) letters of reference attesting to the applicant’s research credentials

Sheila Lai Research Award Committee Members:

Yijun Gao ygao@dom.edu Dominican University (Chair)
Hui-Fen Chang huifen.chang@okstate.edu Oklahoma State University
Yanpeng Song Vida 270735052@qq.com
Li Sun lisun@rci.rutgers.edu Rutgers University
Raymond Wang rwang@ccbcmd.edu Community College of Baltimore County
CALA WEB COMMITTEE ACTION PLAN,
2015–2016

The Web Committee provides technical support on CALA’s servers and maintains a user-friendly virtual environment for CALA in an efficient and effective way while providing professional development opportunities for the Web Committee members.

Routine maintenance responsibility assignments:
Weiling Liu: Server maintenance and overall management
Yanhong Wang: Job ads management and backup for Webmaster
Hong Yang Mao: website restoring assistance
Haihua Li: Job ads support, website posting and enhancement together with other members
Lili Li: Job ads support, website posting and enhancement together with other members
Minhao Jiang: logins, listserv registration, and membership database support
Suzhen Chen: membership database support, listserv moderation
Xing Zhao: listserv moderation, website restoring assistance

[Note: Members’ responsibilities may rotate after six months]

New or continuing projects

1. Facilitate communications among CALA members through new technologies e.g. Improve CALA public interface to promote CALA both nationally and internationally; Advance CALA as “the hub” to get together virtually and/or in person; Build platform that will help to demonstrate the value of Chinese American librarians and the role of CALA members in the LIS field) (2020 Strategic Plan, Goal.5)

Projects:

(Note: CALA’s Web sites were hacked on 7/7/2015)

a. Migrate CALA’s main web sites to a new host provider - DONE (7/16/2015)

b. Restore and migrate websites to the new host server

1) Main site (http://cala-web.org)

   i. Rebuilt – the new site was setup in production – (7/21/2015)

   ii. Explore a new system ( Tried to upgrade the system several times without success. Take this chance to see if there is a better system for the site.)

   iii. Restore – (everyone) (old site restored on http://web-cala.org/calaweb. Will be migrated to the new system.)

2) Membership Database (https://intranet.cala-web.org) (new URL) (old URL: my.cala-web.org)

   i. Rebuilt – site was up in production with live webform (9/1/2015)

   ii. Restore and enhance system and data management


   i. Setup server – DONE (9/18/2015)

   ii. Restore contents (Hongyang, Suzhen

4) CALASYS (http://ir.cala-web.org) (institutional repository)


6) Project (For EC to store documents) - restore

7) Chapters – restore – (vendor) DONE (7/31/2015)

c. Restore Listservs - DONE (7/31/2015)
   • CALAboard (calaboard@web-cala.org) (new domain)
   • Chairs (chairs@web-cala.org) (new domain)
   • Chapter Presidents (chp@web-cala.org) (new domain)
   • CALAlist (calalist@cala-web.org)

d. Review web contents for retention, revision, development and weeding, editorial guides, SEO, site activities, etc. (To be completed during the restoring and rebuilding process.)
2. Further membership retention and engagement by enhancing communications among CALA members through various means including innovative technologies and members’ information sharing; engage and connect members so that a community can be developed where members can obtain guidance and comradeship for as broad spectrum of professional development needs as possible (2020 Strategic Plan, Goal.1.3)

Projects:

a. Online and print membership directory support (from FY13-14) (Minhao and Weiling) (10/31/2015)

b. Provide assistance to Print Membership Directory project (generated a member list and is waiting for further information (Minhao and Weiling) (10/31/2015)

3. Provide support to CALA 2015-16 elections or surveys (6/30/2016) (2020 Strategic Plan, Goal.2.4)

Projects:

a. GMA Chapter election (Sept. 2015) – Minhao - DONE (9/11/2015)

b. NCA Chapter election (Sept. 2015) – Weiling – DONE (9/18/2015)

c. CALA 2015-16 election

i. Setup a form for call nominations – Weiling – DONE (10/13/2015)

ii. Election support (early 2016) – Minhao and Haihua

d. Best Book Award form and page – Weiling and Minhao

4. Enhance CALA members' professional networking and connection opportunities by leveraging existing systems and/or identifying new technologies; Preserve and promote Chinese culture and librarianship and collaboration with China from all directions. (2020 Strategic Plan, Goal.6.1)

Projects:

a. Explore a new cloud-based storage hosting provider (Yanhong and Weiling) (10/31/2015)

b. Explore a new online meeting solution (Weiling) (10/31/2015)

c. Improve contents, structures and publishing experiences on the CALA's public interface. Support CALA's website operational planning, enhance and streamline the ads management, improve user experiences, release some repetitive works through technology enhancement Budget Requested: $1500.00 for all the Web maintenance, server storage and online meeting

Reminder:

1. Submit committee interim and annual reports:
   • Interim report is due by the end of December, 2015 (one month before the Board meeting at the 2016 ALA Midwinter Meeting).
   • Annual report is due by the end of May, 2016 (one month before the Board meeting at the 2016 ALA Annual Conference).

Inform the Handbook of Officers Committee for revisions if any.

CALA AD HOC ELECTION COMMITTEE ACTION PLAN, 2015-2016

Objectives:

1-3 Top Goals to Accomplish in 2015-2016

Elect all officers as required by the B & C

Action Steps

1. Prepare for election
2. Call for election
3. Administer election
4. Announce results

Outcomes: Elect all officers as required by the B & C.

Budget: $60

Timeline: March 20 through April 20, 2016

Committee report: After election is complete

Li Fu (Chair) ailiyafa@gmail.com University of San Diego

Email-ballot Subcommittee:

Wen-Ling Liu wliu@indiana.edu Indiana University

Ying Zhang Ying.Zhang@ucf.edu University of Central Florida

Print Ballot Subcommittee:

Yuan Li YL7@princeton.edu Princeton University

Zheng (Jessica) Lu zjlu@usfca.edu University of San Francisco Gleeson Library

Membership Subcommittee:

Jennifer Zhao zhao@mcgill.ca McGill University

Fu Zhuo zhuof@umkc.edu University of Missouri-Kansas City

Systems Subcommittee:

Minhao Jiang mjiang14@illinois.edu University of Illinois at Urbana-Champaign

Haihua Li haihuali@hotmail.com Michigan Technological University (back up)
CALA SHEILA LAI RESEARCH AWARD COMMITTEE ACTION PLAN, 2015–2016

Top Goals to Accomplish in 2015-2016. Goal 1: Promoting the Sheila Lai Research Award to more Chinese Librarians

Goal 2: Establishing effective guideline/working procedure for future committee members

The Committee will work closely with CALA’s Web, Email & Social Media Committees/Services to make several announcements about this award and call for applicants. We will review and update awards guidelines web page.

October 2015 to December 2015

Finalize the “Call for Applicants” and setup dates for the message to be sent out via CALA’s mailing list and social media platforms.

January 15, 2016

Send out the first announcement via email.

February 15, 2016 Send out the second one. The due date will be on March 15, 2016.

April 15, 2016

Recommend the recipient to the Awards Committee for final approval.

April 30, 2016

Make announcement of the recipient on the CALA listserv and CALA web page.

May 2016

Invite the recipient to attend the CALA Awards Banquet and receive the award certificate and check in June during ALA Annual Conference.

Budget Required: 1 award, $500.00

Submit committee interim and annual reports:
- Interim report is due by the end of December, 2015 (one month before the Board meeting at the 2016 ALA Midwinter Meeting).
- Annual report is due by the end of May, 2016 (one month before the Board meeting at the 2016 ALA Annual Conference).

The following message, upon approval, should be published on the CALA website throughout the year. There is NO extra budget required for this committee. All communications will be conducted via email.

Purpose of the Award

The purpose of Sheila Lai Research Award (hereinafter ‘Lai’s Award’) is to encourage CALA members to engage in research activities that contribute towards library and information science, and related to Chinese American Librarianship particularly.

An award in the amount of $1,000 will be granted to the winner(s).

Lai’s Award may be used for conducting research projects, attending research related conferences and workshops, conducting research workshops and programs, assisting in research writing, or other activities not inconsistent with the general purpose of the award.

Lai’s Award cannot be used for personal events or for attending professional association conferences, such as ALA or CALA.

Commitment

The award recipient’s attendance at the CALA Annual Awards Banquet is required. The recipient shall submit a final report to CALA’s Executive Director detailing the outcome and performance of the specific research project no later than the following Annual Conference.

Eligible applicants for Lai’s Award Must

1. Be a current CALA member in good standing
2. Have at least an MLS degree
3. Be currently employed in a professional level position
4. Have been a CALA member for at least one year prior to submitting an application
5. Maintain CALA membership status throughout the duration of the use of the award
6. Have not received any other CALA grant or award in the same year as the Lai’s Award

A complete application must consist of the following and sent by email:

1. A Cover Letter
2. A statement of intended research activities and plans (no more than five double spaced pages in length)
3. A curriculum vitae
4. Two (2) letters of reference attesting to the applicant’s research credentials

Sheila Lai Research Award Committee Members:

Yijun Gao ygao@dom.edu Dominican University (Chair)
Hui-Fen Chang huifen.chang@okstate.edu Oklahoma State University
Yanpeng Song Vida 270735052@qq.com
Li Sun lisun@rci.rutgers.edu Rutgers University
Raymond Wang rwang@ccbcmd.edu Community College of Baltimore County
CALA NOMINATING COMMITTEE ACTION PLAN, 2015–2016

Top Goals
The Chair will lead the committee to fulfill the major responsibilities defined in the CALA Handbook of Officers and carefully follow the time table outlined in the Handbook. Call for nominations needs to be posted in October and have the slate of candidates ready by early Dec. The 2016 ALA Midwinter Meeting will be held from Jan. 8 to 12, and the CALA Board Meeting (II) will occur on Jan. 9. The Chair will submit the two reports required by CALA.

Major Responsibilities
• Shall present to the President a list of nominees, between five and ten, for the five outgoing Board members.
• Shall also submit a slate of one or two nominees for the position of Vice-President/President Elect.
• Shall submit a slate of one or two nominees for each of the positions in the event that the terms of the Treasurer and/or the Executive Director expire or become vacant.

Procedures
• Call for nominations.
• Make sure all nominees are personal members in good standing.
• Seek the consent of each nominee and request for statement for the position.

Publicity
• Post the "Call for Nominations" to CALA members via CALA listserv.
• Shall announce the list of nominees in the CALA Newsletter or CALA Web, whenever possible.

Timeline (Revised from the CALA Handbook of Officers)
October Send out the "Call for Nominations" by Oct 10; first Reminder October 31
November
2nd reminder by Nov 15
Contact the nominees for consent and statements for the positions
December
All Nomination submissions due Dec 1th
Discuss and rank the nominations and prepare the slate of candidates for CALA EC meeting 2, Jan. 9, 2016, 7 pm, during Midwinter.

January
Rank the nomination and submit the slate of final candidates to the President and the Executive Director at least 30 days prior to the Board meeting which is held on Jan. 9.

March
Get the approved list of nominees and compile biographies and statements for annual election in spring and forward it to the CALA Webmaster to prepare online voting. The list shall be published in the listserv, websites, or newsletter of the Association prior to the annual membership meeting in June.

Report Due Dates
Interim: One month before the board meeting at mid-winter meeting.
Annual: One month before the board meeting at annual conference. 13

CALA Nominating Committee (2015-2016)
Carol Gee (Chair) kachuen.gee@lehman.cuny.edu Lehman College
Ying Xu (California South) yxu1@exchange.calstatela.edu California State University Los Angeles
Andrew Lee (Greater Mid-Atlantic) yli7@gmu.edu George Mason University
Sharon (Chengren) Hu (Midwest) chu@csu.edu Chicago State University
Michael Huang (Northeast) Michael.b.huang@stonybrook.edu Stony Brook University
Yingqi Tang (southeast) tang@jsu.edu Jacksonville State University
Le Yang (Southwest) le.yang@ttu.edu Texas Tech University
CALA ASSESSMENT AND EVALUATION TASK FORCE
ACTION PLANS, 2015-2016

#1 Guided by the CALA constitution, by-laws, and the strategic plans, review the committee and task force charges and make recommendations to the president and board on the future committee re-organization and consolidation.

Work with the Membership Committee to collect membership information (including the numbers of regular members, life members, public library members, academic library members, other special library members, and years as CALA member)

Sort the committees and the task forces based on the six goals in the strategic plan and assign reviewing duties to committee members.

Compile the feedback and make recommendations to the president and board.

Deadlines:
Collect the membership information from the Membership Committee - November 30, 2015
Assign the charge reviewing tasks – December 15, 2016
Collect feedback - Feb 15, 2016
Compile the input and write report - March 15, 2016

#2 Facilitate the assessment of the CALA programs on the LIS professional development or other program outcomes.

Identify the CALA Programs that need to be assessed and initiate the communication with the program directors/chairs

Create a brief assessment report template that can be customized by CALA programs depending on their outcomes.

Collect assessment data/reports (if available) from the CALA programs and provide suggestions and guidance for the programs which need help in creating assessment plans.

Deadlines:
Identify the CALA programs that need to be assessed - November 30, 2015
Contact the directors/chairs of the programs to review their progress on the assessment – December 15, 2015
Create an assessment report template for CALA programs - March 30, 2016
Assessment data from the CALA programs (if available) due - April 30, 2016
Offer assessment suggestions and guidance - April 30, 2016
Submit Task Force interim and annual reports:
Interim report is due by the end of December, 2015 (one month before the Board meeting at the 2016 ALA Midwinter Meeting)

Annual report is due by the end of May, 2016 (one month before the Board meeting at the 2016 ALA Annual Conference).
CALA 2020 STRATEGIC PLAN TASK FORCE (ONE YEAR EXTENSION 2015-2016)

Please List 1-3 Top Goals to Accomplish in 2015-2016:
Complete the final revision of the Strategic Plan that will be forwarded to the Board for approval in October 2016.
Action plan based on the SPTT's charges and action plan in 2014-2015:
As of September 2015, SPTF has completed the CALA 2020 Strategic Plan and is waiting for more edits and comments from CALA leaders. We expect the Board's approval in late fall.
Budget Request: None.
Submit Task Force interim and annual reports:
Interim report is due by the end of December, 2015 (one month before the Board meeting at the 2016 ALA Midwinter Meeting),
Annual report is due by the end of May, 2016 (one month before the Board meeting at the 2016 ALA Annual Conference).

CALA 2020 Strategic Plan Task Force (one year extension 2015-2016)
Lian Ruan (Co-Chair) lruan@illinois.edu University of Illinois at Urbana-Champaign
Sha Li Zhang (Co-Chair) shali.zhang@mso.umt.edu Montana State University
Qi Chen qi23@msn.com Calumet College of St. Joseph
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Yijun Gao ygao@dom.edu Dominica University
Leping He Leping.He@asu.edu Arizona State University
Wen-ling Liu wliu@indiana.edu Indiana University
Shu-Hua Liu shuhua2007@gmail.com Santa Clara County Library
Chengzhi Wang cw2165@columbia.edu Columbia University
Patty Wong Patty.Wong@yolocounty.org Yolo County Library
Shengping Xia dhxiashengp@hotmail.com Dunhuang Academy
Ying Zhang Ying.Zhang@ucf.edu University of Central Florida
CALA CARING AND LOVING FUND TASK FORCE ACTION PLAN, 2015–2020

Based on the CALA strategic plan 2020, the Task Force will take the following action plans to help CALA recruit, retain and engage members at the chapter and organizational level, and make positive impacts through all levels.

1. Establish CALA Caring and Loving Fund
   Define goals, charges and applications of the Task Force (July 2015- Dec. 2015)
   Develop guidelines on the fund use (July 2015- Dec. 2015)
   Fund Management plan (July 2015- Dec. 2015)
   Submit Task Force interim and annual reports
   i. Interim report is due by the end of December, 2015 (one month before the Board meeting at the 2016 ALA Midwinter Meeting)
   ii. Annual report is due by the end of May, 2016 (one month before the Board meeting at the 2016 ALA Annual Conference).
   Inform the Handbook of Officers with the charges and time schedule (March 2016)

2. Get donations for the Fund
   Advocate the fund widely through website, newspaper, flyers, and CALA at Annual Conference or other formal venues. (2016-2017)
   Fund raising activities (set up a realistic goal, past experience might be helpful) (2016-2020)
   Collaborate with chapters and CALA on fund raising initiatives (2016-2020)

3. Use the Fund
   Convert the task force to a CALA standing committee (2017-2018)
   Define its governance (2017-2018)
   Revise policy or guidelines on the fund use (2017-2018)
   Use the fund (2015-2020)

4. Maintain the Fund
   Collaborate with CALA and its chapters on fund raising events (2015-2020)
   Gather information on the impact of fund on all levels (2017-2020)
   Assess the program (2018-2020)
   Move forward with assessment results (2020- )

**CALA Caring and Loving Fund Task Force Action Plan 2015-2020**

Andrew Yanqing Lee (co-chair) George Mason University
Jin Xiu Guo (co-chair), Kennesaw State University
Eugenia Beh, MIT Libraries
Hong Miao (Ex-Officio, CALA Treasurer), Marywood University
CALA ACADEMIC RESOURCES & REPOSITORY SYSTEM
ANNUAL ACTION PLAN, 2015-2016

Major Objectives and Time Table:

I. Collect Data in CALASYS
Continuously Call for Contributions to increase data in system;
Especially, collecting the publication data (bibliographic citations) from:
Outstanding Chinese-American Librarians and related Professionals;
All CALA Officers: Presidents, Vice Presidents, Board Members, Committees' Chairs and members;
All CALA Local Chapters’ Officers: Presidents, Vice Presidents, Committees’ Chairs and members, including all years;
All CALA Members;
Other Chinese-American Librarians and related Professionals.
The data input (increasing data entries) in the system is the major task during 2015-2016.

II. Continuously improve CALASYS system with necessary system management documents:
1. Cooperate with CALA Web Committee to confirm, improve and enhance CALASYS platforms and functions, especially if need to use new platform/software necessarily;
2. Cooperate with CALA Web Committee to enhance CALASYS database design and metadata standards;
3. Continuously improve CALASYS Web site functions and interface for public services to benefit CALA members for professional development (researches and publications).

III. Investigating and exploring the new system platform/application software if necessary
Along with data input increasing (see Objective I as above), evaluating and exploring the current system platform (Omeka based) functions and services. If a new system would be necessary, the budget for system is $1,500 for 5 years ($300 per year).
CALA COLLABORATION AND ORGANIZATIONAL DEVELOPMENT INITIATIVES TASK FORCE ACTION PLAN, 2015-2016

Charges
Under the guidance of CALA’s leadership, the new Collaboration and Organizational Development Initiatives Task Force is charged to help achieve CALA’s goals defined in the CALA 2020 Strategic Plan with the following

objectives
To explore and identify potential collaboration opportunities within and beyond CALA community and make recommendations;
To develop and help implement consistent practices across CALA committees and task forces;
To review current CALA organizational structure and make recommendations towards CALA’s long-term, sustainable growth and efficient, effective operation.

Action Plans

Action plan 1
Conduct a review on internal organization from a collaborative perspective and make recommendations. Work with the Assessment and Evaluation Committee.
Review all CALA Committees’ charges and master calendar;
Reach out to the current committee chairs including chapter presidents for input of potential collaborations among committees/chapters;

Deadlines:
Nov. 30, 2015: Complete review of CALA committees’ charges and master calendar;
Nov. 30, 2015: Complete gathering of input from committee chairs/chapter presidents

Action plan 2
Conduct a survey among CALA members to identify the needs and ways of collaborations at all levels, both internally and externally. Work closely with the President on the survey questionnaire.

Deadlines:
Nov. 30, 2015: Complete the design of the survey;
Dec. 15, 2015: Online survey open to the members (close on January 15, 2015);
March 30, 2016: Complete data analysis and draft report;
April 30, 2016: Submit final report to the President, EC and the Board;
June 2016: Participate in the Board discussion on the Report

Other works
Submit Task Force interim and annual reports:
Interim report is due by the end of December 2015 (one month before the Board meeting at the 2016 ALA Midwinter Meeting),
Annual report is due by the end of May 2016 (one month before the Board meeting at the 2016 ALA Annual Conference).
Inform the Handbook of Officers the Task Forces charges and time schedule as needed if the Task Force will be recommended to continue next year. Work with the Web Committee Chair to keep the web information up-to-date.

Roster
Heather Cai, Chair, heather.cai@mcgill.ca McGill University
Yan He, yh4@iuk.edu Indiana University Kokomo
Jie Huang, lilyh@psu.edu Penn State University
Zheng Jessica Lu, zjlu@usfca.edu University of San Francisco
Jian Anna Xiong, axiong@lib.siu.edu Southern Illinois University
CALA FAMILY LITERACY FOCUS PROJECT TASK FORCE
ACTION PLAN, 2015-2016

Charge: The Task Force is charge to work on the following
tasks for 2015-2016
1. Branding the CALA FLF Project
   a) Develop or create expectations/outcomes needed for the
      Implementation of the FLF Project.
   b) Administrate a design contest of project logo
2. Solicit a Vendor or explore other foundations/possible
   funder for a $10,000 grant for 3 years to support the project.
   Develop/Prepare a grant proposal
3. Publicize and market the project in order to have it ready
   for implementation in 2016-2017 (This task will take place in
   2016)
4. Align the project to reflect the CALA 2020 Strategic
   Details/Tasks to complete
   1. Branding the CALA FLF Project - review guidelines and
      develop expectations and outcome for participating
      libraries; Solidify what are the requirement for the FLF
      projects and what type of report is expected from
      participating libraries. The project should be handled by at
      least one CALA member (just for accountability)
   2. Have a design contest (or use whatever from last year’s
      winner from the e3 Civic School bag design contest winner’s
      logo) or pay $100-$200 (need funding approval from Ex.
      Board) for the winning design from a contest. The final
      design of the Bags with have the winning design, CALA’s
      logo or whoever we can get from the grant partner
   3. Solicit a Vendor or submit a grant proposal – explore
      possible vendors support or prepare a grant proposal to
      seek funding for the project (Does anyone have grant
      writing experience?)
   4. Review CALA 2020 Strategic Plan to ensure the project
      align with the Strategic Plan. Plan (Task will complete
      before conference call – each member will review CALA
      2020 strategic plan)
Timeline:
July 2015 – Committee members have acquainted with each
other (through introduction) August 2015 – FLF Project
Committee Task Force had first meeting
   a) Make decision on whether to use existing logo or have a
      logo contest
   We will use existing logo (An eCivic High School Student
      designed the logo last year)
   Chair will follow up with Monnee Tong to get student to
write out logo to CALA
b) Set direction for the committee (what grant fund should
   we seek?)
   Committee will look at possible grant providers
   c) Assign tasks
   d) Set next meeting time and/or agenda
   September 2015 – Look into possible grant funders or
   vendors. Also begin working on grant proposal.
   Compile list of possible donors/funders/vendors
   Task completed – We will discuss list of possible donors and
   send out letter
   Draft proposal and donation request letter
   Task completed
   October 2015 –
   Review project past guidelines and revised guidelines
   Create survey/questionnaire for project participants
   Send out donation request letters
   December 2015 – submit first progress report to CALA Board
   Follow up with donation request letters
   Finalized guidelines and survey for next year’s task force.
   January 2016 – May 2016 Tasks to determine
   May 30, 2016 – Final report due to CALA Board
   Budget Requested: $50 for Lawyer to review the usage
   permission letter. We are hoping that donation money will
   come in after we send out letters.
   Dora Ho (Chair), dora4ala@yahoo.com, Los Angeles Public
   Library, 213-228-7373
   Amy Kuo, akuo@ci.berkeley.ca.us, Berkeley Public Library,
   510-981-6136
   Denise Kwan, dkwan@chipublib.org, Chicago Public Library,
   312-747-0046
   Shu Hua Liu, Shuhua2005@gmail.com, Santa Clara Library,
   408-3710167 (home) 408-375-0239 (cell)
   Doris Tseng, Doris.Tseng@sfpl.org, San Francisco Public
   Library, 415-557-4495
   Haiying, Qian, QianH@lincoln.edu,
   haiying.qian@gmail.com, Lincoln University, 573-681-5505
CALA LEADERSHIP TRAINING TASK FORCE ACTION PLAN, 2015–2016

Goal (CALA 2020 Strategic Plan, Leadership Training and Development):

Develop and deliver effective leadership training and development programs through CALA’s Leadership Training Academy to sharpen members’ leadership skills in the 21st century.

Objectives:

1) Provide leadership training and development opportunities based on the needs of CALA members.
2) Identify, cultivate, coach, and train CALA members and young generation of leaders to become future leaders in the entire spectrum of the Library and Information Science field in the 21st Century, including ALA, IFLA and Library Society of China.
3) Empower and encourage members to develop leadership skills in diverse culture through serving CALA in leadership positions and working in different types of libraries and a diverse team setting.
4) Assess, evaluate and improve efficiency and effectiveness of CALA committee operations and leadership management.
5) Increase the role CALA plays as an advocate and model for leadership training and development of librarians of color in achieving, evaluating and measuring outcomes; and influence ALA leadership policies and practices toward a more inclusive system

Action Plan

The Task Force members brainstormed ideas for developing programs to serve the goals and objectives of the Task Force as outlined by CALA 2020 Strategic Plan. The consensus is to develop programs tailored to the needs of Asian American librarians through diverse formats and venues that would generate the most powerful impact, reach the widest audience and produce the most cost-effective benefits. Learning opportunities should include but are not limited to one-on-one, in group, case analysis, peer review, mentoring, coaching, etc. Learning and interaction methods should be designed for members to practice, to act without fear of consequences in order to internalize new skills learned.

Survey of member needs:

To identify the training needs and interests of CALA members, the Task Force conducted a survey with the following questions:

1. Which of the following topics will you be interested in?

Please rank your preference on a scale of 1-10

- Challenges & opportunities of Asian American library leadership
- Understanding your organizational and personal cultural values
- Key characteristics, behaviors and competencies for effective leadership
- Achieving your potential & moving forward: personal planning
- How to strengthen and improve interpersonal communication
- Develop personal power and influence
- Strategic planning
- Leadership beyond your library borders: taking on leadership roles in professional associations and organizations
- Emotional intelligence and leadership
- Team building

2. Which of the training format would you like to attend? Please rank your preference on a scale of 1-10

- 1-2 hrs onsite Leadership Talks session at ALA Annual
- 1-2 hrs onsite Leadership Talks session at ALA Midwinter
- One-Day onsite workshop before or after ALA Annual
- One-Day onsite workshop before or after ALA Midwinter
- 3-4 day dedicated onsite comprehensive training program
- Leadership Talks – 1 hr casual online conversations with CALA members of exemplary leadership experience
Leadership Talks – 1 hr casual online conversations with CALA members of exemplary leadership experience
3. Would you like to host a Leadership Talks session? If yes, please provide your name, title and email address. Thank you for your support!
4. Do you have any suggestions or comments?
The survey results indicated an overwhelming preference to onsite training over online training:

<table>
<thead>
<tr>
<th>CALA Leadership Training Needs Survey Results 2015</th>
<th>Points earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop personal power and influence</td>
<td>57</td>
</tr>
<tr>
<td>Strategic planning</td>
<td>57</td>
</tr>
<tr>
<td>Team building</td>
<td>56</td>
</tr>
<tr>
<td>Understanding your organizational and personal cultural values</td>
<td>55</td>
</tr>
<tr>
<td>Leadership beyond your library borders: taking on leadership roles in professional associations and organizations</td>
<td>54</td>
</tr>
<tr>
<td>Achieving your potential &amp; moving forward: personal planning</td>
<td>50</td>
</tr>
<tr>
<td>How to strengthen and improve interpersonal communication</td>
<td>49</td>
</tr>
<tr>
<td>Challenges &amp; opportunities of Asian American library leadership</td>
<td>48</td>
</tr>
<tr>
<td>Emotional intelligence and leadership</td>
<td>48</td>
</tr>
<tr>
<td>Key characteristics, behaviors and competencies for effective leadership</td>
<td>46</td>
</tr>
</tbody>
</table>

| 1-Day onsite leadership training workshop before or after ALA Midwinter | 108 |
| 3-4 Days dedicated onsite comprehensive leadership training program   | 109 |
| 1-Day onsite leadership training workshop before or after ALA Annual  | 101 |
| 1-2 hrs onsite Q&A Leadership Talks session at ALA Midwinter         | 75  |
| 1-2 hrs onsite Q&A Leadership Talks session at ALA Annual            | 64  |
| 1-2 hrs online Q&A Leadership Talks session                         | 58  |
| 1-2 hrs webinars                                                   | 50  |

Review of Programs:
The Task Force reviewed several onsite training programs including LEAP (http://www.leap.org/leadership_programs), ASCEND (http://www.ascendleadership.org/) and curricula from Maureen Sullivan Associates. The goal is to identify an affordable program that addresses both the cultural and professional needs of CALA members.

Upon some research, below is analysis of comparison of the three programs:

<table>
<thead>
<tr>
<th>Program</th>
<th>Cost</th>
<th>Target Audience</th>
<th>Audience size</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASCEND</td>
<td>$500 per attendee per day plus airfare, lodging and per diem for 1-2 speakers</td>
<td>Pre-packaged workshops to Asian Americans in corporate America, particularly accounting and financial industries; No customized workshops to a target group</td>
<td>20-30</td>
</tr>
<tr>
<td>LEAP</td>
<td>$5,000 per day + travel, accommodations, and expenses for 1-2 speakers</td>
<td>Mostly Asian Americans in corporate America.</td>
<td>about 25</td>
</tr>
<tr>
<td>Maureen</td>
<td>CALA discounted rate*: $2,000 flat fee for a day-long training, plus assisting with online pre- and post- sessions</td>
<td>Librarians; Can build customized curriculum for CALA.</td>
<td>40</td>
</tr>
</tbody>
</table>

* Maureen’s normal fee is $3,000 per day, plus travel, lodging and per diem. However, she is willing to offer a huge discount to CALA to charge a flat fee of $2,000. She will also assist with online pre- and post- sessions with no additional charge.

Recommendation:
Based on the survey results and research, a 1-day training program before or after the 2016 ALA Annual in Orlando from Maureen Sullivan seems to be the most sensible action plan to be piloted in the first year of the operation of this Task Force. Justifications are listed below.
1. Maureen is a well-respected and influential library leader who has developed reputable leadership training programs over decades. She is the owner of Maureen Sullivan Associates and Professor of Practice in the Simmons College Graduate School of Library and Information Science Ph.D. Program in Managerial Leadership. Maureen also facilitated leadership development programs for individual libraries and library associations such as the Texas Library Association and Michigan Library Association. Maureen was instrumental in the establishment of the ACRL/ Harvard Leadership Institute for Academic Librarians, teaching in the institute program for several years and serving as chair from 1999-2004. Maureen's distinguished record of service to the profession includes co-chairing the Emerging Leaders Initiative from 2006-08 and acting as chair of the Minority Fellowship Program Advisory Board (1989-95).

Maureen’s distinguished record of service to the profession includes co-chairing the Emerging Leaders Initiative from 2006-08 and acting as chair of the Minority Fellowship Program Advisory Board (1989-95).

2. Maureen is willing to custom-build a training program catered to both the professional and cultural needs of CALA members, to include the following areas of content/topics:

   What are the generic leadership competencies? Self-assessment, 360 Feedback, pre and post training self-evaluation tools would be useful!

   What are the PERCEIVED gaps between generic leadership competencies and that of the Chinese American Librarians?

   Some examples are:

   Communications - ineffective written and verbal styles, reticent presence

   Decision Making - dealing with ambiguity, risk aversion tendency, being flexible, nimble, creative.

   Influencing - narrow circles of influence, deference to authority, power

   Networking - building allies, keeping informed

   Political Savvy - reading the organization, keeping an eye on the big picture

   Interpersonal relationships - interaction with other leaders and colleagues of color

   Perception among generations of Chinese/Asian Americans

   Why the gaps and how to fill them in library settings?

   How to transfer/translate/modify the perceived undesirable Asian/Chinese characters into strengths

   Understanding Chinese & Western Cultural differences in values, beliefs and philosophies

   Awareness of how the cultural variances could affect our behaviors

   How these perceived behaviors could be interpreted by others - the myth of model minority

   How misconceptions could be turned around becoming positive attributes for diversity

   Overcome challenges and barriers by learning and testing new skills, approaches and bias toward action

3. Maureen is offering a huge discount to CALA and provides the most affordable program among the three under review. In addition to the day-long onsite training, Maureen will also assist with online pre- and post- sessions.

4. LEAP and ASCEND offer leadership training programs for Asian Americans in the corporate world. Though they focus on the cultural heritage of Asian Americans, their programs are not tailored to the professional needs of librarians. In addition, they are cost prohibitive.

The budget request for this recommendation is $2,000.

Funding suggestions include grant application, registration fees from non-CALA members, etc. The Task Force also suggested Leadership Talks and webinars, etc. However, interest in these sessions seem to be low according to the survey. Therefore, it is more sensible to invest in the success of one good program.

Others:

Submit Task Force interim and annual reports:

Interim report is due by the end of December, 2015 (one month before the Board meeting at the 2016 ALA Midwinter Meeting).

Annual report is due by the end of May, 2016 (one month before the Board meeting at the 2016 ALA Annual Conference).

Inform the Handbook of Officers the Task Forces charges and time schedule as needed if the Task Force will be recommended to continue next year.

Hong Wu (Co-Chair) hwu@reynolds.edu  J. Sargeant Reynolds Community College

Ray Wang (Co-Chair) rwang@cpp.edu  Cal Poly Pomona University Library

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Ling Zhang zhangling@hrbeu.edu.cn  Harbin Engineering University

Zhijia Shen zhijia@u.washington.edu  University of Washington

Patty Wong patt.wong@yolocounty.org  Yolo County Library

Yan He hey@ohio.edu  Ohio University Maureen Sullivan

msull317@aol.com  ALA President (2012/2013)

Irene Yeh ikcyeh@pacbell.net  Retired
CALA PROFESSIONAL DEVELOPMENT TASK FORCE
ACTION PLAN, 2015-2016

Primary Goal 2015-2016:
To create learning opportunities and a support system for
CALA members to improve their research skills and
increase their research output.

Action Plan
As the professional development needs for librarians can
vary widely, we decided to just focus on the common need
of all various types of librarianships this year: scholarship
of research for promotion, specifically on research design
and publishing, considering librarians are often lack of
confidence and/or skills in conducting a research project.

A. ALA Workshop and online webinar trainings: We decided
that we will help to host an online webinar this semester
and a workshop at 2016 ALA annual conference on research
design and publishing for CALA members. We will seek for
permission to get recordings and handouts for both
trainings and put them on the CALA web site.

B. Resource List: We will also make a resources list about
the topic to post it on CALA's web site for the members to
use.

C. Mentorship: We will also reach out to mentorship
committee of CALA to identify and match the mentors with
the CALA members who demonstrate the need.

Jane and Langlei will help to identify and invite speakers.
Jane will seek for release forms and contracts, if CALA has
any, to use for the speakers.

Lijun will lead to draft a template for the task force
members to contribute the useful resources to make a web
page on CALA's web site.

Jianye will reach out to the CALA Web site committee to find
out how to post the resource web page once it is made. She
will also reach out to the mentorship committee for
collaboration opportunity on this.

Budget Request: We decided to request an honorary award
of appreciation in form of a gift card for one webinar
speaker who is not a CALA member along with a free
one-year CALA membership to encourage future CALA
participation, and an honorary award of appreciation in
form of a gift card for one ALA CALA workshop speaker. Gift
card amount will be determined by the EC and board deem
appropriate.

Timeline

September-October:

a. Identify and book seminar speakers

b. Have the resource template created

November/December

a. Set the date and host the webinar
b. Start creating the resource list

January/February

a. Create the web page for the resource list
b. Identify the workshop speaker

March/April

a. Book the workshop speaker
b. Workshop planning

May/June

a. Archive all the workshop and webinar materials on the
web
b. Post Resource list on the web
c. Host the workshop at the ALA annual conference during
June 23-28 in Orlando, FL.

Task Force interim and annual reports:

• Interim report is due by the end of December, 2015 (one
  month before the Board meeting at the 2016 ALA Midwinter
  Meeting)

• Annual report is due by the end of May, 2016 (one month
  before the Board meeting at the 2016 ALA Annual
  Conference).

Jianye He (Co-Chair) jhe@library.berkeley.edu University of
California, Berkeley

Jane Wu (Co-Chair) jwu@otterbein.edu Otterbein University

Langlei Qi lngi@chezneu.edu Cheyney University of PA

Lijun Xue lxue@madonna.edu Madonna University

Ling Zhang zhangling@hrbeu.edu.cn Harbin Engineering
University
CALA RECRUITMENT OF NEXT GENERATION TASK FORCE ACTION PLAN, 2015-2016

Committee Goal of 2015-2016

In this calendar year, our committee will issue invitations in person or through various mail lists to approach library professionals to join CALA. A particular effort is focused on the next generation of American born Chinese. Our goal is to recruit approximately 5-10% new members of current CALA membership. Budget request from our committee members is not available now. At the time of this writing, we anticipate a successful outcome but recruitment of additional members is only a partial indicator. Retention of new and returning members will be dependent on a collaborative effort with other CALA committees. The Committee will be able to make a recommendation for continuity upon analysis of committee actions and outcomes mid-year.

Action Plan: Stage 1: Identify and recruit the young generation of librarians to join CALA

Goal 1: Identity the targeted young generation of librarians through various mail lists or gathering opportunities at different associations, organizations or personal networking.

Timeline: September, 2015- November, 2015

How to achieve the goal:

<table>
<thead>
<tr>
<th>Steps</th>
<th>Communication means</th>
<th>Who participates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Brainstorm the idea of various places where we initiate the contact</td>
<td>Google doc</td>
<td>All</td>
</tr>
<tr>
<td>2. Draft talking points that can be used in communicating with other associations</td>
<td>Google doc</td>
<td>All</td>
</tr>
<tr>
<td>3. Distribute contact assignments (Each member selects from the list to identify potential groups where we would like to initiate contact)</td>
<td>Google doc</td>
<td>All</td>
</tr>
</tbody>
</table>

Goal 2: Recruit the young generation of librarians to join CALA

Timeline: December, 2015- March, 2016

How to achieve the goal:

<table>
<thead>
<tr>
<th>Steps</th>
<th>Communication means</th>
<th>Who participates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Contact CALA membership committee to learn the benefits for students/new members who join CALA</td>
<td>emails</td>
<td>Chairs</td>
</tr>
<tr>
<td>2. Organize a statement of membership benefit then send to committee members</td>
<td>Google doc</td>
<td>Chairs</td>
</tr>
<tr>
<td>3. Each member starts individual recruitment work with the talking points and membership benefit information</td>
<td>Google doc for sharing tips, questions, asking for help/resources</td>
<td>All</td>
</tr>
</tbody>
</table>

Stage 2: Coach and suggest opportunities for new recruits to engage in CALA

Goal 1: Introduce new recruits to CALA

Timeline: April, 2016- May, 2016

How to achieve the goal:
<table>
<thead>
<tr>
<th>Steps</th>
<th>Communication means</th>
<th>Who participates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. After recruitment, a list will be sent to CALA membership committee</td>
<td>email</td>
<td>Chair</td>
</tr>
<tr>
<td>2. Membership committee introduces the CALA structure to let new members get familiar with this organization and connect them with the local chapters.</td>
<td>email</td>
<td>Standby for membership committee’s questions/concerns</td>
</tr>
<tr>
<td>3. Local Chapters and our task force group serve as resources for those newly recruited for questions and more information</td>
<td>Google doc (serves as a place for their questions and keep track if their questions/concerns have been addressed)</td>
<td>ALL</td>
</tr>
</tbody>
</table>

Goal 2: Leadership training

**Timeline: May, 2016 - June, 2016**

How to achieve the goal:

<table>
<thead>
<tr>
<th>Steps</th>
<th>Communication means</th>
<th>Who participates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Among the newly young recruited, our task force identify the people who have leadership potential</td>
<td>Discussion/Google Doc</td>
<td>ALL</td>
</tr>
<tr>
<td>2. The list will be shared with CALA president, membership and mentorship committee</td>
<td>email</td>
<td>chair</td>
</tr>
<tr>
<td>3. Discuss with CALA president about committee work for new recruits, leadership opportunities, training and other participation and engagement activities, including integration with current CALA leadership training possibilities.</td>
<td>Email or online meeting</td>
<td>Chair</td>
</tr>
</tbody>
</table>

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Shuhua Liu (Co-Chair)  shuhua2007@gmail.com  Santa Clara County Library
Dora Ho  dorah2005@gmail.com  Los Angeles Public Library
Doris Tseng  Doris.Tseng@sfpl.org  San Francisco Public Library
Sandy Wee  wee@smcl.org  San Mateo County Library
Alice Kuo  akuo2009@gmail.com  Beverly Hill Public Library
Raymond Pun  raypun101@gmail.com  California State University, Fresno

Between 2013 and 2015, our task force had conducted the survey, sent an internal report to the CALA Board, and made recommendations to the Strategic Planning Committee. Now the only task left on our action plan is to refine the final draft and submit a complete Self-Assessment Survey report for publication. We plan to submit our article to the peer-reviewed open access online journal, Chinese Librarianship: An International Electronic Journal, by the end of December 2015. We are glad to share our article, as an attachment, with members of the Executive Board and the Board of Directors in CALA’s Mid-winter task force report. In addition, the task force will make an announcement on CALA listserv the URL of the survey article as soon as it is published in the online journal, Chinese Librarianship: An International Electronic Journal.

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Background and Rationale:

This research project seeks to re-discover the history of Chinese railroad workers constructing America’s first Transcontinental Railroad during the period of 1865-1869 and give a voice to the Chinese migrants whose labor on the Transcontinental Railroad helped to shape the physical and social landscape of the American West. The project coordinates research in North America and Asia in order to create an on-line digital archive available to all, including book publication, digital visualizations, conferences and public events. The co-directors of the project are professor Gordon H. Chang and professor Shelley Fisher Fishkin at Stanford University. The project was launched in 2012 and its research is currently under way. Irene Yeh introduced this project to CALA. Both the CALA members and the project researchers believe that CALA’s participation is meaningful in promoting the project based on mutual interest and benefit with a focus on Chinese Americans and building up researcher-librarian relationship. CALA then established this Task Force in order to implement this collaborative project. The year of 2019 will be the 150th anniversary of the completion of the Trans-America Railroad. In order to celebrate this event, it is the Task Force’s intention to organize this collaborative project with the expectation of its completion in 2019.

Goal:

1) To Promote the understanding and appreciation of the Chinese Americans among universities and local communities
2) To raise the awareness of contributions of Chinese Americans to American economy, society and culture from the past to date
3) To promote research findings and knowledge on Chinese American history in American academia and the general public.

Objectives/Purposes:

1) To promote the project through exhibits/displays in libraries/museums/archives
2) To disseminate the uncovered history nation-wide
3) To educate students and general public on the history of Chinese Americans
4) To demonstrate libraries’ role in the collaboration with researchers through outreaching and promoting research findings
5) To cooperate with CALA Chapters, CEAL or other relevant professional associations in the displays/exhibits in cooperation with local libraries
6) To collaborate with the CRW project until the 150th anniversary of Leland Stanford’s driving the famous “golden spike” to connect the Central Pacific and Union Pacific at Promontory Summit, Utah, to complete the line
Available materials and past/ongoing displays/exhibits related to the project:

1) The website of Chinese Railroad Workers in North America project at Stanford University:
http://web.stanford.edu/group/chineserailroad/cgi-bin/wordpress/
This website hosts online materials and information related to the project including photographs, archaeological materials, payroll records, manuscripts, oral history, periodicals, multimedia, fiction and drama, artwork, historiography, secondary materials and maps. The website also records the project’s past events including conferences, talks, workshops, and etc.


3) A small exhibit at East Asian Library, Stanford University, spring and summer 2015. The exhibit materials include photos and publications on Chinese American railroad workers.

Action Plan:
The Task Force held its first online meeting, from 11:00 am to 12:00pm (Pacific Time) on September 5, 2015. Participants include Irene Yeh, Yiping Wang, Eugenia C. Beh, Xi Chen, Zheng (Jessica) Lu, Yan He and Fu Li. Xi Chen took meeting minutes; Yiping Wang helped with technology setup and audio recording; and Yan He coordinated the discussion.
This Action Plan is a result of the meeting.

1) The Task Force continues communicating with the CRRW people through appropriate channels in order to further understand their ongoing and changing needs in this collaboration.

2) The Task Force starts working with CALA Chapters and CEAL to identify the local libraries with an interest to host display/exhibits or relevant events. Presenting this project to the Board at ALA Mid-Winter meeting might be the first step.

3) The Task Force helps to compile a bibliography on the subject of Chinese Railway Workers and disseminate the information among interested libraries.
   a. Compile a bibliography by November 1, 2015
   b. Disseminate the bibliography to interested libraries from November to June 2016.

4) The Task Force brings the 7 panels to Mid-Winter as a preliminary exhibit at ALA Exhibit Hall. The Chinese Historical Society of New England in Boston might be a good place to continue hosting it after the Midwinter.
   a. Sign a loan contract for the 7 panels with the Chinese Historical Society of America (CHSA) by November 1, 2015.
   b. Contact the Chinese Historical Society of New England and schedule the exhibit (Coordinator: Eugenia C. Beh): by

Yipin Wang yiping4calal@gmail.com San Jose State University
Xi Chen xichen031@ucsd.edu University of California San Diego
Irene Yeh (Ex-Officio and Advisor) jkcyeh@pachell.net Retired

October 15, 2015.

c. Book exhibit space and figure out the fee for the Midwinter, contact ALA exhibit coordinator.
d. Ship the materials to the conference venue of the ALA Midwinter before January 8, 2016. CHSA has the 7 panels and CALA will pay the shipping cost.
e. Show the exhibit at the Midwinter: January 8-12, 2016.
f. Ship materials to the potential local museum to continue the exhibit: January 13 – February 6, 2016.

Alternative Plan:
If the Task Force cannot find a partner in the local museum/library in Boston, the Task Force will start working with the interested libraries in California, for examples, University of California San Diego Library or UCSD Library and Main Library of San Francisco Public Library. The travelling exhibit could start in November when it becomes available.

Budget (for the demo exhibit at ALA Midwinter conference and a local museum in Boston):

1) The Task Force plans on loaning the 7 panels for one month. The cost is $300.

2) Each panel with a box is about 12 pounds. The estimated shipping cost is $45/box *7 = $315 ((Priority Mail Express 1-Day™ Flat Rate Boxes). The shipping cost for a round trip is: $630

3) Transportation cost from the ALA conference location to the local museum: $70*2 (back and force) The total budget is: $1,000. The Task Force will work with Public Relation/Fundraising Committee to seek potential financial support for the future project.
CALA OPEN ACCESS ACADEMIC JOURNAL TASK FORCE
ACTION PLAN, 2015–2016

Goals
Establish a reputable, peer-reviewed, regularly published and sustainable CALA academic journal
Make this journal as a primary publication venue for CALA members and other Chinese librarians in North America, China and other regions in the world for their academic work

Recommendations
After investigating CALA current academic publications and consulting with CALA Publications Committee chairs, CALA Occasional Papers Series editors-in-chief, CALA leaders and other related parties, the committee makes the following recommendations:

Name this committee as CALA Open Access Academic Journal Task Force
Establish the new CALA academic journal: Title: CALA International Journal of Librarianship
Publication frequency: Semi-annually
Language: English
Refereed: Yes
Open access: Yes
Serial type: Journal
Content type: Academic/Scholarly
Format: Online
Each issue consists of 3-6 articles in this journal
All committee members serve in the inaugural Editorial Board for this journal

Plans and Timeline
October–November 2015
Develop editorial guidelines, structure of the Editorial Board, criteria for editors and reviewers, peer-review process and other documentation for an academic journal publication
Establish the inaugural Editorial Board. The board consists of 8 members in total, among which 1 Editor-in-chief, 2 Copy editors, 1 Web Master, and 4 members)

October 2015 - June 2016
Complete procedures to start a new journal
Set up the journal website

October 2015 - Ongoing
Collaborate with organizers of various events by CALA or CALA Chapters to invite paper submissions to this new journal, for example, the Annual Conference of the China and America CALA 21st Century Librarian Seminar, the CALA Poster Sessions at the ALA Annual Conference, etc.
>Work with other CALA Committees, such as Sheila Lai Research Award Committee and Conference Travel Grant Committee, to encourage recipients of CALA grants or awards to submit their academic work to this journal
Outreach to individual speakers/authors to invite potential publications for this journal
Cooperate with other Chinese or international librarian associations and conferences to promote this journal and invite paper submissions
Second Half Year of 2016 – First Half Year of 2017
Publish the first issue of the new journal

Budget
Web hosting: $60-240/year (To be able to install Open Journal System)
DOI service: $290/year
Archival service: $200/year Total: $550-730/year
1. How does the new journal differ from OPS and CALASYS? The inactive status of OPS does not sound like a good reason to be kept while starting a new journal. Why can't CALA improve OPS since it is already registered with ISSN number?

**Response:**
Good question! The committee has investigated and consulted with various related parties regarding of this, including previous and current OPS editors, previous and current Publications Committee chairs, etc. Here are our findings: OPS is an irregularly published, less scholarly publication. It only publishes 1 article per issue and 12 papers in total were published since the beginning (2008-).

OPS was not set up as a standard open access academic journal. It does not have an online submission system, nor ODI or archival services. Currently the documentation about this publication along with all its published papers are not accessible. It may take months for Web Team to get them back.

ISSN registration is a free service and it is not hard to get a new one. In addition, there might be a room for OPS to exist in future due to its nature: less academic, occasional. Once the new journal is established successfully, CALA can investigate the possibility to merge them or to keep both.

In summary, OPS is a less academic, irregularly published paper series. It was not set up as a standard open access academic journal. Only 12 articles/papers in total were published by the OPS in the past 8 years. All documentation and its publications are not accessible now. It is concluded that it will be much more efficient and effective to create a new, high standard academic journal rather than convert from OPS.

This committee includes current and upcoming OPS editors who have contributed to this report.

CALASYS is a repository system not a journal. It serves different purpose. The “Background” section attached to the committee report contains rationale of the proposed approach.

2. To start a new journal, what do we need to do or pay to get an ISSN number or registered if "high standard?" Is it good enough by simply put it online or be on the hosted Open Journal System site?

**Response:**
We don't have to pay for ISSN registration. Open access is a big trend for academic publication right now. It could be at high standard if only published online. There are guidelines for establishing open access academic journals.

3. Can CALA do this? Who will translate the journal? To my understanding, translation is not considered a publication for tenure review in USA.

**Response:**
We had discussions on this. For those articles, the peer-review process has been gone through by the original Chinese journal so there is no need for other peer-reviews. Only articles published in reputable, peer-reviewed Chinese journals will be selected. The author or the new journal editors can do the translation. The copy editors are responsible for the quality of translation. Or perhaps we can put those articles in special sections/issues.

4. Please provide the vendors’ quotes or pricing plan. How did you get your numbers? For the OJS site, e.g., the cost for the basic plan is $850/year (https://pkpservices.sfu.ca/content/journal-hosting)

**Response:**
We got the pricing through online information as well as responses from service providers.

Web hosting: $60-240/year (To be able to install Open Journal System)

There are many ways to host the journal. Hosting in the PKP site is a simple way but costs more. Our plan is to get a virtual place in the cloud (for example, www.bluehost.com) and then install and maintain the OJS on our own. Our committee has the expertise for OJS installation and maintenance. This is a cheaper way which allows more control over the system. We are okay if you think PKP hosting is better and CALA can afford the cost.

DOI service: $290/year

Including Crossref membership fee and DOI service fee for each article

Archival service: $200/year CLOCKSS provides the archival service