



October 13, 2009

Sandra Tauler, Director  
Camarena Memorial Library  
850 Encinas Avenue  
Calexico CA 92231

Dear Sandra:

Thank you for applying to participate in the 2010 *Get Involved: Powered By Your Library* Institute. I am pleased to inform you that your library has been accepted to attend this institute to be held at the Irvine Marriott on February 23 & 24, 2010.

Together with our partner, Califa, we have developed a two-day event that is designed to prepare your library's team to expand their engagement of high-skilled volunteers including baby boomers and the generations that follow.

Your team members are listed below. Any changes to this list should be discussed with Carla Lehn.

- 1) Sandra Tauler, Team Leader Contact
- 2) Lizeth Legaspi
- 3) Norma Gerardo
- 4) Armida Romero

**Please communicate the following registration information to your team members.** The costs for the *Get Involved* institute including two nights (single occupancy) lodging, designated meals, and travel costs up to \$300 per person are covered by an LSTA grant.

### **Registration**

Please have each of your designated team members complete the online registration form at <http://host7.evanced.info/califa/lib/eventsignup.asp?ID=49> **no later than January 28, 2010**. The registration will facilitate room reservation, special dietary needs, and travel reimbursement procedures.

If you have any questions regarding registration, please contact Wendy Cao at Califa at [wcao@califa.org](mailto:wcao@califa.org) or (650) 356-2129.

**For more information about the Irvine Marriott, go to** [www.marriott.com/hotels/travel/laxir-irvine-marriott](http://www.marriott.com/hotels/travel/laxir-irvine-marriott) .

## **Lodging and meals**

The grant we have for this project will pay for lodging for two nights (Monday, February 22 and Tuesday, February 23), as well as breakfast, lunch and dinner on February 23 and breakfast and lunch on the February 24.

## **Travel**

Each person will receive a travel reimbursement form at the Institute. Travel expenses to and from Irvine will be reimbursed up to \$300 per person. For those who are driving, parking is available onsite at the Irvine Marriott. You will submit parking charges on your travel reimbursement form. The Marriott is providing us with a reduced rate of \$10 for self-parking, which we will reimburse.

For those who will be flying, we suggest that your team members make their travel arrangements as soon as possible to secure the most reasonable fares. The Irvine Marriott provides a **complimentary shuttle** 24/7 to and from the John Wayne Airport (SNA) in Orange County. Signs to the Shuttle vans are well marked on the Ground Transportation level of the airport, and there is an information desk as well.

## **Travel Hardships**

We are aware that travel from some remote locations in our state requires additional time and/or resources. If the maximum \$300 travel reimbursement per person and two night hotel stay presents a hardship, please contact Carla Lehn at [clehn@library.ca.gov](mailto:clehn@library.ca.gov) or (916) 653-7743.

## **Institute Schedule**

All participants in the Institute are expected to attend both days of the event in their entirety, including a special dinner program on Tuesday evening.

### ***Tuesday February 23***

The first day will begin with a buffet breakfast at 7:30 a.m. Opening remarks will begin at 8:30 a.m. and meetings will conclude by 5:00 p.m. The Institute will continue that evening with a special dinner program from 6:30 – 8:30 p.m.

### ***Wednesday February 24***

The Institute will begin with breakfast at 7:30 a.m. and conclude at 4:00 p.m.

## ***What you need to be preparing for now!***

- (1) Get the above dates and registration information and deadline out to your team members.
  
- (2) We have scheduled two kick-off webinars, and ask that your team participate in one of them:
  - Wednesday, **November 4** from 1:00 to 2:30
  - OR**
  - Monday, **November 9** from 1:00 to 2:30
  
- The optimal way for your team to participate in these webinars would be all together in a room with a speaker phone and the webinar projected from a computer through a

projector onto a screen. This will help in team building, as well as getting conversations going right away on the topics discussed.

- It would also be great if you can schedule some time after the call so the team can discuss ideas/issues etc., related to the topic covered.
- If it is not possible to get everyone in a room together for the call, having some team members call in from wherever they are is better than not having them participate.
- **By November 2**, please tell us which of the two webinars your team will be participating in by completing this “doodle poll” – <http://www.doodle.com/4fpac79az562ez4v>

(3) Give this link to all your team members -- <http://rurallibraries.org/webinar/12-03-2008/> -- to watch an introductory one hour webinar presented by our primary Institute speaker Jill Friedman Fixler – author of “Boomer Volunteer Engagement: Collaborate Today Thrive Tomorrow,” and her associate Jennifer Rackow. **Please ask everyone to take the time to watch it prior to which ever webinar your team chooses to participate in:** November 4 or November 9. (Note: This one is an archive and is available to watch from any computer 24/7.)

If you have general questions about the Institute, please contact me at [clehn@library.ca.gov](mailto:clehn@library.ca.gov) or (916) 653-7743.

Again, congratulations on your acceptance. I look forward to having your library join us in this exciting learning and networking opportunity.

Yours truly,



Carla Lehn  
Library Programs Consultant

cc: Stephen Ristau  
Wendy Cao