Recipient Name(s) Thora Abarca, Lari-Anne Au, Kathleen Stacey, Amy Saxton, Mary Louise Haraguchi, Donna Ohora

Event Name Hawai‘i Library Association Annual Conference

Compare your application with your completed project. Use additional space as necessary. Completed reports may be emailed to uhhilopd@hawaii.edu or dropped off at the Office of the Chancellor.

1. Describe when your project took place. Did it take place as scheduled in your application? If not, what happened and why?
The event occurred as scheduled on November 8 & 9, 2013.

2. Describe where your project took place. Is this the same location you identified in your application? If not, what happened and why?
The event occurred at Aulani Resort on O‘ahu as identified in the application.

3. What categories best describe your project as implemented? Check all that apply:
   
   Speaker   X   Training   X   Workshop   X
   Technology   X   Audio Conference   ___   Webinar   ___

4. Provide a brief summary of what you did.
   All participants attended various workshops focused mainly on library instruction and information literacy. All participants also took part in presenting a workshop titled "All Hands on Deck: Building a Culture of Teaching and Learning in the Mookini Library" at the Hawaii Library Association Conference. Each participant presented on her specialized area of library instruction.

5. Did you meet the objectives for this event as proposed in the application? Explain.
   Yes. See specific examples in section 6 of how participants benefited from attending sessions. Participants also received positive feedback from session attendees who attended their workshop.

6. Describe how your project addressed the UH Hilo Strategic Plan.
   Since the participants both presented and attended sessions, the conference provided opportunities to address parts of four different goals of the UH Hilo Strategic Plan.

   **Goal 1: Provide learning experiences and support to prepare students to thrive, compete, innovate and lead in their professional and personal lives.**
   The participants were able to attend various workshops that addressed Goal 1. The sessions introduced participants to new methodology and technology which will help us to improve library instruction to help our students.
Goal 2: Inspire excellence in teaching, research and collaboration.
Priority action 2.1 Support and recognize teaching excellence by establishing a program that is responsible for promoting the development and sharing of innovative teaching and mentoring practices.
Librarians attended workshops and learned how libraries are incorporating technology into their teaching from local and national presenters. Workshops also addressed different methods used to engage students. In Kanu o ka 'Aina Learning 'Ohana (KALO) Library Challenge, librarians explained how students used an interactive quest that develops library skills and promotes information literacy in order to create a research project. Participants learned about the best free and low-cost instructional technologies for creating engaging online and face-to-face learning experiences from internationally-known librarian author and speaker Meredith Farkas.

Goal 5: Strengthen UH Hilo’s impact on the community, Island and state of Hawai‘i through responsive higher education, community partnerships, and knowledge and technology transfer.
Priority action 5.1 Strengthen the P-20 education pipeline of Hawai‘i Island by working in partnership with the Department of Education, local public and private schools, and Hawai‘i Community College to help create a more seamless and integrated education experience for all students from preschool through higher education that facilitates UH Hilo degree completion.
The participants had the opportunity to network with librarians from school, public, academic, and special libraries from around the state, serving patrons from pre-school through college and graduate level professional programs.

Participants attended the presentation Bridging the Gap: An Information Literacy and Research Team of High School and College Librarians which gave an overview of research assignments that teachers made to identify the areas of student learning gaps and shared the collaborative work that the presenters have done to create short video clips and corresponding quizzes to introduce basic research skills.

Goal 6: Facilitate organizational excellence through continuous innovation, responsible resource development, and effective communication.
Priority action 6.4 Provide an improved new employee orientation, foster professional development opportunities and programs focused on continuous learning and improvement, and recognize and reward significant faculty and staff contributions to the university’s mission.
Mookini Library currently averages almost 200 UH Hilo library instructions sessions per year for almost 2300 UH Hilo students. This conference was an incredible opportunity to focus on learning about teaching strategies and techniques and improving the instruction service that we offer to students in every discipline.
PROFESSIONAL DEVELOPMENT FINAL REPORT TEMPLATE

7. How did you advertise your event and describe effectiveness of those methods. This event was advertised on the HLA website: http://hla.chaminade.edu/conference/conf2013/13PreProgram.pdf

8. How many people did you reach directly through your project? 6 Participants also presented to 25 librarians in their workshop.

9. Were your attendees part of your proposed target audience? Yes. The target audience for our presentation was librarians who perform or want to start performing library instruction. Most attendees were academic or school librarians.

10. What is different in the units or University because of your project? The information learned at the workshops will help the participants to plan new strategies which will impact instructional programs that use the library instruction program. The library will also improve the library website to be more cognizant of students’ needs and will provide resources in a manner that students will be able to utilize easily.

11. Provide a detailed budget describing how you used your professional development funds. Attach a copy of all invoices and/or receipts. Budget summary and Invoices are attached.

Professional Development Fund Final Report Certification

- Our signatures below indicate that we and those involved in the planning group and project referenced above certify that this Final Report, including all attached documentation is accurate.

- Our project had a direct professional development impact on UH Hilo faculty and/or staff.

- We understand that information regarding any and all parts of our project may be posted on the Chancellor’s Professional Development website.

 /s/ Inara Abbara
Print Recipient Name & Department

 /s/ Inara Abbara
Signature

1/24/14
Date

 /s/ Helen M. Rogers
Print Approving Authority Name*

 /s/ Helen M. Rogers
Signature

1/24/14
Date

*The approving authority is the individual with fiscal responsibility over the account to which the Professional Development Funds were allocated to.
### Budget Summary

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<tr>
<th>Item Description</th>
<th>Quantity</th>
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*for participants who stayed extra days, the amounts included reflect the funds spent during the conference dates, not the full amount listed in the receipts*
E-Ticket Receipt

Confirmation Code
HDVVEQ

Passenger
Passenger: Haraguchi/Mary Louise
Date Issued: 16OCT13

Issuing Airline: Hawaiian Airlines
Ticket Number: 1732143947377

Itinerary
Departure Flight Information
From: Hawaii Island - Hilo, HI (ITO)
Depart: Nov 8, 2013 7:19am
Flight: HA 201
Fare Basis: ILWCORP/WEB
Not Valid Before: 8NOV
STATUS: OK
To: Oahu - Honolulu, HI (HNL)
Arrive: Nov 8, 2013 8:09am
Cabin: Coach
Carrier: HA
Not Valid After: 8NOV

Return Flight Information
From: Oahu - Honolulu, HI (HNL)
Depart: Nov 9, 2013 5:58pm
Flight: HA 322
Fare Basis: ILWCORP/WEB
Not Valid Before: 8NOV
STATUS: OK
To: Hawaii Island - Hilo, HI (ITO)
Arrive: Nov 9, 2013 6:49pm
Cabin: Coach
Carrier: HA
Not Valid After: 9NOV

Payment Information
Billed To: MASTERCARD ... 0319
Endorsements/Restrictions: VALID ON HA ONLY/CORPORATE

Ticketing Information
Fare Calculation Line:
ITO HA HNL73.21ILWCORP/WEB HA ITO73.21ILWCORP/WEB146.42END ZPITOHNL
Fare: USD 146.42
Taxes/Fees/Charges: USD 5.00 AY
Taxes/Fees/Charges: USD 7.80 ZP
Taxes/Fees/Charges: USD 10.98 US
Total: USD 170.2

Baggage Fees
For Interisland itineraries:

- 1st & 2nd checked bags will be charged $17 per bag.

- Additional fees may apply for excess and oversized baggage. View all bag fees.

HawaiianMiles Pualani Platinum, Gold, First Class, and Premier Club members are exempt from 1st & 2nd checked bag fee when departing on flights operated by Hawaiian Airlines. Waiver may not be offered when departing on flights operated by partner airlines. Customers booked on flights operated by partner airlines may be subject to the partner airlines' baggage fees. View all bag fees. Amounts in USD, unless indicated otherwise. Positive identification required for airport check in.
E-Ticket Receipt

Confirmation Code

VRFUHM

Passenger

Abarca/Thora

16OCT13

Hawaiian Airlines

1732143547781

Itinerary

Departure Flight Information

From: Hawaii Island - Hilo, HI (ITO) To: Oahu - Honolulu, HI (HNL)
Depart: Nov 8, 2013 7:19am Arrive: Nov 8, 2013 8:09am
Flight: HA 201 Cabin: Coach
Fare Basis: ILWCORP/WEB Carrier: HA
Not Valid Before: 8NOV Not Valid After: 8NOV
STATUS: OK

Return Flight Information

From: Oahu - Honolulu, HI (HNL) To: Hawaii Island - Hilo, HI (ITO)
Depart: Nov 9, 2013 5:59pm Arrive: Nov 9, 2013 6:49pm
Flight: HA 322 Cabin: Coach
Fare Basis: ILWCORP/WEB Carrier: HA
Not Valid Before: 9NOV Not Valid After: 9NOV
STATUS: OK

Payment Information

Billed To: MASTERCARD ... 0319
Endorsements/Restrictions: VALID ON HA ONLY/CORPORATE

Ticketing Information

Fare Calculation Line:
ITO HA HNL73.21ILWCORP/WEB HA ITO73.21ILWCORP/WEB146.42END ZPITO

Fare: USD 146.42
Taxes/Fees/Charges: USD 5.00 AY
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Taxes/Fees/Charges: USD 10.98 US
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Amounts in USD, unless indicated otherwise.
Positive identification required for airport check in.
**E-Ticket Receipt**

**Confirmation Code**

**JTUHDQ**

**Passenger**
- **Passenger:** Au/Lari Anne
- **Date Issued:** 16OCT13
- **Issuing Airline:** Hawaiian Airlines
- **Ticket Number:** 1732143948134

**Itinerary**

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<td><strong>Fare Basis:</strong> ILWCRP/WWEB</td>
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<td><strong>Flight:</strong> HA 322</td>
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<td><strong>Fare Basis:</strong> IXCORP/Web</td>
<td><strong>Cabin:</strong> Coach</td>
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**Payment Information**

- **Billed To:** MASTERCARD ... 0319
- **Endorsements/Restrictions:** VALID ON HA ONLY/CORPORATE

**Ticketing Information**

| Fare Calculation Line: |  |  |
|------------------------|----------------|----------------
| ITO HA HNL73.21ILWCRP/WWEB HA ITO70.42ILXCRP/Web143.63END ZP |  |  |
| **Fare:** USD | **143.63** |  |
| **Taxes/Fees/Charges:** USD | **5.00** | **AY** |
| **Taxes/Fees/Charges:** USD | **7.80** | **ZP** |
| **Taxes/Fees/Charges:** USD | **10.77** | **US** |
| **Total:** USD | **167.2** |  |

**Baggage Fees**

- **For Interisland Itineraries:**
  - 1st & 2nd checked bags will be charged $17 per bag.
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November 3, 2013

TO WHOM IT MAY CONCERN:

The Hawaii Library Association received payment from Veronica Tarleton for the Association’s annual conference, November 8-9, 2013, at the Aulani Disney Resort, Kapolei, Hawaii, for the following:

Thora Abarca  
Lari-Anne Au  
Donna Ohoke  
Mary Louise Haraguchi  
Amy Saxton

2-day registration @$125 ea. x 5 = $625.00

Federal ID # 99-6010067

Amy E. Nogami
Registration Chair
Email: nogamia@hotmail.com
Tel: 808-655-9269
Kathleen Stacy attended the Hawaii Library Association 2013 Annual Conference at the Aulani Disney Resort, November 8-9, 2013.

Payment received:

Conference Registration 40
Membership
Total $165

Amy Nogami 11/5/13

Amy Nogami
nogamia@hotmail.com
RECEIPT

Contract Agreement Number: 338680815
Vehicle Number: 61778806

INFORMATION

ARAGUCI, MARY
APID REZ: EN742V
UDGET DISC: UNIVERSITY OF HAWAII-HILO UOH
AYMENT METHOD: CENTRAL XX0284

OUR RENTAL

picked up: HNL
ate/Time: NOV 08, 2013 08:30AM
eturned: HNL
ate/Time: NOV 09, 2013 03:26PM
eh Group: Full-Size
eh Charged: Intermediate
vehicle: NISSAN ALTIMA SEDAN
dometer Out: 10743
dometer In: 10783
uel Reading: Full

OUR VEHICLE CHARGES

  2 DAY: 24.99
DISCOUNT: 10.0
YOUR TIME AND MILEAGE: 44.98

OUR TAXABLE FEES

** 11% FEE: 5.00
**  4.712% FEE: 1.82
** FC: 9.00

YOUR SUBTOTAL: 60.60
TAX 4.712%: 2.86

YOUR NON TAXABLE ITEMS
SSU: 6.00

TOTAL CHARGES: 69.46
NET CHARGES: 69.46
YOUR TOTAL DUE: 0.00

PAID ON CENTRAL XX0284
** CONCESSION RECOVERY FEE
** VEH LICENSE FEE $ .81/DY

THANK YOU FOR RENTING WITH BUDGET

TOLL PASS INQUIRIES,
visit www.e-tolls.com
or call hta at 1-866-642-2000
Other inquiries or e-receipt visit
www.budget.com

or call 808-836-1700
RECEIPT

Rental Agreement Number: 338578623
Vehicle Number: 60569176

YOUR INFORMATION

STACEY, KATHLEEN
RAPID REZ: EN742V
BUDGET DISC:
UNIVERSITY OF HAWAII-HILO UOH
PAYMENT METHOD: CENTRAL XX0284

YOUR RENTAL

Picked up: HNL
Date/Time: NOV 07, 2013@11:56AM
Returned: HNL
Date/Time: NOV 09, 2013@05:20PM
Veh Group: Convertible
Veh Charged: Compact
Vehicle: VOLVO C70 CONVERTIBLE
Odometer Out: 17666
Odometer In: 17745
Fuel Reading: 6/8

YOUR VEHICLE CHARGES

3 DYS  22.99  68.97
DISCOUNT 10.0  6.90
YOUR TIME AND MILEAGE: 62.07

YOUR TAXABLE FEES

**11.11% FEE  6.90
FUEL SERVICE  27.60
**VLF FEE  2.82
CFC  13.50

YOUR SUBTOTAL TAXABLE SUBTOT  112.89
TAX  4.712%  5.32

YOUR NON TAXABLE ITEMS
SSU  9.00

TOTAL CHARGES  127.21
NET CHARGES  127.21
YOUR TOTAL DUE: 0.00

PAID ON  CENTRAL XX0284
**CONCESSION RECOVERY FEE
**VEH LICENSE FEE $ .94/DY

THANK YOU FOR RENTING WITH BUDGET

TOLL PASS INQUIRIES,
visit www.e-tolls.com
or call hta at 1-866-642-2000
Other inquiries or e-receipt visit
www.budget.com

or call 808-836-1700

Reservation #: 431488723511
Tax Exempt: No
Group Code: G0638383
Group Name: University of Hawaii at Manoa
DVC Member Indicator: No
Folio ID: 84678100

Amy Saxton
PO Box 873
Keaau, HI 96749-0873
USA

Phone: 808-966-7307
Email: SAXTON@HAWAII.EDU
Aulani, A Disney Resort & Spa, Ko Olina, Hawaii RM 1139

### Guest Pay Invoice

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<th>Description</th>
<th>Property</th>
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<td>0.00</td>
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**Total** $858.70 $-658.70 $0.00

Thank you for choosing Aulani, A Disney Resort and Spa! For billing inquiries, send an email to GUEST.SERVICES.BILLING@DISNEYAULANI.COM or call +1-407-828-5630.