

October 20, 2010

## T.J.'s Report

### Cross Training Work Group – Service Models

- LSS group has started cross-training
- Group needs to come up with standard format
  - o Work flow

### Budget

- Oddly quiet about comments
- Materials budget (Haley)
  - o Budget has been loaded
    - Still holding orders until Feb. 1<sup>st</sup>
      - Might have to return
    - Liaisons should get and prioritize book orders still
      - No standard format for prioritizing

### EPC

- Oct 5<sup>th</sup>
  - o ERIC microfiche
  - o Liz and Barb working on policies
    - Will be given to EPC to review
  - o Reserving library space
    - Influx of group study space wanted
  - o Travel policy will be updated every year
    - Each group member should look up what funds are available to them
  - o Pay for print
    - Still under review
- Oct 19<sup>th</sup>
  - o Box for clothing in the library
    - Need to look into it for branch libraries also
  - o Request for space
    - Mock courtroom

### Faculty Meeting

- Check Phyllis' blog for updates
- Group study rooms
- Revised PAA
- Revisited travel

### ITAC

- Portal update
- CMS update
  - o Training options

- Mobile web
  - Apps for stuff on campus
    - Buses, food, etc.

#### Mobile Comp. Taskforce

- Mobile web
- Marketing committee

#### Dig. Unit

- Working on the basic definition of digitization
- Staffing and new equipment

#### Other

- New LOA leave request form
- ILS more web/cloud based
  - Haley attended serial solutions conference
- Grant writing in Dig Unit
  - Preservation grant
- Microsoft Project available

#### Service Models

- Tech
  - Reports are in and sent out
    - Make comments before Friday
- Allocations
  - Phyllis pulled recommendations from other groups and made bulleted list
    - Put in groups of stuff we can do, stuff we will do, and stuff we would like to do but probably wont be able to
- Cross-training
  - Haven't met since early fall
- Promotion
  - Increase facebook presence
  - Listed recommendations

#### Extra Student Hours (Kathleen)

- Before asking students to work extra hours, supervisors should be notified first.
  - Where does the money come from?
  - Some students can only work a specific amount of hours
  - Volunteers
  - Avoids possible confusion
  - Should have a back-up plan if student can't work