Planning & Resources Committee (PRC)
Wat 455- Thursday, April 5, 2012, 3-4pm

Present: Altman, M.; Back, A.; Emde, J.; Garrison, W.; Goodwin Thiel, S.; Miller, K; Royer, Shannon; Smith, R.

Purpose of today’s meeting: Review of supply procedures and budget matters with Kent Miller and Shannon Royer

Establish note taker: Molly

Agenda Items:

1) One of PRC’s charges will be to effectively communicate with staff on how to request supplies. (Kent Miller & Shannon Royer)
   a. There is a new web form for small supply items (pencils, staples) as well as a separate supply form for technology equipment
   b. Anything more questionable or more expensive, we can contact Kent or cc him on an email that has AD approval.
   c. PRC should generate a list and communicate with staff examples of items that can be ordered

2) Jim Richey will attend Dean’s Exec Meeting Friday April 13th 8:30am (Watson 503B)
   a. Shannon will report on budget and Jim will report back to PRC
   b. PRC should consider how to communicate with staff the budget to help staff better advocate for libraries

3) Campaign update (Rebecca Smith)
   a. Annual Budget and Annual Report was asked to be outlined for the Provost’s office to explain how our strategic plan is aligned with Bold Aspirations (fundraising, recruitment & retention, research plan)
   b. Capital Campaign will be held April 28th in the field house.

4) Strategic Plan
   a. Goal 4 is being evaluated in strategic plan process to increase donor engagement
   b. Strategic plan draft will be shared with library staff this month

5) Vosper Society
   a. Has been rebranded as friends of library to incline people to give

Action items identified during meeting

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<th>What</th>
<th>Who</th>
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<tbody>
<tr>
<td>Discuss a communication format to explain supply procedures to staff</td>
<td>All</td>
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<td>Report on Dean’s Exec Meeting</td>
<td>Jim Richey</td>
<td>Friday April 13th</td>
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