Planning & Resources Committee (PRC)
Wat 503A- Monday, September 24, 2012, 10:30-11:30

Present: Altman, M.; Garrison, W.; Ghouse, Nikhat; Richey, J.; Royer, S.; Smith, R; Woodrick, J.

Establish note taker: Molly Altman

Agenda Items:

1) Campaign Updates (Rebecca Smith)
   a. We are already over 4 million dollars towards our 5 million dollar goal
   b. Campaign Priorities include Learning Studio at Anschutz Library, Center for Digital Scholarship, Open Access, Collections & Faculty Support
   c. Media Relations include Elsevier boycott and open access, Ron Paul holdings, family history preservation & Art and Architecture Library flooding
   d. Donor Communications include Spring Bibliophile sent out and Vosper renewal sent. Suggestion from board of advocates to move renewals to calendar year and add a return envelope to increase giving.
   e. Continual work on goal four of the strategic plan

2) Possible FY 2013 goals involving LFPA, KULSS, and PRC (Nikhat Ghouse, Jules Woodrick)
   a. PRC is still working on standing charges to communicate budget information with staff

3) Budget Report (Shannon Royer)
   a. Shannon will talk to Kristin about items that we are not allowed to order, but there are always exceptions
   b. Anything over $1000 needs to go through Kent
   c. There is not a departmental budget, there is only a library budget
   d. Small supplies, technology and travel requests all have links through the staff intranet that staff should go through
   e. Big ticket item is very informal, best procedure is to go through your AD and they will discuss
   f. Shannon will be doing a discussion of the budget at an upcoming All-Staff and she could tag on a message about PRC or PRC could create a handout

Action items identified during meeting

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<tr>
<th>What</th>
<th>Who</th>
<th>When</th>
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<tbody>
<tr>
<td>Write up and post meeting minutes</td>
<td>Molly</td>
<td>By next meeting</td>
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<tr>
<td>Type up draft of email to communicate supply requests with staff</td>
<td>Jim</td>
<td>By next meeting</td>
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<td>Discuss with Kristin if there are any specific items that cannot be ordered by the library</td>
<td>Shannon</td>
<td>By next meeting</td>
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