Liaison Coordination & Support Committee

**Type of report being submitted:** Committee Final Report

**Date:** 07/21/2014

**Committee Name:** Liaison Coordination & Support Committee (LC&S)

**Supervising Board Member:** Bohyun Kim, kimb@fiu.edu

**Chair, Co-Chairs, Assistant Chairs:**
Jessica Sender, Chair (jsender23@gmail.com); Michelle Dunaway, Co-Chair (mdunawa@gmail.com)

**Committee members:**
- Alyssa Briggs (alyssa.l.briggs@gmail.com)
- Maureen Cropper (maureen.cropper@kctcs.edu)
- Margaret Cusick (cusickm@newberry.org)
- Alyse Ergood (alyseergood@gmail.com)
- Kristen Hylton (kris10hylton@gmail.com)
- Rachael Jaffe (rjaffe@binghamton.edu)
- Scott Jankowski (scott.jankowski@wayne.edu)
- Jamie Jones (okjamiej@gmail.com)
- Sara Morris (sara.morris@utexas.edu)
- Cristina Springfield (cristina.springfield@gmail.com)
- Nicole Tekulve (nicole.tekulve@gmail.com)
- Monnee Tong (monnee@gmail.com)

**Goals, Objectives, Projects completed (including, but not limited to, any procedures, tip sheets, checklists, etc. created during the reporting year):**

- Set up “teams of liaisons” with each committee member serving as *team leader* for a group of liaisons
- Work with supervising board member (Bohyun) to determine a better system for assigning liaisons upon volunteering
- Continued writing Best Practices document for LC&S committee members, on advice from 2012-2013 co-chairs, asking for input from current committee members
- Team leaders encouraged to keep in close contact with liaisons to remind them about postings to NMRT and their respective units and will provide prompt responses to any questions/concerns
- Team leaders provided liaisons with pertinent information for *MidWinter Conference*
and Annual Conference—NMRT meetings and events and asked that they communicate the same with their liaison units

- Supported several NMRT requests to broadcast information to liaison units before Annual Conference (e.g., Resume Review Service, NMRT conference mentors, etc.)
- Supported several individuals, other NMRT committees, or other groups by supplying the list of current liaisons or forwarding calls to the liaisons during winter 2013 (e.g., Awards committee, Footnotes, Mentoring committee, President’s Program, Travel awards committee, NMRT Emerging Leaders group)
- Encourage existing liaisons to apply to serve on next year’s LC&S committee
- Established a partial list of state ALA chapters that have bylaws indicating state’s appointment of the ALA-NMRT liaison
- Recruited existing liaisons to renew their appointment(s), as applicable
- Recruited NMRT members to volunteer as liaisons to fill needed spots (ongoing)

**Action Items/Issues To Be Resolved – What plans/projects remain which will be carried over or postponed until next year? Have there been any substantial changes in plans requiring a reconsideration or cancellation of projects? Information regarding such will be helpful for future chairs and planners.

- Did not ask liaisons to specifically invite their units to attend NMRT Orientation (as a representative and/or be sure their unit brochures are available at that program) and possible other programs.
- Figure out a better way to recruit and track volunteers for liaison positions
- Compile complete list of state NMRT organizations for contact and inclusion

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**Report submitted by:** Jessica Sender

**Email address:** jsender23@gmail.com