

## Committee Progress Report

NOTE: \*\* = Required Field

**\*\*Type of report being submitted:** Committee Progress Report

**\*\*Date:** 3/2/2010

**\*\*Committee Name:** Shirley Olofson Memorial Award Committee

**\*\*Supervising Board Member:** Amy Harmon

**\*\*Chair, Co-Chairs, Assistant Chairs:** Zao Liu

**\*\*Committee members:**

Sue Anderson  
Megan Hodge  
Marissa Ball  
Jodie Borgerding

**\*\*Activity in Current Reporting Period**

**a) Projects completed (For example, any procedures, tip sheets, checklists, etc. created during this period):**

Updated the Committee website and set the new deadlines for this year's application and notification. Distributed the award announcement to various listservs and email addresses. Received twenty-nine valid applications. Evaluated and ranked the applications using the award rubric. Calculated the scores of all applicants given by each committee member and aggregated the individual scores provided by all committee members. Sent aggregate scores to all committee members for further deliberation and discussion. After the discussion, re-ranked the top two applicants and selected the winner and runner-up based on the majority pick. Notified the Supervising Board Officer of the result.

**b) Projects in progress but not yet completed:**

In the process of verifying the winner and runner-up's NMRT membership status with ALA. Will make sure the winner will be able to attend the conference this year. Will notify the winner and all applicants of the decision.

**\*\*Action Items/Issues To Be Resolved (What is left to do, based on your Planning Report? Have there been any substantial changes in plans since then? What items, if any, have been deferred until next year?):**

**Financial Report Section:**

<b>Your budget appropriation (see budget)</b>	a.
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<b>Amount which you have spent so far this year</b>	b.
<b>Your estimated additional expenses this year</b>	c.
<b>Total of amount spent and additional "estimated" expenses for this year (b+c)</b>	d.
<b>Difference between budgeted amount and total expenses from above (a-d)</b>	e.

**\*\*Report submitted by:** Zao Liu

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