

## Liaison Coordination & Support Committee

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

**\*\*Date:** 6/30/2012

**\*\*Committee Name:**

Liaison Coordination & Support Committee (LC&S)

**\*\*Supervising Board Member:** Cory Lampert

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

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Leo Lo [leo.saiho.lo@gmail.com](mailto:leo.saiho.lo@gmail.com), Assistant Chair

**\*\*Committee members:** (currently only 9 members instead of 10)

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

- Organized and launched liaison program fully by September 2011
- Set up “teams of liaisons” with each committee member serving as *team leader* for a group of liaisons
- Team leaders contacted liaisons at least once/quarter 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--NMRT** meetings and events and asked that they communicate the same with their liaison units
- Team leaders provided liaisons with pertinent information for **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 2012 (e.g., Awards committee, Footnotes, Mentoring committee, President’s Program, Travel awards committee, NMRT Emerging Leaders group)

- Team leaders supported and encouraged liaisons with affirmation, tips, and suggestions, e.g., writing an entry for *Footnotes* in the Fall, Winter, or Spring
- Evaluated and revised Best Practices document for liaisons
- Established a partial list of state ALA chapters that have bylaws indicating state's appointment of the ALA-NMRT liaison (noted on the excel sheet for 2012-13)
- Compiled data from liaisons about the quantity and kinds of communication they forwarded to NMRT and their liaison units. Data reported indicates that liaisons used list-servs the most, and some used facebook, twitter, and ALA Connect occasionally. The high number of messages to liaison units was 89; the high number to nmrt-l was 31. The lows were 0. I suspect that many liaisons did not report back, but this may be a good thing to continue next term. Not only does it provide the committee with some data but also encourages accountability by the liaisons.
- Encouraged existing liaisons to apply to serve on next year's LC&S committee
- Recruited existing liaisons to renew their appointment(s), as applicable
- Recruited NMRT members to volunteer as liaisons to fill needed spots (further recruitment will take place in July and August)

**\*\*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.**

- Started the creation of a Best Practices document for LC&S committee members (including suggestions for recruiting liaisons and possible troubleshooting) but will hand over this task to the 2012-13 committee
- 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. Next year, in conjunction with the Orientation committee, the committee (and liaisons) might facilitate more connections with liaison units for this program at Annual Conference.
- A complete list of state associations that have bylaws indicating state's appointment of the ALA-NMRT liaison (and not recruited by NMRT) should be confirmed by all state associations listed on the excel sheet. Information confirmed this term is noted on the 2012-13 excel sheet and will be communicated to the next chair and co-chair in July.

**Financial Report Section:**

<b>Your budget appropriation (see budget)</b>	a. N/A
<b>Amount which you have spent this year</b>	b. N/A
<b>Difference between budgeted amount and amount spent (a-b)</b>	c. N/A

**\*\*Report submitted by:** Charlene Hsu Gross, Chair

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