UPCOMING LIBRARY FORUMS:

Maria Jackson of Human Resources is confirmed to facilitate a program on Sept. 29th, 10:00 – 11:30, on "Managing Multiple Priorities" to be held in Javits Room. The program will be geared to library needs such as allowing time for team responsibilities and taking on extra work due to retirements and sabbaticals.

On October 13th, noon - 1:30 pm, the large conference room is reserved for a forum on Travel Reports. The following staff will be contacted to participate: Chris, Donna, Min, + Janet who attended ALA and Barbara, Cynthia, Godlind + Kristen. Bring along your lunches!

In September, Library Services Committee will plan for future forums using survey results. The survey sent to library staff in July included topics previously suggested that had low interest, as well as additional ideas. At this point staff interest is in speakers, both on and off campus. Other suggestions included: Wiki, Blogs, and Library Public Space Trends.

FALL LIBRARY HOURS:

Fall 2005 LETTER SIZE.doc

TRAVEL REQUESTS:

You will shortly be receiving a memo with information for travel requests from now through June 30, 2006. The form for attending conferences/meeting for which you want to be reimbursed is attached. When it is submitted it is important to attach information such as an agenda or preliminary outline concerning topics/speakers. After attending the conference/meeting, please write a brief report of what you learned and send it as an e-mail to Chris Filstrup and cc to Maryanne.

INDIVIDUAL STAFF TRAVEL REQUEST.doc

THANK YOU FROM GISELE: Gisele Thank You.jpg

REGISTRATION FOR LILRC ANNUAL CONFERENCE:

Forms for registering for the Conference on Libraries and the Future are located in the Director's Office. There is an early bird rate if paid by Sept. 18, 2005. This conference is to be held at Dowling College, October 20 - 21, 2005. For more information: www.lilrc.org/progsvce/14th.php