

**Library Support Services  
FY07  
Team highlights**

**Facilities**

- Set up Summer Commons
- Rooms 220/235 Hodges Commons tear out and furniture deployment
- Music: added shelving
- Pendergrass A-VM: redesigned office space and made shelving changes
- Hoskins: redesigned reading room; set up spaces for DLC and Volunteer Voices; reconfigured Special Collections offices and break room

**Library Personnel & Procurement**

- Began new series entitled “Conversations with LPP”
- Worked closely with performance evaluation committee on new process, including training
- Implemented new audit procedures; discontinued coin copiers; purchased new regenerators; reviewed and reorganized key box
- Completed equipment inventory
- Welcomed Caitlin Greene

**Outreach**

- Added webmaster position to team/unit
- Worked closely with Development and Special Collections on special projects/programs
- Designed and/or wrote and produced numerous announcements; signs; posters; web sites

**Shipping and Receiving**

- Continued mail delivery (estimated 1500 items per day)
- Received supplies

## **Training**

- SDAC Trip: Provided staff opportunity to attend & participate in the TLA Annual conference and facilitated site visit to UTC Lupton Library (arranged visits with counterparts)
- Learning Across the State: Developed an all day workshop series including information about current technologies such as digital storytelling & pod casting
- Began new employee orientation efforts: Conducted branch Library tours; created orientation checklists and improved orientation resources website
- Began development of online issue oriented tutorials
- Created Digital Culture training series