University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Friday, September 27, 2013
Present: Carolyn Henderson Allen, Jeff Banks, Judy Ganson, Lora Lennertz, Kalli Vimr

ARL Tasks and Assignments
The Admin Group discussed the ARL status report and assigned tasks to complete the report. The group will start with 2009 as the base year for comparisons. Judy Ganson and Chyrel Banks will analyze the additions to the collection; Jeff Banks will analyze staff numbers and salaries; Lora Lennertz and Judy Ganson will update the digital plan and work with Tim Nutt to prioritize the unprocessed collections; Lora Lennertz will write narratives describing our outreach statistics and when the Libraries added services; Molly Boyd will craft the overall narrative. Other tasks were assigned as needed.

ILL Update
Lora Lennertz updated the group on Tess Gibson’s ILL data compilation. Tess has completed the first part, compiling data from one quarter of the year.

Homework
For the next meeting, each Admin Group member will report what positions are needed. Jeff will resend the position sheet in advance of the next meeting. Judy will also report on the funds needed for maintenance.