Budget Update
Judy Ganson noted that although the Libraries’ books closed on June 30, the campus fiscal year does not end until July 31, so everything has not yet been finalized. We do have a carry forward amount in our budget, mostly deposit accounts in OCLC and Horrassowitz, which have to do with Cataloging records and Interlibrary Loan. The overall budget is about the same as last year. The collections base is the same, but we did receive an increase in the base for salaries and wages. We have an estimated amount for the student fee, which is not the full amount we asked for. We will also be getting 2% of indirect costs beginning July 1, but probably won’t see proceeds from that until next year’s budget, and we don’t know what that amount might be, if any. The Selectors met to determine priorities for expending funds for the next 2-3 years, including student funds. We intend to be careful stewards of the students’ money and purchase materials for their direct benefit.

Requests for travel exceeded the funds, and Judy will send out more information about travel requests later. Judy and Lora Lennertz-Jetton are reviewing equipment requests, including requests for two KIC and two Bookeye scanners. They are looking carefully at the programs and specific work load issues these equipment requests are expected to fulfill or resolve. They may be talking to individuals for more information on programs that will be impacted by specific equipment purchases. They are looking at new programs and ways to support Public Services areas.

Judy requested that those who have not yet done so, please turn in statistics ASAP.

Academic and Research Services Update
Lora Lennertz Jetton reported that the correct hours for fall will be posted tomorrow. Course reserves are moving into Blackboard. Scheduling for Libraries’ classes and rooms will move to the R25 system shared campus-wide. The provost is requiring all classes be entered into R25 as a safety measure, so that where students are located on campus can be determined very quickly with one tool. Also, due to the change of time between classes, our calendaring system would have had to be modified anyway, so this is as good a time as any to move.

Remnant Trust Reminder
The dean reminded everyone about the Remnant Trust deadline to order materials for the spring 2014 semester. She also noted that half of the funds for the exhibit was given by the Division of Student Affairs.

Human Resources Update
Kathy Riggle reported that the position for director of Administrative Services has been reposted. The search committee for the assistant head of Special Collections is finishing up their telephone interviews with candidates. They had 42 applicants. They had trouble using
Skype. They expect to interview candidates at the end of August. The search committee for
the English and Communications Librarian had more than 70 applicants, which they had
narrowed to about a dozen candidates, and would begin their Skype interviews shortly.
Positions are currently open for Engineering and Chemistry graduate assistants, and we have 26
returning work study students from last year.

A short-term disability program has been authorized for classified staff and approved by the
Board of Trustees. Staff making less than $45,000 annually will be automatically enrolled in the
program, which provides 60% of salary for a maximum of 12 weeks for a disability. There is a
waiting period after the enrollment for pre-existing conditions, and there is a two-week waiting
period after the disability before the short-term disability payments begin. For those making
more than $45,000, there will be an open enrollment period in November.

Comments and Updates

Elaine Contant thanked everyone who participated in the survey about Windows.

Julie Thacker thanked the administration for the raises received this past July. The dean
suggested that she and anyone else write a note to the chancellor, provost, and Richard
Hudson, all of whom worked hard on our behalf this past year for the raises.

Sheri Gallaher reported that the glass replacement project at the southeast end of the Mullins
Library may begin on August 2. Also, materials used during the construction of the addition to
Vol Walker Hall will be removed from the mechanical room on level 1 through the tunnel,
which may be noisy at times. She ordered new plates for the desks and carrels that advertise
the food and drink policy; you may see them in the GACL and around on the other levels. The
security gates for Fine Arts Library are being replaced tomorrow. Two new café tables and
chairs will be delivered on August 16, which will be placed in the west foyer on level two.
Persons with food not allowed by policy can be asked to step out to those tables to eat before
entering the building.

The University of North Texas is advertising a MT degree program. There will be an information
session tomorrow in Fort Smith.

There is no word yet from Development about filling our director of development position.

No one has applied for the cross training program yet. Staff requested this program to broaden
their skill levels, so take advantage of the opportunity. Don’t worry about the workload in your
department or funds; the managers will make decisions to cover that.

There has been no word on the proposed storage facility.