University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Thursday, January 10, 2013
Present: Carolyn Allen, Jeff Banks, Molly Boyd, Judy Ganson, and Dani Porter-Lansky.

Budget Requests
The Admin Group reviewed the budget increase requests, including the library position requests, which were whittled down from twelve position requests to three faculty, two specialist, and two graduate assistant positions. The budget requests are separated into two categories: one-time costs, which will include the one-time cost for the Sierra upgrade that was promised in the 2012 budget, but which has not yet been paid, and additions to the base budget, which will include journal subscriptions in Chemistry and Biomedical Engineering that were provided last year as one-time funds, but not put into the base budget. The one-time costs also include the same amount requests for general technology upgrades as last year, but this year will focus on upgrading equipment related to services rather than upgrading individual computer workstations and software, as these are largely up to date. Also on the one-time requests will be a truck for deliveries and retrieval of materials stored off campus. The base budget increase request will also include funds to cover the Newsbank purchase of the *Arkansas Democrat Gazette*, but we do not yet have a revised quote from Newbank for that exact amount.

Financial Commitments
The Admin Group reviewed and updates the financial commitments spreadsheet that was kept by Juana, which includes money pledged to the Libraries by various on campus sources, as well as money we pledged to other departments, groups, and individuals.

Reinvestment Fee for Advancement
The chancellor notified the deans via email that the reinvestment fee will not be taken from donations this fiscal year. Instead, the Division of Advancement is making budget cuts to offset the millions in deficit they expect by year’s end. They have implemented a hiring freeze and hope to balance the deficit by the end of the fiscal year, and at that time, the issue of the reinvestment fee will be re-evaluated.

Personnel Updates
The search committee for the Reference Librarian position has been recommended, and the department head will draft a position description for the ad.

The search committee for the Director for Academic and Research Services has scheduled Skype interviews with four candidates beginning next week.

Jeff Banks will send an email reminder to faculty and staff about their annual reviews. The deadline for completion of all is March 1, but the checklist and supporting documents should be submitted for supervisor’s review before that time.

Graduate Student poster sessions
Jennifer Rae Hartman is working with Diane Cook of the Graduate School to host a graduate student poster session on Friday, February 8 in both reading rooms in Mullins Library.