University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Thursday, May 22, 2014
Present: Carolyn Henderson Allen, Beth Juhl, Marco De Prosperis, Judy Ganson, Molly Boyd, and Lora Lennertz.

IUG Report
Beth Juhl gave a report on Innovative Users Group (IUG), which is the user group for the software (Innovative Interfaces) that runs our library catalog and various other functions in the library, such as Index Arkansas, Find It!, proxy servers that allow off campus access, patron accounts, circulation, and reserves. In 2013 Innovative Interfaces was bought out by a private equity firm, which has caused a corporate shift. They acquired Polaris in 2014, which the Fayetteville Public Library and others in the state use to operate their catalogs. This will result in our having a larger IUG users group in the state. III plans on more growth, and now functions on more of a corporate model rather than the software company run by librarians that it used to be.

We updated to their latest product Sierra last year, but it was a bumpy rollout, and their support and help desk performance is uneven, with some tickets remaining open more than 12 months later. Approximately one third or one quarter of the III user base, depending upon whether you count individual installs or library systems, now run on Sierra. Sierra will provide opportunities for us to find efficiencies in our workload and streamline the work process.

They do have a discovery layer called Encore that enables eBook integration and other modern features over what is available in our current public catalog. It would add functionality to our catalog on the front end as well as the back end. III is also planning to release APIs that would allow would allow real time updates on processes such as fines and acquisitions.

Some concerns include the slow or no development and upgrades on existing products, in favor of rolling out a new product. This includes WebPAC, proxy servers, course reserves, and WebBridge. The proxy server is of particular concern as our remote access logs continue to climb, currently near 10 million, with an average of 29,000 proxy hits per day.

User Experience Librarian
The Admin Group reviewed a draft position description for the proposed User Experience Librarian, who would be responsible for the primary function of circulation services, electronic reserves, current periodicals and microforms, the reference desk and virtual reference services.

Travel Requests
The Admin Group reviewed the travel requests. As there were more requests than the annual budgeted amount for travel, funded travel will be limited to three per staff or faculty member and expenses will be capped at $1150. Individuals may determine the priority of trips under these constraints. In other words, they will not be held to the priorities as listed in the requests but may change their trips as long as they stay within the budgeted allotment.

Equipment Requests
The Admin Group reviewed the equipment requests. Standard operating equipment under $200 will be considered “equipment” or “supplies” and purchased as needed on those budget lines. New chairs and bean bags will be allotted under furniture on the budget. The requests for security cameras in the
branch libraries must first be discussed with the building managers of those facilities and their IT directors, as security cameras require network and electrical connections. We must first meet with those personnel to determine if cameras in the libraries are feasible before we can approve for our budget. Marco, Lora, and Sheri will investigate further.

As the reserves trial for the History Department required texts has concluded, the extra shelving will be removed from behind the desk to allow the installation of work stations, so that staff may work on other projects during non-busy times at the service desks. This will include tables or desks and computers, plus the removal of the shelving. This proposal was approved by the Admin Group.

Necia Parker-Gibson and Michelle Gibeault proposed the purchase of twelve tablets and accompanying equipment to facilitate a mobile learning lab. The items would be checked out by library faculty in a group rather than allowing individual checkouts by patrons like the currently owned tablets. This proposal was approved by the Admin Group.

The Admin Group reviewed a proposal from the Global Campus and Facilities to create a new group study space on the 3rd floor in the southwest corner, where ranges housing the HCs are currently located. This would be an enclosed study space, like the new graduate study space, and may be one space or may be subdivided, depending upon a clearer development of the floor plan, would have technical and projection capabilities like the existing group study rooms, and keys would be checked out like the other study spaces.

The dean continues to look for ways to add more seats to the Libraries, main and branches, as the student population continues to rise.

Updates and Reports
Lora Lennertz reported that the Fulbright College orientation will be temporarily located in the north side of the GACL in Mullins Library during the renovation of the computing lab in the Union this summer. The dates will be May 28-30, June 10-13, June 17-20, June 23-27, and August 12 and 14 from 10 a.m. to 3 p.m. There may be associated noise with this process, but there should be sufficient space for student research in the remaining stations of the GACL and quiet space in the Hodges Reading Room.

Judy Ganson reported that the Selectors are working through end-of-the-year purchases to expend remaining budget funds. Judy makes a conservative estimate of price increases throughout the year, which may produce funds that can be used at the end of the year for one-time purchases, then allows the Selectors to decide which wish list items should be purchased with the remaining funds.