University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Thursday, June 19, 2014
Present: Carolyn Henderson Allen, Beth Juhl, Marco De Prosperis, Judy Ganson, Molly Boyd, and Lora Lennertz.

Personnel Update
The Admin Group discusses coverage and transitions for departing faculty and personnel. In a future meeting, the Admin Group will discuss staffing the Digital Projects Unit because those lines were not funded in the most recent budget request. The Head of Instruction and Outreach position has been posted. The User Experience Librarian position description is circulating through faculty for feedback.

Approved Travel Requests
Marco de Prosperis presented the approved travel requests totaling $113,500. People who requested less than $2,000 for their travel for FY 2015 will receive a maximum of $2,000, and people who requested more than $2,000 will receive a maximum of $3,500. Travelers will be able to choose their priority trips and budget travel accordingly. Travel expenses in excess of the $3,500 will be charged to the traveler.

Approvals for Computer & Non-Computer Equipment Requests for 2015
Marco presented the computer and non-computer equipment requests to the Admin Group for review.

LISA Security Protocols
For basic security purposes, we need to have a schedule of who will be working at LISA. The Admin Group and immediate supervisors of employees should have updated schedules of who is down there, so that they can be notified in the event of an emergency. Also for safety purposes, it is best to have more than one person working at a time.

Course Reserves Data for 2013-2014
Lora Lennertz presented data on the course reserves for the past year, and the pilot program of providing reserves for reading lists for classes. Total reserves for fall were 825 items with 421 selected by librarians for the trial and 404 selected by faculty for specific classes. Of those, 293 of the librarian-selected titles were never checked out and 191 of the faculty-selected were never checked out. The titles that were checked out averaged 3.4 checkouts per title for the librarian-selected titles and 8.6 checkouts per title for the faculty-selected titles. Similar results were obtained in the spring semester, with total reserves at 365 with 143 titles selected by librarians and 222 selected by faculty for classes. Of the reserves in the spring semester, 100 of the titles selected by librarians were never checked out and 125 of the titles selected by faculty were never checked out. The spring semester titles that were checked out averaged 3.49 checkouts per title for the librarian-selected titles, and 5.72 for the faculty-selected titles. The Admin Group recommended that this data be shared with librarians who participated in the trial. Lora will also send this data to the faculty, and reinstate the practice of sending use data to faculty following each semester. Judy Ganson noted that UPC course surveys are distributed to Selectors each semester so they can plan what should be placed on course reserves.

Library Retreat
The Admin Group reviewed a draft agenda for the Library Retreat, which is scheduled for August 7-8 at the Embassy Suites in Rogers near Pinnacle Hills. Required personnel may drive their own vehicles or passenger vans will be available to leave from and return to campus. Jeff will ask personnel who will
need the van service, and obtain sufficient transportation. The agenda for each day includes a morning general session, two breakout sessions, and a general session at the end of the day for prioritizing objectives. The Admin Group will refine the topics and collect white papers or other required reading, so that they can be distributed to attendees well in advance of the meeting.

Required attendees will be the dean and directors, all faculty, all non-classified staff, select Operations Group members, and select classified support staff.