University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Thursday, August 14, 2014
Present: Carolyn Henderson Allen, Jeff Banks, Molly Boyd, Marco De Prosperis, Judy Ganson, and Lora Lennertz.

Personnel Update
The title of the position called “special formats archivist” will be changed to “audio / visual archivist,” as per the request by the search committee, who conducted a survey of position titles across the country, and will be posted soon.

On campus interviews of two candidates for the Instruction and Outreach Librarian position are in process, with Molly Strothmann interviewed on August 14-15 and Lis Pankl on August 22-23.

The user experience librarian position was posted last week. The business and geosciences librarian positions are still in process.

Faculty Orientation
New faculty orientation will be held at the Reynolds Center this year, with two library and two ITS representatives at one table. Lora and Judy will represent the Libraries. They will distribute thumb drives preloaded with the dean’s message and welcome and library specialists’ trading cards. Judy has a list of new faculty, and some departments forwarded new faculty résumés to her, which she will forward to the Selectors. There are more than 100 new faculty this year.

Library Maps
The Admin Group discussed the practicality of printing maps to leave at the service desks. They determined that a map printed on demand using StackMap would be more effective.

Another sustainability factor would be to use environmentally friendly rainy day bags. The Admin Group would like to pursue the possibility of getting a corporate sponsor for such bags.

Annual Statistics
The admin group reviewed the annual statistics. We added 51,400 books to the collections, including 67 rare books purchased with funds from the campus administration. This one-time increase in funds is the primary reason our expenditures on monographs was higher this year. It also skews our cost per book statistics. Costs for salaries and wages increased, but fringe benefits costs decreased, due primarily to our change from QualChoice to UMR for health care insurance.

The annual statistics show a decrease in almost every category associated with traditional library in person interactions, including circulation of books, classes taught, and reference questions, but show an uptick in online interactions such as chat reference, LibGuides use (355,000 hits), and even e-book downloads, which were 193,212 downloads as compared to 67,000 books checked out. Considering that we have more than 2 million books and 151,650 e-books, with another 36,800 e-book titles available through the demand-driven acquisitions plan, that number is a significant indicator of our user preferences for online materials.

However, ARL statistics are not keeping up with changes in collection use patterns, especially as they relate to electronic formats. We need to review our collection of statistical data carefully. All data
collection should be reviewed for relevance and significance. Marco and Judy will review the data collection process.

**Library Retreat Review**

One issue that arose from retreat discussions was the cross-training program. We need to review it and investigate why it is not being utilized and what we can do to eliminate barriers and encourage participation. Directors can mediate between supervisors who have difficulties readjusting job assignments and loads to allow cross training, as this may require adjustments in assigning and scheduling tasks across departments, which directors can facilitate.

Although we do not want to work at cross purposes or duplicate efforts of the future campus faculty committee charged with investigating an institutional repository, we can look at bepress and evaluate what will work with our current collections and systems and how we might facilitate a cross-over or linking from old to new, whatever that system may be. We can review staffing patterns throughout the organization, review workload statistics, and organize ourselves to have cogent conversations about implementing an institutional repository and improving discovery. A review of staffing for institutional repositories shows they have on average two persons managing them. Much depends on what types of content will be ingested, which the campus faculty committee will recommend. We do have a bepress demonstration scheduled for Monday, August 18, from 10 a.m. to noon at the Reynold Center. We need to evaluate bepress by figuring out what we want it to do for us, including compatibility and the necessity of converting content to a compatible software or format if necessary.

The directors will streamline the group suggestions from the retreat to eliminate overlap, will determine which tasks could be dealt with immediately with workflow adjustments, identify the status of those projects in process, and will distribute the annotated list to the library at large. The goal is to have the document ready to disseminate to the library at large in one week, by August 22. Feedback on specific points, planning and working groups to implement them, as we did with the last strategic goals, will be forthcoming.

**Reports and Updates**

Carolyn Allen reported that the University is projecting 500 more students per year until the cap is reached at 28,000, based on current and past enrollment data. 16% of students are graduate students, but the number of PhDs awarded dropped last year. The administration is reviewing the tuition and stipend for graduate students. The campus administration continues to develop cost containment measures, such as the recent change to the policy on university-supplied cell phones.

Judy Ganson reported that Susan Adkins notified campus users that the contract with Adobe had been finalized and sent to the University's attorneys for review. She also noted that UITS sent out a draft of the campus-wide evaluation of IT services conducted by WTC consultants, and the final report will be out in a few weeks.

Lora Lennertz reported that the orientations sessions and Fulbright advising in the library had concluded. Luti Salisbury and Lora will present a one-hour session with incoming graduate students in the union next week. LibAnswers will launch next week before the semester begins, barring any last minute difficulties. Norma Johnson is serving on the GWLA task force that has created an instrument to get feedback following library instruction classes, which will be used next semester.
Jeff Banks reported that PeopleAdmin software will be upgraded in January. He also noted that he is serving on the search committee for the Vice Chancellor for Finance and Administration. Finally, he announced that the Libraries’ HR grid that is used in candidate searches has been adopted by the provost’s office and the OEOC to use as a template for the rest of the campus. Danielle Wood, director of the OEOC, is developing campus-wide training modules to be used by search committees.