University of Arkansas Libraries, Fayetteville, Arkansas
Admin Group meeting
Thursday, August 22, 2013
Present: Carolyn Allen, Jeff Banks, Molly Boyd, Lora Lennertz Jetton, and Judy Ganson.

Human Resources Updates
The new employee orientation will be held September 4 from 3 to 4:30 p.m. The tour will be 45 minutes, then after everyone has regrouped in 104, the dean will welcome them. Lora will talk briefly about public services issues, Judy will speak about systems and email, and Jeff will talk about the human resources issues. The ice cream social in the staff break room will conclude the afternoon. Necia Parker-Gibson and Lynaire Hartsell will give an introduction to library resources from 3:30 to 4:30 p.m. on September 11 in room 102.

The search committee for the English and Communications Librarian will begin Skype interviews with four candidates on Wednesday. Lora contacted the Communications faculty and let them know the status of the search, and asked them to contact her with any issues until the position is filled.

The search committee for the Assistant Head of Special Collections is checking references and expect to schedule on campus interviews soon. The dean will not schedule a separate one-on-one interview with these candidates, but will participate in interviews with other groups.

Budget
Judy Ganson reported on the materials budget, noting that some serials payments were not made until July, so the numbers have to be double-checked. She and Cheryl Banks are refiguring estimates and checking for accuracy. We typically underestimate endowment payouts to avoid overspending. Judy is meeting with subject groups to determine non-serial funding estimates and will have a summary finished on Friday, which she will distribute to the Admin Group. The Admin Group reviewed some changes in the budget, including expenditures, library holdings, track fees, and endowment projections. State funds are listed separately. The budget line for “copyright fees” does not include all copyright fees, which come through interlibrary loan and course reserves. Judy will collect together all of the copyright fees to allow the Admin Group to report clearly on copyright costs.

Updates and Reports
Judy Ganson will be out of the office all next week, August 26-30.

The dean would like a review of the policy of generating reports for donors of which titles were accepted into the collection of donated materials. The options of adding a bookplate and generating a list of titles will be added to the accession form, so that donors are alerted of their options and can indicate their preference. Personnel, including Selectors, should be trained on the new form when it is updated. Judy and Lora will investigate what it would take to clear the backlog of gift collections. There is no backlog on purchased materials.

Lora Lennertz Jetton reported that Interlibrary Loan staff attended software training and have identified changes that should eliminated 30 seconds from each transaction, which will add up to a significant number by year’s end.
Staff have generated PDFs of the OCR of the lyrics to 1366 songs from Mary Parler collection, for which we received an Arkansas Humanities Council grant. Once they have finished the headings, then the items will be loaded into our online collections.

The Performing Arts and Media Department worked with Amy Allen in the University Archives to get sample Music Department’s concert recordings loaded into Fedora Commons. The Music Department reviewed the system and approved it.

The Borrow It Now feature provided by RELAIS may go live as early as tomorrow. Reference staff will be trained on Borrow It Now September 4th.