Library Council, December 1, 2010

Present: Dean Carolyn Allen, Jeff Banks, Molly Boyd, Ben Carter, Cheryl Conway, Donna Daniels, Tom Dillard, George Fowler, Judy Ganson, Tess Gibson, Lora Lennertz Jetton, Bridget Penrose, Randy Thompson, Carol Warriner, Juana Young, Tim Zou.

Discussion of Operational Goals. The Operational Goals were collected from the mini-retreat held with Carla Stoffle and refined by input from faculty and staff. They are structured so as to be reasonable and attainable. The Operations Goals are intended to be the work plan for the 2011 year, to be put into place before the evaluation period begins in January and assignments are made. Working groups will be formed; only those assigned responsibility for groups are identified here. These working groups will collaborate and work across groups as needed. Communication is essential between all groups and should not be restricted.

1a: Judy Ganson clarified this item meant that these individuals would establish a basis for the mechanism and structure of subject assignments in collection development. There may be a more effective basis for assigning subjects.

1b: Lora Lennertz-Jetton reports that this group is getting close to completion of this goal; therefore, the December 30, 2010 goal completion date is appropriate.

1d: This goal is considered too vague; does not contain measurable outcomes, or description of how to accomplish the goal. Library administration intends for it to be open-ended, and the status to be reviewed on an annual basis. Each year assignments may have to be retooled and re-focused; the digital initiatives are an example. Assignments will be made based on operational goals.

2a: Add Lora Lennertz-Jetton or Performing Arts & Media representative to ensure media use / abuse is covered in this program.

2c: Add phrases to separate the two processes: planning new spaces (Extreme Makeover Task Force) and freeing space (Stacks Management, Collection Development, and Cataloging).

5B: Deadline should be June 30, 2011.

Discussion of Fiscal Year 2011 Initiatives. These are the big ticket items recommended to the provost. The goals end on June 30, 2011, the end of the fiscal year; however, another mini-retreat is planned to develop strategic goals to establish a continuum throughout the calendar year. Some possible topics include sustainability goals related to preservation and increasing librarians’ presentation in the classroom.

1. Amy Allen has separated the faculty-based manuscripts in Special Collections and has generated an online catalog in conjunction with Web Services. Date should be corrected to 2011.

2. Web Group is looking at our Web site to determine who best to capture Web-o-metrics and determine use of our site, and then Judy will meet with a campus-wide group to discuss strategies for improving the Web presence of the university.
3. Working with Office of Student Access.

4. Open Access initiative is primarily involved with getting word to faculty at this time. Judy Ganson is working with a campus group dealing with NSF-research sponsored programs template.

5. Due to time conflicts with chairing the dean of the Law School search committee, the dean will not begin this item until January.

**Discussion of Budget Presentation:** Dean Allen outlined the budget presentation to be given to the campus administration. She noted that we are budget-wise much better off than our peers and managing our resources very well. Included are budget increase requests of:

- $155,000 for positions, including a digital services librarian and an upgrade in salary for the geosciences librarian to make that commensurate with the responsibilities assigned to that position.
- $27,000 for a “smart” podium installation in Room 104.
- $456,000 for Phase 2 of Extreme Makeover (including $438,000 in furniture, $15,000 in wages)
- $250,000 for hardware and software maintenance of computer and server systems

Also requested are one-time funds of $600,000 to offset the serials increase of 10%. Included is a request for $100,000 base increase over a 10-year period to ensure budget growth for collections.

**Miscellaneous Discussion Items:**

Admissions Office reports that applications from freshmen are up 27% from last year. They are expecting a freshman class of 4,400 next year. The increase in freshman students will impact us, which we should consider carefully as we plan for more numbers in the fall. We should also pay attention to a projected increase in graduate students as well, considering information needs and study carrels. Also might consider increasing our number of graduate assistants; however, this will be a budget issue and tied to available funds.

The gate count has increased 6% this fall compared to last year’s numbers. Students comment that they like the expanded seating in the Periodicals Reading Room, where the comfy chairs and the natural light are attractors, but it is still loud enough that they do not fall asleep while trying to get work done. Students and faculty have also commented on the expanded GACL area.

Will look into expanding the bright colors throughout the lobby area, as the playful combinations lift the spirits. The Extreme Makeover Task Force has plans to delineate the reading spaces on levels three and four with similarly painted walls.

The abatement project is still on hold. The electrical upgrade component was taken from the abatement project plans and added to the air handling replacement project, which is scheduled to being on December 13. The mailroom is packing and will be ready to move next week. The tunnel, mailroom, and freight elevator will be closed for the entirety of the project, which is projected to last three or four months. Performing Arts & Media has access to retrieve LPs from the compact storage area.
As the plans for the abatement project are evolving, library administration proposed the installation of a below ground ARS before the abatement process; Facilities Management countered with the proposal to move materials off-site to an above ground facility. Nothing has been decided yet.

The 2010 Retrospective is out. It is a popular tool with donors and provides a good summary of the past year's accomplishments.