

Minutes of the Library Council Meeting  
November 5<sup>th</sup>, 2007  
Meeting Room, Coe 115

Present: Tawnya Plumb, Snehalata Huzurbazar, Ed Janak, Doug Smith, Bob Staley, Kent Jaehnig, Emily Spicer-Guier, Grant Lindstrom, Mary Henning, Tami Hert, Debbie McCarthy, David Kruger, Sandy Barstow, Birgit Burke, Sara Williams, Maggie Farrell, Cheryl Goldenstein, Jamie Kearley, Lori Terill, Lori Phillips, Rick Miller, Shane Broughton, Marcia Kelley.

Library Chair Tawnya Plumb called the meeting to order at 3:10 p.m., and welcomed everyone. Participants introduced themselves.

#### AGENDA ITEMS

##### Announcements (Maggie Farrell, Dean UW Libraries)

- There were no announcements.

##### UW Budget Request Council Activities to Support (Rick Miller, Vice President for Government, Community and Legal Affairs)

- Rick Miller spoke to Library Council about this year's budget request. UW is given a block grant and while portions of it are not legally set aside for specific purposes, politically, we are fairly bound by the agreements we have made to use the funds in accordance with the "ask." UW Libraries' experience applying for GWLA membership gave the legislature an opportunity to really look at an important component of UW. Now that salaries are on "auto-pilot," we can look at other priorities. UW's #1 funding priority is funding for the library. Given the state's financial condition, we may be looking at a 4 year ramp up rather than a two year, but attaining GWLA standing is now an achievable and desirable goal. Thanks to the good efforts of Maggie and others in the libraries, we have a good relationship with other libraries in the state. Current revenues, while robust, are not as good as they have been in the past and the state is looking carefully at long term financial commitments such as on-going, recurring funding such as increases for the Libraries' collection budget. The effort to get policy makers to see GWLA as an attainable, desirable goal and the commitment to reoccurring funds needed to reach that goal, is one that will come up again in 2008 or 2010. The fact that we have gotten this far is good news. Changing the idea that there is a set point where we have enough materials to the idea that a viable collection requires regular influxes of new money is a challenge that we will undertake. Much like salaries, library funding is an area that needs regular attention. VP Miller's recommendation is that some time before Dec. 1st, the Library Council might wish to convey to the legislature why GWLA membership is important to academic success. A good quality library is an important component of faculty recruitment which results in higher level undergraduate education. A good quality library is also important to faculty productivity. Maggie has a list of the JAC members and will put together a mailing to library council members. Please send any letters or e-mail on your own stationary and not from your uwyo.edu email account.

##### GWLA Funding Progress (Sara Williams, Head of Collection Development)

- UW Libraries originally received \$4.2 million in one time GWLA funding. This was split into two years. The unexpended funds remaining at 10 a.m. today is \$447,996.94. Sara also gave a brief review of important new databases recently added to our collection. The relationship between the state funding and the one time funding is not necessarily different. The goal is to expend the money by a certain date, and as one budget is used up, expenditures roll over to the other. Ongoing expenses such as journal subscriptions are made with an eye to the reoccurring funds that are available. Sara provided a two page handout to show the progress in spending the GWLA funds.

#### Journal Review Timeline (Sara Williams, Head of Collection Development)

- GWLA funding is one time funding so we have used it to buy lots of books and DVDs and other materials that are one time expenses. What we need to be able to increase is the funding for reoccurring expenses, such as journals. Sara provided a two page handout with a timetable for evaluation of journal subscriptions. Collection Development is proposing to first look at unneeded journals, journals that are unproductive or superseded. Please talk with your subject bibliographer about journals that you no longer need/want and also to indentify and prioritize current journals and needed new subscriptions. The journal lists will come out grouped by department with cost and use statistics. If you are in a very interdisciplinary field, you may want to check multiple departments. The rough time-line is that data will be prepared in the fall semester of 2007 with the evaluation website coming live in January of 2008. Subject bibliographers will meet with their departments in February and compile recommendations in the first part of March. The recommendations will be posted in March for review and campus comment with the list of cancellations finalized in April. May through June will be spent processing decisions with journal cancelation lists to be sent to the vendors in July. New subscriptions and cancellations will go into effect in January of 2009. Electronic journal subscriptions can sometimes be pro-rated for an incomplete year and started earlier than the normal January start date. Electronic is preferred to paper because of the access available for off-campus users but we still will consider paper journals subscriptions.

#### Library Staffing (Lori Phillips, Associate Dean of Libraries)

- Lori gave an update on staffing in the libraries. Our staffing is split between three categories: student staff, classified staff, and faculty. We are one of the largest employers of students on campus, mostly in part-time non benefitted positions. We try to rely on work study but there are fewer students accepting work study grants these days. Student positions are funded from the operations budget. We begin every year in the hole for these positions and rely on reversions from staff and faculty lines to fund them. We have both full-time and part-time classified staff in benefitted positions. We have some of the same positions as any unit, including 2 accountants, a website designer, marketing coordinator and a programmer analyst, as well as positions that are purely library related functions such as catalogers and interlibrary loan personnel. Our faculty are all librarians with the library terminal degree, a Master's in Library Science. We have grant funded positions and temporary (non-extended term track) positions as well. We advertise nationally to fill our positions. Different departments require different specialties, for example, the head of collection development requires a different set of competencies than the head of reference. We have an internal CPM process in the libraries to allocate positions to follow the work. It is an informal process as we arrange our open positions to respond to library needs. For example, we had need of a

short term position to work with the water damaged theses that were part of the collection at the AHC. Currently there are 5 librarian vacancies and we are using current librarians to fill positions on an interim basis. We are advertising for an Electronic Resources Librarian, a Head of the Geology Library, and will be advertising for a Distance Learning Librarian to work with distance education students. We are currently interviewing for a grant funded librarian positions to work as the Wyoming Liaison for the National Network of Libraries of Medicine Regional Medical Library program. We also have an open line for a Science Reference Librarian, a position that will be put into campus CPM this year. We have 7 staff vacancies. The Council discussed the changing nature of our work with departments. There was a brief discussion of staffing over winter break. After discussion with the Deans, Directors, Library Council and others, Libraries Administration has decided to close for the days of winter break. Access to print collection needs to be taken care of before December 21<sup>st</sup>. The computer lab in the basement of Coe Library will also be closed during winter break. IT has other labs available. We will be watching carefully to see what problems there are and what feedback we get on this new policy and then adjust accordingly.

#### Construction PR (Sandy Barstow, Assistant Dean of Libraries)

- Administration is using several approaches to inform people about the construction and its progress. The difficulty in getting and dispensing information is compounded by the constant changes that are a part of the construction process. We are trying to keep a positive and upbeat approach. Mike Obenchain, Nancy Marlatt, and David Kruger are the people who are working very hard on the renovation and construction website that is tracking our progress and documenting though photographs the various stages of work. Sandy then took the council on a walk through of the website and explained the various sections and their significance, such as floor plans and collection locations. Administration is hoping to have a live webcam mounted on top of the Union soon so that we can watch in real time the progress of our new addition. If you have any suggestions for the page or for links to the page, contact David or Sandy. If you take photos of the construction, send them to us and we'll post them and give you credit too! Also, a special request to the Library Council, if you are getting lost of comments or questions, relay that to Sandy or David so that they can take the appropriate actions to get answers posted.

#### Other Topics

- There were no other topics

The next Library Council meeting will be on February 4<sup>th</sup>, 2008, in Coe 115. If you have any topics that you would like to have discussed, contact Tawnya or Maggie to get them on the agenda. Tawnya Plum, Library Chair, adjourned the meeting at 4:30 p.m. February topics for discussion will be the Building Campaign, another ILLC update, 50<sup>th</sup> Anniversary activities, another journal evaluation update and academic planning.