PRESENT: Sherry Crow, Mark Ellis, Brian Ray, Heather Schulz, Deb Schroeder, Jeanne Stolzer, Janet Wilke

ABSENT: Student Representative (TBD)

GUESTS: Kenneth Trantham, Faculty Senate Executive Committee; Susan Mueller, Coordinator of Collection Services

The meeting convened at 1:03 p.m.

Introductions – Dr. Trantham’s arrival was delayed. The Committee Members introduced themselves and proceeded with election of officers. Sherry Crow was elected Chair and Heather Schulz was elected Secretary; both elections were by acclamation.

Questions from the Committee? – Wilke described the basic functions of the Library Committee, stating it is an advisory group to the Dean of the Library that serves as a liaison for Faculty concerns about library-related issues. She encouraged Committee Members to report back to the Faculty they represent. The meeting minutes are posted, but if questions arise, they can be brought to the Committee and the Dean.

Crow reported that all committees are encouraged to identify a set meeting time. Library Committee Members agreed to meet quarterly based on availability.

Library Staff Update – Wilke provided an update on the many library staffing changes that have taken place within the last academic year. She reported on the background and liaison areas of Julia Powell, the Coordinator of Instruction/Government Documents Librarian, and stated that Julia will be the Library’s representative on the STEM Opportunities Committee.

A shortfall in library staffing caused by ongoing health issues of one of the librarians was alleviated by the hiring in January 2014 of two temporary librarians. The 9-month term of one of the temporary librarians has ended and she has taken a position in Colorado. The other temporary librarian was hired to serve as UNK’s University Archivist, following the retirement of Greg Anderson in June 2014.

Wilke also reported that one of the recommendations made by the Archives Consultant who reviewed the UNK Archives in Summer 2013 was to hire a Project Archivist to evaluate and organize the University Archives, a project that could take up to three years. Following this recommendation, the Library has hired a Project Archivist, who will begin her employment on Tuesday, November 4, 2014.

Budget – Wilke reported that the Library’s non-personnel funding (operating) is the same as it was the three previous years. She distributed a library budget history covering the past 16 years.
and pointed out key figures. Budget for non-personnel areas has not increased since FY2005/2006. She noted that even though the budgeted amount has remained the same over the past three years, the spending capacity has actually decreased due to the rising inflation in costs of materials each year.

Wilke explained the Student Library Enhancement Fee, a system-wide fee of $4.00/credit hour that comes directly to the library. This money is used to purchase/subscribe to databases and other resources to enhance the research needs of the students. The University of Nebraska Library Deans have been in discussion regarding requesting an increase in the fee in Fall 2015. This discussion will continue in the months ahead.

Collections – Susan Mueller, Coordinator of Collection Services, described her responsibilities, which include achieving a balance in the library’s collections. She described the formula that had been used for many years to determine the amount of money distributed to each academic department for the acquisition of new materials. This formula provided an initial $1,000 to each department, followed by a larger amount that was calculated based on the number of credit hours generated by each department. The amounts generated and amounts spent resulted in imbalances in the collection: some departments received large allocations but didn’t purchase many books; other departments needed more print resources but didn’t receive allocations large enough to acquire the materials they needed; and still others purchased materials they didn’t really need simply because they felt they should spend the money they were given.

To explore this issue, Mueller sent out a survey asking departments how they manage their library allocations. Based on the survey results, in Fall 2013 the Library tried a different way of spending money for department resources. Mueller visited each department and described the new, experimental, method of requesting materials for purchase. Individual department allocation amounts were not given out; instead, all departments were directed to send requests for what they needed to Mueller, however large or small those requests might be. Mueller’s goal was to monitor the requests to determine whether spending trends would change if departments were not restricted by specific allocations. An evaluation of purchases indicated that the budget was not overspent, and there emerged a better sense of what departments want and need. Everyone received the materials they needed, and no one felt that they didn’t have enough money to purchase what they needed. The experiment will be continued this fiscal year.

Charge to the Committee – At this point Dr. Trantham was able to join the meeting. He presented the Committee with copies of a document titled, “Statement of Principles for Faculty Senate Committees”. Trantham then read the Charge to the Committee as follows:

"Article VII.J. Library Committee
Recommends the procedure by which funds are allocated to the colleges and advises the University Administration on the formulation and implementation of Library Policy.
COMPOSITION: One faculty member from and elected by each undergraduate college, the Dean of Libraries, the Chief Information Technology Officer or
representative, one member selected by the Graduate Council, and one student selected by Student Senate. Total: 8 members."

Mueller asked about the procedure for changing the Charge to the Committee. Trantham responded that a recommendation for change must be submitted to Faculty Senate and noted in the Minutes. If the recommended change is in the Constitution, it requires a vote. If the recommended change is a constitutional change, it must be submitted to the Board of Regents for consideration.

Trantham then stated he was to conduct the election of Officers to the Committee if this has not already been done. Crow reported that Officers have been elected, and reported the results: Crow was elected to serve as Chair and Schulz was elected to serve as Secretary. Having thus discharged his duties, Trantham excused himself from the remainder of the meeting.

Continuing with the discussion on department allocations, Crow suggested that reminders to spend library acquisitions funds be sent to both Faculty and Department Chairs a couple of times each year. For the benefit of the new members on the Committee, it was explained that this money is for one-time purchases of books, etc. The Library has funds for serials/journals also. The Library’s Collection Development Committee will be reviewing the journal collection in the future to assess whether a collection revision is needed. Online requests for books go to Susan Mueller; online requests for journals go to Jon Ritterbush, E-Resources/Serials Librarian. Wilke told Committee Members that Faculty can begin sending their requests to the Library.

Mueller then summarized the events of the April 9, 2013 storm that blew off half of the library’s roof and damaged more than 6,000 books. The books were packed into boxes and frozen in Cash-Wa’s large freezers to halt the growth of mold and mildew. Later the books were sent to a restoration company in Texas where they underwent a freeze-dry process and were then shipped back to the library, 500 books at a time, to be examined for suitability of use. Mueller prepared an evaluation checklist that was based upon discussions with other librarians across the country who had experienced a similar event. The checklist was used to evaluate each returned volume to determine whether it could be returned to the shelves or would require replacement/discarding. Approximately 33%, around 2,000 books, were ruined beyond repair. The Library will receive money from the insurance company for these books, some of which will be replaced. The most heavily damaged books were in the H section, with some also found in the E section of the collection. A second storm, on September 29, 2013 during the roof repair process, damaged an additional 300+ books.

Wilke reported that the University of Nebraska Foundation launched a Buy a Book Campaign to raise money for replacing damaged books. The campaign encourages donors to purchase a book in honor of someone special: parents, colleagues, teachers, etc. A special book plate is placed inside the book to acknowledge the gift. The NU Foundation is now considering continuing the Buy a Book Campaign into the future as a good way for students, faculty, and others to honor people who are special to them.
Mueller described some of the wonderful gifts the library has received in the past year. Major gifts included music CD collections, music scores, Emeritus Professor Helen Stauffer’s collection of American West literature and research materials, and a large volume filled with colored plates that is the “Audubon” of wildflowers, as well as collections from retiring faculty. Another, very valuable gift was 29 calligraphy scrolls by Zhenzhong Zhang, a famous Chinese calligrapher, following the conclusion of an exhibit of his work at MONA.

**Miscellaneous information** – Wilke reported on the *Calvin T. Ryan Library Research Award for Undergraduate Research*, which was established in Spring, 2013, in conjunction with the Office of Undergraduate Research and Creative Activity. The second recipient of this award was recognized at the 2014 Undergraduate Student Research Awards reception held on April 10.

Wilke also reported on the *Florence M. Wagner Scholarship* that was established by Ms. Wagner’s daughter, Carolyn Snyder, in 2009. Six Library Student Worker scholarships have been awarded since the establishment of this scholarship. Wilke reported that Carolyn Snyder has expressed an interest in doing something else to help the library.

Wilke reported that a people counter was installed at the Circulation Desk in Fall 2014, which records traffic into and out of the library front doors. There is a wide range of statistics that can be generated from the data collected, and we are beginning to get some interesting and revealing statistics.

Wilke announced that on November 4, 2014, the Library, along with the departments of History, English, Sociology, and Communications, will host Tim Slessor, retired BBC documentary producer, for a presentation on “Immigrants,” with a special focus on British immigrants in the US. The presentation will be held at 3:30 p.m. in Copeland Hall. Funding for Mr. Slessor is provided by the Mari Sandoz High Plains Heritage Center at Chadron State College, which is making his presentation available, free of charge, to the state.

Wilke also reminded Committee Members of the library’s InBrief blog to which anyone can subscribe to receive updated information on the library and its resources. At the main Library web page, library.unl.edu, select: Read More, then follow the directions listed on the right side of the screen.

There being no further business to discuss, the meeting adjourned at 2:03 p.m.

Respectfully submitted,

Colleen M. Lewis
Scribe
Faculty Senate Library Committee Meeting  
Tuesday October 28, 2014, 1:00 p.m.  
Library Conference Room

Agenda

1. Introductions
2. Charge
3. Questions from the Committee?
4. Library Updates:

Staff: 9 library faculty, 1 temporary librarian, 3 managerial professionals, 12 office/service staff

Retirements, Resignations, Reassignments, New Hires etc. over past year
-9/13 John Russell, Technology Coordinator, resigned
-12/13 Sam Doubet, hired as Technology Coordinator
-1/14 Jennifer Harvey, Curriculum Librarian resigned
-1/14 Rochelle Krueger moved from Government Documents/Instruction Librarian to the Curriculum Librarian position
-1/14 Two librarians were hired on temporary, 9-month contracts
-4/14 Tenured Librarian, Sheryl Heidenreich started on half-time disability in April
-6/14 Greg Anderson, Librarian, retired
-7/14 Julia Powell hired as Instruction Coordinator and Government Documents Librarian
-9/14 End of contract for one temporary librarian (Sally LaJoie)
-10/14 Laurinda Weisse was hired as Archivist/Librarian, started in that position on October 1 (had been on temporary, 9-month contract)
-10/14 Sally Sinor hired as Project Archivist for a three-year term.

Budget:

Allocated from the state
- Same as last three years. No increase since the 05/06 fiscal year

Student Library Enhancement Fee, NU System-wide fee
- Presently stands at $4.00 per credit hour
- NU System Library Deans plan to pursue an increase in fall 2015

Collections: Susan Mueller, Collection Services Librarian
- Materials damaged in 2013 storm
- Orders from departments
- Significant additions
- Other
Miscellaneous:

- People counter. Can now count entrances/ exits by the hour.
- Library Award for Outstanding Undergraduate Research
  - 2nd award given in spring 2014
- Florence Wagner Scholarship to a student library worker has been endowed by the donor, Carolyn Snyder

-Speaker. On November 4, 3:30, Sisler Room of the MSAB. Tim Slosser, author and former BBC documentary director will speak on the topic of Immigrants, especially English immigrants to the plains states. The Library and the Departments of History, Sociology, Communications and English are hosts. A private donation to the Mari Sandoz High Plains Heritage Center at Chadron State College has made his appearance possible.

To see some of what is happening in the Library Subscribe to the In Brief blog at:

On the main Library page, http://library.unk.edu/ selecting Read More located under the picture. This goes to the page with the subscription information in the upper right corner. In Brief Online presents information about the Library, new resources, special events and more. It changes quite frequently but older information is still available.

Anything else?
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