Spring 2022 All Staff Meeting

THURSDAY, JANUARY 13
Agenda

- **WELCOME** - Deb Ward, Interim Vice Provost for University Libraries
- **NEW STAFF & HR UPDATE** - Kathy Peters, Assistant Director
- **FOLIO IMPLEMENTATION** - Corrie Hutchinson, Associate University Librarian for Acquisitions, Collections and Technical Services
- **SPACE UPDATE** – Deb Ward
- **WEST STACKS PROJECT** – Jeannette Pierce, Associate University Librarian for Research, Access & Instructional Services
- **ADVANCEMENT UPDATE** – Deb Ward for Matt Gaunt, Director for Advancement
- **BUDGET & EXPENDITURES FY 22** - Kathy Peters, Fiscal Officer
- **Q&A** – Place questions in the chat or email Jacqueline. They will be answered in the meeting until 3pm and by a response at an upcoming SAG meeting or through an All Staff email after that.
- **PRESENTATION**: Forecasting Trends for the New Year & New Collaborations 2022 – Guest SISLT Faculty: Jenny Bossaller, Denice Adkins, Jason Alston, Cindy Dudenhoffer
WELCOME
– Deb Ward,
Interim Vice Provost for University Libraries
NEW STAFF & HR UPDATE
– Kathy Peters, Assistant Director
Full Time Employees
► Kimberly Evans  Circulation
► Joel Kramer    Physical Processing & Preservation
► Jade Lemmon   Advancement
► Kathryn Weston Safety Team
► Lily Hunter   Journalism Library
► Majiyebo Yacim Journalism Library
► Kathleen Donelson ILL

Part Time Employees
► Grace Akhalu Safety Team
► Ryan Bolden Safety Team
► Kayla Critten Ross Safety Team
► Jacob Furlow Safety Team
► Joseph Hawkins Safety Team
► Evan Hill Safety Team
► Josiah Kaboga Safety Team
► Madison Nieuwenhuizen Safety Team
► Ilda Okanovic Safety Team
► Maure Smith Safety Team
► Ashley Snyder Safety Team
► Angelina Thao Safety Team
► Jara Anderson HSL Circulation
► Ellen Thieme Journalism Library
► Gabriel Harman Circulation
► Danielle Schieber ILL
► Emma Fernandez Reference
FOLIO
– Corrie Hutchinson,
Associate University Librarian ACTS
Mapping data from Sierra into FOLIO: patrons, bibliographic, item, and serials
Cleaning duplicate barcodes, deleting notes, consolidating locations, deleting withdrawn items
Starting discussions about important serials information to transfer from the checkin record

Setting up the basics of Acquisitions for testing
Setting up vendors in FOLIO and defining data maps for order information
Only open and continuing orders will be migrated

Created basic circulation settings
Single UM Patron Groups for Faculty, Staff, and Students
Generic notices and policies were created for testing purposes with feedback continually received
Timelines

Second bibliographic data load with updated mapping completed end of next week

► Begin testing system with circulation transactions first week of February
► Start creating orders in FOLIO

Training: to begin in March/April

Go-live Date: June 1, 2022

► Last day to enter data into Sierra: May 22, 2022
► Last day of access to Sierra: June 30, 2022
► INN-Reach connection may not be ready by June 1 or July 1
SPACE UPDATE
– Deb Ward
Space Update

- Archives now in Ellis Library. Thanks for the Open House!
- HSL door installed. More planning ahead.
- Windows and masonry project proceeding as planned.
- Cast Gallery planning continues.
- Space survey data review for Master Planning program plan preparation. Data Collection Continues.
- West Stacks Project proposal and readiness activities.
- Spring semester collections review.
WEST STACKS PROJECT
– Jeannette Pierce,
Associate University Librarian RAIS
Goal:
To renovate and upgrade environmental controls, lighting, and security in the West Stacks of Ellis Library to meet the long-term need of stewarding the University’s special, rare, and archival collections.
Infrastructure and Capacity Building Challenge Grant: Capital Project

- Project cost: $2.2 million ($200,000 already raised)
- Matching Grant: $500,000 NEH, $1.5 million donor match
- April 30, 2022, award notification
- September 28, 2022, submission deadline
- Project Team: Deb, Kathy, Jeannette, Kelli, Michaelle, Jody, Miller (Project Manager from Campus Facilities)
Project Timeline

- 10/1/22 to 9/30/25 – Fundraising

- 10/1/22 to 3/30/23 - Planning for move of materials from West Stacks

- 4/1/23 to 5/31/24 - Move of materials from West Stacks

- 4/1/23 to 9/30/26 - PGAV work on Schematic Design, Design Development, Construction Documents, Bidding, Construction Administration and Record Drawings

- 6/1/24 to 12/31/25 - Construction bidding, selection and renovation

- 1/1/26 to 8/2026 - Ingest of materials to renovated stacks
### Spring 2022 Activities

**Review monographs in West Stacks for long term location/retention decisions**

- Review MU duplicates – default to withdraw Ellis copy – 1/21 - 2/14
- Review titles with variant editions – 2/18 - 5/30
- Review titles that have been on the shelf at least ten years and have not circulated in the last ten years – default to move to UMLD – 2/18 - 5/30
- Titles not already reviewed that have circulated in last ten years – default to stay in Ellis
- Titles can be designated to remain in Ellis, move to UMLD, move to other MU location, or be withdrawn

**Next steps**

- Review serials in West Stacks for long term location/retention
- Use data from both projects to inform where space will be needed in Ellis East and Central Stacks; determine how to best create space needed
ADVANCEMENT UPDATE
- Deb Ward for Matt Gaunt,
  Director for Advancement
BUDGET & Expenditures FY 22
– Kathy Peters, Fiscal Officer
## Operations Expenditures for MU Libraries

<table>
<thead>
<tr>
<th>Description</th>
<th>FY20</th>
<th>FY19-20 Change</th>
<th>FY21</th>
<th>FY20-21 Change</th>
<th>FY22 Projection</th>
<th>FY21-22 Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Compensation:</strong></td>
<td>$6,512,480</td>
<td>3.87%</td>
<td>$6,083,855</td>
<td>-6.58%</td>
<td>$6,330,870</td>
<td>4.06%</td>
</tr>
<tr>
<td>Salaries &amp; Wages</td>
<td>$4,747,888</td>
<td></td>
<td>$4,376,178</td>
<td></td>
<td>$4,595,995</td>
<td></td>
</tr>
<tr>
<td>Benefit Expenses</td>
<td>$1,764,591</td>
<td></td>
<td>$1,707,677</td>
<td></td>
<td>$1,734,875</td>
<td></td>
</tr>
<tr>
<td><strong>Collections:</strong></td>
<td>$6,377,100</td>
<td>-14.39%</td>
<td>$5,624,922</td>
<td>-11.79%</td>
<td>$5,019,623</td>
<td>-10.76%</td>
</tr>
<tr>
<td>Library Acquisition-Capital</td>
<td>$327,215</td>
<td></td>
<td>$215,128</td>
<td></td>
<td>$572,413</td>
<td></td>
</tr>
<tr>
<td>Library Acquisition-NonCapital</td>
<td>$5,950,447</td>
<td></td>
<td>$5,176,535</td>
<td></td>
<td>$3,455,916</td>
<td></td>
</tr>
<tr>
<td>Dues/memberships</td>
<td>$75,321</td>
<td></td>
<td>$162,322</td>
<td></td>
<td>$53,457</td>
<td></td>
</tr>
<tr>
<td>Software - Non-Capital (tools)</td>
<td>$36,117</td>
<td></td>
<td>$48,938</td>
<td></td>
<td>$48,435</td>
<td></td>
</tr>
<tr>
<td><strong>Equipment and Other Expenses:</strong></td>
<td>$1,360,222</td>
<td>-2.00%</td>
<td>$1,468,031</td>
<td>7.93%</td>
<td>$1,800,165</td>
<td>22.62%</td>
</tr>
<tr>
<td>Business Meeting Expenses</td>
<td>$13,344</td>
<td></td>
<td>$5,950</td>
<td></td>
<td>$32,400</td>
<td></td>
</tr>
<tr>
<td>Capital Expenditures &amp; Offsets</td>
<td>$39,586</td>
<td></td>
<td>$72,519</td>
<td></td>
<td>$89,489</td>
<td></td>
</tr>
<tr>
<td>Computing Expenses</td>
<td>$683,321</td>
<td></td>
<td>$867,068</td>
<td></td>
<td>$585,845</td>
<td></td>
</tr>
<tr>
<td>Daily Service &amp; NonCapital Maint &amp; Repairs</td>
<td>$13,463</td>
<td></td>
<td>$122,508</td>
<td></td>
<td>$375,236</td>
<td></td>
</tr>
<tr>
<td>Fuel and Utilities</td>
<td>$545</td>
<td></td>
<td>$513</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal Sales</td>
<td>$43,504</td>
<td></td>
<td>(491)</td>
<td></td>
<td>(520)</td>
<td></td>
</tr>
<tr>
<td>Non Operating Expenses</td>
<td>(306)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Noncapital Equipment</td>
<td>$155,966</td>
<td></td>
<td>$272,095</td>
<td></td>
<td>$337,031</td>
<td></td>
</tr>
<tr>
<td>Other Departmental Expenses</td>
<td>$319,127</td>
<td></td>
<td>$159,777</td>
<td></td>
<td>$318,919</td>
<td></td>
</tr>
<tr>
<td>Professional &amp; Consulting</td>
<td>$94,596</td>
<td></td>
<td>$156,343</td>
<td></td>
<td>$10,236</td>
<td></td>
</tr>
<tr>
<td>Student Aid</td>
<td>$1,277</td>
<td></td>
<td>$5,500</td>
<td></td>
<td>$5,500</td>
<td></td>
</tr>
<tr>
<td>Travel &amp; Training</td>
<td>$62,011</td>
<td></td>
<td>$5,950</td>
<td></td>
<td>$60,050</td>
<td></td>
</tr>
<tr>
<td><strong>UMLD &amp; Library Systems:</strong></td>
<td>$3,691,344</td>
<td>-6.85%</td>
<td>$3,622,848</td>
<td>-1.86%</td>
<td>$3,878,545</td>
<td>7.06%</td>
</tr>
<tr>
<td>UMLD</td>
<td>$648,546</td>
<td></td>
<td>$442,073</td>
<td></td>
<td>$658,800</td>
<td></td>
</tr>
<tr>
<td>Library Systems (Operations)</td>
<td>$678,135</td>
<td></td>
<td>$916,000</td>
<td></td>
<td>$1,025,946</td>
<td></td>
</tr>
<tr>
<td>Library Systems (Online Databases)</td>
<td>$2,364,660</td>
<td></td>
<td>$2,264,887</td>
<td></td>
<td>$2,193,790</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL OPERATIONS BUDGET:</strong></td>
<td>$17,941,145</td>
<td>-4.72%</td>
<td>$16,799,654</td>
<td>-6.36%</td>
<td>$17,029,203</td>
<td>1.37%</td>
</tr>
</tbody>
</table>
Q&A

Please place questions in the chat or email Jacqueline. They will be answered in the meeting until 3pm and by a response at an upcoming SAG meeting or through an All Staff email after that.
PRESENTATION
Forecasting Trends for the New Year &
New Collaborations 2022 – SISLT Faculty:
Jenny Bossaller, Denice Adkins, Jason Alston, and
Cindy Dudenhoffer
Presentation Resources

Health and Wellness Engagement with Users

Libraries Bridging Inequality

Diversity and Libraries and Fellowships

New Technologies in Libraries