



All Staff Meeting

August 18, 2021



Agenda

- **Welcome** - Deb Ward, Interim Vice Provost for University Libraries
- **Personnel Updates** – Kathy Peters – Assistant Director of Business Administration
- **Vice Provost Updates** - Deb Ward
- **ILS Update** – Corrie Hutchinson, Associate University Librarian for Acquisitions, Collections and Technical Services
- **Budget FY22 & Expenses FY21** - Kathy Peters, Fiscal Officer
- **Space Updates** – Deb Ward
- **Grant Proposal for West Stacks Renovation** - Jeannette Pierce, Associate University Librarian for Research, Access and Instructional Services
- **The Year Ahead** - Deb Ward
- **Q & A**

WELCOME!

Deb Ward, Interim Vice Provost



FRESH NEW ACADEMIC
YEAR



VALUING PEOPLE AND
ONE ANOTHER



A FEW ACCOLADES

Congratulations!



Edward McCain: Promotion to Librarian IV

Michaelle Dorsey: Appointment as Librarian II

Steven Pryor: Interim Head, Digital Services

Chris Pryor: Interim Associate University
Librarian for Specialized Libraries

PERSONNEL UPDATES

Kathy Peters, Assistant Director of Business Administration

Employee:	Reports to:
Jara Anderson	Terri Hall
Melody Edwards	Jennifer Walker
Tianna Ellis	Jennifer Walker
Kimberly Evans	Burt Fields
Monique Fugate	Kathy Peters
Charlie Hunter	Kathy Peters
Alexandra Boeckman	Rachel Thudium
Rachel (Rae) Thudium	Chris Pryor
Kaitlin Howard	Nav Khanal
Jeron Hicks	Monique Fugate
Samantha Keel	Monique Fugate

Employee:	Reports to:
Trinity McGlowen	Monique Fugate
Katie Metzler	Monique Fugate
Jaydin Milner	Monique Fugate
Joseph Olugbemi	Monique Fugate
Jacob Reuter	Monique Fugate
Abigail Stetina	Monique Fugate
Karena Wong	Monique Fugate

VICE PROVOST UPDATES

Deb Ward

SALARY INCREASES

- 1.5% Merit Pool
- Pool for modest adjustments
- Lump Sum

TRAVEL

- Allocation provided to each AUL
- Apply to your Division Head

STAFF GROUPS

- Staff Advisory Group (SAG)
- Librarians & Archivists Council (MULAC)
- Committees, Teams & Task Forces
- MULSA (Staff Association)

Primary Community Leadership

- **MULAC Executive Committee**

Chair: Edward McCain, 2021-2022

Vice-Chair / Chair-Elect: Joe Askins,
2021-2022

Recorder: Gwen Gray, 2021-2022

Faculty Council Representative: Kelli
Hansen, 2021-2024

NTT Standing Committee Rep.: Taylor
Kenkel, 2021-2024

- **SAG Officers**

Chair: David Merz

Vice Chair: John Henry Adams

Recorder – Ying Hu

COMMITTEES

- Rotating membership based on interest; mix of librarians & support staff



CALL FOR

Library Undergraduate Research Contest Committee

Inclusion, Diversity, Equity, & Accessibility (IDEA) Committee

HIATUS FOR

Staff Development Committee

SAG will incorporate programming into meetings this year as pilot alternative to SDC

TEAMS & TASK FORCES



TEAMS: position-based activities;
may not have much rotation of
membership

Library Services Team (Formed to
address service challenges posed by
COVID)

Connections Team (New)

Library Hours Team (New)



**TASK FORCES or WORKING
GROUPS:** ad hoc project-focused
groups with scheduled sunset

University Archives Move Planning
Task Force (Almost complete)

Remote Lockers Implementation Task
Force (New)

MULSA (STAFF ASSOCIATION)

Thanks to MULSA leaders for generous volunteer assistance with staff celebrations!



ILS UPDATE

Corrie Hutchinson – AUL ACTS

A large orange hexagon with a thin blue border, containing the word "folio" in white lowercase letters.

folio

EXPENSES REPORT: FY18-21

Kathy Peters, Fiscal Officer

Operations Expenditures for MU Libraries							
General Revenue Allocations, Library Gift/Endowment Funds, and Grants. Excludes GWLA, Law Library, and Work Study.	FY18	FY19	FY18-19 Change	FY20	FY19-20 Change	FY21	FY20-21 Change
Compensation:	\$ 6,345,847	\$ 6,269,738	-1.20%	\$ 6,512,480	3.87%	\$ 6,083,855	-6.58%
Salaries & Wages	\$ 4,847,701	\$ 4,794,558		\$ 4,747,888		\$ 4,376,178	
Benefit Expense	\$ 1,498,146	\$ 1,475,180		\$ 1,764,591		\$ 1,707,677	
Collections:	\$ 6,542,228	\$ 7,449,224	13.86%	\$ 6,377,100	-14.39%	\$ 5,624,922	-11.79%
Library Acquisition-Capital	\$ 651,775	\$ 663,899		\$ 327,215		\$ 215,126	
Library Acquisition-NonCapital	\$ 5,675,744	\$ 6,596,911		\$ 5,938,447		\$ 5,178,535	
Dues/memberships	\$ 138,575	\$ 131,970		\$ 75,321		\$ 182,322	
Software - Non-Capital (tools)	\$ 76,134	\$ 56,444		\$ 36,117		\$ 48,938	
Equipment and Other Expenses:	\$ 1,546,203	\$ 1,387,954	-10.23%	\$ 1,360,222	-2.00%	\$ 1,468,031	7.93%
Business Meeting Expenses	\$ 14,702	\$ 25,242		\$ 13,344		\$ 5,950	
Capital Expenditures & Offsets	\$ 108,953	\$ 144,330		\$ 39,580		\$ 72,519	
Computing Expenses	\$ 735,301	\$ 690,057		\$ 683,321		\$ 667,066	
Daily Service & NonCapital Maint & Repairs	\$ 83,935	\$ 18,159		\$ 13,463		\$ 122,808	
Fuel and Utilities	\$ 751	\$ 757		\$ 545		\$ 513	
Internal Sales	\$ (40,510)	\$ (48,941)		\$ (43,504)		\$ (491)	
Non Operating Expenses	\$ (7,050)	\$ (956)		\$ (306)		\$ -	
Noncapital Equipment	\$ 328,862	\$ 261,755		\$ 155,966		\$ 272,095	
Other Departmental Expenses	\$ 197,866	\$ 172,120		\$ 319,127		\$ 159,777	
Professional & Consulting	\$ 35,559	\$ 41,054		\$ 94,598		\$ 156,343	
Student Aid	\$ 750	\$ 417		\$ 1,277		\$ 5,500	
Travel & Training	\$ 87,084	\$ 83,960		\$ 82,811		\$ 5,950	
UMLD & Library Systems:	\$ 3,763,375	\$ 3,723,047	-1.07%	\$ 3,691,344	-0.85%	\$ 3,622,848	-1.86%
UMLD	\$ 445,540	\$ 470,816		\$ 648,549		\$ 442,073	
Library Systems (Operations)	\$ 737,808	\$ 680,176		\$ 678,135		\$ 916,088	
Library Systems (Online Databases)	\$ 2,580,028	\$ 2,572,055		\$ 2,364,660		\$ 2,264,687	
TOTAL OPERATIONS BUDGET:	\$ 18,197,652	\$ 18,829,963	3.47%	\$ 17,941,145	-4.72%	\$ 16,799,654	-6.36%

BUDGET REPORT: Budget Projection FY22

Kathy Peters

Operations Projection for MU Libraries		
General Revenue Allocations, Library Gift/Endowment Funds, and Grants. Excludes GWLA, Law Library, and Work Study.	FY22 Projection	FY21-22 Change
Compensation:	\$ 6,330,870	4.06%
Salaries & Wages	\$ 4,595,995	
Benefit Expense	\$ 1,734,875	
Collections:	\$ 5,019,623	-10.76%
Library Acquisition-Capital	\$ 572,413	
Library Acquisition-NonCapital	\$ 4,345,318	
Dues/memberships	\$ 53,457	
Software - Non-Capital (tools)	\$ 48,435	
Equipment and Other Expenses:	\$ 1,800,165	22.62%
Business Meeting Expenses	\$ 32,400	
Capital Expenditures & Offsets	\$ 89,469	
Computing Expenses	\$ 565,845	
Daily Service & NonCapital Maint & Repairs	\$ 375,236	
Fuel and Utilities		
Internal Sales	\$ (520)	
Non Operating Expenses		
Noncapital Equipment	\$ 337,031	
Other Departmental Expenses	\$ 318,919	
Professional & Consulting	\$ 10,236	
Student Aid	\$ 5,500	
Travel & Training	\$ 66,050	
UMLD & Library Systems:	\$ 3,878,545	7.06%
UMLD	\$ 658,809	
Library Systems (Operations)	\$ 1,025,946	
Library Systems (Online Databases)	\$ 2,193,790	
TOTAL OPERATIONS BUDGET:	\$ 17,029,203	1.37%

SPACE UPDATES

Deb Ward



- Monroe Statues
- Archives
- Health Sciences Library
- Math Library
- Room 88
- Windows Project
- Museum Move-in
- Master Planning

Ellis-only Projects

- Circulation Desk now primary service point in Ellis Library.
- Writing Tutors in expanded, more visible space near West Reference.
- Rhonda to pilot a peer navigator service in the colonnade – watch for more info to come as the plan develops.
- Newspapers moved to Room 115, now lounge space.
- Talks with public library about hosting a popular reading collection.
- Room 114A will continue as open group study. Subject librarians may use the room as a classroom for instructing large classes.





NEH Grant Proposal for West Stacks Renovation

Jeannette Pierce

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.

Grant Proposal cont.

- Infrastructure and Capacity Building Challenge Grant: Capital Project
 - Project cost: \$2.2 million (\$200,000.00 already raised)
 - Matching Grant - \$500,000 NEH, \$1.5 million donor match
 - September 28th submission deadline
 - Project Team: Deb, Kathy, Matt, Jeannette, Corrie, Kelli, Anselm, Michaelle, Jody Miller (Project Manager from Campus Facilities)
 - April 30, 2022, award notification



Grant Proposal cont.

- 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

THE YEAR AHEAD

Deb Ward

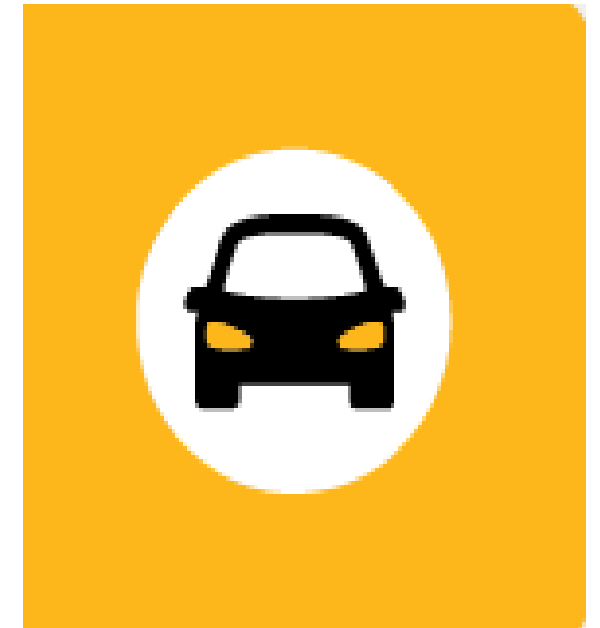
COVID



Special Events




Travel & Training



LIBRARIES ADMIN 2022 PRIORITIES

- Advocacy for Libraries budget
- FOLIO implementation
- Monitor impact data re journal title reductions
- Digital Services staffing plan
- National Search – VML Librarian
- Complete relocation of Archives
- Storage of HSL collections
- Design optimal HSL space
- Journalism Library transitions
- Advancement activities through Friends and Library Society
- Funding for West Stacks project
- Strategic planning (2-year scope)
- Collaboration with Museums
- Collaboration with Public Library
- Collaborations with UM System Libraries on collections and shared services



Questions & Answers

Thank you for attending the University Libraries' All Staff Fall 2021 meeting

