STRATEGIC PLANNING FOR KU LIBRARIES

Listed below are the names of individuals who will participate in the initial two days of meetings, 19 and 20 January, to begin strategic planning for the KU Libraries.

I have selected the participants following extended review with the Budget and Planning Committee to identify a representative body of Library staff who will be able to help shape the process on which we are embarking. I want to emphasize that I will make every effort to involve all Library staff and others - especially representatives of faculty and students and of units most closely allied with University Libraries, that is, the Law Library, the Dykes Library for the Health Sciences, and the Computing Center -- throughout what follows.

The purpose of these meetings, as the agenda, reproduced below, shows is to "set the agenda" for planning. I expect that process thereafter will be steered by a smaller group, which I will select soon after these meetings.

W. J. Crowe

Participants:

Janet Anderson-Story  Sarah Couch  Nancy Jaeger  Kent Miller  Rich Ring
David Benjamin  Susan Craig  Bob Marvin  Rachel Miller  Mary Roach
Sandra Brandt  George Gibbs  Sandy Mason  Shelley Miller  Brad Schaffner
Rick Clement  Sandy Gilliland  Rob Melton  Jim Neeley  Be-ky Schulte
Muriel Cook  Mary Hawkins  John Miller  Kathleen Neeley  Sherry Williams

Participant-observers: Jim Bingham and one to be named from Computing. (The Law Library was unable to participate.)

AGENDA

♦ Overview of the planning session: schedule, format, purpose, desired results
♦ Discussion of the evolution of the KU Libraries and major historical influences
♦ Identification of current sources of influence in the external environment
♦ Identification of primary organizational values
♦ Formulation of a vision of a preferred future for the KU Libraries
♦ Identification of key result areas
♦ Identification of planning assumptions
♦ Analysis of key result areas and formulation of goals
♦ Consensus on primary goals for the KU Libraries
♦ Development of an action plan
♦ Agreement on next steps, including reports to other staff and constituencies
PERSONNEL

Earl Gates, Cataloging Librarian, has announced his retirement. Earl began employment with the Libraries in September, 1969, as an Assistant Order Librarian. In 1971 he was appointed as Music Librarian, and assumed his present responsibilities as Music Cataloger in July, 1985. His retirement becomes effective January 1, 1993.

Tommy Hardin has been promoted to a Library Assistant I position in the Marking Unit, Cataloging Department, effective January 18, 1993. Tommy is currently an Office Assistant III in the Cataloging Department. He replaces Michael Wilson.

CLASSIFIED VACANCIES

The Cataloging Department has announced the availability of a full-time Office Assistant III position with the following responsibilities: 1) Oversees regular book flow, 35%; 2) Oversees "special" book flow, 35%; 3) Cataloging books, 20%; 4) Supervision of students, 10%. Minimum Qualifications: One year of clerical work experience. Preferred: At least six months experience working closely with library records; reading knowledge of one or more Western European languages; accurate typing skills; prefer a flexible person with strong interpersonal and communication skills who is able to work well with a large staff involved in a wide variety of tasks; demonstrated initiative and ability to: work successfully with detailed and complex procedures; organize work effectively, work independently, and maintain a steady flow of materials through the section. The Office Assistant III classification is funded at salary range 13 on the State’s salary scale, at a beginning annual salary of $15,708.

The Map Indexing Project announces the availability of a full-time, limited term, Data Entry Operator I position with the following responsibilities: 1) Inputs technical data from a 22-part index form, 75%; 2) Produces printouts of all records input daily, 20%; 3) Assists project research assistants by sorting and filing maps as time permits, 5%. Strongly Preferred Qualifications: aptitude for routine and detailed work; one year of experience in clerical work involving the operation of a typewriter or electronic keyboard. Preferred Qualifications: familiarity with geography and cartography terms; experience with word processing software. The Data Entry Operator I classification is funded at salary range 11 of the State’s salary scale at a beginning annual salary of $14,256.

Library staff interested in applying for either of these vacancies should complete a "Request for Promotion or Transfer" form (for each vacancy), available from Rex Hargis. Applications are due by 5:00 p.m. Wednesday, January 13, 1993.

KU LEARNING RESOURCES CENTER CLASSIFIED VACANCY: As a reminder, the Learning Resource Center (School of Education) has a full-time opening for a Library Assistant II. This position is part of the Department of Special Education located in the Dole building. The Library Assistant II will be responsible for management and clerical activities required for the effective operation of both the School of Education’s Learning Resource Center and the Instructional Technology Center. The department prefers a minimum of 2 years experience in library science and in media other than books. To apply, submit an internal application to Human Resources, 103 Carruth-O’Leary Hall, by January 13, 1993.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS REGARDLESS OF RACE, COLOR, SEX, DISABILITY, AND AS COVERED BY LAW, VETERAN STATUS. IN ADDITION, UNIVERSITY POLICIES PROHIBIT DISCRIMINATION ON THE BASIS OF RELIGION, NATIONAL ORIGIN, AGE, SEXUAL ORIENTATION, MARITAL STATUS, AND PARENTAL STATUS.
REFERENCE ASSIGNMENTS

Paulette DiFilippo, Cataloging Librarian, who has since last Spring served half-time as Cataloging Librarian and provided half-time assistance in Watson Reference on a temporary basis will, effective immediately, be continued half-time in the Reference Department on a permanent basis. The change in her half-time Reference assignment from temporary to permanent is being made in recognition of the Reference Department's strong ongoing need for personnel and Paulette's valued assistance in this regard. In addition, Slavic Department Head Gordon Anderson and Watson Reserve Supervisor Bayliss Harsh have received approval for each to volunteer 10-hour-per-week assistance in Watson's Reference Department for a one-year period beginning January, 1993. Gordon's Reference assignment is in addition to his regular responsibilities for the Slavic Department. Bayliss's assignment in Reference will reduce her Reserve assignment by 25%. These changes in assignments have been reached by consent of the employees directly affected.  

W. J. Crowe

DISPOSAL OF HAZARDOUS MATERIALS

At the request of the Library Administration, the Health and Safety Committee is investigating the procedure for the disposal of hazardous materials. The following guidelines have been recommended by the University's Environmental Health and Safety Service.

Any unused material which is deemed hazardous (see definition below) should be disposed of by the University's Environmental Health and Safety Service (do NOT put in the trash.) The Head of the Service, Mike Russell, prefers that we contact the Service (x. 4089) each time we wish to discard a hazardous substance. Someone from his office will pick up the material.

Containers which are completely empty may be disposed of normally (in any library trash receptacle). Caps should be removed and, whenever possible, the container crushed so that the custodial staff will know without examination that it is empty. EXCEPTION: Empty pesticide containers should not be put in the trash without first rinsing them thoroughly with water.

A material is considered hazardous if it presents a physical or health danger. Physical hazards include explosives, flammable liquids and solids, combustibles, compressed gases, organic peroxides, and air or water reACTives. Health hazards include carcinogens, toxins, irritants, and corrosives.

Examples are cleaning fluids, photocopier fluids, paints, developing fluids, contents under pressure (aerosols), solvents, paints, and pesticides. In case of doubt, consider a substance to be hazardous.

Margaret Wilson, Health and Safety Committee

TIME CARD DEADLINE

Please send all student time cards, unclassified absence cards, and classified monthly time reports to Rex Hargis in the Library Administrative Office by 12:00, Wednesday, January 13. Refer to pages 18 and 19 of the Student Employment Procedures Manual for the maximum number of reportable hours for student assistants and other information.  

Rex Hargis

SNYDER BOOK COLLECTING CONTEST

Two coordinators are needed to run the 1993 Snyder Book Collecting Contest. The terms of Mrs. Snyder's endowment supporting the contest require that the selection be made by the Dean of Libraries and the Spencer Librarian, and accordingly I would welcome the names of volunteers. I am sure that Rick Clement, Becky Schulte, or Jim Helyar would be glad to describe the nature and weight of the duties to you. Please let me know (via e-mail or by written reply) by January 15th if you are interested.

William J. Crowe
DEADLINE FOR STAFF DEVELOPMENT COMMITTEE OUT-OF-STATE TRAVEL FUND REQUESTS.

Just a reminder that the deadline for SDC out-of-state travel fund requests for travel in March and April is **January 15, 1993**. Contact Tommy Hardin, Cataloging Dept., at 4-3038 or via e-mail at THARDIN to request out-of-state travel fund request forms.  

**Carol Dibben**

ARL SPEC KIT RECEIVED

ARL SPEC KIT 184, "Interlibrary Loan Trends: Making Access a Reality", May, 1992 (yes, they are slow in publication of results). This kit may be accessed in Periodicals.  

**Kent Miller**

REGENTS CENTER LIBRARY UPDATE

We have moved! All furniture and equipment have been moved to the new Center. Effective immediately, our new phone number is 4-8570. Our address for U.S. Mail is: 12600 Quivira Road, P. O. Box 25936, Overland Park, KS 66225-5936. We will be closed to the public until 1/11/93. For our hours, please consult our OCAT information screens. We still have only intermittent computer access; use of OCAT, the circulation system, and e-mail are disrupted. Courier service has resumed as has campus mail.  

**Nancy Burich**

REGENTS CENTER LIBRARY OPEN HOUSE AND RETIREMENT PARTY

All Library staff are cordially invited to attend an open house on Friday, 1/15/93 from 3-5pm to visit and tour the new Regents Center and its Library, and to celebrate the retirement of **Chris Scott**. Chris has been employed at the Regents Center since 1977. During that time, Chris has been responsible for acquisitions and cataloging procedures, the monthly art display, and public service. For directions to the new Center, please consult our OCAT information screens. Please join us. Refreshments will be served.  

**Nancy Burich.**

WATSON USER SERVICES REVIEW COMMITTEE OPEN MEETING

The Watson User Services Review Committee will be holding an open meeting January 14th at 10:30 a.m. in Watson Conference Rooms A and B to discuss the Committee’s recommendations to the Dean. A copy of a draft of our report will be sent out the week of January 4. Anyone interested is invited to attend.  

**Sherry Williams**

ATTACHMENTS

Ad Hoc Committee on Faculty Performance Evaluation--December 1, 1992  
Committee on Salaries and Benefits Minutes--November 20, 1992  
Library Faculty Assembly Executive Committee Minutes--December 7, 1992  
Personnel Committee Minutes--November 19, 1992  
Staff Development Committee Minutes--November 3, 1992; November 18, 1992; December 21, 1992
Kent Miller distributed notes taken at the meeting on November 25 with Sandra Gautt and Dean Crowe. This information provides the committee with a more complete idea of its task in future months, including which items in the Regents' charge need to be addressed by the Committee and with which items the library is already in compliance.

The Committee discussed questions of timing and decided to endeavor to have preliminary proposals drafted for discussion by members of the Library Faculty Assembly in January.

The Committee surveyed the topical areas which had previously been derived from the Regents' charge, and divided the areas among committee members for writing of preliminary drafts and options. The Committee decided that a general description of the current evaluation system, derived from the FASAR introduction, should precede the main section of the report which will address library compliance of each of the topical questions.

The next meeting is with LFA Exec on Monday, December 7th. Additional committee meetings were scheduled for Tuesday December 15th at 9 a.m., and Wednesday December 16th at 9 a.m.

Minutes by MC, Dec.14, 1992
UNIVERSITY OF KANSAS LIBRARIES
COMMITTEE ON SALARIES AND BENEFITS

Minutes of meeting: November 20, 1992

Present: J. Emde, B. Gaeddert, S. Gilliland, N. Jaeger, L. Moore

Lorraine reported that she had talked to Rick Clement, LFA Chair, who encouraged the committee to pursue polling the faculty on revising the salary ballot to offer fewer selections.

Nancy J. had handouts to show how a change could be made in the method of computing salary increments so that increments would be based on individual salaries rather than on the average for each rank. She emphasized that these computations are highly complex and increase the possibility of errors occurring. No two librarians would receive the same salary increase.

The committee discussed how a poll of the library faculty might be taken and how various questions might be worded. Barb volunteered to produce a draft poll for members to comment on. It was felt that a hard copy poll would be preferable to E-mail due to the length and potential complexity of the questions.

Respectfully submitted,

Barb Gaeddert, Secretary
LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE DECEMBER 7, 1992 MEETING

Present: Rick Clement (Chair), Sandra Brandt, Nicholas Eshelman, Sandra Gilliland, Sally Haines, Rachel Miller, David Pardue
Guests: Marilyn Clark, Judith Emde, Kent Miller, Marianne Reed, Sherry Williams

1. Faculty Evaluations: Rick Clement called the meeting to order and welcomed the members of the Ad Hoc Committee on Faculty Evaluations.

Kent Miller, chair of the Ad Hoc Committee, described what the group had accomplished since its formation in late October. Members began their work by compiling a list of questions or topics to be addressed from the report of the Regents' Task Force. The questions were grouped, and each member assigned responsibility for drafting a response to a particular group. The committee met with Sandra Gauth, Assistant Vice Chancellor for Academic Affairs, to clarify the University's interpretation of certain key points. The committee has discussed gathering input from library faculty through open forums beginning in early January and possibly through additional means as well. Because a report is due to Dean Crowe by the third week of March, a proposal must be ready by late January and considered by library faculty in February.

The discussion touched on: the content of the questions the Ad Hoc Committee must answer: what was learned from the session with Sandra Gauth: the timeline for the process: ways to involve members at large in considering the questions: how to increase members' understanding of the issues: how to define what areas will be most problematic or controversial: how to prepare a ballot that will increase the potential for agreement on key issues. Members of both committees agreed to meet again on February 1st, 10:00-12:00, with Dean Crowe in attendance if his schedule permits. At that point the members of the Ad Hoc Committee left the meeting.

2. Minutes: Executive Committee members approved minutes of their November 30 meeting, and reviewed and accepted minutes from the Committee on Budget and Planning (November 20).

3. Staff Development: The discussion turned once more to the proposal that Exec study the impact of limited staff development funding. Rachel Miller reported briefly on the results of her search of the recent literature for surveys similar to the one being proposed. The subject will be taken up again at the next meeting.

4. Next Meeting: The committee will meet again on January 4.

Reported by Rachel Miller
Staff Development Committee
Minutes
November 3, 1992

Present: Gaele Gillespie, Julie Hoff, Sandy Gilliland, Lorrie Knox and Carole Dibben

Absent: Tommy Hardin and Rich Rign

The Staff Development Committee (SDC) met November 3, 1992 in Watson conference room 2 from 1:30-3:00 pm.

Discussed the Tom McNally visit to present SDC workshops. Rhonda Boone and Sandy will coordinate the weekends when Dean Crowe is available to determine when Tom will come.

Made final arrangements for Kate Ames-Oliver's workshop on "Conflict Management" scheduled for November 12th. She will present two identical sessions: the first session will be 9-12 noon and the second will be from 1-4 pm. Sandy will handle the announcements in FYI and via e-mail and the registration forms. Three units of Continuing Education credit are available for this workshop.

Discussed the purchase of a flip chart. It must be ordered through Denise Schwartz in Administrative Office. The Dean will cover the expense.

Approved the minutes for the October 14th meeting.

The deadline for January and February out-of-state travel is November 16. Carole will plan a reminder in the next FYI.

Discussed Dr. John Agoda's "Nurturing Collegiality" workshops presented October 30. So far, the evaluations which have been received have been positive. Julie will send him a letter of thanks. Carole will send him a copy of the summary of evaluations when its prepared.

Postponed the Topeka site visits until Spring 1993.

Julie reported that the Douglas County AIDS Project office has indicated they would be able to provide a speaker for two presentations during early December. Margaret Wilson, chair of the Library Employee Health and Safety Committee, has indicated an interest in co-sponsoring the events. Julie will contact her before making arrangements.

Julie reported that Maureen Sullivan has indicated that she will be available to do a SDC workshop either the afternoon of Wednesday, January 20 or the morning of Thursday, January 21. She has indicated that she could handle up to 45 people in the session. SDC agreed that Thursday morning might be the best time.

The next meeting of SDC will be November 18, 1992 from 3-4:30 pm in Watson Conference Room A.

Submitted by Carole Dibben
Staff Development Committee
Minutes
November 18, 1992

Present: Rich Ring, Julie Hoff, Gaele Gillespie, Lorrie Knox and Carole Dibben

Absent: Tommy Hardin and Sandy Gilliland

The Staff Development Committee (SDC) met November 18, 1992, at 3:00 pm in Watson conference room B.

Minutes were approved as changed.

Discussed the evaluation summary for the "Nurturing Collegiality" workshop. Carole will send a copy to Dr. Agada, the presenter.

Discussed the "Conflict Management" workshop presented by Kate Ames-Oliver and Richard Orr.

Julie reported that the AIDS programs have been scheduled for Thursday, December 3 and Friday, December 4. The Watson Safety Committee has agreed to co-sponsor the events. Discussed the arrangements.

Julie also reported that Maureen Sullivan has agreed that January 21, 1993, is the best date to present a workshop for SDC. Ms Sullivan has suggested that she would be willing to waive her fee if the money would be used to purchase books on the subject of organizational communication.

Out-of-state travel requests will be reviewed at the next meeting.

The next meeting of SDC will be Tuesday, November 24, 1992 at 8:30 am in Watson conference room A.

Submitted by Carole Dibben
Staff Development Committee
Minutes
October 21, 1992

Present: Julie Hoff, Lorrie Knox, Gaele Gillespie, Sandy Gilliland, and Carole Dibben

Absent: Rich Ring and Tommy Hardin

The Staff Development Committee (SDC) met October 21, 1992 in Watson conference room A.

Minutes of the October 7, 1992 meeting were approved as changed. Minutes of the October 14, 1992 meeting were changed and will be forwarded to the Dean for his review before approval.

Made the final arrangements for the "Nurturing Collegiality" workshop by Dr. John Agada on October 30, 1992.

Julie reported that Tom McNally is willing to present one half-day workshop on Friday and a second half-day workshop on Monday when he comes to Lawrence in the Spring. Julie also reported that Maureen Sullivan had indicated that she is willing to present a workshop for SDC while she is at KU in January.

Discussed site visits.

The next SDC meeting will be Tuesday, November 3, 1992 from 1:30-3:00 pm. Julie will advise members of location when determined.

Submitted by Carole Dibben
Personnel Committee Meeting  
November 19, 1992  
1:00p.m., Conference Room B  

Present: Joyce, Janet, Al, Gaby, Bob  

Guest: Sandy  

10/22/92 minutes were distributed.  

Sandy met with us to discuss our concerns about the evaluation process (see minutes of last meeting for specifics). Sandy is intrigued with the idea of having supervisors share evaluations, in draft form, to their supervisor. After much discussion, it was thought this would be best if strongly encouraged rather than required. It is meant as a tool for communication and not for the supervisor's supervisor to rewrite, etc.  

Sandy mentioned Dean Crowe is still very much interested in getting training sessions for unclassified supervisors. This has been a concern of classified staff for quite some time. This training session could be used to handle some of the problems with evaluations.  

Sandy stressed evaluations are not just once a year but an ongoing everyday process. Classified and unclassified evaluations should not have any differences except the form. Discussion on quarterly meetings with employee and supervisor. It was felt any paperwork would be a hardship on employees and supervisors already stretched to the max.  

Employee rights statement was discussed. There is a place on the evaluation for comments. Do employees know they can add their comments, positive or negative? Perhaps adding a statement to the letter going out to employees about their impending evaluations stressing this point.  

Timely basis for completing evaluations: perhaps a suggested timetable for supervisors? Could include statements such as share draft with employee by date, etc. (or something along these lines). Could/would this help?  

Sandy left the meeting at this point. 10/22/92 minutes were approved, will be forwarded, by Al, to the exec. board for approval.  

Quickly discussed the employee of the year award survey. No changes/corrections received from exec. board. Al will put survey in final form for distribution to classified employees. Group reps. will be responsible for distribution and collection of surveys. I is hoped group reps. will keep tabs on getting all their surveys back.  

All but Janet and Al left the meeting. We discussed deadline for survey, decided mid-December deadline. Surveys will be returned to group reps., who will forward to Al. Janet will tabulate results.  

Meeting ended, no next meeting time scheduled at this point.  

Respectfully submitted.  

Janet Revenew, Secretary
MARTIN LUTHER KING HOLIDAY: MONDAY, JANUARY 18, 1993

As a reminder, Monday, January 18, 1993 is an official State holiday. No classes will be in session and the Library will be closed. 

S. Gilliland

HUMAN RESOURCES PROFESSIONAL DEVELOPMENT/DEPENDENT CARE SEMINARS

Attached to this issue of FYI is a copy of the seminars offered during January, February and March through the Department of Human Resources and the KU Dependent Care Referral Service. Library staff interested in attending any of the seminars are asked to contact Human Resources, 4-4946, to register. Brief seminar descriptions and registration procedures are included in the attachment. 

S. Gilliland

LIBRARY ASSOCIATE EXAMINATION APPLICATION DEADLINE ANNOUNCED

The State Division of Personnel recently announced application deadlines for civil service examinations. Of particular interest (please notify interested student assistants or other non-state employed persons) is the application deadline for the Library Associate examination: January 22, 1993. Applications are available from (and must be submitted to) the Department of Human Resources, 103 Carruth-O’Leary Hall. 

S. Gilliland

SDC SPONSORS "IMPROVING ORGANIZATIONAL COMMUNICATION"

As a reminder, all staff are invited to attend "Improving Organizational Communication", a seminar offered by the Staff Development Committee as part of its Communication series. Ms. Maureen Sullivan, Organizational Development Consultant with the Association of Research Libraries will be the facilitator. The seminar will be held on Thursday, January 21, 1993 from 8:15 a.m. - 11:30 a.m. in Conference Rooms A/B, Watson Library. To register, contact Sandy Gilliland, 4-3601 (e-mail SGILLILA) by 5:00 p.m. Tuesday, January 19th. Registrations are limited to 45 persons and will be accepted on a first-come, first served basis. 

S. Gilliland

S. WILLIAMS APPOINTED TO STATE ADVISORY BOARD

Sherry Williams has been appointed by Governor Finney to a three-year term on the Kansas Historical Records Advisory Board. The twelve-member board publicizes the availability of federal and state grants available to local museums, archives, libraries, and historical societies and reviews all grant proposals dealing with the preservation of or access to historical records which are being sent to the National Historical Publications and Records Commission in Washington. Preliminary plans are also underway for the Board to co-sponsor, with the Kansas Museum Association, a workshop on preservation of historical materials to be held later this year. 

Rob Melton

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
PUBLICATIONS BOARD MEETING

The Publications Advisory Board, plus Paulette DiFilippo and Barbara Jones, will meet on Tuesday, January 26th at 11:00 in the Cataloging Dept. Conference Room to discuss the revision of Guides for Readers relating to the online and card catalogs. Any staff member who has concerns about current guides for which focus on the KU catalogs may attend the meeting or mail or call me or any member of the Board (David Pardue, David Benjamin, Marilyn Clark).

Rob Melton

ATTACHMENTS

Department of Human Resources Professional Development Calendar
Department of Human Resources Professional Development Programs
KU Dependent Care Referral Service
**KU DEPENDENT CARE REFERRAL SERVICE**

Family Caregiving Programs offered by the KU Dependent Care Referral Service are free and open to all interested adults. If you are a KU employee, please get your supervisor’s permission to participate in programs conducted during your work hours. Reservations are encouraged, yet not required. For pre-registration and more information, please call 864-4946. Accommodation will be provided for persons with disabilities. If you are in need of accommodation, you must advise Human Resources staff at the time of course registration.

All sessions have been approved by the State of Kansas for in-service training clock-hour credits for most categories of child care providers. Call Betty at 864-4648 for specific details.

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<th>Event Description</th>
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<tr>
<td>January 26</td>
<td>12:00 - 1:00 pm</td>
<td>&quot;It Takes A Whole Village to Raise A Child&quot; (Video and Discussion)</td>
<td>Kansas Union, Alcove A</td>
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<td>February 10</td>
<td>12:00 - 1:00 pm</td>
<td>&quot;Tots at the Table: Ideas for Food Preparation and Children’s Behavior&quot; (For Adults Caring for Their Own or Other Pre-Elementary Children)</td>
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<td>February 16</td>
<td>7:00 - 8:30 pm</td>
<td>&quot;Raising Successful People: It Takes A Whole Village to Raise A Child&quot; (Focus on the Transition from Childhood to Adulthood)</td>
<td>Lawrence Public Library, Auditorium</td>
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<td>March 9</td>
<td>12:00 - 1:00 pm</td>
<td>&quot;Issues and Questions Concerning Quality Infant Child Care&quot;</td>
<td>Kansas Union, Alcove A</td>
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<td>March 16</td>
<td>7:00 - 8:30 pm</td>
<td>&quot;Winning Ways to Talk with Young Children: Exploring the Power of Positive Comments and Effective Discipline with Children Ages 2 Through 14&quot;</td>
<td>Lawrence Arts Center</td>
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### DEPARTMENT OF HUMAN RESOURCES
Professional Development Calendar

**January, February, March 1993**

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<td>19 Classified Orientation 2pm - 4pm</td>
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**Note:** All sessions which include the 12 noon to 1 pm time period break for lunch during that time.

Programs offered by the Department of Human Resources are open to all employees of the University. In accordance with ADA, every effort will be made to accommodate persons with disabilities. If you are in need of an accommodation, you must advise Human Resources staff at the time of course registration. All programs are in Room 102 Carruth-O’Leary with the exception of Unclassified Employee Orientation which is held in the Burge Union. Please get your supervisor’s permission to participate in these programs. For reservations call 864-4946.
PROFESSIONAL DEVELOPMENT PROGRAMS

HUMAN RESOURCE DEVELOPMENT PROGRAMS

NEW CLASSIFIED EMPLOYEE ORIENTATION - (2 hours) provides information on policies and procedures, staff benefits, and opportunities, and allows new employees the time to ask any initial questions about their employment.

NEW UNCLASSIFIED EMPLOYEE ORIENTATION - (3.5 hours) provides information on policies and procedures, staff benefits, and opportunities pertinent to new unclassified staff.

*PROMOTIONS AND STAFF DEVELOPMENT - (2 hours) provides information of particular interest to permanent employees regarding promotional procedures and professional development opportunities at the University.

*POLICIES AND PROCEDURES - (2 hours) provides information focused on the need of permanent employees to understand and properly interpret policies and procedures affecting their employment.

*PERFORMANCE EVALUATION - (3 hours) for all staff who will conduct performance appraisals, this program presents the myths and realities of evaluation and reviews both formal and informal means of performance evaluation.

WRITING POSITION DESCRIPTIONS - (3 hours) how to complete the position description form for classified civil service positions and procedures for submitting requests to establish or to reclassify positions.

*INTERVIEWING - (6 hours) provides information and skill-building activities to help assure the most reliable selection interviewing procedures; covers EEO considerations and the logistics of the University hiring process.

SUPERVISORY AND MANAGEMENT PROGRAMS

*INTRODUCTION TO SUPERVISION - (8 hours) A basic course in supervision for people who have limited supervisory responsibility or who are considering promotion to a supervisory position. The role and functions of a supervisor are discussed; skills in communication, delegation, and motivation are practiced.

SUPERVISORY TRAINING FOR EXCELLENCE IN PERFORMANCE (STEP) - (42.5 hours) A comprehensive program to help supervisors develop essential skills in leadership and motivation, managing change, communication, conflict management, the hiring process, the disciplinary action process, employee performance, and stress and time management. The course is required for new classified supervisors and offered on a space-available basis to other classified supervisors, unclassified supervisors, and those anticipating a future supervisory role.

*COACHING AND COUNSELING - (6 hours) provides skills and practice for supervisors desiring to improve their coaching and counseling skills. Coaching skills are used to help employees learn new tasks. Counseling skills facilitate communication on sensitive issues such as performance and conduct. Recommended for classified and unclassified supervisors and managers.

PROFESSIONAL SKILLS PROGRAMS

COMMUNICATION - (8 hours) a program designed to increase participants’ awareness of themselves and others, to learn specific skills in communicating with others, and to expand their choices about what, when, and how they communicate to increase accuracy.

*CONDUCTING EFFECTIVE MEETINGS - (3 hours) provides techniques and skills needed to plan, schedule, and facilitate meetings designed to get things done.

CONFLICT MANAGEMENT - (8 hours) establishes "conflict" as a natural part of our relationships and provides a model for personal confrontation and conflict resolution while emphasizing consideration for yourself and other parties involved in conflict.

TRAINING OF TRAINERS - (42 hours) an extensive program designed to assure the skill development and confidence of people who will design, coordinate, and/or conduct workshops, group meetings, and other presentations.

SEXUAL HARASSMENT - (4 hours) a program designed to increase participant’s awareness of issues related to sexual harassment and to inform participants of law and policy related to sexual harassment in the workplace.

* Not available this quarter

HUMAN RESOURCES

The University of Kansas
PERSONNEL

Dan Robinson has been appointed as a Library Assistant I with the Regents Center Library effective January 25, 1993. Dan was previously employed by Baker University's School of Professional and Graduate Studies as an Extended Campus Librarian. He earned a B.S. degree in Education from Emporia State University, and the M.S. degree in Education from Fort Hays State University. Dan replaced Chris Scott.

S. Gilliland

RECOGNITION CEREMONY/EMPLOYEE OF THE YEAR NOMINATIONS

The University's annual Recognition Ceremony will be held on Tuesday, April 13th, at 1:30 p.m. in the Kansas Union Ballroom. University staff will be honored for their years of service (those who have achieved 5, 10, 15, 20, etc. years of service). In addition, the Classified and Unclassified (non-teaching) Employee of the Year will be announced.

Nominations for classified and unclassified, non-teaching, employee of the year should be submitted to Phil Rankin, Coordinator, University Recognition Committee, c/o Human Resources, 109 Carruth, by February 4, 1993. To be eligible for nomination, an employee must have at least one year of service, be employed at least half-time in a permanent or continuing position, and have not received an "Employee of the Year" award within the past seven years. Additional nomination procedures and copies of the nomination form are available from Sandy Gilliland, 4-3601, or from the Department of Human Resources, 4-4946.

The Library plans to honor library staff who receive service pins at the University's ceremony during a reception. Watch FYI for additional details.

S. Gilliland

CIVIL SERVICE EXAMINATIONS: OFFICE ASSISTANT II, III

The Department of Human Resources is offering State civil service examinations for the Office Assistant II and III classifications on the following dates: February 10, 16, and 22. Supervisors of student assistants are encouraged to advise their student assistants of these examination opportunities, especially if they are interested in permanent, full-time employment on campus. Applications for examination must be made prior to the examination date. Contact Rex Hargis or Sandy Gilliland in the Library Administrative Office, or the Department of Human Resources, 4-4946, for additional information.

S. Gilliland

INTERNSHIP/SUMMER EMPLOYMENT FAIR

The University Placement Center is sponsoring the Third Annual "Internship/Summer Employment Fair" for all interested students, on Wednesday, February 3, 1993 from 10:00 a.m. - 2:00 p.m. in the Kansas Union Ballroom. The program is designed to be a free and easy way to make the search for an internship less troublesome for students. Approximately 45 employers and organizations will visit with students in all majors about internship and summer employment opportunities. Please announce this program to your student assistants.

S. Gilliland

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
ARL SPEC KITS RECEIVED

ARL SPEC Kits 185 "System Migration in ARL Libraries," June 1992 and No. 186, "The emerging virtual research library" July-August 1992 have been received and may be consulted in Periodicals.

K Miller

ALA BROWN BAG

The Staff Development Committee will sponsor a "brown bag" lunch on Wednesday, February 3 at 12:00 in Conference Room A to discuss the wonders of ALA mid-winter in Denver. On behalf of the committee I hope that all those attending will come to share their experiences and that those unable to attend will come and ask questions. I hope to see you on Wednesday, 3 Feb. for lunch.

Rich Ring for Staff Development

LAWRENCE HOST FAMILY PROGRAM

David and Beverly Pardue currently serve as chairman (chairpersons, if you like) of the Lawrence Host Family Program. This non-profit organization facilitates international students' easing into American culture by matching them with local families for friendship but not housing. Several library staff members currently participate. Others are encouraged to join, especially as new students have arrived and requested host families. Please contact the Pardues by e-mail (DPARDUE or BPARDUE) for information.

S. Gilliland

ATTACHMENTS

Budget and Planning Committee Minutes--November 20, 1992; December 4, 1992; December 18, 1992; January 4, 1993
Library Employee Health and Safety Committee Minutes--January 7, 1993; January 14, 1993
Library Faculty Assembly Executive Committee Minutes--January 4, 1993
Staff Development Committee Minutes-December 30, 1992
Staff Orientation Committee Minutes--October 30, 1992; December 10, 1992
Library Employee Health and Safety Committee
Minutes of January 14, 1993

Present: M. Wilson (chair), M. Cook, P. DiFilippo, M. Lodwick, K. Simmons, T. Taylor

Minutes of the December 10, 1992 were discussed and approved, with Margaret saying she will check on the status of the shovels and sand refills while Muriel will bring a scoop for the front Watson sand barrel.

Margaret reported that the Regents Center Library has borrowed the committee's videotape of the wrist/back problems presentation to show their staff. This videotape may be borrowed by any library unit.

The committee reviewed a draft of the revised hazardous materials memo which identifies hazardous material and proper methods of disposal.

Due to scheduling conflicts, the meetings through March 9 will be rescheduled for Tuesdays, 2:30-4, with no meeting the week of January 26.

Concern was expressed regarding the low ranking of health and safety equipment as a budget request by public service heads, feeling that the committee has not yet increased awareness adequately regarding the importance of health and safety needs.

As a result, we discussed various possibilities including the purchase of eye-catching posters, a mailing of the biographies of a number of injured-on-the-job library employees with descriptions of their injuries, treatment, etc. to go out with the call for budget requests for health and safety related items, and a "health fair", possibly timed in conjunction with the Stop Day picnic.

Margaret announced that some people have expressed an interest in the ergonomic equipment which the committee has purchased for testing by library units.

Plans were made to move ahead on the committee's next two seminars, one on stress and one on Worker's Comp. It was decided that they should be separate seminars.

Submitted by K. Simmons
Library Employee Health and Safety Committee
Minutes of January 7, 1993

Present: M. Wilson (chair), M. Lodwick, T. Taylor, K. Simmons, M. Cook

No minutes to approve.

Margaret reported on her discussion with Mike Russell, Head of Environmental Safety Service, concerning the handling of hazardous materials used in the library. MW distributed a letter sent to the Library Department Heads requesting that a hazardous materials inventory be done.

Margaret also distributed the Ronald Helms' report on Lighting for Watson Library. The Dean was sent a copy of that report.

The committee was given a copy of the Library Health & Safety needs budget report. MW explained that in all likelihood not even the first priority would be met. Committee members were asked to read through the report and report back to MW in a few days.

Malcolm brought to the attention of the Health and Safety Committee the issue of safety for night workers in the branch libraries where there might be only one student assistant working.

According to an article in the Sunday supplement section of a recent issue of the Lawrence Journal World, it was reported that photocopy machines produce hazardous emissions. Margaret talked with Kent Miller. His response was that the ventilation in Copying Services had been improved.

Submitted by M. Cook
Budget and Planning Committee Minutes

January 4, 1993

Present: Geoff Husic, Nancy Jaeger, Rob Melton (chair), Rachel Miller, Kathleen Neeley, John Richardson, Mary Lou Warren

Absent: Sue Hewitt

The committee met to discuss Dean Crowe's ideas on obtaining funds for the recruitment and retention of minority faculty and staff and to discuss how to use enrollment adjustment funds amounting to $23,700.

On the first question R. Miller reported that at an LFA Executive Committee meeting held the day before, Dean Crowe had suggested a program for hiring minority student assistants, which would operate in conjunction with a two-year internship for minority faculty. (He introduced his idea of the internship to us at our meeting of December 18.) The minority student assistants, who would be paid at a higher hourly rate than usual, would work with mentor librarians. The goal of such a program would be to attract minority students to the library profession. There was strong support in the committee for the minority internship, but there were concerns about a program for student assistants limited to minority students.

The committee was in general agreement that the best use of the enrollment adjustment money was as a base fund for a preservation officer's position. This fund would have to be augmented by monies from other sources in order to reach a salary level high enough to attract experienced and qualified applicants.

R. Melton agreed to compose a letter to Dean Crowe conveying our recommendations on these two issues and to give the other members of the committee an opportunity to review it before sending it to the Dean.

The Budget and Planning Committee will meet next on February 5 in Room 202, Anschutz Science Library.

Submitted by John Richardson
Budget and Planning Committee Minutes

December 18, 1992

Present: Sue Hewitt, Geoff Husic, Nancy Jaeger, Rob Melton (chair), Rachel Miller, John Richardson, Mary Lou Warren, Dean Crowe (guest)

Absent: Kathleen Neeley

Dean Crowe joined us at the beginning of the meeting.

R. Melton reported on two e-mail messages he had received from K. Neeley and another staff member regarding the budget meetings that were held last week.

There was a brief discussion of the budget meetings. It was generally agreed that they were productive again this year.

Dean Crowe discussed with us several aspects of the FY94 Budget Call, received on December 14:

(1) If the Legislature acts favorably, funds to provide for the recruitment and retention of minority faculty and staff will become available to KU. He is considering trying to obtain some of these funds in order to establish a two-year internship for a minority librarian. During the first year the intern might be offered the experience of working in several different departments. Then the intern would choose one (or two) assignment(s) for the entire second year.

(2) He said that the reallocation process was well underway already and that the Library would have no difficulty reaching the goal of three percent reallocation of resources by the end of FY95. Much, if not all, of the reallocation would have occurred naturally, even without being mandated.

(3) Possible uses for the year-end funds were discussed, among them, LAN expansion, workstations and printers to promote Expanded Academic Index, innovative OCLC products, and additional equipment and hardware.

(4) The Library has been asked to propose a use for $23,700 in projected enrollment adjustment funds. We discussed three possible uses for this money:

(a) Add it to the general acquisitions fund.
(b) Establish a base fund for a preservation officer, to be augmented by additional monies from other sources.
(c) Give it to the Regents Center to fund a classified position, document delivery, etc.

Dean Crowe asked the committee to discuss the idea of a minority internship as well as the options for use of the enrollment adjustment funds and to give him our recommendations as far as possible in advance of the January 15 deadline for submission of the budget request.

The Budget and Planning Committee will meet next on January 4 in Room 202, Anschutz Science Library.

Submitted by John Richardson
Staff Development Committee
Minutes
December 30, 1992

Present: Julie Hoff (chair), Lorrie Knox, Sandy Gilliland, Gaele Gillespie, and Carole Dibben

Absent: Rich Ring and Tommy Hardin

The Staff Development Committee (SDC) met at 10:30 am in Watson conference room B.

Minutes of the November 18, 1992, meeting were approved.

The out-of-state travel request deadline for travel in March and April 1993 is 1/15/93. Carole will submit an announcement for FYI.

Discussed the arrangements for Maureen Sullivan's workshop on "Organizational Communication" scheduled for Thursday, January 21, 1993.

Discussed the arrangements for Tom McNally's workshops on "Time Management" and "The Problem Patron" which have been scheduled for Friday, April 16 and Monday, April 19, 1993. He will present both on Friday and again in reverse order on Monday. He is flexible about group size. Anschutz conference room will be the location for the Friday workshops. On Monday, the workshops will be held in Watson conference rooms A & B. McNally has a booklet for participants but is unable to supply copies for everyone but has offered it for in-house duplication. SDC will provide a photocopy of these materials for each participant.

Discussed Staff Development Newsletter. It was decided to submit the unpublished travel reports currently on hand to the FYI for publication. It was agreed that once the planning for the upcoming workshops in the Communication Series has decreased efforts would be made to publish an issue of the Newsletter.

The next meeting of the SDC was scheduled for Wednesday, January 13, 1993, 10:30-Noon in Watson conference room B.

Submitted by Carole Dibben
LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE JANUARY 4, 1993 MEETING

Present: Rick Clement (Chair), Sandra Brandt, Sandra Gilliland, Rachel Miller
Absent: Nicholas Eshelman, Sally Haines, David Pardue
Guest: William Crowe

1. Discussion with Dean Crowe: Dean Crowe presented for discussion his proposal to design an annual program for evaluators of unclassified staff, possibly with assistance from ARL. This would help meet the objective of improving the evaluation and professional development of faculty and unclassified staff, as recommended by the University and the Board of Regents. LFA Exec will discuss this further at its next meeting. Dean Crowe also reported on the budget process, including his ideas for a library minority recruitment proposal. At that point the Dean left the meeting.

2. Minutes: Executive Committee members approved minutes of their December 7 meeting, and reviewed and accepted minutes from the Staff Development Committee (October 21, November 3, November 18), Committee on Salaries and Benefits (November 20), and Ad Hoc Committee on Faculty Performance Evaluation (December 1).

3. Planning for future meetings: Exec members reviewed pending topics that require discussion. At its next meeting Exec will address: staff development issues (Sandra Brandt and Rachel Miller will present ideas for a survey); Dean Crowe's response to the 1989 report of the Committee on Unclassified Professional Staff; and Dean Crowe's proposal for annual evaluators' training sessions. The next meeting is scheduled for January 11.

Reported by Rachel Miller
STAFF ORIENTATION COMMITTEE

October 30, 1992, 10 am, Anschutz Science Library, Room 305

Members attending: Jan Altenbernd, Jennie Dienes, Connie Powell, Michael Wilson.

Minutes from the October 16 meeting are not yet ready.

Announcement about tours: Lorraine doesn't have time to do the Cataloging tour this semester, because she is on LCPT and jury duty. November 10/12 tours for Acquisitions and November 16/17 tour to Serials are set up and fliers are out. December tours include ILS and a panel of bibliographers on collection development. No other tours are planned for December. A tour of the Law Library is planned for the end of January, 1993. The Serials tour will be divided into two parts with Gaele Gillespie doing Serials proper and Kent doing Bindery Prep and Mail Room.

The committee considered what to do with the evaluations: after reading them, we need to (1) tabulate the data which lends itself to tabulation, (2) make a list of the descriptive comments to send to tour guides, and (3) keep them in a file.

Connie will write thank you letters to Cherrie and Donna. Included in the letter was a note that we will be sending on tabulated information and comments.

Work on Who's Who in the Library. Sandy will get copies for each of us and Michael will mail them out to us. Carmen found that it was a lot of work. Getting responses back can be a problem. We can do updates on e-mail. We are considering on polling people in the near future and getting updates by Christmas.

We hope that Joe Hewitt will be fully recovered from his hospitalization by end of January to contribute to the Law Library tour concerning the automation of the Law Library.

An error on our tour guide evaluation sheet was noted. Special Collections has been left off the list. Correction will be made.

At the recent LFA meeting Michael Wilson reported on the charge and work of the Committee.

Connie wondered if we can cover all the remaining library departments by the end of the spring semester. Hopefully we have a sufficient number of weeks.

The meeting adjourned at 10:35 a.m. Respectfully submitted: J. Dienes
STAFF ORIENTATION COMMITTEE

December 10, 1992 - Watson Conference Room B  1:00 pm

Members attending:  Jan Altenbernd, Jennie Dienes, Connie Powell, Sandy Gilliland

This meeting was a reorganization meeting. We elected a new Chair, Jennie Dienes, and a new Secretary, Connie Powell.

The remainder of the meeting was spent in planning the tours and other activities such as the update of the library's Who's Who. The next meeting will be January 5th at 1:00.

Connie Powell
Budget and Planning Committee Minutes

November 20, 1992

Present: Geoff Husic, Nancy Jaeger, Rob Melton (chair)
Rachel Miller, Kathleen Neeley, John Richardson

Absent: Sue Hewitt, Mary Lou Warren

R. Melton reported that Dean Crowe was generally pleased with the list of names we have recommended for appointment to the broad strategic planning group of 25 or so staff members. Crowe told Melton that he may also appoint representatives from the Law Library and the Med Center Library to the group. Melton believes Crowe will be ready to announce his appointments quite soon.

LFA Exec passed along to us a request from Classified Conference Executive Committee that the Budget and Planning Committee take a more "proactive" role in addressing budget and planning issues.

We discussed at some length the implications of the university program review proposals regarding the KU Libraries.

At our next meeting we will review and discuss the graphic displays. N. Jaeger, in her capacity of library budget officer, has prepared for Dean Crowe to use in the upcoming budget meetings.

The Budget and Planning Committee will meet next on December 4 in Room 202, Anschutz Science Library.

Submitted by John Richardson
Budget and Planning Committee Minutes

December 4, 1992

Present: Sue Hewitt, Geoff Husic, Nancy Jaeger, Rob Melton (chair), Rachel Miller, Kathleen Neeley, John Richardson, Mary Lou Warren

Since our last meeting Dean Crowe informed R. Melton of some changes he wishes to make in the list of staff members we recommended for appointment to the strategic planning group. Since Crowe had requested further input from our committee, we discussed the implications of these changes and agreed upon a response, which Melton will convey to Crowe as soon as convenience allows.

Melton agreed to send an E-mail reminder to all staff about the two upcoming budget meetings and to contact committee chairpersons to remind them that they will have an opportunity to speak about the budgetary needs and concerns of their committees.

N. Jaeger distributed for review and comment a number of tables and charts she had prepared to support Dean Crowe's presentations at the budget meetings.

The Budget and Planning Committee will meet next on December 18 in Room 202, Anschutz Science Library.

Submitted by John Richardson
STRATEGIC PLANNING

In the face of snow, sleet, and freezing rain, the Library’s Strategic Planning Core Group met on 19 and 20 January with Maureen Sullivan of the Association of Research Libraries Office of Management Services. The names of participants and the meeting agenda outline appeared in FYI on January 7, 1993.

Each part of the agenda was covered in small group discussion and/or in plenary session, and copious notes were kept of what was said--without attribution. All of those notes--however brief or cryptic--have been organized and transcribed. Copies are to be distributed to all participants and to all members of the Administrative Conference and the Budget and Planning Committee who did not attend. Copies also will be placed on reserve in Anschutz and Watson.

Following the core group meetings, I solicited comments from the participants about the desirability of moving ahead with strategic planning, and, if so, who might best serve on a steering committee. With understandable concern about the amount of time and energy that would be consumed, virtually all who commented urged strongly that the Library proceed. I welcome this positive response, as I believe that strategic planning will be very important to our common future.

I have since met with the Budget and Planning Committee to discuss the planning process and have asked for their comment on the nominees for what I expect will be a 7-person steering committee to guide it. I expect within the next 10 days to have responses from those nominated to serve and to start the process in earnest.

The steering committee will act as its name suggests, overseeing a process that will involve many other staff and representatives of our user constituencies, as well as allied organizations in the University. The committee and its sub-groups will call on the record of the two days of the core group planning meetings and other relevant documents (e.g., the University’s new Mission Statement, Statement of Role and Aspirations, and the Library’s Program Review reports) to work with the staff at large.

Among the steering committee’s most important responsibilities will be sharpening the definition of the "key result areas" for the Library that warrant establishment of working groups/task forces and opening discussion of the Library’s values. These working groups--in many cases, of course, existing committees reconstituted--would digest and bring forward recommendations to the steering committee, which would in turn take them on for wider consideration--including periodic meetings of the core planning group--before settling on what will appear in the planning document.

I will work very closely with the steering committee and Maureen Sullivan, who will continue as consultant, to ensure that the process calls on the talents of the staff at large and that we agree upon realistic targets to accomplish each stage. We will seek diverse means throughout the year to communicate the progress of this important work.

I look for a plan to be ready for adoption by the end of 1993--after I consult with Library staff, the Senate Library Committee, and the University administration.

In the end, I expect strategic planning to serve at least four important purposes: to sharpen understanding of how we best can meet the needs and wants of our users; establish a clearer process within the Library for decision-making; focus new and reallocated resources on goals and objectives of highest priority; and, generally, strengthen communication throughout the Library about how best to achieve our aspirations.

--W. J. Crowe
TIME CARD DEADLINE

Please send all student time cards, unclassified absence cards, and classified monthly time reports to Rex Hargis in the Library Administrative Office by 12:00, Monday, February 15. Refer to pages 18 and 19 of the Student Employment Procedures Manual for the maximum number of reportable hours for student assistants and other information.

STUDENT EMPLOYMENT PROCEDURES SEMINAR

I will be giving a seminar on student employment procedures on Wednesday, February 10 at 3:00 in conference room A. I will discuss how to fill out forms necessary to advertise for student help, appoint student help, pay student help, and evaluate student help. Any other questions or problems on student employment will be cheerfully answered.

Rex Hargis

1992 W-2 FORMS

If you have not received your 1992 W-2 form from the State of Kansas, please let me know so that I can begin the tracking process.

Rex Hargis

OPEN MEETING ON LENDING CODE REVISION

There will be an open meeting about the report of the Lending Code Review Committee on Thursday, February 11th between 1:30 and 3:00 p.m. in Watson Conference Room A. All interested persons are invited to attend.

TEMPORARY OFFICE FOR KOEPP AND HOFF

During the month of February, while office space is being constructed in Malott for Julie Hoff and I, we have relocated our offices. Julie will be in the Map Library, available at the same phone numbers as currently, and I will be in the basement of Spencer with the Map Indexing Project, at 864-4338.

Donna Koepp

CE PROGRAM OFF TO A STRONG START

To date 33 staff members of all types have signed up to participate in the State Library’s continuing education program. Most hours have been accumulated through Staff Development and Health and Safety Committee presentations. Remember though, there are other means of accumulating hours. Activities such as workshops, classroom activities, practicums, on site visits, internships, etc. can be counted. If you have questions about the program or need to turn in forms for additional activities contact me at 4-4715 or in Watson’s Circ. dept. Thanks!

Janet Anderson-Story

EXHIBITS

The Watson exhibit cases are looking quite forlorn now that Rich Crank’s excellent exhibit has come down. The Watson Exhibits Committee encourages all members of the staff to consider mounting an exhibit. Application forms can be had from Mike Biggins in Slavic.

Rob Melton

ATTACHMENTS

Library Emergency & Disaster Planning Committee Minutes--7 December 1992
Library Faculty Assembly Committee on Budget and Planning Annual Report--July 1991 through June 1992
Staff Development Committee Annual Report 1991-1992
Annual Report of the Committee on Staff Orientation--July 1991-June 1992
Annual Report of the LFA Committee on Salaries and Benefits--1991-1992
Nominating and Ballot Committee Annual Report--July, 1992 through June, 1993
Libraries Committee on Promotion and Tenure


Members for 1991-1992 were Earl Gates, Gaele Gillespie, Sally Haines, Jim Neeley, Brad Schaffner, Sheryl Williams, and Margaret Wilson.

The Committee first met on August 22, 1991. Jim Neeley was elected Chair, and Brad Schaffner Secretary.

The Committee's continuing charges, set forth in the LFA Code, were as follows.

1. ...review the qualifications and performance of all members of the Library Faculty who are to be considered for promotion, award of tenure, or non-reappointment, and make recommendation to the University Committee on Promotions and Tenure....(Sec. 2.2.3.1)

The 1991-1992 LCPT reviewed and made recommendations on six promotion and tenure files and one non-reappointment file.

2. ...review and evaluate the merit of each applicant for sabbatical leave and of his or her proposal (Sec. 2.2.3.2).

The 1991-1992 LCPT reviewed and made recommendations on two sabbatical leave proposals.

3. ...review annually the criteria established by the University Libraries [regarding promotion, tenure, non-reappointment, and sabbatical leave]...and recommend to the Library Faculty Assembly revisions of these criteria, as necessary (Sec. 2.2.3.3).


4. ...recommend the procedures used for the preparation of dossiers for librarians under consideration for promotion and/or tenure and shall present its recommendations to the Library Faculty Assembly for approval (Sec. 2.2.3.3).

Besides the instructions given on the UCPT form, guidelines for preparing librarians' dossiers were begun to be written down by LCPT in 1989 in a LCPT Guidebook, distributed to members of LCPT and to all untenured librarians. The 1991-1992 LCPT added a major new section on procedure to this Guidebook, and decided to combine the previously separate Committee and Candidate editions of this work.

Especially notable was a structured procedure, first employed by LCPT in 1991-1992 and adapted from one UCPT has used for many years, for making the process of considering files more efficient.
Additional charges for 1991-1992 from the LFA Executive Committee were the following.

5. Continue to study proposals for an intermediary check and mentor process for untenured librarians.

Consideration of this proposal was begun by the 1990-1991 LCPT and recorded in notes from the Spring Meeting for Untenured Librarians of May 7, 1991. As reported in the 1990-1991 LCPT Annual Report, reaction to this proposal was mixed. Due to the necessity of acting on an unusually large number of promotion and tenure files, the 1991-1992 LCPT deferred further consideration of this issue to 1992-1993.

6. Present an informational meeting for untenured librarians next Spring which follows the pattern of the program provided by the 1990-1991 committee in May 1991.

Such a meeting was held on June 15, 1992. The audience was expanded to include supervisors of untenured librarians as well as untenured librarians themselves. Dean Crowe was invited to comment on criteria for promotion and tenure, and Assistant Deans Gibbs and Hawkins were present, as were Assistant to the Dean Sandy Gilliland and former UCPT member Susan Craig. Four of the five eligible supervisors attended, but only four of the ten untenured librarians. While all untenured librarians who attended found the meeting worthwhile and thought it should be held every year, given the low attendance, the 1992-1993 LCPT may wish to reconsider this.

Other business included the following.

7. In response to an inquiry from the LFA Budget and Planning Committee concerning any recent changes to LCPT's planning functions, the only change reported was the possible addition of the "intermediary check and mentor process for untenured librarians" (item 3, above) which has been a special charge from the LFA Executive Committee in both 1990-1991 and 1991-1992.

8. In response to an inquiry from the LFA Ad-Hoc Committee to Revise the Code, LCPT recommended several changes to Sec. 2.2.3.6 which will be voted on by the LFA early in 1992-1993. The changes clarify some ambiguous language governing the eligibility of LCPT members to participate in discussion of and voting on promotion and tenure cases in which a member may have some relationship to the matter under discussion.

9. The LCPT Chair represented the Committee at the annual Open Meeting of UCPT on September 11, 1991, and at a closed meeting on October 29, 1991, to which the Chair and the Dean of Libraries were invited to answer questions by members of UCPT concerning the Libraries' criteria for promotion and tenure. The chair also met with UCPT staff to discuss procedures.
Recommendations for 1992-1993

a. Consider how, in accordance with LFA Code Sec. 2.2.3.3, the LCPT Guidebook should be submitted to LFA for its approval.


c. Survey all untenured librarians regarding the desirability of presenting an informational meeting for untenured librarians and their supervisors again in 1993, that is, every year or on some other schedule. Present an informational meeting for untenured librarians and their supervisors contingent upon the findings of this survey. Depending on the timing of the meeting and of LFA elections, invite new members of LCPT to the meeting.

d. Consider developing a policy for the retention of LCPT committee and member records of the consideration of individual promotion, tenure, and sabbatical leave files. Consult with Academic Affairs and compare the Libraries' current practice with that of other academic units on campus.

Jim Neeley, Chair
Members of the LFA Committee on Budget and Planning for FY92 were Susan Craig, Rachel Miller, Kathleen Neeley, John Richardson and Julie Waters (appointed by the LFA Executive Committee) and Penny Donaldson (later replaced by Mary Lou Warren) and Susan Hewitt (elected by the Classified Conference). Nancy Jaeger and Shelley Miller served as ex officio members of the committee. Kathleen Neeley served as chair and Julie Waters as secretary.

The standing charge to the Committee on Budget and Planning is:

The Committee on Budget and Planning, in consultation with library administration and the Library Faculty Assembly, shall formulate recommendations on general priorities in budget distribution within the Library and on long-range planning for the Library.

In addition to the standing charge the committee received five initial charges from the LFA Executive Committee:

(1) Please recommend to Exec by October 1 whether the Planning Notebook developed by previous Budget and Planning Committees should continue to be maintained, whether by your committee, or by some other body.

(2) Continue significant involvement in the development of a more structured process for budget allocation and long-range planning for the Libraries.

(3) Consider the issue of the Assistant to the Dean for Budget as an ex officio member of the committee.

(4) Consider whether a member of Exec should serve as an ex officio member of the committee to act as liaison with Exec.

(5) Continue to explore the committee's role in the Libraries' planning and budgeting process.

FIRST CHARGE:

In order to fulfill the first charge, the committee reviewed the Planning Notebook prepared by last year's committee and recommended that it should continue to be maintained by this committee. We further recommended that in January each year the Budget and Planning Committee review the existing notebook, add any new committees, and update existing
committees which have had major changes during the last year. We also recommended that each year’s committee decide for itself whether to undertake a more substantial revision. A subcommittee of Rachel Miller and John Richardson was formed to update the Planning Notebook. The notebook was submitted to the LFA Executive Committee in June 1992. Copies of the notebook were given to the Executive Board of the Classified Conference and the Dean of Libraries and copies were put on reserve in Watson and Anschutz Science Libraries.

SECOND CHARGE:

In order to fulfill the second charge, the committee was involved with the following budget meetings and hearings during the year.

FALL BUDGET MEETINGS:

The Dean held two open meetings on the library budget on November 18 and 19, 1991 where he presented a review of the university budget process and the proposed FY92 budget request. The committee prepared a report of these meetings and a questionnaire for distribution to the attendees which invited reaction to the Dean’s presentation and budget proposal. A summary of the responses was discussed with the Dean and published as an attachment to the December 13, 1991 committee minutes.

SPRING BUDGET PROCESS:

Dean Crowe suggested in a January 1992 meeting of the committee that the spring budget process include informational meetings but no budget hearings comparable to those held last year. The committee counterproposed that we once again have "State of the Department" meetings with a written report of the budgetary needs organized in a programmatic way. Dean Crowe was supportive of this process. The long-term goals of the committee for this process were to: 1) help educate administrators and staff members about the needs and operations of all library units; 2) provide a forum in which unit heads may discuss freely their priorities and resources; and 3) strengthen the mechanisms by which staff may give input into the budget decisions. Written reports on department resources issues were due April 1, 1992 and two meetings were held April 27 and May 1, 1992 where department or unit heads had five minutes to summarize their written report and five minutes to answer questions from the group. The committee distributed a questionnaire at the conclusion of the meetings to the presenters and the members of the Committee on Budget and Planning to determine if the spring meetings were useful and to request opinions on general budget priorities, considering the information obtained by the written and oral presentations and the question and answer period. There were 15 responses to the questionnaire from the 23 presenters and the members of the committee. The responses to
the questions about the spring process indicated that: 1) the written reports were very useful, especially those received before the meetings were held; 2) the oral presentations were not very useful and were too short to be of much use; and 3) the question and answer period was useful but too short. The responses to the questions about the budget priorities were harder to quantify. Increased staff followed by additional equipment seemed to be the major areas that needed addressing. The most common suggestions for funding these needs included reallocation of staff and acquisitions money. There was very strong support for continuing the spring process. The committee provided the Dean with copies of the questionnaires and met with him in late May to discuss our impressions of the budget hearings and his intentions with regard to budget allocations at that point.

PLANNING:

In September, Dean Crowe referred to the committee the draft of his vision statement for the Libraries, "Planning for the 1990s." The committee met with Dean Crowe in the fall to discuss this document. The committee continued to discuss the draft during the fall and winter. In February, the Dean referred to the committee a copy of the Harvard vision statement, which the committee liked very much. We considered redrafting the Dean's draft vision statement along similar lines, but instead we recommended that he consider a planning "retreat" or "advance" involving a broad representation of library staff, similar to the initial process at Harvard. We indicated the interest of the committee in being involved in such a process with the Dean to develop an agenda for a library-wide planning effort.

The Dean also referred several other draft documents to the committee for comment and consulted with us on several other matters throughout the year. We commented on the "Information for Mission 2000 Study" and the Dean's response to the university's "Mission 2000 Statement." We gave input to the Dean for the document for post-Campaign Kansas development proposals for the libraries and a draft of the NEH Challenge Grant application. We discussed space planning and the Hoch renovation with the Dean several times during the year. He shared with us his intent to develop a Hoch planning committee within the library which would be separate from the LFA Budget and Planning Committee -- a change from past tradition. The Dean asked for input on the recommendation from the Watson User Services Review Committee to transfer the reporting line for the Regents Center Library from the Head of Reference to the Assistant Dean for Public Services.

THIRD AND FOURTH CHARGES:

In order to fulfill the third and fourth charges, the committee recommended in September that the Assistant to the Dean for Budget and a member of the LFA Exec be made ex officio members of the LFA Committee on Budget and Planning. Later in the year the committee recommended to the LFA Ad Hoc Committee to revise the Code that these ex
officio memberships be considered as code changes to be voted on by the LFA membership. In another membership matter, the committee in May referred to the LFA Ad Hoc Committee to revise the Code and/or the LFA Exec the recommendation by the Classified Conference Executive Committee to increase from two to five the number of Classified Conference members on the committee, without approving or disapproving the recommendation.

FIFTH CHARGE:

The fifth charge, to explore the committee's role in the Libraries' planning and budgeting process, was discussed at length on a number of occasions by the committee; however, no conclusions were reached. Dean Crowe recently expressed his interpretation of our role as an "interlocutor," one who takes part in dialogue or conversation. He also again expressed his interest in seeing the terms of the members lengthened. The committee members again were not supportive of this proposal. The proposal by the Classified Conference to add additional members to the committee brought up the issue of whether the committee might better be an administrative committee instead of an LFA committee. It is our understanding that this topic may be addressed by next year's LFA. Some LFA members on the committee this year felt that they should be elected if they are to provide the kind of input the Dean would like.

RECOMMENDATIONS:

The LFA Committee on Budget and Planning should:

1) Continue to sponsor fall budget meetings and spring budget requests and hearings.

2) Work with the Dean to develop a forum for preparation of a vision statement for the libraries.

3) Be aware of space planning problems and issues throughout the Libraries.

4) Continue the two ex officio memberships next year even if the code changes are not instituted.

5) Continue to explore the role of the Committee.

Submitted by Kathleen Neeley for the Committee
June 19, 1992
LFA Staff Development Committee members 1991-1992:
Janet Anderson-Story (newsletter co-editor & workshop registration)
Carole Dibben (Secretary, travel coordinator & workshop evaluations)
Sandy Gilliland (ex-officio, liaison with Administrative Office)
Susan Hitchens (newsletter co-editor)
Julie Hoff (liaison with Staff Orientation Committee)
Lorrie Knox (Chair)
Rich Ring (site visit coordinator)

Funding

Dean Crowe allocated $7000 to fund Staff Development Committee activities from October 1, 1991 to September 30, 1992. He did not specify in what proportions these funds should be used for travel, speakers and workshops. This was left to the Committee’s discretion. In addition to the original $7000 allocation, the Dean provided some supplemental funding on an ad hoc basis for speakers/workshops.

$ spent for out-of-state travel: $5,400.00
$ spent to send staff to workshops: $1,266.00
$ paid to speakers: $385.00
Total expected expenditures: $7,051.00

In 1978, Martell and Dougherty (University of California, Berkeley Library) suggested that an allocation of 1.7 percent of the total staff budget (about $110,000 for their institution in 1978) was rather small. In FY92, KU Libraries’ total staff budget was $4,267,097. To measure up to Martell & Dougherty’s 1978 suggestion of 1.7 percent, the KU Libraries’ would have needed to allocate $72,540.64 in FY92. A far cry from the $7,000 which was allocated to the Staff Development Committee in FY92. While SDC is not campaigning for these huge sums, it has become blatantly obvious to committee members (and most library staff) that the allocations for staff development at KU are ridiculously inadequate.

In FY91, and again in FY92, SDC funds were requested by only 28 library staff members. This means that approximately 94 percent of the library staff are not receiving financial assistance from staff development funds.

1Includes the speaker fee for a September 1992 presentation.


3Figures obtained from the KU Libraries’ Budget and Planning Committee show the FY92 staff budget as: $2,263,378 for unclassified staff and $2,003,719 for classified staff.
COMPARISON OF SDC FUND USAGE FY89-FY92

FY89 - travel fund $2000
   # of staff requesting $: 34
   # of requests funded: 38
   # of trips made: 35
   # of different meetings: 20
   average award: $64.50

FY90 - travel fund $5000
   # of staff requesting $: 23
   # of requests funded: 53
   # of trips made: 47
   # of different meetings: 22
   average share: $45
   average award: $90

FY91 - total travel/workshop fund $7000
   # of staff requesting $: 28
   # of trips funded: 39
   # of different meetings: 20
   average share: $65
   average award: $112

   # of workshops funded: 16
   average award per workshop: $73

FY92 - total travel/workshop fund $7000
   # of staff requesting $: 28
   # of trips funded: 42
   # of different meetings: 23
   share set at: $60
   average award: $128.40

   # of workshops funded: 17
   average award per workshop: $74
Out-of-State Travel Funding

This year, in an attempt to establish equity throughout the year, the Committee elected to set a fixed share amount rather than varying the share amount each quarter. Each share was $60. This was based on the average number of requests received, as well as the average number of shares allotted, in previous years. Variable share amounts (based on number of requests received per quarter) ensured the budget would be spent, but due to the uneven number of requests in each quarter fluctuating share amounts caused disparities in allocations. Fixed shares have several advantages. Since the share amount is pre-set, travel requests can be accepted/approved if they are received 1 month prior to traveling (instead of the 4-5 months needed previously). This also helps when conference announcements are received late, or staff put off the decision to attend until the last minute.

From October 1, 1991 to July 1, 1992:

- # of trips partially-funded: 42
- # of shares allotted: 90
- average # of shares per request: 2.14 (or $128.40)

Conferences staff attended:
(Using SDC funds)

- Oral History Association
- Off Campus Libraries
- Daguerrian Society
- Midwest Archives, fall meeting
- Southern History Association
- American Assn. for Advancement of
  Slavic Studies
- Understanding Federal Statistics
- Music Library Association, annual conference
- ALA-midwinter meeting
- ARLIS
- Midwest Archives
- Collection Development & Acquisitions
- Photograph Conservation
- SALLM
- Music Library Association, chapter meeting
- Midwest Slavic Conference
- ALA-summer meeting
- Medical Library Association
- International Medieval Congress
- Midwest Archives, spring meeting
- Latin American Studies Association
- Modern Archivists Institute
- South Plains Conference

Location:

- Snowbird, Utah
- Albuquerque, New Mexico
- Santa Fe, New Mexico
- Bloomington, Indiana
- Ft. Worth, Texas
- Miami, Florida
- Washington, D.C.
- Baltimore, Maryland
- San Antonio, Texas
- Chicago, Illinois
- Oklahoma City, Oklahoma
- England
- Austin, Texas
- Tempe, Arizona
- Columbus, Ohio
- San Francisco, California
- Washington, D.C.
- Kalamazoo, Michigan
- Chicago, Illinois
- Los Angeles, California
- Denver, Colorado
- Salina, Kansas
Workshop Funding

From October 1, 1991 to July 1, 1992:
- # of workshops requests funded: 17
- average SDC award per workshop: $74

The following were NOT included in the above statistics since they were NOT funded by SDC:
- BCR workshop participants who were provided with BCR credit vouchers
- in-house microcomputer training sessions taught by Gaile Burchill

Many library staff took advantage of microcomputer workshops which were offered by the Bibliographic Center for Research (BCR), the KU Computer Center and by Gaile Burchill. Although these three groups taught very similar workshops, the registration fees for some workshops were much higher than others. SDC chose to fund requests for all microcomputer workshops regardless of the disparity in registration fees.

Self-improvement workshops were also requested frequently. SDC chose to approve requests for these types of workshops even though they were not "directly relevant to the KU Libraries" as required by SDC guidelines. The Committee felt these types of workshops were indirectly relevant in that they might improve the work environment (as opposed to teaching a specific library-related skill). Supervisors evidently thought these workshops were important to the personal welfare of their staff or they would not have allowed them to attend the workshops.

Workshops staff attended:
(using SDC funds)

<table>
<thead>
<tr>
<th>Workshop</th>
<th>Location</th>
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<tbody>
<tr>
<td>Management Communication</td>
<td>Tulsa, Oklahoma</td>
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<tr>
<td>Health Improvement</td>
<td>Kansas City, Missouri</td>
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<tr>
<td>Powerful Communication for Women</td>
<td>Overland Park, Kansas</td>
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<tr>
<td>Stress Management</td>
<td>Topeka, Kansas</td>
</tr>
<tr>
<td>Introduction to WordPerfect</td>
<td>KU Computer Center</td>
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<tr>
<td>Introduction to Page Maker</td>
<td>KU Computer Center</td>
</tr>
<tr>
<td>Bridging the Gap, KLA</td>
<td>Wichita, Kansas</td>
</tr>
<tr>
<td>Preservation, KLA</td>
<td>Wichita, Kansas</td>
</tr>
<tr>
<td>Saving the Moving Image</td>
<td>Independence, Missouri</td>
</tr>
<tr>
<td>Practical Approaches to Preservation, KLA</td>
<td>Wichita, Kansas</td>
</tr>
<tr>
<td>IBM/Hypermedia, KLA</td>
<td>KU Computer Center</td>
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<tr>
<td>Introduction to MS-DOS</td>
<td>Overland Park, Kansas</td>
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<tr>
<td>Self-Discipline and Emotions</td>
<td>Salina, Kansas</td>
</tr>
<tr>
<td>Distance Learning and Telecommunications</td>
<td>Montreal, Canada</td>
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<tr>
<td>Security in Archives</td>
<td>KU Computer Center</td>
</tr>
<tr>
<td>Intermediate WordPerfect</td>
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Communication Series

According to comments received during training programs, on evaluation forms and surveys, many library staff feel that communication skills need to be improved throughout the library system. To address this need, SDC developed a series of workshops and seminars focusing on various aspects of communication. "Did I Say What You Heard? Personal Communication and Beyond!" was selected as the name for this program (see attached outline and promotional flier). The series was launched during the spring semester with three very popular workshops:

"Communication: Verbal and Nonverbal" was presented by Kathleen Ames-Oliver (KU Dept. of Human Resources) on Feb. 4, 1992 and again on Feb. 6, 1992. Forty-three library staff attended.

"Assertiveness" was presented by Sandy Gilliland (KU Libraries) and Ruth Hurst (KU Computer Center) on March 18, 1992. Enrollment was limited to the first 25 registrants. It would be nice to offer this again later since many library staff were not able to attend this session.

"Male-Female Communication" was presented by Dr. Diana Prentice Carlin (KU Dept. of Communication Studies) on April 20, 1992 and again on April 21, 1992. Forty library staff attended.

Speakers

In addition to the above series, the Committee sponsored a variety of speakers/topics:

September 19, 1991 - Joan Giesecke (Univ. of Nebraska) spoke on "Playing Multiple Roles: Building Effective Working Relationships in the Library." The travel expenses and honorarium for this speaker were paid for with the last of the funds from the previous fiscal year.

October 22, 1991 - Barbara Wunsch (WHCLIS delegate) & Duane Johnson (State Librarian) - White House Conference on Library and Information Services discussion


November 20, 1991 - Maria Musoke - (visiting librarian from Uganda) spoke on "Library Issues in Uganda/Africa/Developing Counties"

December 13, 1991 - brown bag lunch - Gordon Anderson spoke about his experiences at the Frankfurt Book Fair

February 13, 1992 - ALA Midwinter brown bag

February 18, 1992 - Stephen Richards (visiting librarian from Scotland) spoke on "Performance Measures in Libraries"

April 7 & 9 - Kathleen Ames-Oliver (KU Dept. of Human Resources) spoke on "Stress Management"

May 1, 1992 - Julie Hoff spoke on "The 1990 Census on CD-ROM"

July 8, 1992 - Kathleen Ames-Oliver & Shery Stump (KU Dept. of Human Resources) presented a workshop on "Strength Deployment Inventory"
This year, SDC explored the use of e-mail for promoting events and pre-registration of participants. Staff responded very positively to this experiment. Also, attendance seemed to be higher whenever a reminder was sent out via e-mail a couple of days in advance of each event.

Staff seem to appreciate having each SDC event offered twice. This allows departments more flexibility in sending their staff to various events without "abandoning" the department and/or denying staff attendance when too many from one department want to attend the same event.

SDC members were careful to schedule programs which would appeal to both Classified Conference and Library Faculty Assembly members. Judging from the registration and evaluation forms this was successfully accomplished. Events appeared to interest a broad cross-section of staff and participants were evenly distributed among departments and classifications.

The Committee met with Tom Berger (KU Office of Affirmative Action) and Kathleen Ames-Oliver (KU Dept. of Human Resources) to discuss ideas/topics for workshops. Both departments seem very eager to work with SDC and are willing to tailor programs to fit the needs of library staff.

Other program topics which were explored (but not implemented) include: CPR and first aid training, Internet & its impact on libraries and OCLC upgrade update/training.

**NEKLS Continuing Education Council**

Two members of the KU Libraries' staff (Janet Anderson-Story and Rick Clement) have served as members of the NorthEast Kansas Library System Continuing Education Council and have served on several of its subcommittees. Throughout the year, NEKLS institutions were invited to participate in selected SDC events. KU library staff are eligible to attend NEKLS-sponsored events and are also eligible for continuing education credits through the State Library's Continuing Education Program for participating in or attending events. NEKLS has provided grants for KU Library staff to attend workshops, conferences, classes, etc. Much work needs to be done to promote the continuing education program within the KU Libraries.

**Staff Development News**

SDC discussed, at great length, the possible discontinuation and/or format change of the newsletter. Classified Conference members requested that the newsletter not only continue, but also be published on a more regular basis. Since the publication process requires a great deal of time and effort on the editor's part, the Committee decided to try utilizing two editors and spread out the workload. Janet Anderson-Story and Susan Hitchens served as co-editors and the newsletter was published in May. (It was larger than usual due to the time lag since its previous publication.) If difficulties arise in producing future issues of this newsletter the Committee should reconsider the possibility of altering the format and/or publishing some of the information in FYI.
LFA Code Revisions

In response to a request from LFA, the Committee examined, discussed and drafted revisions to the section of the LFA code relating to the Committee on Staff Development. SDC drafted these code changes in consultation with the Classified Conference Executive Board (see attached).

Site Visits

The Committee sponsored visits to the University Press of Kansas, on June 2 & 3. Each group was restricted to 12 people due to space limitations at the Press. After touring the Press building, Fred Woodward and two of his staff members gave brief talks on current happenings in the publishing world and academic presses in general.

Recommendations:

1. Increased funding is essential, especially for out-of-state travel. There are a number of staff who do not apply for SDC funding due to the pitance they would receive. As a result, only a select few attend conferences since most staff do not wish to pay expenses out-of-pocket.

2. Continue implementing programs in the communications series as outlined.

3. Committee guidelines should be expanded to accommodate the funding of research projects and to help defray expenses involved in professional editorial duties.

4. Try to include other relevant groups (e.g., KU-Med library staff, NEKLS institutions, Friends of the KU Libraries, etc.) in SDC activities more often (as appropriate).

5. Sponsor site visits to Leavenworth and/or Topeka (Washburn University & Topeka Public) libraries. Library staff have also suggested site visits to Allen Press and the new Regents Center Library.

6. Continue working on the development of a brochure which would inform library staff of available funding sources.

7. Investigate the possibility of borrowing educational videotape presentations from ACRL or RLG video libraries.

8. Purchase a flip-chart for use in presentations.

Submitted by Lorrie Knox, Chair
Staff Development Committee
July 13, 1992
DO I SAY WHAT YOU HEARD?
Personal Communication and Beyond!

All KU Libraries personnel are invited to participate in an ongoing series of workshops on communication. Beginning in the Spring of 1992, individual workshops will focus on various aspects of communication:

- Explore personal communication style
- Develop communication skills
- Recognize and overcome communication barriers
- Increase sensitivity to special populations
- Apply these skills to everyday worklife

The first three workshops have been scheduled for this semester, on the dates listed below, in Watson conference rooms A-B. Additional programs are planned for the future. Although each workshop addresses a specific area of communication, the entire program will offer participants an opportunity to explore broad communication concepts. Information regarding registration procedures will follow at a later date.

This program will help participants increase awareness of themselves and others, and learn specific skills in communicating with others.

This program identifies characteristics of assertive, non-assertive and aggressive behavior and provides practice in using assertive behaviors to improve self-esteem and enhance effective communication.

April 21, 1992 Male-Female Communication. Facilitator: Dr. Diana Prentice, KU Dept. of Communications Studies.
This workshop explores some of the myths and realities about male-female communication. Participants will engage in discussion, activities, and self-assessments aimed at heightening awareness of their own communication patterns, learning how to enhance male-female communication.

Future programs will include:

- Peer, collegial and working relationships (September 1992)
- Conflict Negotiation (Mid-October 1992)
- Communication with Patrons (Late November, 1992)
- Communication Across Cultures (Spring 1993)
- Communication with the Disabled (Spring 1993)
- Organizational Communication (Spring/Fall 1993)

Sponsored by the Staff Development Committee, University of Kansas Libraries
STAFF DEVELOPMENT COMMITTEE
COMMUNICATION WORKSHOPS

1. Personal Communication - Briggs Meyers or SDI.
Nonverbal Communication
Possible Source: Training & Development, KU Dept. of Human Resources.
Target date: Feb. 1992

2. Assertiveness
Source: Sandy Gilliland
Target Date: Mid-March 1992

3. Male-Female Communication
Possible Source: Dr. Diana Prentice, KU Dept. of Communications Studies
Target Date: Late April 1992

4. Peer, collegial and working relationships
Possible Source: -John Agada, School of Library and Information Management, Emporia State University
-Dr. Diana Prentice, KU Dept. of Communication Studies
Target Date: September 1992

5. Conflict Negotiation
Possible Source: -Dr. Diana Prentice, KU Dept. of Communication Studies
Target Date: Mid-October 1992

6. Communication Across Cultures
Possible Source: KU Office of Affirmative Action
Target Date: Late November 1992
7. Communication with the Disabled

Possible Source:  
- KU Without Barriers 
- Glenn White 
- Tom Berger, Affirmative Action 
- Student Assistance Center 
- Architectural Barriers Committee 

Target Date: Spring 1993

8. Communication with Patrons

Possible Source:  Marty Hale and Roger Greer, School of Library and Information Management, Emporia State University. 

Target Date: Spring 1993

9. Organizational Communication

Possible Sources:  
- Maureen Sullivan, ACRL 
- KU Dept. of Communication Studies 
- Marty Hale, Dean of ESU's School of Library and Information Management 
- Beverly Sypher, KU Dept. of Communication Studies. 

Target Date: Spring/Fall 1993
TO: Rick Clement

FROM: Lorrie Knox (Chair, Staff Development Committee)

CC: Staff Development Committee members
     Classified Conference Executive Board

DATE: April 1, 1992

RE: Proposed LFA Code Changes

The Staff Development Committee drafted the following LFA code changes in consultation with the Classified Conference Executive Board.

(Old terminology has been struck out and the terminology which we are proposing has been underlined.)

2.2.4 COMMITTEE ON STAFF DEVELOPMENT.

2.2.4.1 The Committee on Staff Development shall be concerned with the improvement of library staff service to the University, pursuing this aim by the encouragement and support of continuing education, research, and publication for-and by the library staff, and by issuing a staff development newsletter.

2.2.4.2 The Committee on Staff Development shall be composed of six nine members. The Libraries' personnel officer shall serve as an ex-officio member. Four members shall be appointed by the Executive Committee, with no more than two librarians LFA members from one rank. If a reasonable effort fails to produce volunteers from the ranks needed to meet this requirement, the position may be filled by a person from another rank. Two Four members shall be selected elected by the Classified Conference.

2.2.4.3 The-LFA-appointed-committee members shall serve two-year overlapping terms and the Classified-Conference-selected members shall serve terms of one-year. LFA-appointed committee members and Classified Conference-elected members shall serve two-year overlapping terms. The committee members shall select their own presiding officers.
ANNUAL REPORT OF THE COMMITTEE ON STAFF ORIENTATION

July 1991-June 1992

The members of the Staff Orientation Committee for FY91/92 were: Paulette DiFilippo, Carmen Orth-Alfie, Connie Powell (Chair), Mike Wilson, Sandy Gilliland (ex-officio), and Julie Hoff (liaison, Staff Development Committee).

TOUR PROGRAM 1991/92

The main responsibility of the Orientation Committee for the 1991/92 fiscal year was to sponsor tours of the KU campus libraries for library staff. In an effort to determine in what ways tour attendance could be increased over last year, a survey was conducted in the early fall (Appendix 1). Based on the results of the survey, the tour schedule was reorganized into shorter segments, so that staff would not have to be away from their desks for prolonged periods. Tours were also put in a consecutive order based on anticipated staff interest, travel time during the winter, and other factors. The restructured tour program began in November 1991 and continued through May 1992, with approximately two departmental tours each month (Appendix 2).

The procedure for tours for a particular month was as follows: First, letters were written to the prospective tour guides, usually the department heads, requesting them to select two different dates and times for tours of their departments (Appendix 3). Dates and times were finalized, and a flyer advertising that month’s tours was sent to every library staff member (Appendix 4). In addition to the flyer, tours were advertised in the FYI and via the e-mail. Participants were asked to contact a member of the Orientation Committee to register for tours. Attendance did improve from last year, with an average of eight staff members attending each tour.
Following the tour, attendees were asked to complete an evaluation form to provide feedback for the committee. Comments on the evaluation form (Appendix 5), were generally positive and included such statements as "I really appreciate the opportunity. Keep up the good work." and ..."its good to see the bigger picture." The committee sent thank-you notes to all the tour guides (Appendix 6).

BOOK CARE AND HANDLING

The committee discussed ways of improving on the current slide/tape presentation which is shown to library student assistants on the subject of book care and handling. It was felt that the present slide tape programs were inadequate; therefore the committee attempted to identify and locate programs which would better fit the library’s needs. In September 1991 the committee viewed the film "Basic Conservation Procedures; Storage and Handling/Environmental Controls" prepared by the Nebraska State Historical Society. It was agreed that this video focused on archival preservation and was not appropriate for teaching book care and handling to student assistants. The original slide/tape presentation was shown again in several sessions to the student assistants this year.

STUDENT ORIENTATION

The LFA Executive Committee charged the Staff Orientation Committee to "Consider the role which your committee might take in a proposed orientation program for student employees in the Library." After meeting with the Dean and again as a committee to discuss the various possibilities, the committee decided to survey library departments to find out what, if any, need
existed for a centralized student orientation program. The survey, prepared by the committee, was distributed in April 1992 (Appendix 6). A report on the survey’s findings was submitted to LFA on June 1st 1992.

RECOMMENDATIONS

Tour Program: The committee feels the restructured library tours were successful this year and would like them to continue, with modifications as needed. The committee would like to see the use of the same advertisement flyers again next year, so that library staff will continue to recognize the tour logo. The committee further recommends that tour participants be telephoned prior to each tour to remind them to attend. Also evaluation forms should be sent in advance to the tour guides, in order to distribute them to the tour participants immediately after the tour. The committee recommends extending the tours to include other on-campus libraries, for example the Howey Reading Room and the Law Library. It is also recommended that next year’s committee study the possibility of coordinating with the Staff Development Committee to sponsor off-campus tours to such sites as the Regents Center Library.

Book care and handling: The committee recommends that next year’s committee continue the task of finding a more appropriate video, slide/tape or other program on book care and handling for student assistants, which would replace the current slide/tape program.

Who’s Who: The committee recommends that the publication, "Who’s Who in the University of Kansas Libraries," be updated next year.

Staff Luncheons: The committee recommends that luncheons continue to be held for the new staff. Because there were very few new staff, none were held this year.
ANNUAL REPORT OF THE LFA COMMITTEE ON SALARIES AND BENEFITS
1991 - 1992

The LFA Committee on Salaries and Benefits for 1991 - 1992 included Judith Emde, Barb Gaeddert (secretary), Sandy Gilliland (ex-officio), and Bradley Schaffner (chair).

In FY92 no professional library positions were filled so the Committee did not review any salary ranges or offers.

The Committee began by reviewing the work of last year's committee. Specifically, the Committee met with Dean Crowe to discuss the Fretwell Report. (The report was a confidential analysis of KU librarian salaries as compared to our peers from the Association of Research Libraries.)

As a result of Dean Crowe's interest in revising the annual evaluation process and merit salary distribution, Committee members contacted members of the Business School, School of Pharmacy and departments of Economics, History, Slavic Languages and Literatures, and Speech-Language-Hearing to discuss merit salary distribution. The information obtained was compared to the campus wide review released February 7, 1989. ("Report from the Committee on Planning and Resources concerning the procedures for the allocation of salary increases to faculty.") The review showed that there are many different methods of merit salary distribution in use on the KU campus. It was decided that with some modifications this review could be presented to the faculty at the LFA meeting on March 3, 1992.

The Committee conducted the annual ballot for merit salary distribution as stipulated by the LFA Bylaws. The results of the ballot were discussed with Dean Crowe.

Throughout the spring Dean Crowe kept the Committee appraised of the prospects for FY93 salary increases. We reviewed and agreed with Dean Crowe's recommendation of increments for promotion for the six professional librarians. (Although the Committee does not review the salaries of Unclassified Professional Others, the Committee reviewed the increments for two promotions in that category also.) The Committee urged the Dean to pursue other sources to fund the promotions. Unlike last year, the Dean received approval from Academic Affairs to fund half of the promotions out of vacant lines.

Finally, the Committee reviewed and discussed the draft of the letter which was sent to each unclassified employee describing the two-step salary increase for FY93.

The Committee would like to thank Dean Crowe for keeping us well-informed on salary issues throughout FY92.

Submitted by Bradley Schaffner for the Committee on June 30, 1992.
NOMINATING AND BALLOT COMMITTEE

The Nominating and Ballot Committee members for 1991-1992 were: Jennie Dienes (Chair); Saralinda Rhodes (Secretary); and Mike Biggins. Due to continued illness, Saralinda Rhodes did not continue being secretary. Mike Biggins assumed this office in late November and continued doing so until the end of the year.

The charge to this committee for the 1991-92 year included one issue: 1) to evaluate the procedures compiled by the 1990-91 committee. LFA Exec took responsibility for two other issues identified by the 1990-91 committee: (1) the problems presented by current rules relating to the election of LIIs to LCPT and 2) the need for overlap of membership on the N&B Committee.

The committee tried four methods for gathering and verifying nominations: nomination, self-nomination, self-exclusion, and telephone calls. The self-exclusion method involved preparing and advertising a list of eligible members. Members who did not wish to serve were to remove their names from the list.

Feedback was received on the self-exclusion method when this approach was used in fall, 1991, in the election of CESR members. (A week response time had been allowed.) Some LFA members felt more time should be allowed for self-exclusion. When this method was used in the spring for LII and LIII members on LCPT, more time was allowed for self-exclusion. However, because of 5 LI promotions to LII and 1 promotion from LII to LIII, the list had to be revised after its first advertisement. One LFA member expressed his disagreement with this method.

On July 1, two LIII members on LCPT resigned, leaving two 1-year vacancies. One vacancy was filled by co-opting one of the runners-up in the spring 1991 LCPT election. Ballots were prepared for the second vacancy, and the position was filled by the end of August.

During fall, 1991, N&B committee prepared ballots for the CESR committee. LFA Exec confirmed that a run-off election for CESR would be held if any candidate did not receive a majority (a number more than half) of the votes cast. In past years the candidate receiving the highest number of votes was elected. Because of a large number of candidates running for each position (one LI, one LII, and one LIII), two runoff ballots were needed. The entire process took about two and one-half months.

Also in the fall, N&B asked LFA Exec concerning the disposition of completed ballots from LFA elections. LFA Exec decided that the actual ballots should be destroyed but that the tally sheets should be retained as permanent records. This procedure has been followed for all elections.
A recurring problem exists in the candidate availability situation for LIII representation of LCPT. In a call for proposed changes to the by-laws by the LFA Subcommittee on By-laws N&B submitted a recommendation to change by-law 3.1.2. This by-law specifies the minimum number of candidates for any single vacancy in an LFA ballot.

During April, May, and June, N&B Committee conducted elections for LCPT, LFA Exec, and Grievance committee positions. Several run-off ballots were required. All positions were filled by the end of May, except Vice Chair/Chair Elect of LFA Exec. This position was finally filled by June 5.

N&B Committee followed the Balloting Procedures documented by the 1991-92 committee closely. The only additions followed by this year's committee were: 1) to use the self-exclusion method in creating a slate of candidates and 2) to destroy the actual ballots but to retain the tally sheets as permanent records.

Attached is a copy of those procedures.

Respectfully submitted: Jennie Dienes, Chair
Nominating and Ballot Committee
July 6, 1992
NOTES ON N&B PROCEDURES

NOMINATING

Allow everyone the chance to self-nominate. If there is enough time put a notice in FYI soliciting self-nominations. If not enough are received, begin calling eligible LFA members. Keep track of who has been called. Go through the entire list. If not enough people self-nominate start again from the top of the list.

Self-exclusion method: Prepare a list of eligible members and advertise list in FYI twice. Request that members who DO NOT WISH to serve on XX committee MUST REMOVE their names from the list by a specific deadline for them not to appear on the ballot.

PREPARING BALLOTS

Find portions of the LFA code which pertain to N&B and its activities. Read them and keep them handy. (Rules of balloting, members, and rights of voting and serving on committees, etc.)

It is N&B's responsibility to help keep the list of LFA members current for balloting purposes. Keep an eye out for newly hired staff in FYI.

Request labels from Administrative Office a day or two before needed. Check labels against list of LFA members for accuracy and completeness.

Labels are used both as simple mailing labels and also as a way of making sure that only those who are eligible vote and that ballots are official.

Ballots returned without labels are invalid.

Allow at least five days for people to return ballots.

On ballot always state that labels must not be removed from ballot.

On ballot always state that labels will be removed before counting to insure anonymity.

On ballot always state date and time when ballots must be returned and to whom ballots must be returned.

Minute the counting and mailing of the ballots, even if that's all that happens at the meeting.

If the deadline for returning ballots is 5:00, do not accept anything that comes in after 5:00. Mail received in the mail room (in Watson) in the afternoon (around 3:00) is delivered to departments that day.

Be careful to place labels on ballots so that they can be cut off without removing any important portion of the ballot.

A runoff will be necessary if no one candidate receives the majority of votes cast. Choose the top two vote-getters for the runoff.

Be aware of who is eligible to vote before mailing ballots. For some ballots all LFA members can vote, for others only certain classes of members. It may be necessary to consult the LFA code or LFA Exec.

DISPOSING OF BALLOTS

Destroy the actual ballots, but keep the tally sheets as permanent records.
PERSONNEL

Two appointments have been made recently to the Slavic Department’s U.S. Department of Education’s Title IIC grant project. Harley Wagler and Lisa Walther have been appointed as Program Assistants effective January 25th and January 27th, respectively. Harley earned a B.A. degree in English and Philosophy, a M.A. degree in Slavic Languages and Literatures, and is a Ph.D. candidate at KU. Lisa earned a B.A. degree in Slavic Languages and Literature, a M.A. degree in Russian Languages and Literature, and is a Ph.D. candidate in Russian Literature at KU.

Jane Hoyt has announced her resignation from a Library Assistant I position in the Anschutz Science Library. Jane has accepted a promotion to a Library Assistant II position with the School of Education’s Learning Resource Center. Her employment with the Libraries began in September 1988 in the Serials Department. She promoted to her current position in the Science Library in June, 1990. Jane’s resignation is effective February 17th.

Sadie Bramble, Library Associate in the Cataloging Department, recently received approval of her request to reduce her appointment to 50% effective February 1, 1993.

S. Gilliland

WORK-RELATED INJURIES: AN UPDATE

Recently, procedures for requesting medical attention for work-related injuries were changed. Effective immediately, when injuries occur on-the-job, and when the injury is not life threatening or does not involve extreme pain or discomfort, the affected employee is encouraged to call the LMH Occupational Health Clinic at 749-6467. The employee should indicate that he/she has a job-related medical condition and would like to be seen by the Occupational Health Physician. Patients are scheduled into the Clinic on Tuesdays and Thursdays from 8:00 a.m. - 5:00 p.m. If the injury is serious and requires immediate attention, the employee should report to the LMH emergency room.

As a reminder, all work-related injuries or job-related medical concerns should be reported immediately (or as soon as possible) to Sandy Gilliland in the Library Administrative Office so that worker’s compensation reports may be filed. Contact Sandy Gilliland or Rex Hargis if you have questions or desire additional information.

S. Gilliland

ORIENTATION TOURS

As a reminder, library staff interested in touring the Engineering Library should select one of the two dates listed below and register by notifying Sandy Gilliland (4-3601, or e-mail SGILLILA), at least one day in advance of the tour:

Monday, 2/22, 10:00-11:00 -OR- Thursday, 2/25, 1:00-2:00.

Orientation Committee
ORIENTATION COMMITTEE WANTS YOUR OPINION

About two years ago the Orientation Committee revised the publication, "Who's Who in the University of Kansas Libraries", an in-house publication that gave each of us a personal look at the staff with whom we work. On a voluntary basis, staff provided a brief biographical paragraph about their interests, hobbies, family, educational background, etc. to share with all staff in the form of this publication. The Committee is considering revising the publication again. Given the costs involved in producing this publication, both in staff time and materials, we would like to know, before we begin the project, if you think this is a useful/valuable tool, and if you would be willing to contribute to the publication a biographic paragraph about yourself.

Please let us know your opinion as soon as possible (or by Friday, February 19th). E-mail JDlENES, chair of the committee, or feel free to contact any member of the committee: Jan Altenbernd, 4-3020; Connie Powell, 4-4931; or Sandy Gilliland, 4-3601. Your comments are appreciated.

J. Dienes

COMMUNICATING ACROSS CULTURES: SDC SEMINAR #7

Tom Berger, Acting Director of the Office of Affirmative Action, will present two identical seminars that explore the dynamics that cause misunderstandings among people who are different. "Communicating Across Cultures" examines strategies for working in a multicultural environment and includes a look at the assumptions, attitudes, and stereotypes we make about others--and how these elements can affect our working and learning environments. All staff are invited to attend one of these seminars, scheduled as follows:

Tuesday, 2/23, 8:30-11:30 -OR- Thursday, 2/25, 1:30-4:30.

Enrollment is limited to 25 participants per session, and registrations will be accepted on a first-come, first served basis. State Library continuing education credits are available to all staff who participate. To register, complete the registration form (mailed 2/10/93 to all staff), or send an e-mail note Sandy Gilliland (SGILLILA). Registration deadline is 5:00 p.m. Friday, February 19th.

Staff Dev. Committee

LFA OPEN MEETING

There will be a general meeting of the LFA membership on Wed., Feb. 17 at 10am in the Watson Conference rooms to discuss the "Statement on Library Faculty Performance Evaluation."

Rick Clement

KANSAS COLLECTION & D. DANDRIDGE FEATURED IN KC STAR

The Saturday, Feb. 6 issue of the Kansas City Star's Style selection had an excellent article on archives of African-American-related materials in the Kansas City region. It discussed the African-American materials in our Kansas Collection extensively, with quotations from and a color photograph of Deborah Dandridge prominently placed. For those who missed it, a copy can be read in the Publications Office in Watson or in the Kansas Collection.

Rob Melton

ATTACHMENTS

Budget and Planning Committee Minutes--January 29, 1993
Library Emergency & Disaster Planning Committee Minutes--7 December 1992
Library Employee Health and Safety Committee Minutes--February 2, 1993
Staff Orientation Committee Minutes--January 5, 1993
Library Emergency & Disaster Planning Committee
Meeting minutes, 7 December 1992

Absent: S. Hewitt, K. Miller, J. Anderson-Story

Mary reported on the NEDCC meeting in Andover, Mass., which she recently had attended. The Northeast Document Conservation Center hosted a two-day meeting of NEH-funded Statewide Preservation Planning concerns, represented by about 20 people. The meetings featured reports on the status of the different states attending and on what several regional networks are doing regarding preservation planning and training. Participants discussed and toured the Center, which provides, on contract, conservation and preservation services for many different individuals and institutions.

Subcommittee reports:

Sherry has talked with Denise about specific items on the emergency supply stockpile list. Quite a few of them are available through University Stores. She and Sue will later contact Watkins Hospital to find out if certain basic first-aid supplies can be obtained inexpensively through Watkins.

We discussed questions about first-aid training, thinking we could work on this matter with the Health & Safety Committee. Definitely we need clear instructions in the Emergency Procedures Manual, but perhaps another group, either within the Library system or the University in general, could assume responsibility for training. Becky will talk to Margaret about this.

Wednesday some members of the Committee will meet with the Dean, in lieu of the Dean meeting with the whole committee.

Becky talked with John Mullens, chair of the University Disaster-Preparedness Committee, about their work. He said it is progressing slowly. They talked specifically about the position of recovery manager in a disaster situation. Mullens said different people play this role at different times, depending on the location of the disaster. He is interested in having the final version of our calling tree integrated into the University Dispatcher's roster.

No further progress on the salvage priorities assignment. The Committee recommends that this topic apply not only to the library collections, but also to records, equipment, et sim. Therefore, Administrative Conference members as well as CDC members should be consulted on the guidelines of salvage priority.

New Business

Rob Melton, chair of Budget & Planning, has asked Becky if our Committee wants time to plead a special case during the budget hearings scheduled for 7 and 11 December. George will be at both sessions and will speak for the Committee, mainly to make Library staff more aware of our work.

We discussed possible topics on which we might ask an outside speaker to address the Committee. We might consider inviting representatives from other libraries and archives in town--Lawrence Public, Haskell, the city and county records offices, Douglas Co. Historical Society, for example--to attend such a meeting. The suggestion was made to defer such a meeting until we are further along in our work.

Next scheduled meeting: Monday, 1 February 1993, 10:30 a.m.

G. Anderson, recorder
Budget and Planning Committee Minutes

January 29, 1993

Present: Sue Hewitt, Geoff Husic, Nancy Jaeger, Rob Melton (chair), Rachel Miller, Kathleen Neeley, John Richardson, Dean Crowe (guest)

Absent: Mary Lou Warren

At the outset R. Melton raised the question, what role would the Budget and Planning Committee play once strategic planning is underway and a steering committee directing the process is in place. Dean Crowe responded that as the Budget and Planning Committee is an LFA governance committee, the future of the committee would be determined by LFA, not by the library administration. Several committee members expressed the view that the current committee can fulfill its charges without duplicating the efforts of the strategic planning groups.

Dean Crowe and the four committee members who participated in the strategic planning workshop that was held January 19-20 (Jaeger, Melton, Miller and Neeley) each briefly gave their impressions—almost all of them favorable—of the workshop. A report on the workshop by Dean Crowe will appear shortly in FYI. In addition, copies of expanded notes from the workshop, amounting to more than forty pages, will be made available at various sites in the Libraries.

A memo from a staff member addressed to Dean Crowe and Melton regarding the Library’s proposed commitment to strategic planning was discussed at length.

Having asked participants in the workshop to make nominations from their number to serve on a strategic planning steering committee of six or seven people, Dean Crowe passed along the results of this informal poll to us and requested our recommendations.

Dean Crowe briefed us on the Library’s budget conference with Academic Affairs, which took place on January 27, and answered questions.

The committee will meet early next week to advise Dean Crowe on membership of the strategic planning steering committee.

Submitted by John Richardson
Minutes, Library Employees Health and Safety Committee
February 2, 1993

Present: M. Wilson (chair), M. Cook, P. DiFilippo, M. Lodwick, K. Simmons, T. Taylor

Malcolm brought his latest Stress Management Seminar posters for approval. The chosen posters will be put up throughout the library system the week before the March 1st seminar. Reminders will also be put in the FYI for the 2 weeks preceding the seminar. As usual, students as well as staff will be encouraged to come.

Margaret informed the committee that the Dean had ordered 50 free copies of a Library of Congress laminated broadside entitled Ergonomics and VDT USE for use as an educational document.

Kendall reported that Facilities Operations has provided an estimate of $198.79 parts and labor for a partition to be built into the library van to prevent materials being carried from shifting forward into the driver's area. Margaret is still awaiting rug catalogs from Dianna Beebe so that rugs can be ordered for the mailroom to prevent slippage and reduce leg and back strain. No alternatives have been found to replace the wooden mail crates now in use, so specifications for ordering additional crates will have to be drawn up. Thought will continue to be given to methods to prevent slippage and splintering.

Paulette showed the group the exercise fliers that were designed by a student at the University of Washington and sent to us by Suzanne Tronier. The committee agreed that they would prove to be useful to our own staff and that we should follow up on making copies and, possibly, enlargements.

Margaret spoke with Phil Rankin regarding our plans to have a seminar on Workers' Compensation. He offered to speak with a Workers' Comp representative in Topeka who was developing such a program. A representative from K.U.'s Human Resources Department may also be present to answer questions, and a member of the library staff who has had to deal with Worker's Comp may also be asked to be on the panel. Questions will be solicited in advance from library staff members who may feel uncomfortable about asking them themselves, and committee members will assure that the questions are asked.

Margaret also spoke with Phil Rankin regarding concerns about low frequency emfs and the fact that foreign studies do not agree with American studies about the possible dangers. Rankin said he would look further into this.

Rankin also said he thought it would be a good idea if a section on office safety, ergonomics and procedures were to be added to the University Safety Handbook that is in the process of being revised.
The committee has learned that, while we may receive a list regarding types of injuries incurred, a list of injured employee's names cannot be made available without a signed waiver from the employees. Sandy Gilliland will contact these people to see if they would be willing to sign such a waiver so that the committee can get more information from them and determine if it is possible to prevent similar injuries in the future, etc.

The Dean has requested $15,000 in year-end funds for use on ergonomic needs. It was the committee's feeling that, even if this money is not forthcoming in the form of year-end funds, the library should come up with these funds themselves.

The committee discussed the draft of Margaret's letter to Nancy Jaeger which provided information to her regarding a possible approach to take in requesting departmental health and safety needs budgets.

The letter is intended to be proactive and to educate the requestors so that equipment requests can be made to prevent future injuries as well as help correct existing ones. We discussed various ways to assist departments in determining whether or not employees are performing in a biomechanically sound manner, possibly developing a checklist. We also decided that it would be wise to invite an occupational therapist for another seminar, with the focus being "How to Evaluate Your Work Station", with demonstrations.

The committee decided that we needed further discussion regarding the actual procedures and will do so at our next meeting, which is scheduled from 2:30-4 on Tuesday, February 9th.

Submitted by Kendall Simmons
STAFF ORIENTATION COMMITTEE

January 5, 1993

Members attending: Jennie Dienes, Connie Powell, Jan Altenbernd, Sandy Gilliland

The minutes of the October 30th and December 10th meetings were read and approved.

Jennie explained what was being done to find a replacement for Michael Wilson, who has left the KU Libraries. Jennie contacted David Benjamin, Classified Conference Chair. David is currently working with the Board on the selection of names. When name selection is complete, voting will take place. We hope to have the new committee member by the beginning of February.

The next item of business was the tours. The tours for January are the following:

Law Library - January 12th at 1:30 pm; January 27th at 10:00 am. Contact person is Peter Schanck.

Interlibrary Services - January 22nd at 10:00 am; January 26th at 1:00 pm. Contact person is Sandra Brandt.

Tour evaluations will be sent to the contact persons in advance of the tour. Registration for tours will be handled by Sandy Gilliland. She has been given the Registration Book. This book will act as a record for numbers of attendees and assist the committee in assessing the interest in the various tours. Sandy will also be in charge of the flyers for the tours, and the advance advertising in the FYI.

The meeting time of the committee is still a problem. The next meeting will be January 26th or 28th depending on member schedules.

We will revise the Who's Who in the University of Kansas Libraries: Lawrence Campus 1990. Sandy will draft a letter which will go out to all KU Library Staff requesting any revisions that a staff member would like to make. Each member of the committee will receive a copy of this draft.

Our last order of business was planning a luncheon for all new staff members. We will invite all staff who were new as of January of 1991. After we have decided on a date and location and have invited the new staff members, we will invite all other staff who would like to participate.

The meeting adjourned at 1:50 pm.

Connie Powell
PERSONNEL

Mary Ann Fishburn has been appointed as a Data Entry Operator I with the grant-funded Map Project. Mary replaces Linda Shewack and her appointment was effective February 8th.

S. Gilliland

COMMUNICATING ACROSS CULTURES: SDC SEMINAR #7

As a reminder, registrations are now being accepted for "Communicating Across Cultures", presented by Tom Berger, Acting Director of the Office of Affirmative Action. This seminar will examine strategies for working in a multicultural environment and includes a look at the assumptions, attitudes, and stereotypes we make about others—and how these elements can affect our working and learning environments. All staff are invited to attend one of the sessions:

Tuesday, 2/23, 8:30-11:30 -OR- Thursday, 2/25, 1:30-4:30.

To register, complete the registration form (mailed 2/10/93 to all staff), or send an e-mail note Sandy Gilliland (SGILLILA). Registration deadline is 5:00 p.m. Friday, February 19th.

Staff Dev. Committee

ORIENTATION TOURS

As a reminder, library staff interested in touring the Engineering Library should select one of the two dates listed below and register by notifying Sandy Gilliland (4-3601, or e-mail SGILLILA), at least one day in advance of the tour:

Monday, 2/22, 10:00-11:00 -OR- Thursday, 2/25, 1:00-2:00.

Orientation Committee

"I WORK IN A LIBRARY, BUT I'M NOT A LIBRARIAN: PARTNERS FOR PROGRESS":

is the title for the first conference of the Kansas Library Operation Associates. It will be held April 21, 1993 in Salina, at the Red Coach Inn. Marty Hale, Dean of the School of Library and Information Management, will give the keynote speech "Continuing Education: What it is, Why you need it, and How to get it." Other workshops will cover topics such as: continuing education opportunities, communication in the library, time management and professionalizing through organization. Our own David Benjamin and Sue Hewitt will participate in the discussion on organizations of support staff.

There is a registration fee but continuing education grants are available through the NEKLS CE Grant. For information on the conference or grants, contact me at Watson Circ, -4715, or JAnderson on e-mail.

Janet Anderson-Story

1992-2

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE JANUARY 11, 1993 MEETING

Present: Rick Clement (Chair), Nicholas Eshelman, Sally Haines, Sandra Gilliland, Rachel Miller, David Pardue
Absent: Sandra Brandt
Guests: Sheryl Williams, Deborah Dandridge

1. Unclassified Professional Staff: The Committee began considering Dean Crowe's December 12 response to the August 1989 report of the Committee for Unclassified Professional Staff. Sherry Williams and Deborah Dandridge joined the meeting to present their concerns. Chiefly at issue is the 1989 Report's recommendation that staff with faculty-equivalent qualifications be appointed either as tenure-track library faculty or as unclassified academic staff. Dean Crowe's December 12 response recommends against introducing the unclassified academic appointment category, but also points out that the LFA voted in FY91 to limit tenure-track library faculty appointments to persons with the ALA-accredited MLS. Williams and Dandridge asked LFA Exec to consider how the concerns that unclassified professional staff with faculty-equivalent qualifications have about their status and benefits might now be addressed, in light of these developments. Specifically, they asked that the possibility of introducing the unclassified academic staff category in the Libraries be discussed by LFA and brought to a vote. Williams and Dandridge then left the meeting. Exec members discussed how to proceed. Several options were explored. The group decided that Rick Clement should first meet with Dean Crowe to talk about the situation. Sandra Gilliland will gather information on the unclassified academic staff category from the faculty handbook.

2. Training for Evaluators: Exec discussed briefly and reacted favorably to Dean Crowe's proposal to design an annual training program for evaluators of unclassified staff with assistance from ARL. Clement will communicate Exec's endorsement to Dean Crowe.

3. FY92 Committee Reports: Clement said he would work with Rhonda Boose to distribute copies of FY92 LFA committee reports to the membership. Although one report has not yet been submitted. Exec decided not to delay the distribution any longer.

4. Minutes: Exec approved minutes of its January 4 meeting, and reviewed and accepted minutes from the Staff Orientation Committee (October 30, December 10), and the Budget and Planning Committee (November 20, December 4).

5. Ad Hoc Committee on Faculty Evaluations: Nicholas Eshelman reported briefly on the Ad Hoc Committee's work.


Reported by Rachel Miller
CATALOGING POLICY ADVISORY COMMITTEE

Nov. 16, 1992

Present: Margaret Bearse, Mike Biggins, George Gibbs (Chair and Recorder), Sandy Mason, Mary Roach, Becky Schulte

CPAC reviewed the General Guidelines for the KU Libraries’ Online Union Catalog. Gibbs will prepare a revised document for the next meeting.

As the first step in fulfilling the charge to add other campus catalog records to the Online Catalog, the committee decided to review the MARC format field by field in order to identify any differences in application among the cataloging centers and those formats or fields which the local system cannot handle. Roach suggested that it would be best to use the consolidated MARC format as the base review document and offered to bring multiple copies of the consolidated format to the next meeting.

The next meeting was scheduled for November 30, 1992 in the Cataloging Conference Room.
LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE JANUARY 25, 1993 MEETING

Present: Rick Clement (Chair), Sandra Brandt, Nicholas Eshelman, Sally Haines, Sandra Gilliland, Rachel Miller, David Pardue

1. Minutes: The group reviewed and accepted minutes from the Staff Development Committee (December 30) and the Budget and Planning Committee (December 18, January 4).

2. Training for Evaluators: Rick Clement shared with the group his memo to Dean Crowe communicating Exec's endorsement of the proposal to begin, with assistance from ARL, an evaluation training program for evaluators of unclassified staff.

3. Committee on Evaluation of Service and Research: Clement presented a draft of a charge to the Committee, whose work is already well underway. In response to a question from Sandy Gilliland about the FY92 committee's recommendations, Clement suggested that those recommendations, along with any the FY93 committee might issue, be considered together by next year's Executive Committee, after the Ad Hoc Committee on Faculty Evaluations has completed its work. The draft charge was approved.

4. FY92 Annual Reports: Clement said that last year's committee reports would be distributed later in the week.

5. Unclassified Professional Staff: Clement reported on the conversation he had with Dean Crowe following last week's Exec meeting at which Sherry Williams and Deborah Dandridge presented concerns about the status of unclassified professional staff with faculty-equivalent qualifications. By memo Clement has asked Dean Crowe for the opportunity to discuss with him and with appropriate staff in the Office of Academic Affairs what options may exist for addressing these concerns. Exec members talked once again about the possibility of holding a meeting of the full LFA to consider the issue. Some members believe that such a meeting might focus on the particular situation of those unclassified professional staff who want their status changed, rather than on the general question of whether the unclassified academic staff category should be introduced for use with staff who have faculty-equivalent qualifications but lack the M.S. Exec members agreed that both the 1989 report as well as Dean Crowe's recent response to it have raised a number of issues that require further LFA discussion, but that it would be best to hold this discussion until after Clement and Dean Crowe have had the opportunity to meet with Academic Affairs staff and hear their view of the options available.

6. Strategic Planning: Clement reported briefly on the January 19-20 strategic planning sessions, emphasizing how the process as a whole will work and how staff at large will be involved in it.

7. Ad Hoc Committee on Faculty Evaluations: Nicholas Eshelman reported briefly on the Ad Hoc Committee's work. The Executive Committee and the Ad Hoc Committee may hold a joint meeting on February 1st, with Dean Crowe in attendance.
8. Staff Development Survey: The group reviewed the draft survey that Sandra Brandt and Rachel Miller had prepared. There was agreement that the survey requested information that would be difficult for LFA members to gather. Clement will contact Nancy Jaeger to find out what expenditure information is available from the Administrative Office. Miller will do further work on the survey questions.

9. Next Meeting: LFA Exec will meet again on February 1st, with Dean Crowe, and, if needed, with the Ad Hoc Committee on Faculty Evaluations.

Reported by Rachel Miller
LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE FEBRUARY 1, 1993 MEETING

Present:  Rick Clement (Chair), Sandra Brandt, Nicholas Eshelman, Sally Haines, Sandra Gilliland, Rachel Miller, David Pardue
Guest:  Bill Crowe

1. Discussion with Dean Crowe:
   a) Dean Crowe reported that he had met with the Committee on Budget and Planning to discuss the strategic planning process and the formation of the steering committee. B&F members encouraged him to begin the process. A transcription of the January 19-20 sessions with Maureen Sullivan, accompanied by a cover report written by Dean Crowe, will be made available to all staff.
   b) The Libraries' budget hearing with Academic Affairs took place January 27. Academic Affairs staff understand that the Libraries need more than just acquisitions funds. The materials budget was stressed heavily, especially the need for and high costs of electronic information. The problem of low salaries was also emphasized. The University continues to support the Regents' System-Wide Access Proposal, and will advocate it aggressively until funded.
   c) Dean Crowe said he had talked briefly with Sandra Gautt regarding unclassified professional staff issues. At present she is heavily involved with budget and UGTT issues, but a meeting with her will be scheduled as soon as possible.
   d) The Aileen S. Welch bequest will provide increased staff development funding next year.
   e) Ed Meyen, Executive Vice Chancellor, and Dave Shulenberger, Acting Vice Chancellor for Academic Affairs, have been invited to visit the Libraries for a discussion with staff.
   f) Dean Crowe urged all interested library staff to attend the Saturday morning legislative update sessions.

2. Minutes:  Exec reviewed and accepted the minutes of the Salary and Benefits Committee (January 27), and reviewed but requested revisions to the Executive Committee minutes for January 11 and 25.

3. Salary Ballot:  Exec members discussed the Salary and Benefits Committee's suggestion that the Nominating and Ballot Committee tabulate the salary ballot results by rank. Rick Clement will contact Lorraine Moore to discuss the matter.

4. Ad Hoc Committee on Faculty Performance Evaluations:  Nicholas Eshelman reported on the committee's work. The policy statement is being revised again to incorporate suggestions received from LFA members during and after the second open forum. It will be distributed to the membership for a third round of suggestions and comments. After these are incorporated, the statement will be submitted to LFA Exec, who will be responsible for taking it to the full LFA for consideration. The group began discussing how to present the statement to the membership. Discussion will resume at the next meeting.

5. Staff Development Survey:  Discussion of the draft survey was postponed.

6. Next Meeting:  The committee will meet again on Monday, February 15.

Reported by Rachel Miller
the full membership for consideration. The group decided to schedule an open LFA meeting for February 17, 10 a.m.-12 noon. Clement will draft the motion by which the statement will be presented to the membership for discussion and a vote. The group then turned to a discussion of steps to be taken after the ballot, assuming the statement is adopted by the membership. There was consensus that Exec would then determine, with input from the membership, whether adoption of the statement means that existing procedures need to be revised and/or new procedures developed. If work on evaluation procedures appears to be necessary, Exec will decide, again with input from the membership, how and by whom that work will be done.

4. Meyen Visit: Clement reported that he and David Benjamin, Chair of Classified Conference, had been notified that Ed Meyen, Executive Vice Chancellor, has accepted enthusiastically Dean Crowe's invitation to meet with library staff. Clement and Benjamin will be working together to select a date and location.

5. Next Meeting: Exec will meet again on Monday, February 15.

Reported by Rachel Miller
STAFF ORIENTATION COMMITTEE

January 28, 1993

Members attending: Jennie Dienes, Connie Powell, Jan Altenbernd

The minutes of the January 5th meeting were approved.

Jennie explained what was being done to get a new classified member on the committee. Although she has contacted David Benjamin, he has not yet provided the name of a new person. However, Jennie believes it is just taking more time than originally thought. Jennie will also contact Rick Clement to see if he can help.

The February tours are planned and advertised. They are: Science - February 3rd 2:00 - 3:00 or February 4th 9:30 - 10:30. Special Collections February 12th 11:00 - 12:00 or February 12th 2:00 - 3:00. Engineering Feb 22nd 10:00 - 11:00 or February 25th 1:00 - 2:00.

The possibilities for the two March tours were discussed. These will be announced later.

We discussed the distribution of tour evaluations. We are still having problems in making sure they are distributed. We will send attendees tour evaluations if they did not receive them.

The Who's Who plans are moving forward. We will look at update forms and cover letters at the next meeting.

We decided that the permanent meeting time will be alternate Tuesdays from 1:15 to 2:15. Our next meeting will be February 9th.

The meeting adjourned at 2:15 pm.

Connie Powell
CLASSIFIED VACANCIES

Applications are now being accepted for the following full-time classified vacancies: **Office Assistant III, Cataloging Department; Library Assistant I, Science Library.** Below is a description of responsibilities for each position, and application instructions.

**Office Assistant III, Cataloging Department**, responsible for 1) Overseeing regular book flow, 35%; 2) Overseeing "special" book flow, 35%; 3) Cataloging books, 20%; 4) Supervision of students, 10%. **Minimum Qualifications:** One year of clerical work experience. **Preferred:** At least six months experience working closely with library records; reading knowledge of one or more Western European languages; accurate typing skills; prefer a flexible person with strong interpersonal and communication skills who is able to work well with a large staff involved in a wide variety of tasks; demonstrated initiative and ability to: work successfully with detailed and complex procedures, organize work effectively, work independently, and maintain a steady flow of materials through the section.

The Office Assistant III classification is funded at salary range 13 on the State’s salary scale, at a beginning annual salary of $15,708.

**Library Assistant I, Anschutz Science Library**, responsible for 1) Establishment of policies and procedures for the operation of reserve, 20%; 2) Supervision of reserve staff, 35%; 3) Problem-solving and public relations, 15%; 4) Circulation Desk back-up, 15%; 5) Photocopying services, 5%; and 6) Assisting in the repair and preservation of Science Library materials, 10%. **Minimum Qualifications:** Three years of library experience. College education may be substituted for the required experience at the rate of 28 semester hours for one year of experience with a maximum substitution of two years. **Preferred:** Ability to work effectively with library users and staff; demonstrated ability to organize work, set priorities, and work independently; ability to supervise the work of others; familiarity with KU Library’s automated systems.

The Library Assistant I classification is funded at salary range 14 on the State’s salary scale, at a beginning annual salary of $16,524.

Library staff interested in applying for either position must complete a "Request for Promotion or Transfer" form, available from Rex Hargis, 502 Watson. Library student assistants who are interested in either position must have taken and passed an Office Assistant III or Library Assistant I civil service examination before being considered for interviews. Applications are due by 5:00 p.m. Wednesday, March 3, 1993.
ORIENTATION COMMITTEE ANNOUNCES MARCH TOURS

Tours of the following departments will be offered during March, as follows:

**Circulation Dept.:** Tuesday, March 2, 10:00-11:00 a.m.
-OR- Thursday, March 4, 1:30-2:30 p.m.

**Cataloging Dept.:** Tuesday, March 16, 10:00-11:00 a.m.
-OR- Thursday, March 18, 2:00-3:00 p.m.

**Periodicals/Microforms/Copying Services:**
-OR- Wednesday, March 31, 2:30-3:30 p.m.
-OR- Thursday, April 1, 10:30-11:30 a.m.

To register for these tours, select your preferred dates/times, and notify Sandy Gilliland, (e-mail SGILLILA, or phone 4-3601), at least one day in advance of the tour. Information fliers are being mailed to all staff with additional information regarding these tours.

Staff Orientation Committee

CLASSIFIED SENATE LOBBY DAY

The University of Kansas Classified Senate in conjunction with the Classified Senates of the other Regents institutions will be sponsoring a Lobby Day on Tuesday, March 2. We will be meeting at the parking lot of the National Guard Armory at 10:45 am and carpooling in to the state capitol building to lobby from noon to 1:00. We need people to show up so that we can show the legislature that we are serious about our pay and benefits and are a force to be reckoned with in the voting booth. If you do not feel you can attend, I would be more than happy to see that any letters you would like to write get put into the hands of your legislators.

Rex Hargis

FEDERAL WORK-STUDY PROGRAM

Rachel Rademacher from the Student Employment Center will be having an information workshop on the Federal Work-Study Program on Wednesday, March 10, 9 am-10 am in Conference Rooms A and B. If you supervise student employees and would like to keep up with the changes in the work-study program, I encourage you to come to this workshop.

Rex Hargis

NEKLS CE GRANTS AVAILABLE FOR TRI-CONFERENCE:

NEKLS Continuing Education Grants are available for Tri-Conference (aka KLA). The CE Grant Committee will disregard the usual 45 day limitation, as long as the request is received prior to the date of the conference, March 24, 1993.

Tri-Conference is being held in Overland Park this year. If you’d like to see a conference brochure or receive the NEKLS CE Grant guidelines and application, call me at 4-4715 or JAnderso on e-mail.

Janet Anderson-Story

ELECTION RESULTS

Mary Rector, Circulation, has been elected to fill one of the Classified positions on the Staff Orientation Committee. Larry Hopkins, Special Collections, has been elected to the Grievance Committee.

Alex Slater, Secretary, Classified Conference

STRESS MANAGEMENT WORKSHOP

A STRESS MANAGEMENT lecture will be presented by Jerry Johnson of the Menninger Management Institute on Monday, March 1, from 3:00 to 5:00 in Spencer Auditorium (Spencer Research Library). The lecture is co-sponsored by the Library Employees Health and Safety Committee and the Staff Development Committee. All library staff, including students, are encouraged to attend.
Library Employees' Health and Safety Committee
Minutes, February 17, 1993

Present: M. Wilson (chair), Muriel Cook, Kendall Simmons, Toni Taylor

Toni brought an article in regarding exercises for hands and wrists, and will be contacting the Arthritis Foundation for free brochures on these exercises.

The minutes from the previous week were approved.

Margaret reported that she had talked with Sandy Gilliland about the Committee's First Quarterly Report. Sandy had not had an opportunity to follow through on it and will get with Bill Crowe to discuss questions that had been raised.

No action has been taken as yet on the ergonomic equipment budget request call, but Nancy Jaeger said that it should be going out soon.

As of February 16, the sand barrels were empty and Margaret Wilson had called FO several times to get them refilled (as of 2/19/93, they have been).

Jerry Johnson, who will be presenting a seminar on Stress Management on March 1 from 3-5 p.m. in the Spencer Auditorium, asked Margaret for specifics so he could tailor his talk to the Libraries. The committee suggested the failure to recognize that one is causing or suffering from stress, the lack of positive support and feedback, the feeling that such a seminar won't help, the pressures caused by the proliferating use of e-mail as a communication form, and the frustrations caused by working in a bureaucracy.

Margaret said that Annie Williams had reported to her that asbestos had been removed from the pipes in the ramp. There was concern that there was no mechanism for notifying the committee either before or after this sort of occurrence and that the original letter from FO had assured the committee that there was no unsecured asbestos in the ramp.

The committee discussed the smoking ban issue. Kendall and Margaret reported on the discussion at Administrative Conference. Since the committees views this as a health and safety issue, we were concerned that we were not consulted.

Bill Crowe reported at Administrative Conference that he had mentioned the concept of a university health and safety ombudsman to Ed Meyen, who had expressed interest in the idea, and asked Margaret to pass on this information to the University Employee Health and Safety Committee. Margaret reported that she had done so.
Margaret will make photocopies of information on the Repetitive Upper Limbs Assessment (RULA) estimation and the Schnorr EMF report to share with the committee. Phil Rankin has asked the committee if they would do a RULA survey within the library to determine its effectiveness. Such a survey can be done by non-experts so might be useful in determining ergonomic needs. Rankin also asked for volunteers to write the Office Workers section of the University Safety Manual, and Margaret volunteered the committee. (Thanks, Margaret.)

Margaret reported that most of the University committee meeting dealt with EMFs. Margaret will be providing the University committee with current literature. Toni reported that Phil Rankin had mentioned to her in a personal conversation that he would do what he could to see that the library obtained use of a Gaussmeter.

Kendall reported that she had received some information on obtaining rugs for the mailroom and that the mailroom was in the process of taking measurements and drawing diagrams so that a special request could be made to the Administrative Office. Housekeeping has volunteered to help with the cutting and laying of these rugs.

The next meeting will be Tuesday, February 23 at 2:30.

Library Employees Health and Safety Committee
Minutes - February 9, 1993

Present: M. Cook, P. DiFilippo, K. Simmons, T.Taylor

Minutes of the previous meeting were approved as submitted.

The rest of the meeting was spent on revising the first draft of the Second Quarterly Report of the committee.

The next meeting will be held Tuesday, February 16, at 2:30.

Submitted by Kendall Simmons
Minutes, Classified Conference Executive Board
27 October 1992


Meeting with Dean Crowe: There will be a two day strategic planning meeting in January. The Dean will meet with Vice Chancellor Brinkman about budget issues. The results of the Dean's reallocation meeting will be released between 20 November and the Regents meeting. Submissions from non-instructional units such as the library will not be presented to the Regents. No Classified positions were included in the program enhancement part of the submission. This is not part of a trend away from use of classified staff. Student assistants will be the topic of the November Administrative Conference meeting. David has a copy of Nancy Jaeger's analysis and will distribute it after talking with Nancy. There will eventually be a poll. The bindery position is on hold until the fate of the contract is known. The building consultant will be here to discuss conceptual aspects and more technical details of the plan for the Hoch renovation. It is hoped to reach the contract stage by spring (very rapid progress). The faculty evaluation process is under mandatory review - LFA is heavily involved.

Minutes of the September meeting were presented. If no changes are suggested before 11 AM on the 28th they will be considered approved and submitted to FYI.

Committee Reports: There were no comments on reports in the meeting packet. Staff Development Committee is still working on spring sessions and is trying to get Maureen Sullivan to do a workshop. The committee's FYI '94 budget will be increased to $10,000. Site visits to the Topeka Public Library and Washburn University library are on hold until more details can be provided to the Dean. The committee is working on a workshop on AIDS in the work place for December.

Chair's Report: See Meeting with Dean Crowe.

Old Business: The ad hoc committee on constitutional changes will meet soon. LFA proposal for changed committees: 1) Budget and Planning - This is tentative as it has not yet been presented to the Administrative Conference. An Administrative Conference Executive Board must be created before the new B&P. Classified Conference will have only 1 representative, this person to serve a 2 or 3 year term and be selected by the Dean from a slate of three supplied by CC. There apparently will be no ex officio members (no LFA or CC chairs). Some objections to only a single classified representative were expressed - especially since most members will be department heads. 2) Orientation will probably be handled similarly to the Grievance Committee. 3) Staff Development will be left as is this year. The review of the evaluation process will put this on hold. General meeting - the Chair asked that members think about methods of increasing attendance for the January meeting. Mary Ann will run for the empty Grievance Committee spot if no one else can be found.

New Business: Al presented a draft of a survey about Classified Employee of the Year to be presented to all Classified staff. He requested comments by 19 November.

Announcements: Assistant Deans will make decisions about which Classified staff work on Veterang Day. A bibliography of references pertaining to support personnel is available. Information on Continuing Education credits for workshops is available from Staff Development.

Alex Slater, Secretary, Classified Conference
Minutes, Classified Conference Executive Board
15 December 1992


Meeting with Dean Crowe: The bindery contract with American was abrogated and awarded to Herzberg. American has appealed. Shipments now go to Herzberg but the last shipment to American is being held. Staff Development - Aileen Sprow Welch, KU class of 1923 left the library $150,000 which has been used to establish the Aileen Sprow Welch Opportunity Fund to support staff development. The $6,500-7,000 per year will be added to the SDC's normal allocation. At least some of this funding should be available for next October. Invitations are now out to 25 people to meet with Maureen Sullivan on January 19 & 20 to look at strategic planning as a process. There is a poll based on the Student Task Force report out to Administrative Conference members. Results will go back to Admin. Conf. for discussion. A request to prepare a budget for next year has been received. This will be a stripped down version and will include reallocation possibilities. It is due by 15 January. The draft proposal for a steering committee has not yet been produced. Dean Crowe will be at a Hoch planning meeting and so will miss the Christmas party.

Minutes of the October meeting were presented. If no changes are presented to the Secretary by Monday they will be considered approved and submitted to FYI.

Committee Reports: The written Budget and Planning report was added to by a report of the selection process for those attending the strategic planning meetings. The Senate Libraries meeting focused on training of students in both new and existing resources. The possibility of setting up a media center to be used half for training and half for microcomputer use will be discussed in the next meeting. The committee is in favor of bibliographic instruction to be done by Reference Librarians.

Chair's Report: See also Meeting with Dean Crowe. Comments on the Student Employee Task Force centered around the desirability of consulting people who supervise students as well as Department Heads. Preliminary drawings for Hoch are going to the State Architects office. Plans were delayed by addition of video classroom space to the initial design. The Administrative Council Steering Committee will probably be discussed in January. Facilities Planning will develop an overall campus plan including discussion of libraries but David is unclear about particulars. Budget possibilities discussed included expanding the LAN, increasing disk capacity, upgrading OCLC or buying ergonomic chairs. Chairs came in last. It appears that the LAN is the top priority with the choice being between increasing access or adding disk capacity. The Publication Committee is putting out a new guide to the Humanities collection in Watson. It is now being reviewed outside the library.

Old Business: The ad hoc Constitutional changes committee report was accepted without comment. The next General Meeting will be in February (Tuesday, 9 Feb. at 1:30 PM) and will focus on strategic planning as it impacts on Classified staff. Larry Hopkins from Special Collections will run for the open position on the Grievance Committee.

New Business: Mike Wilson has moved to the Law Library so his positions on the Staff Orientation Committee and as Group Representative for Cataloging need to be filled. Classified staff to attend the strategic planning meeting will meet before the workshop. David called the Professional Non-librarians Report and the Recon White Paper to our attention. Kent Miller is collecting data on collection space needs so that storage space can be evened out between libraries.

Announcements: Dean Crowe sent a note that his evaluation is open to comment. The Prop Review Report is available at Watson Reserve. The Administrative Conference has requested to comment on the Dean's staff. Paychecks may now be deposited through electronic fund transfer. David and Rick Clement will meet to discuss improving communications between the Dean's office and the rest of the library. Janet presented a written report of the October 28 LPA General Meeting.

Alex Slater, Secretary, Classified Conference
Budget and Planning Committee Minutes

February 2, 1993

Present: Sue Hewitt, Geoff Husic, Nancy Jaeger, Rob Melton (chair), Rachel Miller, Kathleen Neeley, John Richardson

Absent: Mary Lou Warren

The committee reviewed a list of staff members who are being considered for nomination to the steering committee that will direct the strategic planning process for the Library. R. Melton will draft a memo to Dean Crowe conveying the substance of our discussion. The other committee members will have the opportunity to read the memo and suggest improvements before it is sent to the Dean.

Because of our unscheduled meetings today and last Friday, our scheduled meeting of February 5 will not be held.

Submitted by John Richardson
FIRST NOTICE

February 8, 1993

TO: All Departments  
FROM: Bob Porter  
RE: Annual Steam Shutdown

Consistent with previous years, Facilities Operations will be shutting down all steam on March 23-24, 1993. This shutdown is necessary for maintenance and repair of associated equipment.

Should the weather be unfavorable at this time, we will postpone the shutdown until May 18-19, 1993.

If you have any questions, please feel free to contact me at 864-4770.

Thank you in advance for your cooperation.

BP: jjr  
xc: Facilities Operations - Director, Associate & Assistant Directors, Shop Supervisors

KUPD  
University Relations  
Information Center  
Telecommunications  
Housing  
Kansas Union  
Facilities Planning  
Chancellor's Residence  
Sprague Apartments
MEMORANDUM

To: Deans, Directors and Chairpersons

From: Edward L. Meyen, Executive Vice Chancellor

Subject: Clarification of Inclement weather policy

Because recent experiences with the inclement weather policy have resulted in varied interpretations of the policy's intent, this memo is being released to provide clarification. The policy remains the same as that communicated in the November 20, 1992, memo. The wording has been changed in the following paragraphs pertaining to the application of the policy to employees.

In general, the University cannot close because of snow or other inclement weather, and employees are expected to be at work during their regular times. However, severe weather may delay or prevent employees' travel or necessitate their leaving work early. In such a case, the Chancellor or the Executive Vice Chancellor may declare a weather emergency. The intent of the inclement weather policy is to accommodate the needs of employees for additional time in travelling to and/or from work.

It is important to remember that a declaration of a weather emergency is a separate issue from the suspension of classes. There may be instances when classes are suspended but an inclement weather emergency is not declared.

When weather conditions warrant implementation of the inclement weather policy at the start of the work shift, a period of one hour will normally be allowed in which to report to work after the start of the normal work shift without receiving a reduction in pay for the delay in reporting. In very unusual situations, a longer period of time may be announced and that longer period will then be allowed for arrival.

Should a weather emergency be declared during the day time, employees will be notified via a calling tree from the Office of Human Resources. At that time, the period allowed for early departure will be communicated.

Any emergency declaration will be announced via area news media (after 6:15 a.m.), the inclement weather line (864-SNOW after 6:30 a.m.), the Information Center (864-3506) and campus "calling trees" (during the workday). Employees who will be late or unable to get to work are expected to give their departments timely notice. Directors and chairpersons must determine their staffing requirements to ensure the maintenance of essential programs and activities and identify those employees who are essential employees.

Detailed information on the process and procedures for implementation of the inclement weather policy will be provided in a separate memo to Personnel Related Staff.
MEMORANDUM

TO:    Deans, Directors and Chairpersons
FROM:  Edward L. Meyen, Executive Vice Chancellor
SUBJECT: Blood Drive, March 8-March 11, 1993

On March 8-March 11, Panhellenic and the Interfraternity Council will be sponsoring a blood drive from 10:00 a.m. to 4:00 p.m., in the Kansas Union. Faculty and staff, as well as students, are encouraged to participate.

In the past, students have been the primary contributors to the blood drive. In view of the continuing shortage of blood nation-wide, I hope that those faculty and staff members who are able to do so will participate. Whenever possible, I encourage you to allow some flexibility in the schedules of employees who wish to do so.

Thanks for your assistance.

ELM:jt
MANAGEMENT

A lecture presented by
Jerry Johnson
of the
MENNNINGER MANAGEMENT INSTITUTE

Monday March 1 from 3:00-5:00
Spencer Auditorium (Spencer Research Library)

Learn what stress is, what causes it,
how it affects our health, and other useful
information such as why change causes stress.
ALL LIBRARY STAFF (STUDENTS TOO) ARE ENCOURAGED TO ATTEND
SDC SEMINAR #8: COMMUNICATING WITH DISABLED PATRONS

The Staff Development Committee announced the 8th seminar in a series of Communication seminars, "Communicating with Disabled Patrons", presented by Tom Berger, Acting Director, Office of Affirmative Action, KU. This seminar will examine stereotypes, attitudes and assumptions commonly held and will include a video and a panel discussion of methods of communicating with people with various disabilities. All staff are invited to attend this one-time-only session on WEDNESDAY, MARCH 10, 1:30-4:30, Room A, Watson. To register, complete the registration form (mailed 3/3/93 to all staff) and return it to Sandy Gilliland, 502 Watson, call 4-3601, or register via e-mail to SGILLILA. Registrations are requested by noon Tuesday, March 9th.

Staff Development Committee

DEPARTMENTAL TOURS

As a reminder, the Staff Orientation Committee is sponsoring a series of departmental tours this month. To register for the tours of your choice, contact Sandy Gilliland, 4-3601 (e-mail SGILLILA) at least one day in advance of the tours:

CATALOGING: Tuesday, March 16, 10:00-11:00 -OR-
Thursday, Mar. 18, 2:00 - 3:00

PERIODICALS, MICROFORMS, COPYING SERVICES:
Wed., March 31, 2:30 - 3:30 -OR-
Thurs., Apr. 1, 10:30 -11:30

Staff Orientation Committee

FEDERAL WORK-STUDY PROGRAM

Rachel Rademacher from the Student Employment Center will be having an information workshop on the Federal Work-Study Program on Wednesday, March 10, 9 am-10 am in Conference Rooms A and B. If you supervise student employees and would like to keep up with the changes in the work-study program, I encourage you to come to this workshop.

Rex Hargis

TIME CARD DEADLINE

Please send all student time cards, unclassified absence cards, and classified monthly time reports to Rex Hargis in the Library Administrative Office by 12:00, Tuesday, March 16. Refer to pages 18 and 19 of the Student Employment Procedures Manual for the maximum number of reportable hours for student assistants and other information.

Rex Hargis
STAFF DEVELOPMENT COMMITTEE OUT-OF-STATE TRAVEL REQUEST DEADLINE

The deadline for out-of-state travel for the months of May & June 1993 is March 15th. Please note that ALA falls within this time period. Please contact Tommy Hardin in the Cataloging Dept., 4-3038 or via e-mail at THARDIN to request travel fund request forms.

P.S. Just a reminder: If you do receive SDC funds for travel, please remember to submit your report on a floppy computer disk to Gaele Gillespie, Serials Dept.

Staff Development Committee

SHELLEY MILLER TO LIBRARY OF CONGRESS

Shelley Miller will attend a conference in Washington, D.C. the last week of March and has scheduled some time at the Library of Congress. Let her know if you have any LC look-ups, confirmations or verifications she might attempt while there.

NEW BOOKS FOR SALE!--500 YEARS AGO

Sam Anderson, retired member of the German and Slavic departments at KU, has loaned a remarkable piece of advertising history to the Kenneth Spencer Research Library for exhibition.

Printed over 500 years ago, this broadside is a single-sheet advertisement of the "good German books" for sale by the Augsburg printer and publisher Anton Sorg. Like most publishers' advertisements from that day to this, it was undated, but it is possible to date it to about 1483 from the known dates of the books listed for sale. How many copies of the advertisement were printed is unknown. Most of them were certainly thrown away when they had been read. The only two which are known to have survived are Professor Anderson’s copy and one at the Lilly Library (the Spencer Library’s equivalent at Indiana University).

Sam Anderson bought this remarkable survivor of the early days of advertising as part of a bundle of miscellaneous manuscripts and broadsides when he was in Munich in 1939. It is printed on a sheet of re-used or waste paper and appears to be a proof copy. The copy at the Lilly Library is identical except for being printed on clean paper and was presumably one of those given out to the public.

Professor Anderson has loaned his priceless broadside to the Spencer Research Library for exhibition. The Library is showing it along with KU's own copy of one of the books advertised for sale, Ulrich Richental’s illustrated account of the Council of Constance, published in Augsburg by Anton Sorg on 2 September 1483. The exhibition will continue until March 19.

ATTACHMENTS

Administrative Conference Minutes--November 17, 1992; December 15, 1992
Library Automation Committee Minutes--Feb. 17, 1993
Library Emergency & Disaster Planning Committee Minutes--1 February 1993; 15 February 1993
Library Faculty Assembly Executive Committee Minutes--February 15, 1993; February 17, 1993
Nominating and Ballot Committee Minutes--February 22, 1993
Staff Orientation Committee Minutes--February 9, 1993

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
STAFF ORIENTATION COMMITTEE

FEBRUARY 9, 1993

ATTENDEES: Jennie Dienes, Jan Altenbernd, Connie Powell, Sandy Gilliland

The minutes of the January 28th meeting were read, and approved. The current meeting time was approved: 1:15 pm every other Tuesday. The next meeting will be held at 1:15 on February 23rd, with the location to be announced.

The update of the Who's Who in the University of Kansas Libraries: Lawrence Campus was discussed. Sandy Gilliland passed out a draft of a letter which will solicit new information from library staff to update the Who's Who. The committee then prepared a memo for e-mailing and the FYI which will poll the amount of interest in the project and participation we can get from library staff. If we receive positive results from the poll we will send out Sandy's letter to the Lawrence Campus library staff.

We discussed the tours. Jennie reported that the tours for March are in the planning stage. Sandy reported the following attendance figures for tours thus far: Law: 6; Interlibrary Services: 11; Anschutz Science Library 5. These attendance figures will help us plan future tours. Jan has received some tour evaluations, and expects more.

Lastly we discussed luncheon plans for new staff. Sandy is in the process of preparing a list of staff who were new to the KU Libraries as of January 1991. When we have this list of potential attendees we will proceed with luncheon plans.

There were two announcements: 1. We may have a problem with meetings in March as Jennie will report for Jury Duty in Kansas City on March 15th. 2. David Benjamin has reported to Jennie that the ballot is out to find the new classified member for our committee. These ballots are due today, and our new member should be in attendance at our next meeting.

The meeting adjourned at 2:00.

Connie Powell
NOMINATING AND BALLOT COMMITTEE
MINUTES OF FEBRUARY 22, 1993 MEETING, 2:30 PM

Present: Kathy Graves, Ken Lohrentz, Shelley Miller

LFA Exec directed N&B to inform them how unclassified professionals had voted on the recent ballot for merit salary distribution. At LFA Exec's instruction, we had marked the back of the ballots (before the original count) with the rank of the voter as we removed the name labels. This enabled us to re-tally the votes of the unclassified professionals while maintaining individual anonymity. The results of this tally were given to Rick Clement, Chair, LFA Exec.

The next meeting of N&B will be Tuesday, February 23 at 9AM.

submitted by Kathy Graves, secretary

NOMINATING AND BALLOT COMMITTEE
MINUTES OF FEBRUARY 23, 1993 MEETING, 9:00 AM

Present: Kathy Graves, Ken Lohrentz

The committee met to prepare the LFA mail ballot on the "Statement on Library Faculty Performance Evaluation" for distribution.

submitted by Kathy Graves, secretary
1. **Call to Order:** Rick Clement, Chair, called the meeting to order.

2. **Statement on Library Faculty Performance Evaluations:** Clement explained that the purpose of the meeting was to discuss the statement prepared by the Ad Hoc Committee on Faculty Performance Evaluations (Kent Miller, Chair; Mike Biggins; Marilyn Clark; Judith Emde; Nicholas Eshelman; Sherry Williams; and Marianne Reed) in response to Board of Regents requirements. Following Clement's introduction, Sandra Brandt offered the following motion: "I move that the Statement on Library Faculty Performance Evaluations dated February 15, 1993 be submitted to the library faculty for approval by mail ballot." The motion was seconded by Lorraine Moore.

The first part of the discussion dealt with the document itself. Asked to describe the nature of changes made to the draft since the last open forum, members of the Ad Hoc Committee explained that these were mainly editorial rather than substantive, and that the committee had decided to attach a copy of the Criteria for Academic Ranks of Librarians.

A member expressed the opinion that the document describes some procedures that are not in effect, and asked if the LFA's approval of the statement would constitute a vote to change current procedures. For instance librarians and their evaluators do not now discuss the relative weights of performance, service, and research components in the assignment. Members of the Ad Hoc Committee said they believe the document describes present policy, but changes in procedures might have to be made. The Committee changed many instances of "would" and "should" in early drafts to "is" and "will" in the final version. The Committee's description of the activities of Librarians I, II, and III is also an attempt to reflect current reality. The focus of the Committee's work has been to respond to Regents' requirements (for instance the mandate that professional performance, service, and research be weighted). It did not otherwise seek to modify the present evaluation system. If library faculty approve the statement, specific procedural changes might be necessary, but what those changes might be remains to be decided and would be a matter for discussion in future LFA meetings.

In response to a member's question about the timetable for implementing the statement, it was pointed out that the directive from the Office of Academic Affairs that launched this review process calls for new policies to apply to the evaluation of 1994 performances. Implementation could begin earlier if the LFA membership wishes. The University allows either an academic year or calendar year timetable for evaluations. Some discussion followed on the reasons why the calendar year timetable is used in the Libraries.

A member suggested a wording change in the part of the statement that discusses the number of years of service required at the Librarian I rank before promotion to Librarian II. Other members felt that the existing wording should remain unchanged.

Another member commented that the description of service at the Librarian III level assumes a significant travel component for which insufficient funds are
available. This led other members to suggest examples of external service activities that do not depend on travel money.

At that point in the discussion, Clement pointed out that the motion as worded would result in distribution of the ballot to library faculty only. He explained that an unclassified professional staff member had been asked to serve on the committee as a participant/observer because LFA has accepted the principle that unclassified professional staff evaluations should follow parallel procedures to faculty evaluations. However, the Regents' requirements apply to faculty evaluations only, and the approval process requires a faculty vote. Responding to Clement's statement, a member commented that the document does pertain to unclassified professional staff indirectly; although parts refer specifically to library faculty, others are more general and could possibly apply to unclassified professional staff; therefore it would be useful to offer unclassified professional staff an opportunity for separate polling or comment. Clement stated that input from unclassified professional staff would be an important part of the discussions on implementation that would be held later, if the document is approved by the library faculty. He also explained that Exec had not yet discussed in detail the implications for unclassified professional staff, but had already been grappling with a range of issues related to the recommendations of the 1989 Task Force on Unclassified Professional Staff, all of which would certainly be discussed at a future open meeting.

Clement then asked for further discussion. Hearing none, he called for a show of hands on the motion. The motion was approved unanimously.

Clement commended the Ad Hoc Committee for its exceptional work on the difficult task of responding to the Regents' instructions. He then declared the meeting adjourned.

Reported by Rachel Miller
LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE FEBRUARY 15, 1993 MEETING

Present: Rick Clement (Chair), Sandra Brandt, Nicholas Eshelman, Sandra Gilliland, Sally Haines, Rachel Miller
Absent: David Pardue

1. Minutes: The minutes of the February 8 Executive Committee meeting were approved. The Committee reviewed and accepted minutes from the Committee on Staff Orientation (January 28) and the Nominating and Ballot Committee (February 9).

2. Ad Hoc Committee on Faculty Performance Evaluations: Rick Clement proposed that the Executive Committee accept the policy statement as written by the Ad Hoc Committee and advocate its approval by the LFA membership at large. Exec members agreed. Clement's draft of the motion to be presented at the open meeting was reviewed. The group agreed that the policy document should be distributed to LFA members as soon as possible, accompanied by a cover letter to be drafted by Clement. There was further discussion of the steps that would be taken if the statement is adopted by the membership.

3. Merit Salary Distribution Ballot: Clement distributed copies of a memo from Lorraine Moore, Chair of the Committee on Salaries and Benefits, outlining arguments for tabulating this year's ballot by rank. The ballot had already been distributed to the entire membership of the LFA (i.e., not just to library faculty) and tabulated in the usual manner. After extended discussion, the group decided to meet the University's requirement of a faculty vote on merit salary increases by asking the Nominating and Ballot Committee to report separate results for library faculty and for unclassified professional staff. Exec would forward these results to Dean Crowe, with an explanation. The membership at large would also be sent an explanation of the general situation. The group agreed that the question of how to provide unclassified professional staff the opportunity for input on merit salary increases would need to be included in a general LFA discussion of unclassified professional staff issues, to be held this spring.

4. Next Meeting: Exec will meet again on Monday, February 22.

Reported by Rachel Miller

1) Crowe reminded all of the University’s open Program Review meeting set for 2:30 p.m. that day at the Spencer Museum auditorium.

2) Crowe briefed the Committee about the status of the binding contract. We and K-State have filed a formal complaint has been filed with Purchasing about the quality of the work being completed by American Bindery. The complaint seeks release from the American contract and reissuance of the contract to Hertzberg. He told the group that American would undoubtedly appeal the action, but that in the meantime, binding would be completed by Hertzberg. The bindery preparations department is in the process of receiving the last remaining shipments from American. All new shipments will be sent to Hertzberg.

3) Crowe told the group that the University has released information regarding the FY94 budget request to the state. The basic points of the request include; a large portion for statewide access, 6% OOE, 5% wages, and 4.5% for salaries.

4) Crowe told the group that the preliminary conceptual drawings for Hoch reconstruction were being presented to the State architect that afternoon. He said he was working toward holding an on-campus "open" meeting the last week of November for people affected by the reconstruction of Hoch (academic departments and library staff) where the plans would be available and the architects could answer questions.

5) Crowe said that he had received recommendations from the LFA Budget and Planning Committee of representatives from that committee to participate in the January 19th & 20th Strategic Planning sessions.

6) Crowe said that he believed the process started by the Student Employee Task Force Report was almost at an end. He told the group he would like comments (either written or via e-mail) within the next 10 days regarding whether the group would like a poll taken on the issue (indicating whether or not the plan was of concern, and if the initiative should be continued with and suggestions about how the initiative could be accomplished).

7) Crowe announced the Welch bequest and stated that income from it would be targeted for use toward staff development issues.

8) Gilliland said she would be sending out e-mail requesting input from Department Heads regarding proposed procedural changes in the classified evaluation process.

The meeting adjourned at 12:05 p.m.

Respectfully submitted,

R. L. Boose
Administrative Conference Minutes  
December 15, 1992


1) Crowe announced the death of William Argersinger, Jr., a longtime advocate for libraries and scholarship at KU.

2) Crowe told the group that he had received the request for a budget submission, with a deadline of January 15th.

3) Crowe said that invitations would be going out to individuals asking them to participate in the Strategic Planning initial meeting.

4) Crowe said that the latest development with regard to Hoch reconstruction was that the classrooms include a "videoclassroom".

5) Regarding the formulation of a "steering committee" for the Administrative Conference, Crowe said he hoped to be able to draft a charge for that group between Christmas and New Year's.

6) Crowe said that he had been told that the Lending Code Review Committee was in the final stages of the report. He would be meeting with the committee soon, and hoped that a draft would be available for general discussion by staff shortly after the first of the new year.

7) Crowe announced that the NorthCentral Accreditation report would be due in the 1994/95 academic year. He said that he had been asked to serve, with Andrew Debicki and others, on a steering committee for the process.

8) Crowe said that comments would be on the proposal requested changes to the classified evaluation procedures.

9) Crowe said that he would meet with Student Senator Robert Thompson regarding the SUA's proposals for use of the typing room.

10) Crowe and Ring told the group that comments regarding KU Libraries' holding Madonna's book, SEX were heard on NPR the previous Sunday.

11) Roach asked about the status of facilities planning for the Libraries.

Crowe said that he had requested last August that the University committee be appointed to take space planning to the second stage, building on the work of the 1970s.
12) There was considerable discussion about budget priorities and the priorities for one-time money. The consensus of the group was that acquisitions would remain a priority for one-time money, and that equipment needs probably followed second. There was considerable discussion with regard to which types and what numbers of equipment were most important. It was generally agreed by the group that equipment purchases would need to be based on the future direction and goals of the Libraries.

Crowe requested that Committee members convey their questions, concerns, comments, and observations to him either through the appropriate Assistant Dean or the Budget & Planning Committee.

13) Melton said that he had provided a draft of a publication about the Libraries he was proposing be produced for use with academic department recruiting, new faculty orientation, visiting scholars, and perhaps some fundraising purposes. He said that he had made some minor revisions since those drafts were sent, and passed around a newly revised version for consideration by the group.

14) Crowe reminded the group of the Friends of the Libraries Holiday party in Spencer Research Library on Wednesday, December 16th from 4:00 - 6:00 p.m., and the KULSA Holiday Party on Thursday, December 17th in the afternoon.

The meeting adjourned at 11:50 a.m.

Respectfully submitted

R. L. Boose
Library Emergency & Disaster Planning Committee
Meeting minutes, 1 February 1993

Absent: K. Miller

The Dean has asked the Committee to consider working with the Library Administration to help develop the Library's inclement weather policy. The Administration has drawn up a list of emergency telephone numbers which they revise on a regular basis.

For the rest of the semester, the Committee will meet every other Monday from 10:30 noon, in Watson conference room, on the following dates: 15 February; 1 March; 15 March; 29 March; 12 April; 26 April; 10 May; 24 May; and 7 June. Following the final meeting we will issue a report for the past year's activity.

Subcommittee reports

Salvage priorities. Gordon presented the group with a sheet of ideas and questions on identifying and ranking salvage priorities in the library system in the event of a disaster. His subcommittee intends to submit to the Collection Development Council and the Administrative Conference a request to assist this Committee with identifying salvage priorities.

Disaster-recovery team. Becky led discussion of her subcommittee's status report/draft document on the development of a core disaster recovery team. The Committee discussed the different roles needed to facilitate cleanup and restoration following a disaster. Work will continue on this topic.

Next meeting: Monday, 15 February 1993, 10:30 a.m., Watson conference room B

G. Anderson, recorder
so are able to access the online catalog. There is one terminal at the Circulation Desk -- all other devices are networked microcomputers.

The Regents Center is experimenting with using FirstSearch on a free-of-charge (to patrons) basis.

b. Bill reported the latest news on Hoch Planning. The Planning is down to the stage of equipment details. The construction budget includes fixed but not moveable equipment. The fixed equipment will include book stacks but not necessarily map cases, and there is concern that the overall budget might in the end be too limited for everything that the planners originally wanted to do. John is working on equipment needs for the automation offices and for possible computer labs.

c. John summarized LAN equipment that has been requested as part of the FY1994 budget request.

d. The Linda Hall Library and the University of Missouri LUMIN system are currently in the process of considering commercial vendor systems, such as NOTIS, Innovative, etc. Missouri has been talking to individual vendors and Linda Hall is preparing an RFP.

e. Several items related to the Internet and to statewide networking:

John announced that there has been no formal decision on the KanREN proposal to the National Science Foundation to connect the academic institutions throughout the state to the Internet via MIDNet.

John, Herb Harris, and Jerry Niebaum met January 19th with State Library staff and with directors and consultants from the seven Kansas public library systems to discuss possibilities for providing Internet services for public libraries, including the possibility of direct connections via KanREN. John and Herb made presentations on the resources available on the Internet and on the technical possibilities for connecting. Bruce Flanders of the State Library and Deb Ludwig of Kansas City Kansas Public Library also made presentations.

Several related developments discussed at that same meeting relate to INK (Information Network of Kansas). INK will join MIDNet and be hooked to the Internet by April. It then will offer relatively inexpensive Internet services on an 800-number dial-up basis throughout the state, both to institutions like libraries and businesses and to individuals. Public libraries will be able to use this service along with the "KidsNet" service that INK is promoting for use in public schools and libraries. In addition, the State Library plans to create a link between KICNET, the state's interlibrary loan network based on the cc:mail software, with INK's Internet connection such that email will be able to flow back and forth between KICNET and the Internet. This means most libraries in Kansas will be able to communicate with each other via email.

In another related matter, the Kansas Library Network Board recently has decided to withdraw its "LINK" proposal from consideration by the legislature.

John, Herb, and Jerry met earlier in January with staff from Kansas City Kansas Public Library and Johnson County Public Library to discuss technical options for their
libraries connecting to the Internet. Both appear likely to try to connect within the next year or so. Several libraries in the Kansas City region, including Linda Hall and public libraries on both sides of the state line, have been meeting to discuss Internet-related possibilities.

f. John showed a chart illustrating recent buyouts and consolidations of library automation companies. Within the past few months, Dynix bought PALS, Geac bought CLSI, and DRA bought Inlex. The market is definitely consolidating. NOTIS, Dynix, Dynix Marquis, and PALS now are all owned by Ameritech. The first sign of the effects of this was that Dynix was demonstrating Z39.50 client software at ALA that was in fact NOTIS’s client dressed up in slightly different format.

g. George announced that the analytics for the Early American Imprints set, which have been prepared by the American Antiquarian Society, have been approved for purchase (1/2 this year and 1/2 next) by Humanities Grant monies. This is the first set of possibly many-for adding to the online catalog. Provision for tapeloading such analytic records will need to be worked into one of the three development tracks.

3. The remaining time was spend beginning a discussion of Bill’s February 3rd draft memo to the Committee on "Strategic Planning and the Future of Online Library Systems."

The draft proposes the appointment of an advisory committee, to be appointed by the strategic planning steering committee. Its charge would be to deal with automation aspects of strategic planning, in particular to create a "request for recommendation" or "RFR" that can be used to assess alternative solutions to problems related to automation in the KU Libraries. The suggested timetable goes through February 1994, including evaluation of possibilities and a recommendation.

The following issues (at least) need to be considered during the process:

- budget considerations
- long-term goals
- effect of Regents system-wide access proposal
- other developments around the State, e.g. KanREN
- what kind of provider (KU or a commercial vendor)
- involvement of CODDL
- coordination with rest of Strategic Planning
- importance of connectivity in general

Bill stressed that if do not decide for ourselves what we want to do, the decisions will be made for us by someone else.

The discussion will continue next week.

4. Discussions of Expanded Academic Index implementation planning and of the possible role of LAC in document delivery planning were postponed until later meetings.

5. Scheduling of future meetings was postponed until the Feb. 24 meeting.
PERSONNEL

Eugene Carvalho, East Asian Librarian, has been granted an extension of his temporarily-reduced appointment (25%) so that he may continue his work with Minnesota State University’s Akita, Japan campus library. Gene will continue responsibilities for selecting Japanese materials for KU’s East Asian Library. He plans to return to his regular, full-time responsibilities in mid-January, 1994. Until then, Vickie Doll will continue to serve as Acting Head of the East Asian Library.

Sandy Gilliland

TIME CARD DEADLINE

Please send all student time cards, unclassified absence cards, and classified monthly time reports to Rex Hargis in the Library Administrative Office by 12:00, Tuesday, March 16. Refer to pages 18 and 19 of the Student Employment Procedures Manual for the maximum number of reportable hours for student assistants and other information.

Rex Hargis

YANKEE APPROVAL DATABASE ON INTERNET

"Search-only" access to Yankee Book Peddler’s approval book database is now possible via the Internet. The database contains all the titles that Yankee supplied to customers in the past 12 months (coded to indicate which customers were profiled to receive them), as well as all titles that Yankee expects from publishers and has not yet received. Instructions for accessing the database have already been mailed to bibliographers. Other interested staff who would like to receive instructions may contact Acquisitions (preferably by e-mail: acq@ukanvm).

Rachel Miller, Acquisitions

SERIALS EXCHANGE REVIEW IN PROCESS

A review of serials exchanges is currently underway in the Acquisitions Department. The groundwork for this began last year, when the responsibility for maintaining the serial exchange mailing lists was transferred from the University Printing Service to us. We consolidated 8 separate mailing lists into a single list of 1830 addresses, and coded each exchange partner’s address to indicate the KU serial(s) we send. That list of addresses is now being checked against the Ukase database to identify exchange partners who receive KU serials from us and apparently send nothing in return. As of this week we have checked all U.S. addresses and foreign addresses up through Costa Rica. We expect to complete Ukase checking by May 1st. At that point we will contact institutions by letter to find out if our records are correct. We will also distribute a list of apparent non-reciprocal exchanges to bibliographers, and ask them to inform us of any institutions which may be supplying us titles not on Ukase (monographs not in series, for example), and of any institutions which should continue to receive KU serials on a gift basis. If you have questions about this review, please contact Lars Leon (lleon or 4-3476) or Daniel Sodders (4-3476).

Rachel Miller

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
"PLURALISM: CULTURAL, ETHNIC & RACIAL DIFFERENCE IN COMPARATIVE PERSPECTIVE"

An exhibit featuring recent publications on the topic "Pluralism: Cultural, Ethnic & Racial Differences in Comparative Perspective" is currently featured in the Jim Ranz Exhibit and Reading Area adjacent to the main lobby of Watson Library. The exhibit has been mounted in conjunction with a series of open forums with the same title which is being co-sponsored this month by the European Studies Committee, International Studies and Programs, and the Hall Center for the Humanities.

The exhibit focuses on recent publications on ethnicity, racism and nationalism in the U.S., Western, and Eastern Europe. One section progresses from relatively successful examples of ethnicity to racism in America, while the second includes books of historical and philosophical analysis of racism, alienation, and nationalism in Western Europe.

The third section "No Melting Pot, But a Powder Keg," highlights Yugoslavia from 1987 to the present, and a fourth section focuses on the multi-ethnic nature of the Commonwealth of Independent States, with pertinent maps and publications.

An additional section of the exhibit demonstrates how a topic such as "Ethnicity" can be broadened or narrowed using the thesaurus of subject terms in KU's Online Catalog and provides an extensive list of subject headings relative to the exhibit. Finally, a computer terminal containing a hypertext system called "The Reference Assistant" includes a program developed specifically for the exhibit which provides an extensive bibliography of recent books in the KU Libraries' collection on various aspects of pluralism.

The exhibit was designed by Michael Biggins of the Libraries' Slavic Department and Marilyn Clark of the Watson Reference Department with assistance from the Bibliographic Instruction in the Reference Department (BIRDS) Group. The exhibit will continue until April 12th.

Rob Melton

DOOMSDAY BOOK DISPLAYED

The new exhibition in the Kenneth Spencer Research Library is entitled Portrait of a Kingdom: the Doomsday Survey of 1086. Focussed upon a newly completed facsimile edition of Doomsday Book produced by Alecto Editions, the exhibition displays this new edition, together with the first printed edition of Domesday Book (published in 1783), some early scholarly Domesday Book studies, and a group of original manuscript documents from the Department of Special Collections.

Domesday Book is the final report of a survey of over 13,000 localities in England which was carried out in 1086, just twenty years after the Norman Conquest. Designed to supply the king William I (William the Conqueror), with full information on the population, organization, natural and economic resources, and legal status of all part of his kingdom, the survey is a mine of information for the historian of mediaeval England.

The Alecto Editions facsimile, Great Domesday, was begun in 1986 (just 900 years after the completion of the original survey) at the request of the Public Record Office, and took six times as long as the original survey to complete. It is made up of a color facsimile of the original manuscript, made by continuous tone lithography, with an accompanying newly edited translation, annotated maps of such detail that individual houses and orchards are shown, and volumes of indexes and other supporting material designed to assist the researcher in making best use of the facsimile. It is printed on archival paper with a predicted life of 500 years.

Also included in the exhibition are original manuscript documents from the Spencer Research Library's collections ranging in date from 1225 to 1656. Each one is connected with a locality described in Domesday Book and the relevant passages from the Alecto edition are shown along with each document.

The exhibition, by Alexandra Mason, is open from 8 to 6, Monday through Friday, and from 9 to 1 on Saturdays.

Jim Helyar
O’HEGARTY’S IRELAND: A SAMPLING FROM THE COLLECTION

P.S. O’Hegarty, 1879-1955, was an author, an editor, a politician, the first head of the Irish Post Office, an ardent Irish nationalist, and a collector of books. Acquired by the University Libraries in 1959, the 16,000-volume O’Hegarty Collection is perhaps the strongest Irish Studies resource in the US. During March, KU’s Irish Month, a small selection from its riches will be on show in the Kenneth Spencer Research Library. Over the last three years the collection has been catalogued with funding from an Office of Education grant, and the bibliographical records can now be accessed electronically by libraries nation-wide and internationally.

Spencer Library is open weekdays from 8 to 6 and Saturdays from 9 to 1. Jim Helyar

ATTACHMENTS

Library Employees Health and Safety Committee Minutes--February 23, 1993
Library Faculty Assembly Executive Committee Minutes--February 22, 1993; March 1, 1993
How To Develop A Disaster Preparedness Plan
DPS Promotion and Transfer List
Library Employees Health and Safety Committee
Minutes-February 23, 1993

The minutes were amended and approved.

Malcolm distributed Stress Management seminar posters for the committee to distribute. Margaret has submitted a reminder for publication in the FYI and will submit a poster as well. Committee members confirmed their duties for the seminar. Sandy Gilliland will introduce the speaker, Jerry Johnson.

Margaret reported that only a few units have responded with lists of hazardous materials kept in their area. She will issue another call for response. Malcolm reported that he had talked with Ed Beckert, a photocopy trainer with Electronic Business Equipment, regarding the potential hazardous aspects of toner and concerns about proper disposal. Beckert couldn't answer Malcolm's queries but will be getting back with him with the answers. The information will be forwarded with the hazcom inventory to Mike Russell.

The committee reviewed our charges and the progress we'd made in each area. The committee does not want to stray too far from the charges. As the committee continues to feel that it should be an educational clearinghouse, not an administrative tool, there was some concern expressed that the focus not shift to administration.

Those areas in which we felt we had been most successful were identifying areas of present and potential concern regarding working conditions, investigating identified areas of concern, mounting of educational programs, and preparing written reports. Those areas in which we felt we had been least successful were devising a framework for effective coordination of effort with other committees and recommending ongoing measures to ensure that future health and safety concerns will continue to be addressed after the dissolution of the committee. However, it was agreed that we have made efforts, whether by action or only discussion, in all areas covered by the charges.

Margaret will raise the general issue of health and safety lighting consultation with the University Employee Safety and Health Committee, both in regards to Hoch and to any other future building efforts. She will also ask Prof. Ron Helms, whom the committee had hired as a lighting consultant, if his report to the committee could be shared with the University committee, architects, and other parties involved.

Margaret also expressed concern that portions of the revised classified state job classification descriptions on health and safety issues did not reflect reality, and she will ask what we can do to have input in this. A discussion of this issue lead to the conclusion that there needs to be a general library policy regarding health and safety as health and safety concerns are not just limited to those employees with job descriptions (e.g. classified employees).

Kendall reported that she had received the rug catalogs and that the mailroom was working on measurements for a special request. In addition, a special request will come from the Fines Office for a rug at the service window. In addition, a special request will be submitted for a partition for the library van to separate the carrying compartment from the front seats. This is as a result of a recommendation from the University Health and Safety committee.

Paulette reported that Suzanne Tronier had given approval of our use of the University of Washington's health and safety poster. Margaret reported that she had received a catalog of excellent posters as well.

The next meeting will be Tuesday, March 2, at 2:30.
LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE FEBRUARY 22, 1993 MEETING

Present: Rick Clement (Chair), Sandra Brandt, Nicholas Eshelman, Sandra Gilliland, Sally Haines, Rachel Miller, David Pardue

1. Minutes: The minutes of the February 15 Executive Committee meeting and the February 17 general LFA meeting were approved. The Committee reviewed and accepted minutes from the Committee on Budget and Planning (February 2).

2. Statement on Library Faculty Performance Evaluations: Rick Clement distributed a draft of a memo to accompany the ballot. To save paper the statement itself would not be re-distributed, since it had not been altered. The ballot results should be available in time for the LFA Exec meeting of March 15. Assuming the statement is accepted by the membership, Exec would then consider what to do next. Another open meeting would be needed to discuss the options.

3. Merit Salary Distribution Ballot: Clement reported that he had spoken with Lorraine Moore, Chair of the Committee on Salaries and Benefits, to confirm that the Nominating and Ballot Committee would be asked to report this year's ballot results separately for faculty and unclassified professional staff. Clement indicated that he was at work on a draft of an explanation to be sent to the membership. How to handle the ballot in future years remains to be decided and would require a general LFA discussion.

4. LFA Exec's Agenda: The group reviewed the topics still requiring attention this year.
   a) The proposed LFA code revisions must still be considered at an open meeting, probably in March.
   b) The biggest agenda item remaining is a series of interconnected issues related to the status of unclassified professional staff in the Libraries. These arise in part from Dean Crowe's response to the 1989 Task Force report, as well as from questions posed by Sherry Williams and Deborah Dandridge. Clement reported that he, Dean Crowe and Sandy Gilliland are scheduled to meet with Academic Affairs administrators on March 2nd regarding several of these issues. Gilliland mentioned that Dean Crowe had received a survey regarding academic staff from the Faculty Senate's Committee on Faculty Rights, Privileges and Responsibilities. The survey included the titles of "program assistant" and "research assistant," even though these are unclassified professional staff titles. Gilliland will contact the Committee's chair to obtain further information.
   c) The professional development survey should also be discussed by the membership, perhaps at the same open meeting as the LFA code revisions and committee reports.

5. Professional Development Survey: Exec then turned to the latest draft of the survey. Several suggestions for changes were offered. A revised version will be prepared for the next meeting.

6. Next Meeting: Exec will meet again on Monday, March 1.

Reported by Rachel Miller
LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE MARCH 1, 1993 MEETING

Present: Rick Clement (Chair), Sandra Brandt, Sandra Gilliland, Sally Haines, Rachel Miller
Absent: Nicholas Eshelman, David Pardue

1. Minutes: The minutes of the February 22 Executive Committee meeting were approved. Minutes from the Committee on Staff Orientation (February 9) and the Nominating and Ballot Committee (February 22 and February 23) were reviewed and accepted.

2. Statement on Library Faculty Performance Evaluations: Rick Clement reported that a member had questioned the statement, made on the ballot, that the document could be approved by a simply majority of those voting. (The LFA Code is silent on the matter.) Clement consulted with Ken Lohrentz, who checked Robert's Rules of Order and then reported that a simple majority of those voting will decide the outcome of any ballot by default unless another method of determining the result has been specifically provided for in advance. The Nominating and Ballot Committee will look into the possibility of proposing a change to the by-laws to clarify this point. Sandra Gilliland distributed a copy of a memo that Dean Crowe received from Dave Shulenberger, Acting Vice Chancellor for Academic Affairs, entitled "Guidelines for Reviewing Departmental Faculty Evaluation Plans." The group agreed that all the points in the memo had been addressed by the Statement on Library Faculty Performance Evaluations.

3. Merit Salary Distribution Ballot: Clement shared the results of the recent ballot, and of the separate tabulation done for faculty and unclassified professional staff. The group discussed the results, concluding that the inclusion of unclassified professional staff in the salary ballot did not appear to have affected the results. The tabulation will be forwarded to Lorraine Moore, Chair of the Committee on Salaries and Benefits. Clement will ask that Committee to review the results and share their interpretations with Exec, along with any advice on how widely the information should be distributed. Exec's preference is to forward the tabulation to Dean Crowe and to the LFA membership at large. Sandra Brandt pointed out that the fundamental issue to be addressed is the University's requirement that faculty vote on the distribution of merit salary monies. Meeting the requirement means either a separate ballot for unclassified professional staff, or continuing to tabulate the ballot results separately. The group will discuss the issue again after input from the Committee on Salaries and Benefits.

4. LFA Code Revision: Clement reported that the Nominating and Ballot Committee will be joining Exec at a future meeting to present a proposal to revise the by-laws. The proposal would introduce a new method of drawing up ballots so that run-off elections can be avoided, and could be considered at the same LFA open meeting as the code revisions still pending.

5. Professional Development Survey: Exec reviewed the survey again, offering further suggestions for changes. A revised version will be considered at the next meeting.


Reported by Rachel Miller
Don't get caught with your plans down.

HOW TO DEVELOP A DISASTER PREPAREDNESS PLAN

presented by

Toby Murray, University of Tulsa

Wednesday, March 24, 1993
9 a.m. - noon
Overland Park Marriott, Quail Creek Rooms I & II

What: Here in Kansas, Tornado Alley USA, disaster preparedness is always a timely topic. Yet a recent survey revealed that only eight Kansas libraries have disaster plans in place. Here's an opportunity for you to learn how to prepare an effective disaster preparedness plan. Sponsored by the Kansas Library Network Board.

Who: Toby Murray, Certified Archivist, is Preservation Officer at the University of Tulsa. She edits the award-winning Conservation Administration News and presents workshops on preservation topics throughout the U.S.

Cost: No charge. Limited to 25 participants. Pre-registration required. (See Registration Form)
"Uh oh, what do we do now?"

A DISASTER RECOVERY WORKSHOP

presented by

Toby Murray, University of Tulsa

Tuesday, March 23, 1993
10 a.m. - 4 p.m.
KU Regents Center, Room 121

What: Broken pipes, leaky book drops and other hazards can threaten materials in your collection. In this workshop, you'll learn how to respond if disaster strikes. Here's your chance to gain hands-on experience in treating damaged materials. So wear your raincoat, break out your overshoes, and come ready to learn from a nationally-recognized expert. Sponsored by the Kansas Library Network Board.

Who: Toby Murray, Certified Archivist, is Preservation Officer at the University of Tulsa. She edits the award-winning Conservation Administration News and presents workshops on preservation topics throughout the U.S.

Cost: $30. Limited to 20 participants. Pre-registration required (See Registration Form)
PERSONNEL

Julie Slusser has been appointed as a full-time Office Assistant III in the Cataloging Department. Julie was previously employed with the Douglas County Personnel Department. Her appointment is effective March 18th.

FACULTY GOVERNANCE ELECTIONS

This week all library faculty should have received Faculty Council and Athletic Committee ballots, and a governance committee preference form. The LFA Executive Committee would like to point out that Kathleen Neeley is running for election to Faculty Council and John Miller for election to the Athletic Committee. Ballots must reach the Governance Office, 308 Strong Hall, no later than 5 p.m. Friday, March 19. Library faculty who have not yet returned their ballots may wish to walk them over to the Governance Office in order to meet this deadline.

"STATEMENT ON FACULTY PERFORMANCE EVALUATION"

The "Statement on Library Faculty Performance Evaluation" which was recently submitted to the Library Faculty in a mail ballot has been accepted, 40 in favor, 4 against. It has been forwarded to Dean Crowe.

Rick Clement

LIPPINCOTT 2000

Acquisitions and Cataloging staff recently finished processing the last volumes of the infamous "Lippincott 2000" collection. During the early 1980s Watson stacks inventory project, a number of volumes were, as it turned out, prematurely declared lost and their records pulled from the card catalog (incompletely in a number of cases). The volumes that re-appeared, eventually numbering over 2000, were stored in Lippincott Hall, awaiting processing. Starting in FY90, student assistants working under Lars Leon provided the needed bibliographic searching. Geri Slater and Joy Fry handled the actual reinstatement or recataloging. Some items were withdrawn in FY91 and FY92 after Bibliographer review. As of last week, the remaining "Lippincott 2000" have bibliographic records once again, and have been returned to Watson stacks.

Rachel Miller, Lorraine Moore

MIKE BIGGINS HAS NEW TRANSLATIONS PUBLISHED

Mike Biggins is the principal translator of Double Vision: Four Slovenian Poets, just published by Aleph/Poetry Miscellany Books in Chattanooga, Tenn. and Ljubljana, Slovenia. The poets included in the book are Ales Debeljak (b. 1961), Alojz Ihan (b. 1961), Brane Mozetic (b. 1958), and Jure Potokar (b. 1956). All but Ihan are translated by Mike. A copy is currently being added to the collections.

Rob Melton

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
ADOPT-A-MEDIAN CLEAN-UP SCHEDULED

The KU Libraries will perform its fourth and final median clean-up on Sunday, March 28th, beginning at 3:00 p.m. Meet at the Immanuel Lutheran Church parking lot, 15th and Iowa, for trash bags, vests, and instructions. For those of you who've always wanted to clean up a median and never had a chance, don't let this opportunity get by you, because there won't be another one like it soon!

Verna Froese

ADOPT-A-PARK, 1993

Thanks to all of you for your response to my questionnaire. For those who expressed a preference, most requested Veterans Park. It has now been officially adopted by the University of Kansas Libraries. My thanks also to Lars Leon and Rachel Miller for agreeing to help organize the June, September, and December clean-ups. You'll be hearing from us again as dates and times are announced.

Verna Froese

REGENTS CENTER LIBRARY OPEN HOUSE

The KU Friends of the Library invite you to an Open House at the new Regents Center Library in Overland Park on Wednesday, 24 March 1993 from 5:30 p.m. to 7 p.m. As well as celebrating the opening of the new facility, this will be an opportunity for visitors to see and sample what is primarily an electronic library, including FirstSearch with unrestricted access to all 29 databases. The book collection is around 15,000 volumes, closely tailored to the Center's current curricula.

L. E. James Helyar

ATTACHMENTS

Classified Conference Executive Board Minutes--26 January 1993, 9 February 1993
Library Automation Committee Minutes--February 24, 1993
Library Faculty Assembly Executive Committee Minutes--March 8, 1993
Staff Development Committee Minutes--February 4, 1993
Staff Orientation Committee Minutes--February 23, 1993
Minutes, Classified Conference Executive Board
26 January 1993


Meeting with Dean Crowe: The Dean was not present due to a scheduling conflict.

Minutes of the December meeting were presented. If no changes are suggested before 11 AM on February 1st they will be considered approved and submitted to FYI.

Committee Reports: There were no comments on the written report from Staff Development. Budget and Planning and Staff Orientation presented no reports. There was no Senate Library Committee meeting. For Personnel Committee see Old Business.

Chair's Report: The last meeting with the Dean was covered in the December meeting. There was no Administrative Conference meeting - the February meeting might include discussion of the "Dean's Cabinet" aka Steering Committee (David distributed a memo covering the Dean's proposal). CCEB discussion covered retention of the Budget and Planning Committee perhaps as an advisory group, what the new group might do, what the Administrative Conference does. David thinks the Dean wants a small group he can talk to confidentially. It was suggested we take up the fate of B & P with LFA. David will check with Rick Clement and will ask the Dean if the Cabinet will duplicate activities of the present B & P. David asked CCEB to think about how to select a slate of candidates for the classified position of the Cabinet.

Old Business: No report from the ad hoc Committee on Constitutional Change. Larry Hopkins of Special Collections has agreed to run for the vacancy on the Grievance Committee. Janet A-S. is working on the vacancy on the Staff Orientation Committee. Alex will send out ballots. Bob Marvin reported for Al Mauler on Classified Employee of the Year. A writeup on poll results including recommendations was distributed. Recommendations mostly follow the poll except the chair of the Personnel Committee rather than the Chair of the CCEB was suggested as a member of the selection committee. David suggested that any comments be e-mailed to Al by February 2nd. David commended the committee. The next General Meeting will be held at 1:30 pm, February 9th in Watson Conference Rooms A and B. Janet A-S. will talk about KLOA, David and Janet will talk about the Strategic Planning Workshop and the Reclassification Survey.

New Business: David, Janet and Bob discussed the Strategic Planning workshop. The meeting covered 1 1/2 days, shortened due to inclement weather. It featured many flip charts and much small group work. The basic premiss was teaching a large group how to set goals for the library. Library history and external influences on the library were covered. Small groups were set up to cover different goals for the library - there were no funding limitations for this. The next step in the process will be selection of a steering committee to start implementing the process. This committee will develop goals and then start task forces which will include wider representation of staff. A report to all staff is being worked on. David passed out copies of the Dean's response to the report of the Committee for Unclassified Professional Staff. David requested comments by February 2nd. Officers will draft an official response. David will try to get a copy of the original report. David has a copy of the Comprehensive Classification and Job Rate Study Final Report. No Library Assistant or Associate changes in pay range. Library Associate is referred to as Library Assistant III in parts of the report. Copies of the report will be put on reserve in Anschutz and Watson libraries.

Announcements: David will not be attending a conference this year so the money allocated for this will be used to bring in a speaker for classified staff. The April meeting of CCEB will be held on the 27th, not on the 28th as was listed on the e-mail message. A discretionary holiday has been approved for the current year but must be taken as an 8 hour block of time. The KLA will meet in Overland Park on March 24-26th. KLOA will meet in Salina on April 21st.
Minutes, Classified Conference General Meeting
9 February 1993


New Classified Staff: Mary Heck (Cataloging), Livia Perlaky (Acquisitions) and Corrie Thompson (Science) were introduced.

Old Business: LFA Committee Revision is still on hold. The purpose and suggested makeup of the Administrative Conference Steering Committee (aka Dean's Cabinet) was reviewed. The Student Task Force report is on hold, latest development was Nancy Jaeger's response from a financial angle.

New Business: Constitutional changes will probably be ready for the last general meeting of the year. Members are encouraged to pass on suggestions for changes through their Group Representatives. There are two slight changes in evaluation procedures. Department heads will have written notice when evaluations within their departments are due and people being evaluated will be notified that a draft should be shown them for comment. Rex said that the changes have not yet been implemented. The Unclassified Professionals have requested that the Dean review their positions to see if any should be either tenure track or classified. The Dean has done this and sent out a response for comment. KLOA (Kansas Library Operation Associates), a Kansas Library Association roundtable, will meet in Salina on April 21st. David Benjamin and Sue Hewitt will be speaking. Registration is $25 prior to March 1st. No support for attendance is available from Staff Development but a NEKLS development grant could cover travel and registration. Janet A-S emphasized the importance of support staff activity in KLA. There was a two day retreat on Strategic Planning led by Maureen Sullivan from the ALA. The basic idea was to train some staff to create goals and assess values of the library. History of the library and external influences on it were covered. From those who attended, seven will be chosen to form a steering committee. These people could be self-nominated or nominated by others. There will be at least one classified member. The committee will set goals for the library for the year 2000. This plan will then be turned over to task forces to investigate the feasibility of implementing the goals. David strongly encouraged everyone to participate in a task force. Rex mentioned that the Executive Vice Chancellor's office is setting up a similar body for the University. David has the Reclassification Survey report published in November. There are no changes for Library Assistants or Associates except that in one area Associates are referred to as Library Assistant IIIs. Salary surveys were done in the mid 1980s with random spot checks since then and some comparison with peer schools. Mary Ann Baker has talked with Nan Hill (she handles reclassification for the University) who said there was some problem with outside comparisons because there were no private sector equivalents. Nan Hill also said the LA I salary range should be higher. Rex suggested contacting the University Classified Senate and coordinating any response with them. It was agreed that David and Mary Ann will work on this.

Announcements: Rex announced that lobby day at the state legislature will be the first week in March. Further developments will be announced in the FYI. David mentioned that the Dean has suggested that David and Rick Clement (head of LFA) invite the new Executive Vice Chancellor to come and talk to library staff.
Library Automation Committee  
February 24, 1993

Members: John Miller (chair), Sandra Brandt, Bill Crowe, George Gibbs, Mary Hawkins, Kent Miller, Jim Neeley, Mary Roach, Patrick Kingsbury

Guest: Larry Palmquist

Announcements

1. John distributed the first draft of last week's minutes and requested comments or corrections within the next few days.

2. John announced that the Documents Committee met last week and decided that, rather than deleting the non-depository monographic bibliographic records and their associated holdings and authority records that had inadvertently been added to the cataloging files, the bibliographic records would be "turned off" so that they and their holdings will not display in the online catalog, and the authority records would be marked as unevaluated and unused. The bibliographic record part of this fix has already been accomplished.

3. Mary R. mentioned that changes on GPO tapes as of this spring may affect the loading of Marcive document records. The subcommittee will meet to review these changes.

4. Patrick reported on progress on the loading of the Expanded Academic Index. Release F of the INQUIRE software, which we prefer to have loaded before finishing the programming, is still awaiting installation. An additional problem is that Release F requires an upgrade of PL/1, which we don't have at this time.

5. Future LAC meetings are scheduled for 10:30am, Thursday, March 11, in Watson conference room A, and for 1:30pm, Wednesday, March 17, in the 4th floor conference room in Anschutz, and tentatively for 1:30pm, Wednesday, March 31, in Watson A.

Discussion

1. Discussion continued from the previous meeting of Bill's draft document "Strategic Planning and the Future of Online Library Systems." Discussion centered on the form and duties of a Strategic Planning Advisory Committee. Added to the list of issues to be considered by this advisory committee are the following:

   - mainframe issues,
   - strategic vs. tactical aspects,
   - how much overlap with LAC
John recommended that LAC, or a portion of LAC, form the core of the advisory committee. Several others expressed agreement.

Bill reemphasized the use of the word "provider" in place of "vendor" to indicate the possibility of continuing local development.

John suggested having a large discussion group consisting of dedicated members, for the purpose of providing more input than a smaller group would, and within this group, a smaller group that would do the actual drafting of an RFR ("request for recommendation").

Sandra added that she thinks it would be beneficial to include representatives of various library interests not currently represented on the Automation Committee.

Bill reiterated from last week that the ultimate reward of this effort will be bidding leverage and self-determination. He will spend next week writing a 2nd draft of his proposal and invites input in the interim.

2. The discussion turned to implementation plans for Expanded Academic Index.

The Public Service Department Heads have requested that the following concerns be addressed:

1. Staff training and training of other users (development of workshops, guidelines, etc.)
2. Online help
3. Publicity (notifications, documentation, etc.)
4. Enhancements
5. Equipment
6. Data Collection (terminal use, etc.)
7. Follow-up staff training (updates, new releases, etc.)

Mary H. will invite John, Lorrie Knox, Barbara Jones, and Rob Melton to the March 3rd Pubheads meeting to address these concerns. [John, Lorrie, and Barbara are members of the EAI design group]

3. The final discussion topic concerned Document Delivery issues raised by the Germ group and whether and how LAC should be involved. It was determined that LAC will respond to issues raised by the Germ group via the Strategic Planning Committee. [note: the "Germ" group is an informal group meeting to discuss document delivery options and ideas -- it started with a "germ" of an idea from Jim Neeley about experimenting with document delivery to the Business School -- Germ is NOT an acronym]
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LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE MARCH 8, 1993 MEETING

Present: Rick Clement (Chair), Sandra Brandt, Sandra Gilliland, Sally Haines, Rachel Miller, Nicholas Eshelman, David Pardue

Guest: Ken Lohrentz

1. Proposed Bylaws Changes: Ken Lohrentz, speaking on behalf of the Nominating and Ballot Committee, proposed some changes to the LFA bylaws. These were intended to clarify what constitutes a majority for deciding a mail ballot, and to introduce the option of preferential voting as a way to avoid run-off elections. Exec members offered comments and suggestions. Nominating and Ballot will prepare a revised proposal for discussion by the membership at the same general LFA meeting at which the Code revisions are considered.

2. Minutes: The minutes of the March 1 Executive Committee meeting were approved.

3. Unclassified Professional Issues: Rick Clement reported that he, Sandy Gilliland, and Mary Hawkins (on Dean Crowe's behalf) had met on March 2nd with Sandra Gauth and Brower Burchill of Academic Affairs to explore the options that may be available for addressing the concerns that some unclassified professional staff have about their status. Clement explained that Dean Crowe will now consider the matter. The group discussed how it might proceed to deal with all the unresolved issues arising from the 1989 Task Force report and Dean Crowe's recent response to it.

4. Merit Salary Distribution Ballot: Clement reported that the tabulation was forwarded to Lorraine Moore, Chair of the Committee on Salaries and Benefits, and that he asked that Committee's members to review the results and share their interpretations with Exec, along with any advice on how widely the information should be distributed. Exec is now awaiting input from the Committee on Salaries and Benefits.

5. LFA Code Revision: A general LFA meeting to discuss this topic, as well as bylaw changes proposed by the Nominating and Ballot Committee, is scheduled for Thursday, April 8, 10:30-12.

6. Executive Vice Chancellor Visit: Clement reported that he has discussed this proposed visit with David Benjamin, Chair of Classified Conference, and will soon be drafting a letter to EVC Meyen.

7. Professional Development Survey: Exec reviewed the latest draft. Dean Crowe will be asked for his suggestions. A revised version will be considered at the next meeting.

8. Next Meeting: Exec will meet again on Monday, March 15.

Reported by Rachel Miller
Staff Development Committee
Minutes
February 4, 1993

Present: Julie Hoff (chair), Sandy Gilliland, and Gaele Gillespie.

Absent: Rich Ring, Tommy Hardin, and Lorrie Knox.

The Staff Development Committee (SDC) met at 10:30 am on February 4, 1993 in Watson conference room B.

Minutes were approved as changed.

Approved three out-of-state travel requests.

Discussed Maureen Sullivan's presentation on Improving Organizational Communication.

Discussed cosponsorship with the Library Employees Health & Safety Committee in presenting a Stress Management workshop scheduled for March 1, 1993 from 3-5 pm in Spencer Auditorium. SDC agreed to cosponsor this event.

Discussed arrangements for "Communicating Across Cultures" which is scheduled for February 23 and 25, 1993.

Also discussed preliminary arrangements for "Communicating with the Disabled" panel discussion scheduled for Wednesday, March 10, 1993 from 1:30-4:30 pm.

Gaele reported work was underway on the next issue of SDC Newsletter.

Next meeting of the SDC was scheduled for Wednesday, February 17, 1993 in Watson conference room B.

Submitted by Carole Dibben
STAFF ORIENTATION COMMITTEE

FEBRUARY 23, 1993

ATTENDEES: Jennie Dienes, Connie Powell, Jan Altenbernd, Sandy Gilliland, Mary Rector

Our new member Mary Rector was introduced to the committee by Sandy Gilliland. The minutes of the February 9th meeting were read and approved. The location and time of the meetings was discussed and approved by the full committee. Our next meeting will be held March 9th.

The first order of business was the Who's Who. We discussed the results of the survey of staff interest. Sandy offered to complete a questionnaire and we decided to do a mailing of this questionnaire at the next meeting. To make it easier for the staff, the questionnaire will allow four choices. For the new Who's Who staff may elect to:

1. Only include their name, rank and department.
2. Update the paragraph about themselves.
3. Use exactly the same paragraph about themselves.
4. Completely change the paragraph about themselves.

The results of the questionnaire will be due back to committee members no later than March 29th.

The next order of business was the luncheon. Sandy had a list of invitees, i.e. new employees as of January 1991. This luncheon is an opportunity for the new people to get acquainted with each other and with us. Invitations will go out the last of March. Tentative dates for the luncheon are in mid-April, i.e. the 12th-15th or 19th-23rd. We will look into location of the luncheon, what kind of food, etc. The Dean will be invited.

The tours for March were announced. They are:

Circulation led by N. Bishop---- March 2nd 10:00 - 11:00 am.
                        March 4th 1:30 - 2:30 pm.

Cataloging led by L. Moore------ March 16th 10:00 - 11:00 am.
                                       March 18th 2:00 - 3:00 pm.

Periodicals/Microforms-------- March 31st 2:30 - 3:30 pm.
      led by S. Couch and April 1st 10:30 - 11:30 am.
       S. Hawkins

Sandy will handle the advertising of these tours in our flyer, in the FYI and on e-mail.

The meeting adjourned at 2:30 pm.

Connie Powell
STRATEGIC PLANNING STEERING COMMITTEE NAMED

I am very pleased -- at last -- to announce the membership of the Strategic Planning Steering Committee. The names of the members are listed below.

Forming this important group required considerable discussion, involving the Budget and Planning Committee and the Dean's staff, as well of course as the individuals and their supervisors. I am now contacting Maureen Sullivan to get the process underway again with deliberate speed, still looking forward to having a planning document completed by December. This is especially important not only for the equanimity of all involved, but to ensure that strategic planning can be reflected in budget decisions during FY 1994 and budget preparation for FY 1995 and beyond.

The Library's planning initiative will benefit from the process and outcomes of the 1992 "Program Review," the updating of the University's statement of "Mission Role and Scope," and the Executive Vice Chancellor's announced master planning initiative that will shape the future growth of the campus. As a member of the University committee charged with this responsibility, I will make special efforts to communicate with the Library Steering Committee and all relevant task forces or working groups.

Other planning initiatives in the state (such as the Kansas Library Network Board's planning for preservation and the various plans for library networking across the state), in the region (BCR is now engaged in strategic planning), and nation (as OCLC updates its plan ["Journey to the 21st Century"] and the federal government takes new initiatives in such ventures as the NREN) also will bear directly on how we and others in the University leadership shape the future of the KU Libraries.

This issue of the FYI contains my third "State of the Library" report, on the theme "Outstanding Libraries." In the end, I firmly believe we can sustain outstanding libraries for KU only by meeting the four objectives I described for strategic planning in my FYI report on 4 February: "to sharpen understanding of how we best can meet the needs and wants of our users; establish a clearer process within the Library for decision-making; focus any new and reallocated resources on goals and objectives of the highest priority; and, generally, strengthen communication throughout the Library about how best to achieve our aspirations."

Membership: David Benjamin, Rick Clement (chairperson), George Gibbs, Rob Melton, Rachel Miller, Shelley Miller, Kathleen Neeley

-- W. J. Crowe

REMINDER

What: Adopt-a-Park Median clean-up
Where: Meet at Immanuel Lutheran Church parking lot, 15th and Iowa
When: 3:00 p.m., Sunday, March 28
Who: You!

Verna Froese
SPORTS CAMP

A limited number of the brochures/application forms for the youth summer sports camp sponsored by the KU Department of Health, Physical Education and Recreation are available in the Administrative Office, 502 Watson. Anyone interested in obtaining one of these brochures should come by and pick it up.

Rhonda

ATTACHMENTS

Library Health and Safety Committee Minutes--March 2, 1993
"Outstanding Libraries"

The State of the Libraries
of the University of Kansas
in 1993

Libraries and the Mission of the University of Kansas

After months of work by many faculty and administrators, the Kansas Board of Regents recently adopted a new statement of Mission Role and Scope for the University of Kansas. In a few carefully constructed paragraphs, KU pledges to offer "the highest quality undergraduate, professional and graduate programs comparable to the best obtainable anywhere in the nation . . . through faculty, academic and research programs of international distinction, and outstanding libraries, teaching museums, and information technology."

The fact that libraries are cited so prominently in this statement of institutional purpose once again reminds us of the importance which KU long has attached to the quality of its libraries. That libraries—or teaching museums or information technology—are even mentioned in a statement of a university’s mission, much less in so prominent a place, is noteworthy. Indeed, no other university governed by the Kansas Board of Regents refers to libraries in its statement of mission.

As much as this statement affirms the central place of libraries in the academic enterprise, it underscores also the continuing responsibility of library leaders to communicate with faculty, staff, administrators, students, alumni, and friends: to keep them informed about library issues and seek their advice and support. This is all the more important during this "tumultuous time," a phrase used in a recent, widely distributed article on the state of the nation’s research libraries.

What is an Outstanding Research Library?

Many in large research libraries have begun to ask if the academic community still shares a common understanding of what constitutes excellence in a research library. I believe that most of us at KU do continue to understand the complex mix of elements that make for a great library. However, as scholarly communication changes, especially with rapid increases in the costs of information and the proliferation of information technologies among the disciplines, that common understanding is being tested—and with it perhaps the future vitality of our libraries.

Most of us still look to tested measures of excellence in libraries -- taking counts of our library’s collections, staffing, building space, and expenditures -- and compare them with other libraries. The press has featured several stories recently reporting how KU fares in the most recent rankings made by the Association of Research Libraries. In almost all of these traditional counts (professional salaries the notable exception), KU continues to rank high. For example, KU is 18th among U.S. public universities in the size of collections.

KU celebrates the stature of its libraries with good reason. In this past year alone, we can point to several milestones: a collection which reached more than 3 million well-selected volumes; the opening of a new, well-equipped Regents Center Library; advanced plans at last to house our highly ranked government documents and map library in a portion of the reconstructed Hoch Auditorium; and the beginning of planning to celebrate the 25th anniversary of the Kenneth Spencer Research Library, next fall.
What New Issues Affect the Assessment of Libraries?

We must ask ourselves anew what we need to know to assess the quality of our libraries. As much as libraries will continue to be judged for the size and quality of their book and other traditional collections, as well as for the size and qualifications of their staff and adequacy of their facilities and equipment, libraries also must be examined in other areas that typically do yet not gain such widespread attention as the ARL rankings. I cite here only four of many possible examples of other less often discussed measures of a library's quality to illustrate this point:

* **We must look to the completeness and the power of library online catalogs.**

  In the year that KU added its 3 millionth volume, we also added our one millionth online catalog record, which is accessible not only throughout KU but also worldwide, via the Internet. We have much work to do to convert most of our pre-1970 card catalogs, which still contain more than 650,000 records for publications that are not represented in the online catalog; and we must look for ways to introduce more advanced capabilities, such as "keyword" searching, to the online catalog to improve intellectual access to the collections.

* **We must look to the access which the library provides to bibliographic sources beyond the online catalog.**

  We saw earlier this academic year the expansion of the database-rich "Local Area Network" from the Anschutz Science Library to terminals in Watson Library and Spahr Engineering Library -- and directly to several other campus units, including the School of Business, the Department of Mathematics, and the Kansas Geological Survey, as well as generally across campus through the campus ethernet network. Now, each month faculty and students conduct almost 8,000 searches, at no charge, of such familiar sources as Dissertation Abstracts, and others that are more widely known to faculty and students in specific disciplines, especially in the sciences.

* **We must look to the availability of publications that inform and instruct the university community about what the library has and can offer.**

  The KU Libraries recently issued a single sheet "News Brief" to inform the campus about the availability of a major new database, OCLC's marvelously rich "FirstSearch," which opens up to full searching the more than 27,000,000 items recorded in the online union catalog constructed cooperatively by KU and more than 10,000 other libraries worldwide. This is an early example of plans for a coordinated, if still modest, print -- and soon electronic -- publications program to inform faculty and students about what the KU Libraries offer to support research and teaching of the highest quality.

* **We must look to the library's ability to support outreach for faculty and students to information sources throughout the nation and the world.**

  We saw in this legislative session the Kansas Board of Regents advance a major funding proposal to improve "systemwide access to Regents libraries" through coordinated linking and upgrading of online catalogs, sharing access to diverse and costly databases, and speeding of document delivery among the libraries. I call special attention to this initiative because the KU Libraries' future ability to provide access to information not only across Kansas, but worldwide, depends almost wholly on securing this support. Prospects are not good for this session, but we must persevere or risk the harsh judgment of current and prospective faculty and students whose counterparts at many other major research universities increasingly benefit from such access.
What Factors Will Best Predict the Quality of Libraries in the Future?

Of all important matters before us, the most important indicators of how a research library is likely to fare in the future are found in the state of the library staff and the collections.

Staff: KU depends on the Libraries’ staff to ensure the quality of all that our libraries do—from building, organizing and caring for the collections to developing and offering effective information services. Here, I continue to express very grave concern. The KU Libraries, like so many other academic units, face the sobering prospect this decade of losing to retirement a generation of remarkable staff, in the Libraries’ case, many of them talented women who entered our ranks three and four decades ago when many other professional opportunities were not so open. With still greatly depressed salaries (KU Libraries’ average professional salary now ranks 104th among the 108 university libraries in the Association of Research Libraries), we will be hard-pressed to recruit successor librarians of high ability.

Compounding the challenge ahead is a much smaller pool of available librarians, as graduate programs in librarianship have been discontinued at more than a dozen of the best universities in the nation over the past decade. Seeking out the highly qualified and diverse staff we must have at KU to sustain the excellence the University expects of its libraries well may be a discouraging quest. Indeed, I expect the competition for recruitment of the best librarians to be greater than at any time since the years immediately following World War II.

Collections: We continue to face the too-familiar, wearying crisis in cost increases for collections. Other than for health care, there is no area of a research university’s budget that has experienced such steady and dramatic increases in costs over the last decade. Since the mid-1980s, for example, the cost of the average book purchased in the University Libraries has increased from $21.82 to $36.72, a 68% increase. The average subscription charge has increased from $65.97 to $143.03, a 117% increase!

Still, I must note here, with warm thanks, the consistent extra effort for acquisitions that has come from the University administration for many years. The acquisitions budget has increased by 56% during the same period I cite above. While there plainly has not been enough money to sustain collection development at the levels necessary fully to support the work of faculty and students, this University’s leaders have worked hard to avoid the worst of what has occurred at so many other universities, where, in some instances, actual cuts have been visited on acquisition budgets.

Conclusion

This year we celebrate the silver anniversary of the venerable Spencer Research Library, one of the great special collections libraries on this continent, indeed in the world; and we mark the opening of a "high tech" library at the Regents Center in Overland Park. The juxtaposition of these two events illustrates as well as any mass of statistical data I could present the wide embrace and diverse challenges faced by the research library in the modern American university.

Even as research libraries struggle to sustain our roles as keepers of the collective memory in the traditional collections and to be effective partners, with teaching faculty, in making that record accessible for teaching and learning, today’s libraries also must encompass the wider electronic world. In that quest, we persist in the best traditions of librarianship, albeit with new and different tools and some new methods.
University research libraries as places of collections and intellectual stimulus continue to hold—and will continue to hold—a special meaning in the academy. This will be true even as the quality of libraries increasingly will come to be judged not only by the extent and quality of local collections and services but also by the library’s ability to serve scholars and students effectively as gateways to scholarly information in the wider world.

A news story in a recent issue of *The Chronicle of Higher Education*, to which I referred earlier, describes this as a "tumultuous time" for research libraries. I recommend to your reading the extensive study upon which this story was based: *University Libraries and Scholarly Communication* (Washington: Association of Research Libraries for the Andrew W. Mellon Foundation, 1992).

One of the authors of this landmark publication is William G. Bowen, formerly of Princeton University, and now the chief executive of the Mellon Foundation. His eloquent introduction to this volume speaks directly to the question of what constitutes an outstanding library in a research university. As an aid to understanding the power of Bowen’s argument, I suggest that the reader substitute "universities" for "libraries" throughout the following passage:

> Why do great libraries have such a hold on so many of us? In part, I think, because of their ambience, the sense they give of the power of ideas and the luxury of being stimulated and encouraged to think for one’s self. Libraries are humbling places, because they remind us of the vast store of knowledge which we can approach but never control. They are humanizing places, because we are brought into contact with so many lives lived in the past as well as in the present. They are symbols of the continuity of learning. They stand for such basic principles as freedom of expression, the need to recognize and respect a diversity of views, and the obligation to come to one’s own conclusions—and then to be held accountable for what one has written.

> I do not believe that new technologies will, should, need to, or can supplant the pleasures of holding a book in one’s hand and turning its pages. Somehow, someway, we have to take advantage of the power of high speed processing and communication without losing sight of the larger purposes of the enterprise. It is true that the library is under significant pressure to change but also to accelerate its rate of change. It is no less true that the processes of change must respect all the functions and attributes of the library if it is to remain a vital center of learning in the broadest sense.

After reading Bowen’s words, I understood anew why KU chose to include "outstanding libraries" in the opening lines of its statement of mission. We know that if the library is not the university, it is the library—with the faculty and students—which truly represents the essential purposes of the university and its role in our society. It is for that reason that KU’s leaders are firm in their conviction that without an outstanding library, KU cannot long sustain its reputation as a university committed to excellence.

William J. Crowe  
Dean of Libraries  
March 1993

[An abbreviated version of this report was delivered at the meeting of University Council held on March 11, 1993.]
LIBRARY STAFF TO RECEIVE SERVICE AWARDS

Several library staff will be honored at the University's annual Employee Recognition Ceremony, on Tuesday, April 13th, beginning at 1:30 p.m. in the Kansas Union Ballroom. A special reception is being planned to honor these staff and library volunteers, on Monday, April 12th, at 3:30 p.m. in Conference Rooms A/B, Watson Library. All staff are invited to attend both events.

Library staff who will receive service awards this year are:

5 years: Janet Anderson-Story, Circulation; Esther Boyd and Marilyn Hu, Science Library; Kathy Graves and Mary Rosenbloom, Reference; Carmen Orth-Alfie, Documents/Map Library; Marianne Reed, Automation; Malgorzata Stamm, Cataloging.

10 years: Mike Biggins, Slavic; John Miller, Automation; Lorraine Moore, Cataloging.

15 years: Kerry Bower, Geri Slater and Margaret Wilson, Cataloging; Barry Bunch, Archives; Nancy Hollingsworth, Kansas Collection; Kathleen Neeley, Science Library; Gary Samuelson, Circulation; Denise Swartz, Administrative Office.

20 years: Mary Ann Baker, Special Collections; Joy Fry, Cataloging; Sherry Hawkins, Microforms; Susan Hewitt, Science Library; Janet Revenew, Periodicals; Jim Smith, Music Library; Inge Starr, Documents/Map Library.

30 years: Roger Anderson, Acquisitions/Collection Development; Ann Hyde, Special Collections.

35 years: Eleanor Symons, Reference.

Congratulations to all. Sandy Gilliland

WORKERS COMPENSATION AND HEALTH CARE SEMINARS ANNOUNCED

The Department of Human Resources is offering two (identical) informational sessions on workers compensation and treatment of occupational injuries and illness at Lawrence Memorial Hospital. Both sessions will be held on Monday, April 26th as follows:

10:30 - noon Spencer Library Auditorium
2:30 - 4:00 104 Green Hall

Staff from the State Self Insurance Fund office (which administers the workers compensation claims)--Marla Rutter, Administrator; Doug Hollandsworth, Insurance Claims Investigator; and Dodie Porter, Claims Advisor; as well as Scott Bailey, LMH Occupational Health Coordinator, and Phil Rankin, Assistant Director of KU Human Resources, will present information. Following presentations by panel members, the sessions will be opened up to questions. Registration is not required.

The following health care seminars have been scheduled:
WORKERS COMPENSATION AND HEALTH CARE SEMINARS ANNOUNCED (continued)

A Guide to Healthy Eating, a "brown bag" session to be held on April 1st in the Rock Chalk Room, Burge Union; and repeated on April 9th in Parlors A, B and C in the Kansas Union, from noon-1:00 both days. Ann Chapman, Dietitian III at Watkins Health Center will present the seminar. Registration is not required.

Weight Management, a class consisting of eight weekly sessions beginning May 11th and ending on June 29th, from noon-1:00 each day. This class will be held in the 1st floor conference room, Watkins Health Center. The cost for this class is $25. Employees who participate in the state health insurance plan who attend all of the sessions will receive a rebate of $8.00. This class is designed to help employees make graduate, long-term lifestyle changes in eating and exercising habits. Participants will learn principles that are safe and realistic to put you in control of your food choices. Registration is required. Contact Human Resources, 4-4946, by May 1, 1993.

Sandy Gilliland

TIME CARD DEADLINE

Please send all student time cards, unclassified absence cards, and classified monthly time reports to Rex Hargis in the Library Administrative Office by 12:00, Wednesday, April 14. Refer to pages 18 and 19 of the Student Employment Procedures Manual for the maximum number of reportable hours for student assistants and other information.

Rex Hargis

CDC EXECUTIVE COMMITTEE MEETING

The CDC Executive Committee will meet on Monday, 5 April at 1:30 p.m. in conference room A. The major items on the agenda will be: 1. Allocation of FY93 reserve funds; 2. discussion of procedures for a base/allocation review; 3. discussion of procedures for allocating future Anschutz endowment funds. See you Monday!

Rich Ring

ATTACHMENTS

Health and Safety Committee Minutes--March 18, 1993
Library Faculty Assembly Executive Committee Minutes--March 15, 1993
Nominating and Ballot Committee Minutes--February 26, 1993; March 11, 1993
Salaries and Benefits Committee Minutes--March 11, 1993
LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE MARCH 15, 1993 MEETING

Present: Rick Clement (Chair), Sandra Brandt, Sandra Gilliland, Sally Haines, Rachel Miller, Nicholas Eshelman, David Pardue

1. Minutes: The minutes of the March 8 Executive Committee meeting were approved (with revisions). The Committee reviewed and accepted minutes from the Staff Development Committee (February 4) and the Staff Orientation Committee (February 23).

2. Ballot on Faculty Performance Evaluations: Rick Clement announced the results of the mail ballot: of 55 ballots mailed to library faculty, 40 were cast in favor of the policy statement and 4 against.

3. Faculty Council Elections: Clement reported that an LFA member has suggested that Executive Committee take responsibility each year for nominating library faculty to run for Faculty Council and other elected governance committees. This will be recommended to next year's Executive Committee.

4. Faculty Performance Evaluations: Clement reported that he had asked Kent Miller, as Chair of the Ad Hoc Committee, to analyze existing evaluation procedures and comment on which need to be changed in light of the policy statement and which are lacking altogether and need to be written. As soon as this information is received, an open LFA forum will be scheduled. From Exec's own discussion, two approaches seem to emerge: one favors developing clear mechanisms that library faculty can use to resolve disagreements about weightings and obtain authorization for different research or service percentages than the usual range; the other favors minimizing changes and additions to present procedures, and prefers to avoid spelling out very many details, as a way to keep the process open and flexible.

5. General Research Fund Proposal: Discussion then turned to the General Research Fund Committee's "Proposed General Plan for Distribution of General Research Funds." Dean Crowe has forwarded the proposal to Exec, requesting comments by March 29. Discussion will resume at the next meeting.

6. Professional Development Survey: After reviewing the latest revisions to the survey, Exec approved its distribution to the membership, with a deadline of March 31.

7. Next Meeting: Exec will meet again on Monday, March 22 [this meeting was subsequently cancelled].

Reported by Rachel Miller
NOMINATING AND BALLOT COMMITTEE  
MINUTES OF FEBRUARY 26, 1993 MEETING, 8:15am  

Present: Shelley Miller, Ken Lohrentz, Kathy Graves  

A question about the definition of "majority vote" with regard to the recent ballot on faculty evaluation was raised to the LFA Chair and was referred to Ken Lohrentz of N&B. While reviewing this question in Robert's Rules of Order, N&B became aware of other procedural issues which need further attention. N&B decided to refer these issues to LFA Exec as recommendations for revision of the Bylaws. Ken drafted a proposed revision of the appropriate sections of the Bylaws and was asked by N&B to attend an upcoming meeting to LFA Exec to explain the proposed changes. The following proposed revisions to the Bylaws will be submitted to LFA Exec:  

3.1.3 For a valid voting result to be obtained from a mail ballot, the number of votes cast must not be less than the number required for a simple majority of the total LFA membership.  

3.1.4 A plurality shall not be considered as valid. Either a runoff election or a preferential vote may be used at the discretion of the Nominating and Ballot Committee to obtain a clear majority.  

The numbering would then be changed so that the current 3.1.3 becomes 3.1.5, etc.  

4.1.1 A two-thirds vote of those who cast a mail ballot shall be required for adoption of any proposed amendment to the Code, provided that a majority of the membership returns valid ballots.  

The next scheduled meeting of N&B is March 11, 1993 at 10:30 AM.  

submitted by Kathy Graves
NOMINATING AND BALLOT COMMITTEE
MINUTES OF MARCH 11, 1993 MEETING, 10:30am

Present: Shelley Miller, Ken Lohrentz, Kathy Graves

Minutes of the February 26, 1993 meeting were reviewed and revised.

The LFA mail ballot on the "Statement on Library Faculty Performance Evaluation" was tallied and the results will be given to the Chair of LFA Exec.

Ken reported that he had attended the March 8, 1993 meeting of LFA Exec to present N&B's proposed revisions to the Bylaws (see minutes of February 26, 1993 meeting). Exec rejected the proposed change to 3.1.3 because (1) it was hypothetical and (2) they were not sure how restrictive it might be. This will not be included in the draft of LFA Code changes when it is presented to LFA.

The option of a preferential vote in the proposed 3.1.4 was positively received. It will appear in the draft, with changes. LFA Exec did not feel that the choice between a runoff election or a preferential vote should be up to N&B. They want a preferential vote used whenever there are three or more candidates. They added 3.1.5 as a fallback procedure. They want to use the runoff election option if a preferential vote ends in a tie or where it is not appropriate to use the preferential vote on the first ballot (ie. there are only two candidates).

LFA Exec wants 4.1.1 left as it is, without the last phrase being deleted.

Rick Clementi, Chair, LFA Exec, asked Ken to write a rationale for each point to correspond with the format used by the Code Revision Committee in the rest of the draft document.

Submitted by Kathy Graves
Minutes of meeting: March 11, 1993
Present: J. Emde, B. Gaeddert, S. Gilliland, L. Moore

Lorraine reported that for several years the salary ballot has been distributed to both library faculty and to unclassified professional staff members. Since the LFA Code does not cover the polling of unclassified professionals by the Committee on Salaries and Benefits, Lorraine spoke with the LFA Executive Committee. LFA Exec was not in favor of reporting Librarian I, II, and III totals separately, but did suggest that the Nominating and Ballot Committee report both grand totals and separate totals for library faculty and unclassified professionals. Upon examining these totals it was determined that there was no measurable effect on the final outcome when the unclassified professional vote was included. The figures will be reported to the Dean as a grand total and also as a grand total to the membership, as an attachment to the questionnaire which Salaries and Benefits is working on. LFA Exec suggested that the LFA discuss next year whether unclassified professionals should be included in the vote, and if so, whether separately or not.

Lorraine reported that the LFA Exec has asked Salaries and Benefits to prepare a questionnaire concerning the salary ballot to be distributed to the library faculty this spring. Lorraine presented a draft of the questionnaire and a draft of a cover memo. A few editorial changes were suggested. Sandy and Lorraine will put the questionnaire in final form and have it distributed.

Lorraine discussed the ARL salary statistics. KU's median salary is 95th out of 108 ARL libraries. Our beginning salary is 101st, and our average salary is 104th. Lorraine reported that a proposed new salary schedule for Kansas civil service librarians indicates a beginning salary which is higher than KU's beginning salary. Dean Crowe has expressed concern to Acting Vice Chancellor Shulenburger about this. The beginning salary proposed for a civil service Librarian I is $24,384, as opposed to KU's $22,000. The starting salary proposed for the rank of Librarian II would be $28,212 and for Librarian III, $31,101.

We will hold our next meeting after the questionnaires have been tabulated.

Respectfully submitted,

Barb Gaeddert, Secretary
Library Employees Health and Safety Committee
Minutes - March 18, 1993

The committee reviewed and approved the minutes of March 2, 1993.

Margaret reported on the joint meeting with the Disaster Planning Committee regarding proposed CPR training for staff. Both committees decided that CPR training was staff development, not job related, so Health and Safety will not be involved. The two committees also discussed possible overlap in charges. However, as the Disaster Planning Committee's current focus is on books and other library materials and the Health and Safety Committee's focus is on people, it was decided that there really wasn't very much overlap.

Margaret and Toni discussed the onsite inspection of Toni's workspace by Marge Epperson and Diane Bell of Lawrence Memorial Hospital. They pointed out that, if such an inspection is requested by a doctor, it is covered by Worker's Comp.

Speaking of Worker's Comp, a Worker's Compensation information session given by State Self-Insurance representatives from Topeka, will be held in the Spencer Research Library Auditorium on Monday, April 26, from 10-12.

Margaret also mentioned that Cataloging will be buying footrests for use as document holders. Due to the nature of the materials they work with, these work better than regular document holders.

The committee then spent the rest of the meeting discussing the topics that would be covered in the meeting with Bill Crowe, Nancy Jaeger and Sandy Gilliland that would take place right after today's committee meeting.
SDC SEMINAR #9: TIME MANAGEMENT AND MANAGING PATRONS

As a reminder, all staff are invited to attend two informative seminars offered by the Staff Development Committee. "Approaches to Managing Problem Patrons" will deal with specific public and technical service activities involving interacting with individuals in the library who exhibit anger, deviant activity or criminal behavior. This seminar is offered twice on Friday, April 16, in the Anschutz Science Library (4th floor conference room): from 9:00-noon, and again from 1:30-4:30.

"Time Management" will enable participants to identify the most frequent and frustrating problems related to committee meetings; identify the most frequent time problems for themselves and those they work with; establish goals and priorities in relation to the work; and identify techniques for managing their time on a daily basis. This seminar is offered twice on Monday, April 19, in Conference Room A, Watson Library: from 9:00-noon, and again from 1:30-4:30.

Tom McNally, Assistant Director for Public Services, University of South Carolina, will present both seminars. To register, contact Sandy Gilliland, 4-3601, or e-mail SGILLILA. Registrations are due by noon, Thursday, April 15th. Staff Development Committee

HUMAN RESOURCES PROFESSIONAL DEVELOPMENT CALENDAR

Attached to this issue of FYI is a copy of the Human Resources' Professional Development Calendar for the months of April, May and June. Library staff interested in participating in any of the seminars offered during this quarter as asked to first obtain their supervisor's approval to participate, and then register by calling Human Resources at 4-4946. Contact Human Resources or Sandy Gilliland if you have questions regarding any of the seminars. S. Gilliland

HARMONY IN A WORLD OF DIFFERENCE

Attached to this issue of FYI is an announcement of "Harmony in a World of Difference", a workshop on cultural diversity presented by the University's Unclassified Professional Staff Association (UPSA). Registration is limited; instructions are included on the announcement. All staff are invited to attend. S. Gilliland

TIME CARD DEADLINE

Please send all student time cards, unclassified absence cards, and classified monthly time reports to Rex Hargis in the Library Administrative Office by 12:00, Wednesday, April 14. Refer to pages 18 and 19 of the Student Employment Procedures Manual for the maximum number of reportable hours for student assistants and other information. Rex Hargis
Staff Development Committee
Minutes
March 2, 1993

Present: Julie Hoff (chair), Lorrie Knox, and Carole Dibben

Absent: Tommy Hardin, Rich Ring, Gaele Gillespie, Sandy Gilliland

The Staff Development Committee (SDC) met at 10:30 am on March 2, 1993 in Watson conference room B. Rich, Gaele and Sandy were unable to attend due to a meeting of the Administrative Conference.

Discussed upcoming out-of-state travel deadline. Carole will prepare an announcement for FYI.

Julie reported that a second presentation of Communicating across Cultures would need to be rescheduled. The session scheduled for Thursday, February 25 had to be postponed due to the snow storm.

Julie indicated that the reservations concerning the panel discussion/workshop on Communicating with the Disabled had been resolved and it had been scheduled for March 10, 1:30-4:30 pm.

At the next meeting, SDC will review the finances and the minutes of the February 16 meeting.

The next meeting of SDC will be at 10:30 am on Wednesday, March 17, 1993 in Watson conference room B.

Submitted by Carole Dibben.
LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE MARCH 29, 1993 MEETING

Present: Rick Clement (Chair), Sandra Brandt, Sally Haines, Rachel Miller, Nicholas Eshelman, David Pardue
Absent: Sandra Gilliland

1. Minutes: The minutes of the March 15 Executive Committee meeting were approved. The Committee reviewed and accepted minutes from the Nominating and Ballot Committee (February 26 and March 11) and the Committee on Salaries and Benefits (March 11).

2. Faculty Performance Evaluations: Rick Clement reported that he had transmitted the policy statement to Dean Crowe on March 16, and that on March 18 Dean Crowe had in turn transmitted it to the Office of Academic Affairs. Kent Miller, Chair of the Ad Hoc Committee, has not yet responded to our request that the Committee analyze existing evaluation procedures and comment on which need to be changed in light of the policy statement and which are lacking altogether and need to be written. As soon as this information is received, an open LFA forum on these issues will be scheduled.

3. Staff Development Committee: Clement reported that Julie Hoff, Chair, responded to the additional charge that the Committee review methods for funding professional travel. The Committee has accepted the additional charge, and to facilitate the review, has asked to see the results of the recently-distributed survey on professional development. The survey deadline is March 31.

4. LFA General Meeting: The principal agenda item for the April 8 meeting is the recommendation from the FY92 Ad Hoc Committee to Revise the LFA Code. A packet containing the recommended revisions will be distributed to the membership soon. In keeping with the traditional format for LFA general meetings, new members will be introduced, and committee chairs will report on committee activities. Clement asked Rachel Miller to contact committee chairs to make sure that each committee is represented at the meeting.

5. General Research Fund Proposal: Discussion then turned to the General Research Fund Committee’s "Proposed General Plan for Distribution of General Research Funds." Dean Crowe has forwarded the proposal to Exec, requesting comments by March 29. Clement reported that he had talked with a member of GRFC about the plan. That member saw no great difficulty with the Libraries functioning as one of the "entities" which under the proposed new system would be responsible for administering research funds. Because each entity's allocation would be based on its track record of past use of General Research Funds, and because librarians have made little use of these funds, the Libraries would not be likely to receive much. The Executive Committee discussed the implications of applying for and administering a GRF allocation. Would an existing library faculty committee, perhaps LCPT, review proposals and make individual allocations? Would a new library faculty research committee need to be created? If yes, would this new committee's role be limited to administering GRF allocations, or would it be assigned broader research-related responsibilities? What types of research would be appropriate for funding—research in any discipline, or "library research"? And if the latter, how would "library research" be defined? On what criteria would recommendations for or against funding be based? Recognizing the complexity of these issues, Exec members nevertheless agreed that if the GRFC's proposed plan is adopted the Libraries should apply for a GRF allocation. Clement will share the Committee's views with Dean Crowe.

6. Next Meeting: Exec will meet again on Monday, April 5, with Dean Crowe.

Reported by Rachel Miller
UPSA Presents

Harmony in a World of Difference

A workshop on cultural diversity

April 20, 1993
8:00 AM- 4:30 PM
Kansas Union, Kansas Room

Please post. All university staff are welcome. Registration required. To register write Pat Oslund, IPPBR, 607 Blake Hall. Include name, phone, campus address and type of appointment as Unclassified Professional, Classified, or Faculty/Academic staff member. Registrations due Thursday, April 15, 1993.
MORE PROFESSIONAL DEVELOPMENT:

The Professional Development Unit continues to offer consultation and program development services to departments across campus to design and deliver training programs specific to their unique needs. Some of the program areas available for in-house training are: Communication, Conflict Management, Stress Management, Time Management, Team Building, Counseling Skills, and Customer Service.

If your department would like to request this service from Professional Development, you are invited to contact Kathleen Ames-Oliver at 864-4946.

KU DEPENDENT CARE REFERRAL SERVICE

Family Caregiving Programs offered by the KU Dependent Care Referral Service are free and open to all interested adults. If you are a KU employee, please get your supervisor's permission to participate in programs conducted during your work hours. Reservations are encouraged, yet not required. For pre-registration and more information, please call 864-4946. Accommodation will be provided for persons with disabilities. If you are in need of accommodation, you must advise Human Resources staff at the time of course registration.

Sessions have been submitted to the State of Kansas for in-service training clock-hour credits for child care providers; approval is pending unless otherwise specified.

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<th>Date</th>
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<tr>
<td>*April 22</td>
<td>12:00 - 1:00 pm</td>
<td>Mealtime/Family Time: Balanced Meals Prepared, Served and Eaten Together with School-Age Children*</td>
<td>Kansas Union, Alcove F</td>
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<td>April 27</td>
<td>12:00 - 1:00 pm</td>
<td>Blended Families and Step-Parent Processes*</td>
<td>Kansas Union, Alcove A</td>
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<td>May 11</td>
<td>7:00 - 8:30 pm</td>
<td>Realistic Expectations for Children: Newborn to School-Age (What to Expect and When to Worry)*</td>
<td>Lawrence Public Library Auditorium</td>
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<td>May 26</td>
<td>12:00 - 1:00 pm</td>
<td>Just You and Me, Kid (Single Parenting Issues)*</td>
<td>Kansas Union, Alcove A</td>
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<td>June 9</td>
<td>7:00 - 8:30 pm</td>
<td>True Colors: Understanding Learning Styles and Improving Self-Confidence and Esteem*</td>
<td>Lawrence Public Library Auditorium</td>
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*has been approved for in-service credit, KDHE, family day care homes and centers.
## Professional Development Calendar

### April, May, June 1993

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**Note:** All sessions which include the 12 noon to 1 pm time period break for lunch during that time.

Programs offered by the Department of Human Resources are open to all employees of the University. In accordance with ADA, every effort will be made to accommodate persons with disabilities. If you are in need of an accommodation you must advise Human Resources staff at the time of course registration. All programs are in Room 102 Carruth-O'Leary unless otherwise noted. Please get your supervisor’s permission to participate in these programs. For reservations call 864-4946.
Accommodations for persons with disabilities will be provided. If you are in need of an accommodation you must advise the Human Resources staff at the time of registration.

UNASSEMBLED EXAMINATIONS OFFERED: Carpenter I, Dietitian I & II, Radiologic Technologist I (Diagnostic X-Ray)

WRITTEN EXAMINATIONS OPEN FOR CONTINUOUS RECEIPT OF APPLICATION: Cook, Food Service Supervisor I & II, Keyboard Operator I & II, Office Assistant II & III, Secretary I & II
NUGENT RETIREMENT ANNOUNCED

After 43 years of dedicated service to the KU Libraries and the University of Kansas, John Nugent, University Archivist, has announced his retirement, as of August 31.

John came to KU in September 1950 as a cataloger following his completion of undergraduate and graduate degrees and after distinguished service in combat during World War II. He was appointed Circulation Librarian in 1953 and the first University Archivist in 1969. John is best known for his commitment to provide service of the highest quality, his expert knowledge of the history of KU, and his ability to clarify often obscure questions and then successfully to identify and retrieve relevant information from disparate sources.

We will soon announce plans to honor John for his many valued contributions to the University and the Libraries over the past four decades.

- W. J. Crowe

ELECTRONIC FUNDS TRANSFER OF BONUS CHECKS

Starting next month, classified longevity bonus checks will be sent to the bank for those employees signed up for Electronic Fund Transfer (EFT). If you are interested in signing up, please let me know.

Rex Hargis

FORTIETH ANNIVERSARY

Forty years ago, April 20, 1953, the Libraries made what remains the single largest acquisition in its history: 30,862 volumes from the John Crerar Library.

As well as being the largest acquisition, it was one of the Libraries’ most significant. Included was the core of Crerar’s "internationally distinguished collection on economics," which was built upon the 6000 volume Ely Collection. Better known today, however, is the Gerritson Collection: 3000 volumes (4334 titles) on the economic, intellectual, and social history of women. There were also more than 10,000 volumes of political science, sociology, and architecture. Together, 29,916 volumes were purchased for $40,000, plus shipping. Another 946 volumes of U.S. documents were obtained gratis. All became available when the John Crerar Library decided to limit its collections to science and technology.

Chancellor Franklin D. Murphy and University Librarian Robert Vosper clearly encouraged large-scale collection building, but specific credit for the discovery and pursuit of the John Crerar materials was, according to an April 14th memo from Vosper to Murphy, "Thanks to the perception and initiative of Professor [Richard S.] Howey...."

Jim Neeley
LARGEST PURCHASES EVER

Here is a list of the largest purchases ever made by the University of Kansas Libraries, so far as I have been able to determine. The measure is in volumes or other physical units rather than price, and purchases of manuscript collections and microform sets are excluded.

1. John Crerar Library (1953) 30,862 volumes in economics and other social sciences.
2. Pennell Photograph Collection (1951) 30,000 glass negatives depicting turn-of-the-century life in Junction City.
3. O'Hegarty Collection (1959) 25,000 volumes in Anglo-Irish literature and history.
4. Seaver Collection (1979) 24,000 sound recordings of opera.
5. Chadsey Collection (1978) 20,000 volumes in art, literature and history.
6. Josephson Collection (1963) 15,000 volumes in socialism, communism, nazism, and other Western radical movements.
7. Wright Collection (1981) 15,000 sound recordings of jazz.

I would appreciate any additions or corrections to this list.

Jim Neeley

MASON HAS "VIEW FROM THE HILL" IN JOURNAL-WORLD

A copy of Alexandra Mason's "View from the Hill" column, entitled "Libraries Face Electronic Challenge," which appeared in the April 5 issue of the Journal-World, is available in the Publications Office, as the April 2nd J-W article on the Department of Special Collections' science-fiction collections.

Rob Melton

VOLUNTEERS INVITED FOR WATSON'S EXHIBITS COMMITTEE:

Due to recent resignations of Rob Melton and Shelley Miller from Watson Library's Exhibits Committee, the Committee has two openings for which volunteers are invited. The Committee's continuing members are Mike Biggins and Kent Miller. Watson's Exhibits Committee is responsible for defining Watson Library's exhibits policy, making improvements to the exhibits area, and developing an active Watson exhibits program by encouraging participation on the part of the Library and University staff and students. For additional information regarding member duties, time commitments, etc., feel free to contact Mike Biggins or Kent Miller. If interested in serving on this committee, please contact me by Friday, April 23.

Mary Hawkins

ATTACHMENTS

Administrative Conference Minutes--February 16, 1993
Library Automation Committee Minutes--March 11, 1993
Library Health and Safety Committee Minutes--March 25, 1993, April 1, 1993
Strategic Planning Steering Committee Minutes--April 5, 1993
Administrative Conference Minutes
February 16, 1993


Announcements:

1) Crowe, Gibbs, Hawkins, and Jaeger attended the budget hearing for the Libraries. There were no surprises at the hearing. The reception was friendly--similar to the previous ones, and the administrators understood the Libraries' request.

2) Crowe told the group that the Executive Vice Chancellor's office is working on the concept for master planning ("physical plant") for the campus.

3) With regard to Hoch, Crowe said that the Lucker meeting had resulted in a second version of the layout for the library portion of Hoch. Crowe also told the group that K. Miller is well along with measuring space. He (Crowe) believes that plans for Hoch reconstruction will be available in a couple of months which will show real numbers on stack space that might be available. Crowe gave the group a brief summary of the timetable for Hoch reconstruction, saying that he believed the bids were to be let Summer of 1993 with a tentative date for the first class to be held in Hoch in Fall 1995.

4) Crowe updated the group on the status of the strategic planning steering committee. Crowe said that there was a list of people who had been nominated to serve on the steering committee. He said that hopefully invitations to serve on the committee would be out by next week. Crowe also told the group that Maureen Sullivan would definitely be returning for additional meetings at KU, including one on evaluation training.

5) Crowe announced that he was to address University Council on March 11th.

6) Crowe announced that he would be meeting with the steering committee of the distinguished professors on April 6.

7) Crowe told the group that the proposed implementation of the state-wide classification issue for library assistants and associates had required a quick turnaround of draft specifications. Crowe said he had talked with Shulenburger about the issue, and that he had spoken with the other CODDL members. Of the CODDL members, two had not heard about the proposal, and Crowe had FAXed them the information.

8) Crowe told the group that the Mellon report (University Libraries and Scholarly Communication) was being cataloged to be made available for circulation.

Discussion Issues:

1) Smoking issue -- Crowe told the group that he had communicated the Libraries' concerns to Academic Affairs about smoking in Watson. Crowe said that the initial was to ban smoking from the public lounge area of Watson, with a review of the systemwide implications. The proposal
will be sent to Administrative Conference, and will be placed on the Senate Library committee agenda. Crowe will schedule a conference with Shulenburger to discuss what the Library’s options are. Crowe said that the University policy allows smoking only in offices with floor-to-ceiling walls with doors closed and some (e.g., lobby) other special spaces. Crowe said that the library proposal would follow the University guidelines in that smoking would be banned except in truly closed, private areas.

2) Student Employee Task Force--Crowe said that 90% of the responses from Administrative Conference to the survey were done, but that the administration office had not been able to tabulate the results.

3) Retroconversion--Crowe said he wanted to commend L. Moore and the cataloging staff for their efforts to create a white paper on the future of the retroconversion efforts. Crowe said that a discussion regarding the future of the effort would be forthcoming after discussion of the paper and priorities. He suggested that perhaps the collections moving to as a result of the reconstruction of Hoch might provide the next priority.

4) Equipment purchases--Crowe told the group that the second round of equipment purchases for the Libraries had been tabled (except for emergencies) pending the outcome of the Library’s request to Academic Affairs, and due to the uncertainty surrounding the end-of-year requirements of the University administration.

As an aside Crowe told the group that EVC Meyen had expressed interest in human factors issues and was considering creation of an ombudsman to deal with those issues. He encouraged the Libraries’ Health and Safety committee to promote creation of that position to the EVC’s office.

5) Library cabinet--Crowe briefed the group on the origins of the proposal to form a cabinet group in an advisory capacity to the dean, and as a steering committee for Administrative Conference. After this, he asked for comments from the members of the group. Several members expressed concern about what the body would do, its purpose, and the time that would be consumed by serving on the cabinet. J. Neeley proposed tabling the proposal until after the strategic planning process was completed. Crowe invited comments by e-mail or in writing with regard to establishing the cabinet.

7) Interim meeting--Since the time was approaching noon, Crowe asked that the group consider the need/feasibility of holding an interim meeting in mid-March to continue discussions about; the results of the student employee task force survey, and the information systems coordinator proposal. He said that a ballot would be circulated via e-mail proposing two options; 1) hold an interim meeting [with proposed dates], or 2) do not have an interim meeting.

8) Melton announced that he had a revised copy of the new campus map of library locations for review by the Administrative Conference. Copies of the revised document were circulated.

The meeting was adjourned.

Respectfully submitted:

Rhonda Boose
Library Automation Committee
March 11, 1993

Members: John Miller (chair), Sandra Brandt, Bill Crowe, George Gibbs, Mary Hawkins, Kent Miller, Jim Neeley, Mary Roach, Patrick Kingsbury

Absent: Mary Roach

Old Business:

John requested that proposed changes to the minutes of Feb. 24 be communicated to him in time for the final draft to be submitted to FYI next Wednesday, March 17th.

Update on Programming Projects:

Patrick announced that the final phase of the cleanup of the accidentally-loaded non-depository document records will be in place tomorrow: non-displaying bibliographic records now will be highlighted on "Use" displays in LCAT. He added that the loading of the "current" document tapes had not yet begun -- several monthly tapes have been waiting pending the complete loading of the backfile.

Patrick said that there are issues that have yet to be resolved in three particular areas of the INQUIRE project: disk space, searching, and testing. The space issue concerns how much disk space, if any, the Libraries must purchase to load EAI and other databases. The history of how the Libraries have acquired or been allocated space is varied and there is no clear current understanding between OIS and the Libraries. Bill and John are talking with Dave Gardner regarding the possibilities. The good news is that used disk drives are quite inexpensive. Concern was expressed over the quality of used equipment in general, but John stated that buying "used" generally is a good value and has been usual practice at KU. Library files have grown from less than 7 billion bytes in 1989 to over 17 billion bytes in early 1993 -- the cataloging file from just over 600,000 records in July 1989 to nearly 1.3 million today (thanks in part to government document records).

The other issues concern such matters as how to handle search requests and what kind of searching to allow.

Patrick also reported on the progress being made on circ enhancements. The "notes" feature will be available starting tomorrow, and the "address" function will be undertaken next. Larry Palmquist will cease working on circ enhancements and will begin working on INQUIRE, Annamarie Hill will take over circ enhancements. Also, Annamarie and Doris Gill will be experimenting for the next year with job swapping: Annamarie will spend 20% of her time on Telecommunications programming and
Doris 20% of her time on Library programming. Patrick will keep track of progress on circ enhancements, including prospective timetables, and report to LAC.

Other news and announcements:

The Public Service Heads met last week with John Miller, Rob Melton, Lorrie Knox, and Barbara Jones to discuss INQUIRE/EAI implementation and training plans. A committee of Rob, Lorrie, Barbara, Susan Craig, and Susan Hitchens will work on developing and implementing a plan for training and documentation.

"Strategic Planning and the Future of Online Library Systems":

It was reiterated that the next step in considering this document is in Bill's hands. He hopes to get a chance to work on it over Spring Break.

Planning for the next steps in the 3-track development cycle:

John asked the committee members to begin thinking about the next steps in the 3 development tracks: enhancements to existing systems; adding more collections/records to the online catalog; and expanding our use of INQUIRE.

Now that the circulation segment of the "enhance" track is back in action, the committee needs to determine the order of systems to follow circulation in the cycle (each segment of the cycle is approximately 3 programmer-months -- circulation started with a double allocation). John asked committee members to rethink the original list of priorities in serials, cataloging, and online catalog for discussion at the March 31 meeting. Given the short time in each segment of the cycle, committee members were unsure how much time should profitably be spent in deciding which system should go first.

There was general discussion related to adding to the online catalog. George asked about this Committee's expectations of CPAC (Cataloging Policy Advisory Committee) in regard to proposing what records should be added next. Discussion seemed to suggest that the sooner CPAC could set priorities and suggest a preferred route, the better. What we do in this area is affected also by INQUIRE developments and more tangible issues such as disk space.

Meeting Schedule:

LAC will meet again at 1:30 on March 17, with tentative meetings scheduled for March 31, April 14, and April 21.
Library Health and Safety Committee
Minutes - March 25, 1993

Present: M. Wilson (chair), M. Cook, K. Simmons, T. Taylor

The minutes of the previous meeting were approved. The minutes of the special meeting with Dean Crowe were tabled until the next meeting so the entire committee could discuss them.

Margaret reported that Phil Rankin advised her that we could get respirators for use around photocopiers. Margaret has advised Kent Miller of this and will also advise Sarah Couch.

The committee discussed the Dean's e-mail message regarding a system alarm malfunction over the weekend. The committee determined that we do not need to pursue the matter.

We also discussed the library's existing dangerous patron policies. Margaret will contact Mary Hawkins to determine how many library locations have such policies. We discussed how this may relate to the Preparedness and Emergency Planning Committee's intention to include such a policy in their emergency handbooks.

Margaret will talk with Mary Hawkins about funding for a partition for the library van and for antifatigue floor mats.
Library Health and Safety Committee
Minutes - April 1, 1993

Present: M. Wilson (chair), M. Cook, P. DiFilippo, K. Simmons, T. Taylor

At the request of Becky Schulte, the minutes of the March 18, 1993 meeting were amended to include the following statement: Correction to the minutes of March 18: Becky Schulte requested a revision of our statement concerning the charge of the Disaster Preparedness and Emergency Planning Committee. She said that her committee's charge also covers the safety and well-being of staff in the event of an emergency or disaster.

Review of the minutes of the March 25 meeting were postponed until the next meeting. There was discussion of the minutes of the March 18 meeting with Dean Crowe, Sandy Gilliland, and Nancy Jaeger.

Margaret met with Sandy Gilliland regarding the committee's first two quarterly reports. Sandy had no corrections to make to either one and has given them back to the Dean to review. The Administrative Office will mail out the reports to staff. Staff will be queried as to whether or not they prefer receiving these reports separately or as part of FYI.

We discussed again the issue of the confidentiality of injury reports.

The committee will be addressing the April 20 Administrative Conference.

Margaret and Nancy Jaeger discussed the possibility of an ergonomic pilot program with professional onsite evaluations of workstations as well as the alternative of purchasing ergonomic chairs. Toni Taylor mentioned the May 17 deadline for purchase of large items. The committee shall proceed quickly to determine a proposed course of action.

The committee also discussed the future of the current committee.
Strategic Planning Steering Committee
Minutes of Meeting, April 5, 1993

The Strategic Planning Steering Committee met for the first time on April 5, 1993 in Conference Room B at 3:00. All members (Benjamin, Clement, Gibbs, Melton, R. Miller, S. Miller, K. Neeley) were present. Clement presided. Dean Crowe joined the group for the first half hour.

Dean Crowe announced that he is attempting to schedule a first return visit by Maureen Sullivan and hopes to have definite dates within the next week. He plans to ask her to provide a staff development workshop each time she visits in addition to her strategic planning consultation.

Crowe also has obtained a copy of MIT’s strategic planning documentation and annual follow-up reports and feels they are among the best he has seen. Each of us will read the MIT material before our next meeting.

The main purpose of Crowe’s visit was to answer any initial questions we have about our function and procedures. He would like us to oversee the production of a succinct, readable, fairly broad report by the end of the year. He foresees that future budget requests and library annual reports will rely heavily on the issues raised by the strategic planning process; i.e., it will be used for future concrete follow-through. He added that Executive V-C Meyen and acting V-C/Acad. Affairs Shulenberger are very supportive of our initiation of a strategic planning process.

After the Dean left, the committee attended to housekeeping activities. A regular meeting time of Monday afternoons, 1:30-3:30, was agreed upon. Melton volunteered to serve as our secretary. Members agreed to use WordPerfect 5.1 for all committee documentation.

It was agreed that each member would read or re-read several documents before our next meeting, including those relating to Program Review, Budget Reallocation, FY93-94 Budgets, the notes Rhonda Boose transcribed from the Jan. 19-20 meeting, Harvard’s vision statement, a new RLG document "Preferred Library Futures II," and the MIT materials. To conserve paper, single copies of most of our readings will be kept in a centrally located file.

Methods of communicating Strategic Planning activities to the entire Library staff were discussed. A consensus was reached that a strategic planning newsletter, issued either separately or as a supplement to FYI, will be issued periodically, but that the first of these will not appear until after Sullivan’s next visit, the appointment of task forces, and until the Steering Committee has had more time to do background reading, thinking, and sharing ideas among ourselves. We are committed to the concept of not seeking survey data, appointing committees, holding meetings, etc. until we have identified the purpose(s) such activities would serve.

The meeting adjourned at 4:20 p.m.  

Approved 4/13/93
CONGRATULATIONS!

I am very pleased to confirm that the Board of Regents has approved the following actions, as recommended by LCPT, me, the University Committee on Promotion and Tenure, the Executive Vice Chancellor, and the Chancellor:

- Michael Biggins, Slavic Department, promoted to Librarian II, with tenure
- Goeff Husic, Serials Cataloging, promoted to Librarian II, with tenure
- Rob Melton, Reference Department, promoted to Librarian III

In concurrent action, I am very pleased to confirm that the Vice Chancellor for Academic Affairs has approved the recommendation of Gene Carvalho, in which Assistant Dean Hawkins and I concurred, that Vickie Doll, Program Assistant, East Asian Library, be promoted to Program Associate.

The Library will hold a reception at the Adams Center early in Fall Semester to provide an opportunity for Library staff and other of our colleagues to greet and extend congratulations to Mike, Goeff, Rob, and Vickie, and to the winner of the Chancellor’s Award for Distinguished Librarianship for 1993.

-- W. J. Crowe

NEELEY ELECTED TO FACULTY COUNCIL

Kathleen Neeley, Head of the Science Libraries, has been elected to serve a three-year term on the University’s Faculty Council. Kathleen joins Rachel Miller, Head of Acquisitions, a continuing Faculty Council member, who will serve her third and final year on the Council during FY1994.

Sandy Gilliland

REMINDER OF WORKERS COMPENSATION AND WEIGHT MANAGEMENT SEMINARS

As a reminder, the Department of Human Resources will sponsor two (identical) information sessions on workers compensation and treatment of occupational injuries and illness on Monday, April 26th. The first session will be held from 10:30-noon in the Spencer Library Auditorium. The second session will be held from 2:30-4:00 in room 104 Green Hall. Registration is not required. Consult the April 1st issue of FYI for additional information.

Also sponsored by the Human Resources Department is an eight-week seminar on Weight Management. Registration is required by May 1, 1993, and a $25 registration fee will be charged. The seminar will meet weekly beginning May 11th through June 29th from noon-1:00 p.m. in the 1st floor conference room, Watkins Health Center. To register, call Human Resources, 4-4946.

Sandy Gilliland
STAFF DEVELOPMENT COMMITTEE SEMINARS

Thanks to all staff who participated in the SDC-sponsored "Approaches to Managing the Problem Patron" and "Time Management", presented by Tom McNally, ACRL Continuing Education Instructor. For those of you who were unable to attend either session, copies of the seminar handouts are available from Sandy Gilliland. Please remember to submit the seminar evaluation form to Carole Dibben, Interlibrary Services, if you have not already done so.

As always, members of the Staff Development Committee are eager to hear your suggestions and comments regarding the Committee's activities. Committee members are: Julie Hoff (Chair), Government Documents/Map Library, 4-4662; Carole Dibben, Interlibrary Services, 4-3960; Tommy Hardin, Cataloging, 4-3038; Gaele Gillespie, Serials, 4-3535; Rich Ring, Collection Development, 4-3425; Lorrie Knox, Science Library, 4-4931; and Sandy Gilliland, Administrative Office, 4-3601. 

Sandy Gilliland

MAY DEPARTMENTAL TOURS ANNOUNCED

The Committee on Staff Orientation has scheduled the following departmental tours for the month of May:

- **Archives** May 4 9:15 - 10:00 -and- 1:15 - 2:00
- **Kansas Coll.** May 4 10:00 - 10:45 -and- 2:00 - 3:45
- **SPLAT** May 11 10:00 - 10:30 -and- 2:00 - 2:30
- **Slavic** May 11 10:30 - 11:00 -and- 1:00 - 1:30
- **East Asian Lib.** May 11 11:00 - 11:30 -and- 1:30 - 2:00
- **Art/Architect.** May 19 10:00 - 11:00 -and-
  May 20 1:30 - 2:30

Each tour will begin at the Reference/Information Desk. Library staff interested in touring these departments should contact Sandy Gilliland, 4-3601, (e-mail SGILLILDA), at least one day in advance of the tour. Additional information regarding these tours will be mailed to all staff.

Sandy Gilliland

PURCHASE REQUISITION DEADLINE DATES FOR FY 1993

The University has announced the deadline dates for submission of purchase requisitions against FY 1993 funds. In accordance with these guidelines, all orders must be submitted for competitive bid (i.e., orders of $500 or more that are not available through the State contract), must be received in the University's Purchasing Office by the closing dates indicated below. To insure that sufficient time is allowed to process your requests within the Library Office, for forwarding to the Purchasing Office, the following "Library Deadline" dates must be observed:

<table>
<thead>
<tr>
<th>Description</th>
<th>Library Deadline</th>
<th>University Deadline</th>
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<tbody>
<tr>
<td>Orders $10,000 or more</td>
<td>4/23/93</td>
<td>4/30/93</td>
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<tr>
<td>Orders less than $10,000</td>
<td>4/30/93</td>
<td>5/07/93</td>
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<td>Orders less than $5,000</td>
<td>5/07/93</td>
<td>5/14/93</td>
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Please review the supplies regularly used by your department to insure that you have sufficient quantities to carry you through this fiscal year. Orders that must be submitted for competitive bids, which are received after the above mentioned "Library Deadline" date, will be held and processed against FY 1994 funds. Purchase orders may be submitted after May 28, 1993, against FY 1994 funds (these orders will be processed by the K.U. Purchasing Office so that they can be placed soon after July 1, 1993).

Your cooperation in observing the stated deadline dates is appreciated. Please contact Nancy Jaeger or me, if you have questions concerning purchases from FY 1993 or FY 1994 funds. Thanks.

Denise Swartz
KUDOS

Alexandra Mason has contributed the "Introduction" to a special issue of *Rare Books and Manuscripts Librarianship* (v.7:2, 1992) devoted to "Descriptive Cataloging of 19th-Century Imprints for Special Collections."

Materials from the Kansas Collection were used extensively in a 10-hour television documentary entitled *The Wild West*, produced by Warner Telepictures and aired in March; in the accompanying, just-published Time-Life book of the same title; and in the newest issue of *Life* magazine. According to Nicolette Bromberg, the Wild West researchers spent considerable time going through photographs and other items in our collections and ordered hundreds of images for their researches. The *Life* issue has a double page spread of a photo of some women from Lawrence (probably) wading in a stream and a small photo near the back of an actress in Junction City. The documentary ultimately used about 90 images from KU’s collections, including images of Indians, settlers, towns, farming, sod houses, women, train wrecks, and other topics. The magazine has also made use of Kansas Collection photographs for at least two other issues in the last year or so.

Rob Melton

ANNUAL STOP DAY (?) PICNIC AND DOG ROAST

As most of you are aware, we are approaching the end of the academic year. Why is this important? I don’t know. What I do know is that it is time for the Annual Stop Day Picnic and Dog Roast sponsored by KULSA. We have a real surprise for you this year: the Dog Roast is on the day before Stop Day! "What!" you gasp, "Does that mean it will be on Tuesday, May 4...at 11:00...at Potter’s Pavilion?" "Why, yes" I reply, "It does mean that it will be on Tuesday, May 4 at 11:00 at Potter’s Pavilion." Oh (and this is the really GOOD part), Joe Hot Dog will be joined this year by his cousin, BOBBY BRISKET. Yes, it’s true. Thanks to the culinary talents of Muriel Cook (large round of applause) and the munificence of KULSA, we will be having BBQ brisket to go with our hot dogs (cooked by that famous hot dog chef, me). KULSA will also be supplying plates, drink, buns, and condiments, so bring your own self (with a covered dish if you so desire) out to Potter’s Pavilion. See you there!

Rex Hargis

ATTACHMENTS

Cataloging Policy Advisory Committee Minutes--Nov. 30, 1992, Feb. 15, 1993,
Steering Committee for Strategic Planning Minutes--April 12, 1993
CATALOGING POLICY ADVISORY COMMITTEE

Feb. 15, 1993

Present: Margaret Bearse, Mike Biggins, George Gibbs (Chair and Recorder), Sandy Mason, Lorraine Moore, Becky Schulte

Absent: Mary Roach

Guest: Margaret Wilson

The December 14, 1992 meeting was not held and, because of the holidays, ALA, and other scheduling problems, was postponed to today.

Gibbs distributed copies of recent minutes for review as well as a revised copy of the General Guidelines for the KU Libraries' Online Union Catalog, reflecting the changes suggested at the last meeting. Because there was a guest with a special topic for consideration by the committee, it was decided to review them more fully at the next meeting.

Wilson presented CPAC with a situation with series treatment which has been called into question by the loading of the MARCIVE tapes. Current practice for classed together series is that the records appearing in the Online Catalog will consist of either separate analytic records for each of the volumes (each carrying a traced entry for the series title and number) or a single serial record which lists the holdings of all volumes (unanalyzed). Only in special cases are any analytics made in the latter case and, when they are made, the series is not traced in the catalog. This practice was instituted in part to avoid the duplication of effort in maintaining two sets of records, one monographic and one serial, for the same title, but more importantly to avoid the confusing situation in which the analytic records for a given title do not represent the Libraries' complete holdings for that title.

The loading of the MARCIVE tapes has called current practice into question. By loading the tapes which will add these partial analytics for many government document records are we not creating a gigantic exception? Should we continue the current practice, while noting and making an exception for gov doc records? CPAC members will continue the discussion on these points at the next meeting.

The next meeting was scheduled for March 8, 1993 in the Cataloging Conference Room.
CATALOGING POLICY ADVISORY COMMITTEE

Nov. 30, 1992

Present: Margaret Bearse, Mike Biggins, George Gibbs (Chair and Recorder), Sandy Mason, Lorraine Moore, Mary Roach, Becky Schulte

Gibbs had not yet revised the General Guidelines for the KU Libraries' Online Union Catalog to reflect the changes suggested at the last meeting. He will have it ready for the next meeting.

Roach provided information on the status of the load of MARCIVE records into LCAT.

As the first step in fulfilling one of its charges, CPAC decided to review the MARC format field by field in order to identify any differences in application among the cataloging centers and those formats or fields which the local system cannot handle. Only those fields for which there are differences in application or for which there are comments are listed below:

Record Leader:

The local system does not currently load records with record type "i" (non-music sound recordings) or "j" (music sound recordings). The system considers type "m" (computer files) to be monographs and displays these records as if they were books.

Fixed field:

The Cataloging Department does not in all cases edit the fixed field on OCLC contributed copy to reflect the details of the work being cataloged. After some discussion on the importance of updating all of the elements, it was decided that the date area was the most important. Moore and Roach will discuss the possibility of updating this element with the staff in Cataloging.

020 (ISBN):

In the interest in saving space on their records, which tend to be long, Special Collections deletes this field in the few instances in which it appears on records for their material. It was the general feeling of CPAC that the ISBN would more likely be an access point for acquisitions work rather than in the online catalog and that it would not be necessary for SC to leave the ISBN until an online acquisitions system was in place across campus.

022 (ISSN):

Special Collections deletes sometimes for the same reason as above. As this field is essential for matching purposes, e.g., union listing, etc., SC will leave this field on contributed copy and added when
appropriate to original cataloging.

034 (Coded mathematical data for maps):

Roach will check with Jennie Dienes as to whether this information is being added or checked on map records.

035 (locally defined control number):

Cataloging enters information for transfer into the circulation system. Special Collections encodes information about whether the record is revised, whether the record has been used multiple times for various issues of a work, or whether the record has been used multiple times because of the length of the cataloging record.

The review continued through the 099 field and will continue from the 1xx fields at the next meeting.

The next meeting was scheduled for December 14, 1992 in the Cataloging Conference Room.
Steering Committee for Strategic Planning
Minutes of Meeting, April 12, 1993

The Strategic Planning Steering Committee met for the second time at 1:30 on April 12, 1993 in Conference Room B and subsequently moved to George Gibbs' office. All members (Benjamin, Clement, Gibbs, Melton, R. Miller, S. Miller, K. Neeley) were present. Clement presided. The minutes of the previous meeting were approved with minor changes.

The first item on the agenda was a discussion of a memo from Dean Crowe requesting that the Library Automation Committee as it is presently constituted, or possibly with additional members, double as a "Task Force on Online Systems" for the duration of the strategic planning process. The committee agreed that this was in keeping with the objective of holding the number of new committees to a minimum, and that the expertise, esprit de corps, and generally good balance of the LAC would be hard to improve upon. Since we were not expecting to appoint task forces this early, however, we will express to Dean Crowe that insofar as LAC becomes a strategic planning task force, we may need to augment its charge and possibly change its proposed name as we do more thinking about the role and cooperation of task forces vis-a-vis identified key concerns. As for expanding its membership, we feel that the present number is a maximum workable committee size and that its present composition (J. Miller, Crowe, Gibbs, M. Hawkins, Roach, K. Miller, J. Neeley, Brandt, Kingsbury) is well-balanced between public, technical, and automation staff. Additional input from within and outside of the Libraries could be obtained by forums, surveys, or other means, and new member(s) would have too much catching up to do.

Discussion turned to the general topic of task forces. The Steering Committee needs to do considerably more reading and reviewing before key concern areas, other than the one discussed above, are identified and task forces formed. Namely, discussion among ourselves and with the staff at large of the Libraries' role, mission, aspirations, vision, and/or values need to be brought into clearer focus before key areas are identified. We began to discuss the differences among these various concepts and the extent to which statements of values, in particular, should be more altruistic or more realistic and whether they should be identified before task forces begin to work or whether they emerge from the working of the groups.

E-mail has been received from Maureen Sullivan about what we can be working on until her next visit, tentatively scheduled now for early May. The meeting closed with a summary of questions which arose during our discussion which Rick will discuss in more detail with Ms. Sullivan by phone this week. We also decided to focus our reading this week on any wording in the various library and university planning and budget documents produced over the past few years which relate to mission, vision, values, and role of the Libraries and to study the transcript of the January meeting in more detail. The meeting adjourned at 3:30.

Respectfully submitted,

Rob Melton

Approved April 19, 1993
SHARED ELECTRONIC RESOURCES: SPECIAL ASSIGNMENT

Nicholas Eshelman's temporary special assignment as "Coordinator of Networked Resources", which began approximately 15 months ago, is nearing its term. Following up on the successful experience that we have gained through this assignment, and following discussions with the Budget and Planning Committee and members of Administrative Conference, I have determined that the Coordinator of Networked Resources assignment will become a permanent half-time position. As agreed at the time the special temporary assignment was announced, the opportunity to be considered for this half-time permanent position is being provided to members of the Library faculty. Responsibilities of the Coordinator of Networked Resources position are described below.

Any library faculty member who wishes to be considered for the half-time, permanent position as Coordinator of Networked Resources should send Sandy Gilliland a letter expressing interest (copied to the supervisor), and a current c.v., by 5:00 p.m. Friday, May 14. I will review applications, with assistance from several senior members of the staff, select individuals for interview, identify final candidates, confer with the administrators responsible for the unit where the finalists are based (to assess the consequences for the home unit), and then select the staff member to whom the permanent assignment would be offered.

Upon accepting the half-time assignment as Coordinator of Networked Resources, the faculty member's salary, rank, and tenure status will be unaffected. The Coordinator of Networked Resources will be assigned work space in the Automation Office, Anschutz Science Library, and will report to John Miller, Automation Librarian, for that portion of his/her assignment.

Duties: Look for, discover, and investigate new databases and other electronic resources that become available on the Internet. Coordinate their evaluation as suitable resources for the Libraries' patrons and staff.

Obtain, review, edit, and maintain network documentation, library information files, and other appropriate text files on the shared LIBRARY disk on the VM system and on the libraries' portion of the new KU Campus-Wide Information System (CWIS).

Create and maintain information files on commercially-available electronic resources, their formats, general licensing policy, and advertised pricing.

Serve as a liaison between the Automation Department and individual libraries and academic departments participating in the networked environment in assessing what kinds of services would best suit their needs.

Offer training, support and documentation for library staff and teaching faculty and students on the use of the Internet and local network resources.

Assist the Automation Department in the technical development of access to resources on the local network and on the Internet. Examples:

- Scripted Internet access for public terminals (using CUTE/CP and SaberMenu)
- Establishing links between library resources and KU's Campus Wide Information Server (CWIS) (via Gopher software)
- Support other internet-based, application-specific programs such as ARIEL
- Support remote access to locally-networked CD-ROM resources (in consort with ACS User Services staff).

Assist the Automation Department in the maintenance of library based networking hardware and software as required.

Determine, evaluate and report on the following, to the extent possible: 1) the quantity of use of networked information sources; 2) user satisfaction with the sources; and 3) user satisfaction with the means of access to the sources.

Liaison with the Automation Department and Academic Computing Services to promote user understanding and effective use of the coordinated services of ACS and the Libraries.

Selection Criteria: Must hold a current appointment as a library faculty member in the University Libraries and be acquainted with various electronic formats and systems, both local and remote. Demonstrated ability to communicate effectively and work well with others. Experience in the technical development of access to resources on the local network and on the Internet. Ability to develop and conduct training sessions. Ability to perform maintenance of library based networking hardware and software. Experience with the VAX/VMS system.

-- W. J. Crowe
KANSAS LIBRARY OPERATION ASSOCIATES CONFERENCE

The Kansas Library Operation Associates (KLOA) held its first annual conference on April 21, 1993 in Salina, Kansas. The theme of the conference was "I Work in a Library, But I'm Not a Librarian: Partners for Progress". Attending the conference were approximately 150 representatives of public, academic, school, special and system libraries from throughout Kansas. Dr. Martha Hale, Dean of the School of Library and Information Management at Emporia State University, presented the keynote address titled "Continuing Education, What It Is, Why You Need It, and How to Get It". Conference participants had choices for morning and afternoon workshops covering topics ranging from continuing education opportunities in Kansas, interpersonal communication, surviving the conflicts of parenthood with work and school, to the process of organizing to address the interests of library operation associates. David Benjamin and Sue Hewitt were presenters, each participating in one of the two panel discussions called "Forming an Organized Voice". Janet Anderson-Story, 1992-93 KLOA Chair, addressed the goals of KLOA and the benefits of membership. Also attending from the K.U. Libraries were Brenda Owens and Sarah Couch, and from the Law School Library, Joe Hewitt, Michael Wilson, Katherine Greene and Mike McReynolds.

KANSAS LIBRARY OPERATION ASSOCIATES MEMBERSHIP INFORMATION

KLOA is a roundtable within the Kansas Library Association (KLA) and is primarily of interest to library operations personnel, support staff, and other library employees. KLOA’s stated purpose is: "to promote a forum for members to exchange ideas and information, to promote continuing education for our professional development, and to respond to the expressed needs of the membership". Membership costs to join KLA are based on annual salary, and the additional roundtable dues for KLOA are currently $3.00. The KLA membership year runs from July 1 through June 30. Contact Janet Anderson-Story (e-mail: JANDERSO) in Watson Circulation for membership materials.

CORRECTION TO "LARGEST PURCHASES EVER" (FYI no. 1219, April 15, 1993)

This notice should have referred to largest acquisitions ever, since some of the collections listed were wholly or partially gifts. Thanks to Jim Helyar and Eleanor Symons for pointing this out. Otherwise, I have received no additions or corrections to the list.

ATTACHMENTS

Committee on Salaries and Benefits minutes--April 8, 1993, April 13, 1993
Committee on Staff Orientation minutes--March 30, 1993, April 6, 1993
Library Automation Committee minutes--March 17, 1993
Library Faculty Assembly Executive Committee minutes--April 5, 1993
Steering Committee for Strategic Planning Minutes--April 19, 1993
Stop Day Picnic announcement
That's a fact! This year, thanks to the culinary talents of Muriel Cook, our friend, Joe Hot Dog, will be joined by his friend, Bobby Brisket, at the Annual KULSA Picnic and Dog Roast. This year's gala event will be held on Tuesday, May 4 (the day before Stop Day) from 11:00-2:00 at Potter's Pavilion! KULSA will supply drinks, cups, plates, condiments, and, of course, BBQ BRISKET and HOT DOGS (with buns). You need to bring: yourself (or a covered dish or chips, if you want to). The dogs will be roasted by a Master Chef imported for the occasion from Maxim's (or I'll do it, if he doesn't show up). COME PREPARED TO HAVE FUN!

p.s. - In the event of rain, the picnic will be held at the same place and time on Thursday, May 6.
UNIVERSITY OF KANSAS LIBRARIES
COMMITTEE ON SALARIES AND BENEFITS

Minutes of meeting: April 8, 1993

Present: J. Emde, S. Gilliland, L. Moore
Absent: B. Gaeddert

The committee discussed the results of the salary ballot questionnaire distributed to the library faculty. Twenty-seven surveys were returned. A majority did favor narrowing the options for merit and rank on the salary distribution ballot. Lorraine will submit the results to LFA Exec and inquire how they are to be reported.

The committee reviewed the results of the merit salary distribution ballot and tried to determine any possible implications of the vote. The committee will be meeting with Dean Crowe on Tuesday, April 13th, to discuss salary increases for FY94.

An agenda item for a future meeting includes reviewing the benefits box that resides in Sandy's office.

Submitted by Judith Emde
Library Automation Committee
Meeting of March 17, 1993

Members: John Miller (chair), Sandra Brandt, Bill Crowe, George Gibbs, Mary Hawkins, Kent Miller, Jim Neeley, Mary Roach, Patrick Kingsbury

Absent: Sandra Brandt

Announcements:

John announced that he has received a memo from Dave Gardner concerning library disk space usage. Since normal library files have grown so much over the past three years, it appears likely that the Libraries will need to purchase additional disk space in order to accommodate Expanded Academic Index files. Bill and John will meet with Dave and other Computer Center staff next Monday to discuss the situation.

Discussion:

Last week's discussion about how to proceed with the three-track development cycle was continued this week. John reviewed the lists of projects submitted in 1991, including serials enhancements, cataloging, and OCAT "fixes" and enhancements. Using these lists to start with, how should we decide in what order to proceed? Some options suggested were:

1. Solicit opinions within the departments in question;
2. Start with the least-recently-updated project;
3. Select 3-month's worth of projects from each list and let the programmers decide in what order to work on them;

There was some review of what some of the various proposed projects are, such as: treating all cataloging formats in LCAT and OCAT (MR); improving the quality of financial reports in LSER (KM), and updating the authorities format in LCAT (MR). There also was discussion of whether OCAT and LCAT enhancements should be treated as one double-group or independently. The general feeling was that they should be grouped together.

John thought it would be helpful to have some kind of tracking mechanism in place for analyzing the time needed for each project. As a beginning, he asked Patrick to
attempt to confirm the time line and projects within the current circulation stage of the enhancement track. We need to know when the next stage realistically can start.

John said that as far as the INQUIRE track is concerned, the next steps will be to make basic improvements to the initial system now being developed (especially providing campus network access), and then to add additional databases. Once again, we much decide how to proceed, which databases to add and in what order. A proposal made 18 months ago to form a committee to discuss and decide such matters had died through lack of interest and consensus. Should that proposal now be revived?

One central question is whether the next database be another commercial one, like EAI, or a local KU database. Some possibilities of the latter might be the Kansas Geological Survey bibliographic database, the Graduate Funding Opportunities Group database, an aircraft disaster database jointly developed by our Engineering School and Wichita State, Natural History Museum databases, Engel Library holdings, Sound Recordings (e.g., Dick Wright's collection), or a full-text database such as a campus newsletter. Some points of consideration are: (1) that local databases would not require restrictions on outside use; (2) what putting them on our local system implies about the amount and means of access to the items listed -- can databases be both "holdings" databases and "reference" databases (EAI can be considered a "holdings" database since we subscribe to almost all the journals indexed in it); (3) how well INQUIRE will work with MARC cataloging data; (4) how easy it will be to load another indexing database like EAI; (5) how to politically defend the choice of the next database over others; (6) that it is probably important to select a modest enough project for a first effort that will nonetheless generate fairly widespread interest. Additionally, of course, disk space and programmer time must be considered.

In response to status of the idea of using INQUIRE to provide keyword indexing of the online catalog file, John said his opinion, based on our experience so far, was that it was exceedingly unlikely that this would be practical or even possible. It still can be investigated, but he doesn't think we should count on it being possible. Patrick wasn't so sure. He and John agreed to discuss the matter during their normal weekly meetings.

**Conclusion:**

John will consult with Patrick and will write a proposal for an enhancement plan for the committee's consideration at the time of the next meeting. Also, CPAC will "do it's thing" (JM's words) in looking at what to do in the other "catalog enhancement" track.

The committee will meet again April 21 (Wednesday), Watson A.
Present:  Rick Clement (Chair), Sandra Brandt, Sandra Gilliland, Sally Haines, Rachel Miller, Nicholas Eshelman, David Pardue
Guest:  William Crowe

1. Dean Crowe: Discussion with Dean Crowe covered the following topics:

a) Faculty performance evaluations: Letters to library faculty regarding 1992 evaluations will be distributed late this week. The policy statement on faculty performance evaluations was transmitted to the Office of Academic Affairs. Dean Crowe expects Academic Affairs staff to respond after they have reviewed statements from all units. Maureen Sullivan will be providing a training session for evaluators of unclassified staff in connection with one of her strategic planning visits. She has been sent a packet of information on our evaluation process.

b) Budget: The latest state revenue estimates are not as bad as anticipated, but still not good. It is hoped that definite information on the University's budget will be available within the next two or three weeks. A rescission is still a possibility, and its effect on the Libraries will depend on how the University decides to implement the budget instructions it receives.

c) Smoking: The University administration will be implementing on July 1st a policy to ban smoking on campus. A memo regarding implementation of a no smoking policy in the Libraries will be distributed soon, its particular focus being Watson.

d) Dean's Cabinet: Based on a poll of Administrative Conference members, Dean Crowe decided to table his proposal, pending the outcome of the strategic planning process.

e) General Research Fund Committee Proposal: Commenting on the proposal, Dean Crowe said that the principle of making allocation decisions at the unit level is a good one; the critical issue is how funds will be parcelled out to the units. He also commented on the diversity of research done by library faculty, adding that many library faculty are already working on projects that with a little additional financial support (for statistical advice, computer time, postage, etc.) could readily be made publishable or suitable for presentation at professional meetings.

f) Strategic planning: The Strategic Planning Committee's first meeting is scheduled for April 5. One of the Committee's first challenges will be to develop communication mechanisms with the staff at large.

g) Distinguished Librarian Award: The award committee's report will be ready soon.

h) Friends of the Library: The Friends' next meeting is scheduled for May 1st. Professor Victor Papanek will speak on "The Perils of Publishing" and the 1993 Enrichment Fund awards will be announced. An "Honor with Books" program for gift-plating books purchased with donations will also be pursued. Dean Crowe mentioned plans to update the database of fund-raising proposals that is maintained by the Administrative Office, for use in active fund-raising next year.

2. Minutes: The minutes of the March 29 Executive Committee meeting were approved.
The Committee reviewed and accepted minutes from the Staff Development Committee (February 16 and March 2).

3. LFA General Meeting: Rick Clement reviewed the agenda for the April 8 meeting. A packet containing the recommended LFA Code revisions has been distributed to the membership. A member of the FY92 Ad Hoc Committee to Revise the Code will offer a motion to approve the recommended changes by mail ballot. Because the changes are not viewed as controversial, it may be possible to vote on the entire package as a whole. Committee chairs have been asked to report on committee activities. At least one more general LFA meeting will be needed to discuss library faculty evaluations.

4. Pending Matters: The deadline for the survey on professional development was March 31, but late responses are still being accepted. Clement will contact Lorraine Moore regarding the status of the merit increase distribution ballot, and regarding the inclusion of FASARs in promotion and tenure dossiers. Clement will also contact Kent Miller regarding Exec’s request for advice on existing library faculty evaluation procedures. Also pending are several issues relating to unclassified professional staff.

5. Next Meeting: Exec will meet again on Monday, April 12. Due to a conflict with one of the Time Management workshops, the April 19 meeting may be cancelled.

Reported by Rachel Miller
Steering Committee for Strategic Planning
Minutes of Meeting, April 19, 1993

The Steering Committee for Strategic Planning met for the third time at 1:30 on April 19, 1993 in Conference Room B. All members (Benjamin, Clement, Gibbs, Melton, R. Miller, S. Miller, K. Neeley) were present. Clement presided. The minutes of the previous meeting were approved.

Clement first summarized several new items being placed in our reading box, including strategic planning documents from the New York State Library and the Univ. of British Columbia. Melton mentioned that a copy of the British Library's strategic plan has been added to the collection.

Brief discussion followed on finding a location for the box which will permit committee members to read materials in it after 5:00 and on weekends. It was decided to keep the box on a shelf in SPLAT.

The next item of business regarded plans for Maureen Sullivan's second visit, now set for April 29-30. We will meet with her from 9:00 until 4:00 on Friday the 30th, with dinner the night before. Clement reported on his phone conversation with her this week. Sullivan wants us to discuss what outcomes we want from the day's meeting. She intends that when she leaves everyone will have a clear idea of expectations and a road map for the remainder of the s.p. process. To make sure that our expectations are not out of line with the Dean's, we will try to have him meet with us for a portion of the day.

Clement's memo to Dean Crowe regarding his proposal to appoint the Library Automation Committee as a strategic planning taskforce on online systems (see minutes for April 12) was approved with minor emendations.

The committee spent the remainder of the meeting loosely discussing the concepts of vision statements, mission statements, aspirations, environmental scans, and the interconnection of task forces to these concepts. Discussion referred frequently to strategic planning documents from Harvard and M.I.T., Dean Crowe's August, 1992 statement of the Libraries' goals and aspirations (related to Program Review), and the 1983 statement developed by the Budget & Planning Committee of the KU Libraries' "Mission Statement and Objectives." It was decided that Clement would make an initial revision of this 1983 document to give us a point of departure for further discussion of these concepts at our next meeting.

Respectfully submitted,

Rob Melton
Minutes of the Committee on Staff Orientation
Tuesday, March 30, 1993

The Staff Orientation Committee met at 1:15. Present: Jennie Dienes, Jan Altenbernd, Sandy Gilliland. Absent: Mary Rector, Connie Powell.

Minutes of the March 9th meeting were approved.

Committee members discussed plans for a luncheon for staff hired since January, 1991. The Dean and Assistant Deans will be invited to attend; we will look for a luncheon date in mid-April, hopefully well before the annual Stop Day Picnic (May 5). We decided to provide deli meats, cheeses and chips, as well as dessert. Coffee and iced tea will be served. Jennie will obtain prices of the food; Sandy will draft an invitation and share with committee members at the next meeting.

Jennie announced that the departmental tours for April have been scheduled and announced to staff. Tours for the month of May have not yet been scheduled.

Jennie brought the computer disc containing the 1990 edition of Who's Who. Sandy believes that the 1993 edition of the publication can be updated by Cristy Gonzales, Library Administrative Office student assistant. Committee members offered their assistance in producing the publication.

The meeting adjourned at 1:45 p.m.

Respectfully submitted,

Sandy Gilliland
STAFF ORIENTATION COMMITTEE

APRIL 6, 1993

ATTENDEES: Jennie Dienes, Connie Powell, Sandy Gilliland, Jan Altenbernd, Mary Rector

The minutes of the previous meeting were read and approved. Sandy reported that the Who's Who is in process and will take until at least the end of April to complete.

We discussed the luncheon. Dates for the luncheon were looked at: Tuesday, April 20th, Tuesday April 27th, Thursday, April 29th and Friday April 30th. Tuesday April 27th was selected subject to the approval of the Deans. Jan will not be able to attend on that day.

Jennie has looked at food prices at Dillons. Connie will look at food prices at Checkers. We will serve luncheon meats, rolls, potato chips, sliced vegetables and fruits and dessert. We will also need beverages, tableware, plates and cups.

Sandy handed out a draft of the invitation which we will need back from participants by April 16th. At our next meeting April 20th we will finalize the luncheon plans.

Jennie is planning the tours for May and June. She suggested that the Regents Center be a part of the tours for next year, possibly co-sponsored by this committee and Staff Development.

The meeting adjourned at 1:50 pm.

Connie Powell
Dean Crowe and Nancy Jaeger met with the committee to discuss merit salary distribution. The Dean is planning on implementing 1/2 equal dollar - 1/2 equal percentage based on rank and 1-2-3-4 ratio based on merit. The 1-2-3-4 ratio is a departure from last year's usage of 1-3-5-7. This is due to the expectation of the low pay increase of 2.5%. Dean Crowe requested additional funds for equity adjustment from Academic Affairs. If the Libraries do not receive additional funds, the Dean will reserve around 10% of the merit salary allocation for equity adjustment. The Dean announced that he is considering increasing the amount granted for promotions this year: $800 to $900 for LI to LII and $1000 to $1200 for LII to LIII. He asked for the committee's reaction, and the members concurred with his proposal.

Dean Crowe plans to ask LFA Exec and the salaries committee to conduct a study next fiscal year on salary compression in the libraries. A discussion followed on various factors that contribute to salary compression.

Submitted by Judith Emde
LAST AREA IN WATSON LIBRARYTurns SMOKE-FREE ON MAY 10

Effective Monday, May 10, smoking will no longer be permitted in the Public Lounge area, Level 1, Watson Library, thus making the entire building "no-smoking". This change is being made 1) to address complaints from staff about the drift of smoke into work areas, and 2) to promote the safety of the Library’s collections. Temporary "No Smoking" signs will be installed in appropriate locations throughout the building until permanent signs are received. Members of the Libraries staff, as well as users who smoke, will no longer be permitted to smoke in Watson’s public lounge area and will be asked to smoke outside of the building.

We ask for staff cooperation in adhering to and enforcing this expansion of "no smoking" in Watson. Any library employee who encounters a member of the public smoking within Watson Library is encouraged to follow these steps:

1) Politely tell the individual that smoking is not permitted in Watson Library.

2) Ask the individual to extinguish the cigarette immediately.

3) If the individual refuses or ignores your request, repeat #2 above, and tell the individual that he/she must leave the building if unwilling to comply with the no-smoking policy.

4) If the individual refuses to leave the building, tell him/her that you intend to notify the KU Police Department. Phone the KU Police (911). Describe the situation, give your name and location within the building, and describe who is in violation of the non-smoking policy and where you last spoke with him/her. Remain available for consultation with the police officer upon his/her arrival.

Permanent signs displaying "no smoking, food, or drink" will be installed in several Watson Library areas in early June. Please note that there is no change intended in the Libraries’ food and drink policy. Food and drink are not permitted in any public areas of Watson Library. Library employees who encounter persons with food and drink in public areas are encouraged to follow the same general procedures as outlined above. Questions regarding this policy may be directed to Mary Hawkins, George Gibbs, or Sandy Gilliland.

--W. J. Crowe

CHANGES IN RETIREMENT POLICIES TAKE EFFECT JULY 1, 1993

Several changes in the retirement policies for unclassified staff/faculty and classified staff have been signed into law by Governor Finney and will become effective with retirements dates July 1, 1993 or later. A memorandum from Jackie McClain, Director of Human Resources, detailing many of these changes has been mailed to all University employees. Library staff who are interested in retiring are reminded to contact Sandy Gilliland, 4-3601, and the Office of Staff Benefits, 4-4946, for important information about retirement effective dates, benefits options, etc.

S. Gilliland
TIME CARD DEADLINE

Please send all student time cards, unclassified absence cards, and classified monthly time reports to Rex Hargis in the Library Administrative Office by 12:00, Thursday, May 15. Refer to pages 18 and 19 of the Student Employment Procedures Manual for the maximum number of reportable hours for student assistants and other information.

Rex Hargis

LFA BALLOT RESULTS

The recent LFA ballot concerning Code revision passed unanimously, 45 to 0. LFA Exec will issue the amended version in the next few weeks to all members. The second issue, regarding calling a meeting to discuss larger issues, also passed with 26 in favor, 15 opposed and 4 abstentions. LFA Exec will schedule an open meeting within 60 days.

Rex Hargis

STRATEGIC PLANNING OPEN MEETING

The Steering Committee for Strategic Planning will host an open meeting for all Library staff on June 3, 1:30-3:00 pm, in Watson conference rooms A & B. This will be an informational meeting to bring staff up to date on the strategic planning process.

Rick Clement

KU FRIENDS OF THE LIBRARY

At its meeting on May 1 the Executive Board of the FRIENDS approved the recommendations of its Library Enrichment Committee for this year's allocation of grants. Two proposals are to be funded. First, the Kansas Collection receives $3000 to microfilm a series of 121 unique scrapbooks containing extensive clippings on Lawrence and Kansas history. There are no published indexes to area newspapers, and these scrapbooks and their card index partially fill the gap. Second, the Music Library receives $1000 to fund part of a proposal to provide videocassette and laser disc players, together with associated equipment. This is intended to make available the viewing of operas, concert performances, recitals, master classes, ballets, etc.—not forgetting videotaped graduate recitals which may be the equivalent of book-form theses and dissertations.

Jim Helyar

LIBRARY EVENTS FOR UNIVERSITY CALENDAR

If you or your unit are sponsoring any events which will be open to the public and are of interest to a wider audience than library staff alone, they can be publicized in the big vertical wall calendar published by University Relations. Such events might include lectures, symposia, readings, exhibits, book collecting contests, etc. If you have planned such an event and the date is set, or can be set now, please send this information to Rob Melton by noon on Friday, May 14th, in order for me to meet University Relations' deadline.

Rob Melton

SUMMER ACTIVITIES FOR CHILDREN

I have a list of "Summer Activities & Services for Children - 1993" that has been put out by Human Resources. If you are interested, please see me.

Rex Hargis

LOST AND FOUND

If you disrobed during the KULSA picnic on Tuesday and can't find your shirt, come on up to 502 Watson (the Administration Office). I have it.

Rex Hargis
The following are the VM accounts for KU library staff and some related staff. Please send corrections to LIBAID, or call Marianne Reed or John Miller (4-5530). To find IDs of non-library staff at KU and of staff at other Regents Institutions, use the PF3 "Directory" option within OFFICE.

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Local library discussion lists:
[Most of these lists have closed membership. If you wish to subscribe to these lists, contact the editor.]

[To be sent a file showing the membership of a list, issue the command TELL LISTSERV REV <listname>]

KULIB-L -- everyone on this list except those marked with an *
editor: Marianne Reed (MREED)

KUBIB-L -- Bibliographers
editor: Rachel Miller (RMILLER)

KULA-L -- Administrative Conference
editor: Rhonda Boose (RBOOSE)

KULALA-L -- ALA Conference Discussion
editor: John Miller (SP05)

KULCC-L -- Classified Conference
editor: Alex Slater (JASII)

KULCEB-L -- Classified Executive Board
editor: Marianne Reed (MREED)

KULEDU-L -- Library Education Discussion
editor: Marilyn Clark (MCLARK)

KULFA-L -- Library Faculty Assembly
editor: Marianne Reed (MREED)

KULHUM-I -- Humanities Bibliographers
editor: Kathy Graves (KGRAVES)

KULPAY-L -- Student Payroll Coordinators
editor: Rex Hargis (RHARGIS)

KULSER-L -- Serials Advisory Group
editor: Kent Miller (KMILLER)

KULSP-L -- Strategic Planning Committee
editor: Rick Clement (RCLEMENT)

KULWLP-L -- West Library Planning Committee
editor: Marianne Reed (MREED)

LAC-L -- Library Automation Committee
editor: John Miller (SP05)

PUBHEADS -- Public Service Dept. Heads
editor: Sherry Williams (SWILLIAM)

SCILIB-L -- Science and Engineering Libraries staff
editor: Julie Waters (JWATERS)
Announcements:

John gave an update on INQUIRE/EAI based on information from Patrick. The design committee met all afternoon on Friday, April 9 to try to make final decisions on how to attempt to resolve some indexing and searching problems. Patrick and Larry have been working on them and several significant improvements have been made. Following a meeting this morning between Patrick and John, John can proceed with finishing the help screens. A couple of problems with sorting and possible record display limits remain, but should be resolved fairly soon.

Bill gave an update on financial issues related to INQUIRE maintenance. We have been billed for the 3rd year of software maintenance on INQUIRE (the first two years were prepaid). There is a discrepancy between the percentage we are being billed and the percentage we thought we were to be billed. Bill and Nancy are talking to Infodata (the makers of INQUIRE) in an attempt to resolve the issue.

Bill will be meeting, at his request, with the Chancellor, EVC Ed Meyen and acting Vice Chancellor Shulenberger to present the merits of the Systemwide Access Proposal, to urge their continued support for the proposal, and to discuss strategies for promoting SAP within the FY95 budget proposal that the Regents will discuss with the presidents and chancellors in June. Henry Stewart of ESU and Brice Hobrock of KSU made another presentation to COCAO earlier this month on the proposal.

Mary R. reported on the problems with attempting to load monthly government document tapes supplied by Marcive. Records on the monthly update tapes were coded differently in some ways than the back tapes causing our load program to create duplicate holdings records for about 800 bibliographic records when we loaded the May, June, and July 1992 tapes. When notified of the problem, Marcive agreed to take back the rest of the monthly tapes and recreate them for us without the problem. We are awaiting the arrival of these revised tapes before proceeding with monthly loads. Since it seems that manually deleting the duplicate records will be easier than writing a program to delete them, we will proceed in that fashion. In addition, a change that Marcive had announced to occur beginning with the May 1993 tapes, appears to have been implemented already in the February tape. We will need to make some programming changes in order to accommodate changes on the tape.

Kent reported that with very minor exceptions, the revisions to the serials claiming systems are complete and operational.

Mary H. reported no recent updates from Kendall regarding circulation systems enhancements. Mary R., however, commented on the addition of some new notes fields.
Discussion:

Discussion of the next steps in the 3 development tracks was postponed in favor of discussing strategic planning for online systems.

Bill’s latest draft of a charge to a planning task force on online systems had been distributed to LAC and to the Strategic Planning Steering Committee (SPSC). SPSC had discussed it and Bill also had discussed the charge and task force makeup with Rick Clement. Bill distributed a formal reply from the SPSC that gave their approval for us to proceed with planning.

The question is how to proceed now with drafting the requested vision and the following Request for Recommendation (RFR). After considerable discussion, the following items were decided:

- The suggested time line will need to be pushed back a bit, but the strategic element (the "vision") is still due by the end of the year, with work on the RFR to occur early in 1994. Strategic Planning in general also is still aiming to be complete by the end of 1993.

- We affirm our earlier conclusion that LAC members should form the core of the planning task force. We do believe, however, that both the membership of LAC and the scope of its charge for the purposes of this work should be open to expansion. We should add others to the task force and work with the SPSC to add members later also if they see fit. LAC and the task force will meet at separate times: LAC-only meetings will handle normal LAC duties; the task force meetings will work only on the vision statement. After discussion of various possibilities, the Committee decided to ask two other staff if they would be willing to join the task force to represent some other interests not directly represented on LAC. John was charged to talk to them.

- The task force will start from scratch rather than attempting to modify a vision written by another library.

- The charge to the task force should be broad enough to encompass all automation since we hope that all kinds of public and staff automation will be tied together in the future to our base online systems.

- The charge also should reference the System-Wide Access Proposal (which also should be put back on reserve for staff use) and developing work being done by the Greater Midwest Research Library Consortium (GMRLC).

- The charge can be altered at a later time if necessary, in consultation with SPSC.

Bill will work with John to revise first paragraph of the charge before distributing the final version to the task force and SPSC

Conclusion:

The committee will meet again April 28 (Wednesday), Watson A for a regular meeting and then as an expanded task force on Tuesday, May 4th from 10:30-noon and Wednesday, May 26th from 1:30-3.
Steering Committee for Strategic Planning  
Minutes of Meeting, April 26, 1993

The Steering Committee for Strategic Planning met for the fourth time on Monday, April 26th at 1:30 in Conference Room B. All members (Benjamin, Clement, Gibbs, Melton, R. Miller, S. Miller, K. Neeley) were present, with Clement presiding. The minutes of the previous meeting were approved with minor changes.

Clement mentioned new items he is placing in our Resource Box, including the strategic plan from the K-State Library, the 1987 Regents' Academic Support Services Review, a copy of the 1992 Budget & Planning Committee's Survey of Library Planning Activities, an article on s-p at Bowling Green State, and three other articles.

We reviewed the agenda for Maureen Sullivan's visit this Thursday and Friday.

Clement passed out copies of Dean Crowe's second draft of a memorandum on strategic planning and the future of the online catalog, re-naming and expanding the current Library Automation Committee into a Task Force on Online Systems. The memo resulted in some confusion about our role and authority vis-a-vis the Dean in appointing and charging task forces. We agreed to bring up this issue for clarification during our meeting with the Dean and Ms. Sullivan on Friday.  [After conversation with Clement, the Dean subsequently e-mailed members stressing that the need to proceed rather quickly with such a task force is due to external forces, primarily the future of the Regents' Systemwide Access Proposal, and that his desire to expand the current committee and give it a charge soon was not a model for the appointment of future task forces.]

The bulk of the meeting was spent going over Clement's draft of a Mission Statement, which relied heavily on three previously-published documents and some ideas from other mission statements. Clement will incorporate our suggested changes, rearrangements, and rewordings into a second draft for discussion at our next regularly-scheduled meeting.

The meeting adjourned at 3:35.

Respectfully submitted,

[Signature]
Rob Melton
NOMINATING AND BALLOT COMMITTEE
MINUTES OF APRIL 15, 1993 MEETING, 3:30 PM

Present: Shelley Miller, Kathy Graves

The committee met to discuss progress on a slate of candidates for LCPT and LFA Exec. We hope to have a ballot to distribute within a week. We also prepared the LFA Code amendments ballot for mailing.

-submitted by Kathy Graves, secretary

NOMINATING AND BALLOT COMMITTEE
MINUTES OF APRIL 28, 1993 MEETING, 2 PM

Present: Ken Lohrentz, Shelley Miller, Kathy Graves

The committee met to draft the ballot of candidates for LFA Exec 1993-1994 and LCPT 1993-1995. Ken shared a draft for a cover sheet explaining preferential voting which will accompany the ballot. The committee discussed at length tallying preferential ballots and referred to Robert's Rules of Order for clarification. The cover sheet was revised and the ballot designed. The committee will meet Monday, May 3 at 3:30 PM to prepare the ballots for mailing and to count the ballots on the LFA Code and Bylaws revision.

-submitted by Kathy Graves, secretary
LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE APRIL 26, 1993 MEETING

Present: Rick Clement (Chair), Sandra Brandt, Sandra Gilliland, Sally Haines, Rachel Miller, Nicholas Eshelman, David Pardue

1. Minutes: The Committee reviewed and accepted minutes from the Staff Orientation Committee (April 6) and the Committee on Salaries and Benefits (April 8 and April 13).

2. Committee on Evaluation of Service and Research: The Committee's 1992/1993 Report was distributed to the group and will be discussed, if possible, at the next meeting.

3. Library Faculty Evaluation Procedures: Clement reported that he had not yet received a response from Kent Hiller regarding Exec's request for advice on existing library faculty evaluation procedures. The LFA general meeting needed to discuss possible changes in the evaluation process will be scheduled as soon as Exec has an opportunity to discuss the Ad Hoc Committee's response.

4. Professional Development Survey: Rachel Miller reported that the survey responses had been tabulated. She summarized the results briefly. Copies of the draft results would be ready for distribution to Exec members later in the day.

5. Agenda for Next Meeting: Exec will meet again on Monday, May 3. In addition to hearing from Dean Crowe, the group plans to address the Ad Hoc Committee's response to our request for input on evaluation procedures and to schedule an LFA meeting to discuss this matter. Other issues to be addressed if time allows are: CESR's report; the possible general meeting to discuss broader LFA Code revision issues; and the professional development survey.

Reported by Rachel Miller
LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE APRIL 12, 1993 MEETING

Present: Rick Clement (Chair), Sandra Brandt, Sandra Gilliland, Sally Haines, Rachel Miller, Nicholas Eshelman, David Pardue

1. Minutes: The minutes of the April 5 Executive Committee meeting were approved. The Committee reviewed and accepted minutes from the Staff Orientation Committee (March 30).

2. Pending Matters: Clement reported that he had talked with Lorraine Moore regarding the merit increase distribution ballot. The Committee on Salaries and Benefits has informed Dean Crowe of the results. Moore also confirmed that LCPT will draft a proposal regarding the FASAR for the membership to consider. Clement also reported that he had spoken with Kent Miller regarding Exec's request for advice on existing library faculty evaluation procedures. Another LFA general meeting will be needed to discuss possible changes in the evaluation process.

3. LFA General Meeting: Clement presented a draft of the mail ballot. The draft was reviewed and accepted after some discussion regarding the implications of Kent Miller's motion that Exec call a meeting to discuss broader Code-revision issues. The group agreed that the issues were complex and potentially controversial. If the motion is approved Exec will give the meeting some structure by outlining the status of each of the issues in detail for members' information. Clement will pass the ballot on to Nominating & Ballot for distribution.

4. Librarians' Salaries: Clement shared a copy of a letter that Dean Crowe had sent to Acting Vice Chancellor for Academic Affairs Dave Shulenberger. The letter points out that under the State's proposed salary range for civil service librarians, a classified Librarian I would start at a salary of $24,000. The starting salary for KU library faculty is $22,000, and required qualifications are much higher than for civil service positions. A gap between the salaries of classified and faculty librarians has existed for some time but now appears to be widening. Clement will convey to Dean Crowe that Exec is concerned about the problem and wishes to support his efforts to improve KU salaries.

5. Next Meeting: Exec will meet again on Monday, April 26.

Reported by Rachel Miller
The minutes from March 25th and April 1st and the meeting with Dean Crowe were all approved. The minutes from the Dean's meeting would be given to Dean Crowe, Nancy Jaeger and Sandy Gilliland for review, after which wider distribution would be discussed.

The rest of the meeting was spent reviewing and revising the ergonomic evaluation questionnaire and cover letter which were to be distributed next week. The purpose of the questionnaire is to help the committee start the process of attempting to determine which categories of work functions and/or work stations should be first examined for ergonomic problems.

We will be given the opportunity to address the April 20th session of Administrative Conference to discuss our efforts so far and to get feedback.
Library Health and Safety Committee  
Meeting with Bill Crowe, Nancy Jaeger, and Sandy Gilliland  
Thursday, March 18, 1993

Following up on his reading of minutes of an earlier Library Health and Safety committee meeting, Dean Crowe had requested a meeting with the committee to discuss the committee's views of what constitutes stressors. Margaret scheduled a meeting and then, on March 16, sent him a memo requesting that we discuss additional issues that were of concern to the committee. As a result, the purpose of this meeting was to get a clearer picture of the committee's purpose and to get feedback re: the problems we feel we're facing.

The Dean's feeling was that it was not inappropriate for the committee to state what the committee feels the charge should be as we have been together for a while and should have a better sense than he of what is wanted from us by the staff. One problem he believes we face is that, as in other areas, we are trying to accomplish things using solely a committee structure rather than an individual with specialist knowledge and authority. Our new charge should address this. Also, he sees the committee as evolving eventually into an advisory board for such a position.

He agreed that there may be a lack of staff awareness of the basic principles of health and safety in the workplace: "the supervisor is just as responsible for the safety of departmental employees as for their work" and "every employee has a responsibility for their individual personal safety" (the University's Safety Procedures Manual). However, he pointed out that this may be because many injuries in the library workplace are subtle and that many supervisors have many issues to concern them. He believes that education requires a year in-year out gradual campaign to heighten awareness and get feedback. Strategies will have to vary from site to site.

To help us in this educational process, he offered the use of Administrative Conference as a forum two or three times a year. We would be given the opportunity to discuss one or two issues we feel to be of significance, report on what we've done and what we hope to do, etc. The committee responded positively to this suggestion.

We discussed the draft "Call for Ergonomic Equipment Needs". The committee felt that, as we aren't experts, we should utilize professionals to audit workstations and work habits. The Dean suggested the possibility of a pilot project in which he would provide money for the auditing of one to three worksites with additional money to purchase equipment in response to recommendations. We would call for petitions from units to participate and establish the criteria by which we would choose the locations audited. Or, we could use the same amount of money to spend on x number of ergonomic chairs or other equipment that we felt would be overall beneficial, with distribution based on a reasonable survey of needs.

As a follow-through on our concerns about not being expert enough to survey workstations, the Dean encouraged the committee to write a letter to Ed Meyen saying that we supported Crowe's "ergonomic ombudsman" idea. Margaret responded by saying that the University Employees Safety and Health committee couldn't see who would qualify as an expert in all the areas in which we need expertise. The Dean explained that he was talking more about someone like Steve Hamburg,
University environmental ombudsman, who wasn't an expert in all the areas for which s/he was responsible but who acted as an advocate with some leverage (including the ear of the EVC). The person would need expertise in only one or two areas for technical credibility. Margaret said that the University is looking to hire someone to oversee health and safety issues. The Dean believes that that person would probably be more concerned, at least initially, with "industrial" issues, e.g. chemicals, rather than "softer" ones.

The Dean talked briefly about the lighting plans for Hoch. The committee expressed its concern that the architects might not be fully aware of the unique lighting needs of library staff. The Dean mentioned a number of things he, Donna Koepp, and the Library consultant had explained to them as being requirements, with most things he mentioned seeming more patron-oriented. Malcolm discussed how broad-based handling of lighting was not always the most efficient or, in the long run, economical way to stage lighting. The Dean pointed out that often the issue came down to "if you want to spend money on this, what are you willing to give up in return". Margaret said that features such as high frequency electronic ballasts which increased staff comfort also were much more energy efficient and would not necessarily mean "giving up" anything. The Dean also felt it made more sense to make the architects aware of work needs rather than to attempt to expand their consulting base, which includes a formal lighting consultant. He said that he was not sure what the committee really wanted in regards to this issue. Margaret said that possibly the committee needs some feedback regarding specific information being given to the consultants.

That led back to further discussion of defining the role of the committee. The Dean suggested that "have you thought of this?" may be our role. In the absence of one person responsible for health and safety issues, we need to be advocates, rather than necessarily taking the ultimate responsibility for seeing that something gets done. If the committee sees things that need to be done, we could simply send a memo to the person in the library administration seen as most relevant to the area or issue. He saw great value in this as the administration is dependent upon other people for providing information regarding problems, etc. He also recommended that we offer to help others rather than waiting to be asked. However the committee pointed out that we can't offer to help others with a project if we are unaware of the project. Bill felt that his ergonomic equipment needs request would make people more aware of our existence but can't see anything more in the formal sense that can be done as, otherwise, we'd be expecting people to remember everyone who should be consulted at all times and he doesn't see this as being reasonable.

He will recommend to the Strategic Planning Steering Committee that they approach our committee to see if we would be willing to be a task force for the Steering Committee. This would give us the opportunity to list issues that the University (and the Library) should address.

In response to our questions regarding the value of our quarterly reports, the Dean said he does see them as being valuable as records for future committees and/or administrators. Margaret said that the committee see them both as useful tools for future endeavors and as an information tool. Sandy will work with Margaret on getting them out as soon as possible. She suggested sending them out separately, rather than as part of the FYI. The Dean suggested that if we do, we also poll people to find out if they want them separately, want them as part of FYI or don't care either way.
Charge to the Steering Committee for Strategic Planning

Following up on discussions with the Steering Committee for Strategic Planning during Maureen Sullivan’s recent visit, we have agreed upon the following charge for the committee:

The Strategic Planning Steering Committee is to be responsible for:

- leading the planning process and producing a planning document by December 1993
- giving direction to and coordinating the work of task forces that may be created in order to promote wide involvement in planning while minimizing duplication of effort
- resolving possible overlapping responsibilities and problems among task forces
- consulting widely—with the staff, with representative Library users, and others—to obtain information and demystify the process being followed
- communicating effectively with me and with all interested groups throughout
- encouraging fresh thinking and acting as a catalyst for ideas
- seeking a consensus about the values that should be reflected in the plan and in recommending priorities for the KU Libraries

I want to reiterate my strong commitment to strategic planning and its goals, repeating here portions of my statement which appeared in the February 4th issue of FYI:

"The steering committee will act as its name suggests, overseeing a process that will involve many other staff and representatives of our user constituencies, as well as allied organizations in the University. The committee and its sub-groups will call on the record of the two days of the core group planning meetings [in January] and other relevant documents (e.g., the University’s new Mission Statement, Statement of Role and Aspirations, and the Library’s Program Review reports) to work with the staff at large.

"Among the steering committee’s most important responsibilities will be sharpening the definition of the 'key result areas' for the Library that warrant establishment of working groups/task forces and opening discussion of the Library’s values. These working groups--in many cases, of course, existing committees reconstituted--would digest and bring forward recommendations to the steering committee, which would in turn take them on for wider consideration--including periodic meetings of the core planning group--before settling on what will appear in the planning document.

"I will work very closely with the steering committee and Maureen Sullivan, who will continue as consultant, to ensure that the process calls on the talents of the staff at large and that we agree upon realistic targets to accomplish each stage. We will seek diverse means throughout the year to communicate the progress of this important work.

"I look for a plan to be ready for adoption by the end of 1993--after I consult with Library staff, the Senate Library Committee, and the University administration.

"In the end, I expect strategic planning to serve at least four important purposes: to sharpen understanding of how we best can meet the needs and wants of our users; establish a clearer process within the Library for decision-making; focus new and reallocated resources on goals and objectives of highest priority; and, generally, strengthen communication throughout the Library about how best to achieve our aspirations."  

--W. J. Crowe
BRANDT RESIGNATION ANNOUNCED

Sandra Brandt, Interlibrary Services Librarian, has announced her resignation, effective June 2, 1993. Sandra will leave KU to pursue personal and professional interests in the Pacific northwest. First appointed in December, 1983, Sandra quickly became active in library faculty governance, having served on several committees and as Chair of the Library Faculty Assembly. Her active participation in promoting state-wide interlibrary resource sharing during the past several years has done much to further KU’s service to the state. Sandra’s resignation is effective June 2, 1993.

May Sandra prosper in her new career!  
--W. J. Crowe

SPECIAL CLASSIFIED VACANCY ANNOUNCEMENT

The KU Learning Resource Center, 2001 Dole, has announced a full-time Library Assistant I vacancy. Responsibilities include: 1) Circulation functions, order and process new acquisitions, perform basic cataloging (35%); 2) Supervise students (20%); 3) Maintain reserve collection (10%); 4) Office management (process A-forms and SOV forms for purchase of supplies and acquisitions, prepare monthly time sheets (20%); and, 5) Equipment maintenance, including deposit of copier money (15%). Minimum Qualifications: Three years of library experience. College education may be substituted for the required experience at the rate of 28 semester hours for one year of experience with a maximum substitution of two years. Preferred: Knowledge of library procedures and supervisory techniques; familiarity with the use of computer and media equipment; ability to establish and maintain professional working relationships with patrons and staff. To apply, contact Sarah Campbell, Department of Human Resources, 7:30 a.m. - 4:30 p.m. for application instructions. Copies of the position description are available from Jane Hoyt, LRC, 2001 Dole, 4-3464. Applications must be received in the Department of Human Resources by 5:00 p.m. Thursday, May 20, 1993.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS REGARDLESS OF RACE, COLOR, SEX, DISABILITY, AND AS COVERED BY LAW, VETERAN STATUS. IN ADDITION, UNIVERSITY POLICIES PROHIBIT DISCRIMINATION ON THE BASIS OF RELIGION, NATIONAL ORIGIN, AGE, SEXUAL ORIENTATION, MARITAL STATUS, AND PARENTAL STATUS.

TIME CARD DEADLINE

Please send all student time cards, unclassified absence cards, and classified monthly time reports to Rex Hargis in the Library Administrative Office by 12:00, Thursday, May 13. Refer to pages 18 and 19 of the Student Employment Procedures Manual for the maximum number of reportable hours for student assistants and other information.

Rex Hargis

SUMMER LIBRARY HOURS

Attached is the schedule of library hours for the summer, beginning with the first day of classes and ending with the last day of fall semester enrollment. Because July 4 occurs on a Sunday, July 5 (Monday) has been declared a state holiday. The Libraries are scheduled to be closed both July 4 and 5. In previous years, summer classes ended on Friday. This year summer classes are scheduled to end on Saturday, July 31. As a result, the Libraries will not begin the intersession schedule until Sunday, August 1. Operative dates for the summer schedule are as follows:

1st day of summer classes: Tuesday, June 8
Independence Day holidays: Sunday, July 4 (state holiday, July 5)
Last day of summer classes: Saturday, July 31
1st day of fall enrollment: Monday, August 16
1st day of fall classes: Monday, August 23

If you have corrections or changes to report, please notify me (or Rhonda Boose) by phone (4-3601) or e-mail.

Mary Hawkins
CIRCULATION DEPARTMENT RECONFIGURATION

The physical layout of the Circulation Dept. is being reconfigured. Construction and moving begins Monday, May 17. The Reserve Desk will be moving to the lobby area south of the Circulation Desk and internal offices will be moving, also. For Reserve service during the week of May 14, please inquire at the Circulation Desk.

Kendall Simmons/Bayliss Harsh

CORRECTION TO "LARGEST PURCHASES EVER" (FYI no. 1219, April 15, 1993)

This notice should have referred to largest acquisitions ever, since some of the collections listed were wholly or partially gifts. Thanks to Jim Helyar and Eleanor Symons for pointing this out. Otherwise, I have received no additions or corrections to the list.

Jim Neeley

REMEMINDER

Please remember to fill out the Health & Safety Committee’s RSI questionnaire by May 17, even if you think you are not a likely candidate for repetitive strain injury. You will be providing the committee with important information. Thank you.

Margaret Wilson

OREGON TRAIL EXHIBIT

If you’ve been bitten by the Oregon Trail bug, you’re in luck. To commemorate the sesquicentennial of the Oregon Trail, the Kansas Collection has drawn together an exhibit of materials from its holdings which identifies and describes trail landmarks from Independence, Missouri to the Willamette Valley. Featured are maps, travel guides, drawings, and personal accounts reflecting widely varying trail experiences. Included in the diary of Hugh Alexander Skinner who describes crossing what is now Mount Oread on May 13, 1850.

The exhibit will be on display through the end of July.

Becky Schulte

IN MEMORIAM

Professor Emeritus Richard S. Howey died in Lawrence on May 6, 1993. Professor Howey was library representative for the Department of Economics from 1930 until 1989. In that role he personally selected many thousands of books in economics, business, and social history. As a result of his work, the University of Kansas Libraries now possess one of the two or three largest collections in the world on the history of economics, Professor Howey’s specialty. During the 1950s he served on the Senate Library Committee, and for 20 years he was a member of the board of the Midwest Inter-Library Center, now the Center for Research Libraries.

Professor Howey’s contributions to the Libraries have been recognized by the establishment of the Howey Collection in the Department of Special Collections, by the naming of the Howey Reading Room in Summerfield Hall, and by the designation of Major Benefactor on the Friends of the Library plaque in the Watson Library Reference Room.

Professor Howey is survived by his wife Marion, who retired in 1986 as Documents Librarian after 19 years of service to the University of Kansas Libraries.

Jim Neeley
ATTACHMENTS
DPS Promotion and Transfer List--May 10, 1993
Summer Hours Calendar
Library Faculty Assembly Minutes--April 8, 1993
Library Faculty Assembly Executive Committee Minutes--May 3, 1993
Library Health and Safety Committee Minutes--April 22, 1993, April 29, 1993
Nominating and Ballot Committee Minutes--May 3, 1993
Steering Committee for Strategic Planning Minutes of Workshop--April 30, 1993
Steering Committee for Strategic Planning Minutes--May 3rd, 1993
The Steering Committee for Strategic Planning met from 9:00 until 4:30 in Room A, with a break for lunch. All members (Benjamin, Clement, Gibbs, Melton, R. Miller, S. Miller, K. Neeley) were present. Maureen Sullivan, from the Association of Research Libraries' Office of Management Services, met with us and presided. The purpose of her visit was to help guide us through Phase I of the strategic planning process, which is identified as that phase leading up to the identification and appointment of task forces.

First, Ms. Sullivan outlined the agenda of the workshop, which was followed. Our six main areas of planning during the day were as follows:

- Develop a work plan for Phase I.
- Clarify our responsibilities and our charge.
- Identify our planning assumptions.
- Discuss issues and concerns.
- Outline a timetable for the whole process.
- Outline a communication plan.

Our work plan for Phase I involves the following, which to some extent proceed simultaneously rather than sequentially:

- Continue to refine a Libraries Mission Statement.
- Articulate a Vision statement. (Clement and R. Miller will write a draft of this, incorporating text from several existing documents, for our meeting of May 10th.)
- Conduct an Environmental Scan. (A brief assessment of the major issues facing the University and American higher education in general. Gibbs will take the lead in this, reviewing Program Review documents and other relevant materials, also for our May 10th meeting.)
- Review and discuss our principal user groups.
- Conduct an Internal Assessment of the Libraries' strengths and weaknesses. This discussion will benefit from the work done by the Core Group at the 2-day workshop with Ms. Sullivan in January.
• Out of this assessment, identify the Key Result Areas we feel the Libraries must address in the near future.

• Appoint and coordinate task forces to address these key result areas in more detail and recommend goals and strategies for achieving them.

In the middle of developing this timetable, we took time out to identify what we as a committee assumed to be our responsibilities and our charge. Dean Crowe joined the group at 11:30 to discuss these with us in order to ensure that all of our planning assumptions were in sync. Among the issues discussed were the appointment and reporting lines of task forces, the importance of staff being allowed the opportunity to work on strategic planning task forces, and the assumption that the strategic planning process will have a definite impact on future decision-making.

Among the planning assumptions or guiding principles that we articulated are:

• Participation of staff at all levels is important.
• Time spent in planning process is work time.
• Resources will have to be reallocated if new programs or services are recommended; new resources are likely to be limited.
• The strategic planning process will lead to change.
• Planning is good: it allows us to focus on results and to be better prepared to manage change.
• Priorities must be made and made clear.
• The Libraries is accountable to the broader community.

(We plan to discuss these assumptions, as well as other issues, at forthcoming meetings of Administrative Conference and at meetings designed for the entire staff.)

The remainder of the meeting was spent developing a timetable for the entire process. We hope to recommend task forces and their memberships to Dean Crowe by shortly before annual ALA conference in late June. We anticipate that task forces will complete their work and make reports to us by October 22nd and that our final report will be in the Dean’s hands by the end of the Fall, 1993 semester (mid-December). Time was spent discussing the best time for Ms. Sullivan’s next visit, which will include meetings with the entire staff to discuss institutional values. We have tentatively set a mid-July date for this visit.

The meeting adjourned at 4:30 p.m.

Respectfully submitted,

Rob Melton, Secretary

Approved May 10, 1993
Steering Committee for Strategic Planning  
Minutes of May 3rd, 1993  

The Steering Committee for Strategic Planning met for the sixth time on Monday, May 3rd, at 1:30 p.m. in Room B. All members (Benjamin, Clement, Gibbs, Melton, R. Miller, S. Miller, K. Neeley) in attendance. Clement presided.  

The minutes of the April 26 meeting were approved.  

We continued the discussion of the charge to the Task Force on Online Systems. Clement will communicate our concurrence with the basic charge, with some suggested changes in the last paragraph, to Dean Crowe.  

We next discussed scheduling various meetings. It was agreed to try to meet with Dean Crowe on or about May 24th as part of our environmental scan and needs assessment process. We also began to discuss our participation in the next Administrative Conference meeting, scheduled for June 1st. And we set a time of June 3rd at 1:30 for a Strategic Planning Update for the entire staff. [See announcement in FYI of May 6th].  

We then developed our own schedule between now and June 21st, when we plan to have identified task forces and recommended memberships and charges for them to Dean Crowe.  

In accordance with one of Ms. Sullivan's recommendations at the workshop on the previous Friday had been that we briefly review and articulate our primary users, we spent some time doing this. All of us agreed that KU faculty, students, staff, and others associated with the University are the Libraries' primary clientele. It was harder to decide whether to rank other constituencies in any kind of priority, since we aim to give good service to all who seek it. However, we agreed that we are mandated to serve the faculty and students at Regents institutions (and, to a lesser extent, other Kansas institutions of higher education) somewhat ahead of other Kansas residents and scholars from the rest of the nation and the world. Clement will work on a graphic depicting our constituency groups.  

We finally turned to Clement's third draft of a Mission Statement for the KU Libraries. It is in two parts: the first summarizes the University's own mission statement; the second articulates the role the Libraries play in accomplishing this overall mission. The wording of the second part was basically settled at our previous meeting, but there was some discussion of how extensive the summary of the University's mission should be, and on whether or not to echo the University's use of superlative terms (e.g., "outstanding collections") if we do not feel their use would be entirely honest. Attempts were made to develop wording acceptable to all, and Clement subsequently distributed a final "working" draft, subject to discussion by the entire Libraries staff at the Administrative Conference meeting on June 1st and the open meeting for all staff scheduled for June 3rd.  

Respectfully submitted,

Rob Melton, Secretary  

Approved May 10, 1993
Library Health and Safety Committee
Minutes - April 22, 1993

Present: M. Wilson (Chair), M. Cook, P. DiFilippo, T. Taylor

The committee accepted the additions and corrections Dean Crowe made to the minutes of our meeting with him on March 18, 1993.

Marilyn Clark suggested that the committee continue to pursue the issue of clearing the front steps of Watson. FO does the job fairly well but when the leftover snow begins to melt, it often refreezes causing ice which can be very dangerous.

On Monday, April 26, there will be a meeting on workers compensation put on by state officials. The committee hopes to get answers to: whether or not work station evaluations by professional staff outside the library are covered by workers compensation, whether one is allowed to get a second opinion from another physician regarding injuries incurred in the workplace, and is that covered, and the status of coverage of carpal tunnel syndrome.

M. Wilson reported on the April 20 meeting of the University Health and Safety Committee. At that meeting, she reiterated the Deans's suggestion that the University would benefit from an ombudsman for health and safety similar to the environmental ombudsman.

An expert from the University will come soon to talk to library staff about EMF's, thanks to Phil Rankin. The University people consider the dangers of EMF's to be small in comparison to other more pressing problems, based on the data compiled indicating possible EMF dangers.

M. Wilson shared our questionnaire and "photoessay" with Phil Rankin and he had no problems with it. The LMH people are willing to do any evaluations of work stations that might result from the information we glean from the questionnaire. However, the committee is investigating other possibilities in an attempt to ensure the lowest cost. The committee feels that any results we get from the questionnaire and evaluations might be good ammunition for presenting our case for money to the State.

There are time constraints for ordering the chairs, which will be paid for by year-end funds according to N. Jaeger. We will act on that by the first week in May.

The committee reviewed the changes the Dean has suggested to our questionnaire, and we agreed that they were acceptable. M. Wilson will meet with the Dean at 3:00 today to discuss the changes.

Submitted by

P. DiFilippo
LIBRARY FACULTY ASSEMBLY: MINUTES OF THE APRIL 8, 1993 MEETING

1. **Call to Order**: Rick Clement, Chair, called the meeting to order.

2. **Minutes**: The minutes of the October 28 general meeting were approved.

3. **Introduction of New Members**: Mike Biggins introduced Lisa Walther and Harley Wagler, new research assistants on the Russian Cataloging and Preservation project.

4. **Committee Reports**:

   **Executive Committee**: Clement reported that the policy statement prepared by the Ad Hoc Committee on Faculty Performance Evaluations had been approved by LFA members by mail ballot and subsequently endorsed and transmitted to the Office of Academic Affairs by Dean Crowe. The Ad Hoc Committee has now been asked to comment on the aspects of the current evaluation process that require procedural work. In another initiative, Exec has prepared and distributed a survey on professional development.

   **Promotion and Tenure**: Lorraine Moore reported that this year's promotion and tenure and sabbatical recommendations were successful and that LCPT is now reviewing and updating its procedures as it does annually. In response to a request from the Executive Committee, LCPT will also be considering whether the FASAR should form part of promotion and tenure files.

   **Budget and Planning**: Rob Melton reported that B&P sponsored library-wide budget meetings on December 7 and 11. The Committee advised Dean Crowe on: reallocation of resources; proposals for a minority internship; proposals for using enrollment adjustment funds; selection of participants in the January strategic planning sessions; selection of the strategic planning steering committee; a proposal to continue the Coordinator of Networked Information position. B&P will consult with Dean Crowe regarding the budget as soon as definitive information is available.

   **Nominating and Ballot**: Shelley Miller reported that the committee prepared and distributed ballots for approval of the statement on library faculty performance evaluation and election of members of the Committee for Evaluation of Service and Research. The ballot to elect next year's Executive Committee and LCPT members will soon be prepared. N&B also prepared a bylaws revision proposal, intended to avoid run-off elections, to be presented later in the meeting.

   **Staff Development**: Julie Hoff reported that five SDC-sponsored workshops had been held, and two more are planned: "Approaches to Managing the Problem Patron" (two identical sessions on April 16) and "Time Management" (two identical sessions on April 19). SDC also co-sponsored sessions on AIDS and stress management with the Health and Safety Committee. The Committee has requested suggestions for future workshops from all staff, and will use a questionnaire to find out which of these ideas have greatest appeal. At Exec's request, SDC will be reviewing the guidelines for allocating travel funds. Hoff noted that SDC will accept requests for funds to support travel to ALA until April 26.
Staff Orientation: Jennie Dienes reported that committee-sponsored tours of most departments have already taken place; six more are planned for May and June. A tour of the Regents Center may be co-sponsored with the Staff Development Committee. The Committee has begun work to update the staff Who's Who, and is planning a luncheon for new library staff.

Salaries and Benefits: Lorraine Moore reported that the Committee had distributed the annual ballot on merit increase distribution. The results were tallied separately for library faculty and unclassified staff; overall results were forwarded to Dean Crowe. A questionnaire to gauge support for modifying the ballot was distributed. The Committee is planning to bring the Benefits Box up to date.

Committee on Evaluation of Service and Research: Becky Schulte said that the Committee would soon be forwarding its annual report and recommendations to the Executive Committee. On behalf of CESR, she encouraged Exec to take action on the recommendations.

5. Dean Crowe:
   a) Dean Crowe reported that the University Planning Committee on which he serves will be meeting on Saturday April 10.
   b) He has also been asked to serve on the North Central Accreditation Steering Team, which will be chaired by Andrew Debicki, Vice Chancellor-Designate for Research, Graduate Studies, and Public Service. This coming fall the team will be appointing working groups in each of the schools and possibly also in the Libraries. Each group would be asked to prepare a report based on new accreditation guidelines. The program review documentation would no doubt be useful to these groups. The accreditation process gives the University a valuable opportunity to point out areas of need.
   c) Definitive information on the budget will not be available for several weeks, pending the outcome of the Legislature's veto session.
   d) The Strategic Planning Steering Committee has been appointed and will meet soon with Maureen Sullivan to begin its work.
   e) Sullivan has been asked to give a first training session for evaluators of unclassified staff during a later visit to campus. In future, training sessions will be offered at least once every year.
   f) The University's staff recognition ceremony will be on Tuesday, April 13, beginning at 1:30. A reception to honor library staff and volunteers is scheduled for Monday, April 12, beginning at 3:30, in Conference Rooms A and B.

6. Old Business: Clement called for old business, and hearing none moved on to the next item on the agenda.
7. Proposed LFA Code Revisions: Clement introduced the LFA Code changes recommended last fiscal year by the Ad Hoc Committee to Revise the Code. He had chaired that committee; its other members were Ken Lohrentz, Rob Melton, and LeAnn Weller. Clement reported that the Committee had decided, in consultation with last year's LFA Executive Committee, not to address "fundamental" inconsistencies and ambiguities in the Code (for example, the membership in LFA of staff who are not library faculty), but rather to limit itself to clarifying the language of existing provisions and to making minor changes required to codify present practice.

A motion that the changes to the Code and Bylaws be submitted to eligible LFA members for vote by mail ballot was made by Rob Melton and seconded by Kent Miller.

Opening the discussion, Clement explained that Articles 1 and 2, regarding the categories of membership and rights of members, had been completely reorganized for greater clarity. In response to a question from George Gibbs, Clement added that no members' existing rights had been changed. Jim Neeley commented that it was difficult to evaluate the proposed changes without a copy of the present wording included in the proposal for comparison.

Regarding Article 2.1.3, Susan Craig suggested that emeritus members of the library faculty be asked to indicate annually their desire to remain members. Asked for a definition of "visiting library faculty" (Article 2.1.5), Sandra Gilliland explained that "visiting appointment" is a standard category of faculty appointment within the University.

Regarding Articles 2.1.2 and 2.2.1.2, which define the rights of non-tenure-track librarians, Jennie Dienes noted that non-tenure track librarians may be eligible for promotion and should therefore have the right to vote in elections of members of LCPT. Lorraine Moore suggested that the Code distinguish between librarians on temporary appointments, who should not have the right to vote in LCPT elections, and part-time librarians with continuing appointments, who should. Sandra Gilliland proposed the following wording:

2.1.1 All librarians with rank of Librarians I-III on tenure-track or continuing appointments.

2.1.2 All librarians with rank of Librarian I-III on term appointments.

Rob Melton further proposed adding the sentence, "Rights of persons with irregular appointments shall be determined on a case by case basis."

Regarding Article 3.2 (Calendar and Meetings), Lorrie Knox commented that the Assembly year start date of July 1 was unrealistic; this year's LFA Exec did not appoint committees until mid- to late August. Clement expressed the opinion that the Code should state the ideal, acknowledging that Exec's slow start this year had caused delays across the board. Kent Miller pointed out that a start date later than July 1 would require the previous year's Executive Committee to continue in place past June 30th.

Regarding Article 3.3.3, Clement explained that the proposal to appoint members of the Nominating and Ballot Committee for 2-year rather than 1-year terms had
been recommended to insure continuity. Mary Rosenbloom mentioned that maintaining continuity through overlapping terms had also been a problem on LCPT due to vacancies occurring in mid-term. Ken Lohrentz pointed out that N&B's proposed revisions to the Bylaws include filling vacancies by special election rather than co-option and clarifying the term to be served as well as eligibility for additional terms. Shelley Miller suggested, as an additional way of addressing the problem, that when more than one librarian from the same rank is elected to LCPT at the same time, the highest vote-getter receive a 2-year term and the other a 1-year term, to assure overlapping terms; Nominating and Ballot will consider this recommendation.

Clement explained that the changes proposed to Article 3.3.4 (Committee on Promotion and Tenure) originated with LCPT and were intended to clarify when a member may not participate in discussion and/or voting. To codify present practice, Article 3.3.5.2 adds the Libraries' personnel officer as an ex officio member to the Staff Development Committee. Similarly, in 3.3.6.2, the Libraries' budget officer is added as an ex officio member to the Committee on Budget and Planning. Article 3.3.11 creates a Committee on the Code and Bylaws to recommend changes as needed on a continuing basis.

Knox asked for an explanation of the status of the Classified Conference recommendation to increase the number of classified members on the Committee on Staff Development and the Committee on Budget Planning. Clement responded that the Ad Hoc Committee to Revise the Code believed that addressing that recommendation was outside its charge since it would have involved "fundamental" changes to the Code. Knox commented further that the Classified Conference proposals required a prompt response. She urged Exec to consider them without further delay.

Lohrentz presented the Nominating and Ballot Committee's proposal to revise Article 3.1.3 of the Bylaws. The proposed revision introduces preferential voting as a way to avoid run-off elections. Lohrentz explained that the proposal was not a part of the original Report from the Ad Hoc Committee to Revise the Code but had recently been presented to and endorsed by LFA Exec. Lohrentz moved that the proposal be incorporated into Code and Bylaws changes under consideration. The motion was seconded and passed.

Gilliland offered in the form of a motion the wording changes to Articles 2.1.1 and 2.1.2 (reported above) that she had proposed earlier in the meeting. The motion was seconded and passed.

Clement called for a vote on the main motion. The vote was unanimous in favor of the motion.

Kent Miller then moved that Exec convene a general LFA meeting within 60 days to address the broader issues regarding the Code that had not been considered by the Ad Hoc Committee. He explained that this would include the Classified Conference recommendations mentioned by Knox, as well as other issues. The motion was seconded and also passed unanimously.

Clement adjourned the meeting.

Reported by Rachel Miller
LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE MAY 3, 1993 MEETING

Present: Rick Clement (Chair), Sandra Brandt, Sally Haines, Rachel Miller, Nicholas Eshelman, David Pardue
Absent: Sandra Gilliland
Guest: William J. Crowe

1. Sandra Brandt: Noting that this would be Sandra Brandt's last Exec meeting, the group expressed regret that she is resigning from the library, but jubilation over her adventurous move to Oregon.

2. Discussion with Dean Crowe:
   a) Budget: Final figures are not yet known. Salary information will be released as soon as possible, following discussion with the Committee on Salaries and Benefits.
   b) Visit from EVC Meyen: Summer may be a good time to schedule this. Rick Clement and David Benjamin need to draft an invitation.
   c) Strategic planning: Maureen Sullivan visited the library on Friday, April 30, to help the steering committee prepare a detailed road map and timetable. She plans two more visits to KU, scheduled for July 19-20 (to launch the task forces) and November 1-2 (to help the committee work with the task force reports and prepare the overall plan, which is due to Dean Crowe on December 17).
   d) Unclassified professional staff issues: Options for addressing the concerns that some unclassified professional staff have about their status are currently under consideration by Dean Crowe, the Office of Academic Affairs, and University General Counsel.

3. Minutes: The Committee reviewed and accepted minutes from the Nominating and Ballot Committee (April 15 and April 28) and approved its own minutes of April 12 and April 26. Draft minutes of the April 8 general LFA meeting were distributed and will be considered next week.

4. Professional Development Survey: Discussion will be delayed until all members of the Executive Committee have had the opportunity to read the results.

5. Committee on Evaluation of Service and Research: The group discussed the Committee's 1992/1993 report briefly. It was felt that it might be appropriate to discuss the recommendations at the open meeting that will be scheduled to consider implementation of the policy statement on evaluation of library faculty. The Ad Hoc Committee has not yet responded to our request for advice on evaluation procedures that might need to be changed or newly written. Clement will contact Kent Miller again.


Reported by Rachel Miller
Library Health and Safety Committee
Minutes April 29, 1993

Present: M. Wilson (chair), M. Cook, P. DiFilippo, M. Lodwick, X. Simmons, T. Taylor

The minutes of April 8, April 22 and the Dean's meeting of March 18, 1993 were reviewed and approved.

The committee discussed the revised Repetitive Strain Injury Risk Factor questionnaire. The questionnaire will be distributed as soon as the letter from Dean Crowe to department heads encouraging response to the questionnaire is ready for mailing.

The committee then discussed the Worker's Compensation program held on April 26 which featured representatives from the State Self-Insurance Fund Office (Doug Hollinsworth, insurance investigator, and Marla Rutter, Safety Specialist) and the Lawrence Memorial Hospital Occupational Health Department (Kristin Piper and Scott Bailey). Among the points that were discussed:

1) numerous people voiced their objections to Worker's Comp staff asking supervisors what employees do on their personal time. The Worker's Comp representative said that he'd take the complaints under advisement, pointing out that they also ask the employee this sort of question. However, both Toni and Kendall reported that they had never been asked such questions;

2) Worker's Comp staff do not pay attention to discussions by the legislature about changes to the system as a great many possibilities are proposed before something is actually adopted. As a result, they could not respond to queries about the status of coverage for carpal tunnel syndrome and tendinitis;

3) when asked why people are sent back to work for "light duty" when their injury precludes their working at all the Worker's Comp representative said that this was because they preferred the supervisor to make the decision regarding available tasks rather than the worker. It is the supervisor's responsibility to determine if the employee can or cannot perform the preponderance of their essential work functions. If the supervisor believes that the employee cannot, Sandy Gilliland should be notified immediately;

4) individuals are allowed to get a second opinion regarding their injury even if the approved doctor will not refer them. Worker's Comp will cover up to $350 worth of unauthorized treatment;

5) a worker's salary as of the date of his/her injury is the salary upon which any compensation is based;

6) if an injured worker talks with an attorney, Worker's Comp can no longer talk with that worker but only with the attorney;

7) regarding settlements, if a worker doesn't know to pursue a settlement for permanent partial disability (which can be in addition to any medical coverage, lost wages compensation, etc), Worker's Comp will not bring up the subject. The video shown by the Worker's Comp representatives literally talked about how "you may have heard about settlements from a coworker, spouse or friend". There was considerable discussion of how one couldn't ask questions if one didn't know the questions to ask and that there is no packet of basic information (such as comes regarding our health insurance) for injured workers. The representative felt that there is too much information for something like that, that they couldn't be psychic, and that, if they were processing 571 cases a month, someone must know something. However, the issue was not that someone wouldn't know to file a worker's comp claim but rather that they wouldn't be aware of all their rights and responsibilities and could, therefore, miss out on benefits to which they were entitled or incur costs which they needn't have.

The Lawrence Memorial representatives said that they had distributed a packet of information pertinent to their services to all personnel officers on campus. The committee will ask Sandy for a copy of this packet for rev. or contact Phil Rankin for assistance.

Margaret announced that the May 13th meeting will be cancelled.
Library Emergency & Disaster Planning Committee
Minutes of the 1 March 1993 meeting

Absent: M. Burchill, K. Miller

Subcommittee reports

Disaster-recovery team. Becky has completed draft III of a document on the development of a core disaster-recovery team. Her subcommittee has not yet discussed this draft; she hopes to have it ready for the whole committee to discuss at our next meeting. We then went on to discuss the terminology for a document specifying and defining levels of disasters in the Libraries, based on the University of Kansas emergency plan.

Salvage priorities. Gordon had no further report at this time.

Emergency supplies. Last week's snowstorm forced postponement of the excursion to purchase the first of the supplies. Sherry & Sue will try again next Thursday. During today's discussion, the group suggested that the Library buy rolls of plastic sheeting, not smaller sections. These should be kept in the original packaging, so that the plastic will remain pliable longer. We hope to get unbleached toweling through the campus store.

The Dean will meet with the Committee at their 29 March meeting to discuss the makeup and responsibilities of the Disaster Recovery Team (Becky's subcommittee). Possibly we can also talk about this Committee's role in developing an inclement-weather policy.

We will try to meet with the Health & Safety Committee sometime this semester.

We talked a bit about three Committee members attending Toby Murray's disaster-recovery workshop at Tri-Conference.

The meeting adjourned at 11:40 am.
Next meeting: Monday, 15 February 1993, 10:30 a.m., Watson conference room B

G. Anderson, recorder
NOMINATING AND BALLOT COMMITTEE  
MINUTES OF MAY 3, 1993 MEETING  

Present: Ken Lohrentz, Shelley Miller, Kathy Graves

The committee tallied the ballots on the LFA Code Revision and the results will be submitted to LFA Exec.

A slate of candidates for offices on LFA Exec and LCPT had been finalized and that ballot was prepared for mailing. We appreciate the willingness of many people to run.

We discussed committee activity between now and the end of the year, which will include tallying the LFA Exec/LCPT ballot and preparing and tallying a Grievance Committee ballot.

submitted by Kathy Graves
Library Emergency & Disaster Planning Committee
Minutes of the 31 March 1993 meeting

Absent:  M. Burchill

Dean Crowe met with the committee during the first half of the session. He reaffirmed his support for our work. He asked what next should be done, in particular what we might have in mind for publicizing the fruits of our efforts. He emphasized that we should make available to the wider community the knowledge and understanding we have gained. Possible avenues of publication: University Relations, training aids (videos, manuals, e.g.), wider staff involvement, and possibly a presentation on the Committee's work at CULS in Lawrence this coming fall.

The University updates its inclement-weather policy each fall, which involves also updating the calling-tree roster. The Dean asked this Committee to help the Library set up its own calling-tree and set of guidelines for handling the implementation of inclement-weather provisions.

Announcements:

On 23-24 April in Jefferson City, Mo., the Kansas City Area Archivists (KCAA) will hold a workshop and symposium on disaster recovery. Bruce Bradley will discuss the Linda Hall Library's episode of water damage and response thereto (happened three or four years ago).

We further discussed CPR training. Becky will talk with the Staff Development Committee on the possibility of jointly holding a session for staff on CPR.

George recently had talked with the state fire marshal and got reports on their most recent fire-inspection tour of campus buildings.

The minutes of the 1 March and 15 March meetings were reviewed and approved.

CPR was further discussed (see 15 March meeting minutes). Someone suggested having a "Is there a doctor in the house?" query via the pa system.

Sherry talked about the KLA workshop on disaster recovery held in the week prior to this meeting (Kent & Janet also attended). Some tips: microfilm often doesn't get wet in the interior of the reel (past the first few layers). The emulsion side of fiche will bubble and distort. It is better to try to replace water-damaged fiche than to restore them. Keep silver halide film wet and send to a professional lab for restoration. Sometimes computer discs can be restored after water damage. It is best to know beforehand what to salvage, because the material and labor costs of recovery are very high. Pellon is a good absorbent, but newsprint or paper toweling is quite satisfactory and much cheaper. Use pellon only on the most valuable books.

A member suggested that Toby Murray's document be re-formatted to be of more efficient use during the actual recovery process. Perhaps on-line access to the information would be the best format.

The meeting adjourned at 12:05 pm.
Next meeting:  Monday, 12 April, 10:30 a.m., Watson conference room B

G. Anderson, recorder
Library Emergency & Disaster Planning Committee  
Minutes of the 12 April 1993 meeting

Present:  B. Schulte, G. Anderson, J. Anderson-Story, G. Gibbs,  
S. Hewitt, K. Miller
Absent:  S. Hawkins, M. Burchill

The minutes of the 31 March 1993 meeting were reviewed and approved.

Becky reported that the Staff Development Committee has decided not to sponsor  
CPR training sessions. The committees could announce in FYI any CPR class  
schedule and encourage staff to participate, but it was decided not to do this.  
No one who is CPR trained is obligated to register as such or to render aid in  
an emergency situation.

George gave the Administration and the Health & Safety Committee the State Fire  
Marshal's report on that office's recent inspection tour of campus buildings.

Toby Murray's disaster-recovery document is on PageMaker (not an ASCII file).  
If we have a scanner, we could transfer the printed document to our own system.  
Becky will check with Rob to see if he has the proper equipment for this.

Kent has advised The Committee to recommend storing one roll of plastic sheeting  
in each library location, plus a few more for the big libraries. Those needing  
rolls will get them from Watson surplus; the emergency supplies subcommittee will  
then pick up some more rolls.

The Committee then discussed the latest draft on the composition and roles of  
members of the Disaster Response Team. A few modifications were made to this  
document. The Committee noted that this Team will have a salvage-priority  
document, prepared by bibliographers and department heads, as part of its  
instruction manual. The library specialist on the team will vary according to  
each unit or department. Who gets called to the site of a disaster depends on  
what and how much has been damaged.

At the next meeting we will discuss what LEDPC's relationship to the Disaster  
Response Team will be. Will some or all members of LEDPC become that team?

The Committee also looked at the Organizational Chart for Responsibilities in a  
Disaster, and was satisfied with the plan presented. They emphasized that  
communication must be highly centralized, and the lists must be current, so that  
the right people get called the first time.

The meeting adjourned at noon
Next meeting: Monday, 26 April, 10:30 a.m., Watson conference room B

G. Anderson, recorder
Library Emergency & Disaster Planning Committee
Minutes of the 26 April 1993 meeting

Absent: K. Miller

The minutes of the 12 April 1993 meeting were reviewed and approved.

Becky did not attend the KCAA meeting because of a family emergency.

Sherry and Kent described the water damage (due to hail) to the Microforms collection which had occurred on Monday, 12 April. They discovered that plastic sheeting, where it has been exposed to light over a period of ten years, does deteriorate somewhat; therefore the Committee decided to provide pre-packaged rolls of plastic sheeting separate from the emergency kits, rather than to include plastic sheets in the kits.

The Supply team reported that they have secured many of the items for the emergency-response inventory. After discussing the merits of strapping tape versus duct tape, the Committee decided each response kit should have duct tape. The emergency in Microforms showed also that it takes a lot of plastic sheeting to cover a range of shelves. The Team will try to get paper towels folded in sections rather than paper towels in large rolls, depending on price.

Gordon distributed a draft of the salvage-priority document which the Committee will discuss at the next meeting.

Becky will talk to Toby Murray about scanning Murray's disaster-recovery document onto a disc in ASCII format. Mary said that Law Library has PageMaker (a desktop publishing software which is not an ASCII file, and in which Murray's document exists); Rhonda also has PageMaker. Rob has Ventura.

The Committee then continued to discuss the Disaster response team's composition. More trained personnel are needed; perhaps every year the Team can train a few volunteers. The Committee discussed the number of team members, their length of active service, and the role of a reserve team (who will form a large part of the response work-force).

Whereas Toby Murray's workshops are directed at how quickly to pack and remove damaged materials, the Disaster response team concentrates on planning, administration, procurement, and supervision. We need to appoint people to these roles by the end of this fiscal year. The Committee drew up a tentative slate of persons who might fill these roles. When final, the Committee will present these names to the Dean.

The meeting adjourned at noon
Next meeting: Monday, 10 May, 10:30 a.m., Watson conference room B

G. Anderson, recorder
# SUMMER SCHEDULE OF HOURS: JUNE 8 - AUGUST 22, 1993

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<tr>
<th>LIBRARY</th>
<th>HOURS</th>
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<tr>
<td>ANSCHUTZ SCIENCE LIBRARY (864-4928)</td>
<td>Mon-Thu 8am - 9pm</td>
<td>422 Spencer Library</td>
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<td>ART &amp; ARCHITECTURE LIBRARY (864-3020)</td>
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<td>EAST ASIAN LIBRARY (864-4669) 5th Level</td>
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<tr>
<td>INTERLIBRARY SERVICES (864-3960) 3rd Level</td>
<td>Mon-Fri 8am - 5pm</td>
<td>12600 Quivira Rd., Overland Park, KS</td>
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<td>FINES OFFICE (864-4715) 309C Watson</td>
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<td>GOVERNMENT DOCUMENTS &amp; MAPS (864-4662)</td>
<td>Mon-Thu 8am - 8pm</td>
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<td>LAW LIBRARY (864-3025) 200 Green Hall</td>
<td>Mon-Thu 7:30am - 10pm</td>
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<td>July 26 - 27 8am - 9pm</td>
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<td>FOLLOWING SUMMER SESSION:</td>
<td>Mon-Fri 8am - 5pm</td>
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<tr>
<td>SPECIAL COLLECTIONS (864-4334) 327 Spencer</td>
<td>Mon-Fri 8am - 6pm</td>
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<td>UNIVERSITY ARCHIVES (864-4488) 422 Spencer</td>
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<td>MUSIC LIBRARY (864-3496) 448 Murphy</td>
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<td>REGENTS CENTER LIBRARY (864-6570) 12600</td>
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**HOURS OF OPENING ARE SUBJECT TO CHANGE AS POSTED.**

CLARK RETIREMENT ANNOUNCED

Marilyn Clark, Reference Librarian, has announced her retirement effective July 2nd, after completing 28 years of service in the University Libraries. First appointed in 1965 as Exchange and Gifts Librarian, Marilyn became an Associate Catalog Librarian in 1969 and an Associate Reference Librarian in 1970. She served as Head of the Reference Department from 1970 until 1983 when she assumed her current duties as Reference Librarian.

Many faculty, students and staff have benefitted greatly from Marilyn’s efforts over the years, and although we normally tend to express our good wishes for a long and satisfying retirement during a reception or some such affair, the Library will not plan such an event. Instead, the Library officially will honor Marilyn’s wish not to mount a reception and will use a like amount of money precisely as Marilyn has requested: Seat cushions will be secured for the chairs in Watson Conference Rooms A and B!

All the best wishes to Marilyn. --W. J. Crowe

BROMBERG RESIGNATION ANNOUNCED

Nicolette (Nikki) Bromberg, PhotoArchivist in The Kansas Collection, has announced her resignation. Nikki was appointed to her position in April, 1985 and received a promotion to her current rank (Program Associate) in July, 1992. She has accepted a position as Director of the Photograph, Film, and Sound Archive at the State Historical Society of Wisconsin. Her resignation is effective June 17, 1993.

All good wishes to Nikki in her new position. --W. J. Crowe

LASNIER APPOINTED TO LIBRARY ASSISTANT I POSITION

Mark Lasnier has been appointed as a Library Assistant I in the Science Library effective June 1, 1993. Mark is presently a student assistant in the Engineering Library. In his new assignment, Mark will supervise the Science Library reserve operation. Mark replaces Jane Hoyt.

Sandy Gilliland

LANDON STEPS DOWN AS KULSA TREASURER

After serving several years as Treasurer of KULSA (the Kansas University Library Staff Association), Marilyn Landon has announced that she will step down from this post effective immediately. Library staff interested in volunteering as the KULSA Treasurer may contact Annie Williams (AWILLIAM, 4-3038) or Sandy Gilliland (SGILLILA, 4-3601). The responsibilities of Treasurer include maintaining the KULSA funds and related records, collecting annual dues, writing occasional checks on KULSA’s account for payment of supplies and services (i.e., flowers for staff who are hospitalized, supplies for KULSA-sponsored picnics and parties, etc.); and, involvement in planning future parties! Marilyn reports that during the past three and one-half years, the KULSA funds have more than tripled, thanks to all of the staff who endured those second notices. Our thanks to Marilyn for handling so very well this added responsibility during the past several years.

Sandy Gilliland

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
SMOKING CESSION CLASSES ANNOUNCED

Several two and one-half hour smoking cessation seminars will be offered to faculty, staff and students, who desire to quit smoking. The Department of Health Education in Watkins Health Center will offer "No-Nag, No-Guilt, Do-It-Your-Own-Way Guide to Quit Smoking" on the following dates:

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<th>Date</th>
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<tr>
<td>May 21</td>
<td>Friday</td>
<td>9:30 a.m. - 12 noon</td>
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<td>May 26</td>
<td>Wednesday</td>
<td>2:00 p.m. - 4:30 p.m.</td>
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<tr>
<td>June 9</td>
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<td>June 18</td>
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<td>June 23</td>
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<td>June 30</td>
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The seminars will be taught by Julie Francis, Watkins Health Educator. Consistent with the needs of the unit, supervisors are encouraged to provide release time for staff who wish to participate in a seminar. Class size is limited; to register, call 4-9570 and indicate which session you wish to attend.

Sandy Gilliland

AKZO DEACIDIFICATION PRESENTATION ANNOUNCED

Richard Pearce from Akzo Chemicals, Inc. will be on campus mid-June to work through some of the details in our sending some library materials to Akzo's Deer Park, Texas facility for deacidification. Akzo uses DEZ (diethyl zinc) gas to neutralize the acidity of paper and can do so in bulk, ca. 350 items at a time. Library staff interested in learning more about this process are invited to attend a presentation by Pearce, during which he will explain the process and answer questions. The presentation will be held on Tuesday, June 22, at 10:30 a.m., Conference Rooms A/B, Watson Library. Registration is not required.

George Gibbs

IN MEMORIAM

George M. McCorkle died in New Haven, Conn., on 6 May 1993. One of those remarkable people who can move from one successful career to another, Mr. McCorkle had a long professional life in publishing -- Scribner and Son, New American Library and finally R. R. Bowker Co., of which he was president and chief executive officer when he retired in 1979. He then took up a new career in science and became a molecular biologist in the genetics laboratory at Yale University. His widow, Barbara Backus McCorkle, was a librarian in the Department of Special Collections from 1968 to 1974, specializing in historical maps. At the time of her retirement a year ago, Barbara was head of the Map Library at Yale University. She and her first husband, the late Oswald P. Backus, Professor of History at KU, were long-time residents of Lawrence and very active supports of the Libraries. The Slavic, law and history collections in the KU Libraries all owe a great deal to the efforts of Ozzie Backus. Three of the Backus sons still live in Lawrence.

A. Mason

PENNY DONALDSON AWARDED M.L.S. DEGREE

Penny Donaldson, Interlibrary Services, received her M.L.S. degree from Emporia State University on May 15. Congratulations, Penny!

Jim Neeley
UPDATE ON OCLC

I last reported to you in July on the Libraries’ OCLC costs and what steps were being taken to contain them. While we have not completed FY93 and therefore cannot know our exact charges, the Libraries will spend around $235,000 on OCLC in FY93. These charges fall into three large categories—searching, use of the cataloging and interlibrary loan subsystems, and ongoing system and terminal charges and do not include charges for FirstSearch.

The amount of searching being done on OCLC by library staff is dropping again this year to an estimated total of 375,000. The search-to-produce ratio, the number of searches performed divided by the number of items cataloged and the number of ILL transactions, is now 3.9, down from 4.8 in FY92. The average ratio for all ARL libraries on OCLC is 3.4. (We would need to reduce our number of searches by an additional 50,000 in order to meet the ARL average.) It is obvious that staff are aware of the cost of OCLC searching and continue to make adjustments in choosing when and how to search. These efforts have helped greatly to contain OCLC costs for the Libraries and will need to be continued.

OCLC has just announced its prices for FY94. The cost of searching will again rise. Regular searching will now cost $.36 per search for the first 15,000 searches and $.31 per search over that threshold. The comparable figures for FY93 are $.27 for regular searches and $.24 above the 15,000 threshold. The cost of using records for cataloging and ILS will again drop. In addition the amount of credit received for entering original cataloging and for upgrading records already on the database is also increasing. A new charge for "exporting" records from OCLC to a local system (in our case INNOVACQ) has been instituted. In toto for KU, the cost increases will exceed the credits, however, and the overall outcome would mean an estimated OCLC expenditure in FY94 of approximately $250,000, if we did not change any of our operations and used the system at the same rate. The cost of replacing the soon-to-be obsolete M300 terminals (there are now four in the Libraries) is not included in this estimate.

We continue to analyze the way in which we utilize OCLC, looking for additional savings, while minimizing effect on our operations and services. As you will remember, last year five OCLC terminals were disconnected; within the last month, Cataloging has taken two more OCLC terminals offline. The latter are still being used to edit records for uploading, but we no longer pay the telecommunications charges associated with a terminal’s being online to OCLC.

In addition, OCLC has agreed to provide statistics on OCLC system usage (by "authorization") for two, two-week periods in FY94. In this way we will be able for the first time to obtain data which will at least roughly indicate usage by function as well as by terminal. We expect to use this information and our own experience to identify areas in which additional economies might be made. The details have not yet been confirmed but the test periods are likely to be in July and October, 1993.

George Gibbs

ATTACHMENTS

Expanded Academic Index—Now Available on a Terminal Near You announcement
Budget and Planning Committee Minutes—February 15, 1993
Steering Committee for Strategic Planning Minutes—May 10, 1993
Expanded Academic Index is now available in a test mode for staff to play with on selected terminals in various work areas. (Ask your department head for the location of test terminals.) During this test, the database will contain only 20,000 records and will have slower response times than the "real" database. The test mode will last several weeks at which time, hopefully, the full database should become available on public terminals.

What is it?
Expanded Academic Index is an electronic index to approximately 1500 scholarly and general-interest periodicals in the humanities, social sciences, and science and technology. It covers 100% of the titles indexed in Wilson's Humanities Index, Social Sciences Index and General Science Index, over 360 titles from PAIS. It also includes the current six months' indexing to The New York Times.

How do I access it during the test period?

get to a VTAM screen
  type in "CICS®3", hit enter (another CICS screen will appear)
  clear screen, then type "OCAT"

If you have difficulty connecting to the test database: check with a computer-literate person in your department or call Patrick Kingsbury at 4-0223 (e-mail: SP78@UKANVM).

To exit the test database -
  get out of EAI (type "q" and hit enter)
  at the OCAT screen, type "logoff" (or "qqqq") and hit enter
  at the "you have exited the online catalog" screen - type "disc" & enter
  you should see a VTAM screen
  to get back to your CICS screen, type "cics"

How do I search it?
In order to evaluate the "ease of use" of this database, the EAI design committee has chosen NOT to provide searching instructions during the test mode. We would like staff to experiment with the database and its capabilities as complete novices (imitating typical patron searches).

When do I receive training?
Staff training sessions will be offered a couple of weeks prior to when EAI becomes available to the general public. Watch FYI and/or e-mail for announcements.

What if I have comments/questions?
A questionnaire will be distributed to staff, early next week, to provide the design committee with feedback. For assistance with search capabilities and techniques contact Lorrie Knox at 4-4931 (e-mail: LKNOX@UKANVM).

EAI Implementation Committee
Steering Committee for Strategic Planning
Minutes of Meeting, May 10, 1993

The Steering Committee for Strategic Planning met for the seventh time on Monday, May 10th, at 1:30 in Room B. All members (Benjamin, Clement, Gibbs, Melton, R. Miller, S. Miller, K. Neeley) were present, with Clement presiding. The minutes of the April 30th workshop and the May 3rd meeting were approved with minor changes.

Clement distributed a full transcription of the flip chart text from our April 30th workshop along with copies of our timetable.

We examined and discussed a draft of a written charge to us from Dean Crowe, largely taken from our discussion at the April 30th workshop. We concurred with the charge as drafted.

Gibbs led discussion of his work on an environmental scan. From his reading of key documents (including ACRL's own environmental scan, which those interested can find on pp. 21-28 of the January C&RL News), Gibbs identified nineteen primary issues facing research libraries and the institutions of higher education of which they are a part. Briefly, these are: proliferation of information technologies; continuing information explosion; more diverse hardware, software, and infrastructure configurations in computing environments; a more diverse population attending universities and in the work force; increased reliance on networking, co-operation, and resource sharing; the volatility of the dollar in the international marketplace; increasing demand for accountability for higher education tied to its decreasing prestige; greater emphasis on undergraduate education; limited financial resources; increased availability of material in electronic format, as yet without decrease in traditional formats; increased user expectations and different information-seeking patterns due to new technologies; access to, vs. ownership of, information; spiraling increases in costs of library materials; increased emphasis on international studies; worries about creating information 'haves' and 'have nots'; increased reliance on outside sources of funding; an aging workforce; demand for defining quality in library service; increased connectivity among computer systems. To these areas, committee discussion added the following: changes in copyright and intellectual property rights law and a lingering negative perception (including self-perception) of library professionals and the uncertainty of their future roles in the information environment.

Attention then turned to R. Miller's draft of a Vision Statement, in which she outlined our aspirations for the year 2000 in 6 broad categories: strong collections; comprehensive access to information; excellent reference, information and instructional services; expanded and suitably equipped facilities; a more active role in the University, state, and scholarly communities; and a well-trained, innovative, and efficient staff. A half hour of discussion followed.

We then examined Clement's draft of a chart depicting our user groups. We briefly discussed various ways of representing our various non-core users (Regents institutions, other Kansas institutions of higher education, Kansas residents, and scholars from the nation and world). Gibbs, R. Miller, and Clement all will revise their drafts for our next meeting.

We began to discuss how to proceed with an assessment of our present strengths and weaknesses. Melton and K. Neeley will meet this week to draft a document for discussion at our next meeting. The meeting adjourned at 3:35.

Respectfully submitted,

Rob Melton, Secretary

Approved May 17, 1993
Budget and Planning Committee Minutes

February 15, 1993

Present: Sue Hewitt, Geoff Husic, Nancy Jaeger, Rob Melton (chair), Rachel Miller, Kathleen Neeley, John Richardson

Absent: Mary Lou Warren

After R. Melton reported that Dean Crowe had asked the committee for further clarification of its recommendations on membership on the strategic planning steering committee, we reopened discussion of this question.

The committee also discussed Dean Crowe's proposal of establishing the position of Coordinator of Networked Resources as a half-time, multi-year special assignment, to be filled after an internal search has been conducted. The committee not only approved of the proposal but also favored exploring approaches to expanding its scope.

Submitted by John Richardson
LFA EXEC AND LCPT ELECTION RESULTS

The following people have been elected:

LFA
Vice Chair/Chair Elect: Brad Schaffner
Secretary: Barbara Jones
LIII Representative: Jim Neeley
LII Representative: Mary Rosenbloom
LI Representative: Kathy Graves
Unclassified Professional: Deborah Dandridge

LCPT
LIII Representative: Margaret Wilson
LII Representative: Mike Biggins
LI Representative: Julie Hoff

Thanks to everyone who was willing to run.

LIBRARY EMERGENCY AND DISASTER KITS

During the past year, the Library Emergency and Disaster Plan Committee has continued work initiated by last year’s committee. The committee has determined that each library should have disaster supply kits. Some locations will have multiple kits available. In all, 17 kits will be distributed. These kits contain basic supplies which will be useful to staff in the event of an emergency. Included will be batteries, flashlights, small medical kits, paper towels, duct tape, scissors, etc. In addition to these supplies, large rolls of plastic sheeting are being purchased for distribution. These items are only to be used in case of an emergency and are not for personal use. Outside of an emergency, the box should only be opened on a periodic basis to check supplies. The designated sites will be contacted shortly.

A salvage priority survey form will be sent to bibliographers and department heads. Each completed form will be used by the fire department and the libraries’ disaster team members in salvage activities.

Also forthcoming will be an update of the Local Disaster Resources list, which will be a part of the library emergency manual.

CONGRATULATIONS!

Congratulations are in order for Ann Snow who recently completed her B.F.A. in Design with a concentration in Illustration. Ann’s first B.A. in Theater was earned at Radford University in Virginia before she moved to Lawrence and began working for the KU Libraries. Ann began in the Cataloging Dept. in 1977 and transferred to the Art Library staff in 1979. After working full-time while taking a heavy load of studio classes over the past 6 years, Ann has no immediate plans other than to relax. She hopes to perhaps establish a free-lance illustration career in the future.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
You are cordially invited to a farewell reception for

Nicolette Bromberg

from 4 to 6 pm on Friday 11th June 1993 in the Lounge of the
Kenneth Spencer Research Library
Library Employee Health and Safety Committee
Minutes of May 6, 1993

Present: M. Wilson (chair), M. Cook, P. Difilippo, M. Lodwick, T. Taylor

Minutes of April 29th meeting are being reviewed by Phil Rankin before being published.

Dean Crowe is considering soliciting Friends of the Libraries for donations to be used for ergonomic purchases. It was suggested that the committee find an appropriate method of expressing thanks to contributors.

Committee is trying to obtain additional exercises which prevent and are also used to rehabilitate repetitive stress disorders.

A concern was expressed to the H+S Committee about the decibel levels emitted by Watson fire alarms. (The alarms continued to sound for some time after staff and patrons returned to the building on May 2.) The committee will investigate OSHA guidelines.

Programming: Serials Users Group is evaluating the current serial system procedures which require highly repetitive movements (such as the continuous marking of numerous items for discard). Margaret asked the H+S Committee to consider what modifications could possibly be made to all the local system programs which would help reduce highly repetitive keying.

Although not all departments have submitted hazardous materials inventory, the committee will forward what it has received so far to Mike Russell with the University Environmental Safety office to evaluate which materials qualify as "hazardous."

Lawrence Memorial Hospital has a packet of materials listing which services are offered by the hospital for people with work-related injuries involving worker's compensation. A copy has been requested for the Libraries by MW.

23-24 ergonomically-designed chairs have been ordered for the Libraries. They are the same model currently furnishing the Regents' Center and are assembled by the Kansas Correctional Institution.

submitted by: M. Lodwick
Steering Committee for Strategic Planning  
Minutes of Meeting, May 24, 1993

The Steering Committee for Strategic Planning met for the ninth time on Monday, May 24th, at 1:30 p.m. in Conference Room B. Present were Benjamin, Gibbs, Melton, R. Miller, K. Neeley and Crowe (guest). Clement and S. Miller were absent. Gibbs presided in Clement's absence. The minutes of the May 17th meeting were approved.

Gibbs announced that invitations had been mailed to members of the Core Group asking that they attend the June 1st Administrative Conference meeting, where the agenda will be devoted to strategic planning.

Two new items were added to our reading box, including a copy of the latest ARL report showing levels of institutional support for libraries as a percentage of overall budgets. At KU, the latest figure is 3.5%, somewhat higher than average.

Dean Crowe was invited to join us for this meeting as a means of ensuring that our progress and direction are congruent with his vision of desired strategic planning outcomes. In addition to general discussion, we sought his advice on the drafts of the several documents we have been developing since Maureen Sullivan's last visit. We examined, in order:

- Clement's latest draft of a graphic depiction of our user groups. Crowe suggested, and we concurred, that a depiction be added of our so-called ILS Reciprocity Libraries as a distinct user group.

- Clement's May 4th draft of our Mission Statement. Crowe feels that the length of the document is right but that perhaps we had been over zealous in removing most laudatory adjectives; a better tonal balance between the University's own mission statement and ours might be achievable. Further discussion also involved the possible addition of wording in the Libraries' mission statement reflective of the University's goals in the area of cultural diversity.

- Gibbs' re-draft of the Environmental Scan. Crowe suggested, and we concurred, that the twenty or so factors Gibbs had identified should be clustered under related headings. No additional factors were added.

- R. Miller's second draft of a Vision Statement. The bulk of the discussion concerned an issue which Crowe feels should be an important outcome of strategic planning, namely some guidance on how to make decision-making in the Libraries more efficient without sacrificing the benefits we derive from current organizational and governance structures. He hopes that some attention will be paid to this area, but will leave the method of that to us.

- Melton's second draft of his and K. Neeley's Internal Assessment. Time did not permit an item-by-item discussion of this document; mostly minor suggestions were made for re-wording.

Discussion turned briefly to the topic of who in Crowe's opinion are some of the key people at KU (outside the Libraries) whom we should probably interview for their views on the overall KU environment and on how they would like to see the Libraries' role evolve.

The meeting adjourned at 3:52 p.m.

Respectfully submitted,

Rob Melton, Secretary

Approved May 26, 1993
FYI

University of Kansas Libraries
Number 1227 June 10, 1993

CHANCELLOR’S AWARD FOR DISTINGUISHED LIBRARIANSHIP

Chancellor Budig has asked me to announce that FREDERICK R. (FRITZ) SNYDER, Associate Director of the Law Library, is the 1993 recipient of the Chancellor’s Award for Distinguished Librarianship.

Information about nominees for this prestigious award was reviewed by the Distinguished Librarian Award Committee (Margaret Bearse, Technical Services, Law Library; Marilyn Clark, Reference Department; Susan Craig, Art and Architecture Library; Sandra Gautt, Assistant Vice Chancellor, Office of Academic Affairs; Sandra Gilliland, Assistant to the Dean of Libraries [for Personnel]; George Heller, Professor, Art/Music Education & Music Therapy; Ken Lohrentz, Cataloging Department). The committee’s recommendation that Fritz be the 1993 recipient was endorsed by me and Acting Vice Chancellor Shulenburger before being referred to Chancellor Budig.

The University community will recognize Fritz (with the winners of the Chancellor’s Teaching Awards) formally at the Opening Convocation of the 1993/1994 academic year. This is an occasion which, in Chancellor Budig’s words describing this award, "allows us to underscore for our new students and their parents the University’s emphasis upon excellence in teaching and also the central role played by the Libraries and our Library faculty and staff."

The Library will honor Fritz at a reception to be scheduled early in the Fall Semester, although I know that well before that time he will be receiving warm congratulations from his many colleagues throughout the Library system and beyond.

This prestigious award confirms what so many of us long have known about Fritz’s exemplary skills, abilities, and knowledge—all of which he exercises with great sensitivity to others. He is without doubt a librarian of the first rank. All who are associated with the University of Kansas and its Libraries are fortunate indeed that Fritz is among us.

William J. Crowe

PERSONNEL

Emily Frazier, Library Assistant I in the Serials Department, has announced her resignation. Emily joined the Libraries staff in August, 1990. She is leaving employment with the Libraries to pursue a graduate degree in library and information science, from Emporia State University. Emily’s resignation is effective June 17, 1993.

Mary Miller, Library Associate in the Cataloging Department, has announced her resignation effective July 12, 1993. Mary joined the Libraries staff in July, 1979 as a Clerk-Typist in the Department of Special Collections. She promoted to a Clerk III position in the Cataloging Department in March, 1981. She promoted to her present position in July, 1983. Mary intends to devote more of her time to her family, her husband’s business.

Sandy Gilliland

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
CHANGE IN STATE ARBITRARY INCOME TAX WITHHOLDING

Effective with the July 1st paycheck, a change will be made in how additional tax withholding for State income tax purposes is calculated. (If you presently have an additional amount of funds withheld from your paycheck, you will receive a memorandum explaining this change in full detail.) The change involves use of a new form to have additional funds withheld from your check for State income tax purposes. The federal and state arbitrary option will be separate calculations—you can sign up for one or both. If you are presently having funds withheld for federal income tax purposes, there will be no change in the federal arbitrary withholding; however, you will no longer see an additional deduction for state arbitrary withholding unless you submit the appropriate form, available from Rex Hargis or Sandy Gilliland, 4-3601.

For those interested in having additional funds withheld for federal or state income tax purposes, contact Rex Hargis or Sandy Gilliland in the Library Administrative Office for instructions and forms.

Sandy Gilliland

CIVIL SERVICE EXAMINATION SCHEDULE FOR JUNE

A copy of the civil service examination schedule for the month of June is being mailed to all Library departments. These civil service examinations will be administered in the Department of Human Resources, Carruth-O'Leary Hall. Library student assistants who are interested in permanent civil service employment are especially encouraged to contact Rex Hargis or Sandy Gilliland, 4-3601, for additional information about examination application procedures and employment eligibility and opportunities.

Sandy Gilliland

WRIST RESTS NOW AVAILABLE FROM OFFICE SUPPLY

The Library has purchased a quantity of wrist rests that are now available from Office Supply on Wednesday mornings. Staff are encouraged to talk with Margaret Wilson, or another member of the Health and Safety Committee, regarding the appropriate use of these wrist rests before requesting these from Office Supply. Feet and back rests will be considered along with other ergonomic equipment issues at a later date.

Nancy Jaeger

LFA OPEN MEETING

There will be an LFA open meeting to discuss "Larger Code Related Issues" as required by the passage of the recent ballot on code revision. The meeting will be at 10:30 on Wednesday, June 16 in the Watson conference rooms.

Rick Clement

EXPANDED ACADEMIC INDEX - NOW AVAILABLE ON A TERMINAL NEAR YOU!

Just a reminder -- Expanded Academic Index is now available in a test mode for staff to play with on selected terminals in various work areas. (Ask your department head for the location of test terminals.) During this test, the database will contain only 20,000 records and will have much slower response times than the "real" database. The test mode will last several weeks at which time, hopefully, the full database should become available on public terminals.

Expanded Academic Index is an electronic index to approximately 1500 scholarly and general-interest periodicals in the humanities, social sciences, and science and technology. It covers 100% of the titles indexed in Wilson’s Humanities Index, Social Sciences Index and General Science Index, over 360 titles from PAIS. It also includes the current six months’ indexing to The New York Times.

If you have not yet filled out the questionnaire which was distributed to all staff, please take time to do so within the next couple of days. The design committee values your input!!

If you need assistance accessing the test database, with search capabilities and techniques, or need a copy of the questionnaire contact Lorrie Knox at 4-4931 (or via e-mail: LKNOX@UKANVM).

EAI Implementation Committee
TIME CARD DEADLINE

Please send all student time cards, unclassified absence cards, and classified monthly time reports to Rex Hargis in the Library Administrative Office by 12:00, Tuesday, June 15. Refer to pages 18 and 19 of the Student Employment Procedures Manual for the maximum number of reportable hours for student assistants and other information. Rex Hargis

MISSING MANUAL

The Serials Dept staff is unable to locate the user's manual for the Panasonic typewriter which sits on the table outside of Kent Miller's office. The manual is spiral-bound with a black paper cover. If you have been in this area lately please check your desks. The manual might have been picked up with a stack of books or papers. If you should find it, please call. We will be glad to pick it up. Our number is 4-3535. Thank you for looking. Lois Bauer

ATTACHMENTS

Cataloging Policy Advisory Committee (CPAC) Minutes--Mar. 8, 1993, May 24, 1993
Committee on Salaries and Benefits Minutes--May 11, 1993
Library Emergency & Disaster Planning Committee Minutes--10 May 1993
Library Automation Committee Minutes--April 28, 1993, May 4, 1993
Minutes of meeting: May 11, 1993

Present: B. Crowe, J. Emde, B. Gaeddert, S. Gilliland, N. Jaeger
Absent: L. Moore

Dean Crowe passed out a draft of the salary letter to library faculty and unclassified staff for the information of the Committee and for our comments. The legislature appropriated a 2.25% increase for merit for the University as a whole and the Libraries, in fact, received 2.75%. The actual percentage available is expected to be 2.83% because of potential vacant positions that were filled at the time the budget was released.

Promotions, equity, and extra merit will increase approximately half of individual librarians' salaries above the Merit Increase Dollars table which will accompany the salary letter.

Unclassified professional salaries were calculated on a slightly different basis because of the university's requirement for the unclassified merit percentage not to exceed the continuing faculty merit percentage. The different basis was also made necessary by the fact that an "equal percentage" component is not relevant when only one group is involved.

Several aspects of the wording of the salary letter were discussed with the Committee in the interest of providing enough—but not an unnecessary amount of—detail as to how salaries were calculated.

A general discussion of salary issues followed.

Respectfully submitted,

Barb Gaeddert, Secretary
May 24, 1993

Present: Mike Biggins, George Gibbs (chair), Sandy Mason, Lorraine Moore, John Richardson (recorder), Mary Roach, Becky Schulte

Absent: Margaret Bearse

The committee read and discussed Gibbs's draft of a memo to all library staff on an open meeting which CPAC proposes to hold in June or July to solicit opinions from staff throughout the Libraries on two issues of general interest. The meeting will be announced in FYI and via e-mail; packets of background material will be issued to members of Administrative Conference and made available in all the departments in advance of the meeting.

The first issue is the addition to the online catalog of records from Special Collections, Kansas Collection, Law Library, Music Library (sound recordings), and individual items in large microform sets. Questions that staff should consider include: In which order and how soon should these five categories of records be loaded? Given that loading these records will result in authority control problems, what is the relative importance to the staff of making these collections available speedily to users vs. keeping conflicting headings and other inconsistencies that could confuse and frustrate users out of the online catalog?

The proposal was made and adopted to rank the five categories of records in order of technical difficulty in the memo. The committee agreed that loading records for individual items from large microform sets would be least difficult, Music Library sound recordings and Law Library moderately difficult, and Special Collections and Kansas Collection most difficult.

As the committee had no estimates of the number of records in any category except the Law Library, estimates for the other four collections will be obtained for the committee's next meeting so that they can be included in the final version of the memo.

The second issue is the partial analysis of classed-together series in the online catalog. At present, it is KU practice not to make records in the online catalog for individual items in traced, classed-together series, although an exception has had to be made for government document records on the MARCIVE tapes that were loaded recently. CPAC would like to hear from staff whether the current practice should be continued or modified.

The committee also reviewed a memo prepared by Moore which provides background on analytics for large microform sets, one of the five categories of records to be added to the online catalog. The memo was requested for the committee's use, but it may be included with the reading material that will be circulated to staff prior to the open meeting.

The next meeting of CPAC will be held on Monday, June 7.

Submitted by John Richardson
CATALOGING POLICY ADVISORY COMMITTEE

Mar. 8, 1993

Present: Margaret Bearse, Mike Biggins, George Gibbs (Chair and Recorder), Sandy Mason, Lorraine Moore, Mary Roach, Becky Schulte

CPAC reviewed minutes and discussed the latest revision of the General Guidelines for the KU Libraries' Online Union Catalog. Further modifications were suggested. Gibbs will incorporate them into another draft.

Gibbs will send out copies of the OCLC report which contains recommendations on the future of the Online Union Catalog. Roach will distribute a document she has prepared on the question of using the same bibliographic record for hard bound and paper bound editions of the same work.

CPAC continued the discussion about the partial analysis situation which Margaret Wilson had brought to the committee last time. CPAC agreed that her recommendation was a sound one (continue the present policy and acknowledge the government documents are an exception; correct government document records as problems are discovered) but felt that comments from library staff at large would be helpful in setting the appropriate course of action. Gibbs will draft an article for FYI, explaining the situation and asking for comments.

The next meeting was scheduled for March 29, 1993 in the Cataloging Conference Room.
LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE JUNE 2, 1993 MEETING

Present: Rick Clement (Chair), Sandra Gilliland, Rachel Miller, Nicholas Eshelman
Absent: Sally Haines, David Pardue

1. Minutes: The committee approved the minutes of its May 10 and May 17 meetings.

2. LFA Code Revisions: Rick Clement announced that Dean Crowe had concurred with the LFA membership's vote to approve the revisions. Copies of the new code will be distributed to LFA members.

3. LFA General Meetings: The group turned to discussion of the upcoming LFA general meeting, scheduled for Wednesday, June 9, 10:30-12, to discuss implementation of the library faculty performance evaluation policy statement. CESR has supplied additional copies of FY93 and earlier reports, and these will be distributed to the membership. An outline of points for discussion, drafted by Nicholas Eshelman, will also be distributed. Exec reviewed this briefly, suggesting some changes. Clement will prepare a cover letter to accompany these materials.

4. Meeting with Classified Conference Executive Board: Exec will meet with CCEB members next Monday, June 7, 11:00-12:00. The agenda for the meeting includes the "larger issues" arising from LFA code revision. Clement's summary of the issues, a draft of which was reviewed by Exec at its May 17 meeting, will be distributed to CCEB members before the meeting. Another topic to be discussed is the proposed library forum with Executive Vice Chancellor Meyen.

5. Next Meeting: Exec will meet again on Monday, June 7.

Reported by Rachel Miller
LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE MAY 17, 1993 MEETING

Present: Rick Clement (Chair), Sandra Gilliland, Sally Haines, Rachel Miller, Nicholas Eshelman, David Pardue

1. Minutes: The committee reviewed and accepted minutes from the Committee on Budget and Planning (February 15).

2. LFA General Meetings: Rick Clement reminded the group of the two forthcoming general meetings:

   Wednesday, June 9, 10:30-12  To discuss implementation of the library faculty performance evaluation policy statement

   Wednesday, June 16, 10:30-12  To discuss "larger issues" related to LFA Code revision

3. Library Faculty Evaluations: Exec reviewed and discussed at length the implementation suggestions received from Kent Miller, Chair of the Ad Hoc Committee. Nicholas Eshelman agreed to draft an outline of discussion points for the general meeting, emphasizing procedural changes that may need to be made now, in time for the next evaluation cycle. Clement reported that he had discussed with Becky Schulte the possibility of including CESR's final report in the documentation to be distributed to the membership as a whole in preparation for the June 9 meeting, and that she had concurred.

4. "Larger Issues": Clement distributed his draft outline of "larger issues:" the membership in LFA of unclassified professional staff, the membership of non-LFA members on LFA committees, and the non-governance functions of the Staff Orientation, Staff Development, and Budget and Planning Committees. Some revisions were suggested. Clement will incorporate them in the document.

5. Next Meeting: Exec will meet again on Monday, May 24. (This meeting was subsequently cancelled.)

Reported by Rachel Miller
LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE MAY 10, 1993 MEETING

Present: Rick Clement (Chair), Sandra Gilliland, Sally Haines, Rachel Miller, Nicholas Eshelman, David Pardue

1. Minutes: The committee reviewed and accepted minutes from the Nominating and Ballot Committee (May 3). The committee also approved its own minutes of May 3 and the minutes of the April 8 LFA general meeting.

2. Ballot Results: Rick Clement announced the results of the recent mail ballot. The LFA code revisions were approved unanimously, 45-0. Clement will notify Dean Crowe and request his concurrence. A majority of members voting were in favor of calling a meeting to discuss the "larger issues" of code revision (26 voted yes, 15 voted no, and 4 abstained).

3. Professional Development Survey: The committee decided not to discuss the survey results further but rather to simply forward them without comment to the Staff Development Committee for consideration. Rachel Miller will inform the membership by e-mail and ask respondents who do not want their comments shared to let us know.

4. Library Faculty Evaluations: The LFA general meeting to discuss implementation of the policy statement was set for Wednesday, June 9, 10:30-12. The recommendations that Exec had requested from the Ad Hoc Committee have been received and will be considered at the next meeting.

5. Unclassified Professional Staff Issues: Clement shared with the group a follow-up message from Dean Crowe requesting our advice regarding the options, discussed with him at the May 3 meeting, for addressing the concerns that some unclassified professional staff have about their status. After lengthy discussion, members agreed that none of the options that have been proposed seems desirable or feasible, given the 1991 LFA vote to limit library faculty appointments to persons with the MLS, on one hand, and concerns about the implications of introducing the unclassified academic staff category in the Libraries, on the other. Clement will reply to Dean Crowe.

6. LFA Code Revision "Larger Issues": The general LFA meeting to discuss "larger issues" was scheduled for Wednesday, June 16, 10:30-12. In preparation for the meeting Clement will draft an outline of these issues to guide discussion. Exec further decided that it would be helpful to have a joint meeting with the Classified Conference Executive Board before the "larger issues" discussion. Clement will talk to David Benjamin, CCEB Chair, to propose June 7, 11-12, as a date and time for this joint meeting.


Reported by Rachel Miller
Library Emergency & Disaster Planning Committee
Minutes of the 10 May 1993 meeting

Absent: J. Anderson-Story

The minutes of the 26 April 1993 meeting were reviewed and approved.

The Committee discussed Gordon's draft of the salvage-priority memo which will be sent to bibliographers and Administrative Conference members. The memo to bibliographers asks them to assign recovery priorities to their collections. The Committee noted that there may be difficulty in defining a collection. For instance, does one define a collection: by fund, by LC call number, by one's bibliographic assignment, by the books' location? The memo to department heads asks for the same kind of decision regarding salvage priorities for equipment, materials, and records in their departments.

Working from this information, The Committee will give the Fire Department specific priority locations and instructions for their pre-plan. The Committee will keep this document in their files and incorporate these salvage priorities into the Disaster Response Team's operations manual. Committee members noted that bibliographers and department heads should realize that salvage-priority documents will need to be updated periodically to reflect changes in inventory, in collecting priorities, and in location of major items.

Gordon will incorporate the Committee's suggestions and comments into a revised draft for next time.

Becky handed out more Disaster Response Team documents, which we will discuss at the next meeting.

The Supply team reported on the painstaking process in acquiring the necessary supplies. Petty theft has already made it problematic to keep these emergency supplies in their proper places.

Becky got a note from Margaret Wilson, chair of the Health & Safety Committee, in which she asks this Committee to note the need for fire and tornado drills in the Library. During the power outage two weekends ago and last week's city-wide tornado alarm, patrons were reluctant to follow evacuation or other safety procedures. This is an on-going problem. Health & Safety also noted the frustration involved in trying to help someone trapped in an elevator due to loss of power in the building.

George announced that the Library has ordered copies of ARL guideline publications, including manuals on disaster preparedness and recovery.

The meeting adjourned at noon

Next meeting: Monday, 24 May, 10:30 a.m., Watson conference room B

G. Anderson, recorder
Library Automation Committee
Meeting as a Strategic Planning Task Force

Meeting of May 04, 1993

Members: John Miller (chair), Bill Crowe, George Gibbs, Mary Hawkins, Patrick Kingsbury, Kent Miller, Jim Neeley, Mary Roach, Sherry Williams

1. The Committee welcomed Sherry Williams as a new member.

2. George Gibbs summarized last Friday's meeting between the Strategic Planning Steering Committee (SPSC) and Maureen Sullivan. SPSC has set a goal of June 21 for producing drafts of the basic documents needed for the strategic planning process: mission statement, environmental scan, vision statement, etc. There will be open meetings in early June. They also plan to draft a set of charges for the Task Forces involved, and suggest membership.

3. John wondered if there were a potential conflict between Bill's memo and the LAC Task Force coming up with a Vision Statement. Bill said no, but that he thought he shouldn't be "officially" on the Task Force.

John said that future meetings will be scheduled as being focused either on normal LAC activities or Task Force work, but that in either case there would be time for announcements and other questions.

4. The discussion now turned to the procedure for producing a vision statement.

George suggested that we could start by listing ideas in brainstorm-fashion on a flip-chart.

John suggested that everyone contribute a paragraph or so at a future meeting.

Jim asked if there were any "Future of Library Automation Systems" statements available that take the position of choosing among many alternatives rather than attempting to provide every conceivable service to every user in any conceivable scenario. He favors tailoring a vision statement to what is important to KU, what is affordable, manageable, "staffable", etc., rather than producing a sweeping, open-ended statement of everything that an automation system can be and do.

John agreed that the LAC Task Force didn't want to simply produce a "laundry list," that the vision statement doesn't have to promise "everything, now, effortlessly". However, since the timeline for Strategic Planning implementation is 8-10 years, and fiscal and staffing capabilities could change, affordability...
need not limit the vision statement. He favors producing a statement that is rather general (but not so much so as to be vague) and that considers affordability only in terms of "relative cost." He also suggested that the vision statement speak to library services that use or potentially could use automation (which is almost all library services) rather than talking too directly about technologies.

Sherry asked if this would duplicate the efforts of other Task Forces. George said that the Steering Committee plans to have a representative on each Task Force to try to minimize duplication of efforts.

Bill informed the group that there was federal legislation pending for funding for infrastructure at the state level that could affect KU's plans for a Library Automation System [the KanREN proposal currently being considered by NSF]. He reiterated how urgent he feels it is that the Libraries quickly formulate a strong case in support of their own automation system, or risk having the Regents retain an outside consultant who might decide that KU Libraries will use a particular commercial system. He and John will find some examples of other vision statements and of other descriptions of the future of the automated library the next Task Force meeting.

George said that the procedure that Maureen Sullivan suggested was to start with brainstorming ideas, then present these ideas to an outside group for feedback, then refine them. The drawback is the amount of time this takes, but it gives all concerned parties the opportunity for early input. John suggested "structured brainstorming," for example, setting priorities as individuals and as representatives of the libraries.

Bill said he thought it would be important to also identify what priorities other institutions have that KU doesn't, and why. For example, this university's priority is undergraduate and research services, as opposed to being a leader in technological advances. He also suggested that the LAC Task Force members review the Systemwide Access Proposal for ideas to be included in the vision statement.

5. At this point, George volunteered to write ideas on the flip-chart. The rest of the meeting time was spent "brainstorming" -- attempting to begin a list of ideas for a vision statement.

6. The next Task Force meeting will be Wednesday, May 26th, in Watson A. Future LAC meetings will be scheduled at that time.
Library Automation Committee  
Meeting of April 28, 1993

Members: John Miller (chair), Sandra Brandt, Bill Crowe, George Gibbs, Mary Hawkins, Kent Miller, Jim Neeley, Mary Roach, Patrick Kingsbury

Review of Minutes of 3/31:
Several changes have been made to the draft minutes of March 31 based on members' reactions to the version distributed via email. The final version will not be submitted to FYI until next week, so John asked that committee members e-mail him with any additional changes or corrections before Wednesday the 7th.

Announcements:
- Bill announced that Infodata, after several telephone conversations and letters, has agreed to a maintenance contract for INQUIRE of 10% per year rather than their normal 15%.
- Mary Roach said that OCLC pricing is not going to be increasing as much as originally anticipated. Search charges are going up a lot but will be compensated by the first time use (FTU) charge being substantially reduced. Keyword searching under PRISM will also be available, but at a higher charge than normal searching. Overall, the increase should be about 3.6% over last year. George added that there will be a workshop at the Johnson County Public Library aimed at increasing efficiency in PRISM keyword searching. He proposes issuing a policy statement advising of the cost of keyword searching. Mary announced that tape subscription pricing also had changed in that there no longer will be frequency charges and that charges per record will now be the same no matter how many records appear on a tape. Because of this, it might be advantageous to switch our OCLC tape subscription from biweekly to weekly -- the only increased cost would be an extra $40/month for the actual tapes. There also is the possibility of receiving records via FTP rather than on tape. Patrick said he will check on the logistics of scheduling weekly loads and Mary said she will find out whether OCLC automatically sends records via FTP or if we have to initiate downloads from our end.

Discussion:
Following John's announcement of Sandra Brandt's resignation, the original agenda was scrapped in favor of discussion of the implications of Sandra's resignation and whether or not someone new should be appointed to the Committee. This discussion was intermingled with a discussion of LAC's role as a Strategic Planning task force. Sherri Williams and one other staff member had been invited to join with LAC to function as a Strategic Planning task force. Sherry agreed, but the other staff member declined. In order to clarify the task force's membership and mission, the LAC has been asked to meet with the Strategic Planning Steering Committee (SPSC) on May 3rd. They (the SPSC) will be meeting with Maureen Sullivan this Thursday and Friday.
John offered for discussion the following questions:

- What should membership criteria be for LAC?
- How should succession be handled in the future?
- Should term limits be established?
- How "representative" should LAC be?

LAC originally was set up to be balanced between technical and public services, but was not to be representative. Members were chosen by Dean Ranz for their experience and individual qualities, not as representatives of departments. They also were appointed without definite terms.

Committee members generally expressed opinions that a continued balance of representation between technical and public services is desirable and that the non-representation nature of committee appointments should be preserved. The most frequently heard comment from other staff relative to the committee membership was that circulation interests are not represented, but one member pointed out that there were several large library-systems other than Circulation, such as Acquisitions, which are not represented, and that it is not possible to have direct representation from all departments.

At this point, discussion returned to the designation of Sandra Brandt's successor. Committee members concluded that Sherry Williams would be an excellent choice to succeed Sandra and recommended to the Dean that he appoint her to LAC. Bill agreed readily to this recommendation. Mary Hawkins was charged to offer this appoint to Sherry.

Thanks to Sandra Brandt:

The committee members extended their profound thanks to Sandra Brandt for her contributions while serving on LAC. [She also received recognition for finally finding a way to actually leave LAC.]

Future Meetings: (all in Watson A)

Monday, May 3, with the Strategic Planning Steering Committee, 1:30pm-3:30pm.
Tuesday, May 4, as a task force, 10:30am-noon.
Wednesday, May 26, 1:30pm-3:00pm.
UNCLASSIFIED VACANCY

Due to the resignation of Debbie Hodges (see PERSONNEL below), the Regents Center Library has announced the availability of a Reference Librarian/Bibliographer, a full-time, 12-month, tenure-track appointment, available September 1, 1993. Approval was received from the Office of Academic Affairs to advertise this position, previously a Program Assistant, as a tenure-track librarian, to meet increasing needs within the Regents Center Library. Responsibilities: The Reference Librarian/Bibliographer will provide user assistance for students and faculty at the Regents Center and will manage the delivery of materials to Regents Center students and faculty from the Lawrence campus, the Medical Center campus (in Kansas City, Kansas), and other off-site sources. Responsibilities of the position also include collection development for social welfare; supervision of 3.5 FTE library support staff; and operation of the library during the Regents Center Librarian's absence. The Reference Librarian/Bibliographer reports to the Regents Center Librarian. Required Qualifications: MLS from an ALA-accredited program; excellent interpersonal and communication skills; experience in providing user instruction and assistance; demonstrated ability to apply new approaches to the delivery of information; demonstrated analytical and organizational skills; availability to work predominantly evening- and weekend-hours. Preferred Qualifications: Public service experience in an academic library; recent experience conducting on-line database searches with utilities such as Dialog; academic preparation in social welfare or in one of the social sciences; experience in providing library services to non-traditional students; recent work experience with automated library systems; supervisory experience. Salary $23,000 - $28,000 dependent upon qualifications. To apply, submit application letter, resume, copies of undergraduate and graduate transcripts and names of three references to Sandy Gilliland, 502 Watson Library. Applications must be postmarked by July 31, 1993.

PERSONNEL

Debbie Hodges, Program Assistant with the Regents Center Library, has announced her resignation. Debbie began employment with the Regents Center Library on November 27, 1989, although she had worked previously for the Libraries in various capacities during the 1970's and early 80's. Debbie has accepted a librarian position with the Tonganoxie, Kansas High School. Her resignation is effective July 2, 1993.

COORDINATOR OF NETWORKED RESOURCES APPOINTED

Nicholas Eshelman has been appointed, on a permanent, half-time basis, as the Libraries "Coordinator of Networked Resources", effective June 18, 1993. Nicholas has been serving in this capacity on a temporary basis since November, 1991. He will continue in his assignment as a Catalog Librarian, although on a half-time basis.

-- W. J. Crowe

(continued)
SEARCH COMMITTEE APPOINTED

The following persons have been appointed to the Reference Librarian/Bibliographer search committee, Regents Center Library: Nancy Burich, Chair; Jennifer Mellenbruch, Extension Assistant, Regents Center Library; LeAnn Weller, Head, Engineering Library; Liane Davis, Associate Dean, School of Social Welfare; Bruce Lindvall, Assistant Director, Regents Center; Sandy Gilliland, Assistant to the Dean, Libraries.

S. Gilliland

NEW EXHIBITION IN SPENCER LIBRARY

"Monuments of the Theatre: Costume and Scene Design" is a new exhibition made up of plates selected from the series Denkmäler des Theaters. Published 1926-1930, the collection of 12 portfolios is made up of some 400 reproductions of drawings and prints in the Austrian National Library, the Albertina, and other sources in Vienna. This obviously gives something of a Viennese slant to the overall selection (rather than the universality suggested by the title) with special emphasis on artists of the Austrian court. The compiler of the collection, Joseph Gregor, was a theatre historian, poet, novelist, playwright, and a librettist for Richard Strauss.

L. E. James Helyar

ATTACHMENTS

Minutes of the following committee meetings:

Library Automation Committee Strategic Planning Task Force, 5/26/93
Cataloging Policy Advisory Committee, 3/29/93, 4/19/93, and 5/5/93
Steering Committee for Strategic Planning
Health & Safety Committee, 5/20/93
Classified Conference Exec. Board, 3/2/93, 3/30/93, 4/27/93
CC Personnel Committee, 4/15/93, 4/22/93.
Library Automation Committee
Strategic Planning Task Force

Meeting of May 26, 1993

Members: John Miller (chair), William Crowe, George Gibbs, Mary Hawkins, Patrick Kingsbury, Kent Miller, Jim Neeley, Mary Roach, Sherry Williams

Absent: William Crowe

Review of previous meeting's minutes:

John encouraged members to review the minutes of May 04, 1993, and submit any revisions by Tuesday, June 01. He will submit the final version for publication in FYI.

Announcements:

1. Mary Roach has recently received a Marcive tape containing 11 monthly files of Government Documents bibliographic records (everything produced by GPO since the cutoff date of the main file we recently loaded). This replaces previously-received tapes that had problematic data in some fields. Patrick now has the tape and will attempt to load it during the next two or three weeks. This will add approximately 16,000 records to the cataloging database and the online catalog.

2. Expanded Academic Index (EAI)/INQUIRE. A version of EAI on INQUIRE running in test CICS has been available to the staff for about one week. Patrick reported that 16 staff had responded with requests to have terminals set up so that could have access to INQUIRE.

   Our current Infodata account representative (the producers of INQUIRE/Text) met this morning with Gary, Patrick, John, and Chuck Nicholas of OIS Technical Services to discuss problems and training issues.

   John also announced that 10 gigabytes of additional disk space recently purchased by the Libraries should be available around July 1. This disk space must be installed before the complete EAI file (about 900,000 records) can be loaded.

   Patrick reported that Chuck Nicholas is about 1/2 way through installing the new release of Inquire (release F). Patrick hopes to make some changes to the test system after the new software release is installed before introducing a productional INQUIRE system to the public.

   Testing has produced one serious problem with the Inquire software that Patrick and Chuck are currently investigating with Infodata support staff.

3. Mary Roach is still investigating the procedure for acquiring OCLC records via the Internet instead of on tapes. She determined that KU would need to initiate the record transfers each time rather than having them automatically sent by OCLC. She said she had received additional printed information from OCLC that she would give to John and Patrick.
4. George said that CPAC is working on a technical analysis of the MARC format fields as they relate to deciding how other library collection records can be added to the cataloging management and online catalog files. Public input will soon be solicited regarding which library collection records should be added to the online catalog next.

5. Kent Miller reported that the recent system changes to the serials claiming system are working well with a small exception relating to reducing the amount of paper being generated. Annamarie is working on correcting the problem.

Discussion:

John briefly reviewed several articles that the Dean and he had distributed earlier to the Committee and encouraged everyone to read them at their earliest convenience if they had not already done so. Discussion followed on several of them, especially those speaking to the RFP process.

John also distributed copies of a March, 1991 document written by George entitled "Integrated KU Online System" in which he had listed describing the functions of an ideal system, particularly in staff modules.

John then distributed the list of ideas from the meeting of May 4. The committee discussed each one, making sure that all members understood what was meant in each case. Several new ones were added and several were revised. Discussion of the merits of the ideas will come at the next meeting. John will reorganize and annotate the list for distribution before the June 9th meeting.

(Not to be printing in the minutes, but for your information, the following items were new or expanded:

- Concurrent Sessions
- The importance of standards to make it possible to change vendors in the future
- Various vendor considerations, such as its record of responsiveness, enhancements, etc.
- Searching; the ability to search data in a variety of ways, such as exact, boolean, keyword, etc.
- Appropriate and flexible views of data; displays appropriate to the activity
  "could be operated in a computer center or library office" (qualities of hardware as opposed to naming actual hardware)

Scheduling of Future Meetings:

There will be task force meetings in Watson A on the following Wednesdays:

June 09, 1993
June 16, 1993
June 23, 1993
The April 12 meeting was postponed to April 19.

Because of the difficulty of taking minutes and participating in the meeting, Gibbs suggested that CPAC appoint an official secretary to serve for an unspecified time period before the appointment of another secretary. Members suggested several possible names, which Gibbs will consider.

The Committee reviewed past minutes and the general guidelines again.

Nancy Burich asked Gibbs about the unpredictable presence of records for CD-ROM products in the Online Catalog and also inquired about the possibility of records for services which the Libraries can access but does not "own." If it is appropriate to catalog a CD-ROM product as a serial, the record will be in the catalog. CD-ROM products cataloged as computer files would not, at present, be in the Online Catalog, since it does not support this format. Cataloging usually catalogs these products from the accompanying paper materials on the book format so that the records will appear in the catalog. In order for records to be created or updated the materials must be routed through Cataloging. When products are marked as send directly to a department, Cataloging does not see the item and cannot create a record. The question about creating records for online services will be considered at a later meeting.

For the remainder of the meeting CPAC discussed the OCLC document on the future of the its Online Catalog. Among the recommendations are the addition of foreign MARC files as well as files of less than minimal records (by OCLC current definition). Members generally thought that the availability of additional bibliographic records could have many positive effects, but the paper is purposefully vague on the details of how the files would be loaded (separately or interfiled) and about searching (each file separately or with the possibility of setting one or more default files). In order to judge the usefulness of this proposal, additional information would be needed. Among the concerns are the ease of searching multiple files because of cost implications, the ability to set up defaults for searching them, the expectation that multiple files must be searched, the presence of sufficient bibliographic information to identify the item, and the clarity with which the source of the records and its level is identified. Gibbs will pass on these comments to the Dean.

The next meeting were scheduled for May 5.
CATALOGING POLICY ADVISORY COMMITTEE

May 5, 1993

Present: Margaret Bearse, Mike Biggins, George Gibbs (Chair and Recorder), Sandy Mason, Lorraine Moore, Mary Roach, Becky Schulte

Gibbs reported that he had requested a sample of Law records and had received some from tapes produced in the last year. Roach suggested that it would be better to sample records produced from 1979 to 1985. Gibbs will talk with Patrick Kingsbury about the possibility of doing so.

In the course of discussing the question of partial analysis and the matter of which collections to add next to the Online Catalog CPAC has felt the need to hold broader discussions on them with library staff, both in public services and technical service units. Gibbs suggested that a series of open meetings to solicit opinions from throughout the Libraries. Moore and Gibbs will prepare draft on these issues for the next meeting. Depending on how quickly they are prepared, the first meeting could be held in either late June or early July.

Gibbs reported on discussions with OCLC staff who will provide KKU and KFS statistics for up to 20 authorizations for 2 two-week periods. Details are not complete but it is likely that the periods will be in July and October.

Roach reported on the FY94 OCLC prices. Searching costs continue to rise. There is a $.53 per search cost for the new keyword search. FTU costs continue to fall, but the trade-off is not even and the Libraries will pay more for OCLC usage next year.

Biggins reported that the Libraries has received a grant from the Social Science Research Council to reduce its backlog of Slavic materials. This grant will cover more contemporary materials than the Title II-C grant already under way.

Mason reported on the successful completion of the O'Hegerty Title II-C grant.

For the remainder of the meeting members returned to the review of the MARC format, starting with the 1xx bibliographic fields. Once again only those fields for which there is information to record have been included.

1xx delimiters e, 4 and 6. These delimiters precede relator terms, such as joint author, compiler, and editor. They appear in the 6xx and 7xx areas as well. For authority processing the local processing system deletes these delimiters. Special Collections has used them regularly. Kansas Collection has not used them; Law might have but does not mind if they disappear.
The local processing system adds all 240 fields to the end of the preceding 1xx field. Otherwise use of this field is standard.

Needs to be added to the MARC table in the local system.

This is a locally defined and indexed field for serial titles which appear on vendor invoices.

See 211.

See 211.

See 211.

All of the 2xx fields were reviewed.

The next meetings were scheduled for May 19, June 7, and June 21.

CATALOGING POLICY ADVISORY COMMITTEE

Mar. 29, 1993

Present: Margaret Bearse, Mike Biggins, George Gibbs (Chair and Recorder), Sandy Mason, Lorraine Moore, Mary Roach, Becky Schulte

One of the programming tracks identified by the Library Automation Committee is the addition of other library collections for which there are machine-readable records to the Online Catalog. CPAC is charged with making a recommendation of the order in which each collection is added. The collections are sound recordings for the Music Library, purchased records for the contents of some large microform collections, the Law Library, the Kansas Collection, and Special Collections. CPAC discussed the process which would be used to make the decision, which will be continued next time. Gibbs will ask for a sample of records from the Law Library for analysis.

Gibbs will send out copies of the OCLC report which contains recommendations on the future of the Online Union Catalog. Roach will distribute a document she has prepared on the question of using the same bibliographic record for hard bound and paper bound editions of the same work.

The next meeting was scheduled for April 12, 1993 in the Cataloging Conference Room.
Steering Committee for Strategic Planning  
Minutes of Recent Meetings

During the past nine days, the Steering Committee for Strategic Planning held three public meetings and four working sessions. The public meetings were on June 1st at 10:30 (Administrative Conference plus other members of the January Core Group), an Open Staff meeting on June 3rd at 1:30, and a follow-up open meeting on June 4th at 1:30 to allow more time for discussion. After a general background briefing by Rick Clement at each meeting, discussion was structured by the drafts of documents the committee had completed: a Mission Statement, a Vision Statement, an Environmental Scan, an Internal Assessment, and a graph indicating library user groups. David Benjamin took detailed notes of the discussion and his transcript has been and will be used for the committee's subsequent discussions.

The committee met separately on June 4th at 3:30 (immediately following the Open Meeting) to begin discussing the suggestions, comments, and friendly criticism received during the three public meetings. We have subsequently met on Monday June 7th at 1:30 (our regular meeting time) and on Wednesday, June 9th at 3:30. All members were present at all of these meetings; Clement presided.

In addition to reviewing the input we had received, the most urgent matter before us at these meetings was to identify and define the scope of task forces. We began by listing and building consensus on the key result areas which we feel are most vital and, insofar as possible, on which there is significant agreement among the staff who have communicated their ideas and concerns to us. Anticipating that we would have a fairly good draft by the end of our meeting on the 9th, we had invited Dean Crowe to meet with us to get his reaction to the result of our deliberation. He joined us at approximately 4:45 that afternoon. Consequently, Clement e-mailed to us a more polished draft, with a draft cover letter to all staff communicating our proposed task forces and asking for both comment on their collective structure and volunteers and nominations for membership on them. This letter will be distributed in a variety of media to all staff on Friday, June 11th.

We also sought clarification from Maureen Sullivan on the extent to which goals should be in place before the task forces begin work or should evolve during their work. Clement communicated at the June 9th meeting that Sullivan feels that generally-held objectives should be articulated by the Steering Committee by the time the various task forces begin their work; their work will consist largely of identifying strategies and options for effecting these goals. Also at that meeting, Gibbs added a strategic planning report from the Purdue Univ. Library to our reading box.

Respectfully submitted,

[Signature]

Rob Melton, Secretary

Approved June 14, 1993
Library Employee Health and Safety Committee
Minutes of May 20, 1993

Present: M. Wilson (chair), M. Cook, P. DiFilippo, M. Lodwick, T. Taylor

May 6th minutes were reviewed.

MW reported on her telephone conversation with Phil Rankin on 4.29.93 concerning taking breaks.
Phil talked to Jackie McClain about Human Resources policy on breaks. She recommends that employees alternate work task/activities. She feels it is important to take a full break mid-morning and mid-afternoon. She does not have a problem with "breaking" for a MINUTE each hour to do short exercise routines or to get up to walk around the office. The key is not to call it a "break". Margaret is planning to submit to Phil literature on recommended break frequencies.

Staff members have expressed concerns about mail crates that are falling apart. One staff member has hurt her back moving crates that catch on other crates because the bottoms are falling out. MW plans to talk with Kendall on replacement possibilities.

Becky Shulte saw our minutes of April 29th concerning Workmen's Comp. issues. She commented that she had been asked by the emergency room nurse about the nature of her hobbies.

Questionnaire Response: As of May 20th, 77 responses had been received. Margaret believes that it may be difficult to get a good overview because of the low return Another reminder was suggested to go in the FYI.

Submitted by: Muriel Cook
Minutes, Classified Conference Executive Board
2 March 1993


Minutes for the January 26th Executive Board and February 9th General meetings were presented. If no changes are received before 11 AM on Tuesday, March 9th, they will be considered approved and submitted to FYI.

Meeting with Dean Crowe: The Dean was not present due to illness.

Committee Reports: There were no Staff Orientation and Staff Development committee reports. The Personnel Committee has been working on the Classified Employee of the Year (see below under Old Business). The written report on the Senate Libraries Committee will be reissued to include the entire original report.

Chair's Report: Dean Crowe discussed the composition of the steering committee for strategic planning (should be announced soon); job reclassification - rewritten job descriptions were due last Friday; the Hoch rebuilding is going faster than anticipated. There have been two Administrative Conference meetings. Smoking policy for the libraries is likely to be the same as the University policy, allowing smoking only in enclosed private offices. Nothing was said about enforcement or about alternative uses for the present smoking area in Watson. The Dean’s Cabinet was discussed with some support as an advisory body for the Dean but not as a steering committee for the conference. The Dean will poll the conference. The cabinet is not meant as a replacement for the present Budget and Planning Committee so LFA will have to decide the fate of that committee. A three year 1/2 time position Coordinator of Networked Resources (Nicholas Eschelman is now filling this) was discussed with emphasis on the source of the position. The conference voted to recommend against implementing the report of the student task force at this time despite the money allocated for this in this year's budget. There was concern that the minimum wage would rise again without additional funding to compensate. The content of the Dean’s discussion with people outside the library was not known. The Executive Board instructed David to tell the Dean that we are strongly in favor of implementing the recommendations of the task force.

Old Business: The ad hoc Committee on Constitutional Change presented a list of proposed changes to be made this fiscal year with suggestions for areas that might be treated later. They requested feedback from the Executive Board and, through board members, the rest of the Classified Conference. It was announced that Larry Hopkins has been elected to the Grievance Committee and that Mary Rector has been elected to the Staff Orientation Committee. The following actions were taken on written questions submitted to the Executive Board by the Personnel Committee: 1) It was agreed that announcement of the Classified Employee of the Year would be made in the spring with formal recognition made along with Unclassified employees in the autumn. 2) It was agreed to increase the number of elected Classified members of the Selection Committee to three. 3) David agreed to approach Rick Clement about an Unclassified member of the Selection Committee. 4) The ad hoc Committee on Constitutional Change will draft a section to cover the Selection Committee. Dean Crowe has made available notes from the Strategic Planning Workshop. Copies are available at Watson and Anschutz. The Dean has talked to the directors of other CODL libraries about the way the job specifications updates were handled. They will be taking no unified stand. David has a folder of responses from which he composed his letter to the administration. He also talked personally with Sandy Gilliland. Various objections to the draft specifications were reviewed. David will see if Sandy will attend our next meeting to answer questions and give us an update. Classified Senate apparently knew about the reclassification document fairly early. They apparently are not interested in becoming involved and suggest that we contact our local legislators.

New Business: None.

Announcements: None.
Minutes, Classified Conference Executive Board
27 April 1993


Minutes for the March 30 Executive Board meeting will be mailed to members. If no changes are received by one week from the mailing date they will be considered approved and submitted to FYI.

Meeting with Dean Crowe - the Dean was unable to attend.

Committee Reports - Budget and Planning: will meet April 28th. Senate Libraries: will meet April 28th. Staff Development: see report attached to agenda. Also, LFA Exec. has requested that the committee review allocation of travel funds. Staff Orientation: no report. Personnel: see committee minutes and report attached to agenda. Guidelines and a proposed nomination form for Classified Employee of the Year were presented.

Chair's Report - The meeting with the Dean covered strategic planning. Administrative Conference talked about the state budget outlook, year end money from the University ($250,000 for acquisitions and $15,000 for equipment) and next years Library budget (about $4 million). The system wide access initiative is still being worked on. Library smoking policy will follow University policy. There will be a memo from the Dean on the Student Task Force report. A proposed new form for student evaluations has been circulated. Lars reported that little comment had been received to date. Strategic planning was discussed. The role of the Budget and Planning Committee was discussed, in particular the possibility of holding hearings as in years past. Strategic Planning steering committee is to meet with Maureen O'Sullivan. Draft mission and value statements are to be written. The present Automation committee has been designated a task force but has not yet been issued charges. A list of task forces should come out soon. As many existing committees as possible will be used.

Old Business - Nothing to report on LFA committees. Ballots on the proposed constitutional changes are due back Friday, April 30.

New Business - KLOA Sue and David gave reports on their sessions. S. Couch will have a written report in FYI. The next General Meeting was announced for June 1st from 10:30-11:30 AM in Watson Conference Rooms A & B. (Note: this has since been changed to June 8th, same time and place.) The main business will be a call for nominations for Executive Board officers and other members.

Alex Slater, Secretary
Classified Conference
Minutes, Classified Conference Executive Board
30 March 1993


Minutes for the March 2 Executive Board were presented. If no changes are received before Tuesday, April 6, they will be considered approved and submitted to FYI.

Meeting with Dean Crowe - Administrative Conference met at Regents Center this morning. Budget: Not much hard information is available—newspapers know as much as anyone on campus. There is a "chill" on hiring in the library (cf. Dean's memo from 2 weeks ago). Speculation on legislation centers on probable passage of a scaled-down Regents budget and then an across-the-board 1%-5% recision during the veto session. It will be difficult to make further cuts in non-academic units—they were already hit hard last year. Another difficulty is that enrollment cannot be controlled—more students mean more teaching assistants have to be hired. It does look like the KPERS improvements will pass. Student Task Force Report: Consideration is complicated by possibility of a federally-mandated increase in the minimum wage (to $4.75 or $5.00) as well as tightness of budget at state level. Dean intends to survey departments that pay differentials and document the reasons why; this information can then be passed to other departments. Smoking policy: Shelley and Rachel have compiled a list of things that need to be done to implement a no-smoking policy (signs, etc.). This list is in the hands of Unit Heads for comment. Policy will be implemented a week after comments are submitted. The library's policy would allow smoking in private offices only, and then only if the door is closed and there is adequate ventilation. [The University has since announced a no-smoking policy that will take effect July 1, banning smoking from non-residential buildings.] The Dean asked that sensitivity be shown toward smokers. The areas near exterior doors will be covered by university policy. Users' survey: The Dean intends to share the survey results internally with the staff. The survey is not intended for dissemination outside the library. Dean's cabinet: The formation of this group has been tabled.

Meeting with Sandy - Reclassification: The State Division of Personnel has completed its review and has placed all existing positions into the new series. This new list is not yet available. All of this is subject to legislative approval: of the plan & of any funding necessary to implement. Sandy noted that Nan Hill did forward our comments about the job specifications to the State Division of Personnel. It is unknown how they were received or what was done with them.

COMMITTEE REPORTS - Budget and Planning: no report. Personnel: Committee will meet with Sandy on 4-15 to discuss the amount of cash award. Al is drafting a nomination form & procedures for the Committee's consideration at its regular meeting 4-22. David reported that Rick Clement said the classified could pick a librarian to serve on the Award Committee. Senate Libraries: Kendall submitted a written report (attached to the agenda). Staff Development: no report. Staff Orientation: no report.

PRESIDENT'S REPORT - David commented on how well-equipped the Regents Center is. To the discussion on the library's budget, he added that State Sen. Sandy Praeger commented that the legislature gives the university more money for students and wants us to raise student salaries—not just hire more students at minimum wage (as they perceive us doing). Concern was expressed that Budget & Planning has not met. Sue Hewitt will make a list of issues the committee should be discussing; and David will pass it on to Rick Clement. The courier contract will expire this year. The "30%" drawings of Hoch have been given to the Dean. Some misgivings about the awkwardness of parts of the layout were expressed by those who have seen the drawings. Spencer Research Library will celebrate its 25th anniversary in October.

Old Business - Strategic Planning update: David will serve on the Steering Committee—he expects to spend 25% of his time on strategic planning from now until December. Constitutional changes update: Copies of the proposed changes have been distributed. Ballots should be ready April 5. The Employee of the Year Committee (and election of its
members) is among further changes still needed. **Librarian evaluation:** David has not received a copy of the form.

**New Business** - Bayliss noted that a hearing is scheduled on removing restrictions from Fraser king after 5 pm. This may be of interest to anyone who works in Watson at night.

**Announcements** - Rex Hargis is running for KPERS board. **David** is considering running for Classified Senate. **Administrative Conference** is seeking reaction to proposed changes in student evaluation forms. **Sarah Couch** was elected secretary of KLOA. A call was issued for candidates to the Classified Conference Executive Board.

Respectfully submitted,

Al Mauler

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**Personnel Committee Meeting**

April 15, 1993
1:00 p.m., Conference Room B (Watson)

**Present:** Joyce Elliott, Al Mauler, Gaby Holcomb, Janet Revenew, Bob Marvin

**Guest:** Sandy Gilliland

This meeting was held to finalize the cash award for classified employee of the year award. Final total: $250.00, although the Dean would like to allocate more in these financially tight times.

Discussion continued on award offerings other than the cash. Firm decisions: publicity and the reception (Dean's fall reception for the Distinguished Librarian and tenured librarians). Other suggestions: Framed certificate and book plate (the book can be chosen by the classified employee of the year and have a book plate inserted in honor of the employee). Dy will check with the Dean on this issue and get back to Al.

Brief discussion on minutes of past meetings of this committee.

Meeting adjourned, we'll meet again next Thursday, April 22, 1:00 p.m., Conference Room B, Watson.

Respectfully submitted,

Janet Revenew, secretary

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**Personnel Committee Meeting**

1:00 p.m., April 22, 1993
Conference Room B, Watson

**Present:** Al Mauler, Bob Marvin, Gaby Holcomb, Joyce Elliott, Janet Revenew

April 15, 1993 minutes approved as corrected.

Al distributed the draft nomination form for the classified employee of the year. Our committee approved with revisions. The form will now be shared with Sandy and the exec. board for their comments.

We next discussed selection committee procedures/guidelines. Al will e-mail results from our discussion to the committee members and submit to the exec. board for their input.

Our next meeting scheduled for May 20, 1993, 1:00 p.m., Conference Room B, Watson.

Respectfully submitted,

Janet Revenew, secretary
UNCLASSIFIED VACANCIES

The Slavic Department has begun recruitment for two professional positions, funded by the U.S. Department of State Title VIII program as administered by the Social Science Research Council:

Catalog Librarian, a full-time position available September 20, 1993 for one year, with the possibility of continuation for an additional year, dependent on the availability of funding. Performs original and copy cataloging of contemporary Russian, South Slavic, and other East European monographs in the social sciences and humanities. Requires MLS from an ALA-accredited institution; cataloging experience with AACR2, or recent library school training in cataloging; strong reading knowledge of Russian; good organizational and communication skills; aptitude for detailed work. Prefer knowledge of a second Slavic language, preferably Serbo-Croatian; one year of successful experience in library cataloging with OCLC, AACR2, MARC formats for bibliographic description, Library of Congress Subject Headings and Library of Congress classification; computer skills (word processing and data entry); and strong academic background in Russian/East European studies. Salary $22,000 minimum.

Program Assistant, a full-time position available 8/30/93 for one year, with the possibility of continuation for an additional year, dependent on the availability of funding. Performs copy cataloging of contemporary Russian, South Slavic, and other East European monographic publications on a variety of subjects in the humanities and social sciences. Requires strong reading knowledge of Russian, an aptitude for detailed work, good organizational and communication skills, and two years of library experience, or two years of college coursework. Prefer knowledge of a second Slavic language, preferably Serbo-Croatian; one year of successful cataloging experience with OCLC, AACR2, MARC formats for bibliographic description, Library of Congress Subject Headings and Library of Congress classification; computer skills (word processing and data entry); strong undergraduate or graduate coursework in Russian/East European studies. Salary $18,000 minimum.

To apply for either position, submit letter of application, resume, copies of transcripts, and names of three references to Sandy Gilliland, 502 Watson Library. Applications must be postmarked by July 17, 1993.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS REGARDLESS OF RACE, COLOR, SEX, DISABILITY, AND AS COVERED BY LAW, VETERAN STATUS. IN ADDITION, UNIVERSITY POLICIES PROHIBIT DISCRIMINATION ON THE BASIS OF RELIGION, NATIONAL ORIGIN, AGE, SEXUAL ORIENTATION, MARITAL STATUS, AND PARENTAL STATUS.
CLASSIFIED VACANCY

Due to Emily Frazier’s resignation, the Serials Department has announced the availability of a full-time Library Assistant II position (previously classed at the Library Assistant I level). Responsibilities of this position include: 1) Training and supervision of 5-7 part-time student assistants, 30%; 2) Check-in and special processing of journal publications, 35%; 3) Processing of non-journal publications, 20%; and, 4) Physical processing procedures for journal, serial and letter mail, 15%. Minimum Qualifications: As specified by the state. Strongly Preferred: Demonstrated ability to set priorities, organize work, and meet deadlines; ability to work independently; demonstrated ability to communicate effectively and to interact successfully with a variety of people. Prefer: Demonstrated ability to supervise successfully; ability to work with foreign language materials; ability to analyze, interpret, and work successfully with detailed information; knowledge of MARC standards/formats for bibliographic records and MARC standards/formats for holdings and locations; experience working with serial publications and both automated and manual serial records; demonstrated knowledge of and experience with UKASE system and OCLC records; knowledge of bibliographic sources and records as they relate to serials.

The Library Assistant II classification is funded on salary range 18 of the State pay scale, at a beginning annual salary of $20,148. Library staff interested in applying for this position should complete an "Application for Promotion or Transfer" form, available from Rex Hargis, 502 Watson. In addition, the University’s "Internal Application" form must be completed (or updated, if necessary, if a copy is already on file). Applications will be due by 5:00 p.m. Wednesday, June 30, 1993.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS REGARDLESS OF RACE, COLOR, SEX, DISABILITY, AND AS COVERED BY LAW, VETERAN STATUS. IN ADDITION, UNIVERSITY POLICIES PROHIBIT DISCRIMINATION ON THE BASIS OF RELIGION, NATIONAL ORIGIN, AGE, SEXUAL ORIENTATION, MARITAL STATUS, AND PARENTAL STATUS.

PERSONNEL

Elizabeth Stephens, Library Assistant II in the Acquisitions Department, has announced her retirement. Elizabeth joined the Libraries staff in September, 1971 as a Clerk in the Book Selection unit (Acquisitions). She was promoted to her current title in March, 1978. Elizabeth’s retirement is effective July 1, 1993.

Sandy Gilliland

SEARCH COMMITTEE APPOINTED

The following Library staff have been appointed to the Slavic Department’s Program Assistant and Catalog Librarian search committees (positions listed above): Michael Biggins and Brad Schaffner, Slavic Department; Geoff Husic, Serials Cataloging; Barbara Breitung, Cataloging; Sandy Gilliland, Administrative Office.

Sandy Gilliland

IN MEMORIAM

Mary Heck, Office Assistant III in the Cataloging Department, died Sunday, June 20, 1993. Mary had been an employee of the University Libraries since September, 1992. She is survived by her mother, Dorothy Heck, and two brothers, Franklin and Ed, all of Osage City, Kansas, and a half-brother, Charles, of Ottawa. Several library staff attended the funeral service, which was held Wednesday morning, June 23rd. Memorial contributions may be made to the First Presbyterian Church, Osage City, Kansas, 66523.

Michael Frame, former member of the University Libraries staff, died May 4th. Mike had been employed as an Account Clerk II in the Administrative Office from January, 1979 - January, 1980. He had most recently been employed by the KU Comptroller’s Office. Mike is survived by his mother, Jackie Frame, who retired recently from KU’s Payroll Office.

Sandy Gilliland
BOOKS AND LIBRARIES AT THE UNIVERSITY OF KANSAS

Books and Libraries, number 22, has just been published, with funding by the KU Friends of the Library. This issue, entitled "Photography Resources in the University Libraries," was written by Nicolette Bromberg, and is illustrated with photographs from the Kansas Collection. It surveys the history, present collections, and availability and use of original photographs in the University Libraries, with heavy emphasis on the holdings of the Kansas Collection. Copies of this issue have been distributed to personnel on the KU Faculty mailing list (as well as to many other people and institutions around the nation and the world). Staff members who have not received a copy may obtain one from Cristy Gonzalez in the Administrative Office.

L. E. James Helyar

E-MAIL INFORMATION

There is an error in the e-mail address for Donna Koepp in the Documents and Maps Library in the library staff telephone list. The correct e-mail address for her is DOCSMAP (no slash).

Cristy Gonzalez, the student assistant in the administrative office has been given an e-mail address. You may send her e-mail at CGONZALE.

R. Bosse

TRAVEL REMINDERS

Just a reminder about travel procedures.

1) If you are receiving funding for travel or workshop registration from any source at the University (with or without receiving travel/workshop support from the Libraries), you need to notify the administrative office (JoNell or Rhonda). If you are applying for, or have received funding from other sources in addition to SDC or administrative support, it is essential that the administrative office and SDC be aware of the funding.

2) If you have been given an allocation for travel or workshop registration by the administrative office, and you do not take the trip, or cancel workshop attendance, please let the administrative office (JoNell or Rhonda) know ASAP that you will not be using the funds.

3) If you plan to use an allocation from the Libraries (SDC or administrative support) for airfare or car rental, you must notify the administrative office before making car reservations or purchasing airline tickets since these items must be purchased through the State Travel Center if bought with state monies.

4) If you have any questions about travel--procedures, per diem rates, etc.--please call Rhonda or JoNell in the administrative office (3601).

R. Bosse

ENVELOPES NEEDED

The administrative office experiences a continual shortage of small campus mail envelopes. If you have any extras, or if during your "spring" cleaning you have come across a surplus, please send them to the administrative office. Thanks!

R. Bosse

ATTACHMENTS

Budget and Planning Committee Minutes--April 28, 1993
Cataloging Policy Advisory Committee Minutes--June 7, 1993
Committee on Salaries and Benefits Minutes--June 9, 1993
Library Faculty Assembly Minutes--June 9, 1993, June 16, 1993
LFA Exec Minutes--June 7, 1993, June 14, 1993
Library Emergency and Disaster Planning Committee Minutes--24 May 1993
Nominating and Ballot Committee Minutes--May 18, 1993
LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE
MINUTES OF THE JUNE 7, 1993 MEETING

Present: Rick Clement (Chair), Nicholas Eshelman, Sandra Gilliland, Sally Haines, Rachel Miller, David Pardue

1. Minutes: The committee approved the minutes of its June 2 meeting and reviewed and accepted minutes from the Committee on Salaries and Benefits (May 11).

2. LFA General Meeting of June 9: The group continued its preparations for the meeting to discuss implementation of the library faculty performance evaluation policy statement. Rick Clement reported that the outline of points for discussion had been distributed to the membership, along with CESR recommendations. If the open-ended, flexible approach proposed in the outline is well received in the general meeting, the FY94 Executive Committee will then proceed to develop and implement a process along those lines. Questions about the status of CESR are expected to draw the most discussion and may lead to a motion for a mail ballot.

3. Discussion with Classified Conference Executive Board Representatives: At 11:00, David Benjamin and Alex Slater joined the meeting to discuss the "larger" issues arising from LFA code revision. Clement distributed copies of the revised outline of the issues, and summarized the events leading up to the LFA vote to hold a special general meeting on the topic (scheduled for Wednesday, June 16, 10:30-12:00). The discussion centered on the three LFA committees with classified members: Staff Orientation, Budget and Planning, and especially Staff Development. There may be some support among both LFA members and Classified Conference members for converting the Staff Orientation Committee to an administrative committee, but this depends on how it would be structured and used. The role of the LFA Committee on Budget and Planning is seen as more complicated. Dean Crowe's "cabinet" proposal is on hold until the strategic planning process is completed, along with Clement and Benjamin's suggestions for governance representation on the cabinet. The LFA Committee on Staff Development presents the most complicated issues of all, since this committee clearly has a legitimate governance role. One view is that the committee is working effectively to meet needs of both LFA and CC members and should not be changed. Also, there is concern that proposals to split SDC into separate LFA and CC committees with separate budgets might prove divisive. On the other hand, there is support for transforming SDC from an LFA committee into some form of "library-wide" committee. Another view is that the current stronger emphasis on research as a component of library faculty responsibilities requires support that SDC as presently structured cannot easily provide. Benjamin and Slater suggested some wording changes to Clement's draft. The revised outline will be distributed to LFA members in preparation for the general LFA meeting.

4. Next Meeting: Exec will meet again on Monday, June 14.

Reported by Rachel Miller
LIBRARY FACULTY ASSEMBLY: MINUTES OF THE JUNE 16, 1993 MEETING

Present: Clement, R. Miller, Eshelman, Richardson, Hitchens, Gibbs, Dandridge, Dienes, Gaeddert, Weller, Moore, Roach, Wilson, Schaffner, Emde, Reed, Hoff, Doll, Gilliland, S. Miller, K. Neeley, Ring, Haines, Jones, K. Miller, Koepp, Hawkins

Guest: J. Anderson-Story (representing Classified Conference)

1. Call to Order: Rick Clement, Chair, called the meeting to order.

2. Issues Related to LFA Code Revision: Clement reminded those present that the membership had voted by mail ballot to convene a special meeting to discuss this topic. To structure the discussion, he had prepared and distributed to members an outline of these issues.

a) CESR: Clement asked members whether they wished to have further discussion of CESR in follow-up to the June 9 meeting. Emde asked whether a poll on CESR and possible alternatives would be pursued. Clement reported that the Executive Committee, after discussing the June 9 meeting, was uncertain whether the majority wanted the poll. Clement distributed a draft of the poll for review. Eshelman said that he opposed a poll. He said he considered a poll inconclusive, and believed that a yes/no ballot was the only way to truly settle the issue. Eshelman made a motion to submit the following question to a mail ballot: "Should section 3.3.10 be removed from the code and the responsibility for the evaluation and assignment of ratings for service and research be turned over to the supervisor, the details of this to be worked by LFA Executive Committee in consultation with the membership?" The motion was seconded by Gilliland. Clement suggested that other alternatives besides the supervisor might be proposed for evaluating service and research. S. Miller said that a yes/no ballot would give short shrift to discussion of alternatives. Eshelman said that while several alternatives had been proposed from time to time, only the alternative of returning service and research evaluations to the supervisor could claim much support, and therefore a yes/no ballot on CESR would be the most efficient way of resolving the issue. Clement proposed changing "supervisor" to "administrator" or to "supervisor and/or assistant dean" as friendly amendments, which Eshelman did not accept. S. Miller suggested that the ballot include more alternatives, as a way to gauge support for them. Eshelman replied that the way to find out if alternatives to CESR have support is not a mail ballot, but rather an open meeting at which alternatives are proposed and discussed. S. Miller suggested that the ballot offer a simple yes/no vote on CESR, and not equate abolition of CESR with a return to evaluation of service and research by the supervisor. Moore said that members would not vote to abolish CESR unless they understood the alternative. Eshelman explained that his original motion did not include a statement of the alternative, but he then added it for precisely that reason. He reiterated his belief that the supervisor alternative is the only one that has significant support. Several members questioned that statement. Clement called for a show of hands on the motion. The motion was defeated, with 7 votes in favor and 18 against.

S. Miller made a motion that a mail ballot in two parts be submitted to those members of LFA who are evaluated by CESR: a yes/no vote on CESR, and a multipart vote on alternatives to CESR (based on the draft poll). The motion was seconded by K. Miller. After a question from Emde, it was clarified that a vote to retain CESR would mean retaining the committee but also addressing CESR's recommendations for changes. K. Neeley suggested adding to the second part of the ballot the option that both assistant deans together would assign all service and research ratings. Eshelman suggested adding to the ballot a statement that
the LFA Executive Committee would develop alternatives if CESR were abolished. Moore asked whether S. Miller was proposing a poll by mail procedure, or a formal mail ballot. S. Miller clarified that she intended the first part (the yes/no vote on CESR) as a mail ballot, and the rest as a poll. Responding to questions from R. Miller, S. Miller further clarified that she intended the choices in the poll to be ranked by respondents so that they could be tabulated preferentially. Roach commented that members would not vote against CESR, because they would not know which alternative to CESR might be chosen. Eshelman said that a vote to abolish CESR should be followed not by a poll but by follow-up discussion in an open meeting. He suggested that LFA members tend to rely on mail ballots to try to settle issues when discussion in open meetings is more likely to be productive. Moore advised against voting whether or not to abolish CESR before an alternative is chosen. She suggested instead asking a group to develop a rational alternative, and then voting whether to accept that alternative. Schaffner spoke in favor of a simple yes/no vote on CESR. S. Miller modified her motion to change the entire ballot, including the yes/no vote, to a poll by mail procedure. The poll would ask a yes/no question on CESR, and then ask respondents to indicate which alternative they would favor if CESR were abolished. Weller agreed with K. Neeley's earlier suggestion that the option of both assistant deans assigning all ratings be added. Clement called for a show of hands on the motion. The motion passed, with 21 in favor and 4 against.

b) Staff Orientation Committee: Returning to the outline of "larger" issues, Clement explained that the library administration had expressed willingness to take on responsibility for the Staff Orientation Committee. Moore asked for further details. Gilliland explained that if the Staff Orientation Committee became an administrative committee, she would chair it, and it would continue to have classified and unclassified members as it does at present. Clement indicated that if the membership favored the change, Exec could write a three-way memorandum of understanding with the administration and Classified Conference. Emde indicated that she would want LFA and Classified Conference rather than the administration to appoint members to the committee. In response to another question from Moore, Clement explained that the principal significance of the committee's change in status from LFA to administrative committee is that classified staff would have direct representation on it, rather than representation through LFA. K. Miller made a motion, which K. Neeley seconded, that section 3.3.9 of the LFA Code be deleted. Moore asked that the ballot be framed in the form of a yes/no question, with an explanation of the implications of each choice. J. Anderson-Story expressed concern about allowing the administration to establish the nature of the committee. Clement reiterated his confidence that an acceptable understanding with the administration could be worked out. Clement called for a show of hands on the motion. The motion passed unanimously.

Reed moved that the meeting adjourn due to the lack of a quorum and the time required to fully discuss the remaining issues on the agenda. Eshelman seconded the motion. The motion passed by a voice vote.

Clement adjourned the meeting.

Reported by Rachel Miller
LIBRARY FACULTY ASSEMBLY: MINUTES OF THE JUNE 9, 1993 MEETING


Guest: A. Slater (representing Classified Conference)

1. Call to Order: Rick Clement, Chair, called the meeting to order.

2. Implementation of Library Faculty Evaluation Policy Statement: Clement introduced the topic with a review of the events leading up to the approval by the membership of the policy statement prepared by the Ad Hoc Committee on Faculty Performance Evaluations. The statement was subsequently endorsed by Dean Crowe. Clement added that the Ad Hoc Committee had provided implementation suggestions. These, amplified by Nicholas Eshelman, were incorporated into the outline of points for discussion that was mailed to the membership in advance of the meeting. Clement reiterated that the purpose of the meeting was to gather member input on how to implement the policy statement.

Dean Crowe mentioned that although the Office of Academic Affairs had not yet approved evaluation policy statements from any academic unit, he does not expect any substantive changes to be recommended in the library's document.

Clement asked Eshelman to present his outline of points for discussion. Eshelman explained that he had tried to distinguish between issues that require immediate attention in order to be resolved in time for the next round of evaluations, and issues that can wait.

Eshelman suggested that the first change required in the evaluation procedures is a modification to the FASAR to provide a means of recording the proposed relative weighting of performance, service, and research. He offered for comment an example of how the FASAR might be revised. S. Miller proposed that each component receive a separate line and that the page provide space for signatures.

Eshelman then explained the second change required: inclusion in each year's evaluation process of a mechanism for negotiation and approval of the weightings proposed for the following year. Koepp asked about the relative weight given to different service and research activities, e.g., chairing a national committee versus publishing an article. Eshelman said it was difficult to answer that question. He said that the percentages should be seen not as numbers but rather as labels: 5% means minimal activity; 10% means a little more. The percentages represent neither time nor effort as such, but rather outcome, and should be understood in the context of past evaluation practice. Koepp asked whether, for consistency, standard weights could be assigned to particular activities. Ring described how research by teaching faculty is scored and ranked in the History Department. Moore said that she had thought that the intention of the weightings was to specify what agreed-upon percentage of the overall evaluation would be based on each component of the assignment. She said she did not believe set numerical values should be assigned to particular types of activity. Eshelman said that the process should continue to be based on qualitative rather than quantitative input from both the supervisor and CESR, with assistant deans...
responsible for synthesizing quantity and quality. Moore questioned the timing of the process: would it not be preferable to wait to propose weightings for the following year until after the outcome of the present year's evaluation is known? Kent Miller said that the Ad Hoc Committee was concerned that the process would take too long. Moore added that the timing of consultation with the assistant dean on the weightings was unclear, but that logically the librarian and supervisor would discuss the weightings after the assistant dean had returned the draft evaluation to the supervisor. Gaeddert said that the librarian needs to know the present year's evaluation before setting weightings for the following year. Gibbs asked how the supervisor and assistant dean would show their approval of the weighting; would signatures be required even if the weightings fell within accepted guidelines? Eshelman said he believed that all signatures would still be needed. Eshelman said he hoped that librarians would not take the numbers literally; he suggested that it might be helpful to find a way to express in words what the numbers mean. Dean Crowe commented that questions about the worth of service and research have been a disquieting factor to librarians in the past, and that the weightings should be reassuring to new librarians by reflecting the reality that service and research are a "tipping factor." Biggins commented that the weightings will give most librarians a better way to reflect what they do, and will give a more prominent place to service. He added that he expects that service will have dominant place in the aggregate and that research will be relegated to the background. Ring disagreed with Eshelman, saying that if the numbers were meaningless, then service and research would also be meaningless, as he believed they had always been. He also disagreed with Biggins, adding that a research component is required. Eshelman said that a librarian can choose the risk of opting out of a research component.

Eshelman then explained that the third change required in the evaluation procedure is a mechanism for mid-course adjustment of weightings, which he proposed be left as flexible as possible. Moore asked if the weightings could be revised as late as at the end of year. Eshelman suggested that a simple explanation in the FASAR would suffice. Gibbs asked what would constitute valid reasons for changing a weighting that late. S. Miller said that she wanted to be able to report a percentage of 50% professional performance, 50% service and research. Ring commented that ultimately the librarian and the supervisor would need to agree. Moore suggested that only minor adjustments, for example from 10% to 15%, be considered acceptable at the end of the evaluation period.

Eshelman said that a fourth possible change required is in the assignment of ratings by CESR. He explained that although the approval of the policy statement did not require that the status of CESR be considered, CESR had recommended that the membership be asked to vote whether to retain or abolish this committee, and that recommendation would need to be addressed. Clement asked for a sense of the group on the question of whether to abolish CESR. Mitchell reported that since its founding CESR had struggled with the difficulty of evaluating service and research. The lack of access to documentation on each librarian's professional performance had been a problem. A majority of this year's committee decided that the task would be performed better by the supervisor. The committee anticipated even greater difficulty next year due to the need to assign weighted ratings to service and research. Schulte explained that ratings for service and research had been based on comparisons of librarians against their peers; if different librarians give service and research different weightings, this comparison could no longer be done. Eshelman suggested that CESR rate the quality of activities
without comparing librarians to each other. Mitchell said that if CESR had not operated by comparison it would have not been able to assign ratings. Moore suggested that the supervisor would be even less able to do it, if comparison had to be the basis for the ratings. Therefore she believed CESR should evaluate merit and not make comparisons. Mitchell said that if supervisors evaluated service and research, the assistant deans would be responsible for seeing the big picture. Eshelman stated that evaluation is a difficult and onerous job, for which a three-member committee has the advantage of a broader range of background and knowledge. He proposed retaining CESR but giving it more guidance. Clement suggested that CESR be allowed to see the entire FASAR. S. Miller brought up the issue of confidentiality. Mitchell suggested that since librarians are already instructed to begin the FASAR with a description of the assignment, this description alone could be forwarded to CESR if the form itself were slightly modified. Schulte questioned why Part I of the FASAR needed to be confidential, since a separate section is already provided for confidential comments. Knox commented that if CESR's role is to maintain consistency, that will be lost by returning the process to supervisors. Mitchell replied that year-to-year continuity has been lacking. Clement said that overlapping terms (recently approved) would help. Emde suggested that supervisors be allowed to see the service and research sections of the FASAR.

K. Miller introduced a motion that abolishing CESR be put to a mail ballot. S. Miller proposed an alternative motion to retain CESR. She added that if CESR is abolished, no alternative to it will be in place. J. Neely said that if no alternative is in place, the responsibility for evaluation would fall to the administration. Moore said that setting evaluation procedures is a faculty right and responsibility. She added that a discussion of alternatives to CESR should occur before any ballot. K. Miller proposed that all motions under discussion be withdrawn in favor asking the Executive Committee to draft a poll on CESR and alternatives, rather than a yes/no ballot to abolish or retain CESR. Eshelman said that polls do not give clear guidance. He suggested that a straw vote be taken to gauge support for a yes/no ballot. Clement offered to draft a poll for review by the Executive Committee.

Bringing the discussion to a close, Clement reminded the membership that another LFA general meeting to discuss issues related to LFA Code revision was scheduled for Wednesday, June 16, 10:30-12:00. He then adjourned the meeting.

Reported by Rachel Miller
Present:           Rick Clement (Chair), Nicholas Eshelman, Sandra Gilliland, Rachel Miller, David Pardue
Absent:           Sally Haines

1. Minutes: The committee approved the minutes of its June 7 meeting.

2. Annual Report: Rick Clement asked committee members to begin thinking of recommendations for the FY94 LFA Executive Committee, for discussion at next week's meeting.

3. Committee on Salaries and Benefits: Clement reported on a recent discussion with Lorraine Moore, Chair of the Committee on Salaries and Benefits, regarding the salary range for the new library faculty position in the Regents Center. Due to the need to meet a C&RL News advertising deadline, the library administration did not ask the Committee to review the salary range in advance, as is normally done, but after the vacancy announcement had already been submitted for publication. Clement reported that the advertised salary range was acceptable to the Committee on Salaries and Benefits.

3. LFA General Meetings: The group discussed the June 9 meeting, at which there appeared to be general support for the suggestions made in parts 1, 2, and 3 of Nicholas Eshelman's outline. The June 9 discussion regarding CESR was less clear, and some members of Exec were uncertain whether the suggestion that the membership be sent an opinion poll regarding CESR and possible alternatives to CESR represented the wishes of the majority, since it was offered late in the meeting and was not put to a vote. Clement drafted an opinion poll, which the group considered. Exec discussed whether the poll or a mail ballot with a "yes/no" vote on abolishing CESR would be most likely to produce clear results. The group agreed that further discussion of CESR and alternatives might be needed at the June 16 meeting on "larger issues." Eshelman agreed to present a motion to issue a mail ballot, as an alternative to the poll, which would also be distributed at the meeting.

4. Next Meeting: Exec will hold its last FY93 meeting on Monday, June 21.

Reported by Rachel Miller
Library Health and Safety Committee
Minutes - March 2, 1993

Present: M. Wilson (chair), M. Cook, P. DiFilippo, K. Simmons, T. Taylor

The minutes from February 23, 1993 were reviewed, amended and approved.

The committee discussed the Stress Management lecture presented the previous day, including comments received from some of the 40 people attending. Margaret will ask Jerry Johnson for handouts of the diagrams he showed for subsequent distribution to interested individuals. The committee discussed how effective we thought the program was and agreed that stress is such an individual thing that there was no way to determine success but that offering such programs continues to be worthwhile regardless of whether the program benefits 1 person or 100. There was some concern expressed about how we can get more people to attend our programs.

The committee reviewed the Dean's e-mail message to Margaret. We appreciated his response to the minutes of 2/17/93 and decided to invite him to a committee meeting. We would like him, among other things, to help us clarify the committee's role.

In response to some of the issues the Dean covered in his message, we then discussed smoking in Watson and had an in-depth discussion of the stresses of e-mail, the lack of interpersonal communication resulting, to an extent, by the increasing use of e-mail, and the pros and cons in considering e-mail an improved form of communication. As Jerry Johnson emphasized in his seminar, one of the main causes of burnout is the lack of a collegial support system. Margaret will consider asking Jerry Johnson about the latest literature on this topic and for his advice on increasing the opportunities for developing such support systems at a time when interpersonal communication is being reduced.

The committee was reminded of our March 15, 1993 meeting at 10:30 with the Disaster Planning Committee in Room B to discuss possible CPR training for staff and other issues that may arise.