

University of Kansas Libraries

Number 1363 July 3, 1996

SARAH COUCH NAMED 1996 CLASSIFIED EMPLOYEE OF THE YEAR

I am very pleased, indeed honored, to name SARAH COUCH as the KU Libraries' 1996 **Classified Employee of the Year**.

This designation comes based on the unanimous recommendation of the selection committee [Milissa Boyer, chair; Brenda Owens; Doxie Larsen; Gordon Anderson; Toni Taylor; Jan Altenbernd; and Sandy Gilliland, ex officio] which worked thoughtfully to review nominations and solicit information about the several valued members of the staff who were nominated.

This designation carries with it a cash award of \$250 and several forms of public recognition, the arrangements for which we will discuss closely with Sarah, of course.

From my own experience working with Sarah, I know that whenever a complex and sensitive issue arises that calls for formal or informal attention by a group of staff, her name always comes to the top of the list for leadership of a working group or a committee. Her intellect; sound judgment; willingness to address difficult issues; openness to others; dedication to KU, the Library and her colleagues; and genuine selflessness have won her a host of friends and admirers.

In particular, her outstanding record as a supervisor, always seeking ways to help others improve themselves and the service we offer for our users, has earned SARAH COUCH our respect and gratitude.

-William J. Crowe

UNCLASSIFIED VACANCY

Assistant to the Vice Chancellor for Information Services/Dean of Libraries, a 12-month unclassified professional staff position, responsible for providing administrative support, with particular emphasis on policy development, for both the newly-established position of Vice Chancellor for Information Services/Dean of Libraries and for the Associate Dean of Libraries. (Full position description available.) Required qualifications: Master's degree in a relevant discipline and professional experience in academic libraries or experience in public policy analysis; understanding of the academic environment for computing and libraries; evidence of excellent written and oral communication skills, including the ability to present ideas in an effective manner; strong organizational and interpersonal skills, with the demonstrated ability to work with groups; demonstrated ability to perform policy analysis; understanding of the role of teaching, research, and service in a research university. Preferred qualifications: Experience in policy analysis for libraries or information technology in an academic setting; experience with budget and personnel management. Annual salary: \$30,000-\$34,000. Excellent benefits. To apply, submit letter of application, resume, copies of undergraduate and graduate transcripts, and names of three references to: Sandra Gilliland, Assistant to the Dean for Personnel, University of Kansas Libraries, 502 Watson Library. Applications postmarked by July 15th receive first consideration.

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

Nancy Hawkins' position in the Regents Center Library has been changed to "Library Operations Manager", effective June 16th. This change reflects increased responsibility for assisting with the management of the day-to-day operations of the Regents Center Library.

Sandra Benedict has joined the Libraries staff as Secretary II in the Administrative Office. Sandra was previously employed in Supportive Educational Services. Her appointment became effective July 1st.

Larry Palmquist has joined the Libraries staff as Senior Library Automation Analyst, effective June 16th. Larry has been employed with the KU Computer Center and will continue to be (temporarily) located in that facility while he assists with data conversion and implementation of the VIRTUA system. Later this year, Larry will move to the Library Automation Office where he will work on other automation-related projects.

Milissa Boyer, Library Assistant I in Retrieval Services, has announced her resignation. Milissa joined the Libraries staff in November, 1992. She will be relocating to New York. Milissa's resignation is effective July 12, 1996.

Esther Boyd, Library Assistant I in the Regents Center Library, has announced her resignation. Esther began her Library employment in the Science Library in December, 1987, where she remained until her transfer to the Regents Center Library in October, 1995. Esther's resignation is effective July 5th.

Michelle Rader has been appointed as a Library Assistant I in Retrieval Services effective July 2nd. Michelle was most recently a temporary Library Assistant with the Libraries during FY1996, and previously employed as a Library student assistant.

KU HUMAN RESOURCES TRAINING CALENDAR

Attached is the KU Department of Human Resources Professional Development Calendar for July, August and September. Staff interested in attending the programs may register by calling Human Resources. **NOTE:** Training sessions for the new classified staff evaluation process will be held in the Libraries during the Summer and early Fall. Watch e-mail and FYI for future announcements of the dates, times, and locations of these sessions.

Sandy Gilliland

STAFF IDENTIFICATION CARDS

We've been informed by KU Human Resources that staff identification cards for the new fiscal year may not be available until late July. Please watch FYI or e-mail for future announcements.

Sandy Gilliland

RESTRUCTURING COMMENTS INVITED BY JULY 10

The PRC welcomes comments, concerns, and ideas about any aspect of the restructuring proposal recently submitted to the staff by Dean Crowe and Associate Dean Goodyear. Even though there have been three open meetings hosted by the Dean, the committee would be interested in learning whether staff would like one or two additional non-administrative forums (in which no administrators would participate). Opinions about the usefulness of additional meetings should be sent to Kathy Lafferty by July 8.

Comments on the restructuring proposal may be sent to any member of the committee via e-mail, phone, or campus mail. Please be sure we hear your comments by July 10. Thanks for your help.

Nancy Burich 4-8570 nburich
Vickie Doll 4-4669 vdoll
Sue Hewitt 4-5533 shewitt
Kathy Lafferty 4-4274 klaffert

Nancy Burich

LFA COMMITTEE VOLUNTEERS NEEDED

LFA Exec is looking for volunteers to serve on Library Faculty Assembly committees in FY97 == now's your chance to influence library governance issues and become involved inservice activities at the same time!! Appointments will be made to the following committees (continuing members are indicated in parentheses after each committee listing):

Staff Development Committee: 2 openings, 2-year terms
(Deborah Dandridge, Rachel Miller)
Nominating & Ballot Committee: 1 opening, 2-year term
(Jill Girardo, Lorrie Knox)
Codes & Bylaws Committee: 1 opening, 2-year term
(Rick Clement, Connie Powell)
Salaries & Benefits Committee: 1 opening, 2-year term
(Ken Lohrentz, John Richardson)
Planning & Resources Committee: 3 openings, both 1-year and 2-year terms available
(Vicki Doll, Judith Emde)

If you are interested in serving on a committee during the next fiscal year please contact Becky Schulte in writing by July 19. If you are interested in more than one committee. Please indicate 1st and 2nd preferences.

Lorrie Knox, Secretary
LFA Nominating & Ballot Committee

For FYI

UNIVERSITY OF KANSAS LIBRARIES
CULTURAL DIVERSITY ADVISORY COMMITTEE

VISION STATEMENT

The University of Kansas Libraries will cultivate an environment where differences are valued and all individuals are welcomed and respected.

As the primary provider of intellectual resources to the University community, the Libraries will strive to provide a collection that represents a wide diversity of viewpoints and services that address the information needs of all members of the University community.

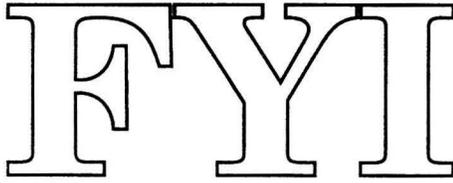
As an employer, the Libraries will promote ways in which the diverse knowledge and experience of its staff can be utilized in all of its operations and enhanced through an active program of professional development.

The Cultural Diversity Advisory Committee welcomes your feedback and/or suggestions on the content and form of this statement which has had extensive discussion within the Committee. We hope to have it prepared for publication by the beginning of the 96-97 school year.

Members are:

Muriel Cook
Rich Crank
Vickie Doll
Gaele Gillespie
Lynn Frederickson
Sandy Gilliland

Nancy Hawkins
Linda Hermes
Lars Leon
Ken Lohrentz *not active*
Rob Melton
Johnnie Love



PERSONNEL

Barbara Jones, Reference Librarian/Bibliographer, has announced her retirement. Barbara's KU Libraries employment began on July 1, 1960 as an Assistant Reference Librarian. She was promoted in rank in July, 1963 (Librarian II) and again in July 1974 (Librarian III). Barbara has served as an Assistant Head of Reference, Acting Head of Reference, and has also supervised Interlibrary Services. Please watch FYI for further information.
Sandy Gilliland

CLASSIFIED VACANCIES

Applications are being accepted for three classified positions, described as follows:

Library Assistant I; Two (2) positions in Retrieval Services. One position will be assigned to interlibrary borrowing and lending functions. As needed this position may assist with other tasks assigned to the Receiving/Sending Work Group (of which Interlibrary Lending forms a part).

The second position, which is a replacement for Milissa Boyer, emphasizes Serials Orders duties, but the assignment may well change in the future in response to departmental and library needs.

Qualifications for both positions: Applicants must meet the State's minimum qualifications, i.e., one year of library technical or library clerical work experience (skill code E1800). **Preferred occupational skills:** Library recordkeeping experience (code K20E0, level 2, weight 50; Experience with IBM compatible computers (code EQIBM, level 2, weight 10). **Additional preferred selection criteria:** Strong commitment to public service; Experience working with bibliographic, acquisition, serials control or interlibrary loan records; Ability to work with detailed and complex procedures effectively and independently; Ability to organize work effectively, set priorities, and meet goals; Ability to establish and maintain effective work relationships in a team environment; Supervisory experience; Broad educational background, including working knowledge of at least one foreign (Western European) language; Ability to maintain a regular schedule; Ability to work under pressure and handle work-related stress. In addition, the following is preferred for the interlibrary borrowing and lending position: Experience with SaveIt, Ariel, and OCLC Prism ILL and ILL Microenhancer.

* * * * *

Library Assistant I, Regents Center Library, responsible for 1) Providing patron assistance, 25%; 2) Document delivery assistance, 20%; 3) Serials assistance, 20%; 4) Reserve assistance, 25%; 5) Non-KU Patron Database Management, 5%; and 6) Supplies maintenance, 5%. **Qualifications:** Applicants must meet the State's minimum qualifications, i.e., one year of library technical or library clerical work experience (skill code E1800). **Preferred occupational skills:** Experience providing reference assistance (code E1110, level 3, weight 30); Library recordkeeping experience (code K20E0, level 3, weight 40); Project management experience (code GN005, level 3, weight 20); Experience composing correspondence and writing reports (code GN006, level 3, weight 5); Experience with word processing software (code K2130, level 3, weight 10); experience with IBM compatible computers (code EQIBM, level 3, weight 30).

Library Assistant I (continued)

Additional preferred selection criteria: Excellent interpersonal communication skills; demonstrated ability to establish and maintain effective working relationships with patrons and staff; ability to maintain detailed records and to detect and reconcile discrepancies in records; filing experience.

* * * * *

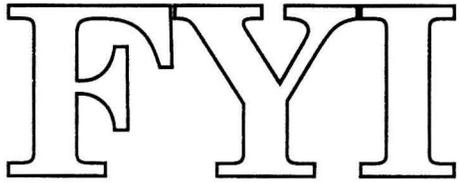
APPLICATION INSTRUCTIONS: Contact Barbara Woodruff, 4-3601, for position descriptions and application forms. Applications must be received by 5:00 p.m. Friday, July 19, 1996.

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HIATUS IN DISTINGUISHED LIBRARIAN AWARD

There will not be a recipient of the Chancellor's Award for Distinguished Librarianship in 1996.

W. J. Crowe



University of Kansas Libraries

Number 1365

July 18, 1996

CLASSIFIED VACANCY

Library Assistant II, Access Services, responsible for providing quality service to library users of the Watson Library Reserve Desk, as well as providing assistance in all other areas of the Access Services Department. 1) Supervision and training, 35%; 2) Reserve collection management, 40%; 3) Public service, 25%.

Minimum Qualifications: Two years of technical library work or one year of technical library work and one year of clerical library work (code E1800). **Preferred occupational skill codes:** Library recordkeeping experience (code K20E0, level 4, weight 30); Experience providing reference assistance (code E1110, level 4, weight 30); Experience with word processing software (code K2130, level 4, weight 10); Experience with spreadsheets (code P2C10, level 4, weight 10); Supervisory experience (code GN002, level 4, weight 20). **Additional Preferred Selection Criteria:** Ability to work effectively with a diverse public and staff; excellent communication skills; familiarity with the KU Libraries. **Salary:** The LAII classification is funded at pay grade 18 on the State Civil Service pay scale, at a beginning hourly wage rate of \$9.93. **To apply:** Library staff must complete a "Request for Promotion or Transfer" form, available from Barbara Woodruff, 502 Watson Library, 4-3601. Additional application instructions and copies of the position description are available from Barbara or from Sandy Gilliland. Applications must be received by 5:00 p.m. Friday, July 26, 1996.

UNCLASSIFIED VACANCY

Interlibrary Loan/Document Delivery Librarian, a tenure-track position with responsibility to manage interlibrary loan operations and to plan, design, and implement enhanced document delivery services. (Full position description available.) **Required Qualifications:** Master's degree from an ALA-accredited program. Relevant experience in an academic/research library. Knowledge of issues relating to resource sharing in the academic library environment. Commitment to responsive and innovative user service. Familiarity with interlibrary loan and document delivery processes. Strong planning, organizational, and analytical skills. Ability to build teams and lead staff successfully through major change. Ability to work effectively with diverse colleagues and clients. Excellent communication skills. **Preferred Qualifications:** Relevant professional experience in an academic/research library. Successful supervisory experience. Ability to evaluate alternative modes of information access and delivery and introduce new processes and technologies in the workplace. **Annual salary:** \$27,000 - \$34,000 dependent upon qualifications. Excellent Benefits. **To apply,** submit letter of application addressing each of the position qualifications, resume, copies of undergraduate and graduate transcripts, and names of three references to: Sandra Gilliland, Assistant to the Dean for Personnel, 502 Watson Library. Applications postmarked by August 31, 1996 will be given first consideration.

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ORIGIN, AGE, SEXUAL ORIENTATION, MARITAL STATUS, AND PARENTAL STATUS.

SEARCH COMMITTEE APPOINTED

The following individuals have been appointed to the Interlibrary Loan/Document Delivery Librarian search committee: Mel DeSart, Chair; Gaelle Gillespie, Lars Leon, Ken Lohrentz, Rachel Miller, Lyn Wolz, and Sandy Gilliland (ex officio).

Sandy Gilliland

KU HUMAN RESOURCES HAS A HOME PAGE

Check out the latest job listings at KU and across the State through KU's Department of Human Resources new home page. The home page can be accessed through KU Facts or Netscape. Also included on the home page is the Classified Staff Handbook, Employee Assistance Program referrals, a Directory of HR Services, the Professional Development Calendar, unclassified staff and faculty vacancies, and (State) Division of Personnel Services Bulletins. To access the home page, enter:

<http://kuhttp.cc.ukans.edu/cwis/units/humanresources/main.html>
(you may substitute www or raven for kuhttp)

Sandy Gilliland

ATTACHMENTS

Classified Conference General Meeting minutes--June 25, 1996

REMINDER ABOUT WORK-RELATED INJURIES

We have been asked by the Department of Human Resources to remind staff (and students) of the procedures to follow if you become injured while at work. All work-related injuries must be treated at Lawrence Memorial Hospital, which is the contract medical treatment provider for work-related injuries that occur in Douglas County. If the injury does not involve extreme pain or discomfort and is not life threatening, you should call the LMH Occupational Health Clinic at 749-6457 to schedule an appointment. If the injury requires immediate treatment, employees may go directly to the LMH Emergency Room. Please inform the health care professional that you are seeking treatment for a work-related injury. In all cases, staff members should notify their supervisors as soon as possible when the injury occurs. In addition, the Administrative Office (Barbara Woodruff or Sandy Gilliland) must also be notified so that the appropriate workers' compensation forms can be processed within deadlines established by the State. Questions regarding these procedures may be addressed to Barb or Sandy.

Sandy Gilliland

Classified Conference General Meeting
June 25, 1996

Twenty-six classified staff attended the annual general meeting. The special guest was Lindy Eakin. Kendall introduced him as (currently) the Associate Executive Vice Chancellor, although under the University's restructuring, his title will be changed to Associate Provost and the departments under his supervision will include Human Resources, Environmental Health and Safety, and FO.

Mr. Eakin spoke briefly about the goal of Chancellor Hemenway's restructuring plans to pull the various University departments together so that policies are applied consistently and equitably. An example of this as pertains to classified staff is that staff in some departments are never allowed release time to take a class while staff in some other departments are. In these cases, release time is not determined by how relevant a class is to an employee's job, but who the employee's supervisor is. He emphasized that an issue of personal importance to him is teaching people in administrative positions to resist the temptation to focus on the limitations imposed by state government and instead to look for ways to solve problems in spite of what the state legislature does.

The balance of the meeting was question/answer.

- Q. The libraries have such a large number of classified employees that it makes it possible for us to form and participate in a governance committee, but how does this compare with other departments on campus?
- A. So many campus departments have such a small number of classified staff that they aren't able to form an organized group such as the Libraries' Classified Conference. On the other hand, there are some departments that always have representation on Classified Senate.
- Q. What is the best way to contact you with our concerns?
- A. My e-mail address is leakin@co.wpo.ukans.edu (That's L. Eakin at Chancellor's Office, WordPerfect Office, etc.). At this time, my phone number is 4-4904, but I'll be changing offices soon and my phone number will probably be different. E-mail is better anyway; it's hard to reach me by phone.
- Q. Just out of curiosity, has the restructuring resulted in more, fewer, or the same number of administrators?
- A. That really depends a lot on whom you count as an "administrator" under the old and new structures. The goal of the new structure is not to "reduce administrators" but to pull campus operations together more cohesively, and a more relevant question will be "has it done that?" and of course there's no way to gauge that for awhile. We can say that the new structure streamlines communications and accountability, and that is an improvement.

The recent changes to the Library Assistant qualifications were explained to Mr. Eakin as well as the effect those changes have on classified staff being able to move from clerical classifications into LA positions. There was discussion about the possibilities and logistics of starting bibliographic instruction classes at KU that would add up to the right amount of credit for the LA requirements.

Mr. Eakin made the following observations:

1. The real issue is the need to be able to reward and keep good people, so the policy itself needs to be changed. This will require keeping the issue before the state legislature. The turnover in the legislature will probably eventually work to our advantage.
2. It's good to be thinking about what we can do in the meanwhile to work within the state's policy, i.e., offering classes to enable employees to meet the position requirements, but then employees must be able to take such classes, which brings us back to the still unresolved issues of tuition waiver and release time.
3. Mr. Eakin added that he personally preferred the old skills testing system over the new skills inventory forms.

Q. After recent reclassifications, the LAI was upgraded two ranges, but the salary was only increased by one step. Also, when a staff move up a range, their salaries often don't increase very much, depending on what step they were at and what step they begin at in their new position.

A. Whenever there are classification studies like that under way, KU has to produce reports for the state on how many employees will be affected by the change in classification and how much the projected increases will cost, etc. Then the state decides on COLAs etc. One of the problems for the state is not being able to produce these reports themselves due to KU's being on a different payroll system.

When a person changes levels, it's the department's option what range to start that person at, within one to three ranges up from that of their last position. There really aren't any guidelines for determining this, and it's usually a matter of what department the person is moving into. This is another example of the inconsistencies across campus that I referred to earlier.

Q. I tried once to arrange for teaching a KU class and the procedure was so difficult that I ended up not doing it. KU would have benefited from my teaching as much as I would have, so one would think that it would be in the University's best interests to make the procedures easier. Do you think this will ever happen?

A. There are two problems associated with a classified person teaching a class and working their classified position simultaneously.

1. The benefits differ greatly for unclassified and classified staff, and the person must receive these benefits in the proper proportion.
2. The pay has to be in the correct proportion to the two jobs.

These are both problems that can be solved, but not necessarily easily, so all involved parties must be very willing to work it through. Otherwise, no, the employee in question will not be able to teach a class.

Q. Are you aware that our longevity bonuses are still taxed at the "lottery" rate and do you know why?

A. I wasn't aware of that, but I have a related issue that I've been working on and that is the cash awards for Employee of the Year finalists. This used to come out of Endowment, but now has to come out of payroll as taxable income. When we tried to make the net a given amount, we discovered that we had to make the gross really high because it was taxed at that higher

rate. As I said, I've been working on this problem, and I'll just "keep the two issues together." My guess is that there's a programming change that needs to be made somewhere that no one has gotten around to doing yet.

There was a lot of discussion about the issue of tuition waiver. Mr. Eakin said he is aware that KU is one of a few institutions that does not have automatic across-the-board tuition waiver or reduction, and that this is an issue that Chancellor Hemenway still feels very strongly about. There was an observation that if a person is denied release time by his supervisor, there is no formal grievance procedure. Someone else suggested using the Classified Conference Committee's Grievance Committee for that purpose. Another person objected to the Libraries' use of the "permission" form to obtain the staff enrollment application form, in cases when an employee plans to attend a class outside of work time and pay for it without tuition assistance, but this is an issue that Classified Conference needs to take up internally with Library Administration.

Mr. Eakin agreed that the University's release-time policy statement needs stronger and more encouraging wording as one means of inspiring supervisors to be more cooperative with staff who want to take classes.

Q. The state requires that *classified* staff who supervise other classified staff take the STEP program. This is a very good and worthwhile program; why shouldn't it be required for all supervisors?

A. There is recognition of the need to invest in supervisory training in general. For example, the at the Regents level, they want chairperson training for faculty who are appointed to chair departments. The problem is in developing and implementing such programs (takes a lot of time) and deciding whom to target and in what order.

Q. These new evaluations -- where did they come from?

A. They were originally going to be designed to just give feedback, but someone in the state really wanted ratings, so they're something of a hybrid.

Q. How are the longevity bonuses really being funded?

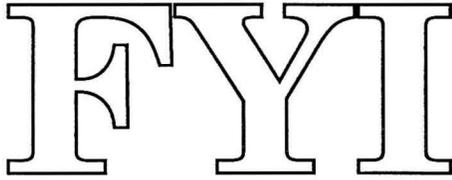
A. They will result in higher shrinkage rates. However, Chancellor Hemenway is able to relax the hiring freeze so that the University can replace three-quarters of vacated positions.

The meeting concluded at this point, however, the Executive Board stayed for a few additional matters of business:

Kendall announced that Milissa Boyer has resigned her position effective July 12 and so will not be taking over as Classified Conference Chair. Carmen Orth-Alfie, chair-elect, has accepted the responsibility of chair for 1996-97. There will need to be an election for a new chair-elect.

Kendall reported that the Classified Employee of the Year had been chosen and there should be an announcement soon. There is progress toward the plaque honoring Classified Employee of the Year award recipients.

Kendall reported that the CCEB has written a letter of appreciation to Annie Williams for her service to staff via KULSA and enclosed \$50 in restaurant gift certificates, thanks to an anonymous donation. Kendall read a thank-you note from Annie.



University of Kansas Libraries

Number 1366

July 25, 1996

HOLIDAYS

Holidays for calendar year 1997 are listed below, in addition to the remaining holidays for 1996 (consult the Libraries' schedule of hours for specific opening/closing information):

1996 Holidays

Labor Day, Monday, September 2, 1996
*Veterans Day, Monday, November 11, 1996
Thanksgiving, Thursday and Friday, November 28-29, 1996
Christmas, Wednesday, December 25, 1996

1997 Holidays

New Year's Day, Wednesday, January 1, 1997
Martin Luther King Day, Monday, January 20, 1997
Memorial Day, Monday, May 26, 1997
Independence Day, Friday, July 4, 1997
Labor Day, Monday, September 1, 1997
*Veterans Day, Tuesday, November 11, 1997
Thanksgiving, Thursday and Friday, November 27-28, 1997
Christmas, Thursday, December 25, 1997
Discretionary Holiday

*Because classes are in session on Veterans Day, the Board of Regents has determined that unclassified employees will not observe this holiday. Contact Sandy Gilliland or Barbara Woodruff if you have any questions.
Sandy Gilliland

LIBRARY GRIEVANCE COMMITTEE APPOINTED

In 1982, University departments were instructed to develop internal procedures for hearing grievances filed by staff within the department. The Libraries developed its Grievance Procedure and each year conducts an election (through the respective governance bodies) to create a core committee from which members will be selected to hear specific grievances, if filed by staff. The following staff have been elected to serve as the core committee of the Libraries' Grievance Committee:

Classified Membership:

Mary Ann Baker, Special Collections
Tommy Hardin, Periodicals
Kathy Lafferty, Kansas Collection
Janet Renew, Periodicals
Kendall Simmons, Government Documents and Map Library

LIBRARY GRIEVANCE COMMITTEE (continued)

Faculty/Unclassified Staff Membership:

Brian Baird, Preservation
Gene Carvalho, East Asian Library
Deborah Dandridge, Kansas Collection
Marianne Reed, Library Automation
Margaret Wilson, Serials Cataloging

Staff who desire additional information about the Libraries' Grievance Procedure may request a copy of the policy statement from Sandy Gilliland or Barbara Woodruff in the Administrative Office.

Sandy Gilliland

SHELLEY MILLER MEMORIAL BOOK

Recently the Library published "Shelley Miller, a celebration of her life." Library staff who would like a copy of this book should contact Margaret Wilson in Serials Cataloging.

Margaret Wilson

ATTACHMENTS

LFA Exec. Minutes--July 1, 1996

Staff Development Travel Reports--Nancy Burich, Judith Emde, Jana Krentz, Margaret Wilson,

LFA Exec. Minutes for July 1, 1996.

Present: Cindy Pierard, Becky Schulte, George Gibbs, Jill Girardo, Ken Lohrentz, Brad Schaffner, Mel DeSart.

1. Regular meeting time for this year will continue to be Mondays at 10:30 a.m.
2. The committee discussed standing committee assignments and charges. A master list of vacancies and holdover members has been compiled. It is useful to know who is coming off each committee and length of term. Only two volunteers have expressed interest in committee assignments so far. An additional LIII will need to be elected to LCPT due to the resignation of Mary Hawkins.
3. Members of LFA Exec. were asked to serve as liaisons with the various standing committees, as in former years. The following assignments were made:
 - Salaries & Benefits: Ken Lohrentz
 - LCPT: Cindy Pierard
 - Planning & Resources: George Gibbs
 - CESR: Brad Schaffner
 - Code & Bylaws: Becky Schulte
 - Staff Development: Mel DeSart
 - Nominating & Ballot: Jill Girardo
4. Vacations.
 - Becky: July 5-19 and 23-26.
 - George: July 5-Aug. 2.
 - Jill: July 29-Aug. 2.
 - Mel: Aug. 5-9.
 - Ken: Aug. 5-9.
 - Cindy: Aug. 5-16.
 - Brad: Aug. 26-Sept. 2.
5. Role of Planning and Resources Committee in Restructuring.

A memo from Nancy Burich, outgoing chair of PRC, was distributed concerning the role of the committee in monitoring the process of Library organizational restructuring. The PRC views this activity as an integral part of its charge. LFA Exec. decided that, in view of PRC's standing charge to review ongoing planning activity, this falls within the purview of PRC's charge provided that it would not concern itself with personnel issues.
6. Salaries and Benefits. Brad Schaffner was asked to serve on S&B for the salary review of the Interlibrary Loan/Document Delivery Librarian.
7. Next meeting will be Monday, July 22, at 10:30 a.m. Members are asked to read Susan Craig's annual report from last year.

Respectfully submitted, Ken Lohrentz, LFA Secretary.

NOMINATING AND BALLOT COMMITTEE

June 6, 1996

Present: Jennie Dienes, Lorrie Knox

Absent: Jill Girardo

N&B met to compile and mail out ballots for LFA Exec, LCPT, and CESR. June 20 will be the deadline for returning ballots. The word "ballot" was stamped in red ink on the outside of each ballot in an attempt to increase awareness by recipients.

Submitted by Lorrie Knox

NOMINATING AND BALLOT COMMITTEE

June 21, 1996

Present: Jennie Dienes, Jill Girardo, Lorrie Knox

N&B met to tally the results of the LCPT, CESR and LFA Exec election ballots.

For CESR and LCPT elections, the Committee received 37 completed ballots, all of which were valid. Results were tallied and the following individuals were elected:

CESR, Donna Koepp (Librarian II)

LCPT, Geoff Husic (Librarian II), Susan Craig and Margaret Wilson (Librarian III's)

For LFA Exec, the Committee received 41 ballots, all of which were valid. Results were tallied and the following individuals were elected:

Vice-Chair/Chair-Elect, Mel DeSart

Secretary, Ken Lohrentz

LIII rep, George Gibbs

LII rep, Brad Schaffner

LI rep, Cindy Pierard

Unclassified rep, Jill Girardo

Jennie received the text (on e-mail) for two ballots: Code Change for Staff Development, and Ballot on Pre-Tenure Review Procedures. The text was examined by the Committee and a suggestion was made to include both the old text and new text for the Code change. Lorrie agreed to alter the text and have ballots printed up for the next meeting.

Submitted by Lorrie Knox

NOMINATING AND BALLOT COMMITTEE

June 25, 1996

Present: Jennie Dienes, Jill Girardo, Lorrie Knox

N&B met to compile and mail out ballots for the Code Change for Staff Development, and Ballot on Pre-Tenure Review Procedures. Sandy Gilliland would like the Committee to include another ballot (for the election of Grievance Committee members) in this mailing. Sandy provided the text and a sufficient number of copies ready to mail out. She asked the Committee to report the number of votes and the names of the top 5 vote getters. June 20 will be the deadline for returning ballots. The word "ballot" was stamped in red ink on the outside of each ballot along with the ballot deadline.

Submitted by Lorrie Knox

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

T R A V E L R E P O R T

Name: Nancy Burich Department: Regents Center Library

Name of Event: ALA Annual Conference Location: New York, NY

Date(s) of Travel: July 4-9, 1996

Please provide below a brief report of your activities during this period of travel. This report will be published in the FYI.

See attached.

(Return this report to Kristi Cook, Cataloging, Watson Library)

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Nancy Burich Department: Regents Center Library
Name of Event: ALA Annual Conference Location: NY, NY
Date(s) of Travel: July 4-9, 1996

I participated in the CNI/ACRL Preconference: "Librarian Leaders in New Learning Communities," held on July 5 at the Inter-Continental Hotel. These NLC join faculty, librarians, and technical staff to integrate technology into the classroom. Before leaving home, I had received a handbook of materials to read and a video to watch, both based on a similar conference held in 1994. Presentations outlined the characteristics of new learning communities in general and of several existing NLC. We also learned about potential partners and factors which foster and hinder such partnerships. Each of us started work on a strategic planning template. The day was divided between formal presentations and small group activities. It was a very worthwhile program. Note: a similar presentation will be offered at CULS on 10/23/96 in Emporia.

As Vice Chair of ECLSS, most of my time at ALA was devoted to section activities. The Extended Campus Library Services Section of ACRL now has 1116 members and is still the fastest-growing section of ACRL. I attended our program, "Leadership on the Cyberspace Commons: Where Are We in the Vision?" with about 350 others. I also participated in the Discussion Group (as secretary) and meetings of the Telecommunications Task Force (as chair), the Statistics Committee, and in two Board meetings. I also attended a meeting on the ACRL President's Program for San Francisco since the task force will participate actively in using technology to make the program accessible to those unable to attend the conference.

I was able to attend two presentations by VTLs on Virtua, including one describing the partnership with SilverPlatter for development of ERL databases and another showcasing the online catalog. In the exhibits area, I met with the VTLs staff member who is developing the interlibrary loan and document delivery sub-system.

Sales and development personnel at UMI talked with me about ProQuest Direct (which we now have on a two-month trail), Dissertation Express (which will be available in the fall and which we will try), and an education database similar to PQD which is in the development stages. On my last morning in NY, I attended an excellent presentation on EbscoHost, another document delivery service which has potential for use at the Regents Center Library.

I thank the Staff Development Committee for their support in helping me to attend this annual conference.

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

T R A V E L R E P O R T

Name: Nancy Burich Department: Regents Center Library

Name of Event: ALA Annual Conference Location: New York, NY

Date(s) of Travel: July 4-9, 1996

Please provide below a brief report of your activities during this period of travel. This report will be published in the FYI.

See attached.

(Return this report to Kristi Cook, Cataloging, Watson Library)

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

T R A V E L R E P O R T

Name: Judith Emde Department: Science Library

Name of Event: Medical Library Association Annual Meeting Location: Kansas City, MO

Date(s) of Travel: June 1, 1996 - June 5, 1996

The annual meeting of the Medical Library Association was held in Kansas City this year at Bartle Hall. I helped in various capacities with local arrangements before and during the meeting. I attended a one day continuing ed course on Drug & Pharmaceutical Information Resources. Since I had last enrolled in the course taught by the same instructor thirteen years ago, I decided it was time for an update. The plenary sessions were held in the Music Hall with the first one given by Clifford Stoll, author of Silicon Snake Oil. What an entertaining and thought provoking presentation! Stoll walks or rather hops onto the stage with the outline of his presentation written on his hand, and he is constantly in motion. His speech revolved around the lack of skepticism expressed about computing and the Internet, and he provided four myths of the computing age: 1. Jobs of the future belong to the computer literate; 2. We must teach computing skills starting with the young; 3. The library without walls is just around the corner; 4. Information is power. He is concerned with the lack of attention being paid to social skills, the low quality of data on the Net, and the cost of the Net to an institution versus the cost of libraries.

But many of the sessions concentrated on electronic resources and their influence on libraries' future directions. One such session highlighted institutions involved with the usage of electronic journals such as the Red Sage project. A gentleman from the University of California-San Francisco stated a depressing statistic that by 1999 50% of the library's budget will be allocated from the University and the other 50% will come from patron charges. The speaker from Thomas Jefferson University agreed that charges would be implemented for use of electronic journals. Funding for access to knowledge based information will shift from library to user.

I recruited local panelists for the session sponsored by the Pharmacy and Drug Information (PDI) section on the impact of changes in the pharmacy curriculum on libraries, schools of pharmacy, the pharmaceutical industry and practicing pharmacists. I also carried out my role as secretary/treasurer of the PDI section at several meetings.

I have to admit that the meeting was not as much fun as when I get to travel to another city, but I was able to get a glimpse of all the hard work required to organize a meeting for 1500-1800 people. Bob Pisciotta at KU-Med did a great job as the local assistance chair. And I want to thank the Staff Development Committee for their financial support.

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

T R A V E L R E P O R T

Name: Jana Krentz Department: SPLAT

Name of Event: SALALM Annual Meeting Location: New York, NY

Date(s) of Travel: May 31 - June 8, 1996

Please provide below a brief report of your activities during this period of travel. This report will be published in the FYI.

TRAVEL REPORT

Jana Krentz, SPLAT
SALALM Annual Meeting
May 31- June 8, 1996
New York, New York

I recently had the privilege of attending the XLI meeting of the Seminar on the Acquisition of Latin American Library Materials (SALALM) at New York University in New York City.

As KU's representative to LAMP (Latin American Microfilm Project) and ARL'S Latin Americanist Research Resources Pilot Project, I attended the meetings of both these cooperative projects. The SALALM meeting afforded the Pilot Project an opportunity to organize a first gathering of the representatives of participating institutions. The goal of the Project is to develop a distributed, network-based system of cooperative acquisitions and document delivery in support of Latin American studies. The purpose of our meeting at SALALM was not only to report on the Project's progress this year, but also to solve a number of problems that have cropped up. Principal among them is the low usage of the document delivery component of the Project. The Project's future was also discussed, as was a suggestion that the Project go commercial.

I also had the opportunity to attend two committee meetings as well as a number of panels. The topic of SALALM XLI was "SALALM in the Age of Multimedia: Technological Challenge and Society Change." Panels covered a wide-range of topics from CD-Roms and multimedia in Latin America to the virtual library. The presentations which I found to be most engaging were those discussing the political and social consequences of the multimedia revolution, especially in terms of organizing, protest and activism on the Web.

On a practical level, attending the SALALM conference enabled me to make contact with bookdealers to discuss and evaluate the services they provide to KU. This has allowed me to modify and amend approval plans and to make decisions on setting up new ones.

In closing, I would like to express my gratitude to the Staff Development Committee for the support I received in order to attend SALALM.

Dear Staff Development Committee,

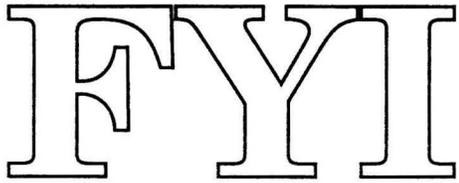
From June 20 to June 23 I attended the 11th Annual Conference of the North American Serials Interest Group (NASIG) at the University of New Mexico in Albuquerque. Like most of the attendees, I resided in a dorm room and ate dorm food. I felt as though I had entered a time warp back to my college student days of some 30 years ago. It was also surprisingly pleasant to be without a TV, radio, or newspaper for four days. The Conference itself was crammed with interesting, and on the whole very well presented sessions. I attended presentations on Expanded roles for serialists, Electronic serials cataloging, The voice of the customer (presented by our very own Marilu Goodyear and Adrian Alexander), The culture of cataloging, Seven myths about the ISSN, Merging the NISO holdings standards, and three thought-provoking plenary sessions on--surprise, surprise--the future of electronic serials publishing.

The plenary speakers consisted of a wide range of scholars and scientists, representatives from primary and secondary publishers, and even a librarian. They presented views extending from the metaphysical and futuristic to the concrete and conservative. Among the ideas expressed:

- The technological developments which will survive are those which are a metaphor for some aspect of the human experience. Thus, the computer is a metaphorical servant (do, find) while the book is a metaphorical mentor (the readers puts control aside and yields to the rhythm of the author). Computers will have some increasingly negative impact on our society: as we are handed results on a screen, usually without context, we will lose our capacity for memorization and spatial visualization, key ingredients for creativity and insight.
- Electronic journals will thrive in some areas. In order to determine what text is electronically viable, a distinction must be made between trade and non-trade text. Trade text is written to sell to a buyer's market. Non-trade text (e.g. scientific research) has never been a supply and demand item, but rather is published because of the author's desire to enhance a body of knowledge. Electronic journals will become the preferred medium for the dissemination of scientific research to small user communities.
- Changes in publishing are being driven by external forces and internal pressures, not because anyone is thinking about them. Some of the roles for publishers, universities, libraries, and government in electronic publishing will change, other roles will continue regardless of whether the format is electronic or paper. Publishers will continue to:
 - act as mediators in the distribution of information
 - guarantee the excellence of a publication (i.e. their name serves as a brand)
 - coordinate peer evaluation
 - be subsidized by universities which provide the salaries of the reviewers
 - preserve and monitor the product's paternity (authorship), integrity (alteration of the product, e.g. colorization of films), and disclosure (rebroadcast).

The weather was perfect and the native adobe-style campus unusual and beautiful. Entertainment included **tethered** (emphasis mine) hot air balloon rides and the Albuquerque Zoo, known for its vanishing species such as the red panda and shadow leopard--the latter looks like an Art Deco fantasy. I made lots of wonderful new colleagues and talked to some of the Serials World's stars from the Library of Congress and the Internet. Former KU librarian Aimee Algier was there. She is the author of a famous web-site for Santa Clara University's diversity program.

Thank you Staff Development Committee for helping to make this educational and enjoyable experience possible.



RETIRED KU CHAIRMAN GIVES \$250,000 FOR LIBRARIES

LAWRENCE -- A retired chairman of the University of Kansas Geography Department has pledged \$250,000 for KU libraries, the vice chancellor for information services and dean of libraries announced today.

The pledge from Walter Kollmorgen of Omaha, Neb., will establish the Walter M. and Johanna Kollmorgen Library Fund at The Kansas University Endowment Association after Walter Kollmorgen's death, said Vice Chancellor and Dean William Crowe. Named for Walter Kollmorgen and his sister, Johanna Kollmorgen, the fund will provide cash awards for library staff, provide financial support for staff travel and training, and help pay for library acquisitions.

"The gift is really from both Johanna and me," Walter Kollmorgen said. "I could never have done what I did without her help. She was an excellent typist and a gifted editor."

Walter Kollmorgen said he and his sister wanted to repay libraries and librarians for all the help they had both received throughout the years. Walter Kollmorgen made extensive use of many libraries throughout the United States when he traveled around the country on research projects. Johanna Kollmorgen used libraries in her varied activities, including her decade as a member of the Lawrence Planning Commission and the key role she played in drafting a health plan for Douglas County. Johanna Kollmorgen died in March 1994.

Walter Kollmorgen said both he and his sister developed "an affinity for libraries and librarians."

"I always found librarians to be gracious, patient and helpful," he said. "I also found out how important librarians are to universities and to all sorts of intellectual pursuits. I can't conceive of a university as being better than its library, but it may well be less outstanding than its library."

Library Dean William Crowe said the gift will help maintain the excellence of KU's libraries.

"All of us associated with KU's libraries are greatly honored by Walter and Johanna Kollmorgen," Crowe said. "Their many years in Lawrence were marked by an unwavering commitment to scholarship and the improvement of our community. Library staff who worked with the Kollmorgens recall them with special respect and affection. We all are very grateful for this latest, most generous gift, which will help sustain the libraries that were so important to the success of their work."

Walter and Johanna Kollmorgen are two of the 11 children of Karl and Dora Kollmorgen of Bancroft, Neb. When Walter was almost 3 years old and Johanna was almost 1 year old, they contracted polio at the same time. Both suffered some paralysis and later used crutches and wheelchairs.

RETIRED KU CHAIRMAN GIVES \$250,000 FOR LIBRARIES (continued)

Walter Kollmorgen earned bachelor's and master's degrees from the University of Nebraska in the 1930s. In 1940 he received a doctorate from Columbia University. His career included stints with the U.S. Department of Agriculture's Bureau of Agricultural Economics, the War Labor Board and the Tennessee Planning Commission. He taught at KU from 1946 until he retired in 1977, serving as chair of the Geography Department from 1947 until 1967. He was named a University Distinguished Professor in 1963. Walter Kollmorgen also served as editor of the Annals of the Association of American Geographers and as president of the association.

When Johanna Kollmorgen died at age 85, she was praised for the important role she played in Lawrence through her work with the planning commission, the League of Women Voters, Kansans for the Improvement of Nursing Homes, the University Women's Club and the German Club.

"In planning, she was interested in discouraging random development such as country homes, farmsteads and other structures that would complicate providing public services like roads and utilities and mar the esthetic quality of the area," Walter Kollmorgen said.

Johanna Kollmorgen played a leading role in developing Plan 95, which guided development in the county through 1995. She earned degrees in English and German from the University of Nebraska in 1933 and later worked for the Tennessee Valley Authority as an editor.

Walter Kollmorgen is a member of The Chancellors Club, KU's major-donor organization, and The Elizabeth Watkins Society, which recognizes donors of planned gifts. Walter and Johanna Kollmorgen supported KU Libraries through annual gifts. A fund at the KU Endowment Association was named in Walter Kollmorgen's honor when he retired from KU.

The gift will be administered by the KU Endowment Association, an independent, nonprofit organization serving as the official fund-raising and fund-management foundation for the University of Kansas. Founded in 1891, the KU Endowment Association is the oldest foundation of its type at a public university in the United States and one of the largest.

LOHRENTZ RECEIVES GRANT

Ken Lohrentz, Bibliographer for African Studies in the Cataloging Department, has received a grant from the Center for Research Libraries to compile a bibliographic guide to the Africana holdings at CRL. The grant, which is funded by the Mellon Foundation, is awarded through CRL's newly-established Visiting Program Officer program. Ken plans to compile a bibliographic essay on "Africana at CRL: Holdings, Access, and Services." He will be at CRL, adjacent to the University of Chicago campus, the week of August 5 through 9.

Rob Melton

"SLITHY TOVES" REDUX

The new exhibition in the Main Gallery (and overflowing into two other areas) is the second showing of Sally Haines' "Slithy Toves: herpetological books at Kansas." First shown in 1992, the revised exhibition was set up for the Society for the Study of Amphibians and Reptiles, whose meeting was on July 24-27. Over 70 registrants came to see the exhibition, including herpetologists from Canada, England, Germany, Jordan, the Netherlands, New Zealand, Puerto Rico, Spain, and Sweden, and at least twenty states in the U.S. We were particularly pleased to see three of the visitors: Hobart M. Smith, one of the most distinguished herpetologists living, Roger Conant, another distinguished author with almost sixty years of publishing, and Craig Adler, the bibliographer of the subject. The show continues through the end of October.

Jim Helyar

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

T R A V E L R E P O R T

Name: Faye Christenberry Department: Regents Center Library

Name of Event: ALA Annual Conference Location: New York, NY

Date(s) of Travel: July ⁵⁻⁹~~4-10~~, 1996

Please provide below a brief report of your activities during this period of travel. This report will be published in the FYI.

Return this report to Kristi Cook, Cataloging, Watson Library)

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE
Travel Report

Name: Faye Christenberry

Department: Regents Center Library

Name of Event: ALA Annual Conference

Location: New York, NY

Dates of Travel: July 5-9, 1996

This conference marked the end of my tenure on the IS Communication Committee. Our discussion included a review of the year's accomplishments, proposed changes in the *IS Newsletter* format (both print and Web versions), and plans for next year's program at ALA Annual in San Francisco.

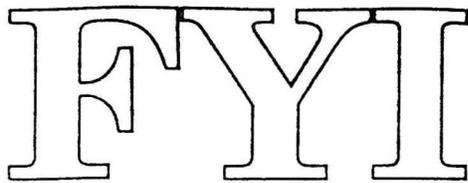
Since I will be a member of the ECLSS Communications Committee beginning Midwinter conference, I attended their meeting to see what projects were being discussed. Most of the discussion focused on the format and content of the section's newsletter. Members were assigned as liaisons to other committees within ECLSS to assist in gathering information for the newsletter.

I attended a demo on "Finding Government Information on the Internet," presented by Jackie Shane of the University of New Mexico. The emphasis of the demo was on using the World Wide Web, but she also addressed various gopher and bulletin board services that are still useful in finding Government information. Most of the sites demonstrated dealt with federal information, but some tips for locating state and international resources were discussed, as well.

I saw an interesting presentation by David Stern, director of the Science Libraries & Information Services at Yale University. Dave spoke at LITA's Artificial Intelligence & Expert Systems Interest Group program which focused on "Expert Systems and the World Wide Web." Stern discussed the HELP expert system used at Yale's Science Libraries and how it can assist their patrons and staff in using networked resources through the Web. There were other speakers at this program, but unfortunately, I missed them due to a scheduling conflict.

Without a doubt, the best session I attended was the one on "Instructional Models for Internet Training: Teaching Trainers Who Teach Library Users," presented by the ACRL Professional Education Committee. Three speakers gave presentations on their programs for teaching the internet, from the beginning stages to the present, with suggestions for instituting a successful training program. Lorelei Tanji talked about her experience at UC Irvine and described models that were used to train staff and students throughout the program implementation process. Mary Jane Petrowski from Colgate University pointed out that her institution (being smaller) required different models of training than a larger university, and described some of the negativity encountered by faculty in her attempt to implement an internet training program there. Mary Jane also spoke about the early training models used and how it later needed to be adapted to a larger scale operation, once the demand for more sessions became apparent. The final speaker was Betsy Wilson (U Washington), who described the process by which her institution began the UWired Project. The UWired Project involves the collaborative efforts of students, faculty, and librarians to produce an innovative learning environment that integrates electronic communication, information navigation skills, and on-line resources into teaching and learning at the University of Washington. It has been very successful so far, and plans for more classes are underway for this Fall semester. Unfortunately, I can't go into much detail here about this unique and fascinating program, but I will be happy to discuss it with anyone who might be interested in learning more. I have many notes!

Once again, I'd like to thank the Staff Development Committee for their assistance in sending me to the conference. It was hot and muggy in New York (like Kansas), but the conference was definitely worth persevering the weather!



UNCLASSIFIED VACANCY

Head of Reference and Information Services, a tenure-track appointment available immediately. The KU Libraries seeks an experienced, creative and dynamic leader in Reference and Information Services to guide and manage the Watson Library Reference Department. This position coordinates the integration of new technologies and new approaches to reference services in the Reference Department and in the Government and Documents and Map Library, a regional depository for U.S. documents which includes extensive map collections. The position reports to the Associate Dean of Libraries. (A full position description is available.) Required Qualifications: ALA-accredited MLS; increasingly responsible professional experience in an academic reference department, including experience in using and assisting in the use of a broad range of print and electronic reference sources and online services; experience with user education; experience with reference collection development including print and electronic education; experience with reference collection development including print and electronic sources; demonstrated ability to provide creative and effective leadership strong supervisory, organizational, and interpersonal skills; superior oral and written communication skills; demonstrated initiative and resourcefulness in management activities. Preferred Qualifications: Experience with government documents and map reference services. Annual Salary Range: \$40,000 - \$52,000. To apply, submit letter of application addressing each of the position qualifications, resume, copies of undergraduate and graduate transcripts, and names of three references to Sandra Gilliland, 502 Watson Library. Applications received by September 30, 1996 will receive first consideration. Applications will be accepted until the position is filled.

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

Three Library Assistant I positions have been filled recently:

Kelly Klinke has accepted an L.A. I position in the Regents Center Library, replacing Esther Boyd. Kelly has been employed for two years as a part-time employee with the RCL. Her appointment became effective August 12th.

Karon Ballard and **Shelley Sandberg-Grohe** have accepted L.A. I positions in Retrieval Services. Karon and Shelley have been employed as student assistants in Retrieval Services. Karon's responsibilities will include serials claims; Shelley's responsibilities will include interlibrary borrowing and lending. Their appointments became effective August 12th.

Sandy Gilliland

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

PRESERVATION TASK FORCE FINAL REPORT

Attached is the Executive Summary of the Preservation Task Force's Final Report. - The full report is being mailed to members of the Coordinating Council, and two copies have been placed on Reserve in Watson Library (Brian Baird is listed as the instructor, and Preservation Task Force is listed as the course). It is planned to have one or more open meetings for the staff to discuss the report with the Library administration.

For more information about the findings of the task force, please contact Brian Baird, Preservation Librarian (864-3568 or bbaird@ukans.edu).

- William J. Crowe

TANYA BALES TO SERVE ON EMERGENCY AND DISASTER COMMITTEE

I am pleased to announce that Tanya Bales, Spahr Engineering Library, has agreed to serve on the Libraries' Emergency and Disaster Planning Committee. I appreciate Tanya's willingness to serve on this active committee. The committee members are looking forward to working with Tanya.

- William J. Crowe

CLASSIFIED PAY SCALE

Appointment notices were recently distributed to all classified staff. Attached to this issue of FYI is a copy of the pay scale for classified staff to assist with your interpretation of the appointment notice. Contact Sandy Gilliland or Barbara Woodruff if you have any questions.

Sandy Gilliland

LIBRARY STAFF TELEPHONE LIST

The Library Staff Telephone List is presently being revised and should be available for distribution within the next few weeks.

Sandy Gilliland

SUMMER PARTY

Don't forget about the Annual Summer Party, to be held this Saturday, August 17th at the Gilliland's farm (invitations with maps were recently mailed to all staff). This is a pot-luck affair, so please bring food. Drinks (soda pop and iced tea), paper goods, utensils, etc. will be provided. You might want to bring a lawn chair. Come early (5-ish) to fish or sit in the shade. PLEASE INVITE YOUR STUDENT ASSISTANTS!!

Sandy Gilliland

ATTACHMENTS

Travel Report, Johnnie Love

FY96 Committee Annual Reports: Salary & Benefits Committee, Committee on Evaluation of Service and Research, Planning and Resources Committee, and Nominating and Ballot Committee

Committee Minutes: Planning and Resources Committee, 5/24/96 and 5/17/96

LFA Executive Committee, 7/22/96 and 7/29/96

Classified Conference Executive Board, 7/30/96

Executive Summary: Findings from the Collection Condition Surveys

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE
TRAVEL REPORT

Name: Johnnieque B. Love

Department: Reference

Name of Event: National MultiCultural Institute Location: Washington, D.C.
Date(s) of Travel: May 30 - June 2, 1996

Please provide below a brief report of your activities during this period of travel. This report will be published in the FYI.

The National Multicultural Institute was founded in 1983, and is designed to take a leading role in the transformation of our society by working intensely with users and developers of diversity initiatives in the workplace. All workshops of the Institute are organized around the issues of cultural awareness, the workplace, education, mental health and dialogue. Elizabeth Salett, a social worker, is the founder and President of the Board of Directors. In her opening comments to the participants of the Institute she stated:

It is imperative that we learn new skills to live in peace. With the change in demographics-- workplaces will be going through transformation. Multiculturalists will become "cultural bridge builders", in fact, we must all become practitioners. What has happened is that the public has tried to provide a negative definition for multiculturalism and diversity. We must define ourselves as a profession.

Salett also stated that diversity training is a field that is still exploring its definition because they have found there is no one single way to carry out diversity initiatives or strategies.

I was truly inspired by this opportunity to attend the National MultiCultural Institute. It was not only energizing, but affirming and very helpful in assessing the diversity work that we have begun for the KU Libraries. The workshops I attended were:

- Thursday, 5/30 - (AM) Keynote speaker- Dr. Samuel Betances
- (PM) Planning a Diversity Initiative
- Friday, 5/31 - (AM) The Dynamics of Whiteness: Creating Interpersonal Change
- (PM) De-Escalating Cross-Cultural Conflicts In the Workplace

Saturday & Sunday- 6/1-2,
Empowering Internal Change Agents In the Workplace

My first effort to facilitate greater communication of diversity issues was to share information from the National Multicultural Institute with the Library staff in a "Brown Bag" session in the International Room of the Kansas Union, Friday, June 28, 12:00 - 1:30 pm. A special thanks to Library staff who attended. An event that will provide additional opportunities for the staff to discuss issues of diversity will take place, Tuesday, August 13, as we show the video, "Skin Deep".

The presenters at the Institute were very knowledgeable and capable of conveying sensitive information which made for very powerful sessions. The workshop I attended on Thursday afternoon was presented by the diversity officers of several major corporations. Their presentations were based upon their experiences of implementing initiatives, describing models used for communicating

with employees and the significance of diversity as a major factor in their company's profit margin. Each presenter stated and restated the importance of communicating with people. Xerox, Bausch & Lomb, Gannett Broadcasting, Kodak, and Pioneer Telecommunications were the companies represented. The corporations mentioned above have in their employ what is considered to be a "critical mass", that is, a minimum of 42% minorities and women make up their work force. Xerox leads the way with its 35 years of commitment to diversity. One of the diversity officers stated that they find it very difficult to communicate with institutions of higher education because "they don't show that they see diversity as a real priority".

A significant portion of the discussion in "Dynamics of Whiteness" workshop I attended on Friday was the high cost that is being paid by our society when institutional racism and "status quo" is permitted and maintained in the workplace. This workshop was outstanding and it is my hope that we might be able to invite Paul Kivel, the presenter, to come to KU. Paul is the Co-founder and director of the Oakland Men's Project, and the author of Uprooting Racism. An important part of this discussion was the many ways in which people react to racism. Denial, redefining parameters, minimization of a problem; "its over now", or "its only a few", and "we can't find anyone to apply" are phrases consistently heard. Counter attack such as "reverse discrimination" or competing victimization are other ways in which "status quo" is maintained.

The energies of all people in the workplace should be directed toward how can we work together? How can all voices be heard? And how can we stop placing blame? A concluding statement made by Paul Kivel was that " In this time of change and transformation of cultures in our society, we must become allies and form strong alliances that will benefit all people because we don't want to stay trapped with the past. Real dialogue and effective support occurs when people have to depend on one another for solving problems."

I found the two-day workshop to be highly personalized and helpful in understanding the process and/or stages through which an organization moves in order to implement and fulfill its diversity initiatives. A Change process model called "The dynamics of Transformation" was presented. The purpose of this model was to provide "Change Agents" with an increased awareness of the conflict and/or influence the external culture has on an organization's policy, structure, and culture. It was also helpful to understand the role of the "change agent" as the organization moves through the various stages. This workshop was beneficial because I was able to begin a preliminary assessment of the KU Libraries' Diversity Program and to identify strategies that will make it possible for us to move forward. Our first two years have focused on creating an awareness and sensitivity to diversity issues. We are now ready to move into our second phase.

The Diversity Advisory Committee has been working to identify and develop strategies that will be the structure of our KU Libraries "Action Plan". The KU Libraries Diversity Program will be in partnership with the Association of Research Libraries for the next year as we implement our initiatives and determine ways in which to effectively implement and integrate them into the Libraries' organizational structure and services. In addition to developing our diversity program, one major task will be to disseminate information about our diversity efforts throughout the university community and to other academic libraries. A formal announcement of the partnership will be made this fall.

I would like to say thank you to the KU Libraries Staff Development Committee and the Hall Center for the financial support toward my attendance at the National MultiCultural Institute, May 30 -June 2, Washington, D.C.. Without their support this learning opportunity would not have been possible.

Library Faculty Assembly
Salary & Benefits Committee
FY96 Annual Report

The members of the Salary & Benefits committee were John Richardson (secretary), Ken Lohrentz, Brad Schaffner (chair), and Sandy Gilliland (*ex officio*).

During FY96 the committee: made salary range recommendations for position announcements and appointments of faculty positions; reviewed KU library salary data -- for example, KU's rank in the *ARL Annual Salary Survey, 1995-96*; prepared the merit salary increase ballot; and, reviewed with the appropriate administrative staff, merit increases assigned to each non-administrative faculty and unclassified professional position.

It should come as no surprise that KU continues to rank at the bottom of the ARL salary survey of average professional salaries for librarians (during fiscal year 1995-96 KU ranked 104 out of 108 and we were lowest paid in the group of peer institutions). Inadequate salaries continues to be a problem for the University of Kansas and the Libraries in particular. Low salaries may have made some recent searches, particularly for positions which require experience, more difficult to fill. One solution is to raise the salary range for positions that are being advertised. However, this could result in a situation where new hires with minimal experience are paid as much or more than KU librarians with substantial experience. This disparity could compound dissatisfaction with KU salaries. The FY97 Salary and Benefits Committee should continue to monitor this problem.

The FY96 committee, following the lead of earlier committees, did not send out an example of possible merit increase scenarios with the merit salary distribution ballot. This was done for a number of reasons. First, there was no concrete merit raise information for FY97 when the ballot was distributed. Second, creating the examples is very time-consuming for Nancy Jaeger. Finally, the inclusion of examples has not increased the number of people who are willing to return their ballot. The committee recommends that if the membership of LFA wish to have examples included in the FY97 ballot, S&B should use examples that were created for earlier ballots. While this would not give accurate numbers for the FY98 merit increase (which is difficult to do in any case given that there is almost never any established salary information available when the ballot goes out), it would give the voter an idea how their vote would affect the merit increase. This would also help Nancy Jaeger, who would not be asked to recalculate examples for possible merit increases every year.

Submitted by Brad Schaffner 6-21-96

Library Faculty Assembly
COMMITTEE ON EVALUATION OF SERVICE AND RESEARCH
FY96 Annual Report

The members of CESR were Brian Baird, LI representative and secretary; Brad Schaffner, LII representative, continuing member from the previous year and chair; and Rob Melton, LIII representative.

In FY96 CESR evaluated and rated 49 files. This process took about four weeks.

As a result of a request from the Library Administration there were two changes in the review process this year. First, service and research were rated separately. In past years CESR gave only one rating for both service and research. This year each file received two ratings, one for service and one for research. This was a logical modification of the review process given that each librarian is allowed to set the percentage that service and research will each count toward their overall annual review rating.

Second, CESR was asked to provide written comments on the files that were evaluated. When appropriate, CESR provided brief written comments.¹ (Strong files [which received exceptional ratings], as well as files with nothing to report and where it was obvious that the librarian who submitted the file had no intention of participating in service and/or research, did not receive comments.) It should be stressed that CESR evaluates service and research for one year and it only considers documentation for the period under review. Therefore, the committee can not be expected to mentor librarians.

This year CESR had to evaluate activities which have not been evaluated in the past. In particular, librarians' participation on electronic lists and the creation of home pages on the World Wide Web. The committee updated its document Evaluation Process and Criteria to reflect these new activities. Section 6 under Research was also added. It reads:

Home pages on the World Wide Web. A home page should be evaluated as a creative activity the year that the page is established or first submitted for review. Future maintenance of the home page should be evaluated as part of the primary job assignment or, if the home page is being maintained for a department or area outside of the person's primary job responsibility, as a professional service.

The above statement was the guideline used by CESR last year and is recommended for use by the next CESR. This is not codified by LFA.

Participation and use of electronic resources and formats will continue to develop and evolve. In future years CESR, as well as the Library Committee on Promotion and Tenure, will have to formulate criteria to evaluate faculty contribution to these new formats. Given the changing nature of electronic resources, it is very difficult to predict how library staff will contribute to

¹ Sandy Gilliland gave the committee the evaluation form for each librarian on disk. Using a notebook computer, the committee typed ratings and comments on each person's evaluation form. This procedure allowed CESR to work more efficiently.

electronic formats in the future, and therefore criteria for evaluation has to develop as the formats and publications on these formats evolve. This committee recommends that future CESRs continue to examine these issues and update the Evaluation Process and Criteria document accordingly. The committee further recommends that Library faculty and staff who wish to have their contribution to these formats evaluated provide sufficient documentation and explanation of their contribution so that CESR will be able to evaluate their service and/or research on these formats.

Finally, CESR recommends that the outline *COMMITTEE ON EVALUATION OF SERVICE AND RESEARCH: 1995 EVALUATION PROCESS AND CRITERIA* (attached) be used and updated by future committees and be made available annually to the LFA membership. This document, which has been developed over the past few years, outlines in general terms the annual evaluation process for service and research.

Submitted by Brad Schaffner 6-21-96

COMMITTEE ON EVALUATION OF SERVICE AND RESEARCH
1995 Evaluation Process and Criteria

Please note: the lists included in this report are not meant to be inclusive; they are simply an outline of major points evaluated.

PRINCIPLES OF THE EVALUATION PROCESS

1. All librarians, except grant-funded or newly-appointed librarians (who have not yet had their initial six-month evaluation), must be evaluated annually regarding service and research.
2. Service and research are rated separately.
3. The librarian's statement of percentages of librarianship, service and research for the period of evaluation was not reviewed by CESR during its deliberation of each file.
4. Evaluation standards are higher for each successive rank. Therefore, each rank is evaluated separately as a group.
5. Comments are added to files when appropriate. The primary purpose of CESR is to evaluate service and research, not to serve as a mentor.

SERVICE

Evaluation Criteria.

Extent to, and nature of, service contribution (for example): quality of contributions, both inside and outside of meetings; time commitment involved (length of time served on committee, number of meetings, etc.); nature of service (offices held, etc.); number of committees; significance of committees; breadth and variety of service.

Types of service evaluated:

1. Library. Memberships on library committees outside the professional assignment.
2. University. Memberships on university committees, including governance, departmental, college, and doctoral committees. Providing support for electronic resources, such as maintaining home pages, when it is beyond the primary job assignment. Teaching university courses and guest lectures for university courses -- outside of the library assignment.
3. Professional Service. Memberships at the local, state, regional, national, or international level, in library or specialty-related professional organizations (with more credit given for taking an active role in these organizations, such as serving on committees, etc.); conference attendance; organizing or hosting workshops and training sessions for professional improvement; editing electronic discussion lists; serving on editorial boards for journals; moderating or serving on panels at conferences; to name a few.

4. Public Service. Professionally related service outside the University.

RESEARCH.

Evaluation Criteria.

Work in progress, work submitted and work accepted for publication or scheduled for presentation, and work published or presented are all acknowledged with increasing credit for each step.

Both quality (originality, depth of research, importance of the contribution to the field) and quantity (number and length of articles, papers, etc.) of research are considered. In addition, the significance of the research (refereed vs. non-refereed journals and panels, major journals in the field vs. minor journals, invited vs. non-invited papers, etc.) is weighed as a major factor.

Types of research/creative activity:

1. Publications. Evidence of scholarly productivity in the form of authored books, articles, reviews; translated books, articles, belles lettres. Indexes, dissertations, in-house library publications outside of one's assignment and newspaper columns of a scholarly nature related to the profession or scholarly pursuits are also considered.
2. Creative or artistic performance.
3. Conference papers delivered before local, regional, national or international audiences.
4. Exhibits giving evidence of scholarship and/or originality of presentation beyond one's assigned responsibilities.
5. Grant proposals submitted or funded. (Depending on the project, the actual grant-funded activity may be more appropriately evaluated under the professional assignment.)
6. Home pages on the World Wide Web. A home page should be evaluated as a creative activity the year that the page is established or first submitted for review. Future maintenance of the home page should be evaluated as part of the primary job assignment or, if the home page is being maintained for a department or area outside of the person's primary job responsibility, as a professional service.

PROCEDURES TO BE FOLLOWED BY THE COMMITTEE

1. The committee meets with LFA Exec and the Assistant to the Dean for Personnel to discuss its charges and resolve any questions that may arise concerning the process. (Did not do this in 1995).
2. Committee members review the annual reports of previous CESRs and discuss policies, procedures, timeline and the criteria used for rating files.
3. Each committee member, independently, reads parts II-IV of the FASARs for librarians and assigns a preliminary rating for each file.
4. The committee as a whole again reviews the criteria for ratings and review

files as a committee.

5. Librarians within a given rank--LIs, LIIs, LIIs-- are evaluated using the guidelines outlined above and relative to their peers at that rank. (It should be noted that the members of CESR agree that if appropriate, all member of any given rank can receive the same rating. The committee does not rank on a curve.) Preliminary ratings are assigned.
6. After all preliminary ratings are assigned, the committee reviews all files according to rank and assigns the final rating to each file. When appropriate, comments are added to the file.

RATING. For 1995 rating terms as defined in the FASAR's "Instructions for supervisors: annual professional performance merit ratings" were used:

1. Poor. 2. Adequate. 3. Good. 4. Very Good. 5. Exceptional.

DISTRIBUTION OF RATINGS BY RANK

SERVICE

	<u>Librarian I</u>	<u>Librarian II</u>	<u>Librarian III</u>
Exceptional	4	7	4
Very Good	3	6	5
Good	2	5	2
Adequate	1	2	0
Poor	0	3	5

RESEARCH

Exceptional	1	3	1
Very Good	4	1	2
Good	2	8	1
Adequate	2	2	6
Poor	1	9	6

Two files were submitted by librarians on term appointments. These files were not evaluated by CESR.

Committee on Evaluation of Service and Research:

Brian Baird (LI) - Secretary; Brad Schaffner (LII) - Chair; Rob Melton (LIIs)

February 16, 1996

Annual Report
Planning and Resources Committee Report
FY 96

Members: N. Burich (Chair), V. Doll, P. Donaldson (until 5/30/96), J. Emde, S. Hewitt, N. Jaeger, K. Lafferty, L. Moore (Secretary) (until 6/6/96)

Charges from LFA Executive Committee (which incorporated Classified Conference Executive Committee suggestions were to:

- * examine base budget reduction proposals, share information with staff, and provide an opportunity for staff input
- * monitor the Libraries' progress on the Strategic Plan
- * update and maintain the Planning Notebook and deposit one copy in University Archives
- * gather and analyze information from the Department Resource Papers and share a summary with LFA Exec.
- * prepare a report for LFA Exec. on space planning needs and plans to address these needs

Activities of the Committee:

* The PRC gathered information on base budget reduction proposals and held two open meetings in the fall with staff to share information and to solicit input. PRC wrote a report to LFA and CC Exec. Committees and to Dean Crowe which was subsequently published in FYI.

* PRC has worked to gather information needed to update the Planning Notebook and will update it (probably in FY 97). PRC will explore an electronic edition of the Notebook to make it more accessible to all staff. A copy of the current edition of the Notebook has been deposited in University Archives.

* PRC gathered and analyzed Department Resource Reports. A report was written and sent to LFA and CC Exec. Committees and to Dean Crowe, and it was subsequently published in FYI.

* PRC held two open meetings jointly with Dean Crowe and Assoc. Dean Goodyear to distribute budget information to staff and to solicit input from staff on budgetary issues. Preliminary budgetary figures were distributed electronically before the meetings. Final figures will be distributed to staff electronically when they become available. PRC also evaluated the form and content of the meetings to help next year's committee plan similar meetings. Evaluation forms which were returned indicated a preference for the format used this year by the PRC.

* A report on progress of the Libraries on the Strategic Plan was prepared after publication of the "Library Organizational Restructuring" document. The PRC report included comments concerning the impact of the reorganization of the Library on the Strategic Plan in its report to LFA and CC Exec. Committees.

* As a new committee, the PRC has examined its new form and its relationships with LFA and CC Exec. Committees and with the Dean. PRC met with LFA Exec. to explore mutual concerns, especially addressing communication issues.

* PRC invited Dean Crowe, Associate Dean Goodyear, and Kent Miller to assess the state of space planning within the Library.

The meeting was postponed until late in the year awaiting the Campus space planning document. Due to scheduling conflicts, this meeting was not held during FY 96, but should be pursued during FY 97.

* After the open forums for staff held by Dean Crowe and Associate Dean Goodyear, PRC issued an invitation to staff to comment directly to committee members on the restructuring plan and offered an opportunity for additional non-administrative forums. No additional forums were requested or held. PRC met and compiled a list of concerns voiced by staff about restructuring. A meeting was held with Dean Crowe and Associate Dean Goodyear, and a report was issued to both LFA and CC Exec. Committees.

Assessment of PRC Activities During FY 96:

* This has been a very active committee which has examined several important planning and resource issues. Every member of the PRC contributed to the work of the committee.

* As secretary, Lorraine Moore recorded activities at all our committee meetings as well as the open meetings held for the entire Library staff. Her minutes have provided a valuable synthesis of these activities. She was a valuable source of institutional history. This annual report has not benefitted from her fine editing skills. She has been missed.

* The committee also lost Penny Donaldson as a member due to her resignation in May. Her penetrating questions and clear assessment of complicated issues were very important to the work of the committee.

* Though receiving no official appointment, Judith Emde has served on numerous occasions as joint chair. She has represented the PRC at the LFA Spring meeting and has helped the chair assess communication and organizational issues of this newly-formed committee throughout the year.

* Sue Hewitt, too, has provided valuable information on organizational issues. She has worked on updating the Planning Notebook by gathering information which needs to be included in a new edition and assessing how this information can best be presented.

* Vickie Doll has worked to integrate Strategic Planning information with that provided by the PRC's two reports on budgetary issues and by the "Library Organizational Restructuring" document. Her expertise in building Internet sources may be used next year in disseminating committee information.

* Kathy Lafferty has provided help in gathering information for minutes of the open meeting which PRC held. She has also filled in for the Secretary when necessary. Her reports to the CC Exec. Committee have kept that body informed of PRC activities.

* Though an ex officio member of the committee, Nancy Jaeger has participated fully in the work of the PRC. Her obvious familiarity with budgetary issues has made her input extremely valuable.

* The chair has called meetings, delegated tasks, and focused discussion. She also gathered information on issues concerning planning and resources and identified areas of concern which merit attention by the committee. Her work was greatly

facilitated by the enthusiastic participation of all committee members.

Recommendations to LFA and CC Executive Committees:

- * that LFA and CC Execs. meet with the chairs of all committees at the beginning of each year to discuss committee work and communication issues

- * that a clearly defined process be implemented to identify channels of communication linking LFA and CC Execs., the Library Administration, and PRC; that this process provide for a rapid response to requests for consultation by any and all groups in recognition of the increased pace of change for the University as well as the Library

- * that the LFA and CC Execs. work with PRC during FY 97 to resolve difficulties encountered in FY 96 by the newly formed Committee on Planning and Resources as a result of the recommendations of the Subcommittee to Reform budget and Planning and the subsequent modification to the LFA Code (Section 3.3.6.1).

- * that if the liaison positions are continued, a very active role by this individual could facilitate communication between PRC and LFA Exec.

- * that the charge to PRC in FY 97 include continued monitoring of space planning issues as they relate to the Library

- * that the charge to PRC in FY 97 include continued monitoring of the process used in Library organizational restructuring

- * that the issue of staff morale receive attention (perhaps by LFA and CC Execs.) as an issue of concern to all members of the Library staff

Submitted by Nancy J. Burich, Chair
Planning and Resources Committee
July, 1996

TO: LFA Exec. and CC Exec. Committees

6/29/96

FROM: PRC

RE: Progress of the Library Strategic Plan

In response to our charge to monitor the Libraries' progress on the Strategic Plan, PRC has compiled the enclosed report. Please note that the report is in two parts. The first, "Report on the Progress of the Library Strategic Plan," is the committee's analysis of this progress. The second part, "Progress of the Library Strategic Plan," is an enumeration by fiscal year of the actions planned and the current status of each. PRC has taken into account the document recently issued concerning "Library Organizational Restructuring" in writing this report.

Report on the Progress of Library Strategic Plan

Among the charges given by the LFA Executive Committee in September 1995 was *“to continue monitoring the Libraries’ progress toward meeting the goals outlined in the Strategic Plan ... including any areas of concern.”*

There were two documents prior to this report that discussed implementation progress. One was submitted to LFA Exec. by then Budget and Planning Committee in April of 1995 which analyzed the plan’s progress up to FY94 and FY95. The other one was an annotated Action Plan from FY94 to FY96 included in Dean Crowe’s budget report to Vice Chancellor Shulenburg in February of 1996. This report by PRC is to continue the Dean’s annotated Action Plan through May of 1996 with the “Done” (using a check mark ✓) activity listed first, followed by Begun/Ongoing activity, and finally the “Not Yet Begun” items. Some comments and suggestions are given. The PRC committee was pleased that much progress has been made to this point.

June 1996 was set for the implementation of initiatives listed in the Action Plan (as recommended by the Steering Committee) **to be carried out during the first two and one half year period.** Of all items listed on FY94 through FY96, the most completed areas were first the Integrated On-line System, and secondly Collections, Services, and Programs and their personnel/staff positions respectively. It was indicated by the Steering Committee that *“Within each year and each section there is no order of priority ... it is not unrealistic to begin simultaneous implementation of all these initiatives.”* However, if the initiative needs resources to get it implemented, it clearly indicates that the administration’s priorities were set on those two areas during the past budget cut and hiring freeze period. Areas such as Online Access to Collections; Space, Facilities, and Equipment; Staffing (other than the first two areas) and Organization; and Development, Outreach, and Public Relations are making very limited progress. They certainly need more attention and resource support. Online Access to Collections should be a worthy focus since the integrated online system is soon to be implemented.

Some listed initiatives were not as specific as others, with no definite goals to reach.

Ex: Continue reviewing and cataloging backlogs (FY94 Begun, FY95 Begun, FY96 Ongoing)

It didn’t specify the size of the target that should be reached. Initiatives that are vague should have new definition and a time frame for completion.

After identifying *“done and undone”* initiatives, the main concern is that the present practice of shifting resources and creating new positions/projects that were not addressed in the Strategic Plan leaves the goals of the Strategic Plan unfulfilled. A priority list should be discussed among the library leadership.

The PRC suggests revisiting those initiatives which remain “Not Yet Done”, and updating the list according to the current situation. Activity which has not begun due to funding shortages should be re-evaluated for funding/priority and the time frame for completion extended. For other priorities left undone due to personnel shortage, lack of operational plan or changing situations,

the forthcoming "Library Organizational Restructuring" plan may address some of the issues which have not been addressed.

Ex: Designate and train departmental technicians to maintain equipment. (Since FY94, Not Yet Begun).

The new PCs came with a three-year warranty which should limit for the time being equipment maintenance at the departmental level.

Ex: Prepare grant applications for processing of appropriate parts of the backlog. (Since FY95, Not Yet Begun). **Federal funding for retrospective conversion project has been eliminated.**

Explore new funding possibilities or specify other means to proceed with this important goal.

Ex: Support existing and/or new staff for librarians with system-wide responsibilities in the areas of staff development, diversity, development, public relations, space planning, facilities maintenance, health and safety by recruiting a minimum of two clerical/technical staff. (Begun with Library Organizational Restructuring plan).

The Library reorganization plan has begun adding some support staff since the Associate Dean came in February 1996.

There are 3 initiatives out of 20 targeted for FY96 which have not been acted upon. Areas mostly "Begun" and "Ongoing" are in Collection/Services/Programs and Integrated Online System. Both Online Access to Collections and Space/Facilities/Equipment have made limited progress. The initiatives which have not been acted upon in the areas of Staffing and Organization are:

1. Reviews of department heads. (FY96, Not Yet Begun)

The new Associate Dean Marilu Goodyear (since February, 1996) and the Dean's Library Organizational Restructuring should be given a time frame for action.

2. Encourage the governance organizations to review their meaning, purpose, and structure, in particular as they might duplicate administrative functions. (FY96, Not Yet Begun)

Two factors are related to this process: the results of the Library Organizational Restructuring, and current PRC work on the *Library's Planning Notebook* to identify governance, ad hoc, and task force committees and their functions. We recommend LFA Exec. and Classified Conference examine their governance committees in the coming year.

3. Assess the need for additional personnel to support staff development and diversity, and recruit if necessary. (FY96, Not Yet Begun)

Since the hiring freeze in FY95, there have been only 13 permanent and 5 temporary positions filled on a priority basis (FY95, 5 perm. and 1 temp.; FY96, 8 perm. and 4 temp.) It is difficult to have "additional personnel" when regular positions are not replaced when they become vacant.

Progress of the Library Strategic Plan

FY 94

Collections, Services, and Programs

- Complete the addition of Expanded Academic Index to the Online Catalog.✓
- Recruit a Coordinator of Library Instruction and began needs assessment.✓
- Recruit an Interlibrary Loan/Document Delivery Librarian and begin needs assessment.✓
- Recruit a Preservation Officer.✓
- Establish a task force to begin collection use analysis. **Not Quite Done**
- Augment the administrative structure to provide closer supervision and coordination of Watson public services and new interdepartmental services, such as document delivery. **Addressed in Library Organizational Restructuring (LOR) plan**
- Initiate bibliographer review of backlogs and unconverted collections. **Begun**

Integrated Online System

- Initiate recommended process for obtaining a new integrated online system.✓

Online Access to Collections

- Review Cataloging values, standards, procedures and staffing and develop plan for total online access to be complete by 1999. **Begun**
- Implement plan to enter all current cataloging from all cataloging agencies into the online Catalog. **Begun**
- Begin reviewing and cataloging backlogs. **Begun**

Space, Facilities, and Equipment

- Recruit a Space and Facilities Coordinator and begin needs assessment.✓
- Continue implementation of Health and Safety Committee recommendations. **Ongoing**
- Designate and train departmental technicians to maintain equipment. **Not Yet Begun**

Staffing and Organization; and Development, Outreach, and Public Relations

- Initiate recommended changes in the decision-making and communication structure. **Addressed in LOR plan**
- Begin contact with KU Human Resources regarding team building for departments and/or program areas. **Begun**
- Support existing and/or new staff who have system-wide responsibilities in the areas of staff development, diversity, development, public relations, space planning, facilities maintenance, health and safety by recruiting a minimum of two clerical/technical staff. **Begun with LOR plan currently under discussion**

FY95

Collections, Services, and Programs

- Develop and begin implementing an innovative plan for re-configuring public services in Watson Library (administratively and physically). **Addressed in LOR plan**
- Develop a system-wide library instruction program and begin implementation. **Ongoing**
- Develop a system-wide document delivery program and begin implementation. **Begun**
- Develop a system-wide preservation program and begin implementation. **Begun**
- Identify collections to be located in Hoch. **Ongoing (modified in absence of finished space)**
- Continue bibliographer review of backlogs and unconverted collections. **Begun**
- Continue enhancing the Online Catalog with supplemental databases. **Other Means Being Explored**
- Determine staffing needs to support the recommended course of action in collection services and recruit additional staff if necessary. **Not Yet Done**

Integrated Online System

- Complete process of selecting and acquiring a new integrated online system. ✓
- Expand networking and workstation infrastructure. **Begun**

Online Access to Collections

- Provide networking and workstation infrastructure, with access to all necessary online resources, for all staff processing library materials. **Begun**
- Continue reviewing and cataloging backlogs. **Begun**
- Initiate system-wide retrospective conversion. **Not Yet Begun** (Federal funding sources of the past have been eliminated)

Space, Facilities, and Equipment

- Develop and implement short-term plans to address library-wide space, facilities, and equipment needs. **Ongoing**
- Continue implementing Health and Safety Committee recommendations. **Ongoing**
- Begin long-term planning for library space needs. **Begun**

Staffing and Organization

- Review assistant deans. ✓
- Begin developing a diversity program. **Ongoing**
- Conduct a staff development needs assessment and allocate additional resources to this area. **Ongoing**
- Reallocate staff and/or create new positions to insure successful implementation of strategic planning goals. **Begun**
- Begin team building training in several departments and/or program areas. **Begun**

Development, Outreach, and Public Relations

- Identify funding for the new integrated online system. ✓
- Determine staffing needs to support the recommended course of action in development and fund raising, and recruit additional staff if necessary. **Begun**
- Increase the Publications Coordinator to a full-time position and add responsibility for public relations. **Not Yet Done**

FY96

Collections, Services, and Programs

- Continue enhancing the Online Catalog with supplemental databases. (**Other Means, e.g., FirstSearch**) **Ongoing**
- Continue implementing the library instruction program with particular focus on the new integrated system. **Begun**
- Continue implementing the document delivery program, recruiting additional staff as needed. **Ongoing**
- Continue implementing the preservation program, recruiting additional staff as needed. **Begun**

Integrated Online System

- Increase Coordinator of Networked Information to full-time position. ✓
- Implement the newly acquired integrated online system. **Begun**
- Continue to expand networking and workstation infrastructure. **Ongoing**

Online Access to Collections

- Continue reviewing and cataloging backlogs. **Ongoing (limited progress)**
- Continue system-wide retrospective conversion. **Ongoing (limited progress)**

Space, Facilities, and Equipment

- Continue developing and implementing short-term plans to address library-wide space, facilities, and equipment needs. **Ongoing**
- Continue implementing Health and Safety Committee recommendations. **Ongoing (limited progress)**
- Complete plan for long-term space needs and present to university administration. **On Hold (pending campus master plan)**

Staffing and Organization

- Continue team building training in additional departments. **Ongoing**
- Continue reallocating staff and/or creating new positions to insure successful implementation of strategic planning goals. **Ongoing**
- Continue to increase funding for staff development. **Ongoing**
- Expand the diversity program. **Ongoing**
- Begin reviews of department heads. **Not Yet Begun**
- Encourage the governance organizations to review their meaning, purpose, and structure, in particular as they might duplicate administrative functions. **Ongoing**
- Assess the need for additional personnel to support staff development and diversity, and recruit if necessary. **Not Yet Begun**

Development, Outreach, and Public Relations

- Continue to expand development, fund raising, and grant seeking efforts. **Begun with Library Organizational Restructuring plan**

Report
PRC Activities
Library Organizational Restructuring

Introduction

When the Planning and Resources Committee received the "Library Organizational Restructuring" plan, the committee met to discuss its active participation in monitoring the process of restructuring. With the concurrence of LFA Exec. and the encouragement of the Library administration, the PRC took the following action:

- * at least one member of the committee attended each of the open forums
- * read and analyzed the notes distributed by Assistant Dean Gibbs
- * invited staff (via e-mail and FYI) to comment on the restructuring to any member of the committee
- * raised the possibility of additional but non-administrative open meetings (none were requested)
- * talked informally with colleagues
- * compiled a list of questions for the Dean and Assoc. Dean (sent to them in advance of a meeting)
- * held a meeting (on 7/16/96) with the Dean and Assoc. Dean to discuss the process
- * now issue this report as a record of PRC activities to LFA and CC Execs. and to Dean Crowe and Assoc. Dean Goodyear

Meeting of PRC with Dean Crowe and Assoc. Dean Goodyear
After looking at PRC's list of questions, Crowe and Goodyear grouped their responses into two broad categories: Specific Issues and General Issues.

Specific Issues:

Question: There are continuing questions about the alignment of Reference and Government Documents/Maps.

- * what do you want to accomplish with this change?
- * what impact will the alignment have on the work of staff in these departments?

Answer:

- a. Additional discussions are planned with these units.
- b. A job description is being written for the Head of Information Services emphasizing the coordinating role of this individual who will also be responsible for the Watson Reference Department.
- c. Aspects of the coordinating role of the head of Information Services will include:
 - 1). examining the issue of electronic journals and its impact on current periodicals and microforms operations
 - 2). implementing reference services which focus on electronic formats (may include closer cooperation with Information Technology Services [ITS])
 - 3). coordinating, communicating, exchanging and

disseminating information regarding Documents/Maps reference service

4). possibly a broader reference service which coordinates Watson Reference with reference services in other units of the library.

d. The Electronic Information Officer will emphasize implementation of new resources as well as budget, contract, and security issues regarding electronic information, and will play a role in collaborating with other Regents institutions and Big 12 schools.

Question: There is continuing concern about the future of the Cataloging Department if a leadership decision is delayed, especially since data conversion for Virtua will begin soon. What will be the process to establish new leadership within the department?

Answer:

a. Margaret Wilson, Mary Roach, George Gibbs and Marilu Goodyear are working with the Cataloging Department and met with all staff members to begin to develop a team management approach to leadership of the department.

b. A meeting was held with the department just before ALA (early July, 1996) which discussed the organizational development process, communication issues, and the department's leadership needs. Information will be gathered from all department members about issues of concern.

c. Betty Clark, an organizational development specialist, will be here next week to work with the Cataloging Department. As facilitator, Clark will interview all members of the department to solicit ideas and concerns about the functioning of the department (including perhaps outsourcing of some operations and "in-sourcing" cataloging for other institutions) and seek ways to build communication skills within the department. At a later date, she will present the accumulated data to the entire department at a retreat. An action plan based on the identified issues will then be developed. Richard Orr will be assisting with this initial consultation and provide local support throughout the process.

d. The Cataloging Department may later share their experience with this organizational development approach with the rest of the library staff, and their work may serve as a model for other departments undergoing change.

Question: At what point will an organization chart be issued?

Answer: Rhonda Boose has a draft of a new chart but is searching for more sophisticated software to complete it. It should be available in a number of days.

Question: Has the naming of the new Provost had any impact on the restructuring plan?

Answer: Selection of Dave Shulenburger as Provost has had a positive impact on the Library. Less time will be needed to acquaint him with library issues. He is already strongly committed to the Library's purpose and mission and knows the history of issues affecting the Library: space, personnel, technology. Due to

a trusting working relationship which he and Crowe share, policy issues can be addressed more efficiently.

General Issues:

Question: According to many staff, the reorganization plan seemed to happen quickly and in a vacuum. When discussions were conducted with department heads, this information often did not reach beyond this administrative group. Concerning the process:

- * is it evolving and will it continue to change?
- * how will it be evaluated and when?
- * within the new structure, how will post-strategic planning occur?
- * because communication is essential during this time of change, do you envision more or fewer committees?

Answer:

- a. The process definitely is evolving.
- b. Communication must be seen as an ongoing issue.
- c. Some aspects of the restructuring that attempt to enhance communication include:

1). continued monthly Open Forums which the Dean will attend

2). the Coordinating Council's weekly meetings will have published agendas and minutes; this group may use a "rumor box" to address staff concerns as they arise

3). all working groups will be encouraged to share information at the earliest instance possible.

d. The PRC will continue to be used to monitor communication issues and to serve as a non-administrative "filter" where staff can bring issues and concerns in an environment most comfortable to them.

e. The new structures currently being implemented probably will be evaluated at least next summer or early fall for effectiveness. Key individuals will have been in place for a year and the Chancellor's Strategic Planning initiative (due out in August) may have produced new or refined goals to be considered. Our post-strategic planning efforts can then be shaped as the Chancellor's effort evolves.

f. Goodyear thinks that the best structure results when based on what is necessary to accomplish our goals.

g. If obvious problems occur from the restructuring, adjustments will be made as needed before next summer.

Question: To date communication about reorganization has emphasized the role of middle managers, but what about the rest of the staff? General uncertainty of one's role has contributed to low morale in some departments. How would you address this issue?

Answer:

a. Implementing the integrated system and the increased use of technology will touch nearly everyone in the Library. It will mean greater interdependence and generate a team management approach to much of what we do.

b. Specifics about the responsibilities of each job will be ambiguous for a while, but everyone will have the opportunity to participate in discussions before decisions are made.

c. Every unit may go through a process similar to the model being developed by the Cataloging Department to articulate mission, goals, and systems as a method for implementing change.

d. Staff participation will be encouraged and is important in determining how one's job changes. Opportunities for career development will be encouraged whenever possible. This is in line with the Strategic Plan which emphasizes job enrichment and expanded opportunities.

e. Goodyear plans to offer additional opportunities for library faculty and staff to talk with her personally so that she can learn more about career goals.

f. There certainly will be opportunities for staff to volunteer to try new assignments.

Question: There has been much discussion that Virtua will permit either centralization or decentralization of work. This has led to confusion and concern by many staff about how their work will be accomplished.

* what do you hope to accomplish relative to the way in which we accomplish our work?

* are both possible, given the varying nature of what we do?

* what will be the process for determining whether centralization or decentralization occurs?

Answer:

a. Technology means we have more choices; centralized information does not necessarily mean centralized decision-making or control. Change will be constant.

b. Decisions will be made on the basis of "what makes sense," taking into account the user's perspective and operational efficiency.

Question: Will the chairs of the "topics" committees (i.e. CDC, etc.) rotate or remain static?

Answer: The chairs will rotate. In fact, Goodyear does not plan to be chair of the ICC for very long. She is now chair because the committee is new and has many issues to address as it begins its work. These groups should begin to function in the very near future.

Submitted by the PRC
July 19, 1996

LFA NOMINATING AND BALLOT COMMITTEE (FY96) ANNUAL REPORT

Members of the LFA Nominating and Ballot Committee were Lorrie Knox (secretary), Jill Girardo, and Jennie Dienes (chair). FY96 was the first year term of service for Lorrie Knox and Jill Girardo and the second year for Jennie Dienes.

The standing charges for this committee, given in Article 3.3.3.1 of the LFA Code, include to "provide a slate of candidates for vice-chairperson (chairperson-elect) and secretary of the Library Faculty Assembly; and members of the elective standing committees, in sufficient time for elections to take place no later than May ... assemble all Library Faculty Assembly ballots, and tabulate and report the results to the Executive Committee."

The Nominating and Ballot Committee met to collate, send out ballots, and tabulate results as needed during the year. This committee completed the following activities:

Library Committee on Promotion and Tenure (LCPT): For FY96, a ballot was prepared in August, 1995, for the election of a Librarian III candidate to fill the remainder of Susan Hitchens' term (one year term).

For FY97, a ballot was prepared in June, 1996, for the election of one Librarian II candidate and two Librarian III candidates. The term of service for these three positions is two years.

Due to a resignation of one Librarian III from LCPT in June, 1996, a call was sent out on e-mail for nominees for a one-year term to fill this opening.

Committee to Evaluate Service & Research (CESR): On the same ballot as LCPT in August, 1995, a ballot was prepared for the election of one Librarian I and one Librarian III, both to two-year terms.

For FY97, a ballot was prepared in June, 1996, for the election of one Librarian II candidate.

LFA Ballot for FY97 Merit Salary Distribution was prepared by the Administrative Office, but the committee met to mail it out and to tabulate the results (February 1996).

Ballot on changing the "Procedures and Timetable, Annual Performance Evaluation of Librarians": This ballot was prepared by the Administrative Office, but the committee met to mail it out and to tabulate the results (March 1996).

LFA Executive Committee: For FY97, an election was held for a full slate of officers: Vice-chair/Chair elect; Secretary; LIH, LII, LI and unclassified professional representatives (June 1996).

Code change for Committee on Staff Development: A ballot was prepared for the entire LFA membership to decide upon changes to the section 3.3.5 of the LFA Code concerning the Committee on Staff Development. The changes would include a charge to the Committee to establish criteria for the disbursal of funds provided by the Dean of Libraries (June 1996).

Ballot on Pre-Tenure Review Procedures: This ballot was sent to tenure-track Librarians (June 1996).

Library Grievance Committee: This ballot was prepared by the Administrative Office, and the committee met to send it out to the entire LFA membership.

A concern was expressed that we were receiving a rather low return on some ballots. To help identify ballots from other mail, we stamped BALLOT in bold red letters on the ballots mailed out in May and June. The committee also sent reminders on e-mail to LFA members in an attempt to increase ballot returns. We plan to continue these practices but we will also add the due date to the BALLOT stamp.

A more serious concern is the perennial difficulty of finding Librarian III candidates to run for various positions. We realize that our librarians in many instances serve on university, local, state, national and other library committees. Time and energy can be extended only so far. However, it makes for great frustration in putting together a ballot. In two instances, our committee called upon the persuasive abilities of the LFA Chair to assist in gathering qualified and capable candidates. Thank you for all who were willing to be on the ballots we sent out, and a second thank you for the energy, time, and talents which you generously give to the committees on which you serve.

Respectfully submitted: Jennie Dienes, Chair

Minutes
Planning and Resources Committee
May 24, 1996

Present at the meeting: L. Moore, V. Doll, K. Lafferty, N. Burich, J. Emde

Absent: N. Jaeger, P. Donaldson, S. Hewitt

Minutes of the May 17 meeting were approved as amended.

The committee discussed the draft report on the two open meetings about the 1996/97 budget cosponsored by the committee and the library administration and approved it after emendations by the committee.

Nancy Burich reported that Jim Neeley had asked whether the committee would agree to have an Emporia State library science student attend our meeting on May 31. This request was approved by the committee.

Judith Emde gave an initial report on her analysis of communication channels of the committee with the LFA Executive Committee and Dean Crowe in light of the reconstitution of the committee formulated last year. She reported that she has compared our experience this year with the document that defines the new committee. That document stresses the need for a planning committee that is part of library governance. She also sent a message with some questions to Dean Crowe. After she has heard from him she will formulate some recommendations to propose.

Nancy Burich reported on the pending business for the rest of this fiscal year. Vickie Doll will report on progress made in the recommendations in the Strategic Plan. Penny Donaldson will set up a meeting for the committee with Kent Miller and Bill Crowe to get a report on the current state of library space issues.

Nancy Burich reported that she has sent many items from the committee's files to Archives. She now has a disk copy of the planning committees notebook. There are three copies; Lorraine has one, Sue Hewitt has one, and Nancy has one. Nancy is also working on our annual report.

Lorraine Moore
Secretary

Minutes
Planning and Resources Committee
May 17, 1996

Present at the meeting: J. Emde, L. Moore, V. Doll, N. Jaeger,
K. Lafferty, S. Hewitt, N. Burich

Nancy Burich reported on the evaluation forms from the open meetings. Sixteen out of 42 forms distributed were returned. There was a very favorable response to the format of the meeting. The primary criticism was frustration at not having official budget figures at the time of the meeting. Next year's committee will have the information from the evaluations to use in planning its approach to open meetings.

We will be discussing our experience this year as the first members of the committee as it has been reconstituted. One area to be discussed is smoothing the committee's communication channels, both with the LFA Executive Committee and with the Administration.

In regard to the planning notebook Sue Hewitt reported that she has marked and identified new groups that have been formed since the notebook was compiled. She now needs to collect information on them. She may be continuing that work next year since she will continue on the committee. The existing copy will be sent to University Archives, since there does not seem to be one there now. She would also like to devise a data base version so that it could be updated easily and could be made available on the LAN or a homepage.

Lorraine Moore
Secretary

LFA Exec. Minutes, July 22, 1996

Present: Mel DeSart, Becky Schulte, Jill Girardo, Cindy Pierard, Brad Schaffner, Ken Lohrentz.

Absent: George Gibbs.

Minutes of the July 1 LFA Exec. meeting were approved. Minutes of the Nominating and Ballot Committee for June 6, June 21, and June 25 were also approved.

Planning and Resources Committee report on restructuring.

A question was raised as to the outcome of PRC's request for comments on restructuring. Nancy Burich, outgoing chair of PRC, sent out an invitation on e-mail for comments on restructuring. The invitation included the option of holding a meeting without administrators present. PRC has submitted a report on response received, which was not extensive. The final draft will be distributed soon to PRC, to the Administration, and to LFA Exec. Vicki Doll has written an addendum to the report, with a breakdown on the strategic plan. This report, when received by LFA Exec., will be appended to the minutes.

Announcements. 1) Schulte announced that a coffee was being held concurrently for one of the Dean's Assistant candidates. Names of candidates have not been announced. 2) DeSart announced that the SDC code change was accepted by LFA by a vote of 41-1. The pre-tenure procedures were accepted by a vote of 35-1.

Committee appointments.

Appointments to fill vacancies on the various LFA standing committees were tentatively made. The appointments will be announced and included in the minutes after the various appointees have accepted. Schulte will contact all appointees. She also will contact a returnee on each committee to assume responsibility for calling an organizational meeting of the committee to choose a chair and secretary for the coming year.

DeSart reported that Johnnie Love has expressed interest in establishing an ad hoc liaison between the Diversity Advisory Board and the Staff Development Committee. This option was discussed and it was decided that the appropriate channel would be for Johnnie to express this interest to Becky.

LCPT election.

This will be on the agenda for next week. Becky read a proposal from Jim Neeley concerning the number of LIII's on LCPT. Exec. recommends that it be brought up at a general LFA meeting.

Exec. also discussed the problem of non-service by various LIII's. A call for nominations generally has not been sufficient. Responses received from would-be LIII nominees who have been contacted by phone have in some instances been tantamount to verbal abuse. LFA Exec. will consider addressing this issue in the charge given to N&B.

Annual reports. Liaisons will contact last year's committee chairs as needed for submission of annual reports.

Next meeting will be Monday, July 29, at 10:30 a.m. Members should bring copies of Exec's FY 96 annual report, written by Susan Craig, as well as copies of the various committee annual reports submitted thus far.

Submitted by Ken Lohrentz, LFA Secretary

LFA Exec. Minutes, July 29, 1996

Present: Becky Schulte, Mel DeSart, Cindy Pierard, Brad Schaffner, Jill Girardo, Ken Lohrentz.

Absent: George Gibbs.

Minutes of the LFA Exec. meeting for July 22 were reviewed. Various corrections and deletions were suggested. A new draft will be prepared and resubmitted for review at the next meeting.

Minutes for the Nominating and Ballot Committee meeting for July 12, 1996 were reviewed.

Committee appointments.

Nominees suggested at the previous meeting are being contacted. Most of those contacted thus far have accepted. Becky will contact a returning member on each standing committee to call an organizational meeting of the committee.

Committee charges.

Charges for several of the standing committees were discussed. Annual reports received from the standing committees for last year will be reviewed for recommendations that may need to be included in the charges this year. Charges will be drafted by the committee liaisons and brought back to Exec. for final editing.

Salaries and Benefits.--Members discussed the advisability of including sample scenarios in the salary distribution ballot this year. It creates a considerable amount of work for Nancy Jaeger, and questions still come up even with the examples included on the ballot. It may be better to base examples on salary data from a previous year, if it is included. At this time no additional charges will be issued.

Committee to Evaluate Service and Research.--The Committee was asked last year to submit separate ratings for research and service. They were also asked to be more proactive with regard to their commenting. It was suggested that we ask Sandy Gilliland to append the 1995 Evaluation Process and Criteria to the FASARs when they are distributed this year. The Committee will be asked to continue revising and updating the evaluation process and criteria, with special consideration for electronic information and services.

Nominating and Ballot Committee.--Committee members further discussed the difficulty of getting enough LIII Nominees for a full ballot. It would be helpful for LFA Exec. to know what the step-by-step procedures are that N&B currently follows to acquire nominations. LFA Exec. may want to discuss this issue with Assoc. Dean Marilu Goodyear.

Next meeting will be held Monday, Aug. 12 at 10:30 a.m. Charges to additional standing committees will be considered.

Submitted by Ken Lohrentz, LFA Secretary.

Classified Conference Executive Board
July 30, 1996

Present: Marilu Goodyear, Carmen Orth-Alfie (chair), Corrie Thompson (secretary), Gaby Holcomb, Mary Ann Baker, Carol Ann Vernon, Kristi Cook, Diana Dyal

Associate Dean's report:

Marilu described the organizational development process currently under way in the Cataloging Department. The Library has hired a process consultant, Betty Clark, to facilitate the process. Ms. Clark has been interviewing all of the Cataloging staff for their perceptions on how the department functions currently, and their ideas on how to improve it. She will then organize all of this input to present it to the entire group. The department will then consider what the main issues are, how to prioritize them, and what tasks to assign to whom. Marilu hopes that, time and circumstances permitting, the Cataloging Department will agree to sharing their experience with other library staff. Other units may utilize this process as they undergo changes, such as the Reference department after their Head of Reference & Information Services position is filled.

Dean Crowe will be moving to Strong Hall as early as next week. He has assumed his new duties, which are keeping him very busy.

Marilu will be able to meet with individuals again and to begin attending departmental staff meetings in the fall.

New staff computers and software are being installed as quickly as they come in. Many staff are using them, and those who don't have theirs yet soon will. Much of the documentation for new software is provided online, which is something all staff need to be made aware of.

Chair's report:

Carmen has been appointed to three of the consultative groups formed for the purpose of facilitating the implementation of Virtua. These are not committees per se, and will only meet when the System Implementation team of John Miller, Mary Roach, Lorrie Knox, and Marilu Goodyear call on them for input. A draft of the group members was distributed to administrative staff.

As chair of Classified Conference, Carmen will serve on the Coordinating Council.

Various personnel searches are under way:

- Music Librarian - there will be an announcement soon
- ILL/Doc Del - the position has been advertised
- Head of Reference/Information Services - the position advertisement has been mailed to industry publications and should appear in their September issues.
- Assistant to VC/Dean - Carmen met the candidates and described them to the Exec. Board. An announcement should be forthcoming very soon.
- Conservation Librarian - applications are being reviewed.

All departments got a 1% decrease in their student assistant allocations with the exceptions of Preservation/Binding, Automation, East Asian, and Reference (C. Pierard's temporary allocation for developing Guides for Readers to the new online system).

Chair's Report, cont'd:

The freeze on reclassifications continues except in departments undergoing major restructuring.

The letters encouraging students to apply at the libraries has gone out to workstudy recipients.

Committee Reports:

Staff Development:

Carmen reported that funding for this committee is \$16,000 for FY97. The "brownbag" meeting that Rhonda Boose was organizing has been postponed due to her move to Strong Hall.

Personnel:

They have on their agenda to work on the letter regarding the LA series requirement changes. They will convene after Kendall returns to work in late September.

Proposed changes to Code and Guidelines:

Corrie and Carmen requested that committee members review the Classified Conference Code and Guidelines and be prepared to propose and discuss changes in the next meeting (Tuesday, August 27).

Committee Appointments and Charges:

Carmen and Corrie requested that CCEB members consider what charges we want to make to the various committees and discuss this at the next meeting (8/27). Corrie asked that the CCEB proofread the draft of the announcement of committee and CCEB membership for FY97 before submitting it to FYI. A representative for Group VI is needed. Corrie will draft a ballot.

Group News:

Group IV:

Michelle Rader has been hired as LAI in Serials. Candidates have been interviewed for the position in ILL and for Milissa Boyer's position.

Group I:

Whenever certain categories of materials are used in the Kansas Collection, staff members monitor their use.

Group V:

See Associate Dean's report

Group II:

The construction crew has begun jackhammering through the walls of the Science Library on the 1st and 2nd floors. Sometime later this week or early next week the front entry will be blocked off for construction on the sidewalks.

THE UNIVERSITY OF KANSAS LIBRARIES

**FINDINGS FROM THE
COLLECTION CONDITION SURVEYS
CONDUCTED BY THE
PRESERVATION TASK FORCE,
1995–1996**

EXECUTIVE SUMMARY

TASK FORCE MEMBERS:

BRIAN BAIRD (CHAIR), MILISSA BOYER, JUDITH EMDE,
NANCY JAEGER, JANA KRENTZ, BRAD SCHAFFNER

JULY, 1996

EXECUTIVE SUMMARY

Dean William Crowe established the Preservation Task Force in August, 1995, with the following membership: Brian Baird (Chair), Milissa Boyer, Judith Emde, Nancy Jaeger, Jana Krentz, and Brad Schaffner. He charged the task force to plan and conduct multiple surveys of the physical condition of the collections in the libraries on the Lawrence campus (except the Law Library and the Spencer Research Library).

The condition surveys were conducted in two segments. One segment focused on materials returning from circulation, in which a random sample of 495 volumes was surveyed from returns to Watson and the branch libraries. The second segment focused on general collections materials from the stacks, in which 3,679 volumes, selected randomly, were surveyed in Watson and the branch libraries. All survey information was entered directly into a computer database.

Following is a brief summary of findings from the condition surveys. Unless specified otherwise, percentages represent conditions for the Libraries' general collections stacks survey:

- 65.8 percent of the volumes in the KU Libraries are printed on acidic paper.
- 6 percent of KU's volumes contain paper too severely embrittled to survive even a two "double-fold test" (nearly 7,000 such severely embrittled volumes circulate each year).
- 81 percent of all volumes at KU that were printed in the U.S. and Northern Europe in the 1990s are printed on acid-free paper.
- 19.8 percent of volumes in the KU collections have been defaced or mutilated (rising to 31.1 percent of the volumes returning from circulation).
- 4.24 percent (over 20,000 volumes) of items returning from circulation need commercial binding. Currently, the Libraries bind about 12,000 circulation returns a year – 60 percent of actual need.
- 4.09 percent (an *additional* 20,000-plus volumes) of items returning from circulation, need in-house repair or conservation treatment. Currently, the Libraries repair over 8,000 circulation returns a year – 40 percent of actual need.

The task force recommends the following actions:

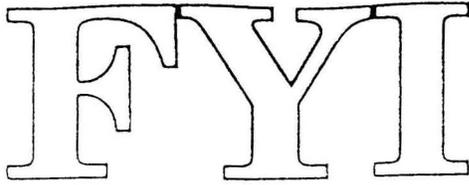
- Because nearly two-thirds of the volumes in the collections have acidic paper, it is imperative that the Libraries redouble efforts to work with Facilities Operations to improve environmental conditions in each library. Improving environmental conditions is the most cost-effective way to preserve such materials. For example, lowering the temperature just a few degrees and stabilizing it, *and* more closely regulating humidity levels can literally add decades of life to acidic paper by slowing down the acid degradation process.
- The Preservation Department should continue to focus its treatment efforts on materials that are returning from circulation because these materials are in demonstrably worse condition than volumes in the collections overall and have a higher probability of being borrowed again for use outside the Libraries.
- The Libraries should increase funding for “brittle books reformatting,” i.e., microfilming, preservation quality photocopying, or digitization. At the current level of funding, only 250 volumes of the ca. 7,000 embrittled volumes that circulate each year can be reformatted.
- Increase substantially the number of volumes commercially bound each year.
- Because defacement and mutilation of library materials is a very serious problem at KU, the Preservation Department must aggressively take the lead, with the cooperation of others in the Libraries, in improving staff and user education about the consequences of this problem.
- Overall, the task force recommends an increase in preservation funding to \$530,000 annually – to come closer to meeting the preservation needs of the collections by achieving the goal of the 1993 Strategic Planning Steering Committee Report, section I, subsection C, strategy 5c, which states, “... increase the Library’s preservation expenditures to at least 5% of the overall Library budget.” (The estimated FY96 level of funding for preservation was \$318,000, or 3 percent of the overall Library budget (Lawrence Campus, excluding the Law Library).)
- Schedule periodic (between 5 and 10 years) condition surveys of this kind to monitor problems and provide information essential to target limited resources to areas of greatest need.

CONCLUSION

Although there are clear causes for serious concern about the condition of KU’s library collections, the task force is pleased to report that the Libraries’

collections are in relatively good condition when compared to those of many other research libraries in the United States. The Library staff, and staff in allied units such as Facilities Operations, and many library users should be proud of the care that has been taken to preserve these valuable collections. Vigilance has resulted in relatively well preserved holdings – something most university research libraries in the United States cannot boast.

The Preservation Department is now charged to provide leadership to focus and accelerate the Libraries' preservation efforts based on the findings of this survey, lest the collections not be available to future generations of students and scholars.



University of Kansas Libraries

Number 1369

August 22, 1996

PERSONNEL

We are pleased to announce the appointment of **Victor Cardell** as Music Librarian. Victor is presently employed by the University of Chicago as Bibliographer for Music and Curator of the Chicago Jazz Archive. Prior to this employment, Victor held two positions with UCLA: Music Librarian for Special Collections (1993-94) and Head, Archive of Popular American Music (1986-93). Victor has also served as Assistant Head of the Music Library, Yale University (1982-86) and Assistant Head (1979-81) and Acting Head (1981-82) of the Cornell University Music Library. Victor earned the M.S. degree in librarianship from Columbia University, an M.A. degree in Medieval and Renaissance Musicology from New York University, and a B.A. in Music from Trinity College. Victor will assume his responsibilities in the Music Library on October 7, 1996. He replaces Susan Hitchens.

Another new appointment to announce: **Chris Jones**, Library Assistant I with the KU Law Library, has been appointed as a Library Assistant II in Access Services (Reserve Desk), effective August 21st. In addition to Chris's Law Library employment, he also worked previously for the KU Libraries. He replaces Bayliss Harsh, who transferred to the Reference Department.

SUMMER PARTY

Mother Nature's monsoon last Saturday forced us to postpone the Summer Party. We've re-scheduled the party for this Saturday, August 24th, at the Gilliland's farm. Dinner begins at 6:00 p.m. (Call Sandy, 4-3601 if you need a map.) This is a pot-luck affair, so please bring food. Drinks (soda pop and iced tea), paper goods, utensils, etc. will be provided. You might want to bring a lawn chair. Come early (5-ish) to fish or sit in the shade. PLEASE INVITE YOUR STUDENT ASSISTANTS!!
Sandy Gilliland

ATTACHMENTS

Staff Development Committee Minutes: June 4, 1996 and July 23, 1996
Library Committee on Promotion and Tenure Annual Report for FY96
Classified Conference election results

MINUTES
STAFF DEVELOPMENT COMMITTEE
June 4, 1996

Present: Kristi Cook, Deborah Dandridge, Mel DeSart (Chair), Sandy Gilliland, Rachel Miller, Margaret Wilson (recording secretary)

The minutes of May 14, 1996 and May 21, 1996 were approved.

The Committee approved a request for travel funds from Deborah Dandridge to attend the annual meeting of the Society of American Archivists, Aug. 28-Sept. 1, 1996 in San Diego.

SOARING TO EXCELLENCE TELECONFERENCES. Rachel handed out a draft statistical summary of the Soaring to Excellence teleconferences. We discussed the merits of this year's teleconferences. Although they had some weaknesses, we agreed there is a need for the material that was presented; it would take an enormous amount of time to duplicate these presentations on our own. Since a significant number of the attendees were from outside the Library, it also is a good community service. There is a possibility that Soaring will be put on again next year. We will wait until the program topics and speakers have been announced before deciding whether or not to be a downlink site.

The next meeting of the Staff Development Committee is 9:00 Tuesday, June 18 in Watson Conference Room B. At this time we will review a draft of the annual report, which Mel will provide prior to the meeting.

MINUTES
STAFF DEVELOPMENT COMMITTEE
July 23, 1996

Present: Kristi Cook, Deborah Dandridge, Mel DeSart (Chair), Al Mauler, Rachel Miller

The Committee approved a request for travel funds from Kendall Simmons to attend a meeting of the Louisiana State Library Support Staff Association, New Orleans, Sept. 26-27, 1996.

A draft of the Committee's annual report was reviewed and edited.

The July 2 memo from Bill Crowe and Marilu Goodyear concerning the 1996-97 allocation of funds was discussed. Mel will compose a response to the memo on behalf of the Committee.

The date of the next meeting of the Staff Development Committee will be determined after LFA Exec has announced the new committee membership.

Minutes submitted by Margaret Wilson

Library Committee on Promotion and Tenure
Annual Report for FY96

Members: Nancy Burich, Gene Carvalho(Chair), Kathy Graves(secretary), Mary Hawkins, Johnnie Love, Rachel Miller, Sherry Williams

The Library Committee on Promotion and Tenure faced a number of unusual and sensitive issues this year, and although the committee members represented wide range and depth of professional experiences at KU, this year's committee agenda posed fresh challenges. The committee reviewed two personnel matters: one for 6th-year tenure and promotion and another which was resolved before LCPT completed its deliberations. LCPT was given special charges by LFA-Ex to establish a system of mid-term review for untenured Library Faculty, and to consider the current membership composition by rank for LCPT in view of the difficulty securing a sufficient number of L-III candidates to stand for elections to this committee.

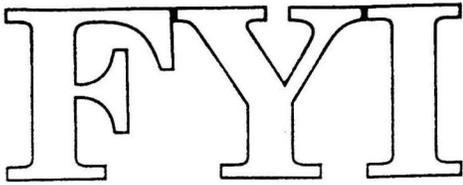
The Committee met bi-weekly throughout the year, and the members have taken on individual assignments between meetings to accomplish the tasks. On the matter of LCPT membership composition, a recommendation was submitted on April 8, 1996.

The draft proposal of the Pre-Tenure Review Procedure was submitted, and the Committee met with LFA-Ex and the Dean for a preliminary discussion. The final draft proposal, incorporating the changes suggested at the meeting, was presented to LFA at the general meeting on June 13. The membership present at the meeting approved the proposal and voted to submit the Review Procedure to a vote by the entire membership.

Submitted by Gene Carvalho
July 15, 1996

CCEB Election Results for FY97:

Vice-Chair/Chair-elect	Kristi Cook (Cataloging)
Secretary	Corrie Thompson (Science)
Grievance Committee	Tommy Hardin (Periodicals) Janet Revenew (Periodicals) Kendall Simmons (Gov. Docs) Mary Ann Baker (Spec Coll) Kathy Lafferty (KS Coll)
University Senate Committee on Libraries	Gaby Holcomb (Ret. Svcs)
Group Reps:	
I. Archives, KS Coll, Spec Coll	Mary Ann Baker
II. Docs/Maps, Engg., Music, Sci.	Corrie Thompson
III. Access Svcs, Ref, Art & Arch	Tommy Hardin
IV. Retrieval Svcs, Regents Cntr	Gaby Holcomb Carol Vernon
V. Cataloging	Kristi Cook Diana Dyal
VI. Admin, Pres/Bdy, Fac/Safety, Mailroom	to be announced
Classified Senate representative	Gaby Holcomb
Personnel Committee	Dick Borton (Cataloging) Donna Kipp (Watson Circ) Kendall Simmons (Gov Docs)
Staff Development	Al Mauler (Cataloging)/2 years Kristi Cook (Cataloging)/1 year
Planning & Resources	Sue Hewitt (Science)/2 nd year Lin Fredericksen (KS Coll)/1 st year



PERSONNEL

Tommy Hardin, Library Assistant in Access Services (Periodicals Reading Room), has announced his resignation. Tommy began employment with the Libraries in January, 1991, as an Office Assistant III in Cataloging. He promoted to a Library Assistant I in Cataloging in 1993 and transferred to Periodicals in January, 1996. Tommy has accepted a position in the Kansas City-area. His resignation is effective September 6, 1996. Sandy Gilliland

NEW DEADLINE FOR FYI EFFECTIVE WITH THE SEPTEMBER 12, 1996 ISSUE

Beginning with the September 12, 1996 issue of FYI, the deadline for articles, minutes, and other attachments will be **noon each Wednesday**. Please submit articles and attachments to the attention of Sandra Benedict, 502 Watson. Articles may be sent on paper, via fax (4-5311), e-mail (SBENEDICT@UKANS.EDU), or on disc (WordPerfect 5.1). Thank you. Sandy Gilliland

SHARED LEAVE PROGRAM/LIBRARY STAFF MEMBER IN NEED

KU participates in the State's Shared Leave Program, allowing transfer of vacation and sick leave from one employee to another who is experiencing a serious personal or family illness. Periodically, the University is in need of employees who are willing (and eligible) to donate a portion of their own vacation or sick leave to another employee in need. Presently, a **KU Libraries staff member is in need of shared leave**. If you are interested in donating some of your leave to this individual (whose name cannot be announced, according to the policy), please consider the following criteria:

Classified Staff Donor Eligibility:

Sick leave donation requires balance of 480 hours after donation.

Vacation leave donation requires balance of 80 hours after donation.

Faculty/Unclassified Staff Donor Eligibility:

Donations are limited to sick leave only; requires balance of 480 hours of sick leave after donation. Donor can give only 10 days (80 hours) of sick leave each fiscal year.

Donations given by classified or unclassified staff/faculty can be made in any increments (days, weeks, months). Recipient eligibility criteria are available from Human Resources or from Sandy Gilliland.

If you are interested in donating some of your leave (for the Library staff member who has an immediate need, or in the future), please contact **Barbara Walker, Administrative Officer, KU Human Resources, 864-7416**. Donations forms are available from Sandy Gilliland, 4-3601.

ATTACHMENTS

LFA Exec. minutes, 8/12/96, 8/19/96

SDC Minutes, 8/6/96, 8/13/96

SDC Annual Report for FY1996

LFA Exec. minutes for Aug. 12, 1996

Present: B. Schulte, B. Schaffner, G. Gibbs, J. Girardo, K. Lohrentz, M. DeSart.

Absent: C. Pierard.

Handouts.

Planning & Resources Committee minutes for May 17 and May 24 were distributed. Although they are from last year, they have not been published. A draft of the charge to CESR was distributed.

Chair announcements.

Appointments to the various LFA standing committees are now complete. A revised list will be issued as soon as officers for each committee are chosen.

In response to a question about periodic meetings with the Dean, Becky reported that she had already contacted the Dean's office and Rhonda will be getting back to her.

LIII nominees for vacancy on LCPT.

Sherry Williams has agreed to be nominated for the one-year unexpired term created by the resignation of Mary Hawkins. N&B has been unable to find a second nominee. Becky discussed the problem informally with the Associate Dean and will ask her to meet with LFA Exec. Becky has asked Jennie Dienes, past Chair of Nominating and Ballot, to outline briefly the procedures N&B has followed in procuring nominations. Copies of this report were distributed to members of Exec. after the meeting.

Planning and Resources Committee annual report.

It was unclear from the report what the specific problems are concerning the need for more effective communication. Exec. will schedule a meeting with the Planning and Resources Committee to discuss the report, with regard to which the following observations were made: 1) All meetings of LFA Exec. are open meetings and other members can attend whenever they wish. 2) The question of prioritizing the charges given to PRC was deemed advisable, particularly in view of the Dean's interest in referring issues to this committee.

Meetings with Standing Committees.

LFA. Exec. is extending an invitation to all standing committees to meet with LFA Exec.

Committee Charges.

The charge to PRC, based on their recommendations in the annual report, was discussed. Exec. agreed that the first charge, concerning budgetary review, should be generalized. It was also suggested that a charge be added re. their role in monitoring the restructuring process. George Gibbs will draft charges for discussion at the next Exec. meeting.

The draft charge to CESR was also discussed. The second part concerning electronic information resources will be revised by Brad Schaffner.

Next meeting will be Monday, Aug. 19 at 10:30 a.m.

Submitted by Ken Lohrentz, LFA Secretary.

LFA Exec. minutes for Aug. 19, 1996.

Present: C. Pierard, M. DeSart, B. Schulte, B. Schaffner, G. Gibbs, J. Girardo, K. Lohrentz.

Minutes.

Staff Development Committee minutes for June 4 and July 23 were reviewed. LFA Exec. minutes for Aug. 12 were revised and will be resubmitted next week.

Chair Announcements.

Bill Mitchell has agreed to be nominated for LCPT. Nominating and Ballot Committee has been contacted to prepare and distribute a ballot.

Becky will be meeting regularly with Dean Crowe and Marilu Goodyear at 11:30 on the first Tuesday of the month.

Marilu will be asked to attend our meeting on Sept. 9.

Faculty Evaluation Document from University Governance.

Becky will send out an e-mail message to Library Faculty asking for comments on the document. Deadline for comments is Friday, Aug. 23. A draft summarizing comments from LFA Exec's discussion at this meeting will be prepared by George, Cindy, and Brad. LFA Exec. will discuss these comments at next week's meeting.

Committee Charges.

CESR.--This charge was accepted as drafted and is appended to the minutes.

Nominating and Ballot.--Various revisions were made. Jill will prepare a new draft incorporating these revisions.

Planning and Resources.--The draft was briefly reviewed. George will prepare a new draft incorporating these suggestions for the next meeting.

Salary and Benefits.--There will be no additional charge to S&B at this time.

Handouts.

Draft charges for CESR (draft 2), Planning & Resources, Nominating & Ballot; LCPT annual report; SDC minutes for June 4 and July 23.

Next meeting will be Monday, Aug. 26, at 10:30 a.m.

Submitted by Ken Lohrentz, LFA Secretary

Additional charges for CESR
1996-197 Academic Year

In addition to the standing charges for the Committee on Evaluation of Service and Research, LFA Exec has added the following charges for the 1996-97 committee:

1. As in last year's evaluation process, rate service and research separately. Rather than assigning an overall rating, two ratings will be assigned -- one for service and one for research. In addition and when appropriate, please provide written evaluative comments on the files reviewed.
2. Revise and update the committee's guidelines (*Current Evaluation Process and Criteria*). When appropriate, include electronic activities among those which will be evaluated by CESR and evaluate them as part of the overall service and research profile. Update the *Criteria* as appropriate.

Please take note of the appropriate section of the FY96 CESR annual report which states:

"Participation and use of electronic resources and formats will continue to develop and evolve. In future years CESR, as well as the Library Committee on Promotion and Tenure, will have to formulate criteria to evaluate faculty contribution to these new formats. Given the changing nature of electronic resources, it is very difficult to predict how library staff will contribute to electronic formats in the future, and therefore criteria for evaluation has to develop as the formats and publications on these formats evolve. This committee recommends that future CESRs continue to examine this issues and update the *Evaluation Process and Criteria* document accordingly. The committee further recommends that Library faculty and staff who wish to have their contribution to these formats evaluated provide sufficient documentation and explanation of their contribution so that CESR will be able to evaluate their service and/or research on these formats."

Minutes
Staff Development Committee
August 13, 1996

Present: Deborah Dandridge, Evelyn Constance Powell, Vickie Doll, Al Mauler, Kristi Cook, Rachel Miller

Absent: Sandy Gilliland

The meeting was called to order at 9:15 am on August 13th by Deborah Dandridge, Chair.

Items of business follow:

1. Minutes of the Previous Meeting: The minutes of the August 6th meeting were read, corrected and approved.

2. Travel requests: There were no travel requests to be reviewed.

3. Review of the Travel Budget: Kristi Cook reported that last year there were 44 requests for travel shares with a total of 88 shares awarded. This year the Committee has distributed 117 regular shares 108 went to library faculty and 9 to library staff. An additional 6 shares went to library untenured faculty.

The assumption is that next year there will be at least as many travel requests as last year. The committee is tentatively recommending that the value per share for next year as \$105.00 which is the same as last year. Requests for funding for training classes directly related to job performance will continue to be sent to the Library Administration for funding. Some of the Staff Development funds will be reserved for library programs.

4. Programs: We discussed programs that the Staff Development Committee could sponsor next year. They included: caring for the aged, copyright, university travel procedures, changing career paths, a University Administrators panel, a program from Human Resources on balancing work and leisure and the Soaring to Excellence series. In addition we are planning to work with the Diversity Committee to support their programs for the upcoming year. The theme for this year's programs will be: Strategies for New Challenges.

5. Upcoming Events : The committee decided to explore the possibilities of advertising library programs and events on the KU Library Home Page. Vickie will look into this. We will also continue to advertise library events on e-mail and in the FYI.

The meeting adjourned at 10:30 am.

Evelyn Constance Powell

Minutes
Staff Development Committee
August 6, 1996

Present: Vickie Doll, Sandy Gilliland, Al Mauler, Kristi Cook, Deborah Dandridge, Rachel Miller

Absent: Connie Powell

1. **Organizational matters:** Deborah was elected chair, Connie Powell secretary, and Kristi Cook financial information officer. Continuing LFA members, with 1 year left to serve, are Deborah and Rachel; new LFA members beginning a 2-year term are Vickie and Connie; continuing Classified Conference members are Al (beginning a second 2-year term) and Kristi (1-year term); Sandy is ex officio.
2. **Minutes of previous meetings:** The minutes of the June 4 and July 23 meetings were approved.
3. **Travel requests reviewed and approved:**
 - (a) Barb Gaeddert, Online Audiovisual Catalogers Workshop, Denton, Texas, October 2-5;
 - (b) Rachel Miller, LITA/LAMA, Pittsburgh, October 13-16;
 - (c) Becky Schulte, Midwest Archives Conference, October 10-12, Madison, Wisconsin;
 - (d) Deborah Dandridge, Midwest Archives Conference, October 10-12, Madison, Wisconsin;
 - (e) Deborah Dandridge, Association for the Study of Afro-American Life and History, Charleston, South Carolina, October 2-6.
4. **Getting started:** By next week's meeting, each committee member should have a copy of the following documentation:
 - (a) FY96 annual report;
 - (b) Latest version of the travel request form;
 - (c) The relevant portions of the LFA code, as recently amended;
 - (d) The letter from Dean Crowe to Mel as outgoing committee chair.

Next week Kristi will also report on the status of the SDC budget, and the group will begin discussing the share amount for FY97. The FY96 allocation runs through September 30. The FY97 allocation, \$16,000, begins October 1.

The committee will also review the schedule, in terms of programs in various stages of planning (Soaring to Excellence, copyright, travel procedures, career paths) and decide whether and how to continue the email event calendar.

The committee's regular meeting time will be Tuesdays at 9:15.

Reported by Rachel Miller

Staff Development Committee (SDC) - Annual Report - FY 96

Membership: Kristi Cook (Financial Information Officer), Deborah Dandridge, Mel DeSart (Chair), Sandy Gilliland (ex officio), Al Mauler, Rachel Miller, and Margaret Wilson (Secretary).

Charges and responses

The charges received from the Library Faculty Assembly Executive Committee (LFA Exec) and the corresponding actions of SDC were:

(charge) 1. Provide statistics and a summation of the dispensation of the year's Staff Development funds, with such detail as is readily available from the information collected during the process of managing and distributing those funds, and that, if possible, this same statistical and summary information be provided for the SDC fiscal year just ended (FY 95);

(action) 1. Statistics on use of SDC funds for both FY 95 and FY 96 are attached (see appendices 1 and 2).

(charge) 2. Examine the wording of Section 3.3.5 of the Library Code of Governance concerning the Staff Development Committee. Provide information to the Codes and Bylaws Committee regarding a revision of Section 3.3.5, addressing differences between the current policies and practices of the Staff Development Committee and the existing Code, e.g., the disbursement of funds, etc.;

(action) 2. The SDC rewrote Section 3.3.5 of the Library Code of Governance to make it better representative of the policies and procedures currently adopted by the Committee. That draft was distributed to the members of LFA, was discussed at the spring LFA general meeting, and has been submitted to the Nominating and Ballot Committee that they may issue a ballot asking for approval from the membership of LFA.

(charge) 3. Examine the mechanism, division, and mode of distribution of Committee funds to determine if existing procedures in those areas are optimum.

(action) 3. The Committee examined the current system of distribution of funds and explored other possible options (although not systematically). As a result, some changes were made in the way funds are distributed by SDC. This year's committee suggests that next year's committee re-examine the current distribution of funds to attempt to evaluate what effect(s) the changes implemented this year have had. If Exec wishes a more broad-based and systematic examination of possible methods of funds distribution, they should so charge the new year's committee.

Programs

This year's SDC did not attempt to schedule as many programs as the previous year's Committee due to the large number of other events, integrated online library system demonstrations, and other commitments on

library staff members' time.

SDC sponsored or co-sponsored the following programs in FY 96:

With the Cultural Diversity Advisory Committee, "Affirmative Action and Cultural Diversity Issues Related to the Library Staff" and "Affirmative Action: Is it a Thing of the Past?", by Edmund Cooke Jr., October 5;

With the Cultural Diversity Advisory Committee, "Cultural Diversity and Major Trends and Issues in ARL Libraries", by Kriza Jennings, December 11;

"Responding to Negativity in the Workplace", by Richard Orr, January 25 and 26;

Soaring to Excellence Teleconferences: "Say Internet and They Will Come", by Bill Erbes and "Successful Teambuilding: Managing to Survive the Challenging 90s", by Arlene Farber Sirkin, February 2;

Soaring to Excellence Teleconferences: "Tools of Our Trade II: Brand Names in Reference Work", by Linda Dobb, and "Coping in the Workplace", by Deborah Wilcox Johnson, March 1;

Soaring to Excellence Teleconferences: "Support Staff: Invisible People", by Edward Martinez, and "A Mosaic of Library Issues: Where do you fit in?", by Linda Slusar, May 3.

(See Soaring to Excellence Teleconference Statistics in Appendix 3.)

SDC additionally hopes to present a program on career path changes during the summer.

Other Committee Actions

- recruited Al Mauler to be the new LEEP (Library Employee Education Program) coordinator for the KU Libraries, replacing Janet Anderson-Story;
- purchased a TV, VCR, camcorder, and tripod with monies unused from the FY 95 Committee, developed instructional aids, usage guidelines, user responsibilities documents, and reservation forms for use of the equipment, arranged for storage of the equipment in the Cataloging Department, and advertised the availability of the equipment to Libraries staff;
- videotaped various Committee sponsored sessions during the course of the year and put those tapes on reserve at Watson for use by Libraries staff;
- raised the value of the SDC funding increment, or "share" from \$90 to \$105, effective with requests received by the Committee as of October 1;
- designed a consent form that individuals being videotaped during SDC-sponsored presentations must sign and had the form reviewed by KU legal counsel;
- revised the travel fund guidelines and the timelines for submission and processing of travel funding requests (multiple times);
- determined that quarterly meetings should be held between the financial information officer (this year, Kristi) and the person in Library Administration responsible for actual bookkeeping of the SDC fund (this year, Rhonda) to make sure that the Committee has an accurate picture of

its available funding throughout the year;

- in consultation with the Dean, developed and distributed guidelines concerning how requests for funding for TRAINING should be handled (the Library administration rather than SDC funds training);
- discussed with the Dean our planned programs for the year and gratefully acknowledged his suggestions of possible speakers for many of the planned sessions;
- began to work somewhat more closely with the Cultural Diversity Advisory Committee on program planning and other issues;
- named Al to replace Rachel as KU's representative on the NorthEast Kansas Library System's Continuing Education Council;
- discussed the Committee's role in promoting attendance at or greater participation in "general" library-related conferences, such as ALA, ACRL, LAMA/LITA, etc.;
- endorsed the Dean's offer of van transportation to the April 1997 ACRL conference in Nashville;
- revised the Committee's travel fund award guidelines resulting in the following changes:
 - * new staff members within the first two years of their appointment and all untenured librarians are eligible for an extra share, regardless of their level of participation,
 - * workshop registrations will be funded at a maximum per annum rate of two shares per person;
- discussed the idea of limiting the amount of SDC funding that an individual could receive in a given year but chose not to implement any sort of cap pending results of the changes in the award guidelines;
- met with the Dean and Associate Dean to discuss: 1) how SDC could help to increase staff attendance and participation at national conferences, and 2) the possibility of establishing a separate fund for research;
- revised the timing of issuance of SDC funding award letters so that Rhonda is consulted concerning whether she has the time to process the request through all university and state channels BEFORE the award letter is issued;
- proposed that the travel fund guidelines be broken into two documents, one for conferences and one for workshops (to be taken up by next year's committee);
- discussed and took to LFA Exec the notion of establishing a research fund, which (potentially) Exec would administer rather than SDC;

Recommendations for the FY97 SDC

- design of two travel fund request forms, one for conferences and one for workshops, which include submission deadline dates;
- work closely with the Cultural Diversity Advisory Committee to both co-sponsor programs and to coordinate the timing of programs sponsored by the individual committees to avoid too many programs in too short a span of time;
- continue to work as closely as possible with the library administration on various travel-related issues;
- re-examine the current criteria and methods for distribution of SDC funds to attempt to evaluate what effect(s) changes made in those criteria and methods might have produced.

APPENDIX 1: SDC Expenditures - FY 95 (October - September)

# of travel requests funded:	44	(40 faculty, 4 staff)
# of workshop requests funded:	32	(15 faculty, 17 staff)
# of travel shares awarded:	88	(80 faculty, 8 staff)

reakdown of expenses:			% of total
Travel:	\$7882.50	(\$7162.50 faculty, \$720.00 staff)	65
Workshops:	\$2289.00	(\$1059.00 faculty, \$1230.00 staff)	19
Programs:	\$1691.24	(\$625 Soaring, \$1066.24 other progs.)	14
Misc.:	\$ 317.15	(\$54.55 videos, \$262.60 refreshments)	3

otal expenditures for 1994-1995: \$12,179.89

APPENDIX 2: SDC Expenditures - FY 96 to date (October - June)

# of travel requests funded:	42	(39 faculty, 3 staff)
# of workshop requests funded:	8	(6 faculty, 2 staff)
# of travel shares awarded:	97	(94 faculty, 3 staff)

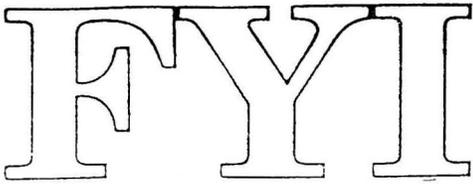
Breakdown of expenses:			% of total
Travel	\$9811.06	(\$9496.06 faculty, \$315.00 staff)	87
Workshops	\$ 925.28	(\$721.28 faculty, \$204.00 staff)	8
Programs	\$ 589.00	(\$589.00 Soaring)	5
Misc.	\$ 7.97	(\$7.97 Extension cord)	-

Total expenditures to date for 1995-1996: \$11,333.31 (81% of budget)

Appendix 3 - Soaring to Excellence Teleconference Statistics

SDC sponsored 6 sessions of Soaring to Excellence teleconferences on three dates during the past year. Attendance statistics and ratio data from the session evaluations received on whether a particular session met individual's expectations are listed below.

	Attendance		Did session meet expectations (ratio yes/no)
	{KU Staff}	{non-KU}	
Say Internet and They Will Come	20	4	4:5
Successful Teambuilding	18	4	11:1
Tools of Our Trade II	11	6	5:0
Coping in the Workplace	12	3	6:0
Support Staff: Invisible People	12	10	7:1
A Mosaic of Library Issues	11	10	7:4
TOTALS	61	28	40:11



University of Kansas Libraries

Number 1371 September 12, 1996

PERSONNEL

We are pleased to announce the appointment of Matthew Bovee to the position of Assistant to the Vice Chancellor/Dean of Libraries. Matt's most recent employment has been at KU as an Assistant Director for Advancement with the College of Liberal Arts and Sciences. He has an extensive employment background with private corporations and the military. Matt earned a B.S. degree from Arizona State University, and an M.A. degree from KU. As an Assistant to the Vice Chancellor, Matt will work with Marilu Goodyear and Bill Crowe. His appointment becomes effective Monday, September 16, 1996.

Sandy Gilliland

SABBATICAL LEAVE APPLICATION DEADLINES

Applications for Sabbatical Leave during the 1997/98 academic year are due in the Library Administrative Office by Friday, October 4, 1996, for review by LCPT and the associate dean and dean. Applications for sabbatical leave with the endorsement of the dean are due in the Office of the Provost by Friday, November 1, 1996. (Any eligible faculty member may submit an application for sabbatical leave without the endorsement of the dean. Such applications are due in the Office of Academic Affairs by September 20, 1996 and will be returned to the Library for review in the same manner as other sabbatical leave applications.) Eligible library faculty must complete an application for Sabbatical Leave form, available from the Library Administrative Office, 4-3601, or from the Office of the Provost, 4-4904. Additional information and instructions are also available.

Sandy Gilliland

RICK CLEMENT'S NEW BOOK

Rick Clement's new book, The Book in America, with images from the Library of Congress, has just been published by Fulcrum Publishing of Golden, Colorado. Filled with interesting pictures (including four supplied by the Kansas Collection and University Archives) and anecdotes, the 150 page book has a foreword by James H. Billington, Librarian of Congress, and an afterword by John Y. Cole of the Center for the Book. It has already been adopted as a textbook for a history of the book course at another university.

ATTACHMENTS

Committee Minutes: LFA Executive, 8/26/96; SDC, 8/20/96; LFA Nominating & Ballot Committee, 8/21/96

Classified Conference Officers, Group Reps, Committee Members FY 97

LFA Exec. Minutes for Aug. 26, 1996

Present: B. Schulte, C. Pierard, M. DeSart, B. Schaffner, J. Girardo, G. Gibbs, K. Lohrentz.

Minutes.

SDC minutes for 8/16 and 8/13 were reviewed. M. DeSart will ask for clarification of "caring for the aged," which is listed under *Programs* (item 4) in the SDC minutes for Aug. 13.

Announcements from the Chair.

Rachel Miller has resigned from the Staff Development Committee. Becky will contact Kathleen Neeley, who had volunteered previously for SDC.

Memo on Faculty Evaluation from University Governance.

Becky, Cindy and Brad talked to Dean Crowe and Becky talked to Mary Hawkins, member of SenEx, for clarification and background information. Concerns were expressed about imprecise terminology and an overall tone of negativity. LFA Exec. will meet on Tuesday at 3:30 p.m. in G. Gibbs' office to work on a suggested revision to address the major issues.

Committee Charges.

The draft charges for Nominating & Ballot and Planning & Resources, written by G. Girardo and G. Gibbs, respectively, were adopted with minor revisions. Revised drafts will be resubmitted next week and appended to the minutes.

The annual report of the Staff Development Committee, as well as Dean Crowe's memo to Mel Desart on allocation of funds for 1996-97 (dated July 2), were discussed for possible charges to the committee for this year. M. DeSart will draft a set of charges based on those discussions for review at the next meeting.

Handouts.

PRC draft charge, N&B draft charge, e-mail note from Susan Craig to members of last year's LFA Exec quoting a memo from LCPT concerning membership of that Committee, and SDC minutes for 8/6 and 8/13.

Next meeting will be Monday, Sept. 9 at 10:30 a.m.

Submitted by Ken Lohrentz, LFA Secretary.

Minutes
Staff Development Committee
August 20, 1996

Present: Deborah Dandridge, Evelyn Constance Powell, Vickie Doll, Al Mauler, Kristi Cook, Sandy Gilliland

Absent: Rachel Miller

The meeting was called to order at 9:15 on August 20 by Deborah Dandridge, Chair.

- 1. Minutes of the Previous Meeting:** The minutes of the August 13th meeting were read corrected and approved.
- 2. Travel Requests:** One travel request was approved for Sherry Williams to attend the Midwest Archives Conference in Madison Wisconsin October 10th -12th.
- 3. Programs:** The Soaring to Excellence series was discussed. Mel DeSart will send information on this year's series when he receives it. We will have to arrange for the room at the Burge Union and ask Networking and Telecommunications to set up the equipment and order a satellite hookup for us. This hookup will cost \$55.00/day and a video will cost \$13.00. Last year the total cost of the series was \$625. Places other than the Burge Union where we might hold this series include the Dole Center, the Computer Center and possibly the Union. Outsiders from NEKLS, Haskell, Kansas City, etc are traditionally invited to attend and the Burge offers them easy parking. Al will be the contact person for the Soaring to Excellence series this year.

Vickie will be the liaison between the Staff Development Committee and the Diversity Committee for planning of joint programs. Connie will work on the planning of a presentation to be given by Human Resources on balancing work and leisure. She will aim for having this program before Christmas.

Sandy pointed out that at one time there was a KU Dependent Care Referral Service program for families with aging parents. Deborah will look into this. Sandy will work on the presentation for early October on university travel procedures. This will involve finding a time when JoNell, Nancy and Denise can present this seminar to library staff.

Lastly we are planning a copyright program to be presented this coming Spring. This will be an internal seminar giving the nuts and bolts of copyright law needed by library employees.

Videos for Library Staff Use: Sandy brought up the question of purchasing videos for staff development and training. She has a booklet from ALA describing some of their supervisory, management and training videos. There was discussion of whether these videos would actually be used by library staff and how they would fit with the offerings already in place from Human Resources.

Library's Who's Who: There has been a request for an updated version of the Library's Who's Who. This request will be sent on to Sandy Gilliland of the libraries Committee on Staff Orientation.

The meeting adjourned at 10:30 am.

Evelyn Constance Powell

LFA NOMINATING & BALLOT COMMITTEE
Minutes of August 21, 1996 Meeting

Attendees: Susan Craig, Jill Girardo, Lorrie Knox

As the first matter of business, Jill Girardo was selected as chair of the committee and Susan Craig as the secretary.

Jill will serve as the liaison from LFA Exec and she presented the special charges which have been assigned to the committee. The primary charge is to consider the problem of finding candidates for elected LFA offices. The committee is asked to record their current procedures for drafting candidates and to meet with LFA Exec to discuss changing the procedures. After some discussion the committee decided to include three sections in their report: traditional procedures; procedures used Spring 1996; suggested changes.

Jill volunteered to request a rubber stamp to be used on LFA ballots to indicate the deadline for the return of ballots in an election. Last year the committee used a stamp owned by Jennie Dienes and felt that the return rate for ballots improved with this action.

The balance of the meeting was spent preparing the ballot for an LIII candidate for LCPT. This election is necessary due to a resignation. The deadline for the ballots will be 5pm Wednesday Sept. 4 and the committee will meet on Thursday Sept. 5 at 8:30 to count the returns.

prepared by S. Craig, 9/4/96

**Classified Conference
Officers, Group Reps, Committee Members
FY97**

Chair	Carmen Orth-Alfie (GovDocs)
Vice-Chair/Chair-elect	Kristi Cook (Cataloging)
Secretary	Corrie Thompson (Science)
Grievance Committee	Tommy Hardin (Periodicals)* Janet Revenew (Periodicals) Kendall Simmons (Gov. Docs) Mary Ann Baker (Spec Coll) Kathy Lafferty (KS Coll)
University Senate Committee on Libraries	Gaby Holcomb (Ret. Svcs)
Group Reps:	
I. Archives, KS Coll, Spec Coll	Mary Ann Baker
II. Docs/Maps, Engg., Music, Sci.	Corrie Thompson
III. Access Svcs, Ref, Art & Arch	Tommy Hardin (Periodicals)*
IV. Retrieval Svcs, Regents Cntr	Gaby Holcomb Carol Vernon
V. Cataloging	Kristi Cook Diana Dyal
VI. Admin, Pres/Bdy, Fac/Safety, Mailroom	Denise Swartz
Classified Senate representative	Gaby Holcomb
Personnel Committee	Dick Borton (Cataloging) Donna Kipp (Watson Circ) Kendall Simmons (Gov Docs)
Staff Development	Al Mauler (Cataloging)/2 years Kristi Cook (Cataloging)/1 year
Planning & Resources	Sue Hewitt (Science)/2 nd year Lin Fredericksen (KS Coll)/1 st year

*elections will be held to replace Tommy Hardin as Group Representative and member of Grievance Committee.

Classified Conference Executive Board
August 27, 1996

Present: Carmen Orth-Alfie (chair), Corrie Thompson (secretary), Gaby Holcomb,
Mary Ann Baker, Carol Ann Vernon, Tommy Hardin

Chair's Report:

1. The Music Librarian position has been filled. Applications are still being taken for the position in ILL as well as for the Head of Information Services. Open interviews for the Conservator position will be held this Friday. A third candidate will be interviewed for the assistant to VC Dean Crowe.
2. Cataloging staff signed a "confidentiality contract" after their retreat, so they are limited in what they can tell other library staff at this time. A follow-up retreat is scheduled for September 10 & 11.
3. Marilu Goodyear has agreed to specify classified staff representation in the descriptions of the new committees that have been formed since the Libraries' structural reorganization began (Electronic Information Council, Coordinating Council, etc.).
4. The Coordinating Council will meet every Wednesday afternoon, beginning this week, and the first issue will be funding the minimum wage increase.
5. Carmen will ask Marilu about posting work-study recruitment signs in Watson, about getting a new staff directory out (with the understanding that some of the information will change again soon afterward, but we need something that would be current for now), and about plans for replacing phones in all the departments.
6. Kristi Cook is enrolled in a class this semester that conflicts with the time of the CCEB meetings. For this semester only, the CCEB has decided to meet on the third Monday of each month at 1:30pm. The next three meetings are scheduled for September 16th, October 21st, and November 18th. There will not be a meeting in December. The first meeting in 1997 will be Tuesday, January 21st, and the meeting times for the remainder of the year will be discussed at that time.

Committee Reports:

1. The Staff Development Committee's budget for FY97 is \$16,000, and their theme for this year is "Strategies for New Challenges."
2. The Planning and Resources Committee has not met yet this year. It's membership is Gordon Alexander, Paulette Difillipo, Maria Alexander, Judith Emde, Sue Hewitt, Nancy Jaeger, Vickie Doll, and Lin Fredericksen.
3. The KU Classified Senate is working with UPSA and SenEx to arrange a candidates' forum. They will invite all state legislators and candidates for office.

CCEB minutes, 8/27/96, page 2

Discussion - Charges to Committees:

The CCEB has decided on the following charges to committees:

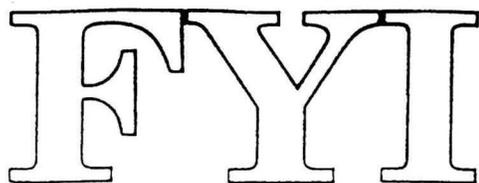
- ◆ Personnel
 1. Look into the Libraries' internal form for application for staff rates/tuition assistance.
 2. Look into the high rate of taxation on longevity bonuses.
 3. Continue trying to change LA series requirements.
- ◆ Staff Development
 1. Needs assessment survey to staff
 2. Look into Computer Center's classes on the various Windows95 components: Word, Excel, Access, etc. Keep classified staff informed of these options.
- ◆ Planning & Resources
 1. Keep track of Strategic Plan implementation
 2. Try to get this committee included in restructuring plans

Discussion: changes to code and guidelines:

The changes being made include updating titles (i.e. Dean Crowe's), noting that the CCEB chair meets with the Associate Dean of the Libraries (not with the Dean of the Libraries), and that the secretary will submit the minutes "as soon as possible" to be published in FYI, because the FYI is not always published weekly. Mary Ann has the disk containing the original copies of these documents, and she will make the changes and give copies to the CCEB for proofreading.

Group News:

Corrie reported that Science was very successful in this year's work-study recruitment efforts, but there didn't seem to be a lot of response to the signs that she posted around the building, rather, most (if not all) of the new hires were from responses to the mass mailing that the Administrative Office did earlier in the Summer. Corrie's strategy was to copy all applications that she received as soon as she got them and distribute them to the supervisors.



*** * * DEADLINE FOR FYI ARTICLES IS NOON WEDNESDAYS * * ***

CLASSIFIED VACANCY

Applications are now being accepted for a part-time (75%, 30-hours per week) **Secretary II** position in the Library Administrative Office. This position, which serves as the secretary to the Associate Dean of Libraries, is responsible for: 1) Performing a variety of administrative tasks in support of the administration function of the Library (drafting letters; responding to requests for information concerning the Library; taking minutes in meetings, preparing correspondence, reports, proposals, etc. for final review; maintaining files); 2) Maintaining the master schedule for the Associate Dean; 3) Handling all travel arrangements for the Associate Dean and the Assistant to the Vice Chancellor; 4) Assisting the Associate Dean in preparing professional papers and presentations; and 5) Providing automation or secretarial assistance to other administrative office staff when needed. Minimum Qualifications: Two years of experience in clerical or secretarial work (occupational codes K2000 and K2100); some educational substitutions allowed. Preferred Occupational Skill Codes: EQIBM (experience with IBM/compatible computers; K20D0 General Recordkeeping; K2130 Word Processing experience; P2C10 Spreadsheet experience; P2C30 Database management experience. Additional Preferred Selection Criteria: Accurate typing and keying skills; public service experience; ability to organize work effectively, set priorities and meet goals; ability to work with detailed information; evidence of initiative in solving problems and continually improving operations; Ability to work as part of a team as well as independently; effective communication and interpersonal skills; previous secretarial experience; ability to maintain a regular work schedule; ability to work under pressure and handle work-related stress. Hourly Wage Rate: \$8.59 (beginning). Application procedures: Library staff must complete a "Request for Promotion or Transfer" form, and a "Part B: Skills Identification-Update" form, both available from the Library Administrative Office. In addition, a current KU "Internal Application" must be on file (copies available from the Administrative Office). Application materials are due in the Administrative Office by 5:00 p.m. Friday, September 27, 1996.

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

Andrew Patterson has been appointed to a part-time, temporary, Library Assistant I position in the Retrieval Services unit effective September 22, 1996. Andrew will provide much-needed assistance with the check-in and routing of firm orders, approval claims, approval slip orders, and continuations and other multi-part orders. Andrew has been employed as a part-time student assistant in the Libraries since July, 1991.
Sandy Gilliland

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

WATSON LIBRARY EXHIBITS COMMITTEE: CALL FOR NEW MEMBERS

The Watson Library Exhibits Committee (Channette Kirby, Carmen Orth-Alfie, Johnnie Love, Kent Miller, and Rachel Miller) is seeking new members from among the KU Libraries staff. Two current members (Rachel Miller, Kent Miller) will be stepping down after serving several years and their positions need to be filled.

If you are interested in serving on the committee, please contact Rachel Miller (rmiller@ukans.edu or 4-3078) no later than Friday, Sept. 27. If you have questions about the committee's work and the time commitment it involves, contact any one of the current members. Names of volunteers will be forwarded to Marilu Goodyear, Associate Dean, and she will make the appointments.

Exhibits and displays are an important way to promote and enhance awareness of the Libraries' services and collections. The Committee is responsible for scheduling, coordinating and reviewing exhibits for the Jim Ranz Reading Area as well as the 3rd floor lobby in Watson Library. Committee membership is not limited to Watson Library staff, however, and branch staff are encouraged to volunteer.

CALL FOR WATSON LIBRARY EXHIBIT PROPOSALS

The Watson Library Exhibits Committee has some openings in its schedule of upcoming exhibits. We encourage all KU Libraries staff to consider preparing an exhibit. This is an opportunity for YOU to display your knowledge and creative abilities while helping to publicize the Library and its mission. To obtain an application form and a copy of the Committee's policies, contact any of its members: Carmen Orth-Alfie, Channette Kirby, Kent Miller, Johnnie Love, and Rachel Miller.

Rachel Miller

ATTACHMENTS

Travel Reports, Sherry Williams, Brad Schaffner
LFA Exec. Minutes, 9/9/96
LFA Charges for 1996/97

TRAVEL REPORT

Sherry Williams

I attended the Society of American Archivists' meeting Aug. 29 - Sept. 1 in San Diego, California. This was the Society's 60th anniversary and the meeting attracted some 1,000 archivists from across the U.S. and from several foreign countries. The plenary session was presented by Dr. Johnetta B. Cole, President of Spelman College, and noted anthropologist. Her presentation addressed the theme of the meeting - diversity - and focused on the need for diversity in the 21 century workplace. She is a dynamic speaker and delivered one of the best plenary sessions I have ever attended.

As is always the case with SAA, there were many sessions occurring at the same time that I wished to go to. I attended sessions that addressed issues of technology, security, and access. The security session was of special interest to me given our experience this past year. William Ross, Univ of New Hampshire addressed building security into archival facilities. Gregor Trinkaus-Randall, Massachusetts Board of Library Commissioners, and author of SAA's manual on archival security, discussed procedures needed to protect archival holdings from theft. His talk basically followed what he had written in his security manual. The third speaker, Mary Ellen Brooks, University of Georgia, described, with some emotion, the difficult experience all had experienced at her institution when it was discovered that the department head had been stealing documents from the collection. He was charged with theft, convicted, and sentenced to a prison term (of which he served a small portion) and restitution. WE also learned at this session that an effort is underway to form a security roundtable, and those present signed the petition being circulated.

Another session of interest entitled "Access to Images" focused on accessing digitized photographic images. The speakers were involved with three different projects and discussed their approach to access which was based on several different methodologies. Robert Maxim, California Historical Society discussed the system that he developed over 5 years, which is a client server network based on Unix control. He relied on capturing terms from the Art and Architecture Thesaurus terms (on line), and cutting and pasting them into his system. I found it interesting that their intent was to maintain uncompressed images. Charles Patch, Historic New Orleans Collection and Garrett Dworman, The Wharton Group outlined their project which was a merging of Wharton Group resources to digitize the Clarence John Laughlin Archives, consisting of 15,000 negatives with captions supplied by the photographer, 38,000 prints, and 4,000 related documents. Their indexing system (which I had difficulty understanding) relied in part on pattern discovery versus document retrieval. Thus they created a powerful method of subject searching that allows one to browse a collection holistically. More information can be found on this project at their web site : <http://opim.wharton.upenn.edu/~blair/enterLaughlin.html>

The third speaker, Bob St. Clair, represented Corbis, a commercial company headed by Bill Gates, that is developing a digital database of images. He outlined their goal as the comprehensive visual record of human experience. Their data base is currently comprised of 800,000 images. They cover broad subject areas. He outlined their project which, since 1991, has sought to study how users seek images, and what controlled vocabularies existed for doing this. They did choose to use controlled vocabulary in the system they set up, but have also made use of natural language processing to develop "Image Recognition Technology," (which means

using computer programs and algorithms to recognize shapes, borders, colors, textures and objects in photo images.

At this meeting I also chaired a panel discussion entitled "Informed Consent," Laws and Ethics of Negotiating With Donors." Our panel included Menzi Behrend-Klodt, an archivist who is also an attorney, Chris Weidemen, Yale University, and Tim Miller, University of Delaware. Each of the participants has had extensive field experience, and Menzi's legal expertise was very beneficial to the discussion. I think the session went well. We had good participation from the audience and we explored such issues as what we legally and ethically must communicate with donors, how this is done, third party rights, etc.

SAA's reception was held at the San Diego Historical Society and we had the opportunity to view an interesting exhibit "From Bustles to Bikinis" which provided a look at beach wear over the years.

As is always the case at meetings like this, the value of attending is often found as much (if not more) in the hallway and mealtime discussions with other archivists. The opportunity to mix with ones colleagues, and reaffirm that the issues one is confronted with are not isolated experiences is both necessary and refreshing.

I would like to thank the Staff development Committee for their financial support.

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Brad Schaffner Department: Slavic
Name of Meeting/Event: AAASS National Convention
Location: Washington, DC
Dates of Travel: October 25-29, 1995

Please provide below a brief report of your activities during this period of travel. This report will be published in the FYI.

In October I attended the American Association for the Advancement of Slavic Studies National Convention in Washington, DC. During a round-table discussion on the future of book and serial exchanges with libraries from Eastern Europe and the former Soviet Union I presented information gathered during my visit to libraries in Kyiv and L'viv, Ukraine. When this panel was organized, panel participants expected that about 10 people would attend. Much to our surprise, there were over 40 people in the audience during the presentation. Given the discussion that took place after the presentations it appears that there is no consensus on the best way to operate exchanges, or if exchanges will even be necessary in the future. One conclusion that I came to after the presentations and discussion is that state-funded schools will need to continue exchanges as a cost-efficient (although labor-intensive) way to acquire publications. However, institutions with stronger acquisition budgets will probably move away from a heavy reliance on exchanges.

During the conference I had the opportunity to attend several other panels on the state of Slavic librarianship.

Overall, the conference was very interesting. I would like to thank the Staff Development Committee for funding a portion of my travel.

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Brad Schaffner Department: Slavic
Name of Meeting/Event: ALA Midwinter Meeting
Location: San Antonio, Texas
Dates of Travel: January 19-22, 1996

Please provide below a brief report of your activities during this period of travel. This report will be published in the FYI.

I attended the ALA Midwinter Meeting in San Antonio, Texas from January 19 to January 22, 1996. Because I had just been asked to run as Vice-Chair, Chair-Elect of the Slavic and East European Section (SEES) of ACRL, I felt that it was very important for me to attend all of the section's meetings. This took up most of my time during the conference.

Much to my surprise, I became the main speaker during one of SEES's sessions. The chair of the Preservation Committee did not show for the meeting. Because the chair had the agenda, there was nothing planned for the meeting. Although I'm not on this committee, the members in attendance were more than happy to allow me to present information on the cooperative preservation photocopying program, Slavcopy, that Brian Baird and I are establishing. (Frankly, I think that the Chair of SEES was happy that someone was willing to lead a discussion during this session -- it was an added bonus that I actually had something to say about the preservation of Slavic materials.)

I would like to thank the Staff Development Committee for funding a portion of my travel.

LFA Exec minutes for Sept. 9, 1996.

Present: B. Schulte, M. DeSart, C. Pierard, B. Schaffner, K. Lohrentz, J. Girardo, G. Gibbs.

Minutes.

LFA Exec minutes for Aug. 28 were approved with revisions.

Staff Development Committee minutes for Aug. 20 and Nominating and Ballot Committee minutes for Aug. 21 were reviewed.

A clarification was received from Deborah Dandridge, chair of the Staff Development Committee, concerning the meaning of the phrase "caring for the aged" in the SDC minutes for Aug. 13. As a suggested program topic, this would address issues and problems facing those library staff who care for aging family members. Several members of the library staff have requested this program topic.

Announcements.

Sherry Williams has been elected to serve on LCPT to fill the one-year unexpired LIII vacancy created by Mary Hawkins' resignation.

Cindy reported that LCPT has met and has elected officers. Goeff Husic was elected chair and Margaret Wilson was elected secretary.

Becky reported that she will provide an updated list of all committee members, with vacancy noted for Rachel Miller's resignation from SDC.

Committee Charges.

The Code & Bylaws annual report was reviewed. The Code & Bylaws Committee will be asked to draft a change on reviewing the code annually for possible updates.

The draft of charges for the Planning and Resources Committee was approved. We may wish to be more pro-active about inviting members of the PRC to a meeting with LFA Exec. Oct. 7th was suggested as a date for this joint meeting.

The draft of charges to the Staff Development Committee was reviewed, minor changes were suggested, and final action was tabled until next week.

Charges to LCPT were discussed. C. Pierard will draft a list of charges based on this discussion in preparation for next week's Exec. meeting.

Handouts.

Annual report of the Committee on the Code & Bylaws for FY96.

Staff Development Committee minutes for Aug. 20.

Nominating and Ballot Committee minutes for Aug. 21.

Draft charge for Committee on the Code and Bylaws.

Draft charges for the Planning & Resources Committee.

Draft of Additional charges to the Staff Development Committee.

Next meeting will be Monday, Sept. 16 at 10:30 a.m.

Submitted by Ken Lohrentz, LFA Secretary.

September 9, 1996

TO: Planning & Resources Committee

FROM: LFA Executive Committee

RE: Charges for 1996/97

The LFA Executive Committee has discussed the areas in which it would like the Planning & Resources Committee to work in 1996/97 and, in addition to the standing charges stated in the LFA code, has prepared the following charges:

1. Library Budget: As in past years, monitor the Libraries' budget preparation process and keep the LFA Executive Committee and LFA members current with developments in this area. Provide opportunities for LFA members to provide input into this process.
2. Library Restructuring: Monitor the ongoing implementation of the Libraries' restructuring plan.
3. Space Planning: If, as expected, the Libraries' space planning efforts are revived, monitor this process. Keep LFA Exec and LFA members aware of the plan of action which comes out of this effort.
4. Progress of the Strategic Plan: Keep abreast of the Libraries' progress towards meeting the goals outlined in the Strategic Plan and update last year's report.
5. Planning Notebooks: Keep the Planning Notebooks current.

KULSA INVITES YOU TO A

TGIF

AT THE HOME OF

DONNA KOEPP

589 EAST 550 ROAD

(ON THE WEST OF 550 ROAD
JUST PAST WASHINGTON CREEK CHURCH & CEMETERY)

TWO STORY WHITE HOUSE WITH BLACK TRIM
& A LARGE WHITE BARN WITH RED DOORS

5:00-8:00

FRIDAY, OCTOBER 4TH

DONNA WILL PROVIDE

BEER, WINE & MUNCHIES

KULSA WILL PROVIDE SODA POP

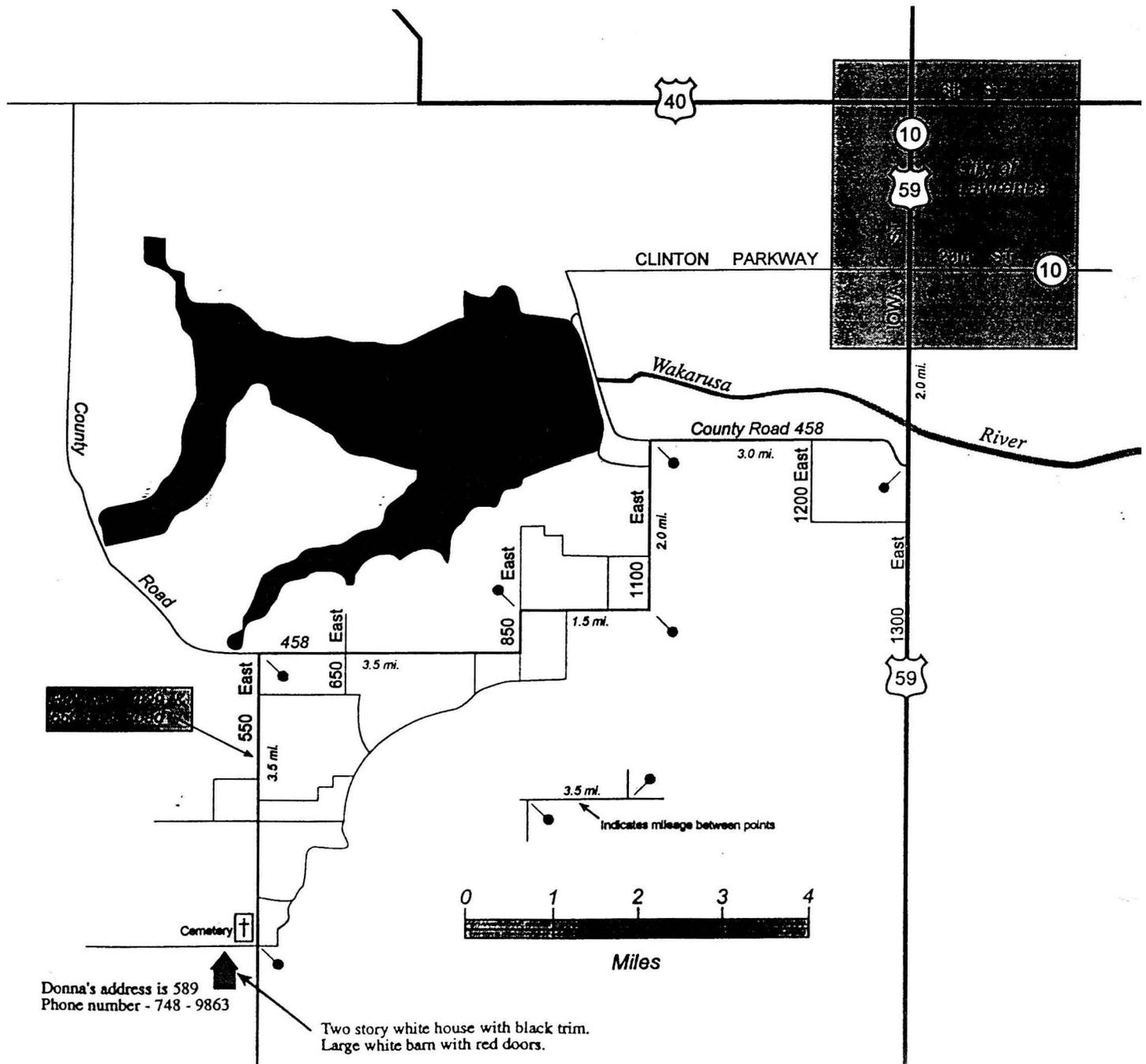
PLEASE BRING FOOD/DRINK IF YOU WISH

KIDS WELCOME

PARKING AVAILABLE IN THE
BIG CIRCLE DRIVE

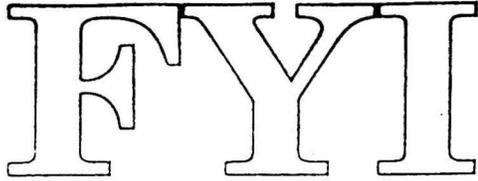
SEE YOU THERE!

P.S. If you are online and want to subscribe to the KU Libraries'
list (KULIB-L), call Marianne Reed (864-5530) or e-mail
LIBAID@UKANVM.CC.UKANS.EDU



Donna's address is 589
 Phone number - 748 - 9863

Two story white house with black trim.
 Large white barn with red doors.



University of Kansas Libraries

Number 1373 September 26, 1996

*** * * DEADLINE FOR FYI ARTICLES IS NOON WEDNESDAYS * * ***

The University of Kansas Libraries

invite you to a reception to honor
library staff whose achievements have been recognized by:
promotion in rank during 1996,

Marianne Reed
John Richardson

and the recipient
of the Library Classified Employee of the Year Award

Sarah Couch

on Tuesday, October 29th,
from 4:00 p.m. to 5:30 p.m.

in the Malott Room of the Kansas Memorial Union
Lawrence

CLASSIFIED STAFF EVALUATION TRAINING SESSIONS SCHEDULED

Training sessions have been scheduled to inform supervisors and staff about the new classified staff evaluation procedures, adopted at the beginning of this fiscal year. (Memos announcing these sessions and copies of the new evaluation forms have been mailed to all classified staff and their supervisors.) Two sessions are being offered: one for those with responsibility for evaluating classified staff; and a session for classified staff who do not supervise or evaluate other classified staff. Please select the appropriate session and register by e-mailing or calling Sandra Benedict, Library Administrative Office, (BENEDICT@UKANS.EDU), 864-3601. Registrations are limited to 20 per session. Additional sessions will be scheduled as needed. Contact Sandy Gilliland if you have any questions about these training sessions.

Sessions for Supervisors of Classified Staff

Thursday, 10/3/96, 3:00 - 5:00, Watson Conference Room A
Wednesday, 10/9/96, 1:30 - 3:30, Watson Conference Room A

Sessions for Classified Staff (who do not supervise other classified staff)

Tuesday, 10/1/96, 1:30 - 3:30, Watson Conference Room A
Wednesday, 10/2/96, 9:00 - 11:00, Anschutz Lib., 4th Floor Conf. Room
Tuesday, 10/8/96, 1:30 - 3:30, Watson Conference Room A
Friday, 10/11/96, 8:30 - 10:30, Watson Conference Room A

Sandy Gilliland

ATTACHMENTS

Minutes of the LFA Executive Committee, 9/16/96
Minutes of the Classified Conference Executive Board, 9/16/96
Retrieval Services Staff Listing/Phone Numbers
TGIF Invitation

LFA Exec minutes for Sept. 16, 1996.

Present: B. Schulte, M. DeSart, C. Pierard, K. Lohrentz, J. Girardo, G. Gibbs.

Absent: B. Schaffner.

Minutes.

LFA Exec minutes for Sept. 9 were approved with revisions.

Committee Charges.

The draft charge to LCPT was discussed. The second charge re. the need for LCPT to monitor the procedures for pre-tenure review was revised. A new draft will be prepared by Cindy Pierard for next week's meeting.

The draft of additional charges to the Staff Development committee was approved with minor changes.

The draft charge to the Code & Bylaws committee was discussed. The various steps that are required for updating the code were reviewed. A charge will be issued that will regularize the process of updating the code on an ongoing basis.

Administrative review of attendance at BCR workshops.

Mel DeSart met with Assoc. Dean Marilu Goodyear regarding the need for administrative review of applications to attend BCR workshops. Some BCR workshops are staff development-related and some involve staff training, the latter of which the Administration may want certain staff to attend. Also, there are some free slots available to the sponsoring institution. Such questions as to who goes and who gets the free slots will be determined by administrative review rather than by SDC.

Electronic format for FYI.

The possibility of distributing FYI electronically is being considered by the Coordinating Council. No strong objections to an electronic newsletter were expressed. The issue was raised as to the desirability of having a newsletter for external consumption.

Future meetings.

LFA Exec will meet next week at the usual time (Sept. 23, 10:30 a.m.) with Assoc. Dean Marilu Goodyear in attendance.

The fall meeting of LFA has been set for Oct. 31 at 10 a.m.

Handouts.

Report on Procedures for Preparing a slate of candidates for LFA elections, from N&B Committee.

Code & Bylaws Committee charges for 1996-97.

Additional charges to the Staff Development committee, 1996-97.

Additional charges for 1996/97 for LCPT.

Submitted by Ken Lohrentz.

Classified Conference Executive Board
September 16, 1996

Present: Carmen Orth-Alfie (chair), Corrie Thompson (secretary), Kristi Cook (vice-chair), Gaby Holcomb, Mary Ann Baker, Carol Ann Vernon, Diana Dyal, Denise Swartz

Chair's Report:

Communications with Marilu:

1. Staff should receive the updated version of the Library Staff Directory this week.
2. The Assistant to the Vice Chancellor/Dean of Libraries has been hired and was taken around to various departments today. His name is Matthew Bovee. One of the first issues he has been given to work on is that of library space needs.
3. On the issue of individual vs. shared phone lines, several units are reviewing their phone services. In some cases we have been able to change to single-line phones with minimal cost, and have done so. There is no library-wide effort to review the phones.
4. Marilu is looking into the issue of allowing departments to post signs for student-assistant recruitment.
5. Marilu will ask Rob Melton if he plans to route the list of proposed names for the new online system. The list of suggestions is in Dean Crowe's hands, and he is talking with the directors of the Law and Medical Libraries.

Coordinating Council Meetings:

1. All library student assistants will get a 35 cent raise above their current wages, preserving their longevity increases for FY97. This increase will take effect September 22nd to cover the federal minimum wage increase for the pay period including October 1st. It is undetermined at this time whether student assistants will receive longevity increases for FY98.
2. The Preservation Task Force report was discussed. Only the executive summary should be shared outside the library.
3. A couple of communications issues were discussed. The committee decided to publish the minutes via email instead of in the FYI, and possibly eventually on the Worldwide Web. Some staff with individual phone lines will receive training in the use of voice mail. Training is no longer required but is suggested.
4. John Miller will schedule open staff meetings to discuss the recent trip to Virginia Tech by several library staff to learn more about VTLS.
5. Future agenda items include the work-related use of equipment, discretionary funds, and the use of the Web page for dissemination of information and other communications issues.

Committee Reports:

1. The Planning and Resources Committee met to elect officers. It has no report at this time.
2. Carmen will give the agreed-upon committee charges to the LFA chair.
3. Kendall is still recovering at home, so the Personnel Committee has not met.
4. Diana Dyal volunteered to replace Tommy Hardin on the Grievance Committee, and the CCEB appointed her.

5. The Classified Senate is in the process of comparing Kansas' salary scale with that of private industry and of other states.
6. The Library Senate Committee has not yet met. Gaby will call Rhonda about this.
7. The Staff Development Committee submitted its annual written report, including statistics on the use of funds in FY95 and FY96, a list of programs the committee sponsored or co-sponsored in FY96, a summary of other committee accomplishments for FY96, and recommendations for the committee in FY97.

Old Business:

Changes to the Code & Guidelines:

Mary Ann distributed drafts of the code and guidelines containing the cosmetic changes previously agreed upon. The committee member will proofread these for next month's meeting. Mary Ann proposed reviewing the groups, in light of recent and imminent structural changes, notably the alignment of the Bindery with Preservation, and Government Documents with Watson Reference. The committee passed the following addendum to the Code:

Group	Departments	# classified staff	# representatives
I	Regents Cntr & Retrieval Svcs	20	2
II	Cataloging	19	1
III	Access Svc, Ref, & Gov Docs	17	1
IV	Admn, Pres/Bdy, Art & Arch	9	1
V	Engineering, Science, & Music	10	1
VI	Ks Coll, Special Coll, & Archives	6	1

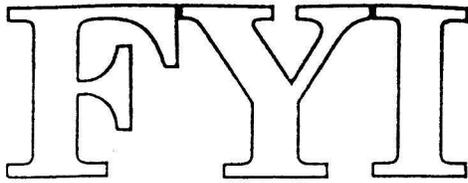
This new structure applies to the current group representatives. Corrie added that, on the subject of group representatives, she has received enough ballots to confirm Janet Revenew as Tommy Hardin's replacement for Group III.

Group News:

1. Retrieval Services has a new ½ time temporary LAI to fill in for Livia Perlaky while she is on leave. His name is Andrew Patterson.
2. The Cataloging Department reports that the recent retreat was very worthwhile, if tiring, and that they recommended that the Library Administration plan similar retreats for other departments.

Future Meetings;

1. The next meeting will be October 21st.
2. Marilu will attend the meeting in November.



University of Kansas Libraries

Number 1374 October 3, 1996

*** * * DEADLINE FOR FYI ARTICLES IS NOON WEDNESDAYS * * ***

BOOK SALES

The University of Kansas Libraries will have a series of book sales. Please see the flyer in this FYI for more information. If anyone would like to help at the Watson 2nd floor sales, please ask your supervisor and then contact Lars Leon at 4-3476 as soon as possible. We could use assistance in the following areas:

- 1) Set-up (7:00 a.m.-8:00 a.m.)
- 2) Clean-up (4:00 p.m.-5:00 p.m. Tues.-Thurs; 2:00-4:00 Fri.)
- 3) Cash Box (times throughout the day Tues.-Fri.)

Lars Leon

1997 HEALTH INSURANCE/KANELECT OPEN ENROLLMENT

Health insurance coverage for calendar year 1997 will have very few changes from the programs presently offered. The most noticeable changes are:

Premiums will increase (see attached premium chart)

The premium option for employee and spouse both employed by the state, for HMOs is no longer available. Employees who wish to maintain this premium coverage level must enroll in a non-HMO medical provider (Blue Select, for this area)

The same health insurance providers we presently have available in 1996 will again be available in 1997. The month of October is the period of "open enrollment" for health insurance and participation in the KanElect flexible spending accounts program. If you wish to make any changes in your health insurance coverage or make changes to or enroll in the flexible spending account program (for non-reimbursable medical expenses and/or dependent care expenses), you must do so **before October 31st**, the end of the open enrollment period. Any change you care to make will become effective **December 29th**, which coincides with the bi-weekly payroll period (services received on or before December 28th, 1996 will be provided through your current health insurance provider; services received December 29th or later will be provided through your new health insurance provider, if you make a change).

If you wish to keep your existing health insurance coverage, do not wish to make any changes in the KanElect flexible spending account(s), or enroll in KanElect, there are no forms for you to complete. You do not need to do anything to continue your existing health insurance coverage and existing KanElect participation.

The first premium for the 1997 plan will be deducted from your January 24, 1997 pay check (the last 1996 health insurance premium will be deducted from your January 10th paycheck).

(continued)

The Office of Staff Benefits recently mailed to all staff a memo explaining the procedures for making changes in your health coverage, a red-colored 1997 Benefit Information booklet, and a copies of the 1997 health insurance plans (CIGNA Healthcare packets will be available after October 4th). If you did not receive this packet, please contact Sandy Gilliland, 4-3601.

Again, if you wish to make changes to your existing health insurance coverage, to become effective December 29, 1996, YOU MUST DO SO BEFORE OCTOBER 31st. Forms and additional information are available in the Administrative Office (Sandy G. or Barbara Woodruff).

Sandy Gilliland

ATTACHMENTS

Committee Minutes: LFA Exec., 9/23/96; SDC, 9/3 & 9/17/96; Disaster and Emergency Planning Committee, 8/8/96; PRC, 8/28/96
New System Name Nomination
Book Sales

LFA Exec. Minutes for Sept. 23, 1996

Present: B. Schulte, M. DeSart, B. Schaffner, K. Lohrentz, J. Girardo, G. Gibbs. Absent: C. Pierard.

Minutes.

LFA Exec. minutes for Sept. 16, 1996 were approved with minor revisions.

Staff Development Committee minutes for Sept. 3 were reviewed.

Announcements.

Becky announced that Assoc. Dean Marilu Goodyear would join us at 11.

Becky announced that there was as yet no volunteer to serve on the Staff Development Committee. The Code specifies that there are to be six members of SDC, four to be appointed by LFA and two to be appointed by the Classified Conference. The four Librarians should represent the different ranks as much as possible.

Becky announced that Judith Emde is chair and Gordon Anderson is secretary of the Planning and Resources Committee. PRC will be invited to meet with LFA Exec on Oct. 9.

General LFA Meeting.

The agenda for the LFA general meeting to be held Oct. 31 was briefly discussed. It was agreed that we should have something to present on the charge to LFA Exec. to appoint an *ad hoc* research committee. The topic was discussed at the last LFA general meeting last year.

Meeting with Assoc. Dean Marilu Goodyear.

The first item of discussion was the impact of research and service on the overall evaluation of LFA members and what options there are to encourage service on committees. Assoc. Dean Goodyear stated that 1) she is a strong believer in faculty governance and we need to have a strong governance structure; 2) she does not wish to suggest changes herself in the process; 3) the faculty should decide how strong its governance group should be. Are committees perceived by library faculty to be important? There needs to be more consensus regarding the significance of committee service; 4) she is not enthusiastic about how raises are determined here. We do not use all of the tiers of our five-tiered evaluation system. She would like to see an evaluation of the way we do raises, but it would be preferable to have the initiative come from LFA Exec rather than from the administration. Global change is really difficult unless there is consensus for it.

She also emphasized that Provost Shulenburger is very clear on the importance of research by all faculty. We need to encourage more research and publications by library faculty. For example, the work done by Library committees is impressive, and could be followed up more frequently with publication of the results as models for other academic libraries to follow.

The matter of issuing FYI in electronic format was discussed. There would be a need for various housekeeping issues to be taken care of, for example the need to produce a printed copy for archival purposes. LFA Exec agreed that it could be tried on a test basis.

Handouts.

SDC minutes for Sept. 3, 1996.

Next LFA Exec. meeting will be Monday, Sept. 30 at 10:30 a.m.

Submitted by Ken Lohrentz.

**Minutes
Staff Development Committee
September 3, 1996**

Present: Deborah Dandridge, Evelyn Constance Powell, Vickie Doll, Al Mauler, Kristi Cook, Sandy Gilliland

The meeting was called to order at 9:15 by Deborah Dandridge, Chair.

- 1. Minutes of the Previous Meeting:** The minutes of the August 20th meeting were read, corrected and approved.
- 2. Travel Requests:** The following travel requests were approved: Marianne Reed, LAMA/LITA Conference, Pittsburgh, PA, October 12th-16th; Evelyn C. Powell, SLA Regional Meeting, Albuquerque, NM, October 29th-November 2nd; and Ken Lohrenz, Africana Librarians Council & African Studies Association, San Francisco, CA, November 21st-24th.
- 3. Committee Membership:** Rachel Miller has resigned from the Committee in order to spend more time on her primary assignment. The Committee accepted her resignation with a vote of thanks for her help. Deborah will notify LFA.
- 4. Programs:** Sandy is working on an early Fall program on University Travel Procedures. Our Committee will work with the Diversity Committee to sponsor a program by Kriza Jennings on October 22nd or 23rd. The week of November 18th Connie hopes to have Kathleen Ames-Oliver give two sessions on Balancing Work and Leisure. Our Committee will also cosponsor a program with the Diversity Committee for early December. The Spring programs will be decided later in the semester.

The meeting adjourned at 10:30 am.

Evelyn Constance Powell

Minutes
Staff Development Committee
Sept 17, 1996

Present: *Deborah Dandridge, Evelyn Constance Powell, Al Mauler, Kristi Cook*

Absent: *Sandy Gilliland, Vickie Doll*

The meeting was called to order at 9:30 by Deborah Dandridge, Chair.

- 1. Minutes of the Previous Meeting:** The minutes of the September 3rd meeting were read, corrected and approved.
- 2. Travel Requests:** The following travel requests were approved: Gordon Anderson and Brad Schaffner, both going to the American Association for the Advancement of Slavic Studies, Boston, November 14-17. The following travel requests were approved, but because of the lateness of the requests funding cannot be guaranteed: Rich Crank, National Skills-Building Conference, Washington, DC, October 9-12; Rich Ring, Midwest Medieval History Conference, St. Louis, October 11-12.
- 3. Programs:** Deborah reported that Sandy is organizing the seminar on travel requests. Connie reported that she has spoken to Kathleen Ames-Oliver about her program on balancing work and leisure which will be held the week of November 18th. The Kriza Jennings' presentation has been postponed until the Spring semester. The committee discussed the possibility of a copyright seminar in the Spring with Rachel Miller as the contact person,. Deborah is continuing to plan a presentation on caring for elderly parents. Al Mauler is exploring the possibility of a seminar on changing library career paths. He will also be the contact person for the Soaring to Excellence program.

The meeting adjourned at 10:15.

Evelyn Constance Powell

DISASTER AND EMERGENCY PLANNING COMMITTEE

August 8, 1996

PRESENT: Brian Baird (Chair), Donna Kipp, Kent Miller, Tanya Bales

New member Tanya Bales (Engineering Library) was introduced and welcomed.

The committee approved the use of \$1,000 of their budget to help support the Kansas Disaster Recovery Assistance Network Steering Committee's effort in establishing this important statewide preservation network.

The remainder of the meeting was spent introducing Tanya to the various projects being worked on by the committee, including the progress on the emergency manual and plans for the coming year.

Planning & Resources Committee Meeting
Minutes
August 28, 1996, 10:45-11:30

Present: G. Anderson, P. Difilippo, V. Doll, J. Emde, L. Fredericksen,
S. Hewitt, N. Jaeger
Absent: M. Alexander

Judith Emde called the meeting to order. Officers were elected: Judith Emde,
Chair; Gordon Anderson, Secretary.

Last year's PRC work was reviewed (see their 1995-1996 Annual Report) and
issues for the coming year were discussed briefly. Among these are:

- * Communication -- PRC's special relationship between LFA Executive and the
Deans' Office demands that timeliness be a key factor in this year's work
- * Planning notebooks -- last year's charge from LFA Exec requested PRC to
continue to maintain them and bring them up to date
- * Space planning -- charge from last year; this should not be neglected in the f
of other changes this year
- * Monitoring library organizational restructuring
- * Monitoring the implementation of Virtua
- * Awareness of staff morale (suggested in the 1995-1996 annual report)

We await LFA Exec's formal charge[s] to the Committee before determining which
issues will have higher priority.

Nancy Jaeger is going to review the procedures we followed last year with Bill
Crowe (the timeline for budget work, etc.) concerning restructuring to see
what will have to be modified.

We all need to e-mail Judith indicating the times each of us can meet.

Gordon Anderson, Secretary, Planning & Resources Committee

New System Name Nominations

There have been several requests for a list of the suggested names for the new system. Here is the list of 27 names that I forwarded to Bill and Marilu just after August 20th. It is my understanding that Bill is conferring with the Directors of the Law and Medical libraries and that the three of them will either select a name from one of these, ask for additional suggestions, or decide not to use a name other than Virtua. (Note: The "comments" are those of the nominee, sometimes paraphrased.)

Rob Melton

System Names Nominated By Library Staff

Name	Stands For	Comments
1) Ad Astra	[None]	Part of state motto: "To the Stars" [Possible negative: the rest of the motto, "Per Aspra," means "With Difficulty"]
2) Ad Lib	1) Access to Databases and Library Information Base; or 2) Access to Databases and Libraries	
3) ALIAS	Automated Library and Information Access System	
4) Astra	[None?]	See "Ad Astra"
5) CARRIE	Catalogs And Related Resources Integrated Electronically	From name of KU's 1st chief librarian. [Possible negative: there's another system at KU with this name.]
6) GLINDA	Gateway to Libraries, Information, Networks, and DATabases	'Mythological' creature associated with Kansas. Symbol could be a magic wand or red slippers.
7) ISKUL	Information System of the Kansas University Libraries	Pronounced "Is Cool"
8) JANUS	Jayhawk Automated Networked Information System (JANIS)	Roman god, had the ability to look inward (i.e. KU) & outward (i.e. information elsewhere). Also, the god of beginnings.

9) Jay-CAT		Echoes KU mascot.
10) KLEW	Kansas Libraries' Electronic Window	Pun on Clue
11) KUDOS		"We deserve a pat on the back!"
12) KUEL	KU Electronic Library	Pronounced "Cool"
13) KULCAT	KU Libraries Catalog	Pronounced "Cool Cat"
14) KU-LIFE	KU Library Info for Everyone	
15) KULIS	KU Libraries Information System	Might get jokes about "Clueless"
16) KUOL	K.U. Online Library	Pronounced "Cool." Reflects the virtues and the values of both the technology and the library.
17) KUOLAS	KU Online Libraries Access Systems	symbol: koala bear
18) KU VOCS	KU Virtua Online Computer System	
19) LIFELine	Library Info for Everyone onLine	
20) SASKAN	[None]	"We're getting ahead" Kansas syllables reversed.
21) TORNADO	The Online Research Network and Database Operator	Connection to Kansas; easy to draw a symbol.
22) TOTO	Totally Online, Totally Outtahere	Oz connection; easy to draw a symbol
23) UKAN		Pun on "You Can"
24) UKANDO	University of KANSas Data Online	Homophone with "You Can Do," i.e. user-friendly.
25) UKANSYS	University of KANSas SYStem	"U" can also suggest "united" or "unified." Kansys puns on Kansas.
26) VALIANT	Virtua Automated Library and Information Network Terminal	
27) VIADUCT	Virtua Information Access & Database Umbrella Connection Terminal	

Book Sales

The Fall 1996 surplus book sales will take place throughout October, on the second floor of Watson Library (unless otherwise indicated). Each day will have different materials, and standard prices will be \$.50 paperbacks, \$1.00 hardbacks. (Most East Asian items are priced lower.)

Tuesday, October 8, 8:00-4:00

Social Sciences (Chiefly Psychology and Sociology)

Wednesday, October 9, 8:00-4:00

History, Political Science, Business, Economics,
Philosophy, Religion, and Foreign Language

Wednesday, October 9 and Thursday October 10, 9:00-4:00

East Asian Library, Japanese and Chinese Materials
(Watson Library 5th floor)

Thursday, October 10, 8:00-4:00

English and American Literature, Theater and Film

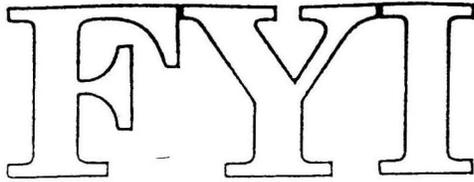
Friday, October 11, 8:00-2:00

Second Chance Sale
(All unsold books at reduced prices!)

Tuesday, October 29, 9:00-4:00

Science/Technology and Engineering
(Anschutz Science Library)

University of Kansas Libraries



University of Kansas Libraries

Number 1375 October 10, 1996

*** * * DEADLINE FOR FYI ARTICLES IS NOON WEDNESDAYS * * ***

PROMOTION AND TENURE REVIEW

Library staff are invited to submit letters regarding the qualifications of Mel DeSart, Engineering Librarian, who will be reviewed for promotion to the rank of Librarian II and continuous tenure. Letters may be submitted directly to the Library Committee on Promotion and Tenure (c/o Sandra K. Gilliland, 502 Watson Library), or directly to the candidate's supervisor -- Kathleen Neeley, Science Library. Letters must be received no later than November 8, 1996.

Sandy Gilliland

REMINDER OF REFERENCE DEPARTMENT INTERNSHIP

Library staff interested in a part-time (12-20 hours per week) internship assignment in the Watson Library Reference Department should submit a letter of interest, a brief resume, and names of three references, to Sandy Gilliland, 502 Watson Library. If you did not receive a copy of the full announcement in your mail, please contact the Administrative Office. If you have questions about the internship opportunity, contact Gordon Anderson or Kathy Graves, 4-3366, or Sandy Gilliland, 4-3601. Application letters received by 5:00 p.m. Friday, October 18, 1996 will be given first priority in consideration.

Sandy Gilliland

KANELECT FLEXIBLE SPENDING ACCOUNT ENROLLMENT

In last week's FYI it was reported that employees need do nothing to continue their KanElect flexible spending account participation for 1997. **THIS IS INCORRECT.** If you are presently participating in the KanElect Flexible Spending Account program, for medical or dependent care expenses, you **MUST FILE A NEW ENROLLMENT FORM** to continue participation in 1997. Contact Sandy Gilliland if you have any questions, and my apologies for this communication error.

Sandy Gilliland

HEALTH INSURANCE OPEN ENROLLMENT

As reported in last week's FYI, if you would like to make changes to your health insurance coverage, to take effective December 29, 1996, now is the time do to so. All changes **MUST BE RECEIVED IN THE OFFICE OF STAFF BENEFITS BY THURSDAY, OCTOBER 31st**, no exception. If you did not receive a benefits packet in the mail from the Staff Benefits Office, contact the Administrative Office, 4-3601, and we'll make certain you get a copy. Returning enrollment forms to the Library Administrative Office will guarantee a hand-delivery to the Benefits Office. Contact Sandy Gilliland or Barbara Woodruff, 4-3601, if you have any questions.

If you wish to continue your present health insurance coverage in 1997, you do not need to complete any forms (really). A copy of the health insurance premiums for 1997 is attached to this FYI.

Sandy Gilliland

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

HUMAN RESOURCES PROFESSIONAL DEVELOPMENT CALENDAR

Attached to this issue of FYI is a copy of the Department of Human Resources' professional development calendar for the months of October, November, and December. Human Resources requests that staff who wish to register for any of the programs first obtain approval from their supervisor, and then call 4-7407 to register.

Sandy Gilliland

PRESENTATION

Dr. Michael Palij, a retired Associate Slavic Librarian, presented the lecture "National Communism in Ukraine 1920s and 1930s" at the Central Slavic Conference on October 4, at the University of Missouri-Columbia in Columbia, Missouri.

Sandra Benedict

TOMBSTONE ART AND SYMBOLISM

This event will be featured by the Kansas City Area Archivists. A slide presentation titled "Marble Roses: Art and Symbolism on the Tombstones of America" will be given by John Mark Lambertson at 7:30 pm on Monday, October 28, at St. Mary's Episcopal Church, 1307 Holmes, Kansas City, Missouri. The presentation is open to the public for a \$5.00 admission, payable at the door. Refreshments (including Louisburg cider) will be provided. Lambertson--a former member of KU's Kansas Collection staff--is Director and Archivist of the National Frontier Trails Center at Independence, Missouri, and is a member of the Association for Gravestone Studies. His tombstoning hobby has taken him to cemeteries throughout the U.S. and many foreign countries. The presentation looks at four centuries of sculpture--ranging from the beautiful to the bizarre--in American cemeteries. If planning to attend, please RSVP to Rita Klepac, Truman Library, 816-833-1400, by October 25. (To create an appropriate ambiance, those attending are encouraged to wear black!) Mary Hawkins

ATTACHMENTS

Human Resources Professional Development Calendar
Health Insurance Premium Charts

DEPARTMENT OF HUMAN RESOURCES
Professional Development Calendar

October, November, December 1996

	Monday	Tuesday	Wednesday	Thursday	Friday
OCTOBER		1	2	3	4
	7	8	9 Utilizing the New Review System 9am - 12noon	10	11
	14	15 STEP (Day 1) 8am - 12noon	16	17	18 Classified Orientation 9am - 12noon
	21	22 STEP (Day 2) 9am - 3:30pm	23 Introduction to Supervision (Part 1) 8am - 12noon	24	25 Introduction to Supervision (Part 2) 8am - 12noon
	28	29 STEP (Day 3) 9am - 4pm	30 Utilizing the New Review System 1pm - 4pm	31	1
NOVEMBER	4	5 STEP (Day 4) 9am - 4pm	6 Utilizing the New Review System 9am - 12noon	7	8 Classified Orientation 1pm - 4pm
	11	12 STEP (Day 5) 9am - 4pm	13 Communication (Part 1) 8am - 12noon	14	15 Communication (Part 2) 8am - 12noon
	18	19 STEP (Day 6) 9am - 3pm	20	21 Utilizing the New Review System 9am - 12noon	22
	25	26 STEP (Day 7) 9am - 3pm	27	28	29
DECEMBER	2	3 STEP (Day 8) 8am - 2pm	4 Utilizing the New Review System 1pm - 4pm	5	6
	9	10 Introduction to Personality Type 9am - 4pm	11	12 Meetings that Matter 9am - 12pm	13 Classified Orientation 9am - 12noon
	16	17 Addressing Sexual Harassment 9am - 4pm	18 Utilizing the New Review System 9am - 12noon	19	20

Note: All sessions which include the 12 noon to 1pm 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 held in Room 102 Carruth-O'Leary. Please get your supervisor's permission to participate in these programs. For reservations call 864-7407.

PROFESSIONAL DEVELOPMENT PROGRAMS

Human Resource Development Programs

- * **AN OVERVIEW OF ADA** - (3 hours) a workshop covering ADA legislation and its implications within the University environment. This session is recommended as a prerequisite to other ADA seminars.
- * **INTERVIEWING UNDER ADA** - (7 hours) incorporates new ADA legislation into a workshop that reviews appropriate procedures, the hiring process while providing sensitivity to disability etiquette. This workshop will be co-presented by Human Resources and Affirmative Action staff.
- * **POSITION DESCRIPTIONS UNDER ADA** - (3 hours) incorporates new ADA legislation into a workshop which reviews processes for incorporating essential job functions and other ADA factors into position descriptions. This workshop will be co-presented by Human Resources and Affirmative Action staff.
- * **NEW CLASSIFIED EMPLOYEE ORIENTATION** - (3 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) by invitation to new unclassified staff, this course provides information about the University's mission and organizational structure as well as staff benefits and pertinent opportunities.
- * **RESPONDING TO NEGATIVITY IN THE WORKPLACE** - (3 hours) "Negativity" is a regular occurrence in the work place. It speaks and generates an uncomfortable work environment. This workshop will address ways to recognize the negative attitude and tools for coping and dealing with "negativity."
- * **UTILIZING THE NEW REVIEW SYSTEM** - (3 hours) Provides assistance to managers and supervisors in utilizing the new review system for classified staff.

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 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.
- * **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.
- * **INTRODUCTION TO PERSONALITY TYPE** - (6 hours) awareness of one's personality type helps to explain why there are differences and misunderstandings in communication, work style, and problem solving approach. This workshop provides a basic understanding of the sixteen personality types in the Myers-Briggs Type Indicator. The understandings gained will enhance the capacity to manage assignments, communicate and deal with diverse approaches to work. Participants will need to register by November 12 and complete the MBTI by November 25 to be a part of the class. There will be a \$10 materials charge.
- * **MEETINGS THAT MATTER** - (3 hours) a program designed for those who manage meetings as well as those who must attend meetings. This program's emphasis will be on strategies and techniques for making the most out of meetings whether you are a participant or a meeting facilitator.
- * **ADDRESSING SEXUAL HARASSMENT** - (6 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.
- * **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.
- * **STRESS AND TIME MANAGEMENT** - (4 hours) is a program designed to assist you in becoming more stress resistant and more efficient in managing your time.
- * **UNDERSTANDING DIVERSITY** - (8 hours) invites participants to know their own multicultural identity and explores attitudes and awareness about prejudice, discrimination and stereotyping.
- * Not available this quarter

Part-Time

Non-Tobacco User

	CIGNA		Principal Health Care Gold 10		Principal Health Care Maximum Choice		Premier Blue		Blue Select	
	Single Dental	Depend. Dental	Single Dental	Depend. Dental	Single Dental	Depend. Dental	Single Dental	Depend. Dental	Single Dental	Depend. Dental
<i>Salary < \$17,000</i>										
1 EE only	21.17		23.78		25.14		24.41		27.96	
2 EE/Spouse	63.00	67.09	76.05	80.14	82.86	86.95	79.21	83.30	96.95	101.04
3 EE/Child(ren)	54.63	57.91	65.59	68.87	71.31	74.59	68.25	71.53	83.15	86.43
4 EE/Full Family	96.45	103.82	117.86	125.23	129.03	136.40	123.04	130.41	152.14	159.51
5 EE/Child(ren) (J)									83.15	86.43
6 EE only (K)									27.96	

<i>Salary \$17,000 - \$29,999</i>										
1 EE only	24.86		27.47		28.83		28.10		31.65	
2 EE/Spouse	66.69	70.78	79.74	83.83	86.55	90.64	82.90	86.99	100.64	104.73
3 EE/Child(ren)	58.32	61.60	69.28	72.56	75.00	78.28	71.94	75.22	86.84	90.12
4 EE/Full Family	100.14	107.51	121.55	128.92	132.72	140.09	126.73	134.10	155.83	163.20
5 EE/Child(ren) (J)									86.84	90.12
6 EE only (K)									31.65	

<i>Salary > \$30,000</i>										
1 EE only	28.55		31.16		32.52		31.79		35.34	
2 EE/Spouse	70.38	74.47	83.43	87.52	90.24	94.33	86.59	90.68	104.33	108.42
3 EE/Child(ren)	62.01	65.29	72.97	76.25	78.69	81.97	75.63	78.91	90.53	93.81
4 EE/Full Family	103.83	111.20	125.24	132.61	136.41	143.78	130.42	137.79	159.52	166.89
5 EE/Child(ren) (J)									90.53	93.81
6 EE only (K)									35.34	

	Single Dental	Depend. Dental								
Tobacco User										
<i>Salary < \$17,000</i>										
1 EE only	25.79		28.40		29.76		29.03		32.58	
2 EE/Spouse	67.62	71.71	80.67	84.76	87.48	91.57	83.83	87.92	101.57	105.66
3 EE/Child(ren)	59.25	62.53	70.21	73.49	75.93	79.21	72.87	76.15	87.77	91.05
4 EE/Full Family	101.07	108.44	122.48	129.85	133.65	141.02	127.66	135.03	156.76	164.13
5 EE/Child(ren) (J)									87.77	91.05
6 EE only (K)									32.58	

<i>Salary \$17,000 - \$29,999</i>										
1 EE only	29.48		32.09		33.45		32.72		36.27	
2 EE/Spouse	71.31	75.40	84.36	88.45	91.17	95.26	87.52	91.61	105.26	109.35
3 EE/Child(ren)	62.94	66.22	73.90	77.18	79.62	82.90	76.56	79.84	91.46	94.74
4 EE/Full Family	104.76	112.13	126.17	133.54	137.34	144.71	131.35	138.72	160.45	167.82
5 EE/Child(ren) (J)									91.46	94.74
6 EE only (K)									36.27	

<i>Salary > \$30,000</i>										
1 EE only	33.17		35.78		37.14		36.41		39.96	
2 EE/Spouse	75.00	79.09	88.05	92.14	94.86	98.95	91.21	95.30	108.95	113.04
3 EE/Child(ren)	66.63	69.91	77.59	80.87	83.31	86.59	80.25	83.53	95.15	98.43
4 EE/Full Family	108.45	115.82	129.86	137.23	141.03	148.40	135.04	142.41	164.14	171.51
5 EE/Child(ren) (J)									95.15	98.43
6 EE only (K)									39.96	

Full-Time

Non-Tobacco User

	CIGNA		Principal Health Care Gold 10		Principal Health Care Maximum Choice		Premier Blue		Blue Select	
	Single Dental	Depend. Dental	Single Dental	Depend. Dental	Single Dental	Depend. Dental	Single Dental	Depend. Dental	Single Dental	Depend. Dental
<i>Salary < \$17,000</i>										
1 EE only	2.77		2.77		2.77		2.77		2.77	
2 EE/Spouse	35.94	39.45	46.38	49.89	51.83	55.34	48.91	52.42	63.10	66.61
3 EE/Child(ren)	29.31	32.12	37.66	40.47	42.02	44.83	39.69	42.50	51.04	53.85
4 EE/Full Family	62.47	68.80	81.27	87.60	91.08	97.41	85.82	92.15	111.37	117.70
5 EE/Child(ren) (J)									51.04	53.85
6 EE only (K)									2.77	

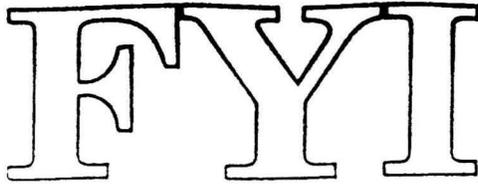
<i>Salary \$17,000 - \$29,999</i>										
1 EE only	6.46		6.46		6.46		6.46		6.46	
2 EE/Spouse	39.63	43.14	50.07	53.58	55.52	59.03	52.60	56.11	66.79	70.30
3 EE/Child(ren)	33.00	35.81	41.35	44.16	45.71	48.52	43.38	46.19	54.73	57.54
4 EE/Full Family	66.16	72.49	84.96	91.29	94.77	101.10	89.51	95.84	115.06	121.39
5 EE/Child(ren) (J)									54.73	57.54
6 EE only (K)									6.46	

<i>Salary > \$30,000</i>										
1 EE only	10.15		10.15		10.15		10.15		10.15	
2 EE/Spouse	43.32	46.83	53.76	57.27	59.21	62.72	56.29	59.80	70.48	73.99
3 EE/Child(ren)	36.69	39.50	45.04	47.85	49.40	52.21	47.07	49.88	58.42	61.23
4 EE/Full Family	69.85	76.18	88.65	94.98	98.46	104.79	93.20	99.53	118.75	125.08
5 EE/Child(ren) (J)									58.42	61.23
6 EE only (K)									10.15	

Tobacco User	Single Dental	Depend. Dental								
<i>Salary < \$17,000</i>										
1 EE only	7.39		7.39		7.39		7.39		7.39	
2 EE/Spouse	40.56	44.07	51.00	54.51	56.45	59.96	53.53	57.04	67.72	71.23
3 EE/Child(ren)	33.93	36.74	42.28	45.09	46.64	49.45	44.31	47.12	55.66	58.47
4 EE/Full Family	67.09	73.42	85.89	92.22	95.70	102.03	90.44	96.77	115.99	122.32
5 EE/Child(ren) (J)									55.66	58.47
6 EE only (K)									7.39	

<i>Salary \$17,000 - \$29,999</i>										
1 EE only	11.08		11.08		11.08		11.08		11.08	
2 EE/Spouse	44.25	47.76	54.69	58.20	60.14	63.65	57.22	60.73	71.41	74.92
3 EE/Child(ren)	37.62	40.43	45.97	48.78	50.33	53.14	48.00	50.81	59.35	62.16
4 EE/Full Family	70.78	77.11	89.58	95.91	99.39	105.72	94.13	100.46	119.68	126.01
5 EE/Child(ren) (J)									59.35	62.16
6 EE only (K)									11.08	

<i>Salary > \$30,000</i>										
1 EE only	14.77		14.77		14.77		14.77		14.77	
2 EE/Spouse	47.94	51.45	58.38	61.89	63.83	67.34	60.91	64.42	75.10	78.61
3 EE/Child(ren)	41.31	44.12	49.66	52.47	54.02	56.83	51.69	54.50	63.04	65.85
4 EE/Full Family	74.47	80.80	93.27	99.60	103.08	109.41	97.82	104.15	123.37	129.70
5 EE/Child(ren) (J)									63.04	65.85
6 EE only (K)									14.77	



University of Kansas Libraries

Number 1376 October 17, 1996

*** * * DEADLINE FOR FYI ARTICLES IS NOON WEDNESDAYS * * ***

PERSONNEL

Kathy Lafferty has been promoted to a part-time Secretary II position in the Library Administrative Office. Kathy is presently a full-time Secretary I in the Kansas Collection, and for the past several months, has worked part-time, on a temporary basis, in the Administrative Office. In her new position, Kathy will provide assistance to Marilu Goodyear. Her promotion becomes effective 11/12/96.

Sandy Gilliland

REMINDER OF REFERENCE DEPARTMENT INTERNSHIP

Friday's the deadline for first consideration for the part-time internship opportunity in the Reference Department, Watson Library. Contact the Administrative Office (Barbara Woodruff) if you have questions about application procedures. Contact Gordon Anderson or Kathy Graves, 4-3366, if you have questions about the internship responsibilities.

Sandy Gilliland

NEW FUNDING FOR INTERNATIONAL RESEARCH ABROAD

The International Programs Advisory Board has announced a new opportunity to support KU faculty pursuing international research abroad. Ten awards, averaging \$1,000, will be available beginning in late fall 1996. Application procedures and guidelines are available from the Office of International Programs, 300 Strong Hall (864-4141), for interested faculty members. Inquiries should be directed to Jo Anne Kready, in the Office of International Programs.

Nancy Jaeger

LIBRARY FACULTY ASSEMBLY GENERAL MEETING

The first general meeting of LFA has been scheduled for Thursday, Oct. 31, at 10:00 a.m. in Watson Meeting Room A. Here is the agenda for that meeting. If there are additional agenda items, please contact me at 4-4274 or BSCHULTE.

1. Introduction of new members
2. Minutes from June 6, 1996
3. LFA committee reports
4. Discussion of the need to produce a Faculty Evaluation Plan as requested by the Office of the Provost

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

5. Discussion of the establishment of an Ad Hoc Committee on Research
6. Code change for Code and Bylaws Committee

Supplementary material for agenda items 4-6 as well as an updated version of the Code will be sent separately.

Becky Schulte

ATTACHMENTS

Travel Report, Barbara Gaeddert

Committee Minutes: LFA Exec., 9/30/96, 10/7/96; Libraries Committee on Promotion and Tenure, 9/6/96; SDC, 9/24/96; LFA Code and Bylaws Committee, 9/19/96

Additional Charges for LFA Code and Bylaws Committee for 1996/97

Additional Charges for Library Committee on Promotion and Tenure for 1996/97

Additional Charges for SDC, 1996/97

Library Staff Telephone Directory

7 Oct 96

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

T R A V E L R E P O R T

Name: Barbara Gaeddert Department: Cataloging

Name of Event: Online Audiovisual Catalogers Workshops Location: Denton, TX

Date(s) of Travel: October 2-5, 1996

Please provide below a brief report of your activities during this period of travel. This report will be published in the FYI.

The 1996 Conference of the Online Audiovisual Catalogers (OLAC) consisted of a series of workshops. The keynote speakers were Barbara Tillett of the Library of Congress (who spoke on the history of attempts to collect and catalog audiovisual materials at LC) and Eric Jul of OCLC (who spoke on the INTERCAT project). I was pleased to discover that KU was one of only 6 or so participants (out of 120) who had actually contributed to this 6000-record database of cataloging records for Internet resources.

I attended a nitty-gritty workshop on cataloging sound recordings given by Jay Weitz of OCLC. He spent a good bit of time on the rules for inputting a new record and the new 246 (alternative title) field which came to us with format integration.

The workshop on internet cataloging dealt mainly with how SUNY Buffalo set up teams to identify Internet resources worth cataloging and get them cataloged.

Finally I attended a workshop on cataloging interactive multimedia. The published guidelines are now two years old, and two of the authors talked about practical applications of the guidelines and proposals being made for the future. The standardization of terminology was especially interesting.

My thanks to Staff Development and to Denise Swartz for their help in making it possible for me to go to this meeting.

(Return this report to Kristi Cook, Cataloging, Watson Library)

LFA Exec. minutes for Sept. 30, 1996.

Present: B. Schulte, M DeSart, C. Pierard, K. Lohrentz, B. Schaffner, G. Gibbs, J. Girardo.

Minutes.

LFA Exec. minutes for Sept. 23 were revised and approved. They will be forwarded to Assoc. Dean Goodyear for her review before they are published.

Staff Development Committee minutes for Sept. 17 were reviewed.

Announcements.

Becky announced that she had received a memo from Dean Crowe providing us with a copy of the document on faculty evaluation which was forwarded to the Regents and will be acted upon at their October meeting. The final draft approved by University Council included very few revisions and none suggested by LFA Exec. It will be necessary for LFA to conduct a careful review of our evaluation procedures to be sure that we are in compliance with the new guidelines.

The Planning and Resources Committee will meet with LFA Exec next week. The PRC chair will forward a brief statement about what they want to discuss.

In response to a question from Cindy concerning the recent Coordinating Council meeting, the Libraries are not planning another strategic planning process at this time. Bill discussed his vision about what may occur next to prepare for the next ten years, and said that he wants to have several meetings on the Library's future.

Ad hoc research committee.

Exec discussed how to proceed with the establishment of the Ad Hoc Research Committee which had been recommended by the LFA membership at its June 3, 1996 general meeting. Mel pointed out that the discussion was initiated as a result of a meeting with the Staff Development committee and Assoc. Dean Goodyear and Dean Crowe. At that time \$2,500 had been set aside by Dean Crowe to assist faculty to develop research projects and SDC was asked to consider if they should be the body to administer those funds. Becky will check with Dean Crowe to see if those funds are still available.

Brad will draft a charge on the feasibility of having an ad hoc research committee set up and the issues that the committee should address. This will be discussed at the LFA general meeting on Oct. 31.

Next meeting will be held Monday, Oct. 7 at 10:30 a.m. There will be no meeting Oct. 21 unless something comes up.

Ken Lohrentz, LFA Secretary.

LFA Exec minutes for Oct. 7, 1996.

Present: B. Schulte, C. Pierard, G. Gibbs, B. Schaffner, J. Girardo, K. Lohrentz, M. DeSart.

The Planning and Resources Committee met with LFA Exec for the first part of the meeting. Members of PRC present were N. Jaeger, P. Difilippo, J. Emde, G. Anderson, S Hewitt, M. Alexander, L. Fredericksen.

Relationship of PRC to LFA and to the Administration.

The relationship of PRC to LFA and to the Administration was discussed. J. Emde presented background information on the issue, explaining that there had been some confusion as to reporting lines for PRC. It is clear that the Administration wishes to continue referring issues involving possible charges to this committee, with the need for a quick response in some instances. Concern was expressed that LFA Exec not be left out of the loop in such cases, particularly in view of the fact that PRC is an LFA committee.

To resolve this problem, the following guidelines were agreed on: 1) Administrative memos to the Planning and Resources Committee should be copied to the chairs of LFA and Classified Conference. In case this is not done, it will be the responsibility of the chair of PRC to pass the memo on to both chairs. 2) Reports from PRC should be submitted to LFA Exec, who will then review before forwarding to the Administration, if necessary. In cases where a quick response to the Administration is required, reports from PRC will be sent simultaneously to LFA Exec, Classified Conference, and to the Administration, with a disclaimer added that LFA Exec has not yet seen the report and that the report is being sent to LFA Exec simulataneously. 3) If PRC has a projected deadline in mind, the chair of PRC should communicate this with the chair of LFA, who will make certain that an Exec meeting is scheduled as needed to deal with the matter at hand as expediently as possible.

Charges to PRC.

PRC asked for clarification on the charges from LFA Exec pertaining to library restructuring, space planning, and the strategic plan. Exec members explained that this does not require detailed monitoring, but rather attendance at meetings held about a particular topic and being aware of what is being considered. As for reporting of these findings, the reports emanating from PRC last year were considered to be thorough and appropriate. It was suggested that the same reporting be continued, with written communication preferred. On the charge pertaining to the planning notebooks, PRC members reported that the information will be transferred to electronic format. The notebooks stopped just before the strategic planning process began, so they will need to be updated.

PRC then adjourned. There was no further discussion on the issues presented.

Minutes.

LFA minutes for Sept. 30 were extensively revised. They will be resubmitted for review next week.

Announcements.

Becky announced that Victor Cardell, Music Librarian, has agreed to serve on the Staff Development Committee but would like to wait until Jan. 1st before beginning his term. She will ask Deborah Dandridge, current chair of SDC, if this is OK or if they need another member on the committee right away. It was suggested that if SDC agrees, they should begin sending their minutes to Victor right away.

Faculty Evaluations.

Becky will meet with Marilu Goodyear this afternoon to discuss faculty evaluations. Becky suggested that we go ahead and look at the FASAR and to familiarize ourselves further with the document from University Council in preparation for a review of our procedures. We will need to make sure that our forms, procedures, and process are in compliance.

Ad hoc Committee on Research.

Becky discussed this issue with Bill Crowe and Marilu Goodyear at their monthly meeting. Becky stated that the \$2,500 previously designated for faculty research is still in the budget. Bill and Marilu feel that this fund is mostly for members of the Library Faculty who have a research responsibility. It is important to bear in mind that the \$2,500 fund is supplementary funding which does not displace regular SDC funding in any way.

The draft prepared by Brad was discussed and revisions were suggested. It was agreed that we list possible topics as suggestions for the committee to consider. A revision of the draft will be prepared for next week's meeting.

The *Ad Hoc* Committee on Research will be the primary topic on the agenda for the LFA general meeting Oct. 31.

Agenda for LFA general meeting.

The agenda for the LFA meeting to be held Oct. 31 will need to be finalized next week. Liaisons to the various standing committees are asked to contact committee chairs so that they are aware that they will be asked to give a report on the committee's activities.

Nominating and Ballot Committee will meet with LFA Exec on Nov. 4.

Next LFA Exec meeting will be Monday, Oct. 14, at 10:30 a.m. Submitted by Ken Lohrentz.

To: LFA Code and Bylaws Committee

From: Becky Schulte, LFA Chair

Re: Charges for 1996/97

Date: Sept. 16, 1996

In addition to the standing charges stated in the LFA Code, LFA Exec requests that the following charges be completed before the first general meeting which has been scheduled for Oct. 31, 1996.

1. Prepare an updated version of the LFA Code and distribute to LFA membership before the first general meeting.
2. Draft a revision of LFA Code section 3.3.10 which would require the Code and Bylaws Committee to review the LFA Code of Governance every year and if changes to the Code have been made, distribute the updated version to all LFA members before the Committee disbands at the end of the fiscal year. Present this code revision to the membership for their consideration.

I will be serving as your liaison with LFA Exec. Please let me know if there are any questions concerning these charges. Rick Clement should have received a copy of the most recent code change which was approved by the membership and Dean Crowe. LFA Exec meets on most Mondays at 10:30. If you wish to meet with Exec at any time just let me know and I will place it on our agenda. Thank you all for being willing to serve on this important committee.

MEMORANDUM

DATE: September 16, 1996
TO: Library Committee on Promotion and Tenure
FROM: LFA Executive Committee
RE: Additional Charges for 1996/97

In addition to the standing charge stated in the Library Faculty Assembly Code, LFA Exec has added the following charges for the 1996-97 committee:

- ♦ implement the new Pre-Tenure Review Procedure as outlined by last year's committee;
- ♦ review the Pre-Tenure Review Procedure via feedback, observations, etc. and consider possible revisions if necessary.

Minutes
LIBRARIES COMMITTEE ON PROMOTION AND TENURE
September 6, 1996

Present: Gene Carvalho, Susan Craig, Kathy Graves, Geoff Husic, Sherry Williams, Margaret Wilson

This was the first meeting of the 1996-1997 Libraries Committee on Promotion and Tenure (LCPT). Continuing members are Gene, Kathy, and Johnnie Love; new members are Susan, Geoff, Sherry, and Margaret. The Committee's liaison from LFA Exec is Cindy Pierard.

The Committee selected its officers: Geoff is the new chair and Margaret the secretary.

A regular meeting time of 3-4:30 Monday was established. Geoff will notify members if LCPT will meet Sept. 16, depending on whether he has received the Committee's charge from LFA Exec by then. Otherwise, our next meeting will be October 7, location TBA.

Geoff and Johnnie will attend the annual Open Meeting with the University Committee on Promotion and Tenure, 7:00 Tuesday, Sept. 10, at the Burge Union.

Minutes submitted by Margaret Wilson

Minutes
Staff Development Committee
Sept 24, 1996

Present: *Deborah Dandridge, Evelyn Constance Powell, Kristi Cook, Vickie Doll, Al Mauler, Sandy Gilliland*

1. **Minutes:** The minutes of the September 17th meeting were read, corrected and approved.
2. **Travel Requests:** There were no travel requests.
3. **Financial Report:** Kristi reported that the number of funding requests this fiscal year has increased dramatically over the last fiscal year which ended September 30th. The Committee discussed the annual funding process that has been used in previous years.
4. **Committee Vacancy:** Deborah reported that the LFA Executive Committee is still in the process of working to fill the committee vacancy..
5. **Programs:** The committee has been asked to publicize a supervisor's workshop to be held in Lawrence on October 17th. It is entitled "Supervisor Headache #17: Handling employee discipline and performance mistakes." The \$59.00 registration fee will be paid by the Staff Development Committee. Because of the short lead time, library staff requests to attend this program subject to their supervisor's approval, should be done as quickly as possible.

Staff Development will also pay for "Introduction to Personality Type" (Myers Briggs) workshop sponsored by Human Resources. The materials fee for this workshop is \$10.00.

Sandy reported that our program on methods for requesting travel reimbursement will take place after the new administrative procedures for handling travel requests are finalized. Deborah reported that the elder care program is being planned for the week of January 6th with the exact date and time to be arranged.

Other programs will be reported on at the next meeting.

6. **Charges:** We discussed the committee's additional charges (attached). With regard to Charge I the effects of the Staff Development Committee's policy changes will be examined. These changes include: giving extra shares for tenure-seeking librarians, requiring reimbursement forms to be submitted within time deadlines, clarifying the difference between job training and staff development, and paying travel costs to workshops. With respect to Charge II we are already attempting to work with other Library and University Committees. We expect to meet with Diversity Committee representatives at our regular meeting on October 15th. We are also attempting to work with Human Resources on many programs, e.g. the program for this November on balancing work and leisure will be presented by Kathleen Ames-Oliver of Human Resources. With respect to Charge III the documenting the actual staff development needs will be handled by Kristi Cook.

The meeting adjourned at 10:15.

Evelyn Constance Powell

Additional Charges to the Staff Development Committee - 1996/1997

In addition to the Committee's standing charge, as stated in the LFA Code, LFA Exec is charging the Staff Development Committee to:

1. review any effects of the changes implemented during the past year in the current criteria and methods for distribution of SDC funds;
2. when practical, endeavor to work with other Library and University committees/groups/etc. on joint program sponsorship;
3. attempt to document, from the last two years' requests if available, the amount of funding provided by the committee vs. the need demonstrated on the funding requests. Please provide annual figures both for travel funding requests and for workshop funding requests. We realize that some requests will only have documented enough need to cover the maximum award that the Committee could provide, rather than the total need for the event.

Minutes
LFA Code and Bylaws Committee
September 19, 1996

Present: Rick Clement, Evelyn C. Powell, Jana Krentz

The meeting was called to order at 10:00 a.m. on September 19th by Rick Clement, Acting Chair.

1. Selection of Officers: The first order of business was the selection of the Chair and Secretary of the Committee. Rick Clement was selected as Chair, and Connie Powell was selected as Secretary.

2. Updating the LFA Code: The first charge to the committee is to update the Code and incorporate any changes that have been passed by the membership. Rick asked all of us on the Committee to read the entire code and to give him our suggestions for minor changes. Rick will incorporate these. A new version of the code will be prepared for distribution before the LFA General Meeting on October 31st.

In accordance with our second charge we will also draft a revision of 3.3.10. This revision will require the Code and Bylaws Committee annually to review and update the Code. It will be presented by Exec at the LFA General Meeting on October 31st.

The meeting adjourned at 10:30.

Evelyn Constance Powell
Secretary

UNIVERSITY OF KANSAS LIBRARIES
STAFF DIRECTORY

V.C. FOR INFORMATION SERVICES AND
DEAN OF LIBRARIES

Crowe, Boose, Bovee, 132 Strong Hall 4999

ACCESS SERVICES, (see staff list for individual phone #'s)

K. Miller, Level 3 Watson 8989

Circulation Desk, Level 3 Watson (see staff list for phone #'s) 8983

Kipp, Larsen, Owens, Samuelson

Reserve Desk, Level 3 Watson 3396

C. Jones 8982

Periodicals/Microforms, Level 4 Watson 3950/4661

Couch, Revenew

Copying Services, Level 4 Watson, Shaw 4209

Mail Room, Level 1 Watson, Coburn, Unfred 3080

ADMINISTRATIVE OFFICE, Level 5 Watson 3601

Goodyear, Benedict, Bovee, Gibbs, Gilliland, Jaeger,

Proctor, Swartz, Woodruff

ANSCHUTZ SCIENCE LIBRARY

Administrative Office 5530

Circulation Desk 4928

Reference Desk 4930

K. Neeley, Crank, Emde, Hewitt, Hu, Knox, (see staff list for phone #'s)

Lasnier, Powell, Taylor, Thompson, Waters

ARCHIE R. DYKES LIBRARY-KUMC 8-1-913-588-7166

James Bingham, Director

ARCHIVES, 422 SRL 4188

S. Williams, Bunch, Kehde

ART & ARCHITECTURE LIBRARY, Level 1 Spencer Museum of Art 3020

Craig, Altenbernd, Lodwick, Snow

AUTOMATION OFFICE, Level 4 Anschutz 5530

J. Miller, Dryden, Durnal, Eshelman, Reed

CATALOGING, Level 2 Watson 3038/3049/4165

Borton, Chapman, Clodfelter, K. Cook, DiFilippo,

Dyal, Dyer, Gaeddert, Gottstein,

Kottman, Landon, Lohrentz, Marvin, Mauler, Mullen,

Pardue, Rake, Richardson, Rivera, Roach, Schmidt,

A. Slater, G. Slater, Stamm, A. Williams

Serials Cataloging, Level 2 Watson 3083

Wilson, Fry, Pardue, Rake, A. Slater

COLLECTION DEVELOPMENT, Level 2 Watson 3425

Ring

COPYING SERVICES, Level 4 Watson 4209

Shaw

DOCUMENTS/MAPS

Koeppe, Government Documents/Map Librarian 4660/4662

Government Documents, 6001 Malott

Koeppe, R. Anderson, Orth-Alfie, Simmons, Starr, Warren

Map Library, Level 2, Anschutz Library 4420

Koeppe, Dienes

EAST ASIAN LIBRARY, Level 5 Watson 4669

Carvalho, Doll

ENGINEERING LIBRARY, Spahr Hall 3866

DeSart, Bales, Hermes, Miner

FACILITIES, Level 3 Watson

K. Miller 8989

HOWEY READING ROOM, 102 Summerfield 3404

Cherrie Noble

KANSAS COLLECTION, 220 SRL 4274

S. Williams, Dandridge, Fredericksen, M. Hawkins, Hollingsworth

Lafferty, Schulte, Welton

LAW LIBRARY, 200-A Green Hall 3025

Peter Schanck, Director

LIBRARY INFORMATION LINE, Level 3 Watson 3956

MAIL ROOM, Level 1 Watson 3080

Coburn, Unfred If no answer, call 9063

MUSIC LIBRARY, 448 Murphy 3496

Cardell, Smith

PRESERVATION

Baird, Level 2 Watson 3568

Bindery Unit, Level 1 Watson 3753

Zygmunt

Conservation Unit, Level 1 Watson 3753

PUBLICATIONS, Level 3 Watson 3378

Melton

REFERENCE & INFORMATION SERVICES 3347

Reference Offices, Level 3 Watson (see staff list for phone #'s) 3366

G. Anderson, DiFilippo, Graves, Harsh, Jones,

Kirby, Love, Pierard, Rosenbloom (on leave FY97)

REGENTS CENTER LIBRARY 8570

12600 Quivira, Overland Park, KS 66206 (see staff list for phone #'s)

Burich, Christenberry, Dryden, Klinke, Mellenbruch, N. Hawkins, Wolz

RETRIEVAL SERVICES, Level 2 Watson (see staff list 3535/3476

for phone #'s)

R. Miller, Ballard, Bauer, Gillespie, Hamilton, Hamlin, Holcomb, Jeffries,

Lathrom, Leon, Rader, Sandberg-Grohe, Shartran, Spray, Traxler, Vernon

SLAVIC, Level 3 Watson 3957

Schaffner, Alexander, Husic

SPLAT, (Dept. for Spain, Portugal, and Latin America), Level 3 Watson 3351

Krentz, Girardo

SPECIAL COLLECTIONS, 327 SRL 4334

Mason, Baker, Clement, Haines, Helyar, Hopkins, Hyde, Mitchell

FAXES

Administrative Office (All Watson NON-ILS) 5311

Anschutz Science Library 5380

Art and Architecture Library (ATTN: Art Library) 3112

Automation Office 5380

Interlibrary Services 3855

Government Documents 5380

Periodicals 3915

Music Library (ATTN: Music Library) 5387

Regents Center Library 8573

Spencer Research Library (KS Coll, Spec Coll, Archives) 5803

Engineering Library 5755

KU LIBRARY LISTSERVS

ACHOIR

Retrieval Services Department

LIBADM-L

Administrative Office Staff

KUBIB-L

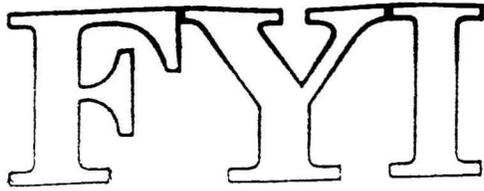
Bibliographers

KULA-L	Administrative Conference	Emde, Judith, LII-Science Lib.	(JEMDE)	4931
KULALA-L	ALA Conference Discussion List	Eshelman, Nicholas, LII-Automation	(NESHELMA)	5530
KULCC-L	Classified Conference	Fredericksen, Lin, LAII-KS Collection	(LFREDERI)	4274
KULCEB-L	Classified Executive Board	Froese, Verna, LAI-Retrieval Services	(VFROESE)	3535
KULCIR-L	Circulation Forum	Fry, Joy, LAIII-Serials Cataloging	(JFRY)	353
KULD-L	Dean's Staff	Gaeddert, Barbara, LII-Cataloging	(BGAEDDER)	3038
KULEDU-L	Library Education Discussion Group	Gibbs, George, Asst. Dean-Admin. Office	(GGIBBS)	3601
KULFA-L	Library Faculty Assembly	Gillespie, E. Gaelle, LII-Retrieval Services	(GGILLESPIE)	3051
KULHUM-L	Humanities Bibliographers	Gilliland, Sandy, Asst. to Dean-Admin. Office	(SGILLILA)	3601
KULIB-L	Library Staff (all those with email)	Girardo, Jill, Program Asst.-SPLAT	(JGIRARDO)	3351
KULIF-L	Library Instructional forum	Goodyear, Marilu, Assoc. Dean-Admin. Office	(GOODYEAR)	3601
KULLAB-L	Libraries PC Lab Assistants List	Gottstein, Terri, OAI-III-Cataloging	(TGOTTSTE)	3038
KULPAY-L	Library Student Payroll Coordinators	Graves, Kathryn, LII-Ref	(KGRAVES)	8993
KULPRS-L	Preservation Liaison Listserv	Haines, Sally, LII-Special Coll.	(SHAINES)	4334
KULREF-L	Library Reference forum	Hamilton, Susan, LAII-Retrieval Services	(SHAMILTO)	3535
KULSER-L	Serials Advisory Group	Hamlin, Luceil, LAIII-Retrieval Services	(LHAMLIN)	3535
KULSPA-L	Library Space Committee	Harsh, Bayliss, LAII-Reserve	(BHARSH)	8991
KULSS-L	Super Space Committee	Hawkins, Mary, LIII-KS Collection	(MHAWKINS)	4274
KULSTU-L	Library Student Supervisors	Hawkins, Nancy, Lib. Operations Manager, RCL	(NHAWKINS)	8572
LAC-L	Automation Committee	Helyar, L. E. James, LIII-Special Coll.	(JHELYAR)	4334
LIBAID	Automation Requests/Problems	Hermes, Linda, LAI-Engineering Lib.	(LHERMES)	3854
LIBPLN-L	University Library Planning Discussion	Hewitt, Susan, LAIII-Science Lib.	(SHEWITT)	5533
LIBFIX	Equipment/Facilities Problems	Holcomb, Gaby, LAII-Retrieval Services	(GHOLCOMB)	3476
PUBHEADS	Public Service Department Heads	Hollingsworth, Nancy, LAIII-KS Collection	(NHOLLING)	4274
SCILIB-L	Science and Engineering Library Staff	Hopkins, Larry, Sec. I-Special Coll.	(LHOPKINS)	4334
WATCAT-L	Cataloging Department (Watson)	Hu, Marilyn, LAII-Science	(MHU)	4928
WATLIB-L	Watson Library Staff	Husic, Geoff, LII-Slavic	(GHUSIC)	3957
WATREF-L	Watson Reference Staff	Hyde, Ann, LIII-Special Coll.	(AHYDE)	4334
		Jaeger, Nancy, Asst. to the Dean-Admin. Office	(NJAEGER)	3601
		Jeffries, Carol, LAIII-Retrieval Services	(CJEFFRIE)	3535
		Jones, Barbara, LIII-Reference	(BJONES)	8992
		Jones, Chris, LAII-Access Services	On FALCON	8982
		Kehde, Edward, LIII-Archives	(NKEHDE)	4188
		Kipp, Donna, LAII-Access Services	(DKIPP)	8985
		Kirby, Channette, LAII-Reference	(CKIRBY)	899
		Klinke, Kelly, LAI, RCL	(NKLINKE)	841
		Knox, Lorrie, LII-Science Lib.	(LKNOX)	4931
		Koepp, Donna, LII-Documents/Map Library	(DOCSMAP)	4660
		Kottman, Miloche, LAIII-Cataloging	(MKOTTMAN)	3038
		Krentz, Jana, LI-SPLAT	(JKRENTZ)	3351
		Lafferty, Kathy, Sec. I-Ks. Coll.	(KLAFFERT)	4274
		Landon, Marilyn, LAI-Cataloging	(MLANDON)	3038
		Larsen, Daxie, LAII-Access Services	(DLARSEN)	8984
		Lasnier, Mark-LAI, Science Lib.	(MLASNIER)	4928
		Lathrom, Kathy, LAII-Retrieval Services	(KLATHROM)	3476
		Leon, Lars, LAII-Retrieval Services	(LLEON)	3476
		Lodwick, Malcolm, LAI-Art Lib.	(MLODWICK)	3020
		Lohrenz, Ken, LII-Cataloging	(KLOHRENT)	3038
		Love, Johnnie, LI-Reference/Diversity Librarian	(JLOVE)	8994
		Lynch, John, LAI-Retrieval Services	(JLYNCH)	3535
		Marvin, Bob, LAIII-Cataloging	(BMARVIN)	3038
		Mason, Alexandra, LIII-Special Coll.	(AMASON)	4334
		Mauler, Al, LAIII-Cataloging	(AMAULER)	3038
		Mellenbruch, Jennifer, Ext. Asst.-RCL	(JMELLENB)	8571
		Melton, Robert, LIII-Coll.Dev./Publications	(RMELTON)	3378
		Miller, John, LIII-Assistant Dean-Automation	(SP05)	5530
		Miller, Kent, LII-Access Services/Facilities	(KMILLER)	8989
		Miller, Mary, LAII-Reference (Temp.)	(MMILLER)	8997
		Miller, Rachel, LII-Retrieval Services	(RMILLER)	3078
		Miner, Carol, LAII-Engineering	(CMINER)	3866
		Mitchell, William, LIII-Special Coll.	(BMITCHEL)	4334
		Mullen, Tahiri, LAII-Cataloging	(TMULLEN)	3038
		Neeley, James, LIII-Electronic Info.	(JNEELEY)	3036
		Neeley, Kathleen, LII-Science	(KNEELEY)	5530
		Noble, Cherrie-Howey Reading Room	(CNOBLE)	3404
		Orth-Alfie, Carmen, LAII-Documents	(CORTHALF)	46
		Owens, Brenda, LAII-Circulation	(BOWENS)	896
		Palmquist, Larry, Senior Lib. Auto. Analyst	(SP72)	0218
		Pardue, David, LII-Cataloging/Ser. Cat.	(DPARDUE)	3038/3535
		Patterson, Andrew, LAI-Retrieval Services (Temp)	onKUHUB	3038
LIBRARY STAFF				
Alexander, Maria, Prog. Asst.-Slavic	(MALEXAND)	3957		
Altenbernd, L. Jan, LAII-Art Library	(JALTENBE)	3020		
Anderson, Gordon, LII-Reference	(GANDERSO)	8999		
Anderson, Roger, LII-Government Documents	(RANDERSO)	4660		
Baird, Brian, LI-Preservation	(BBAIRD)	3568		
Baker, Mary Ann, LAII-Special Coll.	(MBAKER)	4334		
Bales, Tanya, LAII-Engineering	(TBALES)	3866		
Ballard, Karron, LAI-Retrieval Services	(KBALLARD)	3535		
Bauer, Lois, Acct. Spec.-Retrieval Services	(LBAUER)	3476		
Benedict, Sandra, Sec. II-Admin.	(BENEDICT)	3601		
Bonham, Pamela, LAI-Retrieval Services	(PBONHAM)	3476		
Boose, Rhonda, Sec. to Vice Chancellor	(RBOOSE)	4999		
Borton, Richard, LAI-Cataloging	(DBORTON)	3038		
Bovee, Matthew, Assistant to the Vice Chancellor	(MBOVEE)	3601		
Bunch, Barry, Archivist I-Archives	On KUHUB	4188		
Burich, Nancy, LIII-RCL	(NBURICH)	8575		
Carvalho, Gene, LIII-East Asian	(GCARVALH)	4669		
Cardell, Victor, LII-Music Library	(VCARDELL)	3496		
Chapman, Kerry, LAII-Cataloging	(KBOWER)	3038		
Christenberry, Faye, LI-Rgts Ctr Lib./Wat Ref	(FCHRISTE)	8527/8998		
Clement, Richard, LII-Special Collections	(RCLEMENT)	4217		
Clodfelter, R. Katherine, LAII-Cataloging	(KCLODFEL)	3038		
Coburn, Bruce, OAI-III-Mail Room	(BCOBURN)	3080		
Cook, Kristi, LAI-Cataloging	(KCOOK)	3038		
Cook, Muriel, LAIII-Retrieval Services	(MCOOK)	3535		
Copp, Linda, LAI-Retrieval Services	(LCOPP)	3535		
Couch, Sarah, LAIII-Periodicals/Microforms	(SCOUCH)	8979		
Craig, Susan, LIII-Art Library	(SCRAIG)	3020		
Crank, Richard, LAII-Science	(RCRANK)	5532		
Crowe, Bill, Vice Chancellor and Dean	(WCROWE)	4999		
Cundiff, L. Hope, LAII-Retrieval Services	(HCUNDIFF)	3535		
Dandridge, Deborah, LI-KS Coll.	(DDANDRID)	4274		
DeSart, Mel, LI-Engineering	(DESART)	3854		
Dienes, Jennie, LI-Documents(Map Lib.)/Science	(JDIENES)	4420/4931		
DiFilippo, Paulette, LII-Cataloging/Ref.	(PDFILIP)	3038/8998		
Doll, Victoria, LI-East Asian Lib.	(VDOLL)	4669		
Dryden, Jim, LI-Reg. Cen. Lib./Lib. Automation	(JDRYDEN)	8572/5530		
Durnal, Chet, Sys. Specialist-Automation	(CDURNAL)	5530		
Dyal, Diana, LAI-Cataloging	(DDYAL)	3038		
Dyer, Wanda, LAII-Cataloging	(WDYER)	3038		

Perlaky, Livia, LAI-Retrieval Services	(LPERLAKY)	3476
Pierard, Cynthia, LI-Reference	(CPIERARD)	8990
Powell, Connie, LII-Science Lib.	(CPOWELL)	4931
Proctor, Jo Nell, Acct. II-Admin. Office	(JPROCTOR)	3601
Rader, Michelle, LAI, Retrieval Services	(MRADER)	3476
Rake, Nancy, LAIII-Cataloging	(NRAKE)	3038
Reed, Marianne, Systems Spec.-Automation	(MREED)	5530
Renew, Janet, LAII-Periodicals	(JRENEW)	8981
Richardson, John, LII-Cataloging	(JRICHARD)	3038
Ring, Richard, LII-Collection Dev.	(RICHRING)	3425
Rivera, Cynthia, LAI-Cataloging	(CRIVERA)	3038
Roach, Mary, LIII-Cataloging	(MROACH)	3046
Rosenbloom, Mary, LII-Reference (on leave FY97)	(MROSENBL)	8997
Samuelson, Gary, OAIIV-Circulation	(GSAMUELS)	8987
Sandberg-Grohe, Shelly, LAI, Retrieval Services	On FALCON	3476
Schaffner, Brad, LII-Slavic	(BSCHAFFN)	3957
Schmidt, Krista, LAI-Cataloging	(KSCHMDT)	3038
Schulte, Becky, LII-KS Collection	(BSCHULTE)	4274
Shartran, Stephen, LAI-Retrieval Services	(SSHARTRA)	3476
Shaw, Lisa, OAIIV-Copying Svcs	(LISHAW)	4209
Simmons, Kendall, LAIII-Documents	(KSIMMONS)	4660
Slater, Alex, LAII-Cataloging	(JASII)	3038
Slater, Geraldine, LAII-Cataloging	(GSLATER)	3038
Smith, James, LAII-Music Library	(JSMITH)	3496
Snow, C. Ann, LAI-Art Library	(ASNOW)	3020
Spray, Tina, LAII-Retrieval Services	(TSPRAY)	3535
Stamm, Malgorzata, LAI-Cataloging	(MSTAMM)	3038
Starr, Ingeburg, LAII-Documents	(ISTARR)	4660
Swartz, Denise, Acct. Spec-Admin. Office	(DSWARTZ)	3601
Taylor, Toni, LAII-Science Lib.	(TTAYLOR)	5532
Thompson, Corrie, Sec. I-Science Lib.	(CTHOMPSO)	5530
Traxler, JoAnna, Acct. Spec.-Retrieval Services	(JTRAXLER)	3476
Unfred, Angella, OAI-MAIL Room	(AGALLOWA)	3080
Vernon, Carol Ann, LAII-Retrieval Services	(CVERNON)	3535
Warren, Mary Lou, LAIII-Documents	(MWARREN)	4660
Waters, Julie, LI-Science Lib.	(JWATERS)	4931
Welton, Kristin, Photo Archivist-KS Collection	(KWELTON)	4274
Williams, Annie, LII-Cataloging	(AWILLIAM)	3038
Williams, Sherry, LIII-KS Collection/Archives	(SWILLIAM)	4274
Wilson, Margaret, LIII-Serials Cat.	(MWILSON)	3083
Wolz, Lyn, LI-Regents Center Lib.	(LWOLZ)	8572
Woodruff, Barbara, Off. Spec.-Admin.	(WOODRUFF)	3601
Zygmunt, Elzbieta, LAI, Bindery	(EZYGMUNT)	3351

PROGRAMMERS (COMPUTER CENTER)

Susott, Gary	(SP46)	0203
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University of Kansas Libraries

Number 1377 October 24, 1996

**Longtime KU Libraries Staff Member
Sarah Tubby Dies of Cancer**

Sarah Jane Tubby, an employee of the KU Libraries' Bindery Preparation and Repair Unit (now Preservation Department) for forty-three years, died on Thursday, October 17, 1996 at Lawrence Memorial Hospital after a decade-long battle with cancer.

Born on the Pearl River Choctaw Reservation in Philadelphia, Mississippi, Ms. Tubby attended high school in Cherokee, North Carolina and moved to Lawrence to attend Haskell Institute (now Haskell Indian Nations University), from which she graduated in 1952. She began employment in the Libraries in August of that year and retired in May, 1995. In addition to her skill as a book repairer and binder, her native fluency in Choctaw was called upon for several seminars in KU's Department of Linguistics.

William J. Crowe, Vice-Chancellor for Information Systems and Dean of Libraries, remembered not only the high quality of Ms. Tubby's work, but also the great kindness and respect with which she treated all her colleagues, especially the hundreds of student assistants with whom she worked. "She represented KU and its Libraries at our best," Crowe said. He also recalled that the late Robert Vosper, director of KU'S Libraries in the 1950s and later University Librarian at UCLA, asked specifically about Ms. Tubby when he returned to campus for the last time, just a few years ago. "He remembered her and her work with the same affection and respect as do KU people of today."

Upon her retirement, Sarah wrote the following note for her colleagues: "When my hand roams through the books, it says, 'Where are you hurting?' and the books say, 'my spine, 'sometimes 'my head, face, foot, til I could hardly stand on the shelf.' My hand lets me do minor surgery or take a little white glue that looks like Milk of Magnesia. If this doesn't work, call me back later. My hand will try to perform miracles sometimes, but not always succeed. Now my hand will wave 'Goodbye.'"

Ms. Tubby is survived by two sons, Maurice of Charlotte, N.C., and Edwin of Lawrence.

Rob Melton

KU REGENTS CENTER DISPLAYS SENIOR GROUP ARTWORK

Overland Park--A collection of artwork by the Senior Arts Council of Johnson County will be on display in the library of the University of Kansas Regents Center, 12600 Quivira Road, from Nov. 1 to Nov. 30. Several exhibitors from the group of award-winning artists will display a variety of paintings, including oils, acrylics and watercolors. The Senior Council, which is open to any artist over 55, is a frequent exhibitor at area businesses. New members are always welcome. The public may view the exhibition during library hours. The library is open 8 a.m. to 10:30 p.m. Monday through Thursday; 8 a.m. to 6 p.m. Friday and Saturday; and noon to 8 p.m. Sunday. The Regents Center will be closed Nov. 28, 29 and 30. For more information, call the KU Regents Center, 897-8400.

Loralee Baker

ATTACHMENTS

LFA Standing Committee Membership 1996/97

Travel Report, Rich Crank

Committee Minutes: LFA Exec., 10/14/96; SDC, 10/1/96; Planning & Resources, 9/26/96; ERC,
10/10/96

LIBRARY FACULTY ASSEMBLY

Standing Committee Membership 1996-1997

Executive Committee

Becky Schulte (Chair)	George Gibbs (L3)
Mel DeSart (Vice-chair)	Brad Schaffner (L2)
Ken Lohrentz (Secretary)	Cindy Pierard (L1)
Jill Girardo (Unclassified)	

Nominating and Ballot Committee

Jill Girardo (1 yr) (Chair)
Lorrie Knox (1 yr)
Susan Craig (2 yrs) (Secretary)

Committee on Promotion and Tenure

Geoff Husic (L2)(2 yrs)(Chair)	Sherry Williams (L3)(1 yr)
Susan Craig (L3) (2 yrs)	Kathy Graves (L2) (1 yr)
Margaret Wilson (L3)(2 yrs)(Sec.)	Johnnie Love (L1) (1 yr)
Gene Carvalho (L3) (1 yr)	

Committee on Staff Development

Deborah Dandridge (1 yr)(Chair)	Kristi Cook (Classified)
Connie Powell (2 yrs) (Sec.)	Al Mauler (Classified)
Vickie Doll (2 yrs)	Sandy Gilliland (ex officio)
Victor Cardell (1 yr)	

Committee on Planning and Resources

Judith Emde (1 yr) (Chair)	Maria Alexander (1 yr)
Vickie Doll (1 yr)	Gordon Anderson (2 yrs) (Sec.)
Paulette DiFilippo (1 yr)	Sue Hewitt (Classified)
Lin Fredericksen (Classified)	Nancy Jaeger (ex officio)

Committee on Salaries and Benefits

John Richardson (1 yr)(Chair)	Ken Lohrentz (1 yr)
Deborah Dandridge (2 yrs)(Sec.)	Sandy Gilliland (ex officio)

Committee on Appointment Criteria

Becky Schulte (Chair) (as LFA Chair)
John Richardson (as Sal. & Ben. Chair)
Geoff Husic (as LCPT Chair)
Sandy Gilliland (ex officio) (Secretary)

Committee on Evaluation of Service and Research

Donna Koepp (L2)
Rob Melton (L3)
Brian Baird (L1)

Committee on the Code and Bylaws

Jana Krentz (2 yrs)
Connie Powell (1 yr)(Secretary)
Rick Clement (1 yr)(Chair)

TRAVEL REPORT

Name: Rich Crank Department: Science Library

Name of Event: National Skills-Building Conference Location: Washington, D.C.

Date(s) of Travel: October 9-12, 1996

Please provide below a brief report of your activities during this period of travel. This report will be published in the FYI.

It's not my fault that the DC & Nat'l Park police were really busy last weekend. Along with the National Skills Building Conference, the AIDS Quilt was displayed in its entirety (ca. 45,000 panels), the 1st-ever Latino March on Washington occurred, and "Taste of DC", a 5-block street fair happened, all at the same time. The conference was co-sponsored by the AIDS National Interfaith Network, the National Assoc. of People W/ AIDS, and the National Minority AIDS Council.

I arrived early, and spent Wednesday visiting memorials (Jefferson, Lincoln), monuments (Washington), and museums (the Holocaust Museum and the National Gallery, where I perused an exhibit of ancient Olmec art). I strongly recommend the Holocaust museum to anyone visiting Washington. It's a difficult experience, but you really do get a better sense of what happened than history books can portray.

Conference plenary session speakers were: Cleve Jones, founder of the NAMES Project (i.e. the AIDS Quilt); Ram Dass, Buddhist spiritualist, author, and psychologist; Ric Muñoz, HIV+ marathoner and 1st HIV+ person to be featured as such in a national tv commercial (a National Geographic ad); Cristina Saralegui, Cuban-born journalist & talk-show host (of Univision's "El Show de Cristina"); and Rev. Cecil Williams, Liberation Minister at San Francisco's Glide Memorial United Methodist Church. All the speakers were inspiring, but I especially enjoyed Sra. Saralegui, who spoke on the attacks and support she received after airing a program on gay-marriages in which a ceremony was performed uniting a gay couple and a lesbian couple.

The first day of the conference was dedicated to "Critical Issues Institutes", each focusing on a particular topic. "Latinos and HIV/AIDS" looked at general AIDS/HIV-related issues among hispanics, then broke into 2 smaller groups, "Immigration and Welfare Reform's Impact" (which I went to), and "Coalition-Building" (which I would've also liked to've attended). Despite a fairly high level of awareness, I was surprised by some of what I learned.

Fri. a.m. was set aside for the opening ceremonies of the Quilt. It took well over 1/2 day for the hundreds of volunteers to open the quilt as names of people represented in the Quilt were read. The Vice-President & Tipper Gore were among the readers that morning.

The more interesting of the Friday p.m. sessions I attended was "... Psychosocial Issues for HIV- Gay Men" -- which was packed and somewhat controversial; the presenter sparked a lot of discussion on several issues, including the divide between HIV- and HIV+ gays, and the question of why gay men continue to practice unsafe sex.

I spent Saturday afternoon in a seminar titled "When the Ship Hits the Fog: Volatile Issues ...", which was of interest to me because of my poster exhibit, but which was largely a discussion of personnel issues & conflicts (which was interesting, nonetheless).

Saturday evening, I participated in the candlelight march in honor of those who have died from AIDS. It started at the Capitol, and went to the Lincoln Memorial. Eleanor Holmes-Norton was the 1st speaker, and songs were sung by Chaka Khan and Kathy Mattea (who had sung at the conference earlier). The march was led by Elizabeth Taylor, but I never got anywhere near Ms. Liz.

My final conference session was presented by black lesbian comedienne Karen Williams, "Let's Laugh About Sex." She used humor to segue to serious issues, leaving those present laughing one minute and somber the next. The closing luncheon, in addition to Cristina and Rev. Williams included a vocalist I'd never heard of named Ann Nesby. She was wonderful.

I look forward to using this experience in my work with the Cultural Diversity Advisory Committee.

LFA Exec minutes for Oct. 14, 1996.

Present: B. Schulte, M. DeSart, C. Pierard, K. Lohrentz, B. Schaffner, J. Girardo, G. Gibbs.

Minutes.

LFA Exec minutes for Sept. 30 were approved as submitted.

LFA Exec minutes for Oct. 7 were revised and approved.

The following committee minutes were reviewed:

LCPT minutes for Sept. 6.

Staff Development Committee minutes for Sept. 24.

Code & Bylaws Committee minutes for Sept. 19.

Promotion of attendance at 1997 ACRL Conference.

Mel reported that Bill Crowe would like to promote attendance of KU Library faculty at next year's ACRL conference in Nashville. Bill is considering the possibility of arranging for transportation by paying for a van. Conference registration for members who register by the January deadline is \$225.00. Mel will mention this to Deborah Dandridge, current chair of SDC, for further action.

Faculty Evaluations.

Requirements of the new faculty evaluation guidelines were discussed. Two handouts had been distributed to members prior to the meeting. These were 1) a copy of the FASAR form currently in use, with a Statement on Library Faculty Performance Evaluation, and related correspondence (17 pp.); and 2) a memo to LFA Exec from Becky Schulte concerning faculty evaluations.

Becky reported on a meeting which she had with Marilu Goodyear and Sandy Gilliland. All university departments have been charged by the Provost to develop criteria, procedures, and instruments for evaluation of their faculty. The evaluation plan is due in the Dean's office by Dec. 12. It will be necessary for this plan to be approved by the LFA membership before it is submitted to Bill. LFA will negotiate with Bill for a possible extension of the deadline beyond Dec. 12.

Most of the changes required are changes in format, which must be brought into compliance with the new reporting guidelines. In addition to this, "acceptable level of performance" will need to be defined.

The changes made will not be retroactive for 1996.

It was agreed that an ad hoc committee should be appointed to revise the documentation. This committee will include several members of Exec and two or three other LFA members, but should be small enough to work effectively.

Ad Hoc Committee on Research.

The draft submitted by Brad was approved with minor changes. The final draft will be attached to the agenda for the LFA general meeting to be held on Oct. 31.

The agenda for the Oct. 31 general meeting was discussed. Becky will draw up the agenda and will distribute it in the FYI.

Handouts and Mailings.

LCPT minutes for Sept. 6.

SDC minutes for Sept. 24 with addendum of extra charges for 1996-97 attached.

Code & Bylaws Committee minutes for Sept. 19.

Ad hoc Committee on Research memo, distributed via e-mail by Brad before the meeting.

Copy of current FASAR form, with Statement on Library Faculty Performance Evaluation, and related correspondence (17 pp.) distributed via campus mail.

Memo to LFA Exec from Becky Schulte concerning faculty evaluations, distributed via campus mail.

Next meeting of LFA Exec will be Oct. 21 at 10:30 a.m.

Submitted by Ken Lohrentz.

Minutes
Staff Development Committee
October 1, 1996

Present: Deborah Dandridge, Evelyn Constance Powell, Vickie Doll, Al Mauler, Kristi Cook, Sandy Gilliland

The meeting was called to order at 9:15 on October 1st by Deborah Dandridge, Chair.

- 1. Minutes of the Previous Meeting:** The minutes of the September 24th meeting were read, corrected and approved.
- 2. Travel Requests:** One travel request was approved for Tanya Bales to attend the workshop entitled "Supervisory Headache #17: Handling Employee Discipline and Performance Mistakes." This program will be held at the Eldridge Hotel in Lawrence on October 17th.
- 3. Financial Report:** Kristi reported on the number of people attending major conferences during the last fiscal year, ending September 30th. The committee applauded the work in preparing this report. We will use it in our financial planning for next year.
- 4. Programs:** Al reported that he had used Netsearch to find information on the upcoming "Soaring to Excellence" teleconference programs. This year's series of programs are scheduled for February 14th, March 14th and April 11th. The cost of the series is \$295 if paid before January 3rd. He also was able to find teleconference programs for library professionals featuring Michael Gorman entitled "Dancing with Change." This series of programs is scheduled for February 28th and April 4th and also costs \$295 if paid before January 3rd. Additional charges which will be incurred with these programs include a \$50 hookup fee and a \$13 charge to tape each program. The committee approved both series. Al will now plan the advertising and room arrangements. The committee discussed the possibility of a statewide e-mail to be sent out in December advertising the programs. We will also advertise the program to our own staff and send flyers to the NEKLs libraries.

Sandy discussed a previous suggestion that there be separate Staff Development forms for travel and workshops. She said this had been done in the past and had proved to be too confusing. However she did believe that the current form should be on two separate sheets of paper, with policies on one sheet and the travel reimbursement request on the other sheet. She also suggested that staff be asked to sign the travel reimbursement request. Administratively, travel will now be handled by Denise Swartz, with internal procedures handled by JoNell Proctor.

Deborah reminded us that there would be no meeting on October 8th and that on October 15th Johnnie Love, Diversity Librarian will be our guest. Two other members of the Cultural Diversity Advisory Committee who are members of our committee, Vickie Doll and Sandy Gilliland will also be on hand to discuss cooperative programming between the two committees.

The meeting adjourned at 10:15.

Evelyn Constance Powell

Planning & Resources Committee
Meeting Minutes
September 26, 1996, 10:30-11:30 am

Present: M. Alexander, G. Anderson, P. Difilippo, J. Emde, L. Fredericksen,
S. Hewitt, N. Jaeger

The minutes of the August 28, 1996, meeting were approved.

The PRC will meet on Thursdays at 10:30 am, as required (i.e., not necessarily every week). The chair will distribute the agenda to all members via e-mail in advance of each meeting. Minutes will also be reviewed and approved via e-mail.

Communication issues

In light of the March 1995 task force report on restructuring Budget & Planning Committee and in light of last year's issues, we discussed the process of communicating the PRC's work with LFA Exec and Classified Conference, and with the Administration. This year, new challenges confront us in getting our work to Exec/CC and the Administration in a timely and direct manner. We discussed ways of changing/improving communication in light of library restructuring and the change to a new online system.

We will be meeting with LFA Exec on Monday, October 7, at 10:30 in Watson Conference Room A and will present them with some suggestions. We also want to meet with Associate Dean Goodyear to discuss this topic from the administration side. We feel it is beneficial and necessary to work closely with the LFA Exec liaison to the PRC.

LFA Exec charges to the PRC

We reviewed the charges LFA Exec has given us and have assigned provisional priorities by which we will take them up. Some can be worked on now, others need to wait for further developments in the Library. We also will be scheduling meetings others in order to work out some of the details.

Planning Notebooks

Sue, Lin, and Paulette will work on gathering information needed to update the Planning Notebooks. They are looking at some software upgrades in order to expedite this project.

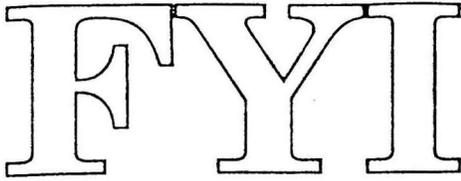
Open Forums

Gordon volunteered to attend the Dean's Open Forums as the PRC representative.

Next meeting

Thursday, October 10, 10:30, Anschutz Science Library Conference Room -- regular PRC meeting time.

Gordon Anderson, Secretary, Planning & Resources Committee



University of Kansas Libraries

Number 1378 October 31, 1996

**"LEADING THE AGILE ORGANIZATION": A REPORT FROM THE 128TH
ARL MEMBERSHIP MEETING**

This semi-annual meeting of the directors of the 118 ARL libraries officially opened in Vancouver, B.C., on Wednesday evening, May 15th, with a reception hosted by the University of British Columbia Libraries at the University of British Columbia Museum of Anthropology. Set in an award-winning building with a spectacular view of mountains and the sea, the museum houses one of the best collections of Northwest Native American art in the world.

This meeting was held in conjunction with the Canadian Association of Research Libraries, allowing for many formal and informal contacts between ARL members and directors representing many academic and research libraries across Canada.

I had arrived late on Monday, May 13th, for the ARL meetings in order to take part in Tuesday's meeting of the ARL Board of Directors, my second meeting as a board member. On May 15th (Wednesday of ARL meeting weeks is the day set aside for committee meetings), I chaired the meeting of the Committee on Statistics and Measurement, which met in the morning, and then participated as a member of the Committee on Management of Libraries, in the afternoon. At mid-day on Wednesday, over an informal lunch, directors had an opportunity to hear from Leo Voogt, Secretary General of the International Federation of Library Associations, who offered his perspective on current issues in international librarianship. Aldyth Holmes, Director of Publishing at the Canada Institute of Scientific and Technical Information, joined him to provide an overview of international trends in electronic scientific publishing.

The program sessions of the meeting began on Thursday, May 16th, on the theme "Leading the Agile Organization." This theme was selected to recognize that, despite the fact that research library leaders and library staff are not strangers to large-scale, "paradigm-shifting" change, we now face what many see as "sea-changes." We cannot of course forget that libraries in recent times have been energized and invigorated by many major challenges--from the Great Depression, through World War II and the post-war GI era, through the expansion of higher education in the 1960s, through the technological innovations of the 1990s. We have managed to keep pace and ultimately to flourish because of our ability and willingness to use resources effectively to anticipate, meet, and often exceed the expectations and needs of our users of that day and anticipate needs of users of the far distant future.

Now, research libraries are undergoing changes that may be different from those of the past because of the combined effects of the *complexity* of many of those changes and the *rate of change*. Indeed, some believe that the rate of change we are experiencing threatens to outpace the ability of library leaders and library staffs to absorb and adapt to new circumstances.

We cannot identify any one strategy that will help us prove this notion of wrong and that we can therefore address the enormity of these challenges, leaders of both for-profit and not-for-profit

organizations today share in a common quest for organizational "agility," that is, the ready ability for the organization to move quickly *and* with grace.

The program for this ARL meeting grew out of this concern and was meant to examine the phenomenon of "agility" by learning about and discussing the experiences of a number of individuals who have worked in academic and corporate situations and who plan to lead these diverse enterprises into the next century.

The program meetings opened with a keynote address by David W. Strangway, President of the University of British Columbia, on the overarching theme of "change in higher education." He was followed by Jim Harris, Strategic Advantage, Inc., a management consultant based in Toronto, who offered remarks on how the for-profit sector is dealing with today's uncertain and unstable environment.

Over lunch, after the first program session, we heard from two guests. Attorney Susan Kornfield, who represents the Michigan Document Services, Inc., reported on the status of fair use of copyrighted material in light of a recent U.S. court decision on "coursepacks." Graham Hill, University Librarian at McMaster University, Hamilton, Ontario, then reported on the status of license negotiations between Canadian universities and CANCOPY.

The second program session began Thursday afternoon with a panel of speakers, each of whom offered a brief overview of an approach to developing agility and flexibility in different kinds of organizations. This plenary session was followed by two breakout sessions where attendees had the opportunity to discuss some of these approaches in smaller groups. Charles Manz, Professor, Arizona State University College of Business, focused on using *teams* for organizational flexibility. Charlan Nemeth, Professor, University of California at Berkeley, Department of Psychology, discussed developing *individual creativity* as a means of building organizational agility. Using *organizational structure* as a tool to promote flexibility was the focus for André Delbecq, Professor, Santa Clara University Leavey School of Business and Administration. Last, Jim Harris, Strategic Advantage, Inc., outlined a *holistic approach* to promote sustained success.

The third program session, held late on Friday morning, after the ARL business meeting, was intended to share information about effects on library organization of an environment rife in networked information environment. This session focused on a projects that are being pursued to explore the implications of electronic technologies for publishing scholarly materials, conserving them, making them more readily accessible to users, and more affordable for research libraries.

We heard about the preliminary findings from three such "natural experiments" that are supported by The Andrew W. Mellon Foundation. Carol Mandel, Deputy University Librarian at Columbia University reported on the Online Books Evaluation Project; James Neal, Director of the Eisenhower Library at Johns Hopkins University, reported on Project Muse; and Susan F. Rosenblatt, Deputy University Librarian at the University of California at Berkeley, reported on SCAN (Scholarship from California at Berkeley on the Net). Richard Eckman, Secretary of The Andrew W. Mellon Foundation, moderated the panel and led a discussion among the members of the implications of such projects for scholarly communication.

The meeting closed on Friday after a brief board meeting I prepared to leave on Saturday morning for the last of the three OCLC Users Council meetings of 1995-1996, in Dublin, Ohio.

I returned to Kansas on Tuesday, May 21st, reinvigorated and ready for the last stages of transition to my new role in the restructured more agile administration at KU. I look forward to discussing of both the ARL and OCLC Users Council meetings at an Open Forum in June.

-W. J. Crowe

ATTACHMENTS

LFA Minutes, 10/21/96

Updated Libraries Staff Phone Directory

LFA Minutes for Oct. 21, 1996

Present: B. Schulte, G. Gibbs, J. Girardo, K. Lohrentz, C. Pierard, M. DeSart.
Absent: B. Schaffner.

Minutes

LFA Exec minutes for Oct. 14 were revised and approved.

The following committee minutes were reviewed:

- *Planning and Resources Committee minutes for Sept. 26, 1996.
- *Staff Development Committee minutes for Oct. 1, 1996.

Becky reviewed the items to be mailed out in a packet to the general LFA membership prior to the LFA general meeting on Oct. 31. The packet will include an updated copy of the LFA Code, information on a proposed code revision, and the charge for the Ad Hoc Committee on Research. It was agreed that the packet should also include the charge to the Ad Hoc Committee on Faculty Evaluation [This last item was not mailed. Instead, Becky requests that interested staff members contact her directly to obtain a copy of the charge.].

Faculty Evaluation

The draft of the charge to the Ad Hoc Committee on Faculty Evaluation and an announcement to LFA faculty explaining the need for the current review were both revised and approved.

Membership of the Ad Hoc Committee will include Mel DeSart, Cindy Pierard, George Gibbs, Judith Emde, Rob Melton, and Rick Clement. Mel will serve as Chairperson.

It is anticipated that a general LFA meeting will be scheduled for mid-December to enable the membership to take action on the final report emanating from the committee.

Handouts

- *Planning & Resources Committee minutes for Sept. 26, 1996.
- *Staff Development Committee minutes for Oct. 1, 1996.
- *Charge to Ad Hoc Committee on Research (distributed before the mtg.).
- *Draft of charge to LFA Ad Hoc Committee on Faculty Evaluation.
- *Announcement to LFA on faculty evaluation.

Next LFA Exec meeting will be held Oct. 28, 1996 at 10:30 a.m.

Submitted by Ken Lohrentz.

**UNIVERSITY OF KANSAS LIBRARIES
STAFF DIRECTORY**

**V.C. FOR INFORMATION SERVICES AND
DEAN OF LIBRARIES**

Crowe, Boose, Bovee, 132 Strong Hall 4999

ACCESS SERVICES, (see staff list for individual phone #'s)

K. Miller, Level 3 Watson 8989

Circulation Desk, Level 3 Watson (see staff list for phone #'s) 8983

Kipp, Larsen, Owens, Samuelson

Reserve Desk, Level 3 Watson 3960

C. Jones 8982

Periodicals/Microforms, Level 4 Watson 3950/4661

Couch, Revenew

Copying Services, Level 4 Watson, Shaw 4209

Mail Room, Level 1 Watson, Coburn, Unfred 3080

ADMINISTRATIVE OFFICE, Level 5 Watson 3601

Goodyear, Benedict, Bovee, Gibbs, Gilliland, Jaeger,

Proctor, Swartz, Woodruff

ANSCHUTZ SCIENCE LIBRARY

Administrative Office 5530

Circulation Desk 4928

Reference Desk 4930

K. Neeley, Crank, Emde, Hewitt, Hu, Knox, (see staff list for phone #'s)

Lasnier, Powell, Taylor, Thompson, Waters

ARCHIE R. DYKES LIBRARY-KUMC 8-1-913-588-7166

James Bingham, Director

ARCHIVES, 422 SRL 4188

S. Williams, Bunch, Kehde

ART & ARCHITECTURE LIBRARY, Level 1 Spencer Museum of Art 3020

Craig, Altenbernd, Lodwick, Snow

AUTOMATION OFFICE, Level 4 Anschutz 5530

J. Miller, Dryden, Durnal, Eshelman, Reed

CATALOGING, Level 2 Watson 3038/3049/4165

Borton, Chapman, Clodfelter, K. Cook, DiFilippo,

Dyal, Dyer, Gaeddert, Gottstein,

Kottman, Landon, Lohrentz, Marvin, Mauler, Mullen,

Pardue, Rake, Richardson, Rivera, Roach, Schmidt,

A. Slater, G. Slater, Stamm, A. Williams

Serials Cataloging, Level 2 Watson 3083

Wilson, Fry, Pardue, Rake, A. Slater

COLLECTION DEVELOPMENT, Level 2 Watson 3425

Ring

COPYING SERVICES, Level 4 Watson 4209

Shaw

DOCUMENTS/MAPS

Koepf, Government Documents/Map Librarian 4660/4662

Government Documents, 6001 Malott

Koepf, R. Anderson, Orth-Alfie, Simmons, Starr, Warren

Map Library, Level 2, Anschutz Library 4420

Koepf, Dienes

EAST ASIAN LIBRARY, Level 5 Watson 4669

Carvalho, Doll

ENGINEERING LIBRARY, Spahr Hall 3866

DeSart, Bales, Hermes, Miner

FACILITIES, Level 3 Watson

K. Miller 8989

HOWEY READING ROOM, 102 Summerfield 3404

Cherrie Noble

KANSAS COLLECTION, 220 SRL 4274

S. Williams, Dandridge, Fredericksen, M. Hawkins, Hollingsworth,

Schulte, Welton

LAW LIBRARY, 200-A Green Hall 3025

Peter Schanck, Director

LIBRARY INFORMATION LINE, Level 3 Watson 3956

MAIL ROOM, Level 1 Watson 3080

Coburn, Unfred

MUSIC LIBRARY, 448 Murphy 3496

Cardell, Smith

PRESERVATION

Baird, Level 2 Watson 3568

Bindery Unit, Level 1 Watson 3753

Zygmunt

Marking Unit, Level 2 Watson 3038

Conservation Unit, Level 1 Watson 3753

PUBLICATIONS, Level 3 Watson 3378

Melton

REFERENCE & INFORMATION SERVICES 3347

Reference Offices, Level 3 Watson (see staff list for phone #'s) 3366

G. Anderson, DiFilippo, Graves, Harsh, Jones,

Kirby, Love, Pierard, Rosenbloom (on leave FY97)

REGENTS CENTER LIBRARY 8570

12600 Quivira, Overland Park, KS 66206 (see staff list for phone #'s)

Burich, Christenberry, Dryden, Klinke, Mellenbruch, N. Hawkins, Wolz

RETRIEVAL SERVICES, Level 2 Watson (see staff list for 3535/3476

phone #'s)

R. Miller, Ball, Ballard, Bauer, Bonham, Cook, Copp, Froese, Gillespie,

Hamilton, Hamlin, Holcomb, Jeffries, Lathrom, Leon, Lynch, Patterson,

Perlaky, Rader, Sandberg-Grohe, Shartran, Spray, Traxler, Vernon

SLAVIC, Level 3 Watson 3957

Schaffner, Alexander, Husic

SPLAT, (Dept. for Spain, Portugal, and Latin America), Level 3 Watson 3351

Krentz, Girardo

SPECIAL COLLECTIONS, 327 SRL 4334

Mason, Baker, Clement, Haines, Helyar, Hopkins, Hyde, Mitchell

FAXES

Administrative Office (All Watson NON-ILS) 5311

Anschutz Science Library 5380

Art and Architecture Library (ATTN: Art Library) 4608

Automation Office 5380

Government Documents 5154

Music Library (ATTN: Music Library) 5387

Periodicals 3915

Retrieval Services 3855

Regents Center Library 8573

Spencer Research Library (KS Coll, Spec Coll, Archives) 5803

Engineering Library 5755

KU LIBRARY LISTSERVS

ACHOIR

Retrieval Services Department

LIBADM-L	Administrative Office Staff	Dyal, Diana, LAI-Cataloging	(DDYAL)	3038
KUBIB-L	Bibliographers	Dyer, Wanda, LAII-Cataloging	(WDYER)	3038
KULA-L	Administrative Conference	Emde, Judith, LII-Science Lib.	(JEMDE)	4931
KULALA-L	ALA Conference Discussion List	Eshelman, Nicholas, LII-Automation	(NESHELMA)	5530
KULCC-L	Classified Conference	Fredericksen, Lin, LAII-KS Collection	(LFREDERI)	4274
KULCEB-L	Classified Executive Board	Froese, Verna, LAI-Retrieval Services	(VFROESE)	3535
KULCIR-L	Circulation Forum	Fry, Joy, LAIII-Serials Cataloging	(JFRY)	3535
KULD-L	Dean's Staff	Gaeddert, Barbara, LII-Cataloging	(BGAEDDER)	3038
KULEDU-L	Library Education Discussion Group	Gibbs, George, Asst. Dean-Admin. Office	(GGIBBS)	3601
KULFA-L	Library Faculty Assembly	Gillespie, E. Gaele, LII-Retrieval Services	(GGILLESPIE)	3051
KULHUM-L	Humanities Bibliographers	Gilliland, Sandy, Asst. to Dean-Admin. Office	(SGILLILA)	3601
KULIB-L	Library Staff (all those with email)	Girardo, Jill, Program Asst.-SPLAT	(JGIRARDO)	3351
KULIF-L	Library Instructional forum	Goodyear, Marilu, Assoc. Dean-Admin. Office	(GOODYEAR)	3601
KULLAB-L	Libraries PC Lab Assistants List	Gottstein, Terri, OAI-III-Cataloging	(TGOTTSTE)	3038
KULPAY-L	Library Student Payroll Coordinators	Graves, Kathryn, LII-Ref	(KGRAVES)	8993
KULPRS-L	Preservation Liaison Listserv	Haines, Sally, LII-Special Coll.	(SHAINES)	4334
KULREF-L	Library Reference forum	Hamilton, Susan, LAII-Retrieval Services	(SHAMILTO)	3535
KULSER-L	Serials Advisory Group	Hamlin, Luceil, LAIII-Retrieval Services	(LHAMLIN)	3535
KULSPA-L	Library Space Committee	Harsh, Bayliss, LAII-Reserve	(BHARSH)	8991
KULSS-L	Super Space Committee	Hawkins, Mary, LIII-KS Collection	(MHAWKINS)	4274
KULSTU-L	Library Student Supervisors	Hawkins, Nancy, Lib. Operations Manager, RCL	(NHAWKINS)	8574
LAC-L	Automation Committee	Helyar, L. E. James, LIII-Special Coll.	(JHELYAR)	4334
LIBAID	Automation Requests/Problems	Hermes, Linda, LAI-Engineering Lib.	(LHERMES)	3850
LIBPLN-L	University Library Planning Discussion	Hewitt, Susan, LAIII-Science Lib.	(SHEWITT)	5533
LIBFIX	Equipment/Facilities Problems	Holcomb, Gaby, LAII-Retrieval Services	(GHOLCOMB)	3476
PUBHEADS	Public Service Department Heads	Hollingsworth, Nancy, LAIII-KS Collection	(NHOLLING)	4274
SCLIB-L	Science and Engineering Library Staff	Hopkins, Larry, Sec. I-Special Coll.	(LHOPKINS)	4334
WATCAT-L	Cataloging Department (Watson)	Hu, Marilyn, LAII-Science	(MHU)	4928
WATLIB-L	Watson Library Staff	Husic, Geoff, LII-Slavic	(GHUSIC)	3957
WATREF-L	Watson Reference Staff	Hyde, Ann, LIII-Special Coll.	(AHYDE)	4334
		Jaeger, Nancy, Asst. to the Dean-Admin. Office	(NJAEGER)	3601
		Jeffries, Carol, LAIII-Retrieval Services	(CJEFFRIE)	3535
		Jones, Barbara, LIII-Reference	(BJONES)	8992
		Jones, Chris, LAII-Access Services	On FALCON*	8982
		Kehde, Edward, LIII-Archives	(NKEHDE)	418.
		Kipp, Donna, LAII-Access Services	(DKIPP)	8985
		Kirby, Channette, LAII-Reference	(CKIRBY)	8996
		Klinke, Kelly, LAI, RCL	(NKLINKE)	8419
		Knox, Lorrie, LII-Science Lib.	(LKNOX)	4931
		Koepf, Donna, LII-Documents/Map Library	(DOCSMAP)	4660
		Kottman, Miloche, LAIII-Cataloging	(MKOTTMAN)	3038
		Krentz, Jana, LI-SPLAT	(JKRENTZ)	3351
		Lafferty, Kathy, Sec. II-Admin.	(KLAFFERT)	3601
		Landon, Marilyn, LAI-Cataloging	(MLANDON)	3038
		Larsen, Doxie, LAII-Access Services	(DLARSEN)	8984
		Lasnier, Mark-LAI, Science Lib.	(MLASNIER)	4928
		Lathrom, Kathy, LAII-Retrieval Services	(KLATHROM)	3476
		Leon, Lars, LAII-Retrieval Services	(LLEON)	3476
		Lodwick, Malcolm, LAI-Art Lib.	(MLODWICK)	3020
		Lohrenz, Ken, LII-Cataloging	(KLOHRENT)	3038
		Love, Johnnie, LI-Reference/Diversity Librarian	(JLOVE)	8994
		Lynch, John, LAI-Retrieval Services	(JLYNCH)	3535
		Marvin, Bob, LAIII-Cataloging	(BMARVIN)	3038
		Mason, Alexandra, LIII-Special Coll.	(AMASON)	4334
		Mauler, AI, LAIII-Cataloging	(AMAULER)	3038
		Mellenbruch, Jennifer, Ext. Asst.-RCL	(JMELLENB)	8571
		Melton, Robert, LIII-Coll.Dev./Publications	(RMELTON)	3378
		Miller, John, LIII-Assistant Dean-Automation	(SPO5)	5530
		Miller, Kent, LI-Access Services/Facilities	(KMILLER)	8989
		Miller, Mary, LAII-Reference (Temp.)	(MAMILLER)	8997
		Miller, Rachel, LII-Retrieval Services	(RMILLER)	3078
		Miner, Carol, LAII-Engineering	(CMINER)	3866
		Mitchell, William, LIII-Special Coll.	(BMITCHEL)	4334
		Mullen, Tahirih, LAII-Cataloging	(TMULLEN)	3038
		Neeley, James, LIII-Electronic Info.	(JNEELEY)	3038
		Neeley, Kathleen, LII-Science	(KNEELEY)	553.
		Noble, Cherrie-Howey Reading Room	(CNOBLE)	4461
		Orth-Alfie, Carmen, LAII-Documents	(CORTHALF)	4660
		Owens, Brenda, LAII-Circulation	(BOWENS)	8988
		Palmquist, Larry, Senior Lib. Auto. Analyst	(SP72)	0218
LIBRARY STAFF				
Alexander, Maria, Prog. Asst.-Slavic	(MALEXAND)	3957		
Altenbernd, L. Jan, LAII-Art Library	(JALTENBE)	3020		
Anderson, Gordon, LII-Reference	(GANDERSO)	8999		
Anderson, Roger, LII-Government Documents	(RANDERSO)	4660		
Baird, Brian, LI-Preservation	(BBAIRD)	3568		
Baker, Mary Ann, LAII-Special Coll.	(MBAKER)	4334		
Bales, Tanya, LAII-Engineering	(TBALES)	3866		
Ballard, Karon, LAI-Retrieval Services	(KBALLARD)	3535		
Bauer, Lois, Acct. Spec.-Retrieval Services	(LBAUER)	3476		
Benedict, Sandra, Sec. II-Admin.	(BENEDICT)	3601		
Bonham, Pamela, LAI-Retrieval Services	(PBONHAM)	3476		
Boose, Rhonda, Sec. to Vice Chancellor	(RBOOSE)	4999		
Borton, Richard, LAI-Cataloging	(DBORTON)	3038		
Bovee, Matthew, Assistant to the Vice Chancellor	(MBOVEE)	3601		
Bunch, Barry, Archivist I-Archives	On FALCON*	4188		
Burich, Nancy, LIII-RCL	(NBURICH)	8575		
Carvalho, Gene, LIII-East Asian	(GCARVALH)	4669		
Cardell, Victor, LII-Music Library	(VCARDELL)	3496		
Chapman, Kerry, LAII-Cataloging	(KBOWER)	3038		
Christenberry, Faye, LI-Rgts Ctr Lib./Wat Ref	(FCHRISTE)	8572/8998		
Clement, Richard, LII-Special Collections	(RCLEMENT)	4217		
Clodfelter, R. Katherine, LAII-Cataloging	(KCLODFEL)	3038		
Coburn, Bruce, OAI-III-Mail Room	(BCOBURN)	3080		
Cook, Kristi, LAI-Cataloging	(KCOOK)	3038		
Cook, Muriel, LAIII-Retrieval Services	(MCOOK)	3535		
Copp, Linda, LAI-Retrieval Services	(LCOPP)	3535		
Couch, Sarah, LAIII-Periodicals/Microforms	(SCOUCH)	8979		
Craig, Susan, LIII-Art Library	(SCRAIG)	3020		
Crank, Richard, LAII-Science	(RCRANK)	5532		
Crowe, Bill, Vice Chancellor and Dean	(WCROWE)	4999		
Cundiff, L. Hope, LAII-Retrieval Services	(HCUNDIFF)	3535		
Dandridge, Deborah, LI-KS Coll.	(DDANDRID)	4274		
DeSart, Mel, LI-Engineering	(DESART)	3854		
Dienes, Jennie, LI-Documents(Map Lib.)/Science	(JDIENES)	4420/4931		
DiFilippo, Paulette, LII-Cataloging/Ref.	(PDFILIP)	3038/8998		
Doll, Victoria, LI-East Asian Lib.	(VDOLL)	4669		
Dryden, Jim, LI-Reg. Cen. Lib./Lib. Automation	(JDRYDEN)	8572/5530		
Durnal, Chet, Sys. Specialist-Automation	(CDURNAL)	5530		

Pardue, David, LII-Cataloging/Ser. Cat.	(DPARDUE)	3038/3535
Patterson, Andrew, LAI-Retrieval Services (Temp)	on KUHUB*	3476
Perlaky, Livia, LAI-Retrieval Services	(LPERLAKY)	3476
Pierard, Cynthia, LI-Reference	(CPIERARD)	8990
Powell, Connie, LII-Science Lib.	(CPOWELL)	4931
Proctor, Jo Nell, Acct. II-Admin. Office	(JPROCTOR)	3601
Rader, Michelle, LAI, Retrieval Services	(MRADER)	3476
Rake, Nancy, LAIII-Cataloging	(NRAKE)	3038
Reed, Marianne, Systems Spec.-Automation	(MREED)	5530
Renew, Janet, LAII-Periodicals	(JRENEW)	8981
Richardson, John, LII-Cataloging	(JRICHARD)	3038
Ring, Richard, LII-Collection Dev.	(RICHRING)	3425
Rivera, Cynthia, LAI-Cataloging	(CRIVERA)	3038
Roach, Mary, LIII-Cataloging	(MROACH)	3046
Rosenbloom, Mary, LII-Reference (on leave FY97)	(MROSENBL)	8997
Samuelson, Gary, OAIV-Circulation	(GSAMUELS)	8987
Sandberg-Grohe, Shelley, LAI, Retrieval Services	On FALCON*	3476
Schaffner, Brad, LII-Slavic	(BSCHAFFN)	3957
Schmidt, Krista, LAI-Cataloging	(KSCHEMIDT)	3038
Schulte, Becky, LII-KS Collection	(BSCHULTE)	4274
Shartran, Stephen, LAI-Retrieval Services	(SSHARTRA)	3476
Shaw, Lisa, OAIV-Copying Svcs	(LISHAW)	4209
Simmons, Kendall, LAIII-Documents	(KSIMMONS)	4660
Slater, Alex, LAII-Cataloging	(JASII)	3038
Slater, Geraldine, LAII-Cataloging	(GSLATER)	3038
Smith, James, LAII-Music Library	(JSMITH)	3496
Snow, C. Ann, LAI-Art Library	(ASNOW)	3020
Spray, Tina, LAII-Retrieval Services	(TSPRAY)	3535
Stamm, Malgorzata, LAI-Cataloging	(MSTAMM)	3038
Starr, Ingeburg, LAII-Documents	(ISTARR)	4660
Swartz, Denise, Acct. Spec-Admin. Office	(DSWARTZ)	3601
Taylor, Toni, LAII-Science Lib.	(TTAYLOR)	5532
Thompson, Corrie, Sec. I-Science Lib.	(CTHOMPSON)	5530
Traxler, JoAnna, Acct. Spec.-Retrieval Services	(JTRAXLER)	3476
Unfred, Angella, OAI-Mail Room	(AGALLOWA)	3080
Vernon, Carol Ann, LAII-Retrieval Services	(CAVERNON)	3535
Warren, Mary Lou, LAIII-Documents	(MWARREN)	4660
Waters, Julie, LI-Science Lib.	(JWATERS)	4931
Welton, Kristin, Photo Archivist-KS Collection	(KWELTON)	4274
Williams, Annie, LII-Cataloging	(AWILLIAM)	3038
Williams, Sherry, LIII-KS Collection/Archives	(SWILLIAM)	4274
Wilson, Margaret, LIII-Serials Cat.	(MWILSON)	3083
Wolz, Lyn, LI-Regents Center Lib.	(LWOLZ)	8572
Woodruff, Barbara, Off. Spec.-Admin.	(WOODRUFF)	3601
Zygmunt, Elzbieta, LAI, Bindery	(EZYGMUNT)	3753

PROGRAMMERS (COMPUTER CENTER)

Susott, Gary	(SP46)	0203
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***OTHER E-MAIL ADDRESSES FOR STAFF**

Bunch, Barry	katehill@falcon.cc.ukans.edu
Jones, Chris	cjones@falcon.cc.ukans.edu
Patterson, Andrew	mpatters@kuhub.cc.ukans.edu
Sandberg-Grohe, Shelley	bella@falcon.cc.ukans.edu

FYI

University of Kansas Libraries

Number 1379

November 14, 1996

LIBRARY STAFF TELEPHONE LIST UPDATES

Please update your phone list with the following changes: The Reserve Desk phone number should be 3396. The e-mail address for Barry Bunch should read (BBUNCH) and Kelly Klinke's is (KKLINKE). Maria Alexander's title should be Program Associate-Slavic. If you have other changes, please notify me and we will publish them in the FYI. Thanks.

Sandra Benedict

ATTACHMENTS

Minutes: Disaster and Emergency Planning Committee, 10/24/96; Classified Conference Exec. Board,
10/21/96

Holiday Adoptions 1996

DISASTER AND EMERGENCY PLANNING COMMITTEE

October 24, 1996

Present: Brian Baird (Chair), Tanya Bales, George Gibbs (recorder), Donna Kipp
Absent: Kent Miller

Committee members decided to change the meeting to the 2nd and 4th Tuesday of the month at 10.

Brian announced that he would bring a complete draft (with maps) to the next meeting. It would be a generic plan. He hopes to have copies out to all library locations in December so that each unit could personalize the plan as needed.

Classified Conference Executive Board
October 21, 1996

Present: Carmen Orth-Alfie (chair), Kristi Cook (vice-chair), Corrie Thompson (secretary), Denise Swartz, Gaby Holcomb, Mary Ann Baker, Carol Ann Vernon, Diana Dyal

Chair's Report/Meeting with Goodyear:

- The search committee for the position of Conservation Officer is in the process of negotiating with one of the candidates.
- The search committee for the position of Head of Reference has begun calling candidates' references and should decide soon whom they will interview.
- The search committee for the position in Interlibrary Loan/Document Delivery will announce soon whom they will interview.
- Kathy Lafferty has been promoted to ¾-time secretary in the Administrative Office.
- Office Assistant positions will be reviewed for upgrade to Library Assistant positions when they are vacant.
- Carmen made a clarification to the Chair's Report, as recorded in the minutes for the August 27th CCEB meeting:
 - “Although Associate Dean Goodyear is favorable to classified staff representation on both the Electronic Information Council and the Instruction Council, she will have to discuss the matter of permanent classified staff representation on these councils with Dean Crowe. It will be up to Dean Crowe to determine if permanent representation will be made and if the wording of the restructuring and council documents will be changed to state that the membership will include ‘one classified staff member’ or will remain as ‘one staff of library at large,’ which does not guarantee classified membership. It should be noted, since it was not clear in the minutes, that the current Chair of the Classified Conference is already a standing member of the Coordinating Council.”
- Sandy Gilliland is attending a Covey Leadership workshop this week (the Covey Institute is noted for its “7 Habits of Highly Effective People” management method).
- Carmen and Marilu discussed the new evaluation procedures for classified staff.
- The Administrative Office is placing high priority on building effective channels of communications.

Group News:

- Group Representatives were asked for their input on what, if any, written guidelines should be put into place regarding personal use of state equipment, such as email, computer software, etc. This is in response to an issue raised in the Coordinating Council. Some departments have still not had any formal group discussions of this issue. Marilu Goodyear is planning to issue a guideline, as opposed to a strict policy.

Committee Reports:

- Staff Development: SDC will sponsor two teleconferences: “Soaring to Excellence” and “Dancing with Change”. Other programs being considered include a presentation on

- balancing work and leisure time, and caring for aging parents. The SDC and Diversity Committee will co-sponsor a presentation by Kriza Jennings in January.
- Classified Senate: Reminder of candidate forum tomorrow
- Personnel Committee: Still waiting for Kendall's return

Old Business:

- Committee charges: The charges to the committees will be revised for the purpose of clarification as follows:
 - Staff Development Committee:
 - Do a needs assessment survey of the staff to determine the level of skill and need of training in the various Windows '95 components. Report back to the CCEB on the status of such needs assessment.
 - Work with the Automation staff and the Administrative Office to keep library staff informed of all possible training options including in-house training and workshops offered by the Computer Center. Inform staff of the procedure for tuition assistance for Computer Center classes.
 - Planning and Resources Committee:
 - Continue to monitor the progress of the Strategic Plan implementation. At the end of the year report back to CCEB on the committee's findings.
 - Continue the committee's involvement with the restructuring plans. Work with the administration to do a review of the recent restructuring to determine its effectiveness.
 - Personnel Committee:
 - Look into the Libraries' internal application for staff rates/tuition assistance to determine if there are any unnecessary forms.
 - Look into the taxation of longevity bonuses to determine why the tax rate is higher. Consider the options to resolve that problem.
 - Continue the committee's work on trying to change the LA series requirements.

Mary Ann is going to check on the proper channels and procedures for passing charges to LFA committees.

- Changes to the Code/Guidelines: The Exec. Board passed the wording changes to the Classified Code. Mary Ann will write a paragraph about submitting charges to committees for the Exec. Board to consider adding to the Guidelines.

New Business:

- Gaby distributed proposed changes to the Classified Staff Handbook that she has worked on with Thelma Simons and Carmen. The changes would more clearly assert employees' right to take classes, and will spell out steps that supervisors can take to accommodate such requests from employees in their departments. These changes have not been adopted yet. Thelma Simons will take the proposed changes to Lindy Eakin next for his review.

The next CCEB meeting is scheduled for November 18th, 1:30pm, Watson Conference. Room A.

Holiday Adoptions 1996

KULSA has adopted a family through Penn House for Christmas. We will also be adopting several elderly people but are awaiting word from the Douglas County Senior center for specifics. They are just now accepting applications from seniors and should have folk for us in the next week or two.

We are seeking donations of gifts, cash and grocery certificates. Wrapping paper and gift boxes are also appreciated. Donation boxes will be available in Watson Cataloging and Retrieval Services, the Spencer Research Library staff room, the Anschutz Administrative Office, the Engineering Library and, possibly, the Regents Center Library. Money donations can be given to any committee member. Checks may be made out to KULSA. Nancy Jaeger is serving as treasurer.

Deadline information will be forthcoming (we will be delivering the gifts to Penn House on December 16th but the Senior center usually wants delivery earlier) as will information on the wrapping party.

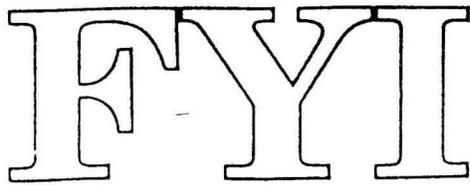
Penn House Family of 9

Boy 7 8-10 size boy shirt, 10 slim jeans, coat 8-10, race car track
Boy 8 8-10 size boy shirt, 10 slim jeans, coat 8-10, race car track
Girl 9 14-16 girl shirt, 14 reg jeans, Splish Splash doll, hair care items
Girl 10 14-16 girl shirt, 14 slim jeans, Doodle Bear, Chiefs items
Girl 11 16-18 girl top, 16 reg jeans, Doodle Bear, hair care items
Girl 12 14-16 girl top, 16 reg jeans, Doodle Bear, hair care items
Boy 14 Large boy shirt, 16 reg jeans, radio controlled car, Chiefs items
Girl 15 Large women's top, Medium sweatpants, Chiefs items
Mother 33 Large men's flannel shirt, 31-32 jeans, pots and pans, glasses,
silverware
Family: board games, books, movie passes

Other gifts are also accepted and we will be providing grocery certificates to pay for Christmas Dinner.

Thanks from the Holiday Adoption Committee (Kendall Simmons, Karon Ballard, Faye Christenberry, Nancy Jaeger, Mary Miller and Corrie Thompson)

P.S. If you have any questions about what is meant by hair care items, give me a call (4-4660) or email me. Kendall



REPORT ON GREATER MIDWEST LIBRARY CONSORTIUM

The fall library directors' meeting of GMRLC took place at Oklahoma State University in Stillwater, Oklahoma on Thursday, November 14 and Friday, November 15, 1996. In these sessions, the directors reviewed the work of the CIC and California State University with OCLC, options for consortium pricing for full-text journals and possible joint projects with the National Agricultural Library (Pam Andie, Director, was present at the meeting). Brainstorming for consortium activities was done on both Thursday and Friday. Activities suggested included: building a joint virtual undergraduate library (The Undergraduate Neighborhood), consortium licenses for bibliographic and full-text products, continuing the rapid document delivery service and enhancement of interlibrary lending arrangements. Management of the consortium was also discussed at length.

Action items from the meeting were the following:

1. A proposal for permanent management for the group was accepted. A full-time executive director will be hired to support the programs of the group. The following libraries agreed to pay \$7,000 a year in membership fees: Iowa State, Texas A&M, Missouri, Nebraska, Kansas, Kansas State, Colorado, Southern Illinois University, Linda Hall Library, Texas Tech, Baylor, Arkansas, and Oklahoma State.

The following libraries were represented at the meeting by substitutes and were unable to vote: Oklahoma, Texas, and Colorado State. Libraries not represented were Wyoming and New Mexico. These libraries will be asked to respond to the invitation to join by January 1, 1997.

2. The group voted to incorporate as the "Big 12+Libraries" pending the resolution of all legal issues.
3. A sub-committee of Ed Johnson (Oklahoma State), Fred Heath (Texas A & M University), Martha Alexander (Missouri), and Marilu Goodyear were appointed to draft bylaws for the new group and a job description for the executive director. This group was instructed to include provisions for an executive committee and to include two regular meetings each year: one in a central location (emphasis on ease of access and inexpensive travel costs) and one at a campus location.
4. A sub-committee of Nancy Eaton (Iowa State) and Joan Giesecke (Nebraska) was formed to draft a mission statement that would be presented to the Big 12 Provost Group.
5. Appointed Dale Cluff (Texas Tech) to work on public relations/marketing of the consortium. He will begin by working on a home page.
6. Agreed to share IPEDS statistics.

7. Re-bid the rapid document delivery contract (currently with Fed X). Iowa State will be the lead institution on this bid.
8. Delay consideration of joint licenses until full-time management was in place.

A packet of information from this meeting is routing to department heads. This packet includes one-page summaries of activities from many of the libraries. Questions should be directed to Marilu Goodyear who will continue to represent KU at these meetings.

Marilu Goodyear

STAFF TELEPHONE LIST UPDATE

Please add the KULDIV-L to your copy of the Library telephone list since this listserv was omitted. If you have other corrections to the directory, please notify me and we will publish them in the FYI.

Sandra Benedict

HOWIE READING ROOM THANKSGIVING HOLIDAY HOURS

The Howie Reading Room's hours will be 9-5 on November 27, closed Nov. 28-30, and open on Sunday, December 1, from 12-10 p.m.

Cherrie Noble

ATTACHMENTS

Minutes: LFA General Meeting, 10/31/96; LFA Exec., 10/28/96; SDC, 10/22 & 10/29/96
Holiday Adoptees List

Library Faculty Assembly General Meeting Minutes
October 31, 1996, 10:00 - 10:50 a.m.
Watson Library Conference Rooms A & B

Members present: K. Lohrentz, J. Emde, G. Husic, B. Schaffner, V. Cardell, R. Clement, M. Roach, S. Craig, J. Girardo, J. Richardson, L. Knox, K. Neeley, M. Bovee, V. Doll, D. Koeppe, M. Alexander, E. Carvalho, K. Graves, B. Gaeddert, G. Anderson, D. Dandridge, M. Hawkins, G. Gibbs, A. Williams, R. Melton, J. Neeley, M. DeSart, C. Pierard, B. Baird, S. Gilliland, B. Schulte.

Becky Schulte, Chair of the Library Faculty Assembly, called the meeting to order and welcomed everyone present to the meeting.

1. Introduction of new members.

Vice Chancellor for Information Services and Dean of Libraries Bill Crowe introduced Matthew Bovee, who is employed as administrative assistant to Dean Crowe and Assoc. Dean Marilu Goodyear.

Susan Craig introduced Victor Cardell, the new Music Librarian.

2. Minutes of the LFA general meeting held June 6, 1996, were approved as written.

3. Committee reports.

LFA Exec (Becky Schulte).

Becky reviewed the membership on LFA Exec. The first meeting of the new committee was held July 1.

To date, the committee has:

- Reviewed committee assignments and reviewed last year's annual reports.
- Identified liaisons from LFA Exec to each of the standing committees.
- Authorized the election of one LIII to fill a vacancy on LCPT.
- Reviewed the post-tenure review document in August.
- Met with the Planning and Resources Committee.
- Completed the charge to the Ad Hoc Research Committee.
- Received notice from the Provost's Office of the campus-wide faculty evaluation initiative and has appointed an ad hoc committee.

Committee on Appointment Criteria (Becky Schulte).

This committee has not met as yet this year.

Nominating and Ballot (Jill Girardo).

The Committee has:

- Met on an as-needed basis to prepare and distribute ballots for LFA elections.
- Conducted the election to fill the LIII vacancy on LCPT.
- Worked on increasing ballot returns by stamping "ballot" on the ballots.
- Reviewed recruitment procedures for service on committees and has submitted a written report to LFA Exec.

Library Committee on Promotion and Tenure (Goeff Husic).

Geoff reported that:

- With one tenure file and one application for sabbatical, the committee has a fairly light load this year.
- The Committee will be working with the pre-tenure review procedure for the first time.

Staff Development Committee (Deborah Dandridge).

Deborah reported that the Committee has:

- Decided to retain the rate per share at \$105 to accommodate a larger number of travel requests.
- Reviewed the schedule of programs planned for the year. The Committee will compile a calendar of conferences planned.

Planning and Resources Committee (Judith Emde).

The Committee:

- Is tracking its role in the budget preparation process.
- Will monitor the Library restructuring and the strategic plan.
- Has met with Matt Bovee.
- Plans to continue the update of the planning notebook, which has not been updated since 1992. The data may be converted to a Microsoft access database.

Salary and Benefits Committee (John Richardson).

John reported that:

- The Committee has met to review the salary range for one position.
- The Committee has not received any special charges from LFA Exec.

Committee to Evaluate Service & Research (Rob Melton).

- Rob reported that since the Committee does not normally meet until the spring semester, it will select a chair and secretary later.

Code & Bylaws Committee (Rick Clement).

Rick reported that:

- The committee met and drafted a proposed Code change which was distributed at the meeting. One change was voted on and accepted last year.
- LFA Exec asked for a code change, which is on the agenda for later in the meeting.
- Updated the Code and distributed the revised copy to the membership.

4. Proposed change to Section 3.3.10.1 of the Code.

This code change was initiated by a former member of the C&B Committee. It is recommended that an updated version of the Code be made available to the membership at least once a year, at year's end. Motion was made by Susan Craig. Seconded. No discussion. A mail ballot will be distributed to the membership.

5. Faculty evaluation plan.

Becky provided background information on the issue. A half-day workshop was held by the Provost with Bill and Marilu in attendance. Each department has been supplied with a list of guidelines to develop a faculty evaluation plan. The focus is on tenured faculty. The original deadline for reporting to the Dean was Dec. 12, but this has been moved up to Jan. 8. A committee of 6 members of LFA has been appointed to draft a plan and report back to the LFA membership. They will report back to LFA by early December in order to provide time for revisions and changes before final approval. Bill explained that the issue arises out of the discussion last spring regarding "chronic low performance" of faculty. The positive aspect of the initiative, mandated by the Board of Regents and transmitted to us from the Provost's Office, is to promote intervention to address performance problems of tenured faculty. Mary Hawkins, who is a member of SenEx, reported that the Dean had accurately stated the case. The University will set up a review procedure in cases of three years of sustained failure.

6. Ad Hoc Committee on Research.

Becky described the charges circulated to the membership. LFA Exec wants to make sure that all issues that this committee should be working on are covered. Rick Clement asked about the timeline for implementation, since the faculty evaluation changes could have an impact on this committee. Research is becoming increasingly important. Mentoring is also addressed in the charges. The Ad Hoc committee will be looking into potential issues to see if a regular LFA committee is needed and what it would do on an on-going basis. Susan Craig emphasized that the committee should keep in touch with the Research Office on campus, particularly with regard to the possible establishment of a Research Foundation and the future of GRF funds. Becky reported that several people had expressed an interest in serving on the committee. She will send out an e-mail message asking for other volunteers by Nov. 15th.

7. Announcements.

Bill Crowe announced that conflict of interest forms will be distributed soon to all full-time faculty and classified employees.

Rob Melton announced that the University Senate would meet that afternoon to discuss the implications of the qualified admissions proposal.

The meeting was adjourned at 10:50 a.m.

Submitted by Ken Lohrentz, LFA Secretary.

Minutes
Staff Development Committee
October 22, 1996

Present: Deborah Dandridge, Evelyn Constance Powell, Al Mauler, Kristi Cook, Vickie Doll, Sandy Gilliland

1. **Minutes:** The minutes of the October 15th meeting were read, corrected and approved.
2. **Travel and Workshop Requests:** Requests and mileage were approved for Geri and Alex Slater to attend the workshop entitled "How to get everything done and still have a life," Topeka. December 13th.
3. **Programs:** Connie distributed a flyer for the upcoming November program "Balancing work and leisure" to be presented by Kathleen Ames-Oliver from Human Resources. Sandy Gilliland will fill in the details on the flyer, and she and her students will copy and send it out to all library staff next week. Sandy will also send out an e-mail reminder closer to the date of the program. Connie will arrange the refreshments for each of the sessions.

Al is arranging rooms for all five of the teleconferencing sessions. Once the rooms are booked he will arrange with telecommunications for the hookup and taping of the sessions.

Before our December travel seminar, Marilu Goodyear will meet with SDC to explain the new travel procedures. The date and time of our meeting with her is still to be arranged.

4. **Conference and SDC Events Lists:** The Committee looked over a list of conferences which KU Library staff attend at least once a year. We will send Deborah the names and dates of other conferences to be added to the list. The Committee also looked over a list of SDC events which we will sponsor this year. Deborah will also receive any additions or corrections to this list. Eventually both lists will be distributed to all KU Library staff.

5. **BCR Workshops:** The KU Libraries receive vouchers from BCR. The Committee agreed to take on the responsibility to administer these vouchers.

The meeting adjourned at 10:15.

Evelyn Constance Powell

Minutes
Staff Development Committee
October 29, 1996

October 29, 1996

Present: Deborah Dandridge, Kristi Cook, Vickie Doll, Al Mauler, Sandy Gilliland

Absent: Evelyn Constance Powell

1. Minutes: The minutes of the previous meeting were read, corrected and approved.

2. Travel and Workshop Requests: There were no travel requests this week.

Kristi reported on the approved travel and workshop requests since the beginning of this SDC fiscal year. She also provided an analysis of the total annual cost of travel and workshop requests vs the total annual amount of funds provided by SDC for the previous two fiscal years. The committee discussed her report and analysis.

3. Programs: Sandy is checking with Kathleen Ames-Oliver about the final details of the upcoming program "Balancing work and leisure."

Al reported on his progress in scheduling rooms for the teleconferences. He will inquire about down-link and projector costs. In selecting between the rooms available in the Computer Center and those in Strong hall, the committee expressed concerns about access to parking and refreshments.

Deborah reminded members that on November 19th the Committee will meet with the following members of the Administrative Office: Denise Swartz, Nancy Jaeger, JoNell Proctor and Associate Dean Marilu Goodyear. A new travel procedural document has been prepared by this group which will be discussed at that meeting.

4. BCR Workshops: The Committee decided that further discussion of vouchers is needed, with respect to what procedure will be followed when the allocation of workshop vouchers is exhausted.

5. Other Business: Al reminded the Committee about the upcoming library annual Recognition Ceremony. Certificates of Recognition will be given to five staff members for their participation in the state libraries' Continuing Education Program.

The Meeting adjourned at 10:15 am.

Vickie Doll (for E. C. Powell)

LFA Minutes for October 28, 1996

Present: B. Schulte, G Gibbs, J. Giraro, C. Pierard, M. DeSart, B. Schaffner

Absent: K. Lohrentz

Minutes

LFA Exec minutes for October 21 were revised and approved.

Becky announced that she would be attending the first meeting of the Senate Libraries Committee on Tuesday, October 28 and would follow up with a report at the next Exec meeting.

Ad Hoc Committee on Faculty Evaluation

Mel reported that the committee had its first meeting that morning. Members reviewed the committee charge and discussed possible allocations of work. Marilu Goodyear attended the latter part of the meeting. She shared highlights from the meeting for all University department chairs on this topic and fielded general questions as to what she and Bill thought the Provost's Office was asking for. The next meeting for this committee will be Friday, November 1.

Meeting with Nominating and Ballot Committee

In light of the University's new policy on faculty evaluation, Becky asked Jill if it might not be better to hold off meeting with N&B as new policies may speak more directly to concerns about committee service. It was agreed that the meeting would be more fruitful once the faculty evaluation document is finalized. Jill will pass this on to other members of the committee. The charge to N&B will be modified to ask that procedures be reported and reviewed by early March of 1997, instead of the end of the fall semester.

Classified Conference Executive Board - Charges to Committees

Becky asked for comments on CCEB's proposed charges to Staff Development and Planning and Resources. The first charge involved SDC's role in monitoring computer training for staff. Mel questioned whether this would really fall into SDC's purview as Dean Crowe has always stressed that training issues be brought to the attention of the administration and that Staff Development should focus on development programming and activities. Mel suggested that CCEB should address the library administration directly about their concerns.

The group felt that charges to Planning and Resources were fairly similar to those already made by Exec. Brad also wondered if it would really be feasible for the PRC to try and monitor the effectiveness of library restructuring in their current term or if this might not be something next year's committee might be in a better position to do.

Becky said she would pass these comments on to CCEB.

LFA General Meeting

Becky reviewed the agenda for the fall meeting of LFA to be held Thursday, October 31. Anticipated items were:

- * introduction of new members (Bovee, Cardell)
- * review of minutes from last general meeting (June, 1996)
- * introduction of LFA committee members and review of charges
- * proposed change to the Code involving the Codes & Bylaws committee
- * charge to the Ad Hoc Committee on Research and call for members
- * charge to the Ad Hoc Committee on Faculty Evaluation

Becky will send out a note on KULIB-L reminding LFA members to bring copies of the documents that were mailed out last week in preparation for this meeting.

The next Exec meeting will be Monday, November 4.

Submitted by Cindy Pierard



HOLIDAY ADOPTEES LIST

Man, 76	XL plain white t-shirts w/low collar & short sleeves, tube-type knee socks (size 13 shoes), size 36 briefs, fruit basket, canned food, grocery certificate
Woman, 72	size 8 white snow boots (no heels), white scarf & gloves, "Navy" perfume, fruit basket, grocery certificate
Boy, 7	8-10 shirt, 10 slim jeans, 8-10 coat, race car track
Boy, 8	8-10 shirt, 10 slim jeans, 8-10 coat, race car track
Girl, 9	14-16 shirt, 14 reg jeans, Splish Splash doll, hair care items
Girl, 10	14-16 shirt, 14 slim jeans, Doodle Bear, Chiefs items
Girl, 11	16-18 top, 16 reg jeans, Doodle Bear, hair care items
Girl, 12	14-16 top, 16 reg jeans, Doodle Bear, hair care items
Boy, 14	lg boy shirt, 16 reg jeans, radio-controlled car, Chiefs items
Girl, 15	lg. Women's top, Med. Sweatpants, Chiefs items
Mother, 33 Family	lg. Men's flannel shirt, 31-32 jeans, pots and pans glasses, silverware board games, books, movie passes

Deadline for donations is December 10th.

FYI

University of Kansas Libraries

Number 1381

November 28, 1996

CONSERVATOR SEARCH

Following a nation-wide search for a person to fill the position of Conservator, we regret to report that the search has been unsuccessful, and therefore canceled. Additional information regarding this position and future plans for possible recruitment will be available in the next few months.

Sandy Gilliland

RESULTS OF LFA CODE CHANGE BALLOT

The proposed change to LFA Code Section 3.3.10.1 (charges to the Committee on the Code and Bylaws) has been approved by the members of the Library Faculty Assembly. Many thanks to all who voted!

Jill Girardo

KU REGENTS CENTER DISPLAYS DORS ARTWORK

OVERLAND PARK - A collection of artwork by Pat Dors will be on display in the library of the University of Kansas Regents Center, 12600 Quivira Road, from Dec. 1 to Dec. 31. Dors will display a variety of paintings including oils, watercolors and pastels. She relates her love of the outdoors into colorful, impressionistic landscape and floral paintings. Dors is a member of the Greater Kansas City Art Association, where she has been named Artist of the Month Blue Ribbon Award winner in both pastel and watercolor. Her work has been exhibited in the Westport Art Fair, the Prairie Village Art Fair, the Hidden Glen Art Festival, and elsewhere in Kansas, Missouri, Wisconsin and Florida. The public may view the exhibition during library hours every day during the semester, and Monday through Friday after Dec. 19. The Regents Center will be closed Dec. 25. For more information, call the KU Regents Center, 897-89400.

Loralee Baker, KU Regents Center

ATTACHMENTS: Disaster and Emergency Planning Committee Minutes, 11/12/96
Farewell Reception invitation honoring Peter C. Schanck

DISASTER AND EMERGENCY PLANNING COMMITTEE

November 12, 1996

Present: Brian Baird (Chair), Tanya Bales, George Gibbs (recorder), Donna Kipp
Absent: Kent Miller

Brian has completed the "generic" disaster manual and brought part of it to the meeting for review. He will redo these sections based on comments from committee members.

At the next meeting the committee will consider the list of disaster resources compiled several years ago by Becky Schulte. It is time to confirm the entries in the list and update them.

The next meeting will be November 26 in the Cataloging Conference Room.



You are invited to
a Farewell Reception

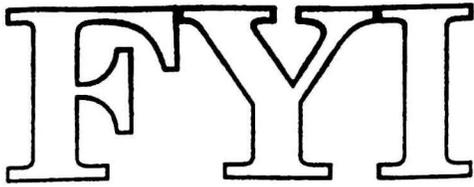
honoring

Peter C. Schanck
Library Director

for 15 years of service

Friday, December 6, 1996, 2 - 4 p.m.
Reference Room, School of Law Library
Green Hall, University of Kansas





University of Kansas Libraries

Number 1382

December 5, 1996

SPECIAL LFA MEETING SCHEDULED

A special LFA meeting has been scheduled for Tuesday, December 17, at 1:30 in Watson Meeting Room A. This meeting will be held to discuss the faculty evaluation plan being prepared by the LFA Ad Hoc Committee on Faculty Evaluation. Materials concerning this issue will be distributed next week. We encourage all library faculty to read thoroughly all of the materials they receive prior to the meeting. Please plan to attend this very important meeting. Unclassified professional staff will not need to attend this meeting since they are not evaluated in the same way as library faculty.

Becky Schulte

FILLING OUT TRAVEL REQUESTS

When submitting requests for travel money, please indicate your total financial need for the event on the line that says, "Total amount of funding requested." This will enable the Staff Development Committee to compare the actual costs of travel and workshops with their allocations given.

Kristi Cook

ALA MIDWINTER REMINDER

If you plan to attend ALA Midwinter (To be held February 14-20 in Washington, D.C.), please submit your travel request form to me by December 17. A copy of our current request form is attached to this week's FYI. Please feel free to detach it and photocopy it for future use.

Kristi Cook

STAFF TELEPHONE LIST UPDATE

A listserv has been added to our telephone list for Coordinating Council. It is LIBCOORD.

Sandra Benedict

ATTACHMENTS

Minutes: LFA Exec, 11/18/96, 11/25/96; Planning and Resources Committee, 10/17/96, 10/24/96;
1996 KULSA Holiday Party Invitation
Staff Development Funds Request Form

LFA Exec Minutes
11/18/96

Present: B. Schulte, M. DeSart, C. Pierard, G. Gibbs, B. Schaffner, K. Lohrentz. Absent: J. Girardo.

1. Minutes.

LFA Exec minutes for Oct. 28 were revised and approved.

Staff Development Committee minutes for Oct. 22 and Oct. 29 were reviewed. Minutes for the LFA General meeting held Oct. 31 were revised and approved.

2. Announcements.

Becky announced that she has sent a message to the Staff Development Committee to commend them for the excellent programs they have planned for this year.

3. Faculty evaluation.

Mel reported that the Ad Hoc Committee for Faculty Evaluation has met five times, and that three more meetings are scheduled for this week. The Committee has gone over the documentation from the Provost's office, has broken it down, and has determined what pieces are missing from our current procedures. The Committee has met with Sandra Gautt, Assistant Provost, to review both sets of documents for clarification purposes. Exec discussed various options and strategies for dealing with the emerging issues, and considered dates for Exec and LFA General meetings to review the Committee's report, which is due to LFA Exec by Dec. 5th.

4. Ad Hoc Committee on Research.

Due to time constraints, Exec was unable to take further action on this matter. This item will be held over to the next meeting.

5. Handouts.

Staff Development Committee minutes for Oct. 22 and Oct. 29.

LFA General meeting minutes for Oct. 31.

6. Next meeting will be Nov. 25 at the usual time.

Submitted by Ken Lohrentz.

LFA Exec minutes for Nov. 25, 1996

Present: B. Schulte, M. DeSart, C. Pierard, G. Gibbs, B. Schaffner, J. Girardo. Absent: K. Lohrentz.

1. Minutes.

LFA Exec minutes for November 18 were revised and approved.

Planning and Resources Committee minutes for October 17 & 24 were reviewed.

2. Announcements.

Becky passed around a memo from the Vice Chancellor for Research and Public Services stating that the Libraries will receive \$2,500.00 in General Research Funds (GRF) for the coming fiscal year. Applications for GRF funds will be reviewed during late February or early March, 1997; awards can be used after July 1, 1997. Becky will send out an announcement regarding GRF applications to all LFA members.

3. Senate Library Committee.

Mel gave a short report on the last meeting of the Senate Library Committee.

4. Ad Hoc Research Committee.

It was decided that four people will be asked to serve on the Ad Hoc Research Committee. Becky will contact the potential members. LFA Exec will ask that the committee finish its work by May 1, 1997.

5. Ad Hoc Committee on Faculty Evaluation.

Mel reported that the Ad Hoc Committee on Faculty Evaluation is on schedule and LFA Exec will receive a draft of the committee's report on December 5. LFA Exec has tentatively scheduled a general LFA meeting on December 17 at 1:30 p.m. to discuss the new faculty evaluation.

6. Next meeting will be on December 2 at the usual time.

Submitted by Brad Schaffner.

Planning & Resources Committee
Meeting Minutes
October 24, 1996, 10:30-11:30 am

Present: M. Alexander, G. Anderson, P. Difilippo, V. Doll, J. Emde, L. Fredericksen,
S. Hewitt

The minutes of the October 17, 1996, meeting were reviewed.

Departmental Resource reports

Judith and Gordon will meet with Nancy J. and Matt to get an idea of any Library internal deadline for submitting reports and to develop potential topics for department heads to address in their reports.

Possible issues regarding budget and planning matters:

- The impact of increases in student wages on the unit's budget and operations: the consequences for a unit if its student-wage budget does not cover the current student allocation; services which might not be provided; functions that might not get done or might be consolidated with other functions.
- How a possible expansion of library hours of operation might affect a unit's staffing and operations.
- The impact Virtua may have on a unit's operations; how much and what kind of additional training needs and resources might be required; how much staff training might be needed; how much public training should be given.

We discussed the possibility of the PRC sponsoring an open meeting where departmental resource reports would be presented to all interested library staff. This meeting would be held prior to the Library submitting its budget requests to the University administration.

The Committee decided to discuss further the topic of the use of state equipment and property and provide additional input to the Library Administration on this.

We discussed with Marilu the issue of student wage scales.

Next meeting

Thursday, November 7, 10:30, Anschutz Science Library Conference Room

Gordon Anderson, Secretary
Planning & Resources Committee

Planning & Resources Committee
Meeting Minutes
October 17, 1996, 10:30-11:30 am

Present: M. Alexander, G. Anderson, P. Difilippo, V. Doll, J. Emde, N. Jaeger
Guests: M. Goodyear, M. Bovee, G. Gibbs

The minutes of the September 26, 1996, meeting had been approved prior to the meeting and were forwarded to the LFA Executive Committee for review.

Most of the time was devoted to meeting with Marilu Goodyear and Matt Bovee (Assistant to the Vice Chancellor for Information Technology and Dean of Libraries, i.e., Bill Crowe) to discuss budgetary and space-planning issues.

Prior to their arrival we briefly noted several topics we wish to bring up with Marilu and Matt: the impact of the minimum-wage increases on the student budget; the impact of Virtua on staff and equipment resources; the necessity (or not) of calling for departmental resource reports this year and the desirability of having a standard format for such reports (if deemed necessary).

Marilu spent the first part of her meeting bringing us up to date on the status of preparations of next year's budget. The University administration has not yet issued specific instructions for preparing budget requests, probably because of the dynamics of restructuring. But Marilu and Nancy will begin their own preparations in January, whether or not they receive official guidelines from Strong Hall.

HR Pay, particularly the student budget portion, has commanded many additional resources this year. The system is now processing the student payroll and staff are able to get payroll reports to departments. The Library Administration will review departments' student budgets in November, March, and May to be sure the funds are getting spent. There is still the need for further coordination of data-entry procedures and formats among departments.

By the end of this calendar year the Library should have budget spreadsheets prepared. So far the Library has developed a set of categories for expenses and income accounts. PRC will see this format when it is completed. Rachel is working on the design for the materials budget; Jim has finished the electronic-information budget format. The move of databases to the ERL server is costing more money than leaving them on the LAN; most of the electronic-information budget will be encumbered soon in this process.

When these budget structure revision processes are completed, the new structure will form the basis of the FY 1998 budget. Pressing budgetary issues for next fiscal year will include further increases in the student-wage budget (the second phase of the minimum-wage increase will take effect in September) and the impact of any expansion of library hours. These two categories will need base-funding increases.

Also on the agenda will be a look at the different pay rates for student wages and ways these might be coordinated. We may need to re-visit the work of the task force done a few years ago. The minimum-wage increases are more than the entire four per cent wage and salary increase the Regents have asked for next fiscal year.

The Planning and Resources Committee could at some point play a role in looking at reforms in the system of student wage rates, and the impact of Virtua on technical services and public services.

Regarding resource reports from departments, Nancy, Matt, and Marilu will craft the questions and the questionnaire for the departments to answer. Two PRC members will meet with Nancy and Matt to work on these. It is good to have each department's perspective and views, but the administration does not expect a full-blown report. The forms will be ready in early December, with the end of January as the deadline (perhaps earlier for both).

Matt Bovee then gave us a look at some of the Library's overcrowding and space-planning issues. The Libraries will work hard to educate the University Administration on the Libraries' need for the bottom two floors (not yet finished) of Hoch/Budig Hall. The rapid growth of electronic resources will not obviate the need for more space for library materials. Planning for the use of the bottom two floor of Hoch/Budig Hall may be a topic for the PRC, especially if prospects for funding the completion of that space become brighter.

At the same time, the Libraries will need to move the remote-storage materials from JR Pearson, which will become the new home of the School of Education. These materials will need to be moved out at the beginning of the JRP renovation work.

Including the lowermost floor of the Budig Hall space, the Libraries are within three to four years of reaching the recommended maximum working shelf capacity in the library system overall (actual percent of occupied capacity varies depending on the building). Ideally, for any library, the maximum working capacity should be 85% of the total shelf space in linear feet.

Matt gave some statistics on how fast the collection grows (ca. 9,000 linear feet) each year, even considering that we are buying fewer items than in the past. There are other growth areas unrelated to purchases: e.g., special collections and archives.

Next meeting

Thursday, October 24, 10:30, Watson Conference Room A.

Gordon Anderson, Secretary
Planning & Resources Committee

YOU ARE INVITED TO THE
1996 KULSA HOLIDAY PARTY
Thursday, December 19th 2:30-4pm
Conference Rooms A-B, 5th Floor
Watson Library

Beautiful Music by Steve Gnagy

PROGRAM STARTS AT 3PM
Master of Ceremonies: Al Mauler

Introduction of new staff

Goodbye to BJ

(The rest of the program is a mystery, so be sure to come!)

BRING YOUR FAVORITE HOLIDAY TREAT
There will be punch and coffee

See you There!

THE UNIVERSITY OF KANSAS LIBRARIES
Staff Development Committee
Staff Development Fund Award Guidelines

FY1996 Share Amount \$105

Library staff may request funding from the Staff Development Committee to attend professional and scholarly meetings, conferences, workshops, seminars, symposiums, etc. The Committee awards funds to assist with transportation costs, lodging, meals, registration fees and other expenses. Funding is awarded based upon "shares", with funds disbursed on a first-come, first-served basis.

The Staff Development Committee has established application deadlines for the purpose of meeting State and University travel regulations. Fund requests for out-of-state events are due to SDC two months in advance of the date of travel. Fund requests for in-state events are due to SDC one month in advance of the date of travel. Only in highly unusual circumstances will SDC consider funding a late request.

Applicants are encouraged to apply to other sources for additional funding, such as the University's Faculty Development Fund, though total funding received must not exceed 100% of reimbursable expenses. The Committee will attempt to help identify such sources.

Reimbursement for Professional and Scholarly Conferences/Meetings

The Staff Development Committee attempts to allocate shares equitably, as follows:

- a) Three shares. Major participation/involvement, e.g., officer, delivering a paper, chairing a meeting, session, panel, or a committee, or major involvement in substantial committee work, etc.
- b) Two shares. Minor participation/involvement, e.g., participant in a discussion panel, respondent to a paper, member of a committee or editorial board, etc.
- c) One share. Attendance
- d) In order to encourage participation in professional and scholarly meetings, the Staff Development Committee may award an extra share to any new staff member (within 24 months of initial appointment) or to untenured (tenure-track) librarians.

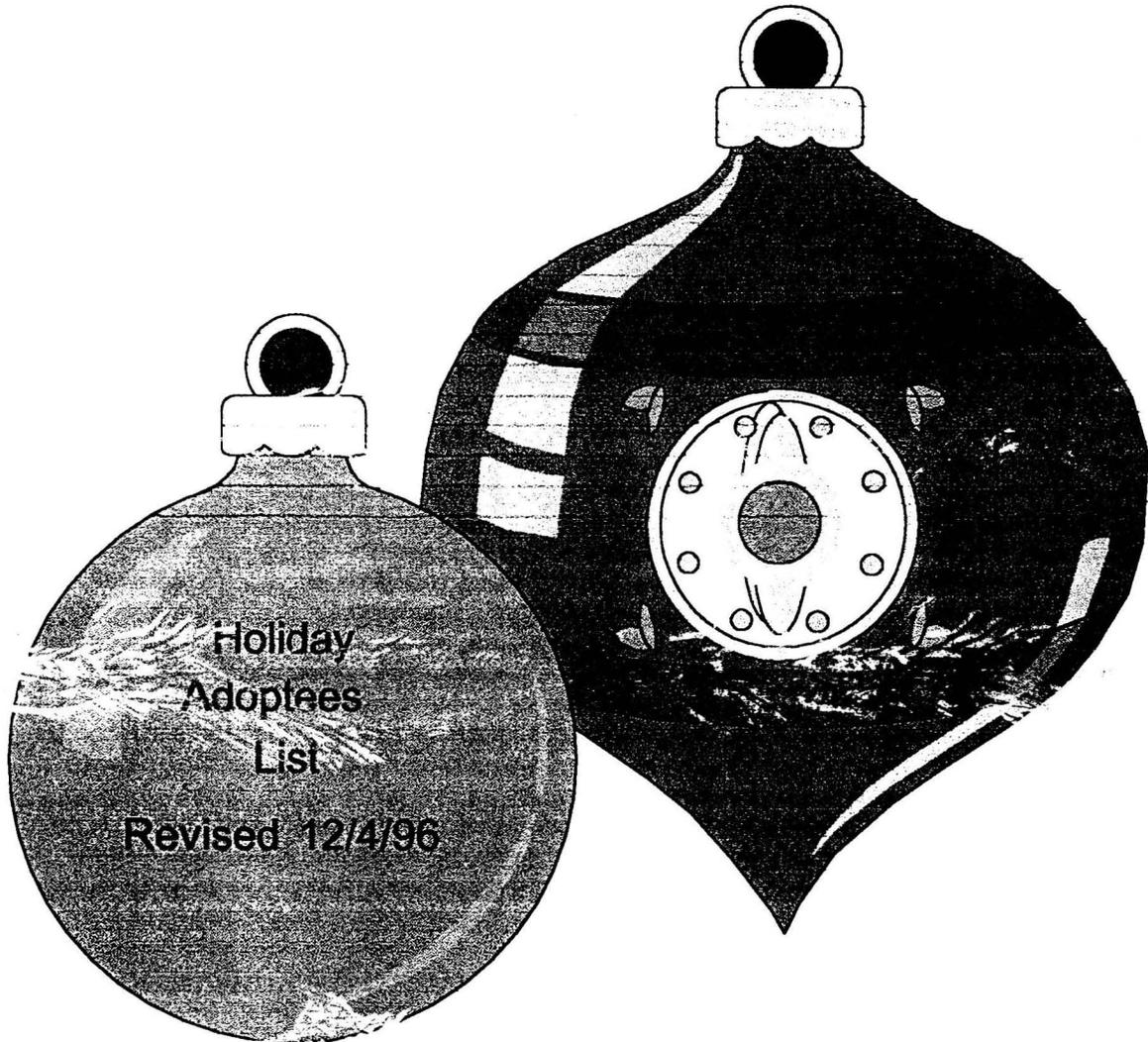
Reimbursement for Workshops and Seminars

SDC provides funding for staff to attend job-related workshops and seminars which are NOT required or mandatory for completion of one's job assignment. Funding for workshops or seminars that are required for the successful completion of a staff member's job assignment should be requested from the Library administration by submitting a written request through administrative channels. If a staff member believes that a particular training session or workshop is necessary for the successful completion of his/her job assignment, s/he should consult with his/her supervisor, and, if the supervisor concurs, the supervisor should then request funding in the manner described above. If the supervisor does NOT concur that the training in question is mandatory for the completion of the staff member's job assignment, the staff member should submit a request for funding to SDC noting that the supervisor has already been consulted regarding the funding request. It is the applicant's responsibility to obtain his or her supervisor's approval to attend the workshop.

SDC normally will reimburse only workshop/seminar registration fees. The maximum award for funding or reimbursement for workshop/seminar registration to any one staff member during the Staff Development fiscal year (October-September) is the equivalent of two shares. However, if travel within or outside of the state is required, additional funding may be provided (one share of funding or reimbursement for mileage, whichever is less).

Contact any member of the Staff Development Committee if you have questions regarding these guidelines.

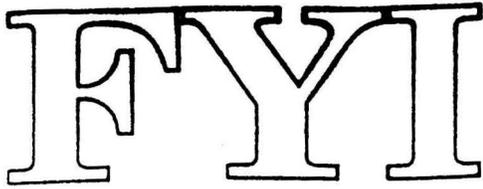
rev. 05/20/96



HOLIDAY ADOPTEES LIST

Man, 76	XU plain white t-shirts w/low collar & short sleeves, fruit basket, grocery certificate
Woman, 72	fruit basket, grocery certificate
Boy, 7	8-10 shirt, 10 slim jeans, 8-10 coat, race car track
Boy, 8	8-10 shirt, 10 slim jeans, 8-10 coat, race car track
Girl, 9	14-16 shirt, 14 reg jeans, Splish Splash doll, hair care items
Girl, 10	14-16 shirt, 14 slim jeans, Chiefs items
Girl, 11	16-18 top, 16 reg jeans, Doodle Bear, hair care items
Girl, 12	14-16 top, 16 reg jeans, Doodle Bear, hair care items
Boy, 14	lg boy shirt, 16 reg jeans, radio-controlled car, Chiefs items
Girl, 15	lg. Women's top, Chiefs items
Mother, 33	31-32 jeans, pots and pans, silverware

Deadline for gift donations is Tuesday, December 10th. We will continue to accept cash donations through Tuesday, December 17th. Cash donations received after Friday, December 13th will be used to purchase grocery certificates.



University of Kansas Libraries

Number 1383 December 12, 1996

* * * DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS * * *

VACANCIES

LIBRARY OPERATIONS MANAGER, a full-time, unclassified professional staff position available with the KU Regents Center Library, Overland Park, Kansas. Responsible for the daily operation of the library; participates in developing services and operations; coordinates technical support operation; prepares management reports; supervises support staff. Required Qualifications: Bachelor's degree; recent library work experience; computer experience (e.g. word processing, Excel, Win95, Internet); ability to work one evening per week and, as needed, occasional week-end hours; public service experience; experience with online library systems; detailed record-keeping experience; experience managing budgets; ability to work effectively with colleagues and a diverse clientele; ability to work independently and cooperatively in a changing environment; effective communication skills, both oral and written; demonstrated organizational and planning skills; demonstrated supervisory skills; evidence of initiative, creativity, and resourcefulness. Preferred Qualifications: Experience with technical services operations (serials, cataloging or acquisitions) in an academic library; experience with KU online systems (OCAT, LCAT, LSER, LIBC, Innovacq); recent library public service experience; library or office management experience; experience with statistical analysis; experience in developing a team environment; experience serving nontraditional students. Annual salary: \$23,338. Excellent benefits. To apply, send or fax letter, resume, and names of three references to Nancy Burich, KU Regents Center Librarian, 12600 Quivira Road, Overland Park, KS 66213 (Fax: 913-897-8573). Applications must be received by 5:00 p.m. Tuesday, December 17, 1996.

SECRETARY I, a full-time position available in The Kansas Collection. Responsibilities: Provides administrative assistance to the Curator and the Assistant Curator of the department, and serves as receptionist for the department, answering the phone, greeting patrons and visitors, registering new patrons, and orienting them to the rules necessary to follow when using Kansas Collection resources. In this role, the Secretary will interact with many faculty, students, visitors, and potential donors, and will often be the first contact that newcomers have to the department. (A full position description is available from the Administrative Office.)

Minimum Qualifications: One year of secretarial and/or clerical experience (some educational substitutions allowed). Preferred Occupational Skills: EQIBM (experience with IBM compatible computers, proficiency level 2); K2015 (office management, prof. level 3); K2040 (Operating copiers, prof. level 1); K2050 (Filing, prof. level 2); K2060 (Receptionist work, prof. level 3); K20B0 (Providing information services, prof. level 3); K20D0 (General recordkeeping, prof. level 2); K20E0 (Library recordkeeping, prof. level 2); K2100 (Keyboard operation, prof. level 3); K2130 (Word processing, prof. level 3); GN001 (leadworker, prof. level 2). Additional Strongly Preferred Selection Criteria: Excellent communication skills; computer proficiency in a windows environment; ability to organize work effectively; ability to work as part of a team as well as independently. Additional Preferred Selection Criteria: Knowledge of library organization; experience working with historical

materials. Hourly wage rate: \$7.78/hr (pay grade 13, step A).

Application deadline/procedures: To apply, submit a "Request for Promotion or Transfer" form to Barbara Woodruff, 502 Watson Library. (Additional application forms, such as a current KU Internal application and Skills Identification form are also required.) Applications must be received by 5:00 p.m. Friday, December 20, 1996.

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.

KPERS MEMBER FORUMS

The Kansas Public Employees Retirement System (KPERS) will sponsor several brief presentations on KPERS, as well as provide an opportunity for questions and comments about the KPERS program. Two sessions located near Lawrence are scheduled as follows, both beginning at 7:00 p.m.:

TOPEKA: Thursday, Dec. 12: KAW Technical School, Conference Center
5724 SW Huntoon

OVERLAND PARK: Monday, Dec. 16: Johnson Co. Community Collège,
Cultural Education Center Building
College Blvd. at Quivira Road

(There are no sessions scheduled in Lawrence.)

Sandy Gilliland

OFFICE SUPPLY DISTRIBUTION DATES DURING HOLIDAYS

Due to the upcoming holidays (December 25 and January 1), office supplies will be distributed from the Library Office Supply room on the following dates:

Tuesday, December 24, 8:30 - 9:30
Tuesday, December 31, 8:30 - 9:30.

Please let me know if you have any questions, 4-3601.

Denise Swartz

FYI DEADLINES DURING HOLIDAYS

Deadlines for the submission of articles for the December 26 and January 2 issues of FYI are NOON on the following dates:

Tuesday, December 24 (for the December 26th issue)
Tuesday, December 31 (for the January 2nd issue).

Please keep these deadlines in mind if you plan to submit articles. Thank you.

Sandy Gilliland

STAFF DEVELOPMENT CONFERENCE CALENDAR

To assist those planning to attend conferences held between January and November of 1997, the Staff Development Committee has prepared a calendar that indicates the travel request due date for each meeting. Although it is not a comprehensive list of conferences, we hope this calendar will serve to further remind everyone that SDC travel requests must be received two months before the conference is held. A copy of the 1997 Conference Calendar is attached to the FYI.

1996-97 Staff Development Committee

ATTACHMENTS

Travel Report, Gordon Anderson
Status of Buildings During Winter Break
Staff Development Conference Calendar
LFA Exec Minutes, Dec. 2, 1996
Invitation to Open Meeting, Subject: Report on Stephen Covey Seminars

To: The Staff Development Committee
Fr: Gordon Anderson
Re: Report on conference attendance

Between November 14 and 17, 1996, I attended the 28th National Convention of the American Association for the Advancement of Slavic Studies (AAASS) in Boston, Massachusetts. In addition to the scholars' meetings, there are a number of panels on aspects of Slavic librarianship. Slavic librarians have also sponsored panels and round-tables on scholarly topics.

This year I had the opportunity to present the results of my research on the transformation of the Polish press since 1989. Major support for my research has been provided by grants from the Library's portion of the University of Kansas General Research Fund (GRF), and the Staff Development Committee provided a generous grant for travel to this conference. I am most grateful for the Library's support for my work.

My paper discussed the breakup of the Polish communist party's press and media monopoly and its subsequent re-monopolization under foreign ownership. I received constructive and helpful comments from the panel's discussant, on the basis of which I intend to submit a revised paper for publication. The panel was entitled "Have you seen *De Visu* lately?: The dynamic world of Slavic periodicals." (*De Visu* was high-quality but short-lived Russian literary journal which flourished a few years ago. Its heady start and sudden demise is a typical example of scholarly and literary periodical publishing in many post-communist countries.) Other panelists spoke about the slippery slope of bibliographic control of post-Soviet Russian serials and about the typology of Russian periodicals since 1989 (a much more interesting paper than the title might suggest).

At last year's AAASS conference, a number of scholarly panels on Eastern Europe were devoted to aspects of privatization and economic transformation in the region. This year's "hot topic" was the re-emergence of the left (post-communist parties) after popular elections. I attended three of these panels, along with a panel on Czech nationalism and parliamentary politics in the Austrian *Reichsrat* between 1900 and 1914. At this panel, one scholar discussed a sensational trial of a Czech *Reichsrat* deputy in Vienna who was found guilty of spying for the Austrian secret police, and the speaker drew several interesting parallels to the recent past. Also on the subject of politics was a panel on the Polish (male) nobility's decline in the eighteenth century and women's subsequent key role in social and cultural life during that period.

The Sunday morning B&D meeting featured reports on the Slavic/East European Microfilming Project (SEEMP) and other archival reformatting projects, library assistance and training programs for librarians from Eastern Europe and the former Soviet Union, a report on the rebuilding of the collections and physical structure of the Bosnia-Herzegovina National and University Library in Sarajevo (which was destroyed by Serb shelling a few years ago), progress on the American Bibliography for Slavic and East European Studies (ABSEES), the impact of the changes at the Foreign Broadcast Information Service (FBIS), and the News from LC Washington.

Habeat Bibliotheca gratiam meam pro pecuniae opem suam

STATUS OF BUILDINGS DURING WINTER BREAK

CLOSED

Airport Hangars
Bailey Hall and Annex
Blake Hall and Annex
Campanile
Chamney Barns
Danforth Chapel
Environmental Health & Safety Building
Environmental Studies, 517 W. 14th
Fraser Hall
Hilltop Child Development Center
JRP (Joseph R. Pearson Hall)
Kade Center
Lied Center
Lindley Hall & Annex
Lippincott Hall
Marvin Hall
Memorial Stadium
Military Science Building
Multicultural Center
Murphy Hall
Nunemaker Hall
Oldfather Studios
Parking Facility
Printing Services
Recreation Services Bldg. (Old School House)
Smith Hall
Snow Hall
Stauffer-Flint Hall
Traffic Control Stations
Twente Hall
Watkins Home
Wescoe Hall
West Campus Trailers 138, 148, 167, 169
1400 Louisiana

OPEN

Adams Alumni Center
Allen Field House
Anschutz Library
Anschutz Sports Pavilion
Art and Design Building
Baehr Audio-Reader Center
Blake Annex
Bridwell Laboratory
Broadcasting Hall

Burge Union
Burt Hall
Carruth-O'Leary Hall
Chancellor's Residence & Guest House
Computer Services Facility
Continuing Education Building and Annexes
Dole Human Development Center
Dyche Hall
Facilities Operations (all buildings)
Foley Hall
Green Hall
Hambleton Hall
Haworth Hall & Addition
KGS Core Library Building
Kansas Union
Kurata Laboratories
Learned Hall
Malott Hall
McCollum Laboratories
Moore Hall
Motor Pool
Murphy Hall
Nichols Hall
Old Post Office (645 New Hampshire)
Parker Hall
Parrott Athletic Center
Pharmaceutical Chemistry Labs
Regents Center
Robinson Center
Shaffer-Holland Strength Center
Smismman Laboratories
Spahr Library
Spencer Library
Spencer Museum
Spooner Hall
Strong Hall
Sudler House Annex (KJHK)
Summerfield Hall
Trailers 1 and 2, West Campus
University Extension
University Press Offices
University Relations Center
Varsity House (1043 Indiana)
Watkins Health Center
Watson Library
Youngberg Hall

The University switchboard will be closed December 21, 22, 25, 28, 29, 1996, January 1, 4 and 5, 1997. The University switchboard will be open 7:30 a.m. to 5:00 p.m. on December 19, 20, 23, 24, 26, 27, 30, 31, 1996, January 2 and 3, 1997 and from 7:30 a.m. to 6:00 p.m. on January 6. The University switchboard will resume normal hours on January 7.

You are invited...

Who: All Library Staff

Event: Open Meeting

Topic: 7 Habits of Highly Effective People

Guests of Honor:

Marilu Goodyear and Sandy Gilliland
will discuss the Covey Leadership workshops
they recently attended

Date: Wednesday, January 8th, 1997

Time: 2:00pm - 3:00pm

Place: Watson Conference Rooms A&B

(SPONSORED BY THE CLASSIFIED CONFERENCE)

May	<p>SEMINAR ON THE ACQUISITION OF LATIN AMERICAN LIBRARY MATERIALS May 16 - 22, 1997 Rockville, Maryland (Washington, DC)</p> <p>MEDICAL LIBRARY ASSOCIATION May 23 - 29, 1997 Seattle, Washington</p> <p>NORTH AMERICAN SERIALS INTEREST GROUP May 29 - June 1, 1997 University of Michigan Ann Arbor, Michigan</p>	<p>March 18, 1997</p> <p>March 24, 1997</p> <p>March 31, 1997</p>
Jun	<p>AMERICAN LIBRARY ASSOCIATION Annual Meeting June 26 - July 3, 1997 San Francisco, California</p>	<p>April 28, 1997</p>
July	<p>BLACK CAUCUS OF ALA July 31 - August 3, 1997 Winston Salem, North Carolina</p>	<p>June 2, 1997</p>
Aug	<p>SOCIETY OF AMERICAN ARCHIVISTS August 27 - August 31, 1997 Chicago, Illinois</p>	<p>June 23, 1997</p>
Oct	<p>ASSOCIATION FOR THE STUDY OF AFRO-AMERICAN LIFE AND HISTORY October 1 - 5, 1997 Los Angeles, California</p> <p>MIDWEST ARCHIVES CONFERENCE Fall Meeting October 18 - 20, 1997 St. Louis, Missouri</p>	<p>August 4, 1997</p> <p>August 18, 1997</p>
Nov	<p>AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SLAVIC STUDIES November 20 - 23, 1997 Seattle, Washington</p>	<p>September 22, 1997</p>

LFA Exec Minutes for Dec. 2, 1996.

Present: B. Schulte, B. Schaffner, M. DeSart, C. Pierard, G. Gibbs, J. Girardo, K. Lohrentz.

1. Minutes.

LFA Exec minutes for Nov. 25 were revised and approved.

Staff Development Committee minutes for November 5 were reviewed. A revised copy was received after the meeting, with the substance of the revision being circulated to Exec members via e-mail.

2. Ad Hoc Research Committee.

Becky announced that potential members for this committee had not been contacted due to holiday schedules last week.

3. Ad Hoc Committee on Faculty Evaluation.

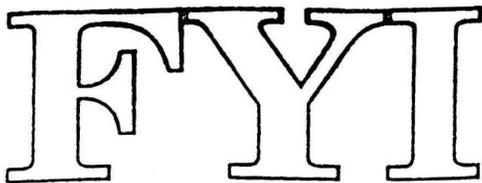
Mel reported that the committee continues to be on schedule for completion of their charge and submission of their report to Exec by Thursday, Dec. 5. It will be the main agenda item for next week's Exec meeting. Exec also finalized plans for the general LFA meeting at 1:30 p.m. on Tuesday, Dec. 17 to consider the report, which will be distributed to the membership prior to the meeting. Exec spent considerable time discussing the best way to provide an adequate forum for discussion, revision, and approval of the report. A joint meeting of the ad hoc committee and LFA Exec will be held at 10 a.m. Dec. 19 to consider possible revisions as needed following the general meeting. The ballot will be mailed to LFA members Dec. 20 and will need to be returned by Jan 3. Deadline for reporting to the Dean is Jan. 8.

4. Handouts.

Minutes of Staff Development Committee for Nov. 5.

5. Next meeting will be held Monday, Dec. 9 at the usual time.

Submitted by Ken Lohrentz.



University of Kansas Libraries

Number 1384 December 19, 1996

Holiday Greetings and Reflections

As I sought a way to express my warm appreciation to the staff with whom I work most closely, I uncovered my message to Library staff from this time in 1994. As I read it anew, I decided that my feelings are much the same, even as the number of people to whom they are directed is now doubled!

I share that message, somewhat edited, as we prepare to close the books (one of those library metaphors?) on 1996

* * * * *

I want all of you to know how much I and others in the University Administration appreciate you and the contributions that you have made during this year of so many challenges. We can never forget to let you know how much those of us in formal leadership positions are aware is owed to you--for your intelligence, skill, energy, and often sheer determination to persevere in the face of difficulty. I salute you and hope always to be worthy of your trust.

I want to emphasize in thanking you this holiday season not only the many special challenges to which so many of you have risen, but also to let you know how much I appreciate the uncounted everyday occasions when you have done your best, often in little-noticed ways. It is because of your efforts that we are able to sustain services of high quality for our colleagues across the University, the people of Kansas, and the world of learning.

* * * * *

As always, this has been a year of change. We have changed organizational structures, we have adjusted many of our ways of operating, and we are working with many new tools. More important to remember about 1996, we have lost to retirement, resignation, and death several active and past members of the staff about whom many of us cared deeply. We have welcomed almost as many newcomers of great promise.

These changes remind me of why a university of KU's quality is a place that must constantly be crossing new thresholds. As much as I know about KU's distinguished past, I am convinced more than ever that I can most honor those who came before me by doing just as they did in times of even greater difficulty: I must look with renewed hope and ingenuity to attempt new beginnings. I urge you to share in that spirit of renewal which is so appropriate to the Season.

* * * * *

May all who are associated with the KU Libraries and Information Technology Services enjoy much success, good health, and happiness in the New Year!

- Bill Crowe

ADDITIONAL WEB WORKSHOPS FOR STAFF

Due to numerous staff expressing interest in this topic, we would like to offer two additional sessions specifically for staff in early January. Dates and times are as follows:

Thursday	January 9	9:00-11:00 am
Friday	January 10	9:00-11:00 am

Both sessions will be held in the Clark Lab. If you would like more information about the content of the workshop, please contact Cindy (cpierard@ukans.edu) or Mary Miller (mamiller@ukans.edu) directly or check out the online description of the workshop, which is located on the Libraries' KU Facts Web page under "Workshops". The title of the workshop is "Finding Information on the World Wide Web".

Mary Miller

OFFICE SUPPLY DISTRIBUTION DATES DURING HOLIDAYS

Due to the upcoming holidays (December 25 and January 1), office supplies will be distributed from the Library Office Supply room on the following dates:

Tuesday, December 24, 8:30-9:30
 Tuesday, December 31, 8:30-9:30

Please let me know if you have any questions, 4-3601.

Denise Swartz

FYI DEADLINES DURING HOLIDAYS

Deadlines for the submission of articles for the December 26 and January 2 issues of FYI are **NOON** on the following dates:

Tuesday, December 24 (for the December 26th issue)
 Tuesday, December 31 (for the January 2nd issue)

Please keep these deadlines in mind if you plan to submit articles. Thank you.

Sandy Gilliland

STAFF PHONE LIST UPDATE

Donna Koepp, Documents/Maps, has a new phone number to add to your list. It is 748-9863.

Sandra Benedict

ATTACHMENTS

Minutes: LFA Exec, 12/10/96; LFA Nominating & Ballot Committee, 11/7/96, 11/26/96; Planning & Resources Committee, 10/10/96, 11/7/96, 11/21/96; Classified Conference Executive Board, 11/18/96.

Invitation to Open Meeting, Subject: Report on Stephen Covey Seminars

LFA Exec Minutes for Dec. 10, 1996.

Present; B. Schulte, G. Gibbs, J. Girardo, B. Schaffner, K. Lohrentz, C. Pierard.

1. Minutes.

LFA Exec minutes for Dec. 2 were revised and approved.

2. Vacancy on LCPT.

An LIII vacancy on LCPT will need to be filled soon. There are six months remaining in the unexpired term.

3. Faculty evaluation plan.

Exec spent considerable time reviewing and revising the report submitted by the Ad Hoc Committee on Faculty Evaluation. An additional appendix, consisting of the document compiled by CESR titled "Evaluation Process and Criteria", will be added. Exec also discussed and revised the cover letter to be sent out with the plan.

4. Next meeting will be held Dec. 16 at the usual time.

Submitted by Ken Lohrentz.

LFA NOMINATING & BALLOT COMMITTEE
Minutes of November 7, 1996 Meeting

Attendees: Susan Craig, Jill Girardo, Lorrie Knox

The committee met to prepare the ballot for a change to the LFA code regarding the Committee on the Code and Bylaws. This code change had been discussed at the LFA general meeting of Oct. 31 and a motion approved to send the issue to a mail ballot. In preparation for the meeting, Susan had prepared the ballot and made sufficient copies for distribution to the membership. Jill had requested and received the mailing labels from Sandy Gilliland. Jill also had procured a stamp which could be used on the ballots to indicate the voting deadline. The committee folded the ballots, added the mailing labels, and stamped the voting deadline on each one.

The next meeting will be Tuesday November 26 at 9am.

LFA NOMINATING & BALLOT COMMITTEE
Minutes of November 26, 1996 Meeting

Attendees: Susan Craig, Jill Girardo, Lorrie Knox

The committee met to count the ballots returned in the vote to change the LFA code regarding the Code and Bylaws committee. All returned ballots were first examined to determine that the mailing labels were attached and then the mailing labels were removed before counting commenced. The ballot issue passed with 43 in favor and 1 opposed. This result will be reported to LFA Executive Committee.

The next meeting will be held when business necessitates.

Planning & Resources Committee
Meeting Minutes
October 10, 1996, 10:30-11:30 am

Present: M. Alexander, P. Difilippo, V. Doll, J. Emde, L. Fredericksen, N. Jaeger

The minutes of the September 26, 1996, meeting were approved. At an earlier meeting Gordon had suggested sending future drafts of minutes to each member of the committee via e-mail and having them approved that way. The group felt that approval of minutes at meetings was preferable. Minutes will be approved at each meeting.

Our future meeting with the LFA Executive Committee was discussed. The PRC felt that the issue of Exec seeing/approving charges from the Library Administration before they were sent to us is cumbersome. We will discuss this with Exec.

The Committee would like to meet with Marilu Goodyear as soon as possible to discuss our involvement in this year's budget process, which will not begin until after the first of the year. Judith will e-mail Marilu regarding some agenda items for that meeting. A note was sent to Kathy Lafferty, and the earliest time possible would be Nov. 11 from three to four in the afternoon. The Committee agreed to meet again to discuss agenda items for the meeting before we meet with Marilu.

A message was sent to Matt Bovee and Kent Miller regarding what issues are being discussed for library space planning. We received a response from Matt saying he thought it would be more accurate for us to get information from the Library Administration. He also thought that we should wait until next year to try to involve ourselves in the issue. We will talk to Marilu about this issue at our November meeting.

A group of us agreed to work on the Library Planning Notebook. LF, PD, and SH will get together to talk about the notebook on Oct. 21. Others on the Committee agreed to help with it if needed.

Paulette Difilippo, for the Committee

Planning & Resources Committee
Meeting Minutes
November 7, 1996, 10:30-11:30 am

Present: M. Alexander, G. Anderson, P. Difilippo, V. Doll, J. Emde, L. Fredericksen,
S. Hewitt

The minutes of the October 24, 1996, meeting were reviewed and amended.

Departmental Resource reports

Judith and Gordon will meet with Nancy Jaeger and Matt Bovee to discuss topics and guidelines to be included or followed in preparing departmental resource reports.

One member cautioned against being too specific in asking questions, as this may discourage discussion of other topics or issues not mentioned in any such list of guidelines. There was also a question about the extent to which one could, at this time, measure any impact of student-wage increase on a unit's student-assistance allocation. Information and data are hard to come by at this early date. At this point in time one should perhaps state the unit's needs for student assistants rather than trying to describe what might happen if the requisite funding does not materialize. On the other hand, the administration needs to know the consequences of any failure to fund student-assistant needs satisfactorily.

The PRC felt it is important for the Library Administration to know areas of greatest need. Prior reports have addressed the question of dealing with possible cuts in budgets.

Uses of State Property

Paulette distributed some materials on the personal use of state resources. Cataloging is working on a policy. The Committee discussed this topic briefly, in particular the role of training on state equipment. Members of the Coordinating Council, it was mentioned, are trying to gather more information on guidelines, through discussions with their respective units.

There was a suggestion that a PRC member attend Coordinating Council meetings when issues pertinent to the PRC, like the issue of the personal use of state property, are discussed.

Next meeting

Thursday, November 21, 10:30, Anschutz Science Library Conference Room

Gordon Anderson, Secretary
Planning & Resources Committee

Planning & Resources Committee
Meeting Minutes
November 21, 1996, 10:30-11:30 am

Present: M. Alexander, G. Anderson, P. Difilippo, V. Doll, J. Emde, L. Fredericksen, S. Hewitt

The minutes of the November 7 and October 10, 1996, meeting were reviewed and amended.

Departmental resource reports

Judith, Gordon, Nancy Jaeger, and Matt Bovee met earlier in the week to prepare a list of suggested questions and topics to be included or followed in preparing departmental resource reports.

The Committee reviewed the questions and proposed several changes. The final draft will be submitted to Associate Dean Goodyear.

Next meeting

Thursday, December 4, 10:30, Anschutz Science Library Conference Room

Gordon Anderson, Secretary
Planning & Resources Committee

You are invited...

Who: All Library Staff

Event: Open Meeting

Topic: 7 Habits of Highly Effective People

Guests of Honor:

Marilu Goodyear and Sandy Gilliland
will discuss the Covey Leadership workshops
they recently attended

Date: Wednesday, January 8th, 1997

Time: 2:00pm - 3:00pm

Place: Watson Conference Rooms A&B

Classified Conference Executive Board
November 18, 1996

Present: Carmen Orth-Alfie (chair), Kristi Cook (vice-chair), Corrie Thompson (secretary), Denise Swartz, Gaby Holcomb, Mary Ann Baker, Carol Ann Vernon, Lisa Shaw, Janet Revenew

Marilu Goodyear:

1. Reclassifications:

Currently there is a freeze on reclassifications, but a recent change in policy is that exceptions can be approved within the University Administration whereas until very recently they had to be approved within the state administrative offices in Topeka. As a result of KU's recent administrative restructuring, however, the "path of approval" is still unclear. There are a few Office Assistant positions, particularly in the Cataloging Department, whose job duties are primarily library focused, and therefore the Library Administration is attempting to move these positions to Library Assistant classifications. Additionally, the Library Administration must point to that department's recent reorganization to justify the immediate need for position reviews. However, the Administration feels that, when the new online system is in place, there will be a need to review all classified positions throughout the library system. Virtua will have some effect on all departments, with the possible exception of the mailroom, but what that effect will be is unknown.

2. Staff Training for Windows95 package:

The Automation Department will try to offer one basic course in each of the Office components (Word, Excel, PowerPoint, Access, and GroupWise). Other avenues will be considered for training beyond what the Automation Department offers after all staff have received the basic training. A needs assessment survey is being considered after everyone gets some introduction to all of the applications, so that staff can better gauge whether they are likely to need further training in the use of the applications. As far as OCLC and other non-Windows training, Mary Roach is investigating how Virtua is going to affect the way we use OCLC.

Chair's Report:

1. Meeting with M. Goodyear:

- Marilu was pleased with the proposed changes to the Classified Conference Handbook concerning leave time for taking classes.
- Marilu is meeting with Retrieval Services soon to discuss her vision statement, but she will also ask for input on the issue of personal use of state equipment. Staff from other departments who have not discussed this issue are encouraged to email, call, or meet with Marilu directly, as all departments are supposed to discuss it.

2. Position Updates:

- The Conservator position has been closed without being filled. It may be readvertised in the Spring.
- Three candidates are being interviewed for the Head of Reference.

- Two candidates were interviewed last week for the Interlibrary Loan position. The last day for staff to give input was Friday, November 15th.

Old Business:

1. The LFA did not pass on any of our charges to PRC because they were too similar to the charges that LFA Exec already gave this committee. The charges to SDC were not passed on because they were administrative in nature.
2. Gaby reported that the proposed changes to the Classified Employees Handbook have been approved with one minor change. The phrase "so long as normal functions of the department can be carried out" was added to the second paragraph. The Handbook for Unclassified Employees will be amended in a similar way, accounting for exempt vs. non-exempt status.
3. Corrie will send ballots for approving the changes to the Code to Group Representatives, who in turn will distribute them to their constituents and attempt to retrieve as many as possible.
4. Mary Ann has added procedures for submitting charges to LFA committees to the Guidelines.
5. Group Representatives need to solicit their constituents for volunteers for the Classified Employee of the Year Selection Committee. The Classified Conference also needs to review the Award procedures, so Group Reps will solicit volunteers among their constituents to form an Ad Hoc committee for this purpose.

Committee Reports:

1. The Senate Libraries Committee will discuss the affect of the minimum wage increase on the libraries' budget, how Virtua will affect library staff, and budget needs and priorities, particularly in the area of acquisition (the "access vs. ownership" issue).
2. Staff Development Committee: distributed a calendar of events (with some information that is tentative at this time). "Soaring" and "Dancing" teleconferences are booked into the Burge Union, with one exception which will take place in Strong Hall.
3. Planning and Resources Committee met and discussed the consequences of a hypothetical reduction in student wage allocations as a result of minimum wage increases, what effects of extended hours would be, how Virtua will affect various departments. They plan to schedule an open staff meeting with Marilu in January to discuss the budget before the budget request goes to Strong Hall. They will further discuss the issue of guidelines for the use of state equipment and forward their input to Library Administration.
4. The Board acknowledged the minutes of the Instruction Council and the Electronic Information Council as sufficient for the Board's needs, however the Chair requested that the classified representatives on these councils report to the Board when there is discussion in these councils that pertains directly to classified staff.

Group News:

1. Mary Ann announced the following exhibits:
"William Alexander Griffith, 1866-1940: Educator, Architect, Painter" - University Archives
"Happy Landin' with Landon: Alf Landon's 1936 bid for the presidency (with audio component)" - Kansas Collection
"Sir Winston Churchill, 1874-1965: Soldier, Author, Politician, and Statesman" - Special Collections.

Future Meetings:

1. Corrie will ask Marilu and Sandy if they would be available any time on Friday, January 10th to meet with all interested classified staff to report on the Covey workshops they recently attended. If that day will not work for them, Corrie will attempt to schedule the meeting earlier that week. It is felt that this meeting should take place before the semester begins in order to enable more people to attend.
2. The next CCEB meeting will be Tuesday, January 21st, at 1:30pm. For the Spring Semester, the CCEB will meet at 1:30pm on the third Tuesday of the month.