FINAL DRAFT: STRATEGIC PLANNING 2000 REPORT; STAFF OPEN MEETINGS SCHEDULED

On behalf of the Management Team and the Steering Committee, we are pleased to release the final draft of the Strategic Planning 2000 report. Together with the reports of the five task forces, it is now available on the Libraries' staff web site at http://www2.lib.ukans.edu/~staff/committees/strategicplanning/. We want to thank all members of the Steering Committee and the task forces for their contributions to this important effort.

Before the draft report is accepted by the Interim Dean, we invite members of the Libraries staff to comment on it. Two Libraries staff open meetings have been scheduled for this purpose: Monday, Jan. 8, 2:00-3:30, Watson Conference Rooms A-B, and Tuesday, Jan. 9, 10:00-11:30, Watson Conference Rooms A-B. Members of the Management Team and the Steering Committee will be present at both meetings to listen to comments and answer questions about the report. We hope that these meetings will help us all gain a better understanding of the vision that will help to shape the Libraries' work beginning this year.

Staff may also submit comments by e-mail to the Steering Committee until 12:00 noon, Wednesday, Jan. 10, at libsp-l@staff.lib.ukans.edu.

Jim Neeley, Chair, Strategic Planning Steering Committee
Julia Rholes, Interim Dean

PERSONNEL UPDATE

During the past few weeks, we have received resignation notices from the following staff:

Christine Foster, LAII in Access Services (Watson Circulation Desk Supervisor) has accepted a position with the KU Medical Center Dykes Library. Her last day with the Libraries was December 29th. (See position announcement below.)

Stephanie Schaffner, Program Assistant in the Slavic Department, has accepted a position with the KU School of Education as Manager of the Learning Resources Center. She began her new appointment on January 2nd.

Lawanna Huslig, Secretary I in the Kansas Collection, has accepted a Secretary III position with the KU Law and Organizational Economics Center. Her last day with the Libraries is January 5th.

Cathy Bell, Systems Specialist in the Libraries' Automation Department, has accepted a position in Topeka with the Catholic Community Services office. Her last day with the Libraries is January 19th.

Sandy Gilliland

(continued)

An Equal Opportunity/Affirmative Action Employer
CLASSIFIED VACANCY

Applications are now being accepted for a full-time Library Assistant II position in Watson Access Services, the position previously held by Christine Foster. Responsibilities of the position, which serves as Watson Circulation Desk Supervisor, include: 1) Manage Watson Library Circulation Desk, 40%; 2) Coordinate and provide desk coverage, 40%; and, 3) Other duties as assigned, 20%. Minimum requirements: Job knowledge at an advanced level in library support work. Strongly preferred qualifications: Substantial library work experience. Strong commitment to public service. Ability to communicate effectively with a diverse public. Ability to supervise and motivate staff and develop and implement training programs. Ability to plan, organize, and manage workflow, and to set priorities and meet goals. Ability to work accurately with detail. Ability to work under pressure and handle work-related stress. Experience/knowledge with computer applications. Preferred qualifications: Experience with facilitating communication in a work and/or public service environment. Ability to work as part of a team as well as independently. Experience in supervising and training staff. Library public service experience. Knowledge of KU library collections and organization. Familiarity with library classification schemes. Beginning hourly wage: $10.28. Contact Sandy Gilliland for a copy of the full position description and for application instructions. Applications are due by 5:00 p.m. Friday, January 12, 2001.

The University of Kansas is an Equal Opportunity/Affirmative Action Employer. The University encourages applications from underrepresented group members. Federal and state legislation prohibits discrimination on the basis of race, religion, color, national origin, ancestry, sex, age, disability, and veteran status. In addition, University policies prohibit discrimination on the basis of sexual orientation, marital status, and parental status.

ATTACHMENTS

Committee Minutes:
- Staff Development, 08-24-00, 09-07-00, 09-21-00, 10-05-00, 10-19-00, 11-02-00
- Library Faculty Assembly, Executive Committee, 11-13-00, 12-4-00

An Equal Opportunity/Affirmative Action Employer
Staff Development Committee
Meeting Minutes

August 24, 2000

Present: Karen Cook (recorder), Paulette Difilippo, Lin Fredericksen, Sandy Gilliland (ex officio), Lea Currie (Chair), Stephanie Schaffner Absent: Kendall Simmons (treasurer)

This was the first meeting of the Staff Development Committee for FY01.

Travel Requests: There were several travel requests. Three travel requests came from Brad Schaffner: he will attend the Central Slavic Conference in Kansas City 12-14 October, the Libraries in the Age of the Internet conference in Bulgaria 2-10 November and the American Association of Slavic Studies Annual Conference in Denver 11-12 November. Brian Baird will attend the Libraries in the Age of the Internet conference in Bulgaria 2-11 November. Lea Currie will attend the American Indian Leaders conference at KU 15-16 September. Lyn Wolz will attend the American Folklore Society conference in Columbus, OH 25-29 October.

Announcements: For the present it is acceptable to submit either the on-line SDC application form or a paper print-out from it; the old pink paper forms are outdated, however, and should not be used.

Budget: The annual Library Operating Budget Allocation to SDC for FY01 is $30,000.

Other: New committee members present at the meeting were Karen Cook and Paulette Difilippo. Officers were elected: Lea Currie (Chair), Karen Cook (Secretary) and Kendall Simmons (Treasurer).

It was agreed that SDC will meet every other week.

The need for a theme and program suggestions for the coming year was raised and will be discussed at the next SDC meeting.
Staff Development Committee
Meeting Minutes

September 7, 2000

Present: Karen Cook (recorder), Paulette Difilippo, Lin Fredericksen, Sandy Gilliland (ex officio), Lea Currie (chair), Stephanie Schaffner, Kendall Simmons (treasurer)

Absent:

Minutes: The minutes of the previous meeting were read, corrected and approved.

Support Requests: There was one support request this week. Channette Kirby will attend the American Indian Leaders program here at KU 15-16 September.

Treasurer's Report: Kendall reported that carry-over budget items have been shifted to FY2001 with the result that $23,545 of the SDC allocation now remains.

Theme and Programs: The theme for 2001, “New Directions: Preparing for the Library of the Future,” was suggested by Linn and accepted by the committee. Various program topics were also suggested, and possible speakers are to be lined up by the committee.

Other: Kendall has increased the length of the boxes on the SDC electronic application form.

Charges to SDC from LFA are expected soon, but it is uncertain whether CC is aware that they could also give charges to SDC.
Staff Development Committee
Meeting Minutes

September 21, 2000

Present: Karen Cook (recorder), Sandy Gilliland (ex officio), Lea Currie (chair), Stephanie Schaffner, Kendall Simmons (treasurer)

Minutes: The minutes of the previous meeting were read, corrected and approved.

Announcements: Lea announced that our special charges for this year were approved by LFA on 18 September. They are:

a. Hold an open meeting in this academic year (and on an annual basis) concerning staff development needs: application guidelines and forms, policies, procedures, et sim.
b. Finish work on formulating methods and guidelines for distributing Staff Development funds and review this work with the Administration.
c. Analyze Staff Development Committee funding and programs, with the following questions in mind: who attends the programs? Which departments are represented in awards and programs? Where and to whom is the money awarded?

Clarification on charges b and c will be sought.

Travel Requests: There were several travel requests this week. Cindy Pierard and Kathy Graves will attend the KLA CULS Fall Conference in McPherson October 5-6. Meg Brown will attend the Guild of Bookworkers Standards of Excellence Seminar in Hand Bookbinding in Salt Lake City from October 5 to 8, 2000. Lea Currie will attend the KANAE & KSDE Joint Conference on Native American Education in Wichita November 10-12. Marquita Richards and Jean Hojnacki will attend a seminar on Dealing with Difficult People at the KCK Public Library on November 16. Shannon Royer and Jo Nell Proctor will attend a seminar on How to Deal with Employee Attitude Problems at the KS Airport Hilton on December 1.

Treasurer's Report:

Program: Several topics relating to the SDC program of events were discussed. November 1 was selected as the date for the season’s kick-off talk on “New Directions in Library and Information Studies Education” by Robert Grover, Dean of the School of Library and Information Management, Emporia State University.” The possibility of repeating Saturday KU Libraries workshops for the public during the working week for staff was suggested. It was agreed that a KU Libraries calendar listing all internal library events is needed.
Staff Development Committee
Meeting Minutes

October 5, 2000

Present: Karen Cook (recorder), Lin Fredericksen, Sandy Gilliland (ex officio), Lea Currie (chair), Kendall Simmons (treasurer) Absent: Stephanie Schaffner

Minutes: The minutes of the previous meeting were read, corrected and approved.

Travel Requests: There were several travel requests this week. Lars Leon will attend the Libraries in the Age of the Internet conference in Sofia, Bulgaria from November 8 to 10, 2000. Stephanie Schaffner will attend the American Association for the Advancement of Slavic Studies meeting in Denver from November 9 to 12, 2000. Lynn Wolz will attend a seminar on Dealing with Difficult People at the KCK Public Library on November 16, 2000. Jeff Bullington will attend the ALA Midwinter Meeting in Washington, D.C. from January 12 to 17, 2001. Brian Baird will attend the ALA Midwinter Meeting in Washington, D.C. from January 11 to 16, 2001. Lea Currie will attend the ALA Midwinter Meeting in Washington, D.C. from January 11 to 16, 2001.

Charges: The charges to SDC were discussed.
Staff Development Committee
Meeting Minutes

October 19, 2000

Present: Karen Cook (recorder), Sandy Gilliland (ex officio), Lea Currie (chair), Stephanie Schaffner, Kendall Simmons (treasurer) Absent: Lin Fredericksen

Minutes: The minutes of the previous meeting were read, corrected and approved.

Travel Requests: There were several travel requests this week. Donna Koepp will attend the Libraries in the Digital Age Workshop in Kansas City 17-18 November 2000. Ken Lohrentz will attend the annual convention of the African Studies Association and a meeting of the Bibliography Committee of the African Librarians Council in Nashville, Tennessee 14-18 November 2000. Faye Christenberry, Vickie Doll, Cindy Pierard, Richard Ring, and Brad Schaffner will attend the ALA Midwinter meeting in Washington, D.C. 12-17 January 2001. Richard Ring will attend the American Historical Association meeting in Boston, MA 4-7 January 2001.

Charges: The charges to SDC were discussed.

Events: Ideas for future SDC events were discussed.

Announcements: Kendall reported that work is underway to solve the problems with the online application form.
Staff Development Committee  
Meeting Minutes

November 2, 2000

Present: Cathy Bell, Karen Cook (recorder), Lin Fredericksen, Lea Currie (chair), Kendall Simmons (treasurer)  
Absent: Sandy Gilliland (ex officio), Stephanie Schaffner

Minutes: The minutes of the previous meeting were read, corrected and approved.

Travel Requests: There were several travel requests this week. John Stratton attended the KLA/CULS annual conference in McPherson, KS Oct 5-6. Marianne Reed will attend the LITA Annual Forum 2000 in Portland, Oregon Nov 2-5.

SDC Application Form: The revisions that Kendall will be making to the on-line SDC Application Form were discussed.

Program: Brian Baird and Meg Brown will talk about preservation 10:30am-12:00 noon on Dec 15 in Watson Conference Rooms A & B.

During January Jeff Bullington and Loretta Spurling will talk about a CTE Institute they attended last spring. A date will be set later.
Minutes of the Executive Committee  
Library Faculty Assembly  
Monday, November 13, 2000  
3:00-4:30 p.m.  
Conference Room A, Watson Library  

Present: Anderson (Chair), Burich (VC, Chair-Elect), Christenberry (LI), Culp (Secretary), Gillespie (LII), M. Miller (UC Professional), Wilson (LIII)  

Guests: Dean Russell, Sandy Gilliland  

- Dean Russell provided background on the call for a faculty review of the annual faculty evaluation process. The third-year review is required by the University of Kansas Faculty Governance document adopted by the faculty in October 1996. "Each unit shall review its evaluation process at least once every three years . . . Changes shall be adopted by a faculty vote and approved by the Dean and Provost." The committee agreed to lay the issue before the faculty at the Fall LFA meeting; inform the faculty of changes approved by the library faculty since 1997; and alert the faculty to a forthcoming ballot initiative that would ratify the process as it now stands. The Dean requests that LFA report the results of the ballot initiative to him by January 19, 2001.  

- The Dean discussed the practice of the Dean's addressing certain salary inequities by withholding a small portion of the annual merit pool dollars for special reallocation. The Dean and the Salaries and Benefits Committee will meet with the Executive Committee on December 4, 2000.  

- The committee reviewed the agenda for the LFA fall meeting on Thursday, November 16.  

Respectfully submitted,  
Bryan A. Culp  

Minutes of the Executive Committee  
Library Faculty Assembly  
Monday, December 4, 2000  
3:00-4:30 p.m.  
Conference Room A, Watson Library  

Present: Anderson (Chair), Burich (VC, Chair-Elect), Christenberry (LI), Culp (Secretary), Gillespie (LII), M. Miller (UC Professional), Wilson (LIII)  

Guests: Dean Russell and members of the Committee on Salaries and Benefits, Rich Ring, Susan Craig, Faye Christenberry  

- Dean Russell discussed the Dean's practice of addressing certain salary inequities by withholding a small portion of the annual merit pool funds for special reallocation, one-half of one percent of the merit pool total being past practice. Given market considerations for new hires, and perceived salary inequities within the KU Libraries payroll, the Dean suggested setting aside a slightly larger portion of the merit pool dollars for such discretionary use. As a result of this discussion, the Dean will talk with the Provost about this issue.  

The Executive Committee thanked Dean Russell for bringing the issue before the Committee and for purposefully engaging the Committee on Salaries and Benefits in the ongoing efforts to address salary deficiencies. (SBC will meet with the Dean in the company of the Library Management Team on Tuesday, December 5.)  

- The Committee discussed updates to the KU Libraries Faculty Evaluation Plan of 1997 as set before the faculty at the LFA Fall meeting, November 16, 2000.  

Respectfully submitted,  
Bryan A. Culp
PERSONNEL ANNOUNCEMENT
Jean Bischoff has been appointed to a three-year term as a Project Archivist with the Dole Collection. Jean recently graduated in December from the University of South Carolina College of Library and Information Science. She has held internships with the Manuscript Division of the South Caroliniana Library, and has been a Project Assistant at the South Caroliniana Library. Jean earned the BA degree in Sociology from the American University, Washington, D.C. Her appointment begins January 21, 2001.

Sandy Gilliland

CLASSIFIED VACANCY
Applications are now being accepted for a full-time Library Assistant I position in Retrieval Services. Responsibilities of this position include: 1) Approval plan receipt and processing, 25%; 2) Distributing incoming mail addressed to Firm Order and Approval operations, 5%; 3) Pre-order searching of firm orders, 70%; 4) Firm order receipt and processing, 30%; 5) Workflow management and student supervision, 5%; 6) Teamwork activities and skill development, 5%; and 7) Other duties as assigned. Minimum requirements: Job knowledge at an entry level in library support work. Preferred selection criteria: Preferred selection criteria: Library work experience. Strong commitment to public service. Experience working with bibliographic, acquisition, serials control or interlibrary loan records in an automated library environment. Ability to work with detailed and complex procedures effectively and independently. Ability to organize work effectively, set priorities, and meet expectations for turnaround time and quality of work. Broad educational background, including working knowledge of at least one foreign (Western European) language. Ability to maintain a regular schedule. Experience with IBM compatible computers. Ability to work under pressure and handle work-related stress. Proven commitment to positive, solution-oriented problem solving. Prefer a flexible person with strong interpersonal skills who is able to work effectively and cooperatively as part of a team as well as independently in a changing work environment. Prefer a person who values diversity and recognizes the benefits that come from many perspectives and cultures. Starting hourly wage: $9.33. Excellent benefits. To apply, contact Sandy Gilliland, 4-8922, for application instructions. Applications must be received by 5:00p.m. Friday, January 19, 2001.

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ATTACHMENTS
Committee Minutes: Promotion and Tenure (LCPT), Sept-Dec. 2000
Flyers: School of Law Library Hours; Libraries Orientation Tours; Kendall Simmons’ Song Lyrics

An Equal Opportunity/Affirmative Action Employer
LIBRARY COMMITTEE ON PROMOTION AND TENURE (LCPT)
MINUTES, SEPTEMBER – DECEMBER 2000

Members: Bill Crowe, Judith Emde, Kathy Graves (Secretary), Rob Melton, Mary Roach (Acting Chair during P&T process), Brad Schaffner (Chair), Loretta Spurling

LCPT met first on Sept. 1 to select officers and discuss our anticipated work for the fall semester. We reviewed the schedule for submission of sabbatical files as well as promotion and tenure files.

One sabbatical file was submitted to LCPT, committee members reviewed the file individually before meeting on Oct. 12 to discuss it as a group, and met again on Oct. 19 to finalize revisions to the draft statement. Our final version accompanied the file upon submission to the Dean.

Before meeting on Nov. 20, each LCPT member had reviewed the one file submitted by a candidate for promotion and tenure. We began discussing the file and divided up the writing assignments. Between Nov. 21 and Dec. 8, we met four times to continue discussions, assign ratings to each section (professional performance, service, research), and review drafts that we had written between meetings. The file was submitted to the Dean on Dec. 8, 2000.

Submitted by Kathy Graves
### UNIVERSITY OF KANSAS
### SCHOOL OF LAW LIBRARY
### HOURS

**INTERTERM AND SPRING SEMESTER, 2001**

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<th>Period</th>
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<tr>
<td><strong>INTERTERM HOURS</strong></td>
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<tr>
<td>December 22 - January 13</td>
<td>Mon. - Fri. 8:00 am - 5:00 pm</td>
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<td>Sat./Sun. CLOSED</td>
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<td>(CLOSED Mon., Dec. 25, and Mon., Jan. 1)</td>
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<td>January 14 - March 15</td>
<td>REGULAR HOURS</td>
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<td></td>
<td>Sun. 10:00 am - 11:00 pm</td>
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<td>(CLOSED Mon., Jan. 15, Martin Luther King Holiday)</td>
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<tr>
<td>March 16</td>
<td>Fri. 7:30 am - 6:00 pm</td>
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<td>March 17 -March 24</td>
<td>SPRING RECESS HOURS</td>
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<td>Sat./Sun. CLOSED</td>
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<td>March 25 - May 2</td>
<td>REGULAR HOURS</td>
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<td>May 3 - May 16</td>
<td>EXAM HOURS</td>
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<td>May 17 - May 20</td>
<td>COMMENCEMENT HOURS</td>
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<td>Sun. 8:30 am - 10:00 pm</td>
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<td>May 21</td>
<td>SUMMER HOURS</td>
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Green Hall-Lawrence, Kansas 66045-Telephone (785) 864-3025; Fax (785) 864-3680
Guides will introduce information resources and services available via the KU Libraries. Tours are approximately 45 to 60 minutes long. For library locations, consult the map on the reverse of this schedule.

Anschutz Library (864-4928)

Tuesday, January 23 10:30 a.m.
Wednesday, January 24 1:30 p.m.

Music and Dance Library (864-3496)

Wednesday, January 10 11:30 a.m. & 2:30 p.m.
Thursday, January 11 11:00 a.m. & 2:00 p.m.
Friday, January 12 10:30 a.m. & 3:30 p.m.

Watson Library (864-8991)

Monday, January 22 noon
Thursday, January 25 9:00 a.m.
Tuesday, January 30 noon
Wednesday, January 31 10:00 a.m.
Friday, February 2 12:30 p.m. & 2:30 p.m.
Monday, February 5 7:00 p.m.
Wednesday, February 7 7:00 p.m.
Thursday, February 8 1:30 p.m., 2:30 p.m. & 3:30 p.m.
Friday, February 9 11:30 a.m., 12:30 p.m., 1:30 p.m. & 2:30 p.m.
Saturday, February 10 noon & 1:00 p.m.
Sunday, February 11 1:00 p.m. & 7:00 p.m.

Tours are also available at other KU Libraries. For additional information, please contact these libraries at the numbers provided on the reverse of this schedule.
GovDocs moved into Anschutz
Now 2 libraries are one
Our clientele is changing
A new world it's become
They do not want to walk up to
Watson anymore.
They think we should have everything
When they walk through the door.

GovDocs expected Science questions
Not for film reviews
While Science staff expected census queries, not the news.

What do you have on Van Gogh,
Madonna or TV?
What do you mean it's not in here
Aren't you a library?

Thank goodness for the Internet,
Now we can help them all
We answer questions varied
Both in-depth and quite small.

And if the patron is not here
We use the telephone
And tell the folks that they can find
The answer from their home.

The rest of us work hard
Doing other people's work.
For no more money, recognition
Bonuses or perks.

Oh, need a job? Need a job?
Please come to KU.
We've got a lot of openings
And we have one for you.

Pack your bags. Pack your bags.
Please come here to stay.
If you have got an MLS
We'll hire you today.

Now we have had some luck
In bringing people here
Now only if they had some friends
We'd make it through next year

We'd hire all their friends
And hire their friends too
But till that time has come along
These folks will have to do.

Oh David, Jana, Kevin, Richard, John, Elizabeth
Christine, Lola, Maxwell, Tyca, Summer and Denise
Sarah, Julie, Carmen, Jane, Adrienne and Charles
Marquita, Josh, Lynn, Angela, Ryan, Emily

(If Came Upon as Midnight Clear)

(There) Inclement Weather Policy
Leaves a lot to be desired
It places us in jeopardy. (They)
Should have warned us when we got hired

That we'd be risking our lives for work
And not getting hazard pay.
And should we decide to stay safely home
It'll cost a vacation day.

For those whose children attend Lawrence schools
They don't really have a choice
The rest of us have to cover for them
We don't really have a voice (over)
In what is safe and what is not
As we slip and slide and fall
We have to be open for those crazy fools
Who don’t have to go out at all.

I think that F&O shovels first
The Chancellor’s entire yard
So when he looks out his window
He thinks the ground is hard

And dry and safe and not slippery
So doesn’t think “Let’s cancel school”
Perhaps they should shovel the Chancellor last
Then maybe he’ll get a clue.

(Rudolph the Red-Nosed Reindeer)

You know Conferences, Seminars,
Committees, and Workshops,
Memos and minutes, retreats going nonstop
But do you recall the happiest project of all?

Let’s do Strategic Planning.
We’ve got nothing else to do.
I love to go to meetings.
I think they are fun, don’t you?

I can be on a task force.
I can take the minutes too
You can send me corrections
And I can send them back to you

And if we play our cards just right
When we finish our Strategic Plan
It’ll be outdated in a year
And we can do it over again

I love Strategic Planning
I could do it all day long
It’s as much fun as KULSA parties
And singing silly Christmas songs

(I'm Dreaming of a White Christmas)

I'm dreaming of a warm Christmas
But that is just a fantasy
With the thermostat at 60
They're being thrifty
My feet are freezing to my knees.
**MARIANNE REED SELECTED AS KU UNCLASSIFIED EMPLOYEE OF THE MONTH**

Congratulations to Marianne Reed, Senior Systems Specialist, Libraries' Automation Department, on being selected as the KU Unclassified Employee of the Month. On Thursday, February 1st, Provost Shulenburger made a surprise visit to a meeting Marianne was attending and presented a certificate and $500.

Marianne's service to the University Libraries began in 1983, when she was hired to work in the Circulation Department, Watson Library. In 1987 she left Lawrence but returned in 1991 when she became the second employee in the newly formed Automation Department, serving as a library automation specialist. Marianne was promoted to her current position, Senior Systems Specialist, in FY1997. Marianne’s primary responsibility is to provide client and desktop support for microcomputer operation throughout the library system. Her responsibilities include installation of hardware and software, troubleshooting, upgrades, and training of individuals as well as groups. She has become a general resource person for circulation staff in the Libraries and has helped to develop, write, and implement a number of procedures and practices. She also provides listserv and e-mail support. Marianne’s can-do attitude and unfailing cheerfulness in the face of ever-present change makes her an indispensable member of the KU community.

Congratulations, Marianne!

Sandy Gilliland

**PERSONNEL ANNOUNCEMENTS**

Karen S. Cook has been appointed as Assistant Special Collections Librarian-Manuscripts (Librarian I). Karen is presently a Library Assistant in the Map Collection, Anschutz Library. She earned the BA degree in Art History from Columbia University, and M.S. and Ph.D. degrees in Geography (cartography) from the University of Wisconsin. Karen is currently enrolled in the Graduate School of Library and Information Science, Emporia State University, and is expected to complete the MLS degree in May, 2001. Karen’s appointment is effective February 4, 2001.

Ryan Swartz and Julie Lynch have been appointed to the Office Specialist positions in Copying Services. Ryan will serve as the Libraries' Copying Program Manager; he is currently employed in a temporary position in Copying Services and will begin his new appointment effective February 4, 2001. Julie will serve as Watson Copy Services Supervisor. Her appointment became effective January 29th.

Sandy Gilliland

(continued)

An Equal Opportunity/Affirmative Action Employer
SPANISH/PORTUGUESE CATALOGER (search re-opened)
Applications are now being accepted for a full-time, tenure-track Spanish and Portuguese Cataloger position. Responsible for cataloging materials relating Latin American and the Iberian Peninsula, in all formats. Performs original and complex copy cataloging of materials in all formats relating to Latin America and the Iberian Peninsula. Contributes bibliographic and authority records to OCLC under the terms of the library's participation in the NACO program. (Full position announcement is available.) Required qualifications: MLS from an ALA-accredited program. Excellent reading knowledge of Spanish. Knowledge of traditional cataloging tools (AACR2rev., LCSH, LC Classification, etc.). Knowledge of USMARC formats and national cataloging standards. Experience with a bibliographic utility. Excellent oral and written communication skills. Effective interpersonal skills and organizational abilities. Ability to work effectively in a team-based environment. Strong analytical and problem solving skills, flexibility, and an innovative approach to working in a rapidly changing environment. Preferred: Academic background in Spanish, Portuguese, or Latin American studies strongly preferred. Cataloging experience in an academic library. Reading knowledge of other Western European languages, preferably Portuguese. Ability to work in a highly automated environment. Working knowledge of OCLC and an integrated local system, preferably Voyager. Annual salary: $32,000 - $40,000 dependent upon qualifications. Excellent benefits. To apply, submit letter of application; resume; copies graduate transcripts; and names, addresses, telephone numbers and e-mail addresses of three references to: Sandy Gilliland, 502 Watson. Review of applications will begin March 5, 2001. Applications will be accepted until the position is filled.

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SANDY GILLILAND

SPRING SCHEDULE SET FOR SATURDAY MORNINGS IN THE KU LIBRARIES
The spring schedule for the Saturday Mornings at the KU Libraries workshop series has been finalized. A copy is attached to this issue of FYI. Staff are more than welcome to attend any of these workshops. Registration is not required but is appreciated. You can send Mary Rosenbloom (mrosenbl@ukans.edu) a message if you would like to register. Special thanks to Loretta Spurling, Donna Koepp, Jennie Dienes, and Lin Fredericksen for agreeing to present these workshops!

MARY ROSENBLoom

ATTACHMENTS
Travel Reports: Brian Baird, Faye Christenberry, Cindy Pierard
Committee minutes:
  Diversity, 1/11/2001
  CMC, 1/04/2001
Flyer: Saturday Mornings at the Library, Spring 2001 Schedule

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THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Brian J. Baird

Department: Preservation Department

Name of Event: ALA Midwinter Conference

Location: Washington, DC

Dates of Travel: January 11-16, 2001

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

I am grateful to the Staff Development Committee for providing funding for me to attend the Midwinter Meeting of the American Libraries Association in Washington, DC. It was an important conference because I serve on a couple of committees that are preparing programs for the Annual Meeting in San Francisco so we had a great deal of work to accomplish at the meeting. ALA has been described as a huge monster whose heart beats twice a year. ALA can move painfully slow at times and your only chance of getting work done is to be at the meeting—when the heart beats.

This was a particularly useful meeting in the preservation section of ALA. There were several important discussions about the future of the profession and how best to restructure the preservation section of ALA to meet our future needs.

Washington, DC is always a great city to visit. Unfortunately, ALA kept me so busy I did not get to see much of the city this time, but I did have about an hour to see the Art Nouveau Exhibit at the National Gallery. The book arts and modern printing have been heavily influenced by the art nouveau movement, so it has always been one of my favorite periods. It was an excellent exhibit.
WASHINGTON, D.C.

Saturday 1/13:

9:30-12:30, ACRL MLA International Bibliography in Academic Libraries Discussion Group Meeting:
Terry Ford, Editor of the MLA IB, provided an update on MLA events. Some of the more interesting items include: the 1999 print version of the bibliography is 4% larger than last year and growing at a prodigious rate; the bibliography will be available electronically with a 4th vendor, to be announced soon; a new indexing manual for MLA bibliographers will be available soon; MLA is looking for a comprehensive user’s guide to the Bibliography—something that provides assistance to the content, classification scheme, use of the thesaurus, etc. The sad news is that Terry has resigned as Editor of the MLA IB to begin work with the BHA (Bibliography of the History of Art). The group discussed the possibility of comparing the scope of the Bibliography with other standard indexes, such as Anthropological Literature, Philosopher’s Index and ERIC.

2:00-4:00, ACRL Instruction Section Planning Committee Meeting:
This exciting group discussed strategy for completing our charge to revise the IS planning process. We are still in the process of revising the web form for committee activities, determining appropriate ways to link these activities to strategic goals, and working with IS committee chairs to create activities with measurable objectives. Once again, our committee will be training new IS committee chairs on writing measurable objectives at the ALA Annual Conference. We are also reviewing ideas for collecting statistical information from each of the IS committees, so that a means of benchmarking activities may be established.

Sunday 1/14:

9:00-11:00, JSTOR Participants’ Meeting:
The meeting began with an update from Kristen Garlock (JSTOR User Services Coordinator) on the Interface Redesign Project. We were asked to preview the new interface and forward any comments to Kristen. Reports of fabulous new products were shared by Kevin Guthrie (President, JSTOR) and William Bowen (President of The Andrew Mellon Foundation), including a new Arts & Sciences module which will concentrate on classics and archaeology, a language & literature collection (in conjunction with the MLA), and ArtStor, a separate entity from JSTOR which will include digitized images, photos, slides, and journal collections dealing with art & art history.

Monday 1/15:

7:00-9:00, ACRL Australian & Canadian Studies Discussion Group Meeting:
I had to chair this hideously early meeting, but it was worth it. Bradd Burningham (Wayne State U) and Gwendolyn Ebbett (U Windsor) gave a wonderful & informative report on their journey to 3 different events in Australia during 2000: 1.) ALIA 2000 (Australian Library & Information Association); 2.) Canadian Association of Research Libraries, Council of Australian University Libraries, & the Council of New Zealand University Librarians Tri-Conference; and 3.) CARL Australian University Library Study Tour. The two
speakers reviewed projects either completed or underway by Australian research libraries and the National Library. Two of these projects include the PANDORA project—preservation & provision of access to a comprehensive collection of Australian online digital publications, and UNIVERSITAS 21—4 major universities in Australia developing international curricula for graduate students. Finally, the speakers reviewed many examples of university libraries’ efforts to develop full institutional portals specifically designed to integrate all university systems in one easily accessible interface.

9:30-11:00, ACRL Instruction Section Planning Committee Meeting 2:
Meeting number two for this committee. We finished discussions on SMART objectives from the previous meeting. We also wrote our own SMART objectives for our committee activities.

2:00-4:00, RUSA CODES Reference Collection Development & Evaluation Committee Meeting:
Two committee members discussed the completion of Reference Collection Development: A Manual (2nd edition), to be published by RUSA in the near future. The entire committee is continuing to work on a list of “Top 100” reference titles for public & college libraries, and we submitted annotations for 10 of the titles at this meeting. The project should be completed by ALA Annual 2001. Finally, I discussed a project that Carolyn Anderson (Johnson County Public Library) and I are working on—an update of a bibliography on reference collection development.

As always, I would like to say “thanks” to the Staff Development Committee for providing financial assistance which made this trip possible.
Name: Cindy Pierard
Location: Washington, DC

Department: Reference/Instruction
Event: ALA Midwinter Meeting
Dates of Travel: January 12 – 15, 2001

My primary activity during the midwinter meeting was committee work. I am chairing the Membership Committee of the ACRL Instruction Section and a member of RUSA's Evaluation of Reference and User Services Committee. Although I have formally cycled off the committee, I also attend meetings of the EBSS Social Work and Social Welfare Committee.

**Social Work and Social Welfare Committee**

On Friday afternoon, committee members met with Alfredda Hunt Payne, Managing Editor for the Abstracts published by the National Association of Social Workers. We had the opportunity to learn about future development plans for the Social Work Abstracts (SWAB) database and to submit requests for product enhancements. Concerns for access to current and – when possible – full-text information were foremost. Alfredda noted that SWAB will soon move to a quarterly publishing schedule beginning with the next update and that plans for a database thesaurus are also in the works. Other enhancements include a listing of journals indexed by the database and links to the full text of any works published by the NASW. We were pleased to hear of these changes; some members noted that they are also reviewing a product developed by Cambridge Scientific Abstracts entitled *CSA Social Services Abstracts*, which may emerge as a competitor to SWAB.

**Membership Committee**

The purpose of the Instruction Section’s Membership Committee is fairly simple – to attract and retain members of what is the second largest section (appr. 4,000 members) of the Association of College and Research Libraries. In addition to helping welcome members at the section’s Friday night dinner, committee members have begun developing a new printed brochure and online welcome page designed to orient new and/or interested parties to the work of the section. Activities should intensify prior to the 2002 conference when both the Instruction Section as well as ALA’s Library Instruction Round Table (LIRT) will be jointly celebrating their 25th anniversaries.

**Evaluation of Reference and User Services Committee**

The committee met on Sunday morning to review evaluations of the RUSA Institute on Evaluation of Reference Services that was held in Baltimore in October, 2000. The comments were favorable, although the timing of the institute (it was held at the same time as the Virtual Reference Desk Conference) was problematic for some attendees. With assessment continuing as a focal point of many libraries, interest in learning more about evaluation techniques is very strong. The committee would like to re-offer either the RUSA Institute or re-develop the 1.5-day workshop as an ALA pre-conference. In addition, we are planning to sponsor a program at ALA 2003 on evaluation of digital reference services. On Sunday afternoon, the committee sponsored a discussion forum on *Sex, Lies, and Reference Statistics*, which was attended by over 150 participants. The discussion centered on the decline in reference question traffic that is evident at reference desks across the country. At the same time, many reference librarians have argued that the nature of reference questions has changed markedly, with questions increasing in length and complexity. As a result, many reference units are now tabulating the time taken to reply to reference questions as well as the number of questions themselves. Other trends include counting reference questions asked of staff while not serving at the desk, and charting the activities of online reference services such as chat or Ask-a-Librarian services. The point was made that while one-on-one reference may be in decline, instruction statistics are climbing. It may be that we need to re-conceptualize the work of reference librarians, shifting the focus away from desk transactions and towards a more multifaceted responsibility of consulting, teaching, and designing better access to information, regardless of where these activities (on desk or not) take place.

I appreciate the financial assistance of the Staff Development Committee.
Diversity Committee Meeting Notes
January 11, 2001

Present: Muriel Cook, Rich Crank, Lea Currie; chairperson, Deborah Dandridge; chair-elect, Kevin Fussell, Channette Kirby, Summer Schippers, & Margaret Wilson.

Excused: Sandy Gilliland, Lars Leon, Ken Lohrentz, Julia Rholes

Announcements

♦ Discussion of the use of listservs to communicate diversity issues of an interest to the committee and possibly others outside the diversity committee. It was decided that an open invitation, from Lea will be sent out to allow others to subscribe to the committee's list serve, if they desire. It will be extended via kulib-l
♦ The committee discussed various books and other materials, concerning diversity issues.

Logo Contest Update

♦ Some entries have been received and the committee discussed possibly extending the deadline to better accommodate the return of student assistants.

Climate Survey

♦ Lea provided a sample climate survey. The committee discussed various edits. Deborah will revise the survey with those edits for the rest of the committee's review.

Program Update

♦ Discussed the information Lars previously shared with the committee via the kuldiv listserve on his progress to organize a high school visitation day/program about the libraries and careers in librarianship. The committee proposed having a speaker go out to the Lawrence high schools or having a program at the library.
♦ Discussed itinerary items for the upcoming program by Angela Bates-Tompkins, held 2:00pm Feb. 1st Jayhawk Room, Kansas Union.
• Channette Kirby updated us on a program featuring a talk by Glenn White on ADA compliance and the libraries, solutions and/or resources. It is tentatively set for March 29th.

Other
• The committee agreed to meet once a month and try to host a program once a month versus meeting twice a month.

The committee's next meeting will be February 8th, 2001 at 9:00 am in conference room A.

Respectfully Submitted,

Summer M. Schippers
CMC Meeting Minutes
January 4, 2001

Present: Richard Fyffe, Susan Craig, Ken Lohrentz, Rachel Miller, Brad Schaffner, Sherry Williams, Jim Neeley (guest)

Meeting rescheduled
Richard proposed, and the Council concurred, that the next Bibliographers’ Council meeting be moved from January 18 to January 25.

Request for Purchase Form
Richard distributed a draft prototype of a web form that would allow patrons to make online purchase recommendations. He also distributed a draft ILL list of departments/programs for KU Libraries that we could adapt to the form for a pull down list that the requestor could use to identify their academic department.

After some discussion of the form, including comments about the desirability (or not) of requiring the requestor’s name, it was agreed that Susan, Brad, and Sherry would work on a revised draft of the form for our next meeting.

Task Force Charges
Drafts of charges for the three task forces (Serials Cancellation, Approval Profiles, and Choice of Format) were reviewed. Most discussion focused on the draft of the Serials Cancellation Task Force charge, and recommendations were made for its reorganization around issues, criteria for selection, and procedural questions. Judith and Sherry will redraft this charge for the next meeting.

The charges for the Approval Profiles and Choice of Format Task Forces were reviewed, with minor suggestions made for their final draft.

Next Meeting
At our next meeting (January 18) we will review a new draft of the purchase request form, review a revised draft of the Serials Cancellation Task Force charge, and review a revised timeline with dates for task forces to use in completing their work.

Susan Craig’s discussion of bibliographer training, originally scheduled for the 18th, was deferred for the time being, noting that we definitely need to keep this topic on a list for future agenda topics.
The University of Kansas Libraries Present:
Saturday Mornings at the Library
informal workshops for the curious

Spring 2001 Schedule

February 17, 10:30 a.m.
Clark Instruction Center,
Watson Library, 3rd level

Net Gain: Company & Industry Research on the Internet
Need more information before selecting a stock? Curious about
socially responsible investing? Want to discover timely trends
affecting your industry portfolio? Loretta Spurling, KU
Librarian, will highlight a variety of information resources
available on the World Wide Web. Participants are encouraged
to share their personal Web favorites too!

March 10, 10:30 a.m.
T.R. Smith Map Collections
Anschutz Library, 1st level

GeoMedia Services at the Thomas R. Smith Map Collections
Satellites and computers are replacing the drafting boards
of cartography's past, and library services are evolving to
keep pace with the change. GeoMedia Services has been
developed to provide the expert assistance and high-
powered equipment and software required to utilize the
new media. At this workshop the Map Collections staff
will explore the differences between paper and electronic
formats, prepare a variety of "products" in both media for
comparison, and answer questions concerning the research
value of each format.

April 14, 10:30 a.m.
Kansas Collection,
Spencer Research Library.

This Old House: Researching your historic property at Spencer
Research Library.
Lin Fredericksen will introduce you to the variety of resources
held in the Kansas Collection, Spencer Research Library, to help
uncover the history of your historic building or land in Douglas
County and other Kansas towns. Historic fire insurance maps,
official Douglas County records dating to 1855, manuscript and
printed histories of the area, and unique collections of
architectural drawings, make the Kansas Collection an
invaluable resource for professional and amateur historians.

April 21, 10:30 a.m.
Spencer Research Library,
Gallery & Lounge

Meet the Collectors: From hornbooks to Dick and Jane.
Charles & E. Jennifer Monaghan, collectors of American reading
textbooks, and Prof. Arlene Barry will talk about what we can
learn about cultural and intellectual history through schoolbooks.
The exhibition, The Early American Reader, based on the
Monaghan's collection will be on view at the Spencer Library.

Workshops are free and open to the public.
Questions? Call Mary Rosenbloom, 785/864-8921
LET THE CREATIVE JUICES FLOW!
The Watson Exhibits Committee urges library staff to open their minds to the possibility of creating an exhibit. The Watson exhibit schedule is open pretty much all summer. Last summer's exhibits--favorite books of library staff and the popular culture of Godzilla--were somewhat "out of the box" and VERY popular. Anyone interested in doing an exhibit centered on the now classic film, "2001: A Space Odyssey" or organizing a favorite books exhibit this summer? The Libraries' holdings cover nearly every conceivable topic and exhibits can be a fun, creative project. The Committee - Bryan Culp, Rich Ring, and Geri Slater - would love to hear from you!

Exhibitions Committee

ATTACHMENTS
committee minutes:
- LFA, Executive, 1/29/01, 2/5/01
- Planning and Resources, 12/20/00, 2/1/01
- SDC, 1/11/01
- Coordinating Council, 2/14/01

Flyer: SDC Presentation, 2/22/01
Minutes of the Executive Committee  
Library Faculty Assembly  
Monday, January 29, 2001  
3:00-4:30 p.m.  
Conference Room A, Watson Library

Present: Anderson (Chair), Gillespie (LII), Christenberry (LI), Miller (UP)

- Gordon Anderson briefed us on his 31 January meeting with Interim Dean Rholes. The two discussed the ARL salary survey authorized by Dean Russell. Anderson will request that the Salary & Benefits Committee expedite to Rholes any available salary data and/or SBC "work in progress" for former Dean Russell.

Anderson conveyed Rholes's concern that the service component may be taking more time and attention from untenured faculty than is appropriate—perhaps to the detriment of their job performance and research productivity. The Executive Committee discussed the issue. Points of discussion included: the generally low volunteer rate for committee work; the consideration of policy that would discourage committee chair appointments for untenured faculty; general demands upon everyone's time and the requirements for strategic-planning exercises; and the impact—real or perceived—of committee service assignments on the quest for an "exceptional" rating in the service component. Anderson said he will raise the issue in the near future for further discussion by the Executive Committee.

Anderson announced that Rholes and Richard Fyffe will meet with the Executive Committee on February 12.

- Anderson reviewed the Executive Committee's early spring 2001 agenda. The review of LFA committee special charges and committee progress to date is a high priority. It was agreed committee liaisons must remind committee chairs of Exec's assignment to advance an earlier election and committee appointment process to insure the placement of committee members by July 1; hence, the need to expedite committee annual reports and the balloting initiative for new LFA appointments.

Anderson cited a recent Staff Development Committee inquiry pertaining to the special charge on the generation of a report on the dispersal and use of staff development funds. He asked Gillespie, liaison to SDC, to contact SDC for clarification and report back to the Executive Committee.

Anderson announced that the Executive Committee will meet with the Committee on Research and Scholarly Activity on February 12 to discuss a Library faculty mentoring program. This meeting will follow the meeting with Interim Deans Rholes and Fyffe.


Respectfully submitted,  
Gordon Anderson
Minutes of the Executive Committee
Library Faculty Assembly
Monday, February 5, 2001
3:00-4:30 p.m.
Conference Room A, Watson Library

Present: Burich (Chair Elect), Christenberry (LI), Culp (Secretary), Gillespie (LII), M. Miller (UP), Wilson (LIII)

- The Committee reviewed the minutes from the meeting of 31 January.
- Gillespie, Executive's liaison to SDC, met with SDC in January to discuss Special Charge #c and briefed Exec on the discussion. She explained that the Executive Committee had picked up from the FY1999/2000 annual report that there wasn't enough funding in the SDC budget to fund travel as well as support programming with monetary costs associated with it. Therefore, LFA Exec is asking SDC to track programs and attendees in such a way as to give LFA Exec and the Library Administration more concrete information about what SDC's budget would need to be in order to pursue additional programming. The information would take into consideration such things as: the number of staff who attend and don't attend SDC programs (not by name but by type of staff -- student assistants, classified, unclassified professionals, library faculty/librarians); are there certain segments that attend most often? least often? not at all? what are the reasons programs appeal/don't appeal? -- to try and ascertain what programs are the most well-received, what programs weren't as well -received, what additional programs staff would like SDC to provide, etc. and then add this information in their subsequent annual reports along with how much additional funding SDC would need in order to supply the programming that staff say they want/need. The intent would be to give enough information in subsequent annual reports to help LFA Exec and the Library Administration understand the impact of current SDC programs, as well as any budgetary increase that might be needed to support future programming, so that LFA Exec can be a more informed advocate for SDC's recommendations to the Library Administration. SDC asked Gillespie if she would rewrite the charge "in plain English", which she agreed to do. Gillespie offered to rewrite Special Charge #c before for LFA Exec members before the next LFA Exec meeting (Mon. 2/12) for their comment and review.

The Committee discussed procedures for filling vacancies on SDC caused by new and recent assignments at the University and beyond.

- Burich raised for discussion the pending ARL salary survey authorized by Dean Russell. The Committee placed the survey on the agenda for the meeting with interim dean Rholes and Fyffe on February 12.

- It was requested that Executive liaisons to the Committees contact committee chairs. Liaisons were asked to review progress to date on special charges; alert committee chairs to the call for annual reports (which are to be submitted on or before July 1 to aid the transition to new LFA governance); and remind chairs that minutes of all committee meetings be forwarded to the Secretary of the Executive Committee before publication.

- The Executive Committee discussed the agenda for the Committee's meeting with interim deans Rholes and Fyffe, and with CRS, on February 12.

- Next meeting of the Executive Committee: February 12, 2001.

Respectfully submitted,

Bryan Culp, Secretary
Planning and Resources Committee
Meeting Notes
December 20, 2000

In attendance:
Brian Baird	Denise Stephens	Angel Unfred
Sue Hewitt	Shannon Royer	Helen Dee

Absent:
John Richardson

Our next meeting will be held:  *(We have not set a time for our next meeting yet. Denise will contact us.)*

Denise passed out the following information:

a) Notes from her meeting with Dean Russell on 12/15/00
b) A draft PRC budget timeline
c) PRC’s special charge from the LFA Executive committee

We discussed the timeline in light of the new charges, specifically with respect to strategic planning efforts.

Shannon Royer shared that the Management Team had already come to the conclusion that, given the timing of our Strategic Planning ‘rollout’ (i.e. when it is ready to use as a planning document), as well as other mitigating factors, it would be best to delay the ‘budget hearing’ meetings with each of the library departments until later in the fiscal year (April-June, 2001). In light of this Management Team decision, PRC discussed further a proposed timeline which included budget activities as well as strategic planning efforts.

It was the groups conclusion that, based on the special charges to PRC from LFA Exec, PRC should take the strategic plan (once it’s a finalized document) and analyze it in order to provide assessment/guidance to the management team on the budget/planning implications in order to be of further assistance in the upcoming budget process.

The group further concluded that PRC should help to keep communication flowing through regular updates on the status of the strategic plan implementation. This could provide a continuity needed during this time of transition for the Libraries. Details on specifically how this would be accomplished will need to be discussed further.

The revised timeline will be prepared by Denise Stephens for review at our next PRC meeting. However, we may need to share our initial recommendation (having Susan Jurrow back soon after the completion of the strategic plan in order to discuss implementation strategies) in advance of approving the new proposal in its entirety.

Due to the standing charge to work on budgeting issues, the committee discussed the idea that it may be prudent to change the service term for the Planning and Resource Committee to run from August 1 to July 31 the following year. This would allow the committee to conduct budget hearings each year and report generally on the budget for the fiscal year. This idea was tabled for further discussion following the budget hearing process this year.

Meeting adjourned.
Planning and Resources Committee
Meeting Notes
February 1, 2001

In attendance:
Brian Baird          Denise Stephens         Angel Unfred
Sue Hewitt           Shannon Royer            Helen Dee

Absent:
John Richardson

Our next meeting will be held: Wednesday, February 21, 2001 1pm – 3pm, Conf Rm A. We will be meeting with Julia Rholes and Richard Fyffe.

Our first order of business was to set up a regular meeting time. Every two weeks for the rest of this fiscal year, on Thursdays (beginning 3/1/01) from 10:00am to 11:30am was suggested and agreed to by all. Denise Stephens will send a recurring appointment for all to accept on Outlook. This way, if a meeting gets cancelled in the future, it can be done on all calendars simultaneously.

For our next meeting, however, we have agreed to ask Richard Fyffe and Julia Rholes to come and meet with us concerning the Strategic Plan and the upcoming Budget Cycle for FY02. Barbara Gorman will be asked to schedule this meeting, preferably at our regularly scheduled time, but we may have to reschedule based on their availability.

Denise distributed an updated version of the proposed budget timeline that we will be forwarding to the Management Team. We reviewed it and modified some verbiage based on group comments. Denise will create a final draft and distribute to PRC members via e-mail for final approval. Once finalized, Denise will forward it to Richard and Julia, and it will be on the agenda when we meet with them. Concurrently, a copy will be forwarded to LFA Exec.

The group then discussed further how we might accomplish Special charge #2 and #1, bullets 2 & 3 (As follows)

1.2 Determine an appropriate forum or method for communicating progress on implementation of Strategic Plan actions.
1.3 As requested by the Dean and the Libraries’ Management Team, become involved with the Strategic Plan implementation in other ways.
2.0 Work with the Dean and the Libraries’ Management Team to define PRC’s role in future Library planning efforts.

As recommended in 1.2, the group discussed ways in which PRC might provide regular (semi-annual?) feedback (or updates) to the Management Team, and to the staff in general, concerning the progress of ongoing Strategic Plan implementation efforts. This would not only serve to keep staff informed (and involved) in ongoing efforts, but it would also provide Management Team with a tool to continue to inform the budget process. It was suggested that this might be of valuable assistance to the Management Team as they roll out SP implementation in the weeks, months and years to come. We hope to discuss this idea further at our meeting with Julia and Richard.

Denise encouraged everyone to spend time going over the Strategic Plan thoroughly. We anticipate that two meetings in March will be devoted to analyzing the text in order to come up with a list of budget and planning implications to share with the Management Team (as well as LFA Exec and the Classified Conference Chair) before the upcoming Budget Process.

Meeting adjourned.
Staff Development Committee
Meeting Minutes

January 11, 2001

Present: Karen Cook (recorder), Lin Fredericksen, Lea Currie (chair), Sandy Gilliland (ex officio), Kendall Simmons (treasurer) Guest: Gaele Gillespie

Minutes: The minutes of the previous meeting were read, corrected and approved.

Travel Requests: There were no travel requests this week.

LFA Standing Charges: At the beginning of the meeting Gaele Gillespie was present to discuss LFA Standing Charge c. with the committee. She agreed to rewrite and clarify it following our discussion.

Announcements: Lea announced that the hiring of a Staff Development Officer may be on hold.

Programs: Loretta Spurling and Jeff Bullington will present a program 8 February.

The need to set a date for a presentation by Nancy Burich was mentioned.

Lea suggested a program for April about the psychology of e-mail and organizing your life with Outlook. This might take the form of a panel discussion.

Kendall suggested a presentation for May about Workers’ Compensation, as a way of updating staff on changes in the process and its provisions.
COORDINATING COUNCIL
February 14, 2000
Conference Room A, 502 Watson Library


Report on University Budget Situation: Julia Rholes, Richard Fyffe
Julia reported that she has not yet received a message from Provost Shulenburger regarding the budget. She will send an e-mail when the information is available.

Richard discussed FY2002 Budget submitted to the Provost's Office earlier this month. It is now on the U-Drive in the folder U:/shared/Budget Requests. He explained that this document is a narrative account of the general plans and priorities of the Libraries for FY2002 on the assumption of level funding, and is strongly influenced by the 2000 Strategic Plan. It does not address our internal function-by-function allocations, for which he will be proposing a separate process later this year. Units will have opportunities to give input at a later date.

Service on Library Committees: Julia Rholes, Gordon Anderson
Gordon and Julia brought to everyone's attention some of the problems encountered, such as younger untenured staff frequently serving on committees, and sometimes chairing committees. Many tenured staff are not serving as much as they should be. Julia stated that the Library Administration needs to take a good look at committees.

Areas of concern for the Library Administration to address are as follows:
- What is committee service?
- Are there too many committees?
- Are they as effective as possible?
- Are all faculty members explicitly clear on service activities as part of their job?
- Do incentives to serve exist?
- Type of service: national, local or university wide?

Effectiveness of Library Committees - Information and Initial Discussion: Julia Rholes, Richard Fyffe

Management Team: The name "Management Team" will be changed to "Dean's Council" as most members are Assistant Deans or Assistants to the Dean. The members are: Julia Rholes, Richard Fyffe, John Miller, George Gibbs, Bill Crowe, Kent
Miller, Sandy Gilliland, Mary Rosenbloom, Shannon Royer and Fran Devlin. This committee is making efforts to become more effective by placing their agenda on the U-Drive for everyone to view (eventually hope to have four-weeks in advance posted). Actions taken on any item will be recorded on the U-Drive for staff.

**Coordinating Council:** This committee will also be scrutinized for ways to improve on effectiveness. The name may change, the size may also change, and it may become a smaller discussion group.

**Introduce Fran Devlin:** Fran is an Assistant to the Dean, her position is a Librarian I, located in Watson Library Administrative Office. She comes to KU Libraries from Waterloo, Ontario, Canada, where she worked for 11 years as a Senior Technical Analyst for tax matters in the Department of Revenue for the federal government. Prior to that she worked in Ottawa, Canada, as a Parliamentary Relations Officer, in the Deputy Minister's Office of Environment Canada, and was responsible for editing and preparing briefing material for use by the Minister in Question Period in the legislature. She has a Honours B.A. in French from Wilfrid Laurier University, Waterloo and a Master of Library Science from University of Western Ontario, London.

**Introduce questionnaire:** Members were requested to give input on how they feel about Coordinating Council by completing a questionnaire, which may be signed or answered anonymously. The three main questions were: Describe what is useful to you about Coordinating Council; Describe how Coordinating Council could be improved; and Which aspects of Coordinating Council can be better handled through another form of communication, such as email or print?

Please return questionnaires to Fran Devlin by February 23rd.

**Other Announcements –** Kent Miller, Julia Rholes
Power Outages – Recently SRL, Strong Hall and Wescoe were without power caused by a fault in the power plant. Proposals are in progress to have planned power outages in order to make some major repairs. The power plant will need a 12 hour block of time and since the main campus cannot be shut down for 12 hours, there may be rolling blackouts for shorter periods of time.

The ARL ServQual project was discussed briefly. A question was asked regarding the results of that program since the Libraries initial participation last year. Julia stated that it has been renamed LibQual. The format has been revised and it is being tested at 40 universities. There will be a short presentation at a future coordinating council on the results that were received at KU.
We're Teaching, Are They Learning? Best Practices for Interacting With Today's Students

A presentation by KU Librarians
Jeff Bullington and Loretta Spurling

Thursday, February 22nd
9:30-11:00 a.m.
Watson Conference Room A

The KU Center for Teaching Excellence's Best Practices in Teaching Institute 2000 focused on helping instructors develop student and learning centered teaching practices. Jeff and Loretta will share how they used the information from the Institute to support teaching and learning in their classes as well as in providing library instruction.

Co-sponsored by the University of Kansas Libraries
Staff Development Committee
and
Instruction Council

Pre-registration with the Administrative Office is appreciated.
Contact Rita Wilson (864-3601 or e-mail rcwilson@ukans.edu).
Refreshments will be served.
PERSONNEL ANNOUNCEMENTS

Vic Cardell and Rob Melton have announced their resignations. Rob has accepted a position as Literature/Humanities Bibliographer at the Geisel Library of the University of California, San Diego. He has been with the KU Libraries since October, 1979, as Bibliographer/Reference librarian (1979-85), Bibliographer/Special Collections Librarian (1985-92, 2000-present), and Bibliographer/Publications Coordinator (1992-99). Vic will also be moving to San Diego and is seeking employment at various educational and cultural organizations in the area. He has been with the KU Libraries as Head of the Thomas Gorton Music (now Music & Dance) Library since September 8, 1996. The last day for each of them is April 13th. We wish both Vic and Rob the very best!

Greg Raschke has been appointed as Head, Spahr Engineering Library, effective April 9, 2001. Greg is presently Head of Technical Resources and Reference Librarian/Information Consultant at the Georgia Institute of Technology. He earned the Master's Degree in Library and Information Science from the University of Illinois, Urbana-Champaign, and a BA in History and Political Science, also from Illinois. Greg replaces Vicki Coleman.

Ela Choromanska has been appointed as Library Assistant II, Watson Circulation Desk Supervisor, effective March 18, 2001. Ela is presently employed in the Circulation Department at the KU Medical Center Dykes Library. She replaces Christine Foster.

Sandy Gilliland

LIBRARY ALL-STAFF MEETING

There will be an all-staff meeting next week to provide information about the state of the budget, the process for prioritizing positions for recruitment, and the impact of these reductions on our services and programs. There will be two sessions scheduled:

1. Tues. March 13, 2001, from 2:00-3:00 p.m. (Kansas Union, Malott Rm.)
2. Wed. March 14, 2001, from 10:00-11:00 a.m. (Kansas Union, Jayhawk Rm.)

Please join us at either of these times.

Julia Rholes and Richard Fyffe

45th ANNUAL SNYDER BOOK COLLECTING CONTEST

Posters/flyers for the 45th annual Snyder Book Collecting Contest have been distributed to all library units and posted around campus. Staff are urged to encourage any students they know to consider entering. The prizes for 1st place this year are a whopping $850! and second prizes are $350. The rules and procedures are posted on the Libraries' Web site at www.lib.ukans.edu/news/snyder.html. The deadline for submissions is April 2nd.

Mary Rosenbloom

(continued)

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WORKSHOP ON GEOMEDIA SERVICES AT THE THOMAS R. SMITH MAP COLLECTIONS
Staff are more than welcome to attend this "Saturday Morning at the Library" workshop on Saturday, March 10, 10:30 a.m., in Anschutz Library, 1st floor. Satellites and computers are replacing the drafting boards of cartography's past, and library services are evolving to keep pace with the change. GeoMedia Services has been developed to provide the expert assistance and high-powered equipment and software required to utilize the new media. At this workshop, Donna Koepp and Jennie Dienes will explore the differences between paper and electronic formats, prepare a variety of "products" in both media for comparison, and answer questions concerning the research value of each format.

Mary Rosenbloom

CURRENT SPENCER LIBRARY EXHIBITION TRACES HISTORY OF READING INSTRUCTION
From hornbook to Dick and Jane, the humble reader provides a fascinating medium from which to study not only the history of education and evolving understandings of how we learn, but also the social values of the time in which they were published. Young American Readers, the exhibition currently on display at Spencer Research Library, traces the development of reading instruction from the American Colonial period to the middle of the 20th century. Arlene Barry, KU associate professor of curriculum and instruction, assembled the exhibition, which is drawn from materials held in the Department of Special Collections and the Kansas Collection. The majority of the items displayed are part of the Monaghan Collection, a recent gift to the Department of Special Collections from Charles and E. Jennifer Monaghan of Brooklyn, New York.


In 1999, Prof. Barry and Prof. Monaghan collaborated on the exhibition Writing the Past: Teaching Reading in America, 1640-1940, which was installed for the 44th International Reading Association conference. In the catalog to that exhibition, the authors note the special significance of readers. "The books we give to children to help them learn to read have always, and still do, represent our cultural, ethical and/or religious values. Reading textbooks, in particular, offer a window onto the prevailing value and belief systems of the period in which they are written."

An informal discussion and coffee hour with the Monaghans and Prof. Barry is scheduled for Saturday morning, April 21, 10:30 to noon, in the Spencer Lounge.

The Spencer exhibition was designed by Jim Helyar, curator in graphics, mounted by Meg Brown, conservator, with help from students assistants in the Preservation Department, and coordinated by Richard Clement, head of the Department of Special Collections. Young American Readers will be on view until late April.

Mary Rosenbloom

ATTACHMENTS
Committee minutes:
Staff Development, 1/25/01
Flyer: SDC March 15th Presentation

An Equal Opportunity/Affirmative Action Employer
Staff Development Committee
Meeting Minutes

January 25, 2000

Present: Karen Cook (recorder), Lin Fredericksen, Lea Currie (chair), Kendall Simmons (treasurer) Absent: Sandy Gilliland (ex officio)

Minutes: The minutes of the previous meeting were read, corrected and approved.

Travel Requests: There were several travel requests this week. Vic Cardell will attend the Music Library Association Annual Meeting in New York City 20-24 February; Vickie Doll will travel to Chicago to attend the Council on East Asian Libraries (CEAL) Annual Conference March 21-23, the OCLC-CJK Users Group Annual Meeting March 24 and the Association for Asian Studies Annual Conference March 24-26; Michiko Ito will travel to Chicago to attend the Council on East Asian Libraries (CEAL) Annual Conference March 21-23 and Association for Asian Studies Annual Conference March 24-26; Susan Craig will attend the ARLIS/NA Annual Conference in Los Angeles March 29-April 4; Faye Christenberry will attend the American Association of Australian Literary Studies Conference 2001 in Winter Park, FL April 19-21; Lars Leon will attend the Colorado ILL Conference in Estes Park May 9-10; and Lea Currie will attend the ALA Annual Conference in San Francisco June 15-18.

Programs: The idea of hiring a national expert on dealing with E-mail overload to present a university-wide program was suggested by Kendall. Lea will look into possible speakers and sources of funding.
New Directions:
Heading On Down That "Distance" Road

Presented by Nancy Burich,

Coordinator for Distance Learning Information Services for the KU Libraries

Thursday, March 15
10:00-11:30 a.m.
Watson Conference Rooms

Sponsored by the KU Libraries Staff Development Committee

Pre-registration is appreciated.
Contact Rita Wilson
(864-3601 or e-mail rcwilson@ukans.edu).
Refreshments will be served.
BETH WARNER APPOINTED AS DIRECTOR, DIGITAL LIBRARY INITIATIVES

We are very pleased to announce that Beth Forrest Warner has been appointed to the position of Director, Digital Library Initiatives. She began her duties on March 19, 2001. KU’s Digital Library Initiative is only a year old.

Warner said she hoped to work with the campus to establish a framework and tools for providing enhanced online access to resources for faculty, staff, and students. "Digital libraries are about more than just digitizing content," Warner said. "It’s an attempt to help produce a coherent context for information to reside in, much the same as the library does today." One goal of the initiative is to increase access to the unique collections owned by KU so that they can be made widely available to the campus community and scholars throughout the world. "One of KU’s greatest strategic resources are collections and access to them can be greatly enhanced through the use of the Internet as an access tool," Warner said. Another goal is to provide a way for faculty to manage and distribute information. "We want to look at how, as a University, we can begin to capture and provide access to intellectual content created by our own community members," Warner said. Throughout the project, Warner will be working with staff from the Libraries and Academic Computing Services to create an efficient and effective way to share information. Marilu Goodyear, Vice Chancellor for Information Services, who began the Digital Library Program at KU, noted that "What we hope to do is provide tools to faculty and students to distribute their research throughout the world through the most used information tool ever—the Internet.” Interim Dean of Libraries, Julia Rholes, stated. “This initiative will be a very important one for the future of the KU Libraries—this will allow us to more effectively contribute our unique library resources to the general scholarly community.”

Warner has been at KU for almost 2 years as assistant to the vice chancellor for information services. She comes to KU with over 20 years in automated information services, most recently at the University of Michigan Library where she was Head of the Library Systems Office and Interim Associate Director for Technical, Access, and Systems Services. While there, she was involved in the development of Michigan’s Digital Library Initiative from its inception, as well as TULIP (an electronic publishing research project) and the Core Journals Project.

“We are very fortunate to have such a qualified person to lead our Digital Library effort”, stated Provost David Shulenburger.
PERSONNEL ANNOUNCEMENTS

Loretta Spurling has been appointed to a one-year term as "Interim Coordinator of Reference and Instruction" in Anschutz Library. We are very pleased that Loretta has agreed to assume this role and look forward to working with her. Members of the Anschutz Library staff were informed of this action several days ago. The decision to fill this position on an interim basis was made following two unsuccessful nation-wide recruitment efforts and the recent news about budgetary challenges we are facing in filling some of our vacant positions. Loretta's interim appointment becomes effective April 1, 2001.

Kristi Utchell, part-time Library Assistant I in Engineering, has resigned from her position. She has been on maternity leave since last Fall. Kristi joined the Libraries staff in December, 1988 in the Cataloging Department. During her employment she served as a part-time intern in the Watson Reference Department during 1997. Kristi transferred to the Engineering Library in 1999 where she worked until her leave. Her resignation, was effective March 3, 2001.

Jean Hojnacki, Library Operations Manager, Regents Center Library, has announced her resignation. Jean's husband, Bob, has accepted a position with Purdue Pharma Inc. in Ardsley, NY. Upon relocating to New York, Jean is planning on starting up her own business. Jean began employment with the RCL in January, 1997. Her resignation is effective April 13, 2001.

Charlotte Talley, assistant in the Electronic Information Department, has announced her resignation. Charlotte joined in the Libraries staff in March, 1998, as a Library Assistant in the Retrieval Services Department. She promoted to the Electronic Information Department in October, 1999. Charlotte's resignation becomes effective April 6, 2001.

Sandy Gillilan

TESTING OF PROPOSED STUDENT ASSISTANT TIME REPORTING SYSTEM

The Libraries Management Team has authorized testing of a new database that is designed to streamline the work time reporting for library student assistants. This database, constructed by Lars Leon (Retrieval Services), features a time in/time out function which then produces a fully completed record of the student's hours in standard time card format at the end of each pay period. The system is also designed to provide student assistant wage budget expenditure data, and other similar reports.

Testing of the database has begun in the Retrieval Services department. Assuming the testing within Retrieval Services is successful, one or two additional Library departments will be added to the test group. If all goes well, full implementation of the system may begin as soon as the new fiscal year.

Some advantages of this database include: migration from the old Circ system database as a time in/time out system for student assistants; more efficient time card preparation at the end of each pay period; and immediate financial reports that are available online for each department.

We will continue to provide updates regarding the status of the database tests and future developments.

Julia Rholes, Interim Dean

(continued)

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PURCHASING DEADLINES REQUIRING BIDDING

The Purchasing Office recently distributed a memo to all faculty and staff regarding FY00 purchasing deadlines for orders requiring the bid process (i.e. competitive orders of $2,000 or more). All purchases to be chargeable against FY00 funds which require competitive bidding must be submitted to Denise Swartz at least one week in advance of the following dates to insure that the orders will be processed and submitted to the Purchasing Office by the required deadline dates.

1. Monday, April 30, 2001 if the amount is estimated to be $50,000 or more
2. Monday, May 14, 2001 if the amount is estimated to be more than $25,000 but less than $50,000
3. Monday, June 4, 2001 if the amount is estimated to be less than $25,000 but more than $2,000.

If PR involves a trade-in, the due date is one week EARLIER than stated above.

Orders chargeable against FY02 funds may be submitted to the Administrative office after June 1, 2001. These orders will be submitted to the Purchasing Office for processing as soon as possible after July 1, 2001. Thanks!

Shannon Royer

ATTACHMENTS
Committee minutes:
   Staff Development, 2/15/01, 3/01/01
Staff Development Committee
Meeting Minutes

February 15, 2001

Present: Karen Cook (recorder), Lea Currie (chair), Lin Fredericksen, Sandy Gilliland (ex officio), Kendall Simmons (treasurer)

Minutes: The minutes of the previous meeting were read, corrected and approved.

Travel Requests: There were a number of travel requests. Margaret Wilson will attend the Oklahoma Conference in Oklahoma City March 1-2; Rick Clement will attend the Medieval Academy of America Annual Conference in Tempe, AZ 15-17 March; Cindy Pierard will attend the KLA Conference in Topeka April 4-6; Rich Ring will chair a session of the Pseudo-Society at the 36th Congress on Medieval Studies in Kalamazoo, MI May 3-6; Meg Brown will attend the AIC (American Institute for Conservation) Annual Meeting in Dallas May 30-June 5; Adonia David will attend the AIC (American Institute for Conservation) Annual Meeting in Dallas May 30-June 5; Brad Schaffner will attend the ALA Annual Conference in San Francisco June 14-20.

Programs: A program by Nancy Burich, "New Directions: Heading On Down That "Distance" Road, will be scheduled March 12, 13 or 15.

Kendall agreed to arrange a program about Workmans Compensation for May.

The difficulty of finding someone to speak about time management using E-mail and computers was discussed. Lea is pursuing this.

The program for the SDC annual meeting in June was discussed. Suggested agenda items include: revisions to LFA Standing Charges section c, improvements to the SDC on-line application form, staff eligibility for SDC support, a reminder that SDC support is usually in the form of reimbursement, and the status of the Staff Development Officer position.

Other business: It was agreed that SDC should meet with Fran Devlin, the new Assistant to the Dean, about the possibility of developing an orientation program for library staff and putting together a training library of books and videos. It was also agreed that the lack of Outlook and other computer training geared to library staff needs should be brought to the attention of the Dean. Lea agreed to invite Julia Rholes and Fran Devlin to attend an SDC meeting in the near future.
Staff Development Committee
Meeting Minutes

March 1, 2001

Present: Karen Cook (recorder), Lea Currie (chair), Lin Fredericksen, Sandy Gilliland (ex officio), Michiko Ito, Kendall Simmons (treasurer), Guests: Frances Devlin, Jane Hoyt and Julia Rholes

Minutes: Due to insufficient time the reading and approval of the minutes of the previous meeting was postponed until the next meeting.

New member: Michiko Ito was welcomed to serve on SDC.

Discussion: Julia Rholes, the Interim Dean, introduced Fran Devlin, the new Assistant to the Dean, to the Committee. Topics discussed with them included: what types of professional development, as well as conferences, SDC should support; the need for more library-specific computer training, possibly offered at the library or through on-line courses; the costs of bringing in workshop presenters; SDC support of CORC workshop attendance; plans for Fran Devlin to develop an outline of orientation needs for new staff; the need to conserve funds by focusing on basic skills (core competency); the identification of core competency needs; the differing training needs of staff with different skill, aptitude and interest levels; sharing staff training between departments; the need for a training and tools library of books and videos; the possibility of fund raising to support staff development; and the need for guidelines to promote consistency in SDC travel funding. Julia Rholes agreed to ask Richard Fyffe about funds for a training and tools library. Lea Currie agreed to draft an SDC special charge arising from the discussion and to submit it for approval by Julia Rholes.

Travel Requests: There were a number of travel requests. Donna Koepp will attend the Libraries in a Digital Age meeting in Oklahoma City March 1-2; Connie Powell will attend the American Chemical Society Meeting in San Diego March 31-April 5; Roger Anderson, Jane Hoyt, Ken Lohrentz, Sandra Miller and Kendall Simmons will attend the KLA Census Preconference in Topeka on April 1; Lea Currie, Kathy Graves and Lars Leon will attend the KLA-KASL-KAECT Tri-Conference in Topeka April 4-6; Gordon Anderson and Cindy Pierard will attend the ALA Annual Conference in San Francisco June 14-20.

Programs: A program by Nancy Burich, "New Directions: Heading On Down That "Distance" Road, has been scheduled for 10:00-11:30am March 15 in Watson Conference Rooms A&B.
KU RECOGNITION CEREMONY

The KU Libraries staff listed below will be among other KU staff to be honored for their years of University service during the 27th annual Employee Recognition Ceremony. This event will be held on Tuesday, April 17th, 1:30 p.m. in the Kansas Union Ballroom. In addition, Marianne Reed, Library Automation Dept., will also be recognized as having been selected as one of the University's "Unclassified Employees of the Month".

Library staff to be recognized are:

5 years: Lyn Wolz, Regents Center Library; Carol Ann Vernon and Karon Ballard, Retrieval Services; Marilu Goodyear, Information Services; Faye Christenberry, Watson Reference.

10 years: Larry Hopkins, Special Collections; Terri Gottstein, Cataloging; Ela Choromanska, Watson Access Services.

15 years: Angella Unfred and John Lynch, Preservation; Donna Koepp and Jane Hoyt, Anschutz Library; Lars Leon, Retrieval Services; Deborah Dandridge, Kansas Collection.

20 years: Becky Schulte, Kansas Collection; Brenda Owens, Watson Access Services; Gaele Gillespie, Retrieval Services; Susan Craig, Art and Architecture Library; Bruce Coburn, Mail Room.

25 years: Barb Woodruff, Administrative Office; Nancy Rake, Cataloging; Nancy Burich, Distance Learning.

30 years: Toni Taylor, Anschutz Library; Kathy Clodfelter, Cataloging.

35 years: Sally Haines, Special Collections.

These same staff will be among those honored during the Libraries Recognition Reception, scheduled for Monday, April 23rd (details will be forthcoming). Congratulations to you all!

Sandy Gilliland

UPCOMING SATURDAY MORNINGS AT THE LIBRARY WORKSHOP

In the workshop, "This Old House: Researching your historic property at Spencer Research Library," Lin Fredericksen will introduce the variety of resources held in the Kansas Collection useful for researching your property in Douglas County and other Kansas towns. Historic fire insurance maps, official Douglas County records dating to 1855, manuscript and printed histories of the area, and unique collections of architectural drawings, make the Kansas Collection an invaluable resource for professional and amateur historians. The workshop is open to all and will be held Saturday, April 14th, 10:30 a.m., in the Johnson Room, Spencer Research Library.

Mary Rosenbloom

ATTACHMENTS

Travel Report: Margaret Wilson
Committee minutes: Planning and Resources Committee, 2/21/01, 3/15/01, Diversity, 3/29/01 and LFA, Exec, 3/12/01
The title of this year’s Oklahoma Conference was “Digital Age: Impact on Library Collections and Cooperation.” The conference was much more interesting, thought-provoking, and informative than this somewhat mundane title would suggest.

The presentations were:
- Paula Kaufman (University Librarian, University of Illinois): “Whose good old days are these?”
- Clifford Lynch: “What do digital books mean for libraries?”
- Philip Blackwell: “Remaining relevant in the digital age”
- Dennis Dillon (Asst. Dir. of Collections and Information Resources, University of Texas): “Songs of the dodo: information extinctions, innovation, and ecosystem change”
- Prudence Adler (ARL): “Copyright and intellectual property legislation: new challenges for libraries”
- Karin Trainer (University Librarian, Princeton): “Research library cooperation in the digital age: what have we learned?”
- Charles Cullen (President, Newberry Library): “Technology and research: reflections on change”
- Fred Heath (Dean and Director of University Libraries, Texas A&M) and Dilawar Grewal (IT, Texas A&M): “The emerging digital library: a new collaborative opportunity on the academic campus”
- Karen Hunter (Elsevier): “Going ‘electronic only’”

The only handout at the Conference was a copy of the Heath/Grewal paper. If you would like a copy of it, or the notes I took at the conference, please let me know.
Denise Stephens sent Richard and Julia an outline of the proposed calendar devised by PRC for the FY02 budget preparation process. She invited them to this meeting to discuss that and other matters.

Richard distributed a copy of the FY02 Provost's budget submission by the libraries. Denise passed out the proposed budget timeline prepared by PRC. Julia explained that, for various reasons (i.e. new management format in absence of dean, bleak budget outlook for university), the budget development process would be different this year.

Richard went on to discuss the FY01 budget rescission and the FY02 base budget cut mandated by University Administration, to deal with the budget shortfalls this year (due to hi utility costs) and next year (due to apparent base cuts proposed by the Governor to the Legislature this year). Their goal for the upcoming year is to maintain essential services and forward strategic objectives.

As for budget discussions with departments, the idea this year would be to distribute questions to the various library units to solicit input on how we might best proceed in light of the strategic plan completed in FY01 and the tight budget forecast for FY02. PRC offered to draft some initial questions for the Dean's Council to review.

Richard and Julia also shared that the Dean's Council had been reviewing the Strategic Plan, working to identify ways to move forward and/or integrate these objectives into the budget development process for FY02. PRC had originally planned to try to do this analysis and share it with Dean's Council, but it was recommended that, since Dean's Council had already begun the process, a better plan might be for them to share their analyses with PRC, and then have PRC provide feedback to Dean's Council.

**Action Points:**

- PRC will work on a revised FY02 budget preparation timeline, and will forward it to Dean's Council for review.

- PRC will draft questions for distribution to library units to solicit feedback to inform the FY02 budget preparation process. These questions will then be forwarded to Dean's Council for review and distribution.

- Dean's Council will pull together notes from their analysis of Strategic Plan and share them with PRC for comment.

Meeting adjourned.
Planning and Resources Committee
Meeting Notes
March 15, 2001

In attendance:
John Richardson
Sue Hewitt

Denise Stephens
Shannon Royer

Absent:
Helen Dee
Angel Unfred

Brian Baird

The group reviewed the previous meeting with Julia and Richard. In response to the action points identified at that meeting, we then proceeded to revamp the proposed FY02 budget preparation timeline to reflect the changes we had discussed. Denise will update the draft timeline and distribute it, via e-mail, to all PRC members for review. It will then be forwarded to the Dean’s Council for feedback.

Comments were made concerning the open meetings held by Richard to present the budget situation currently faced by the libraries. All agreed that Richard did a fantastic job of explaining where we were and the choices that would have to be made. His presentation was honest and straightforward, and more information was shared than had been shared in the past.

The group then moved on to draft a set of questions which might be used to solicit input from staff on FY02 budget priorities. They were as follows:

The Dean’s Council would like to solicit feedback from Library units on the following questions to inform the budget development process for FY02. Responses should be succinct and thoughtful (2 page maximum). Responses should utilize the Strategic Plan as a filter through which all comments and suggestions are viewed. In addition, responses to each of the following should include comments on the anticipated impact to the unit itself, the library as a whole and the clientele we serve. The questions are:

1. Identify what you perceive to be the critical operations/functions in your unit.
2. Specify the changes your unit faces for FY02. These changes may be mandatory or optional.
3. Identify potential resource savings (i.e. operations/functions/tasks that you could do without, stop doing or reduce)
4. Identify any one-time resource needs which your unit has for FY02

We will distribute these suggested questions for review by all PRC members via e-mail, and then Denise will forward them to the Dean’s Council for review/revision and subsequent joint distribution to staff.

Meeting adjourned.
KU Libraries Diversity Committee

Meeting Notes March 29, 2001

Present: Muriel Cook, Rich Crank, Lea Currie; Chair, Kevin Fussell, Channette Kirby, Lars Leon, Summer Schippers, Margaret Wilson
Excused: Deborah Dandridge; Chair-elect, Sandy Gilliland; ex officio, Ken Lohrentz, Julia Rholes

Announcements:
♦ Lea passed around a flyer on the upcoming program of the Diversity Dialogue Series, titled Race, Ethnicity, Culture: First Nations, First Citizens? It will be held April 3, 2001 in the Kansas Room of the Kansas Union 7:00pm - 9:00pm.
♦ MRC also sent a letter to the committee with suggested programming ideas and a call for volunteers to present workshops.

Climate Survey:
♦ The survey will be distributed after final approval from the Interim Dean

Progress Report of Web Page
♦ Lin Fredrickson, Lars and Lea met and have agreed to be responsible for keeping the Libraries Diversity web pages updated and accurate. The committee has sent a response to WAC addressing their concerns and is awaiting the final approval of the web pages.

Programming Update
♦ Lars, Muriel and Summer have drafted a tentative agenda for the Day at the Libraries. The agenda was discussed and some changes and additions were made. The date for the, "Day at the Libraries" was set for May 8th.
♦ Committee discussed details of the visitation to LHS. Refreshments will be provided by the committee. The following people have agreed to bring these items: Channette; juice and cups, Muriel; mini-brownies, Lea; mini-muffins, Summer; fruit and napkins.
♦ Lars will produce a flyer for distribution at the April LHS day to promote the visitation day at KU in May
♦ A program by Glenn White on ADA compliance has been tabled
♦ The committee will possibly host a brown bag lunch in April with a video and discussion, committee members with any suggestions on stimulating videos with a diversity theme should be forwarded to Lea.

Nicodemus Trip:
♦ Still a possibility in late May or June. A day trip is likely and funds will probably not be available from any outside sources.

Logo Contest
♦ The committee voted on the logo contest and the winner will be notified pending approval of the design.

The Diversity Committee will next meet April 19th, 9:00 am to 10:30 am, conf. A.

Respectfully Submitted,

Summer M. Schippers
Minutes of the Executive Committee
Library Faculty Assembly
Monday, March 12, 2001, 3:00-4:30 p.m.
Conference Room A, Watson Library

Present: Gordon Anderson (Chair, LFA Exec), Faye Christenberry (LI), Gaele Gillespie (LII), Mary Miller (UP), Margaret Wilson (LIII), Nancy Burich (VC-Chair Elect).

- In light of recent resignations by three librarians (Rob Melton, Vic Cardell, and Jeff Bullington), the Committee examined LFA committee rosters to see if any were current members. It was noted that Melton has been serving on both LCPT and Code and Bylaws. The Exec. liaisons to each committee will ask whether a replacement is needed for the remainder of the current committee year.

- Anderson reported on the informal meeting on March 5 to discuss faculty service on committees and the need to develop a mentoring program for faculty. This meeting was attended by Julia Rholes (Interim Dean), Richard Fyffe (Interim Associate Dean), Anderson, Burich, Bryan Culp (Secretary, LFA Exec), Sandy Gilliland (Assistant to the Dean for Personnel), Geoff Husic (Chair, CRSA), and Brad Schaffiner (Chair, LCPT). As a result of this meeting, Rholes, Fyffe, and Gilliland will work on a mentoring plan and present it to Exec. Once this document is received, Exec will appoint an ad hoc committee (with representation from both LCPT and CRSA) to revise it. In the meantime, Anderson will try to locate any documentation that outlines university expectations for a mentoring program.

- Anderson discussed planning for the LFA Spring meeting. Among the topics to be discussed at the Spring meeting are recruitment of committee members for the coming year, the upcoming spring election, and the desire to have committee members elected by July 1. Rholes will be encouraged to discuss the importance of service activities by all faculty; it is hoped that she and Fyffe will comment on progress made thus far on the creation of a mentoring program/plan. Anderson will coordinate Rholes' and Fyffe's schedules and room availability to set the date for the meeting. Likely dates are during the week of April 23 [subsequently set for Thursday, April 26 at 1:30 p.m. in Watson Conference Rooms A-B].

- Anderson distributed a list of concerns from last year's committee annual reports to ensure that all are being addressed or would result in further action.

- Next meeting of the Executive Committee: March 26, 2001.

Respectfully submitted,

Nancy Burich
**CLASSIFIED VACANCY: SEARCH RE-OPENED**

Applications are being accepted for a full-time Library Assistant I position in Retrieval Services. Responsibilities of this position include: 1) Approval plan receipt and processing, 25%; 2) Distributing incoming mail addressed to Firm Order and Approval operations, 5%; 3) Pre-order searching of firm orders, 30%; 4) Firm order receipt and processing, 30%; 5) Workflow management and student supervision, 5%; 6) Teamwork activities and skill development, 5%; and 7) Other duties as assigned. **Minimum requirements:** Job knowledge at an entry level in library support work. **Preferred selection criteria:** Preferred selection criteria: Library work experience. Experience working with bibliographic, acquisition, serials control or interlibrary loan records in an automated library environment. Ability to work with detailed and complex procedures effectively and independently. Ability to organize work effectively, set priorities, and meet expectations for turnaround time and quality of work. **Broad educational background,** including working knowledge of at least one foreign (Western European) language. Ability to maintain a regular schedule. Experience with IBM compatible computers. Ability to work under pressure and handle work-related stress. Proven commitment to positive, solution-oriented problem solving. Prefer a flexible person with strong interpersonal skills who is able to work effectively and cooperatively as part of a team as well as independently in a changing work environment. Prefer a person who values diversity and recognizes the benefits that come from many perspectives and cultures. **Starting hourly wage:** $10.05. **Excellent benefits. To apply,** contact Sandy Gilliland, 4-8922, for instructions. Applications must be received by 5:00p.m. Friday, May 11, 2001.

The University of Kansas is an Equal Opportunity/Affirmative Action Employer. The University encourages applications from underrepresented group members. Federal and state legislation prohibits discrimination on the basis of race, religion, color, national origin, ancestry, sex, age, disability, and veteran status. In addition, University policies prohibit discrimination on the basis of sexual orientation, marital status, and parental status.

**PERSONNEL ANNOUNCEMENTS**

Two members of the Libraries classified staff have announced their resignations. **Karon Ballard,** Library Assistant I in Retrieval Services, has announced her resignation effective May 4, 2001. Karon began her employment August, 1996.

**Lin Fredericksen,** Library Assistant II, Kansas Collection, has resigned from her position to accept a Reference Archivist position with the Kansas State Historical Society. Lin has been employed by the KU Libraries on three different occasions: January 1980 through December 1981; January 1986 through May 1988, and most recently, August 1994 - present. Lin's resignation is effective May 11, 2001.

(continued)

Sandy Gilliland

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ATTACHMENTS

Travel Reports:
  Susan Craig
  Jean Bischoff

Committee minutes:
  Staff Development, 3/8/01
  Classified Conference Exec. Board, 3/21/01 (w/attachments), 3/29/01
  Coordinating Council, 4/11/01 (w/attachments)

Bibliographers List, University of Kansas Libraries, 4/26/01

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TRAVEL REPORT

Name: Susan Craig

Department: Art & Architecture Library

Name of Event: ARLIS/NA Annual Conference

Location: Los Angeles

Dates: March 29-April 7, 2001

I left on Thursday March 29 to attend the 29th annual conference of the Art Libraries Society of North America. The conference theme was "2001: An LA Odyssey" and at times I felt I was in the midst of a fantasy production. The week-long conference offered 6 workshops, 18 tours, 20 program sessions, 57 interest group and business meetings, 6 social events, and 4 days of trade exhibits. Attendance numbered 635 and included guests from 12 countries outside North America. Among the best sessions I attended were the day long Space Planning Workshop conducted by Jay Lucker as well as sessions on Art Libraries & Art Publishing in China, on the Collaborative Digital Reference Service and other innovative reference delivery options, and on Copyright, Fair Use and the Disappearing Public Domain. ARLIS/NA is famous for its parties and receptions and this year continued the tradition. On Saturday night we celebrated Hollywood's contributions to design at a gala party with attendees wearing their most glamorous garb of feathers and sequins; on Sunday we spent 7 hours at the Getty Center touring the library and museum, attending the Convocation, and then enjoying a lavish buffet dinner; and on Tuesday the Museum of Contemporary Art opened its galleries for a reception and an opportunity to view the permanent collections and the special exhibition on the Architecture of R.M. Schindler. My favorite tour was the Museum of Neon Art Night Cruise. For 3 1/2 hours we rode in an open top double-decker bus all over downtown LA, Sunset Boulevard, and through Hollywood viewing the lavish theater marquees, vintage signs, and contemporary neon installations.

As usual, the most useful part of the conference was the conversations with colleagues who are dealing with similar issues. I learned about an ArtStor project modeled on J-Stor, a Mellon Foundation funded project to establish an online museum journal pooling information from the National Gallery, the Metropolitan Museum of Art, the Frick Museum and other major collections, and made arrangement to exchange class syllabuses with other art librarians who've taught full semester classes. From the exhibitors I learned of a web-version of the Design and Applied Arts Index, a new pricing option for SCIPIO (art auction catalog database) searches, and viewed numerous new publications from around the world.

I did extend my stay in LA with 3 days of vacation and visited museums and gardens in Pasadena and the Museum of Jurassic Technology (my colleague from the Art Institute of Chicago declares this institution "better than the Getty"). I also had the opportunity to attend a meeting of the California Center for the Book at the home of Sid Berger where I talked with Lorraine Vosper and Gloria Stuart of Titanic fame. I returned to Lawrence on Saturday April 7.

I am grateful for the financial support provided by the Library Staff Development fund and the Murphy Travel Fund to assist me with the expenses of this trip.
Name: Jean B. Bischoff

Department: Dole Papers/Kansas Collection

Name of Event: SAA Workshop: "Cataloging as a Component of Archival Description"

Dates: May 1-2, 2001

Location: MAC Conference, Chicago

Instructors: Melissa Delbridge, Duke Special Collections Library, Duke University
Lynn Holdzkom, Manuscripts Department, University of North Carolina, Chapel Hill

This workshop focused on:

- Archival cataloging in the context of archival description and the descriptive process, relating the catalog record to more detailed finding aids, indices, repository guides, etc.

- The practical use of Archives, Personal Papers, and Manuscripts (APPM) rules in creating MARC records for archival materials.

Handouts available for loan:

- Workbook of slides and supplementary materials: sample MARC records, sample LC Name Authority records, exercises

This course is a product of the National Historical Publications and Records Commission/SAA Archival Descriptive Standards Curriculum Development Project.
Staff Development Committee
Meeting Minutes

March 8, 2001

Present: Karen Cook (recorder), Lea Currie (chair), Lin Fredericksen, Michiko Ito, Kendall Simmons (treasurer) Absent: Sandy Gilliland (ex officio)

Minutes: The minutes of the previous meeting were read, corrected and approved.

Travel Requests: There were a number of travel requests. Jana Borchardt will attend the KLA meeting in Topeka April 5-6, 2001; Jana Borchardt and Lars Leon will attend the ALA Annual Conference in San Francisco June 15-18, 2001.

Treasurer's Report: For the present year $34,462 has so far been allocated, and the amount overspent is $1,217.02

Programs:

Kendall reported on her progress arranging a program about Workmans Compensation. She has had a response from the Ombudsman's Office but none from the Law School. She will look for a lawyer or else someone from Human Resources who could speak. An afternoon time was suggested for the program --- possibly April 16, 17, 18 or 19.

The decision was taken to arrange a panel discussion about E-mail management and computer's --- possibly May 21, 22 or 25. KU Libraries colleagues noted for their efficiency in this regard will be asked to join the panel.

The SDC annual meeting will take place in June.

Lea suggested inviting Paula Switzer, who has been recommended by Jean Lebedun, to conduct a workshop on time management in July or August.

Other business: The visit to the last meeting by Julia Rholes, Interim Dean of Libraries, was discussed briefly. Issues mentioned were the need for tighter guidelines for SDC support, the grounds for training support from other sources, and the need to survey basic computer skills. Kendall volunteered to send committee members a computer skills questionnaire that she has developed for Anschutz Library staff.
Classified Conference Executive Board  
Meeting Minutes  
March 21, 2001

Present: J. Altenbernd, N. Hawkins, B. Conway, S. Schippers, Carol Jeffries, H. Krische-Dee, A. Unfred, Janet Revenew (observer)  
Absent: K. Kulp

Minutes  
Minutes from the 03/14/01 meeting were approved as corrected.

Old Business  
Reassignment:  
Nancy distributed copies of a report from the 03/16/01 meeting (Jan Altenbernd, Nancy Hawkins, Jim Smith and Sandy Gilliland).  
The discussion that followed included the following comments:  
- Announcements of reassignments and reclassifications via FYI or email would be useful.  
- Communication about these staff changes is important and helpful.  
- CCEB representatives should ask their constituents whether they would like to see the Crowe memo regarding reassignments.  
Janet Revenew voiced the concern that CCEB was out of touch with its constituents. She thought the reclassification and reassignment issues would be of great interest to classified staff. She suggested that CCEB publish an agenda in advance of their meetings and invite interested staff to attend.

The General Meeting will address these issues:  
- The Crowe memo (memo will be available at the General Meeting)  
- Re-evaluations of job descriptions  
Other suggestions for Jan's monthly meeting with Sandy Gilliland and Julia Rholes:  
- Campus phone in Watson library  
- Drink machine in staff lounge.  
- Supervisory training for classified supervisors

A copy of Jim Smith's report re: reassignment is attached.

A copy of the 2001-2002 CCEB Group Representatives and Committees is attached.

Tentatively the General Meeting has been scheduled for Wednesday, April 18th 10:00-11:30 A.M. in Conference Rooms A&B. Refreshments will be served.  
Jan will check with Sarah Campbell, Sandy Gilliland and Julia Rholes to see if they can attend and contribute to the meeting.

Jan got an email from Marilu Goodyear asking for volunteers to serve on the search committee for the new Dean.

Update WebPage  
Helen will meet with Jim Dryden and report back.

Grievance Committee - no report.
REPORT TO THE CLASSIFIED CONFERENCE EXECUTIVE BOARD

March 21, 2001

RE: Reassignment

On the morning of March 16, 2001, the chair and chair-elect of the Classified Conference with the chair of the Classified Conference Personnel Committee met with Sandra Gilliland, Assistant to the Dean of Libraries for Personnel, to discuss the issue of job reassignments and the possibility of Mrs. Gilliland addressing the members of the Classified Conference on this topic. During the course of our discussions with Mrs. Gilliland, reference was made to a “Statement on Processes Involved in Changes in Classified Staff Assignments” and to a companion document “Procedures for Enacting Changes of Assignment.” In a cover memo from former Dean of Libraries, Bill Crowe, dated March 25, 1992, it was stated that this document was drafted “following consultation with and input by the Classified Conference Executive Board, members of the Administrative Conference, and the KU Department of Human Resources staff,” and that it was intended for inclusion in a new edition of the library staff handbook.

Out of a sense of concern that reassignments and lateral transfers not become arbitrary or punitive in nature, we recommend the guidelines as described in “Procedures for Enacting Changes of Assignment” should be reviewed and followed. Furthermore, we feel the following points should be considered in all future changes of assignments and lateral transfers:

- That the spirit as well as the letter of the Procedures for Enacting Changes of Assignment as drafted by former dean Bill Crowe in March, 1992, be honored.

- That sufficient notice of reassignment or lateral transfer be given to the parties involved to allow them time to adjust to the new realities confronting them.

- That options to the parties involved be clearly spelled out in order to allow them every possibility to initiate procedures that ameliorate, clarify, or review the reassignment or transfer being recommended for their position.

- That, in the case of vacant positions being filled in this manner, it be remembered that the “University Libraries’ change of Assignment policy will not replace competitive recruitment or the opportunity for competitive promotion.”

It is hoped that reassignments and lateral transfers will be accomplished with finesse and with attention paid to the skills and talents of the parties being transferred. In addition, it is hoped that concern for the well-being of the parties directly involved in reassignments
and lateral transfers remain paramount in the minds of all. It should be remembered that human beings frequently form attachments to their surroundings, colleagues, and duties. When these critical elements of their lives are disrupted, trauma and emotional pain can result leading to a decline in productivity and enjoyment of work with a heightened propensity for failure.

Jan Altenbernd, Chair
University of Kansas Libraries
Classified Conference

Nancy Hawkins, Chair-elect
University of Kansas Libraries
Classified Conference

Jim Smith, Chair
University of Kansas Libraries
Classified Conference
Personnel Committee
2000-2001 Classified Conference

Elected Positions

Officers
Chairperson
Vice-Chairperson
Secretary

Jan Altenbernd
Nancy Hawkins
Billie Conway

Representatives
Group I (Retrieval Services)
Group II (Cataloging)
Group III (Access Services, Reference, Regents Center, Electronic Information, Administration, Mail Room, Preservation)
Group IV (Anschutz, Music and Dance, Art & Architecture, Spencer)

Carol Jeffries
Summer Schippers
Angel Unfred

Christina Kulp

Grievance Committee
Mary Ann Baker
Sue Hewitt
Carol Jeffries
Bob Marvin
Carmen Orth-Alfie

University Senate Committee on Libraries
Mary Ann Baker

Classified Conference Personnel Committee
Jim Smith, Chair
Jana Borchardt
Geri Slater

Library Faculty Assembly (LFA) Committees
Planning & Resources (PRC)
Angel Unfred (1 year)
Sue Hewitt (1 year)
Helen Dee (2 years)

Staff Development (SDC)
Lin Fredericksen (1 years)
Kendall Simmons (1 year)
Billie Conway (2 years)
Classified Conference Executive Board
Meeting Minutes
March 29, 2001

Present: J. Altenbernd, N. Hawkins, B. Conway, S. Schippers, H. Krische-Dee, Jim Smith (guest)
Absent: C. Jeffries, K. Kulp, A. Unfred

Minutes
Corrections to the minutes from the 03/21/01 meeting were suggested.

Dean’s Search Committee
We formulated a tentative list of names of classified staff to forward to Marilu Goodyear for the search committee. They will each be contacted for permission to include their names on the list.

Discussion
Helen asked for suggestions about how classified staff might lobby for more representation.
Jan suggested that we might draft a statement to give to Marilu.
There was some discussion about a possible redefinition of Karen Cook’s old position.

Response for prioritization of unfilled positions
Jan and Nancy will draft a document stating that we considered the following two positions of highest priority:
1. Staff Development Officer
2. Systems Analyst
CCEB didn’t comment on the priority of the other positions, because we decided that they were more specific to individual units.

The Classified Conference General Meeting will be April 18th 10:00-11:30 in Watson Conference Rooms A&B. Refreshments will be served.

The next CCEB meeting will be Tuesday, April 10th, 10:30 in Watson Conference Room B.
Introduction of New Members: Julia Rholes
Julia welcomed Greg Raschke, Head, Spahr Engineering Library. Greg comes to KU Libraries from Georgia Institute of Technology. His appointment was effective April 9th.

Julia also welcomed Beth Warner, Director, Digital Library Initiatives. Beth is not totally new to KU Libraries having served for the past two years as assistant to Marilu Goodyear, Vice Chancellor for Information Services. Beth’s appointment became effective March 19th.

Social Science Data Center: Denise Stephens
Handout (copy attached): Data Services Plans at Anschutz Library

Denise believes the basics of this new program should be ready by fall this year. Information will be forthcoming as available. The physical location will be in Anschutz and has not been named.

Denise followed up with a question and answer session on various topics related to this project.

Digital Library Task Forces: Beth Warner
Handouts (copies attached): KU-DLI Portal Design Working Group; Digital Library Metadata Working Group; and Digital Library Local Repository Working Group
URL address: (no www) //kudiglib.ku.edu

Beth stressed the fact that this is not totally a Library project, but that campus wide input and resources are needed to be successful.

Beth ended by answering many questions regarding the task force working groups and topics related to this project.
Anschutz Library Classroom: Julia Rholes, Kent Miller, John Miller, Denise Stephens

Julia stated that this classroom is possible due to the initial hard work by Bill Crowe in making the 'Parent's Campaign' with the Endowment Association a reality. The phone calls to freshmen and sophomore’s parents has been very successful and is providing the funds for this new classroom.

Kent said the Anschutz third floor copying room is being vacated to house the 18 seat classroom, which will result in a substantial savings in construction costs. The copiers will be distributed throughout the Anschutz Library, which will benefit users. The room will be furnished much like the CIC and the Johnson Reading Room, but will be more flexible

John Miller said this is an excellent opportunity to try wireless, and the entire setup will be wireless with laptops, which is less expensive in the long run. He is working closely with NTS on getting everything set up. John also mentioned that the law library has a very successful wireless program in operation.

Denise stated that the classroom should be completed before fall classes begin, perhaps by August 1st and staff will receive instructions before it is officially opened. She also emphasized that this is the Libraries second classroom and it just happens to be located in Anschutz.

Other Topics
The question about charging for laser printing was asked and Julia said she would have a statement on this topic published in the "Dean's Message", hopefully by April 13th.

Another person asked when we would know the results of a questionnaire about the usefulness of CC. The questionnaire was passed out at the last CC meeting. Julia responded that the results would be discussed at the May meeting.

Meeting Adjourned
Submitted by Rita Wilson
Data Services Plans at Anschutz Library

A Brief Description

KU Libraries Coordinating Council Meeting
April 11, 2001

I. Background

Several efforts to develop numeric data research services at KU have emerged in recent years, originating in academic departments and the former IPPBR (Now the Policy Research Institute).

The Libraries and Academic Computing Services (ACS) are now collaborating intensively to ensure that researchers at KU have access to digital data files and basic support services, regardless of academic department.

II. What is it?

Though the final name of the service is still being considered, its current operating title is, "Academic Data Services Alliance". The term, "alliance" denotes the fact that this initiative is the product of collaborative effort and critical advice from multiple agents at the University.

The services provided will be physically located in Anschutz Library and in the planned data lab to be managed by ACS (in the Computing Center). The Library is working as the ‘front end’, engaging initial data research queries. We will provide and a small number of workstations, data, software tools, basic file management support, and referral to advanced statistical assistance. ACS will provide large-scale lab facilities, large data set management services, next-level application assistance, and network-supported software/file delivery.

III. What Data Resources are Involved?

Initially, the program will evolve to include access to ICPSR and the wealth of U.S. Government statistical files held in Anschutz. Other
data files may be identified and integrated into the service based on client demand and research imperatives.

IV. When will the Service Begin?

We anticipate a Fall 2001 launch of the service. Much more information will be made available as specific issues are finalized.

V. What is the Rationale for this Initiative?

Numeric data services, or Social Sciences Data services (as known to many), are a next step in the Libraries’ ability to meet the research needs of its clientele. The increasing reliance of the University on grant-generated funding, and the requirement that many researchers produce grant revenue, compel us to offer services and resources that allow for analytical flexibility and the generation of unique information from source material (raw data).

Because the breadth of research is beyond the scope of social sciences alone, and because the Library is seen as the central resource for support research, it is consistent with our role in the University that we move forward with this initiative. In partnership with ACS, we can feel confident that the effort to initiate such services will succeed this time.

VI. Who will be the Key Contacts?

As ICPSR Liaison for KU, Loretta Spurling will be the key service provider and contact. Cathy Smith, Assistant Vice Chancellor for Academic Computing and Denise Stephens are the program developers and primary administrative contacts.

VII. How can YOU Help?

Stay tuned for additional information, as it is certainly coming. Also, be aware that your knowledgeable referral and communication about this emerging service program will help greatly to ensure its success.
KU-DLI Portal Design Working Group

Established by: Vice Chancellor for Information Services and Chair, Digital Library Executive Group (Marilu Goodyear)

Effective Dates: April 9 – October 1, 2001

Background:
A major aspect of the development of the KU Digital Library is refining and implementing the basic infrastructure, i.e. the architecture, standards, guidelines, services, and staffing. The development of digital resources is facilitated by the availability of appropriate tools and services that fit within the overall architectural framework, meet the approved standards, and provide easily accessed resources and services to the user community.

Charge:
The KU-DLI Portal Working Group is charged to develop specific design guidelines and recommendations, and an implementation plan for the initial portal and selected secondary interfaces for KU information resources. Building on the description of the Information Portal in the Library’s Strategic Plan and the architectural foundations in the KU Digital Library Technical Infrastructure Report:

• Develop a framework to facilitate digital content management and access that
  o incorporates categories of content including, but not limited to, remotely accessed content, locally maintained commercial content, local Library/DLI-created content, other locally created content (faculty research, presentations, courses, etc.)
  o incorporates access to all content formats, including print and other non-digital formats
  o recommends an organizational schema for content presentation
  o accommodates tiers of access to content resources
  o integrates existing resources and management systems, as appropriate
  o incorporates information manipulation and creation tools, as appropriate
  o provides customization mechanisms for individual users
• Design recommendations should incorporate the following considerations:
  o the top-level interface will be a platform-independent web interface
  o any secondary interface(s) will be web-based to the extent possible; platform-specific interfaces will be used only when necessary
  o interface(s) will be ADA compliant (to the extent KU has control; vendor-supplied interfaces will be evaluated for compliance)
  o distance learning requirements will be incorporated to the extent possible
  o authentication/authorization support will be provided
• Recommend the types of services necessary to implement the KU-DLI Portal design (search protocols / systems, metadata sources / services, other tools, staff, etc.) and their basic functional requirements.
• Recommend priorities for implementation.

The Working Group should consult with other campus resources as appropriate to inform their work. The Working Group will present their initial recommendations and guidelines to the DLEG by June 1, 2001, initial implementation plans by August 1, 2001, and detailed implementation plans by October 1, 2001. The implementation plans should present task plans, resource needs (staff, software, equipment, and budget) and timelines for accomplishment.
Digital Library Metadata Working Group

Established by: Vice Chancellor for Information Services and Chair, Digital Library Executive Group (Marilu Goodyear)

Effective Dates: April 9 – August 1, 2001

Background:
A major aspect of the development of the KU Digital Library is refining and implementing the basic infrastructure, i.e. the architecture, standards, guidelines, services, and staffing. The development of digital resources is facilitated by the availability of appropriate tools and services that fit within the overall architectural framework, meet the approved standards, and provide easily accessed services to the user community.

Charge:
The Digital Library Metadata Working Group is charged to develop specific recommendations and plans for metadata schemes and crosswalks within the KU Digital Library including:

- Select appropriate metadata schemes for all content formats including text (published and manuscript), visual, audio, numeric, spatial, etc.
  - Consider descriptive, structural, and administrative metadata requirements
  - Define tagset definitions, as needed, for local implementation and national resource sharing. National standards/best practices will be followed whenever possible.
- Select / define metadata scheme crosswalks
- Develop procedures for creation and maintenance of metadata
  - Consider both staff and end-user participation and procedures
    - Consider requirements for categories of content including, but not limited to, remotely accessed content, locally maintained commercial content, local Library/DLI-created content, other locally created content (faculty research, presentations, courses, etc.)
  - Recommend software, other tools for metadata creation
- Recommend priorities for implementation.

The Working Group should consult with other campus resources as appropriate to inform their work. The Working Group will present their initial recommendations and priorities to the DLEG by June 1, 2001 and detailed implementation plans and procedures by August 1, 2001. The implementation plans should present task plans, resource needs (software, equipment, staff, and budget) and timelines for accomplishment.
Digital Library Local Repository Working Group

Established by: Vice Chancellor for Information Services and Chair, Digital Library Executive Group (Marilu Goodyear)

Effective Dates: April 9 – October 1, 2001

Background:
A major aspect of the development of the KU Digital Library is refining and implementing the basic infrastructure, i.e. the architecture, standards, guidelines, services, and staffing. The development of digital resources is facilitated by the availability of appropriate tools and services that fit within the overall architectural framework, meet the approved standards, and provide easily accessed services to the user community.

Charge:
The Digital Library Local Repository Working Group is charged to develop specific recommendations and plans for the local repository and associated services portion of the KU Digital Library Technical Infrastructure including:

• Local repository(ies) for the storage and management of local digital resources
  o include both central and distributed repositories
    ▪ hardware and software platforms, minimal and optimal requirements
  o address naming standards for objects
  o include / reference standards / guidelines for inclusion of content and metadata in the repository, and for registration / participation of distributed repositories:
    ▪ format and metadata standards
    ▪ security / access
    ▪ archiving / migration responsibilities
  o management requirements and procedures
    ▪ operational procedures / issues
    ▪ integration procedures / issues for access (searching, authentication / authorization)
    ▪ archiving / migration responsibilities, especially for distributed repositories
    ▪ funding models / implications
• Name Resolution Services for the naming of and access to objects in the repository(ies)
  o include both central and distributed repositories
  o name resolution service scheme/process
  o management requirements and procedures
• End-user object registration software
  o include both central and distributed repositories
  o management requirements and procedures
  o support issues
• Recommend priorities for implementation.

The Working Group should consult with other campus resources as appropriate to inform their work. The Working Group will present their initial recommendations and priorities to the DLEG by August 3, 2001 and work plans by October 1, 2001. The work plans should present task plans, resource needs (software, equipment, staff, and budget) and timelines for accomplishment.
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<td>Donna Koepp</td>
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<td>Judith Emde</td>
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<tr>
<td>Government Publications, International</td>
<td>Roger Anderson</td>
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<tr>
<td>Government Publications, U.S.</td>
<td>Ken Lohrentz</td>
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<td>Sherry Williams</td>
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<td>History, United States</td>
<td>Gordon Anderson</td>
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<td>Rich Ring</td>
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<td>Michiko Ito</td>
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</table>
**ALL-STAFF MEETING - DEAN'S SEARCH COMMITTEE**

All staff are invited to attend a meeting on Wednesday June 6, 2001, at 3:00 p.m. in the Kansas Rm., Kansas Union Bldg. Marilu Goodyear, Vice-Chancellor for Information Services, will attend to provide information about the Dean's Search and to answer any questions you may have concerning the process. Please plan to attend this important meeting.

*Note: This meeting will replace the regularly scheduled meeting for Coordinating Council.*

**FACULTY NEWS**

"Rich Ring, History and KU Libraries, organized two sessions on "The Coronation of Charlemagne: 1200 Years Ago" at the 36th International Congress on Medieval Studies held in early May at Western Michigan University. He also delivered a paper on "Charles in Italy: a View from Farfa". Ring also presides over the most popular session of the Medieval Congress, the Saturday night Pseudo Society."

**PERSONNEL ANNOUNCEMENTS**

I am very pleased to announce the appointment of Jenny Robken as the Assistant to the Vice Chancellor for Information Services. Jenny comes to KU from Sprint where she worked in the Internal Audit unit. Previously, Jenny worked on campus in the Office of Institutional Research and Planning as a facilitator in several units. Jenny holds an MBA from KU as well. She will begin her responsibilities on Monday, June 4th.

Marilu Goodyear  
Vice Chancellor for Information Services  
and Chief Information Officer

Chantel Guidry has been appointed as a Library Assistant I in Retrieval Services effective June 11, 2001. Chantel has recently moved to Lawrence from Austin, Texas, where she was employed at the University Co-op Bookstore. She has previous experience with the Historic New Orleans Collection Williams Research Center, New Orleans. Chantel earned a BA degree in Anthropology from the University of New Orleans. Her appointment begins June 11, 2001.

Sandy Gilliland

**ATTACHMENTS**

Travel Reports: Lars Leon

Committee minutes:
- Classified Conference General Meeting, 4/18/01
- LFA, Executive Committee, 4/9/01, 4/16/01
- Notice of Summer Activities & Services for Children
I attended the Big 12 Plus Interlibrary Loan Meeting and the 32nd Annual Colorado ILL Conference in Estes Park, Colorado along with 240 librarians and 10,000 elk. The majority of attendees were from Colorado but there were plenty of folks from the western half of the U.S. and a few Easterners. Except for a conference in the Northeast, this conference can arguably be called the national ILL conference due to the scope of speakers and attendees.

The conference was held at the “historic” (“read” lovely wood paneling, paper-thin walls, rooms with stories to tell, creaking floors, lovely grounds, paper-thin walls, Stanley Steamers, 14k Internet access, and gorgeous views) Stanley Hotel. It was an outstanding location with the opportunity for all conference participants to interact more easily (compared to Denver where the conference has also been held).

The Big 12 Plus Interlibrary Loan Meeting, attended by representatives of 26 of 29 Big 12 Plus Libraries, had an aggressive agenda which included discussions on commitments, Best Practices, shipping, and other important matters. It was a very productive day and we have set up a variety of working groups to tackle many issues.

The Colorado ILL Conference was outstanding as it typically is. They always have a good variety of ILL related programs and are well organized. Roy Tennant of the California Digital Library, gave the keynote address. He provided some insight into the California Digital Library and tied in the importance of interlibrary loan. Distance Education, digital delivery of documents, and copyright were just some of the topics covered.

I participated on a panel called “Trashing the Paper Trail: Electronic ILL Management Tools”. I spoke about how we utilize Clio and Microsoft Access to better handle interlibrary loan requests. The audience was very interested in what my colleagues and I had to say about steps toward speeding up the interlibrary loan process.

I appreciate the support provided by Staff Development.
Jan Altenbernd, Chair and Nancy Hawkins, Vice Chair presided over the meeting.

Guest Speakers: Julia Rholes, Sandy Gilliland and Sarah Campbell

Jan introduced the guest speakers and the subjects they each would address:

Sandy Gilliland--Reevaluation of job descriptions
Julia Rholes--Reassignment document (1992 Crowe memo)
Sarah Campbell—Reclassification

Jan began the meeting by asking all new staff members (employed in the last year) to introduce themselves.

1. Sandy Gilliland

Sandy said there would be a library wide review of positions for three reasons:

1. The changes created by Voyager-- What skills and abilities are now required to do the work?
2. There hasn’t been a review in several years.
3. Job descriptions should be up to date, current and reflect the actual job the employee is doing. Annual evaluations would be a good time for reviewing job descriptions.

The focus will be on Library Assistant positions, but will also include Secretarial and Accounting positions.

The process that will be used in reviewing positions still needs to be worked out, but a task force with representation from classified staff will be involved in the process. This task force and Human Resources will have the responsibility of recommending any reclassifications based on the job reviews.

Sandy hopes to begin the reviews in May and to complete the process in one year.

Sandy stated that realistically only one more promotional level for classified staff might be created.

2. Sarah Campbell

Sarah Campbell explained the process Human Resources goes through when presented with a new job description: they look at the old job description, the new job description, compare it to other job descriptions and to state job descriptions.

She suggested that library employees make a list of their current job duties before meeting with their supervisor for their next evaluation to help with the review process.

Sandy emphasized that reclassifications and job reviews are two different things and that the library wide job review may not result in many reclassifications.

(continued)
Julia Rholes addressed the subject of budget problems affecting staff reassignments. She stressed that things are changing and that merging of departments and moving assignments around will continue to happen. The serious budget issues this year mean that some vacant positions will not be filled. The administration will look at the duties performed by the vacant positions and see if others could do these tasks. This would result in reassignments. Julia wanted everyone to be aware of the 1992 Crowe memo about reassignments. It is the responsibility of the supervisor to work with individual staff members to make reassignments as easy as possible. She emphasized that while communication is important, reassignments fall into the realm of personnel issues and must be treated confidentially. She said it would be helpful for departments to issue updates yearly on workflow and staff assignments and duties.

Julia said the Staff Development Committee in the past has provided programs and training materials focusing on change suggested they might want to consider doing this again.

Sandy said she had contacted Kathleen Ames-Oliver about developing an in-house program for classified and unclassified supervisor training.

A question and answer session followed each of the speakers’ remarks.

Janet Revenew announced that she would be distributing questionnaires to measure interest in a drink machine for the staff lounge.

Jan thanked the speakers for participating in the meeting and called for volunteers for involvement in committees next year.
Minutes of the Executive Committee
Library Faculty Assembly
Monday, April 9, 2001, 3:00-4:00 p.m.
The Map Room, Kansas Collection, KSRL

Present: Gordon Anderson (Chair, LFA Exec), Nancy Burich (VC-Chair Elect), Faye Christenberry (LI), Bryan Culp (Secretary), Gaele Gillespie (LII), Mary Miller (UP), Margaret Wilson (LIII).

- The Committee reviewed the minutes of the meeting from March 26, 2001.

- The Committee took up for further consideration Vice Chancellor Goodyear's request that Exec forward names of individuals that might be willing to serve on the search committee to select a new dean. The Chair stated his willingness to apprise Classified Conference of the Committee's submittal to the Vice Chancellor. General expressions of support for KU Senate Library Committee, Regents Center, and LFA Exec Chair/Vice-chair representation on the committee were heard.

- The Committee took up for consideration the agenda of the LFA Spring meeting, April 26, 2001.

Respectfully submitted,

Bryan Culp
Secretary
Minutes of the Executive Committee
Library Faculty Assembly
Monday, April 16, 2001, 3:00-4:00 p.m.
Conference Room A, Watson Library

Present: Gordon Anderson (Chair, LFA Exec), Nancy Burich (VC-Chair Elect), Gaele Gillespie (LII), Mary Miller (UP), Margaret Wilson (LIII).

• Nominating & Ballot's report on mail ballot procedures.

Exec had asked Nominating & Ballot to examine their current procedures for handling mail ballots, especially in light of concerns that ballot secrecy has not been sufficiently ensured. In a thorough but also concise report that makes the tedious easy to read and comprehend, N&B studied the procedures outlined in Robert's Rules of Order New Revision (2000) and examined three options. LFA Exec has received their report, we have read it carefully, and we accept it. We concur with N&B on adopting their recommendation that the mail ballot kit contain a return envelope in which the voter places the ballot, seals the envelope, and signs the outside along the seal. This is the procedure that the University Senate uses for their mail ballots.

LFA Executive has asked N&B immediately to adopt this procedure for use in the next mail ballot round. We further ask N&B to include this report in their annual report and to make the new procedure available on the LFA web site.

We extend to Nominating and Ballot members David Pardue, Connie Powell, and Susan Case our sincere thanks for their thorough and timely work on this matter.

• Agenda for the April 26 LFA general meeting.

The meeting will take place on that date, between 1:30 and 3:00 p.m., in Watson Conference Rooms A & B. Refreshments will be offered.

We went over Anderson's draft of the agenda, and in particular the report that LFA Exec will give to the general membership on our activities and accomplishments over the past year. Anderson will meet with Interim Deans Rholes and Fyffe regarding the meeting, and he will also invite a representative from Classified Conference to attend the LFA meeting.

Anderson will send out the agenda tomorrow (April 17).

• Anderson will talk to Sandy Gilliland about when the ballot on the merit raise distribution formula should go out, and second, to find out about the status of the library grievance committee.

• We discussed the need to have revised versions of the LFA Code clearly identified as such. These dates differ from the date of printing or web posting, and both should be clearly noted on the Code. In this regard, the hope was voiced that previous editions of the code are being adequately preserved, although it was also felt that so many changes have been made over the years that it could be difficult to determine which editions were necessary to save in the archives.

• Classified Conference is holding its annual meeting soon. Anderson plans to attend.

• The LFA Executive Committee will not meet next Monday, but we will meet shortly before the start of the April 26 general meeting—at about 1:15 p.m. in the Watson Conference Rooms.

Respectfully submitted,
Gordon Anderson, secretary pro tem
SUMMER ACTIVITIES & SERVICES FOR CHILDREN
Printed on April 1, 2001

This flyer is prepared by KU Dependent Care REFERRAL Service, 864-4648, in the Department of Human Resources.

KU does not endorse or recommend any service provider.

Individuals are responsible for their own assessments about service providers.

KU ACTIVITIES, CAMPS, CLASSES AND WORKSHOPS

KU Information was updated in March 2001.

DEBATE CAMPS

FOOTBALL CAMP
High School and below. High School: June 10-13, 8th grade and below: June 13-15. Daycamper and Overnight Camp at rates. Deposit. Contact: 864-3392 or email: jchadl@falcon.cc.ukans.edu

GIRLS GOLF CAMP
Contact: Nicole Hollingsworth, 864-4122 or email: nicolel@eagle.cc.ukans.edu

HEALTH, SPORT AND EXERCISE SCIENCES - SWIMMING LESSONS
Classes for ages 6 months and up. Enrollment for KU faculty, student, staff and the public. Fee. Discount for multiple children. Summer: Two sessions, weekday afternoons (1:15-2:15 or 2:15-3:15 p.m.), Monday-Thursday. Fall/Spring: 45-minute sessions between 9 and Noon on Saturday. Contact: 864-3385

JAYHAWK BASEBALL CAMP
Single Day Hitters Camp, June 5 or 19, ages 8-18, $60. Single Day Pitchers/Catchers Camp, June 6 or 19, ages 8-18, $60. Superstar Day Camp, June 11-14, ages 7-14. $75. High School All Star Camp, August 2-5, grades 9-12, Overnight Camper, $275 or Daycamper, $225. Enrollment and deposit required. Contact: 864-7907 or email: mbagby@ku.edu

JAYHAWK CROSS COUNTRY AND DISTANCE RUNNING CAMP
Ages 10-18, boys and girls. July 15-19. Overnight Camper, $365. Daycamper, $265. Contact: 864-7971, or 1-800-NIKE-CAMP. Email: thweaver@ukans.edu

JAYHAWK TENNIS CAMP
June 10-14, Boys and Girls Overnight Camp (Separate Housing) $350; June 18-21, Boys & Girls Camp (Day Camp only), $250. Contact: 864-4797 or 864-7909

JAYHAWK TRACK & FIELD CAMP/CLINIC
July 14, Clinic, $50. Ages 10-18, boys and girls. July 15-19. Fee: Overnight Camper, $365. Daycamper, $265. Contact: 864-7971 or 1-800-NIKE-CAMP or email: thweaver@ukans.edu

JUNIOR JAYHAWKS CLUB
Ages 12 and under. Fee: $30. Discounts and free items. Contact: 864-4962

KANSAS JOURNALISM INSTITUTE

KANSAS UNION JAYBOWL (Bowling)
Contact: 864-3545

KANSAS VOLLEYBALL CAMPS AND CLINICS
Grades 7-12. Hitting Clinic, June 3rd. Setting Clinic, June 2nd. Overnight Skills camp, June 4-7, July 9-12, and July 13-16. Overnight Camper, $275. Daycamper, $225. Deposit, $100. Contact: 864-7959 or email: cposey@jayhawks.org

MARIAN WASHINGTON LADY JAYHAWK BASKETBALL CAMP
Ages 8-18 (seniors are now eligible). June 7-11, June 12-16, and June 29-July 3. Overnight Camper, $330; Daycamper, $255. Team Camp: July 6-7, Overnight Camper, $295; Daycamper $225. Elite Camp (ages 15-18): August 2-4, Overnight Camper, $295; Daycamper, $225. Enrollment and $100 deposit required. Fee. Contact: 864-4938

MIDWESTERN MUSIC CAMP

MUSEUM OF ANTHROPOLOGY - SUMMER WORKSHOPS FOR CHILDREN
Ages 4-15. Day or week-long workshops during June-August. Enrollment required. Fee based on specific class chosen and museum membership. Contact: Celia Daniels, 864-2669 or email: cadaniel@falcon.cc.ukans.edu

MUSEUM OF NATURAL HISTORY MUSEUM - SUMMER WORKSHOPS FOR YOUNG PEOPLE

NATIONAL YOUTH SPORTS PROGRAM
Day camp (8 am-noon) for children 10-16 years old, early part of summer. FREE for children if the family meets specific income guidelines. Daily: 2 hours of physical activities, 1 hr. of education, and free lunch. Contact: Kate Heelan, 864-2010 or email: kheelan@ku.edu

POLE VAULT AND JUMPING EVENTS CAMPS
PROJECT DISCOVERY

ROBINSON CENTER NATATORIUM
Contact: 864-3491 or 864-3385

ROSS RANALD LAYHAWK GOLF CAMP
Boys, ages 10-18. Two sessions, June 10-15 and June 17-22; 64 golfers in each session. Fee: $700. Contact: 842-1714 or email: rossran@ku.edu

ROY WILLIAMS KS BASKETBALL CAMP
Ages 8-19. Students may attend after their sr. year in high school. Two sessions: June 17-21 and June 24-28. Fees: Daycamper, $280; Overnight Camper, $370. Enrollment required with a deposit of $200. Contact by mail: Roy Wms. KS Basketball Camp, Allen Fieldhouse, KU, 66045-8881 or http://www.kuathletics.com or email: cjdickey@ukans.edu

SCHOOL OF PHARMACY SUMMER CAMP
Location: Fort Hays State University. Grades 9-12. June 3-8. $375. Contact: Gene Hotchkiss, 864-3591 or email: ghotchkiss@rx.pharm.ukans.edu

SOCCER CAMP (KU)

SPENCER ART MUSEUM
Free gallery tours or visits, all ages. Gallery brochures available. Contact: Betsy Weaver, 864-4710

SPINNING CAMP
Boys and girls, ages 7-14. Two sessions, either June 5-28 or July 2-27. No class on Tuesday, July 4. 1:00-4:15 p.m. Enrollment required. Fee: June, $175; July, $175. Contact: Jim LaPoint, 864-0785; Leon Greene, 864-0775; or 864-3371, 864-5552 (e-mail: jdl@ku.edu)

SWIM CAMP
Ages 8-18, June 1-4, Lawrence, $295. June 5-9, Emporia, $350. Contact: Pam Byrn, 864-7924 or email: pbyrn@ukans.edu

UPWARD BOUND
Grades 9-11. Liberal Arts Program. June 17-July 28. Eligibility according to low-income criteria and/or if first-generation college student completing a degree. Admission during all or a portion of the academic year and summer. All accounts paid by the program. No fee to the participants. Contact: 864-3415 or call toll free: 1-877-842-5232

KU FAMILY SERVICES
KU BEACH CENTER ON FAMILIES & DISABILITY
Research and training center with emphasis on family support. Referrals to local and national resources on disability. Contact: 864-7600, FAX # 785-864-7605

KU CHILD AND FAMILY SERVICES CLINIC
Affordable and quality mental health care for the children and families of Lawrence and the surrounding areas. Contact: 864-4416

KU DEPENDENT CARE REFERRAL SERVICE (KUDCRS)
A licensed referral and resource agency for childcare & eldercare clients and providers. Provides monthly opening updates for childcare in homes & centers. Other resource information is available. No fee. Open to the public. Contact: Betty Peterson, 864-4648
ALL THAT JAZZ
Ages 3-adult. Classes include Ballet, Dance Instruction, Jazz, Lyrical, Pointe, Tap, and Twirling. Enrollment required. Fee. Contact: Danielle White, 832-1709

BALDWIN - MIDLAND RAILWAY (2001 Update)

BOYS & GIRLS CLUB OF LAWRENCE
Ages 6-18. Arts and crafts, bumper pool, field trips, foosball, games, parks program in a.m., summer reading program, and swimming. Weekdays 9-5, Monday–Friday. Free breakfast (7:30–8:30 a.m.) and free lunch for ages 1-18 during summer. Annual $10 membership fee. Contact: Club, 841-5672

BOYS SCOUTS OF AMERICA/HEART OF AMERICA COUNCIL

CARL KNOX NATATORIUM (Swimming)
Contact: 832-7965, 832-7906, 832-5050

DANCE CITY PERFORMANCE ARTS ACADEMY
Ages 2.5-Adult. Classes include Ballet, Ballroom, Competitive Cheerleading Team, Competitive Dance, Gymnastics, Dance, Jazz, Lyrical, Tap, and Tumbling. Flexible summer punchcard system. Enrollment required. Fee. Contact: Lori Kennedy-Tochtrop or Judi Mahaley, 843-3344

DANCE GALLERY
Ages 2-Adult. Classes include Acrobatics, Aerobics, Ballet, Cheerleading, Jazz, Tap, and Tumbling. Enrollment required. Fee. Limited scholarships available. Contact: Karen Fender, 838-9100

DOUGLAS COUNTY CHILD DEVELOPMENT ASSOCIATION (DCCDA)
A licensed referral and resource agency that provides information on childcare openings and services to childcare providers. Provides opening updates and other resource information. Sponsor of Childcare Food Program. Infant-toddler specialist provides training and support to providers. No fee. Contact: 842-9679

DOUGLAS COUNTY INFANT-TODDLER COORDINATING COUNCIL
Free services include speech-language pathology, physical and occupational therapy, nursing and health services, audiology, vision, and more. Free monthly screenings to all infants and toddlers in Douglas County. Contact: 832-5098, ext. 216

GIRL SCOUTS, KAW VALLEY COUNCIL
Ages 5-17. Summer activities within this area. Resident camp (near Dover) in June & July. Fee. Enrollment required. Brochure available. Contact: 1-800-432-0286 for camp and troop information

HEADQUARTERS-PHONE A FRIEND, 865-2600
A free, confidential service for children, available 24 hrs. a day, every day. Referrals to community services. Parent Information Line gives referrals for basic needs, childcare, education, emergencies, medical, social, special needs, and support information. Contact: 841-2345 for referral information. Baldwin City area phone-a-friend: 785-594-6489. Baldwin main referral number: 785-594-6490

HUME MUSIC
Private lessons, print music, accessories, and repairs on all instruments. Fee. Instrument availability for orchestra and band. Contact: 843-2644

K-STATE RESEARCH & EXTENSION OFFICE-DOUGLAS COUNTY
Ages 7-19. 4-H Club: 16 community clubs. Monthly meetings and activities. No fees. Contact: Trudy Rice, 843-7058, DG County Extension Director

KID’S DAY OUT & MOTHER’S DAY OUT (2001 Update)
Ages 9 mos.-3 yrs., 9 a.m.–noon, Mondays or Wednesdays (school year only). Various activities. First Presbyterian Church. Registration. Monthly fee from $34-50. Contact: Trish LaRue, 865-2516

LAWRENE AQUAHAWKS

LAWRENCE ARTS CENTER
Contact: 832-7990

LAWRENCE ARTS CENTER
Ages 1-year-old. Classes & workshops year-round, over 80 classes in summer. Enrollment required. Fee. Brochures available by session: April, August; October, December, and February. Scholarships available. Extremely flexible about accommodating student needs. Contact: 843-2787, "The-Arts"

LAWRENCE COMMUNITY THEATRE CHILDREN’S THEATRE WORKSHOPS
For children grades 1-5. Enrollment required. Fee. A session is held during Spring Break and August. Brochure available. Contact: 843-7469

LAWRENCE - DOUGLAS COUNTY HEALTH DEPT.
Open daily, M-F, on a walk-in basis for immunizations, blood pressure, and family planning services. Other services by appt. Once-a-month, 1st Saturday (10-noon), immunization clinic at 200 Main. Fee: No one denied services based upon inability to pay. By appt., well-child checks (Child Health Assessment) for children through age 5, for kindergartners and other first-time KS school children through age 8, and for Medicaid clients up to age 21. Confidential HIV antibody counseling/testing, anonymously if desired. By appt., sexually-transmitted disease testing/treatment. Family-based sexuality education courses (ages 9-17). Pregnancy and parenting services for pregnant teens and low-income pregnant women. Teen Independence Project for pregnant teens or teenagers parenting their first child. Family Health Referral Program (home-visit) for high-risk families: health education, counseling and support. WIC supplemental nutrition program for pregnant and nursing women, infants and children to age 5. International travel immunizations. Health environmental services. Contact: 843-0721

LAWRENCE GYMNASTICS ACADEMY (2001 Update)
(continued from Lawrence Gymnastics Academy)
Toddlers/Preschooler Classes, 45-minutes. Enrollment required. Fee. Contact: 865-0856

LAWRENCE MEMORIAL HOSPITAL ED. DEPT.
Ages 3-13 yrs. Fees vary; some classes are free. Limited scholarships available. Children ages 3-10, prior to arrival of a new baby in the family: "TYKE HYKE," Youth, ages 11-13: "SAFE SITTER." Extensive offering of adult classes on health-related issues, including Breastfeeding, Babycare, Infant/Child CPR, First-Aid, Parenting, PreNatal, PreNatal Refresher, Smoking Cessation, and Stress Reduction. Fee car seat checks by appt. Contact: CONNECT CARE, 749-5800

LAWRENCE PARKS AND RECREATION

LAWRENCE PUBLIC LIBRARY (2001 Update)
Get your child a library card at no charge! Simple application with parent's ID. SUMMER EVENTS: "Reading Road Trip USA" (Summer Reading Program), June 1-July 31, for listeners, elementary and teen readers. A free paperback book and other fun incentives for those who complete their reading goals. SUMMER AND FALL STORYTIMES: Ages 8 mos.-23 mos., "Books and Babies," Wednesdays, two sessions: 10:30 or 11:00 a.m. Ages Toddler, Preschool, and School-age: Tuesdays/Fridays, 10:30-11:00 a.m. Special Events: Holiday Tea Party, Musical Interludes, and Monthly Saturday Specials. Special group storytimes available by appointment. Young Adults: Homework Night, special programming. Contact: Youth Services Department, 843-3833

LAWRENCE TAE-KWON DO SCHOOL

MOM'S CLUB OF LAWRENCE
Moms Offering Mothers support. Monthly activities including playgroups, community service projects and more. Annual $20 fee. Contact: 838-3254

NEW HORIZONS TAE KWON DO
Ages 4-5, PeeWee Program. 6 yrs.-adult, regular classes. Cardio Kickboxing for 16 yrs.-adults. Also available: Sixth Street Fitness. Contact: Don Booth, 749-4400

OLSEN MUSIC SCHOOL
Classes for 4 yrs.-adult. Enrollment required. Contact: Phyllis Olsen, 842-9755

PARENTS AS TEACHERS (PAT)
Children ages birth to 3 and their parents in the Lawrence School District. Personalized home visits, periodic screenings, stay and play group meetings, and teen parent groups. Free. Contact: 832-5962

PROFESSIONAL SITTERS, UNLIMITED
Offers unlimited options for personalized services, including temporary/sick/part-time/permanent childcare and eldercare, homemaker services, companion care, 24-hour certified nurse's aide and LPN care. Qualified, nurturing caregivers are CPR-certified. Fee. Registration fee based upon care needed: $50: children's care; $25, adult care. Contact: Wilma Wake, 842-3301

ROYAL CREST LANES
Contact: 842-1234

SALVATION ARMY BASKETBALL LEAGUES

SATURDAY SIBS
For brothers and sisters (siblings), ages 7-12, of children with special needs. Sponsored by The ARC of Douglas County. Workshops include monthly activities of museum visits, KU ballgames and theater, etc. Contact: THE ARC, 749-0121

SOCIAL REHABILITATION SERVICES (SRS)
Childcare assistance based on income and need. A variety of support and financial services available to families with children in special circumstances. Applications are welcome. Fee based on a sliding scale. Contact: 832-3708, P.O. Box 590, 1901 Delaware, 66044

SPORT 2 SPORT YOUTH SPORTS LEAGUES

SUMMER YOUTH THEATER/LAWRENCE ARTS CTR.
(2001 Update)
Ages KDG-12th (last grade completed). Auditions for 4th-12th only. JUNE: KDG-3rd grade, CIRCUS McGURKIS, June 7-15, 809. 4th-7th grade, ALICE IN WONDERLAND, June 4-23, $160. 8th-12th grade, CARNIVAL, June 4-July 1, $190. JULY: KDG-3rd grade, ANIMAL FAY, July 5-13, 909. 4th-7th grade, ANNIE, GIVE YOUR GUN, July 2-21, $160. 8th-12th grade, THE ELEPHANT MAN, July 2-29, $190. Discount for being in June and July plays. Several performances of each production. Limited space. Contact: 843-2787, "The-Arts"

SUNFLOWER DANCE PROGRAM
Girls grades i-9, auditions are in April. Fee. Elementary teams and junior varsity teams. Performances throughout the season, September to March. Weekly rehearsals at DG County Fairgrounds. Uniform and monthly fee apply. Contact: Amy Bartle, 843-4505

USD #348 (BALDWIN) SUMMER SCHOOL CLASSES
Focus on remedial instruction. Students must have a referral from a classroom teacher. No fee. Enrollment required. Schedule varies according to each school. Contact: 594-2721

USD #497 (LAWRENCE) SUMMER SCHOOL CLASSES

WOMEN'S TRANSITIONAL CARE SERVICES CHILD ADVOCACY PROGRAM
One-to-one advocacy program for children currently residing at shelter facility. No cost or enrollment needed. Available shelter for battered women and children. 24-hour crisis line. Support groups available for battered women with corresponding children's support group for women out in the community. Contact: 843-3333

Providing this information to you is NOT an endorsement or recommendation for any service provider.
FYI

The University of Kansas Libraries
Number: 1554 Date: June 7, 2001

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

JANA KRENTZ RECEIVES TENURE
We are very pleased to announce that Jana Krentz, Dept. for Spain, Portugal and Latin America, has been promoted to the rank of Librarian II and awarded tenure. Jana has been employed with the KU Libraries since February, 1995. These actions become effective July 1st. Congratulations, Jana!

Sandy Gilliland

THE GREAT EXHIBITION OF 1851: VICTORIA AND ALBERT’S WORLD’S FAIR RECALLED AT THE SPENCER LIBRARY
The first world’s fair—held in 1851—is being celebrated at the Spencer Research Library at the University of Kansas in an exhibition on view through July 19th. The Library is open Monday-Friday, 8 am to 5 pm.

The Spencer Library holds tens of thousands of books, prints, and manuscripts of literature and the arts from the Victorian era. But the Spencer also holds in its renowned 19th century collections many commercial, scientific and popular publications.

In western Europe and much of North America, the mid-19th century was not only the age of Dickens but also the era of new industries, urbanization, and a race for colonies, marked by the spread of railroads, telegraphy, many mechanical devices, and steamships. Many of the new wonders of technologies were bringing the world closer together.

On this, the 150th anniversary of the Great Exhibition, the Spencer Library recalls a time when Victoria and Albert, the great-great grandparents of Queen Elizabeth II, were hosts to people from across the globe who converged on London’s new Crystal Palace for this, the first world’s fair.

In turn, the Spencer Library staff now invite a 21st century audience to converge on Mount Oread to view an exhibition on “The Great Exhibition.” The Spencer Library also welcomes the world, by offering all who can search the World Wide Web a look at some of the items from the exhibition, at http://www.ukans.edu/~spencer/exhibits/great/.

This display recalls vividly a time of revolutionary change that foreshadowed the 20th century and the flowering of the age of science and technology. There is much evidence in the exhibition of the mix of excitement, hope, anxiety and fear about the effects of such rapid change. Perhaps a precursor of the age of the Internet?

James Helyar, Curator in Graphics at the Spencer, who recalls from his London boyhood the demise of the Crystal Palace in a great fire, has prepared a visually attractive and informative look into a time of great ferment that may seem very familiar to this generation.

For additional information, contact Spencer Research Library, Dept. of Special Collections, 785/864-4334.

William J. Crowe, Spencer Librarian

An Equal Opportunity/Affirmative Action Employer
SPENCER RESEARCH LIBRARY TO CLOSE FOR REMODELING

The Kenneth Spencer Research Library at the University of Kansas will be closed for six weekdays, beginning Friday, July 20, and ending on July 27, 2001 (re-opening on Monday, July 30), to complete the last phases of moving furniture, equipment and collections necessary to the Library's re-organization for delivery of services. The Library is normally closed on weekends during the summer term.

The re-organization will provide for one, consolidated point of service for users of the collections and services of the Kansas Collection, the Department of Special Collections, and the University Archives. A new Reader Services Department, located on the third floor of the Library, will oversee reception and reference services and an expanded, combined reading room. Staff from throughout the Spencer Library will work together to provide reference service and instruction.

During the closing, the University Libraries will post to its Web site http://www.lib.ku.edu regular updates on progress and will ensure that voice mail at the three public phone numbers (785/864-4274; -4334; and -4188) are updated and messages relayed to staff. The staff also will monitor e-mail on a regular basis.

For additional information, contact: William J. Crowe, Spencer Librarian (785/864-4970; wcrowe@ku.edu); or Sheryl Williams, Curator of the Kansas Collection and University Archivist (785/864-2027; swilliam@ku.edu), or Richard Clement, Special Collections Librarian (785/864-4217; rclement@ku.edu); or Rebecca Schulte, head of Reader Services (785/864-2024; bschulte@ku.edu).

William J. Crowe, Spencer Librarian

VACANCY ANNOUNCEMENTS

Reference Librarian/Bibliographer, a full-time, tenure-track position with the University of Kansas Libraries (Lawrence). The Reference Librarian/Bibliographer provides reference assistance (including some evening and weekend hours) to faculty, students, and other patrons; participates in an active instruction program, including preparation of user guides and working with classes and other groups; and assists with the planning of library services in an innovative team environment. The Reference Librarian/Bibliographer has responsibility for collection development in one or more areas of the social sciences. The Reference Librarian/Bibliographer may also coordinate electronic reference services for the library system. Required qualifications: MLS from an ALA-accredited program (completion required by appointment date); experience in providing academic or research library reference service; knowledge of and experience with a wide range of information resources, both print and electronic, in the social sciences; experience in teaching library and information research skills; ability to work effectively with colleagues and a diverse clientele; strong commitment to public service; effective communication skills, both written and oral; ability to work independently and cooperatively in a rapidly changing environment. Preferred: At least two years professional experience in providing reference assistance and library instruction in an academic environment; academic preparation in the social sciences; experience with collection development; knowledge of a foreign language. Annual salary range: $33,000 - $38,000, dependent upon qualifications. Excellent benefits. To apply, applicants must provide a letter indicating how their experience relates to each of the required and preferred qualifications. In addition, a curriculum vita, and the names, addresses, telephone numbers, and email addresses of three references, and a photocopy of undergraduate and graduate transcripts are also required. Please send this material to: Sandra K. Gilliland, Assistant to the Dean, University of Kansas Libraries, 502 Watson Library. Review of applications begins July 2, 2001.

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An Equal Opportunity/Affirmative Action Employer
External Relations Officer, a full-time professional staff position available immediately with the University of Kansas Libraries. The External Relations Officer serves as a member of the KU Libraries' external relations team responsible for advancing the library in the University and the scholarly community. The External Relations Officer participates in planning and implementing superior public relations and donor stewardship activities, manages events and programming and is responsible for preparing content for relevant print and electronic publications. The External Relations Officer serves as the Executive Secretary of the KU Friends of the Library as a liaison for the Dean of Libraries. Requirements include a Bachelor's degree and at least two years experience in a leadership role in public relations or development. It is anticipated that the successful candidate will have experience in higher education or allied cultural institutions (including libraries, museums, etc.). Also requires proven ability to interact with diverse constituencies; ability to communicate effectively orally and in writing; and strong organizational abilities. Preferred qualifications: Understanding of the mission of a large academic library system and of higher education; experience writing and editing publications, press releases and public communications, in both print and electronic formats; experience with event planning and organization. Annual salary range: $35,000 - $43,000 dependent upon qualifications. Excellent benefits. To apply, applicants must provide a letter indicating how their experience relates to each of the required and preferred qualifications. In addition, please provide a brief sample of written work, as it relates to this position, a current resume, a copy of undergraduate and graduate transcripts, and the names, addresses, telephone numbers, and email addresses of three references. Review of applications begins June 18, 2001; applications will be accepted until the position is filled. Please send this material to: Sandra K. Gilliland, Assistant to the Dean, University of Kansas Libraries, 502 Watson Library.

Library Assistant, Regents Center Library, a full-time unclassified professional staff position. (NOTE: This position is open only to current members of the KU Libraries regular staff.) Responsibilities: Manages all aspects of the document delivery/interlibrary loan responsibilities at the Regents Center Library. Participates in reference, instruction and other public service activities. Develops and maintains the Regents Center Library web site. Serves as Assistant Manager for reserves and circulation. Supervises Library Assistant II in areas of document delivery and reserves. Serves as the primary contact for compilation of Regents Center Library statistics. Position reports to the Director. Required Qualifications: Current employment in regular staff position within the KU Libraries. Experience in managing all aspects of a document delivery/interlibrary loan program in an academic library. Experience in reference, instruction, and library public service in an academic library. Experience in using library automated systems and databases. Knowledge of bibliographic searches via electronic databases. Experience with HTML, related web page editing software, graphical software, scanner operations, and in web page design. Experience using Windows (current versions), Access, Excel, and CLIO software. Strong organizational skills and demonstrated initiative. Preferred Qualifications: Broad familiarity with academic branch library operations. Technical services background in an academic environment. Ability to supervise library employees. Willingness to be flexible in determining work schedule (including ability to work occasional evenings and/or weekends). Knowledge of copyright and distance education issues. Willingness to actively participate in a team-oriented, dynamic branch library. Knowledge of the KU Libraries Voyager system. Annual salary: $25,000 - 29,000 dependent upon qualifications. Excellent benefits. To apply, submit a letter of application, current resume, and the names and contact information of three references to Sandy Gilliland, 502 Watson Library. Review of applications will begin June 18, 2001. Applications will be accepted until the position is filled.

(continued)

An Equal Opportunity/Affirmative Action Employer
The University of Kansas is an Equal Opportunity/Affirmative Action Employer. The University encourages applications from underrepresented group members. Federal and state legislation prohibits discrimination on the basis of race, religion, color, national origin, ancestry, sex, age, disability, and veteran status. In addition, University policies prohibit discrimination on the basis of sexual orientation, marital status, and parental status.

**ATTACHMENTS**
Travel Reports: Jana Krentz and Emily Bergers; Connie Powell
Thank You Notes from Joshua Rosenbloom
Latin American librarians from all over the world met for SALALM XLVI in Tempe where temperatures ranged from 111° to a nippy 97°. Arizona State University hosted the conference whose theme was "Latin American Identities: Race, Ethnicity, Gender & Sexuality." The conference was dominated by scholarly presentations on these themes, the most interesting of which were Hacia un cine queer en América Latina and Exemplary Militancy and Steadfast Loyalty: The Female Combatant and the Authorization of the Cuban Patriarchal States.

On the more practical side, there were several panels, which held interest for both of us professionally. Jana attended a panel entitled Can We Assure Access to Latin American Newspapers? Rather than a formal presentation, this panel was in the form of a round table discussion, and continued a discussion that has been ongoing for the last two years. The crisis in the Library of Congress Microfilm Dept. has been somewhat alleviated and they have resumed microfilming of many key titles. The issue of preservation of newspapers remains a complex one and the panel also discussed preservation of digital and online newspapers. During the discussion period, many librarians felt that there is a pressing need to explore this issue and so it was decided to create a Newspaper Subcommittee of which Jana was elected to be a member.

Both Emily and Jana attended From Covers to Content: The Ongoing Challenges in Cataloging. The foremost issue of this panel was the problem of OCLC vendor records. The catalogers who presented during this panel examined the question of how to update and improve records, OCLC's responsibility to train vendors in proper cataloging techniques and allowing them access to authority files. The panel dealt extensively on the catalogers' responsibility to upgrade vendor records. They identified a number of errors in enhancing these records, notably errors in the series statement and a misreliance on the vendor's index terms instead of undertaking an intellectual analysis of the piece. They also discovered that many member organizations are unaware that they are authorized to upgrade vendor records. The catalogers have created a tip sheet online to deal with the enhancement of vendor records. In addition they encouraged the lobbying of OCLC Users Council to request parallel master records for all official languages of member countries.

Other engaging panels that we attended included The Changing Reference Environment in the Digital Library and Archival Sources for Research in Gender and Sexuality that focused on resources at Tulane University. In addition, both Jana and Emily attended a number of SALALM committee meetings. Jana attended committees on Reference Services, Interlibrary Cooperation, Bibliographic Instruction and Electronic Resources all of which laid the foundation for fruitful exchanges with colleagues throughout the entire week.

Emily attended meetings conducted by HAPI (Hispanic American Periodical Index) as well as attending meeting of the Cataloging and Bibliographic Technology committee. The Cataloging committee extended its discussion on OCLC vendor records. Emily also had the opportunity to meet and interact with many of the book vendors with whom SPLAT works on a daily basis. Vendor relations are especially beneficial in a small market such as Ibero-American studies. For Emily, it was an invaluable introduction to field of librarianship of which she hopes to be a part.
In addition, both Emily and Jana attended a meeting of MOLLAS (Midwest Organization of Libraries for Latin American Studies). KU will assume the responsibility of mounting of the organization's website which will be presented at the next MOLLAS meeting in Bloomington, Indiana this August. As KU's representative Jana also attended meetings for CRL's LAMP (Latin American Microfilm Project), and ARL's Latin Americanist Research Project. In the Latin Americanist Research Project meeting, we were briefed on the Project's grant application to the NRC and suggested new directions for the Project.

Amidst all the hard work, we had some fun too. The bookdealers hosted a reception for us on campus where we were served inedible food, but danced all night to Latino music. We also toured the Frida Kahlo exhibit at the Phoenix Art Museum, and attended a reception at the ASU's Noble Science and Engineering Library. We would like to thank SDC for their kind support in funding our attendance.
THE UNIVERSITY OF KANSAS LIBRARIES
TRAVEL REPORT

Name: Evelyn Constance Powell

Department: Anschutz Library

Name of Event: 221st Semi Annual Meeting
American Chemical Society

Location: San Diego, California

Date(s) of Travel: March 31st-April 5th, 2001

The 221st Semiannual American Chemical Society meeting was held this spring in San Diego California. I participated as a member of the Chemical Information (CINF) Division. The STN User Update was held on Sunday April 1st and included information on the backfile of CA – CAOLD, on the new version of STN Express, STN Express 6.0 with Discover, and the new CA Lexicon. Data has been added to the CAOLD file back to 1947 for searching for both journal articles and patents. The new version of STN Express, STN Express 6.0 with Discover, has capabilities to create customized tables and reports, including statistical reports. The new CA Lexicon offers an enhanced terminology for searching the CA family of files.

The day-long session entitled Web-Based Information Sources was organized by R. W. Snyder and J.C. Holt. It was also held on Sunday. This session included a review of the last 30 years of chemical information access from database searching, i.e. Dialog, Orbit, BRS, Data-Star and other databases, which have now mostly disappeared in favor of today’s web-based resources. This was followed by talks on the universal approach to web-based chemistry using XML and CML, and ChemGuide and Publishers Guide for web implementation in both R&D and e-commerce. There was a talk on the NIST (National Institute of Standards and Technology) computational chemistry comparison and benchmark database. The afternoon session included a talk on Dymond linking – a point and click structure and reaction link from journal articles to existing databases, as well as talks on web based tools for compound chemical library design and compound selection.

The Chemical Abstracts SciFinder group sponsored a luncheon and discussion of the new SciFinder Scholar 2000. SciFinder is a system offering web-based seamless access to the CAPlus, Registry, CASReact and ChemCats files on STN. Participants discussed new features including the addition of the Medline database the system. We also had a chance to ask for new features that we would like to see added as well.

Monday sessions were on the theme of Electronic Chemistry Publishing and included talks on the future of electronic chemistry publishing, the transformation of the Science of Synthesis into electronic format, and Stanford University’s Highwire Press. Highwire Press is a not-for-profit organization ensuring that its partners, i.e. responsible publishers and scientific societies, are able to make the most of web-based journal publication.

Tuesday’s sessions included some interesting talks on Technical Intelligence including the strategies of some of the top chemical firms.

I attended the ACS Open Meeting on Publications and Chemical Abstracts Service. A highlight of this meeting was introduction of the new SPARC (Scholarly Publishing and Academic Resources Coalition), journal entitled Crystal Growth & Design. This journal will allow the reader to access chemical structures, animations and color figures.
Finally there were several visits to the Exposition in the Muscone Center. I visited the booths of publishers, including Elsevier, and Wiley. I visited the booth of Sadler BioRad, which has the Sadler Standard Spectra available on CD ROM. I also visited the booth of Advanced Chemistry Design, where I was given a tutorial on the use of their IUPAC (International Union of Pure and Applied Chemistry) chemical naming software.

The trip ended with a visit in San Francisco with Louise Addis, Librarian for the Stanford Linear Accelerator Laboratory Library who shared many of her ideas on science library organization and management.

Thanks to the Staff Development Committee for their financial assistance for this trip.

Connie Powell
Dear Sandy,

I want to let you know how much I appreciate all the help and support you and many others in the University Libraries have provided over the last few weeks. As difficult as these weeks have been for me, I know that Mary's death has affected all of you as well. I am truly grateful that her colleagues have come forward as they have to offer assistance directly and indirectly. Thank you! And thanks to all those who contributed to providing food for the reception after the memorial service, sent flowers and assisted with other details.

Sincerely,

Joshua L. Rosenbloom
May 27, 2001

University of Kansas Library Staff Association
Watson Library
University of Kansas
Lawrence, KS 66045

Dear LFA Members,

The KU Endowment Association has informed me of your gift in memory of Mary. I am sure that Endowment Association has already thanked you for your contribution to the University of Kansas Libraries. But I would like to add my own expression of gratitude. Thank you for your generosity in helping to memorialize Mary’s many contributions to the Libraries.

Sincerely,

Joshua L. Rosenbloom
**FYI**
The University of Kansas Libraries

Number: 1555 Date: June 14, 2001

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

**KU ARCHIVES VOLUNTEER - CAROLYN BAILEY BERNEKING RECEIVES AWARD**
Carolyn Bailey Bernecking received the Award for Excellence from the Kansas City Area Archivists (KCAA) in an award ceremony at the Riverfront Community Center in Leavenworth, Kansas on June 9, 2001. The award is in recognition of Carolyn's contributions to historical research, as exemplified in her service as a volunteer in the University of Kansas Archives, her leadership in architectural preservation and her historical scholarship.

KCAA recognizes Carolyn for her service as volunteer since 1990 in the University Archives at Spencer Research Library, following a career as a professional librarian in the Lawrence school system and in the University of Kansas Libraries. At University Archives she continues a labor of love begun by her grandfather, E.H.S. Bailey, a former Chair of the KU Chemistry Department whose early efforts to save the University's history led to the creation of the University Archives. KU Librarians extend heartfelt thanks to Carolyn for her preparation of finding aids and exhibitions that have enriched the University.

"KCAA recognizes Carolyn for her commitment to the preservation of KU's historic architecture. Through her leadership, Strong Hall was entered in the National Register of Historic Sites and Bailey Hall was placed on the Kansas Register of Historic Buildings. The University benefits from Carolyn's affection for the campus environs through her continuing service on the KU Endowment Association's Historic Mount Oread Fund Committee.

KCAA also recognizes Carolyn for her scholarship, two of her recent publications throwing light on Kansas Progressive era public health campaigns. "Pure Food and Water for Kansans: E.H.S. Bailey, the State Food Laboratory, and the State Board of Health During the Progressive Era" (Kansas History, Spring 1997) and "The Contributions of E.H.S. Bailey to the Development of Pure Food and Water in Kansas" (American Chemical Society's Bulletin for the History of Chemistry, April 2000) exemplify scholarship that serves the local community.

Through her many contributions to historical research and her selfless dedication to the University of Kansas Archives, Carolyn Bailey Bernecking epitomizes the timeless talent and productivity of one whose heritage and personal commitment to historic preservation have enriched and preserved Kansas history. Carolyn Bailey Bernecking - professional librarian, public servant, friend of KU, and this year's recipient of the KCAA Award for Excellence.

**BOOK YOUR SUMMER FUN!**
Check out some staff picks for great summer reading - now on display in Watson Library.

Fran Devlin

(continued)
PERSONNEL ANNOUNCEMENT
We are very pleased to announce two library faculty appointments: **Tami Albin** has been appointed to a one-year position at the Regents Center Library as a Public Service Librarian (Librarian I). Tami is presently the Electronic Services/Reference Librarian at Hobart and William Smith Colleges, Geneva, New York. She earned the MLS degree from the University of Western Ontario and has a BA in Sociology and Women's Studies. Tami's appointment becomes effective August 5, 2001.

**Gina Matesic** has been appointed as Reference Librarian/Bibliographer (Librarian I) in the Watson Library Reference Department. Gina is presently the Resource Center Supervisor with Human Resources Professionals Association, Ontario, Toronto, and has previous Reference Librarian experience at the University of Windsor and King's College Library, also in Ontario. Gina earned the MLS degree from the University of Western Ontario, a Master of Arts degree in American/Canadian/Native History from Carleton University, and a BA in Political Science and History from Dalhousie University. Gina's appointment becomes effective August 5, 2001.

Sandy Gilliland

VACANCY ANNOUNCEMENTS
The following position vacancies have been approved by the Dean's Council for recruitment:

Two Library Assistant I positions are briefly described below (full position descriptions are available). Both positions require job knowledge at an entry level in library support work. Starting wage: $10.20/hr. Anyone interested in being considered for these positions should contact Sandy Gilliland, 4-8922, for application instructions. Application deadline is 5pm Friday, June 22, 2001.

**LIBRARY ASSISTANT I, RETRIEVAL SERVICES**: Full-time position responsible for 1) Receipt, check-in and holdings updates, 70%; 2) Distribution of incoming mail and publications, 5%; 3) Problem solving, 10%; 4) Workflow management, 10%; 5) Teamwork activities and skill development, 5%; and 6) other duties as assigned. **Preferred selection criteria**: Library work experience; Strong commitment to public service; Experience working with bibliographic, acquisition, serials control, or interlibrary loan records; Experience with IBM compatible computers; 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; Proven commitment to positive, solution-oriented problem solving; Prefer a flexible person with strong interpersonal skills who is able to work effectively and cooperatively as part of a team as well as independently in a changing work environment; Prefer a person who values diversity and recognizes the benefits that come from many perspectives and cultures.

**LIBRARY ASSISTANT I, ANSCHUTZ LIBRARY**: Full-time position responsible for 1) Providing reference service, 15%; 2) Index maintenance, 25%; 3) Processing new acquisitions, 25%; 4) Student supervision, 15%; 5) Special projects, 20%. **Strongly preferred selection criteria**: Good interpersonal, organizational and communication skills; demonstrated ability to supervise the work of others; ability to provide effective public service. **Prefer**: Familiarity with the University of Kansas Libraries operating systems: online catalog and cataloging module; ability to maintain accurate records; familiarity with MARC records; knowledge of the organization of government documents.

(continued)

An Equal Opportunity/Affirmative Action Employer
HEAD, LIBRARY INFORMATION TECHNOLOGY SERVICES: A highly competitive salary and benefits package is offered. A full vacancy announcement and information about the University of Kansas Libraries is available at http://www.lib.ku.edu. Responsibilities include: planning the library's information technology priorities and infrastructure; budget development and oversight; procurement; collaboration with campus IT departments; and coordinating and assessing library staff automation training needs. In addition, provides leadership to 6.5FTE staff who provide desk-top support for library staff machines, database serves/services, network administration, web servers, etc. Participates in managing and operating the Libraries' integrated library system. Serves as one of the principal coordinators of the system management team. Acts as the administrative support officer for system implementation and operations. Acts as the chief liaison with vendors, coordinates creation and distribution of system reports. Reports to the Dean of Libraries. Required qualifications: Bachelor's degree. Successful experience in leading initiatives in developing and applying library and related technologies. In-depth experience with integrated library systems, Internet and networking protocols, and client server and Web environments. Significant project management or supervisory experience. Budget management and procurement experience. Ability to communicate effectively orally and in writing. Preferred qualifications: Master's in library/information science degree from an ALA-accredited program. Experience in managing library and/or information technology cooperative programs. Understanding of the potential for enhanced digital library services. Significant relevant experience in a large academic library working closely with computing and information systems applications and integrated library systems, preferably Endeavor Voyager. Novell experience. Supervisory experience. Review of applications will begin Friday, June 22, 2001. Applications will be accepted until the position is filled. For full consideration, applicants must provide a letter indicating how their experience relates to each of the required and preferred qualifications and a current resume. In addition, please include the names, addresses, telephone numbers, and email addresses of three references. Please send this material to: Sandy Gilliland, 502 Watson Library.

REMININDER OF INTERNAL VACANCY
Library staff who are interested in being considered for a full-time unclassified professional staff position at the Regents Center Library, Edwards Campus, have been instructed to send a letter of application, resume and names of three references to Sandy Gilliland, 502 Watson Library (a flier announcing this internal recruitment was mailed to all staff on June 6th). Review of applications begins June 18th. For additional information, contact Sandy Gilliland, 4-8922.

The University of Kansas is an Equal Opportunity/Affirmative Action Employer. The University encourages applications from underrepresented group members. Federal and state legislation prohibits discrimination on the basis of race, religion, color, national origin, ancestry, sex, age, disability, and veteran status. In addition, University policies prohibit discrimination on the basis of sexual orientation, marital status, and parental status.

ATTACHMENTS
Two workshop announcements:
  Diversity Committee program, June 26, 2001
  Staff Development Committee program, June 28, 2001

An Equal Opportunity/Affirmative Action Employer
KU Libraries Diversity Committee Presents
A Special Showing of Ken Burns’ "Jazz"
First Episode "Gumbo"
Beginnings to 1917

When: Tuesday, June 26, 2001
Where: The Music and Dance Library
Brown Bag Lunch from 12:00 p.m.-1:30 p.m.
(The Diversity Committee will provide soft drinks and cookies.)

Television Release: January 8, 2001 (PBS)
“The first episode, GUMBO (Beginnings to 1917), looks at the earliest days of jazz starting in New Orleans, where diverse influences and traditions pooled together. The mixture of marching bands and minstrel shows, Italian opera and down-home blues and the rhythms of ragtime gradually forms a new style......Commentary throughout the film is by Wynton Marsalis, Stanley Crouch, and others, as well as rare footage from the period, illustrates the importance of the early figures in jazz, and the struggles, both personal and social, with which they contended.”

Registration is appreciated with Rita Wilson at 4-3601 or rcwilson@ukans.edu.
SEARCH COMMITTEE APPOINTED
The following staff have been appointed to the search committee for the Head, Library Information Technology Services position: Denise Stephens, Chair; Nicholas Eshelman, Lynn McCullough, Marianne Reed, Mary Roach, Gary Samuelson, and Beth Warner.

Sandy Gilliland

APPLICATION REVIEW DATE/DEADLINE CORRECTION
An error was made in the application review dates for three recently-advertised positions: Applications for the Head, Library Information Technology Services position will be reviewed beginning June 29, 2001. The application deadline for the Library Assistant positions advertised in the last issue FYI (LA in Anschutz, LA in Retrieval Services) is Friday, June 29th.

Sandy Gilliland

LIBRARIES SUPPLY DISTRIBUTION CHANGED TO JULY 5th
Due to the Independence Day Holiday on July 4th, library/office supplies will be distributed from the Administrative Office on Thursday, July 5th, 8:30 - 9:30 a.m.

Denise Swartz

CLASSIFIED CONFERENCE ELECTION RESULTS ANNOUNCED
The KU Libraries Classified Conference wishes to announce the results of its election for 2001-2002 officers and group representatives:

Nancy Hawkins, Chair
Summer Schippers, Vice Chair/Chair Elect
Jana Borchardt, Secretary
David Bagsby, Group I Representative
Kevin Fussell, Group II Representative
Janet Revenew, Group III Representative
Josh Nichols, Group IV Representative

Nancy Hawkins

VACANCY ANNOUNCEMENTS
The following position vacancies have been approved by Interim Dean Julia Rholes for recruitment:

Library Assistant I, Retrieval Services. This full-time position is responsible for 1) Processing invoices, 65%; 2) Processing account statements received from monograph or serial vendors and ILL suppliers, 15%; 3) Opening and distributing department's 1st class mail, 5%; 4) Depositing interlibrary loan proceeds into restricted use account, 3%; 5) Packaging KU publications for mailing to exchange partners, 2%; 6) Workflow organization and management, 5%; and 7) Teamwork activities and skill development. Minimum qualifications: Job knowledge at an entry level in library support work. Preferred qualifications: Strong commitment to public service

An Equal Opportunity/Affirmative Action Employer
Library Assistant I, Retrieval Services (continued)
Experience with payments and accounting. Library work experience with bibliographic, acquisition, serials
control or interlibrary loan records in an automated library environment. Experience using IBM compatible PCs
Ability to work with detailed and complex procedures effectively and independently. Ability to organize work
effectively, set priorities, and meet expectations for turnaround time and quality of work. 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. Proven commitment
to positive, solution-oriented problem solving. Prefer a flexible person with strong interpersonal skills who is
able to work effectively and cooperatively as part of a team as well as independently in a changing work
environment. Prefer a person who values diversity and recognizes the benefits that come from many perspectives
and cultures. **Beginning hourly wage:** $10.20. Contact Sandy Gilliland, 4-8922, for application instructions.
Applications are due by 5:00 p.m. Friday, July 6, 2001.

Library Assistant III, Anschutz Library. This full-time position is responsible for: 1) Management information
support, 35%; 2) Regional depository support, 30%; 3) Student payroll/budget management, 25%; 4) Facilities
support, 5%; and 5) Training, development and projects, 5%. **Minimum qualifications:** Independent work
experience in library support work. **Preferred qualifications:** Library work experience. Public service work
experience. Excellent interpersonal, organizational and communication skills (including strong writing skills).
Experience preparing reports. Experience with microcomputers, DOS and windows operating systems, CD-
ROMs, the Internet, and a variety of software programs (such as spreadsheets, word-processing, and database
programs). Ability to supervise the work of others. Ability to provide on-time reporting. Proven commitment
to positive, solution-oriented problem solving. Strong interpersonal skills and an ability to work effectively and
cooperative as part of a team as well as independently in a changing work environment. Prefer a person who
values diversity and recognizes the benefits that come from many perspectives and cultures. **Beginning hourly
wage:** $12.39. Contact Sandy Gilliland, 4-8922, for application instructions. Applications are due by 5:00
p.m. Friday, July 6, 2001.

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underrepresented group members. Federal and state legislation prohibits discrimination on the basis of race, religion, color, national
origin, ancestry, sex, age, disability, and veteran status. In addition, University policies prohibit discrimination on the basis of sexual
orientation, marital status, and parental status.

**ATTACHMENTS**
LFA Exec. Minutes: May 21, June 11, and June 25
Classified Conference Exec. Board minutes: May 16
Staff Development Committee minutes: May 3, April 19, March 29
Minutes of the Executive Committee
Library Faculty Assembly
Monday, May 21, 2001, 10-11:00 a.m.
Conference Room A, Watson Library

Present: Gordon Anderson (Chair, LFA Exec), Nancy Burich (VC-Chair Elect), Bryan Culp (Secretary), Gaele Gillespie (LII), Mary Miller (UP), Margaret Wilson (LIII).

Guests: Interim Deans Rholes and Fyffe

- Interim deans Rholes and Fyffe reviewed with Exec the outcome of the budget negotiations pertaining to salaries. The base salary pool for teaching and research faculty will get a 6% increase, with 3% from the annual merit pool adjustment and an additional 3% as an outcome of the passage of KS Senate Bill 345 (a bill to begin the enhancement of faculty salaries consonant with peer institutions). (See the Chancellor’s “Monday Message” of May 14, delivered via e-mail on May 15, for a reference to the enabling legislation.) The library faculty were not included by the legislature in the portion of the increase funded via KS Senate Bill 345. Instead, Dean Rholes said tenure-track and continuous-appointment faculty librarians will receive what amounts to an average 6% base salary increase over FY01 from two funding sources - 3% from the annual merit pool adjustment and 3% that Provost Shulenberger was able to find and provide from within the University’s internal budget. Half of the Library Faculty increase will be applied in the first pay period of the new fiscal year (July 2001), the remainder will be applied in January 2002. The deans said they had hoped for a better outcome for unclassified professional staff, who will receive a 3% annualized increase. That better outcome, however, didn’t happen this year.

- The Committee approved the minutes of the meeting of May 14.

The Committee discussed the distribution of the minutes of the Spring LFA meeting of April 26. Section 2.1.1 of the Bylaws directs that “Minutes of . . . extraordinary meetings of the Library Faculty Assembly shall be published in FYI within two weeks.” Exec will perforce call for final review, comment, and approval of the minutes (via email) and for their distribution forthwith in FYI.

- The Committee briefly discussed the business before the Nominating and Ballot Committee: the call for nominees to elected positions on the Executive Committee and the Library Committee on Promotion and Tenure (LCPT), and the ballots for the same.

- The Committee raised for further discussion the Libraries’ internal grievance committee for library faculty and unclassified professionals. The Committee stressed the importance of re-establishing policy and procedure for this seemingly dormant committee that had been operative until relatively recently.

Respectfully submitted,

Bryan Culp
Secretary
Minutes of the Executive Committee
Library Faculty Assembly
Monday, June 11, 2001 at 3:00 p.m.
Conference Room A, Watson Library

Present: Gordon Anderson (Chair, LFA Exec), Nancy Burich (VC-Chair Elect), Faye Christenberry (LI), Bryan Culp (Secretary), Gaele Gillespie (LII), Mary Miller (UP), Margaret Wilson (LIII).

- The Executive committee met to discuss the Dean search soon to get underway this summer. The committee reviewed talking points covered at this morning’s all staff Library meeting in the Union, including the new two-tiered structure of the search committee (a four-member Search Leadership Committee that will provide sustained leadership for the search process and develop the pool of candidates, and a 14-member Screening Committee, including 2 members from the Search Leadership Committee, which will perform the tasks of reviewing candidate files and references, recommending candidates to the Provost for interviews, conducting interviews, gathering feedback, and summarizing recommendations on the candidates to the Provost committee membership), along with its agenda, timeline, and potential candidate pool. Bill Carswell is the chair of both the Search Leadership Committee and the Screening Committee, and he, along with VC Goodyear and Interim Dean Rholes will meet potential candidates at the June ALA meeting in San Francisco. Carswell said the vacancy ads will appear after ALA (probably in July), with a flexible closing date of mid-August, with review of candidates beginning around that date. Carswell invites question and comment from library faculty and staff during the course of the search, and his e-mail address will be provided. Also, he said that two of the most important leadership skills that the search and screening committees will be looking for in applicants will be an ability to collaborate in decision-making and an ability to craft a vision for the future of KU Libraries.

Bill Carswell, Architecture, committee chair
Maria Carlson, CReES
Julia Rholes, Interim Dean of Libraries
Toni Marie Montgomery, Dean of Fine Arts
Marianne Reed, Library Unclassified
Denise Stephens, Anschutz Science Library
Rick Clement, KSRL

Steve Goddard, Spencer Art Museum
Daphne Fautin, Entomology
Angie Rathmel, Library Classified
Barbara Ginzburg, Law Library
Steven Maynard-Moody, Policy Research Institute
graduate student (TBA)
undergraduate student (TBA)

Respectfully submitted,

Bryan Culp
Secretary
Minutes of the Executive Committee
Library Faculty Assembly
Monday, June 25, 2001 at 3:00 p.m.
Conference Room A, Watson Library

Present: Gordon Anderson (Chair, LFA Exec), Nancy Burich (VC-Chair Elect), Faye Christenberry (LI), Bryan Culp (Secretary), Gaele Gillespie (LII), Mary Miller (UP).

- The Committee reviewed and commented on a draft of the Executive Committee’s report for 2000-2001 prepared by Chair Gordon Anderson. Committee members will offer additional comment by e-mail this week preparatory to the submission of the final draft by week’s end.

- The Committee discussed forthcoming meetings of library faculty with Bill Carswell of the School of Architecture, who chairs the Library Dean Search Committee. Outgoing Chair and Incoming Chair, Anderson and Burich, respectively, will prepare a brief for Carswell’s use in lieu of scheduling an Exec Committee meeting with Carswell. Anderson will apprise Carswell of Exec’s intentions.

- The Committee reviewed and approved Minutes of the Executive Committee from May 21 and June 11, 2001.

- Anderson adjourned the last meeting of the Executive Committee for 2000-2001.

Respectfully submitted,

Bryan Culp
Secretary
Absent: C. Kulp, A. Unfred, H. Dee.

Classified Employee of the Year
The nominating committee consists of:
Two non-voting members: Sandy Gilliland and Chair of Personnel Committee.
Five (5) voting members: Previous employee of the year, one LFA choice, and three (3) classified employees.
CCEB agreed on three (3) classified employees’ names to submit for Classified Employee of the Year. Jan will submit these names to Sandy Gilliland.

Group Representatives 2001-2002
Nancy Hawkins will serve as Chairman next year.
CCEB members will encourage classified staff in their groups to volunteer to run for group representative positions.

Committee Positions
Nancy and Jan will contact present committee members and ask if they will agree to continue to serve next year. Then, they will organize a nominating committee to fill any empty positions

Other Business
Suggestions for SDC meeting topics next year:
Positive ways of dealing with change.
Involvement of employees in committees and other library activities.

The next meeting will be announced at a later date.
May 3, 2001

Present: Billie Conway, Karen Cook (recorder), Lea Currie (chair), Kendall Simmons (treasurer)  
Absent: Sandy Gilliland (ex officio), Michiko Ito

Minutes: The minutes of the previous meeting were read, corrected and approved.

Travel Requests: There were a number of travel requests. Susan Case, Judith Emde, Denise Stephens and Loretta Spurling will attend the ALA Annual Conference 14/15-19 June in San Francisco. Susan Craig will attend the IFLA Art Libraries Section Satellite Meeting 2001 16-17 August in Boston.

Budget: Because the SDC overspend so far this fiscal year now exceeds 10%, Lea will consult with Julia Rholes about it.

Programs:

May 31 has been selected as the date for the panel discussion, "Email: Are You Managing It? Or Is It Managing You?", and a time in the afternoon will be selected.

Plans for the SDC Annual Meeting in June were discussed.

Other business: The news of Lin Fredericksen's departure from the Kansas Collection was mentioned, and the need to recruit someone to replace her on SDC was discussed.
Staff Development Committee  
Meeting Minutes

April 19, 2001

Present: Billie Conway, Karen Cook (recorder), Lea Currie (chair), Michiko Ito, Kendall Simmons (treasurer)  
Absent: Lin Fredericksen, Sandy Gilliland (ex officio)

Minutes: The minutes of the previous meeting were read, corrected and approved.

Travel Requests: There were a number of travel requests. Julie Warrick will attend the KS Library Operation Associates meeting May 3-4 in Hays, KS; Nancy Burich and Margaret Wilson will attend the ALA Annual conference 15-19 June in San Francisco, CA; Vicky Doll will attend the Annual Conference on Asian Pacific Librarians, ALA, ACRL, CAAME and SCALA June 15-19 in San Francisco, CA; Greg Raschke will attend the American Society for Engineering Education Annual conference June 24-27 in Albuquerque, NM; and Karen Cook will attend the International Cartographic Conference August 6-10 in Beijing, China.

Treasurer’s Report: Kendall provided the following information about SDC in her Treasurer’s Report.

| FY2001 Allocation | $33,244.98 |
| Shares Awarded    | $37,956.04 |
| Amount spent      | $35,361.46 |

The following extract from an e-mail sent by Kendall to Gaele Gillespie of LFA on 15 May 2001 explains why the amount spent exceeds the amount allocated:

A 10% overspend is built in as an overspend if needed, coming out of the next year’s allocation...or any underspend can be carried over into the next fiscal year. If we are just in our "normal" 10% overspent, we don't alert anyone as what we award is always more than what is actually spent, and Denise Swartz [who keeps track of the amount spent] will always show that we have far more money left on the books. That's because she doesn't encumber the money for the shares we allocate, while we do. This year, because of having to fund 3 ALAs in one fiscal year [instead of the usual 2 ALAs], we are past that 10% overspend [with permission]. We are confident that things will even out next year without an increase in allocation.
Programs:

Arrangements for the Workman's Compensation presentation on April 27 were finalized.

Tentative dates suggested for a panel discussion about E-mail management are the afternoons of Wed May 30, Thurs May 31, or Mon June 4.

Plans for the SDC Annual Meeting in June were discussed.

Other business: Preparation of the SDC Annual Report and Budget Report was discussed.
Staff Development Committee
Meeting Minutes

March 29, 2001

Present: Billie Conway, Karen Cook (recorder), Lea Currie (chair), Lin Fredericksen, Kendall Simmons (treasurer) Absent: Michiko Ito, Sandy Gilliland (ex officio)

Minutes: The minutes of the previous meeting were read, corrected and approved.

Travel Requests: There were a number of travel requests. Billie Conway and John Stratton will attend the KLA Tri-Conference in Topeka April 5-6, Jean Bischoff, Deborah Dandridge and Becky Schulte will attend the Midwest Archives Conference Annual Spring Meeting in Chicago May 2/3-5; Emily Bergers and Jana Krentz will attend the SALALM XLVI Conference in Tempe, AZ May 26-30; and Faye Christenberry and Jim Dryden will attend the ALA Annual Conference in San Francisco June 14/15-19/20.

Programs:

Kendall will arrange for someone from Human Resources to give a presentation about Workmans Compensation during the week of April 23.

Lea will try to set up a panel discussion about E-mail management during the week of May 21.

The possibility of scheduling a Human Resources presentation for KU Libraries staff on "Stress and Time Management" was also discussed.

Other business: Billie Conway was welcomed to SDC as a new committee member.
An Invitation to the 2\textsuperscript{nd} Annual Staff Development Open Meeting

Where: Watson Conference Rooms, 5\textsuperscript{th} Floor
When: Thursday, June 28, 2:00-3:30 p.m.

An opportunity to learn:
1. How you can apply for travel funds from SDC.
2. SDC guidelines and what they mean.
3. Travel Request Form 101: no more frustration when using the online request form.
5. What's new on the SDC Web Page.
And much more!

This is a program you will not want to miss!

RSVP's welcome by calling 4-3601 or emailing Rita Wilson at rcwilson@ukans.edu.
Refreshments will be served!