University Libraries Management Team  
March 18, 2014

Attending: Yem Fong, Leslie Reynolds, Brice Austin, Jim Williams, Debbie Hollis, Gene Hayworth, Bruce Montgomery, Jack Maness, Paul Moeller, and Jennifer Knievel

For SPWG: Brittany Reed, Jennie Gerke, and Erika Klein

SPWG Hours Recommendations

The Service Points reps reviewed the data supporting their recommendations for the upcoming hours schedule. The data was from four sample weeks and included gate/head counts, circulation data, service points analytics, and OIT scanning/printing data. Next semester, they will also include LIT log-in data.

Changes this fall include Music closing an hour earlier Monday-Thursdays. Engin is going to try opening at 8am on weekend mornings, and closing at 7pm on Fridays. Business, ES&M, and Music will close to the public Dec 20th to Jan 4th, though paging, ILL & Prospector will continue. Engin will stay open as they have more international students who use the facilities during break. Faculty (and others) can access materials by appointment, and there will be ample signage around all of this.

Staff has the option to take personal time or branch people have access to their space via key or CCure. Also, this uninterrupted time is essential for some projects, and best use of staff time.

Libraries will be closed Dec 26 & Jan 2, for two 5-day closures.

There will be further changes next semester, when Commencement moves to Saturday in the fall. The library will be closed on that Saturday. Branches will work with their host department about that Saturday.

Data, graphs, etc have been posted on the SPWG Sharepoint (http://libshares.colorado.edu/spwg/default.aspx), so those interested can look further.

Just FYI, the external reviewers had heard from some humanities faculty who had some concern about access to browsing collections during the program review, but holidays were not mentioned specifically.

MT accepted the hours recommendation. The Dean and MT thanked SPWG for their work.

1. Program Review update

ERC was here for two days, though we have not received their report as yet (they have a couple weeks to deliver). Positive: they found us to be resourceful, moving in new directions without additional resources, good stewardship of dollars, rational reorganization goals, progress made on the Norlin Renaissance, and Libraries are highly valued on campus. They encouraged us to make position requests in line with campus priorities. Our development and marketing need to be hand-in-glove. One of them shared that they have a $44 million goal for their institution. We have no monetary goal.

There were some good specific points about mentoring, researching and using other’s best practices, other things around tenure and tenure track people and concerns.
From comments, Managers wanted a sort of discretionary fund for smaller amounts for business purposes that wouldn’t have to go through ExComm. Leslie is working with Shelley about setting up some sort of system/process to make this possible as a faster process.

After we get the report, we get a chance to correct anything, then it goes to ARPAC, then to Russ Moore (provost) for a final review (which we can make corrections to as well) and then we craft another response before it is released for public use. MT should have it in time for their spring retreat.

Dean thanked all for their support and participation. Note that the Sharepoint site (http://libshares.colorado.edu/proreview/default.aspx) for Program Review has been sent out by Amy several times.

Dean’s Update
Jim reported from the Dean’s Meeting. The Chancellor has put his own chief of staff in charge of development. There will be a national search for the new head of Advancement, which is the name for long-term major fundraising, development and alumni relations. This is a new model, and Boulder is the first in system with it.

Other quick reports: Paul Chinowsky will do a bylaw convention for the BFA, goal being restructure. The BFA has been concerned that they have not been included in some recent issues as appropriate.

Prioritization – ARPAC and the VC budget committee have met on the report being made to the Regents next month. Will present the facts, not make recommendations. More after the Regents meeting.

Larry Levine said there will be new advising software, but not sure when. As an aside, Mark Mabbett has set up an evening advising station in the Commons in partnership with Mike Grant, which has been so popular that a second advisor has been added.

The CMCI (College of Media, Communication and Information) report is going to the Regents next month. We need to pay some attention to this, as per the Provost, the libraries are going to be really involved on this. Jim suspects this means library instruction, internships. The report isn’t fully fleshed out yet. Regents will set tuition this month, expect it will be 3.6% increase for residents, 2.6% for non-residents.

Innovation Fund – (addendum).
One sentence was revised so that the Dean has the option to change award timings to make larger amounts available if requested and approved. This document has been kept vague in some places, to encourage innovation and collaboration. The innovation fund will run as a pilot for the first year. MT approved the document with these corrections, so MT agreed to move forward with this.

Preservation Service Reduction -
Preservation reports that traditional services are not adequately supported. The main department function will morph to more conservation lab. Christine DeVries prepared a document with specific proposals of changes to services, and Bruce reviewed details for the MT. Some items and issues would be referred back or to other people/depts in the library, and this needs further discussion with the concerned parties. Some discussion of who does the triage – where, who, what needs training, and other related issues.
Plan is to have MT reps discuss this proposal with their departments and units. They will also discuss in CAWG and the Collections/Access meeting (Christine and Bruce will attend this one) and then MT will discuss again in light of the added input.

**Working Group Proposal and review of charges –**
Debbie and Brice have a proposal to send out, and MT will discuss at next meeting.

**Security Issues:**
A number of people would like to have lights left on until staff has found their way out of the building at night, as the trail can be dark and unsettling. Exiting through the dark Commons, out of sight of the security station, is also spooky. Security staff turns off most of the lights to encourage the public/students to leave at close. Also, on breaks/intersessions, security doesn’t always get all the lights on in the morning, which is also discouraging. Leslie is meeting with security students this week, and will discuss more patrols, etc.

On the smoking issue, there are cards available from campus to hand to people smoking, as enforcement.

**Upcoming meetings**

April 1, 2014 – CANCELED

April 15, 2014 – Revisit Norlin Renaissance plan; Working Group Proposal #2 and review of charge, Faculty delivery proposal

April 22 - retreat

May 6 -- Working Group Proposal #3 and review of charge, IR/Luna Policy

May 20 – CANCELED

Management team minutes are available online: [http://ucblibraries.colorado.edu/adminservices/management/index.htm](http://ucblibraries.colorado.edu/adminservices/management/index.htm)
THE FUND FOR LIBRARY INNOVATION, SERVICE AND ENTREPRENEURSHIP: PILOT

This fund will make available grants from the University Libraries to underwrite creative and innovative experiments in library operations and service. The overall goal of the fund is to enhance, where possible, library service to the University of Colorado Boulder academic community.

What is the purpose of the grants?
The grants will fund small-scale pilot projects designed to test new procedures, resources, or programs that the applicants believe will improve or expand library operations and services. The information generated as a result of these projects will be useful to the Libraries’ leadership in planning long-range improvements to the Libraries’ functions.

Who can apply?
Any University Libraries employee can submit an application. In addition, any combination of students, non-library faculty members (current or retired), and University staff (current or retired) can apply, provided the team includes a Libraries employee to coordinate the application process, the project, and provide a Libraries perspective.

How does the application process work?
The applicant(s) will be asked to describe an opportunity for improving some aspect/facet of library operations and/or services. For example, this may strengthen existing resources; offer a completely new service; or provide a current service more broadly, effectively, or economically. The applicant(s) will describe the steps that would be taken to implement such an improvement; the time frame during which to do so; the evaluation plan and measurable objectives of the project; and the equipment, materials, supplies, and staff time required for the project. A project budget will be required, along with the applicant(s)’ assessment of the project’s potential for application on a larger scale. These grants are designed to encourage experimentation and not to extend the life of a proven project or service. Thus, projects will not receive consecutive support from this fund. However, the Dean of Libraries may decide that a variation on an earlier project could yield useful results for the Libraries.

Who will select grant recipients?
The Dean of Libraries, with advice from the Management Team, will select the project or projects to be funded.

How will results be evaluated?
Every application will be expected to include measurable criteria by which the success of the project will be judged. The applicant and/or project team will report to the Management Team at the end of the grant period, describing progress towards the project’s goals, as well as less quantifiable factors.

What is the source of the grant funds?
Income will be generated from the Libraries Fund for Innovation, Service and Entrepreneurship. If the annual income from the endowment is, in the Dean of Libraries opinion, adequate to support a meaningful project, then grants will be made annually. If the Dean prefers to make larger grants than the annual income will support, then grants may be made biannually. The maximum size of any one grant will be $3000. The endowment will be governed by the spending rules of the CU Foundation, which limits the amount of earned income that can be distributed (currently 4%) in order to maximize long-term purchasing power through reinvestment.

The Libraries Fund for Innovation, Service and Entrepreneurship may also be funded by those who wish to honor and recognize others, and by all who wish to support creative, collaborative innovation in pursuit of improved Libraries and an improved University.

Call for applications – April 1, September 1
Applications due June 30, December 20
Decisions by August 1, January 31.

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Cheryl Koelling
University Libraries