Committee on Planning & Resources (PRC)

FY2008-2009 Annual Report
June 12, 2009

Members: Lea Currie; Judith Emde (co-chair); Nancy Hawkins; Carol Jeffries (co-chair); Julie Warrick; Sue Zhu; Shannon Royer (ex-officio) & Mike Broadwell (ex-officio)

Judith and Carol shared facilitation of meetings as co-chairs. Recording of monthly minutes was rotated among the members. A wiki was created for the committee on the Libraries’ wiki site.

Standing charge:
3.3.6.1 The Committee on Planning and Resources, in consultation with library administration, Library Faculty and Professionals Assembly Executive Committee, Classified Conference Executive Board, and library staff, shall examine general priorities in the distribution of resources, study planning issues and review ongoing planning activities within the Libraries, and participate in a timely manner in the Libraries' budget activities. In addition, the Library Faculty and Professionals Assembly Executive Committee and the Classified Conference Executive Board shall jointly issue other charges as needed. The Committee shall make recommendations concerning these priorities, issues and activities, as appropriate, to the Library Faculty and Professionals Assembly Executive Committee and the Classified Conference Executive Board.

Activities supporting the standing charge:

Parents’ Campaign requests were due on November 14th to Shannon. A total of 13 requests were submitted. Items were voted on their applicability and appropriateness for the funding which is for services, equipment, collections or anything that would strengthen the undergraduate student experience at KU. Recommendations were forwarded to Dean’s Council in December for the final review. Two items were funded from the submissions (Self-service copier/scanner in Spencer Research Library & a Walkup Overhead Scanner in Art & Architecture Library) along with the two continuing projects given below. A number of hardware and software requests were covered through other funding lines.

- In 2008 and in future allocations, 50% of the Parents Campaign money will be committed to the Learning Commons annually. A total of $4,000 will be allocated annually to support the Recreational Reading areas for the Watson Library and the Edwards campus library.

Changes to be implemented as requested by Dean’s Council for future Parents’ Campaign requests:
- Proposals should be requested before the fund drive begins so that solicitors may tell potential donors specifically what we plan to do with the funds raised. The committee will need to decide if this is feasible due to the timing of the calls placed by Endowment early in the fall semester.
- In the future, requests for collections will first be reviewed by RDC. Items submitted by RDC to PRC will be considered on a case by case basis by the Dean’s Council. Lea Currie as collection development librarian and Shannon Royer will need to collaborate on timing to allow collection requests to be first vetted by RDC before submitting for Parents Campaign funds.
In the future, cost information will be required or the requests will not be considered. Web links are acceptable for cost information. Shannon will work on updating the documentation for 2009.

**Day on the Job** with SLIM students from Emporia State was held on Friday, April 24. Twenty-two students and one faculty member attended. An ad hoc committee including Erin Ellis, Kim Glover, Gretchen Anderson, Judith Emde and Candy Broadwell (representative from Emporia), organized the events of the day. Sessions were organized to introduce students to the varied positions and responsibilities of academic librarians and to hear about the culture within an academic institution.

The committee asked the Dean of Libraries to organize some open meetings with the staff due to the unsettling budget problems. As a result the Dean has appropriated time at the monthly staff meetings as “Dialogue with the Dean” for staff questions.

**Special Charge:**
Act as an advisory committee on human resource development to the Human Resources Officer.

**Activities supporting the special charge:**

The following **orientation tours** were organized for library staff:
- Anschutz Library, October 28
- Watson Reference/Circulation, January 29
- Engineering Library, March 27
- Law Library, April 16

Refreshments and door prizes (for 2 of the tours) were provided.

Creating a **staff development calendar** was discussed at a number of meetings. A “Calendar of Learning Opportunities” was placed on the Libraries’ wiki as a test. It was decided that an actual calendar might be more helpful. Monica sent a template of a calendar residing on the test server. It may have more potential but the question is how to apply and populate the calendar.

Mike was assigned as liaison between PRC and ISDC.

The committee brainstormed on organizing an informative session in regard to the global economic crisis and how it affects us locally but nothing materialized.

**Code change:**
The committee submitted the following changes with justification to LFPA and to KULSS. The changes were passed.

3.3.6 COMMITTEE ON PLANNING AND RESOURCES (Joint Committee with Library Support Staff)
3.3.6.1 The Committee on Planning and Resources, in consultation with library administration, Library Faculty and Professionals Assembly Executive Committee and Library Support Staff Executive Board, and library staff, shall examine general priorities in the distribution of resources and participate in planning, budget, and human resource activities within the Libraries. In addition, the Library Faculty and Professionals Assembly Executive Committee and the Library Support Staff Executive Board shall jointly issue other charges as needed. The Committee shall make recommendations concerning these priorities, issues and activities, as appropriate, to the Library Faculty and Professionals Assembly Executive Committee and the Library Support Staff Executive Board.
3.3.6.2 The Committee on Planning and Resources shall be composed of three members from the Library Faculty and Professionals Assembly, appointed by the Executive Committee, three members from the Library Support Staff, and the Libraries’ Assistant to the Dean, Fiscal Services (ex officio) and Human Resources Director (ex officio).

Rationale for changing the code: PRC suggests removing “and participate in a timely manner in the libraries’ budget activities” since PRC has not been involved in the annual budget process in a number of years. PRC has inserted a reference to “human resource” activities to assist the human resources director with developmental/orientation events and to be available to the human resources director for developmental discussion topics. The membership of the human resources director as an ex officio member needs to be codified and the job title for the budget officer has changed to assistant to the dean, fiscal services.

Suggestions for next year’s committee:
- Continue to organize orientations to library departments. The next department to tour might be a combined Cataloging and Acquisitions tour. With less staff turnover, the need for orientations will fluctuate.
- Continue to organize Day on the Job in consultation with Emporia. Responses received were positive and the event encourages the development of future academic librarians and fosters good will with the SLIM program at Emporia State.
- Collaborate with Lars (chair of ISDC) and Instruction Services to organize several workshops on Library 2.0 topics during the fall semester.
- Continue to evaluate the organization and need for a staff development calendar.
- Review procedures for the Parents’ Campaign Fund as soon as possible. The committee suggests consulting with Dean’s Council to inquire if there are further guidelines for the committee to follow when reviewing requests.