Annual Report of the Planning & Resources Committee, May 2010

5/28/10, SVC

Members:
Susan Craig, Chair, 2009-2011
Lea Currie, 2008-2010
Julie Warrick, 2008-2010
Meredith Huff, 2009-2011
Kathy Graves, 2009-2011
Jill Becker, 2009-2011
Mike Broadwell and Shannon Royer (ex officio)
Ada Emmett, LFPA Exec Liaison

Standing Charge:

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).

3.3.6.3 The Committee members shall serve two-year overlapping terms and shall select a presiding officer and a recording secretary.

Special Charges 2009-2010:

1. Monitor the progress and prepare a report at the end of the year indicating progress on library administration’s strategic initiatives or identified priorities for the year. Once the initiatives are made public to the libraries at the beginning of the fall semester, commence a review on progress made in various departments or the diverse services to meet the requirements of the initiatives or priorities. Consult with the Library Assessment Officer, Beth Warner as needed. Report back to Dean of Libraries, KULSS Exec and LFPA Exec on findings of the review. In the committee’s annual report, review the process itself and comment on the utility of this particular special charge.

2. In collaboration with the Dean of Libraries, make a call for suggestions, evaluate, and make recommendations on how to allocate the Parents’ Campaign funds for the KU Libraries.

3. Continue to offer orientations to new library staff in support of standing charges.

4. Investigate utility of developing a calendar of library-wide professional development activities and recommend a means for keeping library staff informed and updated on professional development activities in the library.

5. Review your webpage on the LFPA’s site—consider rewording the descriptive text or adding a paragraph summarizing the committee’s purpose if one does not exist right now. The website is the way this committee communicates out to LFPA. Also review links to annual reports, minutes, membership and provide suggested links and updates to the Secretary of LFPA Executive Committee.

Activities:
PRC scheduled monthly meetings throughout the year beginning in September and forwarded meeting minutes to the LFPA Secretary for posting on the webpage. The committee did not meet in December or April. At the first
meeting, we reviewed webpage information and sent revisions to the LFPA Secretary. We also examined the charges and plotted activities for the year. We identified several subcommittees to work on specific assignments. These were:

- **Day @ work subcommittee** – Mike was chair with PRC help from Jules and Jill and from additional library staff members Sean Barker, Erin Ellis, Judith Emde, and Kim Glover
- **Tours** – Kathy was chair with help from Jill and Meredith.
- **Parents Campaign** – Shannon was chair with all PRC members reviewing the requests and making recommendations. Rebecca Smith joined us for some of the discussions.
- **Strategic Plan** – Susan and Lea offered to co-chair and to keep the PRC informed of progress on getting the plan completed. Beth Warner joined us for a discussion on the Plan in the Spring.

This year a portion of the Parents Campaign Funds (50%?) was earmarked to support the Learning Studio and, in the future, the entire amount of this fund will support the Learning Studio. The deadline for requests was November 6 and PRC recommended that money be allocated to purchase a Bookeye grey scale scanner for Spahr Engineering Library, a digital microform scanner for Spencer Research Library, and two additional Sony E-book readers (one for Watson and one for Anschutz). These recommendations were sent to Dean’s Council in November.

Under Kathy’s leadership, PRC co-sponsored an open house and tour at the Preservation/Conservation Lab on Dec. 10 which twenty-five staff members attended. Kathy worked with Karen Cole at the KU Medical Center Libraries on an April 9 tour of Dykes and Clendening Libraries. Sixteen staff members expressed interest in participating in this tour. Several had to cancel at the last minute but nine staff members were able to attend.

A call for applications for the Mary McCorison Rosenbloom Fund proposals was issued in January. This fund is alternately used for a Quality Teaching Award and a Special Initiatives Award. Traditionally, PRC has been asked to review the Special Initiatives applications and make recommendations. This year Erin Ellis’s proposal for a $750 grant to go to a KU teaching faculty member to develop or modify a course that integrates information literacy and critical thinking components was recommended to Dean Haricombe.

Throughout the year, Susan and Lea tracked the completion of the Strategic Directions and the discussion of Internal (aka Operational) Plan. These documents are now both posted on the Libraries Intranet. Although PRC considered various ways to fulfill Special Charge #1 and did meet with Beth Warner, we felt the time between having the plan available and being able to report progress on fulfilling the goals was too short for a meaningful assessment. We consulted with the LFPA Chair and were told we could be excused from this responsibility.

Under Mike’s leadership, the 2010 Day on the Job at the University of Kansas Libraries mini-conference was held at Watson Library on Friday, April 23, 2010. Registrants included fourteen students from the Emporia State University School of Library and Information Management (SLIM) and one student from the Graduate School of Library and Information Science at the University of Illinois at Urbana-Champaign. Katie Hill, Director of the Kansas MLS Program, also participated. Topics covered by the presentations included applying for academic library positions; instruction and research services in an academic setting; technical competencies for academic librarians; trends in academic libraries; science, humanities, social sciences and area studies librarianship; and technical services librarianship. In one session, three librarians at different career stages reflected on their experience of librarianship thus far and to think about how librarianship may change in the future. Registrants were also encouraged to tour the Preservation Department or the Library Annex at the end of the day.

Although PRC discussed Special Charge #4, we never were sure how to proceed and whether there wasn’t another group working on this same objective so that charge was not addressed.

**Recommendations:**
PRC feels that once again the committee has reached a point when it questions whether it still has a role to fulfill.
• With the recent appointment of a Libraries Orientation & Staff Development Council (LOSDC) under the able leadership of Carmen Orth-Alfie and Angie Rathmel, many of the human resources related assignments appear to now have a new home.

• The Director of Human Resources is the primary organizer of the Day on the Job and can call for volunteer assistance from the entire library staff.

• As library departments and units renovate facilities or offer new services, the staffs in the units often want to host a tour or open house and do not necessarily consider PRC a natural partner.

• The decision to allocate the Parents Campaign money to support the Learning Studio for the next few years means PRC will not be involved in reviewing those requests.

• The McCorison Rosenbloom Special Initiatives award is made biennially with a special task force being appointed in the years the money is directed toward a Quality Teaching Award. PRC feels a Task Force could also review the Special Initiatives proposals.

• Tracking progress on the Strategic Plan seems to be covered by the quarterly reports being presented by the Associate & Assistant Deans at the Management Council Meetings and posted online. Also the Annual Reports that are now required from Department Heads will include information on progress to meet goals and objectives.

PRC recognizes the possible risk of eliminating a governance committee that might be charged with oversight of substantive budget and planning matters. On the other hand, we also recognize that the committee currently does not have such a substantive role and we have no suggestions how to create such a role. Our recommendation is that PRC be “suspended” until such a role is determined or until it is agreed that PRC should be abolished.