LFPA Committee Final Report

Committee Name: Planning and Resources Committee
Committee Chair: Jim Richey
Members (with terms):

    Jim Richey, Chair, 2011-2013
    Larry Brow, 2012-2014
    Wade Garrison, 2011-2013
    Julie Woodrick, KULSS Exec Liaison
    Rebecca Smith, Ex Officio
    Adrienne Sanders, LFPA Exec Liaison

Fiscal Year: 2013

Standing Charges:

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.

Standing Charges Progress Summary (please include progress and/or accomplishments related to Standing Charges):

In collaboration with Shannon Royer (Director of Fiscal Services) and Kristin Vickers (Libraries Accountant), PRC completed a library resource guideline for requesting items in the following areas: office supplies, technology/equipment, travel, and big ticket items. The four sections include links to official library information, examples of category content, request procedures, budgetary information, as well as general information about each request area, contacts, and funding opportunities in the area of travel. It was the committee’s wish that staff & faculty would be encouraged to use the information in this resource to better understand the libraries budget and to feel more empowered to generate ideas and lobby for technology, equipment, and big ticket items that would enhance and benefit the libraries. Due to the fact that office supply ordering protocol has changed with the advent of KUPPS, PRC has submitted this resource guideline to Shannon Royer for further review, with the hope that the 2014 committee may join in this review and possibly publish an updated version next fall.

During the creation of the library resource guideline for requesting items, members of the committee who have used the Library Staff Intranet for travel information and guidance suggested some enhancements to the intranet resource that might prove beneficial to future travelers, including:

- An initial step-by-step guide or “START” button interface for travel
- A system that would provide faculty/staff a chance to proof-read travel paperwork
- A notification system set up to alert people when travel paperwork clears. Kristin Vickers suggested that the Libraries could possibly email paperwork to traveling faculty/staff so they can double-check it.
- A travel section “social network” on the Library Staff Intranet that would provide faculty/staff the opportunity to interact and share/post traveling tips and experiences

Special Charges:

1. Schedule and/or promote a Budget report from Shannon or Lorraine during a fall semester All-Staff Meeting.

2. Share information with and be an advisory body to the Office of Communications and Advancement concerning campaign priorities and objectives.
3. Develop a staff resource for requesting items.

4. Produce and update a formal prioritized list of big dollar resource needs as recommendations for LFPA and KULSS Executive Committees to present to the Dean’s Exec Council on an as requested basis. The process should follow a similar process used to collect ideas for the Parent Campaign and include staff input. Note: Parent Campaign funds currently go to the Learning Studio and will do the same at least through FY 2013.

Special Charges Progress Summary (please include progress and/or accomplishments related to Special Charges):

PRC consulted with Shannon Royer concerning budgetary issues in the areas of office supplies, technology/equipment, travel, and big ticket items. The committee created a fiscal-year reference document whose purpose was to encourage faculty and staff to use the information to better understand the libraries budget and to feel more empowered to generate ideas and lobby for technology, equipment, and big ticket items that would enhance and benefit the libraries.

Rebecca Smith presented Campaign Updates at each meeting and answered questions from committee members.

Progress on Previous Year’s Recommendations (if applicable, please describe any progress or work towards last year’s committee recommendations):

After meeting with Kent Miller and Shannon Royer in spring 2012, the committee determined that the following information should be shared with staff. The 2013 committee took these ideas and created a resource guideline for requesting items.

   a. The new web form for small supply items (pencils, staples) as well as a separate supply form for technology/equipment.
   b. Anything more questionable or more expensive requires AD approval before contacting Kent with a request.
   c. PRC should generate a list and communicate with staff examples of items that can be ordered.

After meeting with Shannon Royer in spring 2012 about the annual budget report the following are considerations from that report that staff/faculty may want to know, and which the 2013 PRC addressed with the creation of the library resource guideline for requesting items.

   a. If people can be empowered to understand the libraries budget they will feel more comfortable coming up with ideas and lobby for what would be useful to libraries
   b. Office supplies, tech/equipment supplies, travel, big ticket items should have some guidelines
   c. Anything over $5000 has to go to a bid
   d. People need to know about discretionary travel fund
   e. Possibly ask Kristin Vickers about issues she thinks should be communicated
f. PRC feels they should summarize this information into an outline and present it for Dean’s Exec

Other Activities or Accomplishments:

Recommendations:

PRC’s Potential Responsibilities
Overall goal of PRC is to make Dean’s Exec budget discussions, as well as current strategic plan updates, more transparent to the rest of library staff, and to open up communication as to what is and is not being done regarding the strategic plan. PRC will discuss further their alignment with the future strategic plan. PRC plans to broadcast where the libraries money is going and provide a formal request process for staff to express their ideas about how money should be distributed for future projects. PRC will also be a source for staff to make equipment/project requests. We will work on streamlining the process for which staff can make requests as well as their approval process. PRC has an opportunity to be a high profile committee for all staff.

a. Strategic Plan Responsibilities
   i. PRC will investigate whether or not they will continue in the role of monitoring the internal/operational plan.
   ii. PRC should look over current 2012-2013 plan, as well as the operational plan, and ask Rebecca any questions that come up
   iii. PRC representative may also sit in on Dean’s Exec when Shannon gives her quarterly financial overview

b. Campaign Responsibilities
   i. Rebecca will update us every meeting with campaign information and PRC will carry out this information to staff

c. Funding Responsibilities
   i. PRC will provide a pathway for staff to request material, equipment, etc.
   ii. PRC will be a staff outlet for ideas of what libraries might need
   iii. We could keep a running list in our back pocket for money that comes from unrestricted gifts
   iv. Strongly suggest aligning these funds with 4 new strategic plan goals

Information Sharing:
   a. PRC should discuss how to relay this information to the rest of staff (email, etc.)
   b. Updates are vetted through Rebecca and LFPA before they go out

Potential Charges for Future Committees:

- PRC might benefit by setting up a meeting with KULSS and LFPA Executive Committee representatives to establish and prioritize fiscal year goals and identify areas in which the committees might address work individually or jointly.
- Create ways to make Dean’s Exec budget discussions, as well as current strategic plan updates, more transparent to the rest of library staff, and open up communication as to what is and is not being done regarding the strategic plan.
• PRC 2014 might consider conducting a survey, either alone or as a collaborative effort with LFPA and KULSS. Topics could include thoughts, concerns, & areas of interest among library faculty and staff regarding budget, resources, etc.
• Develop a formal request process for staff to express their ideas about how money should be distributed for future projects.
• Re-evaluate, with the assistance of Shannon Royer and Kristin Vickers, the “Resource for Requesting Library Items” document introduced by the 2013 PRC committee and determine if issuing an updated 2014 document to library faculty and staff would be beneficial. Also, possibly review PRC 2013 member input concerning travel ideas that might enhance the existing Library Staff Intranet travel resource.
• Continue discussion and publication of Rebecca Smith’s campaign updates at every meeting.
• Schedule and/or promote a Budget report from Shannon or Lorraine during a fall semester All-Staff Meeting.

Prepared By: Jim Richey