

University Libraries Restructuring Progress, FY 2007-2008 [revised 4-10-08]		Responsible	Implement
Terminology decision	Organizational components of The Libraries are identified as "departments" again, and leaders are called "department heads"	ADs	2/25/2008
Discussions:	Make vacant positions obsolete and transfer funds to "right-size" operating budget	Keally	10-Jan-08
CDM transition announced	Leaders report to Jill Keally. Transitional changes will continue during spring term.	Keally	2-Jan-08
	Merger: Business Office & LPP begun	Keally	Jan.
	LTS, DPS, DLC: New name, definition; new assignments begun	Keally	Jan.
Discussions: term appt., stipends	Faculty meeting	all	8-Jan-08
Discussions: Q&A Open meetings	Thursdays at 1 pm in 605 Hodges		ongoing
Discussions: Media Center/Studio	MC/Studio Team meeting with ADs	ADs	9-Jan-08
Discussions: Special Collections	Special Collections/Archives Team meeting with ADs	ADs	16-Jan-08
Discussions: Research Services	RCS faculty meeting with ADs	ADs	18-Jan-08
Discussions: Subject Librarians	Subject librarians with ADs	ADs	5-Feb-08
Discussions: Media Center/Studio	Bayne; will continue with some regularity	Bayne	4-Mar-08
Discussions: TSDA	Meetings have begun to discuss reorganization of team, assuming new duties: physical processing for reference and government documents; activities to discontinue; affect of a Primo-like system	TSDA	5-Mar start
Discussions: Research Services	RCS faculty meeting with ADs	ADs	7-Mar-08
Discussions: Circulation, day/evening	Circulation staff with ADs	ADs	12/13-Mar-08
Deans met with Chief Washington, UT Police	Placement of UT police at ground floor. Outcome: Libraries Administration will present proposal to Chief Washington for next year and a pilot test proposal for April 13 - May 6	Dean / ADs	26-Mar-08
Discussions: Lib. Express, ILS, Shipping & Receiving, Stacks	Information Delivery Services staff with ADs	ADs / Atkins	28-Mar-08
Discussions: DPS	Digital Production staff with Keally & Bayne	ADs	9-Apr-08
Faculty Positions:	Positions to fill; internal searches identified; draft position descriptions	ADs	mid Jan.
	Request to launch searches	ADs / Dean	late Jan.
	4 national searches underway: Head, LTS; 3 instructional services librarians for Integrated User Services; Search committees announced	ADs	25-Feb-08
	Leadership positions announced: Head, Research Services; Head, Research Collections; Head, Branch Library Services; Head Information Delivery Services; Head, Scholarly Communications	Dean	25-Feb-08
	3 internal searches underway: Head, Integrated User Services; Head, Special Collections; Project Leader for Digital Library Initiatives; Search committees announced	ADs	26-Feb-08
	Project Leader, Digital Library Initiatives interviews April 3-4	Keally	27-Mar-08
	Head, Special Collections approved for internal search; posted March 31	Smith	3-Apr-08
	Head, Integrated User Services interview, 14 April	Smith	9-Apr-08
Staff Positions:	Media Relations; Assessment Officer; Integrated User Services Desk Supervisor; --searches begin this spring. Overnight staff position for The Studio to be posted.	ADs	March - June
	Information Specialist II (Laura Purcell position) search underway	Keally	27-Mar-08
	Assessment Analyst (exempt) position: search committee formed but has not met.	Bayne	3-Apr-08
	Staff reassignments and Hodges space changes for FY08-09 announced; see separate postings	Keally	9-Apr-08
	Staff will be added to Storage; planning underway	ADs	9-Apr-08
	Budget Officer	ADs	July

Changes in Service Points & facilities	1) Ground floor circulation desk will close as a circulation point; expected functions there will be uniformed police officer, 7:30 am - 3 am; self-check units; some community-access computers		Announced 6-Mar-08
	2) Reference desk will close at the end of this semester; research librarians and graduate students will provide Research Assist service in an area of The Commons; research librarians will offer appointment-based consultations		Announced 13-Mar-08
	3) Periodicals/Documents & Microforms service point will end after this semester; Room 120 is a likely place for relocation of Special Collections services, if we move it to Hodges. Staffing will be provided for first floor assistance to users of equipment (copiers, computers, reader-printers or scanners).		Announced 13-Mar-08
	Due to elimination of service point, current periodicals will be moved to the stacks this summer. To be integrated with bound volumes.		9-Apr-08
	4) Media Services will merge with Circulation during the summer; The Studio will remain in room 245. Merged functions: circulation activities including booking, media teaching collection housed in Circ. work room, reservations for media group rooms, problem-solving for equipment in media group rooms. All staff on 2d floor Hodges will be part of Integrated User Services. Reserve intake and processing in Aleph (not digitization) are being considered for transfer to Circulation.		Announced 13-Mar-08
	Melrose entrance furnishings will be reconfigured and computers removed after spring semester		9-Apr-08
	Implementation will begin during the summer for quiet study areas: G, 1, 4, 5 designated as quiet study; 2, 3, 6 as group study		9-Apr-08
Budget			
Budget "right-sizing" transfers	Eliminated 19 (FTE) non-exempt, 1 faculty, 1 admin. position and transferred \$ to operating lines; transferred Smith and Bayne to administrative lines	Keally	14-Jan-08
Special Funding, FY08:	Technology Fee: \$112,098 Computer Refresh: \$14,059 Classroom Upgrade: \$89,216; +probably funding for Auditorium & 213 next yr. GA position funded: in Research Services for foreign language (collections)		
Completed Budget package for FY09	Met w/Betsy Adams, Jan. 9; Academic Affairs Budget Officers meeting, Jan. 18; Feb: Determine data for forms; Prepare draft and obtain comments within Libraries; Complete budget request, 15-Feb-08; Posted for staff, 22-Feb-08; Open budget presentation set for March 13	ADs / Dean	Feb.
Equipment expenditures for FY08	Begin order (bid) process for 4 self-check units	ADs / Dean	26-Feb-08
	Evaluate revised team equipment requests and server requests; allocate funds; purchases underway Almost all equipment has been ordered	ADs G. Conner / LPP/ Ratledge	March March
Special Collections:			
Environmental assessment	Completed for Hodges 163, 164, 310; Hoskins Herbarium & 15A; White Ave. 3d floor	Starmer	Feb.
Engineering report	Core drilling completed for Hodges 163-164; engineering report received; awaiting action decisions		Feb.-Mar.
Discussion: Barbara & Jill with Central Administration	Discussion of plans to move Special Collection services and collections. Requests for funding to implement facilities changes and relocation of materials. Update planned for Q&A on 3 April.		24-Mar-08
Location of Special Collections	Report discussed at Q&A. See posted summary and floorplans. Awaiting funding. Any moves will range from summer 2008 - summer 2009. Current periodicals will probably move to the stacks.	Smith	Report 3-Apr-08

Strategic Planning	Complete response to University Strategic Goals	Dean	end Jan.
	Develop strategic planning process (Lib)		??
Assessment planning	ARL Statistics, ASERL Statistics, ACRL Statistics submitted	Bayne	29-Feb-08
	Scheduled ARL Assessment Program visit to Libraries for Nov 10-11, 2008	Bayne	27-Feb-08
Library Council	Announcement of Library Council composition and functions (5 Mar); launch in April	Dean	Mar.-Apr.
	First meeting scheduled for 7 May	Dean	27-Mar-08
	Newly elected staff representatives: Michelle Brannen and Linda Long.		9-Apr-08