

ANNUAL REPORT, 1981-1982

Dale C. Gresseth

ANNUAL REPORT, 1981-1982

SPECIAL COLLECTIONS

Edwin L. Hill

MURPHY LIBRARY

UNIVERSITY OF WISCONSIN-LA CROSSE

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## PROFESSIONAL STAFF

Dale Gresseth	Chairperson, Serials
Edwin Hill	Special Collections/ARC
Nancy Humphreys	Business Bibliographer, Reference
Susan Klein	HPER Bibliographer, Library Instruction, and Reference
Charles Marx	Cataloger
Eugene Millich	Interlibrary Loan, Reference
Karin Sandvik	Acquisitions, Collection Development
Sandra Sechrest	Documents, Reference
Orin Thompson	Microforms, Reference

## CLASSIFIED STAFF

Katherine Arenz	Chairperson's Office
Marcella Averkamp	Special Collections (LTE)
Mary Baldwin	Documents
Kathryn Beane	Serials
Cristine Berg	Circulation
Jean Bonde	Technical Services
Janice Du Charme	Technical Services
Cynthia Dissmore	Technical Services (LTE)
Michael Hanson	Circulation
Yvonne Hyde	Technical Services
Gloria Jackson	Circulation (LTE)
Irene Kleist	Technical Services
Connie Klimek	Technical Services, Interlibrary Loan
Virginia Kreyer	Serials

## CLASSIFIED STAFF continued

Barbara Nord	Technical Services
Mary Kay Rowe	Technical Services
Linda Sondreal	Technical Services
Karen Stoffel	Circulation
Ada Stowe	Technical Services
Barbara Waindle	Circulation

## COMPARATIVE STATISTICAL SUMMARY

	<u>1980/81</u>	<u>1981/82</u>
Total volumes in library	459,778	466,481
Bound volumes	328,823	334,483
Government documents	129,762	130,566
Documents on microfiche	(4,725)	(14,346)
Serials (college catalogs and telephone directories)	1,193	1,432
Total volumes added	23,403	18,798
Bound volumes added	10,234	9,856
Bound volumes withdrawn	6,623	4,196
Total microforms in library	487,470	521,292
Microfilm (reels)	26,524	28,034
Other microforms (pieces)	460,946	493,258
Periodicals (current)	2,480	2,390
Newspapers	43	43
Titles in library - bound		
Book	233,128	238,486
Periodical	2,440	2,442
Titles in library - microform		
Book	6,058	6,343
Periodical	1,747	1,782
Total collection figured as volumes	578,491	593,167
Titles converted (retro-con)	-	4,016
Interlibrary Loan	4,580	4,571
Computer Assisted Searches	32	32
Circulation (Main and Reserve)	138,254	147,145
Turnstile tally	668,323	671,651
Days library open	325	324
Hours per week (academic year)	103.25	103.25

1981/82 Expenditures: University Library  
102/06/025900

Salaries

Classified	\$198,691
LTE	5,634
Unclassified	209,452
Student help	18,372
Work study (state share)	<u>8,686</u>

Total personal services

\$440,835

Travel	956
Postage	2,374
Telephone & telecommunication	5,557
Dues, memberships, registrations	12,540
Equipment rental and maintenance	3,179
Contract services, miscellaneous	20,922
Buildings and grounds maintenance	1,126
Supplies and printing	16,061
Rebinding	728
New equipment	2,734
Library materials	354,317

Books	\$178,901
Periodicals	132,694
Microfilms	42,722

Binding

4,844

Total operational expenditures

425,338

Total department expenditures

866,173

Fringe benefits (est.)

105,521

Grand total

971,694

1981/82 Self-Sustaining Accounts  
Murphy Library

	ERIC	FINES	VOYAGES	COPY VENDING
Salaries				
LTE		\$3,137		
Student Help		227		\$2,003
Fringe Benefits		615		
Travel		562		
Services and Supplies	\$313	5,693	\$2	17,600
Equipment		2,997		15,816
Total Expenditures	313	13,231	2	35,419
Revenue Collected	288	9,706	83	30,847
Revenue Carry-Over from 80/81	4	898	-854	9,815
Transfers Between Accounts	21	2,627	773	-3,416
Year-End Balance	0	0	0	1,827

ATTENDANCE AT MEETINGS  
PROFESSIONAL STAFF

Dale Gresseth attended a meeting on on-line serials union listing for Wisconsin Libraries at Madison on August 26, 1981; attended ACRL's 2nd National Conference at Minneapolis on October 1-2, 1981; attended WCWC meeting at UW-Stout on February 25, 1982; attended WCWC meeting at UW-Eau Claire on April 13, 1982; attended the Spring WAAL Conference at Oshkosh on April 21-23, 1982; attended the WILS Automated Circulation demonstration at Madison on May 17, 1982; testified at hearing at Department of Employee Relations in Madison on June 24, 1982; and attended WCWC meeting at UW-River Falls on June 29, 1982.

Edwin Hill attended National Archives Network Conference at Madison on July 14-17, 1981; carried original photographs to Great Big Pictures for copy/display project at Madison on October 14, 1981; attended ARC-UW Archives meeting at Madison on October 19-20, 1981; exchanged archival materials and met with State Historical Society staff at Madison on November 20, 1981; attended planning meeting on historical records survey in Madison on February 17, 1982; attended Statewide Assessment Project meeting at Madison on April 30, 1982; attended ARC and UW Archives Council meeting at UW-Green Bay on May 13-14, 1982.

Nancy Humphreys attended the Spring WAAL Conference at Oshkosh on April 21-23, 1982.

Susan Klein attended Bibliographic Instruction Conference in Ypsilanti, MI on May 5-7, 1982.

Charles Marx attended the WLC Peer Council meeting in Madison on August 26, 1981; attended 2nd National ACRL Conference at Minneapolis on October 1-2, 1981; represented WLC at OCLC Cataloging Advisory Committee meeting at Dublin, Ohio on October 15-16, 1981; attended WLA meeting in Madison on October 21-

23, 1981; attended WLC Peer Council meeting at Madison on December 8-9, 1981; attended WAAL Nomination Committee meeting in Madison on February 25, 1982; attended "Alternatives to Austerity" Library funding workshop in Madison on April 2, 1982; attended OCLC Cataloging Advisory meeting in Dublin, Ohio on April 20-22, 1982; and attended WLA Tech-Services Section meeting in Brookfield on May 10, 1982.

Eugene Millich attended WLC Peer Council meeting in Madison on December 8-9, 1981; attended WCWC meeting at UW-Eau Claire on April 13, 1982; and attended the Spring WAAL Conference at Oshkosh on April 21-23, 1982.

Karin Sandvik attended the WLA meeting in Madison on October 21-23, 1981; attended WCWC meeting at UW-Eau Claire on April 13, 1982; attended International Congress on Medieval Studies by the Medieval Academy of America in Kalamazoo, MI on May 6-7, 1982; and attended WCWC meeting at UW-River Falls on June 29, 1982.

Sandra Sechrest attended the WLA meeting in Madison on October 21-23, 1981; attended WLA Leadership Training Workshop in Green Lake on December 3-5, 1981; and attended WAAL Conference in Oshkosh on April 21-23, 1982.

#### CLASSIFIED STAFF

Cristine Berg attended a demonstration of automated circulation systems in Madison on May 17, 1982. She also attended a Copyright Workshop in Madison on June 8, 1982.

#### BILLIE BATCHELOR TRUST FUND

The amount spent for English literature books in 1981/82 was \$325.27.

## NEW EQUIPMENT AND CHANGES

New equipment acquired during the fiscal year includes:

- 1 range (10 units) Wilson shelving for documents area from Blackhawk Co.
- 1 Burroughs terminal for serials area.
- 1 IBM Correcting Selectric Typewriter for Technical Services.
- 1 Heavy duty floor mat for front lobby (Interior Designs).
- 55 Units of storage shelving for ARC (J & L Equipment Co.).
- 1 IBM Copier II and coin attachment. (This brings the total coin-operated plain paper copiers to 3).
- 4 Corry-Jamestown microfilm cabinets: 5 drawers, 6 compartments each, for top installation (M & M Furniture Corp.).
- 2 Corry-Jamestown microfiche cabinets, 8 drawers (Moseley's).
- 2 Bell & Howell Mark II Microfilm Readers (Northern Micrographics).

## CHANGES

Replaced the AB Dick 990 copier with a Minolta EP 520 for library department copying. Staff found this Minolta to be a much more satisfactory machine; from its installation in September until June, only one service call was required.

Service contract on 3M reader printers.

Service contract on typewriters changed from IBM to Modern Typewriter Co.

Partitions were removed from room adjacent to ARC area.

Telephones were removed from Rooms 102 and 105D to save money.

Eugene Millich moved from Room 103 to Room 22, to consolidate the Interlibrary Loan activity.

## STAFF INFORMATION AND CHANGES

### PROFESSIONAL STAFF

The two positions formerly held by Drs. Herbert Searcy and Roy Van Note have been frozen.

Sandra Sechrest received notice that she will attain tenure at the beginning of the 1983-84 academic year.

Edwin Hill was elected chairperson by the department. Term to begin August 1982.

### CLASSIFIED STAFF

Ada Stowe, Library Services Asst. 3, retired February 5, 1982. This position is frozen.

Barbara Waindle, Library Services Asst. 2 in Circulation, took Educational Leave during the fall semester (August 24, 1981-January 1, 1982) to attend the University of Indiana.

On July 1, 1981 Myron (Mike) Hanson joined the classified staff as Library Services Asst. 2 in Circulation. He assumed the half-time position vacated by Barbara Waindle when she moved to the position formerly held by Karen Stoffel. Mike worked full time in Circulation while Barbara Waindle was on leave. During this time, Cynthia Dissmore worked as an LTE to fill Mike's schedule.

Jean Bonde joined the classified staff as Library Services Asst. 3 in the Technical Services area. She replaced Frances Young.

### LTE

Cynthia Dissmore worked weekend evenings in Circulation; Gloria Jackson worked mornings in Circulation; and Marcella Averkamp worked afternoons in Special Collections.

## TOURS - SUMMER SEMESTER, 1981

<u>DATE</u>	<u>INSTRUCTOR</u>	<u>COURSE</u>	<u>PARTICIPANTS</u>	<u>LIBRARIAN</u>
7/7/81	D. Harrison	Pre-Collegiate Program	40	E. Millich
7/8/81	D. Davis	School Law Ed. 740	5	S. Sechrest
7/9/81	J. Reed	English 110	15	S. Klein
7/15/81	J. Bagwell	Over 62 Group	18	N. Humphreys
7/23/81	C. Helming	Incoming Frosh	28	S. Klein
7/23/81	C. Helming	Incoming Frosh	25	S. Sechrest
7/23/81	C. Helming	Incoming Frosh	15	S. Klein
<u>FALL 1981</u>				
8/26/81	C. Helming	Frosh	6	S. Klein
8/26/81	C. Helming	Frosh	16	S. Klein
8/31/81	R. Jecklin	Consumer Health He 424	28	S. Sechrest
9/1/81	R. Jecklin	Consumer Health He 424	10	S. Sechrest
9/4/81	M. McClellan	Current Issues in PE	3	S. Klein
9/8/81	R. Johnson	Marketing 309	25	N. Humphreys
9/8/81	J. Ricciardo	Issues in Recreation	6	S. Klein
9/9/81	J. Anderson	Population Problems Soc. 320	27	S. Sechrest
9/9/81	R. Johnson	Marketing 309	25	N. Humphreys
9/9/81	R. Johnson	Marketing 309	15	N. Humphreys
9/10/81	J. Green	English 110	22	S. Sechrest
9/14/81	J. Warner	Bio 751 Grad. Seminar Workshops	25	S. Sechrest
9/15/81	C. Levine	**Women's Studies Institute	8	S. Klein N. Humphreys
9/23/81	R. Jackson	Psych. 312 Adulthood & Aging	25	S. Sechrest
9/28/81	C. Helming	Intro. to University Services	5	E. Millich
9/29/81	W. Wehrs	Business 230	25	N. Humphreys
9/29/81	W. Wehrs	Business 230	25	N. Humphreys
9/29/81	C. Helming	Intro. to University Services	20	O. Thompson

<u>DATE</u>	<u>INSTRUCTOR</u>	<u>COURSE</u>	<u>PARTICIPANTS</u>	<u>LIBRARIAN</u>
10/2/81	S. Erlandson	**Women's Issues and (SW 315) Social Work Practice	23	N. Humphreys S. Klein
10/12/81	B.J. McQueen	English 110	18	S. Klein
10/12/81	B.J. McQueen	English 110	25	O. Thompson
10/15/81	S. Schrag	English 303	20	S. Sechrest
10/15/81	S. Schrag	English 303	20	S. Sechrest
10/15/81	S. Schrag	English 303	20	S. Sechrest
10/19/81	F. Leshner	English 303	20	S. Sechrest
10/20/81	F. Leshner	English 303	20	S. Sechrest
10/20/81	F. Leshner	English 303	20	S. Sechrest
10/21/81	L. Maik	English 110	23	S. Klein
10/21/81	L. Maik	English 110	23	E. Millich
11/3/81	M.J. Snow	Psychology of Human Adjustment	20	S. Klein
11/5/81	S. Simmons	Academic Skills	24	S. Sechrest
11/5/81	S. Simmons	Academic Skills	20	N. Humphreys
11/5/81	S. Simmons	Academic Skills	25	S. Klein
11/7/81	M. Coulombe	English 110	22	S. Sechrest
11/18/81	H. Dillon	Rec. 100 (ERIC/DOCS)	25	S. Sechrest
11/18/81	H. Dillon	Rec. 100 (ERIC/DOCS)	26	S. Sechrest
11/18/81	J. Reed	English 110	20	E. Millich
11/18/81	J. Reed	English 110	20	O. Thompson
11/18/81	J. Reed	English 110	20	O. Thompson

SPRING 1982

1/19/82	F. Starner	Economic Development (Eco. 375)	12	S. Sechrest
1/19/82	J. Ricciardo	Philosophical Foundations of Leisure Play & Rec. (Rec. & Parks 701)	3	S. Klein
1/25/82	R. Jecklin	Consumer Health HE 424/624	45	S. Sechrest
1/26/82	E. Zeimet	Ed. Media 661	10	S. Klein

<u>DATE</u>	<u>INSTRUCTOR</u>	<u>COURSE</u>	<u>PARTICIPANTS</u>	<u>LIBRARIAN</u>
1/28/82	J. Green	English 110	21	N. Humphreys
1/28/82	R. Galen	Student Rights/Teacher Rights Ed. 470/670	8	S. Sechrest
2/1/82	W. Pemberton S. Rolnick	U.S. History II Hist. 202	5	O. Thompson
2/4/82	S. Rolnick W. Pemberton	U.S. History II Hist. 202	5	S. Sechrest
2/4/82	R. Jackson	Psych. 312 Adulthood & Aging	35	S. Sechrest
2/4/82	C. Helming	JSED 101	3	N. Humphreys
2/4/82	W. Pemberton S. Rolnick	U.S. History II Hist. 202	6	S. Klein
2/15/82	K. Nelson	ED 671 Educ. Seminar	8	S. Sechrest
2/16/82	W. Colclough	*Business 230	33	S. Sechrest N. Humphreys
3/1/82	L. Maik	English 110	22	O. Thompson
3/1/82	L. Maik	English 110	18	N. Humphreys
3/1/82	L. Weary	Intro. to Speech-Speech/Th.101	5	S. Klein
3/8/82	B. Bernatovich	English 110	20	O. Thompson
3/25/82	M. Coulombe	English 110	23	E. Millich
3/25/82	F. Leshner	English 303	20	S. Sechrest
3/25/82	F. Leshner	English 303	20	S. Sechrest
3/26/82	F. Leshner	English 303	20	S. Sechrest
3/31/82	A.B. Culver	*History of PE PE 204	40	E. Hill S. Klein
4/5/82	J. Reed	English 110	15	N. Humphreys
4/5/82	J. Reed	English 110	20	O. Thompson
4/5/82	J. Reed	English 110	20	E. Millich
4/7/82	T. Beck	English 110	23	S. Klein
4/7/82	T. Beck	English 110	24	O. Thompson
4/7/82	T. Beck	English 110	15	N. Humphreys
4/8/82	C. Holler	Academic Skills	14	E. Millich

<u>DATE</u>	<u>INSTRUCTOR</u>	<u>COURSE</u>	<u>PARTICIPANTS</u>	<u>LIBRARIAN</u>
4/8/82	T. Beck	English 110	23	S. Sechrest
4/14/82	S. Schrag	English 303	20	S. Sechrest
4/15/82	S. Schrag	English 303	10	S. Sechrest
4/15/82	S. Schrag	English 303	15	S. Sechrest
4/15/82	S. Schrag	English 303	20	S. Sechrest
4/16/82	B.J. McQueen	English 110	22	N. Humphreys
4/16/82	B.J. McQueen	English 110	23	S. Klein
5/4/82	M. Murray	Real Estate Assoc.	8	E. Millich
5/18/82	M. Murray	Real Estate Assoc.	12	S. Sechrest

SUMMER 1982

6/22/82	R. Jecklin	Health Ed. 424 Con. Health	15	S. Sechrest
6/23/82	R. Jecklin	Health Ed. 424 Con. Health	15	S. Sechrest
6/24/82	G. Lockett	Minority Affairs Staff	7	S. Sechrest
6/30/82	E. Zeimet	Ed. Media 461/661 General Reference	10	S. Sechrest

\*2 librarians teach different material to the same group during one class period, usually split the class (e.g. Business/Documents, Special Collections/General tour)

\*\*2 librarians team teach (share teaching) one group during one class period

Tours of library automation (OCLC, COM Catalog, KWOC and Serials) were given to the faculty in Education, English, Geography, Sociology and Physical Education. We hope to include other departments this coming year.

## GIFTS TO THE LIBRARY 1981-1982

Dr. Thomas A. Aiuppa

Dr. Fred Barge

Bentheimer Engineering Co., Inc.

Dr. Allen B. Birchler

Mr. Richard Boudreau

Mr. Jack Burke

Mr. William Gresens

Growmark Inc.

Hart Enterprises

Dr. Douglas Hilt

Dr. Virgil Holder

Mrs. Gerald R. Miller

Dr. Dale Montgomery

Ms. Barbara Nord

Mr. Michael Pihaniuk

Mr. Herbert V. Prochnow

Chancellor Noel J. Richards

Washington Artillery Veterans Association

Dr. Carl Wimberly

Dr. David Witmer

Mrs. Bernard J. Young

## REORGANIZATION PROPOSALS

A committee composed of Ed Hill, Karin Sandvik, Orin Thompson, and Charles Marx (including faculty representatives) submitted a proposal to the department in November 1981. Mr. Marx presented a minority report. Both proposals failed to receive the two-thirds necessary to pass. A Reorganization Committee II was formed of all members not serving on the first committee (Sandy Sechrest, Nancy Humphreys, Susan Klein, and Eugene Millich, including faculty representatives). Reorganization Committee II's proposal passed by a two-thirds vote May 1982. (See appendix for proposals).

Murphy Library  
SPECIAL COLLECTIONS  
ANNUAL REPORT 1981-82

The activities of the special collections room remained more or less consistent with those of recent years, in terms of visitor registrations. The annual registrations were recorded as follows:

	Last Year	This Year
State Hist. Soc. Registrants	48	50
State Hist. Soc. Daily Regist.	124	85
Wisconsiana	422	448
Rare Books	218	228
University Archives	156	211
Photographs	127	141
Oral History Interviews	18	8
Tours	23	21
<u>La Crosse Tribune</u> newspaper	73	76
<hr/>		
TOTAL (excluding tours and newspaper use)	1065	1121

Mail and telephone reference service increased somewhat and required more staff time, proportionately, than in-house service. As in previous years, the very frequent visits by Dr. George Gilkey and Ralph DuPae were usually not recorded in a patron use category. Curricular assignments in this department were infrequent and quite sporadic. Research use of the special collections by the faculty in general is quite infrequent, but those few faculty members who do use these collections use them heavily and at some length.

Additions to the collections, with new totals, are as follows:

	Added	Total
UW-L Theses	39	391
UW-L Seminar Papers	29	1330
UW-L Action Learning Project	3	15
University Archives	59	---
Rare Books	310	9508
Wisconsiana	159	3133
Vertical Files	80	1638
Oral History Interviews (reels)	132	837
Photographs (includ. 9274 steam- boat photos)	3895	32789
Unprinted photo negatives of steamboats and river life	4720	----
Color Slides	63	2517

Although no new editions of Voyages to the Inland Sea are being published, the department continues to sell from its existing stocks of this annual poetry collection. Sales are infrequent. The Center for Contemporary Poetry project continues to receive and acquire both printed works and manuscripts from midwestern and regional writers and presses. A recent issue of Newsweek magazine included an article about the strength and variety of the new private press movement in America. The department's collection of such material is both representative and rich, as it holds complete sets for several of the best of such presses.

The Center continues to acquire the papers of UW-L faculty member John Judson.

The steamboat photo and data project has been vastly slowed by budget problems, although materials continue to be processed. The "additions to

the collections" listing, above, shows a new category of unprinted negatives. This is one device used to reduce laboratory costs for printing while still taking in new images as they are donated or lent. The backlog of unprinted negatives will constitute a major expense if and when it is printed, but the project may receive support at some future time. Most of our donors and supporters are well aware that the UW-La Crosse project is the only active program for a thorough documentary record of inland river steamboating. We will have materials thrust upon us regardless of our financial resources.

During the report period, the department received a grant of \$2000 from the La Crosse Foundation for support of the steamboat project. In November, musician John Hartford performed a benefit concert on behalf of the same project, with approximately \$1100 in net proceeds.

Comparatively little data searching was accomplished for the steamboat project this year, although several books were searched and some newspaper accounts were recorded.

Public records acquisitions included Town of Barre, circuit court, and Sunnymede school records, all from La Crosse County.

Several grant-funded projects were sponsored or co-sponsored by the department. These involved local history surveys and pictorial exhibits.

Because of staff cutbacks in mid-year, the hours of service were reduced somewhat. The cuts involved the noon hour and two evenings.

The majority of staff time is directed toward those projects involving local and regional history. This is in response to the activities and interests of our patrons, including those who write or call. We are often viewed as providing a kind of service which puts us in the role of a community resource clearinghouse. The department has both deliberately and coincidentally involved itself in a wide range of local and regional affairs.

Additional storage space previously enclosed by the minority studies office has been utilized more fully this year. The department acquired approximately 500 shelf feet of steel utility shelving; this has been installed and arranged in the old and new storage areas for those records least frequently used. Acquisition of new records and rearrangement of older materials will quickly fill this additional space.

#### STAFF

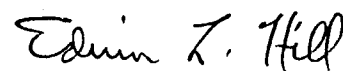
Sally Averkamp continued her conservation and staff duties as an LTE on a half-time basis. Her long experience in this department was an invaluable asset as the department adjusted to a reduced level of support.

Student assistants during the year included Paula Wilson, Kris Sandy, Kris Aasen, Terri Bakken, Kevin Ronnie, and Sydney Sidwell. All made major contributions to both general and particular aspects of department tasks.

#### SUMMARY

There were no major changes in direction or accomplishment this year. The department has its work before it on a constant basis, and has attempted to maintain its services at a high level in spite of budget and staff reductions. The number of individuals and organizations who aid us is very large, and we have had the satisfaction of providing assistance to an even greater number. We are especially grateful to the technical services staff of Murphy Library for advice and aid in so many things.

Respectfully submitted,,



Edwin L. Hill

Recommendations of the Committee on Governance and  
Administration of Murphy Library, UW-La Crosse

Definitions: I. Governance includes those functions having to do with promotion, tenure, appointment, retention, faculty development, evaluation, ethics, voting and elections. Governance is the responsibility of the department's faculty and academic staff, who are guided in this collegial activity by the UW-La Crosse Faculty Senate By-laws and by UW-System and local personnel rules and policies.

Governance shall be conducted according to well-established guidelines and through procedures essentially like those already in place in the Library Department since 1976. The department shall elect a chairperson from among its eligible members, and that chairperson shall serve a term of three years. Standing committees shall be selected according to department by-laws for appropriate governance concerns.

II. Administration includes the functions of planning and coordination of library activities, and the implementation of policy decisions deriving from university administrative officers as well as the library administrative structure. Such matters as classified staff personnel, budget, work scheduling, allocation of resources, and various other operational tasks are administrative in nature, and are included in administrative responsibilities.

Administration shall be the responsibility of the Director of Instructional Services, who shall administer with the advice and support of a Library Management Council. This council shall consist of three librarians. Two of these librarians shall be appointed by the Director of Instructional Services (the DIS, hereafter). These two librarians will represent, respectively, the two major functional areas within the library: public services and technical services.

The appointment of these two librarians to the council must be ratified by the librarians of the respective functional areas. A simple majority of all of the librarians within that functional area shall be sufficient for ratification. If ratification of either appointment does not occur, the functional unit librarians and the DIS shall meet to discuss the matter, and shall attempt to resolve any disagreements through

discussion. If after such discussions take place, the appointment is still not ratified by the unit, the functional unit librarians must submit two alternative names to the DIS from among their members. The DIS shall then select one of those persons to serve on the council, and that selection shall be final.

These appointed members of the council shall serve a two-year term. The initial appointments shall be one and two-year terms so that the terms are staggered. The length of term for these initial appointments shall be determined by drawing of lots.

#### Resignation and dismissal from the Library Management Council.

If an appointed member of the council resigns before his or her term is completed, the DIS shall appoint another librarian to fill the unexpired term. The procedures for appointment and ratification shall follow those outlined above.

If the DIS is not satisfied with an appointed council member, the DIS may ask that member to resign from the council. A new council member shall then be appointed according to procedures outlined above.

If the council member does not resign, the DIS must take the case to the respective functional unit, which may support the dismissal by a simple majority vote. If the functional unit does not support the dismissal, that council member remains on the council for the remainder of the unexpired term.

The Faculty Library Committee may be asked to review dismissal and resignation cases, and to advise the DIS and functional units on appropriate action.

The third member of the council shall be at-large, and shall be elected by the department members by simple majority vote. This at-large member shall serve a one-year term.

#### Administrative responsibilities and guidelines.

The administration of the library shall be conducted by the DIS and the Library Management Council. It is the intent of this proposal that the DIS and the council should attempt to reach consensus in administrative decisions, that the ultimate responsibility lies with the DIS.

The council and the DIS shall meet weekly.

It shall be the responsibility of the two appointed members of the council to serve as functional unit coordinators for their respective functional units. These unit coordinators shall have management responsibility and authority to convey and carry out the decisions of the council and the DIS. These unit coordinators shall hold monthly meetings with their units, including classified staff. These coordinators shall attempt to identify problems, propose solutions, and otherwise carry out, and assist with, the plans and programs of library administration.

Further, these unit coordinators shall make every diligent attempt to implement programs and resolve problems at the functional unit level. The coordinators will be guided in their efforts by the council, the DIS, and by various policies, goals, and objectives of the library's administrative procedure.

Actions taken at the functional unit level are to be reported to the council at its weekly meetings.

Problems and issues which cannot, or in the judgement of the unit coordinator, should not be handled at the unit level must be taken to the council for consideration and decision.

The at-large member of the council shall serve as liaison to the department, so that the department as a whole may be kept informed of council concerns and activities, and so that the department may communicate its concerns to the council. The at-large member shall also serve in an ad hoc capacity at the direction of the council. Such activities might include (but are not limited to) the chairing of special committees, the preparation of reports, serving as representative of the library to campus or off-campus committees and organizations, and any other responsibilities which the council might assign. It is the intent of this proposal that the at-large council member should be an active, contributing member, participating as fully as the two council members who serve as unit coordinators.

It is the intent of the proposing committee that this administrative structure should be evaluated at the end of spring term, 1983, for refinement and amendment as needed. The Faculty Library Committee should participate in the review of this structure.

Respectfully submitted.

The Committee on Governance  
and Administration.

Hill, Marx, Sandvik, Thompson



# Committee on Governance and Administration

## Minority Report

Since the Committee was not able to achieve consensus, I am submitting this Minority Report to state my opposition to portions of the Committee's recommendations.

I oppose the recommendation that the Department relinquish the authority to administer the library to the Director of Instructional Services (DIS hereafter). It would be better to place that authority in the Library Management Council, which would consist of three librarians selected from our Department.

I contend that we have the ability to administer the library. A more workable structure and the retirement of some disruptive individuals should enhance that ability. We should keep in mind that authority moves upward more readily than downward. It is naive to assume that the administration will give back the authority to administer the library once the Department has yielded it to the DIS. Why make a drastic permanent change when a less drastic alternative is available? If administration by the Library Management Council proves unworkable, we can always give up administrative authority later.

There has been concern expressed that the Library Department Bylaws conflict with the position description for the DIS. However, the Bylaws precede the position description. While we should attempt to accommodate the activities of the DIS, the necessity to revise the position description to accommodate the Bylaws should be recognized by the Administration. We should also keep in mind that while our current DIS, Dale Montgomery, has a management style which is agreeable to most of us, he will not hold the position indefinitely. We might find his replacement much more autocratic than Dale is.

This Report should not be construed as an attempt to eliminate the DIS from participation in administration of the library. My belief is that the Library Management Council can develop an effective working relationship with the DIS without giving up authority currently held by the Department. We now have involvement of the DIS in administration. That involvement can be enhanced without nominating the DIS as ipso facto Director of the Library.

*Charles H. Marx*  
Charles H. Marx

CM:as

## REORGANIZATION II PROPOSAL

## I. Library Administration

A. The Library shall be administered by an executive council of three librarians. The Director of Instructional Services shall be an ex-officio non-voting member of the Council.

1. The Council shall consist of the Chairperson and two elected members, one from Technical Services and one from Public Services. (Both members will be elected by the entire department).
2. The Council members elected from TS and PS shall act as coordinators of those areas.
3. The members of the Council shall serve staggered two-year terms.
4. Decisions of the Council shall be made through consensus. When consensus cannot be reached the DIS shall be asked to render a final decision.
5. A Council member can be recalled by a 2/3rds vote of the department.
6. The Council shall report on its activities at monthly staff meetings.
7. The Council may appoint committees to carry out specific assignments.
8. The special role of the DIS shall be to act as representative of the library administration to groups and individuals outside the library and to be the library liaison to the University Administration. The position of the DIS will be regarded as equivalent to that of a Dean and will be evaluated accordingly.

## B. Duties of the Council

1. Set goals and priorities and write policies for the library.
2. Conduct long-range planning.
3. Prepare the library budget for University Administration approval.
4. Recommend staffing and workload changes to the University Administration.

5. Recommend summer school appointments of unclassified staff to the Personnel Committee for approval.
6. Implement departmental policies. This shall be done after consultation with any staff affected by the decision.
7. Oversee the operations of the Collection Development Committee.
  - a. Collection Development Committee shall consist of all librarians involved in collection development.
    1. Duties: a) Evaluate collection needs and budget requirements and report them to the Council; b) Implement major changes in the collection when directed to by the Council; c) Inform the Council of the need for budget support; d) Authorize major single purchases (over \$1,000).
8. To see that the annual report is written.
9. To work with the <sup>Faculty</sup> Senate Library Committee.

## II. Library Governance

### A. Chairperson's Duties

1. The Chairperson shall continue to monitor the operation of the Library and shall report any continuing problems to the appropriate committees.
2. Recruitment of new faculty and academic staff.
3. Orientation of new faculty and academic staff.
4. Conduct departmental elections.
5. Call initial meetings of governance committees and serve as ex-officio member.
6. Prepare agenda for departmental meetings.
7. Chair departmental meetings.

8. Report results of evaluation of unclassified personnel to the University Administration.

9. Provide leadership in all governance matters.

B. Governance Committees shall consist of Evaluation, Personnel, Tenure, and Promotion.

C. Governance Committees shall continue to function under the rules spelled out in the present library by-laws (1/18/82).

1. For example:

a. Supervisors and the Personnel Committee shall continue to have primary responsibility for hiring and evaluating classified staff.

b. The Evaluation Committee would continue to be in charge of merit allocations.

c. The Evaluation, Tenure, and Promotion Committees would continue to be responsible for termination, dismissal, or promotion of faculty and academic staff.

### III. Reorganization Review Procedures

A. There will be an annual review at the end of one year of operation and adjustment made if necessary. At the end of the second year the library reorganization will be evaluated and a decision made. A 2/3rds vote of the department is necessary for continuance under this structure.

B. A Council decision will be reviewed by the department after the Chairperson receives a petition from a majority of the department members requesting such a review.