# University Library Committee Annual Report, 2020-2021

## Membership

Schools (three)  Steve Shen, MC Applied Computing and Electronics (2021)
  Valerie Hedquist, Art (2023)

*Humanities* (One) *- vacant
Sciences* (One) William Gardner, Geosciences (2021)- Chair

Social Sciences (One) Irene Applebaum, Linguistics (2023)

Mansfield Library (Two)Megan Stark (2023)
 Tammy Ravas (fall-only)
 Natalie Bond (spring-only)

Staff (One; One-year terms)- *vacant*

Student /Undergraduate(Two, one-year term) James Flannagan (Fall only)

Student /Graduate (One, one-year term)
 Katerine Kolwicz & Nikki Manning (Anthropology)
 Dalton Johnson (Public Administration)

Ex -Officio(Non-voting) Barry Brown, Interim Library Dean

Meetings

During the academic year, the ULC meets on the second Monday of each month, 4:00-5:00 pm. This academic year the meetings were held online via Zoom.

Committee Responsibilities

1. **Communication**:  The University Library Committee (ULC) communicates between the Faculty Senate and the library administration.
2. **Advocacy**:  The ULC advocates on behalf of the development and maintenance of library resources and services as well as the needs of library stakeholders, including faculty, students and staff, especially as communicated through the Faculty Senate.  Additionally, the committee reviews library matters as they relate to the University’s academic mission.
3. **Review**:  The ULC reviews the annual library acquisitions budget and strategic plan.  The committee participates in the selection and periodic evaluations of the Dean of Libraries.  The committee also participates in the accreditation processes affecting or involving the Mansfield Library.

Communication items

Budget /Library Collection

The Mansfield Library, like other UM academic units had to reorganize its FY21 budget and personnel to align with enrollment and the allocation of state funds. This fiscal year (FY21) the Mansfield Library received a base budget reduction of 12%, or $685,000 less than the year before, which included a reduction in personnel (affecting numbers of faculty, staff, and student employees).

Library personnel, services, spaces, and collections are critical infrastructure for supporting faculty and student teaching, learning, research, and scholarship. Over the last eight years (FY13 to FY21) - the Mansfield Library total budget has been reduced by 33% (from $7.5 million to $5 million), total numbers of personnel have been reduced by 49% (from 74 employees to 38; including cutting the number of faculty librarians in half), and the library collection budget has been reduced by 44% (from over $5 million to $2.8 million).

The impact of these budget reductions this academic year are: a reduction of hours that the library building is open each semester (30 hours less each week compared to last academic year); a reduction in hours that research assistance is available onsite and via chat; a reduction in library instruction; and cancellations of library collection resources.

The least impactful collection cancellations already occurred during previous years. Most of the collection dollars (two thirds) are invested in Ejournal packages - large collections of individual journals. Some subscription resources are renewed in July, some in September and some in January. Most of the journals and journal packages renew in January. The library solicited feedback from UM departments and ASUM from August 31st through September 21st, 2020 via an electron feedback form. There were over 300 responses.

The library tried to minimize the impact to users this year by: targeting Ejournals (instead of databases) since articles from cancelled journals may still be obtained via interlibrary loan, from open access sources, full text aggregator databases, or by requests to authors, while access to cancelled databases ends completely after cancellation; preserving the largest, most used, Ejournal Packages (Elsevier ScienceDirect and Wiley Ejournals Online); soliciting campus feedback; and using some Endowment funds to pay for collections this year. Perpetual access will continue for many cancelled journals for some previous years up through 2020. Following the feedback process the library reviewed comments and journal priorities and made final decisions on which individual journals to re-subscribe based on use, campus feedback, publisher negotiations, and available funds.  The Mansfield Library communicated with the campus community during each phase of the collection cancellation process. A reminder communication was sent to all departments, ASUM and GPSA at the start of Spring Semester 2021 listing the 9 Ejournal packages (with 4,100 journals) that were cut Jan 1st.  The communication identified access options (Interlibrary Loan) for journal articles (and the Finding Articles research guide).

This large cancellation of library collection resources occurred during the Covid19 pandemic, which increased online and remote instruction and the demand for additional streaming media and e-books, as well as access to online journals and databases.

The library does not have a budget model and hadn’t received an FY 22 budget or 23 target like the other colleges by the April 12th meeting. According to VP Lasiter the Library is considered academic support. There is no national budget model for academic libraries. However, the library needs to be able to logically forecast the budget. A new budget model for the Mansfield Library was proposed by the library dean and submitted to the Provost and VP Operations & Finance. The model involves establishing a benchmark and applying it to a two year average of total student enrollment and total research expenditures. A flat library budget (without inflationary increases for collections) or a reduced budget for the library next fiscal year will require additional collection realignments next fiscal year.

Chair Gardner spoke to ECOS and the VP Whittenburg about the Library’s budget. The Research Office does not have funds to provide to the library. He also served on the University Library Working Group created by the Provost to make recommendations regarding a potential budget model for the Library. The group also discussed creative ways to stabilize the collection budget by considering endowed funds. Other members included Acting Library Dean Brown, Vice Provost Lindsay, Scott Mills, Cara Nelson (Graduate Council), James Flannigan (ASUM), Jess Ray (GPSA), and Hillary Stowell.

The Library Workgroup submitted its final report to the Provost at the end of Fall Semester 2020, but had not received a response by the end of the academic year. The workgroup recommendations included: Recognizing the Mansfield Library as part of the basic infrastructure of the University of Montana – analogous to water and electricity and other infrastructure necessary for the academic enterprise of research, teaching, and learning. That there is a clear need to establish adequate and sustainable funding for the Mansfield Library which aligns with the mission and aspirations of the University of Montana. And that to better support UM students and faculty the Mansfield Library needs to be funded with a predictable budget allocation model. Without an updated, stabilized, and sustainable budget, the continual reduction of the Mansfield Library budget and recurrent library resource cuts are inevitable. The report was provided to members of the University Library Committee and ECOS and was presented to the Faculty Senate on March 25th.

Senators were very concerned about the situation and recommended the Senate leadership to draft a resolution. The [resolution](https://umt.box.com/s/7vs4g1iwldvfegqns7c1vcnu28qu03bv) was approved at the April 22nd Faculty Senate meeting and sent to the administration, Commissioner Christian and the Board of Regents Chair Lozar.

Operations

* The library reopened on August 3rd with appropriate COVID -19 mitigation measures. It also provided much needed support to faculty in using the studios and digitizing materials. It served as a safety net for students and faculty during the pandemic providing equitable access to computers, laptops, wifi, video and podcast creation studios and editing facilities, collections, information literacy instruction, and research assistance via online chat, Zoom, email, telephone, and face to face.

COVID-19 Federal Relief funding supported the following library expenses:
* Upcoming Wi-Fi upgrade to the library building
* Additional Circulating: Laptops, Wifi Hotspots, Webcams, and Headsets
* Staff Laptops and peripherals for remote learning
* MT Library 2 Go – Magazine Collection
* ProQuest DEI ebook collection
* Cleaning supplies

* The new video display wall in the library learning commons can be reserved and used for data visualization, immersive video content, group teleconferencing, or providing a soothing, stressless, relaxing, ambience for students studying nearby.
* The Library submitted several infrastructure proposals to take advantage of the funds available for the debt restructure that occurred fall 2019. These included:
* Climate Control to preserve Archives and Special Collections Materials
* Ejournal package funding
* Compact Shelving or Remote Storage for some library print collections
* The Renovation of Levels 4 and 5 in the library along with window treatments and more natural light similar to the library commons
* Taskforces were created to reimagine programs for the future and aligned planning with the efforts of the University Design Team (UDT). These include: The Organizing Planning Task Force; the Collection Realignment Task Force; and the Building Space Task Force, and the Anti-Racism Task Force. The Task Force chairs provided updates at the April meeting. The recommendations will be delivered to the dean at the end of the semester and shared with the Committee in the fall. By spring semester 2021, the Mansfield Library will be ready to build on the work of all the library task forces, in alignment with a new UM vision and direction from the UDT, and create new library strategic goals and/or refreshed PFAs.
* A new endowment (the Katherine Schaefer Library Fund honoring a former library employee) was established for Archives and Special Collections.
* The Mansfield Library implemented a new self-service checkout system, meeScan, an app that allows users to check out items where they find them.
* The Collection Development Policy is undergoing review by librarians. A new revised policy is expected to be in place by the end of the summer. The Committee will receive the updated policy in the fall.

Outreach /Services/Exhibits

* The entire run of Frontier and Midland journal created a century ago by H.G.Merriam, chair of UM’s English Department is now digitally available.
* The library made improvements to the process for instructors to [request streaming films](https://www.lib.umt.edu/services/faculty/streaming-video/default.php?_ga=2.16805692.442699113.1602444557-785919864.1579039690) for their courses.
* A brief [commemorative video](https://www.youtube.com/watch?v=hTgW78UMVHw&feature=share) was created for the Library’s 125th Celebration.
* Missoula County’s [Map Missoula app](https://mcgis.maps.arcgis.com/apps/webappviewer/index.html?id=6c3c2b8ac4e54e12a5590aba4489e134) uses some of the historic maps and photos from Archives and Special Collections. “Locational pins” will be added for relevant oral histories in ScholarWorks.
* The ULC received an update on the First Year Instruction program which provides robust information literacy instruction for several first-year courses (COLS 194, COMX 111, HONR 120, and WRIT 101). The commentary Teach the Teacher Program provides guidance on research assignments to support graduate students. The information literacy outcomes are tiered across 4 levels. The program also incorporates the Griz Reed and piloted a Book Club incorporating Moli for multi-generational conversations last fall.
* The ULC received an update on Open Education Resources (OER) effort and services. Open Educational Resources save students money; address equity issues by providing first-day-of-class access to course materials for every student; and are easily integrated into Moodle. Faculty and students have positive experiences using OER. Faculty should consider transitioning to OER. A presentation was also provided to the Faculty Senate in the spring.
* Librarians collaborated on a digital UMCUR and GradCon.
* Information and Research Services Division Librarians and staff collaborated with the President’s office to host materials on the [Resources Against Racism](https://libguides.lib.umt.edu/ResourcesAgainstRacism) library website page for the Dr. [Beverly Daniel Tatum’s Presidential Lecture](https://www.umt.edu/president/events/lectures/beverly-tatum.php) on March 3rd.

Facility / Technology

* The Presentation Technology Services Group moved back to the library. This provides the campus community with a single spot to pick up equipment and extended hours.
* The Library is helping several departments with studios. The departments will manage the day to day operations with oversight from the library. The library provides some video editing services, created tips and tricks for video creation, and is working with UM Online to support the campus community.
* The ULC was informed about the discussions regarding partnering with the Mansfield Center and the Defense Critical Language Program (DCLCP) for a remodel of Level 4. The DCLCP has a Million Dollar federal grant for potential application to this Level 4 project - but the project would still require additional financial support (outside of the DCLCP grant funds) for:
* The purchase and construction of compact shelving on Level 1 of the library.
* New architectural plans for Level 4 (and ideally Level 1 and 5) from an outside architectural firm (ideally the same one that was involved with the library commons renovation).
* Temporary off-site storage for the Government Documents collection during the construction of Level 1 compact shelving.
* Hiring a project manager with experience moving library collections.
* Hiring laborers to move library materials and to deconstruct / reconstruct library shelving.

The Building Space Planning Taskforce Chair provided additional information. There is only enough room for about 56% of Level 4 materials on Levels 1 and 2 without compact shelving. If compact shelving is not purchased, Level 4 materials would need to be relocated to Levels 1, 2 and 5, and there will be a loss of seating and student use spaces on these floors to accommodate the additional shelves. A major shift of books will be required on Levels 2 and 5 to maintain materials in call number order. At this point, a funding source for the compact shelving (estimated at $800k) has not been clearly identified. Regardless of whether or not compact shelving is installed, there will be significant activity at the library over the summer and likely into the fall, assuming the current move schedule is maintained. Portions of the collection and the library will be unavailable during the moves.

The Library knows that it will end up with a new partner and is excited to work with the Mansfield Center. It needs to be strategic about choosing partners. They should be student focused given the library is open the most hours of any building on campus. Students still need a space to collaborate if enrolled in online courses.