# University Library Committee Annual Report, 2022-2023

## Membership

*Schools* (three)   Valerie Hedquist, Art (2023)
 Shawn Clouse, Management Information Systems (2024)
 Amy Glaspey, Speech, Language, Hearing & Occupational Sciences (2025)
*Humanities*(One)  Clint Walker, World Languages and Cultures (2024) *Sciences* (One)  Anna Sala, DBS (2025)

*Social Sciences* (One) Irene Appelbaum, Linguistics (2023)
*Mansfield Library* (Two) Natalie Bond (2023)
 Teressa Keenan (2024)

*Staff*(One; One-year term) -*vacant
Student /Undergraduate*(Two; one-year term)
 Emma Wickum *Student /Graduate*(One; one-year term) - *vacant*
*Ex-Officio*(Non-voting) Barry Brown, Interim Library Dean

Meetings

The Committee met in the Mansfield Library Dean’s Conference room with a Zoom option except for the March meeting which was held in the Payne Family Library at Missoula College with a Zoom option.

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 evaluation of the Dean of Libraries.  The committee also participates in accreditation processes affecting or involving the Mansfield Library.

Communication items

Budget/Library Collection

* The Mansfield Library recieved a “flat budget” for FY2023. Due to inflationary cost increases this creates a decrease or gap in funding for both personnel and collections. The library patched the funding gap with Foundation/Endowment funds and other one-time only funds.

Library collections and services are very important to the R1 status. The R1 status is not sustainable without a reasonable funding model for the library. There is concern about not having access to top research journals. Some research collections can be accessed by faculty through third party vendors such as Lipkey – Third Iron or Zotero.

The library received a preliminary FY2024 budget. Retaining personnel is a priority, so any funding gaps will come out of the collections budget. The actual budget impact won’t be clear until early fall semester when enrollment numbers are known. The library is looking at a potential funding gap of $60,000 - $100,000 in FY2024. At this point no collection cancellations are anticipated. One time only funds and endowments will be used during FY2024 to bridge the funding gap. A budget model for the Mansfield Library remains a long- term goal. The library will inform the Committee if collection cancelations are needed. If necessary the Committee could discuss a resolution in December.

ECOS advocated for the library according to discussions with the Provost’s Office and this made a difference in the preliminary budget.

Operations

* The Mansfield Library identified [Priorities for Action for FY2023](https://umt.box.com/s/nbtkr51lerxyxz98belrcyxevo9j0045). The library PFAs are in alignment with the campus PFAs and include a mix of attainable and aspirational goals which will help direct library work.
* The metadata project evaluates small areas of the collection for improvement to terms for indigenous peoples and other marginalized and/or underrepresented communities.  Suggestions can be made to change or add new headings through the Library of Congress Subject Authority Cooperative Program (SACO).
* The University Library Committee was given a tour of the Mansfield Library at the October 10th meeting and the Payne Family Library at the March 13th meeting.
* The library shared the [draft response](https://umt.box.com/s/oz5l4pk1vnohrikgybivgny0lpvvyjp3) to Section 2.H.1 Library and Information Resources of the Northwest Commission on Colleges and Universities Accreditation Report and shared it with the University Library Committee. The final report was submitted to NWCCU March, 2023.
* The library’s [annual report](https://www.lib.umt.edu/about/plans-reports/2022-annual-report.pdf#2022%20Annual%20Report) was shared with the University Library Committee in February.
* The library submitted a UM Flagship proposal to update and expand the AR/VR/XR equipment available to library users. The library seeks to serve as a place of discovery where users can start learning about and exploring this new technology and its applications across campus and disciplines.
* In March the Mansfield [Library Newsletter](https://www.lib.umt.edu/about/newsletters/default.php) was sent to potential donors and is linked on the website.

### Personnel

* The library hired Karli Cotton for the Online Learning Librarian position. She started December 5th. Kristin Gates was hired for the Archives and Special Collections (ASC) Curator position.

Outreach /Services/Exhibits

* Over the summer the library hosted a gathering and discussion related to the Leiser’s Footstep Exhibit and presentations by the resident Mansfield Center Humphrey Fellows.
* The library also hosted a reception for the Tri-Conference of the Montana Library Association, the Pacific Northwest Library Association, and the Mountain Plains Library Association.
* The library participated in Welcome Feast, Take a Break Tuesday and the Student Employment Fair.
* A student employee took over maintaining the seed library and has partnered with the Food Pantry and the Pease Farm.
* Librarians collaborate with the Writing a Public Speaking Center to offer the [Graduate Student Workshop Series](https://www.umt.edu/writing-center/workshops/grad-workshops.php).
* Professor Natalie Bond gave a presentation on Instruction and Reference Services. The Library’s website details the [information literacy curriculum](https://www.lib.umt.edu/services/info-lit/default.php) by course level according to the Association of College and Research Libraries’ (ACRL) [Framework for Information Literacy for Higher Education](https://www.lib.umt.edu/services/info-lit/framework.php).  Information literacy is integrated into first year courses including Introductory College Writing, Introduction to Public Speaking and Freshman Seminars.  Faculty teaching Intermediate Writing are encouraged to use of [Credo’s Information Literacy – Core](https://libguides.lib.umt.edu/infolit-core) to help address students’ foundational information literacy skills. “The text, self-guided tutorials, multimedia and videos, and quizzes in each module are [mapped](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcdn.credoreference.com%2Fclient-0000%2FInfoLit_IB_Help_Site%2FInfoLit_Core%2FInfoLit-Core_%2520Standards_Mapping_2019.10.xlsx&data=05%7C01%7Ccamie.foos%40mso.umt.edu%7Ca0ee74ef5f8f480e2e6908daea831753%7C68407ce503da49ffaf0a724be0d37c9d%7C0%7C0%7C638080145998306801%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=TSzg%2FqV6SHT0Lax3n7CJiz2jVqJon%2Flgj2iKykkKNVw%3D&reserved=0) to the Framework for Information Literacy for Higher Education, can be customized and integrated into courses in Moodle, include assessment options, and are discoverable by students for self-study on the website.”

Faculty teaching Advanced Writing courses are encouraged to reach out to the Library for assistance on developing a research assignment, a library-led session, or a potential co-teaching class section on information literacy.  The library also offers [workshops](https://libguides.lib.umt.edu/workshops) in collaboration with the Writing and Speaking Center.  Librarians also occasionally teach courses such as: ENST 201: Environmental Information Resources (Natalie Bond), LSCI 200: Research Strategies, or LSCI 210Y, Who Owns Culture (Tammy Ravas).

The library staffs the reference desk in person from 10:00 a.m. to 4:00 p.m. Monday-Friday during Fall and Spring Semesters, and faculty/staff are available to Chat during that time. An “Email a Librarian” service is available outside of staffed reference hours.  [Research guides](https://libguides.lib.umt.edu/) have been created for each discipline and the library provides information to students during orientation.
* Prof. Teresa Keenan serves as a liaison to the Office of Disability Equity and maintains a library guide on Accessibility in the Library. For all Eresource acquisitions the library reviews accessibility standards for the product.
* The Payne Family Library now has a popular reading collection and a seed library.
* The Interlibrary Loan service was recognized again by OCLC as “an express ILL service in 2022” for fulfilling digital article requests in an average of ten hours.
* A new service (LibKey from Third Iron) has been implemented to directly connect library users to open access journal articles from results obtained from OneSearch as well as from results in Google Scholar, Web of Science, Pubmed, Ebsco and Proquest databases. This new service already has a high level of use. The browser extension (LibKey Nomad) is on the Database A-Z menu and can be installed on researcher’s computers.
* The top 3 development/donor priorities for the Mansfield Library are: 1) An Endowed Librarian at the Payne Family Library; 2) Purchase of the Project Muse Ebooks (75,000 digital humanities and social science monographs which would support the research of UM students and faculty as well as potentially serving as online resources for teaching); and 3) An endowment for paid student internships and assistantships in the library and for student employee professional development.
* The Mansfield Library hosted the traveling exhibit “Sorting Out Race” April 4 – 14th.

Open Educational Resources

* International Open Access Week was October 24-30th. Professor Wendy Walker, Digital Initiatives Librarian, put a message in UM Campus Communication about the library guides to Open Access, Open Science/ Open Data, and Open Education.
* On November 16th the Office of Organizational Learning and Development hosted a seminar on “Lowering Textbook Costs: Getting Started with Open Educational Resources (OER)”. Professor Wendy Walker covered the basics of OER and Professor Hilary Martens, Associate Professor of Geosciences, described her experience switching from a commercial textbook to free OER for her course on natural disasters

Facility / Technology

* The library OneSearch (Primo) system was upgraded this summer. Many people in the library worked on the project. Shelley Ramberg was recognized by TRAILS (the Montana Higher Education library consortium- consisting of 17 libraries), with an award, for her good work on this project.
	+ Fall Semester 2022 library building hours expanded. The library is open later until 1:00 AM on Monday – Thursdays and open earlier at 10:00 AM on Saturdays and Sundays. ULC members were provided with the draft Mansfield Library building hours for Academic Year 2023 – 2024. The hours were revised based on a review of gate count statistics. There is a slight reduction of total hours (8 hours or 7% less than AY22-23).
	+ The One Button Studio was upgraded with high quality podcasting and video equipment to “capture conversational group dialogue”. This upgrade is in addition to the One Button Studio equipment and will allow for high end podcasts with multiple people or group video discussions.
	+ Paw Print now provides inexpensive poster prints and banners.
	+ Some stacks on Level 2 are being disassembled and removed to make all the stacks on the floor ADA compliant. This has been a long-term library goal and should be accomplished soon.
	+ UM’s HathiTrust Membership is active. Hathitrust is listed on the library database page. Professor Teressa Keenan will coordinate with the Office for Disability Equity and register UM for the Accessible Text Request Service through Hathitrust.
	+ The library website is migrating to the new campus template. At some point the new library website will replace the current one. Content and links are being reviewed. Given the new template there will be changes in the look and location of library functions.
	+ The Mansfield Library will work with students from Professor Clouse’s Cybersecurity course on an organizational Cybersecurity Assessment.
* John Greer provided information on the evolving landscape of Mansfield Library technology, system staff and academic IT. The library will transition to support from UM IT. Starting next fall IT will pilot an IT Help Desk in the library. (4/10/23)

###  Building Renovations and Partners

* + Construction on Level 4 started in September and is expected to be completed mid- summer. Archives and Special Collections shifted to service by appointment only and met library users in rooms on other floors of the library during the construction. Disruption to users was kept to a minimum. Employees of the Mansfield Center, Defense Critical Language and Culture Program, and the Global Leadership Initiative will move into their offices over the summer. should be able to move into their offices mid- summer.

**MANSFIELD LIBRARY - COLLECTION BUDGET FY 2023**

August 25, 2022 draft summary

**I. STATE FUNDS** $2,713,464 State Allocated Funds (SAF)

 State Allocated Funds (SAF) for Collection Budget = $2,713,464

 No inflationary increase allocated to FY 2023 Collection Budget

 Additional to SAF: UM Affiliate Libraries Cost Share of $177,594

 Additional to SAF: Foundation Funds & OTO Funds of $396,942

**II. ALLOCATIONS**

Continuing Resources $2,541,392 State Allocated Funds

(Databases & Ejournals

& Print Journals & (Plus $177,594 UM Affiliate Libraries Cost Share)

Ebook Subscriptions (Plus $308,942 Foundation Funds & OTO Funds)

& Standing Orders)

Monographs $ 20,000 State Allocated Funds

& Media (Plus $88,000 Foundation Funds)

Collection Utilities $135,072 State Allocated Funds

Postage & Handling $15,000 State Allocated Funds

Binding $2,000 State Allocated Funds

**University of Montana, Mansfield Library - Collection Budget Trends (Fall 2022)**

Library personnel, services, spaces, and collections are critical infrastructure for supporting faculty and student teaching, learning, research, and scholarship. Over the last ten years (FY13 to FY23) - the Mansfield Library total budget has been reduced by 33%, total numbers of personnel have been reduced by 47% (from 74 employees to 39; including cutting the number of faculty librarians in half), and the library collection budget has been reduced by 44% (from over $5 million in FY13 to $2.8 million in FY23 - see the table below).

The impact of these reductions include: a decrease in hours that the library building is open each semester; a decrease in hours that research assistance is available onsite and via chat; a reduction in information literacy instruction; and large cancellations of library resources (e.g. databases, e-journal packages, monographs, etc.).

In FY 2013 the state funds allocated for Mansfield Library Collections were over $5 million (before a rescission was received that year). In FY 2023, it was about $2.8 million (before a rescission was implemented) - **a reduction of 44%** over ten years (not counting the large loss of yearly inflationary increases which results in a much greater reduction of overall purchasing power). **The FY 2023 library collection budget is now almost identical to that from FY 2005** – eighteen years ago. The most recent large cancellation of library resources was implemented Jan 1, 2021 (reducing spending by almost half a million dollars by cancelling 9 e-journal packages and almost 4,100 individual journals), and comes at a time when online and remote instruction, is placing demands on the library for additional streaming media and e-books, as well as online journals and electronic databases.

 **Mansfield Library - Collection Budget Allocation Trends - FY 2005 to FY 2023**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  Allocation (Final) | Base Cut | Inflationary Increase | Rescissions | Net Increase/Decrease |
| FY 2005 |  $2,823,606 |  | 6% | $10,241 | + 6% |
| FY 2006 |  $3,102,270 |  | 9% |  | + 9% |
| FY 2007 |  $3,224,670 |  | 9% | $156,000 | + 4% |
| FY 2008 |  $3,450,396 | $156,000 | 7% |  | + 7% |
| FY 2009 |  $3,691,925 |  | 7% |  | + 7% |
| FY 2010 |  $3,985,088 |  | 8% |  | + 8% |
| FY 2011 |  $4,300,695 |  | 8% |  | + 8% |
| FY 2012 |  $4,641,551 |  | 8% |  | + 8% |
| FY 2013 |  $4,868,532 |  | 8% | $141,544 | + 5% |
| FY 2014 |  $4,549,680 | $360,000 | 0% | $277,000 | - 6.5% |
| FY 2015 |  $4,210,948 | $615,732 | 0% |  | - 7.4% |
| FY 2016 |  $4,171,948 |  | 0% | $39,000 | - 1% |
| FY 2017 |  $3,966,948 | $224,000 | 0% |  | - 5.3% |
| FY 2018 |  $3,366,948 | $600,000 | 0% |  | - 15% |
| FY 2019 |  $3,319,172 | $48,000 | 0% |  | - 1% |
| FY 2020 |  $3,319,172 |  | 0% |  |  0% |
| FY 2021 |  $2,836,536 | $482,636 | 0% |  | - 14% |
| FY 2022 |  $2,836,536 |  | 0% |  |  0% |
| FY 2023 |  $2,836,536 |  | 0% | $123,000 | - 4% |