



BUDGET YEAR 2021-2022

Department: Library
Library Archives

Date: April 8, 2021

Attendees: Mike McCoy, VP for Financial Affairs, Jonathan Craft, Asst. VP for Financial Affairs, Chris Latham, Staff Senate representative, Malcolm Cort, College of Arts & Sciences representative, Jennifer Wolfe, Library representative, Debra Vaughn, Faculty Senate representative, Wendy Cowan, College of Education representative, Steve Downs, Physical Plant representative, Mitchell Bazzel, Student Support Services representative, Molly Myhan, Academic Affairs representative, Tonyia Bowling, University Advancement representative, Chris Nelson, College of Business representative, Jennifer Williams, Assistant Librarian, Laken Smith, University Archivist, Jackie Smith, Interim Provost, and Barbara Ferguson, reporting

Jennifer Williams requested \$324,450 for the library operations budget, up from \$297,820 the previous year. She has factored in a 3% inflation increase for subscription costs. She also noted that \$60,000 is requested for books and this is especially important for the upcoming year due to six new academic programs being added.

Ms. Williams presented a personnel request for two new positions.

- Part-time Temporary Library Clerk – projected salary of \$14,820
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- These positions are being requested to help with the current staffing shortage. Over the last year, the number of staff has decreased from 11 down to 7 and student workers have decreased from 8 down to 2. These two positions are being requested for 19 hours per week each. The hope is that these 2 positions will be temporary until more students are back on campus and the number of student workers can be increased from the current number of two. These 2 positions do not represent totally new funded positions because current budget funds for student workers are not being utilized.

Laken Smith requested \$6,600 for the Library Archives budget, up from \$3925 the previous year. The majority of the increase is for an annual subscription service for preservation and storage of digital assets.

Ms. Smith presented the following critical needs for the Archives totaling \$7070:

- High Speed Photo and Document Scanner \$850
- Museum Cabinets \$5,400
- Lockers \$300
- UV Glass Film \$520