

To: Len Clark

From: Tom Kirk

Date: November 19, 2001

Re: Unit Plan

The Unit Staffing Plan for the library is in some sense quite simple –no change.

The library has arranged with you to have additional hours of time added to the library's salary lines in order to cover my time as Coordinator of Information Services, the absence of Nancy Taylor or Sara Penhale to lead Kenya, and/or other librarian involvement in activities outside the library (e.g., Neal teaching humanities or Japanese film). We have configured those extra hours as follows:

- (1) twenty to twenty-five hours of paraprofessional time (now part of Patty Hartmannsgruber's time) during the academic year to relieve Janet Wagner and/or Amy Bryant who is covering reference.
- (2) sufficient hours from Amy Bryant to work reference/instruction.
- (3) twenty hours a week year round for library secretary
- (4) additional hours for the Science Library circulation manager.
- (5) summer hours for special projects.

We have a further understanding that I will keep an accounting of those hours "earned" and that as long as the averages over several years balance the salary dollars we spend we continue the above configuration.

We will continue that pattern in 2002-2003. It is likely that Neal Baker will teach Japanese film in spring 2002-2003 and his earned hours will contribute to the pool of funds we have.

In addition we will continue to have Ellen Stanley working 11 1/2 hours a week in Friends Collection and Archives. Her salary will be paid by funds that Tom Hamm has in restricted accounts to cover his time and/or "earned" salary money when he teaches a Ford/Knight.

Therefore staffing will be as follows:

Neal Baker: full-time, year round; teach one course

Mary Bogue: full-time (40 hours per week during academic year); 37 ½ during summer on Cassel Project¹.

Amy Bryant: full-time year round (40 hours per week during academic year; 37 ½ during summer), with some hours on a "professional hourly rate."

Debbie Follis: full-time, year round (37 ½ hours per wk).

Patty Hartmannsgruber: 10 hours per week regularly funded, academic year only, plus 20-25 hours per week as replacement during the academic year; summer 2002: work on Cassel Collection supported by funding from Bethany and some time toward library

Tom Hamm: teach three courses next year if current history department plans are realized. He will teach humanities, American Historiography and a third course as yet not designated.

Tom Kirk: full-time, year round.

Christine Larson: full time, 11 ½ months.

Sara Penhale: full-time, 10 months (academic year).

Shirley Smith: full-time, year round (40 hours during academic year, 37 ½ in the summer).

Ellen Stanley: 11 ½ hours a week.

Nancy Taylor: one-half time, 10 months (academic year)

Janet Wagner: full-time, year round

Jeanette Wilson: one-half time, year round.

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- 1 The Cassel Project is a cataloging project funded by Bethany to prepare a collection of 6,500 rare volumes for access. The project includes getting catalog records into PALNI that is nearly completed, getting the volumes organized on the shelves, and providing some basic preservation treatment.