

**Advisory Group for Research Services and Scholarly Resources
(AGRSSR)
Minutes
September 10, 2008
Library West Conference Room, 429**

Members Present: Alicia Antone (for Sam Huang), Denise Bennett, Steve Carrico, Tom Caswell (for Ann Lindell) Robena Cornwell, Michele Crump, Peter McKay, Angela Mott, Marilyn Ochoa, Bobbie Parker, Patrick Reakes, Dan Reboussin, Judy Russell, Betsy Simpson, Christopher Vallandingham, Carl Van Ness, Ben Walker

Members Absent: Joe Aufmuth, HSCL Representative, John Ingram (Chair)

Guest: Cathy Martyniak

1. AGRSSR Charge

A Blog or Wiki was suggested as means for the group to communicate in between meetings and keep track of the issues this group will be looking at.

An AGRSSR web site will be created at <http://www.uflib.ufl.edu/committees/agrssr/> and the minutes will be posted on that site at http://www.uflib.ufl.edu/committees/agrssr/agenda_min_08.html

2. Federal Work Study

Some federal work study student employees have experienced difficulties receiving their funding. For example, a student is approved to receive funding for a specific semester and does not receive funding until the following semester or in some cases not at all. This adversely affects the OPS funds attempting to be saved. This appears to be a problem with the Student Financial Services in Criser Hall and not anything the library has control over. Judy will discuss this issue with Brian Keith and perhaps a second meeting with Brian and the affected departments may be necessary. Judy will also ask Library Council members to provide feedback about their respective department's experiences with federal work study student employees.

3. Summary of reallocation of resources

Peter McKay distributed the Library Materials Budget Allocations 2009 document (see text and table below).

The circle managers recommend individual selectors contact their faculty and explain the specific continuations cancellations and firm order budget reductions that are being made in their areas to compensate for anticipated inflation and absorbing other costs such as memberships in this year's budget. The group is preparing a master list of subscription cancellations but do not believe it is necessary to post it on the library web site. Circle managers and selectors have been very careful in allocating the cuts so that no vital resources are being cancelled. The following statement summarizes the changes being made and the reasons for them.

The Libraries are reallocating the materials budget this fiscal year in order to absorb \$700,000 in cost increases. This budget is used to acquire new books and pay for subscriptions including online journals and databases. There are four principal reasons for the reallocations:

1. Flat Budget: The total allocation this year is \$7,895,308.01 which is the same as last fiscal year.
2. Inflation: Library materials costs go up between 5% and 12% per year depending on format — a faster rate than the rise in the consumer price index. Circle managers estimate that the library's costs for print and electronic subscriptions will increase by \$400,000 this fiscal year.
3. Electronic Resources. This year circle managers anticipate spending \$4,804,000 on electronic journals, databases and books. Electronic resources now comprise 60% of the total budget.
4. Higher Expenses. In the past the Libraries have used discretionary carry forward funds to pay \$250,000/year for some of the expenses related to acquiring materials and memberships in library consortia. Since these funds are exhausted the costs must now be borne by the materials budget.

Projected Library Materials Budget Fiscal 08/09					
Format	07/08 Exp	% Total Exp	Inflation %	Amount	Proj Cost 08/09
Monographs	\$723,230.00	9.15%			\$723,230.00
Approvals	\$386,231.00	4.89%			\$386,231.00
Print Serials	\$2,028,620.00	25.66%	8.50%	\$172,432.70	\$2,201,052.70
Electronic Databases & Journals	\$4,488,433.00	56.77%	5.00%	\$224,421.65	\$4,712,854.65
Electronic Monographs	\$86,810.00	1.10%	5.00%	\$4,340.50	\$91,150.50
Other Expenses	\$193,103.00	2.44%			\$493,773.00
	\$7,906,427.00	100.00%		\$401,194.85	\$8,608,291.85
				Total	\$8,608,291.85
				Less 08/09 alloc	\$7,895,308.00
				Required Savings	\$701,864.85

Collection Managers in Architecture, Fine Arts and Music, Area Studies, Humanities, Reference, Documents, Social Sciences, Special Collections and the Sciences participated in the process of reviewing and deciding which budgets to reduce and subscriptions to cancel this fiscal year to do the least harm to the Library collections. Individual selectors are working with the faculty in each discipline to make sure essential titles are not cancelled.

A suggestion was made to add specific line items to the "Other Expenses" category to reflect the \$300,000 difference from 07/08 expense to the 08/09 Projected Cost in this category. The revised document will be provided to the selectors. Judy will also share the revised document with the academic deans.

Question: Is there enough funding of ILL with the shift to that service that may occur due to the cut of materials.

Answer: ILL will need to be monitored to determine the effects.

Comment: Could a general statement be publicized expressing the fact that the library subsidizes ILL? The majority of patrons do not realize that although they are

not charged for using ILL there is a cost associated with the service that is currently absorbed by the library.

Response: Judy will discuss this with Lori Driscoll.

Comment: There is a need to try to identify titles being requested through ILL by several patrons. Currently, there is not a mechanism to figure out how to do this.

4. Brittle Book Program policies

Cathy Martyniak distributed and reviewed [draft brittle book program policies](#) drafted by the [Brittle Book Taskforce](#).

She noted there are an estimated 400,000 brittle books in the collection.

She ask AGRSSR members to distribute the draft policy to their respective areas and bring feedback to October AGRSSR meeting.

It would be extremely desirable to assess the materials currently housed in ALF to determine which are brittle and decide if those materials can be restored before being transferred into the new storage facility. Although the resources do not currently exist to conduct such a large scale assessment some sampling may be able to be conducted.

5. Capital Campaign Initiatives

The library's formal Capital Campaign goal is \$20 million. Based on the University of Florida Foundation's calculations the library has reach 50% of this goal; however, this includes gifts-in-kinds that are not cash gifts. Judy Russell and Sam Huang would like to end the campaign with \$50 million in endowments (cash). The library currently has \$10 million in endowments.

Sam Huang and Alicia Antone need a complete list of possible donor opportunities. The list only needs to include descriptions; a dollar amount need not be assigned. When writing proposals for donor opportunities it is important to include information about the impact this will have on the libraries, patrons, etc. Proposals do not only have to be for materials to support current or new collections. Proposals for facilities and services are also welcome.

Alicia Antone distributed a brochure outlining the new Books of Honor Program. The program invites individuals to participate in the program by providing the libraries with the gift of new books in the subject area of their choosing. A bookplate will be place inside each new book and in the online catalog with the donor's name and the name of the special person in whose honor the book is being purchased. The gift will support a critical acquisitions need while paying a lasting tribute to a loved one, friend, professor, graduate, parent or colleague.

6. Possible standing agenda items

The budget was suggested as a standing agenda item.

The materials budget allocation method was discussed at the last AGRSSR meeting. Judy is seeking advice on how to begin looking at how allocations are made. Steve Carrico and Peter McKay agreed to begin looking at other university allocation methods.

7. TIPS Funding

Judy has contacted Provost Glover to discuss this funding and has not received a response. There is currently no indication that this allocation will become permanent.

8. Circle Managers

The Circle Managers Group will remain in place for now; however, representation for the branch libraries may change given the library reorganization.