

**Library Council  
Minutes  
October 25, 2007  
Library West Conference Room, 429**

**Members in Attendance:** Shelley Arlen, Pam Cenzer, Will Chaney, Bill Covey, Michele Crump, Jim Cusick, Lori Driscoll, Jason Fleming for Steve Carrico, LeiLani Freund, John Ingram, Brian Keith, Erich Kesse, Cathy Martyniak, Judy Russell, Jan Swanbeck

**Absent:** Steve Carrico, Peter McKay, Betsy Simpson

**1. Approval of July 26, 2007 and September 27, 2007 minutes - all**

The [July 26, 2007](#) and [September 27, 2007](#) minutes were approved.

**2. Professional Development Travel update – Pam Cenzer**

Pam Cenzer provided an update on the Professional Development allocation process. All 1<sup>st</sup> and 2<sup>nd</sup> travel requests were considered and should have received funding. If a travel request was submitted and is not reflecting in the spreadsheet distributed by Pam, Paul Losch should be contacted.

Travel Categories:

Nation travel participating:	funded at A1 (\$430) level – 76 requests
	funded at A1 (\$430) level + \$100 supplement when registration was over \$300 – 16 requests
Out of state conf attending:	funded at A2 \$300 level – 21 request
In state conf participating:	funded at B1 \$150 level – 8 request
In state conf attending:	funded at B2 \$100 level – 8 request
International travel:	funded at A1 (\$430) level w/ \$100 supplement – 4 request

The committee was given \$50,000 to allocate and allocated \$49,860 with the expectation some trips will be canceled either due to business or personal reasons. After ALA midwinter the committee will assess how much money remains for the remainder of the fiscal year and allocate that amount.

Pam noted the importance of notifying Paul Losch when travelers are not going to take the requested trip.

Travel request submitted for Official Business travel funding are being considered on a case by case basis by Judy and the respective directors.

**3. Capital Campaign update – Judy Russell**

In consultation with the Foundation, the George A. Smathers Libraries' Capital Campaign goal has been increased to \$20 million. Judy Russell would like to proceed with the campaign as if the libraries' goal is \$50 million and this sentiment has been iterated to the Library Leadership Board.

A fare number of proposals are currently in play.

The Senior Development Director posting has closed.

Carlos Alfonso, UF Board of Trustees and Frances Mayes, Author has agreed to co-chair the Libraries' Capital Campaign initiative.

A Library Speakers Bureau has been established. Several library faculty/staff have signed up to give presentations at fundraising events. This venue will be used to increase awareness of libraries projects, etc; however, more volunteers are being sought. Library Leadership Board members are also being solicited to speak and hold events in their respective areas.

Can donor opportunities be place on Library Departmental sites such as DLC, Special Collections, Preservations, etc? This is not always the best way to publicize donor opportunities. Lists of such opportunities should be given to Judy Russell and John Ingram. A template utilized in previous years for this purpose used to be available in the Microsoft Outlook Public Folders. It will be reevaluated and made available for use.

#### **4. Strategic Planning status update – Judy Russell**

Finding members for the task forces has taken longer than anticipated. As a result, the strategic planning process will begin in November and last approximately two-half months. Misty Swain will schedule a kick off meeting. **Update: Meeting scheduled for November 13, 2007 9a-11a, Smathers Room 1A.** John Ingram and Judy Russell visited another university earlier this week that utilized focus groups during their strategic planning process and thought that might be an option.

John Ingram spoke with Karen Hunter, Senior VP of Development at the Elsevier Advisory Board meeting. She invited him to speak about the strategic planning process at the ALA Midwinter Elsevier Digital Symposium.

#### **5. Budget update – Judy Russell**

Judy distributed and reviewed the George A. Smathers Libraries 2007-2008 Budget and the 2006-2007 Carry Forward Expenditures.

##### **Appropriate Funds (91.6% of overall budget):**

Started the 2007-2008 FY with a base budget of \$22, 702,200 and was asked to take a 4.26% reduction. The professional schools are going to be allowed to raise tuition. As a result, the library will receive \$500,000. The library will also receive \$16,498 to compensate for difference between Judy Russell's salary and the previous director's salary. After these increases the resulting adjusted budget is \$22,251,432 which is actually only a reduction of 1.986%.

##### **Other Income (6.5% of overall budget):**

Division of Sponsored Research (DSR) – estimated at \$1,050,000 with 16% allocated to the Health Science Center Library. Funds can only be used by acquisitions.

IFAS - estimated \$181,207 with 16% allocated to the Health Science Center Library. Funds can only be used by acquisitions.

Engineering - estimated \$176,986 with 16% allocated to the Health Science Center Library. Funds can only be used by acquisitions.

**UPDATE since mtg:** The IFAS and Engineering income is included in the \$1,050,000 DSR income; therefore, the total amount the George A. Smathers Libraries can anticipate receiving from DSR is \$882,000.

FCLA - estimated \$360,000. Funds can only be used for technology purchases.

Total Other Income: \$1,242,000

**Development Contribution (1.9% of overall budget):**

Current Endowment Value at end of Sept 30, 2007 \$10,785,000

Annual Endowment Income \$ ~~400,000~~ (estimated)

**UPDATE since mtg:** \$ 430,000 (estimated)

Average Gift Income \$ 60,000 (estimated)

Spendable Income:

~~\$24,282,614~~-(appropriate funds + Other Income + Development Contribution)

\$23,983,432 (**UPDATE since mtg**)

**Non-Recurring Funds:**

Spendable Endowment Income as of Sept 30, 2007

Books & Materials \$400,965

Departmental \$ 64,210

General\* \$302,241

Balance \$767,416 (Judy would like begin spending this money)

\*Used for development expenses, i.e. printing, mailing, events, etc.

Carry Forward Funds

2006-2007 \$1,408,619.42\*\*

Already Obligated \$ (844,703)\*\*\*

Balance from Prior Year \$ 920,384.03

Balance \$1,484,300.45

\*\*Resulted mostly from salary savings.

\*\*\*In early October UF Administration asked departments to expend as much carryforward money as possible on a very rapid basis. The Library Directors consulted their respective departments about how to expend these funds. See [expenditures list](#). It is unlikely the library will end this year with the amount of carryforward money it has had in the past due to the base budget reduction and market equity increases.

**Total Non-Recurring Funds** \$2,251,716.45

As the budget process moves forward Judy would like Division Directors and Department Chairs to work on their respective departmental budgets making sure the process

is inclusive and clear to the faculty and staff members in their respective departments.

## **6. Staff Market Equity update – Brian Keith**

Effective November 1, 2007, each eligible faculty (including Postdoctoral Associates), TEAMS, and USPS employee who was hired on or before July 1, 2007, and has been continuously employed by the university through and including November 1, 2007, shall receive a non-recurring, one-time lump sum payment of \$1,000. The actual payment will be in the November 9, 2007 paycheck. These payments are subject to applicable taxes. Each eligible part-time employee shall receive a lump sum payment prorated based on the full-time equivalency of his or her position as of November 1, 2007.

The second phase of the staff market equity increase should be reflected in the November 23 payroll. 120 staff members were subject to the second phase increase, representing approximately 80% of the staff employee population. The annualized cost of the second phase is approximately \$400,000 (including fringe). Individuals at or beyond market prior to the first phase increase did not receive that increase and will not receive the second phase. This increases the hiring base and maximum pay for Assistant and Associates. Therefore, new hires will be based on market equity amounts. Every employee receiving the second phase increase will receive a memo to this effect and a copy of that memo will reside in the employee human resources file. It is important to emphasize this increase was not anticipated until January and it is actually being distributed a couple months in advance. It is also being timed so individuals that utilize the cash out opportunity at the end of the year will receive the cash out at the increased rate.

## **7. Minimum Wage Increase – Brian Keith**

The current minimum wage is \$6.67 as of January 1, 2008 it will be \$6.79; representing a 1.799% increase. Library Council members vote unanimously to apply the increase across the OPS hiring matrix. This will represent an increase in the OPS budget by \$7500 this fiscal year and \$15,000 next fiscal year.

## **8. LibQual+ Survey – Lori Driscoll**

This year's survey will not be conducted using the sampling method. Instead the faculty, staff and students at main campus, IFAS/REC and Law, excluding those who are affiliated with the six colleges of the Health Science Center and library employees, will be asked to participate.

On October 26th, eligible participants received a pre-survey email message advising them that they will soon receive our web-based Library Survey. On October 30th, an email will be sent to them with an imbedded URL with the actual survey which they will be asked to complete. On November 6th, a reminder notice will be sent to encourage respondents to complete the survey. On November 12th, the survey will close

Five new questions were added by the library to the 22 standard survey questions. Many of those surround collections, such as, media. The questions also relate to interdisciplinary needs being met and library instruction.

A suggestion was made to send an email to library faculty/staff to explain why they are not being surveyed this year. A suggestion was also made to issue intermittent reports about percentage of response, etc.

## **9. Shared Remote Storage Facility – Judy Russell**

The shared remote high density storage facility proposal was approved by the UF Board of Trustees and the Board of Governors for construction 2010-2011 with occupancy 2011-2012. It received approval for full funding; however, it is based on current cost so more funding will need to be requested to account for the inflation. Once built, we would expect to move (by size) all materials currently in ALF into the new facility, and then FSU would move their materials and then the other SUL institutions. Two years of funding for moving in. and money to renovate half of ALF to house Preservations and the Digital Library Center was included in the folder. Construction projects do not affect operating budget. What will happen to the operating budget beyond the initial two years of requested funding will have to be decided by the CSUL. Judy has asked other CSUL Director's to seek naming opportunities (approx. \$6 million) for the facility. UFF will help assist in identifying potential donors. A \$6 million endowment with a state match would help significantly offset operating costs. The CSUL agreed to create a committee to assess shared governance of the facility; selection criteria policies, procedures, logistics, etc. as soon as the proposal was approved by the Board of Governors.

Per Judy Russell per Ed Poppell, VP for Administrative Affairs is looking into expanding bus service to the ALF area by 2011 when the space would be occupied.

#### **10. Extended hours for pre-exam & exam weeks – Shelley Arlen**

Student Body President Ryan Moseley asked Judy to extend the extended hours during pre-exams and finals. As a result, tentatively Library West will be open until 4am beginning the week prior to finals and ending on Thursday, December 13. The library will also be opening earlier on the weekends which is normal during this time of the semester.

24/7 access was not requested. According to student government study space is the only need; however, this does mean use of the desk for study rooms access, etc. Student Government will help to widely publicize the extended hours and is also requesting SNAP to extend their service hours.

The costs of this will be based on who volunteers to work. It may be possible to have some of the cost funded by Student Government. Before overtime is offered to professional staff Library Human Resources would need to check with UF Classification & Compensation.

Detailed statistics will be maintained via gate counts, surveys, head counts, etc to determine if the extended hours will be repeated in following semesters.

Starbucks will remain open the same hours as Library West.

Security guards will be on duty during the extended hours.

Will Chaney noted Systems will have to determine how to update the public machines as a five hours window is needed.

#### **11. Other**

##### Systems

The issue of copyrighted music files being stored on library servers was discussed and it was decided that copyrighted materials are not allowed to be stored on library servers unless they are legitimately work related. Each division director who's employees had MP3 files stored on the server was given a list of the files that identified the users folder where they were stored and was asked to advise their staff to remove the files by close of business Monday, October 29.

### Brittle Book Task Force

Michele Crump charged a [Brittle Book Task Force](#) (Cathy Martyniak (Chair), Matthew Loving, Seth Jerchow, Nancy Poehlmann, and Laurie Taylor) to review the current brittle book program workflow and make recommendations for optimum processing. The taskforce has met three times and is still assess the workflow. It is working on brittle books back log consisting of 2600 volumes.