

**Library Council
Minutes
September 27, 2007
Library West Conference Room, 429**

Members in Attendance: Steve Carrico, Pam Cenzer, Will Chaney, Bill Covey, Michele Crump, Lori Driscoll, LeiLani Freund, John Ingram, Brian Keith, Erich Kesse, Brian Keith, Peter McKay, Cathy Martyniak, Judy Russell, Betsy Simpson, Jan Swanbeck, Carol Turner

Absent: Shelley Arlen, Jim Cusick

Guest: Tara Cataldo, Paul Losch

1. Approval of July 26, 2007 minutes - all

Approval of the July 26, 2007 minutes tabled until September 27, 2007 meeting.

2. Capital Campaign

In consultation with the Foundation, the George A. Smathers Libraries' capital campaign goal has been increased to \$20 million. This includes the \$9 million Bill Brother's gift-in-kind film collection. Therefore, from the UFF's perspective the libraries goal has increased by \$11 million. Judy Russell would like to proceed with the campaign as if the libraries' goal is \$50 million. Carlos Alfonso, UF Board of Trustees and Frances Mayes, Author has agreed to co-chair the Libraries' Capital Campaign initiative.

The library will be hiring a Senior Development Officer. Library Human Resources is continuing to work on completing the search process. Samuel Huang has expressed strong interest in the position.

The Foundation requested major (high level) objectives be identified and an estimated dollar value be assigned to each goal. The actual gifts may be allocated differently based on donor interests. These goals will appear in information about the campaign that is released by the Foundation.

The high level summary of our objectives is provided below:

\$10 million: Increase endowments for acquisition of and access to collections that support university educational and research programs

\$3 million: Increase endowments for the digitization and preservation of collections to ensure wide-spread access and future availability

\$2 million: Increase direct support for acquisition and integration of significant new collections

\$3 million: Increase endowments for library programs and services,

including named faculty positions

\$2 million: Obtain support for renovating and updating library facilities

Recent fundraising activities

Are there opportunities to solicit corporate donors? Yes, Judy noted Lane Jimison has been instrumental in drafting a \$1 million proposal to Patterson/Pope (formerly United Business Systems) to name Library West 3rd Floor Info Commons Area.

Cathy Benson Haskins (widow of Jim Haskins) has given the library a \$25,000 challenge grant for Haskins Collection African American Studies. He was a prolific writer for children/young adults for African American heritage. John Ingram hopes the library will be able to work with Ms. Haskins to gain access to his publishing houses as well as to some of the prominent individuals about whom he wrote.

A proposal being drafted is to obtain funding to process the Chesterfield Smith papers. He was a civil rights attorney among other things.

2A. Engineering Collection Analysis and Fundraising

Judy Russell described a report that was prepared for Dr. Parmod Khargonekar, Dean of Engineering based on the core materials purchased by institutions he considers to be peers in the engineering field. The report showed that when a composite was taken of those four institutions, looking at the core materials purchased by all four institutions and that the UF Library did not purchase the UF Library is only purchasing approximately 60% of what those institution are purchasing. Dean Khargonekar, said that if the library could document a competitive disadvantage he would be willing to approach his donors, alums, and companies that hire his students and make a credible case to them about why they should help him fund raise for the libraries for engineering information. Judy believes this could be a break through for the libraries in terms of getting colleges to work with the libraries to help raise funds for resources for their respective fields. Judy noted the MSL staff did a great job compiling the report.

Valrie Davis is working on a similar analysis for the Department of Agriculture.

The College of Education has also shown interest in having such a report.

John Kraft, Dean of Warrington College of Business has provided Peter McKay with a list of the institutions he considers the WCB's peers. Peter noted the WCB currently contributes \$80,000 to the libraries.

Betsy Simpson questioned if the cost of processing the materials into the collection is being included in the peer institutions analysis being conducted. These costs are not currently being considered but it was agreed they need to be.

Judy was visited by a vendor last week that mention naming databases. It was noted UF has restrictions about placing commercial agencies branding on UF web pages.

3. Strategic Planning

The process is developing slower than initially anticipated. Task forces are forming and have begun to receive membership recommendations. The Infrastructure Council suggested the library distribute a general call for participants via email. Access Services suggested the library contact the General Education Council and the Curriculum Committee for possible participants.

4. Budget/Hiring Freeze Status

In July the library was provided with an amount required to be returned based on a 4.26% callback. By October 5th the library will need to submit a budget reflecting the reduction (\$967,266). The 4.26% call back is still not firm as the legislature has not met to confirm. Therefore, this amount could go increase or decrease.

In order to prepare, following categories are being considered when drafting the budget: materials, salaries & benefits and other operating expenses. Using the 4.26% reduction the amounts for each are as follows:

Materials - \$8.5 million (\$8.3 expended last year)
Salaries - \$13.2 million (\$12.6 expended last year)
Other Expenses - \$8.5 million (\$8.3 expended last year)

Once the budget is sent forward we will have a preliminary budget and will be able to resume hiring as long as the positions are within the budget.

The \$967,266 that has to be returned must come out of recurring funds and can not be comprised of any carryforward money. This means next year's budget will be reduced by the \$967,266.

Brian Keith related what was discussed at the Faculty Assembly Meeting in reference to the Faculty Senate Survey of Budget Processes and Resource Allocation Review Activities. Judy Russell & Jan Swanbeck's sense is that what is desired is a transparent budget process and not that the Faculty Assembly members feel they need to be present and contribute to the process. Jim Cusick shared that he once chaired the UF Budget Council and that Naomi Young was on the council for three years and perhaps they could help determine how to make the libraries budget process more transparent.

4A. Staff Market Equity Updated

Approximately, \$800,000 will impact the budget this fiscal year as a result of the market equity increases. The intent is to move forward with the dissemination of the second half; however, it is important to note the budget has not been finalized and moving forward is contingent upon budget.

5. OPS Budgets and Student Assistant Recruiting

The federal minimum wage is due to increase and will impact the OPS budget.

The best way to help stretch OPS budgets is to hire federal work study students. Federal work study student employees cost the library \$500 per semester. OPS Student employees cost \$2157 per semester. Hiring federal work study students is encouraged but not required.

Individuals will not be hired without evidence of a valid social security number.

6. CSUL Directors Meeting

Due to time constraints this topic was tabled.

7. Shared Remote Storage Facility

The proposal is being presented to the Board of Governors today. Hopefully by sometime next week Judy will know if the proposal has been acted on. At the last CSUL Committee meeting there was discussion about the need to form a committee based on the expectation the proposal will be approved realizing there should be advanced planning on governance and other issues. The CSUL Committee members recognized that the committee would not be called together until after the Board of Directors acted on the proposal. If it is approved then a call will be made to form a committee representative of all the CSUL libraries to begin looking a governance issues recognizing the proposal could still fail in the appropriations process.

8. Contact with Press

Library staff members are not constrained when speaking to the press; however, they are encouraged to contact Barbara Hood if they are asked to be interviewed. She can be helpful in providing facts, figures, photos, etc. It is also a good idea to notify Judy Russell, John Ingram and the appropriate division director.

9. Travel Request Procedures

The Professional Development Travel budget for 2006-2007 was \$70,000 and under \$50,000 was expended. A significant number of trips were authorized and not taken which may be attributed to having to anticipate travel plans very early in fiscal year. The Professional Travel budget allotment for 2007-2008 is \$50,000.

Paul Losch reviewed the draft 2007-2008 Travel Authorization Request Form. The main change from last year is now no more than three trips can be requested and only the first two will be considered before February 1st. By that point ALA mid-winter will have occurred and the travel committee can evaluate who attended/did not attend and how much money is left.

Untenured librarians will be subsidized in their first two years; however, it was noted the committee has no way to know how many request will be submitted and the library has many more untenured librarians than in the past. For this fiscal year the requests must be returned to the Professional Development Travel Committee by October 15th.

The form was approved contingent upon the following changes:

Include the line, "Describe the benefit to your professional development by your participation."

Include the line, "By the time this trip takes place will you have already submitted your mid-career packet?"

Include the line, "By the time this trip takes place will you have submitted your T&P packet?"

10. Employee Recognition Committee Update

The Employee Recognition Committee recommends years of service pins and certificates be distributed to department chairs by Trudi DiTrollo as they arrive. Each department will then be responsible for distributing the pins/certificates in public forum respective to their department, such as a department/unit meeting, etc. This recommendation was approved by Library Council.