Library Council
Minutes
July 24, 2003
Library West Conference Room

Members in Attendance: Dale Canelas, Bill Covey, Carol Drum, Martha Hruska, Erich Kesse, John Ingram, Cathy Mook, Colleen Seale, Robert Shaddy, Steve Shorb, Phek Su, Jan Swanbeck, and Carol Turner

1. Approve Minutes

- The minutes for the May 2003 Library Council meeting were approved.

2. Budget update – John Ingram and Steve Shorb

- The overall library budget for 2003-2004, exclusive of personnel costs, is $8.1 million. This is only $122,165 larger than 2002-2003’s budget. All departments are starting with the same allocation as last year.
- The book budget allocation is only $6.57 million initially because carry forward money cannot be accessed until the fall. Therefore, in order to open blanket purchase orders and set up accounts for repetitive expenses more money was allocated to the operating budget at the expense of the book budget on a temporary basis. Another $770,000 in carry forward DSR funds will be added to the book budget. However, until there are additional funds added to the book budget it is approximately $250,000 less than what was spent last year. Contracts have been signed with Kluwer and Elsevier. Elsevier guarantees a cap of a 5% increase. The libraries do about $1.4 million dollars worth of business in print with Elsevier, 10% of that (normal increase for managing periodicals) would be $140,000 but the most it will be with the cap is $70,000. This leaves $70,000 to be redistributed. If the same amount or approximately same amount that was added to the book budget last year is added this year the libraries should be ok. Kluwer also has a cap and other major players will have caps or the libraries will not have contracts with them.
- The $1 million dollars from the Provost Office for construction at the storage facility is not reflected in the $8.1 million.
- OPS allocations for departments should be the same as last year. There may be small changes because of possible projects that may need funding.

3. LibQUAL+ results – Lori Driscoll

- The LibQUAL+ 2003 results have been posted at http://web.uflib.ufl.edu/admin/toolbox/STP0304/2003LQR.pdf
- LibQUAL+ Summary for UF 2003:
The survey was completed by 308 institutions; approximately 130,000 users.

UF did a random sampling of 1500 undergrads, 1000 graduates, and 500 faculty members.

- Of that sample, 272 surveys were completed and 251 were analyzed. Out of the 251 analyzed, 111 were undergraduates, 95 graduates, 44 faculty members, and one other staff. Of the 251 analyzed, we received 128 comments.
- Proportionally more faculty and graduate students completed the survey than undergraduates.
- There were a disproportionately high number of engineering/computer science respondents for population.
- There were a disproportionately low number of business respondents for population.

LibQUAL+ Participants’ Meeting at ALA:

- Service dimensions are collapsing from four to three; Access to Information and Personal Control will be merged next year into Information Control. The 2004 survey questions will reflect this change, as the number of questions will be reduced from 25 to 22.
- The questions concerning “Convenient business hours’ will be dropped. Institutions have not found it to be useful because everyone states that they want libraries to be open 24/7. No matter how long libraries are open, users want them to be open longer.
- Library as Place appears to be less important overall while Information Control is the most important dimension.
- Satisfaction ratings are highly dependent upon ratings related to Service Affect. This reflects how users believe the library treats them.
- Outcomes are highly dependent upon Information Control. This reflects how well users believe the library helps them in their studies or work.

SPIT will follow-up on faculty perception of access to electronic and print materials.

An all staff presentation will be given once the norm tables are received from ARL and can be reviewed.

4. Report on moves – Steve Shorb

Documents/MSL –

- Documents staff will move to MSL on October 1\textsuperscript{st}-6\textsuperscript{th}, 2003 and collections will move beginning October 6\textsuperscript{th}.
- Voice over IP options are being considered to replace the phone system in MSL. Small improvements will be made to the MSL staff lounge and carpet will be replaced on the 1\textsuperscript{st} floor in MSL.
• Walk up ports that were located in Room 100 Library East will be moved to the 2nd floor in MSL.

**Storage**

• Reese Dill has been hired, as a consultant to determine the type of insulation, air conditioning, and shelving that will be required at the storage unit. Current assessments indicate that it will cost $1 million to renovate the building, with $300,000 of that going for shelving.
• Jeff Bair, with UF Physical Plant has hired a consultant that should provide a report by August 15th about costs associated with a sprinkler system, air conditioning, floor support, vapor barriers, etc for the storage location.

5. **Update on West addition – Dale Canelas, Steve Shorb, John Ingram, Carol Turner**

• Library [Phasing Options](#) were reviewed.
• Biltmore Construction, Inc. [timeline](#) for options.
• It was suggested to turn MSL Room 107 into a training room as Library West Room 148 will no longer be available. This is a project that will need to be completed this Fall.

6. **LW Re-class – Lori Driscoll**

• Shelley Arlen, Lori Driscoll, and Lawan Orser have been discussing the re-class of Library West materials to LC. They see the division of labor as follows: Collection Management – identifying materials, Resource Services – changing records, and Access Services – re-shelving.
• Three projects have been planned for this summer.
  ° **Project 1 –**
    • Now thru September 2nd Collection Management is working on the 900’s in Paged. They will first be identifying materials that need to be withdrawn. Next they will identify 900’s and Special Area Studies materials that need to be re-classed. Then items that are going to storage or re-classed will be identified in the shared database. Lawan Orser will then run a conversion program to provide final count of materials and to flip call numbers for the re-classes when these are to be moved.
  ° **Project 2 –**
    • Reviewing Library West Dewey periodicals. The items going to storage will not be re-classed. The other items will be re-classed.
  ° **Project 3 –**
    • Work will be done at LAD to identify duplicate materials that could be withdrawn.
• Lori Driscoll asked Library Council members to stress to their staff that LAD is full and that there is no room to add any more materials there.

7. **Student Assistant Pay Rate Review – Steve Shorb**

• Steve Shorb distributed a draft policy for [Student Assistant Pay Rates](http://web.uflib.ufl.edu/pers/develop/SalaryA.html).
• Section three, level three, first bullet was changed to read “Staff circulation, microform, or other service desk during regular business hours, or on nights and weekends with supervision.”
• Section 4, number 5 will be removed.
• Revised version will be posted in the Library Policy & Procedure manual, [http://web.uflib.ufl.edu/pers/develop/SalaryA.html](http://web.uflib.ufl.edu/pers/develop/SalaryA.html)

8. **Other**

• Docutek E-Reserves was implemented yesterday, July 23, 2003. A group is meeting today to work on training and to put together a pilot project in the next couple of weeks. Information will be given to Public Services staff about training.
• Holiday closing. All non-essential units of the University will be closed between December 26th and 31st. As a result, the library will be closed. Faculty and TEAMS employees will get those days off without using leave time. USPS employees will have to take off and will be required to use their leave time.