Library Council
Minutes
October 23, 2008
Library West Conference Room, 429
9:00a-11a

Members Present: Shelley Arlen, Rich Bennett, Steve Carrico, Tara Cataldo, Will Chaney, Bill Covey, Michele Crump, Lori Driscoll, Sam Huang, Brian Keith, Cathy Martyniak, Patrick Reakes, Rob Roberts, Judy Russell (Chair), Betsy Simpson, Jan Swanbeck, Ben Walker

Members Absent: John Ingram

1. Approval of August & September Minutes

Minutes will be distributed via email. Changes will be made based on feedback and then the minutes will be posted.

2. Development Report – Sam Huang

- Bess de Farber, Grants Manager has been on board since October 6, 2008. Individuals should feel free to contact her for grants related matters.
- From July 1, 2008 to October 20, 2008 the Library Development Office has raised approx. $74,000.
- Judy Russell and Sam Huang have been working on the Friends of the Libraries Group by Laws. The By Laws will be distributed when finalized. Three donors have been recruited for the Dean’s Circle category ($1000 & above giving level) and two have been recruited for the Librarians Friend category ($500 giving level).
- The University of Florida Alumni Association and the library has purchased two databases (Academic Index & Business Complete) that Friends of the Library members and Alumni Association members will be able to access free of charge. Sam Huang and Lori Driscoll have been working on a process to provide access. If patrons want access and are in the library or call from outside the library they should be referred to Sam Huang in Library Administration for an application form. If Sam is not available then the patron should be referred to Gail Crawford in Library Administration. If the patron is an Alumni Association member he/she must be able to produce their membership card.
- The Library Development Office has been working with library faculty to create new and build current endowments. A Virtual Business Library Endowment Brochure is being drafted. A Madelyn M. Lockhart Library Endowment Fund in African Studies Brochure and an Alfred Browning Parker Architecture Archives Endowment Brochure has been created. Additional brochures in other subject areas are also being created.
- Sam Huang met with Paul Robell to ask him to create a $30,000 endowment that individuals can contribute to in honor of his retirement in four years. Mr. Robell has not yet provided Sam with a response.
- Sam Huang met with Billy Donovan and asked him to create a $150,000 endowment. Mr. Donovan has not yet provided Sam with a response; however, Sam is planning to follow-up with him in two weeks.
- A Library Leadership Board meeting is scheduled for this afternoon.
- A suggestion was made to create new book plate designs based on the subject area of the new endowments created. This idea was well received.
- A suggestion was made to place Sam Huang and Alicia Antone’s business cards at the public service desks to assist faculty/staff in making referrals to the Library Development Office.
- When patrons want to donate books they should be referred to Steve Carrico and/or David Allerton.
3. **Budget Report – Judy Russell**

Judy Russell distributed and reviewed the draft 2008-2009 Budget, Year-to-Date, as of September 30, 2008 and the Summary of Expenses YTD by Major Expenditure Category and Fund Source available at [http://www.uflib.ufl.edu/committees/libcouncil/agenda2008/0809_YTD_draft_bud_093008.pdf](http://www.uflib.ufl.edu/committees/libcouncil/agenda2008/0809_YTD_draft_bud_093008.pdf).

The following points were made:

- **Under Development Contributions** the value of the library endowments as of July 1, 2008 was $10,844,000 and is now $9,880,000 due to the problems in the stock market. This will have an affect on how much income is generated out of the endowments this fiscal year.
- **When the document is finalized it will be distributed.**
- **Judy Russell provided the below information to Provost Glover about the Library Materials Budget Allocation 2009.** She noted the library is eliminating approximately $700,000 in purchases to accommodate inflation and cover the cost the previous library director funded with carry forward funds that are not longer available. She also noted this statement does include the $850,000 that the libraries receive from DSR; however, it does not include the $500,000 in TIPS (Tuition Increase from Professional Schools) funds, which the library has held aside pending the Provost’s funding allocation decision. To date she has not received a response.

> "Our recommendation is to have 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. We are 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 we are making 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. We estimate that our costs for print and electronic subscriptions will increase by $400,000 this fiscal year.

3. **Electronic Resources**: This year we 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 our memberships in library consortia. Since these funds are exhausted the costs must now be borne by the materials budget.
<table>
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<th>Format</th>
<th>07/08 Exp</th>
<th>% Total Exp</th>
<th>Inflation %</th>
<th>Amount</th>
<th>Proj Cost 08/09</th>
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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.”

- Ongoing conversations are being held as part of the reexamination of the overall financial systems for the University and the plan to migrate to something called Resource Centered Management (RCM). It is a system where the revenue generating parts of the University pays for services from the non revenue generating parts of the University. Looking at how the library is funded in that model and how it can be funded in a way that isn’t just taking a flat budget and allocating it out but actually allows for the library budget to grow as other areas of the university expand in terms of their revenue.
- Judy is meeting with Student Government next week to discuss the student technology fee and possible funding for the library.
- The next fiscal year is expected to be unfavorable. Judy will certainly push for the libraries to be held harmless once again; however, she is not confident that will be the case.

4. **HR Report – Brian Keith**

**Budget**

- As of January 1, 2009, The State of Florida minimum wage will increase from $6.79 to $7.21 representing a 6.2% increase. If you look at a whole fiscal year this would represent an approx. $25,000 increase. Based on projections (available on Fiscal Services webpage) all departments are projecting to have revenue left based on their spend rates.
- On July 24, 2009 the Federal minimum wage will increase to $7.25. This will affect the 2009–2010 budget.
- Sam Huang was able find a donor to sponsor a $500 per semester scholarship for student employees. Library Human Resources has been working with UF Student
Financial Affairs to implement the scholarship. Criteria are being developed and more details will be available in the near future.

**Hiring**
- Program Assistant in Admin – Lela Lynch began employment last week.
- Grants Coordinator (funded by Provost for two years) – Bess de Farber began employment on October 6, 2008
- Science & Technology Librarian – offered to Margeaux Johnson. She accepted and will begin employment in January 2009.

**Searches**
- Associate Dean for Technology & Support Services – interviews scheduled for Nov. 17 & 18 and 20 & 21, 2008.

**Exit**
Carrie Newsom – last official day will be January 22, 2009

**Merit Increases**
Yesterday the official notice was received to put forth merit increases for in-unit faculty. The increases will be retroactively effective to September 19, 2008 and should appear in the November 21, 2008 paycheck. Judy Russell sent an email to the LFA Officers alerting them the library would move forward with awarding merit increases based on being in conformance with UFF rules.

**Recruitment Policies**
Brian Keith sent Vernon Kisling the revised UFF faculty recruitment policy. The new policy states the department chair will conduct a departmental faculty vote. This vote will be taken into consideration by the search committee. It also states no less than ¾ of the search committee members will be faculty members from the respective department. Both relate back to the importance of the Library Faculty Assembly Tenure Home Committee and the definition of what a library department is.

**Faculty Evaluation Process**
Brian Keith sent Vernon Kisling the revised UFF faculty evaluation process. The new process requires faculty members to submit their materials no later than March 15th. This will be effective as of July 1, 2008.

5. **Facilities Report – Bill Covey**

**Marston Science Library**
The Marston Science Library renovation dig site continues to change. UF Physical Plant Division hopes to complete the project by the end of this term; however, there are not any guarantees.

**Library East**
The library has been working with UF Physical Plant Division to determine what various projects might cost in order to plan how to use the left over funds from the Library West building project. A mechanical engineer assessed what it would take to revamp the electric and air conditioning in East. Bill Covey is hoping to get estimates by Thanksgiving on the cost of a phased plan on how to fix Library East.
The escalator experienced problems for a couple of days. The problem is fixed for now. There have been service and technical staffing changes that should equate to better service.

A timeline (possibly fall 2008/spring 2009) for a major plumbing project is being assessed.

6. **Xerox Contract – Bill Covey**

UF Purchasing has come up with some possible solutions using two companies already on bid, neither of which is Xerox. Both solutions are based around GatorLink. Currently looking at how copy cards could be issued after normal business hours. Color copiers can be made available if need be and are cost effective. Once the process/planning is farther along, information will be distributed for feedback.

7. **OLE (Duke Project) – Michele Crump**

The Open Library Environment (OLE) Project was started by Duke University after applying for/receiving a Mellon Grant. Michele Crump and Bill Covey are serving as advisory participants. The group is attempting to build an ILS with open source. The vision, principles and scope statement have been drafted. Michele will distribute a link to this information. The project is envisioning a flexible, adaptable and community developed software for managing libraries. It is suppose to improve the ILS. Participants have been asked to reach out to their respective constituents and beyond. Bill has already reached out to CSUL. After Bill returns from an OLE Workshop in November on how to do business process modeling he and Michele are suppose to develop a two day workshop. UF’s role should be completed by June 2009.

8. **AGRSSR – Judy Russell**

Virtual Bookplate
Betsy Simpson gave a presentation on virtual bookplates at the last AGRSSR meeting. Betsy will email information to Library Council. It was noted that it is possible to retrospectively add a book plate.

Brittle Books
Cathy Martyniak reviewed the draft brittle book program policies drafted by the Brittle Book Taskforce. Cathy presented the document at AGRSSR and a Selector’s Meeting for feedback. A second reminder to provide feedback was given to AGRSSR. She received very little feedback from either group. The policies are being provided to Library Council for review and approval. A suggestion was made to send the document to Library Council and the Selector’s List via email noting it is being reviewed by Library Council and action will be taken on the policy at the next Library Council.

9. **Branch Managers Meeting – Judy Russell**

Distance Learning
Janie Fouke started a Provost’s initiative that funded approximately 16 classes which were intended to be representative, state of art, models for use in distance learning. The initiative was particularly focused on classes that tend to have fairly large participation and inadequate seating. This information was presented at a deans meeting and Judy immediately contacted the individuals that were managing it and ask that the library be an active participate in the process. The committee agreed to allow library representation on the task force overseeing the process. Marilyn Ochoa has been assigned as the Smathers Libraries representative. Last week Judy received a list of the courses that are still under development plus one course being offered this semester. Judy distributed the list to the
branch managers so they could identify subject specialists who could serve as a liaison on a course by course basis. The idea is to embed library resources in the course platform as much as possible.

A suggestion was made that perhaps the subject specialist liaisons can form a collaborative workgroup. Patrick Reakes will talk with Marilyn Ochoa about the possibility of such a workgroup.

**Extended Hours**

There will be a meeting with Student Government Representatives next week. They have expressed an interest in continuing extended hours during the final exam period. They have also expressed an interest in extending the library’s general hours of operation. Information has been gathered to demonstrate the staffing and financial impact (minimum of $300,000 in Library West) of keeping the library open 24/5. Some students have expressed an interest in creating a library fee to pay for the additional hours. This topic will be brought up at next week’s meeting. Student Government already expressed a desire to conduct a survey about library hours and will most likely include a question(s) about 24/5 service.

Several months ago, Judy talked with Provost Glover about the possibility of instituting a library fee. He noted it would be easier to institute such a fee if all the CSUL institutions charged the fee or if at least the three largest institutions would do so. Judy put out feelers to the other CSUL institutions but has not received much positive feedback.

Judy solicited feedback from Library Council members.

**Question:** Does Student Government represent the Health Sciences undergraduates?

**Answer:** Judy is not sure. She did note the Health Sciences Center Library does have a 24/5 study room called the Blue Room.

10. **Status of relationship with Hal Espo; identification of digitization initiatives – Judy Russell**

Judy Russell has provided Hal Espo, President of Contextual Connections, LLC with a summary of Smathers Libraries’ capabilities and he is currently shopping it to vendors. There are a few vendors for whom he is aware have immediate projects that tie to some of what Smathers has to offer. The next step would be contact with specific vendors; however, that is probably going to be slow coming due to the downturn in the economy. Mr. Espo is paid a percentage based on results versus being paid money upfront.

Judy noted this process has to be balanced with internal library initiatives. Judy Russell and Bill Covey have spoken about Digital Library Center projects. An extensive list of projects that the Digital Library Center has identified as being in some state of process or in a queue has been developed. The list will be distributed along with a template and run primarily through AGRSSR and the Selectors. Each group will be asked to review the area relevant to the areas they are managing and identify priorities within those projects or other projects not noted. The completed templates (noting priorities) will be provided to the Digital Library Center to help establish a resource allocation model.

11. **Blogs at UF Libraries - all**

A blog has been created for AGRSSR (see [http://agrssr.blogspot.com/](http://agrssr.blogspot.com/))

12. **Effective Communication**
Nothing was noted on this topic.

13. **Other**

**Library Committee Structure**
- A review of the library’s committee structure is still ongoing.
- The Library News Editorial Board has been consolidated into the Public Relations and Marketing Committee.
- A webpage for the Emerging Technologies Group is being drafted. This group is/will be working on a new web page design.

**Superior Accomplishment Awards**
Ben Walker reminded individuals to submit nominations for the Superior Accomplishment Awards.

**Year of Service Pins**
Are the years of service pins only given to staff or do faculty members also receive them? The University does not distribute years of service pins to Faculty.

**Voting**
The University does not give time off for voting.