

Library Directors Leadership Team Meeting

September 23, 2013

235 Olin Library

Minutes

(Present: Anne Kenney, Mary Ochs, **Steve Rockey**, Curtis Lyons, Bonna Boettcher, Kornelia Tancheva, Femi Cadmus, Lee Cartmill, Jim LeBlanc, and Angela Cleveland)

Agenda

- 2CUL Technical Services Integration/Alma update with **Jim LeBlanc**
- Kornelia was going to look more closely at the University of Virginia's Maker space(s) and report back to the group
 - Also will send Mary info on the University of Virginia's three academic libraries using 3D Printing
 - Anne was meeting with Ted Dodds and said that she would mention the Maker space(s) idea as well
- Unified budget model update with **Lee Cartmill**
- Curtis and Femi were going to look into the blue light escort service to see if it is available to them
- Check with Bonna on who is going (from PSEC) to the Ivies+ meeting for Public Services at Penn in November

2CUL Technical Services Integration/Alma update with Jim LeBlanc.

The Technical Service Integration (TSI) is being implemented:

- To significantly increase the scope of our skills and expertise
- To eliminate redundant tasks & to take advantage of changes in capacity
- Because 20% of 2CUL staff works in Tech Services and many of these tasks can be performed remotely, so potential for significant reallocation of resources

So far the TSI Steering Committee is taking the "middle-out" approach; there is no one team appointed to determine how this integration will work. They are pulling people into it to see what works. The information-gathering and increasing familiarity among working groups (Phase 1) has been completed.

The working groups were ten functional teams (31 people) which focused on:

- Inventory of staff effort and expertise
- Inventory of policies, practices, and workflows
- Understanding each other's reporting structures and decision-making protocols (what's different Cornell vs. Columbia)
- Identifying dependencies
- Inventory of baseline productivity numbers (reports are on the Technical Services wiki)

The next steps for TSI are:

- An appointment of a TSI Joint Senior Managers Integration Network (JSMIN) to address staffing and other resources requirements

- This expands one aspect of the Steering Committee to involve senior managers
- Goals for phase 2 are:
 - To begin a “soft integration” of 2CUL TS workflows, practices, policies, and projects based on the availability of staff and other resources
 - To prepare simultaneously to address the TS aspects of Alma integration (This is not a formal thing with new job titles –this won’t occur before 2015)
- The timetable for these next steps are from October 1, 2013 – June 30, 2015
- TSI wiki page
<https://confluence.cornell.edu/display/2cullts/2CUL+Phase+2+--+Technical+Services+Integration>

The **Alma** negotiating team includes: Chris Manly, Jim LeBlanc, Xin Li, Rob Cartolano (Columbia), Bob Wolven (Columbia), and Breck Witte (Columbia).

- The negotiations began with ExLibris; a contract is needed that everyone has agreed on (procurement and university counsel at both Cornell and Columbia). Columbia would like a memorandum of understanding for all of 2CUL, not just for Alma specifically. There is a Cornell meeting with Patricia McClary Thursday to discuss the current version of the draft contract.
- If they get something in place with ExLibris to move forward, we would start pre-implementation testing in January of 2014. If they do begin testing, they will decide in the summer whether they want to move forward with the implementation; which would start a nine month process beginning October 2014, with a target date for implementation in June 2015.
- Due to collaboration with Columbia this will be very complicated and take up a substantial amount of time.
- Xin Li and Jim are in the process of setting up two 2CUL Open Informational Meetings for Staff towards the end of October and in early November 2013.

Maker Space(s)

Anne’s meeting with Ted Dodds has not happened yet, however, she shared Jay Walker’s comment that he ‘sees the future of the library with 3D printing and digital paper.’

Bonna also mentioned that Jenn Colt is involved in the Ithaca maker space and would be happy to speak to the group.

Steve is going to Columbia and could speak with Jane Winland regarding maker spaces as well.

Mary mentioned that Barbara Friedman is still interested in collaborating on this so contacting her would be a good start.

Anne is interested to know how much of this is underway in Engineering.

Unified budget model update with *Lee Cartmill*

Out of a \$58 million roughly **\$50 million of ‘allocated costs’** were coming from the University; this is now being assigned to the Colleges (well to the libraries and then the Colleges).

- \$25.2 million for personnel
- \$2.2 million general expenses
- \$15 million library materials
- \$6.4 million in Facility costs
- \$0.9 million in Debt service (Annex)

The **remaining funding** comes from:

- \$5.5 million designated funds (discretionary)
- \$2.8 million restricted income (gifts/endowments/NYS funding)

This is a transition year, lots of things under discussion; tweaks will be made along the way.

There have also been service implications due to the new model:

- Human Resource service; Lyndsi Prignon's group now supports the contract colleges and Hotel as well.
- All transactions are being funneled through Financial Transaction Center at East Hill Office Building.
- Cindy Sweet (Mann Library) will be moving down to join Tami Magnus' group in accounting.

Endowment income accounts have not yet been moved.

- The allocation of Mann's endowment for restricted endowments are being discussed with CALS For now ILR is holding onto the principal of the endowments but income is going to the library.

Maintenance/custodial money is going back to central; no changes.

Utilities will be directly charged to libraries based on average rates.

- Anne says there are rebates given to buildings that are more energy efficient.

There's some custodial discussions happening with the Law Library; the Law School has paid out more in the past for custodial services than what the new model has allotted.

Certain maintenance and renovation projects will need to be shared between colleges and library on a case-to-case basis. Desktop services will be consolidated under Pete Magnus and his group. Where will the funding for public computers come from which are typically purchased with special Vet College funds and at Mann with CALS funds?

The Tech Campus (won't be coming a full fledged campus until 2040) should serve just as any other college, should have central expenses allocated (although they don't feel as though they should pay the expenses implying that they don't use them). However, examples of some usages are:

- Access to collections
- Services to them
- Debt service on the cost of the Annex

The Library costs will be under scrutiny by colleges as well as all other allocated costs.

The implementation of visiting scholar charges directed down to Faculty departments has been delayed until January 1, 2014 rather than October 1, 2013 under protest by the Faculty Senate Board.

- Individual costs will go up.
- What advantages to Cornell is it for them to be there?

Blue Light Escort Service

Curtis was informed that the service ends at midnight, however, campus police will arrange for an escort at any time.

Kornelia also noted that the service may make special continuous arrangements.

Who is going (from PSEC) to the Ivies+ meeting for Public Services at Penn in November

PSEC would be more than happy to help publicize the Ivies+ meeting but more information regarding the meeting is needed: so far, all we know is that it is scheduled for 8 November in Philadelphia.

- Once there is a total number of who want to go, carpooling or perhaps the library van should be used to minimize travel expenses.
- Individual libraries may be willing to help support expenses.

Announcements

Curtis

RMC search identified candidates; on-campus interviews are being held in November 2013

Kornelia

Kornelia is awaiting recommendations from the search committee for the Director of Research and Learning Services position.

Steve

Math Library report went to FLAB and to LEG Wednesday

Bonna

No updates on the FAL expansion/renovation plans