

## **Library Directors Leadership Team Meeting**

January 13, 2014

235 Olin Library

### **Minutes**

Present: Kornelia Tancheva, Mary Ochs, Steve Rockey, Curtis Lyons, Bonna Boettcher, Femi Cadmus, Eric Acree, and Angela Cleveland

Guest: Ezra Delaney

### **Agenda**

- Discussion of future of LDLT and future agendas
- Ezra on budget planning process and budget model

### **Discussion of future of LDLT and future agendas**

We discussed the connections between the LDLT and PSEC, what topics are of most interest to the library directors, and what the directors expect from Kornelia.

Suggestions for topics included:

- Devote more time to updates
- Use the LDLT meetings to share plans and get colleagues' feedback.
- Bring in staff from libraries to discuss their most important initiatives.
- Avoid duplication of topics discussed at other meetings. Find overarching directives/priorities (common goals) in Public Services and build on them.
- Discuss what belongs in PSEC and what in LDLT
- Rotate locations of meetings.

### *Future Agendas*

Kornelia will suggest an agenda item and if anyone feels that it is not a priority to please say so.

Everyone should feel free to suggest topics for the meetings, as well.

The agenda will be sent out a couple weeks ahead of time for discussion.

1<sup>st</sup> item will be Announcements and will be allotted ½ hour

Another regular part of each meeting should be an update from LEG Meetings. Kornelia had thought about sending short summaries of each LEG meeting out following the meetings.

If Kornelia finds any items that seem like a common thread amongst directors in their individual meetings she should link them.

Suggestions for the Feb. meeting:

Baseline MOU between the Colleges and the CUL. Ezra is working on broad categories such as facility services, IT support, development, grants, etc.

*What does LDLT expect of Kornelia?*

An advocate for LDLT

- She has the ability to meet with personnel higher up and can press the issues for their needs.

To hear what LDLT does and represent that to others.

It is important for Kornelia to know what is important to the LDLT

- Kornelia will be setting up meetings with the Library Directors and their staff

LDLT relies on Kornelia to tell them what's feasible and what's important.

What's the possibility of arranging some Professional Development activities to help the group (something we should run by Lyndsi)

### **Ezra on Budget Planning Process and Budget Model**

- Ezra is currently meeting with departments to tour the facilities and meeting the staff

### Concerns with the Budget Model

- Elmira Magnum is leaving University (who's taking over)
- New software being developed to manage budget development (Longview)
  - Our staff will be trained in Longview (right now this is at budget office level but the idea is to have it used more broadly)
  - Budget process will be similar to previous years. Meetings with units and departments will begin shortly.
- Trustees and Senior University Administrators are currently developing budget parameters such as tuition rate and endowment income.
- Status of Provost Subvention (subsidies) is not yet known and will affect the individual colleges differently.
- Capital Budgets/Operating Budgets
  - Capital planning will proceed in March
  - We need to agree on priority projects and advocate for funding.
- Capital Planning
  - Do we request new projects if there is no funding available?
    - Ezra says you can always advocate for it. It's our responsibility to present it and keep reminding the University that these expenses are still out there.
    - A few examples are: seeing Uris Library restored beyond its formal glory; Olin Library; the Annex.
    - Where's the line between little v. big Capital Projects?
      - \$100K + track as Capital
      - It is important to track all costs towards physical plant because it all adds up.
    - We may be able to ask for funding if we can demonstrate how an expense will lower operating costs and saves energy.
- No confirmed budget calendar yet
  - April 10<sup>th</sup> budgets are due
  - May consolidated budget gets proposed
  - Then presented to the Trustees in June
- We will continue to have constrained budgets and will need to control costs for the next Fiscal Year Budget
- Funds Functioning as Endowment (FFE) are still an issue at Mann Library

- College deans and business officers are going to need more information on Library effectiveness and operations. We are working to determine what information is useful and appropriate.
  - We need to articulate the major cost drivers such as materials cost (collections) increase each year
- How will the new Budget Model adjust to inflation? - Unknown at this time. The SIP is intended to address salary increases.

Are you of Budget Shortfalls that we need to be mindful of?

- Not specifically although it is clear that the University can't keep increasing tuition and dipping into the Endowment
- Deferred maintenance has to be addressed
- There is concern that the University will force cuts to address increasing costs.

Is there more savings in IT in the Units and Colleges? (not CIT)

- There are a lot of IT staff on grant money or cost recovery
- There has been a fundamental shift in what the IT people are doing now as opposed to before

We are beginning to work on Memo of Understanding (MOU)

- Identification of issues at each library
- Will include a general description of level of services (general statements)
- 1 MOU for each College
- What about Olin/Uris, Special Collections/Kroch (may just stay out)
- Who are paying for Facilities in MOU?
  - Base level of service is provided for by base university allocation to Facilities Services, additional services are covered by the units

The money coming in stays constant and SIP and fringe benefits increase each year in a few years we won't have money for personnel/collections.

- Currently SIP is being paid by University allocation. Budget increases need to cover other cost increases.

Efficiencies need to be pursued to create space in the budget for other costs, such as collections increases or strategic investments.

- Guidelines on salary savings will be developed this year. This salary savings aren't promised back to the Unit Libraries but will be discussed in the contexts of overall library goals and objectives.

## **Announcements**

*Curtis*

Will be out for two weeks due to shoulder surgery.

Moving Johnson Library to 24/7

- Is security for 24/7 libraries an item we should present to Ezra?
- Setting up a task force to address ClimateQual results

*Eric*

- Africana Library's new hours on Sunday are 12noon-11pm. This is a result of the survey taken by Africana Library patrons over a two week period during the fall 2013 semester; a meeting between the Africana Librarian and two student reps from the Student Assembly; and Africana Library patron comments asking for extended hours over the past 10 years.

- On Sundays student workers will be covering the 12noon-4pm time slot without a supervisor on site. The supervisor is there 4pm-11pm.
- The Africana Librarian is looking into the possibility of extending the hours of the Africana Library to 12am Sunday-Thursday. The hours on Friday, 9am-5pm and Saturday 1pm-5pm would stay the same.
- The Africana Library had a successful pizza party that was cosponsored by the Africana Center, Black Students United, and the Africana Library.
- In preparation for the fall 2014 new Ph.D. program the Africana Center is interviewing for three faculty positions (nine candidates), and the Africana Librarian's role is to provide library tours with selected units and speak about the services of the CUL to each candidate.

### *Femi*

Beer parties during Finals; defaced some of the signage

- Would be nice to have some security

The llamas came back which is nice

Classes have began

Femi is teaching a new class in which she will have guest speakers come in (Attorneys/Librarians)

Dean search has began

Emptying out cabinets in the entrance to the reading room to open up more space

- This area had to get painted

The new addition is done and will open next week for classes (when LDLT goes there, Femi should give us a tour)

- Addition consists of classrooms and breakout spaces

### *Mary*

PSEC Instruction

- Program for end of semester
  - Immersion program was very successful and the Instruction group would like to get someone to come back for another program

2<sup>nd</sup> floor of Mann waiting for cubicles to come in; new furniture is being put together today.

When LDLT comes to Mann Mary should give the team a tour

### *Steve*

Jill Wilson and Dianne Dietrich provided coffee for Physical Sciences Graduate students and had a nice turnout

Will be attending the Joint Math Meetings

- Expressed continuing concern regarding library services for the Tech Campus