

**University Libraries Committee
Minutes
September 15, 2008**

Members Present: Linda Bartoshuk, Erin Hawkins, Kyle Huey, Rae Jesano, David Leavitt, Ruth Lowery, Russ Metler, Jeffrey Needell, Leah Rosenberg, Judith Russell (Ex-Officio), Brenda Smith

Members Absent: Frank Chapman

Guest: Wallace McLendon

Meeting called to order at 9am.

A round of introductions was made.

1. Rae Jesano was nominated and elected Chair of the University Libraries Committee.

Leah Rosenberg was nominated and elected Chair Elect of the University Libraries Committee.
2. The [March 21, 2008](#) and [April 18, 2008](#) minutes were approved contingent upon removing the word "for" from the April 18, 2008 minutes, topic #3, 2nd paragraph, line 1.
3. Dean Russell reviewed the reasoning behind the decision to look at changing the library tenure home structure. A committee has been named, is beginning to meet and should complete its charge within a couple months. Dean Russell must provide a report to the Senate and assumes this topic should be brought before the University Libraries Committee as at least an information item. The Library hopes to have a new tenure home structure in place by December so faculty will know their tenure home prior to their mid year review.

Dean Russell reviewed the [Library Organization Chart](#).

4. Dean Russell reviewed the Library's [2007-2008 budget report](#) as of the end of June 2008.

Dean Russell reviewed the Library's [2008-2009 budget report](#) year-to-date as of July 31, 2008.

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 \$7,895,310.00 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 more than \$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.

These changes, adding up to 9% of the materials budget, include reductions in money allocated for print serials subscriptions, monographs, and a few electronic resources. 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 materials to cut this fiscal year. Individual selectors are working with the faculty in each discipline to make sure essential titles are not cancelled.

Projected Library Materials Budget Fiscal 08/09

Format	07/08 Exp	% Tot	Infl %	Amount	Proj Cost 08/09
Monograpahs	\$723,230.00	9.15%			\$723,230.00
Approvals	\$386,231.00	4.89%			\$386,231.00
Print Subscriptions	\$2,028,620.00	25.66%	8.50%	\$172,432.70	\$2,201,052.70
Elect Databases & Journals	\$4,488,433.00	56.77%	5.00%	\$224,421.65	\$4,712,854.65
Electronic Books	\$86,810.00	1.10%	5.00%	\$4,340.50	\$91,150.50
Other Expenses*	\$193,103.00	2.44%			\$493,773.00
	\$7,906,427.00	100.00%		\$401,194.85	\$8,608,291.85
				Total	\$8,608,291.85
				Less 08/09	
				Alloc	\$7,895,310.00
				Required Savings	\$712,981.85

***Other Expenses Breakdown 2008/2009**

Support	\$133,697.00
Preservation	\$147,237.00
Digital Library	\$7,659.00
Bibliographic Utilities	\$30,845.00
*Solinet Tech Serv	
Invoice	\$75,380.00
Solinet Dues	\$6,210.00
WorldCat	\$18,370.03
Memberships	\$58,375.00
Tattle Tape	\$16,000.00
	\$493,773.03

Bgt Reallocations by Format	Init Bgt 07/08	Change	Init Bgt 08/09
Books (Firm Orders)	\$1,038,376.00	(\$305,730.00)	\$732,646.00
Books (Approvals)	\$416,491.00	(\$62,951.00)	\$353,540.00
Print Subscriptions	\$1,820,945.00	(\$352,402.00)	\$1,468,543.00
Electronic Resources	\$4,311,835.00	\$534,973.00	\$4,846,808.00
Subtotals	\$7,587,647.00	(\$186,110.00)	\$7,401,537.00
Other Expenses	\$307,663.00	\$186,110.00	\$493,773.00
Total Budget	\$7,895,310.00		\$7,895,310.00

Dean Russell does not know if the library will be held harmless if there is another round of budget reductions. Discussions continue about longer term more stable funding for the libraries.

- The library's formal Capital Campaign goal is \$20 million. Based on the University of Florida Foundation's calculations the library has reach 50% of this goal; however, this includes gifts-in-

kinds that are not cash gifts. The library is currently seeking funding to use Judy Russell and Sam Huang would like to end the campaign with \$50 million in endowments (cash). The library currently has \$10 million in endowments.

6. Library Leadership Board members, University Libraries Committee members and select donors will be invited to watch the UF Homecoming Parade from Library West. Attendees should RSVP at their earliest convenience ([see invitation](#)).
7. The Library West extended hours offered during the fall final exams were very popular with patrons. As a result, in spring, Library West, as well as, the Marston Science Library offered extended hours during final exams. It cost the library an additional \$15,000 to operate Library West and the Marston Science Library during extended hours. Once the analysis of the extended hours pilot project is complete it will be provided to Student Government for feedback. (see [summary report](#))
8. The new Lost Book Draft Policies was discussed. (see [draft procedures](#))

To ensure that items displayed in the online catalog are available to patrons, the Smathers Libraries will attempt to quickly replace each item lost by patrons with an exact copy, an updated edition of the title, or a similar title. **Effective July 1, 2008, the libraries no longer refund replacement costs for items that are returned after replacement copies are ordered.** Overdue fines related to lost items are not increasing and are not refundable if the book is subsequently returned.

- If a lost item is returned *before* the maximum overdue fine is assessed, there will be no replacement processing fine or replacement cost billed to the patron. The associated overdue fines will not be refunded.
- If a lost item is returned *before* a replacement copy is ordered, there will be no replacement cost billed to the patron. The associated overdue fines and replacement processing fines will not be refunded.
- If a lost item is returned *after* a replacement copy has been ordered, the assessed replacement cost will not be refunded, but the patron will have the option of retaining the returned item. The associated overdue fines will not be refunded.

To ensure condition and accuracy of the item and catalog, the library only orders replacement copies through trusted vendors. The library will not accept patron supplied replacement copies.

9. Dean Russell explained the Marston Science Library (MSL) Textbook Pilot Project. It has been successful and Dean Russell has provided the Board of Governors with details relating to the MSL Textbook Pilot Project since a BOG Task Force will be looking at textbook affordability.

Meeting adjourned at 4:28pm