

**University Libraries Committee
Minutes
November 17, 2008**

Members Present: Brenda Smith, Judy Russell, Rae Jesano (Chair), Russ Metler, Wallace McLendon, Akshat Agarwal, Erin Hawkins, Kyle Huey, Lela Lynch*, David Leavitt (arrived late)

Members Absent: Ann Wainscott, Frank Chapman, Jeffrey Needell, Leah Rosenberg, Linda Bartoshuk, Ruth Lowery

* Took Minutes

Meeting called to order at 9:08am.

I Tenure

Background: Last spring we did a reorganization of the libraries and we did some consolidation of some departments. At that time the library decided not to change any tenure homes until the reorganization had taken effect and there was time for people to see how things would play out. A few weeks ago we started the process at the LFA to have a committee set up to work with the faculty, we have 70 faculty members and 17 faculty homes. When someone comes up for tenure & promotion, they are voted on by their tenure home. This is a problem because of how many tenure homes we have, and some of them have one or two faculty members in each tenure home. We have combined several tenure homes and consolidated so we are down to a smaller number of tenure homes and the smallest has six people in them. Because tenure is such an important issue in an academic environment we are obligated to run this back up through the faculty senate. This committee reports to the Academic Infrastructure Council of the Faculty Senate so we need to at least inform them what is happening. Later this week Judy will present it to the Academic Policy Council, which is the body that has to accept it since it involves faculty tenure homes and if they accept the recommendation (see Judy's email) we'll take it forward to the Faculty Senate Steering Committee who will decide whether it is a Senate action or information item.

Before the reorganization UF didn't not recognize Library West as a branch library. There was a group of people with their own tenure home called collection managers, who select the books and databases that support our studies of humanities and social sciences. Another group was the reference service and access support that provided interlibrary loans & the circulation desk. In the reorganization the circulation and staff maintaince became a new branch library, called library west with it's own branch manager. The remaining shared services went into a group called technology and support services so we aligned all the things that are back office areas.

Comment [r1]: Library West became a branch library and tenure home for the collection managers, who select books and resources for humanities and social sciences. Another group that changed to the Library West tenure home are the faculty in Reference services and in Access services based there.

Comment [r2]: In the reorganization Library West became a new branch library with its own branch manager.

Questions: Russ references the memo regarding it being temporarily acceptable. Judy explains that naming may be under advisement in purposes of moving forward.

Comment [r3]: names only may be under advisement for the purposes of moving forward

Motion to vote by Russ to accept the recommendation drafted in the email provided by Judy. It was seconded and voted for by everyone.

II Budget

An overview was provided regarding the library budget. The pie charts were handed out to all attending members.

Our budget is put into three categories.

1. Materials/Content
2. Salaries/Expenses
3. Operating Expenses

One of the greatest concerns from everyone seems to be how we are acquiring content and if we are doing it in an equitable manner.

Where does our money come from? 77% of our money for content comes from Tallahassee from our annual appropriations from the legislature. Historically we have had some money at year end that we were able to carry over and we've often used this for acquisitions for additional materials, so you'll see the 7% will be lower because of the budget cuts over time, we have less and less carry forward. And as we start planning for next year, more and more will be said regarding this.

Last year there was a tuition increase for the professional schools (law, medicine, dentistry, vet med and pharmacy). The provost made the decision, out of the overhead taken from the tuition increase to give \$500,000 to Smathers Libraries, which were used for purchases of mutual benefits. We worked with health & law to determine what purchases would be made out of that money.

At the start of the year we had a set of endowments for \$10.8 million. Those are monies that have been invested and the income from those endowments come to us every year for various purposes, but most of them fund acquisitions of content. We had close to \$100,000 last year that allowed us to buy materials that we would otherwise not been able to buy through the endowments.

All the overhead from the grants and contracts on campus is centralized under Gwen Phillips in the DSR and that overhead is reallocated. The libraries get jointly a little over a million. That is divided between the Smathers Libraries and the HSC libraries, our share was \$882,000. Last year we spent over \$9,000,000 on books, journals and electronics.

\$3.3 million went to three large multi-disciplinary database vendors. They are heavily weighed in sciences and health sciences.

Services and support, \$480,000. There are expenses related to buying materials, examples are:

Center for Research Libraries, and we pay \$50,000 a year to be a member of this. CRL is based in Chicago, and each of the several hundred libraries involved pay dues related to our overall size & research capacity. A lot of the libraries books are purchased book ready, meaning it is ready to be put on the shelf.

FCLA

J. Russell gives an update about what the endowments & what they are worth.

Running the budget through Student Government. Student Government would like a more detailed list of the materials budget and what the library has spent on materials. Why wasn't it possible to not have any cuts in the materials budget last year.

Elsiver went from \$1.7 million to \$1.87 million this year, so we know exactly what it will be next year. Do we write the checks to keep those recourses, and if we do. What else are we getting, and then having to cut? One of the things discussed at the meeting, was to try to protect the library.

III Student Government

Extended Hours

J. Russell had a meeting with Student Government and it was decided to do extended hours again this year during spring and fall for Library West and Marston. There will be twelve days starting the weekend before final exams where the libraries will be open from 8:00am until 4:00am. This was started as a pilot, with maybe the progression of having hours such as 24/5. Student government will be doing a survey of students in regards to their utilization of the hours to see about the satisfaction of the hours in operation. Florida State opened up their library for 24/5 (Sunday through Thursday) currently, and it is very popular.

Due to the budget cuts, we are not sure if this is something that the library can even do. The development officer has been asked to see if he can find some funding to support this type of new hour set up for a year or two. Overtime and staff straining is an issue, or we'd have to hire new people to work the night shift.

Questions & Comments: It was questioned if this was even worth it. It was noted that and agreed that it was worth it, but it is something that should be driven by student government.

IV HSC Changes

There will be changes in the Health Sciences Center, and this will be discussed at the next meeting.

Meeting adjourned at 10:03am