

Library Council  
February 15, 2013  
Minutes

Attendees: Bob Korstad, Deborah Jakubs, Ann Elsner, Dan Griffin, Len White, Rick Hoyle, Lisa Huettel, Christina Gibbons-Davis, Steve Cohn, Gil Merkx, Peter Haff, Lynne O'Brien, Tom Hadzor, Mea Warren, Victoria Szabo, Tom Hadzor; Tom Crichlow, presenter; Lynne Grossman, recorder

1. Announcements/Introductions
2. Feedback on Organization and Navigation for the Library Website Redesign: Tom Crichlow
  - October, 2012 to January 2013 was the planning and assessment phase. The design and draft phase will be from February to April, 2013; content phase from May-July, 2013; launch phase: August, 2013 and live on August 19, 2013.
  - From the assessment phase, we learned that we need to organize our content in a clearer manner and provide navigation that enables users to quickly get where they need to go.
  - Key changes in the redesigned site will be the addition of a persistent top-level navigation menu in the masthead and a mega drop-down. We will arrange links in groups that makes sense to our users, make it easier to find content that is distinctly ours, update pages and assign them to content owners to ensure content stays updated and fresh.
  - After this meeting, we will e-mail links to two surveys for you to provide feedback on the site changes. When Tom showed several other Library websites, Library Council members liked the masthead on the NC State website. Member suggestions included having separate Search boxes for People and Content. Our website is an entry into what we have and who we are, which is why we have a lot of space on the site for Development and Communications. Images that fade in and out are more calming than those that move across the screen.
3. Update on FY14 Budget: Ann Elsner
  - Issues which have had an unanticipated impact on our budget include a modest endowment performance; tremendous demand for financial aid; and operating expenses which place a drain on the limited reserves. Over the next three years, we want to promote innovation, cost containment, forward momentum, cost reduction and improving the user experience. In the past, Strategic Initiative Program funding have supported new building and program initiatives, including the improvement and access to our digital tools. Last April, we were told the Library had to contribute

\$150,000 to SIP and in December, we learned that the model for funding SIP had to change. New forecasts and new models have been put together by the University for the next three years. The Library will have to absorb a 2% Merit Pool and for us that is about \$300,000. In the Library, staff account for 89% of non-collections net operating budget.

- The Provost did approve a \$160,000 increase to our budget to cover the digital storage costs we have to absorb with the ending of the TUCASI grant. However, we will receive only half of the requested collections inflationary increase. In addition, the Perkins Project enabling exceeds \$400,000; we have rapidly depleting reserves; new AV demands; and escalating printing costs.
- Reserves have been increased by the Athletics fund and without that, our programming would suffer. Impacting the reserves are rising costs for Kualii-Ole and digitization, needed AV upgrades, new initiatives, and computing refresh cycles; our combined reserves are at their lowest point since 2003.
- To work within our budget, we have eliminated three vacant positions (3.0 FTE), three unfilled security positions (2.25 FTE), a Korean Studies Cataloger position (.75 FTE), five internships, shifted a .5 R%# Documentary Arts position to endowment, shifted three Grad School interns in Rubenstein Library departments to endowments, shifted a .5FTE Exhibits Coordinator to reserves.
- Some good news: we are moving forward with processing the Heschel collections and have added an Abraham Joshua Heschel Processing Archivist and Abraham Joshua Heschel Processing Assistant. We are also adding a Sallie Bingham Center Internship for Technical Services and a CIT-DDI position. Money has been transferred into our budget from OIT and we walked onto the Operating budget a research services librarian in the Rubenstein Library. Reserve funded Director, JHFC; HOM Curator; Exhibits Coordinator; Conservation Tech; Exhibits Coordinator; Documentary Arts Curator.
- Non-position budget changes: reduced funds for IT replacement reserve by \$20,000/year and decrease public printing expenditures by at least 33% over the next three years. In 24 months, 16 million pages were printed at 19 e-Print stations in the Library (roughly 1,980 trees). We are spending hundreds of thousands of dollars and are looking to reduce the number of stations, which will not reduce the service to students. Some libraries have gone completely paperless in their printing and completely digital. Students are using Library printers to print flyers that they distribute all over campus and also to print e-reserve books. Student groups will be engaged through user services in this conversation. Deferred AV refresh for Perkins 217 and others will save \$125,000. Shifting MARC records and data files to the Collections Budget will save \$75,000. Reduced faculty CIT start-up funds for \$20,000 and suspending SCRIBE work for \$100,000.

- Innovation and Forward Momentum: User Experience Department was created; added a staff member to Data/GIS; select components of Research Commons moving forward; Digital scholarship support and tools; Bass Connections; compact for open access publishing equity (COPE); additional resources for Institutional Repository; Technology partnerships (IBM, Microsoft, “Big Data”); support for online courses; international collection development.
- The Perkins Project renovation phase begins in mid-May with an expected completion in Summer, 2015. The enabling work of documenting and preparing special collections for transportation and storage has been greater than predicted.
- Lilly Library: compact shelving - \$325,000 one-time funding request and \$2.5 million projected renovation costs. Tom Hadzor is seeking donor support.
- Heads-up issues: increased public use of Library spaces; new AV position to be funded in FY2015; expanding exhibits program; new positions needed to be walked onto operating budget; RL reclassification project; Kualii-OLE migration.
- Reserves get replenished from the Annual Fund’s unspent funds, if there are any. Usually, these are obligated for collections. Athletic funding is over \$200,000 a year and will be sustained.

4. Other Business – none.

Meeting adjourned at 1:20 pm  
Respectfully submitted, Lynne Grossman