Library Council Meeting Minutes
January 27, 2022
Start Time: 1:00 pm

Agenda

1. Introductions and Announcements
2. Digitization and Digital Projects (Molly Bragg and Giao Luong Baker)
3. Digital Research Data Management and Projects (Joel Herndon)
4. Budget Update (Ann Wolfe)
5. Lilly Project Update (Deborah Jakubs)
6. Other Business

Present: Misha Angrist, Kyle Bradbury, Molly Bragg, Jocelyn Castro, Susanna Caviglia, Mine Cetinkaya-Rundel, Patrick Charbonneau, Shruti Desai, Dave Hansen, Joel Herndon, Dracine Hodges, Deborah Jakubs, Bruce Jentleson, Giao Luong Baker, Cecilia Marquez, Tim McGeary, Laura Micham, Charles Muiruri, Jax Nalley, Naomi Nelson, Marion Quirici, Michael Reiter, Charmaine Royal, Dean Smith, Harris Solomon, Maria Tackett, Aarthi Vadde, Gennifer Weisenfeld, Ann Wolfe

Absent: John Brown, Martin Eisner, Darren Gobbert, Amy Hall, Christopher Timmins

1. Introductions and Announcements

- Jocelyn Castro is new staff assistant in library administration office, Katryna Robinson has left her position as Executive Assistant to Vice Provost of Libraries
- Jax Nalley is taking over for Meghna Mahadevan, Duke Student Gov't. Rep.
- Patrick Charbonneau reports that the search for AUL/Vice Provost for Library Affairs is underway.

2. Digitization and Digital Projects -- Molly Bragg, Head, Digital Collections and Curation Services, and Giao Luong Baker, Digital Production Services Manager

Molly:

- Digital Collections Defined: Specialize in digitization (specifically of rare materials from Rubenstein Library), digital preservation, and online access to Duke Libraries collections
- Landing page: https://repositiory.duke.edu/dc
- There has been a 27% increase in Image and A/V file creation in 2021 compared to 2020

- There has been a 446% increase in research/instruction requests completed 2021 compared to 2020, in part due to COVID-19 restrictions on on-site research

Giao:

- Duke's Digital Production Center digitizes materials in accordance with standards set by the Cultural Heritage Community. Some materials are digitized by vendors.
- Notable Projects: The Duke Chronicle and Behind The Veil

3. Digital Research Data Management and Projects -- Joel Herndon, Head, Center for Data and Visualization Sciences

- Notable trends: Sharp increase over the past decade by students and staff using digital materials for research
- Challenges: finding, licensing, and managing sources. How can we conduct research in a way that the contributions, sources, methods, and outputs are more evident?
- Library as Platform. Research Data Repository and DukeSpace are two platforms Duke has for publishing, preserving, and sharing scholarly research materials.
- Library as Pathfinder. DUL offer ongoing series of events and workshops designed to promote effective digital research
- Library as Partner. DUL are engaged with a range of projects across campus promoting collaborative digital research and instruction while promoting digital research

4. Budget Update -- Ann Wolfe, Associate University Librarian for Administrative Services

- Budget is due to Provost's office on February 3; Deborah J. & Ann W. will meet with Provost on February 22 to discuss
- DUL does not have a revenue source similar to tuition charged by the schools. We receive an allocation from the Provost's office each year that is funded by the schools as part of their contribution to central services. This year the budget is a little over $36 million, which reflects two changes: 1) It is the 3rd year of a base budget cut of $3.75 million ($1.25M per year); 2) Duke Learning Innovation will no longer be part of DUL (after 20 years), and will instead report directly to Provost's office
- Bulk of reductions from budget cut has come from collections
- Deborah and Ann have requested that the Provost's office not proceed with this year's budget cut based on well-reported financial gains and financial

solvency of university. However, they can only submit a budget that meets current allocation.

- Priorities that have been included in budget memo: compensation for library personnel, Lilly project, work advancing DEI and accessibility, contributing to the Duke Science and Technology Initiative (DST), supporting university initiatives in interdisciplinary and cross-school teaching and research

Deborah Jakubs adds:

- We have made the case to the Provost's that the 3rd year of budget cuts should be cancelled. Ivy Plus libraries also had cuts in 2020, but by now they have been restored.
- We have been told this is the final year of budget cuts, but when we return to normal, our collections expenditure remains what it was in 2010
- The Provost's Office gave DUL a one-time payment of $750,000, but that did not help with ongoing costs such as e-resource subscriptions and compensation
- What is needed is an addition to the DUL base budget to address compensation and stave off the effect of two or three years of deep cuts
- Dave Hansen is compiling a list to document costs of journal subscriptions to be shared with faculty/staff

5. Lilly Project Update -- Deborah Jakubs, University Librarian/Vice Provost for Library Affairs

- The first gift to the renovation project was made 10 years ago; fundraising continues and Tom Hadzor is fully dedicated to the Lilly Project.
- In May 2021, we were allowed to "unfreeze" fundraising and resume work on design after a 15-month hiatus university placed on capital projects due to COVID. Cost at that time was $48.9M. The project and program were revisited, and the square footage decreased by 15%, but due to supply chain issues and escalation, by December 2021 the cost had risen to $57.8M. We are paying for the cost of indecision.
- Earlier this week, there was a meeting to look at other potential cost savings, but none that would lead to a significant decrease in total project cost.
- The escalation factor added about $4M to the project. The contingency of 15% (for the unexpected that might be encountered in an old building) has gone from about $5M to $7.3M.
- We do not have final design yet. We do not yet know the target and whether we will be expected to revise the design once again before the university commits fully to the project.

- The university had committed $4 million in deferred maintenance ("renewal") and we believe that figure should also be subject to escalation.
- Between $28-29M has been raised, not including university contribution. Some funds are grants and and/or contingent on progress.
- In response to a question about the university's endowment performance during the pandemic, Ann Wolfe notes that one good year of income does not translate to a good year of distribution, because distributions are based on a three-year rolling average. There have been preliminary presentations given to the Deans letting them know there may be additional income coming to schools from endowments, but in the case of the Libraries there may be "triangulation," meaning that as the university allowed an increased spend from endowment funds, they also decreased our allocation, so no forward progress was made. The university's strategy for next year is unknown.

Adjourned: 2:15 pm