

Library Council Meeting Minutes
October 16, 2024
Zoom
Start Time: 10:30 am

Agenda:

1. Welcome and introductions (Kyle Bradbury)
2. [Orientation to DUL strategic plan and initiatives](#) (Joe Salem)
3. Financial overview (Joe Salem)
4. Additional topics for the remainder of the year (Kyle Bradbury)

Present: Kyle Bradbury, Lou Zhou, Dean Smith, Ann Saterbak, Alex Zhang, Blue Dean, Dracine Hodges, Naomi Nelson, Emily Daly, Tim McGeary, Joseph Salem, Rachel Porter, John Quinterno, Thavolia Glymph, Lauren Ginsberg, Misha Angrist, Astrid Giugni, Tsitsi Jaji, Jocelyn Olcott, Julian Liber, Edward Triplett, Esther Kim Lee, Kate Driscoll

Absent: Marc Brettler, Tracie Canada, Jameca Dupree, Michael Reiter, Jennifer Knust, Giuseppe Lopomo, Saskia Ziolkowski, Ahilan Eraniyan

1. Welcome (Kyle Bradbury)

- In the first meeting of the Library Council for the 2024-2025 academic year, Kyle Bradbury, the chair, welcomed everyone and introduced the council members.
- The members introduced themselves, sharing their departments and the library resources they use most frequently. The Rubenstein Rare Book and Manuscript Library was frequently mentioned as a valuable resource. The council members also expressed their appreciation for the library's support and services.
- Kyle introduced the Library Council's mission, emphasizing the importance of representing individual departmental perspectives, supporting emerging challenges and opportunities, and acting as ambassadors for the library.
- He also mentioned the council's website and the availability of meeting minutes.
- Joe was then invited to discuss the library's strategic plan and ongoing initiatives.

2. Orientation to DUL strategic plan and initiatives (Joe Salem)

- Joe presented an overview of the library's [strategic plan](#), which includes five pillars:
 - **Build collections, make connections.**
 - **Welcome, respect, and include everyone.**
 - **Partner and plan for the future of Duke research.**
 - **Deepen and extend outreach and engagement.**
 - **Invest in organizational wellness.**

- He also discussed the ongoing renovation and expansion of Lilly Library, which will double the space and include more collaborative workspaces, a cafe, and programmable spaces for community engagement.

NW Corner, Showing Connector and Service Entrance



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Western (Back) View, Showing Expansion, Terrace, and Lawn



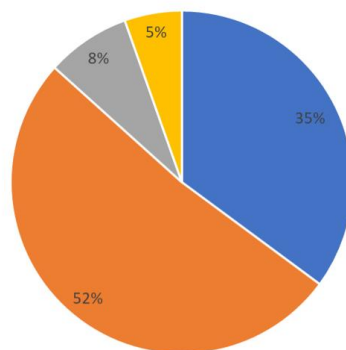
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- Joe also mentioned the ongoing space planning study with Shepley Bullfinch to optimize current space and create more programmable space:
 - PBR and Library Service Center experiencing critical space constraints
 - Planning for offsite storage feasibility
 - UNC still interested as partner to enable Wilson Library renovation project
 - Next up: Assessing utilization of user, staff, and event spaces in Perkins, Bostock, Rubenstein
- He discussed the Compute and Data Services Alliance, a partnership with OIT and the Office of Research and Innovation to address gaps in centralized services for research:
 - Phase 1 (Fall 2022): Needs and gaps assessment by OIT and faculty ITAC

- Phase 2 (Spring 2023): Service proposals developed by OIT, Office of Research and Innovation, Libraries
- Phase 3 (current): Implementing 12 proposals across 3 service “clusters”:
 - Adding personnel, improving coordination, and easing discovery
 - Enhancing computational services and building capacity
 - Balancing security/compliance with flexibility for different types of research
- Lastly, the transition to a new library catalog system, Alma:
 - System that supports logistics with collection access and management
 - Implemented during summer 2024
 - Currently working through integrations with other systems and known issues

3. Financial Overview (Joe Salem)

- Joe provided a financial update for the library, noting that they had fully operationalized the 10% budget cuts enacted over a three-year period. Joe noted:
 - Allocated budget: \$39,640,006
 - Included \$500K in market salary adjustments for IT banded staff
 - Expected to meet Annual Fund goal
 - Used TDE funding to create Resident Librarian Program
 - Received additional Provost support for: collections inflation, Duke Centennial, nitrate program, controlled digital lending
- He highlighted that the library's budget is primarily allocated to ongoing collection commitments and debt servicing, which he identified as a significant area for concern:

FY24 Budget Allocation



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- Joe also mentioned that they had a structural deficit of about \$700,000, which they addressed by cutting six positions.
- He concluded by stating that they are now operating with a stable budget and are looking for ways to be more efficient or cut expenses.
- Questions:
 - *what is the revenue source that's used to service debt payments.? That mostly comes out of our allocated budget.*

- *What are any fundraising goals for the upcoming year?* Any major efforts on the horizon? We are going to be expected to find a way to increase our off-site storage issue in an allocation neutral way. In addition, we have really good opportunities and needs around the endowment for collections in general, but especially within the Rubenstein library.
- Jocelyn highlighted the need for librarians in specific fields, particularly in Latin American studies, and suggested leveraging intersectional opportunities in special collections. Tsitsi proposed coordinating with new faculty hires to prioritize collecting in their research areas. Joe agreed, suggesting subject librarians be involved in faculty meetings to understand research needs early on. Dracine added that the library also collaborates with other institutions for cost-effective collecting. Misha raised a question about the library's deaccessioning process, to which Joe responded that they are now actively looking at which collections to deaccession due to redundancy or irrelevance.

4. Additional topics for the remainder of the year (Kyle Bradbury)

- Kyle then outlined the library's roadmap for the upcoming year, which includes a virtual meeting on space utilization, a discussion on the biennial faculty survey, and a meeting on the state of journal models. He also mentioned the possibility of a tour of the library service centers and the updated library catalog.

Adjourn.