

**Library Council Meeting Minutes**  
**April 10, 2024**  
**Carpenter Boardroom, RL 249**  
**Start Time: 9 am**

**Agenda:**

1. Welcome (Kyle Bradbury)
2. University Librarian Updates (Joe Salem)
3. Libraries Budget Overview (Jameca Dupree and Joe Salem)

**Present:** Kyle Bradbury, Rachel Ingold, Steve Asher, Michael Reiter, Harris Solomon, Ann Saterbak, Marc Brettler, Tracie Canada, Megan Von Isenburg, Blue Dean, Jameca Dupree, Dracine Hodges, Naomi Nelson, Emily Daly, Joseph Salem, Rachel Porter

**Absent:** Amy Laura Hall, Kimberly Lamm, Cecilia Marquez, Charles Muiruri, Harris Solomon, Maria Tackett, Gennifer Weisenfeld, Heather Raslan, Marc Brettler, Tracie Canada, Dean Smith

**1. Welcome (Kyle Bradbury)**

- Kyle welcomed everyone to the meeting.
- Today's meeting will focus on the budget
- This is our last meeting of the year, and the last meeting for some of our members who will be rolling off. We thank them for their service to the Library Council.

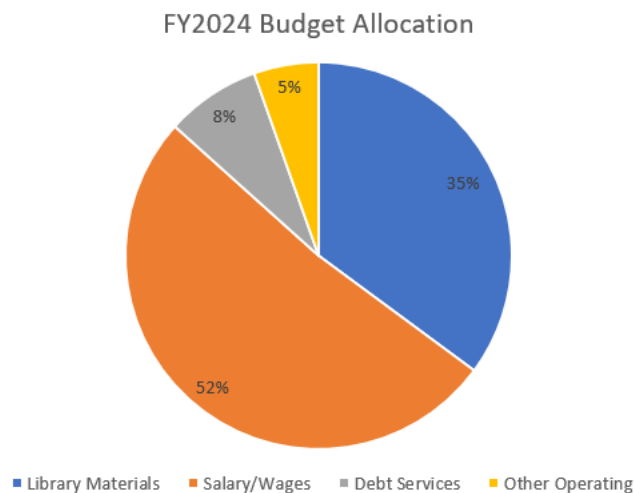
**2. University Librarian Updates (Joe Salem)**

- Lilly Library – We are moving forward with the Lilly renovation. Thanks to Blue Dean and her development team, we have been able to close our fundraising gap, which was 5M. We repaired our relationship with the Lilly Endowment and Lilly Family and they matched their original 5M dollar gift to close the gap.
  - i. We just had a meeting with senior leadership and the project is currently under budget.
  - ii. Note: The Tennis courts will be removed and relocated.
  - iii. are currently looking for vendors for our collection storage needs.
  - iv. Utility work will begin this summer. The building will be offline for 2 years.
  - v. We are having a renovation kickoff event next Tuesday and we will send that info to the council following this meeting
- Space Planning – We will start a Space Utilization Study in July using one time funds.
  - i. The study will focus on campus partnerships, hybrid work, programmatic space, among other things.
  - ii. This will provide us with helpful information about our needs going into the upcoming campaign.
- Library Council – We will work with Julie Barker, the Chief of Staff to the Provost, this summer on the new Library Council roster

- i. There have been thoughts that the Library Council was too larger and it had been reduced in recent years. We would like to go back to a larger roster to improve meeting attendance.
- Provost-AI Summit – all are invited to take part in the upcoming Summit on April 22<sup>nd</sup>. We will follow up with more information and encourage you to share information with your colleagues. There are plans for 8 different groups to present/give talks, followed by discussion.
- Alma (new library management system) will be up and running in the Fall. Our current system is at its end of life so this change in systems was needed. Both UNC and NC State will be transitioning to Alma soon as well.
  - i. *Q: Will this help with ILL?* It could streamline ILL but it will depend on policies. There is definitely an opportunity here.

### 3. Libraries Budget Overview (Jameca Dupree and Joe Salem)

- FY2024 Recap:
  - i. Allocated budget of \$39,640,006
  - ii. Included \$500K in market salary adjustments for IT banded staff
  - iii. Expected to meet Annual Fund goal
  - iv. Used TDE funding to create Residency Program
  - v. Received additional Provost support for: Collections Inflation, Duke Centennial, Nitrate Program, Controlled Digital Lending



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- Projecting a favorable balance of \$400K+
  - i. FY24 salary savings have been identified during spring projections. We have strategically postponed recruitment for several positions to not only create capacity in our Human Resources department, but to also reallocate resources to complete priority projects identified by the University Librarian and DUL's Executive Team. These projects include:
    1. ALMA library enterprise system implementation and year one
    2. Furniture repair, cleaning and replacement
    3. Space planning initiative (separate memo/request will come to your office soon)

- 4. Carpet replacement with Duke's FMD
  - ii. We will also use some of the salary savings to cover recruitment and relocation expenses for backfilled positions, unexpected budgetary needs, as well as unforeseen payroll expenses such as temporary staffing, severance pay and salary gaps with new hires.
- FY2025 Overview
  - i. Targeted allocation of \$40,390,117 (includes merit)
  - ii. Closed internal deficit of \$700K. WE did this by pulling all current vacant positions and having a retreat to prioritize what to fill based on strategic need. Of 7 positions, we identified 4 to fill.
  - iii. Research IT initiative funded by Provost Office & Central Administration
  - iv. Includes four initial positions to DUL FY24/25
  - v. Adjusted budget for Lilly closure
- FY2025 Additional Budget Requests
  - i. Collections inflation of \$550K
  - ii. Two positions
    - 1. Press/Development Assistant (5 Year term)
    - 2. Events and Space Use coordinator
  - iii. Should hear soon regarding approval
- Questions:
  - i. *Q: Re: Annual Fund - Are there new donors each year?* Yes, but we lose some donors each year. We have always met our goal but we are never confident that we will be able to. These are typically smaller gifts but one donor did make a 50k gift this year. We rely on one donor to help has make our budget
  - ii. *Q: what is the difference between one time gifts verse regular?* We don't have the numbers on that but we would say that it is relatively small.
  - iii. *Q: Has student use of the library decreased overtime and has this had an effect on donors?* No, though circulation of the physical collection has decreased, our space is important to students. Students feel safe to be themselves in the library. We are also one of the largest student employers on campus.
  - iv. *Q: what is the size of the library staff?* About 250.
  - v. *Q: Looking ahead to FY2026, 2027, etc., what are the top library budget needs?*
    - 1. *Digital storage*
    - 2. *Competitive salaries for retention of Librarians*
    - 3. *Library Service Center – physical storage*

**Adjourn.**