Library Council
April 8, 2015
Minutes

Attendees: Deborah Jakubs, Lisa Huettel, Gil Merkx, Jocelyn Olcott, Kim Steinle, Bob Byrd, Pablo Beramendi, Victoria Szabo, Len White, Ann Elsner, Michelle Connolly, Christina Gibson-Davis, Jackie Wachholtz, Naomi Nelson, Tom Hadzor, Tim McGeary, Charlie Piot, Bob Behringer, Lynne Grossman, Recorder

1. Announcements/Introductions
   - This will be our final meeting of the semester and Lynne Grossman's last Library Council meeting before her retirement at the end of August. Do not miss your opportunity to contribute to the Duke Forward campaign by June 30, the end of the fiscal year. The Libraries have raised more than $48 million and our attention is now turning towards collections, positions, technology and programs.

2. Report on the Libraries' Budget: Ann Elsner
   - Budget pressures include being competitive in the market place, repository and storage needs, facility and staff AV/IT equipment and upgrades, security installation and support, The Edge IT and operating budgets, the Rubenstein Library reclassification project, OLE planning and implementation, mandatory position walk downs, and travel needs vs. available funds.
   - FY2016 Income Summary: The vast majority (65%) comes from our allocation through the Provost's office. Other sources of funding are the Annual Fund, endowments, strategic initiative funding and income through the Library Storage Center.
   - FY 2016 Expense Summary: Wages, salaries and benefits comprise the majority and the rest are made up of operating expenses, collections and debt services.

- Annual giving to the Libraries has increased over 20% in the past five years, with the additional revenue going into our reserves and providing us with some flexibility in spending.
- Endowed funds have weathered the financial crisis and the numbers of our endowments continue to grow.
- Our operating and restricted support remains steady; our total budget is $35 million. Although we've had steady growth over time, we have not seen a lot of increases. Eighty-one percent of our budget covers staff and materials. We have between 230 and 250 staff, the variance being due to one-year intern positions.
- Regarding Library Collections, rising costs continue to outpace inflation and a separate analysis is submitted annually in our budget request. Approximately 84% of collections are funded by the operating budget. In FY 16, we received a 4.9% increase to our base collections budget plus 2% for new acquisitions. The extra money will be used towards purchasing digitized versions of historical collections, and reference and research resources across the full spectrum of disciplines.
- FY 2016 Budget priorities include research support services in The Edge and Data visualization; Rubenstein Library exhibits and opening festivities; compensation adjustments; sustainable digital storage; and AV/IT enhancements
- Strategic directions are to improve the user experience; provide digital content, tools, and services; develop new research and teaching partnerships; support University priorities; enhance Library spaces, including the Lilly Library expansion and the Marine lab, as well as the research and dissertation writing room.
- For FY16, we received a $150,000 increase to our base allocation, which will cover a second Data Visualization analyst; a fully fund Metadata analyst; a one year term appointment for a Public Services intern; and staff compensation adjustments.

3. Pre-Strategic Planning: Update and Discussion: Jakubs, All
   - Susan Lozier and Noah Picus are coordinating a faculty committee which is charged with identifying themes that will serve as the organizing framework for a new Duke strategic

plan, to be developed during AY 2015-16. Each dean/vice provost was asked to prepare a short document in which strengths, opportunities, and challenges for the coming five years are identified and described. Within the Libraries, all department heads have prepared similar documents, in anticipation of the full planning process.

- The Libraries' four-page document has been circulated. Please consider the following questions for our discussion at the Library Council meeting:
    1. Do these themes fully represent the Libraries?
    2. If you could add one item, what would it be?
    3. From the faculty perspective, what are the strengths, opportunities and challenges facing the Libraries?
    4. If you have participated in the pre-strategic planning process, please provide your feedback and any thoughts on what the emerging themes might be.
- Library Council members recognize that we have so many data resources that it can become overwhelming for students. However, we provide assistance with librarians who are connected to each of the first year dorms. Faculty in the Writing 101 courses also invite librarians to their classes to provide advice and instruction. Lib Guides have been developed by subject librarians as an introductory resource to courses.
- It was noted that on the Library website, department names and acronyms can make it difficult to find material. We are always doing usability studies so we will incorporate this information and test what terms people use, what they find on our website, and try to make some adjustments.
- One of the Library's challenges is a marketing issue, how to convey all the services provided by librarians and the Library. We want the Library to be seen as a hub of expertise connecting the various disciplines, bringing the expertise to the need.
- One suggestion is that the Libraries' strategic plan should contain information about how we respond to threats, fire and theft, which would indicate how good and responsible we are.
- If something could be added to this document, Library Council members suggested an analysis of our weaknesses and challenges, such as staff retention. Another challenge will be

for the Libraries to provide services as classrooms will be needed for on-line courses taught at any time of the day.

Meeting adjourned at 1:10 pm.

Respectfully submitted, Lynne Grossman, Recorder