

Library Administrators and Managers Group
April 14, 2004
8:30 a.m. 222 Hesburgh Library

In attendance: Gay Dannelly, acting chair, Andy Boze, Carol Brach, Jane Devine Mejia, Liz Dube, Stephen Hayes, Sherri Jones, Lou Jordan, Kelly Koski, Parker Ladwig, Mary McKeown, Jean McManus, Dan Marmion, Eric Morgan, Marsha Stevenson, Scott VanJacob, Lorry Zeugner, and secretary Melodie Eiteljorge.

Approval of minutes: February 11, 2004 minutes were distributed and approved via e-mail.

Gay reported that Jennifer is in meetings for most of the next three and a half weeks. If anyone really needs to reach her, they should contact their associate director. Gay noted that several LAM members were attending a conference in Arizona on changing libraries. She also noted that Jo recently sent a draft regarding performance recognition. Jo will return on Monday, and she would welcome any comments. Jo also sent a recent notice from ALA: "National Library Week to feature first-ever National Library Workers Day". After some discussion, it was determined that we will schedule a three-hour celebration in the lounge on the afternoon of April 20. All employees will be invited to stop by for cake and beverages.

Dan reported that we have officially hired Pascal Calarco as Head of Systems. He is currently working 1/4 time remotely on projects. He will begin work full-time on July 1.

Budget Update '04/'05: Kelly reviewed highlights of FY '04/'05 Library Budget Memo sent by Jennifer Younger on March 16. Overall distribution of dollars between three budget categories -- salary, operating, and acquisitions -- is consistent with the '03/'04 budget. The acquisitions budget is facing a \$423K deficit. Solutions to this situation are still being worked on by CDC, and through discussions with the Provost Office.

The only increase in the funds received from the University came in the area of salaries. The increase percentages given by the University were distributed across the board to all faculty and staff meeting performance expectations -- 2% for staff and 1.5% for faculty. An additional pool of funds was made available for increases to the salaries of lower paid staff, to offset some of the impact of increasing benefit costs. The Libraries distributed this pool to all Level 3 and Level 4 employees. The University increased the student wage rates by \$.10 per hour at each of the three levels. The Library will implement this increase. A \$150K pool of funds remains in the salary budget to address current library staffing needs.

Overall, operating budgets remained the same for the program and divisional budgets, although the distribution of funding between restricted and unrestricted may have shifted somewhat. Dan

Marmion and the Infotech review group were able to decrease the Infotech budget from the original plan by delaying a major public workstation purchase until FY '05/'06.

The budget is balanced on an overall basis. Work continues on the \$423K deficit in the materials budget and the use of the \$150K salary pool. The budget is a plan for '04/'05 spending, based on a the situation at the time of budgeting. As circumstances warrant over the course of '04/'05, changes can be made.

Kelly also reviewed the details of the budget figures, on the Statement of Income and Expenditure for '04/'05. Micro allocations for the acquisitions funds and spending plans for the subject focused funds have yet to be completed, and these decisions will determine the uses of the balances currently shown in the restricted fund columns. A discussion took place of "pressure points" in the '04/'05 budget. Kelly identified the acquisitions budget, salary budget and general supplies (especially relating to printing). Sherri Jones also identified the Resource Delivery budget.

Gay Dannelly answered questions regarding the Acquisitions budget deficit. The hope is that the Provost Office will provide some one-time assistance to help with the current year situation, and then some add-on money (which would be a permanent addition to the Library's base budget) to address the problems in '04/'05 and future years. However, nothing has been guaranteed at this point.

Internal Recruitment Document: A draft of this document was distributed prior to the meeting. Steve noted that there have been some revisions since this version was distributed. Gay asked for comments. There was some concern about the opportunity for people to opt in/opt out when accepting new responsibilities. Lorry suggested that we consider it "an exploration". Lou added that it is like being appointed to a new committee, in which case you don't eliminate any current responsibilities. There were concerns about resources for training in cases where applicants were minimally qualified for a new staff position. The general sense was that we must maintain a positive spin on internal recruitment and treat it as an opportunity for people to learn new skills and to move forward. Cross-training should also be considered.

ANNOUNCEMENTS:

Kelly reported that the Renovare team is in full swing for implementation of the new financial system on July 1. Account numbers will change, using 26 characters. There will be some new forms. We will provide some training for those involved with financial records. Kelly thanked all within the library who have been involved to date, but in particular Phil Andrzejewski, who has been working on the Aleph interface.

Kelly also reported on a new procedure for expense reimbursement. There are only two official University forms, though we have created a variety of additional forms within the Libraries over the years. She would like to start using the University forms exclusively. The form that is commonly used for travel reimbursement has a column labeled "other". This can be used for party refreshments, student lunches/gifts, etc. She will send an ULON on the use of this form.

Eric reported that the new template for library web sites is now available. He would like for people to start practicing putting content into these. You can use any editor, but he encourages the use of Contribute. He will send an ULON regarding this. Dan added that Infotech will pay for Contribute for anyone who makes a request.

There being no further business, the meeting adjourned at 10:00 a.m.

Respectfully submitted,

Melodie Eiteljorge
Secretary