

University Committee on Libraries
March 28, 2003

1. The meeting was called to order at 7:30 a.m. in Cafe DeGrasta by Chairman Walter Pratt. Also in attendance were John Adams, Wesley Calvert, Stephen Dumont, Felipe Hernandez, Roger Jacobs, Mark Pilkinton, Marsha Stevenson, Stephen Silliman, David Smith, John Weber, Gordon Wishon, Jennifer Younger, observer Gay Dannelly and secretary Melodie Eiteljorge.

2. The minutes of the meeting of February 21, 2003 were approved as written.

3. Library Organization Chart <http://www.nd.edu/~adminoff/orgchart/orgchart.pdf>
and Table <http://www.nd.edu/~adminoff/orgtable.html>

Members suggested that this committee and the Advisory Council for University Libraries be added to the chart. (Note: done, 4-8-03, M.E.)

4. University Libraries budget 2003-04

Younger distributed three charts, noting that these contained preliminary data for library use:

1) "2003/2004 University Libraries Budget: Percentages of total Library budget of \$15,247,591"

The budget cut was 5% from the unrestricted 2002/03 base and 3.5% from the restricted projected 2002/03 base budget, for a total cut in dollars of \$746,000. In the library, we applied the cuts across the board to salary (faculty, staff and student wages) and nonsalary budgets. To absorb the budget cuts in the salary budgets, we need to keep 10-15 positions vacant in 2003/04. Although there is no hiring freeze in place for the University, we have put a hiring freeze in place in the library. Some vacancies do have to be filled to ensure that key priorities and essential activities can be done, but until we have accumulated sufficient salary savings, we will fill vacancies only through internal recruitment or reassignments. Also, we are reducing student employment.

We have put a number of strategies in place to cut expenditures from the non salary budget. We will defer most capital purchases, including major hardware purchases in support of the integrated online system, and reduce library printing costs through less color printing by the library, new fees for non-ND library user printing and new limits for general ND library user printing. We reduced the binding budget in anticipation of fewer physical serial volumes to bind and reduced the resource delivery budget in anticipation of reduced borrowing in specific areas such as the Radiation Lab. Last, we will again reduce commitments for journals and books through a new round of journal cancellations and the purchase of books in softbound rather than hardbound format. More detail on these strategies will follow in the discussion on library priorities and strategies for managing a 5% cut in the library materials budget.

2) "University Libraries 2001/2002 Budget: Percentages of total Library budget of \$16,081,285"

Within the library budget, salaries are the largest single category at 51.5% for 2003/04. Library materials, which includes the two categories of library acquisitions and acquisitions freight, is second at 40%. A comparison with the 2001/02 budget shows a consistent pattern. In 2001/02, salaries were 48% while library materials (books, serials and freight) was 41%. The slight shift is readily accounted for as the last two years saw increases in salaries with a zero percent increase in the non-salary budget throughout the University. While there was in 2001/02 an increase in the restricted segment of the library materials budget, that increase was realized only on approximately 39% of the total library materials budget.

3) "Library Materials and Salaries as a Percentage of Total Expenditures as Compared to Top 20 Private Institutions Used for Benchmarking: Preliminary ARL Data for 2001/2002".

The ratio of salaries to library materials, though consistent, showed a higher than expected percent spent on salaries. A comparison of the 2001/02 budget data with expenditure data for the same year revealed a nearly equal ratio - 46% for salaries and 47% for library materials, which was the expected result. The difference occurs because there is always gift and other one-time funds allocated for library materials, which is not in the budget. Data for the top twenty private university libraries shows that the ratio of Notre Dame salaries to acquisitions expenditures is well within the experience of these other libraries.

5. Library Materials Funding Status Report and Initial Strategies for FY 2003/04 (Dannelly)

During the fiscal years 1995/96 through 2000/01 the University Libraries received Colloquy funds that enriched the libraries materials funds by a total of \$1,045,026 and with a significantly increased number of endowments combined to increase base budget funding levels by 77.3% between 1994/95 and 2000/01. Beginning in FY2001/02 and continuing through the current 2002/03 fiscal year, the materials unrestricted budget has been flat with increases only in endowment income. The current fiscal 2002/03 year also saw a small increase in endowment funding resulting in an overall increase of 0.6%. The coming fiscal year will see a decrease in both unrestricted funding endowment income resulting in an overall decrease in library materials funds of -5.1% (\$330,000).

The total acquisitions budget funding for the current 2002/03 fiscal year is \$6,415,988. The total for the coming 2003/04 fiscal year is \$6,130,964. This reflects a decrease in library materials funding of -4.4% or a cash decrease of \$285,025. We estimate that inflation and currency issues will be equivalent to at least 10% for next year, yielding an effective decrease in purchasing power of -14.4%

Specific environmental issues

Throughout the same period, inflation on library resources, especially serials of all kinds, has continued unabated.

We are also seeing a weakening of the dollar against major currencies, particularly the Euro.

With the decrease in state budget funds available for the purchase of specific resources for all libraries, we must plan to fund approximately \$40,000 in costs for databases previously funded by the state

At the close of fiscal year 2001/02, the Libraries redirected funds to cover a serial deficit of nearly \$300,000, primarily in the sciences, business and smaller amounts in the social sciences.

Specific actions to decrease our commitments for FY 2002/03 and FY2003/04

We anticipated a continuing over commitment at the beginning of the 2002/03 fiscal year and established a number of mechanisms to begin to reign in the continuing deficit. **We carried out a 6% decrease in commitments across every subject area**, saving a total of \$170,000 in serials costs for the fiscal year and a total of 528 titles were cancelled. Some of them were duplicates available in multiple formats, but many were unique, although little used titles. These savings were implemented for the current 2002/03 fiscal year. Initiated April 2002

The Libraries **canceled the paper versions of those titles received in digital form from the major publishing packages** (Academic Press, Elsevier, Kluwer, Springer and Wiley) resulting in

a savings of \$113,000. These five packages have titles across the many disciplines, but primarily the sciences, business, economics, and some titles in other social sciences. A total of 647 duplicate journals in paper, still available in e formats were cancelled. Initiated October 2002

We will **carry out an aggressive review of our current commitments** to the major journal packages over the next few months. Each package allows a minimal cancellation of titles. If it is necessary for us to cancel more than the allowed percentages, we will be ineligible for participation in the package, thus losing access to many titles that are heavily used and that we have never held in print. As part of this process we will transfer currently dedicated funds from little used titles to those most heavily used. It is highly likely that we will be unable to continue to cancel only by format and will have to truly cancel titles. If such a drastic cancellation program becomes necessary, the loss of such access will have a significant impact on document delivery costs which have also had a decrease in funding due to the 5% decrease in funding to the Libraries. We may have to take such action, however, in order to retain the titles published by our core scholarly society and professional organizations, such as the American Chemical Society, the Institute of Physics, and many others. Initiated February 2003

We are now **examining smaller, less expensive packages in other subject areas.** Initiated February 2003

We are changing our North American approval plan requirements. At present we require the delivery of hard bound copies of all materials available in that format. Starting this month, we are **requiring delivery of trade paper bound editions of monographs when both hardcover and trade paper bound are available simultaneously.** Initiated March 2003

We are reviewing, with an assumption of probable cancellation, many of our general periodicals and newspapers and some select electronic resources. In electronic resources, we will be selecting among related databases, retaining fewer than we would like but seeking to maintain those with the most use and the most utility for our students and faculty. Initiated March 2003.

Further actions to decrease commitments FY 2004/05 and the future (more to come)

We will **review all exchanges and in most cases cancel such arrangements.** 2004/05

Bench Marking Increases in Library Materials Base Budgets

We have surveyed the top 20 private universities that the University considers peers/ aspiration peers about their library materials base budget funding over the past three years and their expectations for next fiscal year. Although we don't have all years from all of those who responded, we do have responses for at least some years from 19 of the 20 and where there are no percentages, per se, there is a clear statement of regular increases. The ranges of library materials base budget increases are as follows:

	<u>FY 00/01</u>	<u>FY 01/02</u>	<u>FY 02/03</u>	<u>FY 03/04</u>
Notre Dame	4.7%	7.4%	0.6%	-5.1%

Top Twenty 3.5% to 13.1% 2.8% to 11.3% 2.4% to 15.41% 0% to 8.5%

The responses for 2003/04 were highly speculative in most cases with best case estimates being made. It is clear that most institutions are likely to receive smaller increases, but, at present, most do expect at least modest increases.

6. Proposed communication with the Provost in regard to the effect of a 5% cut in the collections budget. (Jacobs)

Jacobs distributed a draft memo to the Provost. Members reviewed the document and suggest it go to both Nathan Hatch and Jeff Kantor and that copies go to the deans. Several revisions were suggested and will be incorporated prior to the next meeting.

There being no further business, the meeting adjourned at 8:55 a.m.

Respectfully submitted,

Melodie Eiteljorge
Secretary