

## **Minutes of the Library and Learning Resources Committee (LLRC) Meeting**

February 16, 2011 – 8:30-9:30 AM / Room 204, Curtis Laws Wilson Library

- I. Introductions and Welcome
  - a. Roll Call
- II. Budgetary Matters – Review Database Issues
- III. Journal Pruning Process
- IV. VHS Tape Replacement
- V. Items from the Floor
- VI. Adjourn

### **1. Introductions and Welcome**

The meeting was called to order by Edward Malone, Committee Chair.

Andy Stewart welcomed the group and asked each member to introduce themselves and who they represented. Self introductions served as roll call.

Attendees: Michael Bruening, Jun Fan, Gearoid MacSithigh, Edward Malone, Arpana Murthy, Hong Sheng, Andy Stewart, Maggie Trish

### **2. Budgetary Matters**

Edward Malone asked Andy to provide a budget overview to the group. Andy stated that last year this committee decided to pursue getting an additional student fee to help subsidize the rising costs of material acquisitions. That approach was not approved, but the Chancellor gave onetime money in the amount of \$100,000 to help with this year's acquisitions. While that helps this year, the on-going problem of rising costs of databases, journal packages, books and all other acquisitions has not been addressed. Andy distributed a graph (attached to the minutes) that showed how the acquisitions budget has remained flat for the past three years. However, prices have not remained stagnant. Andy further explained that he had been asked by the Provost to provide two contingency plans (6-9% cut) in the Library's budget. Those types of cuts would be severe. Recently, however, he was asked to plan for a 3% cut which would make the picture a little less grim; this will still mean losing funding for the Technical Support staff position.

Michael Bruening asked what was included in the acquisitions budget. Maggie explained that it includes books, journals, databases conference proceedings, and Interlibrary Loan materials. We do benefit from the UM System purchase of databases with centralized money. However, if they cut a database that would be critical to our campus, then we would have to pick up the cost.

Edward Malone asked if Andy anticipated filling any of the openings he mentioned earlier. The Library does not have the ability to fill those positions at this time. Since our last meeting, we have lost a Catalog Librarian who took another position out of state. For that one position, the Library did receive an exception to the hiring freeze. The Library lost \$40,000 (FY11) out of the operational budget and is looking at losing another 3% out of that budget. The Library has been dividing up the most critical of his tasks, but with all the web design changes, other Library work is lagging.

Edward Malone stated he would be happy to explain back to his department what is happening and why materials acquisitions are affected. If Andy could prepare

a graph that shows the cost increases and the flat budget, that would be a tool the committee members could use in describing the issues to their departments.

### **3. Journal Pruning Process**

Maggie explained journal prices have been rising about 7-10%, some of the database vendors are holding down costs but others are going up about 3%. The Library forecasts about a 2% increase in materials budget each year. By staying flat the last 3 years, the Library has essentially lost 6% or about \$100,000. Pruning efforts are made every year to bring spending in line with the budget. With what is proposed for next year, the Library will be about \$50,000 short. The regular pruning process will take place but that process will have to be more stringent. Maggie explained the process with the UM System purchase of databases and what was picked up locally.

Edward Malone asked if the committee wanted to pursue writing a letter of support to the Provost. Hong Sheng asked when it would need to be in place. After some discussion, it was decided that a letter would need to be drafted and approved no later than the end of March or early April. Maggie stated that the cuts to the Library budget are really a cut to each department. There was some discussion about the best approach with the letter going through the Faculty Senate or directly to the Provost. Edward Malone moved to draft a letter to send to the Provost as a letter of support to the Library's acquisitions budget. Michael Bruening seconded. Motion carried.

Andy made the comment that Maggie has an excellent handle on the materials acquisitions budget and wanted to take this opportunity to thank her for all her efforts.

### **4. VHS Tape Replacement**

Maggie explained the process of replacing VHS tapes with current DVDs. The heavily used feature films were first on the list. The second was feature films on reserve. A list was sent to the English Department and another small slice was feature films that have been on reserve for a very long time. Once these are all reviewed, the next step will be non-feature films. The Library may also run into instances that the film will not be available on DVD. In that case, a list will be sent out to the faculty to see if there is a replacement film that would work. Once all these steps are worked through, then the Library will go back and see what additional items (new requests) are needed. The Library has also taken advantage of purchasing box sets that were cheaper than individual purchases and provided some movies not previously owned. Maggie asked what the best approach would be to sending the information out to faculty to get input on what is needed.

Arpana Murthy suggested sending an Excel spreadsheet to department secretaries asking them to have all the faculty review for each department. This would ensure everyone has looked at the list.

Gearoid MacSithigh and Michael Bruening both felt that direct email to the faculty was the best approach.

### **5. Items from the Floor**

Michael Bruening asked about news on the building plans. Andy explained that the development office is the one with their finger on the pulse of lead donors with Connie Eggert leaving along with Trish Sowers, the development officer for the Library, the project is on hold. There were two architectural firms involved and we had a very

good working process, including good campus input. Andy will circulate a copy of the final program study to the committee.

Andy also wanted to mention the work being done by Roger Weaver and the Scholar's Mine. Roger has taken a lead role in the new NSF data management plan requirements that states once NSF funded information is gathered, open access storage for the data must be identified. Roger has been working to develop a template for the faculty to use to address this new requirement.

There being no further business, Ed Malone made the motion to adjourn, Michael Bruening seconded and motion carried.

## **6. Action Items**

- 1) Draft letter of concern to Provost - Due late March/Early April
- 2) Set Next Meeting Date
- 3) Andy to provide updated acquisitions chart.
- 4) Maggie to provide slide to support letter of concern

## **7. Adjourn**

Meeting adjourned at 9:30 a.m.

**Material Acquisitions Budget -- Campus Allocation and  
One-time Transfers  
FY96 to FY11  
Wilson Library, Missouri S&T**

