Monday, September 26, 2007

Minutes

Present: Gribben (Liberal Arts); Judd (Business) Martin (Science), Acting Chair; Meadows (Education); Best (Library).

Absent: Schutt (Nursing).

Guests: Bailey; Farrow; Gantt; Hightower; Hines; Johnson (Secretary); Kneip; Tims; Valente; Williams.

The meeting was called to order by Chairman Martin at 2:05 p.m..

Best presented the budgetary reports for the Library. These reports included the Library O&M budget and the Library Book Allocations budget for fiscal year 2007-2008. Best reported a change in the budgeting forms for the University resulted in the library not being credited with revenue income. As a result, the base budget is short by $50,000. Best noted that originally, the technology fee allocation of $77,500 was removed from the library budget but through an appeal to the Chancellor this amount was restored.

Best explained that $114,864.65 of the library carry-over amount of $117,419.59 is “committed” in the sense of the funds are a) designated for faculty expenditures on books ($63,779.73); b) library expenditures on serials ($23,209.56); or c) is already on deposit with SOLINET ($27,875.36). The SOLINET funds are used to cover library expenditures for cataloging records, supplies, database subscriptions where possible; and training. After the reduction of these funds from the carry-over amount, the Library O&M had a balance of $2,554.94.

Best noted that because of the reduction in the library budget, the library will be reviewing print journal subscriptions with the faculty with an eye towards cancellation. Overall, the library materials budget has been reduced by 2%.

Best next discussed the book allocations with the committee members. Best explained that the carry-over amounts are accurate as the accounts were “frozen”
yesterday. The Library will be sending out the allocation information to the
departmental liaisons this week. Best discussed with Dr. Meadows the allocation
approach for the new department of Physical Education in the School of Education.
The allocation was based upon last year’s allocation for the department of
Foundations, Secondary, and Physical Education. A three year average was used
to identify the number of titles ordered by the department that were classified in
Physical Education / Recreation, as well as Foundations and Secondary Education.
These figures were then multiplied by the most recent average book cost. The total
costs were analyzed to show the percentages of expenditures for each area. These
percentages were then applied to last year’s allocation. The resulting figures were
then rounded to equal last year’s allocation.

Committee members asked Best what the Committee could do to demonstrate
support for the library. Best noted that he had a meeting scheduled for Monday
with Dr. Warren, and suggested that the Committee consider writing a letter to her
expressing concern about funding for the library and the library’s ability to
maintain subscriptions to the journals and databases. The Committee members
voted unanimously to approve the writing of such a letter, and will work on
preparing the document.

Best noted to the Committee that this was the last meeting that Betty Tims, Head
of Public Services, would be attending, as she was retiring in December. Best
expressed his thank to Betty for her service to the Library. Members of the
Committee and guests gave Betty a round of applause.

Gribben and Judd expressed appreciation to the Library for providing the students
and the faculty with the resources necessary to conduct research and teach.

There being no further business, the meeting was adjourned at 2:52 pm.

Respectfully submitted,

Carolyn H. Johnson
Administrative Associate
AUM Library