

Steering Committee

Minutes of the December 2, 2009 meeting

Present: M. Case, L. Castillo, R. Daugherty, J. Fiscella, S. De Groot, J. Dorsch, K. Ein, A. Ford, E. Guss, P. Hepburn, R. Holst, T. Klassen, J. Lambrecht, F. Logan, L. Naru, R. Sandusky (convener, recorder), E. Schellhause, C. Scherrer, M. Shultz, A. Weller;

Absent: K. Carpenter, K. Frey, J. Schuitema

1. Review minutes

Accepted with minor corrections.

2. Council reports

ASC: Renewal limit policy

ASC prepared an advance notice for those at/above the proposed limit, to be followed with general announcement shortly thereafter. In the advance notice, we can tell each patron which of their books are above the limit. ASC organized a joint meeting with circulation staff at all locations to prepare consistent responses to questions and consistent procedures. We also anticipate questions from users about their current renewal levels and want a consistent, library-wide response and capability.

Discussion centered on timing of notices and implementation. Consensus is, because we are so near the end of the semester, messages to our avid patrons (those above the proposed limit) should begin in January 2010 and be repeated multiple times. That message should be followed or interspersed with notices to all patrons about the new policy. Library staff also must be informed about these messages and the new policy. Implementation of the policy will likely result in lost book charges, and we should be sensitive to many faculty members being off-campus during the summer.

Fiscella noted that the Library may be delivering other news in 2010 that will be seen as bad news (i.e., cancellations; reductions in collections budget), so we should consider timing of these messages.

Case noted that she will have more time to notify the Provost and the Deans and gather feedback and advice.

ACTION: Guss will work with ASC to draft a revised implementation schedule that includes dates for (1) multiple personalized notifications to our avid users; (2) notifications to the entire campus; (3) notifications to library staff; (4) implementation date. Schedule draft should be sent to Steering by December 23, 2009 for discussion at the January 6, 2010 Steering meeting.

ACTION: Guss will send Case the numbers of avid patrons and the number of items over the renewal limit by December 9, 2009. It will be helpful if faculty numbers can be separated from the totals.

CTSC: Space recovery

Cullars and Wiberley from Collections have worked with Daugherty and Webb (Catalog Dept.) to build an efficient process for weeding and withdrawing materials to empty the shelves on Daley 1 South. Titles of monographic sets and monographs that are

candidates for withdrawal are being searched at UIUC, Northwestern, Chicago and CRL to ensure that copies are available in the state if we are to withdraw.

3. Budget update

Case recapped the key points from the memo from Presidents White and Ikenberry and the follow-up from Provost Tanner and Chancellor Allen-Meares. Campus units are asked to set aside 5% for this year in anticipation of a rescission, and to plan for a 5% permanent cut for FY2011, based on the FY2010 base. This figure is based upon the \$45,000,000 in federal stimulus money the state received earlier in 2009. We have reserves to cover a FY2010 rescission, and we also want to keep a \$500,000 cushion, so we need to cut \$1,000,000 from the FY2011 budget. Senior staff is working on a framework for making these difficult decisions. One dimension of this framework is revisiting the strategic plan. Another is to review this year's annual reports. We're also looking at benchmarks and models that may be useful: for example, are there successful libraries that are operating at lower budget levels than UIC is accustomed to? Also under discussion is the current 47% allocation for collections; we're reexamining recent ARL data. The Library's budget review meeting is April 1, so we have a few months for discussion, data collection, and decision-making.

Other items in the overall discussion include:

- The need to plan for replacement of staff computers now that we're about four years past the last large replacement program.
- Reduced schedules and 9-month contracts for library faculty and APs. This includes understanding the impact on employee benefits and retirement.
- Reviewing institutional memberships in order to do a cost/benefit analysis.

Feel free to share this information with staff.

ACTION: Steering Committee members should send their ideas for dealing with budget cuts to Case.

4. Review of Strategic Priorities

The proposed key strategic issues posted during the meeting, lightly edited, are below. The numbers in parentheses indicate the number of people presenting that issue to Steering (noted by check marks on the flip charts):

1. Library's virtual presence (1)
2. Enhance commitment to health science in state (1)
3. Promoting resources and services to our user community through a comprehensive marketing effort (4)
4. Given bad budget, decide what to focus on and what to put aside (3)
5. Collaboration with UIUC library (1)
6. Need strategy to convert the good ideas in the plan to action (3)
7. Identify metrics that have meaning to administrators; report them to key constituents in simple format (e.g., a dashboard) (1)

8. Integrate new technologies into services (1)
9. Still need to understand who our users are and who they will be in years ahead (1)
10. How do we spend student fee on facilities they want (3)
11. Maintaining collections in bad budget times (1)
12. Engage campus in scholarly communications issues (3)
13. Engage students and faculty in planning and implementing collections and services, plans and policies (1)
14. How to respond to increasing demands (1)
15. More outreach, external and on campus (1)
16. How to keep moving forward in current environment: \$, personnel skills, time (1)
17. How to keep up-to-date in faculty and student research, teaching & learning, clinical information needs (1)
18. Collaborate with Chicago institutions (1)
19. Recruit, hire, and retain staff (1)

The group discussed the role of metrics and the use of annual reports as a source of data on departmental activities, priorities, and values. The group also discussed alternatives for proceeding and engaging the entire Library staff, and the importance of addressing the question “What can we / should we stop doing?” Alternate questions might be “How can we do X differently? Or Why are we doing X - what goal does it link to?”

December 2009

- small group sessions within departments whose objective is to develop a prioritized list of key strategic issues (optional additional sessions among people from specific functional areas (circulation; reference / information services) across all libraries)
 1. Meetings in departments to discuss departmental plans, identifying key strategic issues. For departmental meetings, the department members should review the departmental strategic plan, if one exists
 2. Meetings among functional areas that cross departments (e.g., circulation; reference / information services) to discuss key issues (optional)
 3. Meetings in departments to discuss the overall library strategic plan and identify key strategic issues (staff should read pages 23-27 and pp. 40-45, and pp. 49-52 of the UIC Library Strategic Plan:
(http://www.uic.edu/depts/lib/staff/steering/documents/LibStratPlanv2_2Final.doc)
 4. each small group generates a prioritized list of key strategic issues during their session
 5. Department Head forwards the prioritized list to the Steering Committee mailing list (lib-steering@uic.edu)

January 2010

- Create a brief deliverable by January 29, 2010 for discussion at Steering, February 3, 2010.

February 2010

- Larger, library-wide sessions to develop prioritized list of key strategic issues for the entire Library, details to be determined

ACTION: Each Department Head holds a strategic issue identification sessions prior to the winter holiday break and forwards a prioritized list of strategic issues to the Steering Committee mailing list.

ACTION: TBD organizes a couple of library-wide strategic issue identification sessions prior to the last week in January.

ACTION: TBD develops a brief document for discussion at the February Steering Committee meeting; to be distributed on or before January 29, 2010.

5. Cost-savings ideas 10 min. (Naru)

Naru requests updates to the cost-saving spreadsheet, posted on the Steering Web site, be sent to her. Feel free to add new ideas for saving money or increasing efficiency.

ACTION: All Steering Committee members submit their updates to Naru before December 22, 2009.

6. WECT update

A meeting between UIUC Acquisitions and our staff was held in November to identify opportunities for increased efficiencies, better reporting, and more accurate processing of the EBSCO invoice and of large electronic invoices that are paid from multiple funds. Several follow-up actions were identified including implementation of programs that will allow Bibliographers to track purchases without maintaining shadow spreadsheets.

Moving Sara to the shared Cataloging/Acquisitions space will allow her to lead a new Electronic Resources Unit.

People are invited to relocate from the 1st to 2nd floor beginning January 5, 2010. These activities may prevent the catalog / acquisitions departments from meeting on strategic planning.

Official process change-over in January: involves vendors and other people throughout the library.

Then acquisitions space will be free in January for re-use.

Fiscella is contacting YBP for training, which will be held following ALA mid-winter.

7. Emergency Preparation / Business Continuity

Data gathering for gap analysis has been completed; the Task Force is meeting 12/4 to prepare the final report and recommendations for discussion at the January Steering meeting. There are a lot of gaps throughout, spanning prevention, preparedness, and recovery. The focus of the Task Force recommendations will be to get the plans

researched and written by mid-year 2010. The Task Force Report will be available prior to January 2010 Steering meeting.

8. Announcements

Ford reminded that positive time reporting begins 12/13 for exempt civil service, 12/16 for academic professionals. Please encourage APs and exempt CS staff (LOAs and ISS, who are not eligible for overtime) to attend the 12/2 meeting. Annie will also be introducing the new evaluation forms for AP's at this meeting, which we assume will be mandatory.

ACTION: Ford will confirm date when the new AP evaluation form becomes mandatory and report back to Steering.

Ford reminded Steering to provide comments on the three diversity documents posted on the Steering Web site, dated November.

ACTION: All Steering Committee members should submit comments on the posted diversity documents to Annie Ford or LaVerne Gray by the end of December, 2009.

Sandusky reminded Steering to submit requests for the Library / IT future planning process. Carpenter sent a request for input to Steering on November 24. Please review that e-mail and the accompanying attachment and submit your ideas to Carpenter by end of day, Tuesday, December 7. Suggestions will be compiled and presented at the next Steering meeting, January 6, 2010, with a comment period through January 19, 2010.

ACTION: All Steering Committee members should submit their Library / IT suggestions using the template provided in Carpenter's November 24, 2009 e-mail, to Carpenter no later than end of day, Tuesday, December 7.

Sandusky provided a WOC update. WOC will report this week on recent activities, including follow-ups to the September 24 meeting focused on LHS requirements. WOC is also testing a new release of the WebGUI Content Management System, which we hope to implement in early January.

Shultz reported that the College of Medicine accreditation visit occurred, and the early feedback is that it went well. Schellhause had a similar report for Rockford.

Schellhause reported that the move of the Crawford Library is now scheduled for mid-February.

Ein noted that the W2 e-mail will be posted on Business Office Web site, and a paper copy will be posted outside the Business Office.

Ein also noted that the payroll calendar updates will also be posted on Business Office Web site. She encouraged people go there for useful information.

Daugherty noted that the Daley library is now open until 7PM on Friday, Dec. 11 for end of semester all-nighters. You may be asked for ID if you are in the library very early in the morning or late into the evening.

Logan reported that Lesley Brown, a new reference librarian in Daley, is now here; she'll be introduced at Daley and Science soon.

Case reported that staff development day is being planned, likely first week in January, Thursday or Friday. Laura requests managing enrollments to help balance attendance.

Weller noted that Special Collections will begin receiving the CME/BOT documents beginning December 17. A gift of \$1.4 million for processing will also be received.

Lambrecht reminded that the contract to extend WCL through 2010 is being negotiated; staff are working on enhancements with UIS, which are to be completed by end of January.