Collection Development Committee
January 25th, 2011

I. Agenda (Tom Teper): 5 Minutes

II. FY11 End of Year Calendar (All) 15 Minutes
   A. Discussion of End of Year Calendar – Questions, Concerns, etc.
   B. Key Dates:
      a. Feb. 1 (last date for orders requiring sole source OR license and >$5,000)
      b. April 28 (last orders at all amounts)
      c. May 20 (last invoices)

III. FY11 Spending (Tom Teper & Lynn Wiley) 20 Minutes
    A. Where we stand spending wise….
    B. Reminder messages….

IV. Patron Driven Acquisitions, Pilot II (Lynn Wiley) 20 Minutes
    A. Update from Steering Committee

V. Centrally Funded Purchases 15 Minutes
   A. Questions or clarifications…?
   B. Please see email from T. Teper to LibFac-l dated 12/15/2010

VI. Updates (Lynn, Wendy, & Tom): 15 Minutes
    A. Acquisitions
    B. eResources
    C. Stewardship – Endowed Funds

VII. Next Scheduled Meeting: Tuesday, February 22nd from 3:00 – 4:30
II. FY11 End of Year Calendar

Deadlines for end-of-year purchases were announced as follows:

a. February 1, 2011—last date for sole source provider contracts or license and contracts greater than $5,000.00
b. April 28, 2011—late orders for any amounts
c. May 20, 2011—last date to submit outstanding invoices for FY11 payment

Foreign orders have the same deadlines, but Lynn encouraged all foreign purchases to be submitted in advance of the deadline since they sometimes take longer.

With such an accelerated fiscal calendar, it increasingly resembles that of other similarly-sized institutions.

It was asked if requests for expenditure of unspent funds could be logged now as a part of a contingency plan for these funds, and a call will be extended for these requests closer to the end of the fiscal year. Most likely requests will be limited to a single vendor to help ensure that funds are expended in a timely manner. Other contingency plans include pre-paying the FY12 CIC commitment, which should be around $200,000 and would enable more flexibility for expending leftover funds from FY11 in FY12. Expenditure of year-end funds will need to be pre-planned given the timeframe necessary for paperwork to be completed for payment of invoices. An additional option would be to prepay select vendors who offer prepayment options. Lynn was hopeful that most FY11 funds would be spent in a timely fashion, which would eliminate the need for significant contingency planning and expenditure.

III. Using the dates of the accelerated fiscal calendar, approximately 72% of the fiscal year had passed. Even given that many funds would be spent on purchases currently in process, a significant number of funds were at an expenditure level that was much less than 72%. Emails would be sent to fund managers with gentle reminders about the fiscal year deadlines, especially in relation to monograph purchases. Spending acquisitions funds on approval plans was suggested as a way to spend down remaining amounts.

At the end of FY10, over $250,000 were left over even after pre-paying the CIC commitment, although $160,000 was retained as a reserve budget. This large amount was much too high, and given the new requirements for vendor certification, the late orders received at the end of the last fiscal year will not be processed this year.
It was asked whether cancelled serial funds would be added to the unspent year-end amounts. To the contrary, cancelled serial funds are deposited in the monograph funds for the same division.

IV. Patron Drive Acquisitions, Pilot II

Tina Chrzastowski, Lisa Romero, Janice, and Lynn Wiley comprise the members of the patron-driven acquisitions pilot steering committee. They have set up a profile that mirrors the approval plan one, which takes Library of Congress classes as the basis for profile selection (minus a few select areas in which the University Library does not collect). Some other limitations on the profile are the exclusion of e-books and a few similar considerations. Details regarding the profile are available in the “Collections Info” folder in the G: drive in a folder titled “PDA 2011.” To make requests, patrons will use the online catalog record, which will allow patrons to “request here to make a purchase on demand” by clicking on a button. The pilot’s budget is $70,000, and based on the previous pilot, which spent $28,000 in three weeks, the funding will likely be spent quickly. Additionally, the pilot project will use funds from approval plans for requested acquisitions with identical titles. This will eliminate duplicate purchases and free up additional funds for the pilot project. Subject specialists will receive notification when this situation occurs.

V. Centrally Funded Purchases

Using the money saved by pre-paying the $200,000 CIC membership for FY11, purchases supporting the biology and language and literatures library were made. Additional purchases were made in health sciences.

VI. Updates (Lynn, Wendy, and Tom)

a. Lynn had no additional updates regarding acquisitions.

b. Wendy requested that no additional electronic resource purchases be made, as she was finalizing contracts with vendors, and making changes would extend the timeline and create difficulties at this point. The year’s Wiley invoice was around $900,000, and the Springer invoice was forthcoming. Elsevier was taking a long time. Links to the new ProQuest platform would be going live later in the week, with the old platform being removed in March.
c. Several issues related to library endowments were being addressed. Issues included funds that have recently matured but that aren’t being spent, the continuation of close relationships with and regular reporting to donors who communicated frequently with library faculty and staff who have left the University, and issues related to uncertainty regarding the purpose of funds or who the correct fund manager should be. Additionally, discrepancies in reporting and available, correct information about endowed funds occur because of communication issues. To remedy some of these, Elizabeth had created a spreadsheet with information about all of the endowed funds. Eventually, abbreviated information regarding gift restrictions would be inputted into the Voyager notes field for endowed funds.

Paula Kaufman supports the initiative, as she has made clear her perspective that the University Library has a responsibility to donors to spend their gifts according to the stated terms of the gifts and be good stewards of their support. From an advancement perspective, initial gifts could be tests through which a donor will decide whether to donate additional money. As a result, demonstrating stewardship of existing gifts becomes very important to future fundraising.

Discussion ensued regarding the tracking of contacts with donors.

VII. FY12 Budget Preview

Rod indicated that even with the tax increase, the University would probably receive 100 million dollars less than FY11. For FY11, money was cut from the budget to place in a fund that the University could easily access if necessary. Funds set aside for this purpose by the University Library have been spent or will likely be spent in the near future. In FY12, $700,000 (a 50% holdback) could probably be used for the expected budget cut, but this will not likely cover the entire amount the University Library will need to cut from its budget. As a result, academic/faculty funds will be impacted again in FY12, as these are the only funds with much flexibility. Furloughs were unlikely, and Rod was hopeful that some sort of salary program could be added in FY12, especially given the number of retirements and leaving personnel. 580 fewer employees worked for the University in FY11 given the high number of early retirement packages and departures.

The next CDC meeting would be held on February 22, 2011.