Collection Development Committee  
Meeting Summary  
September 23, 2003


FY04 budget: Karen reported that the FY04 budgets are almost completely loaded in Voyager, with a few remaining questions. Katie Newman will be providing instruction on using Excel to sort and manage fund reports. Karen, Rod and Lisa reported their discovery that since FY02 there has been a $100,000 error in the membership line of the collections budget reported on III. The UFAS account showed the correct amount while our internal III reports showed $100,000 too much. It is not clear how this occurred, since none of the people working on the budget for FY03 or FY04 were involved in the FY02 budget building. Karen, Rod and Lisa are identifying the line items on membership that are recurring expenses, so that an adequate amount of money can be built into this line for the FY05 budget. In the meantime, Paula and Rod have provided some unrestricted dollars to Karen to use if needed to cover encumbrances in that line.

FY05 budget discussion: The CDC has advised that discussions about reallocation for the next year should occur earlier in the year. Thus, we began our first discussion of reallocation issues for the FY05 budget. Karen provided 4 handouts to explain the history of how budgets have been allocated in recent years and the campus work that led to the 2% reallocation process. The Senate Committee on the Library, as well as the Provost, is expecting that we will resume our 2% reallocation process in FY05. It first occurred in FY03 and was waived in FY04 because of the budget situation. We looked at the factors in the 40% allocation and the request form used for the 60% allocation, and identified 2 questions for discussion in divisions: 1) what adjustments should be made in the FY03 formula and form for FY05 allocations and 2) should we consolidate funds, and if so, how? We will discuss these at our October CDC meeting. Tim offered the opinion that we should look at allocation for FY05 in 2 parts, the 2% pot and any additional money from that campus that may be made available to us. Karen will invite Bill Mischo to the October CDC meeting to discuss the data that are used in the development of the formula.

E-resource update: Wendy reported that Cindy Ingold, Lisa Romero and she had met to begin the review of the er14 fund, and are having reports run to help them sort the acquisitions on this fund into groupings. Ingenta nightmares are continuing to occur, and she is now working with a new technical contact to solve problems. Wendy reported that the TDNet Implementation Team has met 2 times and have 2 more meetings scheduled the week of September 22. TDNet has delivered sample data sets for 3rd party aggregators and we are awaiting the others. The Kluwer and Wiley contracts are not finalized with the CIC. Wendy reviewed the terms of the agreements as we understand them, and will send them out as a separate message to subject librarians.
Preservation update: Tom Teper reported that the Emergency Response Task Force has been re-constituted and is working on some of our evacuation procedures for tornadoes, updating the disaster plan, and working through some enforcement requests with the Fire Marshall. The preservation assessment in the Music Library is showing that some 50% of scores have been vandalized, as a result of being used as a performance collection. There is a performance collection on campus that should be used for this need, but Music Library scores collection has been used instead. The Preservation Committee is spearheading the development of a collection managers’ handbook that will incorporate both collection development and preservation information. The outline for this will come to the CDC in October. The Preservation Committee is also working on a forum for grant-seeking, including NEH, IMLS and other sources of funding. We are waiting to hear about the outcome of our Save America’s Treasures grant that was submitted for our Sandburg collection. The expected closing date for the microfilming unit in Noyes Laboratory is still February of 2004.

Other: CDC meetings for November and December fall on Thanksgiving week and the winter holidays. We need to consider a different schedule. Karen reported on her plans for a short sabbatical, from approximately November 21-February 21. She will continue some work involvement during this time on a weekly basis.

Next meeting: October 28, 2:00-3:30, 428 Library.