

Library Council Meeting

June 23, 2015

Room 2616

2:00pm-3:00pm

Present: Donna Bourne-Tyson (Chair), Carol Richardson (Recording Secretary), Ann Barrett, Creighton Barrett, Linda Bedwell, Geoff Brown, Karen Chandler, Michelle Charlton, Sandra Dwyer, Allison Fulford, Melissa Helwig, Heather MacFadyen, Gwendolyn MacNairn, Julie Marcoux, Shelley McKibbon, Lindsay McNiff, Julie Marcoux, Michael Moosberger, Robin Parker, Phyllis Ross, Dominic Silvio, Janice Slauenwhite, Karen Smith, Sarah Stevenson, Alice Stover

Regrets: Jennifer Adams, Linda Aiken, James Boxall, Sai Choi Chua, Ian Colford, Marc Comeau, Sarah Jane Dooley, Gail Fraser, Mark Lewis, Elaine MacInnis, Erin MacPherson, Jason MacDonald, Oriel MacLennan, Joyline Makani, David Michels, Phil O'Hara, Michelle Paon, Margaret Vail

Budget Overview:

- Janice Slauenwhite and Sandra Dwyer have been working with the numbers for staffing levels and will send out the information soon.
- Most of the budget money comes from the Dalhousie Central Funds. This includes the Annual USD exchange rate rebate. Money is also received from internal and external partners plus donations, endowments and strategic initiatives and other one-time funds.
- Not included in the Dalhousie Libraries operating budget is non-space equipment and renovations covered by Alterations and Renovations (A & R) fund in Facilities plus some furniture purchases from Facilities.
- Budget planning is done every year. The Units and Libraries prepare annual budgets based on previous year's budget plus add anything new or make cuts as needed.
- SMT reviews the draft budget based on unit budgets and projected cuts, makes final adjustments with information that is provided early in June. SMT reviews final balanced budget including acquisition allocations for each library.
- It's generally predicted to be 1-3% cut each year, and this year they told us to plan for a 1.5% cut. The 1.5% cut is only on the operating budget, not the acquisitions budget. An automatic salary increase is given every year.
- Working with the budget:
 - University Librarian provides periodic updates at Library Council on budget predictions, as we attempt to balance it.
- The draft budget is discussed at Library Council.

Some outside influences on the purchasing power:

- Subscription inflation (often 3 – 8%)
- Success of consortial negotiations
- Weak Canadian dollar (85% of purchases are affected by exchange rate)
- We received \$142,000.00 this winter, for the budget year 2013-2014 to help offset the exchange rate.
- We may get \$600,000.00 from Financial Services this summer, for the loss in purchasing power in 2014-15.

2015-2016 Budget numbers

- -2% reduction in operating
- 2% increase on protected acquisitions

Budget from 2014/2015 – 2015/2016

- The numbers are going up, due to salary adjustments and the acquisitions increase. The Libraries received more money for the total budget in 2015-16 compared to 2014-15.
- Tentative numbers were displayed in the presentation on how the figures were broken down among the libraries. SMT spent a number of hours trying to figure this out. Donna welcomes input about whether or not the BIG EAF is beneficial to all libraries. There is a task force being created appointing members by the head of each library and led by Heather MacFadyen. What is included in EAF is open for discussion and review.
- Operating costs that are not covered by salaries or acquisitions are expenditures in: LITS, Archives, Communications, Office of the University Librarian, staff training and travel for each library.
- The budget wasn't balanced any differently than other years. The operating costs were reduced by cutting such things as office supplies, equipment, copiers etc. Tried not to reduce staff training and travel expenses to preserve our ability to keep everyone current.
- Reduced Strategic Operating Funds in University Librarian's budget, and we are filling only five of the six NSGEU vacancies.
- The staff in the new NSGEU positions will be trained to be able to work in all libraries in Access Services and Resources.
- There is no reason why we can't talk about all staff vacancies at Library Council. This is a vehicle to provide feedback about what is happening in the Library and input is welcome.
- Budget for SIM interns is the same pot of money as the student assistants. The wages will be increased to \$13 an hour for Interns. This decision was discussed at length at SMT, and we would have to cut somewhere else in order to give them more.

Kellogg:

- Will there be extra staff hours given to the second site since student hours are being reduced?
There hasn't been a change in student hours, just an increase in the interns' wages. Kellogg will get hours for a navigator for evenings and weekends and there will be internal discussions for scheduling desk shifts.

New positions:

- The 5 new library-wide hires should be well rounded to do a lot of duties that are required. These positions were created by Heads and Managers of Access Services. The five new positions may be hired internally if they are qualified but if not, externally. It was noted that the libraries are trying to upgrade all C-4 positions to reflect the increased complexity of the work performed.
- There was concern about the affect the recent retirements will have on the 5th floor workload.
- It was suggested, the staff job descriptions come to Library Council to give an opportunity to have a discussion at Council, in addition to the librarian positions which are already discussed.
 - The LITS position is an internal appointment in the system to help the workflow and to coordinate and prioritize what's going on in LITS. Anyone in the Dal Libraries system is able to apply and then a decision will be made to fill or not to fill their previous position. This position will be an upgrade.

Staff funding for travel and training:

- How is the funding broken down?
The funding is mostly for staff because the DFA Librarians receive money from the DFA travel fund but there is some money allocated for librarians out of the Libraries travel and training fund, for work they are doing as a system-wide leader.

Budget questions:

- Are staff able to get access to the whole budget at some point?
Donna can't give full budget details because of confidential salaries but other budget areas can be shared.
- When will we see collection figures and when do we have to talk to faculty?
We are waiting on Financial Services to give us an estimate on the rebate for the USD currency exchange. It would be very optimistic to have these numbers in July.

Donna encourages staff to be proactive when it comes to the budget. Please don't hesitate to contact her or the unit head. The budget has been mentioned by Donna at Library Council on a number of occasions this past year but there have been no questions raised by Council members. Donna will try to get budget information out to members ahead of the planned meeting each year.

It was suggested to have a special retreat for Library Council to discuss what Library Council is all about.

If you have any questions, get in touch with Donna or your Head.