

**UNIVERSITY OF WASHINGTON
FACULTY COUNCIL ON UNIVERSITY LIBRARIES**

The Faculty Council on University Libraries met at 8:30 a.m. on Wednesday, **April 30, 2003**, in the Petersen Room of Allen Library. FCUL chair Geoffrey Sauer presided.

PRESENT: *Professors* Sauer (chair), Lavelly, Schepp, and Sutton;
 Ex officio members Ogburn, Sercombe and Wilson;
 Regular guest Charles Chamberlin, Deputy Director of Libraries.

ABSENT: *Professors* Berry, Brown, Chance, Kerr, Martin, Moy, Sullivan and Wilkinson;
 Ex officio members Fuller and Ullman;

Approval of minutes

The minutes of March 3, 2003 were approved as written.

Libraries Budget Briefing: Preliminary Plans for Cuts – Betsy Wilson

Wilson said, “Things are in flux now, and unpredictable,” with respect to budget cuts within the University, but the Libraries is preparing for “anticipated cuts.” She said the Libraries, like other units, will be presenting a 5% cut to the Provost. The annual cut for the Libraries, at 5% of its total budget, will be \$1.37 million. Wilson pointed out that the UW Tacoma and UW Bothell budget cuts are separate from those at UW Seattle.

“We want the budget cuts to be – as much as possible – in concert with the strategic direction of the University,” said Wilson. “But it is difficult. We can always look for program adjustments being made around the campus. But there aren’t really any significant program adjustments we can target at present.” [Zoology, Botany and Biology have become one department of Biology, but no courses have been sacrificed in that consolidation. That consolidation has been under review by the newly-constituted RCEP program review process, established to assess academic programs either eliminating or consolidating all or part of their programs. And several other programs have also come under RCEP review. But no such proposals have as yet been overturned by RCEP reviewers.]

Wilson delineated the tripartite nature of the budget cuts at the Libraries: 1) Personnel; 2) Operations; and 3) Materials. The projected budget cuts will be: \$820,000 in Personnel; \$110,000 in Operations; and \$437,000 in Materials.

“In Personnel, we looked at the Libraries’ strategic plan, and relied on information for the assessment program. It became regrettably clear that we would be compelled to cut 15 positions in the Libraries. Last year we had to cut nine positions. We protected our Materials budget last year, and therefore could not avoid heavy cuts in both Personnel and Operations.”

Wilson said there were no “extra positions” to cut. Most are “open, vacant positions”: for example, the Head of the Maps Library. “We transferred someone from elsewhere in the Libraries system to assume the position of Head of the Maps Library. We will transfer people into these vacancies.”

Wilson said the Libraries will reconfigure service points and branch libraries, where possible, to contribute to the process of budget reduction. “We’re moving towards merging certain branch libraries. There’s a definite savings there, and we can maintain our level of service, but with a different configuration.” Asked about the fate of the space that is vacated when branch libraries are merged and service points are reconfigured, Wilson said, “All vacated space reverts to the Provost.” Chamberlin added, “We’ll try to keep *some* space so that librarians will have an office near the primary clientele being served.”

Wilson said, “There will necessarily be a reduction in teaching and educational programs in the Libraries. And there will be a reduction in hours of service. Backlogs will also be unavoidable.”

“My concern,” said Wilson, “is the impact of these reductions on faculty and students. That impact will be one of decreased productivity. We will do everything we can to minimize the impact of the reductions, but with the loss of nine positions last year, and 15 positions this year (assuming the 5% mandated cut), we’re speaking of a loss of 8% of our total staff.”

“As for Operations, it is difficult to do a 5% cut,” said Wilson, “but we’ll do what we must in reducing equipment, travel and telecommunications. And in Materials, we are doubly set back: We not only have the budget cut of \$437,000, but the cost of inflation as well. There will be an 8-10% cost increase in serials, due to several factors, including widespread instability in the world and reduction in the value of the dollar. We need close to \$1 million per annum to continue our purchasing as we need to. But there will be a \$1.4 million reduction to our purchasing power. This amounts to a 10-15% cut to our purchasing power.”

Wilson said the Libraries is starting a serials contingency cut project. This project must be completed by September 2003. “Hopefully, the University will help,” said Wilson, “but we still must go ahead with our budget cuts.” She said she will be sending a letter to all faculty of the University, letting them know that they will need to consider what serials and journals could be cut in their areas of research. Departmental librarians will work with faculty in this project. Wilson said a “hit list” will be created and posted on the Libraries Information Gateway. The final decision on serial cuts will be made in September. “My estimate,” she said, “is that a 1% cut would be 100 subscriptions; thus, a 5% cut would eliminate 500 unique journals. And we could potentially be looking at 1500 journals being cut. We will *have* to balance the budget.”

Wilson distributed a draft of the letter to faculty, deans, directors, and chairs, and asked council members to read the draft and suggest additions or revisions. A key paragraph of the letter reads as follows: “I have asked our librarians to plan for a possible reduction affecting the UW Seattle Main (non-Health Sciences) materials budget of nearly \$1 million for 2003-2004, representing approximately 10-13% of the 2001-2003 biennium’s allocation for information resources. During the remainder of this academic year, librarians will be working with faculty to review how the anticipated shortfall should be distributed among the various information formats (i.e., books, serials, electronic resources, etc.) and consulting with you about possible serial cancellations within the context of your research and teaching needs. Later in the summer, lists of serial titles under consideration for cancellation will again be posted on the Libraries Information Gateway (www.lib.washington.edu) to ensure the broadest possible conferral. Final decisions will be made in the fall once the actual materials budget allocation is known.”

Wilson asked the Council: “Are there other things you would emphasize?” Sauer suggested moving the first sentence of the third paragraph (the third paragraph is the section of the letter just quoted) to the end of the second paragraph, and to give more specific numbers (e.g., the “500 unique journals” that, at a minimum, will have to be cut). Schepp suggested moving the section on the Health Sciences Libraries up to a more prominent place in the letter. She said the reference to “...the UW Seattle Main (non-Health Sciences) materials budget...” in the third paragraph is somewhat startling and confusing, and suggested that moving up the relevant paragraph on the Health Sciences Libraries would dispel this effect. “It would make it clear that they [the Health Sciences Libraries, and the faculty in the Health Sciences] are affected too.” Wilson said these were excellent suggestions, and asked that any further suggestions that occur to council members be E-mailed to her. She asked the council if the letter should be E-mailed to the faculty, in addition to being sent as printed matter. The council recommended sending the letter both ways.

Ogburn said, “We’ll look at monographs too. The Humanities will have to consider a reduction in books.” Wilson noted that, with a 5% cut, there would be 2500 fewer books; with a 15% cut, there would be 7500 fewer books. In the Health Sciences, she pointed out, “they’re not buying books at all with state funding.” She said that, with the University being part of the ORBIS/Cascade Alliance (with 26 participating libraries), faculty will have alternative means of finding the books they need. She said that, most often, a book available in one of the ORBIS libraries can reach the faculty member within 48 hours. “These libraries can help each other. Also, some endowment funds have been allocated to Health Sciences for monograph purchases this year.”

Wilson said, “We are looking to address structural funding for the Libraries. As the University recalibrates how it funds itself, the Libraries is aware that it needs to receive funds from self-sustaining programs. “We *need* to have funds go from those programs to academic support services such as the Libraries,” stressed Wilson. She noted that there is no percentage for the Libraries in the off-campus research grants, and that it would be very helpful if there *were* some consideration for the Libraries in those proposals. “A library charge could be built into the off-campus grant applications.” Wilson said the Libraries are eligible for RCR now; we’re trying to increase our grant activity. So there’s some good news there.” Sercombe asked if professional staff are taken into consideration in these grants. Wilson said, “Yes. In many of these grants (especially those in the Health Sciences) and in research projects, there is a range of faculty and professional staff that are being considered.” Ogburn said, “Many PSO’s are involved in Health Science research grant projects.”

Wilson said the cost increases for Materials next year is expected to soar to \$950,000. “The University funded half of our cost increases last year; previously the University had funded *all* of our cost increases.” She said the Libraries is looking for new investment opportunities, which would help balance out the cost increases.

As for ICR money, Wilson said there is a \$140 million indirect cost recovery from grants to be allocated, and the Libraries receives *some* money from this source. And the \$140 million may increase to \$179 million. “But that’s *not* been allocated yet. Hopefully, when it is, some will be given to the Libraries. \$500,000 is being held for the Libraries, but we’re trying to push that number up.”

Sauer asked about raises for librarians. Wilson said, “There *will* be raises for librarians, as part of the 2% increase that has been mandated for faculty and professional staff. Unfortunately, classified staff across the University will not be included in the 2% raise package.”

USA Patriot Act and implications for the Libraries – Charles Chamberlin

Chamberlin said, “This is an important topic in the library field. The USA Patriot Act lowers the threshold to library and business records (though a subpoena from court is still needed to obtain such records).” Chamberlin said there have been “no tests yet for the Libraries” of the Patriot Act.”

“Within the Libraries,” said Chamberlin, “there is a strong tradition to establish privacy in our records.” (He distributed to the council a copy of the “UW Libraries Privacy Statement.”) “If anyone is approached in the Libraries [about issues of privacy], he or she knows whom to contact.”

Chamberlin said the “Privacy Statement” will be revised as necessary, to be fully in compliance with the requests for information set out in the Patriot Act. “We’ll review all of our policies and procedures to ensure that we *only* maintain essential records, only what is absolutely necessary. We need to do this in concert with UW Retention Records, and with C&C. We need to look at the process we use: examining Libraries procedures and educating our staff (all staff sign a confidentiality statement, as do those in professional associations). We’re also working with the American Library Association; they’re *very* concerned about this.”

Chamberlin concluded: “Intellectual freedom and privacy are our foundation, in the Libraries and in the University. We’ll work on this locally and nationally. And we’ll honor the USA Patriot Act.”

Accreditation Site Visit results – Betsy Wilson and Geoff Sauer

Sauer said, “The site visit committee was pleased by the documents that had been produced. The committee talked about collections development in the Libraries and the model the Libraries was working under.”

Wilson said the final report from the site visit committee will come out in the Fall.

Wilson said that, at the exit session, which she attended with Steve Hiller, the site visit committee sat in front of the room and read a statement. No questions were fielded. (This is standard protocol at exit sessions on site visits.) The statement included six commendations and seven recommendations.

The University was commended for: sustained excellent research; academic assessment, including alumni surveys and Libraries survey work; leadership; the master facility plan for the three campuses; the financial systems at the University; and the UW Libraries: its strategic planning; its staff development; and its service to students and faculty.

The committee's recommendations included: clarifying the rhetoric concerning the nature of the tri-campus university (the committee noted that the rhetoric, as it is now, is not shared by the different campuses); addressing the salary situation; not being satisfied with progress made to this point on diversity; seriously considering program reductions in decisions taken on budget constraints; and developing more effective strategies for improving learning outcomes and outcomes in curriculum.

New FCUL Chair for 2003-2004 academic year

FCUL Chair Geoff Sauer notified the council that he will be leaving the University of Washington for a position at Iowa State University, and that the council will be electing a new chair for the 2003-2004 academic year at its next meeting on May 28th. Any council member who is interested in serving as chair is asked to contact Geoff Sauer at geoffs@u.washington.edu.

Distinguished Staff Award: FCUL Professional Staff Organization representative Laurel Sercombe

Wilson congratulated FCUL Professional Staff Organization representative Laurel Sercombe on being honored as a recipient of the 2002-2003 Distinguished Staff Award. Also being honored for the same award are three Libraries staff members, David Snyder (Media Technician Senior, Bothell Campus Library/Media Center), Betty Jo Kane (Manager, Facilities Operations, Libraries), and Paula Walker (Assistant Director, Special Assistant to the Director, Libraries), all of whom (along with Betsy Wilson and others in Libraries administration) led the enormous – and enormously successful – Suzzallo Library Renovation Project. Wilson gave a very special commendation to these three invaluable Libraries staff members.

Next meeting

The next FCUL meeting is set for Wednesday, May 28, 2003, at 8:30 a.m., in 36 Gerberding Hall.

Brian Taylor
Recorder