

Progress Report #2 on Library Blue Ribbon Committee Recommendations

This report summarizes the Library's progress from June through October, 2010 in implementing the Recommendations of the Library Blue Ribbon Committee.

Update on the 16 Cost Savings Scenarios in the BRC Report:

1) Cut back on Serials desk hours - began Summer 2010 to conform with Reference hours.

- The Serials desk was closed on Saturdays and Sundays effective May 22, 2010 and money from student hours was saved. The Serials desk has also reduced hours this fall semester as it will this spring . To date, no vacancies of Serials or Media support staff have occurred to use for a cut to base in the personnel budget. However, there was \$28,510 in FY11 salary savings due to the resignation of the Digital Media Librarian, which can be applied to FY11 or FY12 to get us through until a cut to base has been identified. The new Digital Media Librarian starts November 29.

2) No Staffing in Slide Library began Summer 2010.

- Effective May 22, 2010, support staff assigned to the Slide Library was reassigned to the Media department. No student hours were scheduled for the Slide Library for the summer session or the fall semester and this will continue through winter and spring terms.

3) Reduce gift program, scale back on book sales and cataloging of materials: (ongoing)

- Effective Summer, 2010 gift materials acceptance has been scaled back significantly. Gifts will be accepted only if there is an extreme likelihood of being added to the holdings.
- No book sale is planned for fall 2010 or spring 2011 semester – have switched to selling best books to Better World Books for a percentage of sales – results in much less staff time devoted to booksale. 1st shipment went out Sept.17, 2010.
- 2nd copies of titles are not being added (from donated books) unless critical to the collection – savings in cataloging of these materials.

4) Reduce binding of most journals

- Implemented, and staff time has been redirected to print and electronic journal maintenance issues. Effective Spring, 2010.

5) Close library on Saturdays in the Winter break and Summer

- Implemented in Summer and no complaints were received from the campus. We will also close on Saturdays during the Winter break. Began May 22, 2010- for Summer and Winter sessions.

6) Stop organizing and presenting Friends-sponsored events other than Theatre with Dinner

- Expectation of administrative and staff time saved must be lowered to approximately \$2,000, due to the number of Friends events being planned for the year.

7) Stop notification of monograph orders to departments (except for rush/notifies)

- Completed effective April, 2010.

8) Cut funding for recreational materials from booksale and state accounts: (Dec. 31, 2010)

- McNaughton contract to end Dec.31, 2010 – savings \$3,800.
- McNaughton is allowing us to keep the collection of books jwe have at end of Dec. 2010 until end of Dec. 2011.

9) Curtail library instruction offerings beginning Sept. 2010 by not promoting the service (ongoing)

- Faculty have continued to request library instruction despite our not actively soliciting.
- (Aug.15-Dec.15, 2009 – 100 sessions, Aug.15 –Dec. 15, 2010 – 86 sessions scheduled as to this date 10/15/10 (additional classes may be scheduled beyond this date).

10) Continue to develop and promote user independence and online self-service Spring 2010 – present)

- The following types online tools have been developed in Reference or LITS:
 - Online tutorials
 - Wimba classes
 - Additions to subject guides
 - Point of service instruction
 - Mobile technologies

11) Charge for study rooms and lockers

- The process was developed, but delayed implementation as income would be small and would cause excessive burden on users. Until this small income is absolutely needed, we will continue to delay implementation. To be implemented Summer, 2010.

12) Review workflow and opportunities for cross training (ongoing)

- Workflows have been reviewed; some changes in workflow await the arrival of the cataloger who is expected in January.
- Some cross training has been accomplished, e.g. between Serials and Media staff where staffing is now sometimes shared to fill in desk coverage, and will continue as time and need permits

13) Cut student assistant allocations – Spring 2010 through present

- ILL /CM requests are expected to increase in FY11 due to serials cuts (ILL and CM share students)

- Accounting and Receiving has one student and serves the entire library with mail sorting and delivery and supplies distribution
- Reference students assist in working nights and weekends on the Reference desk freeing librarians to do other work, or do in-depth consultations
- Administrative Offices students are taking on some secretarial work for other units.
- Circulation, Media and Serials reviewed needed student hours and only hired to need this semester.
- Technical Services continues to review student worker needs and to only hire based on the hours necessary for the work to be done.

14) Use lead students in place of staff where there are vacancies or increased workflow - begin as vacant lines are frozen.

- No acceptable opportunities have arisen to date. The vacancy in staff support for billing has been filled; it is needed for audit requirements.

15) Reduce Circulation/Security desk staffing if vacancies occur

- No positions that are not critical for audit requirements have become available for this action.

16) Limit ILL for undergraduates - removed from list due to undergraduates concern over access to materials they need.

17) Identify during FY11 another \$60,000 to \$80,000 to implement in FY12

- Seeking campus input on plan to increase double-sided and decrease single-sided copying and printing by library users, beginning in January. If implemented, we can expect paper costs to decrease by approximately \$2,000 per year. The first semester's paper savings would cover the investment needed in equipment for the printers. The Library pursued student suggestions about reducing after hours lighting. In October, 2010, Facilities Management succeeded in reducing the after hours lighting to the minimum required by fire code. The cost of this change is not known to the Library, nor is the savings in electricity. The net savings is not likely to be credited to the Library's budget in any case, so this project does not contribute to our FY12 savings goal.

Library Serials Cancellation Review:

The serials cut for FY11 has been completed. Titles are being cancelled by vendor. When final report is supplied by vendor, a full accounting of the serials cut will be compiled.

Mechanisms for providing feedback from the UMBC user community were implemented, largely through Blackboard and communications with Department and Program Chairs and Liaisons.

The Timeline Was Updated in September, 2010, as Follows:

September 6, 2010 - Last Day for campus comments on proposed cancellations.

September 7, 2010 - Spreadsheet with comments will be sent to Deans, Department Chairs, Library Liaisons. A separate listing of comments on titles that cross colleges will be prepared and sent to the Deans for review and discussion.

September 7-17, 2010 - Comments from within departments proposing the cancellation should be discussed and resolved within the department or college. Comments from within the college should be discussed and resolved within the college. Any changes in the cancellation lists should be communicated to Joyce Tenney (tenney@umbc.edu) by September 17, 2010

September 20, 2010 - A final listing of proposed cancellations will be sent to Deans, Department Chairs and Library Liaisons.

September 20-24, 2010 - Any last discussion between colleges occur. Any revisions are sent to Joyce Tenney (tenney@umbc.edu) no later than September 24, 2010. Final cancellation list is posted to Library Serials Review Blackboard site.

September 28, 2010 - Final cancellation listing is communicated to serials vendor for processing.

October 2010-Nov, 2010 - Library revises subscription lists and posts new lists to Library Serials Review Blackboard site.

November 2010 - Departments and colleges begin discussions for the 2012 cancellations.

Additional Projects and developments:

Decision Process for Determining the Use of \$80,000 in Carry-Over One-Time Funding:

In September, the Library put forward for campus review the following specific proposals for use of this funding:

\$25,000	Ebook pilot project, possibly with Patron Driven Acquisitions
\$25,000	<i>Web of Knowledge</i> backfiles @ \$5,000/year
\$15,000	Additional monograph purchases
\$15,000	Additional JSTOR purchases: platform fee + first five years

Feedback was positive, so the Library is going ahead with implementation of these proposals. During the feedback process, sufficient suggestions were received for monograph purchases to expend the full \$15,000. While some titles are still being investigated, the Library is likely to go forward in implementing the suggestions. For the suggestion to replace obsolete media formats with DVDs, we will replace only those which have been used for teaching and research over the past two years and which are agreed upon as priorities by interested academic departments. Some of our replacement budget funding will be used for some of these purchases in addition to one-time funding.

Additional Library Faculty research is needed to determine which of several vendors to try in the ebook pilot project. Some of the technical issues being addressed are: cost and labor involved in loading and managing ebook bibliographic records, compatibility with our monograph approval vendor (YBP) and its ordering system (GOBI), PDA trigger point (i.e. point at which use causes UMBC to purchase the ebook), analysis of ebook rental costs in a PDA system, range of titles offered, selection criteria, choice of lending options, display formats and readability on desktops, laptops and handhelds, and, of course, cost of the ebooks.

JSTOR sections will be chosen in close consultation with the Library Liaisons, Department and Program Chairs and Deans of the Colleges.

Projecting Subscription Costs for FY12:

Ebsco's highly reliable price projections, released in September, call for a 4% to 6% overall increase in FY12. The Library is now projecting a 5% increase, plus a 3% budget cut, to yield an 8% cut in subscriptions in FY12 – as projected in the BRC report. The cut would have to be higher in proportion to any midyear budget give-backs that materialize in the second half of FY11.

Vendor negotiations:

We are engaged in the formation of a new State-wide consortium – the Maryland Library Consortium (MLC) – which will include academic, public and school libraries. Its initial activities are likely to focus on consortial “buying club” activities.

We are assessing a new offer from Elsevier for *Science Direct*. However, since Elsevier is requiring the Librarians to sign a confidentiality agreement, it is not yet clear how we can bring this offer to the campus for an open decision process.

Other vendor relations issues and price negotiations will be addressed in part through MDL (Maryland Digital Library) and its Content Working Group, USMAI, and Lyasis, especially through the Lyasis Consortia Summit.

Retriever Learning Center:

The Student Learning Center is now named the Retriever Learning Center. The campus has approved going ahead with this project, with a budget of \$500,000. The facilities renovation costs are expected to be under \$300,000, with the rest of the funding allocated for furniture and equipment. Therefore, the renovation can proceed even though the sources of approximately \$100,000 of this budget are yet to be identified. The Library has expended approximately \$17,000 (using photocopying and printing revenue) to move Library materials and bookshelves out of the future renovation zone, and to move the LRC operations which were on the lower level to the first floor.

I:\admin2\planning\fy11\BRC progress\Progress Report #2
11/19/10, ed. 11/23/10 lw

Blue Ribbon Committee Update - Through October 2010

BRC Rec. #	Suggestion	Description	BRC Est. Savings	Actual Savings	FY11 Cut to Base	Update / Comment
1	Serials Desk Hours	Cut back on Serials Desk hours open	\$ 8,300	\$0.00		effect. 5/22/10, salary savings deferred until vacancy occurs
2	Slide Library	No staffing in Slide Library	\$ 25,000	\$0.00		effect. 5/22/10, salary savings deferred until vacancy occurs/ staff saved by this svc currently covering for vacant Media Library position
3	Gift Program	Reduce Gift program/ book on book sales and cataloging gift materials	\$ 74,400	\$29,773	\$29,586	Tech Svc Staff line \$31, 632 + \$2,034 from Tech Svc Faculty line = \$33,666; \$4,080 of this total savings attributed to #7 below. \$187 of actual savings not yet cut from base, will use in FY12
4	Binding	Reduce binding of most journals already in place	\$ 19,000	\$ 24,000	\$5,000	\$19k removed in FY10 cut to base plus add'l \$5k FY11 cut to base
5	Saturday Closing	close library Saturday during winter/summer breaks	\$ 2,960	\$ 1,600		effect. 5/22/10- savings staff \$1,360 (deferred) & students \$1,600
6	Friends Events	Discontinue organizing/presenting Friends events (with exceptions))	\$ 4,700	\$0.00		Deferred: Friends decided to also keep Bartleby event/ faculty savings: \$3k/ staff \$1,700
7	Dept. Notifications	Stop dept monograph order notifications	\$ 4,080	\$4,080	\$4,080	effect. April 2010
8	Recreational Materials	Cut recreational materials at end of McNaughton Contract / Fall 2010	\$ 4,000	\$0.00		McNaughton Contract ends by December 2010; funding was from booksale
9	Library Instruction	Curtail library instruction/ no promoting		\$0.00		Ref. dept stopped actively promoting however faculty continue to request instruction
10	Promote Independent Users	promote user independence/online self-service	unknown	\$0.00		Ref. continues to create tutorials/recorded Wimba instruction to assist library users
11	Study Rooms/Lockers	Charge for study rooms/lockers	\$ 7,300	\$0.00		Not yet implemented due to feedback may be burden to students
12	Workflows/Cross Training	Review workflows/cross training for more efficiency	unknown	\$0.00		all depts actively reviewing workflows for efficiencies
13	Student Assistants	cut student assistants allocations	unknown	\$ 7,834		library depts adjusting as needed and monitor student hours allocations
14	Lead Students	Use lead students in place of staff vacancies	unknown	\$0.00		current vacancies unable to cover by students
15	Circulation/Security	Reduce Circulation/Security desk staff as vacancies occur	unknown	\$0.00		filled 3/4 Lib Tech II position/ savings during vacancy
16	Limit ILL	Limit ILL for undergrad	\$ 5,000	\$0.00		not implemented/ would inhibit research
	Identify \$60k- \$80k	Identify \$60k- \$80k in cuts for FY12	\$0.00	\$0.00		ongoing
Subtotal			\$154,740	\$67,287	\$38,666	
Savings Not Accruing from BRC recommendations:						
none	Media line	Reduction due to turnover	0	\$4,399	\$4,399	
none	Misc cuts in operating	Reductions in costs	0	\$5,906	\$5,906	
Total				\$77,592	\$48,971	

I://admin2/planning/FY11/BRC Progress/BRC Progress Rev
1/14/11 lw, 1/19/11 msb

FY11 Cut Obligations & Increases

#	Suggestion	Description	Est. Savings	Actual Savings	Update
	FY11 Cut base	Cut to operating base	\$ -	\$ (10,906)	Add'l FY11 cut to operating base (includes Bookbinding)
		Cut to Materials	\$ -	\$ (42,478)	FY11 Cut to Materials (Serials & Monographs)
		Cut To Salary	\$ -	\$ (38,065)	FY11 Cut to Base (Media Lib (\$-4,399), Catalog Lib (\$-2,034), Lib Tech (\$-31,632)
	Provost Support	Provost Support for 3 new programs	\$ 21,000	\$ 21,000	
	Provost Support	Inflationary Increases	\$ 29,000	\$ 29,000	
	FY11 LIMs Refund		\$0.00	\$0.00	
	FY10 EOY Carryover		\$ 111,604	\$ 111,604	FY10 Carryover, includes \$40,000 budgeted to monographs & \$40,000 in FY10 returned LIMS funds
	FY11 Materials Commitments		\$ (3,460)	\$ (3,460)	FY10 Carryover
	FY11 Salary Savings				
		Catalog Librarian Position	\$ 28,893	\$ 21,080	Act. Savings from July 1st, 2011 to date (act. start date Jan 3rd (PP15))
		Media Librarian Position	\$ 22,456	\$ 22,456	Act. Savings from July 1st, 2011 to date (act. start date Nov. 29th (PP12))
		Circulation Library Tech II Position	\$ 6,837	\$ 6,837	Act. Savings from July 1st, 2011 to start date Oct. 24th (PP10)
		Salary Savings Subtotal	\$ 58,186	\$ 50,373	
	Librarian Promotion	Payment for Librarian Promotion	\$ (4,000)	\$ (4,000)	paid from Student Payment Lines beginning FY11

I://admin2/planning/FY11/BRC Progress/BRC Progress

10/4/10 msb ed LW 10/22/10, 11/1/10, rev 11/17/10, 11/23/10 msb