



**Academic Assembly of Librarians
General Assembly
Agenda
Tuesday, March 3, 2021
2:00 PM
Zoom: <https://temple.zoom.us/j/94677937158>**

Attendees

Steven Bell, Brian Boling, Carla Davis Cunningham, Kristina De Voe, Will Dean, Matt Ducmanas, Lauri Fennell, Erin Finnerty, Leanne Finnigan (chair), Gabe Galson, Olivia Given Castello, Andrea Goldstein, Justin Hill, Josue Hurtado, Tom Ipri, Noa Kaumeheiwa, Karen Kohn, Molly Larkin, Rebecca Lloyd, Joe Lucia, Jill Luedke, Jessica Lydon, Julie Randolph, Katy Rawdon, Fred Rowland, Adam Shambaugh, Caitlin Shanley (recording), Jackie Sipes, Margery Sly, Gretchen Sneff, Holly Tomren, Emily Toner, Kim Tully, Nancy Turner

Agenda

- I. Approval of [Minutes of the January General Assembly meeting](#)
 - A. Approved.
- II. Dean's report (Lucia)
 - A. President has sent out emails about returning to face-to-face in the fall, having a face-to-face component to commencement
 - B. Not currently discussing library staff return to in-person work
 - C. Questions about the impact of vaccination, presence on campus
 1. Vaccinations ramping up in NJ
 - D. ARL Board activities
 1. Evaluating applications for new members
 2. DEI activities
 - E. Emerging frameworks for interdisciplinary programs and degrees - what is the role of the library?
 1. Joe serving on a group developing Trans-Temple framework for addressing tech like AI, VR, machine learning, data science
 2. Library will play a substantial role in these programs
 - a) Q: What is that role?
 - (1) Scholars Studio

- (2) Administrative home for these programs, administrative catalyst
- (3) Building invisible infrastructure to allow Temple to act faster when it comes to developing interdisciplinary programs
- (4) Suggestion in chat to have a library-wide committee work on this, but Joe would prefer to not have a committee paralyze this process

F. Reviewing PARA materials and Merit Committee recommendations

1. Four applicants for regular appointment this year

G. Q: Discussions about return to work

1. Will full-time remote become an option for more people?
2. Suggestion in chat to have a library-wide committee work on this
3. Too soon to tell
4. How do we get to consistency of policy that is fair, accessed by anyone whose work can be carried out remotely
5. Some managers in our organization is less comfortable with that type of workplace
6. If you have ideas about what might be useful, please share them with Joe or with someone of influence in the organization

III. Budget presentation (Lucia)

A. Slides [to be shared]

B. Macro view, with time for questions about specific cost areas

C. Funding sources by type

1. Allocated
2. Student fees
 - a) "Digital Services Fee" on student documentation
 - (1) \$25/FTE/semester
 - b) Added to balance budget after
 - c) \$200,000 from Tech Fee to pay for student-facing technologies in all library buildings
3. Endowments
 - a)
4. Annual Fundraising
 - a) Small donations earmarked for the library
5. Revenue (Press)
 - a) Sale of books, licensing of ebooks
6. Grants

D. TU Libraries Annual Budget

TU Libraries Annual Budget (Main Campus, HSL, Ambler)

Salaries & Wages:	\$ 11,573,000
Collections:	\$ 8,046,000
Operating	\$ 3,260,000
Digital Resource Fee (Nominal):	\$ 1,750,000

Subtotal:\$ 22,879,000

- E.
 - 1. Salaries and wages
 - a) Does not include all staff - Joe and David Washington are paid from institutional advancement fund
 - b) Cost includes benefits
 - 2. Operating
 - a) Includes travel, UPS, phone and ethernet ports
 - b) Indirect, overhead costs
 - 3. Digital Resource Fee
 - a) Fluctuates based on enrollment
- F. Press budget is separate from Libraries, but Libraries budget covers shortfall (\$200-500k)
 - 1. When RCM was implemented, roughly \$500,000 moved out of Press budget (subvention)
 - 2. Last year, university press sales across North America collapsed last year
 - a) Press carving out niche in university press community by emphasizing commitment to social justice
- G. Enterprise Budget (Net of TU Press) = ~1.7% of total university budget
- H. Other Funds
 - 1. Surpluses/current balances from DCF, Tech Fee, Capital Allocations (specifically for Kardon)
 - 2. Spendable endowment funds earmarked for specific initiatives, such as Philadelphia Jewish Archives
 - 3. Annual fund will be used this year for donor signage, among other things
- I. More on Endowments \$16.5mil, current spendable = \$2.1mil
 - 1. Paley Endowment = \$4mil

2. Library Annual Fund can be used for staff travel, staff events
 - a) Donated, rather than allocated funds, so more flexibility
 3. Charles Library Endowment ~\$13ml
 - a) Support of programs and activities in Charles around academic mission
 - (1) Technology, positions, events, furniture
 - (2) Example = annual maintenance for ASRS
 4. NEH Humanities Fund = \$410,000 remaining from large grant from many years ago, allocated for purchasing humanities books
 5. PJAC = Philadelphia Jewish Archives Collection
 6. Endowments specifically chartered for HSL and SCRC
 7. Not included on slides: small funds for spending on collections in specific areas
- J. Have had success performing large projects (ie, Ex Libris migration, ~\$500,000) without requesting additional funding from the university
- K. Ten year budget trend
1. Collections staff successfully negotiate collections despite consistent budget cuts
 2. Facing substantial challenges in materials
 3. University recognizes these budget challenges
 - a) Will learn tomorrow what targeted budget reduction for next year will be
 - b) Mirrors situation we faced in 2013
 - (1) Substantial pool of vacancies (~20) = ~\$1mil
 - (2) Will have surplus until we fill vacancies
 - (3) Under-expending student wages
 - (4) Will end year in surplus
 - c) Joe considering requesting increase to DCF (\$10-15)
 4. University presses doing good business this year
 5. Not under an emergency, but operating under a caution flag
 6. Reluctant to give back staff lines, perform layoffs or position reductions
 - a) May have to reduce lines in order to avoid reducing collections budget
- L. Q: What about branches, international campus libraries?
1. HSL has a separate budget 3-4mil
 2. Ambler staff on our budget, with small collections budget of their own
- M. Q: Can we see Ken Kaiser's budget presentation?
- N. RCM
1. Library is funded through small tax from each school/college

2. Creates resistance because benefits are not immediately visible
 - a) Thus, resistance to increase materials budget comes from Deans

O. Q: Have we ever advocated for a % of research grants' overhead charges?

1. Joe has asked about this
2. In federal grants:
 - a) ICR
 - (1) Cost to institution to provide basic infrastructure for research to occur
 - (2) Funds research office, some goes to schools and colleges
 - (3) If our resources are in use, they are supporting that research, so there is an argument to be made

P. Send remaining questions to Joe directly, or to Leanne to compile and send to Joe

IV. Old business

A. None.

V. New business

A. DEI in hiring process

1. Some institutions creating positions, but Joe is unsure if this is the best option for us
2. Will be discussed at next meeting - Leanne will contact Jill about getting this on the agenda

Adjourned 3:08pm.