

# Cornell University Library

## Library Management Team

Notes from the October 6, 1998 Meeting

Attending: *Ross Atkinson*, Lee Cartmill, Jerry Caswell, David Corson, Pat Court, Tom Hickerson, Janet McCue, John Saylor, Sarah Thomas, Ed Weissman

### **1) Library Annex Operating Budget and the Distribution of Operating Costs**

*Lee reviewed the proposed Library Annex operating budget. The budget assumes the following service profile:*

- 1) delivery to any library on campus within 24 hours;
- 2) facility staffed 5 days per week;
- 3) continuous flow of additional materials over next two years; and,
- 4) position ourselves for electronic rather than print delivery.

The budget calls for a staff of 5 FTE (which includes the drivers for the delivery of materials) and the total estimated operating cost for 1999-2000 is \$225,000. We approved the proposed budget and Sarah asked that we carefully monitor the cost effectiveness of this operation as it relates to overall Library operations. We'll review this after the end of the fiscal year. The new inventory control system should allow us to track useful information more effectively than we can with Notis.

*David presented information about current and projected volume equivalents in the Annex by unit and suggested four alternative approaches for distributing the additional \$150,000 in costs needed to run the facility. These include*

- 1) allocation based on the size of the unit's collection,
- 2) allocation based on the volumes housed in the Annex,
- 3) a formula combining 1 and 2 and,
- 4) an assessment based on unit expenditures.

We discussed the pros and cons of each scenario and deferred making a decision on the allocation approach until we are further along in the larger reallocation process. Also, we discussed how to calculate the relationship between printed volumes and archival boxes. Tom and David will work on this issue.

### **2) Big Ivies meeting**

Sarah and Ross reported briefly on the Big Ivies meeting they attended at Columbia on October 1. They were both pleased that many of the "problems" raised by the other institutions, e.g., problematic stack access, were not problems at Cornell. This is indicative of the high level of service we are providing our users, something we can all be proud of.

### **3) Budget Reallocation**

We discussed several of the ideas put forth for reallocation Sarah asked us each to rank the top five ideas for reallocation in preparation for next weeks meeting.

Edward Weissman  
Assistant to the University Librarian