Richmond Academic Library Consortium

Location: John Tyler Community College

April 29, 2004

In Attendance:

John Ulmschneider, presiding (VCU); Virginia Cherry (RBC); Paul Porterfield (UR); Linda Luebke (JTCC); Kip Campbell (Library of Virginia); Pamela Foreman (VUU); Ginger Young (R-MC); Jim Rettig (UR); Dan Vann (Union-PSCE); Abdul Miah (JSRCC); Shanda Lemon (VUU)

1. John Ulmschneider called the meeting to order at 9:54 AM

2. Minutes of the January 23, 2004 meeting were approved as submitted

3. RALC budget—Paul Porterfield and John Ulmschneider:

   - Paul Porterfield distributed copies of the budget report for FY04.
     1. Budget was simplified last year by having a single dues payment for multi-campus institutions
        i. All dues paid for year
     2. Budget includes a deficit for the first time in RALC history
        i. Courier service charge increased
        ii. Staff development—increase was planned
     1. Staff development ran $88.50 over budget
        iii. Media Co-op Supplies
     1. Under budget by $24.92
        iv. Audit is a University of Richmond employee; so benefits charge had to be added for UR to cut the check; this added unanticipated costs
     1. Dues collected vs. budgeted
        1. Last year the budget was set at $15,650. The Board recognized at that time that the budget exceeded expected dues collections by $1,150. It was agreed that the budget deficit of $1,150 would be covered from RALC banked funds.
        2. In addition to the known $1,150 budget deficit entering the year, the actual expenditures in FY03-04 included some unplanned expenses. Total expenditure in FY03-04 was $16,621.73, a total of $971.73 over the budgeted expenditure of
$15,650. The additional expenditures were the RALC audit, $908.15, and staff development, responsible for $63.58 of the overage (the remainder of staff development overage was covered by the media co-op supplies surplus.)

3. Altogether, the RALC expenditure was over budget by $2,120.73, including the planned $1,150 overage and the unplanned $971.73 overage.

- Current bank account balance is $26,260.01
  1. Service charges on the money market account have been greater than interest earned; this problem has been solved
    i. Paul is working with someone at Wachovia to look at alternative ways to invest this money
    ii. The money market fund (currently $6,147.68) has been treated as a reserve
  2. Staff development and Media Co-op supplies lines unchanged

- FY05 budget
  1. Anticipate increase in cost of courier service, due at least in part to higher cost of gasoline
  2. As presented shows a shortfall of $1,650
  3. Paul proposes a $50/yr per institution increase in dues to cover higher costs of courier service
  4. Proposal does not cover cost of another audit, scholarship, or contingency
  5. John Ulmschneider noted that we should have a reserve large enough to cover operating expenditures for a year
    i. Paul Porterfield recommends that PALC plan to hold a reserve of $15,000
  6. John Ulmschneider also noted that a larger dues increase ($200/ institution) could meet projected expenses as well as generate a modest surplus
    i. John Ulmschneider suggested that the executive committee review dues issues

1. Dan Vann suggested that other dues structures are possible—e.g., institutional budgets or amount of use of courier service or amount of use of courier service combined with number of institution’s sites served

2. The executive committee will meet for this purpose prior to the June meeting

  1. Can economize a bit if we conduct an audit every other year; future audits, even every other year, would cost less than the recent audit which covered all of RALC history to that date
2. Moved and seconded to adopt the budget as presented—Budget adopted

4. Committee reports:

- Technical Services Committee—Rachel Frick:
  1. Rachel is new chair. Committee is looking at ways to be more proactive in offering staff development programs

- Public Services Committee—Pam Foreman
  1. Helen McCann will become new chair for 2004-05.
  2. Program held on March 18 was a good example of using local resources for an effective staff development program. It covered the resources available at the Library of Virginia, archival resources at VCU, and resources at VUU
  3. Those who attended March 18 program thought similar programs would be beneficial

- Film Cooperative Committee—Joy Galloni.
  1. Virginia Cherry reported on behalf of Joy Galloni.
  2. Proposes that RALC cover cost of 12 to attended an upcoming workshop at the Library of Virginia
     I. It may turn out to be 13 people rather than 12; cost difference will be $115
  3. Next meeting June 3
  4. Sheila Carrington of VSU will be new chair
  5. Annual statistics will be due to Shelia Carrington at VSU at end of June

5. Old Business

- Permanent location for the RALC archives—John Ulmschneider
  1. Co-op archives are at Richard Bland
     I. It accounts for about half a box
  2. Location of the records of the Public Services Committee is not known; nor is their existence
  3. Technical Services Committee has a small file
  4. Financial records reside at UR with the treasurer
     I. John Ulmschneider volunteered VCU for this purpose

- Final version of RALC Scholarship and announcement schedule—John Ulmschneider
1. The group reviewed the document that was approved January 23, 2004.
2. The program will be implemented in 2005.

6. New business

- Off-site stacks facility
  1. Jim Rettig asked which institutions might be interested in the future in a shared off-site stacks facility
     I. Randolph Macon
     II. VCU
     III. Union-PSCE
     IV. University of Richmond
     V. Jim Rettig will convene an exploratory meeting sometime after the new Union-PSCE director is in place

  2. Kip Cambell described the Library of Virginia’s very large building for its records center and permanent archival storage near the Richmond airport
     I. It has a reading room
     II. Stacks are 26” high and deep enough for three large archival boxes
     III. Retrieval requires a wheeled lift vehicle
     IV. The building is filling up quickly
     1. Are receiving large collections (e.g., Virginia Power, county records)
     2. Growing by well more than a million items per year
     V. Has -40°F freezer to kill insects
     VI. Has shredding service
     VII. State agencies and localities must pay for records storage
     1. UVa, VaTech, VCU have been talking about long-range needs
2. Washington area academic libraries have a shared facility
   - Agenda and venue for summer meeting—John Ulmschneider

1. June 10 at Virginia State

7. Announcements

- The secretary, having to leave, concluded recording at this point as the group readied for each institution to provide an update.

Next RALC Board meeting
June, 10, 2004, 10:00 AM
at Virginia State University