

LIBRARY COMMITTEE MINUTES

SEPTEMBER 23, 2003

The first Library Committee meeting of the 2003-04 academic year convened at 3:30 p.m. on Tuesday, September 23, 2003. George Ann Daniels, Ken A. Bugajski, Martha Jagel, Alan Lawless, and Min Soe attended.

Election of Chair

George Ann Daniels was unanimously elected chair of the Library Committee for the 2003-04 academic year. Ken A. Bugajski agreed to continue as secretary.

The New Library

Rowdy Williams provided an update on library construction including the following items:

- A review and update of the building plans, arrangement of resources, and security measures.
- The possibility of expansion and ease of rearrangement due to the architectural design.
- The possibility of the completion of construction on December 31, 2003 at the earliest.
- Capital requests totaling approximately \$66,000, which includes purchase or refurbishment of book carts, bookshelves, and furniture.

Patron Usage

Rowdy Williams reported on library usage for the current semester, reporting that since the semester began, the library averages almost 400 students per day Monday through Friday and over 60 students on weekend days. Some weekdays have approached 500 patrons.

New Audio-Visual Materials

Since March 24, the library has added almost 110 new audio-visual items including the "American Grasslands" video series, the "Great World Religions" DVD set, and several individual items in areas of nursing, business, English, and the humanities.

Library Personnel

Alan Lawless provided an update on library personnel. Over the summer, the library had to release two part-time employees due to budgetary constraints. The library received additional funding for student workers, which allows for more hours of labor at a lower wage.

Net Library

Alan provided an update on NetLibrary holdings, noting that now, almost 24,000 books are available in electronic form and that there has been a 405% increase in NetLibrary usage in the past financial year. He also noted that there is the possibility of increasing the number of books available through NetLibrary.

Library Materials

Alan distributed several handouts detailing the status of library through the 2002-2003 fiscal year.

- The library increased its holdings of books by almost 10%, growing to a total of 61,815 volumes. Increases were also noted in holding of videos, compact discs, audiocassettes, and DVDs.
- In the fiscal year 2003, the library had a total circulation of 21,670, a 12% increase over the previous fiscal year. The average RSU student had 8.3 transactions, while each RSU faculty and staff averaged 26.5 transactions.
- In almost all cases, database use is up. NetLibrary experienced the greatest increase at 405%. Use of GaleNet increased 167%, and use of Newsbank increased 118%.
- It was noted that some databases are now no longer available from off-campus locations, and this may have an adverse effect on the usage statistics during the next fiscal year.

Book Reviews

Alan noted that on October 9, 2003, Phil Sample will review *My Own Patriot*, a biography his mother wrote about her husband.

The meeting adjourned at 4:45 pm.

LIBRARY COMMITTEE MINUTES

OCTOBER 22, 2003

The Library Committee convened at 3:30 p.m. on Wednesday, October 22, 2003. George Ann Daniels, Ken A. Bugajski, Martha Jagel, Alan Lawless, Thomas Luscomb, David Newcomb and Min Soe attended.

Minutes

The minutes from the September 23, 2003 meeting were approved.

New Reference Works

Laura Bottoms updated the committee on new acquisitions in the reference department. She provided a handout listing over 85 new volumes, including:

- A set of volumes detailing publishing opportunities in business publications
- Several government reference works, particularly items related to Oklahoma government
- Several specialized encyclopedias

Alan Lawless also mentioned that reference works may go through a weeding process similar to the one performed on the general collection last year.

Library Tutorials

Laura Bottoms reviewed information regarding tutorials that are available for classes so that they may better use the library's resources. She noted that, due to a new, bigger classroom, such classes will be facilitated when the new library opens.

New Library Furnishings

Rowdy Williams and Alan Lawless provided an update on new library furnishings. Rowdy provided a handout detailing expenses including both purchases of new items and the refurbishment of current library furnishings. He noted that to pay for the furniture, \$56,000 was moved from the resources budget. Doing so will have a negative impact on the number of new books purchased this year, but this is seen as a necessary, one-time expense. Additionally, the installation of the security system required the transfer of \$1,600 from the operations and supplies budget, which itself had been reduced during last year's budget trimming. It is expected that after this year, the resources budget will return to its regular level.

Patron Usage

Rowdy Williams updated the committee on library usage for the semester, reporting that the library now averages over 400 patrons per day Monday through Friday and over 50 patrons on weekend days.

Library Budget

Alan Lawless provided an update on library budgetary concerns, including a recap of the moneies transferred for expenses relating to the new library (described above). He stated that new book and new audio-visual purchases will be reduced the most because of these transfers. But he reiterated that after this fiscal year, the \$56,000 will be restored to the resources budget.

Book Reviews

Alan noted that on November 5, 2003, Kenneth Hicks will review Al Franken's new book, *Lies and the Lying Liars Who Tell Them: A Fair and Balanced Look at the Right*.

The meeting adjourned at 4:30 pm.

LIBRARY COMMITTEE MINUTES

FEBRUARY 12, 2004

The Library Committee convened at 3:30 p.m. on Thursday, February 12, 2004. George Ann Daniels, Ken A. Bugajski, Martha Jagel, Alan Lawless, Thomas Luscomb, David Newcomb and Min Soe attended.

Minutes

The minutes from the October 22, 2003 meeting were approved.

Library Instruction

Laura Bottoms reported on library assessment conducted with Tricia Bugajski's composition courses in Fall 2003. By giving students pre- and post-test, it was determined that through library instruction helped students become more familiar with library services, especially inter-library loan.

New Reference Works

Laura Bottoms updated the committee on new acquisitions in the reference department. She provided a handout listing over 50 new volumes, including:

- A large number of business and accounting texts
- Several texts on women's studies

New Audio-Visual

Rowdy Williams provided the committee with a list of 30 new audio-visual materials that have been acquired since October. He added that given the current budget for the library, new acquisitions will be limited for the remainder of the fiscal year.

Library Budget

Alan Lawless provided an update on library budgetary concerns, and he stated the library's budget for copying has been exhausted. As such, funds to continue copying will have to come from other sources. He also stated that because of the diversion of Library Resource funds (see minutes for October 22), new acquisitions will be limited for the remainder of the year.

Off-Campus Database Access

Alan stated that student can now access library databases from locations off-campus. He stated that faculty can also access these databases but that first, they must request a student domain log-on from computer services.

Patron Usage

Rowdy Williams updated the committee on library usage for the semester, reporting library usage is down this spring as compared to last fall. He speculated that because the library is operating in a limited mode (in anticipation of the move), fewer students are visiting the library.

The Move

Alan noted that as of the meeting, the library hoped to move during Spring Break. He stated that the security system has not yet been installed but a temporary system would be in place when the library opens.

The meeting adjourned at 4:20 pm, and the committee took a tour of the new library.

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LIBRARY COMMITTEE MINUTES

APRIL 29, 2004

The Library Committee convened at 3:30 p.m. on Thursday, April 29, 2004. George Ann Daniels, Ken A. Bugajski, Martha Jagel, Alan Lawless, Thomas Luscomb, and David Newcomb attended.

Minutes

The minutes from the February 12, 2004 meeting were approved.

Library Budget

Alan Lawless detailed several highlights of the library's proposed budget for the 2004-05 academic year:

- The library requests funding for a 6th full-time librarian. The Stratton Taylor Library (STL) is working to become the 20th official depository for Federal Government documents in the state of Oklahoma. If the library becomes a Selected Depository, a full-time librarian with experience with government documents will be needed for this area of library operations.
- The library budget proposes \$36,000 for student workers. This figure represents a \$20,000 increase of funding for student workers, and the amount would cover the employment of five students at 24 hours per week.
- The new budget recommends restoring the Library Resources budget to \$465,000, the figure for the budget prior to budget cuts in 2002-03. Doing so will allow the library to continue to increase its holdings.

Strategic Planning

The main part of the meeting concerned the library's strategic plan. Alan Lawless detailed the strategic plan for the committee, including these areas of emphasis:

- The strengths of the library include its excellent staff, hours of operation, electronic resources, and computer lab. The Stratton Taylor Library is open for more hours than all but two other Oklahoma regional universities, and it has access to an extensive number of electronic journals. In addition, the library has increased patron use; the number of patrons has tripled since opening the new facility.
- While the library has many strengths, there are many areas where improvements would enrich the experience and learning opportunities for students.
 - + Personnel. While the library has expanded its collections and services, the size of the staff has not increased. No new full-time librarians have been hired since 2000, and two part-time employees were lost to budget cuts in August 2003. The Stratton Taylor Library has the smallest staff of any regional university library in Oklahoma.

- + Collections. Although the STL has increased the size of its collections, it still has the smallest number of volumes for regional university libraries in Oklahoma; the library closest to STL possesses more than 35,000 more volumes than STL. Additionally, STL has the second lowest number of periodicals.
- + Computer Access. There are not enough computers in the library for the number of patrons. Currently, the library has 29 computers available to students, which averages out to 1 computer for every 120 RSU students. Additionally, the STL has only 1 printer, which is inadequate to handle the printing for 29 computers. Lastly, the library does not allow students connections for their laptop computers, nor does it allow for wireless technology. This lack does not allow students to utilize the library to its full potential.
- The strategic plan also includes several new initiatives including increasing the number of computers available to students, updates and expansions of several electronic databases, and initiatives to increase the library's ability to help distance education and distance-education students.

The meeting adjourned at 4:45 pm.