

Library Committee
Minutes: October 13, 2005

Members present: George Ann Daniels, Eldon Hallum, Martha Jagel, Jane Johansson, Alan Lawless, Rich Ronan, and Kirk Voska.

Also present: Laura Bottoms and Rowdy Williams.

The meeting was called to order at 3:05 pm in room 209 of the Stratton Taylor Library.

Election of Library Committee Chairperson:

Martha Jagel nominated Rich Ronan to serve as chairman of the library committee. George Ann Daniels seconded the motion, and Rich was elected unanimously as chairman of the library committee.

Election of Library Committee Secretary:

Eldon Hallum nominated Jane Johansson to serve as secretary of the library committee. Alan Lawless seconded the motion, and Jane was elected unanimously as secretary of the library committee.

Budget Reduction:

Alan Lawless met with Dr. Larry Minks, Interim Vice President for Academics, who was unable to be at this meeting. Alan announced that Dr. Minks would be happy to be in attendance at the next library committee meeting if the committee so desired. The following are talking points provided to Alan from Dr. Minks:

--In late May, the administration needed \$1 million dollars for the budget.

--Administration decided that the reductions would be non personnel related - some would come out of the general academics and some out of the school contingency funds

--Administration left the faculty vacancy line open and 14 new faculty were hired

--The library resource budget (including the books, periodicals, electronic databases and audiovisual) was a pretty big line

--Fiscal Year 04-05 average book expenditures [per student] according to Mr. Volturo was \$87 for RSU and \$46 for the other regional universities

--The determining factor was the amount of the library resource line (\$430,000)

--Administration is presently in the process of budget needs for FY 2007 for the State Regents and the recommendation will be to restore the spending level so hopefully this will be a one time reduction

Library Budget Reduction Task Force:

Alan Lawless provided the following report:

In response to the library resource budget reduction of \$130,000 to \$300,000 we formed a library task force to determine the best allocation of our financial resources. The library budget reduction task force included all five professional library staff members. The task force met informally during June via email and also formally on June 15, 16, and 20th. Instead of allowing the book budget to bear the full brunt of the reduction, which would have happened if the task force had taken no action, we decided to look for possible savings in reductions to our periodical subscriptions and electronic databases and share the reduction among library resource categories.

The first objective of the task force was to evaluate our electronic database subscriptions. After careful analysis the task force identified nine electronic databases to discontinue in FY 06 that resulted in savings to the library budget of \$17,257 (Absearch, Agricola, American History and Life, Contemporary Women's Issues, Ethnic News Watch, Historical Abstracts, SIRS Researcher, State Academy of Science and Wilson Art Full Text). Of the nine databases that were discontinued only three of those were full text databases (Contemporary Women's Issues, Ethnic NewsWatch and SIRS Researcher). Each of these databases had a high average cost per search and do not directly support any of the bachelor level programs.

Our second objective was to evaluate our current periodical subscriptions. We carefully analyzed our current periodical subscriptions and identified 118 current periodical subscriptions that we plan to discontinue in FY 2006 (most of these subscriptions will end in December 2005). Of these current periodical subscriptions that we will discontinue, 73% are duplicated in our remaining electronic databases (access will continue for 73% of these periodicals but they will be available in a different format online instead of print). We have already notified our periodical vendor, Ebsco, in July 2005, with our periodical subscription deletions. What we are doing is in keeping with what a majority of libraries are doing. According to *Library Journal*, April 15, 2005, pp. 46-47, "Journal cancellations, particularly print duplicates, are epidemic in American libraries. A Publishers Communication Group survey in the spring of 2004 reports that 84% of respondents said they cancel print when electronic is available."

In July we carefully reviewed our microfiche holdings and identified further savings of \$5,249 to the library budget. As of October 1, the task force has identified savings of \$51,076 or 39% of the \$130,000 budget reduction. This action will allow us to allocate a much larger amount of the book budget than would have been possible otherwise, and will also allow for a much more equitable distribution of our library resources budget.

Financial breakdown by department for books:

Laura Bottoms presented the following expenditures report:

Library Book Expenditures Report for the Library Committee

(based on 2005-06 allocation)

update: 10/13/05

| | Dept Allocation | Encumbered or Spent | % Total | % Spent | % Remaining | \$ Remaining |
|-----------------------|----------------------------|--------------------------------|--------------------|--------------------|------------------------|-------------------------|
| CFA | \$ 18,141.00 | \$ 7,879.05 | 28% | 43% | 57% | \$10,261.95 |
| Soc&BS | \$ 15,659.00 | \$ 6,738.19 | 24% | 43% | 57% | \$ 8,920.81 |
| Bus | \$ 7,772.00 | \$ 2,081.69 | 12% | 27% | 73% | \$ 5,690.31 |
| ApTech | \$ 10,859.00 | \$ 1,582.89 | 17% | 15% | 85% | \$ 9,276.11 |
| Sci & Math | \$ 7,850.00 | \$ 1,615.51 | 12% | 21% | 79% | \$ 6,234.49 |
| Health Sci | \$ 4,719.00 | \$ 339.40 | 7% | 7% | 93% | \$ 4,379.60 |
| Totals: | \$ 65,000.00 | \$ 20,236.73 | 100% | 31% | 69% | \$44,763.27 |

Rowdy Williams provided the following report about the 2005-2006 allocation formula for audio-visual materials:

For academic year 2006, there is a total of \$6,000 allocated for the purchase of audio-visual materials. In the past, the audio-visual allocation has been divided in half, with one half used to fill faculty requests and one half used for collection development by library staff. This year, however, the allocation will be different. Of the \$6,000 available, \$5,000 will be used for faculty requests and \$1,000 will be reserved for collection development.

Programs are listed as they were last year except that there is no provision for “start-up” funds for new programs. However, we have altered the allocation of funds somewhat by considering usage statistics of audio-visual materials by each department whereby higher usage figures add weight to allocations. This means that there is more resource funding for those areas where students actually use the audio-visual materials.

The chart below outlines the formula that we have used to allocate the audio-visual funds and gives the resulting departmental allocations. We have tried to make a maximum amount of money available despite our severe budget cut for this year. If you have questions regarding this allocation, please contact Rowdy Williams (x7719) or Alan Lawless (x7715).

| Department / Degree Programs | Allocation by Dept | Allocation by Bachelor's Degree Program | Allocation by usage factor (1.9207 x use) | Totals |
|---|--------------------|--|---|--------------------|
| Comm & Fine Arts Corporate Comm Radio & TV Liberal Arts | \$ 271.00 | \$ 813.00 (\$ 271.00) (\$ 271.00) (\$ 271.00) | \$ 462.00 | \$ 1,546.00 |
| Social & Behav Sci Justice Admin Social Science | \$ 271.00 | \$ 542.00 (\$ 271.00) (\$ 271.00) | \$ 240.00 | \$ 1,053.00 |
| Business Business Admin | \$ 271.00 | \$ 271.00 (\$ 271.00) | \$ 38.00 | \$ 580.00 |
| Applied Tech Applied Tech Bus Info Tech | \$ 271.00 | \$ 542.00 (\$ 271.00) (\$ 271.00) | \$ 12.00 | \$ 825.00 |
| Science & Math Biology | \$ 271.00 | \$ 271.00 (\$ 271.00) | \$ 71.00 | \$ 613.00 |
| Health Science | \$ 271.00 | | \$ 113.00 | \$ 384.00 |
| Totals | \$ 1,626.00 | \$ 2,439.00 | \$ 936.00 | \$ 5,001.00 |

NetLibrary and Wall Street Journal Online:

Alan Lawless reported that the library will be purchasing the sixth collection of NetLibrary for \$5,500 (this cost is higher than last year because our FTE is larger). NetLibrary is used extensively by distance learners. In addition, the Wall Street Journal will now be available online instead of on microfiche.

Patron Count:

Rowdy Williams presented the following information concerning patron counts from the fall 2003 semester through part of the fall 2005 semester. It should be noted that there was no counter available during the summer 2004 semester.

Average Daily Library Patron Counts

Fall Semester Comparisons

| Summary | Mon | Tue | Wed | Thu | Fri | Sat |
|--------------------|-----|-----|-----|-----|-----|-----|
| Fall 2003 (T-Bird) | 442 | 423 | 464 | 400 | 225 | 62 |
| Fall 2004 (Taylor) | 543 | 612 | 572 | 578 | 377 | 79 |
| Fall 2005 (Taylor) | 603 | 703 | 655 | 660 | 369 | 67 |

Spring Semester Comparisons

| Summary | Mon | Tue | Wed | Thu | Fri | Sat |
|----------------------|-----|-----|-----|-----|-----|-----|
| Spring 2004 (T-Bird) | 311 | 329 | 354 | 329 | 198 | 46 |
| Spring 2005 (Taylor) | 495 | 542 | 565 | 570 | 345 | 71 |

Summer Semester Comparisons

| Summary | Mon | Tue | Wed | Thu | Fri | Sat |
|-----------------------------|------------|------------|------------|------------|------------|------------|
| Summer 2003 (T-Bird) | 126 | 140 | 134 | 123 | 81 | 22 |
| Summer 2005 (Taylor) | 213 | 208 | 198 | 210 | 89 | Closed |

Capital Equipment Request:

Rowdy Williams presented the capital equipment request below for 2005-2006. For the second straight year, the Sirsi Unicorn System is the number one request. Rowdy stated that the library received only a small amount of capital equipment funding last year; in addition to the Sirsi Unicorn System, the library needs shelving for new acquisitions. Also, Alan is hopeful that a motorized security gate will be installed this year.

| <i>* List technology items first</i> | | | | | | |
|--|---|-----------------|-------------------|-------------------------------|------------------------------|---------------------|
| Dept. Priority | Description of Equipment | Quantity | Total Cost | Total Shipping Charges | Total Requested Funds | Dean Recomm. |
| 1 | SIRSI Unicorn Integrated Library System | 1 | \$ 115,977.00 | \$ - | \$ 115,977.00 | |
| 2 | Shelving for books | 14 | \$ 346.00 | | \$ 4,844.00 | |
| 3 | End panels for shelving | 4 | \$ 114.00 | | \$ 456.00 | |
| Total Requested Capital Equipment Funds for 2005-2006 | | | | | \$ 121,277.00 | |

Other business:

Laura Bottoms reported that the library webpage now has a “New Books/Materials” link. New books are arranged by call number and are listed for three months; audio-visual and reference materials are also listed. Laura also distributed “Choice” cards to members of the committee

The meeting adjourned at 4:25 pm.

Submitted by Jane Johansson.

Library Committee
Minutes: November 17, 2005

Members present: George Ann Daniels, Eldon Hallum, Martha Jagel, Jane Johansson, Alan Lawless, Rich Ronan, and Kirk Voska.

Also present: Laura Bottoms and Rowdy Williams.

The meeting was called to order at 3:00 pm in room 209 of the Stratton Taylor Library.

Wall Street Journal Online Demonstration:

Laura Bottoms demonstrated the online *Wall Street Journal* from ProQuest. The database is full text and provides coverage from 1984 to the present. However, there are no images or image captions included in the database.

Usage Survey:

Laura Bottoms reported on the survey of in-house usage of reference items, periodicals, and microfiche/microfilm:

1. We began recording usage the week of November 7, 2005, and intend to continue through the last day of class this semester, to continue in the spring semester, and perhaps beyond that.
2. Signs:
 Please...leave the shelving to us
 (We are recording which titles are used)
 Thank you,
 The Library Staff
3. Jan and Laura are working with eight student library staff, who record usage by hatch marks on a list as they reshelve periodicals and reference books, in the five locations of :
 reference,
 coffee bar,
 microfilm,
 3rd floor back volumes, and
 3rd floor current scholarly journals display areas.

Book Selection Update:

Laura Bottoms provided the expenditures report below and noted that the 2005-2006 allotment for science and math area has been expended.

update: 11/17/05

| | Dept Allocation | Encumbered or Spent | % Total | % Spent | % Remaining | \$ Remaining |
|-----------------------|--------------------|------------------------|------------|------------|----------------|-----------------|
| CFA | \$ 18,141.00 | \$ 12,633.30 | 28% | 70% | 30% | \$ 5,507.70 |
| Soc&BS | \$ 15,659.00 | \$ 8,100.98 | 24% | 52% | 48% | \$ 7,558.02 |
| Bus | \$ 7,772.00 | \$ 3,678.84 | 12% | 47% | 53% | \$ 4,093.16 |
| ApTech | \$ 10,859.00 | \$ 1,595.89 | 17% | 15% | 85% | \$ 9,263.11 |
| Sci & Math | \$ 7,850.00 | \$ 7,968.78 | 12% | 100% | 0% | \$ - |
| Health Sci | \$ 4,719.00 | \$ 1,525.40 | 7% | 32% | 68% | \$ 3,193.60 |
| Totals: | \$ 65,000.00 | \$ 35,503.19 | 100% | 55% | 45% | \$29,615.59 |

Some discussion followed on the 2005-2006 allocation formula. There is a possibility that the formula will be altered for 2006-2007.

Allocation Formula for Books for Academic Year 2005-2006

As we have done in past years, we propose to divide the book allocations in half: 50% to be selected by the librarians (reference, standing orders, special projects, replacements, responding swiftly to perceived needs), and 50% to be selected through the library by the departmental faculty as follows. This amount this year is \$65,000.00.

Consideration of usage of materials, as determined by circulation count, is new this year.

This recommendation is based on our mission of support for the curriculum, with acknowledgement of the 1995 ACRL Standards for College Libraries and the ACRL Clip Note #22: Allocation Formulas in Academic Libraries, by Jan Tuten and Beverly Jones, ALA, 1995.

| Dept | Bachelor Degree Programs | Allocation by Dept | Allocation by Bachelor's Degree Plan | Allocation by Circ Count | Totals |
|-----------------------------|--|--------------------|--------------------------------------|---------------------------|--------------------|
| Comm & Fine Arts | Corporate Comm Radio + TV Liberal Arts | 3,500.00 | 10,500.00 | 2156 x 1.9207 4,141.00 | \$18,141.00 |
| Soc & Behav Sci | Justice Administration Social Science | 3,500.00 | 7,000.00 | 2686 x 1.9207 5,159.00 | 15,659.00 |
| Business | Business Administration | 3,500.00 | 3,500.00 | 402 x 1.9207 772.00 | 7,772.00 |
| | | | | 187 x 1.9207 | |

| | | | | |
|----------------------------|------------------|------------------|--------------------------|---------------------|
| Applied Technology | 3,500.00 | 7,000.00 | 359.00 | 10,859.00 |
| Applied Technology | | 3,500.00 | | |
| Business Information Tech. | | 3,500.00 | | |
| Science and Math | 3,500.00 | 3,500.00 | 442 x 1.9207 850.00 | 7,850.00 |
| Biology | | 3,500.00 | | |
| Health Science | 3,500.00 | | 635 x 1.9207 1,219.00 | 4,719.00 |
| | | | 6,508 x 1.9207 | |
| Totals | 21,000.00 | 31,500.00 | 12,500.00 | \$ 65,000.00 |

JSTOR Requisition:

Alan Lawless reported that for about \$4,000, the library has purchased a large number of additional titles for the JSTOR database. Since Rogers State University is categorized as a community college, we will receive a savings of about \$17,000. Some of the new topics included are: archaeology; classics; music, history and study of art; film; folklore, performing arts; religion; cell biology; zoology; law; psychology; public policy and administration; cultural studies; African Studies; Latin American Studies; Middle Eastern Studies and Slavic Studies.

November Book Review:

According to Alan Lawless, Dr. Ken Hicks will be giving a talk about *The Republican War on Science* by Chris Mooney on 30 November at 3:30 pm. Dr. Rich Ronan would like to give a talk about "Death by Power Point" in April.

Library Committee Schedule:

Rich Ronan distributed suggested meeting times for the spring semester; he is proposing that we meet on the second rather than the third Thursday of the month to avoid conflict with Alan's schedule. Rich asked committee members to contact him over the next week with comments about the proposed changes.

Other business:

Rich broached the idea of the library staff conducting a workshop for faculty members to inform them of the latest additions. Alan stated that the library staff would be more than happy to offer a workshop on any topic. Committee members were asked to survey members of their department and gauge the level of interest in such a workshop. Results are to be sent to the secretary of this committee. The workshop would be scheduled sometime during the week of 2 January. Alan suggested a workshop that would, among other topics, focus on Ebooks and JSTOR. The committee chair also suggested that the committee electronically approve and suggest changes to the meeting minutes. The meeting adjourned at 4:00 pm.

Submitted by Jane Johansson.

**Library Committee
Minutes: January 26, 2006**

Members present: Eldon Hallum, Martha Jagel, Jane Johansson, Alan Lawless, and Rich Ronan.

Also present: Laura Bottoms and Rowdy Williams.

The meeting was called to order at 2:30 pm in room 209 of the Stratton Taylor Library.

Library brochures and guides:

Laura Bottoms distributed several new library brochures containing a new phone number and listings of recently acquired databases. Also, Laura gave us a tour of the “resources guides” link on the library database. This link takes the user to lists of literary award winners, serials by topic, and pathfinders.

Minutes:

Eldon Hallum moved that the minutes from 13 October and 17 November 2005 be approved. Martha Jagel seconded the motion, and the motion was approved unanimously.

Library Book Expenditures report:

Laura Bottoms presented the library book expenditures report, distributed the allocation formula for books, the allocation formula for books and audio-visual materials, and information about the average price paid for books by department. These reports are reproduced below. Discussion followed on whether or not to alter the allocation formula.

Library Book Expenditures Report for the Library Committee

(based on 2005-06 allocation)

update: 01/25/06

| | Dept Allocation | Encumbered or Spent | % Total | % Spent | % Remaining | \$ Remaining |
|-----------------------|--------------------|------------------------|------------|------------|----------------|-----------------|
| CFA | \$ 18,141.00 | \$ 18,710.62 | 28% | 100% | 0% | \$ - |
| Soc&BS | \$ 15,659.00 | \$ 9,566.68 | 24% | 61% | 39% | \$ 6,092.32 |
| Bus | \$ 7,772.00 | \$ 4,255.80 | 12% | 55% | 45% | \$ 3,516.20 |
| ApTech | \$ 10,859.00 | \$ 1,595.89 | 17% | 15% | 85% | \$ 9,263.11 |
| Sci & Math | \$ 7,850.00 | \$ 8,326.13 | 12% | 100% | 0% | \$ - |
| Health Sci | \$ 4,719.00 | \$ 1,815.49 | 7% | 38% | 62% | \$ 2,903.51 |
| Totals: | \$ 65,000.00 | \$ 44,270.61 | 100% | 68% | 32% | \$21,775.14 |

Stratton Taylor Library, Rogers State University, Claremore, Oklahoma

Allocation Formula for Books for Academic Year 2005-2006

As we have done in past years, we propose to divide the book allocations in half: 50% to be selected by the librarians (reference, standing orders, special projects, replacements, responding swiftly to perceived needs), and 50% to be selected through the library by the departmental faculty as follows. This amount this year is \$65,000.00.

Consideration of usage of materials, as determined by circulation count, is new this year.

This recommendation is based on our mission of support for the curriculum, with acknowledgement of the 1995 ACRL Standards for College Libraries and the ACRL Clip Note #22: Allocation Formulas in Academic Libraries, by Jan Tuten and Beverly Jones, ALA, 1995.

| Dept | Bachelor Degree Programs | Allocation by Dept | Allocation by Bachelor's Degree Plan | Allocation by Circ Count | Totals |
|-----------------------------|---------------------------------|---------------------------|---|---------------------------------|---------------------|
| Comm & Fine Arts | | 3,500.00 | 10,500.00 | 2156 x 1.9207 4,141.00 | \$18,141.00 |
| | Corporate Comm | | 3,500.00 | | |
| | Radio + TV | | 3,500.00 | | |
| | Liberal Arts | | 3,500.00 | | |
| Soc & Behav Sci | | 3,500.00 | 7,000.00 | 2686 x 1.9207 5,159.00 | 15,659.00 |
| | Justice Administration | | 3,500.00 | | |
| | Social Science | | 3,500.00 | | |
| Business | | 3,500.00 | 3,500.00 | 402 x 1.9207 772.00 | 7,772.00 |
| | Business Administration | | 3,500.00 | | |
| Applied Technology | | 3,500.00 | 7,000.00 | 187 x 1.9207 359.00 | 10,859.00 |
| | Applied Technology | | 3,500.00 | | |
| | Business Information Tech. | | 3,500.00 | | |
| Science and Math | | 3,500.00 | 3,500.00 | 442 x 1.9207 850.00 | 7,850.00 |
| | Biology | | 3,500.00 | | |
| Health Science | | 3,500.00 | | 635 x 1.9207 1,219.00 | 4,719.00 |
| Totals | | 21,000.00 | 31,500.00 | 6,508 x 1.9207 | \$ 65,000.00 |

Allocation Formula for Books and Audio-Visual Media for Academic Year 2004-2005

We propose to divide the book and audio-visual allocations in half: 50% to be selected by the librarians (reference, standing orders, special projects, replacements, responding swiftly to perceived needs), and 50% to be selected through the library by the departmental faculty as follows.

30% of the departmental half will be divided equally among the six departments, and 70% of the departmental half will be divided into equal portions for each of the existing Bachelor's Degree Programs, with each of the extremely new programs receiving a double portion as a start-up fund.

This recommendation is based on our mission of support for the curriculum, with special emphasis on supporting the new bachelors degree plans. It draws upon the 1995 ACRL Standards for College Libraries, our own successful past practice, and the multiplicity of approaches which are represented in the ACRL Clip Note #22: Allocation Formulas in Academic Libraries, by Jan Tuten and Beverly Jones, ALA, 1995.

Example: \$200,000.00 for books, \$100,000.00 of which would be allocated for departmental requests. Use of this particular amount clarifies the monetary consequences of the percentage-based allocations.

CFA - Communications - Corporate Communications - new - double allocation

CFA - Communications - Radio-Television - new - double allocation

CFA - Liberal Arts

SBS - Social Science

SBS - Justice Administration - new - double allocation

Business - Business Administration

Applied Technology - Applied Technology

Applied Technology - Business Information Technology

Math and Science - Biology

| Dept. | Bachelors Degree Programs ** | Books by Dept | Books by Degree Plan | Degree Plan totals by dept | Dept. Totals |
|-------------------------------|-------------------------------------|----------------------|-----------------------------|-----------------------------------|---------------------|
| Comm & Fine Arts | | \$ 5,000.00 | | \$ 29,166.68 | \$ 34,166.68 |
| | Corporate Comm (x2) | | 11,666.67 | | |
| | Radio + TV (x2) | | 11,666.67 | | |
| | Liberal Arts | | 5,833.34 | | |
| Social and Behavioral Science | | 5,000.00 | | 17,500.00 | 22,500.00 |
| | Justice Administration (x2) | | 11,666.67 | | |
| | Social Science | | 5,833.33 | | |
| Business | | 5,000.00 | | 5,833.33 | 10,833.33 |
| | Business Administration | | 5,833.33 | | |
| Applied Technology | | 5,000.00 | | 11,666.66 | 16,666.66 |
| | Applied Technology | | 5,833.33 | | |
| | Business Information Technology | | 5,833.33 | | |

| | | | | |
|-------------------------|---------------------|---------------------|----------|----------------------|
| Science and Mathematics | 5,000.00 | | 5,833.33 | 10,833.33 |
| Biology | | 5,833.33 | | |
| Health Science | 5,000.00 | 0 | 0 | 5,000.00 |
| TOTALS: | \$ 30,000.00 | \$ 70,000.00 | | \$ 100,000.00 |

RSU Library Average Price Paid for books by Department, fy 2005-06 to date (Jan 25, 2006)

| Department | Number of titles | Total Price | Average Price Paid |
|--------------------|------------------|---------------------|--------------------|
| CFA | 392 | \$ 18,710.62 | \$ 47.73 |
| SBS | 234 | \$ 9,565.68 | \$ 40.88 |
| Science & Math | 115 | \$ 8,326.13 | \$ 72.40 |
| Health Science | 41 | \$ 1,815.49 | \$ 44.28 |
| Business | 66 | \$ 4,255.80 | \$ 64.48 |
| Applied Technology | 29 | \$ 1,595.89 | \$ 55.03 |
| Totals: | 877 | \$ 44,269.61 | \$ 50.48 |

RSU Library Average Price Paid for books by Department, ac yr 2004-05

| Department | Number of titles | Total Price | Average Price Paid |
|--------------------|------------------|---------------------|--------------------|
| CFA | 1182 | \$ 48,135.15 | \$ 40.72 |
| SBS | 366 | \$ 27,391.47 | \$ 74.84 |
| Science & Math | 152 | \$ 10,133.14 | \$ 66.67 |
| Health Science | 136 | \$ 6,593.50 | \$ 48.48 |
| Business | 404 | \$ 17,333.04 | \$ 42.90 |
| Applied Technology | 285 | \$ 14,483.02 | \$ 50.81 |
| Totals: | 2525 | \$124,069.32 | \$ 49.14 |

Library budget:

Martha Jagel moved that the library resources budget be restored to its 2004-2005 level if at all possible. Jane Johansson seconded the motion, and the motion was approved unanimously.

Library instruction:

Laura Bottoms stated that she appreciates the opportunity to visit classes and is available to plan library instruction classes with faculty members.

Assessment workshop:

Laura attended an assessment workshop recently and the information will be useful in conducting assessment this year.

Will Rogers Library project:

This will be the last year for Alan Lawless to serve on the Will Rogers Library Board. The Stratton Taylor Library and the Will Rogers Library are working on resource sharing projects. The catalogs of both libraries will be available on each library's website, and the two libraries are working on a borrowing privileges policy.

Wireless project:

Alan reported that the second and third floors of the Stratton Taylor Library are being configured to allow wireless access.

Rowdy's retirement:

There will be a retirement reception for Rowdy Williams on February 28th from 3:00 to 5:00 pm.

Submitted by Jane Johansson.

**Library Committee
Minutes: March 23, 2006**

Members present: George Ann Daniels, Jane Johansson, Alan Lawless, Rich Ronan, and Kirk Voska.

Also present: Laura Bottoms

The meeting was called to order at 2:10 pm in room 209 of the Stratton Taylor Library.

New Associate Director:

Alan Lawless announced that Laura Bottoms is the new Associate Director.

New librarian position:

Laura's previous position is now open and an Access Services/Distance Learning Librarian position is now being advertised; interviews will begin during the first week in April.

**JOB DESCRIPTION
ACCESS SERVICES AND DISTANCE LEARNING LIBRARIAN
STRATTON TAYLOR LIBRARY**

Position Summary:

The Access Services and Distance Learning Librarian is primarily responsible for coordination of library services for distance learning students and faculty as well as coordinating circulation and material reserves (access services).

Job Code: _____

Primary Duties:

Responsible for coordinating library services, library activities, and library initiatives related to distance learning. Serve as contact person for faculty and students involved in distance learning. Create user guides, information pathfinders and tutorials for distance learners. Monitor library support for the Bartlesville and Pryor campuses. Serve as contact person for faculty and students at Bartlesville and Pryor campuses. Responsible for overseeing planning and daily operations of circulation and reserve materials. Manage recalls, holds, and overdue notices, and billings. Supervise stack management. Conduct library instruction for students, staff, and faculty. Share reference responsibilities with other professional librarians on staff. Prepare statistical reports as required by the Library Director. Assist the Library Director in the preparing of long and short range plans for achieving the goals and objectives of the library.

Secondary Duties:

Prepare bibliographies for students, faculty, and staff. Conduct library research tutorials for Rogers State University. Maintain current knowledge of the profession through active participation in professional associations, as well as continuing education in the field.

Minimum Qualifications:

Master's degree in library science from an ALA-accredited program

Preferred Qualifications:

Master's degree in library science from an ALA-accredited program and at least one year experience in an academic library

Knowledge and Skills:

Familiarity with the Library of Congress Classification System, automated library circulation systems, and online catalog functions and processing services. Establish and maintain collaborative and effective relationships with faculty, staff, and students. Work in a team as well as individually. Proficiency in MS Office, Excel, and Word required.

Reports to: Library Director

Licenses: None **Supervision Given to:** Student Workers **Hours:** 8:00 a.m.-5:00 p.m. Monday-Friday, including weekend hours in rotation

Position: Professional, Full-time, FLSA Exempt **Revised:** 3/1/06

Minutes:

Alan Lawless moved that the minutes from 26 January 2006 be approved. George Ann Daniels seconded the motion, and the motion was approved unanimously.

Update on book purchasing:

Laura Bottoms presented the library book expenditures report for 23 March 2006 and announced that the deadline for spending is 14 April. This report is reproduced below. Laura also suggested that textbook purchases should typically be avoided although the library will purchase them if requested. Discussion followed on whether or not to put textbooks on reserve at the library; a number of possible problems were discussed including space considerations.

| | Dept Allocation | Encumbered or Spent | % Total | % Spent | % Remaining | \$ Remaining |
|-----------------------|----------------------------|--------------------------------|--------------------|--------------------|------------------------|-------------------------|
| CFA | \$ 18,141.00 | \$ 19,320.69 | 28% | 100% | 0% | \$ - |
| Soc&BS | \$ 15,659.00 | \$ 11,138.03 | 24% | 71% | 29% | \$ 4,520.97 |
| Bus | \$ 7,772.00 | \$ 8,527.16 | 12% | 100% | 0% | \$ - |
| ApTech | \$ 10,859.00 | \$ 7,746.01 | 17% | 71% | 29% | \$ 3,112.99 |
| Sci & Math | \$ 7,850.00 | \$ 8,217.43 | 12% | 100% | 0% | \$ - |
| Health Sci | \$ 4,719.00 | \$ 4,856.01 | 7% | 100% | 0% | \$ - |
| Totals: | \$ 65,000.00 | \$ 59,805.33 | 100% | 92% | 8% | \$ 7,633.96 |

| | | |
|------|-----------------|-------------------|
| BUS: | | |
| | 7,772.00 | 11,272.00 |
| | <u>3,500.00</u> | <u>(8,527.16)</u> |
| | 11,272.00 | 2,744.84 |

Community patron survey:

Alan Lawless distributed the results of a community borrower survey. Community borrowers are those who pay a fee to check out library materials.

2006 Stratton Taylor Library Community Borrower Survey

In February 2006, Stratton Taylor Library mailed a customer satisfaction survey to library’s active community borrowers (110 borrowers). The survey asked respondents to respond on a scale of 1 to 7 (strongly disagree to strongly agree) to the following statements about the library:

1. *The library almost always has the information resources I need.*
2. *It’s easy to find items I am looking for.*
3. *Library staff members are friendly and helpful.*
4. *Checkout limits are generous enough that I can borrow all the items I need.*
5. *The library carries the newspapers and journals I like to read.*
6. *I get my money’s worth from my community borrower membership.*

25 community borrowers have responded to the survey as of March 20, 2006. The results to date are summarized below:

| Results Overview | | | |
|------------------|--------|----------|----------|
| Scores | # resp | Mean | StDev |
| Question 1 | 24 | 6.090909 | 0.934538 |
| Question 2 | 25 | 5.48 | 1.299846 |
| Question 3 | 25 | 6.84 | 0.366606 |
| Question 4 | 25 | 6.56 | 0.697424 |
| Question 5 | 23 | 5.904762 | 1.372245 |
| Question 6 | 25 | 6.76 | 0.58515 |
| Average | 24.5 | 6.272612 | |

As a baseline examination of our community borrowers’ customer satisfaction, these results were very positive. Especially high were the library’s scores for question 3 (Friendly staff, 6.84 out of 7), question 4 (generous checkout limits, 6.56), and question 6 (“I get my money’s worth from my membership”, 6.76). The main opportunity for improvement is indicated by our relatively low score (5.48 out of 7) on question 2, “It’s easy to find items I am looking for.”

Comments in the second section of the survey (see below) indicated that community borrowers are not familiar with using the Library of Congress classification

system to look for videos or fiction works. The lack of an in-library catalog terminal for community borrowers was also mentioned by several respondents as a reason for the low score in this area. Fortunately, we seem to be doing a good job overall with meeting the needs of this important segment of our patrons.

The second side of the survey contained several open-ended questions about our strengths, weaknesses, and desired services that we do not currently offer. Highlights of these comments are on the following page:

Selected comments from Community borrower survey

Why did you become a community borrower?

"My Children need a lot of literature for homeschooling, and this is much better than buying all of it for one read-through."

"Retired faculty member"

"Choices above and beyond local city library"

"I taught at a JR College for years and learned the value of a good library"

"Because of the very fine and growing numbers of resources the college provides. The library provides an excellent learning environment."

"Although I use & enjoy the Will Rogers public library, I wanted an additional place to check-out books."

"As a teacher--expanded resources"

"to expand access to information needed for high school daughters projects and assignments. Staff have been very helpful and friendly--Shirley Windle went above and beyond to be helpful. The hours are great--like being able to return books with the drive-by. Plan to use it for my leisure when I have some!"

"to have access to a great library!"

What do you like about the Library?

"Availability of ILL Material. The city library only ILLs books in print."

"The Layout & friendly & helpful staff."

"quality/consistency of materials"

"very pleasant and comfortable"

"Everything!"

"I have been pleased with the books that are available. The building itself is so spacious and I have felt at liberty to take my time in looking."

"The workers are very helpful. I like the snack bar."

"Love the facility, great selection, nice people"

"The range of items available and the vast amount of time the library is open."

"It is an asset to the University, to Claremore, and is helpful to me personally."

"Convenient Location"

What could we improve?

"a book drop by the front entrance to the building or a parking lot drop would be great."

"Wouldn't change a thing!"

"I still like the Dewey Decimal System."
"Nothing that I can think of."
"Just keep on doing what you are doing."
"I had a hard time finding the fiction section."
"Library ease of use--difficulty finding things"
"Have a catalog for non-students."
"Why not get RSU-TV to record the professor book reviews for use on channel 35?"
"more audio books."

What services would you like that are NOT currently available to community borrowers?

"Ability to occasionally use the computer for books within the library...but staff is extremely helpful--easier for me as without the use of computer at home."
"The ability to use the computers."
"improve parking."
"To allow community borrower computer access, and printer."
"For myself personally, I can't think of any more services!"
"I have not found anything lacking."
"I would like more time with a staff member on the computer (maybe a class). I use a Macintosh and am unacquainted with your setup. (the class could be 2 or 3 sessions)

Is there anything else we should know?

"Love it, love it!"
"Pleased to use your Lib. Thanks"
"An excellent facility"
"I like the book reviews--the new novels--sometimes the non-fiction reviews are not much fun for a community borrower. They seem slanted for the teachers there at RSU."
"You should be proud of your facility!"
"The Library staff is always friendly and helpful as requested or needed. The college is fortunate to have such a professional staff."
"I am thankful that RSU makes the Stratton Taylor Library available to those in the community who are not students. It has filled a need in my reading life."
"Love the atmosphere--Art, décor, etc."

Computer lab count:

| |
|---|
| Computer Lab User Count 2/25/06- -3/3/06 |
| Day trends Saturday is our lightest time, with an average of 6.9 students on the computer at any given time. Friday is our lightest weekday, with 13.6 students logged in at any given time. Monday is our busiest day, with 16.1 students logged in at any point. Tuesday and Thursday are tied for second, with Wednesday slightly behind and Friday bringing up the rear. See the graph and daily averages for more detail. |

Hourly Trends

During the school week, 2:00 PM is by far the busiest time in the computer lab, with an average of 21.4 students logged in. Not surprisingly given college students' tendency to sleep in, 8:00 AM is our slowest weekday slot with an average of 4.2 students on the computers. Sunday is far busier than Saturday, with the bulk of computer usage coming after 6:00 PM. See the graph and hourly averages for more detail.

Other points of note

14 of the 27 computers are in use at any given time in the week (15.4 on weekdays). The busiest time slot of the week is 2:00 PM Tuesday, with the slowest being 8:00 AM Tuesday. The faculty computer was only in use during 5 counts during the week (see data for highlighted slots).

| Time | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Hrly Avg. | Wkdy Avg. |
|---------------|-------|------|----------|----------|----------|----------|------|-----------|-----------|
| 8:00 | | | 5 | 2 | 4 | 4 | 6 | 4.2 | 4.2 |
| 9:00 | | | 10 | 16 | 8 | 12 | 10 | 11.2 | 11.2 |
| 10:00 | | | 12 | 17 | 25 | 17 | 28 | 19.8 | 19.8 |
| 11:00 | | | 12 | 9 | 21 | 21 | 18 | 16.2 | 16.2 |
| 12:00 | | | 16 | 19 | 16 | 16 | 13 | 16 | 16 |
| 1:00 | 4 | | 15 | 21 | 28 | 13 | 16 | 16.16667 | 18.6 |
| 2:00 | 9 | 5 | 14 | 29 | 18 | 26 | 20 | 17.28571 | 21.4 |
| 3:00 | 8 | 7 | 11 | 19 | 12 | 23 | 8 | 12.57143 | 14.6 |
| 4:00 | 7 | 10 | 18 | 12 | 13 | 20 | 10 | 12.85714 | 14.6 |
| 5:00 | 8 | 11 | 28 | 16 | 16 | 18 | 7 | 14.85714 | 17 |
| 6:00 | 7 | 14 | 20 | 12 | 11 | 15 | x | 13.16667 | 14.5 |
| 7:00 | 7 | 16 | 25 | 17 | 15 | 13 | x | 15.5 | 17.5 |
| 8:00 | 5 | 17 | 25 | 19 | 13 | 9 | x | 14.66667 | 16.5 |
| 9:00 | | 12 | 14 | 15 | 11 | 15 | x | 13.4 | 13.75 |
| Daily Average | 6.875 | 11.5 | 16.07143 | 15.92857 | 15.07143 | 15.85714 | 13.6 | | |

Highest usage 2:00 Tue
 Lowest: 8:00 Tue
 Avge # in use: 14.19512
 Average Wkday # 15.40909

Faculty computer in use

Sirsi Superconference:

Alan Lawless recently attended the Sirsi Superconference and his report follows:

SirsiDynix Super Conference
 Nashville March 5 & 6

The SirsiDynix Super Conference drew 1,000 users to Nashville on March 5 through 8.

I attended the Executive Session and nearly 200 library leaders attended.

SirsiDynix is our library automation vendor. In May of 2001 Sirsi brought Data Research Associates (DRA) which was our automation vendor from August of 1997. We are presently still on the DRA system which is "getting no new development, less and less support and no training (Sirsi Senior Sales Representatives on March 6)."

For the past two cycles we have placed our highest capital equipment priority of moving from DRA to the Sirsi Unicorn system. Presently SirsiDynix is down to only 44 DRA customers including us. At the Super Conference the DRA user group was disbanded.

In 2005 Sirsi merged with Dynix and is now SirsiDynix with 650 employees, 200 person R& D staff and 400 support staff. SirsiDynix has decided to pursue the dual-platform both Sirsi (Unicorn) and Dynix (Horizon). Merge the front-end portals to deliver key functionality to both platforms. Finalizing an agreement with Serials Solution will be same partner for Unicorn and Horizon.

SirsiDynix
3,900 clients
7,000 libraries
20,000 library outlets
350,000 million potential eyes to view SirsiDynix
24 % are academic (1,000 institutions)

Dynamics of change - SirsiDynix CEO Patrick Sommers

Personalized content
Shrinking attention span
Visually orientated information consumers
Boomers exit the workforce
Access to information anywhere, anytime
Amateur publishing - blogs, RSS and podcasting
Consumer-driven technology and expectations
Rich media

The meeting adjourned at 3:05 pm. The next library committee meeting will be at 2:00 pm on April 27, 2006.

Submitted by Jane Johansson.