

Minutes
Library Committee

Library Committee	Stratton Taylor Library 209	Sept. 21, 2012
Members Present	Kirk Weller, Chair Alan Lawless Jane Johansson Don Glass Lois O'Neal	David Newcomb Allison Embry Sarah Clark George Gottschalk Emily Dial-Driver, Sec.
Members Absent		Phil Sample Thomas Carment Larry Brewer Carolyn Gutierrez

Minutes: Minutes of the March meeting were accepted. Minutes will be sent to Dr. Beck and Kelli Fields.

Selection of Chair and Secretary: For 2012-13, Kirk Weller and Emily Dial-Driver were elected as Chair and Secretary, respectively.

Introduction of New Library Staff and Positions: Laura Bottoms and Jan Ferris have retired. Susan Parra, new Library Technician for Acquisitions/Audiovisual; Allison Embry, Access Services and Distance Learning Librarian; and Sarah Clark, newly appointed Associate Director, were introduced.

Allocation Formula, Book Expenditures for FY 12, Choice Cards, and Interlibrary Loan: For Allocation Formula and Book Expenditures, see attached Appendix A. Choice cards were disseminated to the appropriate attending department representatives; other cards will be sent by campus mail. George Gottschalk is contact for desired items that are not on choice cards. Items desired by faculty and not available by interlibrary loan may be purchased by the library.

Budget Update: Expenditures have increased: American Chemical Society database has more than doubled in cost; automation of library services increases in cost every year; travel budget has increased, as has office supply budget.

Government Documents on Facebook: Government documents and links to government news are on a link to the library presence on Facebook, Stratton Taylor Library Government Information.

Liaisons: Specific librarians have specific expertise and will act as liaison to departments. Sarah Clark will be liaison for Business and Technology; Carolyn Gutierrez will be liaison for Math, Science, and Health Science; Allison Embry will be liaison for History, Political Science, Psychology, Sociology, and Criminal Justice; George Gottschalk will be liaison for Fine Arts and English and Humanities. Liaisons will handle specific reference information and instruction and will build LibGuides.

LibQual+: Sarah Clark will receive training in the LibQual+ survey instrument; the survey will take place in Spring 2013. LibQual+ will assess student learning in terms of information literacy and compare RSU's library services to those of peer institutions in terms of "place," service, and information control.

LibGuides: LibGuides include tutorials, some both print and video. They can also be embedded in e-campus classes or supplements. Google Scholar may be linked; those sources can be accessed through interlibrary loan. Any specific course or assignment can become a LibGuide on request.

Next Meeting: The next meeting will be October 26 at 2:00 p.m. in STL 209.

Appendix A

Expenditures 2011-12

Total Books:	1710	Titles	\$	83,869.07
Total			\$	
AV:	365	Titles		13,959.72

Summary by format:	Titles Added	Volumes added
TOTAL:	2154	2173
BOOKS:	1758	1774
Physical	1334	1350
Electronic	424	424
AV:	396	399
DVD	238	241
Blu-Ray	18	18
CD-Spoken	46	46
Playaway	94	94

NOTE: Total "Titles Added" is greater than the number of titles with expenditures due to donated items

Allocation Formula for Library Materials Selected by Faculty, 2012-2013

Dept	Total	Lib. Mat'l Funds By Dept	Lib. Mat'l Funds By Bachelor's Degree Plan/Option	Lib Mat'l Funds By Circulation Count fy 12		Lib Av. Price per Volume
			n x 428.57	n x	0.99	
Communications	\$ 2,747.03	\$ 1,000.00	3 \$ 1,285.71	181	\$ 179.85	\$ 70.2
English/Hum.	\$ 3,653.65	\$ 1,000.00	2 \$ 857.14	1579	\$ 1,569.00	\$ 56.7
Fine Arts	\$ 4,175.89	\$ 1,000.00	4 \$ 1,714.29	1247	\$ 1,239.10	\$ 55.5
PSCJ	\$ 4,613.60	\$ 1,000.00	5 \$ 2,142.86	1237	\$ 1,229.16	\$ 60.2
History/Poli Sci*	\$ 6,755.68	\$ 1,000.00	9 \$ 3,857.14	1706	\$ 1,695.19	\$ 50.7
Business	\$ 6,503.01	\$ 1,000.00	11 \$ 4,714.29	504	\$ 500.81	\$ 71.8
Applied Tech	\$ 3,177.17	\$ 1,000.00	4 \$ 1,714.29	113	\$ 112.28	\$ 87.4
Sports Mgt	\$ 1,819.66	\$ 1,000.00	1 \$ 428.57	124	\$ 123.21	\$ 66.8
Biology	\$ 2,496.49	\$ 1,000.00	2 \$ 857.14	379	\$ 376.60	\$ 65.5

					309		\$ 64.1
Math/Phys. Sci.	\$ 1,564.05	\$ 1,000.00		\$ -		\$ 307.04	
				1		672	\$ 99.1
Health Science	\$ 2,493.78	\$ 1,000.00		\$ 428.57		\$ 667.74	
				42		8051	
Totals	\$ 40,000.00	\$ 11,000.00		\$ 18,000.00		\$ 8,000.00	

DESIRED TOTAL	\$ 40,000.00	
LIB MAT	\$ 11,000.00	27.5%
DEGREE	\$ 18,000.00	45.0%
CIRC	\$ 8,000.00	20.0%
AVG COST	\$ 3,000.00	7.5%
VERIFY TOTAL	\$ 40,000.00	100.0%

Minutes
Library Committee

Library Committee	Stratton Taylor Library 209	Jan. 25, 2013
Members Present	Kirk Weller, Chair Alan Lawless Jane Johansson Don Glass Lois O'Neal David Newcomb Phil Sample Kirk Voska	Allison Embry Sarah Clark George Gottschalk Carolyn Gutierrez Emily Dial-Driver, Sec.
		Members Absent Thomas Carment Amy Richards

Minutes: Minutes of the September meeting were to be acted on in the next meeting. Minutes then will be sent to Dr. Beck, Sally Emmons, and Kelli Fields.

Acquisitions: George Gottschalk disseminated the Allocations to this point in 2012-13. See attached Appendix A.

Library Book Mark: Allison Embry showed the committee the new bookmark developed for the library. It is available at the front desk, at the satellite campuses, and for dissemination by departments who desire it.

LibGuides: The main page of LibGuides has been changed to be more engaging. LibGuides include tutorials, links to databases, books in the collection, credible websites (such as British Library), etc. They can also be embedded in e-campus classes or supplements. Google Scholar may be linked; those sources can be accessed through interlibrary loan. Any specific course or assignment can become a LibGuide on request.

Library and Writing Center: The library and the RSU Writing Center (Sara Beam) are developing a partnership. The Writing Center will furnish consultants to the library on specific dates determined by the partnership.

LibQual+: Sarah Clark will receive training in the LibQual+ survey instrument; the survey will take place in Fall 2013. The training will include the “nuts and bolts” of the process, the history and philosophy, interpretation of results, and best practices. LibQual+ will assess student learning in terms of information literacy and compare RSU’s library services to those of peer institutions in terms of “place,” service, and information control.

Library Student Workers: Library student workers will now receive more oversight, more structure, material on professionalism, and additional training. For example, they will now be involved with inventory. In light of increased taking, a student will be selected as the “student of the semester.” Comments on workers are solicited.

IMLS Grant: The library is part of a grant to increase student literacy skills. Each university involved will develop tutorials to address and increase student information literacy; those tutorials will be shared by all universities involved in the grant. See Appendix B.

Next Meeting: The next meeting will be March 29, 2013, at 2:00 p.m. in STL 209.

Appendix A

DEPARTMENT		ALLOCATED	% OF TOTAL ALLOCATION	TOTAL SPENT	% of TOTAL SPENT	REMAINING ALLOCATION
Communications		\$ 2,747.03	7%	\$ -	0%	\$ 2,747.03
English/Hum.		\$ 3,653.65	9%	\$ 818.91	7%	\$ 2,834.74
Fine Arts		\$ 4,175.89	10%	\$ 4,175.89	38%	\$ (0.00)
PSCJ		\$ 4,613.60	12%	\$ 23.72	0%	\$ 4,589.88
HIST / POL SCI	History	\$ 3,377.84	8%	\$ 3,377.84	31%	\$ (0.00)
	Political Science	\$ 3,377.84	8%	\$ 52.90	0%	\$ 3,324.94
Business		\$ 6,503.01	16%	\$ 20.95	0%	\$ 6,482.06
Applied Tech		\$ 3,177.17	8%	\$ 169.95	2%	\$ 3,007.22
Sports Mgt		\$ 1,819.66	5%	\$ 342.12	3%	\$ 1,477.54
Biology		\$ 2,496.49	6%	\$ 72.95	1%	\$ 2,423.54
Math/Phys. Sci.		\$ 1,564.05	4%	\$ 1,232.63	11%	\$ 331.42
Health Science		\$ 2,493.78	6%	\$ 659.86	6%	\$ 1,833.92
Totals		\$ 40,000.00	100%	\$ 10,947.72	100%	\$ 29,052.28

Appendix B

Oklahoma Library Literacy Skills Initiative Project

The Oklahoma Library Literacy Skill Initiative Project (OK LSI) is a collaborative effort involving academic libraries including East Central University (the lead institution), Rogers State University, Northeastern State University, Northwestern Oklahoma State University, Southeastern Oklahoma State University and Langston University. This project provides continuing education for the OK LSI librarians to develop both technological and pedagogical skills necessary to address college students' information literacy skills deficiencies. The end result will be the development and delivery of web-based, Information Literacy tutorials by the entire group. Each library will need to create at least one tutorial to be shared among the institutions.

Last summer, we found out that the Oklahoma Library Literacy Skill Initiative Project was going to be funded as a grant from the Institute of Museum and Library Services (IMLS). The project period for the grant is October 2012 through September 2014 and the award amount was \$65,147 and the matching amount was \$58,080. We have been budgeted \$4,000 to purchase hardware, software and peripherals. Also we have a \$5,549 cost sharing match that will be accounted for by hours spent by library staff on this project.

The first phase of the project is the purchase and installation of the hardware/software. The second phase of the project is the face to face training with librarians from each institution. Also access to web-based training through the OK LSI wiki will be included in second phase. The third stage of the project will be a two day pedagogical workshop on instruction assessment. The fourth stage of the project will be for librarians to develop the tutorials and assessment techniques and share them on the OK LIS wiki. The final phase will be to report the results of this project at professional meetings and through publication on a project website and in professional journals.

Minutes
Library Committee

Library Committee	Stratton Taylor Library 209	April 11, 2013 2:30 p.m.
Members Present	Kirk Weller, Chair Allison Embry Alan Lawless Sarah Clark Jane Johansson George Gottschalk Lois O'Neal Carolyn Gutierrez David Newcomb Amy Richards Emily Dial-Driver, Sec. Phil Sample	Members Absent Thomas Carment, almost—just late Don Glass, in lab Kirk Voska, in lab

Minutes: Minutes of the January 2013 meeting were approved.

Acquisitions: George Gottschalk disseminated the Allocations to this point in 2012-13. See attached Appendix A.

Library Displays: Allison Embry discussed the new library displays which commemorate national events and holidays. The latest was for National Women's History Month, and showcased periodicals and books related to the topic. .

LibQual: Sarah Clark discussed the new library survey instrument: LibQual. She had training in Seattle and discovered that survey length is variable (STL will use the month of October 2013); that there are two versions, one of 22 questions and one of 8 questions; that the survey will occur on a two to three year cycle; and that the survey will allow STL to better allocate resources, to compare itself to other institutions, and to determine marketing. The hope is that increased data will lead to increased budget since the data can be used in budgeting and strategic planning.

Library Instruction: The library as Sarah Clark says, wants to improve library instruction as delineated in Year 4 goals. She suggests that curriculum for information literacy be offered during the freshman year, before the student begins a major, and before a student begins a capstone. Students doing research capstones are welcome to (and probably should) request a research appointment.

Library Budget FY 2014: Presented by Alan Lawless, see Appendix B.

Library Self-Study HLC: Alan Lawless presented the draft of the STL section of the HLC report. It will be revised to become part of the HLC Self-Study.

Next Meeting: The next meeting will be Fall 2013.

Minutes Approved: By e-mail, final approval June 21, 2013.

Appendix A

FUNDS EXPENDED BY DEPARTMENT - THROUGH MAR 2013

DEPARTMENT		ALLOCATED	TOTAL SPENT	% of TOTAL ALLOCATION REMAINING	REMAINING ALLOCATION
Communications		\$ 2,747.03	\$ 413.44	84.9%	\$ 2,333.59
English/Hum.		\$ 3,653.65	\$ 2,382.51	34.8%	\$ 1,271.14
Fine Arts		\$ 4,175.89	\$ 4,175.89	0.0%	\$ (0.00)
PSCJ		\$ 4,613.60	\$ 572.57	87.6%	\$ 4,041.03
HIST / POL SCI	History	\$ 3,377.84	\$ 3,377.84	0.0%	\$ (0.00)
	Political Science	\$ 3,377.84	\$ 2,984.42	11.6%	\$ 393.42
Business		\$ 6,503.01	\$ 20.95	99.7%	\$ 6,482.06
Applied Tech		\$ 3,177.17	\$ 169.95	94.7%	\$ 3,007.22
Sports Mgt		\$ 1,819.66	\$ 542.11	70.2%	\$ 1,277.55
Biology		\$ 2,496.49	\$ 2,496.49	0.0%	\$ (0.00)
Math/Phys. Sci.		\$ 1,564.05	\$ 1,564.05	0.0%	\$ (0.00)
Health Science		\$ 2,493.78	\$ 1,293.28	48.1%	\$ 1,200.50
Totals		\$ 40,000.00	\$ 19,993.50	50.0%	\$ 20,006.50

Appendix B

FY 2013 & Proposed FY 2014 Library Budget

Professional Salaries	\$233,160
Classified Salaries	\$74,500
Student Wages	\$45,100
Benefits	\$154,969
Training and Travel	\$2,000
Motor Pool	\$850
Supplies and Operating Expense	\$35,000
Office Supplies	\$14,000
Library Resources	\$300,000
Total Library Budget	\$859,579