

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
APRIL 10, 2006**

Present: Dean Michael Binder, Timothy Mullin, Brian Coutts, Connie Foster, Haiwang Yuan and Jan Rensch

Minutes: The minutes of the April 3, 2006 meeting were approved as submitted.

Web & Virtual Library Report: Prior to the regular meeting Haiwang gave a PowerPoint presentation from the KLA pre-conference workshop, Blogger's Toolkit by Michael Stephens, on Web 2.0, Library 2.0, and Librarian 2.0.

-Haiwang has updated the Libraries and its SOKY Book Fest's web sites with the photos he and Glenda White took of the book fest events. He has also published the podcast of Nancy Baird's presentation on "Western Kentucky University, the First 100 Years, 1906-2006" at this month's Kentucky Live! program.

Development: In Carrie's absence Michael gave an update on development. \$50,000 has been received from the Park Foundation, \$35,000 from the BG-WC Tourist Commission and \$25,000 from an anonymous individual for the Duncan Hines Exhibit.

-Carrie will return to work on April 24 working half-days and full-time in mid May.

Community Outreach Report: Michael commented that the Book Fest, Writers' Conference, Kentucky Literary Awards Luncheon and the Authors' Reception were again very successful. Jayne will have an update of the events at the next meeting.

Dean's Report: Michael has received the Allocation of Merit Salary Increases and Rationale from Brian and Connie. Timothy will be submitting his today.

DLTS Report: Conference season is upon us with KLA, SELA, OVGTSL, KVUG and Endeavor Enduser meetings and various DLTS faculty and staff are traveling and presenting.

-DLTS is focused on orders, processing, and special projects. Acquisitions received 245 CDs and DVDs in March with a total to date (July-March) of 1,023 ordered-that exceeds last year's yearly total already. They processed 700 gift or special collection books this month. This ordering obviously impacts bibliographic access for cataloging and processing. There is an obvious slant of time, effort, and money to these formats as opposed to books. A typical year includes ordering about 10,000 books, so at least 10% of our collection is strictly DVDs/CDs. Hopefully these are widely used to support curricular needs.

DLPS Report: Nancy Baird presented the concluding program in this year's Kentucky Live! Series. Photos from the book written by Nancy, Carol Crowe Carraco and Sue Lynn McDaniel, *Western Kentucky University: The First 100 Years, 1906-2006*, were included in the presentation. The book will be available at the Museum Store for \$29.95.

-The final program in Far Away Places April 13 is on Portugal, by Dr. Shawn Parkhurst from the Department of Anthropology University of Louisville.

-Doug Wiles is in the process of installing the new SenSource counters and software at the entrance of Java City, Cravens 4 and the ERC. The counters and accompanying software will enable us to develop statistics on library patrons by door, hour, day and month. New security cameras for ERC have also arrived.

-The magazine racks from Career Services have been moved to Helm 100 for displaying the Leisure Magazine collection.

-Matt Bogard has published and distributed the summer/interim schedules for the Helm-Cravens Library.

-Work is continuing on the banned books display for the First America First Conference. Invitations have been sent to library faculty and members of the Library and Museum Advisory Councils.

***Library Facilities Specialist Update:** Matt is continuing to follow-up on the problems with the HVAC in Helm and getting the air turned on in Cravens. He is still pursuing a meeting with Annie regarding VPAL floor plans.

***The Library Technology** team provided technical support for "Kentucky Live!" at Barnes and Noble, provided technical support at the KY Writer's Conference - KY Literary Awards luncheon at South Campus. Updated the operating system on the laptop used by the KY Library & Museum for presentations. Fixed mechanical problem with laser printer in the Dean's suite, dropped new Windows XP image on the 12 new computers for DLTS staff (will begin to migrate staff into the 12 new computers), set up computer received from WKU's IT department for Library's Extended Campus Assistant and installed all necessary software. Dealt with Novell login problems, network printing problems, the usual spyware and adware problems as they occur.

DLSC Report: Plans for the next Appraisal Day, August 19 are in the works. Timothy is checking on the availability of Joe Rasson from the Treasures in Your Attic show.

-Clean up after the US Bank Art Exhibit and readying the Kentucky Building is in progress in anticipation of the busy rental schedule. The building has been booked everyday and sometimes twice a day until summer.

-Applications for the Weekend Manager position are being reviewed.

-Copies of *Western Kentucky University: The First 100 Years, 1906-2006* are now available in the Museum Store.

Adjournment: There being no further business before the Council the meeting was adjourned at 11:10 a.m.

For the Council,

Jan Renusch