

**COUNCIL OF LIBRARY DEPARTMENT HEADS  
MINUTES  
SEPTEMBER 18, 2006**

**Present:** Dean Michael Binder, Connie Foster, Timothy Mullin, Jayne Pelaski, Cindy Troutman, Carrie Barnette, Brian Coutts, Haiwang Yuan and Jan Renusch

**Minutes:** The minutes of the September 11, 2006 meeting were approved as corrected.

**Community Outreach:** Jayne's report included the following events and projects:

- Constitution Week exhibit open in Helm 100.
- Sept 20 – Chad Bishop at Java City at noon
- Sept. 21 – Haiwang at B & N for Faraway Places
- Sept. 22 – Matt Zarb at Java City at noon
- Sept. 30 – Focus on Western. University Libraries will have a display table and also show the "WKU 100" Exhibit. Carrie and Bryan Carson will staff our table.
- Save the date – December 2 – Christmas in Kentucky at the Kentucky Building from 11:00 – 3:00.

**Marketing:** Cindy's report focused on the Membership Taskforce Report and Recommendations. The committee consists of Carrie Barnette, Dan Forrest, Timothy Mullin, William Skaggs and Cindy Troutman. The committee recommends changing the name to "Friends of the Libraries and Museum"; membership should remain with Alumni Relations; membership should remain as one unit; minimum level of \$50; a "friend" should receive a membership card to list name, expiration date, level of membership, 10 digit identification number, hours of operation, library phone numbers and library web address; and six levels of membership. Recommended levels: \$10 Student Membership, \$50 Basic Membership, \$100 Bronze Membership, \$250 Silver Membership, \$500 Gold Membership, \$1,000 President's Circle Membership. Also recommended is a separate option for those who wish only to borrow from the library for \$10 per year.

**Web & Virtual Library:** The podcast of Lynn Hightower's presentation at the Kentucky Live! program at Barnes & Noble has been finished pending Lynn's review and approval. Brian will contact her on the matter.

- Links of TIP and Kentucky Information in Cyberspace are being checked and updated.

**Dean's Report:** Mike reported on his meeting with Dr. Burch and Mike Dale regarding inflation and The Plan for Change for the Kentucky Building. Discussion ensued regarding recent emails regarding inflation and the libraries. Reports from Jack Montgomery and Connie concerning subscriptions were reviewed. Mike is going to make a presentation at the Council of Academic Deans' meeting on Tuesday on the subject.

**DLSC Report: Coordinator of Manuscripts and Archives, Pat Hodges, has announced her retirement as of January 1, 2007.**

- The Quilt Exhibit opened on Friday evening. All who attended said how beautiful it is.
- The search for a new weekend manager is ongoing.
- The AASLH annual conference in Phoenix was very good, especially the sessions Timothy attended on NEH and IMLS grant possibilities.
- Timothy will give a talk at Riverview on historic landscape on Thursday.

-The gift shop is looking very nice as things are put back in place after painting.

**DLPS Report:** The fifth season of Kentucky Live! at Barnes & Noble was launched on Thursday, September 14 with mystery writer Lynn Hightower. Her humorous presentation was well received by a large crowd. She signed copies of her newest novels after the presentation.

-This Thursday, September 21, Haiwang Yuan opens the seventh season of Far Away Places when he discusses his new book *The Magic Lantern*.

-Planning continues for our new Illiad Management software for Interlibrary Loan.

-The VPAL Planning Committee recommended a shelving plan to the project engineer.

-Use of the 11 leading e-resources reached 1,863,604 searches in FY 2005-06. (See attached)

-The Leisure Films collection continues to draw kudos from faculty and students.

-The full-text use of e-journals reached 3,638 requests in FY 05-06. (See attached)

-The Government Services Unit will hold its third annual Open House on Thursday, October 12 at 10:00 a.m. Staff will do update products and services. Refreshments will be served.

\*Library Facilities Specialist Update: Matt asked that due to his involvement in VPAL planning process that the ordering and reporting procedures be followed as opposed to call in and walk in requests for non-emergency items. That is blue sheets be submitted by Wednesday and filled on Thursday.

-Please submit a new ULPR for items that are not in the internal catalogue for required signatures.

-While David Appleby is out, we will only have temp service. Matt will be submitting all maintenance requests on line. For normal orders and non-emergency maintenance requests the best method to reach Matt is via e-mail. For emergencies please contact Matt by his cell phone: 282-3642.

\*Library Technology Team Update: The team provided tech support for Kentucky Live! at Barnes & Noble, set up computer to run video for the "Banned Books" exhibit in Helm 100, updated four computers in the Dean's suite, replaced hard drives on one computer in Extended Campus office and one in Education Center circulation desk, set up and participated in the introduction to OCLC ILLiad software system and set up a computer for student assistant in DLPS.

**DLTS Report:** Connie asked if anyone needs Voyager reports from Nelda Sims, please request or confirm verbal requests via email so that she can respond accordingly. Be as specific as possible with data needed and criteria, sort order, etc.

-Rose Davis and Connie Mills are working on further identification and input of bibliographic records for major microfiche collections in the Kentucky Library.

-We have given permission to Towson University to match our collection against theirs for their WorldCat Collection Analysis project, as we are one of their peer institutions. They are requesting matches from all of their peers. Connie has asked for whatever part of the report they can share that is relevant to us as it is available.

**Adjournment:** The meeting was adjourned at 11:50 a.m. after putting off until next week items 8-10.

For the Council,

Jan Rensch

Use of our 11 leading e-resources reached 1,863,604 searches in FY 2005-06. The most frequently searched products were:

EBSCOHost.....	1,656,976
JSTOR.....	65,845
Lexis/Nexis.....	54,511
ProQuest.....	38,575
FirstSearch.....	21,853
Books in Print.....	6,839
NewsBank.....	4,499
HW Wilson.....	4,097
ACS.....	3,732
Project Muse.....	3,435
History E-Books.....	3,332

The full-text use of e-journals reached 3,638 requests in FY 2005-06. Articles from the following journals were the most heavily used:

Fuel.....	345 requests
Child Abuse & Neglect.....	325
Carbon.....	227
Fuel Processing Technology.....	178
Int'l Journal of Coal Geology.....	172
Journal of Transport Geography..	121
Behavior Research & Therapy...	116
Thermochimica Acta.....	110
Vision Research.....	99
Applied Nursing Research.....	89