

**COUNCIL OF LIBRARY DEPARTMENT HEADS
MINUTES
FEBRUARY 23, 2009**

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

Minutes: The February 2, 2009, minutes were approved as corrected.

Web & Virtual Library: With the help of Tracy and Kristie Lowry, Haiwang has uploaded all the author information to the SOKY Book Fest Web site. Per Connie's request, he has placed all the issues of the Libraries' newsletter *Collections & Connections* since 1997 on TopSCHOLAR with only the spring 1998 issue missing.

-As a member, Haiwang attended the recent meeting of the Technology Advisory Committee to the Vice President of Technology Information (TAC). He reported that Dr. Kirchmeyer announced his retirement in September at the meeting.

Development: Tracy is working with Josh Hawkins on enlisting patrons for the Book Fest Meet the Authors Party. The event is scheduled for April 17 at the Kentucky Building.

-Mike met with Tom Hiles regarding the Library Development position for University Libraries and naming opportunities within the libraries. He also met with Dr. Burch regarding the development position.

Community Outreach: Tracy has been working with Book Fest authors getting their info and book covers for the web site.

-The Big Read is in the final week of events. A signed copy of the book will be given away at the Barnes & Noble event on Tuesday, February 24 at 6:30 p.m. Tracy said that there was a great turn out for the Mary Badham event last week at the Kentucky Building. The final event is Thursday, February 26 at noon in Helm 100.

-Plans for the Meet the Authors reception Friday, April 17 at the Kentucky Building are moving along. Book Fest is April 18 at the Sloan Convention Center. There are 150 confirmed authors including Silas House, Linda Bruckheimer and Chuck Barris.

Marketing: Tracy reported in Jennifer's absence that all the award slots for the US Bank Art Show are filled; there are 40 responses for the Preview Party, Friday, February 27 at 5:00 p.m.; the catalog is being finalized with the help of Kelly Lafferty, the student graphic assistant.

-Jennifer and Connie had a photo shoot with Bruce Kessler and photographer Clinton Lewis for the SelectedWorks brochure in the final stages. Kessler also created a substantive SelectedWorks site following the photos.

-Jennifer is finalizing the annual report and also working on standardizing all the libraries' brochures and marketing pieces for a uniform appearance.

-Jennifer and Timothy met with William Skaggs and Jeff Baynham from Development regarding the different ways to handle library and museum membership.

Kentucky Literary Awards: Tracy responded to Brian's inquiry regarding the Kentucky Literary Awards being on hiatus. She had met with Jonathan Jeffrey, Carrie Barnette and Mike last semester to discuss the event. It was decided that the event needed to be reevaluated due to financial needs.

Dean's Report: Mike met with Dr. Burch regarding Optional Retirement and the Development position.

Department Reports:

DLSC: Past Perfect (a cataloging system that includes collection pieces, photos and objects for public search) is now online on the Kentucky Library and Museum web site. It contains from 2007 forward. Prior to 2007 collections will have to be added. It will take some time to make sure that the program is functioning correctly before making a formal announcement - maybe after spring break. A link from TOPCAT will be added.

-Timothy presented a new book on quilts from Japan which includes 5 pages in a section on the KYLM quilt collection.

-The US Bank Celebration of the Arts Exhibit Preview Party is Friday, February 27 5-7 pm and the public opening is Saturday, February 28 5-7 pm. Timothy will appear on WNKY Friday to talk about the art show.

-Timothy has a meeting with President Ransdell on Friday to discuss the Board of Advisors meeting being held at the KYLM.

-The third chandelier is back in the Kentucky Room.

-Timothy reported that the storage area in the Service and Supply building has leaks from the roof.

-Naming opportunities within KYLM were discussed.

DLPS: Kentucky Live! - Jefferson Bass, the pen name for world famous forensic anthropologist Dr. Bill Bass and National Geographic film producer Jon Jefferson, will be the featured speakers on Thursday, March 5 at Barnes & Noble at 7:00 p.m. They'll be signing copies of their newest novel *Bones of Betrayal: A Body Farm Novel*.

-Far Away Places - Joseph Trafton, Distinguished Professor of Religious Studies at WKU will be our next featured speaker on March 19 at Barnes & Noble at 7:00 p.m. Trafton will be talking about his work on the Princeton Theological Seminary Dead Sea Scrolls Project.

-ACRL Statistics - WKU has been invited to participate in the 2008 compilation of ACRL Statistics. This will be the first time we've been included. Dan Forrest will be coordinating the data for submission to Virgil Varvel, survey coordinator at the University of Illinois.

-Lib Webcasts - The department is establishing a task force to experiment with the use of Camtasia Studio 6 or similar software to create video webcasts for online tutorials in selected subjects and database platforms. Among the models they are looking at are a series done at Dalhousie University Library.

-Music Software - VPAL is exploring the installation of "Finale" a musical notation software and "Pyware" for marching bands either in the listening rooms or on selected computers in the lab. Terri Baker has had lengthy discussions with Music Department staff and Brian will be meeting this week with Mitzi Groom, Music department head.

-Database Use - Jue Wang reports that through November 2008 the following were our most searched e-journals:

1. New York Times (1857-2005)	7,189
2. Fuel	2,867
3. Wall St. Journal	1,964
4. Science	1,830
5. American Journal of Nursing	1,621
6. Ecology	1,410
7. Science News	1,212
8. Los Angeles Times Historic (1886-1986)	1,125
9. Journal of Negro Education	1,117
10. Proquest Dissertations and Theses	1,075

Full-text article requests by platform through November 2008:

1. JSTOR	57,467
2. ProQuest	28,392
3. HW Wilson	10,329
4. Newsbank Inc	7,587
5. Elsevier Science Direct	7,513
6. Project Muse	7,265

-Classroom Improvement Projects 2008-09 - Furnishings have been ordered for Government Documents reading room. The planning group for the remodeling of the Circulation area will meet with Paula Sadler this afternoon.

-Glasgow Library Improvements - Computers have arrived and furniture has been ordered for the Glasgow Campus Library. Target date to have everything installed is April 14 in time for the 20th anniversary celebrations.

-75th Anniversary of WKU Libraries Federal Documents Depository Library planning is ongoing for celebrations in late March.

-Library Technology Update - To date the Library Technology team has installed the new ExLibris Voyager 7.0.3 clients on Library faculty, staff, and student assistant computers that required it, in addition, as they go through the computers they are installing Windows updates and security patches and migrating users e-mail clients from the old outdated Mozilla mail to the newer version of Mozilla Thunderbird - this will facilitate an easier migration to WKU's new e-mail system - MS Exchange later this year. David Runner met with Building Facilities Coordinator, Leadership Studies, and Academic Technology to plan installation of new computer, AV equipment, & overhead multimedia projector in Cravens 100 (money from Leadership Studies' Classroom Improvement Fund award), provided tech support at Barnes & Noble for Kentucky Live! series, diagnosed problems with Arial system in ILL, dealt with the usual run of network printing problems, virus infections adware spyware etc., working on printer problem in the Dean's suite, dealt with a few major hard drive failures and massive virus infections on computers in DLPS and DLTS. Installed major updates to Dean's and Web site & Virtual Libraries' laptops. Working with IT department to diagnose problem with networked CD-ROM databases.

DLTS: The department received 2 position upgrades: Dean Jones was reclassified as Acquisitions Accounts Specialist, and Janice Haley is Senior Serials Associate with additional responsibilities for TDNet and other e-resource maintenance.

-Rose Davis redistributed Bib Access work flow for leisure materials as follows: Lynn Pawley, Leisure Books; Jeannie Butler, Leisure Videos; and Crystal Bowling, Leisure Audios

-Rose made available via VPAL several sessions on searching KYVL with MetaLib for interested library personnel.

-Jack Montgomery and Paula Bowles prepared an exhibit of posters and a book display for Black History month, as well as plans for future events like Women's History month.

-Janice Haley has the Serials Unit student manual ready for Deana to post to the DLTS website as part of our effort in documenting procedures within the department. Staff members continue work on their manuals.

-Dan Forrest and Jack Montgomery met with Connie Foster to review the effectiveness of the ILL Fee Management system through SOLINET, which we turned on Feb. 2008. The graph and figures are dramatic. The number of invoices handled has plummeted and, as expected, that aspect of ILL can be focused on other efforts and the acquisitions part has likewise decreased with the debits/credits being funneled through the system. Dan has created a searchable spreadsheet to reflect ILL transactions with institutions, payments, etc. This workflow enhancement was the direct result of the technical services consultant's visit in January 2008.

-Rosemary, Haiwang, and Connie are registered through bepress to access Google Analytics for TopSCHOLAR™. These analytics will further graph website traffic and exclude robot-like behavior and duplicates and map where searches are coming from and the length of visits.

-EBSCO and Emery Pratt account services representatives met with contacts in the dept. during the week of Feb. 16.

-Administration of Library Technology is moving from DLPS to DLTS.

Staff Evaluations: Staff Evaluation hard copies will no longer be kept on file in the Dean's Office. They are now online and a hard copy is kept in department offices.

Doodle Meeting Planner Software: Connie distributed copies of Doodle meeting planning software that is available online to coordinate availability of potential participants.

Merging the EIRC and Serials Review Committees: After discussion, it was decided that the merging of the committees would be tabled until an Electronic Information Coordinator is hired.

Budget Reduction for FY 2009-10: Mike distributed copies of FY 2009-10 Budget Cut Recommendations for discussion. Connie, Brian and Jack Montgomery will work on documentation and report to Mike by Friday.

Adjournment: With no further business before the Council the meeting was adjourned at 11:55 a.m.

For the Council,

Jan Renusch