Present: Dean Connie Foster, Deana Groves, Brian Coutts, Timothy Mullin, Kristie Lowry, Jennifer Wilson, Eric Fisher, Bryan Carson, Tammera Race and Jan Renusch

Reach Week: Tammera Race talked to the Council about Reach Week March 17-21, 2014, and the Conference on Saturday March 22nd at Gary Ransdell Hall. Discussion ensued on what the libraries can contribute. December 15 is the deadline for information submission.

Minutes: The October 21, 2013, minutes were approved as corrected on a motion by Brian Coutts and a second by Eric Fisher.

Dean’s Report/Announcements: Connie reviewed the Homecoming Open House and parade participation. She thanked everyone on the Homecoming Committee for the successful events and said that we will do it again next year.
- The Libraries holiday card will feature a Faculty House photo from Special Collections.
- SGA is sponsoring 2 charging stations, one being in the Glasgow campus library, the other on Helm 2.
- Connie has sent a Memorandum of Understanding concerning the Confucius Institute space in the Helm Library to Dr. Pan.
- TopSCHOLAR has reached the one million mark.

Grants/Assessments: Bryan reported that the research instruction statistics are complete, and the summary is included. Also, the survey results have been reformatted for maximum readability. The committee members are splitting up the questions for deeper analysis.

Library Systems Office: Eric gave highlights from the LSO:
- 30 requests/tasks were completed.
- The new PC for the ViewScan II microfiche scanner was repaired, and the scanner software was re-installed on the PC. It is ready for public use.
- Corrections were made to the Faculty Evaluation Form by ASA. A request will be sent to make one last change.
- At the meeting with SDS, there was discussion on what roles the LSO or libraries should play in assisting the SDS office with accommodations and what procedures should be followed. A draft will be created and further discussed in the Library Systems Office meeting.

Literary Outreach: Kristie reported that she’s going to start working on the Southern Kentucky Book Fest Partnership contract.
- The books for the schools for Fall into Books have arrived. There will be 12 copies for each location (Moss Middle School and the Warren Regional Juvenile Detention Center), although Kristie hopes that Kristen will find a sponsor for the project soon so that the schools can have additional copies. The cost to provide the ideal number of books to each location would be approximately $1500.
- Kristen is contacting last year’s sponsors for Book Fest this week to sign up to sponsor again for the 2014 Book Fest.
The Kentucky Writers Conference Planning Committee will meet next week. Ten of the twelve presentation slots have been filled.

**Marketing:** Jennifer shared photos from the Homecoming parade of The library entry and the open house in the Commons at Cravens.
- Jennifer is working on press releases for the libraries’ food drive and the speaker series.
- Kristie and Jennifer are working with the list for the Evelyn Thurman award luncheon invitations. This year embossed book stickers will be used.
- Book Fest will have an ad in the Frankfort Book Fair publication.

**Department Reports:**

**Dean’s Report:** Connie reminded everyone of the Margie Helm Awards. Call for nominations will go out soon.
- Connie distributed and reviewed a list of important dates. She reminded the Department Heads of the December 1st deadline for Digital Measures.
- Connie reviewed aspects of her meeting with the Provost. The phone-a-thon focus for Academic Affairs is Scholar Development.
- Grise Hall space requested for storage needs.

**DLSC:** Timothy reported that a space has been provided for Amanda Drost in the Natcher Room, and a process for how new donations are processed has been worked out. Maria Lewis and Leslie Montgomery will be more involved in the processing of new donations as instructed by Amanda.

**DLPS:** Brian reported that the department will hold its November faculty meeting in the Board Room on the WKU Owensboro Regional Center Campus on New Hartford Road on November 13 at 1:30pm. The meeting will be preceded by a lunch at the Pangea Café at noon. Jennifer Wright is making the arrangements.
- Charles Smith was one of the featured speakers at an International Conference on Alfred Russel Wallace in Bournemouth, England last week held in commemoration of the 100th anniversary of his death November, 1913.
- Invitations have been sent for the November 7 appearance of Wes Berry, author of KY Barbecue and local TV food celebrity. He’ll be speaking in an encore presentation of Kentucky Live! at 7:00pm followed by a book signing.
- Brian Coutts will serve as an editorial content judge for the awards given out by the Independent Book Publishers Association. Gold and silver medals are awarded in more than 40 categories. Coutts has served as a judge since 1996. The awards will be given out in New York in May 2014.
- Brian has been appointed to the campus committee whose purpose is to allow students, faculty and the community at large to be more informed and have a better understanding of the major events that have shaped Latin America and its people and to allow our Hispanic students and other Hispanics in this region to get a better understanding of their own heritage. The committee is chaired by Sonia Lenk in the Department of Modern Languages.

**DLTS:** Deana reported that Amanda Drost will be spending 2.5 – 3 days per week working in Special Collections. She will not have a phone, but you can contact her via email.
- Tammera Race will be interviewing for the Bibliographic Access Coordinator position on Wednesday.
- Deana heard back from student payroll, and they currently have priority projects from HR, so have not started linking library student workers to their supervisor. Paula will continue to approve student WTE until the names are rolled over.
Adjournment: The meeting adjourned at 12:00 Noon.

For the Council,

Jan Renusch

(Over)
A Summary of Western Kentucky University Libraries Research Instruction Reports for Fiscal Year 2012-13

Beginning in fiscal year 2012-13, Western Kentucky University Libraries separated Kentucky Museum statistics from library research instruction statistics. While this resulted in a lower statistical “count” for this year’s report, compared to previous years (when Museum statistics were part of the overall library statistical package), the current statistical numbers are in line with what would have been reported in previous years had Museum numbers not been counted (no significant statistical deviation).

In fiscal year 2012-13, WKU Libraries saw 472 hours of instruction. 28 individuals contributed Research Instruction (RI) Reports. In the same fiscal year, the libraries held 466 instructional sessions. Fiscal year 2012-13 also saw 8,045 attendees at those sessions.

Reports came from the Department of Library Public Services (DLPS), the Department of Library Special Collections (DLSC), the Department of Library Technical Services (DLTS), and Library Outreach.

The Department of Library Public Services had 19 contributors, 384 sessions, 5,583 attendees, and 384.0 hours of instruction.

The Department of Library Special Collections had 6 contributors, 71 sessions, 1,736 attendees, and 76.5 hours of instruction.

The Department of Library Technical Services had 2 contributors, 7 sessions, 21 attendees, and 6.5 hours of instruction.

Library Outreach had 3 contributors, 19 sessions, 763 attendees, and 22.0 hours of instruction.

The average number of attendees per session was 17. The average number of hours of instruction per session was 1.0. The average number of attendees per hour of instruction was 17.

September was the busiest month in terms of sessions (127), hours of instruction (120.5), and number of attendees (2,417). July was the slowest month for number of sessions (6). July and May were the slowest months for hours of instruction (6.5). December experienced the lowest number of attendees (7).

Charts containing statistics before 2012-13 have been adjusted so that Museum contributions are not included in the previous years.

For the Libraries,

Alan Logsdon