Library Advisory Committee (LAC) Minutes: February 23, 2012
FHG Library – Room 613  2:00 pm


Call to Order:  Chairperson Wolfson called the meeting to order.
The minutes of the April 20, 2011 meeting were approved as presented.
The meeting was turned over to Library Director, Dick Swain.

ANNOUNCEMENTS: Services, resources and projects

1. The journals in serials are now in alphabetical order. New compact shelving will allow more seating in the serials area when current empty shelves are removed.
2. Mobile web site: almost all library services may be accessed using this site: http://subjectguides.wcupa.edu/mobile/1361
3. Discovery Service (ProQuest Summon database) which offers a single-search capability for all library resources is currently in the test mode for launch in the next school year.
4. Brandywine Hall now provides remote storage for library materials. The university is planning to recapture this space for classroom use. All library materials and the compact shelving will be re-located to the FHG Library Basement –B01 over the summer.
5. Installation of the FHG Library green roof will take place from early March to mid-April. The green roof will be located above the main entrance to the library between Phase I and Phase II. A large picture window on the 3rd floor will provide a view of the garden. There will be no physical access onto the roof except for maintenance.

LIBRARY BUDGET

1. University budget reductions will not result in cuts to our serials subscriptions this year. Next year is uncertain. Publisher packaging/pricing limits our ability to subscribe to single titles of our choice.
2. Technology fee funding amounts and restrictions vary annually. For example, some university positions are now being funded from this source.
3. PASSHE Performance funding continues supplement the Library Services budget. Individual campuses have control of the funds and WCU is unique in continuing to award Library Services a stable level of funding.

RISK ASSESSMENT: Library Services is participating in a campus-wide self-assessment directed by PASSHE internal auditors. The goal is to identify WCU risks and appropriate responses.

[ACTION] LAC members were provided with a listing of risks that faculty and staff have identified for Library Services and asked to review and add any items felt to be missing. These responses should be directed to Dick as soon as possible. The final list will be a discussion item at the next LAC meeting.

From the final list, PASSHE will design and distribute a survey to selected library stakeholders including: faculty, staff, administrators, the LAC, Library Liaisons, etc. This survey is intended to determine the level of risk for each item and will serve as an internal planning document for Academic Affairs.

STRATEGIC PLANNING: WCU and Library Services
Dick reported that the top priority for WCU strategic planning is to insure the safety and security of students and staff. The budgeting process must support needs indentified through strategic
planning. Dick noted that his benchmarking of comparable libraries nationwide showed that we are third in the amount spent on materials and services per student and last for FTE librarians per student.

[ACTION] Members of the LAC are asked to send Dick recommendations for priority resources and services to be included in the strategic plan prior to our April meeting (date to be determined).

LAC MEMBERSHIP: Members are appointed for a three-year term by their department. Currently, there is a CAS vacancy.

OTHER:
1. The online delivery of ILL articles is a popular service, particularly on the South Campus.
2. Library Services is working on a way to deliver ILL books directly to requesters.
3. Dick explained the difficulty of licensing full-length films for classroom use due to technical and copyright considerations.
4. In Dick’s response to a national library survey, he noted that: library use has increased by more than 6% for the last three years; currently, the library is one-third too small to meet space needs; and we have spent 45% of our budget on staff over the last 10 years.
5. The group consensus was that Thursday afternoon is a good time to meet.

Respectfully submitted,

Adele

Adele F. Bane
Associate Director, Library Services

02/29/12