

## University Library Committee

November 3, 2011

**Present:** Daniel Badoe, Debbie Ballou, Elizabeth Boucher, Chris Brown, Jennifer Golz, Tammy Howard, Judy Hull, Deanna Nipp-Kientz, Julie Stepp (for Deborah Setliff).

**Absent:** Cynthia Bryant, Debbie Thurman, Jed Young, Kelsey Clark, Chelsey Mixer, Doug Bates

1) The meeting was called to order by Chairperson Chris Brown. Elizabeth Boucher moved to approve the agenda, Deanna Nipp-Kientz seconded the motion and the agenda was adopted.

2) Members were asked to introduce themselves and tell their departmental affiliation.

3) Minutes of the March 3, 2011 meeting were approved with an initial motion by Deanna Nipp-Kientz and a second by Julie Stepp.

4) Dean Bates was not in attendance at the meeting due to illness. Deanna Nipp-Kientz reported on the collections budget.

Last year, the colleges were allocated \$102,782. Of that amount, \$86,462 was spent or encumbered.

In order to do this year's allocations, we begin by looking at recurring costs. Last year, the library spent \$252,000 on print journals, a 22-percent increase in cost over the previous year. The amount spent on electronic access to journals titles and databases increased by only 5-percent. (This is the biggest category of the recurring costs in our budget.) Print monographic serial titles' cost decreased in percentage; but that figure is not as solid because some titles may not have issued a volume that year. In the past, the library used a 10-percent increase in print and electronic journals and an 8-percent increase in monographic series to base projections for the new year. Deanna plans to use the actual percentages of increase over the past year to figure this year's budget and allocations.

Using those percentages, the library's recurring costs will be \$1,200,000 this year. Technology Access Fee money and Alternative Delivery Fee money will cover some of those recurring costs. The library's collection money will have to cover \$791,000; but the Library's allocation from the University is only \$787,000. However, in addition to the \$787,000, we have \$171,000 in carry-over funds from the previous fiscal year.

At the present time, Deanna is not sure how much of that \$171,000 will be available for allocation to the colleges. Deanna hopes to get allocations done by the end of the semester.

We will probably be looking at cutting subscriptions for the next fiscal year, which means the departments should expect something in the spring asking for possible deletions in titles. The last cut was in spring of 2008.

Tammy Howard asked if there was a deadline date for sending in order requests this year. The deadline for requests will be in the spring.

In Dr. Bates absence, Sharon Buckner, from the Library Administration office and Deanna talked a little bit about the Library and the status of the Commons. The gate count (number of people entering the building) is up 23 percent over 2009. There are three areas offering tutoring within the library: Writing Lab, Math, and Computer Science. Equipment is still being installed, particularly in Technology Institute/Library Instruction Room (the old coffee shop area). Library Instruction has been shifting instruction classes between the old classroom on third floor and the new area on 2nd floor this semester. The collections on 3rd floor are being shifted once again.

The library continues to employ two part-time, temporary personnel in the Library Acquisitions area. The Library has hired an IT Technician on a full-time, temporary basis, and a permanent position is currently being advertised.

Debbie Ballou, an instructor in the college of business, reported a problem with the computer lab in the library not being consistent with the other labs on campus. The library lab has Office 2010 installed on all the machines, while the rest of the campus labs are still on Office 2007. Usually the entire campus moves to a new version at the same time. It will be summer 2012 before the rest of campus is brought up to date. Since the Decision Sciences classes are teaching the applications for Office 2007, and many instructors give assignments based on Office 2007, students are having trouble. Debbie reported none-coordination of the Learning Commons with the rest of the campus. Who is in charge of the library technology and how it is coordinated with ITS? Would it be possible to install 2007 on the computers as well? Sharon will relay the information to Dr. Bates and our IT person and see what we can do to resolve the problem.

5) Chris distributed two SGA proposals he had received in the spring. The first one has been taken care of with the opening of the Commons.

SGA Bill F10-7 – An Act to Replace the Printers in the Library – “TTU should replace the current printers in the library with industrial size printers.”

The lab within the library has purchased 8 new Xerox printers. Four are currently deployed, with the possibility of two more being deployed. As far as we know, there have been no problems with the printers since they have been deployed.

Julie asked if the library had investigated release stations to help control excess print jobs. The library had release stations prior to the Library Commons and it may have helped some; but there was still a lot of wasted paper. There are no release stations on the current printers. ITS have plans to implement a new student printing policy campus wide which will curb a lot of unnecessary printing.

SGA Bill F10-4 - An Act to Install Water Filtration Centers in the Angelo Volpe Library -  
- "One water filtration center shall be placed on each floor of the library at the discretion of library administrators."

There is a water filtration system in the Roaden University Center on the 1st floor where the water fountain was previously located near the restrooms and another one in the cafeteria area. Students have gotten used to drinking bottled water and do not care for the chlorine taste they get from the water fountains.

Since water filtration is being installed in other places on campus and the Learning Commons is becoming such a draw to students, water filtration might should be installed. The committee thought replacing either one or both of the water fountains on the 2nd floor of the library would be sufficient. One of the committees' concerns was funding. Chairperson Brown will pass along the committee's thoughts to SGA and ask them about funding. They could possibly pursue this through the Green Fee Committee.

Other issues raised: The committee suggested pursuing plastic and aluminum recycling with the Green Fee Committee on campus, via contact with Delayne Miller or Jack Butler in Facilities. Students need to be educated on the environmental impact plastic water bottles have.

6) The committee will meet again in the spring.

Announcements: Friends of the Library Champagne Gala is Saturday, November 12th, 7 – 9 p.m. at the Clarion Inn. Tickets are available for sale in the Library Administration Office.

Minutes: Sharon Buckner, Volpe Library

Approved 2/28/12