Library Advisory Committee Meeting
Friday, February 23, 2007

Present: Paul Lokken, Paul Roberts, Robert Schuler, Stephen Shumate

Paul Roberts introduced himself as the new Director of the Library Learning Center at the University of Wisconsin-Stout. Members of the committee introduced themselves.

The agenda for the meeting was approved as distributed.

The minutes of the March 7, 2005 meeting were approved as published on the LLC web site.

An Advisory Committee member is needed for two other library committees:
- Dr. Shumate agreed to serve on the LLC Barnard Award Committee
- Dr. Lokken agreed to serve on the new Library Planning Committee.

Paul Roberts gave a report on the Library. He noted that there had not been an Advisory Committee meeting since 2005 and a lot had happened over the last two years. He also noted that he had started as Director in July of 2006 and so had to report on events that happened before his appointment as Director. He covered the following points.

- Mr. Roberts suggested that the Committee members may wish to review the LLC Annual Report for 2005-06 which is posted on the LLC web site. It gives extensive detail about the operation of the various areas of the Library Learning Center.
- Staffing issues in the Library.
  - There has been staff turnover. There have been three Directors since 2005.
    - Phil Schwarz retired in July of 2005
    - Brenda Swannack was interim Director 2005-06.
    - Paul Roberts began as Director July 2006.
  - The office staff has also had turnover.
    - LuAnn Olson left in May of 2006 for another job within the University of Wisconsin System.
    - Dena Berg filled in as an LTE from May to August of 2006.
    - Amy Miranda began in August of 2006.
  - Loss of Library positions:
    - Vicki Tritt retired in January of 2006 and her position was eliminated.
    - A position was lost in the fall of 2006 from Circulation. (Kristine Assink’s position was not filled and was eliminated.)
    - There has been a net loss of five positions in the Library Learning Center since 2003.
  - Circulation Desk
    - The last two years have been a difficult time for the Circulation Area.
    - All Circulation staff, with the exception of a half time position, has moved on for one reason or another.
    - The situation is currently stable with LTE personnel staffing the Circulation Desk.
    - Status of open Circulation positions:
• Unclassified Supervisor position – Access Services/Library Systems Librarian. The search process is at the telephone interview stage.

• Classified Positions:
  o The Interlibrary Loan position was not filled by internal or system transfers. There is no one on the Civil Service List so a test has been created. When approved by Human Resources the position will be advertised and the test administered.
  o Circulation position was not filled with an internal or system transfer. The register is currently being checked.

  o Temporary relocation of Administrative areas in the Library
    ■ The library is hosting two administrative areas due to the repair/refurbishing of the Administrative Building HVAC system. There have been no problems for the LLC so far with this relocation project.
    ■ Human Resources moved into the 1st floor of the Library at the end of February.
    ■ Career Services will move into the 4th floor of the Library at the end of March.

• Current assessment of the Library Learning Center at the University of Wisconsin-Stout.
  o The building is in good shape and is functional. It is overdue for remodeling.
  o The collection is more than adequate and Bill Johnston is working hard to improve it in his capacity as Information Resources Librarian.
  o Overall the staff is excellent with good training and experience.
  o The LLC budget is currently stable. This is not all bad. It is easier to plan with a stable budget, even one that is not being increased, than one that fluctuates widely.
  o All online systems and services are working well.
  o Current staff initiatives include:
    ■ Meeting with the classified staff as a group to address their concerns.
    ■ Elimination of the Evening Circulation Supervisor position.

• Future concerns for the LLC. Please remember that these may not materialize or that other concerns may arise.
  o Staffing
    ■ The LLC has an aging staff with long service. This means that there will no doubt be retirements. Turnover of staff will continue.
  o University of Wisconsin System initiatives
    ■ A single book vendor for all UW campuses is in the works. This may not be the best solution of UW-Stout due to the unique mixture of our programs and majors.
  o Building Concerns
    ■ As was stated earlier the building is overdue for a remodeling and upgrade.
    ■ There is concern on the part of the LLC staff that Library space may be lost to other University areas.
  o Budget Concerns
    ■ The Library Budget has been flat for the past several years while new programs and majors have been added. This places a strain on available library resources
    ■ The cost of online resources is increasing.
• The cost of periodical subscriptions continues to rise sharply.
  o Long Range Planning
    ▪ Long range planning is not currently being done. The new Library Planning Committee is an attempt to address this issue.

  o Polytechnic
    ▪ The exact implications of the Polytechnic initiative for the LLC are not yet known.
    ▪ A comparison study of the Library resources at the various Polytechnic members of the peer institutions is currently in process.

  o The overall move of libraries in general from print format to online format. This has been underway for some time and will continue into the future. Please note that this does not eliminate the need for libraries.

Mr. Roberts then reported on initiatives that will take place in the near future for the LLC.

• The Circulation Desk as previously mentioned will have an entire change of personnel. The last half time position will be transferred to Archives once the other positions have been hired. The LLC is taking this opportunity to overhaul the entire Access Services area. The physical layout of Access Services will be changed and modified and all policies and procedures will be examined and changed and modified as necessary.

• The Library Planning Committee will start working on long range planning for the LLC. The committee will include unclassified library staff, classified library staff, a faculty representative, and a student representative.

Two final items were discussed before adjournment.

• Mr. Roberts suggested that the Advisory Committee meet twice a year rather than once a year. The Committee agreed provided that the meetings occur in the second half of the semester, especially for the fall semester.

• Dr. Schuler made a request that the Director look into increasing the checkout time to faculty for DVD’s. It is difficult for faculty to use the DVD’s in teaching when the items may only be checked out for one week. Mr. Roberts will look into extending the checkout period.

The Committee adjourned at this point.