

To: Library Administration
From: PSICC 1-2
Date: January 30, 2002
Re: Quarterly report of the Priority Strategic Initiative Coordinating Committee 1-2

Members: Lora Lennertz (Chair), Doris Cleek, Cheryl Conway, Usha Gupta, Lynaire Hartsell, Norma Johnson, Theresa Russell, Luti Salisbury, Ethel Simpson, Michele Tabler

The Priority Strategic Initiative Coordinating Committee 1-2 has been meeting regularly on the fourth Wednesday of every month. As the assignment for this committee was quite large, the group continues its work in two subgroups. Each subgroup forwards minutes of subgroup meetings to the entire coordinating committee. Individual subgroup activities are listed below.

User Needs Subgroup

Members: Gupta, Hartsell, Johnson, Lennertz, Tabler

This subgroup meets weekly on Monday afternoons and has focused on evaluating our available survey research and in providing recommendations to the group as a whole with regard to making the library organization more responsive to user needs. The subgroup has completed a report of our LibQual+ findings. That report is enclosed.

The next project for the subgroup is to compile a list of library products and services -- those currently offered and those desired. We are investigating the appropriate tools for analyzing these products and services from among those available within the strategic planning and marketing literature.

Tasks Subgroup

Members: Cleek, Conway, Lennertz, Russell, Salisbury, Simpson

The task subgroup is charged with analyzing the activities that are performed throughout the library and the services that we provide to all of our client groups. The task subgroup meets biweekly on Wednesdays.

The group has met to standardize the task list. A prototype Access database has been created and data sets are being developed and entered into the database. Significant analyses of classified positions in Acquisitions, Audiovisual, Cataloging, Circulation, Reference, and Special Collections have already begun. The committee will continue to develop and standardize the task list and begin to enter the tasks and position descriptions into the database.

enc. LibQual+ report