

LSS – December 18<sup>th</sup>, 2009 @1:30

**Barb's Report:**

The staff (David and student assistants) have been busy doing their shelf reading assignments so that the collection can be in good order for the beginning of Spring semester.

As of this morning, Barb has completed weeding of the east and south walls of the 800's. She is going through the 813's for the second time now. The first time was in 2006 and early 2007. She is to about the Hu in the 813's.

David has been doing withdrawals for those items that Barb has designated for withdrawal during weeding.

Barb has been working on yearly stats spreadsheets as she can complete them for this year.

Barb has also been changing some paper stats sheets that we use for evening hours to reflect the change of us only being open until 5p.m. on Mondays through Thursdays during Spring semester.

Barb has also been doing the end of the semester evaluations with my student assistants that she usually does.

Current plans for break include (but are not limited to):

David & Barb will be working on weeding some more in the west room stacks in areas that have not been weeded yet.

David doing the withdrawals for those items being weeded

Barb working on cataloging some more of the test collection.

Barb finishing up yearly stats for 2009

Meeting with Mr. Urbanski about the ERT

David changing display cases etc in preparation for the new semester

Barb working with COEHS faculty to set up tours etc for the beginning of the semester etc.

Since we will be down to four student workers in the Spring semester as it stands right now, Barb is looking at hiring at least one more student assistant for Spring but that will depend on if we can get all or most of the holes in the schedule filled with my current student assistants that remain. We have one student that can't give us her schedule until after grades are out.

**Kathleen's Report:**

PSL WEEDING

This week I have given my full attention to finishing up what I consider Phase I of our weeding process, including coordinating book removal, record review, adding all titles reviewed to the database, updating Voyager records for books retained or withdrawn, reshelving retained books and boxing up withdrawn.

I have also designated another call number range of titles which can be withdrawn and next week I'll

have at least two students who can work. We will be shifting books to empty shelving units on each end upstairs. These can later be removed (or if other books from Malpass are relocated here, it will be easy to accommodate them.

By [Friday](#) this week I reviewed about 900 titles and roughly 700 will be withdrawn. I personally am reviewing each title--my staff makes notes on historical charges, last transaction, item type for me to streamline the process.

We have also been working on print journals that are now full-text. are starting on other titles available now on full-text.

New student assistants---I interviewed two young ladies, and have hired one already. It is likely I will hire the second girl too, but am still working on the schedule for spring. Note--I had it virtually finished but then had to revise because one student had a change in class schedule, another had not registered, and another can only work 4 hours.) I will send out a draft to students next week.

#### CLEANING TO COMBAT FLU and COLDS

We have continued to do our routine cleaning but next week will wipe down everything.

#### REFERENCE ASSISTANCE

I continue to be busy with reference assistance with both students and faculty.

FINALS WEEK--Throughout the week, we were very busy, but on [Saturday](#), December 12 and Sunday, December 13th there were fewer than 30 people each day. I will discuss check with physics and chemistry and discuss with T.J. if we should be open on the weekend before finals in the spring or not.

CHEMISTRY and PHYSICS HOLIDAY PARTY--T.J. and I attended the annual party hosted by physics and chemitsyr. It was a great opportunity to chat with the faculty in both departments and great food!

#### **Haley's Report:**

Library materials orders are slowing down. In return, the new materials are arriving in massive amounts. The students and staff are busy trying to stay caught up.

Greg has been continuing to pull binding in an effort to spend out the majority of the bindery budget and has spent an estimated \$11,000 by the next shipment that goes out after break.

Catalogers are still working on the Opac clean up reports when they have a break from new materials.

Marilyn is continually working on the map reorganization project in conjunction with Gov Pubs

The staff has been asked to work on benchmarking and statistics. I have received the November statistics and will have the December statistics by break. Benchmarking will be established thereafter.

The library materials budget as of Nov 19 was 96% encumbered. I will be rerunning figures next week to verify how much remains.

Catalogers attended webinars on the Carli Icat fall forum.

Heather, Julia, and Debbie all attended a workshop on Mufhd at Carli on Dec 8<sup>th</sup>.

Catalogers have been also working on discards from the "L's"—this is T.J. weeding project in conjunction with Barb.

As of today we have received 4764 GIK (gift in kind) items this year. After the campus wide email last week, we have had 4 donor contacts and 5 donor visits

#### **Peggy's Report:**

Ryan Buller started and survived his first finals week working 6 p.m. to 2 a.m. It has been nice having him and Christian working evenings. He is picking up a lot of security information by working with Christian.

Nancy is working on loading the inventory on the laptop for Shirley. Shirley did not want to start it until break so Nancy and I will work with Shirley on the inventory next week to get her started. Shirley will be doing inventory of the Illinois collection.

Emergency Response Team (ERT) has finished meeting and Diane is working on completing the formatting of the documentation. Lora has been setting up meetings and I will be attending them with other members of the team.

Christian is still working on statistics comparing library attendance as well as checkouts and discharges between 2008 and 2009 fall semesters. He is including the branch libraries in his reports.

Stephanie has been working on the projects of shifting periodicals as well as working with T. J. regarding his liaison duties. She is sending weekly reports and we have sent several trucks with books to the Curriculum Library as well as picking them back up.

I am on the CODSULI Task Force for 24 hour turn-around time along with T. J. We had a webinar this morning to discuss a program called RapidILL. It is something the task force wanted to learn more about and we will be receiving more information from members of the group with costs and the program.

I am also on the UB Resource Sharing Task Force with CARLI. We had a conference call last week. CARLI has written a script to clean up stub records. It was reported that Voyager 7.1 will be forthcoming and Hunt sent out an email this week to everyone about the reimplementing of the program. The group had recommended a script be run to remove all fines from patron records for less than \$4.99. We were asked for the type of report and information we would like in this report. CARLI will be getting a new

phone system for conference calls so there will be some modifications starting in January for conference calls.

The unit has completed evaluations on each student. We have met with each student to discuss the evaluations. I have three students leaving at the end of this semester. We have hired one local student for the unit. I have 4 more evaluations to do this afternoon and Monday.

### **Linda's Report:**

It is taking 19-20 hours til ILL, Document Document delivery are completely delivered from shelf to scan to delivered! Under 24 hours!!!!

Reserves is running about the same or less.

2 more Sequels were completed. Waiting for approval from archives on them.

Before 1924 public domain report was run. I am looking for rare items to preserve.

TJ and I have been looking for grants to fund equipment and softwares for the unit. Will be applying for some in the new year.

Did a follup on Free flow with DLSG. It has not been sent yet. Had promised to sent it at ThanksGiving. The person in charge of that guards the software even from testing sights. Waiting for a call back from the rep.

Completed student evals.

### **T.J.'s Report:**

Weekly reports due Monday by noon

Barb's annual report to dean – done by summer

- Barb is leading the groups format

Phyllis is coming to February meeting to give faculty retreat summary

LSS meetings and one-on-one's for next semester need to be scheduled

Anonymous evals to T.J. by Spring Break

Asked Chet to join meetings

## **Student Assistants:**

Guidelines and expectations

- Peggy has till end of February to standardize student employee guidelines document

Need to hold students accountable for their jobs

Give students things to put on their resumes

- Promote students
- Stephen has gone a great job promoting the library.

Standardize training as much as possible

Find way to reward students

- Raises?