

November 18, 2009 – LSS Minutes

Barb's Report:

I have been spending a great deal of time weeding the 800's. David is doing the withdrawals for those weeded and we have been sending all of the books to Greg for possible inclusion in the book sale items.

I have been working on the accomplishments, goals, and equipment request for our meeting with Dean Self on Monday.

Most of the time we have been doing the same old stuff that we always do.

Haley's Report:

Library materials orders coming in massive amounts. We are doing our best to have them out the door to the vendors in approx 48 hours from being received.

Greg has been continuing to pull binding in an effort to spend out the majority of the bindery budget by December and appears to be on track

Catalogers have are working on numerous reports from Carli in an effort to clean up the local opac

Some new materials are starting to trickle back and be processed by the staff and student assistants

We received the Ebsco invoices—we appear to be on track. We prepaid approx. \$560,000 and the total for these invoices ended up being approx \$530,000

Heather is now full time status—she has completed her 6 month probationary period

Julie just completed her 4 month evaluation

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, they are currently to be keeping track and to have the information for Nov to me by the end of the month.

There was a security issue with the stairway from the mailroom to the lounge being unlocked. The door will now be locked at all times.

Peggy and I attended our last training in the Quad Cities to complete the year long supervisory training. I feel it was very useful. They are starting up the series again in January and I suggest that others attend if possible.

The department has set up to attend Webinars in early December for the ICAT and IACQ forums with Carli.

Peggy's Report:

We have hired Ryan Buller to fill the vacant position in our area. He started yesterday afternoon and worked with Christian last night. He is here today and I tried to take him around to the different areas of

the library. I will be taking him to the branch libraries on Friday. He will be working days until the 30th and then we will work evenings.

I went with Haley to a workshop in the Quad cities on Tuesday. It was the last one for the series. They will be doing the series again starting in January.

We had a delay on getting the inventory computer started with Shirley. Nancy Laverdiere and I will work on getting the information put on next week so Shirley can start inventory of Illinois collection.

I have worked with Hunt and Chet to obtain the programs on the computer for Ryan. Hunt is working on obtaining a voyager account for Ryan. Staff will be going back to regular schedules starting the week of the 30th.

I am still meeting weekly with the Emergency Response Team (ERT) and going over different documents to be implemented for the library. We are finishing the documentation so we can do training in different units.

I worked with Kathleen to have keys to the PSL available to help the students lock the doors. We have had two different evenings that the student could not get the door locked. I am going to talk with Kathleen to see if a work request should be turned in to look at the locks.

Christian has been working on keeping statistics comparing library attendance as well as checkouts and discharges between 2008 and 2009 fall semesters. He has talked with Kathleen and Barb regarding their data and is including it in his report.

I completed a spreadsheet for student assistant money for Library Administration. This was from Mary's email and included projects that we will be completing throughout the year.

T. J. and I met with Stephanie about shifting periodicals as well as working with T. J. regarding his liaison duties. We are meeting again this week after Stephanie spoke with Barb and Haley about procedures for this project.

I am on the CODSULI Task Force for 24 hour turn-around time along with T. J. We had a conference call last week and T. J., Charlotte and I are working on a questionnaire for the group.

I am also on the UB Resource Sharing Task Force with CARLI. We had a conference call last week which included IUG (User's Group). We discussed what options we would like to see in the next ILS system.

Kathleen's Report:

Comparisons between August 24-October 19th 2008 and Aug 24-October 20th

Gate Count—26 percent increase this fall

Circulation: 16% increase in charges

Gate count/circulation data and observation of student library usage indicate that research started earlier this fall

LibStats

Nearly 600 entries were made since initiation last spring

Between August 24 and October 20, 2009 there were 300 reference questions.

These were NOT directional, computer/printer-related, patron issues...they were reference questions in which we helped patrons search for books/journal articles, submit interlibrary loan requests, use other library resources, use EndNote, ChemDraw, and SciFinder Scholar, etc..) And 1/3 of these required 5-15 minutes with each patron

PSL Survey—an informal survey just started this week

Questions included the following:

1. How could we improve the Physical Sciences Library?
2. The Physical Sciences Library is open 8am-8pm Monday through Thursday and from 8am-4:30pm on Friday. Are there additional hours you wish we were open? If so, when?
3. How often do you come to the Physical Sciences Library?
4. When you come to the Physical Sciences Library which of the following applies to you?
 - a. Study individually for exams, homework, etc
 - b. Study or work on homework with a group of people from classes
 - c. Do research for your graduate thesis or class research papers
 - d. Do research for one or more of your department of the faculty members
 - e. Use computers to do research
 - f. Use computers to write papers
 - g. Use computers for social networking (Facebook, MySpace, check email, etc.)
 - h. Relax in-between classes
5. How would you rate the service of the library staff at the Physical Sciences Library?
6. How could we improve our service?
7. If we moved things around and created some open space in the library, what would you like to see us use the space for?

So far from the responses, the following improvements were recommended—more computers, more work tables/study spaces, longer hours on Friday.

Patrons have expressed satisfaction with the PSL staff. The majority of respondents come here every day, sometimes several times a day to study, use computers, and do research.

Weeding—identification of books that will be added to a database for review—have taken some books off the shelves but we don't want too many books to pile up while we are waiting to ship them to Malpass. My goal is to have a list of titles for physics/chemistry faculty to review by the first week in spring semester.

S.P.A.C.E. Space Physics and Chemistry Extravaganza

Thursday, December 3rd at 6:30pm ---Currens Hall Room 205 (across from the PSL)

Space theme—in celebration of the 40th anniversary of the Moon Landing

This is an annual show put together by the faculty of chemistry and physics and their students. Some of the things on this year's agenda: gravity, empty space, rocket science, combustion, blue is the new red, cooking with cold instead of heat, etc. This usually lasts about an hour.

PSL Graham Library Scholar

Sara Vazquez-Melendez, my student worker from Puerto Rico, is one of the recipients of the Graham Library Scholarship. Sara will receive \$500.

Health Issues—observations of a large number of sick people who probably should be home but they can't miss classes. Even though there is no penalty, missing class/labs makes them fall behind. Especially the labs which are generally 2-3 hours long.

Linda's Report:

As Dig is scanning the Sequel collection I have found that:

5 computers need to be updated with 4 gb of ram to scan and run needed software
Found that we need the Opus Freeflow for scanning on the Bookeye to edit images all at once
too scan two pages at once
create needed other files in a batch (searchable pdf, tiff, jpeg and more)

Each book is individual and we need glass plates to hold the items in place without harming the book.

Had to rescan images because bookeye was saving them as tiny preview images rather than the entire image

Dig needs temporary storage as we scan collection because 4 projects are sitting on our harddrive. What if something happens to that computer? There is not a backup.

T.J.'s Report:

Phyllis met with other deans

- Potential for serious budget cuts
- There will be an impact if state doesn't pay bills
- Enrollment is down
- 26 million still owed by state to WIU

EPC

Emergency Response Team

- Need to make documents for when you are absent so someone else can fulfill your duties
- Lora will be setting up meetings about documents

- Training- library system wide
- Spoke with Dana – library may be involved with campus wide training

Carli Annual

- 2 speakers campus not library
- Libraries budget is venerable
- Provost is a data driven decision maker
- Relevancy of Carli is coming into question

Educause

- Cell phone use
 - Text overdue notices?

H1N1

- Units should not be paying for supplies
- Reviewed document
- Masks
- Need to make list of duties incase someone is absent