

Haley's Report

- Library materials orders are slowly coming in and being processed
- Greg has been busy pulling binding with the help of Robin in an effort to spend out the majority of the bindery budget by December
- Catalogers have finished cataloging the net library and JStor purl's
- I have requested reports from Carli via Hunt to start the clean up process of the local opac
- Mike continues to work on the reclassification project of Bill Thompson's
- Julia is still working with/supervising the Digitization Unit and creating metadata
- We are still receiving quite a bit of gift books. Robin has been searching them and what we are not adding to the collection is being stored in storage by subject for the book sale in the spring.
- Debbie has been verifying the claimed issues before sending on for claiming process with Ebsco.

Barb's Report

- I did twelve tours for classes to begin this semester.
- On September 21, I did my little presentation on searching for both sections of Reading 383. The second one went better than the first one for a number of reasons which I won't go into here.
- In addition we have had five other times that classes have come into the CLB as a group to work on things during class time. This is another trend that we have noticed is on the increase in the last couple of years.
- Our gate count for August was up 102 people from August of last year. Also our in-house/reserve use was up 138 items from August 2008. Circulation stats for August showed a small rise over last August but not much.
- Since the job description for the LA position in CLB was dated 10/06, Human Resources asked that I review it and sent them one dated this year. We made some revisions to the job description to make it a little more reflective of what the position is really being asked to do. This second position in the Curriculum Library has never been at the level it was set at in 2006. The lowest it had ever been in a library classification was a Library Specialist. This doesn't mean that the position is going to be audited despite the fact that I have been pushing for it to get raised to the LS classification which is what it had been in the past.
- Last week I began weeding the poetry section of the collection. Right now I have completed 16 of the 31 shelves in that portion of the collection.
- I have taken a couple of WebJunction online courses and have signed up for two more that I haven't gotten to take yet.
- David has been taking WebJunction online courses as well as working on a number of things for his PFEP this fall.

- Yes we are finding plenty to keep in us busy in the Curriculum Library.

Kathleen's Report

- Very busy with students and research assistance!
- A couple of issues with student workers
- Working on book orders
- T.J.(Physics/Chem Liaison) and I met with the chemistry and physics chairpersons and library representatives
- Weeding/shifting—back to de-selection
- More space at PSL—We are hoping to open up more space after we weed and shift the collection—will do in-house survey for our patrons' input

Peggy's Report

- We have changed the position in the unit from Library Specialist to the trainee position. We have 3 people scheduled to interview – one was earlier today and the other 2 are Monday and Tuesday next week. We hope to fill this position soon.
- I went with Haley to a workshop in the Quad cities for last week. It was on performing job evaluations of employees.
- I am working with Shirley and Nancy Laverdiere for inventory of Illinois collection. Shirley will use our laptop and Nancy will load the inventory on it – I will show Shirley how to do the program and how to check the reports.
- I have been working on a schedule with staff to cover the Atrium desk so we can free up student assistants to work upstairs in the stacks and do other activities that need to be completed.
- I have been meeting weekly with the Emergency Response Team (ERT) and going over different documents to be implemented for the library. I also met with T. J. and Dana Biernbaum about our work on the ERT.
- Christian has been updating and keeping me posted on the attendance in the library. We walk the floors every evening from 5 to 11 and physically count the people in the library, breaking it down by wings and areas. Attendance in the library has increased considerably since last fall.

TJ's Report

Want to reinforce that documentation is very helpful for reports, etc.

Wrap-up Meeting for O-team

- Library was well represented

- Talked about what info we should give out at welcome tables
- Thank you to everyone (and students) for participating and cooperating
- 632 people total

Summer School Task Force

- Why not more faculty around in the summers
- Enrollment was down 280 this fall 2009
- May effect hours – summer school in question

Library Technology Advisory Group

- Want to meet with unit coordinators
- TJ requested that team make decision on whether they would like to take tech needs and interests to meeting or if they want TJ to take the ideas.

Hired Stephen Taylor

- Advocate of student projects
- Library administration student outreach

Emergency Response Team

- Wishes we could be further along in the documentation
- The group will be meeting with each unit including branches
- We will be a model for the campus
- All will be involved
 - Documentation
 - Training
- Dana is pleased we are working on the plan

H1N1

- Group: review document (from Peggy) and send suggestions for supplies and ideas for keeping library clean and germ free
- Will send this on to EPC once we have a finalized document

Stress

- Will not accept unprofessional behavior to or from anyone
- Stress level has risen with everyone including students
- Provide a safe and secure working/learning environment
- Ideas on how to de-stress

Other

Haley- please send out an email about date of book sale

Barb- please put together a % of poetry withdrawn

Kathleen- please put together a circ report and a number of people coming in to PSL

Agenda Items

- Student workers
- Customer service
- Coverage – public desk areas