

October 9, 2008 – Minutes

Announcement: Everyone needs to try not to miss any more meetings.

Unit Reports:

Barb's Report:

- We had quite a few tours at the beginning of this semester. We had a total of 13 tours with 252 individuals in attendance thus far this semester.
- After speaking with one of the teachers (a recent WIU graduate) from Carthage on the phone, I showed the group of four teachers from Carthage around the Curriculum Library and assisted them in finding the materials they wanted to review for textbook selection process. I provided them with the Zaner-Bloser catalog and rep contact info. (Outreach – impromptu to Outreach)
- Prepared for and presented a 20 minute session on searching for CLB materials related to a project for three sections of Rdg 383. (Total of 67 students & two instructors)
- There was a total of 1,136 items that came from CLEC in this year's stuff. The break down on them were that 978 came to CLB, 71 went to QC campus library and 87 went to the Malpass for the book sale as they were items we were not adding to the collection. This is the first year I have been more selective in what we were adding. In past years we added all the items coming from CLEC regardless of the quality. With the space issues we are having, I changed that and made the decision not to add some items to the collection. In early April we received from CLEC 10 books that should have been sent to us last year but had been misplaced. This brings the total items donated from CLEC and added to our collection to 988 items in 2008.
- I attended the Reaching Forward South Conference for Library Support Staff which was held at the Northfield Inn and Conference Center in Springfield on October 2 -3. The theme was "Library Support Staff: a True Treasure. This is the third time I have been to this conference and although it can be geared much more toward public libraries I always take home some wonderful ideas. I would encourage all of you to try to go at least one time.

Haley's Report:

- Greg has completed and is revising the new Gift in Kind policy & procedures. We will be reviewing them with T.J. prior to releasing library wide.
- The FY09 materials budget was reallocated from the FY08 budget and the changes have been uploaded into Voyager. Emails should have been sent out notifying the appropriate liaisons of the materials budget.

- Cross training within Acquisitions is set to start hopefully the week of Oct 13th.
- Materials ordering are slowly starting for the year.
- Greg and the students are currently working on verifying and checking the SFX links to check for accuracy within the local Opac.

Kathleen's Report:

- Training new students and refresher for returning students
- Still working on inventory, shifting, and design of "new" reference area
- Continue to assist with Chem 416 chemical literature class
- Very busy with instruction of SciFinder Scholar for chemistry grad students—more this semester, so far, than last year total
- Reviewing upcoming online workshops for web-based SciFinder Scholar, which will be installed in January
- Meeting and Tour of Document and Publication Services with T.J. to learn more about their operations. Important point was that even internally designed, photocopied items properly have a higher cost than it would be to have DPS do them.
- Correspondence with a physics alumni, who went on to get a PhD in Physics at Univ of IL and then served in the military as a member of Special Operations team. He has made presentations about biological, nuclear, chemical warfare, hazardous materials, and emergency medicine for more than 20 years. In September he addressed the United Nations in Geneva. He is willing to come to Macomb and we are narrowing a topic for a presentation that will be applicable to multidisciplinary groups as well as the University Theme.
- Attended Library Beautification Committee
 - Re-potting plants; creating policy for donations/loans of artwork; creating database of artwork; fund-raising; how to get new artwork

Liz's Report:

- Met with student group
 - Discussed Group/Team study areas
 - Haunted Tours
 - Vodcasts for the library

Peggy's Report:

- Hired Ginger Kaufman as full time night supervisor
 - Hours are Mon – Thur 4:15 – 12:15 am; Fri 1:15 – 9:15
 - Ginger will be working with overdues in addition to supervising students

- Hired Christian Neuschwanger as weekend supervisor
 - Hours are Sat 4:30 – 9:15; Sun 4:15 – 9:15; Mon 11:00 – 5:30
 - Christian will be supervising the desk like Diane plus helping with projects for training of the students.
- Attended “Back in Circulation” conference in Madison WI on Sept 26 and 27
- Attended “Reaching Forward South” conference in Springfield IL on Oct 2 and 3
- Also attended a workshop at Black Hawk College on Sept 30
- Have changed the reply to on overdue emails to malpasscirculation@wiu.edu and Diane and Ginger will be replying to the emails – will also talk to Linda about having DR send number requests for ILLIAD accounts to this email – frees me up to do more things in my area
- Have been updating the policy and procedure manual – worked with Hunt to get the incident report on the webpage and set up to be completed and directly sent to administration – alerted my staff to the link
- Am working on statistics for the circulation desk much like the reference desk takes – same program – students have been doing questions and answers in a chart – will be transferring this information to the LibStat form – also keeping a head count of people in the library every evening and all day on Saturdays
- Completed a schedule for all students to take the Ethics test during their stacks hours – hired one new student and in the process of hiring 2 more – will be losing 5 students in December

Linda’s Report:

- ILLiad feature of the month. Decided to add information about how to in illiad. Patrons most frequent questions are: accessing photocopy, how to do renewals, how to see whats checked out. We can put this in our blog once a month highlighting ILLiad features. Jennifer and I were discussing how to communicate these frequent issues to our patrons and I thought of using the blog. Jennifer liked the idea and we will press forward with it.
- Sent Barb MYMorph link. She is very intersted in e-delivery for her patrons and converting files.
- Talked with Tom about Macomb ILL taking over ordering for QC. Linda will write new procedures document due next week.
- Sent out bills this week and found several that are now a year old. Asked TJ about procedure for old unpaid bills.
- Added cues to Borrowing ILLiad for QC and ISHare ordering. The new cues were Jennifer's idea. These new cues are working well.

- Talked with Peggy about circ searching and processing Ishare books after 4pm. Also, discussed photocopy searching and scanning with her. Looked into purchase of another Ariel software so Circ could send out scans at night that would cost \$1295.00 with an annual license of \$700.00.
- Talked with Chet about a shared folder to place those scanned documents in. Discussed if it would be one document per page or one document per article. One doc per article is possible in PDF format (Maybe tiff). If PDF only is available, we use a software called MYMORPH to covert files to tiff for importing into ILLiad and Ariel.
- Linda will train Peggy for call slip and work up a procedures document.
- Sent links to MYMorph to Barb, Tom, Jeff H. and Peggy.
- Received data for a mass mailing to distance education students. Will have to weed out local patrons first. Data includes online, extended courses and QC classes.
- President and Representative of Union, Holly Garbo and Karen Sears, will be attending the Oct 23rd meeting for contract reading.
 - This is a chance to ask questions
 - TJ will be there

The Dean has asked that all policies be reviewed and that workflow documents be available for our units

Gifts in Kind – waiting for document from Greg so Haley and I can review before sending it to the Executive & Planning Committee for approval

Incident reports

- Used for noises in building
- Fire alarms 3 times
- Responsibility of the library and all branches
- Documentation
 - Statistics – need Administration to understand why we need funding and resources
 - Use ecom account
 - Direct link
 - IP range
 - Have staff fill out – NOT students
 - Completed form goes to TJ and Mary
 - Keep records by printing after submitting
- Review incidents over summer

Zimbra

- Chet to come to Nov. 6th Meeting

Conferences

- Peggy and Barb will be giving conference presentations after Union representatives next meeting

Library Budget

- Hasn't been cut since 2001
- \$100,000-200,000 budget cut
- Barb needs to work with TJ to bring her stuff/problems/donations to the table
- Linda needs to work with TJ to look & work on statistics

Vodcasts

- Would like a virtual tour of the PSL and CLB libraries.

TJ Reported on Meetings

- Student Group Collaboration and Outreach Project
- CARLI meeting
- Collection Development meeting

Ethics Training:

- Needs to be complete by Nov 14th
- Email TJ when all staff and students have completed

Other:

There is a huge shift away from print to electronic

Need Grant Money

Agenda Items

- 3 docs assigned to group to review
- Conference reports

- TJ's other meetings