New Staff
Welcome to Dylan Hurd, the web developer who replaced Arthur Morgan, who is attending his first staff meeting.

Academic and Research Services Update
Lora Lennertz reported on the following items from Academic and Research Services:

Preview of Annual Statistics
Lora Lennertz gave a preview of the statistics compiled for the annual report. The check out of physical books continues to drop, as it has for the past ten years or more. The number of check outs of physical items by patron types, (i.e., undergraduate students, graduate students, and faculty) are consistent but show a large drop in checkouts by undergraduate students; whereas, the graduate students and faculty show a slight increase.

Books and periodicals volumes accounted for 78% of Circulation checkouts, course reserves checkouts were 12%, and equipment checkouts such as laptops and iPads were 10%.

Directional questions are less; the large increase in questions answered reported in Circulation is likely due to training on DeskTracker and more consistency in reporting. Reference questions decreased at all desks except Chemistry / Biochemistry, Circulation, and Special Collections.

The number of people in the libraries has been consistent, with a slight increase this year.

Software Solutions to Problems and Issues
Review of Calendar Software Products
Lora Lennertz is reviewing several software options for calendaring. Our current calendar allows only half hour increments and therefore does not allow for the recent change in course schedules. We also need the ability to both reserve and check out rooms. Lora met with staff at the Student Union to review the product they are using to schedule their rooms called EMS. It is also being adopted by the Reynolds Center and Athletics. It allows customization such as adding furniture and food to a specific meeting, and making some rooms self-serve while others require monitoring by staff. Have not determined if it would allow key checkouts.

24-Hour Chat Review
Lora appointed a committee to review our 24-hour chat service. We participate in a 24-hour service, which means we answer questions for every library in the service during set times of the day. The use is not high, so the committee is charged with assessing our current program to see if we should continue it or pursue another product. One problem our librarians are seeing is that many libraries are adding logins to their websites, so that users can customize their portal; however, this prohibits our librarians from accessing the other libraries' sites so that they can provide chat help to students' questions.

Water Emergency in LISA
During the July 4 holiday weekend, there was a water emergency discovered in LISA. Kathleen Lehman and staff are working hard to save as many of the approximately 350 volumes damaged
as possible; about 70 will have to be withdrawn and discarded. Thanks to all staff who are diligently working to dry out and save the damaged items.

**Conference Review Meeting**
Lora has set a conference presentation meeting for August 12 at 3 p.m. where conference attendees can share ideas or information gathered at recent conferences. Rather than a review of everything presented at the conferences, Lora asked attendees to share one really great idea or suggestion to implement in the Libraries.

**Head of Physics Library**
Stephanie Freedle has been appointed the interim Head of the Physics Library while that job search is undertaken. All questions about materials, collections, and services should be directed to Stephanie; Kathleen Lehman will continue to handle collection development duties.

**Mary Parler / Ozark Folksong Collection Opening Celebration**
The Opening Celebration of the Ozark Folksong Collection from the Mary Parler Papers has been scheduled for August 28. It will include talks by Brooks Blevins (Missouri) on Folklore and Regional Image, Alan Spurgeon (Mississippi) on Play Parties or another topic from the collection, a panel discussion with two former students of Professor Parler, Buford and Lynda Suffridge, and possibly a third student, Martha Estes, and moderated by Bob Cochran. Lora Lennertz will also be on that panel discussion to talk about processing the collection. Following a lunch break, two bands will perform, one of which is East of Zion; the other has yet to be confirmed. This day-long event will be held in the Walton Reading Room and corresponds with the Fayetteville Roots Festival. There are currently 4,020 items in the Ozarks Folksongs Collection and more to be added. We have not been given permission to show the film.

**Personnel Update**
Jeff Banks reported on the following items from Human Resources and Personnel:

**Hourly Wage Increase**
Jeff Banks reported that the hourly wage was increased to a base minimum entry level of $9 and all currently hourly employees given a $1 per hour pay bump to keep pace with state minimum wage increases that took effect on July 1. Next July, there will be another .50 cent increase. All departmental budgets have been increased by this same amount, but future hires and grant applications, etc. should take this higher wage into consideration.

Fayetteville Policies and Procedures now limit hourly workers to a 12,000 per year maximum, with an automatic termination from the system when 12,000 hours are reached. This equates to approximately 24 hours per week. If we have hourly staff who need to exceed this maximum limit, we have to fill out a waiver request that goes to the chancellor. Watch these numbers closely in your hourly budgets and calendars.

**Provost and Chancellor to Visit Mullins Library**
The provost and chancellor will visit Mullins Library, possibly on August 21 (the schedule is not yet firm). In preparation for this, the dean sent a one-page overview of the Libraries' strengths, weaknesses, major initiatives, and programs. She requested feedback from the librarians at the Department Heads meeting regarding strategic goals for the next five years or visions for the future of the Libraries. Any feedback should be submitted by Friday, July 31 for inclusion. The un-funded major initiatives listed are included in the next capital campaign goals.

**Creative Staffing**
At the annual budget review, none of the requested positions were funded, leaving us to attempt some creative staffing and shuffling of current job descriptions to fill critical positions, especially in the Institutional Repository and Digital Services Center. Martha Parker has agreed to assume duties in the Digital Services Center as the librarian, while Lee Holt has been transferred as the technician. We are shifting duties and responsibilities to cover these losses. An hourly employee has been hired to cover part time in the mail room.

Cedar Middleton has been appointed in the Institutional Repository to help get that project begun by Judy Ganson and Amy Allen off the ground.

The serials cataloger request was one of the ones for which we did not get funding in this year's budget request; Deb Kulczak and Judy Ganson are working on identifying job duties and proposing a reallocation among existing staff to get the necessary work done.

**Cross Training Program**
If you are interested in pursuing different opportunities, building a new skill set, or making yourself eligible for a job change, put in a request for the cross-training program.

**Professional Development**
If there is a professional development opportunity that will enable you to build a skill set that will help the Libraries, submit a proposal to Jeff Banks, who has a budget for professional development opportunities. Anything that will increase efficiencies or competencies will be considered. The Libraries have purchased five log ins to [Lynda.com](https://www.lynda.com): A Linked In Company, which has online training opportunities in a variety of skills areas including technology, creative, and business skills.

**Technical Services Vacancies and Coverage**
There are currently several vacancies in Tech Services. Deb Kulczak compiled a list of who does what in Tech Services, called the Cataloging Acquisitions Department Contacts, which is posted on the StaffWeb, and serves as a directory for questions anyone may have about departmental functions. Judy Ganson and Deb Kulczak are working to reallocated job duties to address the critical needs of the departments.

**Job Searches**
There will be two candidates on campus for Head of Instruction and Liaison Services interviews. Joel Thornton will interview on August 3-4 and Daniel Liestman will interview on August 6-7.

The candidate for the Head of Technical Services will be on campus for an interview on August 20-21.

The search committee for the Audio / Visual Archivist are conducting Skype interviews of candidates.

The job description for the Head of the Physics library will be posted next week. Please send to any colleagues who might be interested.

**Work Study Requests**
Please submit any Work Study requests for the fall semester. Applications are already coming in.

*Rigoberta Menchú Tum*
Rigoberta Menchú Tum, an indigenous K'iche' from Guatemala, civil rights activist for indigenous peoples, and Nobel Peace Prize winner will be on campus in early October. Tentative plans include an open Q & A with students in the Walton Reading Room on October 13 from 11 to 12. This is a Student Affairs event.

Facilities and Business Services Report
Marco de Prosperis reported on the following items from Facilities and Business Services:

Furniture Requests
Marco de Prosperis reported that the furniture requests have been processed and orders made; the majority of orders will be installed as they come in during August. Some specialty items may take a bit longer. As you encounter furniture needs throughout the year, make your requests then. Do not wait until the last call at the end of the year; in most cases, these can be filled in a more timely manner.

Third Floor Study Rooms Construction in Mullins Library
Marco reported that the construction project of the study rooms on the third floor of Mullins Library is on track for completion in late August. Electricians will be drilling through the floor some time this week, which will cause a lot of noise throughout the building. Painters will begin tomorrow. The network cables will be re-routed next week.

Special Collections Water Leak in 186
The ongoing water problem in Special Collections 186 is nearing resolution. The water dripping from the ceiling every time it rains has been reduced to a wet spot, and one more water remediation treatment from Facilities Management should take care of that. Next they will install a dehumidifier on the south wall of that room with a drain to the mechanical room drilled through the wall. The cost will be $7,300; Marco hopes to have Facilities Management cover that cost with funds from the Facilities fee collected from students. It will be installed by the end of August. The dehumidifier is not connected to the air conditioning system but will keep the humidity in the room below 50%. Janet Parsch asked if anyone had considered water proofing the walls. Marco replied no, since the water leak was coming from the ceiling, but if we do see water condensation on the walls, that will certainly be an option.

Water Leak Problems in LISA
In March 2015 humidity sensors were installed in LISA and Special Collections. Due to the feedback from them indicating critically high humidity, Facilities Management turned on a previously installed humidifier by mistake. Because of some as yet unidentified malfunction in the air conditioning system, the temperature cycles between 54 and 104 degrees on a three-hour cycle. This combined with the humidifier being mistakenly turned on in an attempt to decrease the humidity resulting in water condensation damage to approximately 350 volumes.

First, we need to fix the air conditioning system, then install additional temperature and humidity sensors throughout the building and at different heights to regularize the temperature feedback given to the system.

In addition, there was a leak from a water heater in the ceiling of the restroom in the office area of LISA, which has been fixed, but the restroom will be closed until the dry wall has been replaced.

Extra Custodial Staff
In March, we were promised three extra custodial staff to work during the day, evening, and weekend hours in Mullins Library. Those positions were funded by the central administration but
have not been filled. Marco contacted Mike Johnson, who reported that they currently have 20-25 open custodial positions and a 40% turnover rate. The salary Facilities Management can pay these workers is set by the state legislature, and we can't pay enough to get and retain staff. The positions are there and funded; we just can't get them filled.

Collection Management Services and Systems
Judy Ganson reported on the following items from Collection Management and Systems:

**New CIO of Campus IT**
Chris McCoy is the new CIO of campus and held a retreat with campus IT directors at Hot Springs to establish ownership and responsibility of various IT functions on campus. His goal is to work as a community rather than as disparate entities. He oversees both the academic computer sector and the administrative computing aspects, such as ISIS.

**Materials Budget**
The materials budget will be flat this year with no increases, so we are unsure as of yet what the impact of serials increases will be on materials spending.

**Requests for Computer Equipment**
Judy Ganson reported that staff are ordering items on the list of requests in order of their indicated importance. David Boddie will contact individuals when an item arrives to schedule its installation.

The priority is to upgrade the computers in 102, 104, 472B, and 372B. For that reason, 102 will be closed August 3-12, but will reopen earlier if the work of replacing the computers is complete. There will be the same number of CPUs, though they will be smaller and will not be placed on the floor.

**Personnel Changes in Tech Services**
A reception for Marilyn Rogers will be held on Thursday, July 30 in the Staff Break Room at 2 p.m. This leaves vacancies from the departures of Cheryl Conway, Jason Dean, Marilyn, and Cedar who transferred to the Institutional Repository. Judy is working with Deb Kulczak to make changes in position descriptions and reallocate job duties.

**Reports and Updates**
Kareen Turner reported that Interlibrary Loan is currently shredding paperwork and revising policies of what needs to be saved and for how long to decrease the archived paperwork.

Lynaire Hartsell reported that Periodicals is planning a training session on the new microform machines; notices will go out on the listserv and in Tuesday Times.

Lisa Lindsey reported that Serials staff are integrating information from Serials Solution into catalog records, so look for URLs in the check in records rather than in the Bib records.

Todd Lewis reported that Special Collections staff are merrily processing collections.

Trent Garner reported that Boddie initiating a surplus equipment order, which hopefully will not interfere with the scheduled install of new machines in 102.
Lee Holt reported that the new Digital Services unit is operating and awaiting approval of several projects to get moving.

Molly Boyd reported that the Libraries were awarded a $3,000 grant through the *Latino Americans: 500 Years of History* program. The funds will support two scholar-led viewing and discussion programs featuring episodes of the *Latino Americans* documentary program from PBS and two additional public programs related to Latino American history and culture. Partners in the grant application are Professors Juan Bustamante of the Sociology Department and Luis Restrepo of the World Languages, Literatures, and Cultures Department and Associate Vice Chancellor for Diversity and Community Relations. *Latino Americans: 500 Years of History*, a public programming initiative produced by the National Endowment for the Humanities (NEH) and the American Library Association (ALA), is part of an NEH initiative, *The Common Good: The Humanities in the Public Square*. Mark your calendars for the first event in the series, September 10 at 5:30pm at Fayetteville Public Library, led by Professor Bustamante.