Broken Arrow Report-

1. We continue to have a traveling exhibit called a "Meditation Labyrinth". It is on loan for the fall semester from researchers (OU, Cornell, Rutgers).

2. ITS and Maintenance finished the installation of a Smart Board unit in Room 242, one of our larger group study rooms. This Smart Board will provide an additional unit for pre-service teacher students to practice on/familiarize themselves with how to operate this type of technology used in class assignments as well as in the schools. I have updated our group study room policy to reflect this.

3. The Resource Coordinators are taking part in Student Services Community Service events by offering mini-workshops on: basic reference; ILL/OK Share; and RefWorks.

4. Our second LTAIO book discussion took place Tuesday, September 16th from 6:30-8:00 in the BA Annex. Dr. Britton Gildersleeve was the scholar speaking about 'The Tummy Trilogy". The next one scheduled is on October 7th (In Defense of Food) with Dr. Brad Agnew as our scholar.

5. We have finished the removal of moldy books from our stacks; the regular weeding project has resumed now that all moldy items have been removed. Total replacement costs are estimated at $14,191

6. Maintenance has installed an additional unit (total of 6) temporary units to remove moisture from the environment. Humidity still continues to run between the mid 60's to low 70's %

7. The Oklahoma Chapter of Special Library Association (OKSLA) is hosting a program on ADA Compliance and Online Instruction Friday, September 26th. See below for blurb (and accompanying attachment)

   It’s all about inclusion! If you are teaching online, or you work in a school or business with a web presence, accessibility issues affect your students, colleagues, and customers.

   If you have not already registered, there is still time to sign up for this low-cost, one-day program on ADA Compliance and Online Instruction hosted by the Oklahoma Chapter of the Special Libraries Association:

   Where: University of Central Oklahoma, Nigh University Center

   When: Friday, September 26, 2014
   8:00 a.m. – 4:00 p.m.

   Cost: $45.00

   (Lunch will be provided. See the flier attached for more information.)
Registration with credit card is now open:


8. Annual staff evaluations were completed and forwarded on to Steven Edscorn.

9. We cleaned up and updated the Periodicals section (Pamphlet boxes, alphabetized correctly, deaccessioning of limited retention/canceled titles)

10. We began the shelflist/inventory of the collection and student workers have been assigned sections to keep clean and in order.

R&I Services Report

1. R&I, Darren, Samantha, and our colleagues in Broken Arrow completed the face-to-face instructional portion of the University Strategies library activity. Statistical information is forthcoming.

2. R&I participated in book selection and provided library tours for students in the Reading Enhancement classes.

3. We are currently assessing special materials needs for the various Colleges and departments (e.g. upcoming program (re)accreditation visits) in preparation for the firm order funds allocation.

Technical Services Information Report

August 25, 2014

We are planning a department meeting for August 28th. Some goals for the year are to start annual evaluations for staff, look at our mission and vision statements and update our internal job descriptions.

Acquisitions Department

Harriett performed the fiscal year close for FY14 on Millennium on August 19th. This may be the earliest we have ever finished our fiscal year. We are submitting our EBSCO renewal list this week. We will now start posting invoices for FY15 and catchup soon.

We are waiting for applications for the open position in Acquisitions. We hope to start training someone soon. This year the subjects for the Textbook Review Center items are Health, Vocational Education and Computer Education/Instructional Technology and Grades PreK-12 Science, PreK-5 Science Content Reading, so it will take a lot of work. Jenifer is stepping in to receive these materials, but it would be nice to have the new person here to learn the process. The materials should start arriving soon.

Cataloging Department
We did very well in cataloging and processing during the summer without student help. A few gift trucks remain to be cataloged.

Linda has started cataloging books for ISDC. These items can be circulated with the same rules as our main collection. Information about the new collection was shared with Circulation.

Linda worked with Misti to put 50 iClickers on Reserve for Criminal Justice students.

Linda worked during the summer to get the Export to RefWorks button working in the web catalog.

Collection Maintenance Department

Elizabeth has sent the first shipment of bindery materials to our new commercial binder, Bridgeport National Bindery. Darren worked with their technician to install a new version of LARS and get ftp running. Linda and Elizabeth worked with Dan to test the system and get bindery slips printing correctly. We will closely inspect the volumes when they are returned and work out a regular schedule for shipments.

Jenifer and Linda have been working on weeding Language Arts, the Arts and Social Studies from Curriculum Materials. Jenifer is now withdrawing the materials and preparing room 219 for the biennial Curriculum Materials Teacher Giveaway. Elizabeth is preparing to print the letters to schools as soon as we decide on a date.

We have a new agreement with Better World Books. The main change with the new agreement is that we must send them a shipment of books every six months to remain active. Our materials are tracked in their system and they send a check when our share of sales is over $50.

Millennium News

There is a new 2011 Release of the Millennium software. We need to upgrade to that release soon. Linda would like to perform the upgrade on the afternoon of Friday, August 29th. This would take advantage of light student traffic before the Labor Day holiday. The system will be down while the upgrade is performed.

September 22, 2014

Annual evaluations for all staff were completed and turned in to Mr. Edscorn. We planned for a Technical Services Newsletter for the fall. Deadline for information for the newsletter is October 13th.

Acquisitions Department

After catching up on posting invoices for FY15 and sending off the annual Ebsco subscription renewal list, Harriett updated the information on all of our subscriptions and finalized the serials budget for FY15:

JVL/Muskogee $778,420
Broken Arrow $ 34,054
We were then able to finalize amounts for firm orders for the year. Mr. Edscorn transferred $3,300 from Library Acquisitions to Broken Arrow Library – Library Additions. Giving us:


<table>
<thead>
<tr>
<th>Department</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>JVL/Muskogee</td>
<td>$86,012</td>
</tr>
<tr>
<td>Broken Arrow</td>
<td>$8,000</td>
</tr>
</tbody>
</table>

We have ordered a few materials that have been needed for fall classes but are waiting on allocations before regular orders will start arriving. We are still waiting for applications for the open position in Acquisitions. The search committee will be, Harriett, chair, Elizabeth and Jeanne. The Textbook Review Center items were received in record time by Jenifer Rogers with the help of our student Kevin.

It is interesting to note that our budget is already 92% encumbered or expended at this point in time. We decided to increase inflation rates for electronic databases to account for last year’s trend of larger than 5% increases in these items.

Cataloging Department

Cataloging managed this summer without student processing help, however, there was a small backlog of processing to start the semester. Our new student, Mercedes, has learned fast and the processing is caught up with production. Jackie and Jenifer are working out procedures to start cataloging a group of Blu-Ray discs. Those should be coming to the AV area soon. Production included 164 main collection books, 34 Y collection books and other items for a total of 953 items barcoded in August with a total value of $17,500.

Collection Maintenance Department

Elizabeth received the first shipment of materials from Bridgeport Bindery. There was a problem with the invoiced amounts which she cleared up and new invoices were received. The books and periodicals look very good. We noted that this bindery trims all volumes, something we wished our old bindery had done. Lou Ann noticed that the date line on periodical volumes is lower by one line making it harder to label the volumes. We contacted Bridgeport and they are hoping to have this fixed for our next shipment. Elizabeth has worked out an in-house schedule for sending bindery shipments for the next few months. We will not have a schedule for receiving shipments, so check with her if you have questions about any missing volumes. Shipments will leave JVL on September 17, October 14, November 4, November 25 and December 15.

Our Teacher Textbook Give Away is scheduled for September 22-24th. Teachers will be admitted to room 219 by Technical Services staff. They must have a copy of the letter for admission. We will help them with boxing materials and taking them out through our loading dock. Thanks to Dana for working on Word to print our letters. Elizabeth sent those out last week. In the future, we are going to try to obtain an email list of area principals to save on printing costs.

Mercedes is also learning to check-in magazines and pull newspapers on a regular basis. She is doing an excellent job.

Millennium News

Linda was not able to perform the Millennium update. She scheduled the update to be performed by Innovative early on October 3rd. Please report any problems you find to her. Thanks to
Sophia Beverley, we discovered that the “publisher” search was not available in the native catalog interface drop down list. Linda was able to use the new training received in May from Innovative to update the drop down list and the publisher search is now available.

**System Services**

The energy management plan is now in place and began on Monday of this past week. ITS reported to me that there are several computers that are not hibernating yet, but they are working on the issue.

There are two servers, library2 (Millennium) and jvlapps2 (EZProxy) that are currently running without needed SSL certificates. ITS made special provisions for us in August when the certificate came up for renewal, but there were problems with these two servers that left a security risk in place. This will be addressed as soon as possible.

The computer replacement plan will begin sometime in October. ITS will be getting me a list of the computers that will be replaced in the library soon. Part of the replacements include laptops. Those with laptops may want to consider moving toward tablet with keyboard combinations. ITS also wanted to remind anyone that is currently using both a laptop and a desktop that they can replace the desktop with a docking station that will provide a desktop environment by using their laptop, thus reducing cost by only having one computer.

**Access Services**

We have completed the Periodicals and Reference shifting projects and the stacks look better than ever. We will get new call numbers signs put up for these sections.

We have condensed the newspaper shelves on 2nd floor because there were some titles that were cancelled and it has been needed to be done for a while now. We will get signs put for these and new labels on the shelves for the remaining titles.

The Curriculum Materials area has been straightened up and we will be putting new labels and signs on the oversized book bins.

We have lost several students due to financial aid issues but we are working on replenishing the ones we have lost. We have ads placed on the student jobs page.

We have started an incentives program for our student workers.

Soon we will be working on inventory projects.
Archives

Our work continues in the back rooms of Archives. We are in the process of placing all of the Presidential papers in archival boxing and refiling the collection. I just turned in Christmas card drafts to the President. Blain has made signs for SophiaBeverley. We are having an issue with a leak in the back. We have a second volunteer for genealogy but a schedule has not been worked out yet.

Upcoming Library Events- Mark your calendars!!!

Homecoming Week- October 19th – 25th

  Activities throughout the week- Games, popcorn, cotton candy
  24th- 65th Anniversary Exhibit 4pm – 6pm
  Library Student Assistant Reunion- 11am – 12:30pm

Pumpkin Decorating Contest- October 27th – 31st

Scholastic Book Fair- November 3rd – 7th

  Circus theme will be carried over from homecoming.
  On Friday November 7th NSU Alum and Teacher at Gore High School will be having a book signing and reading of his novel “Drowning Rain” to close out our week.

Library Tailgating- The library will be hosting a tailgate at the November 15th game. This will coincide with the RiverHawk Rally for potential new students.