LOSAC Annual Report 2018-2019

Library Operating Staff Advisory Committee

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The previous and newly elected Committee members, including alternates, met together on July 17, 2018.

Outgoing members: Dee Anna Phares
Anthony Velazquez

Continuing members: Michele Hunt
Katja Marjetic
Renee Kerwin

Newly elected members: Steffen Scharmacher
Gabriela Crespo

Alternates: Ginger Prothero-Schwersenska
Anthony Velazquez

ELECTION OF OFFICERS

Officers for 2017-2018 were elected as follows: Michele Hunt, Chair; Renee Kerwin, Vice-chair; Katja Marjetic, Secretary; Steffen Scharmacher, Historian; Gabriela Crespo, LAC Representative.

A month following the election of officers, Gabriela Crespo left the library and Katja Marjetic went on maternity leave. Anthony Velazquez was called upon as alternate to serve in Gabriela Crespo’s place as LAC Representative and Ginger Prothero-Schwersenska was called upon to serve as Secretary until Katja Marjetic’s return.

ACTIONS TAKEN BY OR BROUGHT TO THE COMMITTEE

A. Annual Report

The annual report for 2017-2018 was submitted and approved by Dean Barnhart.
B. Library Advisory Committee

LOSAC continued to provide a representative assigned to attend LAC meetings. The LAC representative reported back to LOSAC on the status of those meetings and reports were published with the LOSAC minutes.

C. Department Heads Meetings

LOSAC continued to send the Chair as Committee representative to the Department Heads’ Meetings. They reported back to LOSAC on these meetings and reports were published with the LOSAC minutes.

D. Operating Staff Council

LOSAC continued to provide a link to the Operating Staff Council minutes in the LOSAC minutes.

E. Annual Meeting with Operating Staff

The annual meeting between LOSAC and Operating Staff was held on August 29, 2018 in the Staff Lounge. The annual report was reviewed and copies made available. The meeting raised two ongoing concerns, birds hitting the windows and notification of usage of the Staff Lounge, which were discussed in the subsequent LOSAC meeting and relayed to Dean Barnhart. During the open suggestion period, Cliff Benson shared information about access to 71N via the outside door, the installation of security gates, and sharing the bathroom between 71N/S with Discover employees.

F. Birds

Birds hitting the windows of the Library are a continuing concern. Only a few of reports this year were brought to the Committee concerning birds found dead on the loading dock. The Committee has tried its best to think of solutions to the problem, but ultimately monetary obstacles stop us from pursuing them.

G. Therapy Dogs

During the previous Annual Meeting in 2017-18 with Operating Staff, the idea to expand and vary the number of pet/animal events in the Library was brought up—including the possibility of adoption events. Adoption events have not happened due to the worry about college students committing to the care of pets, but the Newfoundlands have continued to visit the library during finals. No further conversation or suggestion has taken place to expand the number or type of therapy animals visiting.
**H. Notification of Events in the Staff Lounge**

Continuing concerns about Operating Staff not being notified when functions/events taking place in the Library Staff Lounge during work hours were raised during the annual meeting. The Dashboard calendar has been utilized more to keep Library Staff aware of as many events as possible. Renee Kerwin keeps it as up to date as possible when she is notified of events taking place within the Library. The sign previously utilized to let Staff know of events, is not in as much use in lieu of the calendar, but is placed outside the Staff Lounge if it must be closed for an extended period. Staff have been sent emails in advance of any extended closings.

**I. LOSAC Suggestion Box**

Created during the 2017-18 year to allow anonymous submission of issues for LOSAC to discuss, a survey was created in Qualtrics and made available via Blackboard. The suggestion box is open to anyone with access to the Libraries’ Community Center. During the 2018-19 year, no suggestions were received via the Suggestion Box, but it will remain open for any future communication.

**J. Raises for Operating Staff**

Beginning the July 1-15, 2019 pay period Operating Staff were granted the 3% salary increase contracted in the AFSME Local 1890 Collective Bargaining Agreement.

**K. Fall Operating Staff Meeting with the Dean**

This year there was no Fall Meeting with Dean and Operating Staff. The monthly All Library Meetings have provided transparency through Library and Campus updates as well as opportunities to voice concerns that the fall meeting would usually provide. It felt redundant to have another meeting and there have been no complaints about the lack of meeting.

**L. Spring Operating Staff Meeting with the Dean**

This year there was no Spring Meeting with Dean and Operating Staff. The monthly All Library Meetings have provided transparency through Library and Campus updates and opportunities to voice concerns that the spring meeting would usually provide. It felt redundant to have another meeting and there have been no complaints about the lack of meeting.

**M. Regular LOSAC Meetings**

The Committee met 6 out of the 12 months this year. With no comments, concerns, or complaints submitted to the Committee, as well as very few Department Heads’
Meetings during the year, there was nothing to discuss in a meeting or to report. The Committee deemed it unnecessary to meet during these months.

N. LOSAC Elections

The Committee performed the election. Nomination ballots were distributed in June 2019 and the final ballots were due July 8, 2019.