1-1-2018

LOSAC Annual Report 2017-2018

Library Operating Staff Advisory Committee

Follow this and additional works at: https://huskiecommons.lib.niu.edu/ua-library

Recommended Citation
https://huskiecommons.lib.niu.edu/ua-library/241

This Report is brought to you for free and open access by the Teaching & Learning Archives at Huskie Commons. It has been accepted for inclusion in University Libraries Archive by an authorized administrator of Huskie Commons. For more information, please contact jschumacher@niu.edu.
The previous and newly elected Committee members, including alternates, met together on July 19, 2017.

Outgoing members: Joe Thomas
Katja Marjetic

Continuing members: Michele Hunt
Dee Anna Phares
Anthony Velazquez

Newly elected members: Renee Kerwin
Katja Marjetic

Alternates: Stacey Bivens
Teresa Jacobsen

ELECTION OF OFFICERS

Officers for 2017-2018 were elected as follows: Katja Marjetic, Chair; Dee Anna Phares, Vice-chair; Michele Hunt, Secretary; Anthony Velazquez, Historian; Renee Kerwin, LAC Representative.

ACTIONS TAKEN BY OR BROUGHT TO THE COMMITTEE

A. Annual Report

The annual report for 2016-2017 was submitted and approved by Dean Olson.

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 a Committee representative to the Department Head meetings. They reported back to LOSAC on these meetings, and these reports were published with the LOSAC minutes.

D. Operating Staff Council

LOSAC continues 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 9, 2017 in the Staff Lounge. The annual report was reviewed and copies made available. The meeting raised a number of questions and concerns that were discussed in the subsequent LOSAC meeting and relayed to Dean Olson and incoming Dean Barnhart.

F. Birds

Birds hitting the windows of the Library are a continuing concern. Ideas were raised during the annual meeting with Operating Staff, including creating bird decals as part of combine student-staff event. The Committee investigated a number of possible strategies for mitigating the problem. Most low-cost strategies—such as the use of UV ink on the glass or the use of decals—were deemed ineffective. The most effective measures—such as replacing the Library windows—were viewed as too cost prohibitive to pursue. LOSAC will continue to monitor the number of bird strikes and look for a workable solution to minimize bird injuries.

G. Therapy Dogs

During the Annual Meeting 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. While Dean Barnhart suggested he was open to the therapy dog visits, he was concerned about the risk that animals might be adopted, but then later abandoned, especially when students left campus at the end of the academic year.

H. Staff 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. To ensure timely communication about functions and events, a sign was created and placed in the Staff Lounge to alert everyone that an event is upcoming. Instructions on how to access the Outlook Calendar for the Lounge, to see when it is booked, were sent to Operating Staff.
I. LOSAC Suggestion Box

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. LOSAC will discuss items as long as they pertain to Library Operating Staff. Any suggestions that do not will be forwarded to the correct individual or department. There is a permanent link in Blackboard under the “Staff Info” section.

J. Transparency and Communication

Operating Staff expressed concern about potential changes in the Library—such as moves associated with the One Card Office—which might affect daily workflow and might be undertaken without consulting Operating Staff. Staff expressed interest in holding planning meetings in which the units affected would have an opportunity to voice concerns and offer solutions in regards to potential workflow changes. The Committee brought these concerns to the Dean, who expressed an interest in holding meetings with Operating Staff on a more regular basis. Operating Staff and other Library personnel now receive periodic communications from Administration which provide updates on matters associated with the Library space and workflow.

K. Print Courtesy Card Issues for Retirees

Because of a system update, NIU Retirees lost their ability to print or add funds to their One Cards. The Committee brought the issue to the Administration, who looked into the matter. DoIT corrected the problem.

L. Fall Operating Staff Meeting with the Dean

The Dean met with LOSAC and Operating Staff on August 31, 2017 in the Staff Lounge to discuss the various changes taking place in the Library—including the addition of the One Card Office, the move of Reserves Processing, the Café renovations, hiring, budget, Presidential search, and structural issues within the building. He expressed a desire to meet again in the spring.

M. Operating Staff Travel Funds Allotment

During a Department Heads’ meeting, the issue of travel funding came up. In the future, the travel funds policy will allow for Operating Staff to receive funds for traveling to professional development activities, if there is money available in the budget. The Dean gave the Reaching Forward Conference as an example of an event that he believes appropriate for the Libraries to allot travel expenses toward.
N. Exploration Teams

LOSAC was asked to solicit volunteers from the Operating Staff to serve on one of the Exploration Teams (Collections, Services, and Space) which will do work in preparation for strategic planning. Since Administration had also put out a call for volunteers, LOSAC did not put forward any names for consideration.

O. Raises for Operating Staff

At the Board of Trustees Meeting on May 10, 2018, the contract ratified by AFSCME Local 1890 was approved. The 3% raise, retroactive pay, and $500 bonus are being dispersed between May 10, 2018 and June 30, 2018. The finalized contract is to be publically posted within 30 days of signing.

P. Spring Operating Staff Meeting with the Dean

The Dean met with LOSAC and Operating Staff on May 24, 2018 in the Staff Lounge to update staff on Library and University matters—providing information about the Discover space in 71N, the new Graphic Novel (GRX) and Current Book (CRX) collections, the permanent loan of the Haish portrait and establishment of a Founders’ Gallery featuring the Haish, Ellwood, and Glidden portraits, the hiring of a Facilities Manager and Curator of Special Collections, the Presidential search, and the progress of the Exploration Teams. In addition, the Dean was asked questions about the crumbling cement on the load dock, the hole in the ceiling of the West stairwell, and disposal of dead birds around the Library.

Q. LOSAC Elections

The Committee performed the election. Nomination ballots were distributed in May 2018, and the final ballots were due June 8, 2018.