

## DIRECTOR'S COUNCIL

July 9, 2008

### **Dennis Andersen: (Serials Acquisitions and Control)**

(1) We have posted all cancellation lists received to date from the various Science Libraries in our library share folder in anticipation of a possible cancellation project. We are in the process of completing the update of our fund code spreadsheets with 2008 prices, including various new Science Fund spreadsheets for 2008 only (in anticipation of the above alluded to possible cancellation project). As these are updated, they will be posted within the share folders.

(2) Stephanie Gaylor is continuing to whittle away at the backlog of Reference and Documents. We may also need to bind a considerable number of items for the Native American Collection. All this is in addition to our regular binding backlog.

(3) Other operations are up to date.

### **Dana Antonucci-Durgan: (Chemistry Library)**

We are continuing to weed duplicate journal titles that are currently held in print at other SBU branch libraries.

We are receiving quotes from some of the furniture vendors we met with in June.

### **Nathan Baum: (Digital Resources)**

#### **eresources**

--with help from Diane and Jay from ILL, I've been reviewing our Springer online journals to verify that our access matches Ebsco's records of our subscriptions. In many cases, we are missing current year access we should be getting. We are still getting print + online for a number of these titles and if there's time before Ebsco renewals are finalized, I'll see whether we can move at least some of those to online only.

--access troubleshooting and SerialsSolutions maintenance continues at a steady pace. There are currently close to 52,000 unique titles in our ejournal A-Z list.

--even though the fiscal year has just begun, several renewals with July and August start dates have already been processed or will be coming up very soon. Included are over \$130,000 worth of renewals through NYLINK (e.g., OmniFile, Lexis Nexis Academic, and Worldcat). All renewals are being evaluated for possible cancellations or other changes to reduce cost. Approximately \$20,000 worth of savings has been identified thus far. In addition, some savings will be realized by switching print+online subscriptions to online only. I had been planning on not renewing our Emerald journal collection (\$25,000), but unfortunately our contract with them runs through 2009.

--while Galaxy has been in operation for several months now, we are preparing to revise our website so that Galaxy becomes the default access mode to our databases. Progress has been slow because we have been trying to resolve all database problems before making this move, and it appears that we will need to substitute some

databases for ones that currently are not working well through Galaxy. The process also needs to be coordinated with ongoing plans to revise the library website as a whole.

**library website**

--a web team has been formed and had its first meeting a couple of weeks ago. Darren Chase has agreed to be the team leader. He set up a Google Groups site as a way for team members to communicate and share information easily. We have been selecting library websites we like to see what features and designs we would want to incorporate. Our focus at this time is the homepage, but we will also be looking at subject pages and Galaxy.

**digital projects**

--Aimee has been working with Stephen Larese from the Art Department to help him move material and metadata from the Art Slide Collection into ContentDM. She is also continuing to work on Turkana Basin interface and metadata issues.

**David Bolotine: (Cataloging)**

NO REPORT AT THIS TIME

**Sherry Chang: (Public Services)**

**NRR**

Starting July 1, Godlind takes two months off. Before she left, the orders of furniture for the former System's office area were submitted. This is to utilize part of the Quality of Life fund awarded to Library last year. Comfortable chairs and tables are aiming for patrons using wireless laptops.

**Southampton**

Will be open during the period of second summer session, (July 14 - Aug. 21) 10 a.m. - 6 p.m. weekdays, then closed after Aug. 21 until the fall semester starts on Sept. 2. More shelves will be installed to accommodate books ordered recently. Total volumes of books will soon reach 2000.

**Janet Clarke: (Library Instruction Team)**

1. Instruction Team is putting together the Fall workshop list.
2. I've also arranged for several peer-training sessions during the summer: Mintel, health sciences resources, microforms, Google Docs.
3. Other things in the works: annual report, video tutorials.

**Richie Feinberg: (Preservation)**

NO REPORT AT THIS TIME

**Chris Filstrup: (Library Administration)**

**Budget**

The provost is holding the library “harmless” in the current round of budget cuts. “Harmless” means no cut to the base budget. He has also transferred \$100K of tech fee funds to the library for the collections budget. This will raise the level of monograph purchases from 07/08’s \$300K to \$400K for the current FY. This no-cut status will also make it easier for the library to fill staff vacancies (but see below) or use the funds for other purposes. HOWEVER, as currently defined, “harmless” does not provide funds to cover about \$300K of serials inflation. We plan to cover the inflation increase by:

- reducing the serials budget \$175K
- reducing PST (students) \$50K
- reducing PSR (regular staff) \$65K
- reducing OTPS (supplies, equipment) \$10K.

These figures are somewhat different from those I reported in June. The reduction in PSR will be achieved by holding vacancies open. As long as we are held harmless, we will be able to maintain our computing equipment but not undertake a significant replacement of old with new equipment.

**Annual reports**

I would like all department heads and team leaders to write succinct annual reports for 07/08. Given the monthly Director’s Council reports, this should not be burdensome. Please include relevant statistics. I will cover the collected annual reports and distribute to all staff. I will also summarize in a short annual report to the provost. Please submit by August 25.

**Brigitte Howard: ((Documents Receiving & Serials Cataloging)**

We are almost ready for another pick-up but will Clancy continue to be our off-site facility ? I do hope so. Just deaccessioning around 95,000 items would cost us more than \$ 30,000. Plus we would have to buy Clancy's trays and I cannot believe that GRM Information Management Systems will do the move from Clancy to their facility for free ! We are waiting for references from libraries of our size. GRM seems to deal with companies not libraries. We will know more shortly. In the meantime we are adding url and cleaning up the online catalog.

**Germaine Hoynos: (Personnel)**

**Resignations, retirements, terminations:**

**New Hires/Promotions:**

**Active Recruitments:**

Library Clerk II, CRR, interviews are being conducted with Helene, Sherry, Janet  
SL-2 Instructional Support Associate, NRR – submitted to Class and Comp 6/24 - not yet approved  
SL-2 Night/Weekend Managers – 2 p/t positions - submitted to Class and Comp 6/24 - not yet approved

**Vacant Positions:**

SL-2 – Music Library

**Godlind Johnson: (Science & Engineering Library)**

OUT OF THE OFFICE

**Daniel Kinney: (Technical Services)**

GRM Information Management Services, a company in Jersey City won the bid for the off-site storage. If their references are satisfactory and their facility passes inspection, the library will have to move the off-site collection from Clancy to Jersey City.

The search committee for a new director of the HSC Library has reviewed resumes and is now interviewing candidates..

**James LaPiano: (Building Manager)**

OUT OF THE OFFICE

**Susan Lieberthal: (Interlibrary Loan)**

OUT OF THE OFFICE

**Min-Huei Lu: (Acquisitions)**

--Amazon was required by NY State to charge sale taxes starting on 6/1. The customer service told me that they do not have an automatic tax exempt process. They said if the sales tax is applicable, their system will charge the tax up front. Even after we have provided Amazon with proof of tax exempt status, we will still need to contact Amazon every time after receiving each shipment confirmations e-mail to ensure we are refunded the tax on our purchase. Considering we have purchased 620 items from Amazon during the FY 07/08, to e-mail them every time for removing the sales tax would create an extra amount of burden and work for us. I called and e-mailed them several times to complain. Finally we received an e-mail from Amazon on July 3<sup>rd</sup> that they have set our corporate account number up to be automatic exempt for any future orders placed on Amazon.com. A very welcomed good news!

-- On Aleph, we have rolled over from fiscal year 07/08 to 08/09. The new fiscal year is to cover the period from 07/01/2008 to 06/31/2009. Reports of FY 07/08, such as Expenditures, Average Cost, Print Non-Print, Acquisitions list, Electronic Standing Order List, Rush Reserve List and Vendor Order Analysis are all sent to the selectors and TAs for their information.

### **Kristen Nyitray: (Special Collections)**

Special Collections is working with Brigitte to improve records for Spec serials that do include holdings. Fang generated a report that lists over 150 titles that contain the note "For holdings consult Special Collections," rather than volume/issue numbers.

Maps and books pertaining to the American Revolution and the history of Belle Terre are being considered for inclusion in upcoming exhibitions at the Raynham Hall Museum in Oyster Bay, the Suffolk County Historical Society in Oyster Bay, and at the SPLIA Gallery in Cold Spring Harbor.

The following collections are in-process: Dr. John Gagnon (Professor Emeritus); Environmental Defense, Washington Office Turmoil Radio Collection (WUSB 90.1); Suffolk Symphonic Society; and the Graham Everett Collection (poet and publisher).

Completed collections: Daniel Thomas Moran (former Poet Laureate of Suffolk County) and a letter written by Nathaniel Woodhull (1722-1776) to Major General Philip Schuyler (1733-1804) dated March 4, 1776.

Collections received: Correspondence and journals from artist August Mosca of Shelter Island (1907- 2003); archives of Dr. Max Fink, Professor of Psychiatry and Neurology, Emeritus (150 boxes); and papers/research notes from Dr. Jacob Bigeleisen, Distinguished Professor Emeritus, Department of Chemistry.

### **Gisele Schierhorst: (Music)**

OUT OF THE OFFICE

### **Hélène Volat: (Reference)**

#### 1. QuestionPoint and IM

Many libraries not only offer IM through a widget, like our qwidget (see e-journals page), they also offer the option for people who use an IM system like Yahoo Messenger, Google Talk, etc. to send questions directly through those services. William is looking whether we can offer IM at **SBUReference** at Yahoo, Google, AOL and MSN. We would monitor these requests at the Ref Desk, using Meebo. The Meebo widget doesn't work because of the TLT server, but the simple monitoring part should be fine. We would open it in the morning when we open QuestionPoint.

We will discuss this further during the Summer with a demo. Monitoring Meebo at the desk (hours of operation) in addition to QP will also be discussed.

#### 2. Furniture

12 post-modern chairs and 4 round and oval tables have been ordered for the CRR. It will be stunning.

**David Weiner: (Circulation)**

OUT OF THE OFFICE

**Charlie Bowman and/or David Ecker: (Client Support)**

**Phil Doesschate: (DoIT Information Systems)**

**Aleph Upgrade -- Service Pack 1613 (F. Peng, H. Xue, Client Support)**

After the Service Pack loaded on Magellan, a couple of problems were found. One unexpected problem was that catalogers were blocked from modifying existing records; even for a user who has the highest privileges. A case was opened with Ex Libris immediately. Fang Peng figured out a way of working around the problem, while Ex Libris continues to work on it.

A few problems were found with Vista. Client Support solved font size and printing setting problems.

2. **Southampton Library Setup (Fang and Min)**

We settled on an approach for handling Southampton. We chose an approach that provides all of the benefits with less setup cost. We are starting to use sub library, parent budget and order group instead of Multiple Admin for Southampton. Min set up new account in YBP. We have written and tested out two separate expenditure reports for Southampton and Main campus. It is running by Auto Reporter. Additional reports will be added as necessary in the future.

The testing has been completed. In order to follow the new acquisitions policy for Southampton, we changed the existing the fund code in the budget management table, the transaction table, the index table, order table and in any other table that needed it. The changes were made directly to the Oracle tables which affects search and links of between Order and Budget and invoice. The Fiscal year close confirmed the changes are correct.

3. **Fiscal Year Close ( Fang and Min)**

We have successfully closed 07/08 fiscal year budget and opened 08/09 fiscal year budget. Following reports were run to assist Min to run Fiscal Year Close

***Reports generated before the rollover:***

- Order status report (fy\_2008)
- Invoice status report (fy\_2008)
- Standing order status Report (fy\_2008)
- Budget Summary for Mon and Serials 07/08 (budget\_summary)

***Reports generated after the rollover:***

- Budget Summary for Mon and Serials 08/09 (budget\_summary)
- Electronic Standing Order Encumbrance (fy\_2008)

- Acquisition Method Expenditures Report (acq\_report 1)
- Print , Non-Print Expenditures Report (acq\_report 2) -----detail order info by Fund code
- Fiscal Year Expenditures Report (acq\_report 3)
- 2007-2008 Acquisition List (acq\_report 4 ) -- 26 reports by Subjects and send to Selector.
- Vendor Order Analysis (acq\_report5 and acq\_report 6)
- Rush Reserve List with Prices for 07/08 (report 4\_rr)
- # of Gifts ( Bob only needs # of Gifts. He does not want the title list.)

#### 4. Incorporate Google Book Search into Stars (F. Peng)

The Web OPAC committee decided that Google book information should only appear on Full View. This is exactly what Harvard University does. The change has been applied to PYXIS.

<http://pyxis.cc.sunysb.edu:8997/F>

#### General: (F. Peng)

- Batch delete doc records which were not linked to the course. (Circulation)
- Assist in EDI invoice loading (Dennis and Susan)
- Batch delete duplicate NOTIS number from indexes ( Lynn and Brigitte)

#### Reports: (F. Peng)

- Reserves report (Jeanne Horn)
- Special Collection Serials List ( Kristen Nyitray)
- Engineering Sciences Library Periodicals (Godlind)
- Serials Holding note report (Brigitte)
- Invalid the 035 field report (Brigitte and Lynn Toscano)
- Chinese Collection for Teacher Certificate program Report (Min)
- Japanese Collection for Teacher Certificate Program Report (Min)

#### Circulation (H. Xue)

- Fix in-transit problem for Chemistry, Math/Physics and Marine Sciences library staff
- Fix the print set up problem after new service pack installed
- Modify check in receipt template on request
- Generate Videos/DVD statistic report on request
- Test and fix the problem of patron getting fined due to invalid due time reading
- Work with circulation staff on recall online test

#### Web OPAC (H. Xue)

- Help to setup LibX system
- Change the Hold request related information online

Work with WebOPAC committee on recall online related information change.

**Graham Glynn / Matthew Froelich: (Teaching, Learning and Technology)**

The TLT systems group will install an additional printer in the Central reading room. This will be the same model as in NRR.

This will allow students to print from either room and will increase printer output

The three group study booths for students are to be delivered on July 10. These booths will be located on the second floor of the North Reading Room.

**Stephanie Gaylor: (UUP Representative – No Report)**