

Cornell University

Library Forum Steering Committee

Annual Report

2013-2014

Library Forum Charge

According to the bylaws of the Library Forum:

The purpose of the Library Forum is to promote inclusiveness throughout Cornell University Library (CUL).

Specifically, the Library Forum shall provide all CUL staff with the opportunity to:

- enhance their understanding of how CUL operates in the context of the greater information environment and its goals and priorities;
- be heard on issues important to CUL staff and the library;
- be engaged in the life of the broader library and university communities.

Membership

2013-2014 Members

Wendy Kozlowski (co-chair)

Library Technical Services, Olin Library

Debralyn Muscato

Maps / Media, Olin Library

Tom Ottaviano

Reference and Instruction, Mann Library

Lenora Schneller

Music Library

Ardeen White

Library Technical Services, Olin Library

Jill Wilson (co-chair)

Engineering, Math and Physical Sciences Libraries

Elections

An election to replace outgoing committee members Eisha Neely, Sally Lockwood and Jim Morris-Knower was held in May 2013. Three candidates ran for the three seats, with Tom Ottaviano, Lenora Schneller and Ardeen White being elected to the LFSC for two-year terms (2013-2015). The committee met over the summer to establish co-chairs for the year (Wendy Kozlowski and Jill Wilson).

Standing Committees

Career Development Committee

Ardeen White served as liaison to the Career Development Committee and attended their meetings approximately twice a semester to facilitate communication between the groups.

Mentoring Committee

Tom Ottaviano was a member of the Mentoring Committee and so served as liaison between them and the Library Forum.

Library Forum Comment Box

One of the elements of the Library Forum's charge is to "provide CUL staff with the opportunity to be heard on issues important to CUL staff and the library." To this end, an online comment box system is provided at <http://forum.library.cornell.edu/comment.html>. Comments requiring a response are handled by the LFSC or routed to the appropriate staff member, committee, or unit. If the commenter grants permission, comments and responses are posted to the Library Forum wiki (<https://confluence.cornell.edu/display/CULLIBFORUM/Comments+from+the+Comment+Box>). Several anonymous comments were received over the course of the year, and all issues were routed for response by the most appropriate person or library department.

2013-2014 Programming

Below are short descriptions and attendance results from programs sponsored by the LFSC this year. These programs were formed out of a meeting with Anne Kenney in early Fall, CUL input from previous Library Forum surveys and ideas brainstormed by committee members. More information about Library Forum programming as well as Steering Committee activities can be found at the LFSC wiki site (<https://confluence.cornell.edu/display/CULLIBFORUM/CUL+Library+Forum>), and archived minutes, annual reports and recorded programming are available on the Library Forum eCommons community pages (<http://ecommons.cornell.edu/handle/1813/15220>).

Fall Yoga in Olin (August – December, 2013)

Yoga in Olin started as a pilot program over the summer of 2013. Due to the popularity of the program, we decided to continue it into the fall. The sessions filled up within hours of being advertised. Participants were asked to pay \$75 for ten sessions which would take place Mondays over the noon hour in Olin library 703. The room continued to be an issue with participants since they have to rearrange heavy furniture. Per a quick survey sent to the summer participants, the room was noted as the least liked feature of the yoga. Lisa, the instructor, continues to be well liked by staff who take her classes. LFSC wants to revisit for spring hoping the process with HR and payroll becomes easier as the program continues.

"Keep doing this! We need yoga, even if I can't join myself."

CUL Talent Show (October 14, 2013)

Deb Muscato and Jill Wilson decided to take leads in planning the talent show. Since it requires a lot of planning, the LFSC agreed last spring to ask for non-committee members to form an informal group to plan; the group included Kim Laine, Carla DeMello, CJ Lance and Wendy Kozlowski, who joined later from the LFSC. After many date changes, the talent show was October 14th in Uris cocktail lounge. An email containing a sign up form through Qualtrics was sent to CU-LIB and we had roughly 30-40 people share their talent at the event.

In addition to participants, around 100 people came to witness the artistic, musical and culinary talents of their colleagues! Dozens participated by showing their artwork, photography and cooking up some great edible creations, such as hummus, cookies, pie and many other sweets. Many performed musical numbers, sang and performed dances as well. CUL staff members donated items, many handmade, to be raffled off to attendees. The LFSC provided fresh Cornell Orchards cider and water and officially introduced themselves to CUL via their 2013-2014 committee photo which was displayed on an easel board by the raffle station. Anne Kenney did a complementary review of the talent observed at the show in her October 14, 2013 edition of TakeOne (<http://staffweb.library.cornell.edu/node/3974>).

*“Very enjoyable on so many levels! Well worth the time and effort to organize it.”
“I enjoyed this very much; I hope you all keep doing this each year! It's a great way to get to know other sides of our co-workers, and I think it helps us feel closer, leading to more harmonious workplaces. And, it's important to have fun in our workplaces sometimes.”*

CUL Night at the Women's Hockey Game (October 19, 2013)

We were asked to co-sponsor this event and encourage CUL staff to attend the women's hockey game on a Saturday evening. The steering committee coordinated with Brenda Marston, CUL communications and Michelle Eastman in CUL administration to send announcements to CU-Lib. The attendance was decent at 18 staff and their guests showing. This event was collaborated on a couple years ago and the LFSC at that time made signs. Due to short notice, we did not make signs this time but urged those who wanted to collaborate with us to request more assistance well in advance of the event to allow the group time to coordinate our efforts.

*“<3 How fun to have the UNIVERSITY LIBRARIAN AND the MAYOR in the stands with us!
That was fun all around: a good event to share with colleagues, and it felt good to support our wonderful female athletes, plus to support the United Way! It felt good for the Library to publicly support our students in their endeavors outside the Library and classwork. I thought it was SUPER PR for the Library.”*

CUL Happy Hour (November 21, 2013)

Our only happy hour of the semester was held on Thursday, November 21st in the Regent Lounge of the Statler Hotel. About 15 were in attendance and it included staff at all levels (academic and non-academic). The happy hours remain popular since people can come and go at their leisure and it offers a casual atmosphere to network among our own colleagues. At the happy hour, we heard from one non-academic staff who was grateful for the opportunity to come out and mingle with both non-academic and academic staff alike.

“I love the happy hours. They are relaxed, fun, always a good way to recharge.”

Holiday Memory Book (December 2013)

The LFSC created a wiki page for staff to leave their favorite recipes, holiday memories etc. Periodically through December, the committee sent reminders about the page to see what had been contributed and further encourage people to participate. The goal was to bring staff together virtually by sharing holiday joy.

"a sweet idea"

Presentation on the Strategic Agenda Items 3 and 4 with Oya Rieger and Dean Krafft (January 9, 2014)

Oya Rieger and Dean Krafft presented on the upcoming Strategic Agenda items 3 (Build effective and efficient information resource capacity) and 4 (Create a dynamic virtual presence). Held in Kroch 2B48, the program attracted around 40 in-person attendees with an additional 19 on WebEx. We did not receive questions beforehand in our comment box regarding this program but many great, in-depth questions were asked in person. The session was not recorded.

"I found this to be a really helpful and accessible overview of the work being done in these areas."

"This was an excellent program and more leaders/managers should hold talks about what they are currently working on."

What's new at CUL-IT? (February 28, 2014)

Two years ago, LFSC provided a program called CU-IT, featuring Tedd Dodds; in 2013, we hosted a similar event with Dodds and Dean Krafft from CUL-IT. In that same spirit, we thought it would be beneficial to offer a program that focused on projects happening in and around CUL-IT. The panel consisted of Dean Krafft discussing new initiatives such as Hydra, Simeon Warner talking about repositories such as Project Euclid and arXiv, Jon Corson-Rikert discussing TEAL developments, Chris Manly giving CUL staff a Voyager behind the scenes look, Pete Magnus talking about new things coming in Desktop Services and finally Adam Smith demonstrating the new Beta catalog with bento box features. 28 people attended in person with 12 following along on WebEx. The session was not recorded.

"Good show!"

Spring Yoga in Olin (March – May, 2014)

LFSC decided to offer yoga again during the spring semester. The ten week session started on March 3rd and ran into May. This time, LFSC used Evanced to book registrations, which streamlined the workflow greatly for planning and simplified distribution of messages to the group during the session itself.

"glad you are spreading the yoga love around"

Get to know your new AULs, with Ezra Delany and Kornelia Tancheva (March 6, 2014)

As an extension of last year's successful programming on Get To Know your AULs, we decided to offer another session with CUL's newly hired AULs. Ezra Delaney, AUL for Administrative Services and Kornelia Tancheva, AUL for Research and Learning Services were the presenters. Both offered insights about their first few months on the job, how they are making efforts to meet staff at all the libraries and what their plans are moving forward. Kornelia namely spoke about public services in general while Ezra focused his discussion on the library budget models and facilities. 30 attended in person with 17 joining in on WebEx.

"I find these get to know your AUL sessions to be quite informative."

"Great opportunity to understand the bigger picture."

Are you wondering about Workday? (April 10, 2014)

This program was offered since we felt many staff are unsure about Workday, the features in the system and other issues. We worked with Jackie Beal, Bonnie Bailey and Lyndsi Prignon in Library HR to bring this program together. HR requested we solicit questions from attendees beforehand, of which we did receive a few to start the conversation. The program went over the general layout of basic Workday features, such as FAQs, certain tabs/icons where people can find information, and included a demonstration of how to edit personal information, time off and other actions. The session's last half hour was designed to have people login to their own Workday profiles and ask questions from the HR reps. A total of 12 people attended, plus 5 LFSC members and there was a good mixture of non-exempt, exempt and academic people present.

An afternoon for the Birds – A bird walk and Library tour at Cornell's Laboratory of Ornithology (May 13, 2014)

The LFSC hosted a guided bird walk up at the Lab of Ornithology. The walk was held immediately before the Adelson Library tour, hosted by George Dillmann, where refreshments were provided after the walk. Around 20 people attended and the LFSC provided a van shuttle for those who didn't have their own transportation to the lab.

"It was delightful to get away from campus, take a walk, see the birds and learn about the Lab of O library."

"Loved this! Thanks for organizing."

Presentation by Winston Tabb on "Sleepless nights: pressing issues for ARL directors" (May 14, 2014)

Together with the Academic Assembly and the Career Development Committee, the LFSC hosted Mr. Winston Tabb, Sheridan Dean of University Libraries and Museums at the John Hopkins University as visiting University Librarian speaker for this year. Mr. Tabb spoke about the issues that are pressing in ARL libraries, or, as he put it, things that keep him awake at night. Approximately 66 library staff members attended, with four more joining in via WebEx. A recording of the talk is available online, at <http://hdl.handle.net/1813/36415>.

"I enjoyed hearing a perspective from a peer institution."

"Great talk and lots of food for thought."

Final Budget

Library Forum Expenses, 2013-2014

Beginning Budget	\$ 3,500.00
Career Development Committee expenses (budget is \$1,500)	
10/17/2013 Deb Hoover	128
12/6/2013 Strengths Finder 2.0 Book Ex. Transfer	300
12/6/2013 Strengths Finder 2.0 Book Ex. Transfer	12.5
1/16/2014 Wegmans - Speed Networking Event	61.9
3/13/2014 Lib. Copy Center	204.5
3/19/2014 Rite Aid - Debbie Cook	23.59
3/19/2014 Family Dollar - Debbie Cook	9.99
4/10/2014 UL Speaker Winston Tabb (Statler Hotel Invoice)	260.29
TOTAL Amount Remaining in Budget (\$1,500)	\$ 499.23
Mentoring Committee expenses (budget is \$1,000)	
11/1/2013 CTLC Deposit	491.00
1/16/2014 Wegmans - Speed Networking Event	61.90
Total Expenses	552.90
TOTAL Amount Remaining in Budget (\$1,000)	\$ 447.10
Library Forum expenses (budget is \$1,000)	
Refreshments for Library Forum	
4/17/2014 Ithaca Bakery - Coffee & Tea - Winston Tabb	62.85
4/22/2014 Ithaca Bakery - Cookies - Winston Tabb	24.95
Miscellaneous (speaker gifts, unannounced expenses)	
9/11/2013 The Cornell Store - LFSC Glass Case (Deb Muscato)	13.46
10/12/2013 BJ's - CUL Talent Show (Jill Wilson)	38.84
10/12/2013 Wegmans - CUL Talent Show (Wendy Kozlowski)	2.69
10/12/2013 Cornell Univ Orchard - CUL Talent Show (Wendy Kozlowski)	35.80
10/28/2013 Libe Café - CUL Talent Show Mtg (Angela Cleveland)	22.00
1/7/2014 Conference Call Service	2.85
3/31/2014 Poster for CDW	24.00
5/9/2014 Event clean up - Winston Tabb B20 Lincoln	44.25
6/13/2014 LFSC/CDC/MC End of the Year Lunch - Wegmans	223.66
Travel Expenses for Guest Speakers	
4/10/2014 UL Speaker Winston Tabb (AAA Invoice)	400.00
TOTAL Amount Remaining in Budget (\$1,000)	\$ 104.65
Total Funds Remaining	\$1,050.98

Additional Comments from the Programming Survey

Selected responses to the final question: "Please feel free to make any additional comments on the 2013-2014 Library Forum events, or share suggestions for future programming."

"Even though I was not able to attend all of the sessions offered, they all seemed like useful, productive and pleasant things to do."

"you are doing such a great job. Don't take my poor attendance as lack of interest - I'm just busy. You have great programming and very nicely balance the diverse interests of all CUL staff. Keep it up!"

"You guys do a fantastic job!"

"Any time you can provide insight/information about what a particular unit is doing, it helps us all understand roles and responsibilities of our coworkers... keep up the good work."

"The topics of these programs are all excellent, and there was good variety, too. It's just really hard to get away from my desk sometimes to go hear a talk. Will try again next year, though! Keep up the good work!"

"Make our night out for Women's Hockey a regular event! What a great balance of fun, social things, and professional, informational events. Thanks, you guys!!"

"Wow, I did not realize all of the programming that the LFSC puts together! I hope to attend more events in the future. They often sound interesting to me, but I've attended a disappointingly low proportion of them, usually because of schedule conflicts. I look forward to future programming!"