



MARY AND JOHN GRAY LIBRARY
LAMAR UNIVERSITY

Michael Saar, Interim Dean

Mary & John Gray Library – Lamar University

July 15, 2023

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Executive Summary

The Mary & John Gray Library's accomplishments in 2022 showcased an unwavering commitment to enhancing engagement, implementing robust assessment strategies, and laying the foundation for a transformative renovation. This report highlights key developments within these three crucial areas of focus.

Engagement

In 2022, the Mary & John Gray Library excelled in fostering meaningful engagement within the campus community. The Research Engagement and Learning Department orchestrated a successful Graduation Outreach program, promoting cross-cultural interactions through promotional items distributed to graduating students and volunteering at various ceremonies. The library's presence was prominent at events like the Asian American Pacific Islander/International Student Graduation Celebration and the Hispanic Graduation Celebration Banquet. Leveraging social media platforms, the department bolstered community engagement by showcasing faculty achievements, promoting library resources, and commemorating special occasions.

Furthermore, the Circulation Department introduced a Study Room Reservation System in Fall 2022. Addressing insights from surveys and focus groups, this system allowed users to conveniently book study rooms and check their availability remotely. Initial data suggests an exceptionally positive response, enhancing the library's engagement with students' study needs.

Assessment

As demonstrated by the study room reservation system's popularity, regular assessment activities are vital for identifying needs, strengths, and strategic directions. Throughout the past year, the library solidified its shift towards a culture of assessment.

The Department of Instruction and Assessment completed a comprehensive Data Inventory Survey, cataloging data points across the library. This initiative yielded insights into information collection practices, encouraged collaboration, and identified additional data needs. Additionally, the Systems Department, in collaboration with the university web team, delved into Web Traffic analysis. This provided insights into user behavior on the library's website, aiding in assessing its effectiveness and guiding user experience enhancements.

The Instruction and Assessment department conducted a Book Survey, gauging faculty preferences for physical books versus digital resources. This informed decisions for future monograph purchases and aligned with planning for the upcoming renovation.

Renovation

Significant attention in the past year was devoted to the library's future, particularly the impending library renovation. This multi-year, multi-million-dollar project will revolutionize the library building to meet the needs of 21st-century researchers.

Technical Services played a crucial role by meticulously compiling Collections Data and Policy. This facilitated informed decisions about material curation and projected future needs. The updated Collection Development Policy created transparency and guidance for the forthcoming widescale

deaccession project, aligned with the library's vision for an enhanced facility. Technical Services also oversaw the acquisition of Archive and Backfile Collections, ensuring current and digital-age accessibility.

Renovation planning encompassed all library units. Archives and Special Collections undertook a meticulous process of measuring the collection across floors, paving the way for centralized archives and special collections in the renovation. Study Room Focus Groups provided insights into user preferences, guiding future renovation planning while engaging the university community.

Conclusion

The Mary & John Gray Library's achievements in 2022 underscore its dedication to engagement, assessment, and renovation. These interconnected pillars form the bedrock of the library's commitment to its community. As the library progresses towards transformative renovation, the groundwork laid in engagement initiatives, strategic assessments, and renovation planning positions it for sustained excellence in supporting research, learning, and service.

* * *

The remainder of this report presents the operating details and accomplishments of individual library units. Statistical tables for various units appear in the Appendix at the end of this document.

Instruction and Assessment

Prepared by Michael Saar, Department Head, Taylor Xiao, Instruction & Assessment Librarian

Mission

The Information Literacy Program of Lamar University's Mary & John Gray Library strives to foster student development of information literacy skills by providing instructional services designed to help students develop the ability to identify, access, evaluate, and use information for various purposes, especially for academic and professional endeavors. To meet the needs of students and faculty, the Information Literacy Program adapts to keep up with modifications to the curriculum and to the evolution of technology as these change the way information is accessed. The program also aspires, through outreach and partnership with faculty and administrators, to facilitate the progressive integration and assessment of information literacy student learning outcomes into the curriculum at all levels, so that students will graduate from Lamar University with the information literacy skills necessary for lifelong learning.

The need for librarians, faculty, and administrators to work collaboratively toward the advancement for information literacy at Lamar University is emphasized by the Southern Association of Colleges (2018) within its *Standard 11 Library and Learning/Information Resources*, which also explains:

11. Library and Learning/Information Resources

11.1 The institution provides adequate and appropriate library and learning/information resources, services, and support for its mission. (Library and learning/information resources)

11.2 The institution ensures an adequate number of professional and other staff with appropriate education or experiences in library and/or other learning/information resources to accomplish the mission of the institution. (Library and learning/information staff)

11.3 The institution provides (a) student and faculty access and user privileges to its library services and (b) access to regular and timely instruction in the use of the library and other learning/information resources. (Library and learning/information access) (pp. 90-91).

The underlying foundation for Lamar's library instruction program is based upon the *Information Literacy Competency Standards for Higher Education* (Association of College and Research Libraries, 2006) and the *ALA Guidelines for Instruction Programs in Academic Libraries* (October 2011). At present, library instruction is provided upon faculty request for undergraduate and graduate classes, and information literacy modules are also built into DORI 0200 College Success Skills.

Highlights from Calendar Year 2022

2022 saw some early growth in the program followed by some challenges due to temporary re-staffing. Taking the bulk of our instruction requests, Taylor Xiao began experimenting with multi-session interventions, as opposed to the more traditional "one-shot." So far this has received favorable reception from those who partook as it allows for exploration of more learning outcomes as well as time for students to process and apply what they have learned. In the previous year, the department had

identified a need to both increase their session (closer to the “pre-covid” numbers) as well as vary the departments served. This has seen mixed success. While our overall session count dramatically increased and the College of Fine Arts so an increase, the department also so a decrease of requests from other colleges. One reason for this drop may be due to the move of the department head to the position of interim Dean in April of 2022. This left the staff short-handed to undergo some of the outreach and development efforts planned for the summer and fall.

Accomplishments illustrating the Library Instruction Program’s support of undergraduate and graduate programs in calendar year 2022:

Services:

Basic, advanced, and customized library instruction was provided as requested by faculty for individual undergraduate and graduate courses at Lamar University and Lamar Institute of Technology. Librarians provided library instruction for **152 classes**. This is a 46% increase from 104 sessions delivered in calendar year 2021.

Table 1 shows the CY 2021 library instruction statistics for specific groupings of Lamar and LIT students:

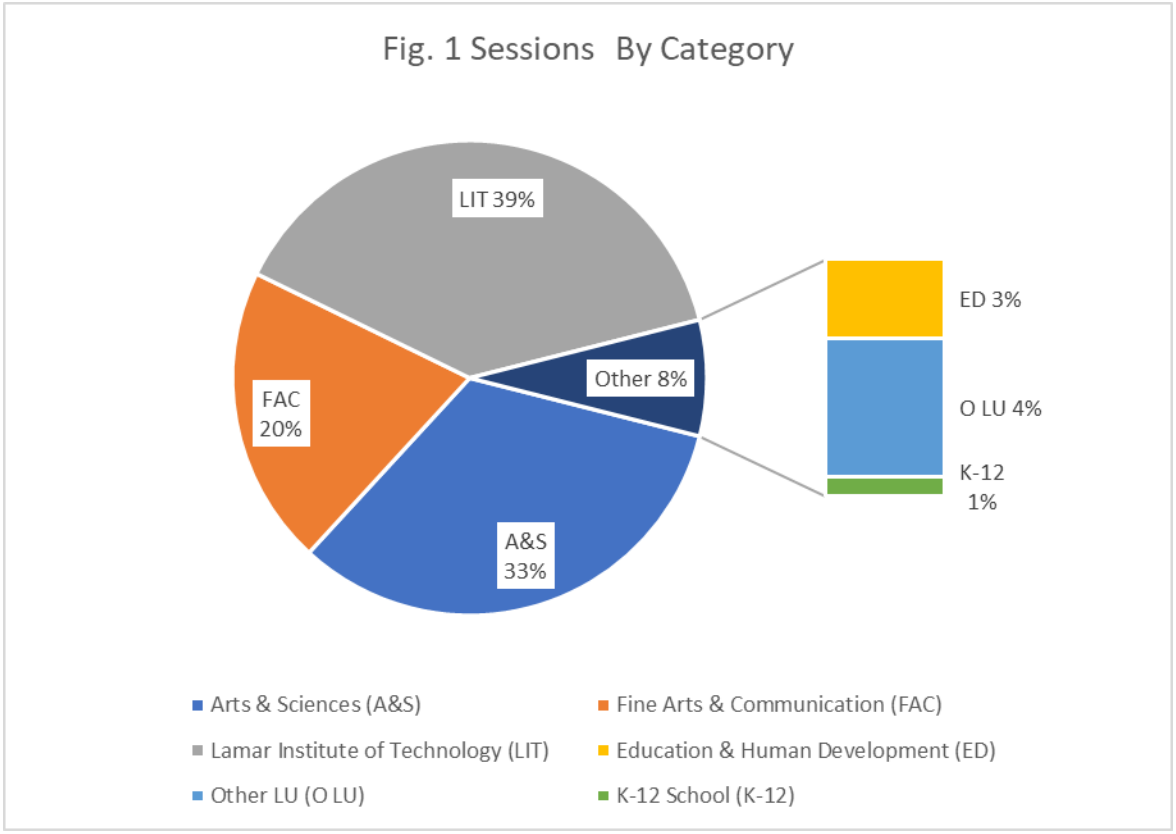
Table 1: One-Shot Instruction Sessions

Category of Class Taught in CY 2021	Number of Classes Taught	Percentage of Total Classes Taught
Lamar Institute of Technology	59	38.8%
Arts& Sciences	50	32.9%
Education & Human Dev	4	2.6%
Fine Arts & Communication	31	20.4%
Other LU	7	4.6%
K-12 School	1	.6%

The reach of the library instruction program included **2,923 undergraduate and graduate students** who participated in library instruction classes in **CY 2022**. Eight of the sessions offered were for graduate programs which served 152 students totaled.

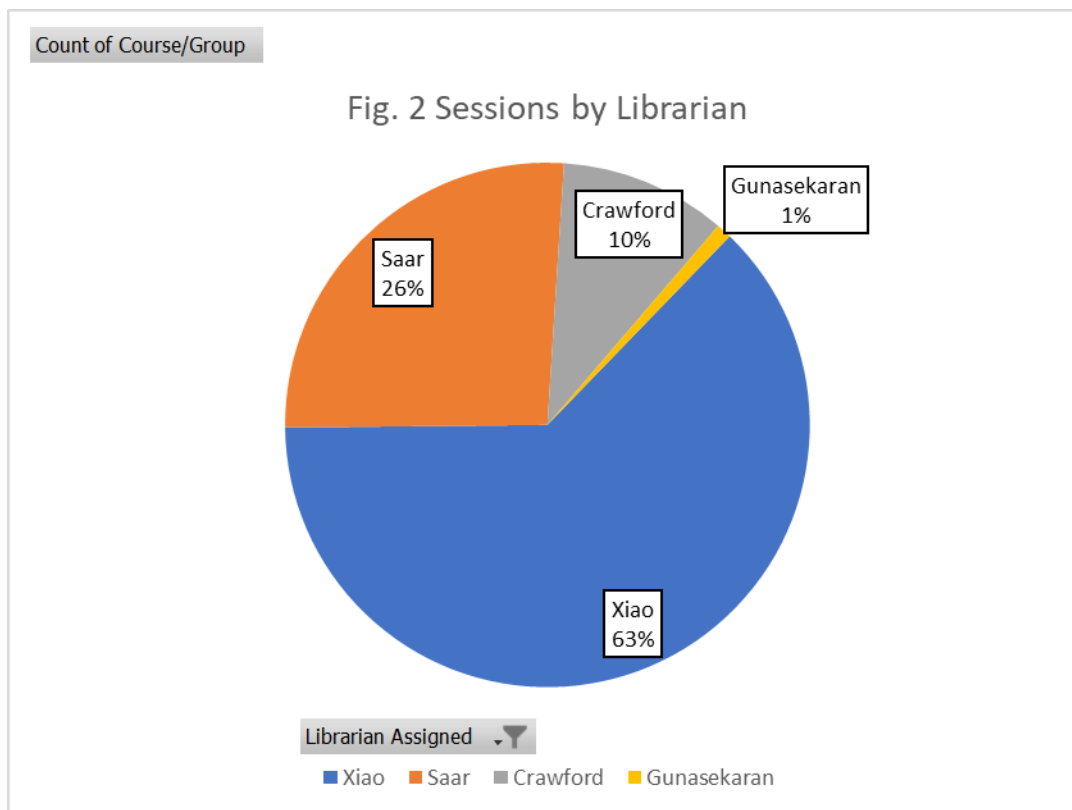
Special library instruction programs were also provided for programs such as the McNair Scholars and Cardinal Communities. We also offered library instruction sessions to local schools for students attending Bridge City High School. In **CY 2022**, special classes were provided for **8 groups** serving **227 students**.

The chart below (Fig. 1) shows the type of sessions broken down in various categories. As shown sessions for Lamar University comprise 60% of all offerings with, the Lamar Institute of Technology (LIT) making up the bulk of the remainder at 39%. The largest component of Lamar University sessions comes from the College of Arts & Sciences. While we have seen growth in some areas (for example, Fine Arts and Communication increased from 10 to 20% over the past year) the absence of other colleges (Business and Engineering) indicates an opportunity to further expand our services.



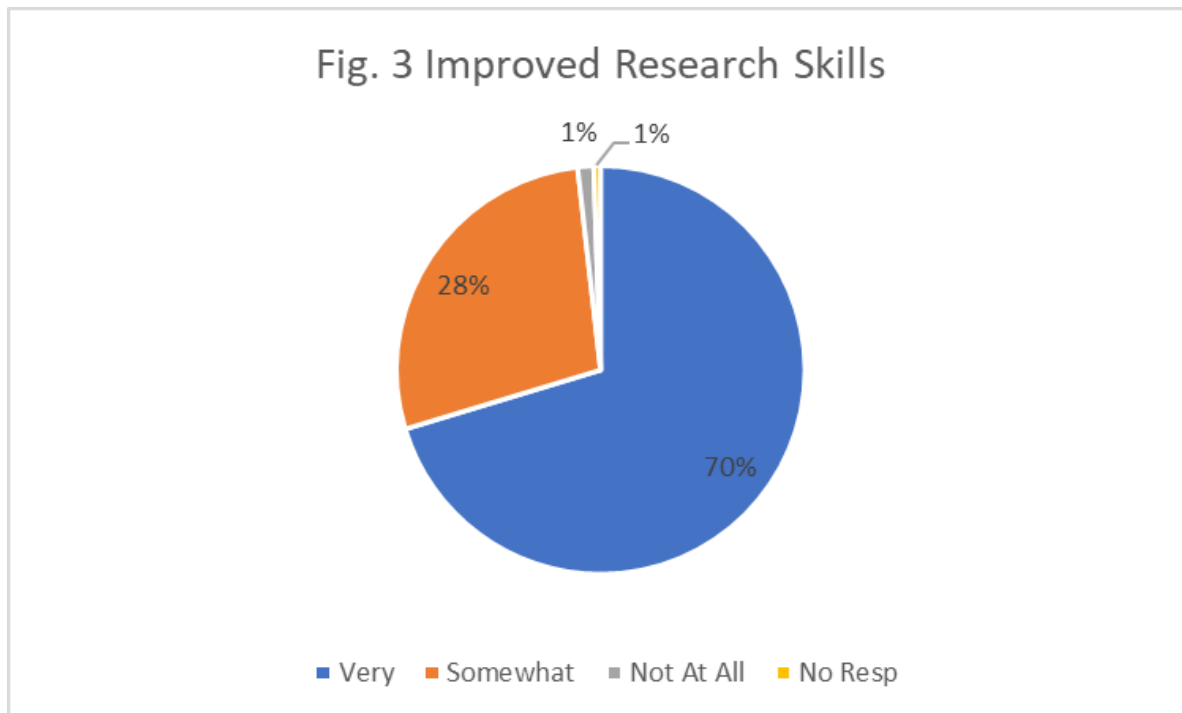
Library One-Shot Instruction by Faculty Member

The library instruction faculty include two full time librarians for half of CY 2022 plus a half-time appointment split between this department and the Research, Engagement and Learning (REL) department. Additional instruction support came from a librarian in the Systems department (Poornima Gunasekaran). In May 2022, Michael Saar, the department head was named Interim Dean of the library. Librarians handling instruction are equipped to teach in any level and discipline. Fig. 2 shows the division of instruction sessions among library faculty. While Mr. Saar continued to provide instruction support it did present challenges for scheduling and outreach for this department. This department worked hard to increase instructional outreach this past year despite the staffing challenges.

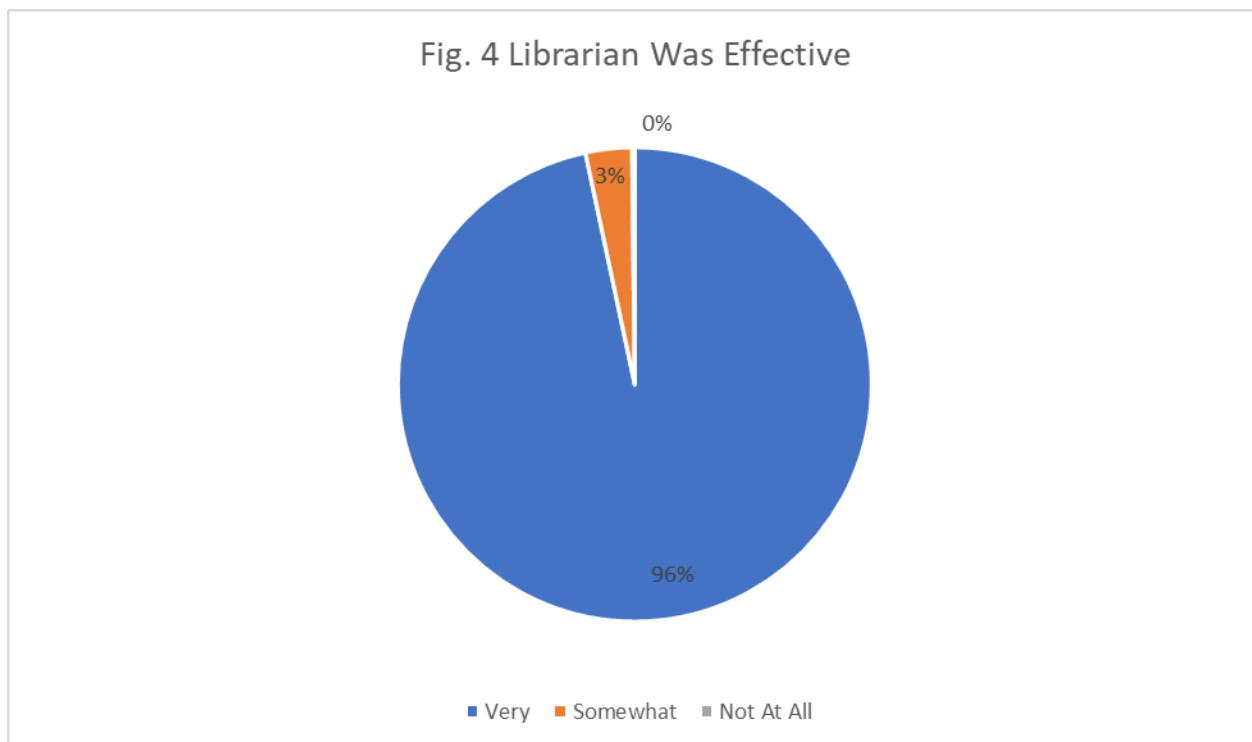


Library One-Shot Assessment

Library faculty periodically distribute student surveys at the conclusion of instruction sessions. These surveys explore several areas of the instruction experience including students' assessment of the librarian as instructor as well as the session's impact on their research skills. As demonstrated in Figures 3 and 4, the sessions have been highly successful in these aspects.



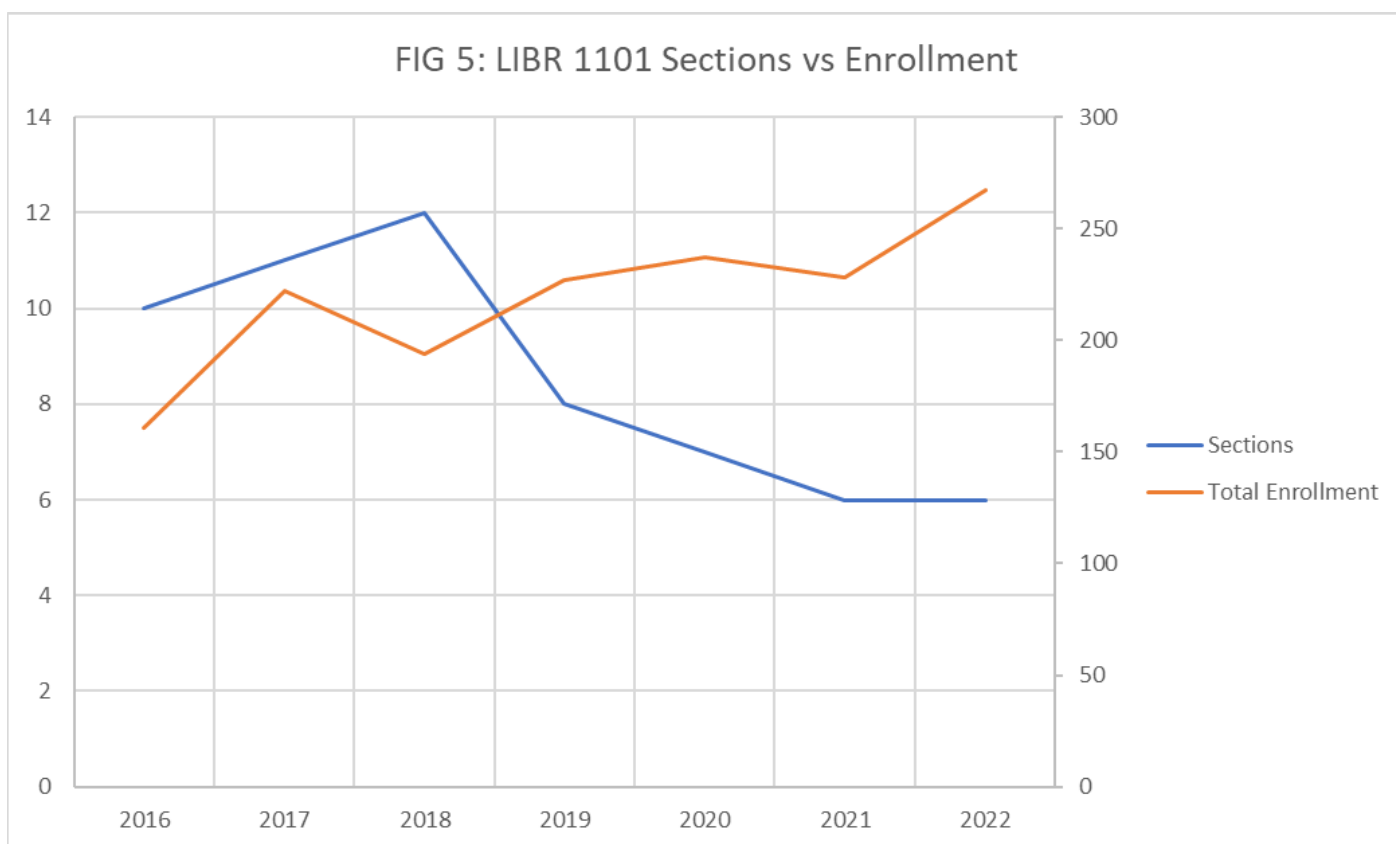
When asked how confident students felt performing the research activities required for their course following the session, 70% of the students indicated they felt very confident (with only 1% stating they were not confident). Figure 4, below, indicates that a lot of the credit for this goes to the librarian's pedagogy with 96% of respondents indicating the library was very effective in leading the instruction for that session.



Credit Bearing Courses

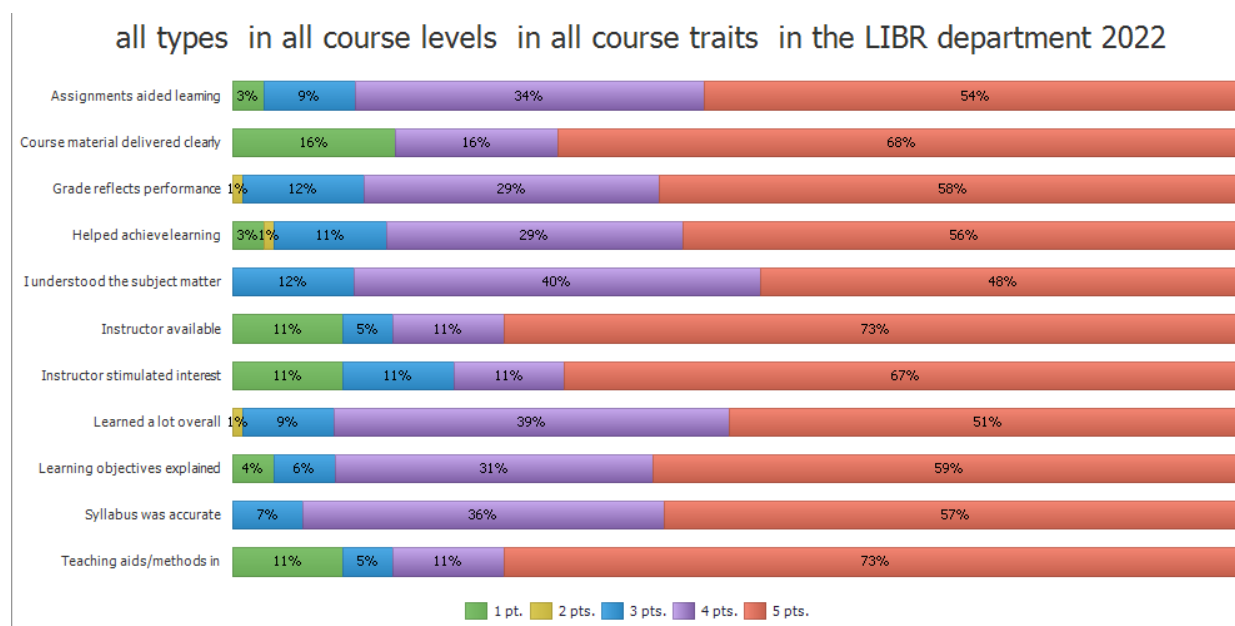
LIBR 1101 Introduction to Library Research

During CY 2022, **6 sections** of the **LIBR 1101 course** were offered to 267 students. 2022 marked the first full year under significant course revisions undertaken in 2021 to better reflect the course's academic level and delivery mode. These changes resulted in a streamlined approach to the course without sacrificing learning objectives. It also allowed for a more concentrated deployment of sections without sacrificing enrollment. As seen in Figure 5, 2022 maintained its high levels of enrollment over the past three years while halving the number of sections offered during its 2018 peak (from twelve to six). This allows the library to utilize its personnel more effectively, dedicating fewer library faculty to credit-bearing instruction. Despite the reduction in sections, the library continues offering the discipline specific section for students in the Bachelor of Science in Information Technology program. This specialized section focuses on research skills and resources that are most valued in this discipline. The continued success of this program alludes to the potential for sections in other disciplines.



Information literacy faculty did quite well overall in the course evaluations. Figure 6 presents a snapshot of course evaluations from all sections during calendar year 2022.

Fig. 6: 1101 Evaluation Data



On the above scales 4 and 5 points indicated the student agreed or strongly agreed with the statement and 1 and 2 points indicated strongly disagreed and disagreed respectively. Especially noteworthy is that while most students did not have a strong desire to take this class (with only 42% assigning 4 points or more), most students felt the course helped achieve learning goals, was presented in manner easy to understand and taught them a lot overall. The low score in desire to take the class is not unexpected as almost all students enrolled in this are doing so as a requirement in their major. However, it does provide an opportunity to better market the course. If instruction librarians were able to meet with individual departments and conduct outreach to students, that number could go up (along with enrollment).

LIBR 1301 Fundamentals of Information Literacy

After several years of planning, a three-credit hour introductory course was approved by the university undergraduate curriculum council in 2021. LIBR 1301 Fundamentals of Information literacy provides a thorough introduction to the research and evaluation skills sought after by employers and necessary for success in all facets of the 21st century information society. This cross-disciplinary course explores information in a variety of contexts. Topics covered include: the process of information creation and consumption; strategic information seeking behaviors; critically evaluating information; the ethical use of information; and issues pertaining to the protection of our own personal information. While the plan was to offer this course in Fall of 2022, its rolled out has been temporarily delayed while the head of this department serves as Interim Dean of the library. The hope is to offer this course in Spring 2024 once a new Dean is in place.

Summary

Overall, the instruction program saw promising growth over the past year and continues to move in a positive direction. The coming year should provide more changes as instruction moves increasingly digital and the department explores ways of expanding information literacy offerings beyond the one-credit hour course. Such changes will necessitate a further examination of the 1101 course's role and function. Undergoing a program such as Quality Matters would be an excellent next step in this course's development.

Outreach continues to be a growth opportunity. One of the primary impediments is finding time within the daily schedule to conduct outreach. Time and personnel will be the biggest concerns going forward with several recent personnel changes affecting staffing in the instruction and assessment department.

With the proper staffing support, the unit will not only be able to meet prior demands for library instruction session and credit-bearing courses but should be able to grow both programs providing even more students with the information skills necessary for academic and professional success.

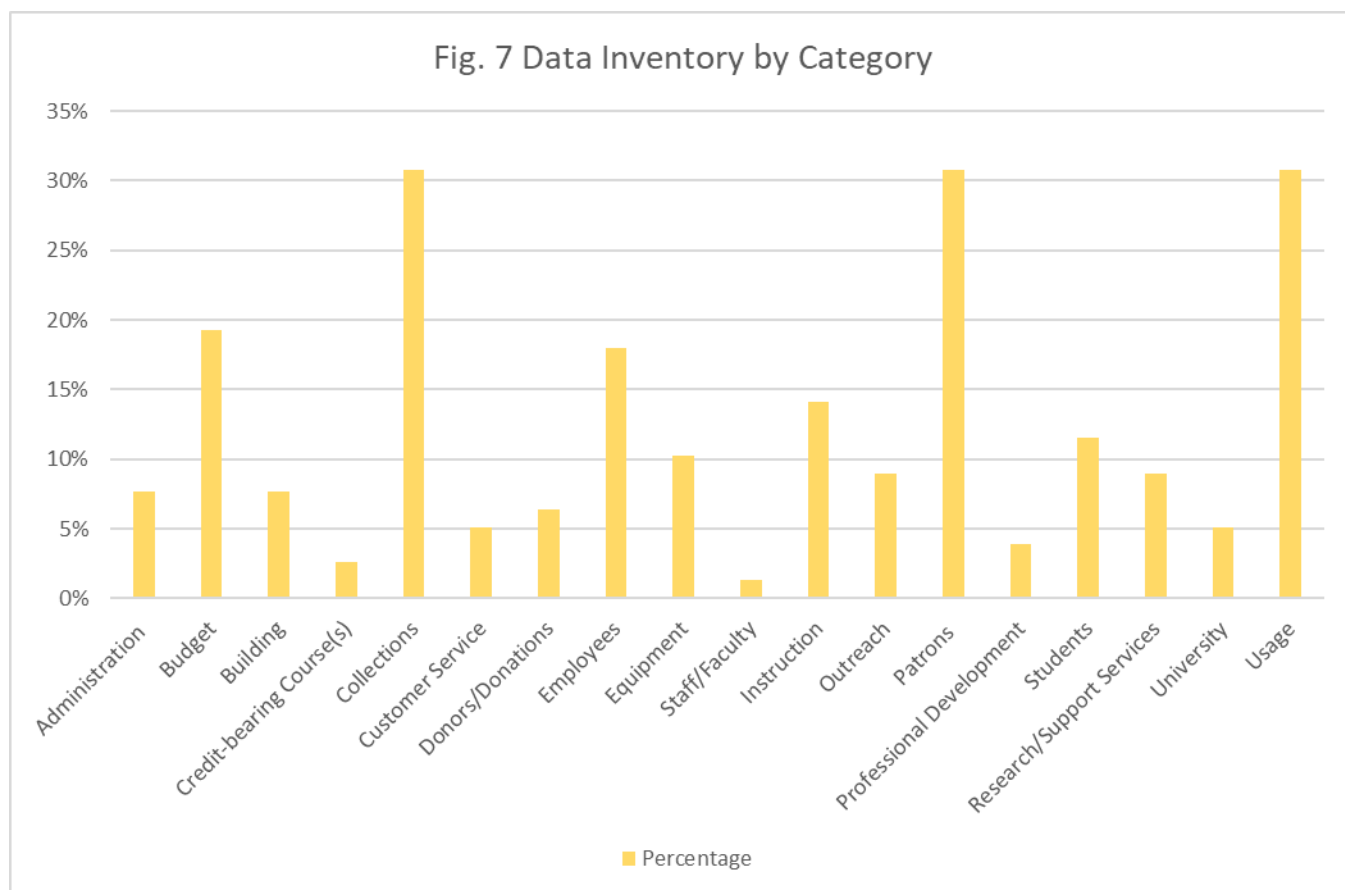
Assessment Activities

In 2020, the library instruction department was renamed the department of Instruction and Assessment. This rebranding reflected an acknowledgment from library administration of the importance of utilizing assessment data to analyze performance levels and inform the strategic decision-making process. As a unit that was already actively performing these tasks with various instruction activities, this department seemed a logical fit. While the head of the unit was eager to extend assessment activities beyond instruction, it was understood that one task would be to generate buy-in from other library departments and begin to foster a culture of assessment. Following the disruptions of the pandemic, this effort began in earnest in 2021 with two projects that completed this year, a focus group on study room pilots and the library's data inventory.

Data Inventory

In fall of 2021 the assessment department conducted a data inventory survey throughout the library. This data inventory was an accounting of data points collected in the library by various stake holders and where it could be found. It provided an opportunity to establish a baseline of what information is being collected and identify areas of overlap and redundancy. Culturally, It was also seen as a way to increase overall awareness of both the importance and availability of assessment options throughout the library.

The survey was distributed to department heads for internal distribution with their team. Following this, Taylor Xiao met regularly with departments to help identify and describe data points. For each department, they were given the opportunity to identify data they would like to have in addition to those they already collect and/or use. Fig. 7 provides an overview of the identified data elements:



Working with the departments, Taylor Xiao, was able to identify over 75 categories of data, with Usage, Patrons and Collections data being the most represented. Somewhat surprisingly, those three categories were also the highest listed for the types of data other departments desired. In analyzing the inventory, the assessment department discovered that of the desired data points, 68% were already being collected by another department, proving the value of conducting this inventory.

Study Room Focus Group

In 2019, eyeing a possible large-scale renovation, the library Dean coordinated the construction of two pilot study rooms as options for future construction. This arose from the input in that year's LibQual+ survey suggesting dissatisfaction with the library study room offerings. Due to construction delays and the Covid-19 pandemic the project was delayed until this year, however the data collection was just as timely as ever. The 2021 iteration of the LibQual+ survey also highlighted dissatisfaction with study rooms. Additionally, the long hoped for renovation was now beginning its initial phases for a targeted 2024 ground-breaking. As a result, the focus groups conducted by Taylor Xiao in Spring 2022 sought information beyond feelings regarding the sample rooms, including study habits and desires for study spaces.

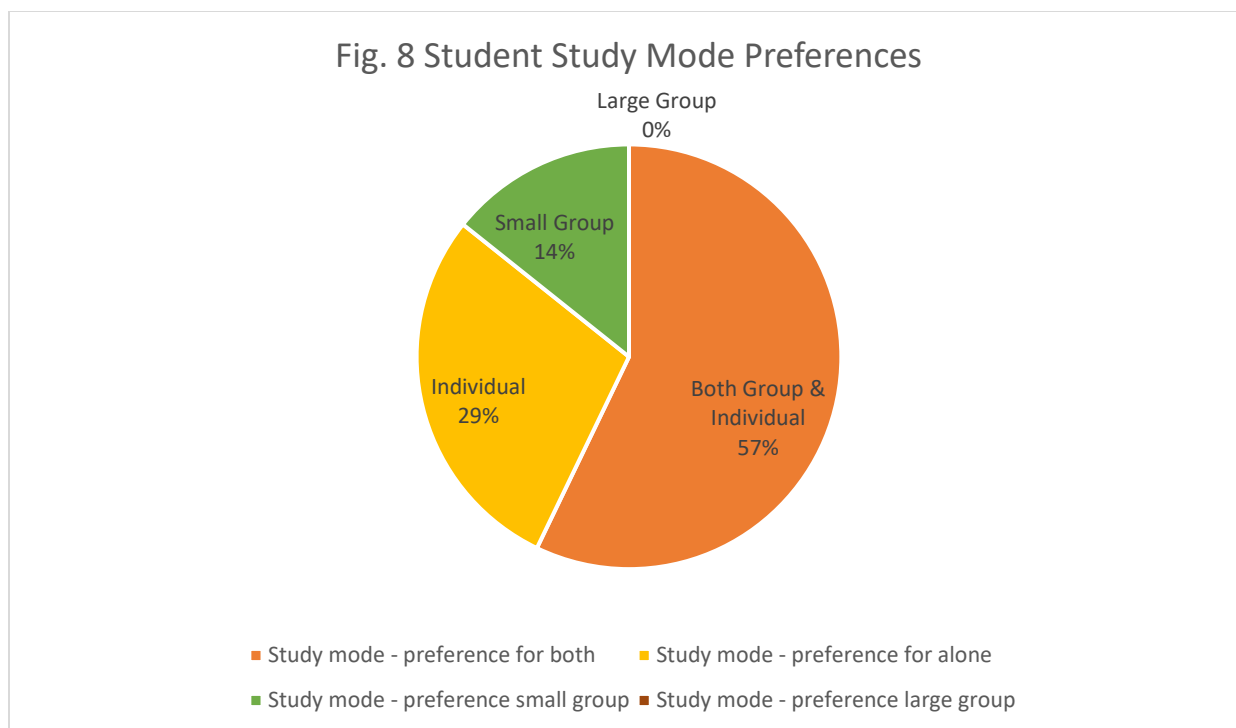


Figure 8 (above) indicates respondents desire options for both individual and group study spaces. The survey was conducted with undergraduate, graduate and faculty participants and inquired on a range of preferences from ambiance to room size to the number of devices and outlets. The focus group findings support previous LibQual+ findings that suggest an overall desire for more study spaces with greater availability. This will hopefully provide helpful insight as the renovation planning process continues. While the goal is to provide valuable information for the renovation planning team, it also provided insightful data the library has already been able to act on.

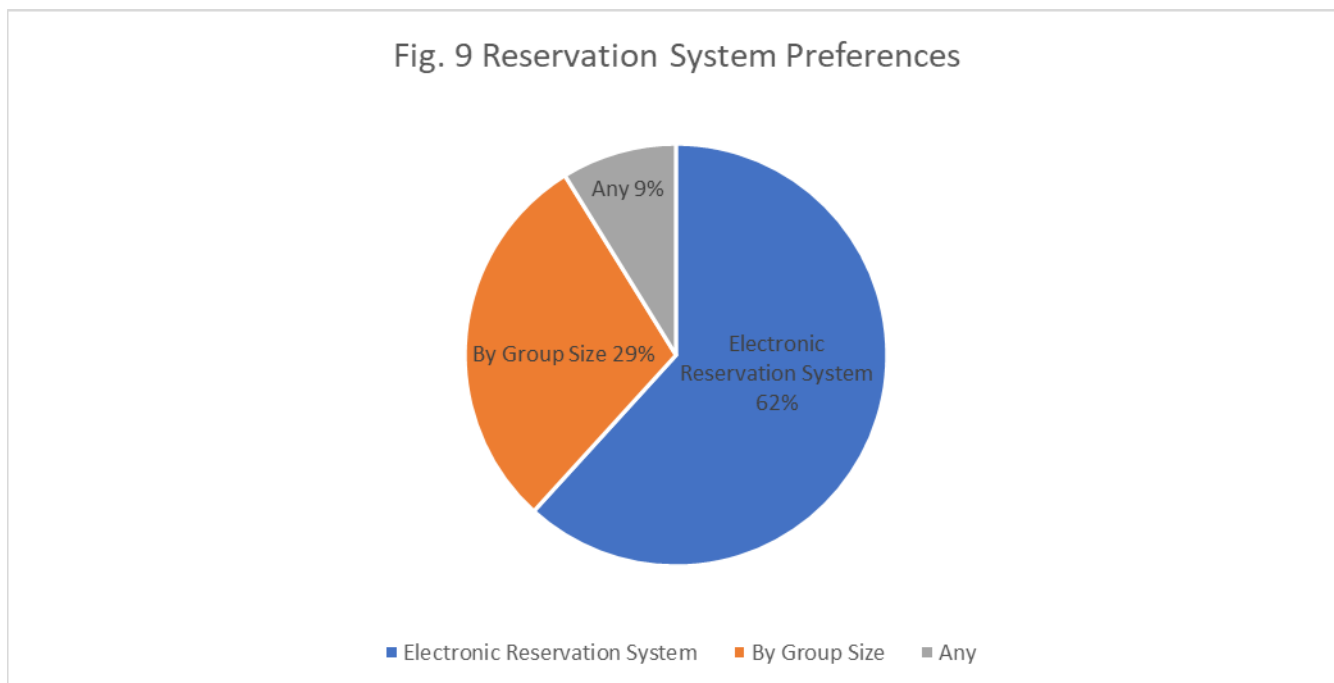


Figure 9 (above) shows mentions of study room reservation systems that occurred during the focus groups. While this wasn't a direct question in the focus group, its frequency was indicative of a need previously identified in the 2021 LibQual+ survey to provide a means for students to reserve study spaces in advance. The input received in these focus groups informed the decision to implement an electronic reservation system in Fall 2022.

Book Survey

The library renovation announced in April 2022 provides a rare opportunity to reimagine library spaces and services. To that point, shortly after the renovation was announced, the assessment department did a short survey to gauge disciplinary faculty's thoughts and preferences regarding physical books (as opposed to both eBooks and journal articles). While this was conducted with the expectation of a potential decrease in physical collections, the main purpose was to provide strategic guidance in monograph purchases going forward. Figures 10 and 11 exemplify some of the responses which investigated both faculty's own thoughts as well as what they felt their students needed.

Fig. 10 How important are books in supporting your research?

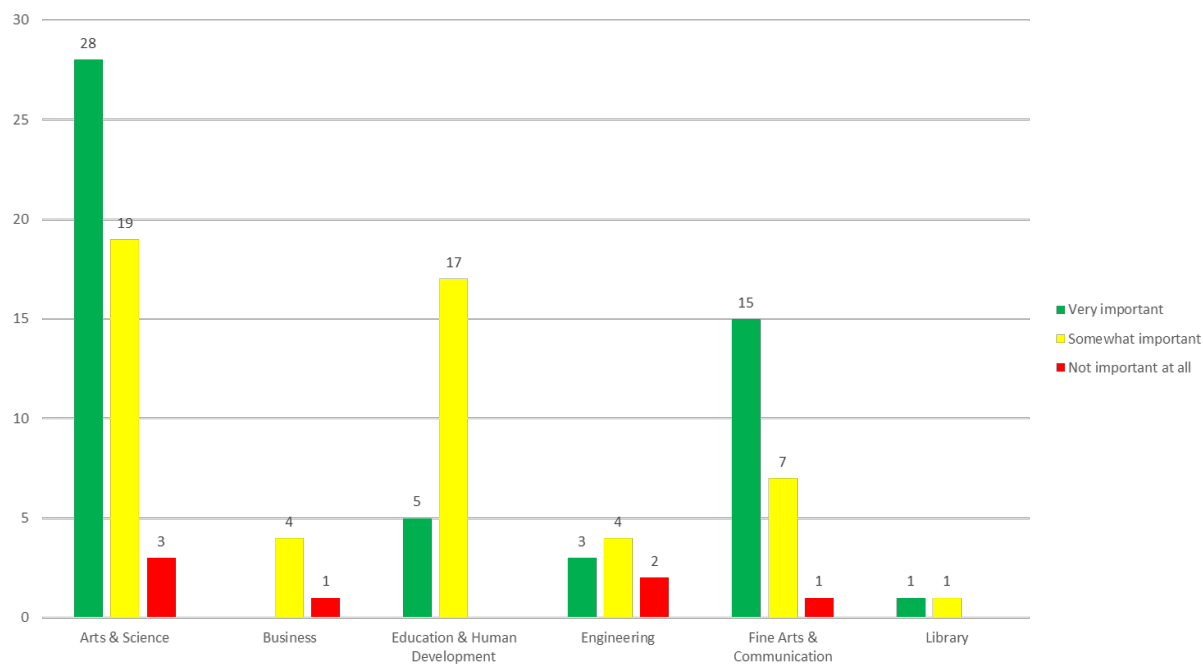
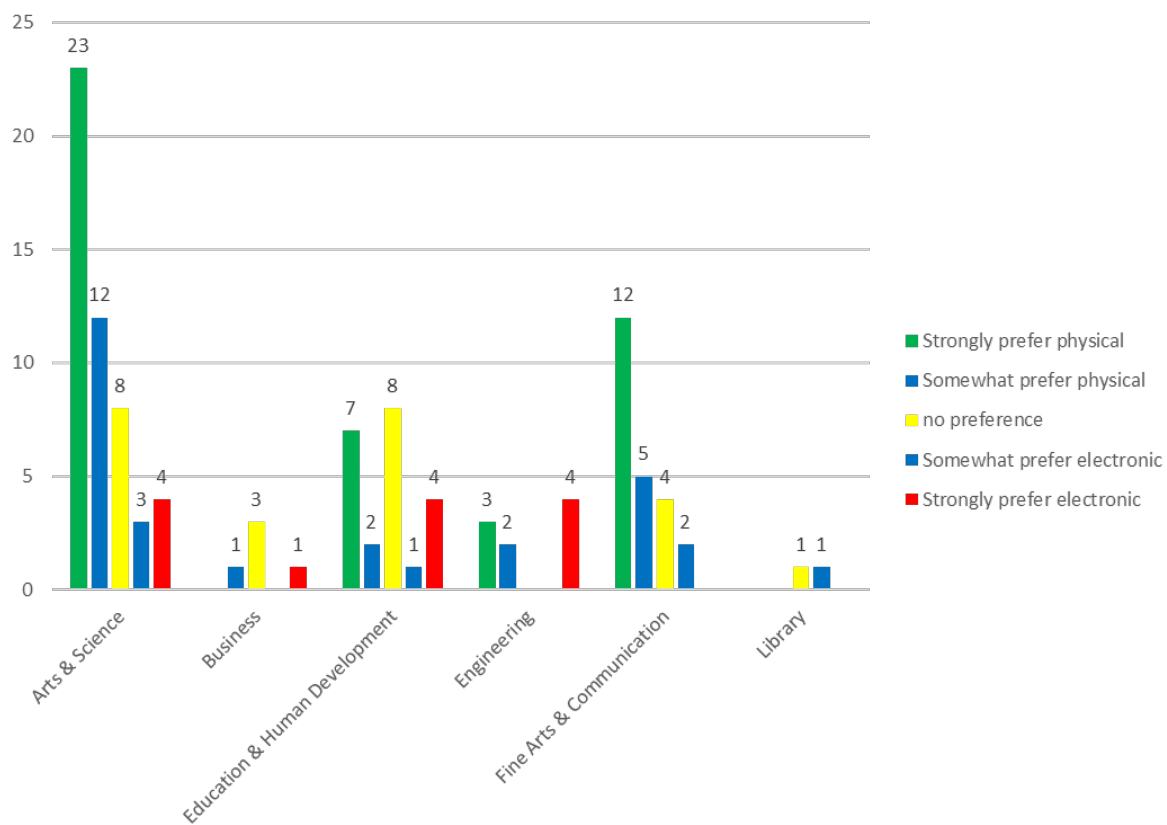


Fig. 11 Physical vs Electronic Book Preference



The responses suggest a reflection of both the changing views and nuanced nature of scholarly publications. While some colleges do not report heavy reliance on books there are others, particularly in the arts and humanities, that still produce and engage with books for much of their scholarship. Unsurprisingly, these fields also are more likely to prefer physical over digital options for books.

Summary

The assessment program made significant strides in 2022. The data inventory increased awareness of the resources available to internal stakeholders as well as the value these data points hold. The surveys done for study rooms and book preferences provided valuable insight as the library prepares for a major renovation. The department is looking forward to continuing this forward trajectory in the upcoming year with the 2023 LibQual+ survey.

Research, Engagement, & Learning (REL)

Prepared by Dr. Alyse Jordan, Head of R.E.L., Scott Crawford, R.E.L. & Instruction Librarian, Mya Lincoln, Library Specialist, Bryan McConnell, Senior Library Specialist, Elizabeth Sanders, R.E.L. Librarian

Overview

The Research, Engagement, & Learning (R.E.L.) Department strives to support teaching, research, and students' and faculty members' current and future success. We serve a variety of stakeholders, including students, faculty, and researchers in their innovative endeavors to research, teach, and learn. The R.E.L. Department focuses on assisting students in locating resources, supporting faculty with academic resources to teach their courses, and connecting researchers with global resources for the Lamar University/Lamar Institute of Technology community. We engage, promote, support, and integrate library resources into research and scholarly activities with campus partners. The R.E.L. Department liaises with academic support offices across the university to advocate for and coordinate library involvement in efforts to support student success in a variety of areas, as follows.

- We provide 24/7 virtual research assistance to access library resources.
- We answer questions related to research strategies. We assist patrons with navigating the library's databases, catalog, and other information services in becoming lifelong learners.
- We partner with student support services to engage in campus events and programs to integrate library resources and promote lifelong learning.
- We created and implemented new services (i.e., Database integration into Blackboard for faculty to develop course reading list) to promote student centered learning.
- We implemented and promoted initiatives to support the multiculturalism at LU (i.e., revised the library social media, participated in multicultural graduation ceremonies).

Research Initiatives

Research initiatives support students' assignments and research projects and facilitates access to library resources. Similarly, research initiatives support faculty through providing resources for their courses and their research. The 24/7 chat service has mitigated some of the concerns with staffing shortages. The 24/7 chat service continues to be successful in providing research support for faculty and students.

A new tool was embedded in Blackboard to facilitate the integration of course reading lists. This-tool allows faculty to easily integrate digital library content into their Blackboard courses. The instructor of record in Blackboard can embed library e-books, articles, and videos in their courses. To assist faculty in learning the new tool, a video tutorial was created. Students benefit from having direct access to scholarly materials without added cost.

Continued Initiatives

- Research Consultations
- Virtual Research Assistance: email, chat, phone, and text
- Library Research & Course Guides
- Research Kiosk: Two dedicated computers used to locate books locate on the first floor.
- The Roving Research Assistance project remains in development.

ENGAGEMENT & LEARNING INITIATIVES

Engagement initiatives provide opportunities to meet other stakeholders across campus and advocate for library resources and services. The engagement activities included meet-and-greets with students and their parents at freshmen orientations and providing resources to support their academic rigor. The department engaged in final exam coloring activities, a listening tour to highlight what students are reading, tabling events, and collaborations with support services across campus to support student research and success. The department's engagement initiatives including participation in Division of Student Engagement events, the College of Business: Week of Welcome Connect Fair, the STARs Academic Success Conference, and other events.

Learning initiatives included embedding information literacy in the Office of International Student Programs and Services Resource Fair and orientation, Residential Life and Housing orientation, and Office of Undergraduate Research (O.U.R.) events. The partnership with O.U.R. continues to grow and has resulted in increased information literacy and use of library resources. O.U.R. submissions now require a literature review as a core component. We teach multiple sessions on locating scholarly materials and critical analyses through the library. R.E.L. representative served on the O.U.R. advisory board, evaluate proposals, judge posters and presentations, attend conferences, and delivered literature review workshops. Two events that the department participated in are the STEM conference and the Summer Undergraduate Research Fellowship, Humanities, Arts, Social and Behavioral Sciences, Education and Business conference.

Faculty Corner

The Mary and John Gray Library recognizes LU faculty scholarship in the Faculty Corner that highlights published peer-reviewed articles, book chapters, and books. Faculty Corner books are available for check-out. The program continues successfully in collaboration with University Archives and Special Collection.

Social Media

The library has three active social media platform: Instagram, Facebook, and Twitter. To build our social media presence and engage with other university departments and student organizations, we designed various series. Library faculty and staff were highlighted in a series called *Who's Who in the Library?* *The Listening Tour* is a video series of student interviews highlighting books written by authors belonging to underrepresented groups. In another series, *Days of Significance*, holidays and awareness days, weeks or months and campus events were highlighted. Faculty Corner books and articles and Faculty Corner authors' interviews were featured to highlight faculty scholarly accomplishments. Library Resources, such as chat and the research kiosk, were highlighted. We also used all three platforms to engage with other departments and student organizations through likes, comment, follows, and reposts.

Engagement Statistics

= 2,263 interactions with students, parents, and faculty

- = Social Media Views
 - 367 Facebook
 - 892 Instagram
 - 439 Twitter
- = 114 eReserves Courses and 8,029 Views
- = 878 Research Assistant Statistics
- = 790 Faculty Corner Library Guides Views

There is a significant increase in the total number of interactions in 2022. The implementation of the phone handler system reduced the number phone transactions to 52 calls compared to 2021's 262 number calls.

DEPARTMENT INITIATIVES

Staffing

- Library Specialist Vacancy – filled by Mya Lincoln
- R.E.L. Generalist Librarian – filled by Elizabeth Sanders
- R.E.L. Generalist Librarian – Remains vacant
- STEM Library search failed – January 2022
- Roving Research Assistance: Student Workers – 3 Vacancy (filled one student vacancy)

Center for Resiliency Grant: Cardinal Laptop Loan Program

The R.E.L. Department applied for the Center for Resiliency's Lamar Grant to purchase 36 laptops to circulate to Lamar University (LU) students. The campus units that collaborated on the grant included faculty, Information Technology, Student Government Association, O.U.R., and Division of Diversity, Inclusion, and Community Relations. While the grant proposal was not accepted, efforts to obtain these laptops continue.

Multicultural Graduation Ceremonies

To enhance cross-cultural interactions involving the library, the R.E.L. Department provided promotional items to graduation students, while department members volunteered at two of the five Fall graduation ceremonies. To celebrate multiculturalism, the department attended all the graduation ceremonies, as follows:

- Asian American Pacific Islander/International Student Graduation Celebration
- Hispanic Graduation Celebration Banquet
- Lavender Award Luncheon
- Inaugural First-Generation Student Cording Reception

- Black/African American Rites of Passage Rites of Passage

eReserve

While responsible for eReserves, the department took steps to reorganize and reintroduce the service to the faculty, including a weeding project to streamline the collection and outreach to faculty to explain the new eReserve policies and procedures. An eReserve policy document was developed to facilitate a systematic and efficient operating process and better aid the transfer of this service to another library department.

Procedures & Guidelines

Several sets of procedures and guidelines have been developed or are under revision, as follows:

- Chat Guidelines
- Roving Research Assistance Onboarding
- Library Guide Procedures
- Created a department shared drive to archive eReserves articles
- Onboarding Training new employees

Community Initiatives

The R.E.L. Department supports the university's vision of community engagement. Three volunteers from the R.E.L. Department read with children participating in the Beaumont Independent School District ROAR program during the Fall and Spring. Reading is fundamental to developing a community of lifelong learners to build a community's economic impact.

Technical Services

Prepared by Trina Nolen, Department Head, Technical Services

Overall Technical Services spent much of 2022 in preparation for the upcoming library renovations. Among the projects involved in this process the unit:

- Compiled collections data for future planning. Provided consultants with detailed information about the types of materials currently in our collection, including fixtures housing the collection, and anticipated growth projections. Created criteria for deaccession was created and, in conjunction with the interim dean, determined a 20% reduction of the existing collection could be deaccessioned without adversely affecting support of current programs and accreditation.
- Performed an extensive rewrite of the current Collection Development Policy using the new MAPP format to provide guidance and transparency for the planned widescale deaccession project in anticipation of the upcoming library renovation.

Acquisitions

Digital content and subscription databases represented the largest portion of the materials budget. Shockingly, book purchases for 2022 went against the recent trend of digital over physical books with the library purchasing only 11 e-books compared to 70 print books, including 28 established print standing orders and continuations.

The library purchased archive and backfile collections to free up valuable physical space and ensure more equitable access to resources. In several instances, the purchases resulted in an increase in information resources as some purchases contained titles not previously held in our collections. The archives and backfiles purchased include:

- Royal Society of Chemistry Archive
- American Institute of Physics Archive
- American Institute of Physics E-Book Collections
- Elsevier Organic Chemistry Backfile
- Elsevier Chemical Engineering Backfile
- Elsevier Business, Management, and Accounting Backfile
- JSTOR Arts & Sciences Collection I
- Beaumont Enterprise Archive (2000-2022)
- Black Life in America Archive (Series 1 and 2)
- Hispanic Life in America Archive (Series 1 and 2)
- American Crime and Criminal Justice Archive (Series 1-3)
- Annals of the New York Academy of Sciences Archive
- Journal of Applied Behavior Analysis Archive
- The Laryngoscope Archive

Cataloging

2022 was an active year for Cataloging. The department cataloged 1054 new title records and 4280 new document title records and withdrew 9088 items and 420 documents. The department also completed a bound periodical deaccessioning project in which 6,471 bound periodicals were withdrawn.

The library worked with the regional government documents depository to plan and begin the transition from the current selective depository to an online depository. Forty-four print titles were identified as having online versions and were removed from the selection profile.

Interlibrary Loan

The Interlibrary Loan (ILL) department continued to remain active in 2022. While severely understaffed, the department filled 1385 student, faculty, and staff requests. The department was designated a net lender, filling 1632 requests from other institutions, and awarded a non-competitive lending reimbursement grant from Texas State Library and Archives Commission.

The library implemented the RapidILL service to alleviate some of the pressures of recent widescale cancellations and staffing shortages. Coupled with OCLC Express's resource sharing program, RapidILL extended our collections, streamlined operations, and moved us closer to the information brokerage model and the rebranding of Interlibrary Loan as Extended Collections Services.

Additional Technical Services Activities

- Conducted two exhaustive searches for an Extended Collections Services Librarian. The position was eventually rewritten and posted as a Technical Services Librarian. Tamra Stansfield accepted the position and joined the faculty of Lamar at the rank of Instructor on November 1, 2022.
- Worked with Dr. Jeffrey Spies, Texas Library Coalition for United Action (TLCUA) lead negotiator, and other participants to draft the press release announcing a historic deal with Elsevier for sustainable pricing and improved access to scholarship that provides authors with greater control over their published work.
- Provided collections data in support of the proposed Computer Engineering and Strategic Communication degrees and Aviation Maintenance and Geographic Information Systems (GIS) programs.

Staff Notes and Highlights

Trina Nolen (Head of Technical Services) continued to serve as the Acquisitions Librarian recommending and purchasing print and electronic resources, monitoring the materials budgets and vendor performance, forecasting and tracking expenditures, and collecting and analyzing statistical data while overseeing Technical Services.

Kelly Withrow (Cataloging and Metadata Librarian), in addition to supervising the Library Specialist, performed original and copy cataloging, ran reports from SirsiDynix WorkFlows, and maintained authority records for name and subject access entries in the library's catalog. Kelly also organized the Government Documents realignment and digital transition.

Severa Norris (Interlibrary Loan Part-time Hourly Worker) continued to complete the resource sharing functions associated with borrowing and receiving. She also completed the functions associated with

lending until a library associate was hired and trained. She was instrumental in the trial, setup, and implementation of RapidILL.

Carol Crapanzano (Cataloging Library Specialist) was hired in February 2022 and resigned on November 30, 2022. During her short tenure at the library, Carol performed minor copy cataloging and prepared physical materials for circulation. She identified and removed superseded government documents and generated Sirsi reports by LC Subclass for the circulating collection. The reports Carol generated will be the basis for weeding the collection ahead of the upcoming library renovation.

Valerie Key (Interlibrary Loan Library Associate) was hired on March 1, 2022, to complete resource sharing tasks associated with lending. She was instrumental in upholding our status as a net lender and in maintaining our participation in OCLC's Express program. The conditions to participate in the Express program necessitate we fill requests within 18 hours of receipt (not including weekends). Valerie also assumed some duties associated with document delivery, electronically delivering (within the limits of copyright) articles and book chapters available in our collections to our students, faculty, and staff.

Tamra Stansfield (Technical Services Librarian) joined the library faculty at the rank of Instructor on November 1, 2022. Tamra completed onboarding training and acclimated to the department.

Special Collections & Archives

Prepared by David Worsham, University Archivist

2022 was a transitional year as midway through the year there was a change in leadership of the department. David Worsham became the University Archivist and Penny Clark became the Special Collections Librarian. The department hosted a disaster recovery workshop presented by the Texas Historical Resources Advisory Board. This was a regional workshop and was attended by six other institutions. The whole department worked on taking measurements of the boxes and holdings in Archives and Special Collections, located on various floors of the library, for the Library Focus Group to aid in the forthcoming renovation of the library. This was a major endeavor, and all should be proud of their work.

Unfortunately, the department had one accident in which a media file cabinet fell over. Luckily, Charlotte Holliman only received a scratch and no one else was hurt. The damaged drawer was repaired, and all the media cabinets are now secured to the wall to prevent future accidents.

Records Management

David prepared a Records Management Training Presentation and gave it to the library faculty and staff. The table below shows the number of faculty and staff who was helped by David.

Assistance for Records Retention	9
Assistance for Records Disposition Forms	6
Cubic Feet of Library Records Destroyed	2

Scanning Lab

The Scanning Lab acquired three new pieces of equipment to replace old and obsolete equipment.

- Bookeye V scanner which is used to scan books without damaging the spines.
- Fijitsu hi speed scanner which scans documents directly to Xtender.
- Ebson film and negative scanner which is in Charlotte Holliman's Office.

Wanda Harper, Document Imaging Specialist, scanned over 6,000 images.

Special Collections

Managing of Special Collections

Penny Clark selected items for professional digitization by evaluating type of technology, condition of item, historical importance of collection, made lists of items to be digitized, selected vendors, collaborated to ship items, upload on Server for long-term preservation. Penny worked with two vendors, Debra Martin of The Media Preserve, and Wendy Ossoinig of Octavaye who hand crafts special, acid free, box covers for the Dishman/Justice rare cookbook collection.

Processing and publicizing collections

Penny created a 30-page brief description of collections in Special Collections, listing them under categories including local history, the Big Thicket, World War II, and dance and fine arts.

Produced four Texas Archival Repositories Online (TARO) inventories of collections with much work toward a fifth. This involves determining what is important to be preserved and what can be discarded and/or returned to the donor, how to arrange collection, typing a detailed inventory which includes information such as a biography of the life of a person or persons, scope and content note, related collections, size of collection, metadata including subjects, names, and places.

Created a lengthy location guide to Special Collections on the fifth floor including name of collection, size of collection, and concerns about condition.

Exhibits and events which publicized Special Collections and University Archives

John Gray: A First Gen Success Story. Penny was inspired to create the exhibit when she began reading Lamar President John Gray's life story and realized that he was a quintessential example of a first-generation college student who achieved greatness as a Lamar president, bank executive, and leader of the Texas' Coordinating Board. She contacted Wilma Jackson, Director of Diversity and Intercultural Affairs, who graciously accepted the challenge and created an event with speakers and luncheon. Penny's other contributions to this exhibit and event were collaborating with Charlotte Holliman to locate artifacts for the exhibit, maintaining extensive contact with Gray family members, writing a biography of John Gray for the event program and writing exhibit text.

Penny collaborated with Charlotte Holliman on an exhibit on women dance teachers in Southeast Texas.

Penny, Charlotte and David collaborated on an exhibit titled "50+ Best Texas Books".

Penny Clark's Service to the University

- Wrote a letter of recommendation for Sara Hillin to be promoted to full professor.
- Center for History and Culture --Suggested guest speaker Jonathan K. Gerland, the author of Texas A&M Press' *Boggy Slough: A Forest, a Family, and a Foundation for Land Conservation*
- Earth Day April 22, 2022, met students and faculty and discussed Special Collections' holdings on the Big Thicket

Gladys City Advisory Board

- At the request of Lamar president Jaime Taylor went on a trip to Heritage Farms in Huntington, West Virginia to discover ways to raise money to make Gladys City self-supporting, March 21-23, 2022

Penny Clark's Department Service

- Library Tenure and Promotion Committee
- Chair Exhibit Committee

David Worsham's University Service

- Records Retention Committee—Chair
- Judge Joe Fisher Distinguished Lecture Committee
- Presented gifts to the family of John Gray at the First-Generation Luncheon
- Worked with Charlotte Holliman in cleaning the Jack Brooks Replica Office for the use by "The College Tour" production

David Worsham's Department Service

- Faculty Corner Committee
- Reference, Engagement and Learning Librarian Search Committee
- Gave tours of the campus and the city to candidates
- Assisted Melissa Reamey with property inventory
- Worked with Melissa Reamey, Wanda Harper, Charlotte Holliman, and Jennifer Rosetta for the Wassail event and the library Christmas luncheon

Charlotte Holliman's University Service

- Charlotte is a member of Staff Council
 - Serves on Staff Awards Committee
 - Distinguished Staff Award selection
 - Serves on the Centennial Committee of Staff Council
 - Ad hoc committee on Staff Rewards and Recognition
 - Library Guides Steering Committee. Tasked with standardization of Lamar library guides

Charlotte Holliman's Department Service

- Served on the search committee for Reference, Engagement and Learning
- Charlotte and David put up and decorated the library Christmas tree

- Charlotte is the staff sponsor for the faith-based student organization, Awakening
- Serves on the Faculty Corner Committee.

Outreach to the Community

Charlotte Holliman is a member of the board of the Tyrrell Historical Library Association.

Penny Clark serves on the board of the Big Thicket Association, serving as a liaison between the library and BTA.

The department participated in Earth Day at Lamar.

Penny attended the Neches River Festival Lawn Party at the Chambers House Museum.

The department had a booth at Big Thicket Day, an annual celebration sponsored by the Big Thicket Association.

Online Presence

Lamar University's holdings on the Portal to Texas History contains 2,780 total items and has been viewed 30,429 times with majority, being the school newspaper.

CONTENTdm 19,340 page views with the vast majority from the Lamar University yearbooks.

The Texas Archival Resources Online, which host our Finding Aids has changed the method of collecting analytics and has become extremely difficult. Therefore, statistics can not be provided at this time.

The department is handicapped that Lamar's library keeps statistics on its web site but at this time has no individual analytics on Special Collections and University Archives.

Donations

- Received from Robert Wooster army service letters from his father Ralph Wooster
- Received from Linda Alterwitz a limited-edition fine art book that coincides with her show at the Dishman Gallery

University Archives and Special Collections Users (January-December 2022)

The table below gives a break down of the users of the University Archives and Special Collections for the calendar year.

Faculty	6
Administration	13
Staff	16
Alumni	3
Graduate Student	0
Undergraduate Student	8
Other	18
Total	64

Systems

Prepared by Poornima Gunasekaran, Department Head

Systems provides technical support for the major centralized library technology systems, including the library management system (catalog, acquisitions module), ILL system, proxy server, and website.

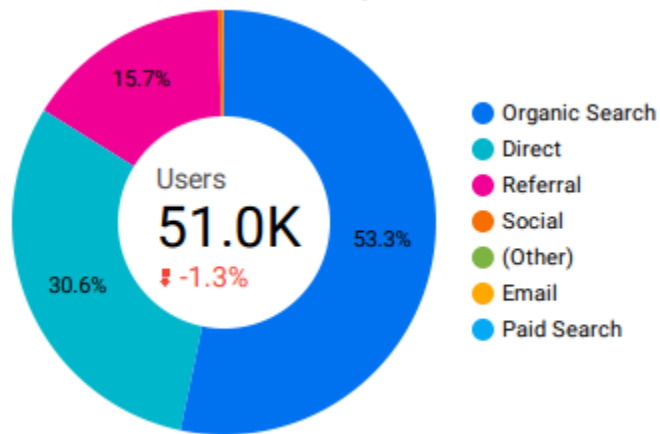
Several things were accomplished in 2022:

- Researched other options for cloud-based ILS to analyse the cost, pros, and cons of the system. to get more information about their ILS.
- Periodically updating the user list for from Lamar University, Lamar Institute of Technology and Lamar Orange campus for every semester and updating the grad list for every semester.
- ServiceNow library service catalog for library is up, and with this process the library faculty and staff can open a service ticket or request something from Library Systems department.
- Worked with Lamar IT department as Lamar University is in the process of deprecating one of the SAML (authentication method between identity provider and a service provider) identity providers (IdP) and is transitioning to ADFS/Azure AD as our SAML IdP and planning to migrate the single-sign-on (SSO) for Tipasa from Shibboleth to ADFS/Azure.
- Worked with Lamar IT department to make changes on the ServiceNow application in Library Database List Changes under Library Services. The electronic request form was updated as per the faculties input.
- Worked with Zebra technologies, as the barcode scanner was not scanning the books for Special Collection inventory project. It seems the barcode type was Codabar -type which must be updated in the scanner.
- Worked with OCLC team for Tipasa (Interlibrary Loan) as we need to update our custom holding path and group for easy processing of the request and also to make sure the system is choosing the right group.
- Working with Sirsidynix team and Lamar IT department to update our server from Windows Server 2012 R2 Standard to Windows Server 2019. Our server is running Windows Server 2012 which will end on October 10, 2023.
- Participated in Annual Disaster Recovery Test for Sirsi server that is conducted every year by Lamar IT department.
- Xiao Chen, web support analyst is working on updating our faculty/staff page and updating the library database and e-journal pages.

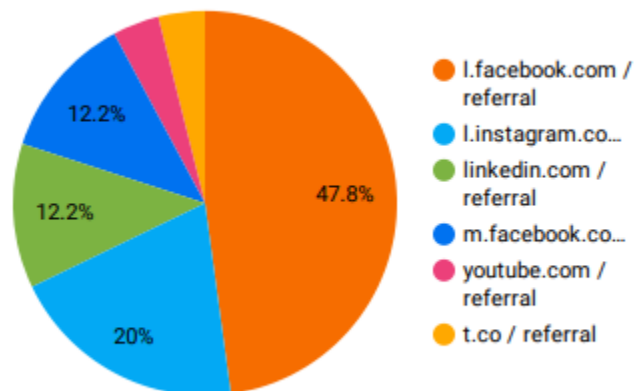
- Performed ongoing maintenance and updates to the website including, fixing broken links, generating statistics reports, changing program code in Libguides, and adding, removing, and updating entries in the database and ejournal listings.

Lamar University library website traffic:

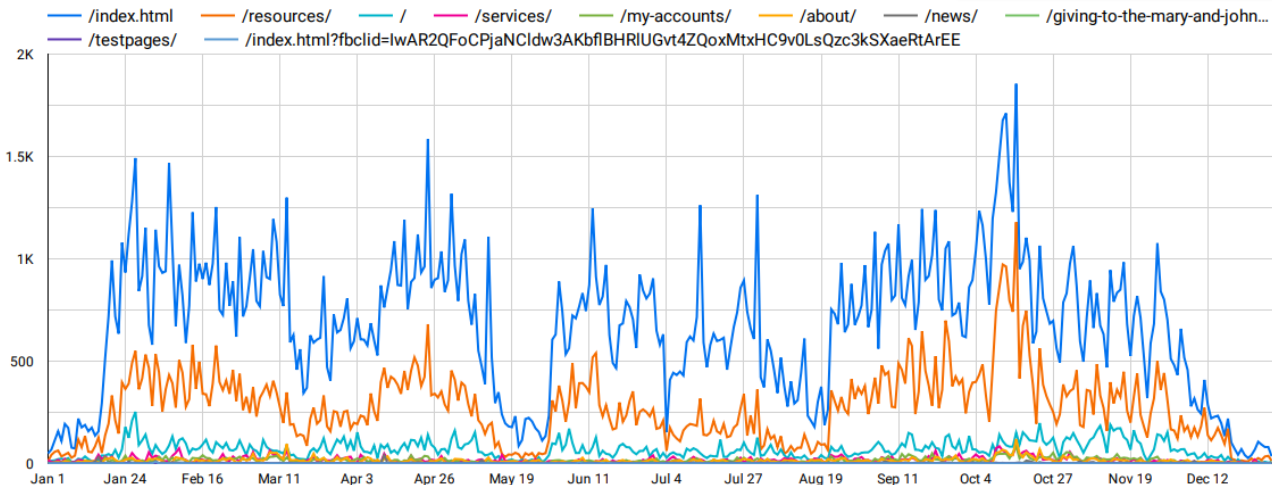
How people find our website



Traffic from social media



Total Traffic by Department



Pageviews by section

Section	Pageviews	Unique Pageviews	Bounce Rate	Exit Percentage
1. Main Index Page	248998	143764	0.4458	0.4439
2. Resources	100293	66629	0.1255	0.3737
3. Quick Search	24989	14344	0.4679	0.4185
4. Services	6725	5287	0.5654	0.4561
5. My Accounts	5940	4504	0.2556	0.366
6. About	5175	3733	0.6261	0.4512
7. News	700	611	0.471	0.2714
8. Giving to the Library	81	76	0.4	0.3086

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Circulation/Reserves

Prepared by Kirk Smith, Department Head with the Circulation and Reserves Department staff

Mission Statement:

The mission of the Circulation and Reserves Department is to “facilitate access to the library collection and reserved materials through providing efficient, friendly patron service in the checking out and discharging of library materials in a timely manner, maintain accurate patron records, maintain neat and orderly stacks, to assist in maintaining information as to availability of materials through inventory of the collection.” In addition to these duties, the Circulation and Reserves Department opens and closes the building each day, collects fines, collects service fees, and collects money from various machines (copiers, microfilm, and coin changer). Circulation and Reserves also provides access to periodicals and reserve materials. Our department strives to provide quality customer service to students, faculty/staff, and other library patrons. We are seen as one of the main welcome points when a patron first walks through the door and strive to handle each transaction in a friendly manner, while still abiding by departmental policies and library regulations.

Personnel:

The Circulation Department underwent several personnel changes in 2022 Library Specialist Pat Ruff retired after 20 plus years. Library Associate Sara Dowden Took over her role as library Specialist, Zachary Hinson was promoted to the library Associates position from a Student Assistant, Olivia Rigsby took over the Library Associate from Collynn Thibodeaux.

Table 2: Student Labor Budget 2021

	Spring 2021 (budget)	Summer 2021	Fall 2021	Total
Student Asst.	\$24,712.50	\$10,135.00	\$8,822.50	\$43,670.00
Work Study	\$15,175.00	\$472.50	\$15,342.50	\$30,990.00
Grad Asst. IT			\$12,900.00	\$12,900.00
Grad Asst.LIB			\$0.00	
Total COST TO BUDGET	\$24,712.50	\$10,135.00	\$8,822.50	\$56,570.00
Total Cost			\$37,065.00	\$87,560.00
	Spring 2022 (budget)	Summer 2022	Fall 2022	Total
Student Asst.	\$13,305.00	\$10,130.00	\$2,310.00	\$25,745.00
Work Study	\$6,050.00	\$4,272.50	\$18,377.50	<\$28,700.00>
Grad Asst. IT	\$1,800.00	0.00	00.00	\$1,800.00
Grad Asst.LIB	\$6,050.00	\$5,750.00	\$8,780.00	\$20,580.00
Total COST TO BUDGET Library	\$19,355.00	\$15,880.00	\$11,090.00	\$46,325.00
Total IT budget	\$1,800.00	0.00		

Student Budget

Looking at student budget 2022, Spring 2022 was the last Semester with IT budget. Though we always came in under budget each semester and each year, it was still extremely difficult to hire due to the Covid pandemic after effect.

Table 3: Circulation by Month

Circulation by Month all items							
YEAR	2016	2017	2018	2019	2020	2021	2022
MONTH							
January	523	342	293	234	122	65	148
February	1068	614	653	482	564	120	192
March	871	837	776	640	405	264	203
April	1107	1034	737	708	136	177	168
May	455	200	147	196	55	82	70
June	287	227	127	162	88	87	169
July	276	227	200	209	48	64	60
August	508	148	234	150	78	149	103
September	820	922	552	403	148	189	360
October	1150	998	744	715	265	231	403
November	1244	1001	804	831	204	225	301
December	403	397	178	122	60	48	41
Totals	8712	6947	5445	4852	2173	1701	2218

Table 3 is a comparison of the monthly circulation totals for the past seven years. You can see what the Covid pandemic did, as the campus went to mainly online. The below chart is shown by user type. The good news is we see an increase for 2022 from the very low years of 2019,2020; although, not back to 2017, 2018 numbers but there is good growth.

MONTH	Undergrad					Graduate					Faculty					LIT					TexShare				
YEAR	18	19	20	21	22	18	19	20	21	22	18	19	20	21	22	18	19	20	21	22	18	19	20	21	22
Jan	134	107	68	35	26	88	55	14	11	50	50	50	28	18	72	20	2	3	2	0	0	0	0	0	
Feb	435	307	389	56	87	114	102	57	22	67	65	65	47	39	31	35	1	24	0	7	0	0	0	0	
Mar	618	504	193	90	108	90	54	20	26	16	50	57	59	10	76	10	10	86	130	1	0	2	0	0	
Apr	607	531	90	107	134	40	62	2	12	5	58	78	10	11	24	83	27	26	26	0	0	0	0	0	
May	44	85	8	20	8	25	40	4	8	23	90	67	37	32	34	10	0	6	4	0	0	0	0	0	
Jun	81	28	21	12	16	11	30	8	22	4	57	98	48	35	85	0	0	0	0	64	0	0	0	0	
Jul	63	66	11	6	18	36	39	14	9	10	95	57	23	28	30	1	5	0	4	2	0	18	0	0	
Aug	101	73	27	46	53	32	17	12	47	27	90	47	34	45	22	2	0	0	2	1	0	1	0	0	
Sept	419	258	56	76	137	98	50	48	25	84	92	73	35	73	47	0	5	1	13	92	0	8	0	0	
Oct	661	616	117	87	267	96	31	16	42	43	79	47	52	55	38	11	10	54	39	50	0	0	0	0	
Nov	716	484	83	173	196	78	26	25	12	12	91	108	18	23	16	8	195	66	6	77	0	0	0	0	
Dec	150	68	23	27	15	16	14	15	3	1	25	28	15	14	15	0	3	0	0	10	0	0	0	0	
Totals	4029	3127	1086	735	1065	724	520	235	239	342	842	775	406	383	490	180	258	260	228	308	0	29	0	0	0

The following charts show the monthly circulation totals by user type for 2018 to 2022.

MONTH	Total				
YEAR	18	19	20	21	22
Jan	293	234	122	74	148
Feb	653	482	526	118	192
Mar	776	640	375	256	203
Apr	799	708	128	170	168
May	171	196	50	76	70
Jun	155	162	78	81	169
Jul	206	209	48	63	60
Aug	257	150	73	147	103
Sept	617	403	142	187	360
Oct	868	715	243	224	398
Nov	896	831	195	214	301
Dec	200	122	56	44	41
Totals	5891	4852	2036	1654	2213

The following chart displays the most circulated books by their call number ranges; while the total circulated items vary there is not a significant difference in the materials that students and faculty are checking out. The Language and Literature (P-PZ) items are the most circulated. For 2022 we are seeing better numbers compared to 2020 and 2021.

Call Number Range	Number Circulated					
	2017	2018	2019	2020	2021	2022
A-AZ	0	3	13	2	6	4
B-BZ	425	295	271	127	109	134
C-CZ	0	9	12	12	2	3
D-DZ	397	284	150	81	54	149
E-EZ	233	227	236	70	77	62
F-FZ	0	106	118	46	34	71
G-GZ	0	107	78	71	18	65
H-HZ	602	560	569	176	179	214
J-JZ	0	83	47	18	24	57
K-KZ	0	85	79	26	22	33
L-LZ	165	120	72	11	29	57
M-MZ	529	678	465	363	289	409
N-NZ	231	173	209	126	39	91
P-PZ	2043	1943	1522	620	502	474
Q-QZ	529	444	308	119	139	134
R-RZ	0	39	26	7	7	13
S-SZ	0	29	10	10	4	27
T-TZ	332	239	209	98	99	92
U-UZ	0	16	3	5	2	1
V-VZ	0	0	0	0	0	0
Z-ZZ	0	5	3	7	9	5
Total:	5486	5445	4400	1995	1644	2095

Study Rooms

Table 5 is a new chart for the Circulation/Reserves Department, and you can see the jump from one year to the next. It will be very interesting to see what 2023 brings to this chart.

Table 5: Study Room Checkouts

study room check out by room					
Call Number	Room Number	2020 Usage	2021 Usage	2022 Usage	2022 w/est.
SR 302	302	0	173	251	711
SR 303	303	0	153	249	679
SR 403	403	0	207	242	683
SR 404	404	0	224	231	728
SR 409	409	0	193	223	654
SR 410	410			241	241
SR 601	601			240	240
SR 602	602	223	907	213	704
SR 603	603	281	995	265	785
SR 604	604	228	875	218	642
SR 605	605	253	914	260	802
SR 606	606	236	803	224	726
SR 607	607	240	783	270	302

SR 608	608	200	733	192	698
SR 609	609	130	740	237	739
SR 610	610	192	664	214	740
SR 611	611	167	666	203	715
Room Count	17	2150	9030	3973	10789

Room key call numbers were modified before the start of the fall 2022 semester. As a result, the data from the old call numbers cannot be pulled from workflows through normal reporting processes. In order to make a somewhat reliable estimate, I have subtracted previous usage from the study rooms and divided the residual among the Spring/Summer 2022 semesters. The most realistic findings of usage are in the 60/40 split, giving spring 2022 very similar usage in comparison to Fall 2022 and Spring 2023. With the data we acquire from Summer 2023, we will be able to make more accurate measurements. Shown below is a table that visualizes room demand by week and room number. Also, Follow Through is a rate comparison of LibGuides room bookings compared to total Workflows charges.

Least Usage	Most Usage								Fall '22 Follow Through
									92%
Spring 2022 Estimates	302	303	403	404	409	410	601	602	
Per Room - 70%	322	301	309	348	302	0	0	344	
Spring 2022 Estimate	302	303	403	404	409	410	601	602	
Per Room - 60%	276	258	265	298	259	0	0	295	
Summer 2022 Estimates	302	303	403	404	409	410	601	602	
Per Room - 30%	138	129	132	149	129	0	0	147	
Summer 2022 Estimate	302	303	403	404	409	410	601	602	
Per Room - 40%	184	172	176	199	172	0	0	196	
Fall 2022	302	303	403	404	409	410	601	602	
Week 1	10	10	12	8	7	0	0	9	
Week 2	14	13	15	11	12	5	3	11	
Week 3	11	13	11	12	7	10	13	8	
Week 4	22	21	19	19	13	17	21	16	
Week 5	26	21	18	18	17	21	19	17	
Week 6	16	16	20	8	23	19	21	14	
Week 7	17	16	15	20	17	19	17	16	
Week 8	13	19	22	23	21	26	20	22	
Week 9	23	21	18	20	19	23	22	15	
Week 10	13	10	11	10	10	14	22	10	
Week 11	13	12	11	13	14	19	12	11	
Week 12	16	18	16	18	11	13	14	19	
Week 13	16	22	18	15	16	14	20	15	
Week 14	11	11	8	10	9	12	10	5	
Week 15	22	19	20	20	19	17	21	21	
Week 16	7	7	8	6	8	12	5	4	
Week 17	1	0	0	0	0	0	0	0	
Per Room Total	251	249	242	231	223	241	240	213	

Spring 2022 Estimates	603	604	605	606	607	608	609	610	611	Total
Per Room - 70%	364	297	379	351	0	354	351	368	358	4748
Spring 2022 Estimate	603	604	605	606	607	608	609	610	611	Total
Per Room - 60%	312	254	325	301	0	304	301	316	307	4071
Summer 2022 Estimates	603	604	605	606	607	608	609	610	611	Total
Per Room - 30%	156	127	163	151	32	152	151	158	154	2068
Summer 2022 Estimate	603	604	605	606	607	608	609	610	611	Total
Per Room - 40%	208	170	217	201	32	202	201	210	205	2745
Fall 2022	603	604	605	606	607	608	609	610	611	Week Tot
Week 1	15	8	12	12	7	0	7	12	6	135
Week 2	13	11	16	9	11	1	19	12	9	185
Week 3	9	11	6	9	8	7	9	6	6	156
Week 4	17	19	19	18	22	12	5	15	16	291
Week 5	25	17	25	19	19	15	21	16	16	330
Week 6	21	16	19	14	18	18	18	16	19	296
Week 7	18	20	26	19	20	17	21	13	13	304
Week 8	25	22	23	21	21	25	24	18	19	364
Week 9	19	18	21	18	17	20	17	17	18	326
Week 10	15	11	18	10	14	9	12	11	10	210
Week 11	15	8	13	15	14	10	15	12	7	214
Week 12	11	12	13	9	15	8	19	18	17	247
Week 13	18	18	15	16	22	19	16	20	15	295
Week 14	11	7	7	5	8	9	5	11	8	147
Week 15	25	18	20	25	15	18	19	11	22	332
Week 16	8	2	6	5	6	4	10	6	2	106
Week 17	0	0	1	0	0	0	0	0	0	2
Per Room Total	265	218	260	224	237	192	237	214	203	3940

Money Collected

cash total from circulation						
Month	2017	2018	2019	2020	2021	2022
January	1,128.65	856.31	929.00	353.64	886.56	774.88
February	655.25	724.80	741.29	1,193.34	480.33	1016.91
March	637.50	336.05	492.19	835.34	355.12	544.93
April	1,749.39	778.56	1,565.99	229.76	2,206.46	682.98
May	1,281.21	906.00	916.17	157.25	792.73	432.85
June	268.50	1,006.50	1,074.94	135.00	230.14	177.25
July	646.29	205.00	464.60	1,549.18	461.78	265.75
August	458.44	958.14	430.50	307.00	631.74	175.50
September	675.00	773.22	807.44	472.02	589.06	468.00
October	578.70	238.25	943.16	989.39	481.85	217.75
November	626.50	649.70	367.29	754.08	171.00	541.01
December	686.71	664.54	782.84	375.88	313.64	174.98
Grand Total	\$9,392.14	\$8,097.07	\$9,515.41	\$7,351.88	\$7,600.41	5,472.79

Table 6: Collections by Type

	2019	2020	2021	2022
Total COLLECTED	\$9,515.41	\$7,351.88	\$7,600.41	\$5,472.79
CURRENT 5 YEARS	\$4,613.13	\$4,423.60	\$2,507.57	\$3,363.15
6 YEARS OLD OR MORE	\$4,902.28	\$2,928.28	\$5,092.84	\$2,109.64

With IT taking over color print and Fax the circulation department will see a drop in income for all of 2022. That was about 700.00 plus dollars in income or 15% and this showed up in the 2022 total, in 2023 we could see over 1000.00 or 20% less just in non-book fines. We have already seen the decrease in the copy service income from the last 5 years. Most of the money collected in circulation looks to be what we call old money from book fines and lost books (Older than 5 years). And as far as new money or new bills we are keeping those up to date and getting those paid in the current years. Over the last three years we've been very successful at clearing off the grad list with no money left owed to the university.

Gate Count**Table 7: Gate Count by Month**

	2018		2019		2020		2021		2022	
	Alarm	Total	Alarm	Total	Alarm	Total	Alarm	Total		
January	27	34,127	13	14,327	30	16629	14	7075	30	9453
February	117	58,901	31	38,787	63	34712	13	9083	46	18179
March	129	60,126	611	30,674	27	19626	20	14172	50	16597
April	138	54,168	68	41,240	3	3089	14	12912	42	18678
May	44	20,384	37	19,844	0	801	31	5034	26	8114
June	21	13,681	19	10,915	0	630	26	4755	36	6406
July	133	13,158	19	12,097	16	2215	25	3842	24	5917
August	187	14,104	23	15,431	13	7247	30	9591	47	11204
September	53	43,784	50	35,776	19	14819	103	18790	67	24283
October	44	50,987	98	45,734	20	8908	71	17199	78	23170
November	30	43,728	88	36,557	16	10543	52	17473	59	20398
December	14	20,106	23	14,843	4	3382	43	8600	15	4503
Total	937	427254	1080	316225	211	122601	442	128526	520	166902

The gate counts for 2022 are showing better numbers compared to 2020 and 2021, in total we see a 30,000 plus increase, we still have work to do to get people back in the library and we see pre-pandemic numbers.

Conclusion:

In 2022 overall, you can see some light and a positive outlook with just a little post pandemic affects.

Concerns:

The remodel of the library will lead to some confusion for library patrons. The lack of a professional looking, finished updated space and environment effects the building's ambiance which, therefore, could affect the use of the library. Also, The Covid pandemic has affected all areas of the library and we won't know the true outcome for years to come.

Respectfully submitted,

The Mary and John Gray Library Circulation and Reserves Department