

**Library and Media Department
Annual Report
2004/2005**

**Clemens Library
College of Saint Benedict**



**Alcuin Library
Saint John's University**



**College of Saint Benedict
Saint John's University**

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College of Saint Benedict
Saint John's University

Mission and Vision Statement

CSB/SJU Joint Libraries and Media Departments

"The Joint Libraries and Media departments are dedicated to participating in and supporting the educational mission of our academic and Benedictine communities by providing access to information resources and guidance and instruction in using them. The vision we have for the future is that we provide the materials and services to provide a unified liberal arts curriculum and integrated environment for learning. We will emphasize the personal growth of all staff members while we provide the information resources to support others on campus in this endeavor. All of this will be done within the Benedictine character and values of our two institutions. We strive for a convivial organization that has the goal of promoting the common good for ourselves and those we serve."

The Year in Review 2004-2005

REPORT OF THE DIRECTOR

Major undertakings of the past year

The Libraries have developed an assessment plan that prepares us well for the accreditation visit that will be coming toward the end of the decade. Much time has been spent identifying space needs for the Libraries and Media over the next ten years. In order to get by for another year or so at Clemens Library, and to put off as long as possible an addition to Alcuin Library, we have identified and discarded or moved to the Minnesota Library Access Center (MLAC) more than 10,000 volumes. The Libraries continue to broaden access to electronic information sources and to incorporate state-of-the-art technology into our services.

Much of my time has been spent providing documents and plans for the search for a new Library Director, and preparing for the transition to a new Director on July 1, 2006. This includes formalizing interactions that have been based on long-time relationships with other departments.

We added six new staff members over the year. Sara Gewirtz joined us in July 2004, replacing Kirsten Clark in Government Documents. Dave Wuolu was hired as Assistant Systems/Reference Librarian in July, replacing Br. Jeffrey Hutson, OSB. Through a Mellon grant that will last four years to fund cataloging our special collections, especially the Kacmarcik collection, we were able to hire Nicole Anderson as a full time cataloger, Lori Wuolu as a half-time cataloger, and Matt Heintzelman for half-time. Adam Bauer was hired to replace Corey Tramm as Video/Sound/Computer Technician.

During the year we were required to make \$50,000 in one-time cuts for FY 06/07, as well as \$10,000 in materials cuts (School of Theology) and \$95,000 on-going cuts in personnel. These cuts were difficult to achieve, but due to open positions and some staff willing to reduce their contract time, we were able to meet the target.

Collaborative Efforts

As in past years, we continue to collaborate with HMML, IT Services, College Archives and the University Archives. In addition to cataloging our special collections (with extra staff paid for by the Mellon Grant) we collaborate in creating a digital database and archive for a variety of digital objects. We have been able to use Vivarium <http://www.hmml.org/vivarium/> to house a digital collection of the CSB student newspapers and are working on adding the Record as well as other materials from the College and University Archives. Since HMML has an unlimited license for the CONTENTdm database, it makes sense to consolidate all digital objects together.

We also continue to work with IT Services to provide equipment and access across campus to our electronic resources. Media Services continually upgrades the equipment in classroom video projection (DVD players) and circulates equipment (cameras, projectors, and computers) to students and faculty.

In collaboration with the Saint John's Corporate Design Committee and with partial funding from the Physical Plant courtesy of Linus Ascherman, OSB, Alcuin Library was able to purchase some new furniture to create two new comfortable seating areas on the upper level of Alcuin Library. The LibQual+ survey, discussed below, indicated that the greatest dissatisfaction with the libraries for students and faculty lies with the physical buildings, especially Alcuin Library which was described as dreary and inhospitable, even dungeon-like. The new furniture helps to add color and comfort as well as a place to study together, another need identified by students.

Highlights for the past year

SFX - Known to most users as the "Find-It" button, SFX is an online utility that enables users to connect directly to full-text journal resources from virtually all of our databases. For items that we do not own or have access to, SFX integrates well with our Interlibrary Loan system; this feature is heavily used. In addition, this has enabled the library to coordinate and track access to thousands of online journals that were previously unavailable to our patrons. Use of such technology has greatly enhanced the value of the library and helps us to realize the maximum benefit from our investment in research databases and serials subscriptions. Finally, it is providing valuable usage statistics for future collection development decisions. In looking at the change in usage of four popular data bases, the median increase in use from before we implemented SFX to after was a 64% increase, with a range of from 28% increase to 300% increase. Certainly not all of this increase can be attributed to implementing SFX, but since that is the only major change over the period of time studied, it has had a significant impact.

Virtual Reference - (Introduced November 2002, enhanced October 2004). Utilizing freely available "instant messenger" (IM) software, students and faculty can communicate in real time with reference staff, using their computer and internet connection during our regular reference hours without coming to the library. Students regularly utilize this IM service from dorm rooms, computer labs, off-campus, and even in study abroad programs. This past year Virtual Reference accounted for approximately 10% of our total reference inquiries. In October, we added Trillian software which allows the library to communicate via all major IM software.

Collection “weeding” - During the past year, significant numbers of materials have been identified and processed for withdrawal. Outdated and superseded materials have been withdrawn, including major index/abstract sets and education books at Clemens.

Books in the Dewey collection that have not circulated recently, with the exception of theology books, have sent to MLAC for off-site storage. Materials that have circulated recently were reclassified into the Library of Congress system so that all of the material on the same subject can now be found in the same place.

Vivarium - Online library of digital images from special collections at the College of Saint Benedict and Saint John's University. This online library allows faculty to use images from our unique collections in their classrooms. Vivarium also holds a digitized, full-text searchable run of the complete back run of the CSB student newspapers. Vivarium provides access to students to a resource of well over 60,000 images that few would otherwise get the chance to view.

<http://www.hmml.org/vivarium/>

RefWorks- Begun in September of 2004 this is an online, Web-based citation management system used by students and faculty. We currently have 1,446 users and approximately 22,000 references. This software makes it easy to create and keep track of research paper citations. We are currently working with Symposia faculty as well as with individual departments to broaden the use of this research tool.

<http://www.csbsju.edu/library/help/refworks.html>

Reference Services - Although this is a service we have offered for decades, it is the primary interface with our users (in addition to our circulation department). We continue to offer each student and faculty member our individual and uninterrupted time to help them with their research and teaching needs. In addition, the new programs and services below have enabled us to more tightly integrate our reference, instruction, collection development, and Web services in ways that were just not possible only a few years ago.

MnPALS - In 2004/2005, we implemented a number of new features on the system including the ability to easily move citations into RefWorks, automatic e-mail notification before books are due, and e-mail notification of overdue books. We are working on the ability to be able to download to the Banner system all fines electronically as well as to interface the ordering system with Banner.

Media - Over 17,000 DVDs were circulated in 2004/2005, showing the growing importance of this collection for academic as well as recreational purposes. Once again, we were unable to retain staff in the position of Sound/Video Technician. The training and experience gained in this position provides the staff member with a

skill set that other organizations will pay more for, than our current wage schedule. The theft of six classroom projectors during the year put a lot of stress on our ability to provide substitutes until the projectors could be replaced.

New databases – Over the past year we have added the following databases to our suite of electronic resources:

ACM Digital Library
PsycARTICLES
PsycCRITIQUES
Literature Resource Center
NBER Working Papers
Encyclopedia of Islam
Oxford English Dictionary
Books In Print
JSTOR Biological Sciences
Science Magazine Online
Nature Online
E&E Publications
Times (London) Digital Archive
Ancestry Library Edition
HeritageQuest
New Testament Abstracts
Old Testament Abstracts

Following are seven databases we would like to highlight:

- JSTOR General Science Collection
[JSTOR](#) - provides electronic access to back issues of core journals in the humanities, social sciences, and sciences.
- Communications and Mass Media Complete
[Communication & Mass Media Complete](#) - index to research in the field of Speech Communication and Media. This database contains a substantial amount of full-text. It was started by the merger of CommSearch and Mass Media Articles Index.
- Historical New York Times (1851- in pdf format)
[New York Times - Historical Newspapers](#) - provides coverage of the New York Times extending from 1851 to 2001 and a further year will be added every year.

- ARTstor
[ARTstor](#) – mission is to be a repository of hundreds of thousands of digital images and related data; make available through the database the tools to actively use those images; and to create a restricted usage environment that seeks to balance the rights of content providers with the needs and interests of content users. (from the ARTstor site)
- CIAO
[CIAO - Columbia International Affairs Online](#) – a comprehensive source for theory and research in international affairs. This database has content from 1991- on, and includes working papers from university research institutes, occasional papers series from NGOs, foundation-funded research projects and original case studies among other things.
- Index Islamicus
[Index Islamicus](#) - indexes literature on Islam, the Middle East and the Muslim world. It is produced by the Islamic Bibliography Unit at Cambridge University Library. Please note that the "journal articles only" limiter does not work in this database due to a bug.
- Catholic Periodical Index (on the Web, instead of CDROM)
[Catholic Periodical and Literature Index](#) -. A partnership between American Theological Libraries Association and the Catholic Library Association, this database includes indexed citations to articles published in Roman Catholic periodicals, Papal documents, church promulgations, and books about the Catholic faith that are authored by Catholics and/or produced by Catholic publishers.

LibData This is a software program developed by the University of Minnesota that allows us to manage more efficiently the Web pages we provide for student and faculty use. This is a joint effort between the University of Minnesota, St. Cloud State University, Concordia Moorhead, and CSB/SJU. All of our web pages are now managed by this software. To see the type of departmental pages we can make available to our students, click on this URL <http://libdata.stcloudstate.edu/csbsju/>.

Coughlan, Rambusch, and Arca Artium collections – In addition to purchased books, we added over 2,400 juvenile books from the Coughlan donation to CSB. These have all been interfiled with our existing juvenile literature collection and are popular with Elementary Education students. This past year we cataloged and added about 400 books from the Rambusch donation to Arca Artium and we cataloged almost 2,000 books from the original donation by Br. Frank Kacmarcik, bringing us to 5,000 books from the Kacmarcik collection that have been cataloged since we were given the collection. We have been fortunate to be able to hire two

FTE staff in our cataloging department, using money from a Mellon Grant that HMML has received to catalog all of the gifts that Br. Frank donated.

Library "Blog" - In an attempt to reach out to students in a more informal way to keep them abreast of new developments in the library, the Library started a Weblog in January that essentially replaces our "What's New" pages.

<http://csbsjlibrary.blogspot.com/>

Serials - All print serials on both campuses have been bar-coded. This allows patrons to see, from our online catalog, exact information about our print journal holdings. About 4,000 printed journals that are now available via electronic access through the JSTOR project have been sent to the MLAC storage facility at the U of MN. About 5,000 duplicate journal sets have been identified and consolidated at one library. We no longer keep long back files of the same journal at both libraries.

Assessment - As part of our overall assessment plan, we administered the LibQual+ survey to our faculty and students. This is a standardized assessment tool used by many libraries throughout the country. The data collected can be used as a benchmark for future assessment, as well as provide us with a picture of the issues for which we need to gather more information. In addition to the standardized responses, we received 151 comments from interested faculty and students. Although we are still analyzing the results, it is clear that the major issue identified by both faculty and students are the physical buildings. Both user groups appear to be very pleased with the level of service we provide. Compared to other institutions that used the survey this year, our students and faculty seem to have higher expectations of the services we should provide and aside from the building issues, we come closer to meeting this expectations than most other small liberal arts institutions.

Where the Libraries should be going

As I prepare for retirement, I have looked back over my 30-plus years as Library Director and asked myself "What do I see as the major issues facing the library over the next 10 years?"

Library as Place

As information becomes more and more accessible over the Internet, it will be less necessary for students and faculty to come to the library in order to get materials; however, the library as place will become even more important than it is now.

The College and the University have clearly established that one of their most important goals is to make our institutions places where students and faculty carry

on research and conversations of academic interest. Currently one of the greatest inhibitors to both of these is a proper space for this to occur. There is little space in and around the academic departments. The student unions have not proven to support this type of activity, nor do the dorms provide spaces for students to meet and work on group projects. Most institutions expect this type of interaction to happen in the library, but neither of our libraries is currently set up to foster this. Clemens Library is arranged better for group interaction than Alcuin Library, but much more can be done at both places. In addition to housing our collections, the libraries can and should be a place where faculty and students can interact. We need to provide spaces that will foster this interaction.

Both collections are reaching their maximum usable capacity under the current shelving plan (Alcuin is in better shape than Clemens in this regard). As we solve the shelving issues, it is a perfect time to address the library as a place to foster intellectual interaction. It is clear from the LibQUAL+ survey that the greatest need in both libraries deals with space issues. The faculty and the students agree that this is the most pressing need.

The space configuration at Alcuin has become less relevant to student needs, starting at least 10-12 years ago. We currently devote a large amount of space to individual study on open tables (the upper level is a good example); these arrangements have become much less used over time. Students who study alone prefer individual carrels or isolated tables to spread out their work, rather than the "dense-pack" arrangement that we have now. In addition, our display areas for print journal subscriptions at both libraries will shrink substantially in the next few years as we continue to convert our subscriptions to electronic only access. (We expect to use only half of the currently available display space at Clemens next year).

Availability of food and drink will be somewhat solved at Clemens, I believe with the student-run coffee bar. Alcuin would be much more inviting if a similar or expanded coffee shop was available.

What needs to be done has been outlined in numerous reports. Included are the need for a computer public access space in Alcuin, space in either or both libraries for the Honors program, handicapped access and easier access to the bathrooms in Alcuin, more space for group work in both libraries. The next step at both institutions is to sit down with an architect/space planner to see how we can meet the specific needs outlined in the various reports.

Library collections

A number of years ago, we made the commitment to acquire as much information as possible in electronic form. We have done that and should continue to do so. Given the relationship of the two institutions and the contract signed by both regarding the library, we have been able to do this at little or no extra cost. With the cooperation of the faculty, we have been able to make the necessary adjustments in the print materials to be able to afford the purchase of our electronic collections. We need to constantly monitor the use of our electronic resources (something that was difficult, if not impossible with paper resources). Based on usage, we can adjust our holdings to reflect what is needed and used by our students and faculty.

We need to continue to work with MINITEX and other providers to be able to meet user needs that require materials we do not have, as quickly and efficiently as possible. The combination of MEDD, Ariel, and belonging to consortia of lenders and providers should continue to serve us well over the next few years.

As increases to our materials budgets do not offset inflation, we will need to work closely with academic departments in terms of the balance between serials and monographs and what we will need to cut in order to afford the essentials for each department.

-- Michael D. Kathman

Minnesota Oberlin Reference and Instruction Librarians Group

For the second year in a row the Minnesota Oberlin Reference and Instruction Librarians Group planned and presented a series of continuing education programs in 2004-2005. These included the following:

- A presentation on how to conduct focus group research led by Mollie Freier. (October 21 at Gustavus Adolphus College)
- An informal round robin showcase - What are we doing on our campus? (February 10 at Macalester College)
- A joint meeting with Technical Services librarians that included a panel discussion of perspectives on the future - How are our students changing? What might catalogs look like in the future? What do we mean by life-long learning? (March 15 at SJU)
- A presentation on GIS - What is it? What does it mean for libraries? What are the implications for reference and instruction? (April 19 at Carleton College)

Once again we were pleased and surprised at the quality of the continuing education we can offer each other right here in Minnesota.

This year's meetings will include another round robin and a presentation on students and library work (training, supervision, mentoring, library careers, etc.). We will also play an active role in planning the MnObe Symposium on Digital Issues tentatively scheduled for April 2006 at Macalester College. Tom Nichol continues to convene this group.

---Tom Nichol

AREA REPORTS

LIBRARY PUBLIC SERVICES REPORT

Many goals were accomplished and projects completed during FY 2005. In addition, we welcomed two new librarians to our staff: Dave Wuolu, public services and systems librarian; and Sarah Gewirtz, government documents and public services librarian.

Projects of note:

Web site: moved to the Atomz web management system. The initial version of our "new" Web site went live on 6/14/05, but the transition required several months of work during the year.

RefWorks: a joint effort with Information Technology Services, we introduced this citation management system in early Fall 2004 to the entire academic community. Since RefWorks is web-based, users can access their account from any networked computer on campus or off campus via the Internet. As of the end of the fiscal year, nearly one-third of our students and faculty had accounts on Refworks.

Journal consolidation: early in the year, we initiated a project to identify duplicate runs of journal titles, select the best single volumes from each set, and consolidate the streamlined holdings at a specific library. Substantial shelf space will be freed up at both libraries. Combined with the withdrawal of print holdings corresponding to JSTOR holdings, we have shipped over 15,000 volumes to the Minnesota Library Access Center during the past two years.

Print serials review: we completed a review of our print reference standing orders in fall 2004 resulting in the cancellation of some 60 print titles. In addition, we initiated a review of our print journal collection which we expect to result in the cancellation of some 200 journals effective 1/1/06.

New electronic resources: we aggressively identified and purchased electronic resources that we determined – most with faculty input – to be of high value to our students and faculty. (A list of new titles is attached). In many cases, we were able to cover all or most of the ongoing costs by canceling replaced or otherwise obsolete print (and in some cases electronic) resources.

In addition, we continued and expanded our online reference service by utilizing Trillian, a software utility that allows us to serve users via AOL Instant Messenger, MSN Messenger, and Yahoo! Messenger. Volume continues to hover around 10% of our total reference traffic. Notable this year – we had a number of students chat with us in real time and via email while in the international program in Australia.

Please see the reports below for additional information regarding our efforts in Circulation, Federal Depository Library program, Interlibrary Loan, and the Prep School Library.

--Jim Parsons

Circulation

The new online library system, ALEPH, continued to be the focus of our energy this past year. Areas such as general circulation, patron records and reserves are all in place and going great. In July we began working on overdues and billing. Decisions had to be made on processing and replacement costs, timeline and text of the overdue notices, what goes out as e-mail, what goes out as paper, generating a billing report that could easily be given to accounting and publicizing the fact that we would be charging overdue fines. It meant once again looking at staffing and workflow. A great deal of credit goes to Dave Wuolu, Jenn Schwichtenberg and Betty Hennen for all their work on this. We still have a ways to go before it all works as smooth as we'd like, but I feel we have a good start.

Other projects involved the pulling, vacuuming and shifting of the Dewey collection at SJU, shifting in both CSB and SJU reference and general stacks, interfiling of the Coughlan gift books at CSB and documenting Aleph procedures.

General circulation at both CSB and SJU showed around a 15% increase this past year. The increase is seen across all Patron Classes, not only with general circulation, but also with the renewal counts. Combined Reserve counts continue to drop, however, this past year SJU showed a 25% increase. The BAC Music Library had a 19% increase in their general circulation.

Nicole Reuter was on maternity leave from April 12, 2005 – July 18, 2005. Her circulation duties were picked up by Jenn Schwichtenberg and Mary Beth McCarney (Student Employee).

--Bonnie Kalla

FEDERAL DEPOSITORY LIBRARY REPORT

The depository staff continued to clean-up any initial problems in Aleph that were found for government documents so that our patrons would be able to find the information that they were seeking. Some changes as to how we initially processed our government documents had taken place to help with the flow of work. This was to also help prepare us for the major clean-up that would be taking place when we received the Marcive records.

On April 5th, PALS completed the load of Marcive records for SJU (almost 2 years worth of records). Clean-up has consisted of three different phases. Phase 1 consists of matching up the SuDoc classification number (print-outs of everything that was input into MnPals over the last two years) to that on our Title Lists; searching Aleph by the title; and then, having our students attach the holding and item (barcode) to the record. Initially, it was thought that this part would take us to the end of the summer (August 31st), but we should be done by the end of June. At this point Phase 2 will begin. We will look at those items on the Title Lists (from June 2003-December 2004) that did not have a check mark beside them (our way of verifying that a print-out matches the item) and we will begin to see if we actually received that title from GPO by checking on our shelves. If an item is not found on the shelf, we will proceed to delete the record out of Aleph. Phase 3, which we have begun now, will consist of cleaning up our electronic records by attaching a holding and item record to each title. Our goal is to have this clean-up done by December 2005.

--Sarah Gewirtz

INTERLIBRARY LOAN REPORT

Interlibrary Loan services ended another frustrating year still waiting for the software that will operate with MNPals. Originally scheduled for implementation in October 2003, we now hope to see it in operation by late Fall 2005 or early Spring semester 2006. Staff at both libraries are active participants in testing and development of the software while maintaining service for our users and partner libraries.

The lack of Interlibrary Loan software is reflected in our lending statistics; for the second year in a row we lent fewer items to our partner libraries in the Minitex region because they cannot easily send us requests. On the other hand, borrowing for CSB/SJU users increased from last year's low at both libraries, indicating that our makeshift interim procedures are working for them. One of the most helpful developments was Miranda Novak's work with Nicole Reuter to integrate the CSB/SJU ILL request form with SFX services.

Nicole Reuter was on maternity leave until mid-July following the birth of her son in mid-April. Although her leave began 5 weeks sooner than anticipated, Janine Lortz ably stepped in to manage both offices and, with the support of excellent student staff, kept all services operating normally. In addition, Janine completed an update of our OCLC Custom Holdings listings to makes it substantially easier to identify free lending partners across the continent.

--Molly Ewing

PREP SCHOOL LIBRARY PROGRAM

St. John's Prep Library has gone through few changes in the past year. Cindy Peterson was hired as Prep Library Services Coordinator when Julianne O'Connell took a job as middle school teacher at St. John's Prep. Ms. Peterson will continue to work at the Alcuin Library Reference Desk six hours per week and serve as the liaison between the Prep Library and the Main Libraries. Ms. Peterson will again start up the writing lab which was founded last year, but could not be maintained by CSB/SJU because of time restraints. She will be working closely with Jean Opitz the writing center coordinator.

The book re-classification project continued and is still in progress. This project, which was scheduled for completion in spring of 2004, consists of changing the call numbers on the original collection to Library of Congress style numbers, and entering the revised information into the online catalog.

Attempts were made to become an official branch library of the university library, but MNpals informed us they were not ready for such an upgrade so the plan was put off indefinitely. This is quite unfortunate since Prep books appear on the MNpals catalog but librarians and patrons cannot determine if a book is available or not from the Prep library, unless they call. This is very confusing for anyone who might need books from the Prep school but cannot tell if it is checked out.

AV equipment upgrading progressed as planned is ongoing without the input of the library or its budget. The new school Principal, Kathy Doom has acquired number of grants to equip each floor with a COW which includes a projector.

--Julianne O'Connell

LIBRARY TECHNICAL SERVICES REPORT

Technical Services has had yet another productive year, even though we lost one full-time cataloging position due to budget cuts. After two years of working with the new online system, it is important to recognize the excellent progress that has

been made in understanding the complexities of the new system in addition to realizing that a few major obstacles still remain (for instance, the InterLibrary Loan, EDI and Booking modules have not yet been implemented). The staff also realizes that the full potential of the Aleph system still needs to be explored. One area where good progress has been made is with the interface between acquisitions and cataloging. Several refinements to workflows and the workslip format have resulted in smoother and cleaner transfer of data between the two units. Further review of workflows and procedures will be ongoing in the coming year as there is still work to do in this area.

In order to free up much needed shelf space for new acquisitions, a decision was made to ship lesser-used print material to an off-site storage facility. In the initial phase of the project (JSTOR titles), we processed and shipped 4230 journal volumes to the Minnesota Library Access Center (MLAC), located on the campus of the University of Minnesota. The second phase of the project (non-theology Dewey titles) resulted in 7663 volumes shipped in June to MLAC. The third and final phase of the project (journal consolidation), expected shipment in Fall 2005, will likely involve an additional 4300 volumes. All off-site material is readily available upon request with a turn around time of 24 hours.

In an effort to improve communication and the sharing of information, Technical Services has re-implemented regular bi-weekly staff meetings. In summary, we had a busy year filled with major challenges and successes.

Cataloging

Throughout the year, the catalogers made a gradual switch from OCLC's Passport and CatME cataloging software to Connexion, OCLC's newest suite of tools and services for catalogers. The migration was relatively painless and presented only a few problems at first. There were several projects undertaken in FY2005, some of which are still in progress. Noteworthy new projects include: Hiring of one cataloging librarian and two support staff to catalog the Arca Artium Reference and Rare collections (35,000 titles), made possible by a four-year Mellon Grant; reclassification of approximately 3800 Dewey titles to the Library of Congress system; and withdrawal of a substantial number of music education material from the BAC Music Library. Former ongoing (completed as noted) projects include: deletion of unnecessary migration-created records, specifically circulation-created bibliographic records; correction of 5,000+ "bound-with" records (completed in November 2004); the Saint John's Preparatory School retrospective conversion project (90% complete); cataloging of the 2,410 juvenile book donation (completed in Fall 2004); and a continuing reduction of the large music backlog. Clean up of the Government Documents collection continues under the supervision of the

Government Documents department. In-house conservation efforts continue under the expertise of our Conservation Specialist.

Acquisitions

Library Acquisitions

As part of its ongoing goal to streamline practices while improving overall service to patrons, library acquisitions fully integrated the Books in Print database into its workflow this year. Not only does this tool enhance the selection process for librarians and bibliographers, but it also allows for quick and easy staff functions like checking for duplicate orders and downloading free BIP MARC records into the catalog for order creation. This year also saw the creation of a Library Acquisitions website, designed to provide useful links and timely information to library selectors and staff. Unfortunately, the priorities at MnSCU/PALS this year did not include implementation of EDI ordering, as promised. Implementation of this process would be a great enhancement to acquisitions workflow and would enable a further transition from BIP to vendor databases for bibliographic information and direct order downloading.

Electronic Serials Management

With the addition of a new librarian focused on electronic resource management, this year was a very active year on the electronic serials front. SFX Version 3 was implemented late in the year, with a nice new A-Z List interface. Print holdings have been added to the SFX database to improve the comprehensiveness of the Journal List, and online access has been enabled for hundreds of online journals at Ingenta, Synergy, Highwire and other portal sites. We now have a web accessible database repository for electronic resource information including administrative information, statistical retrieval, ILL rights and a decision log. The switch to a new set of ELM databases has occasioned a systematic evaluation of our print and online serials holdings, a process which began this year with the compiling of data and the beginning of department reviews of holdings. Next year will see the cancellation of a substantial number of print titles in favor of online access, and a systematic upgrade to print + online access for titles that fit a predetermined cost/use profile.

Serials

This past year, the serials department has been focusing on saving space for the two libraries. To that end, we have been consolidating our journals with holdings at each of the libraries. Our goal is to remove any duplicate volumes and move all the remaining copies of a title to one library or the other. Duplicate volumes will be

withdrawn and sent down to the MLAC remote storage facility. The staff there will determine which, if any, of the volumes will be kept at the facility. All others will be discarded. We have currently reached the approximate half-way point in the process of transferring and shifting the volumes on the shelves. When that is completed, the volumes that have been removed will be shipped out.

Arca Artium

Mellon Project at HMML and Alcuin Library

With the re-organization of the various special collections at Saint John's under the aegis of the new Hill Museum & Manuscript Library in 2004, several new electronic initiatives have begun. To support these initiatives, the Andrew W. Mellon Foundation awarded a grant for \$545,000 to HMML for the assessment and cataloging of rare book, manuscript, and art collections. A primary focus of this grant is the creation of MARC records for the Saint John's and HMML's rare book collections (ca. 4500 volumes), for the Arca Artium rare collection (ca. 5000 volumes) and the Arca Artium Reference collection (ca. 30,000 volumes). Matthew Heintzelman has accepted a half-time assignment to lead the cataloging team for this four-year project, and he was joined in Autumn 2004, by Lorie Wuolu and Nicole Anderson. Thus far, work has progressed on the Reference collection, and in the coming year, work will begin on the rare collections.

--Tess Kasling

MEDIA SERVICES REPORT

SJU Media Public Services

The DVD collection which is fast growing and gets the most use was shifted again and we are now using top and bottom shelves, as we have about 2000 DVDs. We will need to shift the CD collection as well. The LP sound recording collection gets very little use and should be weeded. Space is still an issue at Alcuin, and is becoming an issue at Clemens as well. We will need to assess the older formats (slides, etc.) and do a major weeding during the upcoming year. We are continuing to replace the VCRs in the classrooms with DVD/VCR combo machines. There were many problems with the DVD players in the computers in the multimedia rooms so we had to swap out the entire inventory of computer DVD players and replace them with standard DVD players. With the addition of more smart classrooms available on campus and another video projector and laptop in the media inventory it helped, but at the end of the year again we were not able to meet all of the computer demands, and had to set up our laptops and video projectors quite often the last semester. The theft of several ceiling mounted projectors and a

DVD/VCR unit from the classrooms presented challenges for awhile--but IT services got the equipment ordered and re-installed as soon as they could.

CSB Media Public Services

New equipment has been installed in the classroom buildings at CSB as well and many VCRs (about 35 units) were replaced with combo units that could play either VHS or DVD. TVs were removed from fully equipped multimedia classrooms since they were just collecting chalk dust. We upgraded the TVs in the public access area of Clemens, along with new headsets. The students made this suggestion on the LibQual+ survey and have indicated that they appreciate the improvement. We added two new digital video cameras, a laptop and an LCD each in their own case. The collection of DVDs and VHS tapes has grown. Since the first of the year ('05), we've shelved about 50 new DVD titles and about 40 new videos. One of our summer projects is to find out how often each video has been checked out and the date of the last return. After usage is determined we will begin a weeding project to free up shelving space.

Media supported some big events at CSB--History and Economics departments' seniors or scholarship winners' presentations in the Teresa Reception Center; International students "Festival of Cultures"; Blazer Basketball games were aired live during the home games; CSB commencement.

--Burdette Miller-Lehn

Media Technical Services

Sadly, the most notable Media Services event this past year was the resignation of Corey Tramm. Corey's last day was April 15, 2005. Corey was very good at his Media Services position and it is believed that he enjoyed his work, but the pay was a factor in his seeking employment elsewhere.

We covered 764 media events providing services ranging from a simple microphone set-up to events as complex as CSB commencement. We maintained all of the audio visual equipment for the College of St. Benedict and St. John's University. In addition to providing A/V technical support for CSB and SJU, we also provide services for St. John's Abbey, St. Benedicts Monastery, and St. John's Prep School. We also maintained the CSB/SJU Cable TV system, which provides cable TV service to all of the residential and academic buildings on both the CSB and SJU campuses. In addition, the cable system services St. John's Abbey, St. Benedicts Monastery, St. John's Prep School, and the Ecumenical Institute.

We installed a theater-style surround sound system in the Little Theater (Q346). This enhanced the learning experience of students taking film appreciation classes in this room. We installed universal remote controls in AV-1, AV-2, and the Little

Theater--remote controls facilitate operating all of the audio visual equipment built into these rooms with only one remote control; installed new video projectors in AV-1 and AV-2 which provided sharper, brighter images for the users of these two rooms; helped Bankers Systems video stream a meeting they held in St. Ben's Alumnae Hall to a national audience; helped produce a video that was a part of St. John's University Institutional Advancement annual report, which was distributed to thousands of alumni around the country; provided sound for MaryAnn Baenninger's inauguration on April 22 in the CSB HCC Field house; and installed the cable TV distribution system in the new CSB President's House.

--Dan Sis

FINANCIAL DATA

Salary and Materials Expense

	<u>2001-2002</u>	<u>2002-2003</u>	<u>2003- 2004</u>	<u>2004-2005</u>
Salary-Staff	\$1,197,926	\$1,248,535	\$1,224,746	\$1,333,007
Salary-Students	\$220,416	\$218,111	\$209,794	\$218,091
Total Salary \$	\$1,418,342	\$1,466,646	\$1,434,540	\$1,552,099
Materials	\$1,130,147	\$986,751	\$1,043,928	\$1,176,163
Other Expenses	\$178,615	\$180,603	\$177,250	\$167,598
Capital	\$28,103	\$2,966	\$0	\$0
Total Non-Salary \$	\$1,336,865	\$1,170,320	\$1,221,178	\$1,343,761
TOTALS	\$2,755,207	\$2,636,966	\$2,655,718	\$2,895,860

Distribution

% Salary/Wages excluding Capital	52%	56%	54%	54%
% Materials excluding Capital	41%	37%	39%	41%
% Educ. & Gen.	SJU/CSB	SJU/CSB	SJU/CSB	SJU/CSB
	4.10%	3.70%	3.58%	

We continue to maintain approximately the same percentage distribution between salaries and materials, as we have in the past few years.

Usage and Collection Statistics

2004-2005

STATISTICAL DATA AND ANALYSIS
Library Public Services

Reference	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>
Total Reference Inquiries	8,230	8,425	8,584	8,065

Analysis of data

Reference numbers declined slightly from the previous year, just over a 6% drop from 2003-04. We have not been able to identify an underlying cause for this drop, especially after consistent increases the last few years.

Circulation	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>
CSB General Circulation	43,227	37,996	36,164	41,616
SJU General Circulation	43,458	45,262	50,442	58,802
General Circulation	86,685	83,258	86,606	100,118
CSB Undergrad Circulation	35,037	30,559	25,295	30,043
SJU Undergrad Circulation	20,908	20,074	27,715	34,803
Undergraduate Circ	55,945	50,663	53,010	64,846
CSB Reserve Circulation	6,139	5,967	5,262	4,226
SJU Reserve Circulation	2,545	3,468	1,893	2,526
Reserve Circulation	8,684	9,435	7,155	6,752
Music Library				
Music Lib. General Circulation	2,518	2,188	2,926	3,497
Music Lib. Reserve Circulation	798	842	NA	303
Music Library Total	3,316	3,030	2,926	3,800

Analysis of Data in Circulation

General circulation at both CSB and SJU showed around a 15% increase this past year. The increase is seen across all Patron Classes, not only with general circulation, but also with the renewal counts. When comparing circulation counts by Item Classes the DVD's at SJU had the largest increase with 41%. Combined Reserve counts continue to drop, however, this past year SJU showed a 25% increase. The BAC Music Library had a 19% increase in their general circulation.

Interlibrary Loan Usage

Interlibrary Loan	<u>2001-2002</u>	<u>2002-2003</u>	<u>2003-2004</u>	<u>2004-2005</u>
Total Lending Requests, Filled	7,309	9,172	4,735	3,830
Lending Requests, Unfilled	1,804	2,775	2,468	2,163
Total Borrowing Requests, Filled	10,433	8,933	5,190	5,794
Borrowing Requests, Unfilled	3,309	2,619	1,374	1,590
Total All Requests, Filled	17,742	18,105	9,925	9,624
Grand Total All Requests	22,855	23,499	13,767	13,377

Analysis of data

The ILL numbers are down in part because of the fact that we have not had an automated ILL system for the past two years. In addition, the introduction of SFX has meant that patrons are finding more of what they need in our electronic collection than they were able to before.

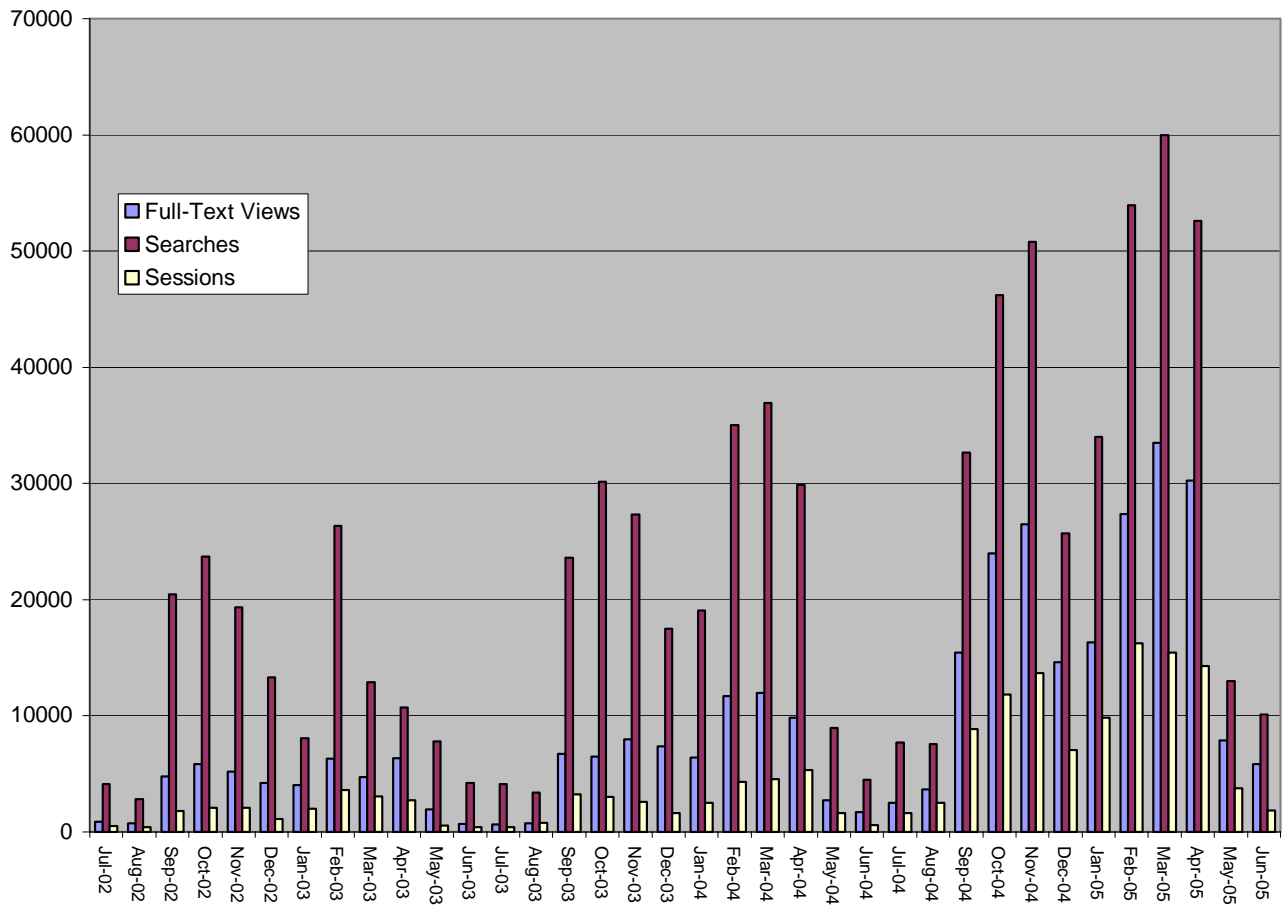
Information Literacy

Library Instruction	<u>2001-2002</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>
Number of Presentations	357	307	268	284
to number of Students	5,461	5,616	4,904	5,298

Analysis of data

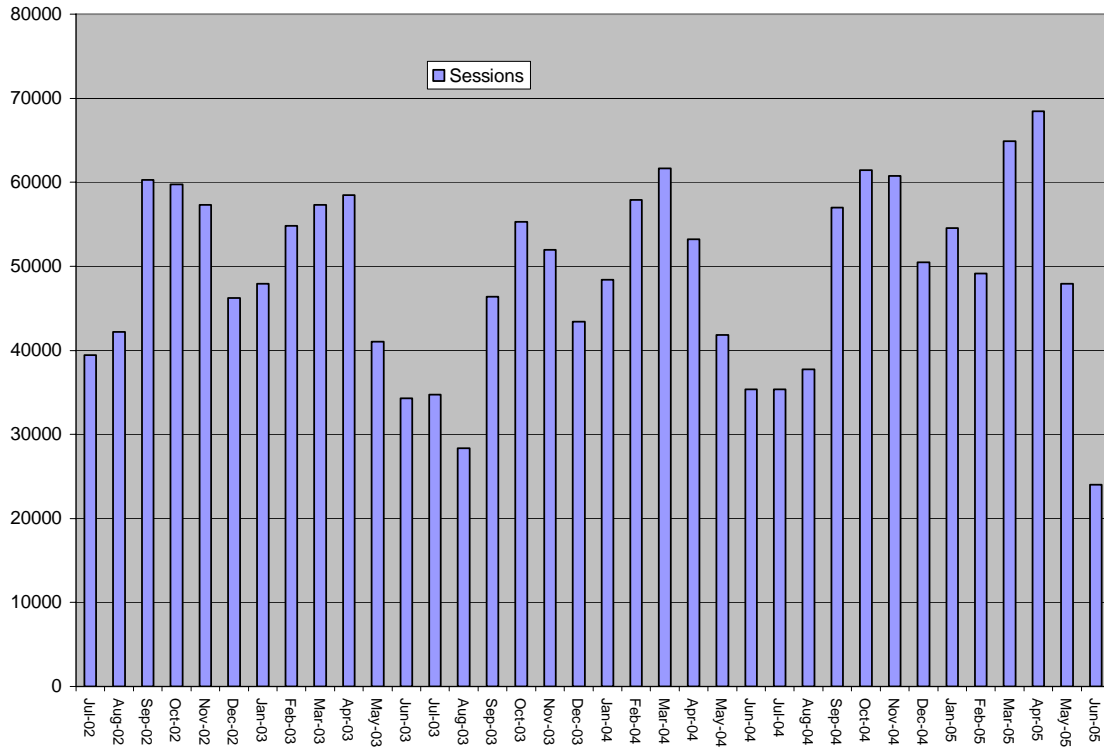
Numbers for both presentations and students served climbed back towards the levels of the previous year. While we continue to provide the bulk of our presentations to FYS sections, we are continuing to work with faculty to provide appropriate sessions to courses in most majors.

Usage Trend Chart for All Databases July 2002 - June 2005



FY O5 again shows a significant increase in usage. What is very impressive is the increase in the number of full text views. In some months they almost tripled from the previous year.

CSB/SJU Website Usage Chart July 2002 - June 2005



Usage of the library's website remains steady, with a small overall gain this academic year over the two previous years. Please note that the statistics recorded for the website were revised this year because it was discovered the number reported in earlier years was not true sessions (i.e. number of visits) but was the number of page hits, which is much higher. All the CSB/SJU website stats were revised so we are still able to compare this year's usage to past years. However, if you try to compare the attached chart's numbers against the CSB/SJU website usage numbers from the last annual report, you will notice a difference.

A new statistic that we are able to provide is the number of searches per student. This gives some indication of how much the various databases are used each year. Please note that we are not able to differentiate between classes of users, so that faculty use is included in the figures. The top 20 databases are identified below.

Database Use per Student July 2004 - June 2005.

*Note that the number of students used to calculate the report is 3928 as reported here:
<http://www.csbsju.edu/about/profile/#enrollment>

Database Name	Searches	UsePerStudent	Sessions
(EBSCO) Academic Search Premier	105904	26.96	46814
(LexisNexis) Academic	42777	10.89	0
Cambridge Scientific Abstracts	38667	9.84	14292
JSTOR	27232	6.93	0
(FirstSearch) WorldCat	25749	6.56	0
(Proquest) Nursing Journals	15863	4.04	0
(Ovid) CINAHL 1982 to Present	14975	3.81	3921
(Proquest) Newsstand	12235	3.11	0
(Proquest) Religious Periodicals	9783	2.49	0
(Proquest) GenderWatch	9511	2.42	0
(Proquest) Ethnic NewsWatch	8760	2.23	0
(EBSCO) Business Source Premier	7391	1.88	4040
ComAbstracts	7001	1.78	0
Encyclopedia Britannica	6783	1.73	0
(EBSCO) Communication & Mass Media Complete	5951	1.52	2572
(Web of Knowledge) ISI Web of Science	5048	1.29	1459
(Gale) Literature Resource Center	4653	1.18	755
(Proquest) Historical Newspapers - New York Times	4085	1.04	0
(Web of Knowledge) ISI Current Contents connect	3915	1.00	871
(EBSCO) MasterFILE Premier	3118	0.79	1696

STATISTICAL DATA - *Library Technical Services*

<u>Acquisitions</u>	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-2005</u>
Total Purchased Books Added	13,359	14,234	12,377	8,282
Total Gift Books Added	<u>405</u>	<u>1,580</u>	<u>1,876</u>	<u>6,036</u>
Total Books Added	13,764	15,814	14,253	14,318
Total Audiovisual Added	1,020	1,037	1,060	1,283
Microtext Added	1,813	1,372	387	380

Total Library/Media Collection Holdings

<u>Total Holdings</u>	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>
Book Titles	464,640	493,047	509,446	525,067
Total - Book Volumes (incl. titles)	607,696	680,888	696,888	716,202
Microforms	118,293	119,665	120,052	120,432
AudioVisual Materials	22,290	33,471	34,284	38,396
Active Periodical Print Titles	2,114	2,175	1,851	1,476

<u>Electronic resources currently available:</u>	<u>2001-2002</u>	<u>2002-2003</u>	<u>2003-2004</u>	<u>2004-2005</u>
Electronic periodicals owned				1,220
Electronic periodicals accessible				13,643
E-books owned			213	382
E-books in consortium libraries			12,839	12,841
Internet Resources including Government Documents				18,734
Electronic Resources, Total	600	11,087	35,757	48,040
Grand Total*	748,879	845,111	910,221	924,546

*excludes uncataloged Gov. Documents

List of new electronic resources:

ACM Digital Library*

L'Année philologique*

ARTstor

Books In Print

CMMC* (Communication and Mass Media Complete)

CPLI*

E&E Publications

Encyclopedia of Islam Online

Family & Society Studies Database*

Gender Studies Database*

Index Islamicus

JSTOR General Science Collection*

JSTOR Biological Sciences Collection*

Literary Marketplace Online*

Literature Resource Center*

Nature Online*

NBER Working Papers

NetLibrary IV

OED Online

Old Testament Abstracts

Patrologiae Graecae

PsycARTICLES*

RefWorks

Science Online*

Scientific American Archive*

Times Digital Archive

Washington Post Historical

World Development Indicators

*Titles partially or fully by canceling print (and in some cases electronic) counterparts

Media Distribution and Circulation Statistics

<u>AV Equipment Distribution</u>	<u>2000-2001</u>	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>
Total AV Equipment Distribution	4,707	4,311	4,785	4,069	4,783
<u>Software Circulation</u>					
Total Software Circulation	28,108	25,101	29,198	21,329	30,499

We circulated over 17,000 DVD's alone this year – a very popular collection.

Staff and Activities 2004-2005

Library Staff 2004-2005

Director, Libraries and Media

Michael Kathman

Associate Director for Public Services

Jim Parsons

Associate Director for Technical Services

Tess Kasling

Associate Director for Media Services

Burdette Miller-Lehn

Collection Development Librarian

Stefanie Weisgram, OSB

Media Services Technical Manager

Dan Sis

Office Coordinator

Rebecca Terhaar

Library Technology Support Specialist

Miranda Novak

Public Services Librarians

Norma Dickau

Molly Ewing

Sarah Gewirtz

David Malone

Tom Nichol

Peggy Roske

David Wuolu

Circulation Manager/CSB Facilities Coordinator

Bonnie Kalla

Circulation Staff

Betty Hennen

Bev Ehresmann

Jenn Schwichtenberg

Nicole Reuter

Interlibrary Loan Staff

Molly Ewing, Interlibrary Loan Librarian
Janine Lortz
Nicole Reuter

Government Documents Librarian

Sarah Gewirtz

Government Documents Clerk

Paul Jasmer, OSB

Technical Services Staff

Michael Dermody, Acquisitions Coordinator
Ginny Clendenin, Acquisitions
Todd Martinson, Serials Acquisitions

Nicole Anderson, Cataloging
Matthew Heintzelman, Rare Books Cataloger
Liz Knuth, Cataloging
Don Neu, Cataloging
Don Renshaw, Cataloging
Victoria Weisen, Cataloging
Lorie Wuolu, Cataloging
Janice Rod, Cataloging Librarian

Andrew Goltz, OSB, Preservation

Media Service Coordinators

Denise Braegelman, OSB
Janelle Sietsema, OSB

Media Services Sound/Video Technician

Corey Tramm
Adam Bauer

Library and Media Reporting Structure

Director of Libraries and Media

The following positions report to the Director of Libraries and Media:

- Associate Director for Technical Services
- Associate Director for Public Services
- Office Coordinator
- Collection Development Librarian
- Library Technology Support Specialist
- Associate Director for Media Services
- Media Technical Services Manager

In addition, the following positions also report to the Director of Libraries and Media

- College of Saint Benedict Archivist

Associate Director for Technical Services

Employees in this area report directly to this position, including:

- Theology Catalog Librarian/Head Cataloger
- Cataloging Associate
- Acquisitions Coordinator
- Acquisitions Associate
- Serials Associate
- Library Preservation Specialist

Associate Director for Public Services

Employees that report directly to this position:

- Public Services librarians.
- Circulation Manager/CSB Facilities Coordinator.
 - Four circulation paraprofessionals report to the Circulation Manager/CSB Facilities Coordinator.
- Public Services and Interlibrary Loan Librarian.
 - Two interlibrary loan paraprofessionals report to the Reference Interlibrary Loan Librarian.
- Public Services and Government Documents Librarian.
 - One government document clerk reports to the Reference Government Documents Librarian.

Associate Director for Media Services

- Media Service Coordinators report to this position.

Media Services Technical Manager

- Media Services Sound/Video Technician position reports to this position.

Library and Media Work Groups

The work of the Library and Media Services is facilitated by a variety of working groups.

Associate Directors

This work group is made up of the Associate Directors for Public Services, Technical Services, and Media Services, also the Office Coordinator and the Director of Libraries and Media. The purpose of this working group is to coordinate the work of the various areas under the Director. All major undertakings of any area are discussed as well as any policy issues that could possibly have an impact on other areas of the organization. This is also the group that advises the Director on policy, budget, personnel, and other areas as requested by the Director.

Circulation Group

This group discusses issues relating to the day-to-day operations of the circulation area. Any policy issues that come up at these meeting are forwarded either to the Public Services Group or the Associate Directors.

Marketing Group

The Marketing Group was established to recommend plans or projects to promote the goals and mission of the library. The Marketing Group reports to the Associate Directors.

Public Services Group

This is a group of primarily reference librarians and other public services staff that meet twice monthly during the academic year. Typically, one of the monthly meetings is reserved for discussing and making recommendations on all issues involving public services; the other monthly meeting is primarily for training and staff development issues relating to reference services.

Technical Services Group

This is a group of all of the technical services staff, and some others (depending on the topic), who meet on an as-needed basis to discuss technical service issues.

PROFESSIONAL ADVANCEMENT ACTIVITIES

Molly Ewing

In addition to her regular responsibilities as a Reference Librarian, ILL Coordinator, and Transfer Symposium Instructor, Molly was actively involved in the following local and regional opportunities.

On campus, she attended several LES workshops to develop classroom skills, and she received Safe Space training from the CSB/SJU LBTG community on 9 March 2005. Both were useful for classroom and Reference Desk work. She participated in a meeting of the MNOB-Reference Group at SJU on 15 March 2005, several faculty Friday Forums, and Collegial Conversations throughout the year. She was also a member of a *Walden* reading group sponsored by the SJU Vocation Project in April and May 2005. Such activities help develop valuable personal relationships with CSB/SJU faculty and librarians at other institutions.

Molly received more practical training from several Webinars throughout the year: Ex-Libris (Metalib), OCLC (developing custom holdings in ILL) and ACRL (Information Commons development in academic libraries)

Other regional meetings Molly attended are:

- ACRL Conference, 7-10 April, 2005
- MNLINK Users Meeting at SCSU, 25 April 2005 (prepared ILL demo with Susan Motin)
- PALS Users Meeting at SCSU, 26 April 2005

Molly continues community service through involvement in the Christ Church Newman Center parish in St. Cloud, and Saint John's Prep School parent volunteer opportunities.

Sarah Gewirtz

In addition to her regular responsibilities as Reference/Government Documents Librarian, Sarah has been involved with the Marketing, Building Design and Web Design Committee's at Alcuin and Clemens Libraries. She has taken two classes offered through Association of Research and College Libraries (ACRL): "Online e-Collection Development" and "Blogging in Academic Research Libraries: The "Why?" and the "How". She took a workshop at St. Cloud State University entitled, "Strategic Marketing for Academic Libraries".

Wanting to get the students more intoned with what the library offers, she developed a Blog that is for both the faculty and students. The Blog incorporates information about our new databases, but contains interesting websites, articles and other non-academic information. She conducted a focus group for the Web Design Committee to determine the needs of the libraries users (faculty and staff) when it came to the library home page.

Sarah has attended MnPals, Oberlin and other state affiliated meetings through-out the year. Additionally, she attended the ACRL conference held in Minneapolis, attending many discussions involving library instruction and reference.

She attended the Government Printing Office conference held in Albuquerque, NM in the April. This meeting pertained to issues affecting the changing world of government publications. In becoming more involved with government documents, Sarah was nominated to be secretary to the Federal Documents Task Force Steering committee which is affiliated with GODORT. She also is on the committee for the Electronic Federal Depository Library Manual, where she is assigned with a group to review a chapter in the manual.

Outside of St. John's University, Sarah has worked with St. Cloud State University as an Adjunct Professor in their library, and has started working with the Great River Regional Library, St. Cloud branch, as a substitute librarian.

Bonnie B. Kalla

Professional activities included serving on the Student Employee Advisory Committee, participating in the spring and fall MNLink and MnPALS Circulation User Groups, and subscribing to the following electronic discussion lists: Circplus, E-Reserves, PALS, ALEPH-NA.

Held the Office of Secretary for the MNLink Circulation User Group.

Bonnie also took part in the "Student Employment Recruitment Initiative" sponsored through Admissions and assisted the Institutional Advancement staff with a fund raiser, Summer Soirée, that was held in Clemens.

Workshops attended this past year included: "Introduction to EBSCO", August, 2004; "The Practice of Attentiveness", October 2004; "Making Copyright Work for Your Library", January, 2005; "Monastery Counterpart Luncheon", March, 2005.

Tess Kasling

Much of the summer and early fall was spent chairing the search committee for a Cataloging Librarian. Unfortunately, the position was eliminated during the process and we were unable to offer the position to our candidate of choice. Other activity focused on training three new catalogers for the Arca Artium Special Collections, made possible through a Mellon Grant.

Tess continued to be professionally active on the following committees: MnPALS Access Task Force, MnPALS Indexing Task Force, MnPALS Database Quality Management Task Force, MnPALS Support Pilot Project Task Force, Minnesota Opportunities for Technical Services (MOTSE) Steering Committee, MnOber Technical Services Steering Committee, MnSCU/PALS Cataloging User Group Steering Committee.

Meetings and conferences attended include the MnSCU/PALS User Group semi-annual meetings, MnLINK User Group meetings, Minnesota Opportunities for Technical Services (MOTSE) planning meetings, MnOber Group workshop: “Millennials in the Library,” ACRL National Convention in Minneapolis. Webinars on ARC (Aleph Reporting Center), OCLC Connexion and copyright were also attended.

Professional memberships include the American Library Association (ACRL and ALCTS), Minnesota Library Association, Music Library Association (both national and Midwest chapters), American Guild of Organists, and the American Musicological Society (both national and Midwest chapters).

Tess continued to be active in the state’s DFL party and actively campaigned for progressive candidates in the 2004 election.

Michael D. Kathman

On the state level, Mike is one of two private college representatives on the Executive Committee of the PALS Dean, Directors, and Coordinators. Mike is a member of the PALS Study Group – a task force that is looking into the long term financing of PALS. He is on the MnLINK ILS (Integrated Library System) Committee. He is chair of the MINITEX/LDS Standards Task Force and the MnLINK Policy Advisory Council. Mike is on the Steering Committee for the Minnesota Digital Library Collaborative, the Advisory Board for the Minnesota Access Center, he was recently elected to the MINITEX Advisory Committee and was appointed to the Minnesota Department of Education’s Library Advisory Council.

Locally, Mike is Chair of the Cold Spring Planning Commission, is active in the Healthy Community Project, and serve on the Cold Spring City Council. At CSB/SJU Mike is an ex officio member of CAPS. Mike is currently working on a book with Jane Kathman on managing student employees that should be published around the first of the year.

David Malone

David attended the Minerva Conference 3 held at the Coffman Student Union building on the University of Minnesota campus last fall. The MINERVA 2004 Symposium offered an engaging program on Intellectual Property and Digital Image Collections. The conference included the following speakers:

Allan Kohl, Art Historian, Visual Resources Librarian, Minneapolis
College of Art & Design

Eric Celeste, Associate University Librarian for Information
Technology, University of Minnesota

Amalyah Keshet, Head of Image Resources & Copyright Management, The
Israel Museum, Jerusalem.

David has continued to meet with the Twin Cities Chapter of the ARLIS/NA (Art Library Information Society). The spring meeting was held at the Minneapolis College of Art and

Design. The Librarian at the Minneapolis Institute of the Arts spoke about the expansion of the library at the MIA; her presentation was both interesting and motivating.

David also had the opportunity to attend the national conference of ARLIS (Art Libraries Information Society) which was held in Houston this past spring. The program provided opportunities to gain some insight into some specific databases like ARTstor as well as intellectual insight into art historical topics such as the architecture of Mies van der Rohe. The programs, discussions, and meetings were all quite excellent.

David has attended several conferences and workshops throughout the year to advance his professional development. The Minnesota Theological Library Association has developed subgroups for the purpose of sharing ideas, concerns and issues; David has attended these meetings as the representative from Saint John's. These meetings have been a very good springboard for ideas about promoting and developing the use of our theological collections.

Also this past spring David attended the ACRL meeting which was held in Minneapolis. This biannual national conference provided many opportunities for stimulation in thinking about the future of libraries and how we might change to meet the demands and challenges which the future presents.

Throughout the past year David also participated in the libraries' own professional development program for public service staff. Last spring he presented a session to the group on the database ARTstor.

In addition to David's regular responsibilities of library instruction, collection development and reference and teaching Symposium, he has continued to serve as the chair of the Library Marketing committee.

Burdette Miller-Lehn

During the fiscal year 2004-2005 attended ALA which was held in Orlando, FL in June 2004; attended the SELT (Student Employment Leadership Team) events offered on campus, "How Welcoming is Your Space?"; "Providing References and Recommendation Letters for Student Employees: Minefield or Opportunity?"; and "Formal vs. Informal Communication". She took part in the Vocations Projects Community Conversation: "Listening: The First Duty of Love" and was group facilitator for it. She also was involved in several of the vocations project book discussion groups, A Hidden Wholeness: The Journey Toward an Undivided Life by Parker Palmer; Walden by Henry David Thoreau; The Five People You Meet in Heaven by Mitch Albom. She participated in the daily read-ins held in the library when her schedule allowed. She attended GLBT Safe Space training, and Spiritual Companions Training offered by the CSB Companions on a Journey program.

Community involvement this year included volunteer work for the MS Society walk, Arthritis Walk, and Tri-County Humane Society walk. She does volunteer work at the Whitby Gift Shop for the Sisters of the Order of St. Benedict. She is also involved on various

church committees including the decorating committee, volunteers as a greeter, was on the Faith Formation committee (and the recording secretary), and is a member of the teaching team for the RCIA (Rite of Christian Initiation for Adults) group at St. Mary's Cathedral parish.

Personal development activities include golfing, walking, yoga, meditating, gardening, reading and of course watching the latest movies. She also took part in various personal and spiritual retreats, workshops and book discussion groups that were offered on and off campus throughout the past year. Burdette also spends as much time as she can with her family and friends—a very important part of her life.

Tom Nichol

In addition to reference, departmental liaison, and information literacy instruction responsibilities, Tom continued to convene the Minnesota Oberlin Reference and Information Literacy Group. This group of public services librarians from Carleton, St. Olaf, Gustavus Adolphus, Macalester and CSB/SJU met four times over the course of the academic year to share information and perspectives on topics of mutual concern. Program topics in 2004-2005 included conducting focus groups, understanding “millennials,” an introduction to geographic information systems, and a round-robin showcase of best practices. Tom also served throughout the year on the library web site revision committee, and in April he attended the annual meeting of the Association of College & Research Libraries in Minneapolis. At the conclusion of the academic year, Tom assumed overall responsibility for the library's information literacy (formerly bibliographic instruction) program. Plans are now well underway for program assessment and the development of several new initiatives including the creation of instruction modules that can be used both online and in the classroom.

Jim Parsons

Jim continued to be active in several groups locally and statewide. Locally, he served as a member of the Committee on Academic Computing. Statewide, Jim served on the PALS Circulation and Reference User Groups; the MnLink OPAC User Group; and the Minnesota Oberlin Group Collection Development Committee.

Jim also continued his administrative responsibilities as Associate Director for Public Services, and as liaison to the Biology, Physics, and Physical Education departments. In addition, he taught four sections of Biology 200, *Biological Information*; continued to provide library instruction for Symposia and upper-level courses; participated in and oversaw portions of collection development activities; and provided services at the reference desk.

Workshops and conferences attended include: “Core Assessment Workshop” at CSB/SJU; “Minnesota Digital Library Coalition meeting” sponsored by the MDLC; “ACRL National Conference” in Minneapolis; Minitex ILL Symposium, "As the World Turns FASTER: Resource Sharing for the Next Generation"; UMn/Minitex Reference Services Symposium, “Digital Repositories: Defining Roles and Constructing Identities”; and Classrooms of the Future XI: “Applications for Today”.

Peggy Roske

Peggy was able to take advantage of many learning opportunities this year, both on and off-campus. Among the former were various LES sessions, Administrative Assembly luncheons, a CSB/SBM Counterparts luncheon, a Friday Forum, Collegial and Community Conversations, ITS' Technology for Teaching and Learning (TTL) Day, discussions about Core revision, and events sponsored by the CSB Center for Women and in honor of the inauguration of President Baenninger. She also participated in three reading groups, two of which were organized by the Vocations Project, the other by Gender and Women Studies, and was a member of the Vocations Project's Summer Institute. Opportunities for library-related training included Webinars (on BIP and MetaLib), a teleconference (on copyright) and reference database training sessions (on RefWorks, LibData, genealogy databases, and other resources). In October she attended *Legal Information: Reference Tools for Legal Questions* offered in St. Cloud by the Minnesota Association of Law Libraries (MALL), and in March the Joint Meeting of the MnObe Reference/Instruction and Technical Services Groups on *Millennials in the Library*.

Peggy received CSB Administrative Staff Professional Development funds to attend a two-day September workshop on *Understanding Archives: An Introduction to Principles and Practices*, which gave her a broad overview of Archives work and a new perspective on the issues facing the CSB College Archives. She attended the Minnesota Digital Library Annual Meeting in June at the Minnesota History Center for the same purposes. She also attended the biannual, national ACRL conference, held this year in Minneapolis in April.

Peggy receives requests from instructors and librarians at other institutions for permission to link to some of the webpages she maintains, notably her page of "APA Examples for Nursing Students" (<http://employees.csbsju.edu/proske/nursing/APA.htm>) and her nursing "Culture and Health" page.

In addition to these activities, Peggy also monitored the Information Literacy Instruction (ILI) e-mail discussion list, and belongs to about a dozen other lists related to her areas of responsibility. As for committee work, Peggy serves on the library's website, staff development, building and marketing committees; the Nursing Department's Curriculum Committee; the CSB/SJU Extraordinary Performance Award Committee; the CSB Administrative Staff Professional Development Committee; is secretary to the Joint Faculty Assembly; and is a member in the Minnesota Library Association, the Society of American Archivists, the Midwest Archives Conference, and TCART (Twin Cities Archives Round Table). She continues to be an active member of her parish, St. John the Baptist in Collegeville, where she plays guitar for several masses each month and schedules the liturgical ministers.

Dan Sis

At no expense to St. John's University, Dan's personal development this past year consisted primarily of personal reading and on-the-job training.

Stefanie Weisgram, OSB

PROFESSIONAL MEETINGS

ACRL Minneapolis, April 7-8, 2005.

Faith, Culture and Church desde la Comunidad Hispana, SOT, April 15, 2005.

PROFESSIONAL SERVICE

Consultant/Librarian for the Abbey of Jesus Christ Crucified, Esquipulas, Guatemala, October 19 to November 14, 2004.

Guest lecturer at St. Benedict's/St. John's: Christian Spirituality (Doct-310), September 22 & 24, 2004, 1 section; March 16 & 18, 2005, 1 section.

Guest lecturer at St. Benedict's/St. John's: Benedictine Spirituality and Community (Doct-310), October 4, 2004, 1 section.

Guest lecturer at St. Benedict's Monastery, October 6, 2004, "Facing the Reality of Death Row with an Alabama Family" ; March 14, 2005, "Why She Goes to Guatemala."

Homilist, Schola Member, LOH Lector, and Eucharistic Minister at St. Benedict's Monastery, 2004-2005.

Member of Studium, St. Benedict's Monastery.

PUBLICATIONS

Book Reviews:

Bede Griffiths: An Introduction to His Interspiritual Thought. By Wayne Teasdale. Skylight Paths Publishing, 2003. In **Review for Religious** Vol. 63, No. 4, 2004, pp.432-433.

The Way of the Prisoner: Breaking the Chains of Self through Centering Prayer and Centering Practice. By Jens Soering. Lantern Books, 2003. In **Merton Annual** Vol. 17, 2004, pp. 353-355.

Homilies:

The Liturgical Press: Loose Leaf Lectionary, Homily Hints.

Twelfth Sunday in Ordinary Time, June 19, 2005

Thirteenth Sunday in Ordinary Time, June 26, 2005

Thirtieth Sunday in Ordinary Time, October 23, 2005

Thirty-First Sunday in Ordinary Time, October 30, 2005

Dave Wuolu

Dave attended the 2005 ALA Midwinter Conference, and attended a training workshop on LibQual+.