

**Materials Services Division
Managers' Meeting
Minutes
May 15, 2003
Capitol Hill Library
8:00 a.m.**

Present: Janet Brooks
Heidi Johnson
Karen Marriott
Pauline Rodriguez

Materials Selection Update

Library Visits

- Selectors completed annual visits to the extensions.
- During April an annual visit to BI and a 6-month visit to BE were completed.
- Janet and Karen made a follow up visit to BI on May 8th.
- Selectors will conduct 6-month visits to CT and VI during May. They will also conduct an annual visit to WA.

Materials Selection Workshop

- Janet, Julie and Heidi conducted the Spring MSL Workshop.
- The evaluations were very good for the workshop.
- Julie has some good ideas for improvement for the fall.

Workshops/Meetings

- Janet attended a workshop conducted by Ric Rea.
- Janet attended the YA programmers meeting at MC on May 7th.
- Erica and Heidi met with Kim and Susan so Erica could see our process with CO's. Erica also spent some time with technicians seeing order entry.
- Julie, Ruby, Elizabeth and Kim attended the State of Training workshop at OCCC on May 14th.
- Susan attended the Adult programmers meeting on May 14th.

Hispanic Grant

- Janet has encumbered the majority of the grant. \$15,599.39 has been encumbered out of the \$18,000. (The third order on this grant went out on May 15th.)
- She will do at least one more order before June 30th.
- We are getting a much better discount than she anticipated, so she will be spending more at a future date.

Announcements

- Kim Rickey will graduate from UCO after completing 6 hours this summer.

FY03 and Weekly Items/FY04

- Janet gave managers an update to the weekly items total spreadsheet she has kept.
- The weekly average has been approximately 3134 so far. At this time last year our average list size was 3570.

- During FY03 we have managed to stay below 5000 items per list except for two orders, (List 2-5016 items and List 30 had 5319). The smallest list so far has been 702 items. Lists before and after this list were large (4003 and 5319).
- There are 8 more lists in FY03. As of 5/14/03, there is a total of \$226,000 to be encumbered. A large portion of this is budgeted for CO's and Databases. Susan, Kim and Erica are getting figures together for the CO's and Databases, so we will have a better idea of how much is left to spend in FY03.
- Because selectors have spaced their purchases out across the year, no one is in serious trouble at this time, so it does not look like there will be any really small lists at the end.
- Janet recommends that we work within the 5000 item limit each list again for FY04.
- Kim distributed the schedule for the order lists in FY04. The first list will go out 7/1/03 to accommodate the Fourth of July Holiday.

Cataloging Update

Robin Roth started as Cataloging's new page on May 12. She will work 15 hours per week in Cataloging and 6 in CH. She is catching on to processing very quickly and is a big help.

Loretta, from Tech, helped out with page interviews by providing instruction in processing for applicants' tests. She also spent part of May 12 training Robin. Pauline thanked Heidi for allowing Loretta to help. Her work was much appreciated.

In the month since Lacey's leave began, transfers had piled up in Cataloging. Veronica helped out by processing when she had spare time. Now that Robin has come in, the backlog is diminishing.

Crystal attended the Tech Group meeting on April 22.

Greg Bennett, DN, presented mentored periodicals management training for Veronica on April 22. Veronica has assumed responsibility for Cataloging's periodicals.

Veronica attended the Collection Development workshop on April 23 and 30. She attended basic Word training on May 5 and 6.

Elizabeth, Denise, Ruby, and Susan visited Cataloging on April 25. They viewed processes on handling gift materials and determining whether materials will be cataloged on new bibs. They asked good questions and appreciated their visit.

Ursula has submitted her new government information e-mail, **dot gov**, to be included on the OkDocs listserv.

Jimmy has updated the barcode printing program so that materials coded "BPR" carry the designator "PR" instead of "R" at the top of the spine label. He has also updated so that materials cataloged for branch "SY" have the office location code printed on the label.

Pauline visited Materials Selection on May 6 to train staff to order barcodes for HRC materials. At that time, the "HRC" location code was not available on the extension catalog drop-down menu. Jimmy has updated the menu so that the code is now available.

On May 6, Pauline also visited with Buddy Johnson and Debra Spindle about genealogy materials in the France Room. Buddy and Deb would like all materials with location code "GEN" to carry the designator GENEALOGY in the call number. Cataloging has begun implementing this on genealogy transfer materials. Buddy and Deb will consider sending some materials back to Cataloging for re-barcoding. Since the designator is part of the call number in the bib record,

MSL staff will not order materials with location code GEN if the designator does not appear; the materials will be sent to Cataloging.

Cataloging has started barcoding materials ordered for SP to go DN.

Pauline attended the Amigos Membership Conference April 30-May 2. Highlights:

There will be no increase in Amigos/OCLC per-transaction fees or access fees for FY04.

The amendment to the bylaws to allow directed proxy voting was passed.

The new ILL Policies Directory will be implemented by August, 2003. Pauline will work with Karen and Pamela to update our information and enter it into the directory.

Amigos is offering training in a variety of ways, such as live online courses and on-site courses on request. Pauline and Karen will consider what training is needed, evaluate the options, and decide what form will be most effective.

Union list holdings can be submitted to OCLC for batch update at no charge through June 30, 2003.

Cataloging has implemented cataloging of all Spanish language materials under regular Dewey classifications.

Jana will be on AVL June 2-13. MaryGrace has agreed to come in 3 days a week while Jana is gone.

On June 11, all the Cataloging Technicians will attend MARC for Non-Catalogers training in Lawton. Pauline will also be gone that day. Robin has agreed to work extra hours to help with coverage. Heidi has offered to come up and help order barcodes.

Technical Processing Update

- Receipt of materials continues with a daily average of about 35 boxes per day. Monday's (May 12) run consisted of 1020 labels.
- The bindery is scheduled to return the current bindery group to TP on Thursday, 5-22-03.
- Erica and Heidi visited Materials Selection on 5-13-03. Erica indicated that she learned a lot of information helpful to her in her position.
- Gene was called in for jury duty for the week of May 5th, but was dismissed after one day and back to work the next.
- Christy and Heidi visited the Business Office on 4-28 to observe what they do with the book invoices and credit memos once they have been through close-out in Technical Processing. Both Heidi and Christy learned more about the close-out process as performed in the Business Office, and how credit memos are entered and applied to invoices by the Business Office.
- Erica attended the two part Materials Selection workshop and will be going to a beginning Excel workshop on May 19th. Loretta attended the State of Training workshop on May 14 at OKCCC, also the Public Speaking workshop on May 8th which she feels will be very helpful to her when teaching the Basic Materials Processing workshop.

- Loretta and Heidi have updated and forwarded the revised version of the manual for the Basic Materials Processing workshop to Helen in Planning. They hope to have the instructor's manual finished within another two weeks.
- Heidi taped several segments for "Kids' Corner" on Read-about it on May 12.
- MSL is currently without an assigned Ingram customer service rep. Kim who was our rep., has resigned to stay home with her two children she adopted from Russia.
- Heidi is trying to keep the Amazon account current. She recently made sure some overdue amounts were cleared out and the shipping and billing addresses changed to have all materials and correspondence sent to TP instead of to the DN address.
- Heidi will attend the X-Change meeting at BI on May 19.
- Christy will be on vacation for about two weeks starting on May 27; she will be back to work on Friday, June 6.

Administrative Update

Spencer Bookmobile is to close June 28. The trailer will be left in its current location until it has been sold.

The Summer Reading program will start May 27. The "Library Night at the Ballpark" will be August 7.

The next X-Change meeting will take place on May 19 at Belle Isle. One of the topics to be discussed will be core values. Roy will be presenting a new interview form. And, since MLS's worker's comp. claims are fairly high and insurance costs are increasing, Judy will discuss some updates to the safety rules and policies.

Karen reminded managers to remember about the building safety checklist to be completed once every quarter.

There was a brief discussion of the fact that Commission packets are now online, and how to make sure that all staff see them.

The AdTeam is to review the Friends' grant requests. Karen requested grants to rebind some Genealogy materials and to purchase some materials.

The Administrative and Personnel Committee is to meet on May 20 at BI; salaries and benefits will be discussed.

On June 10 the Finance Committee will meet at BI. Topics of discussion will include the fact that current revenues are less than anticipated, and some state aid has been cut.

Karen will attend the upcoming Library Managers meeting at CH to talk about the changes in cataloging of Spanish materials. The changes to the Dewey numbers assigned to Spanish materials housed at agencies other than CH will cause about 130 titles to be recalled and reclassified. Instead of having call numbers in the 460s, these materials will be reassigned regular Dewey classifications. (This recall project is to start in early August.)

Karen mentioned she would leave Friday, June 20, to attend ALA, and return on Thursday, June 26.

Books on CD Replacement Containers

Heidi mentioned that several agencies have called Technical Processing, wanting to order replacement containers for books on CD. Heidi explained to them that TP does not have the storage space to start carrying replacement containers for books on CD. She offered to explore the possibility of whether the Business Office would have enough storage space to start carrying replacement containers for books on CD once they have moved into the new DN library. Since most containers will only hold up to a certain amount of discs, several different sizes would need to be kept in stock.

At this time, TP can offer the agencies single replacement CD cases which could be put into the AV hanging bag along with the blue card, similar to the current procedure for audio cassettes. However, since many of these books on CD have 10 CDs or more, this procedure may be quite cumbersome and necessitate using a bigger AV hanging bag.

Miscellaneous

Karen and Heidi discussed the timeline for the next special bindery group for DN to be sent to the bindery. Also, possible dates to send Genealogy materials to be rebound once the grant money has been approved. Karen and Pauline discussed when to catalog and print barcodes for materials without catalog records that are to be sent to bindery.

Heidi asked about how the bindery list for the last bindery group of the fiscal year will be handled. If the materials are coded bindery while materials sent in the last group are still coded that way, the bindery list will include both groups. Heidi will ask Jimmy if it is possible to print a bindery list only for materials coded after a given date. Pauline suggested that, after barcodes for the current group are printed, Cataloging might check them in before sending to Tech. Heidi will contact both Karen and Pauline after she has information from Jimmy.

Pauline and Janet discussed some problems with how information is entered on workslips for ordered materials.

Pauline asked clarification from Janet regarding the status of juvenile large print materials. Janet confirmed that there has been no change in the status of these materials.

The meeting adjourned at 10:45 a.m. The next meeting will be held on June 12 at CH; Pauline will chair.