

<p style="text-align: center;"><b>Materials Services Division</b>  <b>Monthly Managers Meeting</b>  October 21, 2002  Downtown Library, Planning Meeting Room  8:00 a.m.</p>	
<b>Meeting Chair:</b> Janet Brooks	
<b>Attendees:</b> <ul style="list-style-type: none"> <li>➤ Heidi Johnson</li> <li>➤ Pamela Kosted</li> <li>➤ Karen Marriott</li> <li>➤ Pauline Rodriguez</li> </ul>	
<b>Agenda Item</b>	<b>Person Responsible</b>
<b>Cataloging Update</b>	<b>Pauline Rodriguez</b>
<ul style="list-style-type: none"> <li>▪ Cataloging has had many problems with the barcode printer recently. It began jamming repeatedly and would not print properly. It was sent for cleaning; in the meantime, Cataloging had to use a regular laser printer, which required constant monitoring. When the printer came back, the barcodes still printed with blank spots, until the cartridge was changed. At this point, the printer is working, but Pauline is monitoring the situation.</li> <li>▪ Pauline attended the Library Managers' meeting on September 23 to discuss the upcoming changes to Dewey. She was also able to share other information about Cataloging's recall processes.</li> <li>▪ Karen attended Cataloging's staff meeting on September 24. She answered questions and heard comments about system administration. Everyone appreciated her taking time to come.</li> <li>▪ Pauline, Jana, and Crystal attended the OLA TSRT meeting on September 26.</li> <li>▪ Pauline attended the Belle Isle anniversary concert on September 28.</li> <li>▪ Pauline recorded a book talk on September 29.</li> <li>▪ Veronica and Paula volunteered at the Belle Isle anniversary reception on September 30.</li> <li>▪ Pauline attended the OLA regional meeting at Vinita on October 7. It was an interesting experience for her.</li> <li>▪ Pauline has been appointed the Oklahoma representative to the Amigos annual conference planning committee. She attended her first meeting by conference call on October 16.</li> <li>▪ Clyde will be on AVL October 27-31, and has more AVL scheduled for November and December. MaryGrace continues to come in part-time to help while he is gone. Pauline is considering having her continue to come in one week per month after the new year.</li> <li>▪ Robin resigned her page position as of October 10. Pauline has received applications from Roy, but has not had time to schedule interviews as yet. She hopes to schedule for the week of October 27.</li> <li>▪ Pauline, Jana, Crystal, Ursula, and Clyde will be attending the OLA TSRT workshop on October 27 on MARC formats. Pauline and Jana are speaking. Jill will be the contact in</li> </ul>	

<p>the office that day.</p> <ul style="list-style-type: none"> <li>▪ Jim Welch has created an interface between MLS's cataloging subsystem, mlsCataloging, and the new OCLC Connexion product. Pauline is working with it. The Connexion Windows client is now available, and Jim is working to create an interface with it as well.</li> <li>▪ Crystal has been nominated for the Outstanding Service Award.</li> <li>▪ Everyone is invited to Cataloging's open house on Tuesday, October 28, 10:00 to 3:00, to celebrate Customer Appreciation Month.</li> <li>▪ All Cataloging staff will attend the Library Managers' meeting on October 22, and present thank-you gifts to libraries that make our customer service work easier.</li> </ul>	
<b>ILL Update</b>	<b>Pamela Kosted</b>
<ul style="list-style-type: none"> <li>▪ During the last FY ILL loaned 19,935 items. They borrowed 4300 items.</li> <li>▪ Pamela will participate in the interviews for the DN Mail Clerk. <ul style="list-style-type: none"> <li>○ The position will provide ILL with assistance in processing books that are going out to customers and returning to loaning agencies.</li> </ul> </li> </ul>	
<b>Technical Processing Update</b>	<b>Heidi Johnson</b>
<ul style="list-style-type: none"> <li>▪ Runs are between 500-1300 labels at this time. At this time, TP receives an average of about 45 boxes of materials a day.</li> <li>▪ Everyone did a great job while Heidi was gone. Pauline and TP staff kept the department running as usual. Christy took some bereavement leave last week due to the death of her grandfather.</li> <li>▪ The next bindery group is still supposed to be picked up tomorrow, Oct. 22, at which time the bindery people will also bring back genealogy materials rebound for DN.</li> <li>▪ TP finally received invoices for the 6 shipments of materials received from Ingram without invoices on 8-22-03.</li> <li>▪ MLS has a new credit rep. with B&amp;T. Lola's last week was the first week in October. Her replacement has not been announced.</li> <li>▪ On Monday, 10-20-03, TP sent out a "Thank you" note with their new book boxes during Customer Service month. It is basically the same note as last year's, just updated with current date and staff info.</li> <li>▪ During Heidi's vacation Gene's desk got rained on again. Since then, her desk has been turned around, so if water should leak into the dept again, at least Gene's desk will not be affected.</li> <li>▪ Several staff have volunteered to start cleaning out CH's back room. Maintenance has furnished a shop vac for TP's use for this cleaning project and future garage cleanings.</li> <li>▪ Griselda the Witch is scheduled to fly in to judge costumes at CH's Halloween party on Oct. 25.</li> </ul>	
<b>Materials Selection Update</b>	<b>Janet Brooks</b>
<ul style="list-style-type: none"> <li>▪ Library Visits <ul style="list-style-type: none"> <li>○ Selectors made a 6 month visit to BI during September and an annual visit to MC in September. Janet had a follow up visit with Deb/MC.</li> <li>○ During October Selectors made a 6 month visit to WA and annual visits to BE. They will also conduct an annual visit to CT. Normally, the CT visit is conducted</li> </ul> </li> </ul>	

in November. The visit was moved to October when CT was supposed to be moving in November.

- Janet and Karen are scheduled for a follow up visit to CT on Oct. 24. Janet and Karen will conduct a follow up visit at BE on Nov. 10.
- Encyclomedia
  - Janet, Julie and Megan attended Encyclomedia on Sept 25 and 26.
  - Janet worked with the Sequoyah YA committee to present two sessions and manned the Sequoyah promotional booth.
- Readers Advisory
  - Ruby attended a Reader's Advisory workshop presented by TCCL. She is working with Deb Willis and presented this workshop to MSL staff.
- Success by Six
  - Julie is working with Dana on the Success by Six project.
- United Way
  - Kim served as one of the committee members for the United Way drive.
- Ruby recorded a Read About Review.
- Spotlight On...
  - Selectors completed the update to the Native American Spotlight On... It will be on the web the first of November.
  - Presently the Spotlight On...Hispanic Americans is on the website.
- Janet attended the Lunch and Learn workshop at RE. The topic was Lessons in Leadership.
- Julie attended the children's programmers meeting. They reviewed the entries for the writing contest.
- Technicians Mentoring
  - Elizabeth and Megan have spent a few hours with DN librarians, watching them as they did shelf management lists and some basic reference. This should give them both a good idea of how what we do in MSL effects library staff.
- B&T Rep.
  - Janet met with the new B&T rep, Rob Rodriguez. He is scheduled to return to OKC on Dec. 2<sup>nd</sup>.
  - There will be no change to our customer service rep or to our warehouse.
- MSL Workshop
  - Janet and Julie conducted a very successful Collection Development Workshop.
  - MSL staff brainstormed some ideas about how to improve the workshop
  - More later in the agenda
- Customer Appreciation Month
  - MSL sent out "thank you" cards to libraries for their input.
  - Pumpkin cookies were sent to TP and CAT.
  - Staff are planning to send out two more sets of treats to customers in the last two weeks.
- Grants
  - Two orders for the Friends grant have been sent out. Marilyn submitted hers to go out before Sept. 24. Ruby's order went out 10/9. Janet has a batch of orders going out on 10/23. Susan and Julie will have orders go out next month.
  - Ruby plans to do several orders for the MC LP grant. She'll schedule these

<p>around the Friends Grant.</p> <ul style="list-style-type: none"> <li>○ Janet continues to finalize the Hispanic Grant. She submitted another small order last week that brought the encumbered amount to \$18,000. She is trying to encumber the discount/cancellation money right now.</li> </ul> <ul style="list-style-type: none"> <li>▪ Quarterly Statistics <ul style="list-style-type: none"> <li>○ Janet distributed various statistics covering customer requests, ILLs, etc. for the quarter.</li> </ul> </li> </ul>	
<b>Administration Update</b>	<b>Karen Marriott</b>
<ul style="list-style-type: none"> <li>▪ The commission did not have a quorum at their October meeting. There were several contracts that needed to be approved including some for the new DNLLC and CT.</li> <li>▪ The city is still predicting that the new DNLLC will be completed at the end of December. CT is scheduled for completion early December.</li> <li>▪ The ADTeam is still looking at the internet filtering issue.</li> <li>▪ Jim and Judy attended a government sponsored internet safety conference. It addressed training children and parents to be safe on the internet.</li> <li>▪ A committee has been established to look at a request from Staff Association to have a "Sick Leave Bank" developed.</li> <li>▪ Karen distributed a copy of an article from OCLC "Libraries How they Stack Up".</li> <li>▪ Public Services Council is meeting to discuss the addition of DVDs. They will discuss the limit on the service, how to handle the additional load, etc. Karen distributed an article on the durability of DVDs.</li> <li>▪ The library is participating with the Shoah Foundation on videotaping interviews of Holocaust victims as part of the Holocaust Resource Center DN.</li> </ul>	
<b>Materials Services Division Technician</b>	<b>All</b>
<ul style="list-style-type: none"> <li>▪ Managers discussed the new technician position.</li> <li>▪ The new person will work with all departments as needed, but may not be fully trained to handle all the same duties other technicians do.</li> <li>▪ Janet has prepared a draft of the job description. She and Karen will meet to discuss and finalize the job description.</li> </ul>	
<b>MSD Workshop</b>	<b>Janet</b>
<ul style="list-style-type: none"> <li>▪ After the fall workshop, it was suggested that the workshop be expanded to a possible 3rd session.</li> <li>▪ Initially staff thought the third session could cover items related to CAT and TP. And be offered at CH to give staff an opportunity to meet staff there and see the operations. After discussing the changes, the MSD managers agreed to add a third session. It was thought all sessions needed access to a computer and that it might be difficult to reserve a room at CH.</li> <li>▪ Pauline would like to add keyword searching and inventory control issues to the workshop.</li> <li>▪ Karen suggested that we look at combining portions of the workshop based on function, not on department.</li> <li>▪ Janet will send the latest version of the participant's manual to Heidi, Pauline and Karen to review and identify areas that might need to be added.</li> </ul>	

- The managers will discuss this again at the November meeting.

Miscellaneous	All
<ul style="list-style-type: none"><li>▪ Customer Appreciation Month<ul style="list-style-type: none"><li>○ Pauline presented TP and MSL with specialized Customer Appreciation/Thank You's from the Cataloging staff.</li><li>○ If Customer Service Appreciation Month is going to be required each year, can funds be budgeted to buy supplies to support it? Karen said that public service agencies were required to do this and did budget an amount in FY04. She suggested managers determine how much they might need and request that amount in FY05.</li></ul></li><li>▪ AdTeam Presentations<ul style="list-style-type: none"><li>○ Karen reminded managers that she would like each to make a presentation to the AdTeam soon. She will send out a schedule. Managers need to let her know how much time they will need. She recommended that we do short presentations and consider returning for another visit later.</li></ul></li></ul>	