

Materials Services Division Managers' Monthly meeting

December 11, 2003

8:00 A.M.

Capitol Hill Library meeting room

Present: Karen Marriott, Janet Brooks, Heidi Johnson, Pauline Boyer Rodriguez

1. Technical Processing update – Heidi

- Runs are between 500-1100 labels at this time. TP currently receives an average of about 45 boxes of materials a day. TP has been short staffed for the last couple of weeks and it has been difficult to keep materials flowing through TP smoothly and efficiently.
- The bindery is scheduled to pick up the second group of about 250 genealogy materials on Dec. 19 at which time they will also be returning the fall bindery group.
- CH building's Christmas luncheon was very nice with lots of good food and good company. Denyveta Davis was among the guests. The Christmas Luncheon committee did a wonderful job organizing and facilitating the event and is to be commended.
- Heidi's showing of the Technical Processing PowerPoint presentation at the Dec. 10 Library Managers' meeting Downtown was well received. She presented several agencies with "Ambiguous Distinction" awards from Technical Processing which ended the presentation on a humorous note.
- The Basic Materials Processing workshop on Dec. 4 went very well. 3 students attended and made some very favorable comments about the skills acquired and the way they were taught them.
- Another agency called requesting replacement binders for book on CD. Again Heidi informed the person calling that TP does not have the storage capacity to stock replacement binders and asked them to order replacement binders for books on CD by RFP (Request for Purchase) through Purchasing.
- Heidi will attend the Read about it luncheon on Jan. 12, after which she and Josh are scheduled to visit MSL.
- Heidi will take AVL on Dec. 30, 31, and Jan. 2. On Jan. 7, she is scheduled to attend the HIPAA presentation for supervisors at RE.
- Heidi will attend the meeting with the new Baker & Taylor representative scheduled by MSL for Dec. 29th.
- Due to short staffing, Heidi postponed her meeting with Teresa Goggins about TP's future webpages to Dec. 15.

2. Materials Selection update – Janet

➤ New Technician

- ❖ Linda Hyams joined MSL on November 18. She has already learned procedures for ordering, verifying replacements and customer suggestions for purchase. She has begun monitoring the system reserve list and inputting orders.

➤ Library Visits

- ❖ Selectors completed 6 month visits to CH and DC during November.
- ❖ They are making an annual visit to VI during December. Karen and Janet are scheduled for a follow up visit with Lisa Weissenbuehler on January 8.
- ❖ During January Selectors are scheduled to conduct annual visits to ED and RE.

➤ Tech Visit to MSL

- ❖ Josh is scheduled to visit MSL on Dec. 12. He'll work with Elizabeth and Kim.

➤ Basement

- ❖ DN staff is no longer able to spend as much time as they have in the past working in the basement.
- ❖ Janet has begun to scheduled MSL staff for more hours in the basement.
- ❖ Each staff member will work at least 12 hours a month.
- ❖ Tracy Stone had a volunteer assist with the unboxing this past week, so Selection staff could concentrate on clearing shelves.

➤ MSL WebPage

- ❖ Janet has provided Planning with introductory text for the webpage.
- ❖ Teresa provided Janet with some mock up pages.
- ❖ Right now Teresa and Traci are currently working on the search function and redesign for the Intranet as well as collecting content for department pages. Traci has been working on formatting the content received from MSL. The MSL webpage will not go live until all departments under Material Services have been completed. Upon completion of search and redesign, we can determine a go live date for the department pages.

➤ Meetings/Workshops Attended

- ❖ Linda attended the True North Training on Nov. 17.
- ❖ Marilyn made a visit to TP and CAT on Dec. 3.
- ❖ Janet attended a Train the Trainer-Skills Assessment workshop on Dec. 5.
- ❖ Julie is attending a Success by Six meeting on Dec 8.
- ❖ Ruby and Elizabeth are attending the Read About It luncheon on Dec. 12.
- ❖ Janet and Karen are scheduled to go to the Tech Group meeting on Dec. 16.
- ❖ Janet attended the Library Managers' Meeting at DN on Dec. 10.

➤ Baker and Taylor Rep

- ❖ Rob Rodriguez, B&T rep. is scheduled for a visit on Dec. 29 at 2:30 in the DN Planning Meeting Room.

➤ Staff off during the holidays

- ❖ Janet shared a copy of when staff are scheduled off and who will work the days surrounding the holidays.

➤ **MSD Technician**

- ❖ Janet has met with Pamela and reviewed the proposed job description for the MSD Technician.
- ❖ Pamela indicated the new Technician would be needed 10-15 hours per week in ILL. The remaining 15-20 hours per week will be spent working in MSL or CAT and TP as needed.
- ❖ Paperwork is in process to get the job description approved and the position opened after the new year.

3. Cataloging update – Pauline

- Ursula attended the Oklahoma depository libraries meeting on November 21.
- Linda Temple, the system's intern from OU SLIS, visited Cataloging on the afternoon of November 26. She worked with various staff and actually performed a few functions of their jobs. Her questions were good, and staff enjoyed seeing her. Staff had been apprehensive about having the visit the day before a holiday, but it turned out to be a good diversion.
- Marilyn, MSL, visited Cataloging on December 2. She was very interested in the processes of handling gifts and in-system materials.
- Pauline met with Teresa Goggins, Traci Jinkens, and Kay Bauman on December 4, regarding ideas for Cataloging's intranet page. She had previously spoken with staff about suggestions. Ideas include an FAQ section, listing of basic duties of positions, guidelines for routing, and notice of services available, such as mentored training. Cataloging will also work at redesigning the Public Access Catalog Error Report/Change Request form, and it will be put on the forms page with a link from the Cataloging page. The form will definitely have a new name!
- Various staff have been out sick, but most have missed only one or two days.
- MaryGrace is coming in December 9-11, while Clyde is on AVL.
- Ursula attended the "Front of the Class" Lunch 'n Learn at VI on December 4.
- Ursula has completed submission of the library system's responses to GPO's biennial survey.
- During the week of December 1, the Oklahoma Historical Society delivered more than 20 boxes of books to CH. They contained multiple copies of a number of OHS publications; all but one title already in system. On December 5, Pauline and Karen spent most of the afternoon unboxing, sorting, and binning or boxing the books. Cataloging ordered most of the barcodes on December 8.
- Capitol Hill's annual staff Christmas potluck luncheon was held on December 9. Pauline chaired the planning committee; Veronica served on the committee. The luncheon was very successful; a good time was had by all who attended. Pauline appreciated all the work that the committee put forth for the party.
- After the luncheon, Pauline went to BI to show the Cataloging PowerPoint presentation during their staff meetings. Staff were interested and asked good questions. They indicated that they are pleased with Cataloging's service.
- Pauline is scheduled to attend the annual "Read About It" presenter luncheon on December 12.

- Jill will be on AVL December 22-January 2; Pauline, December 26-January 2; Crystal, December 26; and Veronica, December 30-31. Laqueta will work full days December 22-January 2; Lori will do so December 26-January 2. Lori and Laqueta are getting additional training so that they can be more helpful during short staffing.
- Pauline is exploring ways to improve Cataloging's recall processes. She has talked with Paula, who presented some creative ideas. Probably, Cataloging's pages will begin processing recalled materials, which will allow Cataloging to order more barcodes for these materials than currently possible. Veronica will probably begin sharing some of the recall workload with Paula. Pauline will meet with Veronica and Paula shortly to begin planning.
- The genealogy books that Cataloging collected to be bound have been turned over to Tech. Pauline and Heidi have been working together to clarify information before the books are sent.
- All Cataloging staff have completed the HIPAA PowerPoint training.

4. Administration update – Karen

- Historical memorabilia
 - ❖ As noted at the last X-Change meeting, the library system currently has no policy for retaining historically significant documents or memorabilia. A committee is being formed to look into this.
 - ❖ For the time being, managers should retain any such items that they have.
- Strategic plan update
 - ❖ Karen is working with Planning on the update. She will ask managers for information if needed.
- Comments on materials
 - ❖ A few comments on library materials have been received via e-mail to the Director's Office. The Administrative Team discussed a procedure for responding to these e-mails.
 - ❖ Jim Welch is designing a version of the customer comment form that can be e-mailed back to customers who send comments on materials via e-mail. Customers would need to complete and return the form in order to get a response. The response would be written and sent by regular mail from the Executive Director as usual.
- Budget
 - ❖ The budget planning schedule will be out soon. Deadline for program managers to input requests will be March 5, 2004.
 - ❖ There is no information yet on possible materials budget increases.
 - ❖ Managers should notify Karen if they need to request computer equipment.

- DVDs
 - ❖ The Public Services Council is considering the current policy on audiovisual materials, particularly video formats.
 - ❖ There are a number of issues to be addressed, including impact of audiovisuals on system reserves, the need to migrate from videocassette to DVD for video, and durability of the DVDs.
 - ❖ At this point, managers should plan to budget for materials needed to handle DVDs. Karen will provide information on quantities in time to meet the budget deadline.
- Videos
 - ❖ Karen warned Pauline and Heidi that Holocaust-related videos will start being sent to them soon.
 - ❖ Karen will begin sending videos for the DN opening day collection in January. These are in-system videos. She will send a small group directly to Pauline so that Pauline can make sure that the proper information is provided.
- Building projects
 - ❖ As mentioned in the recent Commission packet, the completion date for the new Downtown Library is delayed. The building will not be turned over on to MLS on December 31. A new completion date has not been negotiated as yet.
 - ❖ The Commission has voted that it will support any name for the new library that includes the term "Oklahoma City", but that the Commission will refer to and use the term Downtown Library and Learning Center. A letter to that effect has been sent to Councilman Mick Cornett.
 - ❖ The Commission has recommended that the new Choctaw facility be named "Choctaw Library".
- Selection/hiring
 - ❖ Karen will be participating in the assessment center for the Director of Finance position on December 12 and for the Director of Facilities Maintenance on December 19.
- Scheduling issues
 - ❖ Karen will be in the office on December 15-23; she will be out December 26-January 2.
 - ❖ Karen confirmed backup plans for inclement weather calling: Pauline and Heidi will back each other up; Janet will back up Karen; Ruby will back up Janet. Karen reminded everyone to check and make sure that phone lists are updated.

6. 2004 meeting schedule – All

- The 2004 managers' meeting schedule, with changes/corrections proposed at the November meeting, was approved.
- Pauline will send the schedule to Traci Jinkens in Planning to be included on the intranet.
- Pauline will book meeting rooms for dates at CH; Janet, for dates at DN.

7. Miscellaneous – All

- Pauline commented that she liked Janet's calendar for the holiday weeks. Since both Cataloging pages will be working irregular hours, she has created a similar schedule showing their hours. She will forward the schedule to other managers.

The next meeting will be a special meeting to discuss the Materials Services workshop, on January 15, 2004, 8:00 A.M., at Capitol Hill. The next regular meeting will be on January 22, 2004, 8:00 A.M., at Downtown. Janet will chair both meetings.