

**Materials Services Division
Monthly Managers' Meeting
April 22, 2004
Downtown Planning Meeting Room
8:00 a.m.**

Attendees:

Kay Bauman
Janet Brooks
Heidi Johnson
Pamela Kosted
Karen Marriott
Pauline Rodriguez

Agenda:

- **Interlibrary Loan Update** **Pamela Kosted**
 - ILL is working getting ready for the move. They have worked on their floor plan and are in the process of getting things consolidated or thrown out.
 - ILL requests are increasing.
 - With Joyce processing the mail for ILL and the added hours Christina has been working, the wait time for ILL requests is down.

- **Cataloging Update** **Pauline Rodriguez**
 - Margaret Angeles began work as the new MSD Technician on March 29. She is catching on very quickly and Cataloging is enjoying her.
 - The upgrade of Cataloging's page positions to MSD Techs has already been beneficial. Laqueta was able to help out in Tech Processing the week of March 15-19, and Margaret has helped on other occasions. Both have also assisted by doing the run when Cataloging has been short staffed, and will be learning other Cataloging Technician tasks shortly.
 - Margaret and Laqueta will have orientation in MSL and ILL after the DN move is completed.
 - Pauline participated in interviews for Tech Processor on March 24 and 25.
 - Several staff attended portions of the OLA Conference. Jana, Crystal, and Ursula attended the Dewey 22 pre-conference. Pauline, Crystal, Clyde, Jill, and Paula each attended one or both days. Pauline presented a program on grassroots advocacy. Jill was a recipient of the diversity scholarship for conference attendance. Crystal was announced as the secretary-elect for TSRT.
 - Use of the new online Cataloging Consideration form has been applauded by Cataloging and library staff. Most requests for correction are now coming on this form. Cataloging staff especially appreciate the "Would you like to receive a response?" option. The majority of forms have the "no" box checked. Since Cataloging had been sending a response for every old form that was received, this has been a real time saver.
 - MSL staff are planning visits to Cataloging on April 23 and April 30.

- The Oklahoma Union List of Serials annual membership meeting will be May 14. Pauline is not sure that she can attend, but will arrange for representation if she cannot. OKULS membership fees will be waived for the new fiscal year.
 - Margaret and Laqueta have begun processing some recalled materials. Pauline, along with Margaret, Laqueta, Paula, and Veronica, is still working out the procedure for this.
 - Jana's 40th birthday was celebrated in grand style on March 31.
 - On a sad note, MaryGrace Berkowitz's father, Bill Reynolds, passed away on April 2.
 - Crystal learned on April 2 that she has passed her MLIS comps. Cataloging will plan a celebration at the end of the semester.
 - At OLA Conference, Heidi heard that ISBNs will be expanding to 13 digits. Pauline has done some research on the topic, and the implementation date is not until January 2007. Jimmy is aware of the issue.
 - Jim Welch has been working on the new label-printing setup requested by Cataloging. He has printed sample labels from a continuous-feed printer; both Cataloging and Tech Processing staff like them. He gave a demo of the new software for Pauline and the Cataloging Technicians on April 20. Some of the features included:
 - Drop-down menus for entering barcode ordering information
 - Ability to select all or some item numbers from holdings and update all at once, not one at a time
 - Item numbers remain the same when barcodes are replaced
 - Statistics are automatically recorded, broken down by number of title and barcodes, and divided according to individual ordering
 - Statistics can be exported directly into an Excel file.
 - Pauline and Anne will be working together to get printers and labels. The process will be implemented in the next couple of months. Margaret and Laqueta will not be trained to order barcodes until the new software is in use.
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- **Technical Processing Update** **Heidi Johnson**
 - Runs are between 400-1200 labels at this time. TP is still short staffed, but Melanie Levick, our new processor, will start April 26. Margaret and Laqueta have helped out for a few hours, Cataloging's other work permitting. Technical Processing is looking forward to being fully staffed again for the first time in about two months.
 - Christina was of tremendous help during the week TP was without a receiving technician and a data entry technician. She was very quick to catch on to our procedures, worked tirelessly, and helped to keep materials moving through the department. Technical Processing's sincere gratitude! Alan was able to postpone his jury duty to another week which also was an enormous help.
 - Heidi attended the monthly Commission meeting at Ralph Ellison Library on April 15 to receive her 25-year service certificate.
 - Now that the receiving people are back, Heidi is trying to catch up on consolidating statements from various vendors, including Baker & Taylor and Baker & Taylor Entertainment. Both companies have moved their accounting depts., now called CFS - Consumer Financial Services, to a new location in Charlotte, N.C., with new

- accounting software, and all new people. This means getting some initial problems, like application of self credit memos to the correct accounts straightened out.
- Heidi attended OLA on Friday. She attended the vendor relations session in the morning which was quite informative. One item mentioned in this workshop was that ISBNs will increase from 10 to 13 digits in 2007. As far as vendors know, only new items will be issued the new 13-digit ISBNs, there will not be any retrospective conversion.
 - Heidi also visited at OLA with several sales reps. for vendors Technical Processing is experiencing problems with. She set a meeting with Fred Stanley for Demco Turtlebacks. It took place on April 20, and both Heidi and Fred Stanley are hopeful that all problems with shipments of materials can be worked out shortly. Heidi and Janet also set a meeting for April 29 with Connie Cravens, the sales rep. for Sagebrush/Econo-Clad. TP has been experiencing problems with filling orders according to our requirements. Connie also was confident that these problems could be worked out.
 - Heidi met the library's new Baker & Taylor sales rep. Her name is Tammy Billings, she works out of Texas. She said she would try to schedule a meeting for later in the year. Rob Rodriguez, our previous rep., mentioned that he did forward Heidi's suggestions for improvement of B&T's online customer support database to the appropriate departments.
 - Loretta will conduct two special processing workshops for pages from Edmond sometime in May. Jean Johnson is supposed to look at dates to schedule them, preferably before the summer reading program starts.
 - The bindery picked up the spring bindery group in TP on March 24.
 - On Tuesday afternoon (April 20), the door leading from the elevator into the department quit working. It could not be opened from either side. Maintenance was able to unlock it long enough for TP to take their daily truck of new materials to Cataloging before the door refused to open again. The delivery drivers had to bring the mail in through Capitol Hill's backroom. Maintenance installed a new lock on Wednesday morning and the door is now functioning again.
- **Materials Selection Update** **Janet Brooks**
 - During March Selectors made a 6-month visit to MC and an annual visit to BC. During April an annual visit to BI and the Extensions will be conducted in addition to a 6-month visit to BE. Visits in May will include 6-month visits to CT and VI and an annual visit to WA.
 - Janet and Karen met with Kay Bauman to review information about the move. MSL staff took a tour of the MSL department, storage and basement area in the new building. MSL is getting ready for the move to the new DNLLC. Staff have boxed and transferred the past review media to DN. Much of the professional collection has been boxed. All catalogs have been tossed. Staff continue to work on weeding out files. Selectors will be making decisions on any gifts in the office and forwarding those appropriately. Julie and Janet are making decisions on juvenile review copies and forwarding them on. As soon as a moving schedule is determined, Janet will ask library staff to begin sending withdrawn and gift materials directly to Friends. This should allow MSL staff to make decisions on all the material currently in the

- basement, so none of the books will need to be reboxed and sent to the new building. Janet is working on the layout of shelves and furniture for the workspace in the basement and the MSL storage room.
- Selectors updated the Spotlight On...Asian Americans. It should be up on the webpage the first of May.
 - Kim has coordinated all the technicians in updating the procedures manual. They have updated all procedures and formatted them into a beautiful manual. Thanks to Linda for providing the guidance for the formatting. The manual will be kept on the share drive for easy referral and searching.
 - Meetings/Workshops
 - Kim taught a class for library staff on how to manage money at the circulation desk.
 - Kim had a United Way meeting on April 2nd.
 - Ruby attended the Staff Recognition planning meeting.
 - Julie attended a Success by Six meeting.
 - Julie attended the Lunch and Learn session on April 15th.
 - Elizabeth, Julie, and Linda are scheduled to visit Tech/CAT on April 23rd. Denise and Kim will visit on April 30th
 - Elizabeth is scheduled to teach True North on April 26th.
 - Janet participated in United Way allocations site visits on April 13 and 14th. She visited Possibilities, Sunbeam, Positive Tomorrows, Celebrations and the YWCA.
 - Janet, Ruby, Julie and Marilyn attended OLA.
 - MSL staff will have a Pizza/Game Party for staff recognition on May 7th.
 - Janet shared updates to statistical information regarding weekly lists, suggestions for purchase and Interlibrary Loan requests.

• **Administration Update**

Karen Marriott

- Karen discussed the move to the new building. It is hoped that the stacks collection can be reintegrated into the regular collection before the move. Jimmy has developed a program that will transfer items to their original location code. Kay is still working on the move rotation schedule. All furniture needs to be installed on 3rd floor before any offices can start moving. Furniture is scheduled for delivery on April 28th. They are still hoping for the move to begin the end of May or first of June. There are still some issues to discuss concerning the mail and particularly for MSD how the purchase orders will be handled. Kay showed managers the types of boxes that will be used for the move. Labels are on order. Planning is developing an Intranet page that will include weekly updates regarding the move, guidelines for packing, etc.
- The author dinner was very good. Nancy Anthony was honored and had good things to say about the library system.
- Luther is scheduled to move on April 28th and 29th, with the grand opening on May 8th.
- Karen indicated that she wants to replace the AV bags for material in stacks. Heidi will check on the cost for bags and report to Karen.

- Karen is looking at re-jacketing some of Downtown's materials before the grand opening. She thought this might be a good job for the MSD Techs. She will clarify with HUM the number of hours the MSD techs can work.
- The new logo for the library system is not up and being used.
- Karen presented information about the software program CAREERx that will be used as a training gauge. The plan is to buy the program in July for implementation in September.
- Information on the MLS Core Competency Model was distributed to managers. They are to read and be prepared to discuss at the May managers' meeting.
- Midwest City will be closed for two weeks for floor repairs and rewiring starting May 17th.

- **Internet/Intranet**

Kay Bauman

- Kay provided information on the purpose of the MLS Intranet and guidelines for maintaining the department pages. Managers are to review content previously submitted to Planning to see what changes are needed to meet the new guidelines. Managers will discuss the changes to content at the May MSD Managers' meeting.

- **Budget**

Karen Marriott

- All budget requests are still in for FY05. Materials budget received an overall increase of about 2%. Some CO titles were dropped, no charge for the Phonefiche in FY05 and funds from the DNLLC reserve funds were redistributed to other libraries.

- **DVDs**

Karen Marriott

- Karen recommended 30% of the video funds be set aside for DVDs in FY05. Heidi will plan to attend the library managers meeting in May to discuss processing of DVDs. Janet and Karen will be working on administrative guidelines for DVDs

- **MSD Workshop**

All

- Managers are finalizing the updates to the MSD Workshop. Managers should forward any changes to Janet. She will have one of the MSL Technicians work on formatting the manual. The fall workshop dates are set for October 27, November 3, and November 10th. Janet will double check with Planning to see if there is a need to have them scheduled in the afternoon.

- **Graphic Literature Subject Heading Update**

Pauline Rodriguez

- Pauline provided information she researched in response to customer request to add the graphic literature subject heading to titles of comics, such as Simpson's and Garfield. She recommends that the "Graphic literature" subject heading be added to records for materials meeting these criteria:
 1. The majority of the work is presented in graphic format
 2. The work as a whole presents a complete or continuing story line, or several complete short story lines.
 3. The work does not consist primarily of single-day episodes of a comic strip.
 4. The majority of the works owned by the library and featuring the character(s) meet guidelines 1 and 2.