

**Materials Services Division
Monthly Managers' Meeting
July 15, 2004
8:00 a.m.
RJN-Director's Conference Room**

Janet Brooks-Chair
Heidi Johnson
Pamela Kosted (Excused)
Karen Marriott
Pauline Rodriguez

Agenda

Music Added Entries/Cross References (from Tech Group Request)

Janet, Pauline, Karen

- The process of making multiple entries in a each record for artists and authors who have worked under different names is very time consuming and has large potential for errors. Given Cataloging's volume of work, Pauline would prefer not to add to cataloging time or error potential. Jim Welch has said that he is strongly opposed to creating an author see reference file. It was decided that Karen, Pauline and Janet will discuss the issue with Jim and consider other options.

DVDs

All

- Heidi provided samples of cases that are available to process DVDs. She recommended one that is sturdy and will stay closed when dropped. The company will make cases that will hold up to 2 DVDs. If a title purchased in the future is more than 2 DVDs, TP can tape cases together to house up to 4 DVDs. When a title is received that contains a lot of additional literature or accompanying material, TP reserves the right to keep what they can and dispose of the rest. If a title comes as a book with a DVD, the material will be cataloged as a book. Heidi has provided managers with a draft of other processing guidelines. Further investigation on processing is needed. Janet will examine processing during a visit to TCCL and discuss any preprocessing BTE can offer, Pauline will work on a sample cataloging record, and Heidi will examine processing done by video stores. MSD managers will plan to attend the August Library Managers' Meeting to present DVD processing information.

Cataloging Update

Pauline

- Laqueta and Margaret worked extra hours until the end of the fiscal year, to help with the load of transfers and Downtown relabels. Around the end of June, their workload lessened quite a bit, since no transfers were coming in. They have been

learning to prep CDs and work in-system gifts, and have been helping out with that. Pauline asked Downtown if there were more materials needing relabeling; Cataloging received 8 boxes the week of July 12. Margaret and Laqueta are now back to regular hours.

- Ruby and Susan visited Cataloging on May 21; Pauline gave them a brief training session on the use of keyword searching.
- Pauline, Clyde, and Crystal are serving on the TSRT planning committee for the year, and have attended two meetings so far.
- Jill has attended various SSRT meetings.
- Jana assisted with the summer reading kickoff at DN on June 1; Crystal assisted at MC on June 2.
- Pauline attended the OLA Leadership Retreat on June 3-4. She is chairing the OLA Career Recruitment and Retention Committee.
- Various staff have been on AVL at different times; MaryGrace has come in to help out whenever possible.
- Clyde has attended several meetings of the Recognition Committee.
- Crystal attended the Lunch 'n Learn session "We're on the Same Team, Remember?" on June 10.
- Crystal attended the Tech Group meeting on June 22.
- Ursula visited ODL on June 24 with Sharon Bish and Ruby, to evaluate documents for possible addition to the depository collection. She has forwarded recommendations to Karen.
- Pauline attended ALA June 25-29. She was able to pick up some good ideas.
- Pauline has switched the system to OCLC ILL nonsupplier status while ILL is moving.
- Cataloging's staff appreciation was celebrated on June 22, by going to Pioneer Pies for dessert on MLS.
- Jana, Jill, and Crystal have volunteered to work at the book passing on August 13.
- Pauline has been asked by the Policy Committee to come up with a classification scheme for the new Policy & Procedures manual. She is working on it.

Technical Processing Update

Heidi

- Runs are between 300-1000 labels at this time. TP currently receives an average of about 36 boxes of materials a day.
- Heidi mentioned that receipt of materials in TP for FY04 has increased over the previous fiscal year. Receipt of boxes increased by 14%, the number of purchase orders mailed out increased by 9%, items processed increased by 10.67%. TP staff has handled these increases without the addition of any more staff due to space restrictions. Great job, TP staff!
- Heidi attended the "Munch, meet, and mingle" session on July 13 at MC to get acquainted with Stacy Schrank, the new Employee Development Coordinator. It was an interesting meeting with lots of ideas exchanged. Josh attended the session held at BI on July 14.
- Heidi visited Cox Cable's new production facilities on July 14 to tape two segments for Read About It's Kids' Corner.

- Heidi will participate in a scheduled meeting on July 21 in Materials Selection with Tammie Billings, MLS's new sales rep. with B&T.
- Alan assisted with the summer reading kickoff at WA on June 1.
- Loretta is scheduled to teach another "Basic Materials Processing" workshop on July 22. Josh from TP is scheduled to attend, plus Stacy Schrank from Planning is going to sit in to familiarize himself with this workshop.
- Heidi and Melanie have both volunteered for the DN book passing event on August 13.
- When it rains, the leak in TP now extends into the supply storage area where recently the carpet was soaked around the area where boxes of CD cases are stored. Maintenance brought a big tarp and bucket to catch the water. Staff is concerned whether mold has started to grow in that area as several staff members are highly allergic to mold.
- As of yesterday, TP's door from the dept. to the elevator will not open again. Heidi has notified Maintenance, but as of 4:30 p.m. on Wednesday there had not been any response. When staff need to go upstairs, they now have to go through CH's backroom or leave the building through the garage and re-enter through the side entrance.
- Quality Book Binding Company has been bought out by neighbors of the previous owners. Heidi is currently compiling a list of items needing to be returned to the bindery due to misspellings, etc. There are also numerous volumes which show the thread used for oversewing very clearly. The new owners are supposed to come to TP on Monday, July 19, to check into these problems and how they can be fixed and hopefully avoided in the future.

Materials Selection Update

Janet

- Janet shared updates to department statistics with the other managers.
- MSL successfully made the move to RJN on June 17th. Staff were able to assume normal routines almost immediately. Shelving from the old building will be used in the storage area and in the basement. Until the shelving is in place, staff will not be working with any of the withdrawals or gifts. Hopefully, sometime after the end of July staff will begin these activities again. Staff will assist with getting DN's collection arranged on shelves. Many staff will be participating in the Grand Opening activities, such as the book passing.
- Selectors are ordering from FY05 now. As in the past, weekly lists are limited to 5000 items. Janet and Karen are working on dividing the SELFU to add to individual funds for system reserves and customer suggestions. This should keep SELFU at an acceptable level. Reserve funds for DVDs are not reflected in the video funds. The money will be added to the individual funds after February 2005, once we know the results of the mil levy election.
- Library Visits normally scheduled for June were postponed until July. Selectors are currently making annual visits to CH and DC and a 6-month collection review of ED. Janet had an annual visit follow up meeting with Mary/WA at the first of June. In August, Selectors will do a 6 month visit to RE and SO. They are supposed to do a collection review of DN during August, but this will be postponed until the collection is in place and staff is settled. Janet is no longer scheduling a separate follow up

meeting with library managers. She is scheduling time with the manager when she meets with library staff to talk about the collections.

- Selectors are working on updates to the Hispanic American Spotlight On for the Internet.
- Meetings and Workshops Attended
 - Kim conducted a United Way meeting on July 9th and has several scheduled for August.
 - Ruby, Julie and Elizabeth are taping Read About It Segments on July 21st.
 - Julie and Janet met with several library media students from OCU and UCO and gave them an overview of our selection process and the library system.
 - Elizabeth and Janet attended the Munch, Meet and Mingle sessions offered by Planning on July 13 and 14th.
 - Janet is meeting with Cheryl Coleman, the new children's librarian at RE on July 29th to go over collection development procedures.
 - Janet is going to Tulsa for a Sequoyah meeting on July 16th.
 - Elizabeth will be training True North on August 2nd.

Administration Update

Karen

- Karen highlighted several items from the Commission meeting. The commission is recommending that the bid limit be changed from \$5000 to \$10000. The minimum value of items that will require inventorying will be raised from \$100 to \$500. Finance Committee report will be presented to commission, as will be information on the new facilities plan which includes room rental rates.
- Karen highlighted several calendar items:
 - July 19-August 17th -DN will close to public. Any mail to DN will be routed as usual, unless TP is notified otherwise.
 - August 5-Retirement Pension Board meeting
 - August 9th-Library Night at the Ballpark
 - August 7-15-CT closed for repairs to laminate
 - August 13-Book Passing
 - August 14-Staff Reception for current staff and one guest. Heavy hors d'oeuvres will be served.
 - August 16-X-change meeting for managers/supervisors
 - August 17 at 11:00 Grand Opening/reception
 - August 18-Finance Committee meets to approve the final budget.
 - August 26-Commission Meeting
- Karen indicated that she did not have any new information regarding the additional tax funds the library is scheduled to receive. Karen was not sure how the money will be budgeted. She will share information when she gets it. Karen reported that there will be changes to the amount of money in each of the funds. She asked Heidi if she needed a new Fund printout with the new amounts. Heidi only needs to know which libraries are to receive the different funds.
- Karen announced that we may receive an Endowment Distribution this year of about \$20,000. A \$15,000 Friends grant request is still pending.

- Karen announced library staff may use the Galleria parking if they come Downtown for meetings or workshops. They will need to get a parking voucher from Traci/Planning before they leave the building.
- Karen provided managers with statistics on circulation and system reserves. The number of reserves taken has increased by 22%, reserves filled increased by 21.7%, circulation increased 5.8% (ED's increased 7.1%), Internet usage increased 15%.
- Karen discussed recent GPO selections with Janet and Pauline. She reminded staff of an administrative directive sent out several years ago which limited selections. She will provide Pauline and Janet with copies of the directive.

Miscellaneous

All

- Pauline mentioned that CAT has received several boxes of materials from Downtown for relabeling. There were several titles that are in very poor condition. Janet and Karen recommended that these titles be sent to bindery if they meet the criteria.
- Heidi showed a sample of the case she plans to use for videos with oversized jackets, especially the Disney videos. She also showed a sample of a CD case she plans to have stocked for replacing worn cases.

Tour of new Building

All

- Janet and Karen gave Heidi and Pauline a tour of the new building.

Next meeting is scheduled for August 19th at Capitol Hill. Heidi will chair.