

**Materials Services Managers
Monthly Meeting
October 14, 2004
8:00 a.m.
RJN-Jim Thorpe Room, 2nd Floor**

Attendees

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

Agenda

Cataloging Update

Pauline Rodriguez

- Cataloging is still struggling with the new barcode printers. Most problems seem to be with the printers rather than the software.
- Pauline attended an Amigos live online course on XML September 27-30. She was pleasantly surprised at how much she enjoyed the online format; the course was interesting and will be useful in planning for future changes in cataloging formats.
- Aaron's visit to MSL has been rescheduled for November 1 and 2, due to the date of his comp exams.
- All staff who wanted new ID photos have had them taken.
- Pauline worked with Heidi on interviews for Processor October 5-7.
- Other system and OLA meetings and training sessions:
 - Ursula, OLA Legislative Committee, October 7
 - Clyde, Recognition and Rewards Committee, October 5
- Margaret and Laqueta were a great help in ordering barcodes while Jill and Veronica were both off on October 1. Margaret volunteered to reschedule a doctor's appointment in order to come in and help out.
- Crystal will be receiving her 5-year pin at Staff Recognition on October 16. Paula is also receiving a pin, but will not be at the reception.
- Pauline will man an exhibit booth for OLA at the OEA conference on October 21.
- The system's federal documents visit from ODL staff will be on November 30.
- Cataloging has completed its scrapbook pages for Judy Walden's retirement and sent them in. Ursula coordinated this project, which was much appreciated.
- Pauline, Crystal, Ursula, and Clyde will attend the OLA TSRT workshop on electronic resources on October 29 in Stillwater. Jana, Crystal, and Ursula will attend a serials cataloging workshop sponsored by SIGALO (Serials Interest Group of Oklahoma) in Tulsa on November 10.

ILL Update

Pamela Kosted

- Pamela and Sharlott attended ILL training DN on October 13. They will experience a lot of changes in the way they do their jobs in the near future. Pamela would like for Christina to take some training because a lot of the changes will effect her position. Pauline recommended that Christina take the Amigos live online training.
- Pamela reported that their lending activities continue to increase.
- The turnaround time from receipt of ILL request until they are filled for the customers is about 10 days.
- Janet indicated that selectors appreciate receiving smaller bundles of requests more frequently.

Technical Processing Update

Heidi Johnson

(To best describe the last month in TP: everyone was very busy, but no major disasters have occurred)

- The runs have been on average 608 labels per day. TP currently receives an average of about 41 boxes of materials a day. TP has still been short one processor since our last meeting. Heidi hopes to have the position filled by October 25. Kudos to the rest of TP's staff for filling in and doing their very best to get materials to customers in a timely fashion.
- The Outstanding Service Award committee will meet with the Rewards and Recognition committee after the awards have been presented to evaluate this year's event. Heidi will attend this meeting; however, the date has not been set yet.
- Both Heidi and Loretta attended the Amigos workshop "Care and handling of materials" at the OU Health Sciences Center on October 1. Both received some good information on handling and storing and preserving materials, but felt that overall the workshop was too basic and general for their needs.
- Heidi interviewed 5 applicants for the processor position with Pauline's help and support. She hopes to have a new processor in place no later than October 25, but has not heard back from HUM.
- Heidi has been in contact with Sylvia Grissom and Pat Rice from Baker & Taylor's Accounting Dept. CFS discovered an internal problem which prevented them from applying MLS's credit memos to the correct invoices. CFS hopes to have our accounts current again within the next few weeks.
- Even though Heidi had sent an e-mail to CFS to start receiving statements from B&T by e-mail, this has not happened so far. Tammy Billings, B&T's sales rep., will make sure that future statements will be sent in an e-mail.
- All TP staff had new I.D. badges made on October 7. Roy is to mail them to TP this week.
- Josh is enrolled in the upcoming MSD workshop. He is also scheduled to teach True North on October 25.
- Staff generally made favorable comments about this year's Focus. Everyone was able to relate to the topic of stress, and how to prevent or deal with stress. All agreed that the day was moving very quickly and that the food was delicious; however, there were a few voices stating they would have preferred to be offered a chocolate dessert.
- TP staff is currently working on creating a retirement card for Judy's party on Oct. 29.

- Heidi will receive her 25 year service pin this year and plans to attend Staff Recognition on Saturday, October 16.
- Josh and Heidi participated at Focus 2004 as Wellness and Learning Environment assistants.

Materials Selection Update

Janet Brooks

- During September selectors conducted a 6-month collection visit to BI and an annual visit to MC. During October selectors will do a 6-month visit of WA and annual at BE. Selectors are scheduled to conduct an annual visit to CT in November.
- Selectors updated the "Spotlight On...Native Americans". Teresa Goggins has the update and will have it ready for the Internet the first of November.
- The 15,000 CDs from the settlement arrived Downtown instead of Maintenance. They are now in the MSL basement sorting area. Julie developed a set of procedures for sorting and working the titles and MSL staff are working on this project. Janet thanked Sharlott and Lori Kane for their help in receiving the delivery.
- Selectors are making selections for the Friends Grant. Janet assigned each selector a specific week for their selections to go out. Susan submitted her selections last week, Ruby this week and Marilyn next. Julie and Janet will follow in the next couple of weeks. The bulk of the grant will be encumbered by November 4.
- Workshops/Meetings Attended
 - Kim conducted a successful United Way Campaign.
 - Elizabeth served as chair of the OSA committee. They forwarded their recommendations to Donna.
 - Janet, Julie and Kim attended Encyclomedia on September 27-28. Janet helped present a session for the Sequoyah YA Committee and worked in the Sequoyah booth in the exhibits.
 - Julie attended a Unity Festival meeting.
 - Ruby attended a Staff Recognition committee meeting.
 - Janet attended a writing workshop at the Westin on October 8.
 - Janet, Ruby, Linda, Elizabeth and Kim assisted with Focus. They served as Learning Assistants, Presenter Assistants and manned various tables.
 - Julie attended the Children's Programmers' meeting at CT on October 13.
 - Janet will attend the Festival of Books at OU on October 28.
 - Elizabeth is scheduled to teach True North in November.
 - Janet will attend the First Amendment Congress on November 11-12 at OCU.
- Janet shared copies of the quarterly statistics for customer suggestions, orders, etc.

Administration Update

Karen Marriott

- Judy is finishing up some projects before her retirement.
- Since the alley behind DN is under construction, small packages will be delivered to the 3rd floor receptionist.
- Judy gave a status report on the 211 project. This is an information source for all types of community organizations and the assistance they offer. Kelly/Outreach has also been involved with this project. They are currently looking at obtaining funding for the project.

- During AdTeam, Ric presented a video “Code Adam”. It highlighted procedures for handling a lost child in a building. When a child is reported lost in a building, an announcement over the intercom will indicate that we have a “Code Adam”. At that time staff will immediately begin a search in assigned areas. Ric, Denyveta, Patrick and Deb Spindle are working on procedures.
- Karen reminded everyone that the Community Foundation Reception is scheduled for Friday, October 15th at 6:00.
- The Library Commission’s Finance and Long Range Plan committees are scheduled to meet Oct. 26 at 3:30 at BI. One item on their agenda is to review initial plans for the renovations at CH.
- The Library Commission’s Retirement Pension Board will meet on Nov. 3 and 10th. They will be reviewing recommendations from the consultant.
- Karen reminded managers of the X-change meeting on Nov. 15th.
- The Library Commission is scheduled to meet on Nov. 18th.
- Karen is working on the annual report. Because she has been looking at all the statistics lately, she is very aware of the increases in our workload. She extended her appreciation to all staff for their hard work over the past year.
- Karen will be meeting with Donna and Todd on Oct. 18th to discuss CH. She has received statistics from Pauline and Heidi.
- Karen asked that Heidi copy her when she sends Deb/DN the bindery allocation for genealogy and local history.
- Karen thanked all staff who worked during FOCUS.
- Karen thanked Kim for a great United Way campaign.
- Karen had a meeting with Deb Spindle to discuss changes in the way DN handles shelf management lists. They will request an inventory of stacks first to get that cleaned up.
- The nonfiction shelves DN are fairly full. Karen recommended that selectors become more selective in the titles they transfer DN. Material that is in marginal condition should not be reprocessed. Staff should make sure the item is withdrawn and then sent to Friends. If a title is a last copy in marginal condition, consider for bindery or have Karen check for a newer copy in better condition.
- Materials Selection can start pulling things for NW. There still needs to be a discussion on how to handle material for NW. Managers should start thinking about different options. Storage will be a big issue.
- Karen distributed a copy of a recent article on “floating collections”. She said this is not something we are thinking about doing right now. The Adteam wants to see how some of the changes with system reserves will work before considering anything else.

MSD Workshop

All

- Janet distributed a revised agenda for managers to review. It was recommended that we move the Collection Analysis/Withdrawn Analysis/System Reserve List portion to the second session. Janet will make the adjustment.
- Janet has incorporated any changes the managers sent her into the manual. She will have Linda finish the formatting the first of next week.

- Janet reported that she has revised the PowerPoint slide show for the final review “quiz”. She will forward a draft to the managers to review and make additions.
- Janet also mentioned that she has been working on an Instructor’s manual. She showed managers a draft. Managers can add to their section after they have conducted this first series.
- There was some confusion as to the title of the workshop. Managers decided it should be called Collection Management and Maintenance. Janet will make sure Planning has the updated title.

Meeting was adjourned at about 10:00 a.m.

Next meeting will be on November 18, 2004 at the CH Library. Heidi Johnson will chair.