

Materials Services Division Managers' Monthly meeting

December 16, 2004

8:00 A.M.

Capitol Hill Library meeting room

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

1. Technical Processing update – Heidi

- The runs have been on average 604 labels per day. TP currently receives an average of about 36 boxes of materials a day.
- Once again, Technical Processing is short staffed; this time by 2 processors and 1 receiving tech. Heidi has been helping with processing materials and would like to commend the remaining processors who have been working extra hard to keep materials flowing through the dept. Other TP staff have also helped out, sometimes working 3 different jobs in the same day.
- Other than that, the rush materials are getting processed on a daily basis, AV within a day or two, and the non-rush materials as soon as possible. Once again big thank yous to Cataloging and the MSD Technicians who have been helping TP a lot, their own workload permitting.
- TP has received its new table which is somewhat smaller than the old one it replaces. This gives staff some extra room to move their book trucks around the department, yet still leaves space for volunteers to work and the mail to be sorted.
- Due to the staffing situation in TP, none of the staff have attended any workshops or other extracurricular activities.
- The CH building Christmas party on Dec. 14 was a big success. No complaints were heard about the food, the setup, or the eating arrangements.
- TP received their new DVD player. Josh hooked it up to make sure it was compatible and working. TP also had to replace their TV monitor which had been in use since 1998 and finally gave out.
- TP presented a honorary processor certificate to Aaron Killough, the intern from Cataloging, after he tried his hands very successfully at processing.
- Heidi, Christy, and Karen are scheduled to meet with Jim Welch in IT for a demonstration of TP's new GUI on January 6, 2005, 3:00 p.m.
- Heidi will attend the Read About it luncheon on Friday, Dec. 17, 2004.

2. Materials Selection update – Janet

- **Library Visits**
 - ❖ During November selectors completed an annual library visit to CT.
 - ❖ In December selectors are conducting 6-month collection reviews of CH and DC and an annual visit to VI.
 - ❖ In January they will be doing annual visits to ED and RE.
- **Spotlight On**
 - ❖ Selectors are updating the Black History Month Spotlight On.

➤ **Grants**

- ❖ Janet encumbered a portion of the ODL Early Literacy Grant and helped Dana identify resources for ordering titles for the "permanent loan" collection. Janet selected 39 titles for the DN Club Grant that will require bookplates and has sent Heidi a list of the titles. She will finish the grant after the new year.

➤ **Meetings attended:**

- ❖ Janet hosted the Sequoyah YA committee on Nov. 19. She gave tours of the building for the members.
- ❖ Janet attended the Children's Programmers' meeting on Dec. 8.
- ❖ Janet met with B&T Rep. Tammy Billings. She provided Christmas goodies that were shared with staff. She also gave Janet some update information on Title Source II.

➤ **Collection Development Workshop**

- ❖ Stacy/PLA asked Janet to come up with some "prerequisites" for the Collection Development Workshop. Janet asked Heidi, Pauline, and Karen for feedback.

➤ **MSL Staff Holiday Schedule**

- ❖ Janet shared a calendar with the managers showing when staff are scheduled to be off during the Christmas Holiday.

3. Cataloging update – Pauline

- Everyone should have heard that Margaret gave birth to Hector Abel Angeles Jr. on December 7. She assures Pauline that she plans to come back to work. She will let Pauline know the exact date, probably around the end of January or first of February.
- Veronica has been a big help processing since Margaret has been out. Especially with Tech short staffed, she processed nearly all day on several days.
- Laqueta's school semester is over, and she will pick up more hours. She will work 8-2:30 from December 17 through January 7, except for 8-4:30 on December 17 and 23. (Pauline and Heidi discussed increasing Laqueta's hours on a few days to assist with short staffing in Tech.)
- Aaron's last day as Cataloging's intern is December 16. Pauline met with the new intern, Beth Jones, on December 15; Beth will start January 4, and will be in all day on Mondays.
- Cataloging has received the print head cleaning supplies, but so far they have only been tried on one printer. So far, that printer is behaving itself.
- Connexion version 1.20 is now available. Pauline will be the beta tester for the system; Jim Welch will install it on her PC on December 20.

- Steve Beleu and Clif Broadworth of ODL's U.S. Government Information Division visited the system on November 30. Big news: there will be no more GPO inspections! Instead, there will be a system of super-regional libraries, each overseen by an area coordinator. Regional and super-regional coordinators will provide assistance and guidance, but not evaluation. Steve is interested in giving workshops for library staff and customers on finding and using government information. Pauline and Ursula discussed problems with getting response to exchange lists. ODL is not able to accept lists electronically at this time, so Ursula will re-send lists in hard copy.
- Greg Bennett trained Ursula and Veronica in the new periodicals check-in system on November 23. The software was also installed on Pauline's PC. Pauline and Ursula also now have VCirc software.
- The Capitol Hill building Christmas luncheon was held on December 14. It was a great success: good food, good conversation, good food, good help, good food ... Several staff pitched in to help with setup and cleanup, and were much appreciated.
- Pauline and Veronica plan to attend the Read About It luncheon on December 17.
- Aaron has finished the ODL Age and Condition survey. Based on a quick overview, it looks as if nearly all materials surveyed meet the "good" or "excellent" criteria. Aaron said that he saw very few that qualified as "poor". Pauline will send a copy of the survey to Karen as well as to Planning.
- The job title change from Cataloging Assistant to Associate Cataloger is official and took effect on December 6.
- Cataloging's DVD player has been hooked up and works as far as staff can tell.
- Pauline distributed an updated calendar showing Cataloging staff scheduled to be in the office December 20-30.

4. Administration update – Karen

- Ad Team
 - ❖ Karen referred everyone to the minutes of recent Ad Team meetings. Among other items, she mentioned the ongoing project to set up wireless networking in the libraries, the negotiations regarding the sale of the old DN building, the discussion of ways to deal with the large number of requests for tours of the new library.
- Other Info
 - ❖ Walking the Choctaw Road by Tim Tingle has been selected as the book for "Oklahoma Reads Oklahoma".
 - ❖ The budget timeline will be a little later this year. Managers will input requests from February 15 to April 2.
 - ❖ The recent millage and bond election for TCCL failed by 13%.
 - ❖ Karen asked managers to make sure to cc her when registering themselves for system training.
 - ❖ Karen will be on AVL December 27 and December 30-January 5.

5. Update/Approve 2005 Meeting Schedule

- After discussion, the managers established and approved the schedule for meetings for 2005. (Schedule available on the Intranet meeting calendar.)

6. Miscellaneous

- Karen was congratulated on her new position as Deputy Executive Director/ Materials & Outreach.
- Emergency Contact Info – Pauline
 - ❖ Pauline mentioned that emergency contact information for staff is not always current in HRPay. She has talked to Denise in HUM, and they agreed that, when Pauline updates contact information for staff, she should forward a copy of the list to Denise as well as to other managers. She suggested that other managers might want to do this as well. Karen suggested including a note in the e-mail indicating what information is different.
- Pauline distributed a copy of an article from Technicalities on the need for cataloging and other technical services departments to increase their visibility.
- Identifying Numbers Included in Bib Records – Pauline
 - ❖ Pauline briefly described how it is determined which identifying numbers (such as ISBNs and publisher numbers) are included in a bib record.
- Commission Visits – Pauline
 - ❖ Pauline asked if it is possible to invite Commission members to visit Cataloging. Karen agreed that it is possible and might be a good idea. Karen will follow up on this.
- CD Genre Updates – Pauline
 - ❖ Pauline mentioned that in the minutes of the latest Library Managers' meeting, it was stated that CDs will appear on reserve lists in genre classification order. Unfortunately, CDs still classified MUSIC will not be listed in this way.
 - ❖ Pauline would like to consider having Cataloging update genre classifications now, while the workload is light. She, Karen, and Jimmy Welch will meet in the near future to work out details.

The next meeting will be on January 20, 2005, 8:00 A.M., at Downtown. Janet will chair.