

**Materials Services Division
Managers' Meeting
Minutes
February 17, 2005
Capitol Hill Library
8:00 a.m.**

Present: Janet Brooks
Heidi Johnson
Karen Marriott
Pauline Rodriguez

Cataloging Update

Pauline

Meetings/workshops attended:

Pauline, Beth – OLA Career Recruitment and Retention Committee, January 24
Pauline – Catalog Searching workshop, January 27
Pauline – OLA Administration Roundtable, January 28
Paula, Ursula – Basic Communication workshop, February 9
Jill, Excel workshop, February 11 and 25
Pauline, OLA Regional Meeting, February 15
Jana, CPR workshop, February 17
Jill, OLA SSRT, February 17.

Several Cataloging staff have already completed their pension preference forms. The rest will be completed and returned by the deadline.

Using the cleaning cards in the thermal barcode printers continues to be working well.

Pauline has scheduled Beth to visit MSL in February, Tech in March and April, and IT in April.

The MSD Technicians, especially Margaret, have been even more appreciated than usual recently. With the bouts of illness in both Tech and Cataloging, they have helped pick up the slack. Bravo!

Pauline has enrolled herself and Christina for the Amigos workshop on the new ILL product, to be held DN on March 8. She has enrolled Ursula for Amigos training on Connexion on March 2.

Pauline has been working with Stacy and Traci to arrange for a basic serials cataloging workshop to be offered at DN. Adri Edwards-Johnson, SWOSU, will present the workshop. All MLS catalogers will attend. Enrollment has also been offered to other libraries in the area; so far, one person has enrolled and one has called for more

information. At this point, two dates are scheduled (March 3 and March 9), but one may be cancelled if sufficient enrollment is not received.

Jeanie Johnson, from the State Department of Education, visited on February 16 to talk with Pauline about cataloging. She plans to return on February 24 and spend the day.

Pauline is working on getting a microfilm reader to replace Cataloging's monster.

Pauline and Crystal are working on a project to clean up the cross references in the MLS catalog. They requested a list of cross references from Jimmy, who responded by sending a PDF file of 1200 pages. Fortunately, it is a searchable file. Pauline and Crystal are still working at determining how best to proceed.

Materials Selection Update

Janet

Library Visits

- During January selectors conducted annual visits to ED and RE.
- During February selectors will visit DN and SO.
- Next month, they will do a 6-month collection review of MC and visit with Book Centers and Books by Mail.

Spotlight On...

- The Spotlight On...Black History month is on the Internet now.
- Selectors will begin updating the Asian American Spotlight on in March.

Vendor Reps

- Janet and Julie met with the local rep and VP of Sales from Quality Books. This company deals with small presses and independent publishers.
- Bob Sly, Ingram rep has rescheduled a meeting with Janet and Heidi for March 1.
- Janet will meet with rep from Midwest Library Service on February 28.

Training/Workshops/Meetings

- Janet gave a short Intellectual Freedom training for Edmond staff on Saturday, January 22nd.
- Kim attended the Lunch and Learn session on January 26th.
- Julie and Ruby taped a session for Read About it on January 26th.
- Janet attended the vote counting meeting for Sequoyah on Feb. 8.
- Janet and Julie attended portions of the Children's Services Retreat. They presented information about how to find the Spotlight On... bibliographies and how to use several of the databases.
- Ruby attended a communications workshop on Feb. 9.
- Linda taught an Excel class on Feb. 11 and has another session on Feb. 25th.
- Janet will conduct a mini collection development workshop for DN staff on Feb. 17th.
- Janet plans to attend the X-change meeting on Feb. 21st.
- Janet is serving on the United Way Allocations Committee again this year. The first meeting for this year is on Feb. 22.
- Elizabeth will be chairing the Outstanding Service Award Committee again this year.
- Christina will attend the Amigos workshop on March 8.
- Linda worked at Wintertales.

OU Intern

- Materials Selection is expecting Beth Jones/OU Intern from CAT on February 28th.

Administrative Guidelines and Procedures

- Janet has been working with Karen developing Administrative Guidelines for the DVDs.
- Janet and Julie are working on some proposals to take to Administration regarding explicit lyrics music CDs.
- Janet is working on procedures for Materials Selection to handle "hot titles" in the compressed shelving area.

Collection Development and Maintenance Workshop

- The spring workshop is scheduled for May 4, 11, 18th at 8:30-12:30.
- The fall workshop is scheduled for October 26, Nov. 2, 9 at 8:30-12:30.

Technical Processing Update

Heidi

- The runs have been on average 479 labels per day. TP currently receives an average of about 39 boxes of materials a day.
- Technical Processing has been short staffed again off and on; lots of staff have been sick with colds or the flu. Kim DiLallo has been coming in as a volunteer on alternate Mondays (arranged through Volunteer Services) and has been a big help with processing paperbacks and other materials.
- Since everyone was needed in TP to get materials flowing through the dept., no one had the opportunity to attend any workshops, meetings, etc. However, several TP staff have volunteered for the book sale.
- Sheila Johnston, MSL's long-time customer service rep. with Baker & Taylor, has announced that she will retire on Feb. 25, 2005 with the company. The new customer service rep. will be Debbie Durham, located in Commerce, GA. Further information is supposed to arrive by letter from Baker & Taylor.
- Heidi has reminded her staff that all pension polls need to be mailed off to Jimmy Welch in IT by Friday morning.
- Materials Selection staff Ruby Soutiere and Susan Ryan are scheduled for a visit in TP on April 22 in the afternoon.
- Beth Jones, interning in Cataloging, is scheduled to spend 4 hours each in TP on March 28 and April 11.
- The quality of the binding was excellent on all materials received back from the bindery. However, 22 books had to be returned to the bindery as the lettering on the spine was unacceptable. Several books had smudged lettering, or lettering done in two different fonts. Several had wrong type-ons on the spine or were missing their type-ons completely. The date for the bindery to pick up MLS's spring bindery group has been set for March 23. Materials from the libraries are due in TP on Friday, February 25.

- TP's current copier was bought in 1999. A maintenance agreement can no longer be obtained due to its age and the copier needed several repairs during the past year. Heidi will ask for a new copier for Technical Processing in her budget requests for FY06. She will look at available copiers within the next few weeks to evaluate which one would best fit TP's needs.
- Heidi presented the new CD inserts to be used in TP for CDs whose booklets have disappeared. MAC was very helpful in designing the inserts.
- Heidi talked about the many problems encountered with Ingram orders received from One Source. Many invoices are shipped with materials from several different purchase order numbers. When problems need to be returned to One Source for defects, damages, or duplicate shipment, Ingram has to be contacted first, then One Source will take action, however, this often takes a week or more and so is very time consuming.
- Heidi has received her new computer and is trying to get used to all the new features.
- Heidi taped several segments for Kids' Corner on Read About It on February 16.

Administrative Update

Karen

Karen mentioned the following items:

- The Capitol Hill project is ongoing
- There will be a materials budget for the planned NW library for the new fiscal year
- IT has started to get libraries ready for wireless access and is looking into related security issues
- The leave calendar on the Intranet should be available to everyone soon
- Preliminary DVD guidelines have been presented to Donna
- The issue of explicit lyrics on music CDs is under discussion
- The Library Commission is to meet for the first time with its newly elected officers in place
- MC will close sometime in early May for floor and carpet remodeling
- Karen attended the Children's Programmers retreat
- The Gang Enforcement Unit will be at 10:00 a.m. at the next Library Managers' meeting to be held at Java Dave's
- Karen will be on AVL March 11 through March 18 and will be back on March 21
- The deadline to turn in registration forms for OLA to Karen is March 4th

Miscellaneous

all

Karen will recommend to Donna Morris that MSL negotiate with Baker & Taylor about discount rates for orders for the next fiscal year.

The meeting adjourned at 10:07 a.m. The next meeting is scheduled for March 24, 2005, at the CH Library. Pauline Rodriguez will chair.