

## **Materials Services Division Managers' Monthly meeting**

**March 24, 2005**

**8:00 A.M.**

**Capitol Hill Library meeting room**

Present: Janet Brooks, Heidi Johnson, Pauline Boyer Rodriguez

### ***Materials Selection Update – Janet***

#### **Library Visits**

- ☑ Selectors conducted annual visits to DN and SO during February. Janet and Karen had a follow up meeting with Debra/DN the first week of March.
- ☑ Selectors are conducting a 6-month visit to MC and an annual visit to BC and Books-by-Mail during March.
- ☑ Selectors are scheduled to do a 6-month collection review of BE and annual visits to BI and the Extensions during April.

#### **Spotlight On**

- ☑ Selectors are updating the Asian American Spotlight On.
- ☑ The updates will be sent to Teresa/PLA the first of April

#### **MSD Tech in TP**

- ☑ Christina worked in TP on Wednesday, March 16.

#### **OU Intern/UCO Student**

- ☑ OU Intern, Beth Jones spent the day, Feb. 28 with selection staff. She spent time with technicians and selectors to see how the department operates. She also sat in on a vendor visit with Janet.
- ☑ Julie and Janet met with a UCO Media student on March 17.

#### **Staff "Exchanges"**

- ☑ Margaret and Paula visited MSL on March 4. Selection staff showed them various functions of the department and gave them a tour of the building.
- ☑ Elizabeth and Denise visited TP/CAT on March 18.
- ☑ Julie and Linda plan to visit TP/CAT on April 14.
- ☑ Elizabeth is going to "Job Shadow" Melissa/MC on April 13.

## **Workshops/Meetings**

- ☑ Janet conducted a mini collection development workshop for new DN employees on Feb. 17.
- ☑ Janet attended the X-change meeting at BI on February 21.
- ☑ Janet attended the Tech-support meeting on February 22.
- ☑ Janet met with Susie Beasley/RE on February 24 to discuss selection issues.
- ☑ Janet and Beth Jones met with the vendor rep. from Midwest Library Services on February 28.
- ☑ Selectors met with Bob Sly/Ingram on March 1.
- ☑ On March 1, Janet taped a segment for Channel 9, highlighting the Spanish language video they produced on surviving the storm.
- ☑ Janet attended the YA programmers' meeting on March 2. She presented information for using several databases, including the Daily OK archives, BIP and Novelist K-8.
- ☑ Christina attended the Amigos workshop on March 8.
- ☑ Susan attended the adult programmers meeting on March 9.
- ☑ Janet and Linda attended the CPR/First Aid training on March 15.
- ☑ Ruby, Linda and Elizabeth attended the trainer orientation.
- ☑ Ruby and Elizabeth will be training staff for summer reading
- ☑ Susan and Ruby attended the Heritage Quest workshop on March 16.
- ☑ Janet is going to a United Way Allocations Committee meeting on March 29
- ☑ Linda conducted two sessions of training for Excel.

## **OLA**

- ☑ Julie and Janet are attending OLA. Janet will be there all three days with Sequoyah Committee activities. Julie plans to attend the Thursday sessions.

## **Heart Association Walk**

- ☑ Several of the Materials Selection staff will be participating in the Heart Association Heart Walk on April 30 at the Bricktown Ball Park.

## ***Technical Processing Update – Heidi***

- ☑ The runs have been on average 668 labels per day. TP currently receives an average of about 44 boxes of materials a day.
- ☑ Technical Processing is currently processing non-rush materials from 3-15, that is, from runs printed seven days ago. This is due to the precarious staffing situation in TP. Two staff members were on vacation last week, and another processor was and is on unscheduled leave.
- ☑ Heidi is supposed to work on the dept.'s budget, yet is forced to split her time helping out in other work areas. She also is supposed to ready a presentation for OLA which is just a thought at this time.

- ☑ Once again, as staff in TP are stretched to the limit, no one had any opportunity to attend any workshops, meetings, or other outside activities.
- ☑ Christina spent March 16 in TP, helping to process materials. Her excellent help was very much appreciated.
- ☑ After issuing many debit and credit memos internally and to their customers, Baker & Taylor's accounting dept., CFS, still does not seem to have a handle on their credit memo issue. Old credit memos from 2003 are still listed on each monthly statement.
- ☑ Technical Processing and Materials Selection are trying to streamline orders placed with Ingram, especially if received from OneSource. Janet and Heidi have been in discussion with Bob Sly, the Ingram sales rep., to resolve some of the problems encountered with OneSource orders, like multiple purchase orders billed on one invoice, and partial shipments of titles with multiple shipping and handling charges. Also, a rush account has been arranged with Ingram, so rush orders are marked as such on the address label of the boxes when received in TP. This will distinguish them from all other materials received from Ingram.
- ☑ Heidi has ordered 500 each of the single and double DVD cases from the FY05 budget. This is the minimum order amount to receive the best discount. She will order additional cases once the new FY starts.
- ☑ Heidi has also requested samples of replacement CD binders from Highsmith Co., who is advertising a CD binder which looks the same as the one TP currently uses, yet is quite a bit cheaper. Product testing will commence as soon as the sample is received.
- ☑ The bindery called to reschedule their pickup from Wednesday, March 23, 2005, to next week, Tuesday, March 29.
- ☑ Elizabeth and Denise from Materials Selection visited TP on Friday, March 18, 2005. Topics under discussion were types of problems encountered with vendors and ways to prevent or circumvent these problems.
- ☑ The shower for Josh and Misty on March 10 went quite well and they seemed very pleased by all the presents they received. After a three day vacation, Josh returned to work a married man. Congratulations to both of them!
- ☑

### *Cataloging Update – Pauline*

- ☑ Some meetings/workshops attended:
  - Pauline, Beth – OLA Program Committee, February 18
  - Clyde – Tech Support Group, February 22
  - Crystal, Ursula – What's That You Say? workshop, February 23
  - Jill, Excel workshop, February 11 and 25
  - Pauline, Crystal – TSRT, February 25
  - Veronica – Intro to Child Growth & Development workshop, March 3, 10, 17, 24.
  - Ursula – GODORT, March 4
  - Jill – CPR & First Aid for Adults workshop, March 15
  - Paula, Veronica – Lunch & Learn: Understanding the Person in Front of You, March 23
  - Pauline – OLA regional meeting, Hugo, March 22
- ☑ Jeanie Johnson, of the State Dept. of Education, spent part of the day in Cataloging on February 24. She commented to Pauline that she was very impressed with the fact that everyone in the department has the customer as their ultimate focus at all times.
- ☑ Beth visited MSL on February 28. She enjoyed the visit and felt that she had learned several things. She is scheduled to visit Tech Processing on March 28 and April 11, half a day each day.
- ☑ Amigos held two workshops recently at the Downtown Library: Connexion Client on March 2, and the new ILL interface on March 8. Pauline went Downtown before the Connexion workshop to make sure the software was operating properly; she also helped set up for both workshops. Ursula attended the Connexion workshop; Pauline and Christina attended the ILL.
- ☑ ILL must migrate to the new interface by May 1. Pauline has talked with Anne and both will be working with Pamela to facilitate the changeover.
- ☑ Margaret and Paula visited MSL on March 4. Both stated that they had learned quite a bit about the reserve and review processes.
- ☑ Cataloging had a productive staff meeting on March 7. Staff read a case study about library staffers who were "called on the carpet" because of comments that they had posted to an Internet chat site. At the meeting, staff discussed the impact of the Internet on privacy and employment issues. The staff recommended forwarding the topic to Planning as a possible session at Focus; Pauline has done this.

- ☑ MLS sponsored a Basic Serials Cataloging workshop on March 16 and 17. Adri Edwards-Johnson, Southwestern Oklahoma State University, presented the LC Serials Cataloging Cooperative Training Program-approved workshop. All MLS catalogers attended, as well as a recent MLIS graduate and past Cataloging intern, and librarians from Enid Public Library and the National Cowboy and Western Heritage Museum. The evaluations were good and everyone who attended commented on the value of the workshop. Stacy and Traci, from Planning, worked with Pauline to organize the workshop, and contributed to its success.
- ☑ Laqueta worked every day during the week of March 14-18, due to spring break. She and Margaret each spent at least half of each work day processing new materials for Tech. Hopefully, this helped to alleviate the backlog of materials waiting to be processed.
- ☑ MaryGrace worked all day on March 16 and 17, and Beth, Cataloging's intern, worked all day on March 15 and 16. This allowed Catalogers to attend the Serials Cataloging workshop and also to have time off to spend with families during spring break.
- ☑ Elizabeth and Denise from MSL visited Cataloging on March 18. Jill and Paula demonstrated the new mlsCatClerk barcode printing interface for them; Elizabeth and Denise were much impressed. Jill and Paula also went over when gift books should be sent to Cataloging from Downtown, and discussed the process of deleting MLS holdings from the OCLC database.
- ☑ Since both Jill and Jana attended CPR workshops during the first quarter, they provided a demonstration for the rest of the staff as safety training.
- ☑ Ursula submitted an exchange list of state documents to Gary Phillips at ODL, and has already received permission to discard them.
- ☑ Cataloging's new portable microfilm reader has been received, and will replace the old full-size reader.