

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

**April 21, 2005**

**8:00 a.m.**

**RJN Downtown Library**

**Executive Director's Conference Room**

## **Attendees:**

Janet Brooks-Chair

Heidi Johnson

Pamela Kosted

Karen Marriott

Pauline Rodriguez

## **Agenda**

### **Cataloging Update**

**Pauline Rodriguez**

- Meetings/workshops attended:
  - Crystal – CPR workshop, April 7
  - Pauline, Jill – OLA regional meeting, Mustang, April 19
  - Several staff attended all or part of OLA March 31 and April 1: Pauline, Jana, Crystal, Ursula, and Jill. Jill attended the OLA Gold preconference on March 30. Jana, Crystal, and Clyde presented a program on cataloging locally published materials; it was well attended and interesting. Ursula attended the GODORT membership meeting; she has been elected chair-elect of GODORT. Pauline presented as a member of a panel discussing management issues in different library environments. Pauline also attended the session at which Heidi presented on AV packaging. Heidi's presentation was informative was the "hit" of the program!
  - Beth visited Tech on March 28 and April 11. She was able to experience processing and receiving during her visits. She visited IT on April 4.
  - Pauline attended the Commission's Long Range Planning Committee meeting on April 4. The Ad Team recommended construction of a new building near the current maintenance center, to house Cataloging and Tech. Cataloging staff are excited about the plans.
  - At the request of Jeanie Johnson, on April 9 Pauline served as a guest speaker for a cataloging class as part of OSU's graduate program in education. There were approximately 20 people in the class, and they were interested and appreciative.
  - Pauline visited ILL on April 13 to discuss migration to FirstSearch Resource Sharing. She will visit again on April 27. Migration must be completed by May 1.

- Julie and Linda from MSL visited Cataloging on April 14. Paula and Veronica demonstrated the new mlsCatClerk barcode printing interface for them, and discussed the process of deleting MLS holdings from the OCLC database.
- Susan Burke, Beth's intern adviser, visited Cataloging on April 18. She indicated that she is pleased with the experience that the internship has provided.
- Pauline, Margaret, and Laqueta have worked out a schedule for the MSD Techs to process new materials regularly. Hopefully, this will alleviate the problems that can occur when the Techs were unable to plan their work days due to unknown schedules.
- Todd Olberding spent the day of April 20 in Cataloging. He was a little overwhelmed with all that went on, but impressed with the productivity. He, Pauline, and Heidi participated in a conference call to Lee Leighton at UC Berkeley to discuss their experiences with moving technical services.
- Pauline distributed statistics regarding Cataloging Consideration Request forms received during FY05.
- Pauline distributed copies of the article "Buddha at the Gate, Running" from the December 2004 issue of American Libraries, dealing with why people challenge library materials.

### **Interlibrary Loan Update**

**Pamela Kosted**

- Requests hit a record of 2500 in March
- ILL staff are preparing for the change over to the new system on May 1<sup>st</sup>. Pauline has been a big help in helping them get ready for this change.
- The ILL workshop is scheduled for May 27<sup>th</sup>.

### **Technical Processing Update**

**Heidi Johnson**

- The runs have been on average 616 labels per day. TP currently receives an average of about 41 boxes of materials a day.
- Technical Processing is currently processing non-rush materials from 4-15, that is from runs from four days ago. Several staff members were out several days in a row due to flu and other illnesses. Everyone is back and healthy at this time, so there is hope that more current materials will be processed very soon.

- Everyone was very excited about the Long-Range Planning Committee's decision to recommend a new building for the Cataloging/Processing Depts. The first hurdle has been passed and hopes are running high.
- Heidi put on her PowerPoint presentation about AV media packaging at OLA which was very well received. About 25-30 people attended the program.
- Heidi is once again trying to straighten out MLS's accounts with Baker & Taylor's accounting dept. Now the supervisor of the dept. has become involved and promises action shortly. Heidi will keep everyone updated on future developments. CFS mentioned they may need our help to resolve some of these issues. Heidi has offered CFS help with some of these items on several previous occasions, yet so far, no one has taken her up on her offer.
- The ordered DVD cases have arrived and most of them are currently stored in the old Automation supply area on the 2nd floor. Heidi ordered the minimum order amount of 500 each of the single and double DVD cases from the FY05 budget. She will order additional cases once the new FY starts and DVDs will start arriving.
- The bindery picked up the current spring bindery group on March 29 at which time they returned the first group of genealogy materials rebound from a Friends' grant. Unfortunately, about 30 items need to be returned for various reasons, like misspellings, wrong color of buckram used, or wrong color of lettering on materials that are part of a set previously bound and lettered in a different color.
- Julie and Linda from Materials Selection visited TP on Friday, April 14, 2005. Topics discussed were future processing of DVDs, types of problems encountered with vendors, and how many potential problems have been eliminated or prevented due to the excellent communication between MSL and TP. The new barcodes used by Cataloging were also discussed, and the pros and cons encountered with them during processing in TP.
- Kim is scheduled to spend time in Technical Processing on June 10 to observe procedures for mailing off purchase orders to vendors, cancellations, close-out, etc.
- Loretta facilitated the "Basic Processing" workshop on April 12 which four students attended.
- Beth Jones, the intern from Cataloging, spent time in TP on March 28 and April 11, helping to receive and process materials in TP. Her excellent help was very welcome, especially on April 11, as three staff members were absent in TP on that day and Beth acted as receiving technician all morning.
- Heidi taped two segments for Kids' Corner on Read About It on April 18. The taping took place in the Oklahoma Room at the new DN library and went off very well.

- Heidi has updated all RFP templates for supply orders in her Word files in preparation of taking a three week vacation visiting her family in Germany. Should any supplies need to be ordered during this time, all information is correct and updated with the most current prices.
- Frank is currently soliciting bids for processing supplies for FY06.

## **Materials Selection Update**

**Janet Brooks**

- Staff Changes
  - Linda Hyams accepted the HUM position and will be leaving MSL April 25<sup>th</sup>. She will return the following week on a part time basis to help out.
  - Christina Jenkins, part-time MSD Technician will be replacing Linda as full time MSL Technician.
  - Christina will continue to help out in ILL for a couple of hours each day until about May 20<sup>th</sup>. After that, we hope to have the new MSD Technician in place or have Margaret come from CAT several days a week.
  - The MSD Technician position is now open. Applications will be accepted until April 29<sup>th</sup>. Pamela and Janet have discussed the opening of the MSD Tech position and will be doing interviews during May.
  - Christina will take over the on-call mail room duties from Linda. She will begin training for mail room duties after July 1. In the interim, Denise will help out as needed.
- Library Visits
  - Selectors completed a 6-month collection review of Midwest City and an annual visit to Book Centers and Books by Mail during March.
  - During April selectors are conducting a 6-month collection review of Bethany and annual visits to BI and the Extensions.
  - Selectors are scheduled to conduct 6-month collection reviews for Choctaw and Village and an annual visit to Warr Acres during May.

## **Spotlight On**

- Selectors completed the updates for the Asian American Spotlight On...bibliographies.
- Interdepartmental Visits
  - Susan and Kim visited with Business Office staff on April 8th.
  - Julie and Linda visited with Cataloging and Tech Processing on April 14th.
- Meetings/Workshops Attended:
  - Janet attended a United Way Allocations Sub-committee meeting on March 29th. She will be doing site visits for several agencies on April 18th and 28th.
  - Julie and Janet attended the OLA Annual Conference. Janet attended all three days because of the Sequoyah programs and booth schedule.
  - Ruby and Linda trained Bethany and Southern Oaks staff for the summer reading program.

- Elizabeth and Linda taped a Read About It segment on April 13th. Julie and Ruby taped a segment on April 18th.
- Elizabeth job shadowed Melissa/MC on April 13th.
- Julie attended the Children's Programmers' meeting on April 13th.
- Janet is attending the Jim Trelease program Downtown on April 21st.
- Janet will be attending a Sequoyah YA committee meeting in McCloud on April 22nd.
- Ruby will be attending a customer service workshop on April 29<sup>th</sup>.
- Janet will be attending the workshop "Making Family Connections" on May 10th
- Ruby will be conducting a Readers' Advisory workshop on May 5, May 12, and May 19<sup>th</sup>.
- MSL staff along with several others in the library system will be participating in the American Heart Association Heart Walk on Saturday, April 30<sup>th</sup>.
- Statistics
  - Janet shared quarterly statistics with the rest of the managers.

## **Administration Update**

**Karen Marriott**

- Budget
  - Karen is having a budget meeting with Donna and Lloyd on April 22nd. They will be looking at all of the budget requests.
  - The money for the new Northwest library is still in the budget at this time.
- Library Commission
  - The Long Range Planning Committee is recommending an expanded Maintenance facility that would make room for Tech Processing and Cataloging. They are taking their report to the commission meeting on April 21.
  - The Pension Board met and requested more details regarding the proposed pension plans.
  - Public Services Committee will meet on May 5 at the DN library to discuss several policies including the Wireless Internet policy, Genealogy and Local History policies, and the reconsideration of materials policy.
- DVDs
  - Karen shared a draft of the DVD Administrative Guidelines. They will be taken to the full AdTeam next week for approval.
- System Reserves
  - The System Reserve Committee made recommendations to Donna in February. The recommendations are on hold until some automation issues can be examined.
  - Janet commented that Jimmy placed a new feature on the System Reserve tab of the MSL GUI. The feature helps staff transfer reserves from one bib number to another.

- Reminders
  - Karen reminded managers to give employees up to 24 hours to make their comments on appraisals.
  - She also reminded managers to keep some personnel issues confidential.
- Meetings attended
  - Karen attended the April library managers meeting to learn about the summer reading programs. She reported the Peggy Cook from Pioneer Library System spoke to the managers.
  - Karen attended a meeting of the Rotary Club and led tours for the group.
  - Karen attended the Literary Voices dinner with Juan Williams. She reported that the night was very successful.
  - Karen attended OLA April 1 and Legislative Day at the Capitol.

### **Collection Development and Maintenance Workshop**

**All**

- The spring workshop is scheduled for May 4, 11, 18th. The workshop is full.
- Marilyn and Susan are scheduled to teach MSL portions.
- Janet will be at each session and will be teaching portions of the workshop.
- Heidi will be gone during the workshop sessions. Pauline will teach Heidi's portion on the 11<sup>th</sup> and 18<sup>th</sup>.
- Updates need to be made on the staff pages. No other updates need to be made at this time.

### **Miscellaneous**

**All**

Pauline will chair the May meeting.  
Heidi will chair the June meeting.