

Materials Services Monthly Managers Meeting

July 21, 2005, 8:00 a.m.

Ronald J. Norick Downtown Library
Directors Conference Room, 3rd Floor

Present:

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

Guests:

Donna Morris

Agenda:

Greetings from Executive Director

Donna Morris

Donna was not able to stay for the meeting, but stopped in to greet the managers.

Interlibrary Loan Update

Pamela Kosted

Pamela reported the interlibrary loan activities are up 30% over last year. Lending is up 24% and Borrowing is up 6%.

Pamela will forward to Pauline concerns she has about the new OCLC FirstSearch Resource Sharing software. Pauline will contact Amigos and/or OCLC to get information and perhaps assistance.

Cataloging Update

Pauline Rodriguez

Crystal Giles's last day as a Cataloger was June 30. The staff gave her a very nice farewell party on June 29 and wish her all the best.

Pauline worked with Phil Tolbert to interview candidates for the CH half-time librarian position. The selected applicant has begun work.

Heidi and Phil Tolbert helped Pauline with interviews, and Aaron Killough was selected as the new Cataloger. He began work on July 18, and will attend True North on August 1. Pauline was pleased with the fact that several people applied for the position, since recruiting for catalogers in the state has been difficult in the past. She also appreciates Heidi and Phil's hard work.

Margaret and Laqueta have spent a good deal of time assisting Tech Processing with new materials. Fortunately, they have not received many transfers, although they have

worked on recalls. They have both been willing to put in extra hours when needed. Veronica has also helped as time and her workload have permitted.

Veronica burned herself in June when she picked up a skillet by the handle in the staff lounge. She did not realize the skillet was hot, and the handle had no protection against heat. Fortunately, she has recovered fully. Paula and Laqueta asked Pauline about buying new skillets with cool handles for the lounge. With her approval, they bought the skillets and were reimbursed for them. This was a good show of initiative for both.

Runs have been significant during July. In the last fiscal year, most months averaged one run that was more than 900-1,000 barcodes; in July, there have been 5 runs over 900, with 3 of those over 1,000.

Meetings/workshops attended:

Pauline – OLA SMART, June 17

Pauline – ALA, June 24-28

Clyde – Tech Support, July 7

Jana – TSRT, July 8

Pauline, Ursula – OLA Program Committee, July 15

Several staff have visited MSL recently. Jill, Veronica, and Paula visited on June 24, and Clyde visited on July 15. All report that they were warmly received and feel that they learned new things. Jill and Julie are continuing to explore ways to improve record-keeping for juvenile series information.

Pauline has submitted the Amigos invoice for prepayment of FY06 expenses to be paid.

So far, one barcode has been ordered for NW. There are several boxes of transfers waiting, but unboxing them has not been a priority. It can be. There was no problem with using the NW agency code or printing the label. Cataloging will continue to order barcodes as they come up with other materials.

Technical Processing Update

Heidi Johnson

The runs have been on average 802 labels per day. TP currently receives an average of about 49 boxes of materials a day.

Technical Processing is short two processors at this time. In addition to helping with the processing of materials, Heidi is in the process of scheduling applicants for practical dexterity tests in the dept. She hopes to start interviewing candidates for both positions the week of July 25th. This is the same week that Josh will be gone for guard duty all week.

Janet has worked out a schedule for Kelly from MSL to come to TP for training and for then helping out the week of July 25th when one of the receiving techs will be gone all week.

TP held its annual staff recognition on June 21. Staff requested a pizza party again like last year. The pizza was enjoyed by all.

The part-time techs from CAT have been helping out a lot in TP; the dept. could not survive without their help at this time.

Heidi is also very grateful to the remaining processors and other staff members who are working several positions at once and who show up for work every day and are working extra hard to get such rush items as Harry Potter to you on the same day all 170 barcodes were received in TP. TP currently is processing non-rush items brought with barcodes from Cataloging on July 13, about one week ago.

TP is trying to survive the large amount of materials received plus all the DVDs which are pouring in and overwhelming TP's video bin space and processing area. Other than that, all that is left to say is: HELP!!!

Materials Selection Update

Janet Brooks

During June selectors completed annual library visits to CH and DC. They also conducted a 6-month collection review of ED. During July selectors are doing a 6-month collection review of RE. During August they will do 6-month collection reviews of DN and SO.

MSL staff had their annual recognition party. They consumed pizzas and played games. Janet gave each staff person a small bookmark as a small gesture of thanks.

Selectors completed selections for FY05. A large remaining balance in the CO Fund caused some last minute selections. Also causing some anxiety were cancellations that were not reflected in the budget because of some problems with Tech's new GUI program.

FY 06 is well underway. Selectors are making selections for NW after a small test order went out without a hitch. Selectors will include NW on regular orders with the other libraries as well as submitting individual titles only for NW. Susan and Kim are working on the periodical subscription renewals.

In addition to placing orders for NW, selectors are assigning withdrawn copies to NW. Janet sent two boxes of JF and YA transfers to CAT. Selectors will send others as they evaluate them.

Heidi can store children and adult fiction titles in boxes at CH. Nonfiction titles will be routed to MSL for storage in the compressed shelving area and the DN basement area. In an effort to make room in the basement for NW storage, selection staff are working diligently getting the boxes of CDs from the settlement taken care of. Once all CDs are unboxed the two unused work stations in the basement can be moved and additional shelving put in place for NW storage.

Kim Rickey will receive her 5 year certificate at the upcoming commission meeting. Janet receives her 25 year certificate.

Susan worked with Julianna, new librarian at VI to go through the process of weeding the 600 reference collection.

Janet meets with her on July 27th to answer any collection maintenance questions she might have.

Selectors are in the process of updating the Hispanic American Spotlight On for the webpage.

Veronica, Laqueta and Jill from CAT visited MSL on June 24th. Jill and Veronica spent time with Janet getting background information on how selections are made, while Laqueta worked with Kim, Elizabeth and Christina. Afterwards, Jill met with Julie to discuss JNF series and Veronica with Susan to discuss periodicals.

Clyde visited MSL on July 15th. He met with Janet to talk about how she decides if a picture book should be Easy or JF. He also met with Ruby to talk about changing trends with fiction authors.

Kelly is working hard in MSL and ILL. She is assuming several routine duties including handling the Hot Titles and assisting with the CDs. She is spending extra time handling ILL mail while the Mail Technician is out on bereavement leave. She is scheduled to train in TP on July 25 and 26th. She will then help out when Christy is on AVL August 4, 5, 8, 9.

Meetings/Workshops attended

- Kim attended the management workshop on July 12th.
- Janet taped 3 book reviews for Read About It on July 13th and scheduled for another taping on August 10th.
- Kim observed the Come Read with Me program.
- Ruby is scheduled to meet with the Staff Recognition Committee
- Elizabeth is looking for new members for the Staff Awards Committee.
- Janet will attend the August children's programmers meeting on August 10.

Janet distributed copies of several statistical spreadsheets she keeps to monitor activity in MSL.

Administration Update

Karen Marriott

Karen reported on some of the AdTeam meetings.

Lloyd is working on a committee to get a café for the new DN library.

Lloyd asked staff not to save mileage reimbursements, but to submit them each month, even if the amount is small.

IT is testing the new wireless Internet network at DN.

Access issues are on the Commission agenda for August.

Karen asked managers if they had a chance to meet Kim Terry the new manager of MAC. She will take Pauline and Heidi to meet her.

Auditors will be going over the accounts the first week of August.

Karen reported that Todd is working with Lee Bollinger trying to locate a building or land to purchase to move Maintenance, TP, CAT, and Friends. Todd is currently reviewing space requirements to see if the size of the building could be scaled back. Donna and Karen will look at this before it is finalized.

The preliminary budget for the library was approved in June by the Commission. The final budget goes to the commission in August for approval.

Karen reported that summer reading numbers are up for both programs. The YA program surpassed the goal for this year.

Northwest

All

Karen asked for an update on decisions made for NW processing and storage. TP will store all fiction and LP in boxes in the old IT office on the 2nd floor of CH. The boxes will be mixed.

All nonfiction will be sent to compressed shelving. Janet will designate shelving ranges for each selector. She asked if it would be possible to get additional shelves for this area since they are spaced so far apart. This would allow more material to be stored in the compressed shelving. Karen will check on getting shelves.

Janet indicated that after CD boxes and office furniture have been removed from the basement, they should be able to put up more shelving in the basement.

The catalog will indicate holdings for NW with the status showing "Cat/Proc".

Janet reported that selectors will be adding NW to regular orders each week as appropriate and will also make specific individual orders just for NW, such as standard replacements.


DVDs

All

At this time, a little over 200 DVD titles have been cataloged. Pauline is cataloging DVDs until she can develop guidelines to be used by all catalogers. She brought up a

few issues regarding the catalog records that she would like to resolve while the number of records that might require changes is still fairly manageable. Some of the issues that have been identified so far include:

If a bib record is too long, all the added entries do not display in the staff catalog record display, although they are searchable and do appear in author, title, and subject listings. The amount of information to be included in DVD records sometimes makes this difficult. Most of this information, like DVD format (double-sided, etc.), languages included, and information about special features rating, is important to the customer. There is no easy way around this, although catalogers can get a sense of how long is too long with practice.

Some feature films are available only in sets (for example,  Indiana Jones films). This can cause a problem if not all the films meet the selection guidelines. For the ones that have already been identified, Pauline will send the DVDs that do not meet guidelines back to MSL. Karen stated that feature film sets should not be ordered unless all films in the set meet the selection guidelines.

Some feature films include a separate DVD with “bonus features”. If the film and bonus disc together are less than 4 discs, the bonus disc is included. If the bonus disc would require separate cataloging, it will not be cataloged and will be sent to the book sale.

At first, the DVD media icon did not display for TNF DVDs. Pauline contacted Jim Welch, who determined that the problem was related to the fact that such DVDs have five lines in the call number. It has now been corrected.

A librarian raised a question about the lack of a specific “DVD” subject heading. Pauline explained the reasoning behind the decision to him, but he remains concerned that customers will want to be able to access a listing of DVDs. Pauline stated that she is not in favor of such a heading, because the number of titles in the list quickly becomes overwhelming. Karen asked what had been done with the CDs; Pauline responded that the subject heading “Compact discs” was used, although she would not make the same decision now. The managers agreed to continue the current policy. When DVDs are made available to customers, Pauline will send an e-mail explaining how to access a listing using keyword searching.

Pauline reminded everyone of previous decisions:

“DVD” does not appear as a note in records which contain the note “DVD release of ...”

If a DVD carries a statement stating that bonus features are not rated, captioned, or both, this information is included in a note.

Miscellaneous

All

Pauline provided an update to the problems they are having with barcode labels. While at ALA, she investigated alternate vendors that may supply a product that would work for our system. Several companies have sent samples. Pauline will discuss any choices with Jimmy. She will also obtain a price quote in case adjustments need to be made before the final budget.

The August MSD Managers' Meeting is scheduled for August 18 at CH. Heidi will chair.