

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

**November 17, 2005  
Capitol Hill Library  
8:00 a.m.**

**Present:** Janet Brooks  
Heidi Johnson  
Karen Marriott  
Pauline Rodriguez

Cataloging Update

Pauline

The department continues to function well, although Pauline's attendance has been inconsistent.

Ed Shoemake and several staff members from the Oklahoma Historical Society Library visited Cataloging on October 7. They observed operations and discussed use of OCLC Connexion.

Meetings/workshops attended:

Aaron – Collection Management and Maintenance workshop, October 19  
&26, November 2  
Clyde – Tech Support Group, October 25  
Pauline – OLA CRRC, October 25  
Pauline – OLA Regional Meeting, November 1

Pauline, Jana, and Aaron attended the OLA TSRT workshop on technical services workflow issues on October 28; Todd Olberding also attended. Pauline spoke on techniques of workflow analysis. Jana's and Aaron's reports of the workshop indicated that they felt it would be valuable in evaluating their own work processes as well as those of the department.

Pauline taught one session of the Collection Management and Maintenance workshop on November 2. The attendees were interested and asked good questions.

Kelly Wolf visited Cataloging on November 9. She got a tour of the department, visited with Laqueta and Margaret about their duties, and ordered several barcodes.

Pauline presented a guest lecture on Dewey classification to the cataloging class at the OU School of Library and Information Studies on November 10. This allowed her the opportunity to explain the importance of classification at MLS, and gave the students a good impression of the library system.

Jana, Ursula, Clyde, Paula, and Laqueta are all scheduled to be out all or part of Thanksgiving week, November 21-23.

The GPO Biennial Survey should be available online shortly. Ursula will print out questions and forward them to various staff to respond in their areas. She will collect all responses and forward to Karen. Ursula or Karen will input responses online before the deadline.

Pauline has submitted her responses to the Records Management Survey.

Pauline has been invited to serve on the advisory committee for Rose State's Library Technical Assistant program for this academic year.

#### Materials Selection Update

Janet

#### **Sad News**

Christina's last day in MSL is November 18. She is moving to Atlanta to be with family. She will be missed.

#### **MSL Technician Position**

The opening for the MSL Technician position closes on November 23<sup>rd</sup>. Janet hopes to start interviews by the first week of Dec.

#### **Library Visits**

During October selectors conducted an annual visit to BE and a 6-month collection review of WA. During November they are doing an annual visit to CT. Selectors make 6-month visits to CH and DC and an annual visit to VI.

#### **Collection Maintenance and Management Workshop**

Julie, Pauline, Heidi and Janet conducted the fall workshop. Janet has not seen any feedback results, but thought the workshop went well. Julie and Janet discussed the need to move some items from the first day of the workshop to the second week. They felt that they were really pushed for time.

#### **TSIII Training**

MSL staff had a training session with Tammy Billings/B&T for the TSIII database. Staff found a number of useful tips and shared feedback about the changes.

#### **Basement Shelving**

Janet reported that Maintenance removed the extra desks in the MSL basement sorting area and have erected shelves for future storage for NW. MSL staff will

use the shelves to sort and process CD Music until the NW material needs to be stored there.

### **Records Management Survey**

Janet completed the records management survey and forwarded information to Jimmy and Karen.

### **Meetings/Workshops**

- Julie attended the AdTeam meeting on Oct. 31<sup>st</sup> to discuss CD Music purchases.
- Ruby attended the Staff Recognition committee meeting on Nov. 1<sup>st</sup>.
- Janet attended the Connecting Books with Boys Workshop at the Moore Community Center on Nov. 4<sup>th</sup>.
- Ruby and Elizabeth trained the G.O.A.L. session on November 7.
- Kim attended the Tom Massey Coaching workshop on November 7.
- Ruby attended the Adult Programmers meeting on Nov. 9<sup>th</sup>.
- Janet plans to attend the X-change meeting on Nov. 21.
- Janet will be assisting with the VI manager interviews all day on Nov. 22.

### **Holiday schedule**

Janet distributed a calendar showing which staff are working during the upcoming holidays.

### **Technical Processing Update**

Heidi

- The runs have been on average 781 labels per day, this is about the same as last month's average. TP currently receives an average of about 38 boxes of materials a day.
- Technical Processing is currently in fairly good shape due to a slight decrease in materials received. However, UUPS delivered 83 boxes on Tuesday, so it appears as if the next onslaught of materials is just ahead.
- Heidi participated for about 2 hours at the retail sale at SO on October 28. It was a very cold day to be standing in the cold, writing up tickets for purchasers.
- Even though the bindery returned the last group of rebound materials after the given deadline, it appears that no books will need to be returned due to errors.
- Heidi's presentation on October 26 to the Staff Association Executive Council went very well. Attendees asked many questions and provided some valuable feedback, mostly about the new DVD cases and about AV processing in general.

- Heidi feels that her participation in the Collection Management workshop went well and she appreciates that all students were very interested and actively participating.
- Heidi turned in her survey forms to Jim Welch by the given deadline about which records are stored in TP and for what length of time.
- Technical Processing has made arrangements to do some cleaning in the dept. on Friday. This will be the first time since April and a thorough vacuuming and dusting are desperately needed.
- Kelley from HUM met with both new processors yesterday for a benefits information session now that both have been with the system for 3 months full-time.
- B&T statements show some improvement, but still have lots of work to be done. Heidi has some documentation to get some more items taken off MLS's AV account and will contact their accounting dept. with this information shortly.

#### Administrative Update

Karen

Karen referred to the minutes from last month's Commission meeting at which the retail sale at Southern Oaks was approved.

She mentioned that Jim Welch presented a preview of the enhanced PPO feature to the Ad Hoc Committee which will recommend approval of this version to the Commission.

Karen also mentioned that the Summer Reading Committee and the Tech Group met.

Donna is attending meetings this month regarding the RE renovation and the new NW Library. The City is apparently ready to purchase some land and requires a collection need projection. Donna and Hugh Rice are to meet with staff from Frances Tuttle about this issue.

Julie Mock attended the Deputy Executive Directors' meeting to talk about problems with ordering CD music.

Karen discussed the need for a new edition of the Joy of Subjects which was last produced by PSA. Pauline will retrieve any information she has about previous editions produced by Cataloging and forward it to Karen.

Karen reminded managers to keep contact information for their staff updated, especially with the upcoming inclement weather season.

Karen mentioned the recent staff turnovers in Outreach. A short discussion followed about well received and attended performances by the Brazilian dance group Nego Gato at various library locations during the early part of November.

Karen stated that she attended a reception of the Jewish Federation and participated in Race for the Cure.

#### Miscellaneous

Heidi asked Janet whether any more gift videos are to be added to the collection. Janet stated that the agencies should send no more gift videos to be added. Since gift videos are still being sent to Cataloging, she will remind library managers about this previously discussed issue.

Pauline mentioned that one of the Cataloging staff members is having some problems that may be due to workstation arrangement. It is possible that rearranging the location of the computer on the desk will alleviate the problem, but the full-size monitor is too large to fit. Pauline is talking with IT about getting a new computer or at least a flat screen monitor.

Pauline and Heidi discussed the need for additional help with processing of materials and gave Karen recent statistics to prove their point. Karen agreed to talk to Donna about possible options.

The meeting adjourned about 10:00 a.m. The next meeting is scheduled for December 15, 2005, at the Capitol Hill Library, 8:00 a.m. Janet will chair.