

MSD Managers Monthly Meeting

December 15, 2005

8:00 a.m.

Capitol Hill Library

2nd Floor Meeting Room

Janet Brooks-Chair

Heidi Johnson

Karen Marriott

Pauline Rodriguez

Agenda

*** Cataloging Update**

Pauline Rodriguez

Meetings/workshops attended:

- * Pauline – OLA Program Committee/Board meeting, November 18
- * Ursula – Oklahoma Federal Depository Libraries, November 30
- * Jill – Motivating Under the Radar workshop, December 1
- * Pauline, Jana, Aaron, and Jill attended the Staff Recognition Banquet on November 19. Jana received her 10-year pin; Pauline, her 20.
- * Pauline taped a book talk for Read About It on December 2. She also attended the Read About It luncheon on December 9.
- * The meeting of Oklahoma state depository libraries, scheduled for December 8, was cancelled. No rescheduled date has been announced.

Holiday Schedule

- * Most staff are scheduled to be in the office December 19-30. Pauline and Jill will be out December 27-30. Laqueta will work extra hours December 19-30; Margaret may do so also.

Government Documents

- * Ursula is working on the GPO Biennial Survey. She and Pauline have met and determined responses to most questions; Ursula has also met with Ruby, Karen, and Sharon Bish. Ursula will collect all responses and submit the completed survey.
- * Clif Broadworth from ODL visited the federal depository collection at DN on December 14. Pauline, Ursula, and Karen attended the meeting. The group discussed cataloging microfiche and the increasing need to catalog electronic resources. Ursula was complimented for her e-mail documents newsletter.

Work Flow

- * Run counts were smaller between November 14 and December 2; none were 700 or over, and several were 300-400. Laqueta and Margaret worked on processing transfers, replacements, and recalls during this time. However, the counts have increased since December 5.

Connexion

- * Jim Welch has updated the catalogers' computers to Connexion version 1.50.

Holiday Parties

- * The CH Christmas luncheon was held on December 13. Jana chaired the committee, who did a great job! A good time was had by all.

Miscellaneous

- * Aaron is appearing in the 2006 OLA calendar.

*** Technical Processing Update**

Heidi Johnson

Workflow

- * The runs have been on average 620 labels per day which is a decrease from last month. Receipt was fairly slow for a couple of weeks which gave TP much needed time for some housekeeping issues. However, receipt of materials has picked up again and is expected to continue to increase due to the large number of materials ordered by Materials Selection on the last few lists. TP currently receives an average of about 40 boxes of materials a day which is a slight increase from last month's average.
- * Technical Processing continues to be current on processing of materials. However, the bindery is supposed to return the fall bindery group shortly which needs to be reprocessed with new barcode labels, etc. Depending on the size of the daily run at that time, TP may need to ask for assistance from the MSD techs housed in Cataloging.

Meetings/workshops attended:

- * Heidi, Alan, and Kim from Technical Processing attended this year's Staff Recognition dinner. The food was delicious, the company congenial and everyone seemed to have a good time.
- * Heidi attended the latest X-Change meeting, held Downtown on 11-21-05. Among other items, managers were informed about some upcoming changes for staff when requesting and entering any kind of FmLA qualifying leave.
- * Heidi taped two segments for Read About It on Dec. 2 and attended the annual Read About It luncheon on Dec. 9.

Close-Out Problems

- * When trying to download information for the scheduled 11-28-05 close-out of materials invoices, IT ran into a problem with the download. Consequently, the scheduled 11-28-05 close-out was postponed and the invoices included in the 12-2-05 close-out which IT was able to download without any further problems.

Baker and Taylor Issues

- * Heidi has once again contacted B&T's credit department (CFS) about statements which still show some open items from March 2004. So far, she has not received any response from the credit dept. However, MLS's sales rep. with B&T, Tammy Billings, has contacted Heidi after receiving a copy of her e-mail to the credit dept. She promised to get some action taken and is supposed to get back with Heidi once she has talked to her boss about MLS's problem items.

Additional Processor

- * Heidi has scheduled a meeting with all the processors in TP for Friday, 12-16-05, 3:00 p.m., to discuss logistics and workflow issues pertaining to the upcoming additional processor position. Applications are being taken now and TP hopes to have the new person in place early in the new year.

Technical Processing Volunteer

- * Judy, TP's volunteer for the last few months, has completed her hours in TP; her last day was Wednesday, 12-14-05. She was very reliable and dependable and will be missed; TP wishes her the best of luck.

*** Materials Selection Update**

Janet Brooks

Library Visits

- * During November selectors conducted an annual visit to Choctaw.
- * During December selectors have an annual visit to Village and 6-month collection reviews of Capitol Hill and Del City.
- * During January they make annual visits to Edmond and Ralph Ellison.

MSL Tech Position

- * Five applicants were interviewed. Janet hopes to have someone in place after the holidays. Julie and Kim helped with interviews.

Spotlight On

- * Selectors are in the process of updating the Spotlight On Black History Month.

Meetings attended

- * Janet attended the X-change meeting on Nov. 21.
- * Janet assisted with the VI manager interviews on Nov. 22.
- * Denise attended the Reserve workshop on Nov. 29th.
- * Julie and Ruby taped a Read About session on Dec. 2.
- * Elizabeth had an Outstanding Service Award Committee on Dec. 8.
- * Denise attended the Staff Catalog workshop on Dec. 8.
- * Janet plans to attend the Tech Support meeting on Dec. 27.

Holiday Parties

- * Downtown's Christmas luncheon was Dec. 14th.
- * MSL Christmas party is Dec. 21st.

*** Administration Update**

Karen Marriott

AdTeam

- * Karen referred managers to the minutes for the AdTeam for more information.
- * AdTeam is scheduled to have a retreat on January 5, 2006.

Northwest/Ralph Ellison Projects

- * City is ready to sell the bonds for both projects.
- * The city has assigned a project coordinator and is working on the first draft of the project agreement between the library and city for the Ralph Ellison expansion.
- * The city has assigned a project coordinator for the NW project. Administration is still looking for an appropriate location. Karen estimates the earliest opening date would be late 2008.

Meetings Attended

- * Karen attended the Summer Reading Committee. She commented that Kim Terry has been extremely helpful on this committee. She also commended LaVetta and Heidi Daniel-Morgan for putting together a lot of information before leaving to pursue other responsibilities.
- * Karen attended the Events Committee which is responsible for coordinating large system-wide programs.

*** Review of 2006 Meeting Dates (please bring calendars) All**

- * Managers reviewed the schedule Pauline prepared and made adjustments as necessary. Pauline will make the selected changes and forward the final schedule to MSD managers and for posting on the Intranet.

✱ **Review NW purchases and storage**

All

- ✱ Janet supplied Karen with the status of NW storage in the compressed shelving of DN.
- ✱ Karen, Heidi and Janet examined the storage space at CH for Northwest.

✱ **Miscellaneous**

All

- ✱ Work arrangements for the new Technical Processor were discussed.
- ✱ Heidi and Pauline will coordinate with Maintenance to obtain desks and have shelving moved.
- ✱ Janet will supply a small rolling file cabinet.

Next Meeting: January 19, 2006

8:00 a.m.

RJN-Director's Conference Room, 3rd Floor.

Chair: Janet Brooks

