

**MSD Managers Monthly Meeting
January 19, 2006
Downtown, 3rd floor
Director's Conference Room**

Attendees:

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

Agenda:

Cataloging Update

Pauline Rodriguez

State Government Depository

- * The meeting of Oklahoma state depository libraries has been rescheduled for April 25.

Run Counts

- * Run counts have been erratic over the past month, ranging from 373 to 1,360. There were three 1,000+ runs in December, and there have been three so far in January.

Cataloger Computers

- * Jana's, Aaron's, and Clyde's computers have been replaced.

Interviews

- * Pauline worked with Phil to interview for a page position at Capitol Hill, and with Heidi to interview for a processor.

Department Rearrangements

- * MTC has moved the large shelves at the south end of Cataloging, opening the area formerly used by IT. Everyone is amazed by the difference it makes in the room. Margaret and Laqueta's work area has been relocated to that space. This has increased their work space, and they appreciate it. Staff are still adjusting to the new arrangement, but it seems to be working out well.

Defective Equipment

- * CH's new microwave is defective. When used for more than 2 minutes, it begins to spark and smoke. Frank Ray has been notified to pick it up and get a replacement.

OLA

- * Pauline has agreed to chair the OLA Local Arrangements Committee for the 2007 conference, with Ila Grice Coffman from OU. She will cut back on most of her other OLA activities to allow for this.

Interlibrary Loan Update

Pamela Kosted

Statistics

- * Pamela shared loan and borrowing statistics with the rest of the managers. MLS has a much quicker turn around time for the titles we are loaning than the libraries we borrow from. Generally our turn around time is about 1.5, while the turnaround for borrowed items can be up to 3 months.

ILL Workshop

- * Pamela announced that ILL training is scheduled for March 9th.

Technical Processing Update

Heidi Johnson

Runs

- * The runs have been on average 862 labels per day which is an increase of more than 240 labels compared to last month's 620. Receipt of material continues to be moderate to heavy, with 73 boxes received just two days ago and 29 more today. Technical Processing currently receives an average of 44 boxes of materials a day which is a slight increase from last month's average of 40.

Processing

- * Technical Processing is still able to process all Rush materials on the same day they are brought to the dept. Today's run was once again more than 1000 items. However, the processors are still processing non-rush materials from the run brought to TP on January 10; there have been five runs since then. One or both part-time MSD techs stationed in CAT have helped with the processing, and so have several other staff from within both depts., their own duties permitting. Having an additional processor start on January 30 will be a big help to the whole department.

New Processor

- * Heidi and Pauline tested and interviewed several candidates for the additional processor position and finally decided on John Ellis-Etchison as the best suited applicant. His first day with the System will be on Jan. 30, 2006.
- * Heidi hopes to have the workstation for an additional processor set up and furnished by the time the additional processor starts the end of January. So far, the desk had no drawers, and the L-shaped side has a big hole in the middle to hold cables for computers. Patrick from Maintenance is supposed to look for some drawers for this desk or another desk with drawers; if there are none, Heidi will need

to order another mobile file cabinet to serve as drawers for supplies and personal files instead.

- * Heidi and the processors are working on updating procedures and reassigning some duties among the processors prior to having the additional processor start.

Bindery

- * The bindery is running late once again and was unable to return the rebound books to MLS by Christmas as originally promised; they now promise to return the fall bindery books by the end of January. Hopefully, this will leave TP enough time to reprocess the returned books and still have the spring group ready in time for the usual March pickup date.

Baker and Taylor

- * B&T's credit department (CFS) has cleared up many of the old items listed on previous account statements. Mostly, all items dated from 2004 have been cleared out. However, work will need to continue to bring the accounts up to date to within at least 6 months. Heidi will continue to work with CFS toward this goal.

Workshops

- * Heidi and Loretta are scheduled to attend the Train-the-trainer session on Feb. 2 at the DN library.
- * Christy is scheduled to attend the supervisory workshop on Jan. 25th at ED.

Supply Issues

- * Heidi mentioned a recent problem shipment of #4 Monaco AV hanging bags which had the wrong handles and were apparently specially made for one of their other customers. FedEx has picked up this shipment and the vendor will replace the erroneously shipped bags with the correct size ordered.

Materials Selection Update

Janet Brooks

New MSL Tech

- * Reagan Bockhold started in MSL on January 5. MSL staff are very happy to have her on board. She is going through training for the next month or so. Janet hopes to have her visit the other MSD departments later in the spring.

Library Visits

- * During December selectors made an annual visit to VI and 6-month collection reviews to CH and DC.
- * Janet revised the visit schedule for 2006 to more closely correspond to managers' appraisals and to help with selectors' workload. Each month selectors will do one annual visit and one collection review. In January they are scheduled to do an annual visit to BI and a 6-month visit to CH. Since they just visited CH in December, this visit will be cancelled. During February, selectors will conduct an annual visit to DN and a 6-month collection review of CT.

Spotlight On

- * Selectors completed the update to the Spotlight on Black History Month. Janet has forwarded the bibliographies to Teresa Goggins.
- * Karen asked if there are plans to do additional spotlights. Janet said other library staff had been solicited to do some, but no one has yet. Karen suggested doing one on the GPO. Pauline will discuss with Ursula and consult with Janet on formatting.

Northwest

- * Selectors had NW's funds encumbered to 50% by the end of December. Janet wants selectors to be 60% by January 31, 65% by February 28, and 75% by March 31.

Meetings Attended

- * Janet attended the Special Committee of the Commission on Dec. 20th.
- * Elizabeth taught the G.O.A.L. session on January 4th.
- * Ruby and Susan attended portions of the Adult Services retreat on Jan. 11.
- * Janet is attending the FOI Annual Board meeting on Jan. 22.
- * Kim is attending the supervisor's workshop on Jan 25 at ED.
- * Janet is presenting a short session at the Children's Services Retreat on February 1, centering on what the library can do to promote reading to boys.
- * Several MSL staff are planning to attend the Train the Trainer session on Feb. 2
- * Janet is going to help CT with their Family Place session on Feb. 13th.

Statistics

- * Janet distributed copies of the statistics she keeps for orders, ILLs, and customer suggestions.

Administration Update

Karen Marriott

AdTeam

- * Administration is looking at possible sites for the new location of Cat/TP.
- * The AdTeam retreat was Jan. 5. Tom Massey led one of their sessions.

Commission

- * The commission's special committee is set to meet again on Jan. 31 at 3:30 at DN. The minutes of the last meeting will be presented to the January Commission Meeting. No action is expected to be taken at the Commission Meeting.
- * The commission's Long Range Planning Committee met and went over the timelines for the various buildings. They are taking a draft letter of intent to the Library Commission in January.

Northwest

- * Best case scenario for NW looks to have construction finished in late 2008 and possible opening in 2009.

FY07

- * Karen announced the materials budget for FY07 looks like it will be a flat budget. There is a need to fund NW more to prepare for the opening. Dates for budget input for FY07 will probably be late February. Karen suggested Heidi consider eliminating the bindery budget for FY07.

Cybermars

- * Karen announced that the new Cybermars will be launched February 20.

Business Cards

- * If staff want new business cards printed, submit a production art form by Feb. 1. Kim Terry suggested that staff attach current cards with any changes marked on the card. The minimum order per person is 500 cards.

Business Office

- * Lloyd announced that W2 forms will be sent out the week of Jan 23.
- * Business Office is still short two staff people.

HQM

- * The Headquarters' Manager position is open for applicants.

Staff Recognition/Rewards

- * Karen announced that the staff recognition and rewards survey is available on the Intranet.

Staff Computers

- * Karen asked managers to remind staff that they are not to download any software or music to library computers.

Miscellaneous

All

- * MSD Spring Workshop is scheduled for April 5, 12, 19th. Please review the manual and let Janet know of any updates by March 1st.
- * Heidi discussed some problems TP has had with supplies not received.
- * Heidi asked how to handle DVDs with closed captioning when the barcode label covers up the information on the DVD cover. Managers discussed several options that Heidi will investigate.

Next Meeting scheduled for February 16, 2006, Capitol Hill.

Heidi Johnson – chair