

**Materials Services Division
Managers' Meeting
Minutes
March 9, 2006
Capitol Hill Library
8:00 a.m.**

Present: Janet Brooks
Heidi Johnson
Karen Marriott
Pauline Rodriguez

Cataloging Update

Pauline

Pauline has received 4 applications for the MSD Technician position. She plans to start interviewing on March 13, and conclude that week.

Karen Peterson, who is working on her school media certification at UCO, visited the department on February 23. She spent most of a day there, working primarily with Jana, Aaron, and Clyde. She also visited with Pauline, and took a tour of Tech Processing. She was impressed and a little overwhelmed with the volume of work.

Pauline attended a meeting of the Advisory Council for the Oklahoma Union List of Serials. Probably, there will be no dues again next year. The meeting focused mainly on ways to provide training for union listing in OCLC Connexion. Pauline has not had time to consider how to handle union listing at MLS.

Other meetings and training attended:

Pauline – OLA Program Committee, February 17

Clyde – Tech Group, February 21

Veronica – WinterTales, February 24

Pauline – OCLC FirstSearch Resource Sharing Administrative
Functionality, March 2

Pauline, Aaron – TSRT meeting, March 3

Kim and Elizabeth visited Cataloging on March 3. Paula and Veronica worked with them, explaining how the recall process is handled; then Pauline did a brief catalog searching tutorial. Pauline will schedule a time for a full search tutorial in the near future.

Pauline attended the Long Range Planning Committee meeting on March 7.

Runs slowed down somewhat the second half of February; there were none over 1,000 barcode labels, one over 900, and one over 800. There has been one run over 1,000 in March.

There have been quite a few problems with agencies routing materials correctly to Cataloging. The problems include: not-in-system gifts routed to CAT, materials for replacement barcodes routed to Tech, defective materials routed to CAT, materials sent with no documentation, and Cataloging Consideration forms used when there is no need. Pauline has updated the routing procedures and forwarded them to Teresa to be considered for inclusion on the Intranet.

Materials Selection Update

Janet

Library Visits

- Selectors conducted an annual visit to DN and 6-month visit to CT during February.
- During March an annual visit to ED and 6-month visit to DC are scheduled.
- April visits include an annual visit to MC and 6-month to VI.

Budget

- Janet has entered the majority of the budget requests for FY07 for the department.

Spotlight On

- Selectors are in the process of updating the spotlight on Asian Americans.

Blinds

- A portion of the blinds have been installed in MSL.
- We are still waiting for the blinds to be installed on the inside windows and one more panel on the outside windows.
- Janet has contacted Lloyd and Frank about the delays. Lloyd has received an invoice for the work, but is not paying it until the project is completed.

Meetings

- Janet attended Tech Group on Feb. 21.
- Julie attended the Managing You workshop on Feb. 22.
- Ruby attended a meeting about the Readers Advisory workshop on Feb. 22.
- Kay Bauman talked to MSL staff about "Respect, Integrity and Excellence" on Feb. 24.
- Kim led a meeting of the Technicians on Feb. 24.
- Elizabeth taught GOAL on Feb. 27.
- Susan attended the database meeting at ODL on March 3.

- Elizabeth and Kim visited TP and CAT on March 3.
- Janet spoke to the Children's Lit class at OCU on March 7.
- Janet will meet with a representative from Overdrive E-books on March 14.
- Julie is attending the Empowering Your Employees to be Performers on March 14.
- Elizabeth is attending Comfort with Conflict on March 15.
- Janet is doing a set for Read About It on March 15.
- Janet and Julie will attend the Child Development workshop on March 21 and 28.
- Reagan and Denise are scheduled to visit TP and CAT on March 24.
- Janet, Julie and Ruby will attend OLA on Friday, March 31.

Technical Processing Update

Heidi

- So far, the runs in March have been on average 751 labels per day which is a slight increase compared to last month's 736 labels. Technical Processing currently receives an average of 47 boxes of materials a day which is a slight increase from last month's average of 44.
- Technical Processing is currently processing non-rush materials from the run brought to TP on March 3; there have been four runs since then. This shows that TP has made some progress in keeping up with processing current materials.
- TP is still waiting for the bindery to return the current bindery group. The last projected return date was March 8.
- Heidi attended the Long Range Planning Committee meeting on March 7 at Belle Isle. Todd presented a packet of pictures of sites visited and evaluated. He stated that MLS has decided that building a new building will be more cost effective than purchasing and renovating an existing one. The Library System is currently negotiating the purchase of a plot of land on NE50th. Updates are to follow.
- Heidi and Christy are in the process of revising TP's Receiving and Data Entry manual. Heidi hopes to complete this before Christy transfers to the Business Office effective March 27. Christy is working every Wednesday in the Business Office until her transfer becomes official.
- The Data Entry position is still open at this time; the preliminary deadline for applications is March 9.
- Josh will be gone for guard duty starting March 13; he is scheduled to return to work on March 27.

- Heidi will be interviewing applicants for the MSD Tech position with Pauline starting late this week or early next week.
- Karen Peterson, an OCU intern, toured TP on Feb. 23. She asked many questions and was quite interested in workflow issues.
- The new disclaimer stickers for closed captioned DVDs are on order with Standard Printing. They will cost the same as the regular disclaimer stickers already in use at this time.

Administrative Update

Karen

Family Talk Collection

This special collection was approved by the Commission. Donna, Kay, and Karen are working on finalizing the procedures for this collection. Karen will mail out a list of required books to be kept in this collection which will also include materials formerly housed in the Family Place collection. Agencies may add titles to this list. The location code will be FAM. Agencies will be responsible for coding most materials for this collection.

Books in this collection will have blue and red stickers which say "Family". When MLS's order of these stickers is received from Demco, branches can start marking their Family Talk collections. Karen is compiling a list of the various subject areas to be completed by the end of March.

As Janet orders new materials, she will consider adding books to this collection. She will e-mail libraries about titles that might be considered.

In the future, if MSL orders books to be added to the permanent collection, the designation "FAM" will be used in the Cataloging instructions on the workslip. Cataloging staff will add a "Family" sticker to the workslip, and order materials with the FAM location code. TP then will put "Family" stickers on these books, treating them similar to YA books. Karen will send a supply of these stickers to TP and to CAT once they have been received.

Karen mentioned that MSL may need to go to HR and other extensions to help get books ready for their collections.

Karen will forward copies of the completed Family Talk Collection procedures to all managers.

House Bill #2158

Representative Sally Kern has amended House Bill# 2158 and it was voted on by the full appropriations committee; all but three Republican representatives voted for it. Once this bill has been approved by the House, it will then be voted on by the Senate. Donna is sending a copy of amended bill #2158 to Hugh Rice to look into the legalities.

Service Center

MLS is currently negotiating with the owner of a property on NE 50th for the purchase of land for the proposed Service Center. As of Monday, 3-13-06,

MLS's latest offer has been accepted. This means that Todd will make his presentation about the state of the proposed center to the Commission at the meeting on Thursday, 3-16. After a 60 day protest period, with Commission approval, closing of this purchase may take place in early May of 2006. An architect will then be selected to draw up preliminary plans.

Karen mentioned the following additional items:

- Karen finished program meetings with the library managers.
- She attended the Long Range Planning Committee meeting.
- Karen will be gone the weeks of the March 13 and 20 for AVL and PLA, but will be in the office on 3-20.
- Since Karen will not attend ALA, a small amount of extra funds may be available if managers need to send staff to continuing education.
- The next Library Commission meeting will take place on Thursday, March 16, 3:30 p.m., at the Choctaw Library.
- The next MSD Managers' meeting will be held at April 13 at the DN Library.
- Renovation at the Ralph Ellison Library may be started soon, pending agreements with the City, the architect, etc.

The meeting adjourned at 9:20 a.m. The next meeting will be held April 13, 2006, at the Downtown Library. Pauline will chair.