

## Materials Services Division Managers' Monthly meeting

April 13, 2006

8:00 A.M.

Capitol Hill Library

Present: Karen Marriott, Janet Brooks, Heidi Johnson, Pauline Boyer Rodriguez

### 1. Technical Processing update – Heidi

- So far, the runs in April have been on average 814 labels per day which is a big increase compared to last month's 751 labels. Technical Processing currently receives an average of 42 boxes of materials a day, which is a decrease from last month's average of 47.
- Technical Processing is currently processing non-rush materials from the run brought to TP on April 5; there have been five runs since then.
- TP is still waiting for the bindery to return the current bindery group. The last projected return date was March 8. Heidi resent an e-mail on 4-11-06, originally dated 2-27-06, inquiring about the status of these bindery books. So far, no response has been received.
- Andrew Keepers-Phillips, former page at WA, has started his new position as TP's Data Entry Technician on 4-3-06. He attended GOAL on 4-10-06, and is currently being trained to return materials for credit to Baker & Taylor.
- The Receiving Tech position is still open at this time. Seven people applied and three passed the tests administered by HUM. Heidi and Pauline interviewed these three applicants. Heidi hopes to make a decision before the end of the week.
- Josh's last official day in TP was on 4-7-06. He is scheduled to come back for two half-days this week to help out with continuations, etc.
- Christy is scheduled to work in TP on 4-13-06 to help with training the new Data Entry Tech.
- HUM hired a temporary part-time worker to help unbox shipments in TP for the week of 4-10. This has been a tremendous help to the dept. and is greatly appreciated by all staff.
- Kim from MSL was helping out with calls to vendors and receiving shipments from Baker & Taylor Entertainment on Wednesday afternoon. Thanks to Kim and to Janet for letting her do so.
- TP has run out of DVD cases. 2000 DVD cases were ordered when the dept. was down to 500 cases in stock. Then huge shipments of ordered DVDs came in, and TP ran out of cases within 4 days. The order has been shipped on Monday and should arrive in TP sometime this week. TP processed however many they had cases for; the rest are sitting in the dept. until more cases are received. TP has now decided to reorder DVD cases whenever the current stock is down to 10 boxes of 100 cases each. Hopefully this will avoid future DVD processing delays. (Update: TP received more DVD cases on 4-12-06 and is working on getting out any DVDs delayed due to this interruption in supply flow).

- The new disclaimer stickers for closed captioned DVDs have been received from Standard Printing and the processors have already had occasion to use them on some DVDs.
- Heidi mentioned ongoing problems with Monaco hang-up bags for AV materials. Monaco is claiming they did not change their bags, yet the handles and dimensions have been different on the last few shipments received. This seems to hold true for all sizes recently ordered from them. Since the dimensions are slightly different, items that would fit into the #4 bags before now no longer fit. Monaco offered to make custom #4 bags for MLS with the old dimensions. An order for custom size #4 bags has been placed with Monaco. Heidi is now investigating whether this will also affect items that previously fit into #2 bags. Samples of the current #2 bags have been requested from Monaco.

## 2. Materials Selection update – Janet

### ➤ Library Visits

- ☑ During March Selectors completed library visits to DC and ED.
- ☑ During April Selectors do an annual visit to MC and a 6-month to VI.
- ☑ During May, Selectors do an annual visit to SO and a 6-month to RE.

### ➤ Spotlight On

- ☑ Selectors completed the update for the Spotlight on Asian Americans. Janet has forwarded the files to Teresa and Kellie in Planning.
- ☑ The Spotlight will be up on the web the first of May.
- ☑ Janet and Julie will be preparing Spotlight On... bibliographies for YA's for inclusion on the Teen page. They plan to do 3 different ones over the next 12 months.

### ➤ Staff Interviews

- ☑ Janet helped with the MSD Tech Interviews on March 13 and 15.
- ☑ Kim helped with the Data Entry Technician interviews on March 27 and 28.

### ➤ Collection Development Workshop

- ☑ Ten employees registered for workshop.
- ☑ Janet presented Heidi's portion of the second session of the workshop.
- ☑ Because instructors have access to the traveling laptop computer lab, more participants can attend. The training room can easily accommodate 10 participants, but the laptops will allow training in the computer lab or at library locations. Janet will investigate topics to "take on the road".

### ➤ Pioneer System Acquisitions Department

- ☑ On May 5, Carolyn Dulworth/PLS is bringing 12 staff members from their acquisitions department to observe the processes in Materials Selection.

### ➤ Meetings/Workshops

- ☑ Janet met with Ad-Team members and a representative from the company, Overdrive on March 14 about e-audio books.
- ☑ Julie attended the *Empowering Your Employees to be Performers* workshop on March 14.
- ☑ Elizabeth attended the *Comfort with Conflict* workshop on March 15.

- ☑ Janet and Julie attended the child development workshop on March 21 and 28.
- ☑ Janet taped a Read About It on March 22.
- ☑ Susan attended a meeting at ODL regarding the state databases on March 23 and April 11.
- ☑ Denise visited TP/CAT on March 24.
- ☑ Julie, Ruby and Janet attended OLA on March 31. Janet only had a chance to visit the Sagebrush, Demco and B&T booths.
- ☑ Janet met with Extension Library staff to train them on weeding, gifts and customer comments on April 3. She is planning one-on-one sessions at each location when they receive their first shelf management list.
- ☑ Janet attended the children's services meeting on April 5. She answered questions about the Family Talk collection and presented a bibliography and information about using books to help children's social development.
- ☑ Marilyn attended the adult services meeting on April 12.
- ☑ Janet is attending the Tech Support meeting on April 18.
- ☑ Kim is attending the *Building the Managers' Toolbox* workshop on April 18
- ☑ Ruby and Susan are scheduled to visit TP and CAT on April 27.
- ☑ Janet and Elizabeth are scheduled to attend the "Chow and Learn" session for Summer Reading training.
- ☑ Ruby is speaking to the Oklahoma Writers group about how authors can work with libraries on May 5.

### 3. Cataloging update – Pauline

- Pauline, with Janet and Heidi's help, interviewed candidates for the MSD Tech job March 13-15. Karen Davis, former page at BI, began work on April 10.
- Pauline helped Heidi interview for a Receiving Tech on April 11 and 12.
- Marcy Lee, who is working on her school media certification at UCO, visited the department on April 6. She spent about three hours there, working primarily with 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.
- Meetings and training attended:
  - Jill – OLA SSRT, March 16
  - Pauline – Commission meeting, March 16
  - Pauline – OLA Regional Meeting, April 4
  - Pauline – Rose State LTA Advisory Committee, April 5
- Denise visited Cataloging on March 24. She worked with Jill and Paula on prepping materials and ordering barcodes, with Aaron on cataloging, and got a brief overview of documents from Ursula.
- Pauline, Aaron, Jana, and Clyde attended the OLA preconference on writing macros for OCLC Connexion. Pauline, Aaron, Clyde, and Ursula also attended OLA conference.
- The number of titles cataloged in March was the highest since October, and the third highest of the fiscal year. The total number of labels printed through the end of March is already more than has ever been printed through April of any other year.

#### **4. Administration update – Karen**

- PLA
  - ☑ Karen attended a program about a library in Columbus, OH, in which cataloging and processing personnel work off conveyor-belt-type tracks.
  - ☑ She also attended a program relating to King County Libraries, which use warehouse technology to move materials around their system.
  - ☑ She will contact both organizations for further information.
- Service Center Building
  - ☑ The site evaluation is proceeding.
  - ☑ An issue regarding parking has come up. A city ordinance requires office buildings to have a specific amount of parking spaces per square foot. The property is not big enough to contain the required size building and the mandated amount of parking space. MLS has applied for a variance to get the amount of parking reduced.
  - ☑ The Finance Committee will meet on May 8 at 3:30 at DN to discuss the Service Center.
- Ad Team
  - ☑ The rules of customer conduct are being revised.
  - ☑ Summer Reading is basically ready to go. This year, brochures are being mailed out instead of being delivered by library staff.
  - ☑ The Books for Babies packets are completed and look good.
  - ☑ MLS is beginning work on a new long range plan.
- Special collection
  - ☑ The Family Talk collections have been set up in all libraries.
  - ☑ Heidi and Pauline commented that they have still not received stickers. Karen will investigate.

#### **5. Budget**

- Managers went over their planned requests with Karen. Highlights:
  - ☑ Tech Processing's supply budget has increased. Heidi is still ordering videotape cases.
  - ☑ Pauline is budgeting for approximately 250,000 labels.
  - ☑ Heidi and Pauline will be requesting additional staff to be added when the new building is completed or close to completion.
  - ☑ Managers will not request furniture, etc., for the new building in their budgets. Such items will be covered in the capital improvements.

#### **6. Questions/Miscellaneous - All**

- Pauline mentioned that she had learned at OLA that OCLC has finally fixed the problem with printing ILL requests, so that each request prints on one sheet of paper.

The next meeting will be on May 18, 8:00 A.M., at Capitol Hill. Heidi will chair.