

Materials Services Division Managers' Meeting Minutes

August 17, 2006
Capitol Hill Library
8:00 a.m.

Present: Janet Brooks
Heidi Johnson
Karen Marriott
Pauline Rodriguez
Priscilla Doss, BI, guest

Materials Selection Update

Janet

Library Visits

- During July selectors made an annual visit to CH and a 6-month visit to BI.
- During August selectors made an annual visit to CT and a 6-month visit to DN. In addition, they made their annual visit to the extension libraries.
- During September they make annual visits to DC and to BC and Books by Mail. They also do a 6-month visit to ED.
- Janet made a special visit to VI to work with Josh on August 14th since he had just started as a librarian when the annual visit was made to VI in April.

Spotlight On

- Selectors completed the Spotlight on for Hispanic Americans and Janet has forwarded to Teresa. It should be on the webpage in September.
- Janet and Julie are working on a spotlight for YAs.

Weeding Training

- Janet conducted a weeding training with RE staff on August 2.

Northwest

- Selectors continue to make selections for NW. MSL staff have back shifted the nonfiction stored in the 2nd floor compressed shelving. Kim is going to check with Tim/DN to see if there are any additional shelves we can have to expand. Janet plans to order additional shelving for the basement as soon as the budget is approved.

CD settlement

- Staff are continuing to work on the CD settlement collection in the basement. Elizabeth and Kelly routinely work on this area when they are scheduled in the basement.

Workshops/Meetings

- Karen and Janet attended a webinar for the Overdrive E-audio service on July 26 and then met with other members of AdTeam to review the agreement.
- Julie and Ruby attended the Coaching a winning Team on July 26 Janet met with the Ingram Rep, Bob Sly on August 1st.
- Kevin, TP visited MSL on August 1st.
- Julie and Ruby did a Read About It taping on August 4th. Janet plans to do one on August 25th.
- Janet plans to attend the X-change meeting on August 21st
- Janet plans to attend the Tech Group meeting on August 22nd.
- Janet and Julie are scheduled to attend Encyclomedia on August 31 and Sept. 1.

Cataloging Update

Pauline

Ursula is now back at work full time.

Anne Fischer has informed Pauline that IT has a spare Zebra printer on hand, and was able to repair the damaged one. The search for an alternate printer is now less critical.

Pauline met with Heidi and Karen Marriott on August 3 about preliminary plans for the Service Center; they plan to meet again on August 18.

Meetings and training attended:

- Pauline – OLA Program Committee, July 21
- Pauline – Kudos Without Dough, July 25
- Pauline – OLA Local Arrangements, August 4
- Pauline – OLA TSRT, August 11
- Jana – Leading Wherever You Are, August 16

Pauline attended the annual Oklahoma Union List of Serials meeting on July 28. No dues will be charged for this fiscal year. Advanced serials cataloging training will be available in Tulsa in October; Pauline has arranged to have a cataloger attend this training.

MLS has a new sales rep with Reliance Label Solutions, Jenny Houston. She has contacted Pauline and will be working with her on the next label order.

Cataloging held a staff meeting on August 2. They discussed preliminary ideas for the Service Center and how workflow might be designed.

At the staff meeting, staff discussed inefficiencies with the Cataloging Consideration form, and ways to correct them. Clyde and Jana were assigned to work on a redesign of the form. They have turned in their ideas to Pauline.

All staff have scheduled their comp holidays for the week of December 18.

Technical Processing Update

Heidi

- So far, the runs in August have been on average 583 labels per day which is a slight increase compared to last month's 580 labels. Technical Processing currently receives an average of 36 boxes of materials a day which is a slight decrease from last month's average of 37.
- TP is current on the processing of materials. All bindery materials have been processed and returned to the owning libraries.
- Heidi received the end of July statements from Baker & Taylor. All accounts appeared to be fairly current, with the exception of the BTE account. When I questioned the accounting dept., it was discovered that they had forgotten about the Entertainment account. The next day I received notification that it also was current now.
- The Ingram accounts continue to be all current at this time.
- Loretta attended the workshop "Between you and me" on July 27. Kevin visited MSL on Aug. 1 to talk with Kim about continuations. Andrew attended the Word workshop on Aug. 15, and Alan the workshop "Leading wherever you are" on Aug. 16 at SO.
- Julie is scheduled to visit TP on Aug. 22, and Reagan on Sept. 1.
- TP had a volunteer for one day. She called the next day and said she would not be back since she really wanted to volunteer in Cataloging, not in TP. Since CAT did not have a volunteer opportunity at the time she initially inquired, she agreed to volunteer in TP who could have utilized her help. She said she would inquire about volunteer work in Cataloging again later in the year.
- Heidi taped a couple of kids' segments for Read About It on Aug. 4.
- Several more staff in TP have scheduled AVL during the last half of August, including one of the receiving techs and several of the processors.

Administrative Update - Karen

Metropolitan Library Commission

Karen mentioned that there are two new commission members. Lee Alan Leslie has been appointed by the city of Midwest City to replace commissioner, Pamela Pung. Mr. Leslie is a long time member of the Midwest City Library advisory board and worked on the building committee that planned the Midwest City Library. Ralph Bullard has been appointed by the board of the County Commissioners of Oklahoma County to replace Alyne Strube as the at-large member of the commission. He is the former headmaster at Christian Heritage Academy. Donna expect both new commissioners to be present at the August meeting.

Budget

The budget for FY07 has officially been approved the Finance Committee at their meeting on August 15.

Ad Team Meeting, 8-16-06

- The new telephone system is supposed to eliminate the need to log long distance telephone calls. However, the system is experiencing some problems with getting this function to work properly. Until the problem has been fixed, even agencies on the new telephone system will need to continue to log their long distance calls as before.
- Human Resources is experiencing problems with the new online applications process.
- The number of Summer Reading Program sign-ups were up significantly compared to last year. Sponsors professed to be very pleased with the response. Priscilla talked to MSD managers about Belle Isle Library's experiences with this year's reading program.
- At the AdTeam meeting, Dana from Outreach talked about recent publicity for the Books For Babies baskets.
- Candace reported to the AdTeam on the latest efforts to solicit vendors for the café at the Downtown Library. Vendors do not seem to be very interested in providing their services at the library. It is hoped that after construction around the library is completed, foot traffic in the area will increase and so generate more potential customers. This issue is to be revisited later on.

Service Center

Todd is currently working on the specifications for selection of an architect.

NW Library

MLS has sent a list of preferred sites for the new NW Library to the City of Oklahoma City. On the list are locations at Memorial and Macarthur, Memorial and Portland, and 122nd and Macarthur.

Karen is currently working on compiling the ODL report. She is also working with IT on a contract with Overdrive, the downloadable audio books service. She is also drafting a legal agreement to be used with the next bindery selected; it is for one year, with an option to renew.

The Commission is meeting next week at BI; the quarterly X-Change meeting for managers is scheduled for August 21, also at BI.

MLS submitted their proposed bond projects to the City and was complimented on its timeliness and neatness. These proposals for the first time also include money to maintain some of the proposed new facilities, not just the initial costs of building them.

There were no miscellaneous items for discussion and the meeting adjourned at 9:20 a.m. The next meeting is scheduled for Sep. 14, 2006, at the CH Library; Pauline will chair.