

Materials Services Division Managers' Monthly meeting

September 14, 2006

8:00 A.M.

Capitol Hill Library

Present: Karen Marriott, Janet Brooks, Heidi Johnson, Pauline Boyer Rodriguez;
guest: Mary Patton.

Mary Patton was welcomed by all.

1. Technical Processing update – Heidi

- So far, the runs in September have been on average 637 labels per day which is an increase compared to last month's 583 labels. Technical Processing currently receives an average of 43 boxes of materials a day which is an increase from last month's average of 36.
- TP is currently processing non-rush materials from the run brought to TP five days ago. Receipt of materials and run sizes have increased compared to last month, plus several staff were absent for a variety of reasons.
- During the week of August 21, TP was extremely short-staffed. Margaret learned the receiving procedures within a very short time and was of tremendous help during that week. She did a wonderful job and her help was greatly appreciated.
- The statements from Baker & Taylor and Baker & Taylor Entertainment continue to be current.
- Now that the accounting problems with Baker & Taylor have been taken care of, TP is starting to experience problems with orders received from B&T. Many purchase orders are keyed in incorrectly when the orders are being entered at B&T. This generates duplicate orders and wrong quantities being shipped. B&T's customer service is currently researching these problems.
- The Ingram accounts continue to be all current at this time.
- Julie visited TP on 8-22-06. One of the items discussed was the ongoing problems with OneSource orders received through Ingram. Both Julie and Heidi have hopes that most of these problems will be resolved now that Ingram is integrating the CD operation into their regular order and shipping process. TP will continue to provide feedback to Julie on future OneSource orders received.
- Phil, Pauline, and Heidi met to discuss needed revisions to the Security Post instructions for the CH building. Ric has incorporated these suggestions into the revised manual, delivered to CH building managers on September 5.
- All TP staff have completed their online enrollment for Focus 2006 and their 3rd quarter safety training.

- Recently, there were again two instances of processing supplies ordered but not received within one month's time. When Heidi checked on the order status with the vendor, she was told that the vendor had not received them. Luckily both supplies were finally received before TP ran out and had to suspend processing of DVDs or books.
- Heidi will be on vacation from Sep. 18 until Oct. 6; she will return on the day of Focus. She handed out copies of instructions to staff whom to contact with problems or questions while she is absent.
- Heidi has sent an update of current TP staff to Janet to include in the manual for the next collection workshop.
- Technical Processing tested a new DVD case from Showcase Company out of Florida, supposed to hold up to 6 DVDs in the same size case as a single DVD. TP found that when all 6 discs are in the case, the case no longer closes properly. The case pops open whenever dropped, and the plastic inserts inside the case which hold the discs come off the posts each time the case is dropped. TP does not recommend the purchase of any of these cases.

2. Materials Selection update – Janet

● Library visits

- Selectors had a busy month in August with library visits. They conducted annual visits to CT and each of the 5 extensions. They also did a 6-month collection review at DN.
- During September, selectors are making an annual visit DC, Book Centers and Books by Mail. They also do a 6-month collection review of ED.
- In October, selectors are scheduled to do an annual visit to VI and 6-month collection review of MC.

● Library Manager Shadowing

- Priscilla/BI job shadowed selectors on August 17. She learned about COs and Periodicals from Susan, how we handled customer suggestions from Ruby, and got a tour of the basement and CD collection with Julie.

● Spotlight On and Bibliographies

- Selectors completed the Spotlight on Hispanic Americans. It is up on the webpage now.
- Julie and Janet developed a special Spotlight On for Teen Read Week in October. If the Teen page has not been updated by then, this will go on the main page of the website.
- Janet and Julie are working with the OKC Philharmonic, developing bibliographies they can use for their children's concert series. They just completed one for "Haunt the Philharmonic" in October. They will do one for January and April.

- **NW and Shelving**

- The additional shelves for the compressed shelving area are going to be installed soon. All material unfortunately has to be removed from approximately 245 shelves (this includes NW, hot titles and some of DN's material)!
- Janet made arrangements with Maintenance to deliver the portable shelves and she worked out a schedule with Buddy/DN to get the material unloaded. She hopes the portable shelves will be delivered on Friday, September 15 and staff will unload on Monday. The installers will take a couple of days to install shelves and then we will reload shelves probably on September 29.
- Janet submitted RFPs to Frank for new shelving in the basement.

- **Collection Workshop**

- The fall workshop is scheduled for Oct 4, 11, 18.
- Managers should let Janet know if there are any scheduling problems. Also, forward any staff changes or manual changes so Janet can get the manual updated before the workshop.
- Please have any updates to Janet by September 25.

- **Extension Training**

- Janet, Susan and/or Julie are scheduled to go to the next Extension Staff Meeting on Oct. 2.
- Janet will give a mini workshop on handling gifts.
- Julie or Susan will demonstrate databases.

- **Meetings Attended**

- Janet attended the X-change meeting on August 21 at BI.
- Janet attended the Tech Support meeting on August 22.
- Julie visited TP/CAT on August 22 and Reagan visited on Sept. 1.
- Janet taped a couple of Read About It segments on August 25.
- Kim attended the Staff Recognition dinner meeting on August 30.
- Janet and Julie attended Encyclomedia on August 31 and Sept. 1.
- Janet attended the YA services meeting on Sept. 6. She made several mini presentations, one on boys and books, and another on girl bullies. Janet also distributed the Teen Read Week bibliographies she and Julie worked on for the webpage.
- Kim is attending the ODL workshop on grant writing on Sept 12.
- Janet is attending the Whole System Thinking workshop on Sept 14.
- Janet is scheduled to attend the Children's Services meeting on October 4
- Susan is scheduled to attend the Adult Services meeting on Oct 11.

3. Cataloging update – Pauline

- Barcode label counts continue to be down. The August total is down 11% compared to last August, and the total for the year to date is down 17%. Newly cataloged titles are also down, 17% for August and 22% for the year. Added copy titles were down 9% for August, after being up 17% for July; for the year to date, they are up 2%. The overall number of titles handled is down 13% compared to last August, and 11% for the year to date.

- Pauline met with Heidi and Karen Marriott on August 18 about preliminary plans for the Service Center; they plan to meet again on September 14.
- Meetings and training attended:
 - Jana, Ursula – Eddie's birthday party, August 21
 - Pauline – X Change, August 21
 - Clyde – Tech Group, August 22
 - Pauline – Book review taping, August 25
 - Ursula – OLA GODORT, August 30
- Pauline met with Heidi and Phil Tolbert on August 28 to go over the proposal for revisions to the CH security post instructions. Their suggestions were incorporated into the final instructions that were sent out in early September.
- Julie, MSL, visited Cataloging on August 22. She spent most of her time with Aaron, discussing CD cataloging and some DVD cataloging. She indicated that the visit was helpful in understanding why some decisions are made.
- Reagan, MSL, visited Cataloging on September 1. She spent time observing the cataloging process; she helped check new materials for reserves and ordered barcode labels. She found seeing what happens to the materials that she helps to order interesting.
- Margaret and Karen Davis assisted with shelving in CH during the last part of August. Phil Tolbert says that he much appreciated the help, as the library was short of pages at that time.
- Karen Davis spent August 18 working in MSL and ILL. It was a good opportunity for her to get an overview of both departments.
- Margaret has worked in ILL August 21-September 13, and may work longer there, due to Sharlott White-Brown's absence.
- The system's annual visit by ODL federal documents personnel is scheduled for September 28 at DN.
- All staff have completed Focus enrollments.

4. Administration update – Karen

- Service Center
 - Todd is finishing up packets for architects to submit proposals. The Deputy Executive Directors will review in a couple of weeks.
- Northwest Library
 - Administration hopes to have an agreement with city on the commission agenda for September.
 - The site has not yet announced, but it looks like it will be one of the four proposed by library.
 - The collection analysis report from July shows NW inventory at 12,800.
- OverDrive
 - The contract has been signed.
 - Karen is in the process of completing the survey required before the OverDrive site can be set up. The site will be set up sometime after that. MLS will determine the site "on" date.
 - Karen will attend the Library Managers' meeting to go over this information and discuss training needs.

- Pauline asked if a decision has been made about cataloging. Karen responded that at this time, the plan is not to catalog OverDrive titles. She asked Pauline to think about ways that catalog records might be created without live links, and get back to her.
 - Stacy is working on training, and Kim on publicity.
- Ad Team:
 - The Ad Team is looking at modifications to the dress code.
- Karen is serving on the author selection committee for the 2007 literary voices dinner. Sue Grafton has verbally agreed to speak, but contract not yet signed.
- Lloyd is coordinating process of getting loyalty oath signed
- Kim/MAC has hired David Derringer as graphic designer starting 9/25; he previously worked at community foundation and an advertising agency
- Outreach staff talked to about 3000 people at SeptemberFest; readers included Governor Henry; Lisa Woods will be replacing Kristen as children's coordinator.
- Stuart/PLA completing ODL report due 10/1.
- Registration info for FOCUS is now available. All staff should sign up for sessions.
- Assistant managers of LO will be rotating for six month shifts starting in October.
- Mary Mahan/NP is still out; no word yet as to when she will return.
- Candace has four parties interested in café space; three are new ones (OUHS operator, art museum, private individual investor) plus Jason's deli.
- A PR rep from the fire department will do presentations at DN in October; two sessions each day: 10/18 on use of fire extinguisher, 10/25 on basic evacuation procedures.
- Two important groups will be meeting at DN:
 - Oklahoma state regents annual meeting 9/26-27.
 - OKC chamber of commerce economic development conference 11/7-9.
 - Both changed from other locations after seeing our facilities.
- MLS is planning an open house at DN for area businesses in December.
- IT received a small grant from ODL to set up wireless service at the extensions; they will take the opportunity to upgrade phones to new system and hope to have it done by the end of October.
- Staff recognition coming up November 4.

5. Collection Management workshop – All

- Janet asked if other managers had questions about the workshop, and reminded them to send updates for the manual to her by September 25.
- The managers discussed the workshop schedule and agenda. Due to Heidi's and Pauline's schedules, the agenda was revised slightly. Pauline will teach routing and catalog searching on the second day, October 11; Heidi will teach procedures for bindery and returning defective materials on October 18.

6. Questions/Miscellaneous - All

- Pauline stated that Margaret and Karen Davis have completed checking the "hot title" list for Northwest holdings. She will forward the completed list to Karen Marriott.
- The group discussed scheduling issues for ILL. Pauline suggested that since Kelly will be attending an all-day workshop on September 26, Karen Davis might work Downtown that day. It would be a good idea for her to receive more training before then. Pauline and Janet will try to coordinate a date for Karen to work Downtown the week on September 18.
- Pauline also commented that Laqueta Lewis, former MSD Tech, is available to work on a temporary basis if needed.
- Janet asked if the November meeting could be rescheduled, as it conflicts with the dates for the First Amendment Congress. Janet needs to attend the Congress as she is a member of the Freedom of Information Oklahoma board. After discussion, it was agreed to cancel the November meeting. Managers will send updates to Heidi for the month, so that they can be distributed in lieu of meeting minutes.

The next meeting will be on October 19, 8:00 A.M., at Downtown. Janet will chair.