

# Materials Services Managers' Monthly Meeting

## October 19, 2006

### Attending:

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

### Guests:

Barbara Beasley  
Dana Morrow

### Agenda:

Welcome to Dana Morrow and Barbara Beasley.

#### Outreach Update

Dana

- Dana showed us copies of the new Read Y'all posters.
- Dana discussed some of the problems with having system programs in October.
- Dana attended the Librarians of Color Conference.
- Emily recommended that Dana attend an author program featuring Lisa Yee. Lisa Yee will be coming to Oklahoma City for programs in the schools. This is part of a YA author tour grant Emily applied for and received.
- Dana is working with bilingual author/illustrator/storyteller Xavier Garcia to present some Neighborhood Arts programs next summer.
- Dana commented that she is working with a new person at the Oklahoma City schools that coordinates activities with community organizations such as the library.
- Dana highlighted some problems the library is having getting enough tickets for the Red Hawks' game for Library Night.
- Dana invited everyone to attend the Andes Manta program.

#### Cataloging Update

Pauline

- MSD Technicians
  - Margaret continues to work primarily in ILL.
  - Laqueta Lewis returned as an MSD Tech on a temporary basis on September 27; this has been a big help.
  - Karen Davis was on medical leave September 28-October 13. She returned on October 16, but will begin another medical leave on November 3.
- Meetings and training attended:
  - Pauline – OLA Local Arrangements Committee, September 14
  - Pauline, Ursula – OLA Program Committee, September 15
  - Pauline, Jana – Managing Your Emotions at Work, September 26
  - Pauline – OLA Local Arrangements Committee, October 12

- Margaret – Intro to Collection Management, October 4 and 18
- Aaron – Advanced Serials Cataloging, October 18-19
- All staff attended Focus on October 9. Pauline served as a session coordinator.
- Lloyd Lovely and Francie Pendleton visited Cataloging on September 20 for staff to sign loyalty oaths. All staff have now completed signing.
- Clif Broadworth from ODL conducted the system's annual federal documents visit on September 28. Most of the discussion centered around the use of online resources to access federal data. There was some concern about the fact that MLS does not catalog Internet resources.
- Pauline taught one session of Intro to Collection Management on October 11. She has had two requests for keyword search practice examples since then.
- Cataloging has received its portable microfiche reader. This should help with cataloging the backlog of state document microfiche. Pauline and Ursula have received word that ODL will no longer print out and microfiche all state websites.
- Pauline has ordered a supply of blank labels and ribbons for barcode printing. The ribbons have been received; the labels should be coming around the first of November. This will ensure a sufficient supply while Pauline is on AVL.
- Pauline will be on AVL November 9-December 1; back on December 4. Aaron Killough will be the cataloger in charge, with assistance from Heidi and other MSD managers as needed.

#### **Interlibrary Loan Update**

**Pamela**

- Pamela shared statistics for the first quarter. Loans to other libraries are up, while borrowing is down.
- Pamela is working 4 day weeks for the next couple of months. She will take off Wednesdays.
  - On Wednesday, Kelly will pull pendings from OCLC and Autographics when she arrives.
  - When Margaret arrives, she will help Kelly look up the availability of materials. They will pull from DN's collection, make other library calls for materials, and update all records.
  - Margaret will process the in-coming mail and routes it to agencies.
  - When Margaret leaves at 2:45, she will take the ILL truck to 1<sup>st</sup> floor workroom. The mail will be sorted by DN staff as usual.
  - Jim Nimmo will bring the ILL truck back down to the ILL office.
  - Joyce has the option of taking material to be mailed or returned after Jim delivers it, or can wait to pick it up the following morning.
- Pamela will let calls after 2:45 go to voice mail. She may opt to change the message that callers may call MSL if they need immediate assistance.

#### **Technical Processing Update**

**Heidi**

- So far, the runs in October have been on average 666 labels per day which is a slight increase compared to last month's 621 labels. Technical Processing currently receives an average of 39 boxes of materials a day which is a slight increase from last month's average of 38.
- TP is currently processing non-rush materials from the run brought to TP two days ago. At this time, TP is short one processor who is on vacation.
- The statements from Baker & Taylor are once again starting to accumulate credit memos that do not get matched up with the invoices. Heidi will contact CFS to investigate what information they are not receiving that would allow them to do so.

- The Ingram accounts continue to be all current at this time.
- Kelly is scheduled to visit TP on October 25, 2006.
- Heidi has expressed her continued concern to Pauline and Phil about how to contact the security guard when TP needs a guard for deliveries and the guard is not at the security desk. Ken supplied his personal cell phone number, but not all guards have personal cell phones.
- All TP staff have attended Focus 2006 and have also filled out and turned in their 4th quarter safety training forms.
- Heidi participated in the Materials Collection workshop on Oct. 18 by talking about the bindery procedures and about returning defective new materials to Technical Processing.
- Heidi was very pleased upon her return from Germany to find the department doing very well during her absence. Many thanks to Pauline and all TP staff who are to be commended for holding down the fort and taking care of business during her three week absence.

## Materials Selection Update

Janet

- Library Visits
  - During September selectors made annual visits to DC, Book Centers and Books by Mail. They also conducted a 6-month collection visit to ED.
  - During October, selectors are conducting an annual visit to VI and a 6-month visit to MC.
  - During November selectors are scheduled to visit RE and SO.
- Collection Workshops
  - Ten staff members attended the fall collection workshop. Marilyn and Julie helped facilitate the workshop, along with Pauline, Heidi and Janet.
  - Janet conducted a workshop for the Extension staff on Gifts. She also provided them with handouts for catalog search tips, ILL, and databases. The Extension staff requested a training session on Readers' Advisory. Ruby will get a presentation ready for the next meeting.
  - Janet plans to attend the October Library Managers' Meeting to provide managers with updated collection manuals and offer to talk with staff and future staff meetings.
- Compressed Shelving/Basement
  - Selection staff completed the unloading and shelving of NW material in compressed shelving.
  - Shelves for the basement area have been received. Once installed, staff will shelve hot titles in the MSL basement area.
- Spotlight On
  - Selectors completed the update to the Spotlight on Native Americans. The spotlight has been forwarded to Planning for inclusion on the webpage in November.
  - Julie and Janet are working on a special spotlight for YAs that will be on the webpage in December.
- Instructional Media Student
  - Janet is scheduled to work with an Instructional Media Student who is taking a materials selection class in November.
- Overdrive
  - Karen, Janet and Ruby attended a training session for using OverDrive's selection program.
- Meetings attended

- Janet attended the Whole System Thinking workshop on Sept 14
- Kim attended the Real Time Supervisory workshop on Sept. 26th
- Kim attended staff recognition dinner committee on September 27
- Janet, Julie, Ruby, Susan, and Elizabeth attended the training meeting for Focus volunteers. They assisted with various activities during Focus 2006.
- Janet attended the children's services meeting on October 4
- Susan attended the adult services meeting on Oct 11
- Various selection staff attended the fire extinguisher workshop on Oct 18th and some are scheduled for the Oct. 25 evacuation workshop.
- Janet is scheduled to attend the Tech Support meeting on Oct 24.
- Julie is scheduled to attend the YA services meeting on Nov. 1
- First Amendment Congress
  - Janet will attend the First Amendment Congress at OSU on Nov. 16 and 17th.
  - Janet shared information about the congress and registration information.
- Statistics
  - Janet shared copies of quarterly statistical updates with the other managers.

## Administration Update

## Karen

- Northwest Update-the agreement with the city is stalled because of land purchase issues. There is a risk if library purchases land and city reimburses us for the purchase after the bonds have been sold. If we wait until the city gets all the money from the bonds, we could be looking at a delay of about 1 year. Karen reported that one of the sites proposed is no longer available.
- Service Center-Karen, Lloyd, Donna, and Todd will serve as the main committee for the building. Pauline, Heidi, Jimmy, Patrick, Dana, and Joe McReynolds (Friends) will serve on a sub-committee with interest primarily on workspace.
- Buddy/DN is conducting an inventory of artwork the system owns.
- Karen attended the VI Friends meeting. The city of Village is seeking to make the area around the Village library a TIF district.
- The trenching at BE is complete and additional computers have been installed.
- Barbara had concerns about the impact the new computer sign up has on the database usage. Karen, Janet and Susan will plan to attend the January library managers' meeting to brainstorm ideas for promoting, using and training for the databases. MSL staff will monitor use statistics to see if any changes are noticed.
- RE staff rotation has begun. Because of the rotation, Dana's staff is helping with any programs planned while the staff is assigned to another location.
- Kay is in the process of planning for the new long range plan. She is developing some focus groups for early November. There will be several staff sessions.
- Penny McCaleb has been chosen as the chair of the Literary Voices committee. The Literary Voices dinner will be April 17<sup>th</sup> and Sue Grafton will be the guest speaker.
- Tech Support Group has new members: Deb Willis/MC, Buddy Johnson/DN, and Aaron Killough/CAT.
- Karen hopes to have a demonstration of the Overdrive site at the November library managers' meeting.
- Staff Recognition Dinner is scheduled for Nov. 4<sup>th</sup>.

### Staffing Issues

Pauline

- Margaret will remain in ILL until something more permanent can be arranged, most likely until the end of the year. Laqueta will continue to help out in CAT/TP.

### Materials Receipt

Pauline

- Pauline presented statistics that showed the receipt of material and the number of barcodes produced is down from the previous FY. Cataloging and Tech Processing's budget and staffing projections for this FY were based on the assumption that materials and barcodes would be about the same as last. Pauline and Heidi are concerned because reaching last FY's totals will require a sharp increase in numbers for the remainder of the year. Managers discussed various scenarios that may be causing this downturn.
- Pauline will provide Janet and Karen with additional statistics for them to compare to activity reports from MSL.
- Janet will encourage selectors to increase the numbers they are selecting in the next couple of weeks to see if this makes a difference in the receipt of materials and to ensure that large quantities are not received later in the year.

### Miscellaneous

All

- Service Center Plans-Karen reviewed workspace plans with Pauline and Heidi and made some adjustments to their proposed space.
- NW materials-Karen mentioned concerns about NW material going out to fill reserves and bib. records with NW as the only holdings.
  - Heidi reminded staff to pull NW items from the SRLs or Hot rushes.
  - Pauline will inform Cataloging staff to try to keep items for NW on existing bibs with other holdings as much as possible. Catalogers will alert Pauline whenever an item has to go on a new record. She will contact MSL to consider purchasing additional copies.
  - If there are no other holdings for a title, Materials Selection staff should not purchase copies only for NW without purchasing additional copies for other libraries.
  - MSL staff should not add transfers for NW if it is a last copy without adding more copies for other libraries.
  - Karen can try to purchase additional copies of titles that may be out of print if there are no other copies other than NW.
  - MSL staff will monitor system reserve lists with NW holdings and make appropriate adjustments to the number of copies available or transfer reserves as necessary.

### November Meeting

- Janet reminded managers that the November managers' meeting was cancelled. Managers should send their department updates to Heidi for distribution to staff.
- The next meeting will be December 14 at CH. Pauline will chair.

