

Materials Services Division Managers' Monthly meeting

December 14, 2006

8:00 A.M.

Capitol Hill Library

Present: Karen Marriott, Janet Brooks, Heidi Johnson, Pauline Rodriguez-Atkins.

1. Technical Processing update – Heidi

- So far, the runs in December have been on average 735 labels per day which is a slight increase compared to last month's 698 labels. Technical Processing currently receives an average of 38 boxes of materials a day which is a decrease from last month's average of 44. TP received 145 boxes from UPS the day following the two days the library was closed due to inclement weather.
- TP is current on processing rush materials and is processing non-rush materials from the run brought to TP five days ago.
- Several staff took vacation days between the end of November and now, and several more staff have scheduled some days off around the Christmas holidays.
- Heidi is continuing to push B&T's accounting dept. to keep MLS's accounts updated.
- The Ingram accounts continue to be all current at this time.
- Marilyn visited TP on November 17, 2006. Plans for the new department layout in the planned service center were discussed and its effects on moving materials through the department.
- The pager sent by Human Resources for the CH building to page the security guards has been received and activated. However, it has been found that sometimes several minutes pass before the pager actually goes off after a number has been entered.
- Heidi will call both Ace Bindery and Sooner Book Binding to find out when MLS can expect to receive the rebound materials back sent to them as samples the end of October. Both binderies expected to return the books within one month, but TP has not heard from either one of them so far.
- The CH Building's Christmas party on December 12 was a success. Everyone had plenty of good food to eat and staff enjoyed themselves. The Christmas Party Committee, incl. Andrew and Dana from TP, did an excellent job and is to be highly commended for all their planning and hard work.

- Monday, Dec. 11, someone named Bruce called DN to find out where to deliver 15 boxes of the new World Book Encyclopedias. Linda from HUM then called TP with a message to call Bruce back. When Heidi called him, she asked him to deliver the boxes to TP instead of to DN, and gave him directions how to get to TP, etc. He said he would be leaving shortly and would be there around noon. That was three days ago. No one has seen or heard from him since. Kim is currently trying to track him down and find out when MLS will receive the sets. (Update: Kim from Materials Selection discovered that the books were delivered by mistake to Capitol Hill Elementary; MLS drivers retrieved from there once this was discovered.)
- TP, with IT and the Business Office, just finalized the book invoice close-out schedule for 2007. Heidi has forwarded a copy of the final close-out dates to Kim in MSL.
- Heidi mentioned that Lloyd from the Business Office called her with the welcome news that the leaky roof above TP is to be fixed within one month. TP staff will no longer need to worry about covering up the new book bins with tarps if rain is in the forecast.
- Heidi is scheduled to attend the Read About It luncheon on Friday, Dec. 15.

2. Materials Selection update – Janet

- Library Visits
 - Selectors conducted a 6-month collection review of SO in November. Because of RE staff temporarily assigned to other locations, our annual visit to RE was split between November and December.
 - In December selectors are conducting an annual visit to WA and a 6-month visit to BE.
 - In January, selectors will make an annual visit to BI and a 6-month visit to CH.
- Spotlight On/Bibliographies
 - Selectors are updating the Black History Month Spotlight On.
 - Janet prepared a bibliography for the January Children's Series for the Philharmonic.
- Basement
 - MSL staff were to have a work day in the basement on 12/4. Due to the inclement weather, this was postponed until after the holidays.
- MSL Tech Position
 - Janet is waiting until after the holidays to open the vacant MSL Tech position
- Overdrive
 - We have a total of 284 titles available on the E-audio program. 75 of those titles are part of the "Always Available" program.

- Meetings/Workshops Attended
 - Janet attended one of the Long Range Plan focus groups on 11/15.
 - Janet attended both days of the First Amendment Congress in Stillwater on 11/16-17.
 - Janet met with Heidi and Tammy Billings/B&T on 11/19.
 - Kim and Kelly attended the Managing You Workshop on 11/29.
 - Elizabeth taught the GOAL session on 12/ 4.
 - Janet met with Karen, Jimmy and Pauline about the ISBN-13 changes on 12/ 11.
 - Marilyn volunteered for the DN Holiday Open House.
 - Janet will attend the FOI Board meeting on 1/7/2007.
 - Janet and Karen are scheduled to attend a "webinar" for WorldCat Collection Analysis on 1/10/2007.
 - Janet hopes to attend the Advocacy Training for All Library Advocates workshop on 1/9/2007 at the Moore Public Library.
- Holiday Schedule
 - Janet shared an updated copy of the holiday schedule showing who is off and who will be in the office around the holiday.

3. Cataloging update – Pauline

- Pauline is now using the name Pauline Rodriguez-Atkins. Her e-mail will remain the same.
- The number of titles cataloged during November declined again; currently, the cumulative total for the fiscal year is down 15%. When compared to the first five months of past fiscal years, the cumulative number of titles cataloged is at its lowest since FY01. The cumulative total number of labels printed for the fiscal year is down 17%, and is at its lowest since FY03.
- The latest order of blank labels has been received and confirmed to meet quality standards.
- Technicians
 - Margaret continues to work primarily in ILL.
 - Karen Davis was on medical leave November 6-November 22; she returned to work on November 27.
 - Jill's medical leave is continuing; at this time, she is not scheduled to return to work until after Christmas.
 - Laqueta is still working on a temporary basis.
- Staff did not attend meetings or training during November; some are scheduled for December.
- Jana, Laqueta, and Karen helped out in Capitol Hill during November. Laqueta and Karen shelved; Jana assisted with typing handouts for Phil's presentation on outreach to Latinos.
- Andrew Keepers-Phillips visited Cataloging on November 15. He spent time with Aaron and Paula. Both commented that he asked good questions and was interested in the interaction between departments.
- Marilyn Backus visited Cataloging on November 17. She worked with Jana and the two were able to share information and ideas.

- There were some issues with the handicapped parking space south of the building. A piece of concrete curbing on the left (west) side of the space caused a tripping hazard. Maintenance moved the curbing about a foot, and is to make arrangements to have it fully removed.
- On December 11, Pauline attended a meeting with Karen Marriott, Janet, and Jim Welch to discuss implementation of ISBN-13. Jim has developed a method of displaying both 10- and 13-digit ISBNs in the catalog without adding both to the MARC record. Pauline has met with Cataloging staff to go over procedures for dealing with the new ISBNs.
- The Capitol Hill Christmas luncheon was held on December 12. As usual, the food was plentiful and tasty, and a good time was had by all.
- **Administration update – Karen**
- Service Center
 - The Request for Qualifications has gone out to architects; responses are due back January 4, 2007. The goal is to have the contract awarded by the Commission at their March 15 meeting.
- Northwest Library
 - The system's second choice site has been submitted to the city of Oklahoma City.
 - For legal reasons, the land will not be purchased until all of the bond money is available in July 2007. Preliminary work towards the purchase may proceed prior to that date.
- OverDrive
 - Service begins January 2.
 - The service will be demonstrated at the January Commission meeting.
 - A training slide show developed by Satcy Schrank is available on the Intranet. Karen recommends viewing it to become familiar with the new service.
 - Karen mentioned that although records are not being added to the catalog at this time, MLS is receiving MARC records from OverDrive. Jim Welch is storing them for possible use at a later time.
 - Pauline may try to get with Jim and look over the records.
- Outreach
 - The first interview has been done for the library's centennial project Oklahoma Voices. Dana is very pleased with the results and has scheduled additional interviews.
 - Karen met with Outreach staff, Kay Bauman and Teresa Goggins about ideas for the MLS webpage. It was decided to hold off on changes for now and consider after the new Long Range Plan has been approved.
- Café
 - Work has begun on finishing the space for the café.
 - A letter of intent has been signed with the vendor.
- Lee Brawner scholarship
 - The scholarship is being reviewed. Karen asked managers to send any comments or thoughts about it to her.

- Karen attended an Events Committee meeting on 12/11 to consider plans for the 2007 Summer at the Library program
- Del City Library Manager Melissa Weathers job shadowed Karen on 12/6.
- The Ad Team will have an all day retreat in January or February

5. Staffing Issues

- Pauline mentioned several issues:
 - There is no firm date for Jill's return.
 - Laqueta is to begin a dietetics internship in early January. She is not sure what her schedule will be. Depending on schedule, she is willing to be available to continue working at MLS, and would like to do so as long as possible.
 - Beginning January 22, Margaret will have a class on Tuesdays and Thursdays from 11:30-12:10. She would like to schedule to work before and after class on those days. It would be more convenient for her to work at the CH building on those days.
- Managers discussed various ideas about adjusting schedules. Karen will check with HUM and ILL before a final decision is made.

6. 2007 Meeting Schedule

- The group reviewed the draft schedule distributed in November.
- A few dates were changed to accommodate managers' schedules.
- Janet will book meeting space at DN; Pauline will arrange at CH.
- Pauline will send a final schedule to managers and to Kellie for posting on the Intranet.

7. Questions/Miscellaneous

- Pauline showed a few examples of materials purchased for NW that cannot be fit onto existing bib records. She stated that Cataloging is using existing bibs whenever possible
 - Janet asked what criteria are used to determine whether a material will fit an existing bib.
 - Pauline responded that if a material has a new copyright date, it usually will not fit. For NW materials, she looks to see if there is new content, not just a new foreword, etc. If the copy received includes new content not in the copies already owned, it requires a new bib. A different printing date is okay.
 - ISBNs and/or pagination are not reliable as a guarantee that a material ordered will match an existing bib.
- Pauline also showed a copy of Stan Lee's amazing Marvel universe, a book with a digital audio player built in. She asked if Cataloging should expect to receive more materials in this format. Karen responded that no more materials in this format should be ordered.

The next meeting will be on January 18, 2007, 8:00 A.M., at Downtown. Janet will chair.