

**Materials Services Managers
Monthly Meeting
April 19, 2007
8:00 a.m.
Director's Conference Room, Third Floor
Downtown Library**

Attendees:

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

Guests:

LaVetta Dent/VI Library Manager

Agenda:

Cataloging Update

Pauline Rodriguez-Atkins

- Karen Davis has worked frequently at MSL over the last month.
- Veronica and Paula visited MSL on March 16. They worked primarily with Kim. The three of them worked out a system for Paula and Veronica to notify Kim when NW nonfiction materials are recalled for correction. Kim will pull the materials and route them to Cat. This will help keep Cataloging's reserve list clean and will avoid reserves being on the materials on opening day.
- Sandy Futrell, UCO student, visited on March 20. She spent a good amount of time, mostly with the Catalogers, and left impressed as to the amount of work that is done, and how complex it is.
- Pauline attended the first meeting about the Service Center with the architects on March 21, and the architects visited Cataloging for a short tour on April 5. She has been working on completing forms and compiling information.
- Pauline and Jana worked to help stuff OLA packets on March 23.
- Pauline, Jana, Ursula, Aaron, and Clyde each attended all or part of OLA April 2-4. Pauline served as co-chair of Local Arrangements; Ursula served as chair of GODORT. Jana, along with Ruby and Julie from MSL, volunteered as a greeter. All staff were able to attend a variety of sessions. All reports have been that the conference was successful. Pauline is glad it's over!
- John from Tech visited Cataloging on April 5. He spent time with the catalogers to learn about their work.
- Denise, Lisa, and Kelly visited on April 12. Since they will be using the new barcode printing system at some point in the future, they received training in printer maintenance. Margaret and Karen also received this training.

- Ursula met with Ruby and Sharon Bish to talk about document selections on April 16.
- Pauline and Karen Marriott worked in ILL on April 16 and 17. Pauline learned a lot about ILL processes and how complex ILL can be.
- The number of titles cataloged in March was the highest monthly total for the fiscal year. The number of in-system titles handled increased slightly over February, but was still one of the lowest of the year. Overall, the number of titles passing through Cataloging is down 9% when compared to the same period last fiscal year. The number of labels printed for the year is holding steady at about a 12% decrease compared to last year.

Tech Processing Update

Heidi Johnson

- So far, the runs in April have been on average 729 labels per day which is an increase of almost 80 labels compared to March's 650 labels. Technical Processing currently receives an average of 44 boxes of materials a day which is an increase compared to last month's average of 32.
- TP is current at this time on processing rush and non-rush materials.
- Heidi continues to work on MLS's accounts with B&T's accounting dept. Progress is being made; all accounts are current through December of 2006 and very few new problems with misapplications of payments or credits are occurring.
- Christy's first day back in TP was on March 19. Everyone is glad to see her back and already she has caught up on some of the invoice filing, etc.
- The Ingram accounts continue to be all current at this time.
- Heidi attended OLA this year, on Tuesday to visit with vendors, and on Wednesday to attend the workshop "Benchmarks for Cataloging and Processing?"
- Jim Welch, Karen Marriott, and Heidi met with representatives of Remstar and Kardex, two more manufacturers of vertical carousels for storage. Both promised to prepare a proposal regarding equipment needed for book storage in the new service center. Jim will investigate whether the software offered by these companies will properly interface with MLS's system.
- The architects visited TP on April 5 and had lots of questions regarding workflow and future needs.
- Heidi attended a meeting with Tammy Crooks and Phyllis Baker, both from B&T, and staff from Materials Selection. Order issues were discussed, future packaging for shipments from all of B&T's warehouses, and a variety of other issues.
- Heidi attended a demonstration in the IT dept. of the new RFID tags Jim Welch has been investigating for MLS use. These tags offer definite advantages when checking in/out items, filling reserves, performing inventories, etc. There was discussion of TP starting to insert these tags into books once relocated into the new building.
- Lisa, Kelly, and Denise from MSL visited the department on April 12. Lisa received her first overview of the dept.'s operations. Both Kelly and Denise had specific questions related to inputting invoices and about continuations.

Everyone felt that it was an informative meeting. Ruby and Susan are scheduled to visit TP in the afternoon of Friday, April 20.

- TP's Basic Materials Processing workshop is scheduled for May 2. Shortly after that, a special processing and minor book repair workshop will be held for Edmond's pages at the ED library, date still pending.
- Heidi talked about bindery and about returning defective new materials to TP during the Collection Management workshop on April 18.
- Heidi taped a couple of segments for "Read About It" on March 23 at the Downtown Library.

Materials Selection Update

Janet Brooks

- During March Selectors made an annual visit to ED and a 6-month collection review of DC.
- During April, Selectors are conducting an annual visit to MC and a 6-month collection review of VI.
- During May, Selectors do an annual visit to SO and a 6-month collection review of RE.
- Kelly Wolf has been promoted to full-time MSL Technician. She began April 9th.
- Janet has not opened the part-time MSD Tech position yet.
- Karen Davis, MSD Tech from CAT is coming on Mondays to assist with shelving NW material and with the withdrawals and gifts.
- Denise, Kelly and Lisa visited CAT and TP on April 12
- Veronica and Paula visited MSL on March 16
- Ruby and Susan are scheduled to visit CAT and TP on April 20
- Selectors completed bibliographies for the Asian American Spotlight On. This has been forwarded to Teresa Goggins and should be up on the webpage in May.
- Julie and Janet contributed another bibliography to the Philharmonic's children's series.
- There are 4 participants in the collection workshop.
- Ruby and Marilyn are facilitating the most of the selection sections.
- Ruby conducted a mini-workshop on Audio Replacements on March 28
- Janet is conducting the Weeding workshop on May 16
- Kim Rickey attended a couple of Staff Recognition Dinner committee meetings.
- Ruby facilitated the Readers Advisory Workshop on March 21.
- Janet taped a couple of segments for Read About It on March 23.
- Janet, Julie and Ruby attended OLA. Julie and Ruby volunteered as greeters Janet did a presentation on weeding.
- Selection staff and Heidi met with Baker and Taylor reps, Tammy Crooks and Phyllis Baker on April 5.
- Kim attended the Art of Interpersonal Communications workshop on April 9
- Janet attended the Children's Services meeting on April 11.

- Janet attended the Safety Committee meeting on April 13
- Janet met with Fariba/RE on April 16.
- Ruby attended the Adult Services meeting on April 18
- Janet is scheduled to attend the Tech group meeting on April 24
- Janet, Ruby, Lisa and Kelly are scheduled to attend the True Colors workshop on April 24
- Janet will attend the library managers meeting on April 25
- Julie and Kelly are scheduled to attend the YA services meeting on May 5
- Janet shared 3rd quarter statistics for MSL.
- She also shared NW storage statistics.

Administration Update

Karen Marriott

- Architects for the new Service Center have conducted visits with staff in each department to be housed there.
- City reviewed items for the city bonds. Included are the completion of CH, expansion of NW, parking and possible expansion to BI.
- Maintenance is about to begin roof repairs at CH. The repairs may also include the replacing of the floor in the storage area on 2nd floor. We will receive notice if we need to move NW boxes from the area.
- The lease agreement for the Café went to the Commission in April. Library has the building permit and work has begun.
- Karen praised Candace, Headquarters Manager for the excellent job she is doing bringing groups in to the Downtown Library. The groups are generating a lot of revenue for the library. The recent Sue Grafton program and book signing was well planned and well received.
- Karen commended Pauline on a great job as OLA Local Arrangements Co-Chair and commented that Janet's presentation on weeding was very good.
- Karen has been working on the Long Range Plan with the Deputy Executive Directors.
- She is working with Pauline on ILL workflow
- She attended Oklahoma City Chamber of Commerce and Literary Voices
- Karen has reviewed Friends Grants. There will be no materials grants for this next year, mostly programs and equipment.

Miscellaneous

All

- Integrating Reference and Circulating collections-LaVetta commented on the discussion at the last library managers meeting concerning the integration of the reference collection into the circulating collection. Janet and Karen will attend the April Managers meeting to continue the discussion.
- RFID Demo-Karen, Pauline, Janet and LaVetta saw a demonstration by Jimmy of the new RFID system he developed. There is no word on implementation at this time.

Next Meeting Scheduled for May 17th at the CH Library. Heidi will chair.