

**Materials Services Division
Managers' Meeting
Minutes
May 17, 2007
Capitol Hill Library
8:00 a.m.**

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

Cataloging Update

Pauline

Meetings and trainings attended:

Aaron – Tech Group, April 24
Jill – OLA SSRT, April 26
Jana – OLA TSRT, April 27
Pauline – OLA Local Arrangements, May 10

Karen Davis has continued to work frequently at MSL during April and May.

Karen and Margaret also helped CH get ready for their inspection the first week of May.

Pauline is still learning about ILL processes. She visited with Chris Carroll in CH on April 23, to see the process from the public service side.

Pauline taught a segment of the Collection Management workshop on April 25.

Pauline and Karen Marriott visited with Jim Welch to view the planned labeling setup for system reserves on April 25.

Pauline and Karen Marriott visited the Pioneer Library System service center on April 27.

Ruby, Susan, and Marilyn visited Cataloging on April 20. They spent their time talking with Pauline about how to determine whether materials might need new bib records, and discussed some of the ongoing problems with materials receipt from GPO.

Jill visited Tech on April 27.

Pauline attended a Service Center Users' Group meeting on May 1.

Pauline attended the annual Oklahoma Union List of Serials board and membership meetings on May 11. OKULS dues will continue to be suspended until further notice.

A new scan card lock has been installed on the west side outside door at CH. All staff have been issued key cards. For the time being, the back (south) door will remain a keypad lock.

The mlsCatClerk client has been installed in the DN basement. Pauline trained MSL staff to print barcodes on May 15.

Pauline and the Catalogers met on May 8 to discuss various issues. They are considering eliminating use of some abbreviated terms in catalog records. Jana and Aaron are working on compiling a short survey regarding the change; Stuart in PLA has agreed to facilitate sending it to public service librarians as an online survey.

Materials Selection Update

Janet

Library Visits

- During April selectors completed an annual library visit to MC and a 6-month visit to VI.
- During May selectors are conducting an annual visit to SO and a 6-month visit to RE.
- During June selectors make an annual visit to BE and a 6-month to WA.

MSL Leadership

- Julie has been selected for the MLS Leadership group. She'll meet every other week with the AdTeam.

MSD Tech in MSL

- Janet thanked Pauline for letting Karen Davis help out in MSL the past several weeks. Margaret is scheduled to work in MSL on May 21 and Karen again on June 4.
- Kim is getting paper work ready to open the position up for the MSD Tech. She hopes to have interviews the first part of July. She and Janet will evaluate the workload and assignments for this position before the new person is hired.

FY07

- Selectors are finishing up their funds for FY07. They are to have all of their funds spent to 100% in the encumbered amount by the end of May. During June they will spend discounts and cancellation amounts. Susan

and Kim are looking at what Co's and Databases are yet to be paid so we can see if we need to redistribute any funds. Julie is going to assist Janet in finalizing the budget this year since Janet is going to be at ALA part of the last week of the month.

Meetings/Workshops

- Janet attended the Tech Support meeting on April 24
- Janet, Ruby, Lisa and Kelly attended the True Colors workshop on April 24th
- The last Collection workshop ended on April 25
- Janet attended the Library Managers meeting on April 25 to participate in their discussion about integrated reference collections.
- Julie and Kelly attended the YA services meeting on May 2
- Janet attended the Safety Committee on May 8
- Janet met with Kay Boies/OLA to develop a booklet for starting First Amendment Resource Centers at public libraries in OK.
- Kim attended the Staff Recognition Dinner committee meeting on May 16, 2007
- Janet conducted a mini-workshop on weeding on May 16. She is working with Denyveta to take this workshop to the Extension staff soon.
- Janet plans to attend the X-change meeting on May 21.
- Aaron is scheduled to visit MSL and work with Kim and Susan on the order process
- Janet is scheduled to have another collection meeting with Fariba on May 31
- Kim is scheduled to take the Managing Emotions workshop on June 4

Technical Processing Update

Heidi

- So far, the runs in May have been on average 638 labels per day which is a decrease of more than 50 labels compared to April's 691 labels. Technical Processing currently receives an average of 36 boxes of materials a day which is a decrease compared to last month's average of 43.
- TP is current at this time on processing rush and non-rush materials.
- Heidi is still working on MLS's accounts with B&T's accounting dept. Progress is being made; most accounts are now current through March or April of 2007. However, continued vigilance is required as sometimes CFS does not apply credits to the invoices they are intended for. This will cause problems again with future applications of payments and credits. When Heidi asks a question of CFS, usually there is no response. If there is no immediate action that needs to be taken, CFS usually ignores inquiries.
- The Ingram accounts continue to be current.

- Jim Welch, Karen Marriott, and Heidi are still waiting for the promised proposals for binning with vertical carousels from representatives of Remstar, Kardex, and Megastar.
- Heidi attended a meeting on May 1 at the DN Library with the architects. The finer points of requirements of and relationships between the departments moving to the new service center were the topics of discussion.
- Ruby, Susan, and Marilyn from MSL visited TP on April 20. Planned improvements and future workflow within the dept. were some of the topics of interest. Order issues with various vendors and possible solutions were also discussed during the visit.
- Jill from CAT visited with Christy in TP on April 27 to find out more about the Data Entry Tech's job duties and work processes, especially as relating to the techs' work in Cataloging.
- Dana's debut as instructor for TP's Basic Materials Processing workshop scheduled for May 2 went very well. She said the participants were very interested in the various topics addressed in this workshop and highly motivated to learn more. On May 17, she will go to ED to facilitate a special workshop for Edmond's pages. Planning is currently working with MC to also schedule a workshop for their pages.
- Heidi stopped by Sooner Book Binding on May 10 and saw that MLS's books are actually being worked on at this time. Mr. Stolle said his bad health once again prevented him from completing our books within the last timeline given by him and that he hopes to complete our rebindings very soon. Heidi will check back with him by the end of May unless he returns the books before then.
- Heidi will attend the X-Change meeting on May 21 in Midwest City.
- Several staff are scheduled to have some time off around Memorial Day.

Administrative Update

Karen

- House Bill 2192 has passed, effective 7-31-2007, increasing the number of Library Commissioners to 27 members. A quorum will then call for 14 members to be present. This means that the Library Commission will no longer be able to meet at some of the smaller libraries, like Choctaw, Bethany, etc.
- Commissioner Jim Roth has been appointed to the Corporation Commission to replace Denise Bodie. A special election will be called to fill his position.

NW Library

The land to be purchased appraised higher than originally budgeted for, but enough funds should be available after July 1 to proceed with the purchase. The closing is anticipated to be within 60-90 days after that. The land is located east of Macarthur and 122nd and is considered a good location for the new library.

Ralph Ellison Library

MLS has conducted interviews with possible architects for the RE project and will make its recommendations to the City Council on May 22.

Capitol Hill Library

There is no update on the Capitol Hill remodeling project except that the roof will be fixed and the new phones will be installed after IT rewires the building.

- Karen mentioned that Kim Terry in MAC would like to include articles about goings on in the departments in ShelfLife. Submit any articles to be included to Nancy or Doug in MAC.
- Denyvetta Davis has reported that updated service plans for the libraries can now be found on the Intranet. To find these service plans, click on the tab "Resources", then "Statistics and Reports".
- The next Oklahoma City bond issue presented to voters in December of 2007 will include funding for the CH Library improvements and the expansion of the new NW Library.
- Jim Welch and Anne Fischer will install print managers at all public printers at the libraries. This will allow customers to print color or black and white copies and will help library staff track charges and payments.
- Jim is working on an enhancement for Cybermars including a "shopping cart" and a way to print citations and bibliographic information.
- Funding for RFID tags for the libraries has been included in next fiscal year's budget.
- The upcoming Commission meeting will include discussion of benefits, salary recommendations, and the safety policy.
- Karen reminded managers to make sure all staff have read and signed Donna's e-mail on the right to privacy issues. Managers assured Karen that this has been done already. A short discussion of the policy followed.
- The Friends annual meeting will take place on Tuesday, May 22, 2007, at 6:30 p.m., at the Belle Isle Library.
- Karen stated that she attended the library managers' meeting where interfiling of reference materials with the circulating collection was a topic of discussion. Karen will research this issue further before any decision is made.
- Karen worked on some ILL issues. She also mentioned that at the next library managers' meeting she would like to discuss placing reserves for ILL instead

of ILL calling the libraries for shelf checks. These changes should take effect in June.

- The policy group has worked on updating the System's safety policy and is working on the grievance policy.

Key Cards

Pauline, Heidi, Karen

Pauline and Heidi discussed with Karen whether some of their staffs should have their new key cards also keyed for access to the DN Library. Some staff temporarily work in the DN building or deliver items to the mailroom. Karen said she would discuss this issue further with Donna Morris, but suggested temporary cards be given to staff helping out DN. Karen also will check with Linda Hyams whose office is right by the door leading from the library's back alley to the mailroom whether she could provide easy access through this door when staff from TP make mailroom deliveries. Karen also asked managers to send her a list which of their staffs would need DN access and the reasons for the need.

Miscellaneous

Karen

Budget

Karen informed Pauline and Heidi that any new positions for their departments have been taken out of the budget for FY07-08. It does not appear as if the depts. will be moving into their new facility during the next fiscal year.

Service Center

Karen passed out handouts received from the architects reflecting the changes to the various departments' relationship diagrams discussed during the last meeting with the architects. Karen asked that managers send any comments or questions to her by Tuesday or Wednesday. The next meeting with the architects is scheduled for May 29.

NW Fiction

It was decided that MSL should send any fiction materials processed at DN for the new NW Library to TP for storage with the other NW fiction.

Maintenance issues

Karen asked managers to e-mail her if they are experiencing any problems with Maintenance. Make sure to include all pertinent information, including dates.

The meeting adjourned at 9:55 a.m. The next meeting is scheduled to take place on June 14, 2007, at the CH Library. Pauline will chair.