

**Materials Services Managers
Monthly Meeting Minutes
July 19, 2007
Director's Conference Room
Downtown Library**

Attendees:

Janet Brooks, Chair
Heidi Johnson
Karen Marriott

Absent: Pauline Rodriguez-Atkins

Agenda:

Cataloging Update

Pauline Rodriguez-Atkins

- Karen reported that cataloging staff have done an awesome job of carrying on with their duties while Pauline has been working in ILL.
- Meetings and trainings attended:
 - Jill – OLA SSRT, June 21
 - Jill – OLA SSRT, July 12
- Karen Davis and Margaret have continued to help out in CH while they are short of pages.
- Clyde visited Tech on June 26. He reported that he found learning about the receiving process very interesting. He also learned about some things that he can do to help Tech out.
- Pauline attended a Service Center Users' Group meeting on July 11.
- Cataloging has received their new copier. Jill Millican from BMI visited to train staff in using all the special features.
- The results of the cataloging survey have been received. Pauline will meet with the catalogers on August 8 to discuss them.
- Pauline has completed the Personal Protective Equipment survey that Candace sent, and has received all Cataloging safety documentation.
- Cataloging staff will be continuing to rotate in and out on vacations through July and August.

ILL Update

Pauline Rodriguez-Atkins

- ILL remains on non-lender status; Pauline and Pamela have decided to continue at least until July 27.
- The ILL Technician position closed on July 18. Pauline will contact Roy Ballou on July 19 to discuss applications.
- Testing of the ILL system reserve process began on July 16. Preliminary results have been positive. Of 20 system reserves placed on July 16, 12 were received the next day. The test will continue through the week.

- During ALA, Pauline met with representatives from Reliance Label Solutions, who currently supply MLS with labels for barcodes. Reliance now offers a colored label with removable adhesive, and Pauline picked up samples. Preliminary testing of these labels has also been positive.
- Pamela has been taking some much-needed and much-deserved AVL.
- For the immediate future, Pauline will work four days each week in ILL. Her contact number there is 606-3552. When the new phone system is installed at CH, she will have the same number there.

Tech Processing Update

Heidi Johnson

- So far, the runs in July have been on average 582 labels per day which is a decrease compared to June's average of 624 labels. Technical Processing currently receives an average of 29 boxes of materials a day which is a decrease compared to June's average of 40.
- TP is currently processing non-rush materials from the run 3 days ago and is current on processing all rush materials.
- TP received more blue cards for processing books on CD on Wednesday, June 20, two days after they had been scheduled to be delivered. TP processed all of the held over books on CD the same day and now is current again on processing books on CD.
- Alan, one of the Receiving Techs, is on AVL for three weeks. Christy has been filling in as Receiving Tech, and Heidi has been entering most of the invoices. Once Alan returns, Christy, the Data Entry Tech, will go on vacation and Heidi will continue to enter most of the invoices until she gets back.
- John's last day with the dept. will be on July 20. Heidi and Loretta have tested five applicants for the Technical Processor position. Interviews will be scheduled for next week and TP hopes to have a new processor in place no later than the first week of August.
- Heidi is continuing to work on MLS's accounts with CFS, B&T's accounting dept. Most of the old problems have finally been taken care of and most of the accounts are now current. However, Heidi will continue to contact CFS to deal with new problems as soon as they are noticed on the monthly statements.
- The Ingram accounts continue to be current.
- Jim Welch, Karen Marriott, and Heidi have finally received proposals from all three vendors contacted about storage of materials in vertical carousels or vertical lifts. They also met again with Bruce Delp, the rep. from Megastar, about possibly using a vertical lift module instead of a vertical carousel. Some of the main advantages of a lift over a carousel are dual access ports instead of a single one, plus, only one tray needs to be moved with a vertical lift as opposed to all of the shelves in a carousel moving in order to retrieve the needed materials.
- Heidi attended a meeting on July 11 at the DN Library with the architects. Proposed floor plans for the various departments were presented and discussions followed. Heidi and Karen Marriott met again on July 17 in TP to finalize TP's plans.

- Dana and Heidi attended the Train-the-trainer session DN on June 21.
- Clyde visited Technical Processing on June 28 to inform himself of any changes which took place in TP since his last department visit. TP demonstrated the new mlsTechProc database to receive materials and enter invoices, etc. Further discussion centered around issues with changing information on workslips and on how to best integrate Technical Processing's and Cataloging's workflow.
- Sooner Book Binding has finally returned the books send to them for a sample rebinding. Heidi had to return two of the books to Mr. Stolle to be fixed after rebinding. On one book, the author's name was misspelled; on the other one, the wrong volume number had been put on the spine. Mr. Stolle fixed both problems and returned the books the next day.
- The Monaco Company, maker of the hang-up bags TP uses to process certain types of AV materials, has finally officially admitted that they have changed the handles on their bags. The type they now use opens in the opposite direction from the one previously used. Heidi is currently investigating options. There seems to be only other company, Visions, which is manufacturing the same type of hanging bags. Heidi has requested a sample to be sent.
- Heidi attended the first United Way meeting on June 27 at the DN library. The next meeting is scheduled for July 25. Heidi plans to attend, workload permitting,

Materials Selection Update

Janet Brooks

- Library Visits
 - During June Selectors made an annual visit to BE and a 6-month visit to WA.
 - During July Selectors are conducting an Annual visit to CH and a 6-month visit to BI.
 - During August, Selectors are scheduled to do a 6-month visit to DN and an annual visit to CT. They also are scheduled for their annual visits to the Extensions. They will spend extra time at NP helping weed the collection.
- Selectors finished out FY07 with little trouble. Julie helped Janet finalize the budget since Janet was at ALA and did a great job!
- Selectors are working on the updates for the Spotlight on Hispanic Americans.
- Kim, Ruby and Janet interviewed 3 applicants for the MSD Tech position.
 - Anna Todd will be the new MSD Tech and will start on July 30th.
- On July 16, Janet and Julie helped with a group of about 18 teens involved in the Information Matrix Camp. They provided a tour of MSL and provided the teens with information about the various careers available behind the scenes in a public library.
- Janet gave a weeding refresher to Extension staff on July 9th. She is scheduled to do a special training on Customer Comments on July 25th.
- Meetings attended;
 - Kim attended the Managing Employees workshop on June 4.
 - Julie attended the June 6 and June 20th and July 11 and July 18th AdTeam meetings as part of Leadership MLS.

- Lisa assisted with summer reading sign up at WA on June 8.
- Janet attended a safety committee meeting on June 12th and another one on July 10th.
- Ruby attended a train the trainer session on June 21.
- Denise attended the True Colors workshop on June 26.
- Kim, Ruby and Kelly attended the Resolving Conflicts workshop on June 27
- Kelly attended the Staff Association meeting on June 28th.
- Janet attended ALA from June 22-June 26th.
- On July 24th Janet is scheduled to meet with Kay Boies/OLA regarding the how-to booklet for FOI's First Amendment Resource Centers.
- Janet is scheduled to attend the Tech Support meeting on July 24th.
- Janet shared 4th quarter statistics from MSL with the managers.

Administration Update

Karen Marriott

- The architects' conceptual design for the service center will be presented to the commission on July 19th.
- Oklahoma City Mayor has reappointed 4 of the city's library commissioners. He is expected to reappoint 4 more at the next meeting and have new appointees soon. The new appointees from Jones and Luther should attend the August meeting. No appointees from Harrah and Nicoma Park, yet.
- City and administration are still working on the land purchase for NW.
- Donna, Kay, and Todd visited RE with the architects selected for the project. They visited several other libraries in system to get ideas.
- Lloyd reported that the tax revenues have come in and look good. Administration may be adding funds to ILL and other funds.
- Karen is reviewing the damage materials fee schedule in the policy. She asked for any feedback regarding the process and the fees.
- Karen is going to begin work on the ODL report. Janet will have Kim forward the July collection analysis report to Karen as soon as possible.

Miscellaneous

All

- Heidi reported that repairs to the roof at CH seem to be beginning. There were crews there this week moving phone lines and air conditioning units.

Next meeting scheduled for August 16th. Heidi will chair.