

## **Materials Services Managers Monthly Meeting**

January 17, 2008

8:00 a.m.

RJN 3<sup>rd</sup> Floor Director's Conference Room

### **Attendees:**

Janet Brooks-Chair

Heidi Johnson

Karen Marriott

Pauline Rodriguez- Atkins

### **Agenda:**

#### **Comments from Guests**

- No guests attended the meeting. Donna stopped by prior to the beginning of the meeting to greet the managers.

#### **Cataloging Update**

Pauline Rodriguez- Atkins

- THANKS to Cataloging staff for their assistance during ILL's short staff situation. Brittany has worked in ILL since January 14. Margaret has been the only MSD Tech in the office. Veronica has assisted with processing transfers, and Jill and Paula have covered ordering to free Veronica up.
- The Capitol Hill building Christmas lunch was held on December 18. A good time was had by all.
- Steve Beleu and Clif Broadworth of ODL conducted their federal depository library visit on January 4. Pauline and Ursula attended along with Sharon Bish and Ruby Soutiere. The visit focused primarily on the desire for depository libraries to catalog online resources. The group also discussed problems with formatting exchange lists.
- Jana attended the Read About It luncheon on January 11. Pauline was not able to attend, but met the group at Barnes & Noble later.

#### **ILL Update**

Pauline Rodriguez- Atkins

- ILL is managing to function in Pamela's absence. Pauline and Karen Davis would like to thank Karen Marriott, Janet Brooks, Anna Todd, Lisa Coker, Brittany Barber, and Candace McDaniel, all of whom have pitched in to help get materials in and out. Pauline also applauds Karen Davis for her excellent work during this trying time. Presently, Karen is working extra hours; Brittany is working at ILL this week; and Lisa is coming to help with returns each day.
- The new removable label system has been a lifesaver! Time spent labeling borrowed and loaned materials has been cut by more than half. ILL would not have been able to continue operations without it.
- The number of requests from MLS customers to borrow materials dropped

somewhat in December, but this is to be expected due to the holidays. The fill rate for requests was approximately 90%.

FirstSearch	Requests initiated	Requests Filled		Requests Not Filled	
December	352	317	90%		

- ILL receives requests to lend MLS materials via both FirstSearch and AGen. As with requests to borrow, some requests were received in November, but filled in December; some were received in December, but filled in January. The number of requests to borrow was also down in December, but appears to be rebounding in January.

November	Requests received	Requests Filled		Requests Not Filled	
FirstSearch	1235	556	48%	677	55%
AGent	368	208	57%	214	44%
Total	1603	764	48%	891	58%

### Technical Processing Update

Heidi Johnson

- So far, the runs in January have been on average 622 labels per day which is about the same as December's average of 628 labels. Technical Processing currently receives an average of 41 boxes of materials a day which is an increase compared to December's average of 32.
- Once again, TP staff have been plagued by viruses and allergies, plus one staff member started maternity leave on Jan. 11. Nonetheless, TP is up-to-date on processing all types of rush materials. The processors are currently processing non-rush materials from the run three days ago. Other staff members within the dept. are rearranging their schedules to help out the processors while they are short-staffed.
- Alexis Buck, TP's newest staff member, got married on Jan. 8. Her new last name is Austin. CH building staff presented her with a gift card to Target.
- Heidi is once again trying to have old credit memos applied by CFS, B&T's accounting dept. The number of credit memos misapplied by CFS has decreased due to diligent work by TP's data entry technician and B&T's customer service dept.; however, CFS still appears to have problems applying MLS's checks to the correct invoices. This happens even though MLS provides this information with every check sent to CFS.
- All Ingram accounts are current at this time. However, there was one incident with some damaged materials where MLS never received credit for some damaged materials. When checking on this, it was discovered that one person in Ingram's customer service told MLS to return some damaged materials for credit to the returns department. Later another Ingram employee called back with the information that it was not cost effective to return these items, for MLS to discard

the items, and that Ingram would issue the credit memo with their return. No credit memo was ever received. Upon further investigation it was discovered that the latest information was never entered into MLS's account information and so no credit memo was ever issued. Heidi was able to clear up this confusion and a credit memo is to be faxed to TP on Friday.

- Patrick Williams brought some information to the CH building regarding an upcoming safety inspection by the State of Oklahoma. TP staff are well prepped regarding safety manuals, PPE, and safety precautions and should be able to answer any questions they may be asked during this inspection.
- Unfortunately, Heidi was unable to attend this year's Read About It luncheon even though she had planned to.

### **Materials Selection Update**

Janet Brooks

#### **Library Visits**

- During December selectors conducted an annual visit to WA and a 6-month collection review of BE.
- During January selectors are scheduled for an annual visit to BI and a 6-month collection review of CH.
- During February they are scheduled to do an annual visit to DN and a 6-month collection review of CT.
- Janet plans to work at JN on January 22<sup>nd</sup>. She is going to do some collection management work there, since they do not have a permanent trained staff person yet. She's also going to conduct a safety inspection for the safety committee.

#### **Spotlight On**

- Selectors completed the update to the Spotlight On Black History Month and bibliographies have been forwarded to Teresa Goggins.
- The new spotlight will be on the webpage the first of February.

#### **Staffing**

- Several staff have been out of the office due to bereavement leave or illnesses. Remaining staff are doing an excellent job picking up the slack.
- Kim, Susan and Janet will be conducting interviews for the opened MSD Tech position.
- Anna, Lisa and Janet have been assisting in ILL, until an MSD Tech is available to work there.

#### **Meetings/Workshops**

- Janet attended the safety committee on January 8.
- Ruby and Marilyn attended portions of the Adult Services retreat on January 9.
- Janet attended a planning meeting at the Stillwater Public Library for the OLA Sequoyah celebration on January 15.
- Janet is planning to attend the FOI board meeting on Sunday, January 20.
- Janet is conducting a mini workshop on gifts on January 30. She is planning another mini workshop on weeding on February 27.
- Julie and Janet plan to attend the Children's Services retreat on Feb. 6. They hope to present some ideas for planning materials displays in the libraries.

## **Statistics**

- Janet shared copies of her Activity Report which contains statistics for the FY.

## **Administrative Update Service Center**

Karen Marriott

- Bid information for the service center construction is expected to go out on Feb. 5th, bids to be due on March 4<sup>th</sup> and the contract to be awarded at the March commission meeting. There is no information as yet about a groundbreaking event.

## **NW Library**

- City is conducting interviews with architects, with Donna, Todd and Kay representing the library.
- Karen has been working with Todd, Donna and the other deputies to write the building plan.
- Estimate for the completion of construction is mid to late 2010.
- Increases to materials funds for NW will be made in FY09, but the bulk of the purchasing will be done in FY10 when we expect to be in the Service Center.
- Janet and Heidi are to make estimates of current storage situation and growth potential. They should look at what storage can be made available for more materials.

## **Policies**

- Karen attended meetings of the Policies and Procedures committee. The committee has developed a new Rules of Conduct policy and procedures. Human Resources and the Library Managers have been consulted and the documents are ready to go to attorney Bill Comstock for review.
- The committee has also worked on purchasing, withdrawal and transfer policies and government document policies.

## **RFID Project**

- Karen visited ED to assist with the RFID tagging project. They are a little ahead of schedule and should be finished by the end of the week.
- DN will be the next facility for tagging. Mary Patton may be calling for volunteers from the DN building employees.

## **Print Management System**

- The print management systems has been installed at DN and SO and BI will be next.

## **Appraisal Study**

- Human Resources reports that the appraisal study has been delayed because of illnesses at the Right Management.

## **Reference Interfiling project**

- Karen reported that DC is in the process of interfiling their reference collection in their circulating collection. The process has gone well, so far. There have been small issues with some of the labels.

## **Adult Programmers' Retreat**

- Karen attended the retreat on January 9

## **Commission Meeting**

- January Commission meeting is at BI. Lisa Wood will demonstrate the mobile Family Place.

### **Library Managers Meeting**

- Karen will attend the January Managers' Meeting to report on the reference interfiling project. She will also visit with them about the bindery.

### **Bindery**

- Heidi is ready to call for the spring bindery. Karen will provide Heidi with the budget amounts for each library.

## **Miscellaneous**

All

### **Safety Committee Issues**

- Patrick shared copies of "What to Expect from a PEOSH Inspection", "Problems commonly found during safety inspections" and 2 Department of Labor posters with Heidi and Pauline when he made a visit to CH.
- Since Capitol Hill is on a potential DOL inspection list, CAT and TP managers should be aware of these issues and make sure staff are aware as well.
- A new form is being designed for the quarterly safety reviews. It is slightly expanded to include a facilities inspection for needed repairs. Managers are responsible for requesting any needed repairs identified during the quarterly inspections.

### **Collection Maintenance and Management Workshop**

- Janet reminded managers of the dates for the spring workshop: April 1, 8, 15.
- Managers should look at their sections of the manual and send any changes to Janet by March 17<sup>th</sup>. Janet will send the latest version of the manual to the managers.
- Janet will bring a draft of the workshop agenda to the February meeting.

### **FY09 Preliminary Discussion**

- Lloyd distributed the budget schedule to AdTeam. Karen gave April 16 as the deadline for budget entry.
- Karen asked Heidi and Pauline to think about budget items needed in the new Service Center that will not be covered by the FF&Es.

### **Future Meeting Dates**

- Managers approved the dates for the 2008 Materials Services Managers. Pauline will send a list of dates to Kellie Bradford for posting on the Intranet.
- Meetings:
  - February 14 at CH. Heidi chairs.
  - March 13 at CH. Pauline chairs.
  - April 17 at DN. Janet chairs.
  - May 15 at CH. Heidi chairs.
  - June 19 at CH. Pauline chairs.
  - July 17 at DN. Janet chairs.
  - August 21 at CH. Heidi chairs.
  - September 11 at CH. Pauline chairs.
  - October 16 at DN. Janet chairs.

- November 20 at CH. Heidi chairs.
- December 11 at CH. Pauline chairs.

### **AV SRLs**

- Heidi reported a problem with AV titles that are SRLs. Usually the library staff handle any reserves on AV titles because many of them do additional processing on the items before circulating. Recently, the latest Harry Potter CDs were sent out of TP as SRLs. A problem arose when an item was returned to a library without an item number. It was difficult for the library to determine which item was returned, since they had a number of copies checked out. Heidi asked for ideas about how to handle future situations. Pauline suggested TP add one label to the container with the item number.

### **Air Quality in TP**

- Heidi asked about the possibility of getting a commercial grade air purifier for TP or requesting duct work cleaning for the building. Staff have complained about the quality of air and their health. Janet recommended that Heidi make a request of Maintenance and be sure to include the item on the safety form and what action was taken so the Safety committee could review.

### **Safety Rails in TP**

- Heidi asked again about how to handle the need for a railing on the ramp going in to the garage. She reported that maintenance had been unable to provide one. Janet again, mentioned that Heidi should request it through Maintenance and include on the safety form.