

MATERIALS SERVICES DIVISION UPDATES

June 2008

Since no Materials Services Division Managers meeting was held during December, this document contains updates on the activities of each department since the November meeting.

Materials Selection

Submitted by Janet Brooks

Library Visits

- During May Selectors conducted an annual visit to SO.
- During June Selectors are doing an annual visit to BE and a 6-month collection review of WA.
- Selectors are scheduled to do an annual visit to CH and a 6-month collection review of BI in July.

FY08

- Selectors are finalizing FY08. Most all of the funds have been encumbered to 100% in discounted funds and have encumbered two rounds of SELFU.
- Janet is waiting to see how much more is needed for continuations and databases before she distributes any more SELFU.
- The last orders for FY08 will go out on June 26th.

FY09

- Karen has input initial funds in the FY09 budgets so orders can be input before the first list goes out on July 2.
- More funds were added to the AV budgets
- Selectors will meet on June 24 to see if any redistribution of funds is needed and any adjustments are made to the budgets.

System Reserve Lists

- Janet did a heavy review of the system reserve list in May and discovered quite a few items on reserve for libraries that had already been withdrawn or were long overdue.
- During June, she spent quite a bit of time checking individual agency card numbers to see what other reserves were outstanding. She sent out quite a few long lists of items to libraries to take care of. She received some feedback from several that had taken care of their long list of items.
- Janet hopes to do another review of the system reserves in July.

Basement

- Janet emailed Patrick about problems with box pick up from the MSL basement area. Maintenance drivers should pick up boxes from the basement area on Saturday's when they deliver boxes from libraries.
- Pauline should let Janet know if boxes are not received in Cataloging on a regular basis.

Other Activities or Workshops/Meetings Attended

- Janet assisted with the RFID tagging at LU on 5/20
- Anna and Kim attended the Reference tools workshop on 5/22
- Janet attended the Urban Library Council's audio conference on scenario planning on 6/4
- July attended the United Way Committee meeting on 6/11 and will attend a second one on 7/9
- Ruby, Julie and Lisa attended the True Colors workshop on conflict management on 6/12
- Julie is scheduled to attend a V2R training meeting on 7/1
- Janet is scheduled to attend a Safety committee meeting on 7/8
- Lisa is scheduled to attend the Prepare, Respect and Safety training on 7/9

Technical Processing **Submitted by Heidi Johnson**

- So far, the runs in June have been on average 699 labels per day which is about the same as last month's total average of 688. Technical Processing currently receives an average of 37 boxes of materials a day which is about the same as May's total average of 34.
- Many TP staff have been out sick again and Heidi spent 3 of her days during this current work week filling in for both Receiving Techs, plus trying to train a new Data Entry Tech at the same time. Cataloging staff have been very willing to come and assist whenever possible, and this has helped a great deal. Heidi very much appreciates and commends them for doing this!
- Most of the B&T accounts are still current. The juvenile account still shows the misapplication of funds from about a year ago. Heidi was unable so far to contact B&T's accounting dept. to correct this misapplication.
- All Ingram accounts continue to be current.
- TP continued to experience A/C problems off and on during the last week. Maintenance was able to finally track down the problem to a leak in the condensation line.

- The books have been returned by the bindery after a quick 3 week turn-around time. Very few problems were discovered with any of the books rebound and TP is very pleased with the bindery's performance so far.
- TP has finally received the custom order of #4 AV hanging bags.
- Christy's last day with the System was on June 13.
- Alexis started in her new position as Data Entry Technician on Monday, June 16.
- Technical Processing held its annual Staff Appreciation Pizza Party on June 5 after which staff told Heidi that they did feel appreciated.
- Heidi attended the Commission meeting on June 19 at the SO Library.

Cataloging
Submitted by Pauline Rodriguez-Atkins

- Meetings and training attended:
 - Pauline, Aaron – OLA TSRT, May 16 and June 13
 - Ursula – United Way, June 11
- Cataloging is very sad to report that Margaret Angeles has resigned her position as Materials Services Division Technician. Margaret has held this position for four years and will be greatly missed. Her last day will be June 20.
- Pauline has received the subscription price quote for cataloging for FY09; the amount is just \$100 over her estimate. She has deposited the FY08 funds remaining in account 236 to the Amigos account.
- The Amigos deposit estimate has also been received and returned.
- ILL staff joined Cataloging for staff recognition on May 29. Staff were presented with awards and customized M&Ms reading "CAT rules !!" and "Go Cats Go !!"
- Jana has continued to attend Leadership MLS activities, including the last MSD managers' meeting.
- Ursula attended a luncheon for HeartWalk captains on June 10. She is now a member of the system's United Way committee.

- Steven is currently working one day each week in ILL, to prepare to assist while Karen Davis is on vacation. He will continue this once a week schedule until further notice. Cataloging staff will be assisting in ILL during Karen Davis's vacation, July 3-18.
- Several Cataloging staff have assisted Tech Processing with unboxing materials shipments.
- All staff have completed summer reading training. Veronica assisted with Capitol Hill's kickoff on June 2.
- Pauline will be out of the office June 26-July 7, for ALA and AVL. Aaron will be the staff member in charge during this time.
- Cataloging's output of titles remains almost exactly the same as last year's at this time. The number of barcode labels printed for new materials is up 4%, making it the second highest number recorded. The number of copies per title is the highest it has been all year, at 4.65; this is an increase of 6% over last year.

Interlibrary Loan
Submitted by Pauline Rodriguez-Atkins

- All staff have finished summer reading training.
- ILL staff went to CH to join Cataloging for staff recognition on May 29. Staff were presented with awards and customized M&Ms reading "ILL Rocks !!" and "Take a bow !!"
- Trans-Amigos has gotten better, but is still not completely reliable. Both courier and postal deliveries have been erratic lately.
- Pauline has been working with ODL and AutoGraphics to be able to get more accurate statistics from AGent, and to avoid duplicate requests.
- Pauline has received the subscription price quote for cataloging for FY09; the amount is about \$90 less than her estimate.
- Pauline will be out of the office June 26-July 7, returning July 8.
- Karen Davis will be on AVL July 3-18. Cataloging staff members Steven, Jana, Veronica, and Paula are scheduled to assist in ILL during this time.

- As of the end of May, ILL has submitted 5,477 requests to borrow materials, and received 21,666 requests to lend . 80% of the borrow requests and 44% of the loan requests were filled. ILL has searched for a total of 27,143 requests and handled 13,915 items, most of them twice. For comparison, ILL handled 11,259 items; the number of requests filled and items handled has increased by 25%.