



Metropolitan
LIBRARY SYSTEM

Materials Services Division managers
Meeting Minutes
August 20, 2009
Capitol Hill Library

Present:

Janet Brooks
Heidi Johnson
Karen Marriott
Pauline Rodriguez-Atkins
Katrina Prince (guest)

1. Welcome

- ◆ Katrina was welcomed to the meeting by the MSD managers.

2. Materials Selection update – Janet

- ◆ Library Visits
 - * During July selectors conducted an annual visit to CH and a 6-month visit to BI.
 - * During August selectors are making an annual visit to CT and the Extensions and a 6-month visit to DN.
 - * During September selectors are scheduled to make an annual visit to DC, Book Centers and Books by Mail and a 6-month visit to ED.
- ◆ MSD Tech
 - * Julia worked in TP with Alexis several days at the first of August.
- ◆ Collection Workshop
 - * Fall collection workshop is scheduled for Sept. 24, Oct. 1 and Oct. 8. So far only two participants have signed up.
 - * Janet and Melissa will facilitate the MSL sections of the workshop.
 - * Managers should send any updates to the manual by Sept. 16.
- ◆ Meetings Workshops Scheduled
 - * Janet attended the Communications AdHoc Committee meeting on July 27th
 - * Janet attended the Tech Support meeting on July 28
 - * Janet attended the Appraisal training on July 30
 - * Anna and Janet attended the OLA/IFC meeting on July 31 and will be attending another meeting on August 21. Anna developed a wiki for the committee to use.
 - * Several staff attended the service center tours on August 4 and 5
 - * Kim attended the Outstanding Service committee meeting.
 - * Janet attended the X-change meeting on August 17
 - * Janet and Kim attended the Supervisory Skills Workshop on August 18.
 - * Kim and Janet attended the Library Managers' Meeting to discuss the Delivery Route Schedule.

- * Janet is scheduled to attend the OLA Program Committee meeting on August 21.
- * Several staff are attending some of the new Office 2007 workshops in upcoming weeks.
- * Ruby is scheduled to facilitate the Readers' Advisory workshop on Sept 2 and 9

3. Technical Processing update – Heidi

- ◆ The average daily run in July was 656 items and so far in August, **800** items. The dept. processed a total of 14,433 items in July. Technical Processing continues to be current on all of its processing.
- ◆ In July, TP received an average of 34 boxes of materials a day; so far in August, 50 boxes per day. Materials receipt has definitely increased for the month of August. Thanks go to the MSD techs for helping in Technical Processing to unbox some of these materials.
- ◆ All B&T accounts continue to be current as Heidi contacts the accounting dept. every month to have credit memos applied to open invoices. Ingram accounts continue to be current as well.
- ◆ TP staff have finished their bloodborne pathogens training for the 3rd quarter.
- ◆ Julia from Materials Selection came to TP on August 3 and 4 for an introduction to data entry.
- ◆ Alexis Austin's last day with the library system was August 4. There were 68 applicants when Roy and Heidi talked about testing of the applicants. HUM contacted and tested 28 applicants; 8 did well on their tests. Roy is to forward the results to Heidi who will try to schedule interviews as soon as possible. Kim in Materials Selection has offered to sit in on the interviews with Heidi.
- ◆ Kevin Colwell will attend the Commission meeting on August 27 at BI to receive his 5 year service certificate.
- ◆ Melanie Levick has volunteered to be a member of the Resistance to Change committee.
- ◆ Doug Bentin spent time in Technical Processing on Friday, 7-24-09, taping some of the work processes in the department as currently performed.
- ◆ Heidi participated in the scheduled tours for commission members and system staff on Aug. 4 and 5. During the first day's tour it was very hot, on the second day it rained which made the temperature more bearable, but also more humid. Quite a few people attended on both days.
- ◆ Heidi is working on assigning FF&E locations on the Service Center plans and expects to meet Karen's completion deadline of Sep. 10, 2009.
- ◆ Bruce with Southwest Solutions is supposed to order a final prototype of the tubs to be used for books at the new SC. Some modifications are still needed before TP can issue a RFP; the corners were not rounded enough and the hand holds need to be lowered somewhat for added stability. Considering that the only color choices available are black and beige, TP decided on the black plastic as showing dirt less than the beige one.

- ◆ Heidi attended the meeting at ED on 8-19 at 1:00 p.m. about the changes in mail delivery once the new SC with its sorter is in operation, followed by the regularly scheduled monthly Library Managers' meeting. Heidi announced the results from the vote taken by library managers about the processing of non-fiction books on CD (basically, use bags or don't use any bags). The majority of library managers responding were in favor of splitting up their non-fiction books on CD collections and processing items with accompanying materials in hanging bags, those without in shelf ready CD containers.
- ◆ Heidi also attended the X-Change meeting at BI on 8-17-09.
- ◆ Heidi was contacted by Chris Carroll in Development Services to attend the Endowment Trust meeting in January to present an overview of the Technical Processing Dept.

4. Cataloging/ILL update – Pauline

- ◆ Meetings and training attended:
 - * Aaron – SA, July 23
 - * Pauline – Tech Support, July 28
 - * Ursula – GODORT, July 30
 - * Jana – OLA Intellectual Freedom Comm., July 31
 - * Clyde – Generational Diversity workshop, August 5
 - * Jana – Staff Recognition Comm., August 11
 - * Aaron – OLA TSRT, August 14
 - * Pauline, Aaron – X-Change, August 17
- ◆ Catalogers are working on uploading the newest group of records for downloadable audios. So far, they have not received records for e-books.
- ◆ Doug Bentin visited Cataloging on July 24 and ILL on August 3, to videotape current procedures.
- ◆ Julia (MSL) spent the day of July 30 in Cataloging, learning basic procedures. She caught on quickly and the staff enjoyed her.
- ◆ Julia has also assisted in ILL a few times, to clear backlogs of returned materials. This is much appreciated!
- ◆ Pauline, Jana, Veronica, and Brittany went to the Service Center on August 4, to be informational guides for tours. Pauline also went on August 5.
- ◆ 3 BI staff members (Debbie Robertus, Dave French, and Deanna Biddle) have visited ILL recently. They were interested in learning how ILL requests are handled once they leave the library, and in how they could help ILL work more efficiently.
- ◆ Pauline met with Karen Marriott and Jimmy Welch on August 5. They talked about using OCLC as a source for records for downloadable materials, rather than purchasing MARC records; updating the MARC fields that are accepted by the mlsCataloging application; creating an automatic notification system for unfilled ILL requests; and issues with creating records for currently uncataloged paperbacks. Using OCLC as a source for records for downloadables is not feasible at this time. The other projects are ongoing and updates will be provided periodically.
- ◆ Pauline taught Dewey Decimal Classification at the Missouri Summer Library Institute August 10-14. She had 22 students, who were all interested and engaged. It was a great experience. She appreciates all the library staff who helped and supported her, especially Cataloging and ILL staff.

- ◆ At the X-Change meeting, Julie Ballou mentioned the formation of a new group for circulation staff to share ideas. The group will meet with various other departments, such as Circ Control, whose operations impact and are impacted by circulation. Pauline suggested that ILL and Cataloging be included in those departments.
- ◆ Pauline attended the library managers' meeting regarding delivery routes on August 19.
- ◆ Brittany's schedule in ILL has been changed to accommodate her class schedule. She will work 7:30-6:00 (10 hours) on Monday, Wednesday, and Friday; and 1:00-6:00 (5 hours) on Tuesday and Thursday.
- ◆ Lisa and Kristin have been assisting in Tech Processing while that department is short staffed. They also helped CH library prepare for its recent inspection.
- ◆ Katrina will be job shadowing in Cataloging after today's meeting.
- ◆ Pauline will be on AVL August 24-28.

5. Administration update – Karen

- ◆ Budget
 - * The Finance Committee has met and approved the budget.
 - * It will go to the Commission next week.
 - * Ad valorem receipts were up somewhat, although not as much as in past year; the extra money will be put into reserves.
- ◆ Karen attended a meeting of the Literary Voices author selection committee and the X-Change meeting.
- ◆ The Policy and Procedures committee is working on developing some guidelines for use of social networking sites.
- ◆ OverDrive
 - * MAC is working on a promotional flyer and bookmark for the OverDrive downloadable audio and e-book services.
 - * The e-books are circulating.
 - * There is a transfer protocol available on the OverDrive site that allows iPod users to transfer materials in wma format to compatible formats. However, it only works on PCs, not Macs.
- ◆ Delivery route meeting
 - * Karen briefly discussed the meeting on delivery routes, which all MSD managers attended.
 - * All reserve materials will be sent out from the Service Center, rather than going to owning libraries first.
 - * At the meeting, some library staff were concerned about being able to catch and mark new materials when they are returned after reserves.
 - * Katrina suggested that IT create a list of titles that are sent out on reserve from the Service Center.
- ◆ Building projects
 - * The final shelving plans for NW are complete. Feedback is due to the city on August 25; target date for opening is January 2011.
 - * There have been some issues and delays with the RE building; move-in is set for September.
 - * There have been no new delays for the Service Center; completion is still scheduled for October 26.

6. Questions/Miscellaneous

- ◆ Service Center - Karen
 - * Karen is working on overall floor plans. She asked Heidi and Pauline to send her their plans for current furniture that will be used in the new building as soon as possible.
 - * Karen is also working on overall moving plans and hours for the building.
 - * Pauline, Karen, and Heidi will meet at CH on September 2 at 8:30 A.M. to work on the project further.
- ◆ ILLs for materials not purchased – Janet
 - * Janet explained that when customers request purchase of a title, they frequently ask that it be requested through ILL if not purchased. Currently, MSL fills out an ILL form for each title.
 - * Janet asked if printouts of the purchase requests could be sent to ILL instead. Pauline agreed.
- ◆ Gift audio recordings – Pauline
 - * Pauline stated that she has been working on updating the procedures for submitting in-system gifts, to state that books on tape will no longer be accepted.
 - * There was some discussion as to whether this is the best idea for customer service.
 - * After discussion, it was agreed that gifts of books on tape may be sent to MSL, but not to CAT. Books on CD may be sent to CAT if the item in hand matches an existing catalog record.
 - * Pauline will finish updating the procedures.

The meeting was adjourned. The next meeting will be on September 17 at Capitol Hill. Heidi will chair.