

**Materials Services Division Managers' Meeting**  
**October 14, 2010**  
**8:00 a.m.**  
**Service Center**

**Attendance:** Janet Brooks, chair; Heidi Johnson; Karen Marriott; Pauline Rodriguez-Atkins

**Visitors:** Kim Rickey/MSL

**Update on Action Items**

**All**

- ***Attend Library Managers' meeting to discuss Playaways***

Karen

Karen attended and discussed with managers. Their thought was to not add another format at this time. Some were not familiar with the format. Julie/DN provided some feedback after the meeting indicating the DN staff had not received requests for the Playaway format. Their customers were primarily indicating they couldn't use the downloadable format because they didn't have access to a computer. One of the DN staff had worked at a library that purchased Zune MP3 players for checkout and use with, downloadable audios. It required a download station. Karen needs to visit with Jimmy and Anne about this option.

Janet reported that she looked for Playaway vendors at Encyclomedia, but found none. She also reported that B&T are carrying more titles in the pre-loaded versions. Some titles are available only in this format. Since the meeting Janet has discovered that one company that may be similar to Playaway is called "Findaway World". She will contact Tammy at B&T to see if we can get some samples of the format.

- ***Contact Playaway for processing information***

Heidi

Heidi has a Playaway coming for review. She's briefly checked some prices for cases and they are running about \$3 each.

- ***Follow up on YA titles being coded NBK at Service Center***

Pauline

Pauline checked my notes from my meeting with Karen and Jimmy on 10/29/2009; they confirmed that only adult fiction titles should default to NBK. Pauline called Jimmy and discussed it with him. He checked and found out that the location code was defaulting when it should not have been. The problem was corrected for materials with inventory dates beginning 9/20/2010.

Pauline sent an e-mail to all staff on 9/17/2010, explaining how location codes are assigned and alerting library staff to the problem.

- ***Attend Library Managers' meeting to discuss NBKs and suggestions***

Janet

Janet attended the meeting and discussed the NBKs situation. She encouraged library staff to use new nonfiction on their new book shelves. She also mentioned the new suggestion program MSL has and encouraged staff to submit requests for purchase through CyberMars instead of the old paper 709 forms.

## **New Business**

**All**

### ***P-T MSD Technician Job Descriptions***

After review and discussion of the P-T MSD Technician Job Description, it was decided that the positions in Materials Selection and Interlibrary Loan should become regular department positions. The MSD Tech in MSL will change to a P-T MSL Tech and the MSD Tech in ILL will change to an ILLTech. The two MSD Tech positions based in Cataloging will continue to be available to assist in ILL or Tech Processing as needed; the title of the position may change. Karen will contact HUM and let them know to change these positions. Pauline will draft a revision to the MSD Tech job description to reflect only those duties performed by the positions in Cataloging. This revision may include a job title change.

These changes will also reflect the need to change the Standards for these employees. Fortunately, most of them have just completed their 6-month probationary period or are about to do so; the switch can be made when each employee's appraisal period is completed. Managers can let HUM know when this needs to take effect.

### ***Processing of Easy/Reader Audio Books***

Lisa Woods/OUT reported to Janet some feedback she received from library staff regarding the processing of Easy CDs without the hanging bags. Janet brought the issue to the managers, indicating that Melissa needs to be a part of a discussion about what format she's selecting. Until then, Heidi will send out an email to libraries to send in any titles that were processed without a bag and card. Janet will follow up with an email for libraries to let her know of titles that need book replacements for the CDs. Heidi will review instructions for processing with her staff.

Karen recommended a need to discuss what we're doing as far as processing and what extras are needed. Managers will discuss at a future meeting.

## **Updates**

### ***Administration Updates***

***Karen Marriott***

Work on CH is progressing. City plans to sell the bonds for the project in 4/11. Once sold project can start. Plans are to have the December Commission meeting at CH and to have a presentation from Studio Architecture who are currently evaluating options for renovating or replacing the current building.

Library Service Plans are available on the Intranet.

November 20<sup>th</sup> is the Staff Recognition Dinner. Several of the Materials Services Division staff are being recognized.

No new updates on the NW library. The floor has been poured.

A new website for the Friends and Endowment is up and available.

Audit is pretty much completed. They expect to have a report to the commission in November.

The RFP for the Classification Compensation Study has been sent out and is due back in the next few weeks. Hope to have the contract to the commission in November.

A possible site for SO has been found at the South Shields Plaza at Shields and I240. Hope to move in at the end of February.

Diane/DVS requested MSL purchase an electronic version of the 2011 Book of Lists. Karen asked Janet to have Susan investigate. She can purchase out of the database fund. If additional money is needed, Karen can add some funds.

### ***Cataloging/ILL Updates***

***Pauline Rodriguez-Atkins***

Meetings and training attended:

Vickie – Staff Association, September 23

Lisa – Conflict resolution workshop, September 30

Reliance Label Solutions created a new green label for ILL; the lower third of the label is white. The barcode prints on the white part, to make scanning easier. The new labels were received on October 12, and ILL staff is very happy with them. The defective green labels have been shipped back to Reliance.

Pauline submitted an order for blank labels for barcodes at the same time as the ILL labels. As of October 13, the labels have not been received, and Cataloging is close to running out. The last report from Reliance is a partial order was shipped on October 12.

All full time staff attended Focus on October 11; Darryl and Kristin attended also. Everyone who requested a wellness screening received it at the Service Center on October 12. All safety training forms have been turned in.

Stormy and Nicholas attended an online Amigos workshop, WorldCat Resource Sharing Basics, September 28-October 1.

ILL's new shelf units were finally installed on September 17.

So far, ILL has not experienced major problems with the TAEX courier service.

The TV411 DVDs have all been cataloged, processed, and sent to libraries. Pauline is still working on the GED DVDs.

Pauline taught the final session of the Collection Management workshop, focusing on catalog searching and ILL. Several attendees indicated that they found the information valuable.

For the past couple of months, CAT has been receiving 2 copies of Library Journal. Susan in MSL has been working with Pauline and Lisa Heinrich to resolve the problem.

Cataloging is now subscribed to Cataloger's Desktop, a service from LC that allows staff to access AACR2, Library of Congress Rules Interpretations, and many other useful cataloging resources online.

An issue in IT caused ILL items that were received at libraries on September 30 to appear on libraries' pull lists on October 1, instead of October 7. Once ILL was informed of the situation, Pauline sent a system-wide e-mail alerting library staff to the problem. ILL staff was able to catch most materials affected by the problem that had been returned to ILL, and get them back to libraries for customers.

IT has installed the security monitoring software on Pauline's and Heidi's computers. They have not received information about training in using it yet.

Pauline sent an e-mail to all staff recently, asking for assistance in identifying an ILL customer. Thanks to Kelly at Warr Acres, who provided the solution.

Congratulations to Ursula for her excellent work on the United Way Prize Subcommittee.

CAT and ILL staff provided a "wicked" basket for the United Way raffle.

ILL was informed that our borrowing privileges had been suspended by the Library of Congress due to an unreturned item. Since ILL had returned the item in August, Pauline sent an e-mail asking that the library confirm that it was not at the library. Shortly thereafter, an e-mail was sent to the Director's office, stating that the suspension was an error and that our borrowing privileges have been restored.

Ursula reports that for FY10, MLS received 830 paper, 3 microfiches, and 2 DVDs as federal depository documents. 1,174 state depository documents were received, for a total of 2,009 depository documents received.

For the first third of the fiscal year, 3,744 physical titles and 248 e-media titles were cataloged, for a total of 3,992 titles. Added copies of 4,690 titles were received. A total of 46,847 barcode labels were printed.

### ***Tech Processing Updates***

***Heidi Johnson***

TP's statistics show the number of items processed on average per day in September was 776 items as compared to August's average of 662, for a total of 16,299 items processed in September as compared to August's 14,554 total items.

During the month of September, TP received an average of 53 boxes a day, compared to August's 37, for a total of 1,064 boxes in September, compared to August's total of 808.

Heidi would like to thank everyone for pitching in while she was on vacation September 20-October 8; Technical Processing continued normal operations with a few hiccups.

The temporary assistant hired through Manpower left unexpectedly on September 30. With help from Elizabeth in Human Resources, Pauline was able to arrange to have Manpower send a replacement on October 1. Cataloging's MSD Techs Kristin and Heidi helped with unboxing on September 30.

Big Bin decided to be temperamental on a day when Tanaz had gone home sick. (Maybe he was jealous?) Pauline called Anne in IT; she and Jimmy came out and were able to correct the problem.

Heidi has received a manual for Big Bin.

All staff registered for Focus and attended. Everyone who requested a wellness screening received it on October 12 at the Service Center.

Heidi served as a session coordinator at Focus on October 11.

Congratulations to Tanaz for her excellent work on the United Way Prize Subcommittee.

Heidi returned to the office on October 12 and has been taking care of the problems that were left for her.

Now that Heidi is back from vacation, she will start to investigate when to send the next bindery group for rebinding.

Heidi and Karen are supposed to set a meeting with Jim Welch regarding some needed updates to TP's GUI client.

HUM did test 12 applicants for the Receiving Tech opening. Heidi has evaluated the tests and will start calling qualified applicants for interviews during the week of October 18. Kim from MSL will once again help with the interviews.

### ***Materials Selection Updates***

***Janet Brooks***

Congratulations to Julia McConnell who is a recipient of the CT Library Guild Scholarship. She and Amy are both attending OU library school.

Susan Ryan had portions of a review she made on a database printed on the Adam Matthew Digital website.

MSL staff put together a great basket for the United Way Auction. Melissa has been in twice with Baby Gabriel and big brother Noah. She is scheduled to return to work on November 15.

Janet has received updated contact information from staff in case the library needs to close for inclement weather.

During September, Selectors made annual visits to DC, Book Centers and Books by Mail. They also did a 6-month visit to ED.

During October, Selectors are doing an annual visit to VI and a 6-month visit to MC.

Selectors are scheduled to do an annual visit to RE and a 6-month visit to SO.

Janet, Marilyn, Heidi and Pauline facilitated the Collection Workshop in September.

The evaluations Janet received on the workshop were very good.

Janet is working with Planning and Julie/DN to provide some collection training for the P-T/Evening librarians. They've tentatively set up a date on November 18 in the evening for a session on weeding.

Julia attended the genealogy workshop on September 22.

Lisa attended a Staff Association meeting on September 23 and is scheduled to attend one on October 28.

Denise attended a True Colors workshop on September 30.

Janet attended the Children's Services meeting on October 6. She's scheduled to attend the YA Services meeting on November 3.

Janet and Julia attended portions of Encyclomedia on October 7.

Janet is scheduled to attend the Tech Support meeting on October 26.

Janet is scheduled for AVL Oct 18-22. She'll return to work on Monday, Oct. 25<sup>th</sup>. Ruby will be "in charge" while Janet is out.

Staff have been reminded to look at their leave balances and schedule any leave they need to take as soon as possible. Janet will share holiday leave schedules with other managers at the next Managers' meeting.

**Miscellaneous****All**

No other business discussed.

Next meeting scheduled for November 18 at the Service Center. Heidi will chair.

**Action Items**

Discuss the Zune MP3 option with Anne and Jimmy	Karen
Contact Playaway for processing information	Heidi
Contact B&T for possible samples of Playaway or similar formats they may have	Janet
Contact HUM to alert them to changes to some of the MSD Tech positions to regular department technician positions.	Karen
Rewrite MSD Tech job description to reflect needs of the above mentioned changes	Pauline
Contact HUM to alert them to changes in job standards after appraisals	Pauline/Janet/Kim
Send emails to libraries to send back to Heidi any Easy CDs processed without bags.	Heidi
Discuss the selection of Easy CDs without accompanying books with selector	Janet
Send email to staff to have them send in names of titles that need replacement books for the Easy CDs without accompanying books.	Janet
Discuss CD processing and what extras are needed at a future meeting.	All