

**Materials Services Division
Managers' Meeting
Minutes
May 26, 2011
Service Center Conference Room
8:00 a.m.**

Present: Janet Brooks
Heidi Johnson (chair)
Karen Marriott
Pauline Rodriguez-Atkins

Review of action items	all
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Discussion of DVDs containing multiple discs: Tabled until June meeting
Discussion of NW collection and transfers: Tabled until June or July meeting

New Business	all
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There was a brief discussion of the classification of a book by David McCauley called "Pyramid". The book is classified as an ANF; similar works by this author are classified JNF. Pauline explained that this title has been in the collection as ANF since 1975. She asked if the MSD Managers felt that reclassification is necessary. Since adult and juvenile non-fiction are interfiled on the shelves and the title is circulating in the current location, it was decided a change in classification was not necessary.

There was a request from one of the libraries who wish to "uncatalog" their currently cataloged mass market paperbacks and add them to the uncataloged paperback collection. Apparently the library feels a need to make more room in their fiction collection. Many times these paperbacks were cataloged as the title is only available in this format and copies were needed to fill customers' requests. Karen offered her assistance trying to find more room for fiction titles at that library.

Cataloging Update	Pauline
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Pauline has returned to work full time as of 5/17/2011.

Aaron, Brittany, and Garry assisted Pauline in the selection process for a new ILL Technician. Heidi Wells, CAT Materials Services Tech, was chosen and will begin full-time with attendance at GOAL on May 31.

The new edition of Dewey has been published and the copies ordered for CAT have been received. Tech Processing returned them to CAT on May 25, and Catalogers have begun using them.

At Karen's request, Pauline is working with Sharon Saulmon to arrange a tour of the Service Center for campers at the Information Matrix camp. The tour will occur on July 19 from 9:00-11:00 AM.

OLA's first field trip offered to members was a tour of the Service Center on May 5. It was a small, but very interested, group. Pauline and Heidi conducted tours and demonstrations, with assistance from staff. Kate Blalack sent a very complimentary e-mail to the OLA list about the tour.

Joan Kendall, circ clerk from ED, will work temporarily in CAT beginning June 13 until approximately June 26. She will be performing duties of a Materials Services Technician. Vickie will work as a circ clerk at ED during that time.

Catalogers now have access to the RDA Toolkit. Thanks to Susan in MSL for helping us get this subscription set up.

ILL staff alerted Pauline to a shortage of canvas bags used to ship materials via TAE. Pauline was able to contact Amigos and locate the bags; ILL received two crates of bags the week of May 16.

While attending OCLC's Resource Sharing webinar on May 3, Pauline learned that significant changes to the resource sharing interface are in the works. FirstSearch will be phased out and replaced with a new product. Testing is in the preliminary stages; the actual transition will not happen until approximately May 2012.

Pauline is working with Jim Welch in IT to make sure MLS's cataloging and ILL interfaces are prepared to adapt to RDA and the new Resource Sharing product.

Technical Processing won the building's HeartWalk Coin War challenge this year. Their prize was a pizza party, held on May 20. Tech Processing staff graciously invited Cataloging and ILL staff to share in the pizza, and a good time was had by all.

4Warn Weather Alert software has been installed on the circulation computer in Cataloging.

CAT and ILL staff are working on safety and Summer Reading training.

Meetings and training attended:
Pauline – Tech Support, April 26
Vickie – Staff Association, April 28

Pauline – SIGALO meeting, April 29
Pauline – OCLC Resource Sharing webinar, May 3
Clyde – Library Forum, May 3
Aaron – Leadership conference, May 6
Clyde – Genre headings webinar, May 12
Brittany – Project Review Committee, May 19

Pauline will be out June 6-8 to attend a DDC 23 workshop at OCLC headquarters, and June 21-29 for ALA (including the RDA pre-conference). Aaron will be the acting supervisor while she is gone.

Materials Selection Update

Janet

Congratulations

- Congratulations to Julia McConnell who graduated from OU's MLIS program on Saturday May 14th. MSL Staff had a congratulatory breakfast for her on May 16th.

Staff Appreciation

- MSL staff had lunch at the Skirvin's Park Ave. Grill on May 18th for their annual staff appreciation.

Library Visits

- In April Selectors made an annual visit to MC and a 6-month visit to RE.
- In May, Selectors are doing an annual visit to SO and a 6-month visit to VI.
- In June, Selectors are scheduled to do an annual visit to BE and a 6-month visit to WA.

Budget/Order Lists

- Janet divided out a portion of the SELFU for selectors to encumber by the end of May in addition to encumbering their funds. She plans to make another distribution of SELFU after Kim determines what COs are still outstanding and what balance remains in the CO fund.
- The last list for FY11 is scheduled to go out on June 23, but MSL has made arrangements with IT and TP for a list on June 28th if needed.

Meetings/Workshops

- Janet attended the Tech Support meeting on April 26th.
- Janet and Susan met with reps from Gale on April 27th.
- Lisa attended the Staff Association meeting on April 28 and is scheduled to attend the May 26th meeting.
- Janet had one final meeting with the Library Tech Student on April 29th
- Janet, Kim and Heidi met with the Ingram rep on May 2nd.
- Ruby taught the Readers Advisory workshop on May 5 and 12.
- Janet assisted with the DC Manager assessment center on May 10.

- Ruby attended the Adult Services meeting on May 11.
- MSL staff met with Stu/PLA and Kay/LO to discuss the strategic plan mid-point survey on May 13.
- Kim attended the comp study project review committee meeting on May 19th.
- Janet attended the Children's Services retreat at the Moore Public Library on May 25.
- Ruby is scheduled to present a mini Readers Advisory workshop at the librarians' forum on June 14.
- Janet's scheduled to train new RE staff on June 29th.

Technical Processing Update

Heidi

- Statistics show the number of items processed on average per day in April was 863 for a total of 18,124 processed items. The daily average so far in May is 811 items. The processors are current on processing all "rush" materials and are processing non-rush materials from May 20.
- During the month of April, TP received an average of 52 boxes a day, for a total of 1,091 boxes of materials. So far in May, TP received an average of 49 per day with a total of 884 boxes.
- The bindery picked up the materials to be rebound on May 18. They should be returned in three weeks for reprocessing.
- Devin Dawson was selected as TP's new Aide. His first day was on May 16 and his training is progressing well.
- TP has finally received another batch of reinforced trays from the company that made them originally. Heidi and Jack with Southwest Solutions have agreed that the turnaround times of these reinforcements need to improve and Jack has talked to the company about this.
- TP has experienced some problems with Demco's last batches of book jacket covers. The 10" wrappers are unevenly cut, so one wrapper may be 21" long and fit a certain title, yet another wrapper will be shorter and not be big enough to cover another copy of the same book. On the 12" wrappers, it feels as if Demco made them from different plastic than they used to. Before, the wrappers would not stick to each other; in other words, you could put multiple copies of books on top of each other and they would easily slide around. With the new material, it acts more like Velcro, grabs the other books in contact with it, and books have to be lifted off each other in order to be scanned and tagged. TP is also concerned that books sitting next to each other on the shelves will fall off if a customer tries to pull a book with the new type wrapper. John Rahhal has contacted Demco who is supposed to organize a

conference call with the manufacturer, but so far, this has not happened. Heidi has requested John to check back with Demco.

- Heidi and Janet Brooks from MSL met with Jay Blint from Ingram Library Services on May 7. Heidi was mostly concerned about setting up MLS's accounts with Ingram to avoid future shipments of multiple purchase orders on one invoice, separate invoicing for each title on a purchase order, or orders split between multiple warehouses sent with multiple invoices for one title.
- The Channel 4 Weather Alert app has been installed on computers in CAT/ILL and in TP, just in time for the severe weather season.
- Technical Processing will be one of the stops on the Service Center tour for members of the Information Matrix camp on July 19 from 9:00-11:00 AM.
- Heidi has attended her first Safety Committee meeting at RE. It was an interesting and informative experience. The next meeting will be in July, date yet to be determined.
- TP staff are working on completing their Summer Reading training by May 31. TP's safety training is scheduled for June 9 at 10:30 a.m.
- Planning Services is scheduled to meet with TP staff on June 7, 10:30 a.m., to share and discuss the mid-point results of the strategic plan in advance of the plan's upcoming final year.
- Technical Processing enjoyed a pizza party on May 20 as TP won the SC's Heart Walk Coin War challenge this year. Since Tech Processing staff felt bad about eating their pizza in front of Cataloging staff, they invited Cataloging and ILL to share.
- Heidi will be on AVL on Friday, May 27, but will return the day after Memorial Day.

Administrative Update

Karen

Buildings

The NW parking lot should be paved within the next 30 days after which the first building tours can be scheduled.

The construction contract for SO was awarded on May 17; a public meeting was scheduled for May 25.

Issues with the way the original bond for CH's renovation was written leave it unclear at this time whether the money can only be used to renovate the existing building, or could be used for a new building. The issue is still under discussion.

The building on the west side of the Service Center is for sale and MLS has made an offer to purchase it.

Friends

Karen attended the Friends' annual meeting. Steve Bolton will be the new president of the Friends.

Library happenings

So far, the grant for landscaping has benefitted VI and RE which have been completed. MC is currently being redone; eventually, all the libraries will have new landscaping.

BE's carpeting is being redone at this time. They will be closed from Monday, May 23, through Monday, May 30.

MC's and BI's roofs are being replaced.

DC has a new manager. Tera McAmis has accepted the position and is very excited about coming to MLS. She is currently working at the Moore Public Library as their Outreach Coordinator. Her first day with the System will be May 31.

The City of Jones plans to acquire land for a new library by the end of May and to raise funds to build an about 3,000 sq. ft. new library.

Legislative actions

Donna Morris attended National Legislative Day and was able to meet with both Tom Cole and James Langford.

ODL has received a 7% budget cut; many other state agencies experienced a cut of 9%. Managers discussed possible impact on statewide licenses for databases and the cuts' impact on smaller libraries. The good news is that MLS should not be affected in a major way by these cuts at this time.

AdTeam

IT staff are working on a Wi-Fi upgrade for MLS. Also, there are plans to replace Calypso with a new e-mail service.

Library Managers Advisory Group

Denyveta Davis established this group to allow for more in-depth discussion of issues than is possible with the larger group of Library Managers. Julie Ballou, Phil Tolbert, and LaVetta Dent are looking at themes for Customer Appreciation Month and are working on standards for the various positions at the libraries.

A & P Committee

The committee met to discuss and approve changes recommended in the Commission agenda packet with some slight change in language. Salary increases are contingent on the findings of the Singer Group which will be presented by them on July 19. The Singer Group met with the AdTeam and the Project Review Committee on May 19 for a project review. The survey results are accessible on a slider on the Intranet.

Literary Voices

Karen met with the Literary Voices Authors' Committee to decide on which author to invite for next year's event.

Miscellaneous

all

In light of the recent severe weather, Karen, Pauline, and Heidi will be meeting to review a draft of evacuation procedures for the Service Center.