

X-Change Minutes

Date: February 20, 2012

Location: Capitol Hill Library

Those in Attendance:

Lynda Bahr, Julie Ballou, Kay Bauman, Barbara Beasley, Janet Brooks, Rosemary Czarski, Kellie Delaney, LaVetta Dent, Priscilla Doss, Anne Fischer, Jana Hausburg, Lori Hedin, Kelley Hoffman, Heidi Johnson, Melody Kellogg, Chris Kennedy, Lloyd Lovely, Karen Marriott, Karen Marriott, Candace McDaniel, Donna Morris, Todd Olberding, Michael Owens, Katrina Prince, Pauline Rodriguez - Atkins, Debbie Robertus, Anita Roesler, Diane Sarantakos, Stacy Schrank, Kim Terry, Tracey Thompson, Angela Thornton, John Utley, Maria Watkins, Randy Wayland, Jimmy Welch, Patrick Williams, John Wood

Guests :

Jon Rollman, Library Analyst
Dana Beach, Planning Services Specialist

Welcome

Kay Bauman called the meeting to order at 2:00 pm. Kay welcomed the supervisors to the Capitol Hill Library and X-Change meeting.

Enrolling Staff in Classes

Dana Beach shared a quick training session on how to use new LMS features to enroll staff in a class on the LMS. (Training guide attached to minutes)

Come Read with Me

Lynda Bahr shared information on the Come Read with Me program. The program is even more important now that children who do not read at a 3rd grade level will not be promoted to the 4th grade. She told supervisors they need more volunteers than ever and to make this information available to customers and staff. (Handouts attached to minutes)

Strategic Plan

Kay shared the background on the Strategic Plan and shared that the new strategic plan would last three years instead of five to match up to ODL standards. She split the supervisors into five groups. Four groups were charged with looking at the four different strategic plan responses and the goals associated with the responses. The groups would either retain the goals or update and change them as they see fit. The fifth group would work on the vision statement.

This is the input that came from the meeting:

1. Connect to the Online World
 - a. Agree to retain goal 3: All ages recognize and use their library's website and its resources as an extension of the physical library
 - b. Delete goal 2
 - c. Goal 1: all ages are aware that the library provides current equipment, tools and training for accessing the digital world.
2. Provide Opportunities for continual learning
 - a. Library offer topics in a variety of up-to-date formats and technologies that are useful to all ages.
 - b. The community uses the library as a resource for introductions to an assortment of cultural, civic and/or community interests.
3. Ensure a welcoming experience
 - a. Atmosphere: All ages know they are welcome in the library because of the great customer service and friendly interaction they receive from our staff.
 - i. Great customer service
 - ii. Friendly interaction
 - iii. Hospitality
 - b. Physical and virtual: All ages find ease in navigating physical and virtual spaces.
 - i. Ease in navigating physical and virtual spaces
 - ii. Clean, fresh, neat and safe
 - iii. Inside and outside
4. Know how to find, evaluate and use information: information fluency
 - a. All visitors can expect the library staff to bridge the digital divide
 - i. Customers don't have needed knowledge base
 - ii. Maintain relevancy through up-to-date knowledge, skills, training, etc
 - iii. Be flexible in adapting to new technologies
 - b. All ages can expect library staff to see customers as an opportunity for education
 - i. Libraries can open many doors
 - ii. Partner with community groups to educate them about the library's resources

The vision statement should remain the same – Your Inviting, Innovative Link to the World.

Kay then shared what to expect from here.

- The current strategic plan will be done in June.
- The goals for the new plan will be written for both qualitative and quantitative measures.
- The new plan must go to the Long Range Planning Committee in May and then the June Commission Meeting.



- We will need to do a telephone survey for the current strategic plan and present the results to the commission in the fall.

Adjournment

After no further business the meeting was adjourned at 4 p.m.

Come Read With Me

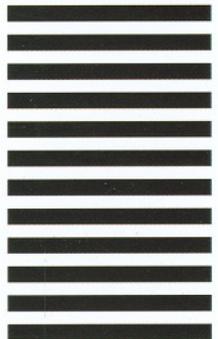
And help a child grow.



 Metropolitan
LIBRARY SYSTEM
needs you!



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO. 1406 OKLAHOMA CITY OK

POSTAGE WILL BE PAID BY ADDRESSEE



COME READ WITH ME / OUTREACH SERVICES
METROPOLITAN LIBRARY SYSTEM
300 PARK AVE
OKLAHOMA CITY OK 73102-9904

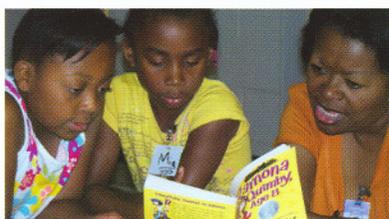
Come Read with Me Needs Volunteers

Do you like children?
Do you like to read?
Do you want to make a difference
in your community?

Then *Come Read with Me* is for you.

In a relaxed environment young
people will grow when you read
with them.

After school and during the summers
Come Read with Me partners with
places that provide care for children.



Contact:

Lynda Bahr | MLS Outreach Services | 300 Park Ave. | (405) 606-3838

lbahr@metrolibrary.org



I would like to know how to:

- Become a reader
- Get our school involved
- Get our company involved
- Get our organization involved
- Make a donation
- Have a presentation given to our group about *Come Read with Me*

Please contact me:

Name

School/Company

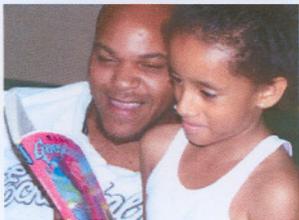
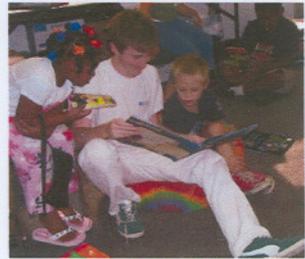
I am a: (check one)

- School Principal
- Teacher
- Interested Organization
- Teen Volunteer
- Adult Volunteer
- Community Leader
- Company Administrator
- Donor
- Other

Daytime Phone

Address/City/State/Zip

e-mail address



Volunteer To Read

The Metropolitan Library System's
Come Read with Me Program is in

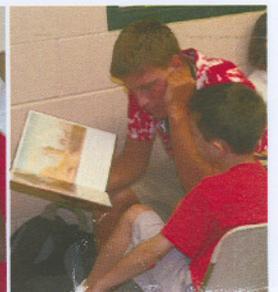
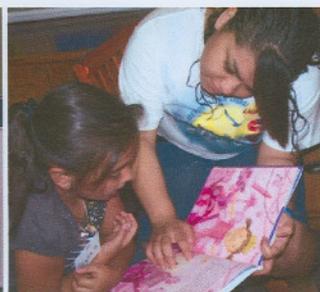
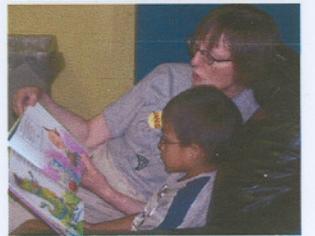
- OKC Parks and Recreation Centers
- Elementary Schools
- Urban Missions
- Boys & Girls Club
- Police Athletic Leagues
- Weed & Seeds
- Neighborhoods In Action
- Faith Based Communities
- YWCA
- YMCA

Starting in 2012, children who do not read at 3rd grade level will not be promoted to 4th grade. Our children need big people to read with them every day!

Make a difference! Be a Volunteer!
(Big people = Teens and Adults)

Training and assignments to match your schedule are available for everyday of the week after school.
Summer program starts in June.

Contact Lynda Bahr
lbahr@metrolibrary.org
www.metrolibrary.org



Enrolling Staff in Classes

Supervisors now have the ability to enroll staff in classes in the LMS. Previously, supervisors were only able to assign people to courses and the student then had to enroll in the class which was confusing for everyone. Now, if there is a class associated with a course, you can enroll anyone you supervise in the class. You will still use the assign courses button to assign courses that do not have classes associated with them such as online courses and user-defined tasks (outside courses and webinars, etc.).

There is a new button on the Supervisor Tools that you will use for this functionality. Remember to have your role set to Supervisor to use these tools!



Click "enroll students" to enroll any of your staff in a class. This will take you to the class manager part of the LMS.

Class Manager: All Classes

Search for:

Start Date Between: # And: #

All Classes | By Location | Need Resources | Open Seats

This list displays all of the classes in the system. To **Edit**, **Cancel** or **Archive** a class, first select from the list below then select the appropriate button below the table list.

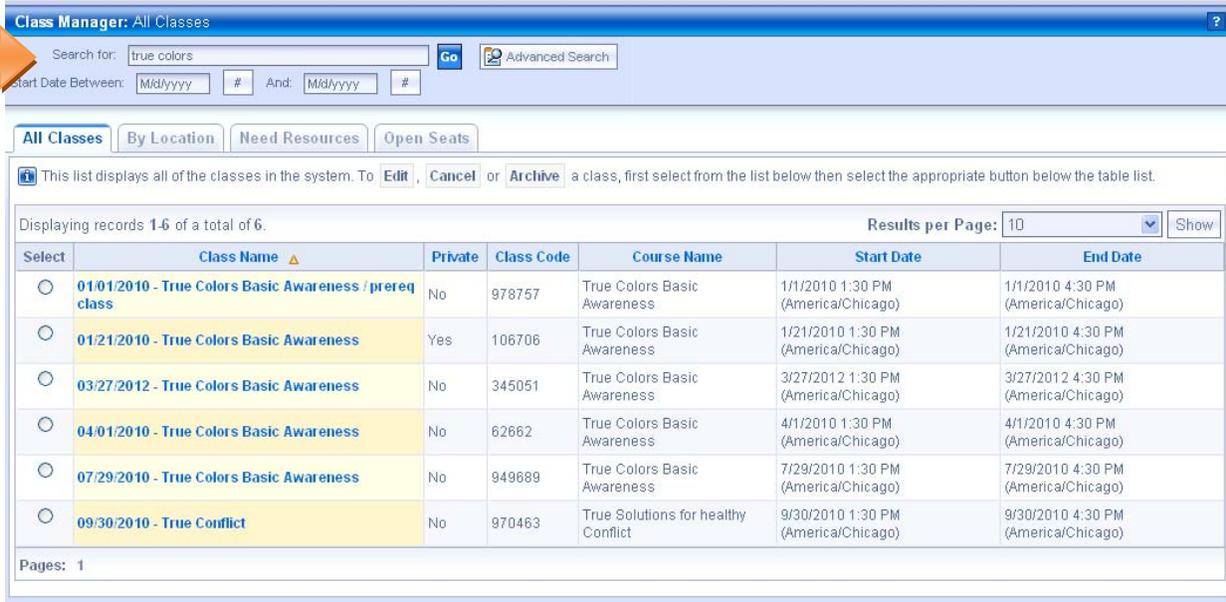
Displaying records 1-10 of a total of 409. Results per Page: 10

Select	Class Name	Private	Class Code	Course Name	Start Date	End Date
<input type="radio"/>	01/01/2010 - Excel Basics / prereq class	No	879072	Excel 2007 Basic	1/1/2010 1:30 PM (America/Chicago)	1/1/2010 4:30 PM (America/Chicago)
<input type="radio"/>	01/01/2010 - True Colors Basic Awareness / prereq class	No	978757	True Colors Basic Awareness	1/1/2010 1:30 PM (America/Chicago)	1/1/2010 4:30 PM (America/Chicago)
<input type="radio"/>	01/03/2012 - Got Cards? - ED - Mentor	Yes	25299	Got Cards?	1/3/2012 2:00 PM (America/Chicago)	1/3/2012 3:00 PM (America/Chicago)
<input type="radio"/>	01/04/2010 - Can You Save that for me? - CT - Mentor	No	364842	Can You Save that for me?	1/4/2010 5:00 PM (America/Chicago)	1/4/2010 8:00 PM (America/Chicago)
<input type="radio"/>	01/06/2010 Got Cards! - WA - Mentor	Yes	183927	Got Cards?	1/6/2010 9:00 AM (America/Chicago)	1/6/2010 10:30 AM (America/Chicago)
<input type="radio"/>	01/06/2010 Intro to V-Circ - RE - Mentor	Yes	696368	Introduction to V-Circ	1/6/2010 3:00 PM (America/Chicago)	1/6/2010 4:00 PM (America/Chicago)
<input type="radio"/>	01/06/2010 Organizing Corporate Challenges / Create employee Wellness - Webinar	Yes	221290	Organizing Corporate Challenges/ Create Employee Wellness Program	1/6/2010 10:00 AM (America/Chicago)	1/6/2010 11:00 AM (America/Chicago)
<input type="radio"/>	01/06/2010 Show Me the money! - VI - mentor	Yes	397390	Show Me the Money	1/6/2010 3:00 PM (America/Chicago)	1/6/2010 4:00 PM (America/Chicago)
<input type="radio"/>	01/07/2011 - Show Me the Money - VI - Mentor	Yes	40352	Show Me the Money	1/7/2011 10:00 AM (America/Chicago)	1/7/2011 12:00 PM (America/Chicago)
<input type="radio"/>	01/08/2010 - Got Cards? - CT - Mentor	No	688105	Got Cards?	1/8/2010 3:00 PM (America/Chicago)	1/8/2010 6:00 PM (America/Chicago)

Pages: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20

The class manager will show all of the classes that have been loaded into the LMS. To find a specific class you will need to type in the name of the class or the date that the class is occurring. You will use the “search for” box to find the class you are looking for.

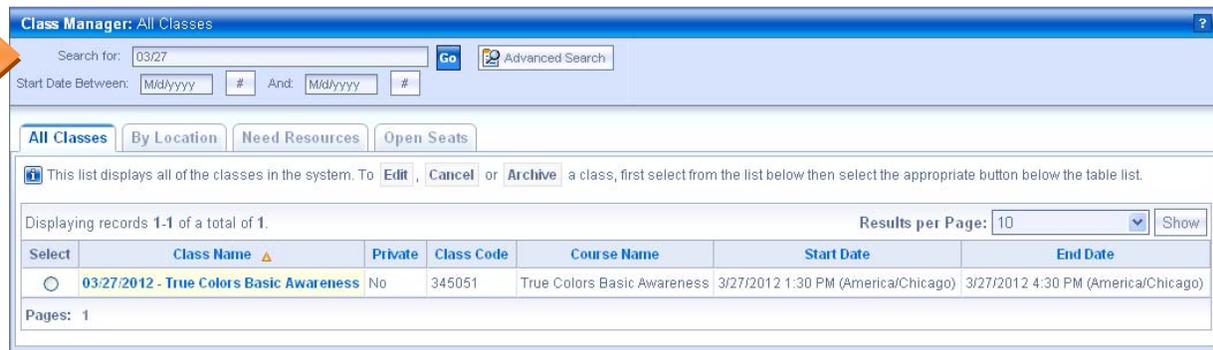
If you search for the class name, you will find a listing of every class we have offered with that name, for instance searching for “true colors” will bring up the following list:



The screenshot shows the 'Class Manager: All Classes' interface. An orange arrow points to the search box containing 'true colors'. Below the search box are filters for 'Start Date Between' and buttons for 'All Classes', 'By Location', 'Need Resources', and 'Open Seats'. The main area displays a table of 6 records. The table has columns for 'Select', 'Class Name', 'Private', 'Class Code', 'Course Name', 'Start Date', and 'End Date'. The records are for various dates from 2010 to 2012, all for 'True Colors Basic Awareness' classes, except for one 'True Conflict' class in 2010.

Select	Class Name	Private	Class Code	Course Name	Start Date	End Date
<input type="radio"/>	01/01/2010 - True Colors Basic Awareness / prereq class	No	978757	True Colors Basic Awareness	1/1/2010 1:30 PM (America/Chicago)	1/1/2010 4:30 PM (America/Chicago)
<input type="radio"/>	01/21/2010 - True Colors Basic Awareness	Yes	106706	True Colors Basic Awareness	1/21/2010 1:30 PM (America/Chicago)	1/21/2010 4:30 PM (America/Chicago)
<input type="radio"/>	03/27/2012 - True Colors Basic Awareness	No	345051	True Colors Basic Awareness	3/27/2012 1:30 PM (America/Chicago)	3/27/2012 4:30 PM (America/Chicago)
<input type="radio"/>	04/01/2010 - True Colors Basic Awareness	No	62662	True Colors Basic Awareness	4/1/2010 1:30 PM (America/Chicago)	4/1/2010 4:30 PM (America/Chicago)
<input type="radio"/>	07/29/2010 - True Colors Basic Awareness	No	949689	True Colors Basic Awareness	7/29/2010 1:30 PM (America/Chicago)	7/29/2010 4:30 PM (America/Chicago)
<input type="radio"/>	09/30/2010 - True Conflict	No	970463	True Solutions for healthy Conflict	9/30/2010 1:30 PM (America/Chicago)	9/30/2010 4:30 PM (America/Chicago)

However, searching for the March 27th class will bring up any classes that are occurring on March 27th, making it easier to find the specific class you are looking for.



The screenshot shows the 'Class Manager: All Classes' interface. An orange arrow points to the search box containing '03/27'. Below the search box are filters for 'Start Date Between' and buttons for 'All Classes', 'By Location', 'Need Resources', and 'Open Seats'. The main area displays a table with 1 record. The table has columns for 'Select', 'Class Name', 'Private', 'Class Code', 'Course Name', 'Start Date', and 'End Date'. The record is for '03/27/2012 - True Colors Basic Awareness'.

Select	Class Name	Private	Class Code	Course Name	Start Date	End Date
<input type="radio"/>	03/27/2012 - True Colors Basic Awareness	No	345051	True Colors Basic Awareness	3/27/2012 1:30 PM (America/Chicago)	3/27/2012 4:30 PM (America/Chicago)

Note: To get correct results you must use the date format MM/DD/YYYY.

You can also search for all the classes that are offered during a selected time-frame. Use the “Start Date Between:” calendar function to bring up classes starting during a selected time-frame.

You can either type in the date or bring up a calendar to select dates.

The screenshot shows the 'Class Manager: All Classes' interface. A search bar at the top contains '03/27'. Below it, there are filters for 'All Classes', 'By Location', 'Need Resources', and 'Open Seats'. A table lists various classes with columns for 'Class Name', 'Private', 'Class Code', 'Course Name', 'Start Date', and 'End Date'. A calendar pop-up for February 2012 is open, showing the date 19 selected. The table below the calendar shows the following data:

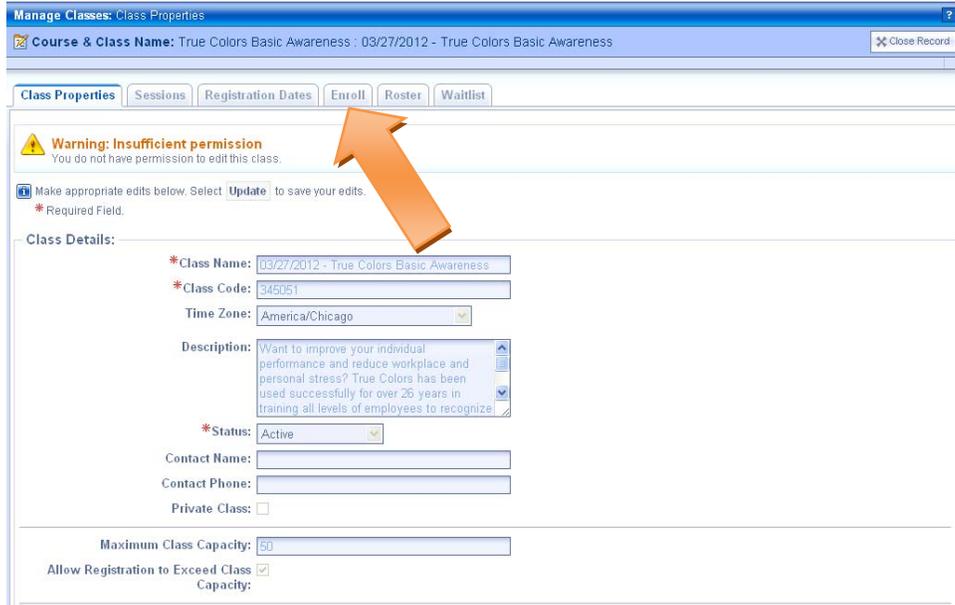
Select	Class Name	Private	Class Code	Course Name	Start Date	End Date
<input type="radio"/>	01.01/2010 - Excel Basics / prereq class				1/1/2010 1:30 PM (America/Chicago)	1/1/2010 4:30 PM (America/Chicago)
<input type="radio"/>	01.01/2010 - True Colors Basic Awareness / prereq class				1/1/2010 1:30 PM (America/Chicago)	1/1/2010 4:30 PM (America/Chicago)
<input type="radio"/>	01.03/2012 - Got Cards? - ED - Mentor				1/3/2012 2:00 PM (America/Chicago)	1/3/2012 3:00 PM (America/Chicago)
<input type="radio"/>	01.04/2010 - Can You Save that for me? - CT - Mentor				1/4/2010 5:00 PM (America/Chicago)	1/4/2010 8:00 PM (America/Chicago)
<input type="radio"/>	01.06/2010 Got Cards! - WA - Mentor	Yes	183927	Got Cards?	1/6/2010 9:00 AM (America/Chicago)	1/6/2010 10:30 AM (America/Chicago)
<input type="radio"/>	01.06/2010 Intro to V-Circ - RE - Mentor	Yes	696368	Introduction to V-Circ	1/6/2010 3:00 PM (America/Chicago)	1/6/2010 4:00 PM (America/Chicago)
<input type="radio"/>	01.06/2010 Organizing Corporate Challenges / Create employee Wellness - Webinar	Yes	221290	Organizing Corporate Challenges/ Create Employee Wellness Program	1/6/2010 10:00 AM (America/Chicago)	1/6/2010 11:00 AM (America/Chicago)
<input type="radio"/>	01.06/2010 Show Me the money! - VI - mentor	Yes	397390	Show Me the Money	1/6/2010 3:00 PM (America/Chicago)	1/6/2010 4:00 PM (America/Chicago)
<input type="radio"/>	01.07/2011 - Show Me the Money - VI - Mentor	Yes	40352	Show Me the Money	1/7/2011 10:00 AM (America/Chicago)	1/7/2011 12:00 PM (America/Chicago)
<input type="radio"/>	01.08/2010 - Got Cards? - CT - Mentor	No	668105	Got Cards?	1/8/2010 3:00 PM (America/Chicago)	1/8/2010 6:00 PM (America/Chicago)

Once you find the class you are looking for, click on the class name to bring up the class details.

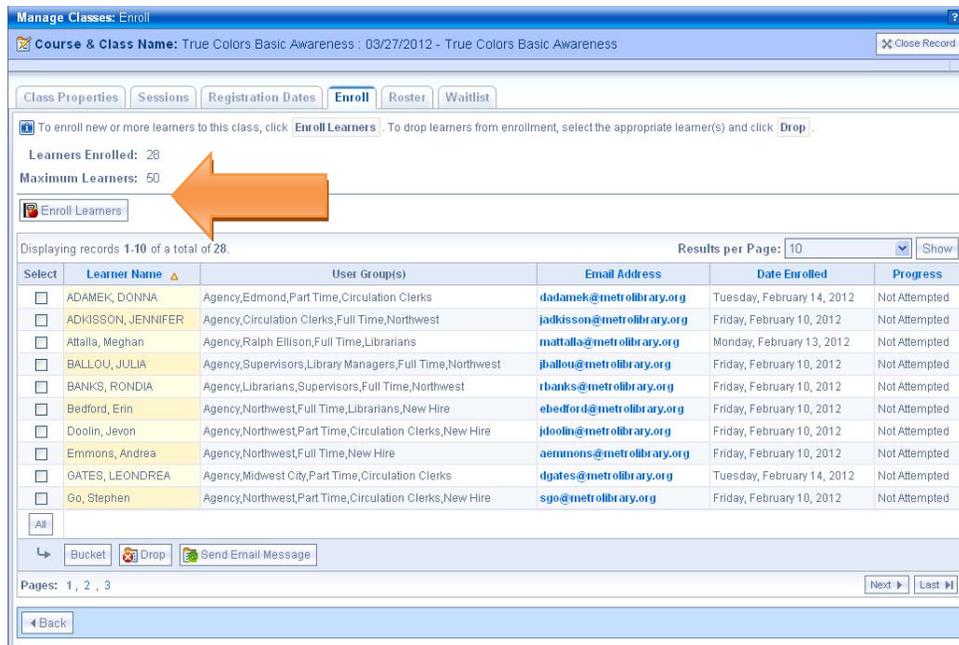
The screenshot shows the 'Class Manager: All Classes' interface with the search bar containing '03/27'. The table now displays only one record. An orange arrow points to the class name '03/27/2012 - True Colors Basic Awareness' in the table.

Select	Class Name	Private	Class Code	Course Name	Start Date	End Date
<input checked="" type="radio"/>	03/27/2012 - True Colors Basic Awareness	No	345051	True Colors Basic Awareness	3/27/2012 1:30 PM (America/Chicago)	3/27/2012 4:30 PM (America/Chicago)

The class details page will give you a warning that you do not have permission to change the class details. This can only be done by an administrator in Planning. You will need to click the “enroll” tab to enroll students.



The enroll learners page will show everyone that is currently enrolled in the class. Make sure you look at the “Maximum Learners” and “Learner’s Enrolled” numbers to see if there is room to enroll more students. If the class is full, call planning to see if arrangements can be made for more students. If the class has room click the “Enroll Learners” button to enroll someone in the class.



Only people you supervise will show up on the list of users you can enroll.

Register Learners Wizard
Register Learners
Find User(s)

User Table | Users By Group

This list displays all of the learners who may be registered for this course. If a learner does not appear in this list they are already enrolled in or on the wait list for this class or another class associated with this course. To register users, select the appropriate list item(s). Click **Next** to continue.

Search for: **Go** Advanced Search

Displaying records 1-2 of a total of 2. Results per Page: 10 **Show**

Select	Username	Last Name	First Name	Email Address	Status	Groups by Manual	Groups by Rule
<input type="checkbox"/>	Supervisor_1	One	Supervisor	dbeach@metrolibrary.org	Active	Agency	Full Time, Library Managers, Supervisors
<input checked="" type="checkbox"/>	jdoe	Doe	Jane	phillips.dana@gmail.com	Active	Department, Full Time, Planning	

Pages: 1

Cancel **Next**

Select the name(s) from the list and click the “next” button to continue.

Register Learners Wizard
Register Learners
Confirm Your Decisions

Review your choices. If any corrections are needed, click **Previous**. To assign the selected users, click **Save**.

Username	Last Name	First Name	Email Address	Group	Status
jdoe	Doe	Jane	phillips.dana@gmail.com	Department,Planning,Full Time	Active

Cancel **Previous** **Save**

Click the “save” button to confirm the enrollment.

This will send you and the student a confirmation email.

Manage Classes: Enroll
Course & Class Name: True Colors Basic Awareness : 03/27/2012 - T

Class Properties | Sessions | Registration Dates | **Enroll** | Roster | W

To enroll new or more learners to this class, click **Enroll Learners**. To drop learn

Learners Enrolled: 29
Maximum Learners: 50

Enroll Learners

Notice: Enroll Learners
The following learners have been enrolled in this class:

- Jane Doe

Displaying records 1-10 of a total of 29.

The next page will also give you a confirmation of enrollment.

This new functionality is live and can be used right away.

As always, if you have any questions or need help with the LMS call Planning at 606-3822.