

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: July 7, 2004

Present:

| | | |
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| Karen Marriott, Chair | Donna Morris | Denyvetta Davis |
| Ric Rea | Judy Walden | Scott Carter |
| Todd Olberding | Kay Bauman | Lloyd Lovely |
| Jim Welch | Dana Morrow | |

Absent:

| | | |
|-----------------|--------------|------------------|
| Ernestine Clark | Anne Fischer | Patrick Williams |
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CURRENT ITEMS

- 1) Unexpected windfall from county money 'found' recently (after 'hiding' since 1980.** Ad Team discussed the recent news of the money that will soon be received from the county, due to past tax protests.
- 2) Donor plaques for new DN Library.** Donna stated there will soon be a brochure going to many of the public, volunteer support groups, library staff, and previous donors inviting donations in honor of the new Ronald J. Norick Downtown Library. Anyone who would like to make a pledge of \$250 or more will have their name listed on a master donor plaque, located on the first floor of the new library. Pledges can be paid over a period of time or all at once. Anyone making a pledge in the very near future will have their name on the plaque by the Grand Opening. After the Grand Opening, anyone who makes a pledge of \$250 or more by December 2005 will have their name added to the master donor plaque. Proceeds will be used only for the Downtown Library. Anyone who may be interested should email or call Ernestine.
- 3) Emergency Operating Plan (reconfirming phone numbers).** Ric passed around a list of phone numbers for the Emergency Operating Plan and asked members to verify their numbers are correct or make the necessary corrections.

CALENDAR WAS REVIEWED.

AUGUST 9 ~ LIBRARY NIGHT AT THE BALLPARK
AUGUST 13 ~ BOOK PASSING
AUGUST 14 ~ STAFF TOUR & RECEPTION

ACTION ITEMS WERE REVIEWED.

REPORTS

LIBRARY COMMISSION - Donna stated there will be a Finance Committee meeting and possibly a Pension Board meeting in August.

She also stated all the Commission members that were up for re-appointments are expected to be re-appointed.

HUMAN RESOURCES - Ric asked for input on the posting of new positions which were listed in the preliminary budget for the 2004-2005 Fiscal Year. Discussion followed.

Security times for the new building were discussed. Donna stated the building will not be open before 7:00 a.m. She will meet with Ric to decide the hours to have Security in the building.

FINANCE - Lloyd stated the Business Office has been busy closing out the year.

He stated the need to have one central location for someone to be in charge of parking vouchers for visitors to Downtown. Discussion followed. It was decided that anyone needing to obtain parking vouchers will need to contact Planning.

CONSTRUCTION MANAGEMENT - Todd asked for details of the move of books Downtown. Kay stated that she has met with Debra Spindle and Debra is in the process of coming up with the plans.

Todd gave updates on other upcoming projects for the Downtown Library. The installation of the glass art work begins today.

OUTREACH - Dana stated Summer Reading is going great. They have already seen an increase in finishers this year.

She also stated she will be meeting with the Junior League. She and Heidi will be making a presentation to them.

The Family and Children's grant writer from Tulsa would like to come visit to get information on "Family Place".

Outreach is currently packing and preparing for their move.

BRANCH SERVICES - Denyveta stated Choctaw circulation is sky rocketing. She handed out the Circulation and Reserves report for the Choctaw Library and read a poem which was written by Rosemary Czarski.

Denyveta stated she had attended the ALA Conference in Orlando. She commented on the many different workshops and booths she had attended while in Orlando. She passed around different libraries Annual Reports and brochures.

INFORMATION TECHNOLOGY - Jim stated that Anne is working at Edmond preparing for the switch to the new telephone system, which will take place tomorrow.

Techs are working on getting the new computers set up Downtown.

Jim also stated the final numbers for the FY 03-04. There were 5.7 million checkouts, an increase of 5.8% from last fiscal year.

PUBLIC SERVICES - Judy stated she has been working with the Literacy Council. They are working on a move date.

MARKETING AND COMMUNICATIONS - Scott stated they are very close to exceeding the goal for Summer Reading.

Scott stated the Book Passing will be August 13 from 8:30 - 11:30 a.m. The Staff Reception and Tour will be August 14 from 6:00 - 9:00 p.m. Invitations for the Staff Tour will be sent out around mid July.

MaC is in the process of selecting coasters for use in the Downtown Library. They are also looking into having a commemorative medal designed and handed out to participants of the Book Passing.

PLANNING - Kay stated the Rewards and Recognition committee will be performing an informative skit regarding the Outstanding Service Awards. The skit will highlight changes that have been made. They will be performing 10-15 minute skits in a 2 hour time period. Planning will be sending out an email with times available and each department in the Downtown Library needs to schedule a time for their offices to attend. They will be eventually going to all the libraries to perform the skit.

Kay is in the finishing up process of the moving schedule.

ACTION ITEMS:

| Item # | Ad Team Date | Responsible Party | Assignment | Status |
|--------|--------------|-------------------|---|-------------------------------------|
| 1 | 06/04/03 | Development, MaC | Work on a brochure for what folks can help with in donations for the RJN DN Library. | <i>In Progress ~ At the Printer</i> |
| 5 | 05/26/04 | Scott | MaC to create signage to be displayed outside the front entrance of the RJN DN Library and also at the book drop area...notifying of opening late summer. | <i>Done</i> |
| 6 | 05/26/04 | Scott | MaC to create postcards for each dept. to mail out notifying vendors/others of new address | <i>In Progress ~ At the Printer</i> |

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| Karen Marriott, Chair | Donna Morris | Denyvetta Davis |
| Ric Rea | Judy Walden | Ernestine Clark |
| Todd Olberding | Anne Fischer | Lloyd Lovely |
| Jim Welch | Dana Morrow | Patrick Williams |

Absent:

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| Scott Carter | Kay Bauman |
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CURRENT ITEMS

- 4) Outreach Presentation.** Dana wanted to recognize LaVetta Dent for her hard work and accomplishments. She stated that LaVetta had attended a 12 week course at Dale Carnegie. The course was every Thursday from 6:30 to 10:00 p.m. LaVetta was presented with the "Breakthrough Award". Ad Team congratulated her on a job well done.
- 5) Friends Grants.** Marian LeCrone presented the Ad Team with the Grants that were accepted by the Friends Grants Review Committee. She handed out the Grant Request Summary to each member and asked for any questions. Discussion followed.
- 6) Municipal Employees Credit Union.** Ric stated the Municipal Employees Credit Union will be providing lunch to the library next week. He will get the specific details and send out information to the staff.

ACTION ITEMS WERE REVIEWED.

REPORTS

HUMAN RESOURCES - Ric stated they have been in the process of receiving applications and recruitment's for employment.

FINANCE - Lloyd stated the auditors will be here next week for about two weeks.

They have been busy closing out the year and setting up the new year budget.

Lloyd asked for input on the vacating of the old building so that he could come up with a timeline to set up the auction of surplus items. An inventory of items still needs to be done. Donna mentioned that she will be sending out an email to notify employees not to remove anything from the old building until items can be marked. It was mentioned that there are also chairs at Capitol Hill and to incorporate that when planning for the surplus sale. Patrick, Lloyd, and Judy will get together to come up with a timeline.

DEVELOPMENT - Ernestine stated that she and Donna and Todd have been working on Donor Plaques.

Ernestine announced they have several different groups who will be attending the book passing.

She passed around a copy of a booklet of lots of great information relating to the Ronald J. Norick Downtown Library, to be used by tour guides. The book was written and put together by Darlene Browsers and Heidi Port. It is very informative and a great tool. Ad Team requested a copy for their use.

CONSTRUCTION MANAGEMENT - Todd stated he will be doing a walk through of Capitol Hill with an architect to get a basic idea of work there.

OUTREACH - Dana commented that Outreach loves their new space in the building.

She passed around examples of the items that will be in the Read to me packets. Items include a book, bib, door hanger, magnet and picture frame, baby's 1st library card.

Dana stated that she and Geri and Donna had visited a couple of the "Come Read with Me" Sites.

BRANCH SERVICES - Judy reported for Denyvetta that lunch is being provided for managers that afternoon at the meeting at Ralph Ellison.

INFORMATION TECHNOLOGY - Anne stated they have been working on several different issues. One of the issues is the paging system and working on preventing paging to be announced in the meeting rooms. The paging system will soon be installed at Edmond. Anne also mentioned they will be testing the paging system downtown in the next couple of weeks.

MAINTENANCE - Patrick stated they have been short staffed this week, hopefully next week things will be back on track. The Maintenance trucks have been modified, and the adjustments have cut the work load in half.

MATERIALS SERVICES - Karen handed out copies of the stats for System Reserves for the past five years. The number of reserves is steadily increasing. She suggested that the stats on reserves be a document in the commission packets, that way the Commission can continue to review the rise in System Reserves. Karen and Jim will meet to decide on how the document can be presented to the Commission.

Karen commented on the move and gave Kudos to Jim for coming up with a program to make the move go very smoothly.

LIBRARY COMMISSION - Donna stated the Supervision of the Mail has been moved to Lori Kane. She stated a back up plan needs to be developed for when Joyce is absent. Donna asked that if anyone in each department knows how to operate the postal machine, to please email her. There will be several different people cross trained on the process and will rotate in Joyce's absence.

Donna also commented on the issue with the recent group tour and stated that in the future all group tours will need to go through Todd, Debra, and/or Donna. Donna stated they will do their best to notify everyone in the building of scheduled group tours prior to them taking place.

Donna stated the Library Retirement Pension Board will be meeting on August 5, and the Finance Committee will be meeting on August 18.