

METROPOLITAN LIBRARY SYSTEM

Ad Team Minutes Meeting Date: May 24, 2006

Present:

Kay Bauman, Chair
Donna Morris
Jim Welch

Denyveta Davis
Patrick Williams
Lloyd Lovely

Dana Morrow
Todd Olberding
Kim Terry

Excused:

Ric Rea
Ernestine Clark

Anne Fischer

Karen Marriott

CURRENT ITEMS

- 1) **Preliminary Budget FY 06-07.** Lloyd reviewed the Preliminary Budget for FY 06-07. He stated the Finance Committee will be meeting to approve the preliminary budget May 31.

Donna stated the Program budget this coming year has changed. Denyveta and Kay have met with the managers and they are focusing on some system wide programming this coming fiscal year.

Lloyd asked the ad team to review the budget and let him know of any changes or corrections.

REVIEW OF ASSIGNMENTS

Service Center - The Service Center updates will be reported on monthly during Ad Team.

Café Committee – Bid packages have gone out. There will be a pre-bid meeting May 30 at 1:00 pm.

REPORTS

FACILITIES MAINTENANCE – Patrick reported on work in process at Belle Isle.

Summer Reading banners are currently being displayed at libraries.

OUTREACH – Dana reported she attended the Oklahoma Book Festival.

The *Creature Feature* summer reading caps and other prizes have arrived.

LIBRARY OPERATIONS & PLANNING – Kay reported the interviews for the Headquarters Manager will be next week.

LIBRARY OPERATIONS – Denyveta reported the Managers Meeting will be this afternoon.

LIBRARY COMMISSION – Donna asked Ad Team to send her the names of any staff members who would be interested in serving on the United Way Committee this year.

Donna stated the Long-Range Planning Committee needs to meet prior to the final budget in August.

Donna will be scheduling a meeting with the Mayor Cornett to discuss Commission reappointments.

INFORMATION TECHNOLOGY – Jim stated Anne will be back Tuesday, May 30.

Work is continuing on the new internet computer sign-up process, scheduled to be active beginning June 26th. Kim Terry is working on some fact sheets for the new process.

MARKETING & COMMUNICATIONS – Kim Terry presented a PowerPoint presentation consisting of art illustrated by children of various ages in Oklahoma County. The award winners were featured in the Metro Family Magazine.

The Summer Reading ads will be linked on the intranet. Kim will show the commercials for Summer Reading at the June Commission meeting at Southern Oaks.

Meeting adjourned at 10:35 a.m.