

Adult Services Retreat

January 12, 2011: 9:00am at the Ralph Ellison Library

Presentors

Siobhan Moravo (DVS) – The Friends’ Web Page (<http://www.supportmls.org>) and other Friends of the Library Info.

Siobhan explained to us the “Support” tab on the MLS website. Under this tab, staff and customers can:

- Fill out and print tax receipts for donated books
- Become a member of the FOL for the upcoming 2011 Book Sale (Feb 25-27)
 - If enroll before Feb. 4th, members will receive their tickets in the mail
 - If enroll after Feb. 4th, members will have to go to will call to receive their tickets
- Sign up to volunteer at the book sale
- Many more great things!

Anne Fisher (IT) – Remote Library Card Sign-up

Anne demonstrated the coming remote access program of the IT department. In the next year, staff will be able to sign-up customers for library cards any where there is a WIFI network. Anne suggested some examples of when this might be used:

- Summer at the Library sign-up desk
- Community events
- Schools

IMPORTANT: Any money taken to pay for a lost card at a remote site will have to be returned to the host location by the end of the day.

Mary Ann Prior from City Arts Center– “Memoir Writing”

City Arts Center offers classes and exhibits in pottery, weaving, and other forms of creative expressions

Memoir Writing’s main goals:

- Create a history for Oklahoma
- Teach customers effective elements of story telling and help document experiences
- Provide safe environment for creativity and expression

Customers would come to a program and write a personal memoir during a 3 hour guided session.

If Interested in Program: Contact Mary Ann at [\(405\) 951-0000](tel:4059510000) or www.cityartscenter.org

Kellie Delaney (Planning) – Social Media

Kellie discussed with staff the importance and power of social media. Social media, such as Facebook and Twitter, has had a dramatic increase in use in all age groups. Kellie gave us a crash course on Twitter and Facebook

Twitter

- 300,000 sign-up every day (that's the entire OKC population), 55 million tweets a day
- 37% of these are from a mobile device
- Used by businesses for instant publicity, polling, and marketing
- Most people check at 10am and 3pm (during breaks at work)

Facebook

- Used more for personal info and friends than Twitter
- Kellie went into detail about all of the different features

Planning will soon roll out a training about social media called 23 Things

Courtney Moon with the YWCA – “Healthy Relationships and Domestic Violence”

YWCA provides services for domestic violence and sexual assault victims

Courtney is a former security guard for the MLS

The YWCA would like to offer a program at the different libraries to educate the public about these issues

The program would be:

- Completely customizable to your library's needs
- Preferably in April (Sexual Assault Awareness Month)

If Interested in Program: Contact the YWCA's Administrative Office at (405) 948-1770

Kenneth Bowens with the Oklahoma Black Book Writers Association

Kenneth Bowens, along with Lucinda Thierry and Gwendolyn Hooks, are published authors with works currently circulating in our system.

Mr. Bowens and the OBBWA are interested in having a program in the library with the main goal being to aid African American writers become published.

If Interested in Program: Contact the OBBWA at (405)286-2912

Steve Overman – The Great Books Program

Steve would like to start a Great Books group that would mainly be discussion based. He has been trained as a discussion leader, and previously led a group of the same nature in Jacksonville, MI. He would like a partnership with a library in the Oklahoma County. He needs a place for his marketing and a meeting room to hold the discussion. Group size: 10-15 people at most.

If Interest in Program: Email at Sioverman@cox.net

Sharing

BE Sharon Nolan – Large crowd turnout at the Holiday Open House. They discovered that putting program info on the back of generic bookmarks dramatically increased their turnout. **Upcoming:** Silver Strings of Putnam City

OUT Dana Morrow – Beginning next year there will only be 1 adult reading program. Octoberfest and Winter Read Fest will be combined into WRF. **Upcoming:** 5 libraries are getting Midsummer Nights Dream and it will be the first time MLS has done a full 2 hour Shakespeare production

OUT Emily Williams – **Upcoming:** Maureen Johnson, famous YA author, will be doing a library tour the first week of April. She will be talking about her writing process and getting published. Teen Tech Month is in March. Free Comic Book Day will be the first Saturday in May

MC Suzette Felton – Discussed problem MC had distributing Octoberfest prizes. Staff came up with procedures for handling prizes for upcoming reading programs

1. Adult librarians (Children librarians- Summer at the Library) will be the only one to call the customers that won prizes. Only exception is if the Adult librarian is out sick. Under this circumstance, the adult librarian will designate 1 person to make the phone calls
2. Do NOT disclose to the customer what prize they won. Inform the recipient that they won a prize and need to come into the library to discover what prize they won.
3. Inform the recipient they have 2 WEEKS to pick up their prize. Exceptions can be made for this on an as needed basis.
4. Inform the recipient that they must show ID when they come to pick up their prize. The ID may be a library card, drivers licence, or etc.
5. Keep an Excel file documenting who won what prize and their general information (phone number, address, and library card number)

Outreach will run this by a number of managers and staff for input, and we will send this out before Winter Read Fest is over.

CT Susie Beasley – **Upcoming:** In March, Susie will be doing a “Whoopy” story telling for adults

ED Ronna Davis – **Upcoming:** Weekly knitting night class where customers will bring projects they are working on

DN Harry Hoang – **Upcoming:** Second Sunday series is starting up (Wayne McEvilly will be next.) In April, DN will be having Literary Voices with guest speaker former First Lady Laura Bush. April 2 is the International Festival.

DC Lindsey Egle – The DC community center is currently under construction and limiting programming. They are still waiting on a timeline for completion and beginning of future projects. **Upcoming:** They will still be having the tax help in February. Friday January 14, 2011 the Oklahoma County Accessors will be signing people up for the Homestead Exemption for tax purposes.

RE Anna Todd – Bootcamp Workout has been a huge success. They are having it every Thursday in January, and they have already completely filled the program and have a waiting list. In the future, she would like to offer a fitness program again. **Upcoming:** Building Better Budget, Small Business Tax Seminar, Black History Month with a talk on historical black towns and a book talk by an Oklahoma author about jazz music.

BI Ann Meeks – **Upcoming:** Ann is considering doing a book talk with Oklahoma author Donnie Casey VIA Skype

OUT Kelley Riha – Kelley stressed that it is very important to list the host library and librarian on the Artist & Presenter Form. This information helps her respond directly to the hiring librarian. Also, Kelley is looking for performers for the extensions for this Summer at the Library program.

OUT Anita Roesler – Anita ran us through the upcoming Winter Read Fest. The few changes are that it is shorter and customers only have to read 2 books per drawing entry. There will be no postcards mailed out, and no sign-up gifts given. The main prize is a Barnes and Noble Nook E-reader that will be given out at every library. Anita found that the support on the Nook was the best, and customers will be able to check out MLS books on their Nook. Anita also asked that we record the Name, Address, and Phone Number for the winner of the Lyric Theatre tickets for their records. Anita and the other librarians are considering using the remainder of the budget to purchase flower seeds to be given out when a customer enters for the drawing. She will email instructions out for the Winter Read Fest program. Anita also distributed the Adult Services Manual and ran the staff through its contents.

WA Kelly Dalrymple – **Upcoming:** February 12th – Last minute Valentine craft and in April, Identity Theft Seminar. She is also attempting to create a few adult programs out of previous children program due to the large request for them.

SO Darrie Breathwit – Darrie discussed the closing of the SO library. The closing is going to force the ending to many programs due to a lack of meeting room space in the temporary location. They are currently in negotiations with the community center about using their space. Anita (OUT) recommended using the Daily Living Center on SW 86th for the Neighborhood Arts program during the summer time.

DN Phyllis Davidson – **Upcoming:** Phyllis will be teaching a MetroU class titled Genealogy 101 on March 3rd and some time in September. Currently the class is for librarians, but hopes to do it for the public soon.

MC Chris Kennedy – Chris introduced the new Assistant Manager at MC, Tracey Thompson.

Next meeting will be Wednesday May 11, 2011 at Midwest City