

**METROPOLITAN LIBRARY SYSTEM  
LIBRARY MANAGER'S MEETING  
Warr Acres Library  
March 24, 2004**

**Attending:** Ann Aliotta, Barbara Beasley, Deb Willis, Debbie Robertus, Priscilla Doss, Tim Fisher, Phil Tolbert, Mary Patton, Jeanne Engebritson, Randy Wayland, Katrina Prince, Rosemary Czarski, Daphene Keys, Lisa Weissenbuehler, Judy Walden, Denyveta Davis

**Guest:** Frank Ray, LaVetta Kinsey-Dent, Karen Marriott

**I. Meeting was called to order at 1:00**

**II.** The **minutes** from the January meeting had not been received when everyone left to attend this meeting, so Denyveta will check on that when she gets back to the office.

**III.** Frank Ray gave everyone a copy of the information for a multi-step stepladder, with railings, for each of the agencies. The Safety Committee would like to have one of these for everyone to use, rather than standing on chairs to do displays or other task, and injuring themselves by overbalancing. Based on each library space and needs, Frank needs to know what size ladder is needed, since there is money available to purchase them. These ladders do NOT fold up, so there needs to be space available for them at all times.

- Also, Frank has located a step stool, two steps, with ribbed surfaces, that are OSHA approved, to replace all the Kik-stools. Frank will send everyone the information on purchasing the new KiK-Stools to replace the old ones. The new ones are a little more expensive, at \$35 each.
- Priscilla mentioned that she's had a problem with the Kik-stools when the wheels were taken off -- an elderly customer tripped over one because it wouldn't move out of the way. Barbara says she's had the same thing happen at BE as well.
- Katrina is worried about having the space to keep one of the new ladders, with rails. Judy was adamant that the staff should NOT be using regular ladders, without any handrails, for ANYTHING at the agencies. If anyone is currently using regular ladders, then they need to get one of the new ones. E-MAIL FRANK BY 5:00 FRIDAY, APRIL 9th.

**IV. SUMMER READING UPDATE**

- LaVetta reminded everyone about the Summer Reading Task Force that finished their work a couple of months ago. She handed out a training packet for all employees, that will be ready, hopefully 6 weeks before the beginning of Summer Reading. This staff training is a result of the web survey that was conducted at the end of last summer. The packet will be a self-directed print

format, with a PowerPoint presentation on the Intranet, like the HIPAA training was.

- LaVetta explained that some of the terms used to describe or refer to Summer Reading have been changed, such as Children's Book Program (which combines both the Readers and Pre-Readers), Neighborhood Arts (for all the summer performances, whether paid for by Outreach or not), Teen Reading Program, Metro Teen Camp (for all the YA programs during the summer), and Teen Summer Volunteers.
- LaVetta also handed out a colorful sheet that quickly explains the Children's Book Program, and showed everyone another sheet for the Teen Book Program that's not quite finished yet.
- LaVetta quickly went through what is included in the training packet, to give everyone an idea of what to expect. She will e-mail copies of all the handouts to everybody.
- The dates for Summer Reading are June 1st through July 31st, but keep the prizes until August 9th (the day of the baseball game) for those who weren't able to pick up their prizes by the 31st.

## V. SHARING

- **Kudos** from Denyvetta to Barbara, Katrina, Karen, Phil, Randy, and Deb Willis for training attended and conducted. Deb and Barbara have taught an impressive number of classes since January -- HUGE KUDOS TO YOU BOTH!
- **Baby Lapsit** – Lisa Weissenbuehler told everyone a little bit about the Baby Lapsit programs that Village holds each year. They are open to parents and babies up to 18 or 24 months, depending on the child, and involve the babies literally sitting in their parents' laps while the Children's Librarian leads short activity songs. Parents have reported back to everyone that they've had as much fun as their babies, and that they've continued to use the same songs and activities at home, further developing basic motor skills.
- **Staff Reading lists** – Katrina showed everyone a list of "hot" videos that they put out -- the ones that will hardly ever be on the shelf for browsers. She also told everyone about a monthly "staff picks" list that they post for customers, along with one line/short comments on each title. The Staff Picks list is posted by the Best Seller list, so it's easily accessible for customers. In February they did a list of "Best Date Flicks", so they don't restrict the lists to books only. The lists tend to have some seasonal connection, but have become fun for staff.
- **Rock 'n Roll Over Dead** - Ann told everybody about a recent program using this kit, and they had 52 kids participate. For \$40 you get a complete script, list of props, diagrams for staging any "crime scenes," and it's really

easy to do.

- **Leave Guidelines - Deb Willis** – there were very few comments from Managers -- primarily just that everyone is doing pretty much the same thing, but it's interesting to see it in print.
- **PLA Highlights**
  - Mary** - attended an interesting program on Non-Fiction displays, and how to do them effectively. She also attended two programs on reading and Boys, which she found very enlightening. She was directed to a database at [guysread.com](http://guysread.com), which is accessible to everyone. The vast majority of the information from both sessions are included on the site. Another key point is to have male role models for the boys to emulate, so encourage volunteers to come in and read to kids, or just come in the building and read for themselves. At least they will be SEEN reading and the message will be received. One of the results of her time at PLA is that on the day she came back, Mary called Janet Brooks and asked her to purchase 20 J level comic books and 20 YA level comic books that will be processed as magazines. She will report back to everyone on the success of this new format. Mary is also planning to do a lot more with displays, and has already ordered a number of risers to facilitate that.

**Phil** - went hoping to come back with practical ideas that could be applied. He was focused on programming and facility renovation. Phil handed out a summary of all the programs he attended. One of the ones that impressed him the most was a bi-lingual storytime demonstration. Phil said that when he returned he checked the titles mentioned, and all of them are already in our system. He and Joan are going to start doing these twice each month, starting in April, and he'll report back the results.

The other program he attended that impressed him the most was a language club, which invites people to come and talk to others from the community and work on their foreign language skills. Phil mentioned that CH has already started this, in January, and the club meets twice each month.

Phil attended a number of programs that showed some really interesting innovations in remodeling/renovation.

**Randy** also attended the program Mary mentioned on Reading and Boys, and he was really struck by a program that was mentioned: No Girls Allowed. Randy pointed out that one of the key things, according to the presenter, was that you have to have staff commitment to make any of these new directions work.

**Denyveta** attended a session on reserves, presented by TCCL, who

recently hired an outside consultant to evaluate their system. They purchased two special delivery trucks, designed to hold special carts, with halters to hold the items in place. The carts are used to hold the reserves as they are pulled off the shelf, the reserves are processed, the items go back on the cart, and the entire cart is transported. Denyvetta has the whole thing on CD, and the Reserves Task Force is already planning a field trip to observe the process.

## VI. Open Discussion

- **New Location Codes** - Judy surveyed the managers for their opinions on the introduction of new Location Codes for YA Sequoyah books and YA Award Winners. The Tech Group had approved this in principal but they wanted to see if the managers had any insights. Everyone seemed to be in agreement that this would be a good addition to the list of Location Codes available for assignment.
- **New Law Enforcement Guidelines** - Judy handed out copies of the new *Guidelines for MLS Staff in Responding to Law Enforcement Inquiries (3/04)* along with copies of the legal opinion rendered by Horning, Grove, Hulett, Thompson & Comstock concerning these guidelines and the *U.S. Patriot Act*. The opinion was that our guidelines are sufficient to protect MLS personnel operating within their library duties and also protect our customers' rights to privacy. Judy will e-mail a copy of the guidelines to each employee and they will also be available on the Intranet for reference.
- **DVDs** - The Public Service Council looked at our service values with regard to adding DVDs to our collection in the near future. Their judgment was that DVDs are materials that the library system should collect, so the Ad-Hoc Committee on DVDs decided to phase them in as older formats begin to be phased out. Materials Selection will begin ordering them in FY06, beginning in July 2005 with a view toward having the initial collection available to the public by October 2005. This will occur after the Millage Election in 2005. Customer requests for specific titles will not be entertained, nor will reserves be allowed until the initial collection purchase is made and titles in place in the branches. Materials Selection will initially devote 35% of the video budget to DVDs, then gradually increase it as that format becomes the standard. Libraries can begin budgeting for any required furniture in FY06.
- **Reserves** – Denyvetta remarked that the Reserves Task Force is examining every aspect of our reserves procedures with the view of improving our methods and increasing efficiency. Deb Willis reported that Midwest City had volunteered to try reducing the amount of "hold time" reserves are allowed on the shelf from 10 days to 7 days. After a month of following the new procedures, she reported that her branch has received zero complaints from customers either inconvenienced by the shorter time or opposed to the change. Denyvetta then suggested that all branches could go to 7 day waiting (returning the item on the eighth day, if it is not picked up by the

customer) by June 1<sup>st</sup>, 2004. No branch managers objected to this date. Deb Willis also reported on the Task Force's visit to observe and talk to the staff of Edmond Library on Tuesday, March 24<sup>th</sup>. She and the other members of the committee were highly impressed by the coordination and professionalism of the eight pages checking in the 21 boxes of reserves and returns. In interviews with the staff during a lull, one suggestion was made for all branches to be careful to always bundle materials with the same alignment (i.e. with the barcodes arranged together for easy scanning) to facilitate unbundling and checking in. Another issue that arose in discussion was whether or not a delay could be built into the E-Notify system so that library staff can finish the reserves process before eager customers arrive wanting their newly arrived reserves. This will be broached with Automation during a joint meeting next week. Denyveta reminded everyone that the Task Force will be working until February 2005, so any ideas or suggestions can be sent to herself, Barbara Beasley, Tim Fisher, Deb Willis, or Lisa Weissenbuehler at any time.

- **Announcements –**

Barbara Beasley announced that Bethany Library will host astronaut Shannon Lucid at 3:00 PM on April 3<sup>rd</sup> for a photo dedication.

Ann Aliotta said Edmond is starting to be overwhelmed by requests for test proctoring and asked any branch with suggestions to forward them to her or Karen Bays.

Rosemary mentioned that homeschoolers will be sponsoring Land Run Days on April 16<sup>th</sup> and 17<sup>th</sup> with the Choctaw Library supporting storytellers at Campfire Night on the 16<sup>th</sup>

Randy announced that at 3:00 on April 6<sup>th</sup>, Southern Oaks will host the "American Kids" talent program for children from 3 to 13.

**VII. Adjournment** – Denyveta announced that the next Managers' Meeting will be held at Edmond, hopefully in the Pavilion, at 1:30 instead of 1:00 on April 28<sup>th</sup>. The meeting was adjourned at 3:12 P.M.