

Metropolitan Library System Library Managers' Meeting Del City Library August 25, 2004

ATTENDING: Deborah Willis, Debra Spindle, Randy Wayland, Lisa Weissenbuehler, Debbie Robertus, Priscilla Doss, Jack Kinzie, Katrina Prince, Barbara Beasley, Phil Tolbert, Mary Patton, Karen Bays, Jean Engebritson, Susie Beasley, Rosemary Czarski, Ann Aliotta, Judy Walden, and Denyvetta Davis.

GUEST: Janet Brooks, Donna Morris, Stacey Schrank, Karen Marriott, Pauline Rodriguez, Heidi Johnson, and Scott Carter.

I. OPENING

- The meeting was called to order at 1:04 p.m. The minutes from last month were approved as presented.
- Karen Bays presented a Declaration of Official Mourning regarding Judy's impending retirement.

II. OPEN DISCUSSION

Budget -- Donna

- Some important changes to note are that the ad valorem tax revenue came in higher than expected (a 6% increase, rather than the 4% budgeted.) The latest projections for future revenue shortfalls are that the library system will be short in 2007-08, so the election to raise the mil levy will be put off until 2006. Construction of the new NW library will probably begin after July 2006, and probably will not be finished for another year to 18 months.
- The reserve fund is being increased because the managers need to take an in-depth look at what can be done to assist Cataloging and Tech Processing to improve the space problems that are limiting their ability to grow with the system. The architect that worked on Edmond is going to start an architectural study of the building (that will take about 60 days) to see what can be done.
- Another new project that was added to the budget is a new Reference desk for Village. Also, there is \$60,000+ for Jim Welch to develop Wi-Fi service for the system (wireless Internet access for the public.)
- The current timeline for the new SW library, to be run by Pioneer, is that bond money is not yet available to start the project and so construction probably will not begin until July 2005. It will most likely be located on the new Moore/Norman Technology site (SW 134th & Penn?)

"Effectively Managing Your Workload" workshop attended by Library Managers in January 2004 was revisited with Stacey Schrank

III. SHARING

- **Kudos** -- Deb Willis trained "Issuing Library Cards" recently. Also, kudos to Deb Spindle and the Downtown staff for the opening & move. Traffic has been heavy and they issued over 100 new library cards during the first day.
- **Phil -- Hispanic Expo, etc.** -- On July 31st the Hispanic Chamber of Commerce had a "fair" for the community. With Scott's help Phil was able to get a booth, and have bags of goodies and information to hand out.
- Recently Phil attended a workshop called "Managing and Eliminating Unacceptable Behavior." It was a 2-day workshop that Phil found helpful. He passed around a handout of recommended resources.
- **Other** -- Stacy told everyone that ODL requires the library to provide Continuing Education training for any staff member who works 20 hours per week or more, but there are no minimums listed at this point.
- Denyvetta passed out examples of some recent flyers from Village and Choctaw. She also passed out print copies of the recent Service Plans (hopefully these will be on the Intranet soon.)
- Barbara passed around 2 samples of the stuffed fish that Daniel's volunteers made for the kids over the summer.
- Mary told everyone that the comic book experiment is going well, with an average check out rate of over 4!
- Deb Spindle told everyone that on Thursday, Sept. 9th, there will be a book discussion DN for "Honk & Holler Opening Soon" with a session the next week on Friday the 17th with Billie Letts. Posters for the events will be coming next week, and Deb will be sending out any information she has by e-mail.

IV. MAC UPDATE

- Scott thanked everyone for helping out with the move and opening for DN.
- Email Scott the sizes for the new library logo polo shirts. One will be sent out to each manager. The coasters were printed, mainly for DN staff, to help protect the new office furniture. If everyone likes them, let Wanda know, since she designed them.
- Right now MAC is regrouping before their next big push, which is "Our World" programming. Also, in January, the library will be getting a huge Dinosaur skeleton from the Sam Noble museum for a six month visit in the atrium DN. Also, Sam Noble has paleontologists who would love to come out and do programs, and will bring fossils and all sorts of cool stuff, probably free of charge.
- Thanks to Edmond & Village for helping out with recent ticket giveaways for the Hillary Duff concert -- the library got 10 sets of tickets after purchasing a big block of ad time.
- Scott reminded people to please fill out the request forms Jeanne sent out for new business cards and stationery. Managers can decide which people should get cards. Scott has a black & white template of the logo that can be used for stationery. If the colored logo is desired, request it through the form and Jeanne.
- Later this fall MAC will be asking a number of people to participate in a focus group on Marketing needs.

V. DVDs

- Janet passed out a timeline for the new DVD collection. From now until February 2005, no new feature film titles will be purchased. The first round of purchases will

probably be classics. Video titles will be purchased to keep up with current reserves. DVDs will be purchased starting in May or June 2005 and throughout 2006. The opening day collection is projected to be ready to check out by October 2005.

- Pauline passed out samples of the catalog records. The records will start showing up in the catalog when the first orders are placed.
- Heidi showed everyone the selected packaging for the DVDs -- basically they are clamshells. They did a lot of product research, and decided to go with the "Secure Case" that TC-CL is using. They do not pop open when dropped, and the discs do not move around inside the cases. Also, the cases are already adapted to accept security locks, if the library decide to go that route. Heidi passed out a summary of research, as well as information on how they will be packaged, processed, and what to do about damaged or problem discs.
- Pauline stated that Cataloging has changed their whole process to speed up bar code printing, which has improved the pace at which things get to Tech, and therefore, the rate at which libraries get new materials.
- Heidi again stated to please send back the new book bins as soon as possible.
- Heidi showed the cases that will be used for the last few Disney videos to be purchased, and asked if the managers wanted the bar code to be on the case, or on the video. The managers decided to go with putting it on the video.

VI. ANNOUNCEMENTS

- **The next meeting will be at Bethany, September 22nd, at 1:00, with lunch in the park from 11:45 - 12:45.**
- Janet reminded everyone that Materials Selection is back in business as far as dealing with gifts to be added, as well as good donations for them to see.
- Susie mentioned that they are starting some new programs at Ralph Ellison for seniors and teens that look to be successful.

The Meeting was adjourned.