

Metropolitan Library System Library Managers' Meeting Capitol Hill Library March 23, 2005 1:30 p.m.

Attending: Denyveta Davis(PSA/LO), Kay Bauman (PSA/LO), Barbara Beasley (BE), Priscilla Doss (BI), Debbie Robertus (BI), Phil Tolbert (CH), Rosemary Czarski (CT), Katrina Prince (DC), Deb Spindle (DN), Tim Fisher (DN), Karen Bays (ED), Ann Aliotta (ED), Susie Beasley (RE), Randy Wayland (SO), Jack Kinzie (SO), Lisa Weissenbuehler (VI), Mary Patton (WA)

Guests: Karen Marriott (MSL), Stacy Schrank (PLA), Peggy Cook (Pioneer Library System)

I. GREETINGS

1. Open Discussion

- **Date Due Slips** -- Denyveta sent out an e-mail about this recently. She asked how many were still using them, and if they should be discontinued, what would be the impact. Randy said that he doesn't see that there would be much impact, since they can be difficult to read sometimes. Katrina agrees, noting that some customers like to have one for every book. Denyveta asked if bookmarks with the hours would work as an alternate. The group feeling was that this would be fine.
- **Spanish Translation needs** -- Denyveta asked if having documents and forms translated was a system-wide need. Mary commented that last year WA had several programs in Spanish, so having posters and flyers to advertise the programs, in Spanish, was a big help. Deb Spindle mentioned that when Mary Lou began going out to the schools to encourage attendance at library programs, one of the principals commented that unless the materials were available in Spanish, there was no need to send anything home to about half of the kids. Deb also noted that the card application is only translated on the front -- not the back with the requirements for the card. Kay thinks this is already available on the Intranet, but will check.
- Karen asked if there had been any change to the Internet certification form since the library changed the time limits. Kay stated that it's currently on hold until the library has the Wireless access ready to go, so it doesn't make sense to change the form twice within 6 months. Karen said that a suggestion was made in a recent staff meeting to take a copy of the form, white out the errors, then make copies.
- Deb stated that DN has an ongoing need to have translated forms available.
- **DVD Furniture** -- Randy has come to the conclusion that trying to coordinate the purchase of furniture to house the new DVD collections won't work yet, because he doesn't know what he wants. Janet's e-mail which gave everyone an idea of how many to expect, and the approximate size, has helped some, but he's having to revise his estimate of what he wants. Karen asked if anyone else

has the pull-out shelves like Choctaw's. Rosemary says she likes them a lot for CDs. Phil would ultimately like to use the same shelving that's currently being used for the video collection, but feels like he needs something during the transition. So, despite Randy's best effort to coordinate things, it looks like everyone is on their own.

II. Summer Reading Training -- Barbara Beasley and Kay Bauman

- Barbara & Kay took everyone through the training for Summer Reading, with the theme this year of "Dragons, Dreams, and Daring Deeds." The point of having the training at each agency is to make sure that everyone has the same information. Barbara passed out packets of material for both the Children's program and the YA program.
- Mary and Randy asked if there was any way the library could have the limit of two entries for the drawing be optional for those few kids who want to keep reading for more chances to win. Kay said she will check with the Program Coordinators to see if this would be possible.
- Kay & Barbara provided a list of due dates, as well as an inventory of all the supplies that each library should have.
- Librarians will be asked to come up with more questions that are typically asked by customers in which a standard answer can be provided. They can bring them to the next programmers' meeting.
- Deb asked if it was possible to "mix-n-match" the hours/books/pages to fulfill the reading requirements. Barbara said "Sure!" and suggested that having a display on the table to show what 8 books looks like compared to 800 pages would be a helpful demonstration.

III. Pioneer Library System, Peggy Cook, Assoc. Dir. For Branch Services

- Peggy and Denyveta met at a Branch Coordinators meeting at ALA, and decided that they needed to do something together. In the next month or so Denyveta will be attending the same kind of meeting for Pioneer's staff.
- Pioneer covers 9 counties, rather than one, like MLS. Their Director, Mary Sherman has been with Pioneer for 37 years, 20 as Director. The cities own the furniture, as well as the buildings, and the system owns everything else. Their circulation is about 1,300,000 items, with Norman, their largest, checking out about 600,000. They centralize as much as possible (collections, purchasing, etc.)
- There are advisory groups within the staff for things like programming, adult services, etc. They've entered into a cooperative agreement with Norman Public Schools to catalog their collections and train the school librarians.
- Peggy brought library cards for everyone, along with applications to activate them. On their applications they gather statistical info on race and age. Also, they include a space for an e-mail address for reserve notifications. Also, people can register online and get a temporary number that will be replaced with a permanent one when they go in for the first time.
- Pioneer considers anyone under 18 to be a minor, and require a parent's signature to get a card.
- There are 3 large branches and 6 small branches. Branch Managers go to lots of meetings -- 2 Branch Council meetings per month. Small branches are open about 50 hours per week, with the large branches open about 64 hours per week.
- Training is a big thing at Pioneer. They have training every week, usually on Wednesdays, somewhere in the system. They have their training divided into tracks, depending on what

your area of interest is. For example they just graduated the first group from an 18 class series. New employees have core courses they have to complete within 6 months, which includes computer training, orientation, Intellectual Freedom, etc. The training is primarily for salaried employees, but anyone can attend with Managers' approval.

- Managers help develop outreach, and help provide programming to some of the smallest communities (the ones without branches.)
- Selectors visit each agency 3 times a year, but can handle emergency requests as needed.
- Each branch has its own Friends group, but so far there isn't any over-riding group.
- Right now they're doing some building remodeling.

IV. Announcements

- Stacy passed out posters and class schedules from the Red Cross and asked each manager to display them prominently in their library.
- Kay announced that the re-designed Intranet will be going online the first week or so in April. Theresa will be sending out a postcard to every employee a week before to announce the changes, and then will send an e-mail with an instructional PowerPoint attached to all Managers for training purposes.
- Kay announced that Village will be closing the week of April 18th, most likely Friday the 22nd through Monday the 25th. The final dates will be included in the standard e-mail about not sending mail or filling reserves, which should be coming out next week. Following Village, Midwest City will be closed for several weeks in May for repainting and recarpeting. The standard e-mail will be sent out with the specific dates.

Next meeting -- April 20, 1:30 -- Bethany