

**Metropolitan Library System  
Manager's Meeting  
Midwest City Library  
November 15, 2006  
1:30p.m.**

**Attending:** Denyvetta Davis, Ann Alliotta, Karen Bays, Barbara Beasley, Rosemary Czarski, LaVetta Dent, Priscilla Doss, Tim Fisher, Jack Kinzie, Mary Patton, Katrina Prince, Debbie Robertus, Phil Tolbert, Randy Wayland, Melissa Weathers, Fariba Williams and Deb Willis.

**Guest:** Anne Fischer, IT; Karen Marriott, MSL; Stacy Schrank, PLA and Kim Terry, MaC

**I. Meeting called to order at 1:30p.m. by Denyvetta Davis.**

**II. Open Discussion**

**Report of Cash Deposits – Denyvetta Davis, LO**

- Denyvetta led a discussion about the cash deposits. She handed out reports of deposits for each library since July with “scores” for each month on the report.
- Denyvetta expressed concerns about the increase in cash deposits over or under \$2 without explanation, and without required paperwork.
- Some managers felt that it would be very difficult to figure out the reason for the errors when there are so many people with access to the cash drawers.
- A committee will explore ways to reduce the number of errors. The members of the committee are: Deb Willis, Tim Fisher, LaVetta Dent, and Denyvetta Davis.
- Betty Scott, BO is available to give a step by step checklist of handling the money.
- Denyvetta asked all managers to have their staff be very careful with the cash deposits and all money handling.

**III. Sharing**

**Kudos - Denyvetta, LO**

Karen Bays (ED) was featured in an article about the increase circulation by the local paper in a positive news piece.

Alma Brown (WA) and her puppets appeared in the Tribune.

**Misc.**

- Denyvetta asked what was an acceptable timeline for receiving monthly manager's minutes. JoNita tries to have minutes ready in two weeks. Managers agreed that two weeks was acceptable.
- Denyvetta reminded managers of the need to sign and return Form I-9 (Employment Eligibility Verification) to Human Resources.
- Job shadowing and exchanges information will need to be sent to JoNita so she can maintain accurate records.
- Denyvetta asked managers to check the accuracy of their inclement weather calling list.

**Tech Support report – Deb Willis, MC**

Deb Willis is replacing Randy Wayland on the Tech Support committee and provided a report of the October 24<sup>th</sup> meeting.

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The sign-up procedures have been in place for five months. The Computer Use Group, Kay Bauman, Denyveta Davis, Karen Bays, Mary Patton, and Randy Wayland will reconvene to review the process/procedures.

**VI Highlights – LaVetta Dent, VI**

- LaVetta stated that four new computers were installed on Tuesday and all of the computers have been moved into one area.
- YA space has been moved from near the children's area to the glass rounded wall. Computers have replaced them in the old space.
- LaVetta advised that there are plans for a new reference desk and she will visit SO for ideas. Once the bid is submitted to the commission, it will take about three weeks to build.
- She stated that the study carrels are being converted into offices. The carrel by the children's area will become the children's librarian office and the young adult librarian will move into the other carrel. The adult librarian offices will be near the computer alcove. Letters will be sent to regular users of the carrels to inform them that the carrels are no longer available for use.
- LaVetta said the community garden project was successful. There was a harvest festival the first weekend in November and the garden is set up for a winter garden.

**Partnerships**

- DC established a new partnership with Starbucks in Del City. Starbucks provided hot chocolate to storytimes, and coffee beans as a customer appreciation prize.
- Whataburger provided breakfast for the WA and BE staff.
- The Oklahoma City Wood-Turners are providing free spinning tops to children at CH in December.

**Pickles**

Rosemary related the "pickle" she received when children starting crying because they did not want to leave the library after the story time session she presented.

**Customer Appreciation Month Highlights**

- This is the 5<sup>th</sup> annual Customer Appreciation month. Customers liked the special attention.
- BI had bookmark magnets "Read Everyday." There were also mummy bookmarks and candy.
- BE had give-a-way baskets and a special performance by Michael Fresonke.
- CH had customers write down ideas about what they appreciated about the library.
- CT had appreciation tea for customers, as well as drawings.
- DC had Starbucks coffee and hot chocolate. They also offered gift cards from Borders and book bags for drawings. There was a flash drive as a drawing gift.
- DN gave away carnation flowers on the first day of the month.
- ED had a reading contest "Round-up of Rip Roaring Readers." Karen Lehr made paper sculptures of a cowgirl and cowboy. Bandanas were used as decorations all

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over. The UCO parade with Spotticus took place. Staff volunteered for the lake Arcadia Readfest in lieu of Halloween. Volunteers read a storybook at each stop.

- VI gave away book bags - "Arthur" for juveniles and "Too Many Books" for adults, they also had drawings.
- WA created a song and had t-shirts. One t-shirt was drawn for each week. Many items donated from local businesses were in the drawings. Black pens that said "Warr Acres is the place to be" and toys were given away. Whataburger gave away free hamburgers. Barbara commended the committee for a great job.

#### **IV. Other Topics**

**Overdrive demo – Karen Marriott, MSL; Stacy Schrank, PLA and Kim Terry, MaC**

- Managers were informed they could "go play" with the downloadable books to test out the site. Stacy and Kim did a demonstration of the on-line features.
- Books cannot be checked in, they self destruct in seven days.
- There will be a launch note that e-Media is a compliment to the regular collection. If we offer it on e-Media, it is available in at least one regular format.
- There are four main categories: What's new?, Popular Titles, Don't Miss These, and Always available.
- After using the get started button, the user can select between e-fiction, e-non-fiction, e-collection (which has all the audio books listed and searchable).
- Books will be checked out for seven days, they cannot be checked in.
- Each customer is limited to five books. If a book is not available, the system will reserve it for 48 hours. The book will either be added to the customer's cart or put on reserve when a choice is indicated.
- There is only one copy of each book except for the "Always Available" section.
- E-Media help is straight from the Overdrive FAQ. The customer will burn to disc or media player. Some will not burn to CD.
- IPODS cannot be used because they are proprietary and no legal release has been created. It will be up to the user to test for compatibility.
- E-Media can be used with wi-fi, but not available on library computers because the download software would have to be done every time and take up too much time. It is a one time download on personal computers.
- E-Media looks like it is MLS but it is direct from e-Media. Customers can click to MLS home page and sign out.
- Soft launch will be January 2<sup>nd</sup> with no publicity. In February the feature will be given a regular marketing.
- Customers with older computers may have problems because of storage space and the length of time to download.
- Stacy will be working with a team from Overdrive to develop a tutorial for staff in the form of a cheat sheet.
- Test runs can be done at [metrolibrary.lib.overdrive.com](http://metrolibrary.lib.overdrive.com). User name is Oklahoma.midas.preview with the password r3ad2me. Let Stacy, Kim, Anne and Karen know if something does not work properly.

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**New Magazine format – Kim Terry, Mac**

- Kim passed out copies of the new format for the system's magazine beginning in January. It will be called "Info Magazine." The color and picture used on the front will change each month.
- Kim stated that every issue will have a table of contents, Oklahoma Images article, calendar of events entries by library (with a map of the library locations), a blank calendar to cut out and write where one would like to go, and expanded happenings listed at top.
- Discussion on icons. Child and parent will be changed to "child and families."
- Programmers are requested to keep program descriptions to fewer than 50 words whenever possible.

**Sacred Cows Change-readiness assessment – Stacy Schrank, PLA**

Stacey conducted a mini-training session on resources available in the Planning Office Resource Center. Stacy reviewed resources that managers could use for in-house training to address the areas in which staff scored lowest on the assessment: adventurousness, adaptability, and tolerance for ambiguity.

**V. Announcements – Denyvetta Davis, LO**

- Downtown Open house booths are still available for libraries. Four libraries have called and reserved space. Open House will be held on December 12 from 3:00 PM to 7:00 PM.
- The annual Downtown lunch will be Wednesday, December 13 from 11:00 AM to 3:00 PM. Managers are welcome but do need to arrive at VI by 1:30 PM for the manager's meeting.
- The manager's retreat theme is "Managing from the Middle." Tulsa will have 20-25 attendees and Pioneer will have 11-15. The retreat will start at 10:00 AM at the Oklahoma History Center. Stacy will work with trainers from the other two systems to help develop the program.
- The Andes musical program is a wonderful program, if possible, plan to see it.
- Choctaw is offering Tellabration on Thursday evening. There will be a Computer Security Workshop on Saturday afternoon. The Tinker AFB will be playing at Choctaw on December 2 at 2:00 PM.

There being no further business, the meeting adjourned.

Next Meeting – Village Library – December 13, 2006 – 1:30p.m.

Respectfully submitted,  
Rosemary Czarski  
Mgr. of LO/Choctaw Library