

Metropolitan Library System
Managers' Meeting
Edmond Library
February 24, 2010
1:30 p.m.

"Your Inviting, Innovative Link to the World"

Attending: Denyveta Davis, Kay Bauman, Barbara Beasley-WA, Julie Ballou-DN, LaVetta Dent-VI, Priscilla Doss-BI, Rosemary Czariski-CT, Chris Kennedy-MC, Michael Owens-RE, Randy Wayland-SO, Jamar Rahming-DC, Angela Thornton-ED, Phil Tolbert-CH,

Guest: Lloyd Lovely, BO and Diane Sarantakos, DEV

Meeting called to order at 1:30 p.m. by Denyveta Davis, Director of Library Operations

Denyvetta introduced and welcomed Angela Thornton, who began her new role as Manager of Library Operations at ED on February 9, 2010. The managers introduced themselves. Angela expressed her excitement to be part of Metropolitan Library System and stated she has enjoyed all of the warm welcoming greetings as well as the support she has received from staff since her arrival.

Diane Sarantakos, DEV, informed the managers that she will soon be visiting the libraries to discuss the needs addressed by donors. She asked that donors be referred to her office. The Friends' Booksale raised \$241,951.00 in proceeds.

I. Budget – Lloyd Lovely, BO

Lloyd explained the process of looking up budget information on MLS Intranet. He indicated that the program manual was updated to include a couple of accounts. The budget schedule including the Friends' grant was forwarded to the managers on February 17. The Friends' grants must be finalized before the budget is due on April 19. Please forward grant applications to Denyveta for review by March 12.

Lloyd stated that special funds should be spent within the fiscal year that they were granted and asked the managers to round numbers when completing their budget. He requested to be informed of monies not spent and to contact him with any questions and informed that the system has a schedule of expenses and can not go over its' budget. In the event that the system does go over budget then he must request through the Commission to move dollars from other accounts.

He welcomed phone calls and questions concerning the budget but reminded everyone that his answers would be a "system-wide" view of the budget. Managers are still responsible for their individual location. Questions concerning line-item budgets and as such, should be directed to Denyveta.

II. Permanent Tracers – Kay Bauman, LO

Kay briefly discussed the correct procedures for permanent tracers if a customer believes an item on their library card has already been returned and asked managers to ensure that all staff is following them. See Intro to V-Circ Training Guide 2 009 (<http://morris/GotInfo/training/manuals/agop2113.pdf>) manual page 28 for instructions.

III. Kudos

Julie expressed kudos to the DN staff and informed that the Asian Festival was highlighted in the Daily Oklahoman. LaVetta shared that the Endowment Trust received a donation in honor of VI staff. Rosemary briefly discussed her great experience with the Oklahoma County Rotary.

Jamar gave kudos to DC children librarians for presenting a black history program to over 500 students at six local schools in the area. Jamar and Chris met with Dana Morrow in hopes of presenting a "1-2-3 Play with Me" program at local schools.

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Michael gave kudos to RE staff. He indicated there were almost 100 people that attended their black history play. Phil extended kudos to CH staff in how well they are working together on shelf maintenance. Circulation clerks give tours of the library to customers who are issued library cards.

IV. Circ Forum – Julie Ballou, DN

Julie distributed and briefly discussed the minutes from the second Circulation Forum meeting along with responses from the Circulation Forum Survey. She informed the managers that the Forum is going well and indicated there were 28 people in attendance. Circulation Forum questions may be emailed to circforum@metrolibrary.org.

Kay indicated the Dana, OUT and Stuart, PLA are working on a better way to track progression and to create a database of questions answered by Tech support.

Pam, IT and Betty, BO gave step by step instructions on how to use the express check out. Julie shared that the system is charged \$25 every time a customer challenge credit card payments.

V. MLS News/Updates – Kay Bauman, LO

Ad Team Update

- The Service Center hosted an open house tour for staff on February 11. Commission members toured the Service Center just before the Commission meeting on February 18.
- Dana, OUT was impressed with the DN team during the Asian Festival. She informed that enrollments are going well for Winter Readfest. Lisa Wood was asked to be on the Rainbow Fleet board.
- Candace is updating the MLS Safety Manual.
- The NW Library contract was awarded with a tentative completion date in July 2011. Official groundbreaking is tentatively scheduled for March 30, 2010 at 2:00p.m. Todd is in the finishing stage of closing out the RE and Service Center projects.
- BI, CH and SO will be updated to meet ADA compliant. CH will close March 22 for building maintenance and asbestos removal. Staff will be reassigned to other locations. Kay, Jimmy and Anne are working on details for system reserves during the closing. SO will close for remodeling sometime in the fall.
- The Del City community center will be renovated which may affect DC library.
- Donna talked with Ad Team about the accident in the DN alley and informed us that Flintco has been very responsive in providing parking spaces.
- Frank Ray will be out of the office for six weeks. Sylvia, Lisa and Pete will do the inventories this year.
- Jimmy, IT successfully filed MLS W-2 forms electronically.
- IT will begin changing the phones over to the new voice service on Sunday, March 7 after closing. Staff is asked to re-record voice messages on Monday, March 8. Please contact Anne Fischer if there are voice messages to be saved.
- IT is working on installing security systems at RE and the Service Center.
- DEV sent out grant applications. A committee will look at public art for RE.
- Linda Hyams, Sec. Mgr., moved to the former ILL office in the basement.
- Donna, Kay, Jimmy and Kim are members of the newly formed Ad hoc committee. The committee will review proposals from the Culture Survey committee.

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- Human Resources shared the vacancy report with the Ad Team.
- Kim was informed by Lamar that one of her library tweets is being used on a free electronic billboard.
- Kim, Rick, Donna and Kay were invited to attend the Addie Gala at the Skirvin Hotel on Saturday, February 27. MaC will be presented with four awards.
- Karen, MSL will provide an eMedia report. Additionally, Kay informed that all types of MLS library cards currently have access to eMedia. Our contract indicates that service is only available to those in our service area yet our annual fee card holders also currently have access. We are receiving an increase in requests for annual fee cards for people who live outside the state and just want to use our eMedia. This is a growing concern that can have impact on our contract but even more of an impact on the demand/supply of our materials such as those available in Overdrive. To help with meeting the intent of the Annual Fee card please indicate to those eligible for this type of card, that s/he must apply for annual fee cards in person.
- July 5, MC will begin their pilot project for interfiling the Adult non-fiction DVDs with non-fiction titles except for feature films.

VI. Reminders/Announcements

Reminders

Kay stated that all grants should start in the DEV office so they can keep track of those requesting grants. Managers are to stay within the \$10,000 programming cap so money can be spent on larger noticeable programs. The focus is getting larger community grants for the system.

Kay informed the managers that memberships to national organizations are not funded by the system and recommended that if interested in various local leadership groups to request it in the budget.

Kay briefly discussed the calibration process for appraisals. She told the managers not to use the copy and paste function in the online appraisal form unless you use 'unformatted'. If you copy and paste from Word or an email, it causes formatting problems in the appraisal program, so either type directly into the program or learn how to properly un-format everything. Managers were encouraged to explain the process to staff.

Denyveta reminded the managers to include professional and inclement weather on leave forms.

OLA request forms are due in LO by March 15.

Announcements

PLA National Conference – March 23-27, 2010 – Portland, OR

Next MLO Meeting: Ralph Ellison Library – March 31, 2010

- PLA highlights.
- Michael will share a report on the RE pilot project for Self Serve Reserves.
- Denyveta will share a report from the Cash Deposit Committee meeting.