

**Metropolitan Library System
Manager of Library Operations Meeting
Belle Isle Library
January 19, 2011
1:30 p.m.**

“Your Inviting, Innovative Link to the World”

Attending: Denyvetta Davis, Kay Bauman, Julie Ballou-DN, Barbara Beasley-WA, Rosemary Czarski-CT, LaVetta Dent-VI, Priscilla Doss-BI, Chris Kennedy-MC, Katrina Prince-BE, Angela Thornton-ED, Phil Tolbert-CH and Randy Wayland-SO.

Guest: Kellie Delaney-PLA.

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

I. LO Partners – Information/Updates

Tax Forms page & eMedia support – Kellie Delaney, PLA

Kellie informed the managers that the web team has partnered with Kay Bauman and Sharon Bish, DN, to reformat the Tax Resources page. Information was gathered from the Oklahoma Tax Commission and Oklahoma Department of Libraries provides links to free filing services as a resource for staff and customers. The link will be available on the MLS Internet slider on January 20.

The eMedia staff resource guide is currently on the MLS Intranet slider. Kellie is working with Stacy to begin training sessions for staff. She asked the managers to contact her with questions regarding eMedia and to forward any phone calls and email questions to her. Customers must have a computer and access to the Internet in order to download eMedia.

II. Kudos

Barbara, WA and Angela, ED, extended appreciation to Nita, LO for arranging relief coverage during staff shortages.

LaVetta shared that VI received a \$20 donation and a \$25 donation to go towards the staff Christmas dinner. VI also has a staff newsletter. Rosemary shared that Susie Beasley received great appreciation from one of CT customers.

Julie, DN, shared that Jana Hausburg received a bouquet of flowers from a satisfied customer. Phil, CH, gave kudos to the Gazette for the article displaying a photo of the gingerbread house designed by staff.

III. Cash Deposit Committee Report

Denyvetta informed that Julie joined the Cash Deposit Committee as a liaison for the Circulation Forum and Stacy, PLA, for training. LaVetta Dent, Tim Fisher and Betty Scott serve on the committee.

LaVetta and Julie received input from the managers for recommendations concerning the cash deposit errors. In September, the Cash Deposit Committee presented a proposal to Kay with all of the recommendations in which she gave kudos for all of the time and work that they put into the proposal.

Kay asked Stuart to gather deposit data on all MLS libraries using a measurement of “no” threshold, a \$2 threshold and 1% threshold from January through October 2010. She distributed graphs and explained the data. On February 9, Kay will share the data during the Circulation Forum.

IV. Sharing

CONNECT (Librarian Forum) Planning Committee – Angela Thornton, ED

Angela distributed the CONNECT Planning Committee meeting goals along with questions received from surveys distributed to MLS librarians. A total of 24 surveys have been returned to the committee with more coming in. The next Planning Committee meeting is Thursday, January 27 and the first Forum is scheduled for March 22, location to be announced. Suggestion may be forwarded to CONNECT’s email address at connect@metrolibrary.org.

Safety Committee – Phil Tolbert, CH

Phil shared that all of the libraries passed the inspection in their broiler rooms and indicated that there must be a clear path of at least 36” around any boiler or electrical equipment. Items should not exceed 18” inches away from the ceiling when stacked in the storage rooms. Updates on the MLS Safety Manual will be provided in the future.

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Training/Meeting – Highlights

Denyveta, Kay and Todd attended the Mayor's State of the City Luncheon at the Cox Convention Center on January 13. Mayor Mick Cornett was the speaker.

LaVetta attended an OKC Metro Employer Council training session. Julie attended the Downtown Security Counsel where she learned information on stats and different projects going on in the downtown area. A public safety presentation was presented by an Oklahoma City police officer.

V. MLS New/Updates & Misc. – Kay Bauman

- Kay shared that the NW Library webcam was cut and down for a short time.
- The bidding for Del City Community Center is in progress.
- SO temporary lease agreement is scheduled to be on the January 20th Commission agenda.
- The City of Jones is still working on funding for a new building.
- Helene Harpman, Vanna Shaw and County Commissioner Willa Johnson are the newly appointed Commission members. The new chair and vice-chair persons will be appointed at the Commission meeting on January 20.
- IT informed that the new computers arrived on December 27 and will soon be installed.
- The Annual Report will be out soon.
- Lloyd, BO issued a draft of the budget timeline.
- The new Guidelines for Employees' Use of Public Internet Communication are on to the Intranet slider.

VI. 2011 – What's next?

Denyveta talked about the continued need for MLOs (regional MLOs 8 hours/week and all other MLOs 10 hours/week) to spend time outside the office in public service areas of the library to interact with customers/staff, to observe, train/coach staff, etc. Denyveta indicated that she recognizes the need for MLOs to have more flexibility in scheduling their evening and/or Saturday/Sunday hours each week/month.

Denyveta is forming a MLO advisory group. To allow everyone interested to participate and for continuity, the terms of service will be staggered from 6 months to 1 year. The group of three will work with Denyveta in planning the August MLO meeting, a system theme for Customer Appreciation month, etc. If interested, contact Denyveta.

VIII. Reminders/Announcements

- Circulation Forum meeting – February 9, 2011 – Edmond Library @ 1:30p.m.
- February MLO meeting – February 23, 2011 – Warr Acres Library @ 1:30pm.
- ALA Annual pre-paid registration – Due to LO by February 25, 2011.
- OLA pre-paid registration – Due to LO by March 11, 2011.