

**Metropolitan Library System  
Manager of Library Operations Meeting  
Capitol Hill Library  
May 11, 2011  
1:30p.m.**

***"Your Inviting, Innovative Link to the World"***

**Attending:** Denyveta Davis, Julie Ballou-DN, Barbara Beasley-WA, LaVetta Dent-VI, Priscilla Doss-BI, Chris Kennedy-MC, Michael Owens-RE, Angela Thornton-ED, Phil Tolbert-CH and Randy Wayland-SO.

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

**Guest:** Karen Marriott, MSL; Karen Peck, Findaway World Representative & Lisa Wood, OUT

**I. Playaway Demo - Karen Peck and Karen Marriott, MSL**

Denyvetta introduced Karen Peck, representative for Findaway World, the creators of Playaway.

Ms. Peck distributed to the managers informational folders for Playaway and Playaway View as she shared her company's history. Playaway has an all-in-one high definition audio with titles that also comes in print and features five narrative speeds. Playaway View is kid-friendly with an all-in-one portable video player preloaded with multiple educational videos for children with up to six hours of content. There are over 100 titles in Spanish, mostly for adults.

The products were passed around for managers to get a hands-on view of how they operate. Ms. Peck informed that these products are scheduled to launch on May 16 with 100 different titles and shared that each unit is priced at \$99.99. Marketing materials are available at [www.circulationstation.com](http://www.circulationstation.com).

Karen Marriott briefly discussed the purchasing details for the Playaways. She will email managers with more information.

CH, DN, ED, & NW Libraries agreed to become pilots for Playaways.

**II. Kudos**

Angela shared that ED was highlighted in the UCO Newspaper. She showed several souvenirs received from the OLA dance.

LaVetta enjoyed the Reduxion Theatre's presentation of Shakespeare's "A Midsummer's Night's Dream" on April 23 at VI. She gave kudos to Mallory who organized a teen tech month contest in which 15 teens qualified to be placed in a drawing for a free IPOD. Mallory also put together e-Media quick guides.

Barbara, WA sent kudos to Alma whose "1-2-3 Play With Me" program was highlighted in the Daily Oklahoman.

Randy reported on the progress at SO and indicated that customers are pleased with the library layout. He extended his thanks to everyone who assisted during the move.

Julie Ballou, LaVetta Dent and Phil Tolbert are working with Denyveta on the MLO Advisory Committee. They have already had their first meeting.

Denyvetta extended her appreciation to the managers for exceptional work performed by distributing packets containing coupon booklets.

**III. Open Discussion**

**Customer Appreciation Month Theme – Phil Tolbert, CH**

Phil facilitated a brainstorming session on a central theme for the 10<sup>th</sup> anniversary of Customer Appreciation Month this year. He distributed catalog items to the managers to think about as give-a-ways for customer appreciation month. He shared the library system's history of the celebration. The managers agreed on an all system theme: Celebrate! Ten reasons we love our customers.

**Other topics**

**Frontier City/Water Water Bay Sponsors – Lisa Wood, OUT**

Lisa gave out a Summer Reading 2011 Sponsors spreadsheet informing the value of sponsorships is over 1 million dollars. She shared with the managers that Frontier City/White Water Bay agreed to be sponsors for Summer Reading. 3,000 tickets were issued to OUT for give-a-way as Teen Goal Two level prizes.

Lisa asked the managers to hold the tickets at the circulation desk in a secured locked desk. Staff will initial over the packet sticker so no duplicates will be given. Summer Reading instruction will be added to the Intranet and email instructions will be forwarded. Lisa spoke about creating an agreement with sponsors to allow MLS to design coupons in-house and place as booklets. Any questions may be directed to Lisa or Emily, OUT.

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Denyveta touched basis with the managers on the online registration for library events and asked if they have spoken with their Public Computer Specialists. Managers did not reach a consensus on this topic.

**IV. Sharing**

**Circulation Forum – Julie Ballou, DN**

Julie distributed and briefly discussed the minutes from the Circulation Forum meeting at BE on May 4.

**CONNECT – Angela Thornton, ED**

Angela distributed minutes from the CONNECT Planning Committee meeting at BI on April 19. She encouraged everyone to attend a forum meeting and bring information to share.

**Tech Support Group**

Denyveta shared highlights from the meeting. IT will add a button on the customer lookup area of the staff catalog reserve page that gives a "last reserved placed" option for multiple requests from the same customer. A Facebook "like" button has been added to CyberMARS for customers and staff to share on Facebook when they like one of our titles.

**Workshops/Training – OLA Highlights, Tri-system Retreat**

Julie enjoyed the OLA presentation on "Peep Culture".

Denyveta enjoyed attending FOLIO. The managers enjoyed the Tri-system Retreat at the Moore Public Library.

**MLS News/Updates**

- New carpeting will be installed before the end of the fiscal year at the extension libraries during closing hours.
- Donna and Todd met with the City of Jones officials. The community bank plans to deed land to the city for the library.
- NW Library opening date is now tentatively scheduled for late November early December.
- The Singer Group meeting for results on the Classification and Compensation Study is scheduled for May 19.
- A&P Committee will meet on May 17 to look at the proposed staff salary increase and changes.
- BO plan to finalize the preliminary budget.
- The Finance Committee will review the preliminary budget on June 1.
- MaC won a best of show award for their RE Valentine day flyer design. The award will be presented at ALA.
- IT is looking for a replacement for Calypso.
- CH elevator is in the process of being repaired.
- MaC has new MLS pens and window clings. Denyveta will verify with MaC if the bumper stickers are to be sold or given away.
- UCO design class did a presentation at ED. Angela showed designs created by the class to place at the reference desk.

**Library News – Local/state/national**

Denyveta shared that House Bill HJR1002 passed. Voters will decide in a November 2012 election whether to put a 3% annual cap on future property tax increases. The cap is currently at 5%.

**V. Other Topics**

**Budget**

Denyveta, Kay and Donna meet on May 13 to discuss the budget.

PLA added \$2,500 to the 211 budget to cover mileage beginning July 1. Submit mileage for attending SGR classes in Edmond directly to Stacy.

**VI. Reminders/Announcements**

- NW & SO Info Session – May 16, 2:00pm - DN
  - Next MLO meeting – June 15, 1:30pm – ED
- Managers agreed to meet at POPs for lunch at 11am.