

**Manager of Library Operations Meeting
Del City Library
October 19, 2011
1:30p.m.**

“Your Inviting, Innovative Link to the World”

Attending: Denyveta Davis, Julie Ballou-NW, Barbara Beasley-WA, Rosemary Czarski-CT, LaVetta Dent-VI, Priscilla Doss-BI, Jana Hausburg-CT, Chris Kennedy-MC, Melody Kellogg-ED, Tera McAmis-DC, Michael Owens-RE, Katrina Prince-BE, Angela Thornton-DN and Randy Wayland-SO.

Guest: Jimmy Welch & Anne Fischer-IT, Karen Marriott & Janet Brooks-MSL.

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

I. iPad App Demo – Jimmy Welch & Anne Fischer-IT, Karen Marriott & Janet Brooks-MSL

Karen Marriott and Janet Brooks from Material Selection and Jimmy Welch and Anne Fischer from IT gave a hands on demonstration of the new iWeed application using the iPad. iPads will be purchased for each location and pre-loaded with the iWeed application. This application will replace shelf management lists and inventory lists on green bar paper. Information about the items in each list will be updated daily. Items can be coded missing and withdrawn directly from the application and items can be added to the batch file for replacement. List can be emailed in an Excel format for additional work or to submit to supervisor or Material Selection. Janet will send email alerts. These lists will be due to Janet two months after the alert.

II. Open Discussion

Denyvetta led a discussion of an article entitled “Public Libraries are Doomed” that appeared in the September issue of Library Hotline. Denyveta encouraged managers to discuss the importance of change and staying relevant with their staff.

Interviews

Denyvetta asked managers to remind their staff about appropriate dress and behavior when preparing for interviews. She also asked managers to provide accurate information to other MLS supervisors who ask for employee recommendations.

2012 MLO Meetings

The 5th annual Tri-System retreat with the Pioneer Southwest OKC and Tulsa library systems will be held in Tulsa in 2012. Managers expressed interest in meeting with the Ad Team, the Pioneer system managers at the new Southwest OKC library, and the extension staff as possibilities in 2012. Denyveta will follow-up on these ideas. The August meeting will be open for special use/activities.

DVDs in children’s computers

DVDs/CDs are regularly discovered in the disc drives of the children’s computers at VI. LaVetta inquired if this was a problem at other locations.

“Damaged item”

Jana Hausburg, CH asked that libraries not withdraw damaged Spanish language materials that belong to Capitol Hill. Please send back to them so that they can try to repair the item. Many of the Spanish language items cannot be replaced.

STOPS

Managers discussed the need for staff to read the “stop message” carefully to insure it still applies. For instance banned customers stops have a date that it is no longer valid. Interlibrary loan stops should end when the conditions – pay fine, pay for materials etc., are met. Notify the department that placed the stop as soon as it is cleared.

III. Kudos

Village received a letter of appreciation for the bestseller list that Shanelle created and updates in Excel.

Choctaw received a letter of appreciation for work done by Cyndi Selinger.

Manager of Library Operations Meeting
Del City Library
October 19, 2011
1:30p.m.

IV. Sharing

FOCUS

Denyvretta reminded managers that the items for the United Way baskets at FOCUS are donations. Library funds are not to be used to purchase items for the baskets.

Customer Appreciation Month

Capitol Hill has a banner created by S & S for customer appreciation month, a tree that customers can sign and a bowl of candy treats. Customers can also participate in a drawing for book bags.

Village has a banner and a small jar of personalized M&Ms. The customers guess the number of M&Ms in the jar and the closest wins the jar. VI also has t-shirts imprinted with "Life is great; reading makes it better" as giveaways.

Ralph Ellison met the first 10 customers on certain days with donuts. They also had random candy giveaways and gifts donated by local businesses.

Del City is having a raffle. The customer's names goes in the drawing for any service they have requested. Drawings are daily. There also have a giant badge customers can stand behind for a photo opportunity.

Bethany has giveaways.

Summer Readings

Barbara and Randy met with Dana, Kay, Jimmy, and Emily to share concerns voiced by the managers. The need to have a clear goal of what the summer reading program is to be and its purpose was discussed. Online registration is being considered. Outreach is considering adding a "pre-school" level in addition to the K-6 and teen levels. There was a discussion about prizes, the proposed coupon books, and the acceptance of prizes from donors.

MLS News

Southern Oaks is on track to move back to their renovated building in August 2012. Randy shared that more work is being done outside the building so the customers can see progress.

Northwest Library will hopefully be complete by January 2012 with move-in and opening in February. Jana and Angela are helping to interview the applicants for the various jobs.

Workshops/Training

The managers briefly discussed supervisory classes that some managers attended.

Jana-CH reported on her attendance at the children's programmers meeting.

Tera-DC attended the adult services meeting.

V. MLS News

Ric Rea, longtime Director of Human Resources has announced his retirement effective November 11th.

Melody is working with Todd and Edmond City officials to address the ongoing ED parking issues.

Del City and Warr Acres will be getting new carpet this fiscal year.

Jones site dedication will be October 29 at 10:00am.

The Mayor of Nicoma Park discussed the possibility of moving the library to the media center in a recently closed elementary building. Donna and Todd visited the site and found that it would not meet our needs.

Rosie Grisby replaced David Greenwald as a Commission member. David was recently elected to the Oklahoma City Council.

Ralph Ellison will unveil its public art on February 11, 2012.

Manager of Library Operations Meeting
Del City Library
October 19, 2011
1:30p.m.

There were 42 submissions for Southern Oaks' public art project. Three artists were selected. Each artist will present their proposed artwork to the committee in January 2012 and a finalist will be selected.

A "Going Green" committee has been formed and is planning some project ideas for the system.

October 28 will be the next "Jazz @ the Library" event at the Downtown library.

Hugh Rice will be the 2012 recipient of the Literary Voices Lee Brawner award.

Maintenance has purchased forklift attachments for 2 bobcats to expand their use.

Chris Larwig is MaC's new graphic artist/videographer.

Kim Terry has announced that MaC artwork will be posted on the Intranet and tagged so libraries can get ideas from previously done graphics for their flyers/posters.

Staff recognition will be November 12th. RSVP by November 1. Each employee and one guest may attend free. New this year—if you RSVP and do not attend – you will have to pay \$30 per person.

Kay mentioned there were only 112 strategic plan highlight entries posted to date. Remember to send in highlights via the Intranet.

Repairs are finally being made to the elevators at Belle Isle.

Libraries will be open on Sunday, December 23, 2012 pending Commission approval.

Library News – Local/state/national

Pioneer Southwest OKC library will be dedicated on December 2 about 10:30am. It will have a "soft" opening November 16.

VI. Reminders/Announcements

- Creativity Forum – November 1, 2011 – Embassy Suite, Norman
- Circulation Forum – November 2, 2011 – 1:30-4pm - WA
- Next MLO meeting – November 16, 2011 - VI
- PLA – Early bird registration – January 13, 2012

There being no further business, the meeting was adjourned.

*It is wonderful to be in on the creation of something,
See it used, and then walk away and smile at it.*

-Lady Bird Johnson