

**Manager of Library Operations Meeting  
Village Library  
November 16, 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, Tera McAmis-DC, Michael Owens-RE, Katrina Prince-BE, Angela Thornton-DN and Randy Wayland-SO.

**Guest:** Lauri Mack-Clark, Denise Ryan & Lloyd Lovely-BO and Linda Hyams, HUM.

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

**I. LO Partners**

**Deposit paperwork & Express Checkout Procedure – Denise Ryan & Laurie Mack-Clark, BO**

Denise distributed to the managers the Express Checkout Procedures, Petty Cash Funds Management form and examples of daily deposit receipts. She briefly explained forms used when completing daily deposit paperwork. The Express Checkout instructions explains procedures for refilling coin tubes; balancing change funds; preparing daily cash deposits and purchasing coins for change funds. The Petty Cash Funds Management form may be obtained through the business office and used to request changes to cash drawer amounts and other petty cash fund uses or transfers. This form must be completed by the manager and forward to the business office.

Denise also distributed examples of daily deposit receipts which are summaries of actual collections coming in and monies remaining in the cash drawer on that day, Internet/copy machine receipts, Express Checkout daily deposit amount and a cash tube printout showing how much change is in the Express machine. She asked the managers to forward to her the print out slips from the money machines each day.

All libraries are given a \$25 or \$50 cash fund for Express Checkout change. Units are set up with a \$176 balance to maintain. When monies are below the balance amount the manager may add funds as well as removing funds when monies are above the balance.

**Security issues – Linda Hyams, HUM & Lloyd Lovely, BO**

Linda, HUM informed the managers about the theft that occurred at Edmond Library by a janitorial staff member who stole roughly around \$300 from the money machines. She asked the managers to use codes when labeling keys, report emergencies immediately, eliminate counting cash in front of customers and leaving cash funds in public view. Linda is favorable of locking key boxes.

Lloyd, BO shared that he received the security tape from Linda and observed the suspect going through desk drawers and removing keys. He asked the managers to remind staff to be aware, lock desk drawers and to protect their personal property while in the library.

**II. Open Discussion**

Denyvetta asked the managers to inform her if they are interested in attending an AdTeam meeting in 2012. She will forward the schedule to the managers as it becomes available.

**2012 MLO meetings**

The 2012 MLO meeting dates and locations were sent out by Nita.

**Commission meetings**

Denyvetta informed the managers to use account 999 for reimbursements for Commission meeting refreshments.

**Appraisals**

Denyvetta reminded the managers to review the Performance Appraisal Policy & Procedures when preparing employee appraisals. She reminded managers' to forward two copies of the signed summary appraisal sheet with the original signature as well as two copies of the one page signed performance standards. Also needed is one copy of both the actual appraisal and the goals for the next appraisal period. Denyveta informed managers that to earn a rating of 4 in the training standard, all requirements must be met. If staff attends additional training, a summary of training is submitted to supervisor.

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**Library Event Coordinator**

Denyveta asked Angela and Julie to speak about the Library Event Coordinator position since both DN and NW will pilot the position.

Julie shared that this position is an opportunity to address some needs at the library. She drafted the job description for the library event coordinator and shared it with OUT and Candace, LO for their input. Angela was excited that Downtown has the opportunity to pilot this position. She indicated beginning in the children's programming area and stated the librarians and library event coordinator will form a close relationship in planning programs. The library event coordinator will be responsible for coordinating programs, attending job fairs, taking care of the shopping needs for programs, completing paperwork, etc., so librarians can be free to service customers.

**Other topics**

Tera indicated there are library aides at Del City who are asking to be trained on circulation. She asked the managers for their input in the training process for library aides on the circulation desk. Some libraries have mentors for their library aides, others have a six month training period and another train library aides one hour per week on circulation desk.

**III. Kudos**

LaVetta, VI gave kudos to one of her library aides for creating a Dr. Suess Poster for customer appreciation month.

Rosemary, CT shared that over 75 members attended the Veteran's Day Fair and were well received by the community.

Katrina, BE passed around photos of the handmade toy workshop facilitated by Daniel Fields.

**IV. Sharing**

**Customer Appreciation Month**

Denyveta asked the managers for input about customer appreciation month in the future. Managers like the idea of selecting a central theme for customer appreciation month and would like to continue this practice.

**Summer Reading Meeting – Barbara, WA**

Barbara informed the managers of a meeting with Outreach on Monday, November 11 to discuss summer reading options. She indicated that next year game boards will be used to keep track of the levels and will only be given during sign up. There will no longer be brochures for children and the 8 hours, 800 pages are going away.

Preschoolers will be added next year and will do 15 minutes of reading or 12 steps to equal 3 hours. Grad school level will do 30 minutes of reading or 12 steps to equal 6 hours and teens will do 1 hour of reading or 8 steps to equal 8 hours. Also, language related activities will be added as one of the steps. Denyveta will follow up with Outreach to ensure this information is accurate.

Backpacks and coupon books will be given as Goal 1 prizes. T-shirts and books will be given as Goal 2 prizes.

**SO Library update – Randy Wayland, SO**

Randy informed that progress is being made on the outside of Southern Oaks building. SO is in the process of choosing a final selector for the public art.

**NW Library update – Julie Ballou, NW**

Julie was proud to share there are now 11 staff members on the Northwest Library page in Who's Who. In addition, four staff members have been selected and are now in the process of background and reference checks. She is currently reviewing applications for the assistant manager and library event coordinator positions.

Julie shared that Northwest staff have already had 2 staff meetings and informed that Todd, CON will arrange for staff meetings to take place in the construction trailer. March 2012 is the tentative opening date.

**Circ Form – Julie Ballou, NW**

Julie distributed the Circulation Forum meeting minutes. She indicated that Kay and Diane attended to discuss sharing meaningful stories.

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Sharon Young, ED spearheaded research for a comment area in V-Circ. She began with feedback from clerks at Belle Isle, Downtown, Midwest City and Southern Oaks. A contact person at each location has been identified.

Julie mentioned they are proposing a drop down menu to choose a location and an open-ended box for comments by managers only. Managers are in agreement of having this new function. Suggestions should be forwarded to Tech Support. Denyveta asked Julie and LaVetta to work on this project in the Advisory Group.

Angela asked if there is a policy in place to keep staff members from checking out their own books. Managers agreed that they prefer another staff member to do so.

**Safety Committee – Jana Hausburg, CH**

Capitol Hill performed a fire drill. Patrick came to the library and indicated the fire drill plan is outdated. Denyveta will clarify earthquake procedures.

**Tech Support**

Tech Support minutes are available on the Intranet.

**CONNECT – Angela Thornton, DN**

Angela indicated the Librarian In Charge issue will be discussed at the next CONNECT meeting on December 6 at Ralph Ellison. She asked the managers to designate a staff member to have sharing experience regarding incidents at the libraries and email her the name of the spokesperson from their library. Linda will attend the meeting to go over incident reports and the proper procedures in completing incident forms.

Denyveta informed Angela there are Library Operation funds in account 331 to cover CONNECT refreshments.

**Workshops/Trainings, Creativity Forum**

The managers expressed they had a great time while attending the “Creativity Forum” at the Norman Embassy Suite.

Angela was concerned the “Speaking of Libraries” training was a system thinking workshop and not what she expected.

Julie and Tera attended the “Inclusive Libraries” workshop at Midwest City.

Linda will facilitate training for the managers. Denyveta asked the managers if they would like to have a separate meeting in January or include this training into the MLO meeting. All managers agreed to include the training in the January MLO meeting.

**MLS News**

AdTeam meeting was canceled today.

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

Denyveta shared an article highlighting the makeshift library made by Occupy Wall Street in New York.

**V. Other topics**

Pauline will attend the December MLO meeting to speak about Play-A-Ways.

Julie expressed her appreciation to the managers for allowing the Northwest staff to work at their locations. She asked them to sign staff timesheets with a note attached and to email her once completed so she can lock the timesheets.

**VI. Reminders/Announcements**

- Innovation Plan due December 1, 2011 – Denyveta will forward to the managers
- DN Open House – December 11, 2011 – 1:30-4:30pm
- Next MLO meeting – December 14, 2011 – DN – 1:30pm (DN Christmas Luncheon 11:30-2:30pm)
- PLA – Early bird registration – January 13, 2012

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*“Do what you can, with what you have, where you are.”  
--Theodore Roosevelt*