

# **X-Change**

Minutes

8/18/03

## **In attendance were:**

Priscilla Doss, Debbie Robertus, Pauline Rodriguez, Deborah Willis, Rosemary Czarski, Ann Aliotta, Judy Walden, Debra Spindle, Dana Morrow, Karyn Miller, Anita Roesler, Traci Jinkens, Kay Bauman, Joan Shelton, Anne Hsieh, Denyveta Davis, Eddie Terry, Randy Wayland, Janet Brooks, Tim Fisher, Darlene Browsers, Laurie Mack-Clark, Ric Rea, Katrina Prince, Jack Kinzie, Mary Patton, Scott Carter, Heidi Daniel-Morgan, Lisa Weissenbuehler, Todd Olberding, Karen Marriott, Lori Kane, Roy Ballou, Denise Courts, Kelley Hoffman

## **Welcome and Announcements - Kay Bauman**

Welcomed supervisors to X-Change. Discussed agenda for the afternoon. Asked for announcements from supervisors. Dana read a "thank you" letter to the Belle Isle Library from community partner, Viet-Youth Today Association, thanking them for allowing usage of meeting rooms for "Read Across America."

## **Summer Reading Debriefing – Scott Carter and Heidi Daniel-Morgan**

Scott congratulated all the libraries and announced we have achieved a 30-year record. The total participation for this year's summer reading program (including teens) was 13,006. In preparation for next year's summer reading program, he has already met with Library Managers and Oklahoma Dept. of Libraries.

Scott has been brainstorming as to what prizes to offer for smaller children completing the summer reading program. Several ideas generated were Olympic platforms at each library for the smaller children where they can have their picture taken. Also movies for the "Read to Me" group as a special prize.

He is also trying to add some new prizes and sponsors for next year. Sam Noble Museum will be helping us with summer reading 2004. He will be asking Wal-Mart (or Walgreens) if it will be interested in being a sponsor by donating film for taking pictures of the smaller children on the Olympic platforms.

Pioneer, MLS, and the Tulsa City-County Library will be partnering together for next year's Teen Summer Reading Program.

Scott and Heidi Daniel-Morgan will be forming a document for sponsors indicating how their name will be exposed to the public.

Scott indicated that McDonald's, Borden and Krispy Kreme will be with us again next year.

Scott is looking at ways to help streamline the Summer Reading enrollment process. Mike Miller in Planning will be developing a survey for recent participants to fill out. Heidi will be putting together a focus group of teens to find out what they did or did not like about summer reading. This will help to refine the program and make it better (if that's possible). A possibility for sign-up is to allow the public to enroll online via the MLS webpage.

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The possible theme for next year is “Summer of Champions.”

If anyone knows of other sponsors, please contact the Marketing & Communications Department, and they will look in to it.

## **Construction Update – Todd Olberding**

Downtown Library & Learning Center – we are making progress, however one of the obstacles is still the wall paneling. The interior is 90% complete. According to the construction schedule, the completion date will be December 31, 2003, however there will be 90 days (or more) of work still needing to take place after the completion date. Donna will reinstate the Moving Committee possibly within the next 30 days.

Choctaw Library – progress is moving right along. The building will be completed by October 31, 2003. There will be two weeks where the telephone system will need to be installed, furniture moved in, etc. The collection is currently scheduled to be moved the week of August 17<sup>th</sup>. The soft opening date will be November 24<sup>th</sup>. They are planning on a week of celebration for the week of December 1<sup>st</sup> with the Grand Opening scheduled for Thursday, December 4<sup>th</sup>.

Luther Library – Todd personally delivered a check to the City of Luther Thursday, August 14<sup>th</sup> for the new building. By the end of October, Luther will be in its new facility.

Nicoma Park Library – this is a work in progress. They are working on possible expansion into the Senior Center portion of the facility.

## **Gift Certificates – Anne Hsieh**

Anne reminded supervisors and managers that gift certificates for employees are taxable. Gift certificates, gift cards and movie tickets are equivalent to cash; it can be used like cash in the store. Anne stated that if supervisors and managers want to give out gift certificates to staff members, s/he should notify Anne and she will have to take out the appropriate taxes from the employee's paycheck as a part of the payroll process. S/he should also tell the staff member that appropriate taxes will be taken out from their paychecks.

## **HIPPA Presentation – Human Resources**

Attorney Jean McDonald discussed HIPAA and what it means to the Library System. Handouts were given to all attendees discussing the Health Insurance Portability and Accountability Act (HIPAA). Human Resources will provide information to staff on HIPAA.

**Meeting adjourned at 4:15 p.m.**

Next X-Change meeting will be on:

Monday, November 17, 2003

2:00-4:30 pm

Belle Isle Library

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Meeting Rooms A & B