



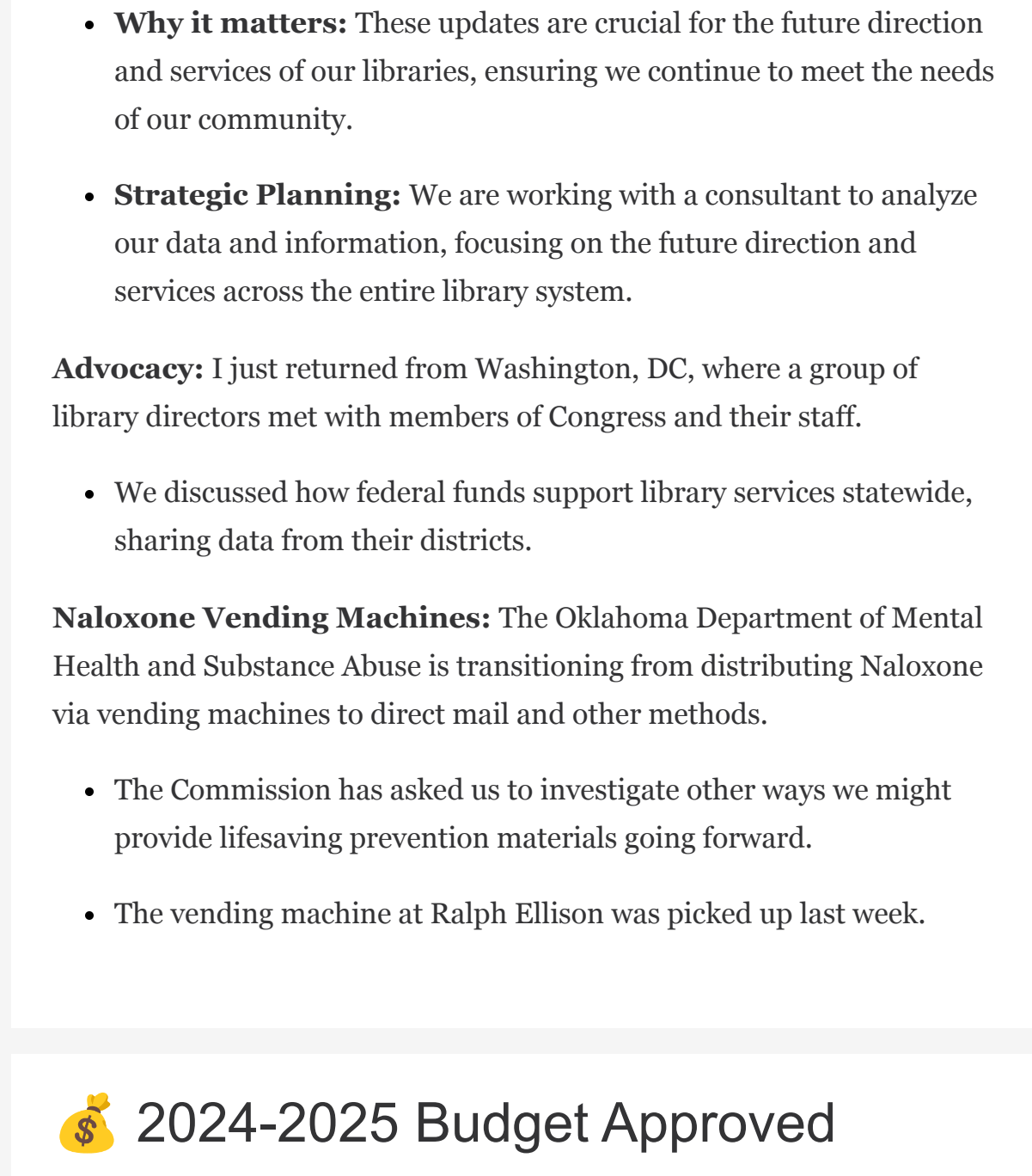
Shelf Life

By Susan Smith • Oct 01, 2024

Smart Brevity® count: 6 mins., 1630 words

Welcome to the third edition of Shelf Life! Enjoy our concise monthly updates, and share your ideas at communications@metrolibrary.org.

Systemwide Strategic Updates



Left to right: Chris Kennedy, State Librarian Natalie Currie, George Tocco, U.S. Rep. Stephanie Bice, and Dr. Susan Smith during Rep. Bice's visit to Belle Isle Library.

Our library system is undergoing significant strategic planning and improvements.

- **Why it matters:** These updates are crucial for the future direction and services of our libraries, ensuring we continue to meet the needs of our community.
- **Strategic Planning:** We are working with a consultant to analyze our data and information, focusing on the future direction and services across the entire library system.

Advocacy: I just returned from Washington, DC, where a group of library directors met with members of Congress and their staff.

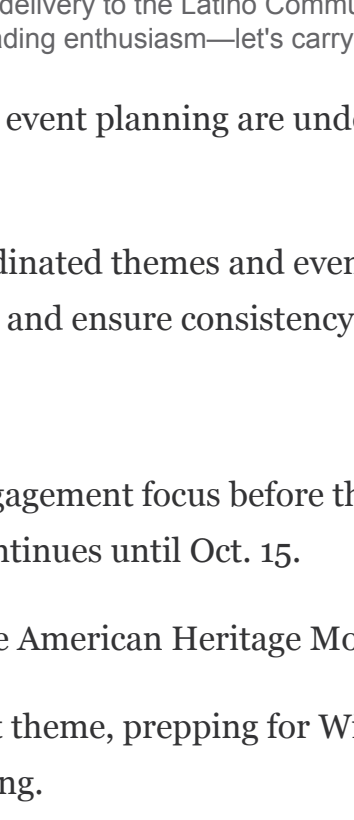
- We discussed how federal funds support library services statewide, sharing data from their districts.

Naloxone Vending Machines: The Oklahoma Department of Mental Health and Substance Abuse is transitioning from distributing Naloxone via vending machines to direct mail and other methods.

- The Commission has asked us to investigate other ways we might provide lifesaving prevention materials going forward.
- The vending machine at Ralph Ellison was picked up last week.

2024-2025 Budget Approved

Budget 2024-2025



- Wages and benefits
- Operational expenses
- Programming, supplies and more
- Materials
- Capital

The Metropolitan Library Commission has approved the [final budget](#) for the fiscal year July 1, 2024, through June 30, 2025.

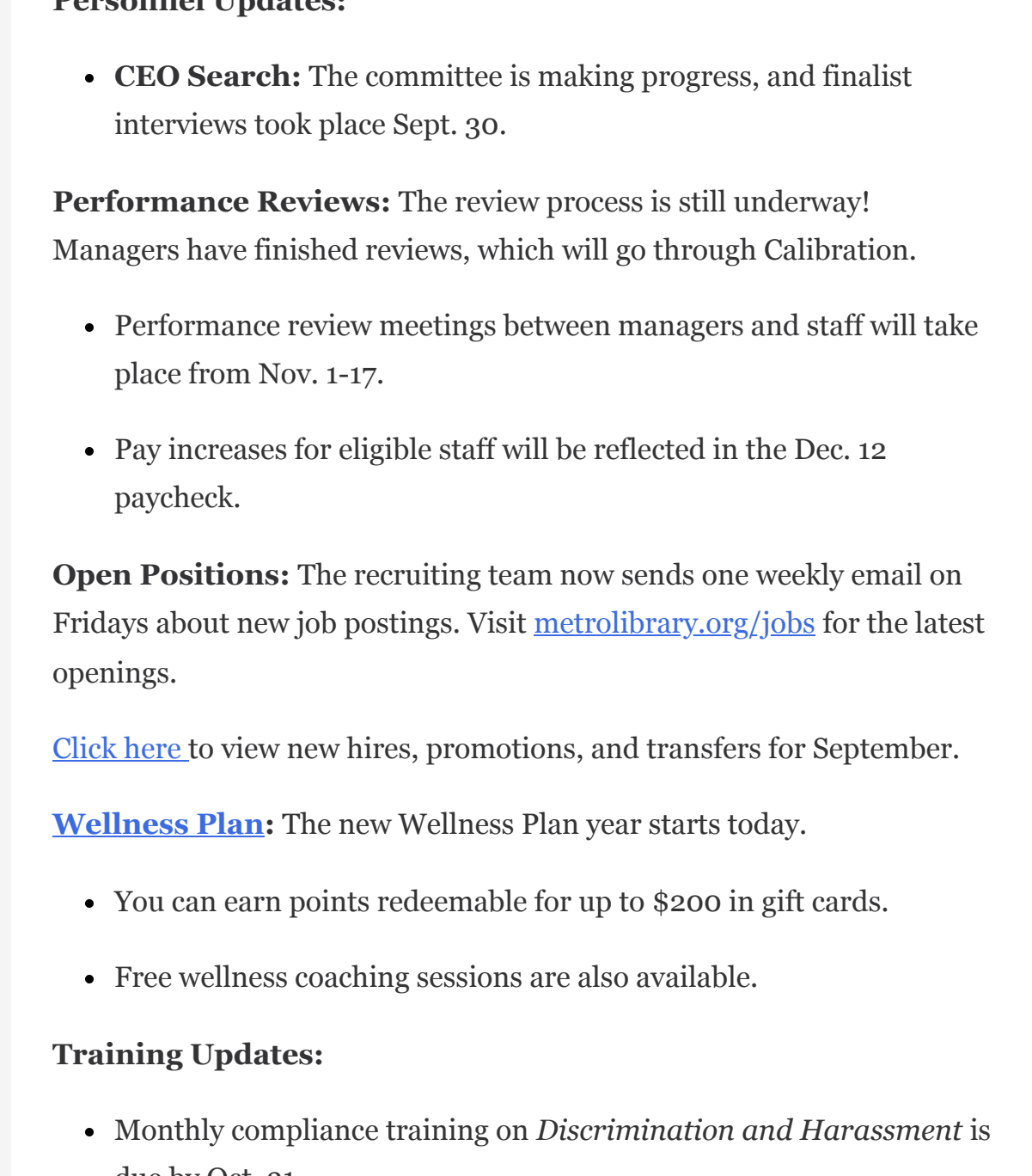
- **Why it matters:** The budget ensures sustained library operations and improvements through Oklahoma County Ad Valorem Tax (Property Tax imposed on Oklahoma County residents) funding.
- It covers all salaries and benefits, including a performance-based increase of up to 3% and a 6% increase in health insurance expenses.

- It also includes capital improvements and operational expenses throughout the library system and funds for the new Edmond Library.

What's next: All updates are now reflected in our accounting and budgeting system, Sage Intacct.

- Planned purchases for the year can now be submitted.

Library Programming and OES updates



OES's 2024 Read It Forward delivery to the Latino Community Development Agency! Thanks for your Summer Reading enthusiasm—let's carry that into fall programming!

Systemwide themes and event planning are underway for the next few months.

Why it matters: Coordinated themes and events help enhance community engagement and ensure consistency across all branches.

Upcoming Themes:

- **October:** Civic engagement focus before the election; Hispanic Heritage Month continues until Oct. 15.
- **November:** Native American Heritage Month.
- **December:** No set theme, prepping for Winter Reading and holiday programming.
- **January:** Winter Reading and Dolly Day on Jan. 16.

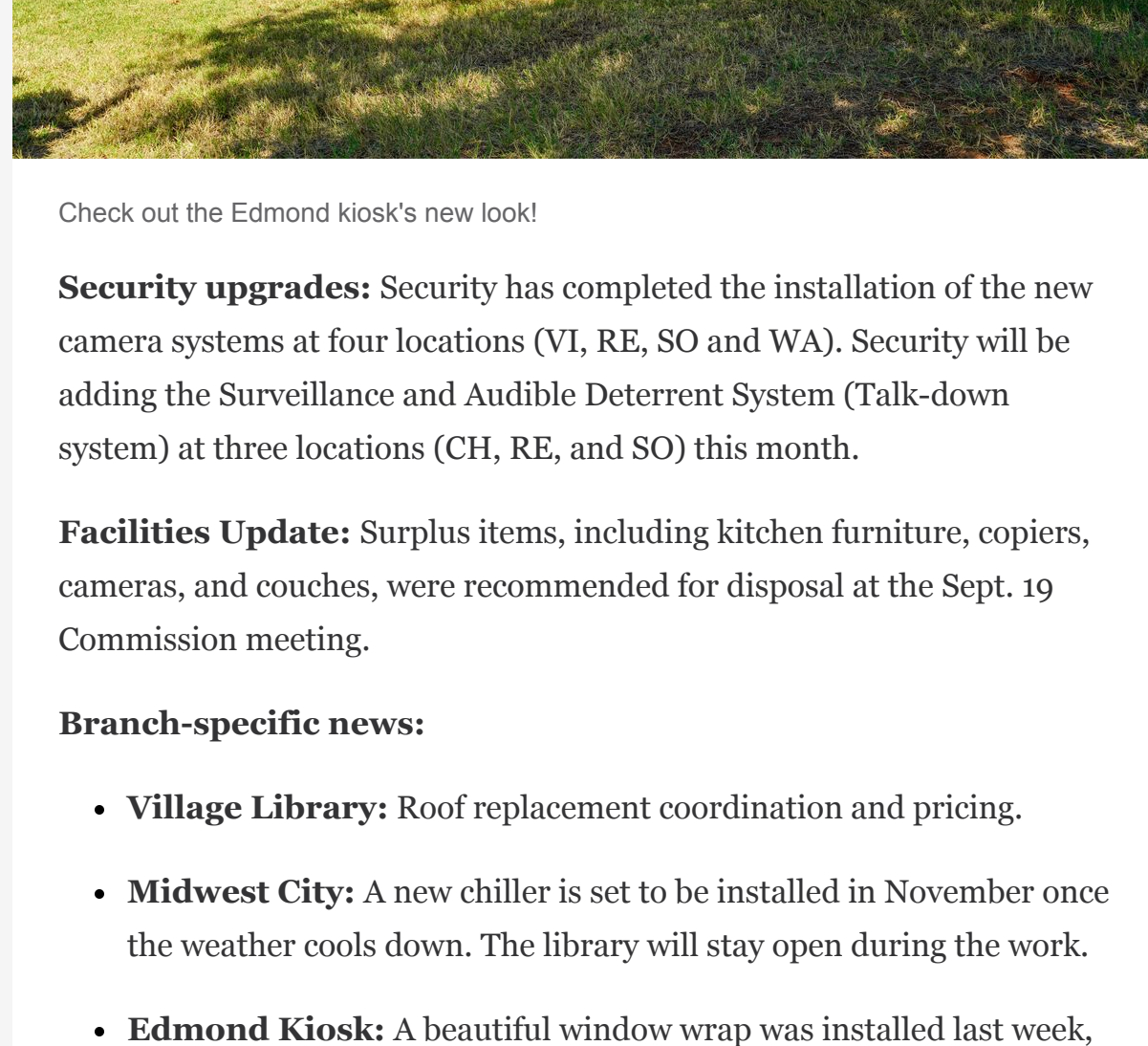
Programming Breaks: Regular programs should not be paused.

- Simplifications like swapping playtime for storytime are fine.
- Collaborate with nearby branches if needed.

Health Literacy Grant: Reports submitted for the Metro Grows Discovery Backpacks and gardening workshops, inspiring health literacy.

- Despite funds being spent, backpack promotion continues with 635 circulated since mid-April.
- For questions, contact Jessica in OES.

HUM updates: Interviews, Reviews and Staff Development Day



Keep an eye out for therapy dogs Rocky, Nadja, Molly, Penny, Poppy, Buddy and Apollo during breaks at Staff Development Day!

Staff Development Day 2024: "Community Connections Through Technology" is on Monday, Oct. 14, at the Embassy Suites by Hilton OKC Downtown Medical Center. Registration runs from 7:30 to 8:05 a.m.

Dress code is Friday casual with your name tag.

Personnel Updates:

- **CEO Search:** The committee is making progress, and finalist interviews took place Sept. 30.

Performance Reviews: The review process is still underway! Managers have finished reviews, which will go through Calibration.

- Performance review meetings between managers and staff will take place from Nov. 1-17.
- Pay increases for eligible staff will be reflected in the Dec. 12 paycheck.

Open Positions: The recruiting team now sends one weekly email on Fridays about new job postings. Visit metrolibrary.org/jobs for the latest openings.

[Click here](#) to view new hires, promotions, and transfers for September.

Wellness Plan: The new Wellness Plan year starts today.

- You can earn points redeemable for up to \$200 in gift cards.
- Free wellness coaching sessions are also available.

Training Updates:

- Monthly compliance training on *Discrimination and Harassment* is due by Oct. 31.
- The last quarterly safety training of 2024, *Hazardous Communication*, and the final cybersecurity training, *Social Engineering*, are both due by Dec. 31.

Promotional Items Arrive, New Intranet Platform Chosen



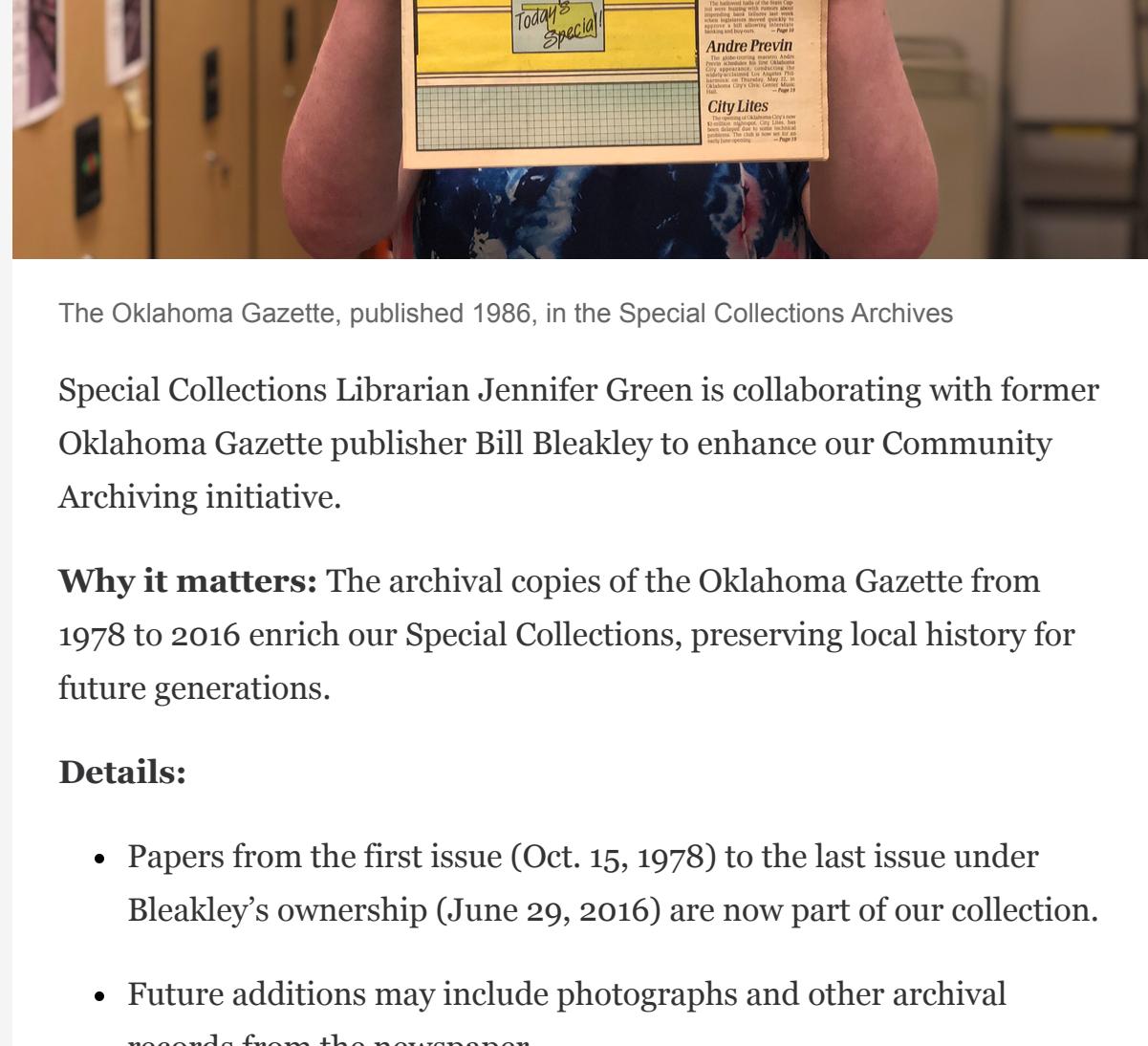
Something wicked and library-chic this way comes! Have you received your new Metro Promo Items?

- **Shelf Life 2.0:** Last month's newsletter hit an 85% open rate. We're reducing email frequency for better communication—thanks for your support!
- **New Intranet:** We've selected Intranet Connections as the vendor for our new intranet, launching in January 2025. The 12-week onboarding process begins this month to transition to the new platform.

- **Library Promo Items:** In September, COM distributed frisbees, tumblers, pens, colored pencils, clips, keychains, and tote bags to be used for community outreach and engagement.

- **Basecamp:** We have officially transitioned from Teamwork to Basecamp as a system. Some of you might notice you're being added to tasks from COM when submitting project requests. Please let us know if you have any questions. If you want to be added as a user, [email Megan Filipowski](mailto:Megan.Filipowski).

Facilities, Security & IT Updates



Check out the Edmond kiosk's new look!

Security upgrades: Security has completed the installation of the new camera systems at four locations (VI, RE, SO and WA). Security will be adding the Surveillance and Audible Deterrent System (Talk-down system) at three locations (CH, RE, and SO) this month.

Facilities Update: Surplus items, including kitchen furniture, copiers, cameras, and couches, were recommended for disposal at the Sept. 19 Commission meeting.

Branch-specific news:

- **Village Library:** Roof replacement coordination and pricing.
- **Midwest City:** A new chiller is set to be installed in November once the weather cools down. The library will stay open during the work.
- **Edmond Kiosk:** A beautiful window wrap was installed last week, increasing visibility of the book vending machine in Mitch Park.
- **Ralph Ellison Library:** We're waiting for a price quote on shelves for the Ralph Ellison Library so we can plan the installation and a short closure. We have a meeting soon to discuss bids for roof repairs. We'll also be getting new furniture.

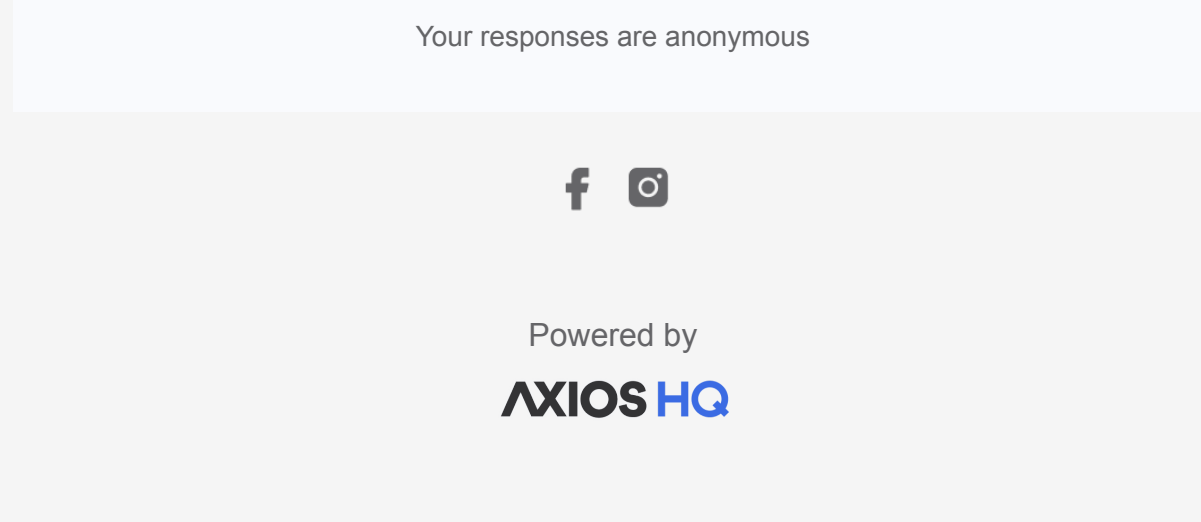
IT Update:

- IT is replacing voice routers at several branches to improve emergency calls, faxes, and paging. Next up: network switches and wireless access points.
- We are making plans to transition to electronic notifications for holds and other updates, moving away from physical mail.

Cybersecurity Awareness Month: October is Cybersecurity Awareness Month!

- If a message looks suspicious, it's probably phishing.
- Verify through other means if necessary.
- [Read here for additional resources.](#)
- **Recognize:** Look for urgent language, requests for personal info, untrusted URLs and incorrect email addresses.
- **Resist:** Don't click on suspicious links or attachments; report phishing attempts.
- **Delete:** Delete suspicious messages without replying or clicking on any links.

Paranormal Fest, Author Visits and Fall Mini Community Book Sale



Russell Cobb is coming to Del City and Downtown OKC!

Author Talk: Join author Russell Cobb to discuss his new book, "Ghosts of Crook County," at Del City Library on Oct. 19 at 10 a.m. and Downtown Library on Oct. 20 at 2 p.m.

Paranormal Fest: At the Downtown Library on Oct. 26 from 11 a.m. to 4 p.m., featuring Bigfoot talks, a movie marathon, crafts, an escape room, and a Vendor Fair.

Mini Community Book Sale: At Bethany Library on Oct. 25-26 from 9 a.m. to 4 p.m., and Oct. 27 from 1 p.m. to 4 p.m. You'll find children's books, fiction, mystery, CDs, and DVDs. Prices: \$2 hardbacks, \$1 paperbacks, half-price children's books, and \$1-\$4 CDs/DVDs.

Literary Voices Author Unveiled, Friends Memberships Now Available

Literary Voices 2025 guest Jodi Picoult makes her appearance April 9!

Literary Voices Set for April 9

DVS is thrilled to announce our Literary Voices event this spring! Join us on April 9, 2025 for a bestselling author who will make you "wish you were here." With over 25 thought-provoking novels, many adapted into films, she's a real "keeper." Drumroll please.....It's Jodi Picoult!

Friends Membership Campaign: All guests and even employees can become members of the Friends of the Library now through Jan. 31.

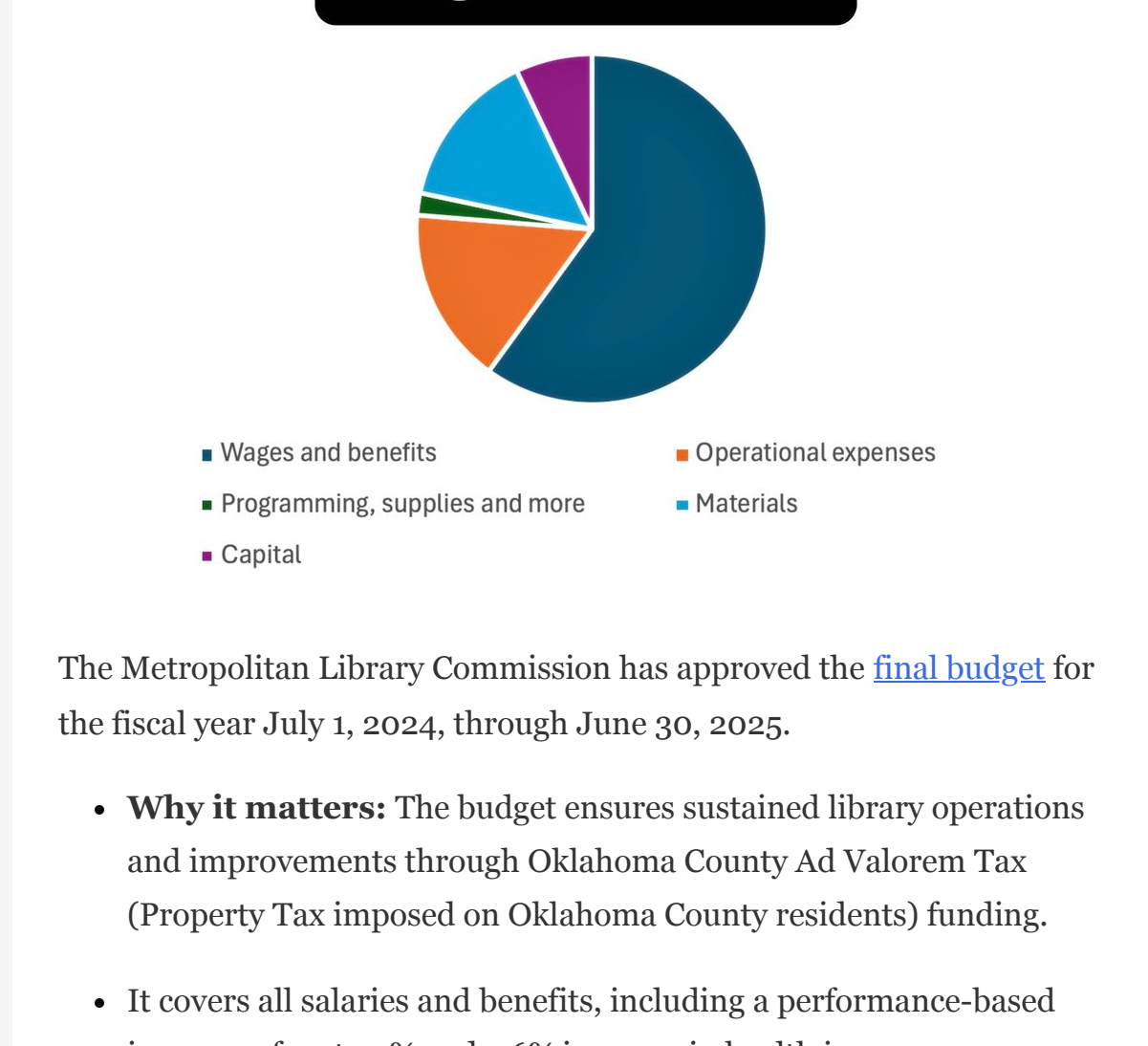
- Benefits include tickets to the February Friday Members Only Sale.
- Visit supportmls.org/membership.
- We're working on doubling our investments of \$500,000 each from the Trust and Friends to qualify for a match from the Kirkpatrick Foundation, creating a \$2 million endowment for childhood literacy.

Incredible news: Dolly Parton's Imagination Library has reached **16,251 memberships** in Oklahoma County!

German American Friendship Day: On October 6, celebrate our sister library partnership with the International English Library in Disseldorf, Germany. This collaboration promotes cross-cultural exchange through virtual events and shared resources.

- **Upcoming event:** Join us on Nov. 15 for a special Zoom call featuring dogs and their human volunteers from both libraries as part of our Children Reading to Dogs program, helping German children practice English.

Special Collections and Collection Services and Development News



The Oklahoma Gazette, published 1986, in the Special Collections Archives

Special Collections Librarian Jennifer Green is collaborating with former Oklahoma Gazette publisher Bill Bleakley to enhance our Community Archiving initiative.

Why it matters: The archival copies of the Oklahoma Gazette from 1978 to 2016 enrich our Special Collections, preserving local history for future generations.

Details:

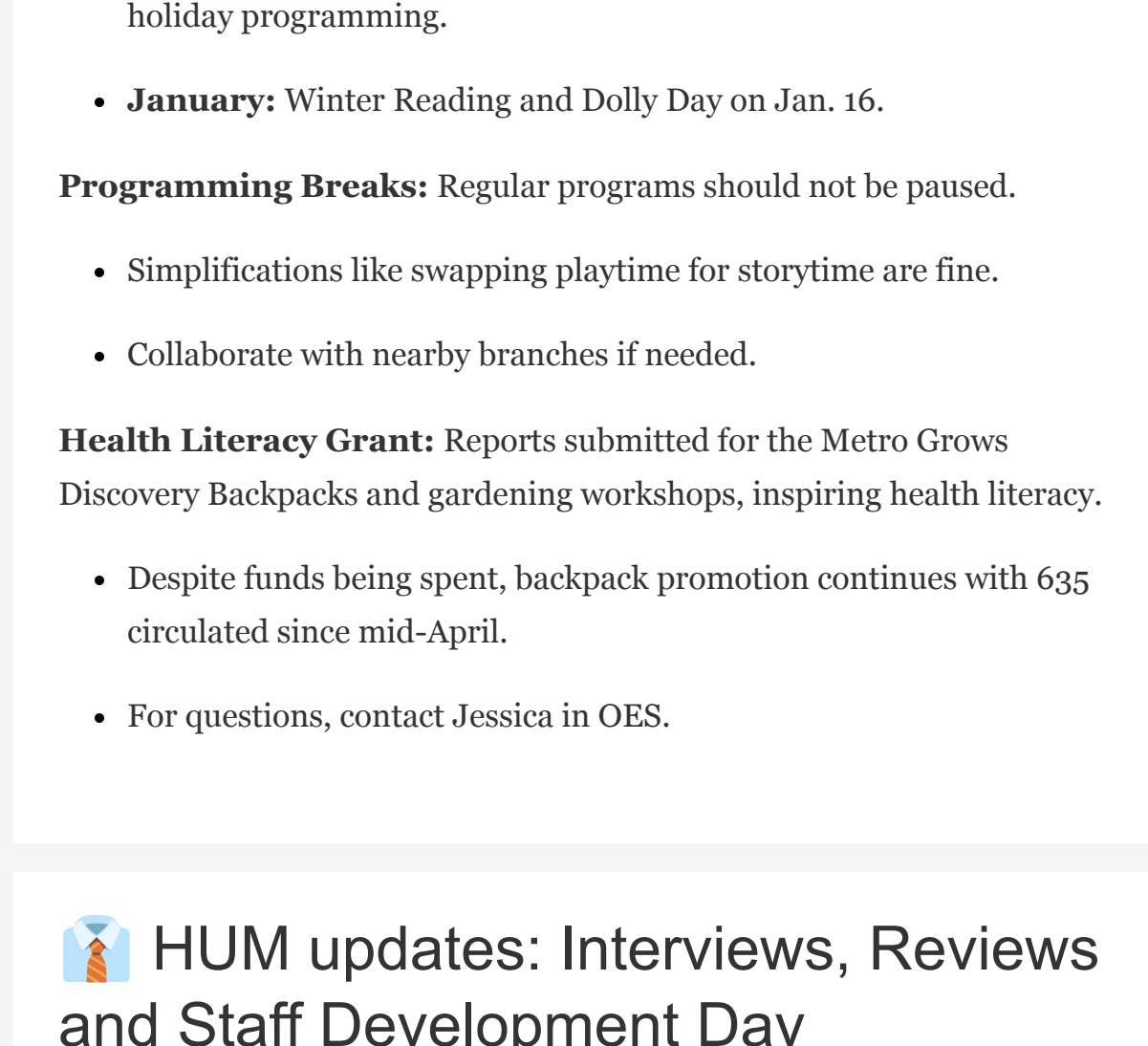
- Papers from the first issue (Oct. 15, 1978) to the last issue under Bleakley's ownership (June 29, 2016) are now part of our collection.
- Future additions may include photographs and other archival records from the newspaper.

Did you know: SCR is the official keeper of MLS history, maintaining a chronology of events and a birthday roster for our libraries.

- For celebrations, displays, or curiosity about MLS history, reach out to them.
- Contribute by sending any historical material you have!

Collection Services and Development: The Collection Processing Department has added books by local young authors, ages 5-12, to a program at the Edmond Library. Since July 1, they've ordered 5,000 new titles and processed 34,720 books for the collection.

Butterflies and Bees



A friendly little bee outside Wright Library

It's butterfly migration season and our libraries are part of the journey!

- In August, Todd Podzemny at Southern Oaks Library captured a [time-lapse](#) of a Gulf Fritillary caterpillar pupating.
- Our pollinator garden, planted by Roberta Rains, hosts Monarch pupae too.

In September, Stacy at Wright Library [filmed a video](#) of Monarchs stopping by the Abelia bushes on their way south, and the bees (pictured above) are making themselves quite cozy at Wright!

"Nature always wears the colors of the spirit." — Ralph Waldo Emerson

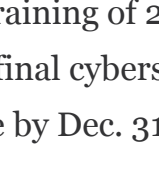
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