

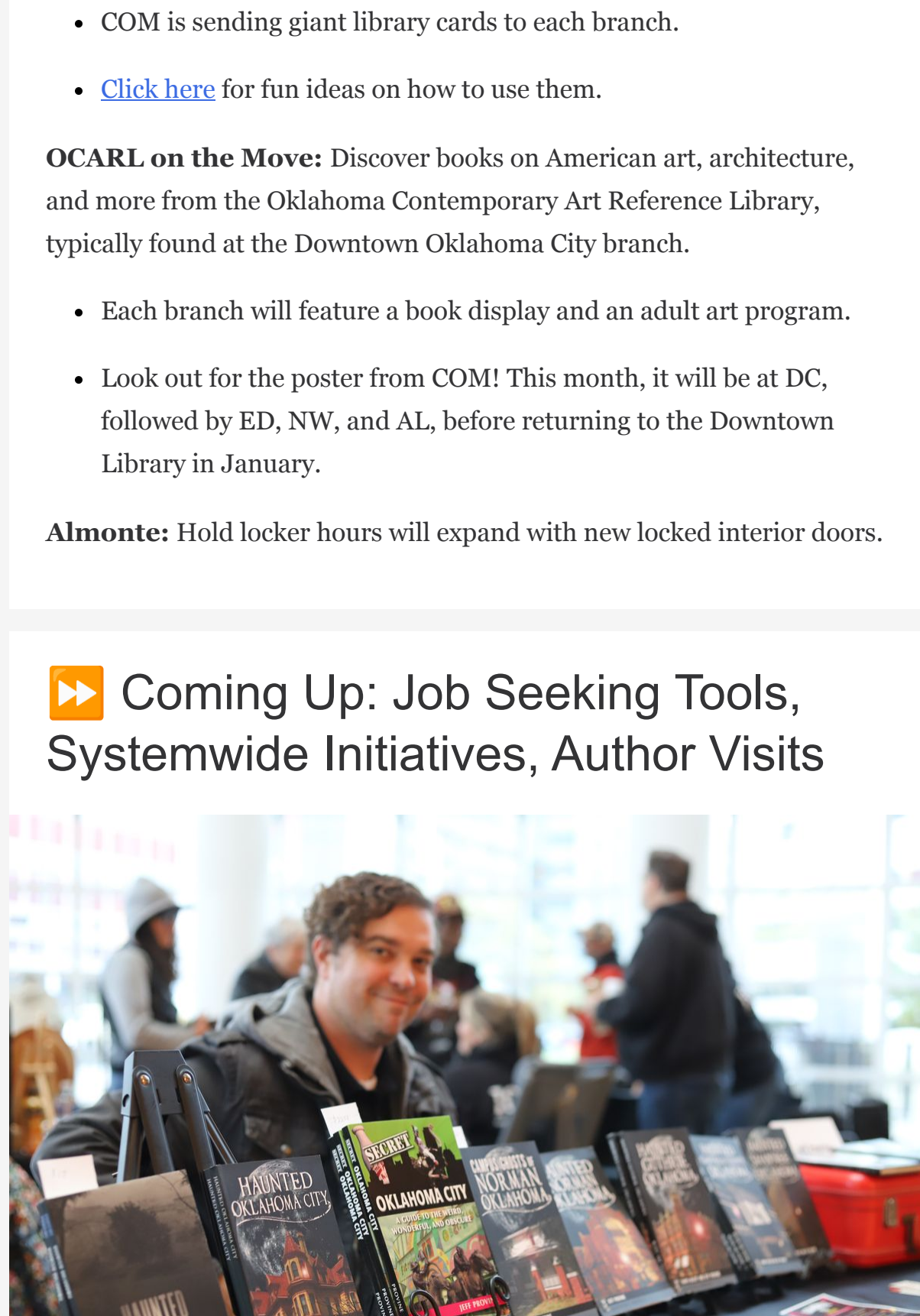
## Shelf Life

By Susan Smith • Sep 03, 2024

Smart Brevity® count: 5 mins...1347 words

Welcome to the second edition of *Shelf Life*! We're continuing with our concise, monthly format to keep you informed without the clutter. Enjoy the updates, and send your ideas to [communications@metrolibrary.org](mailto:communications@metrolibrary.org).

## Celebrating Library Card Sign-Up Month & OCARL Hits the Road



By encouraging people to sign up for a library card we help ensure everyone in the community has access to valuable resources.

**September:** We're celebrating Library Card Sign-up Month and Hispanic Heritage Month starting September 15 with events across our system.

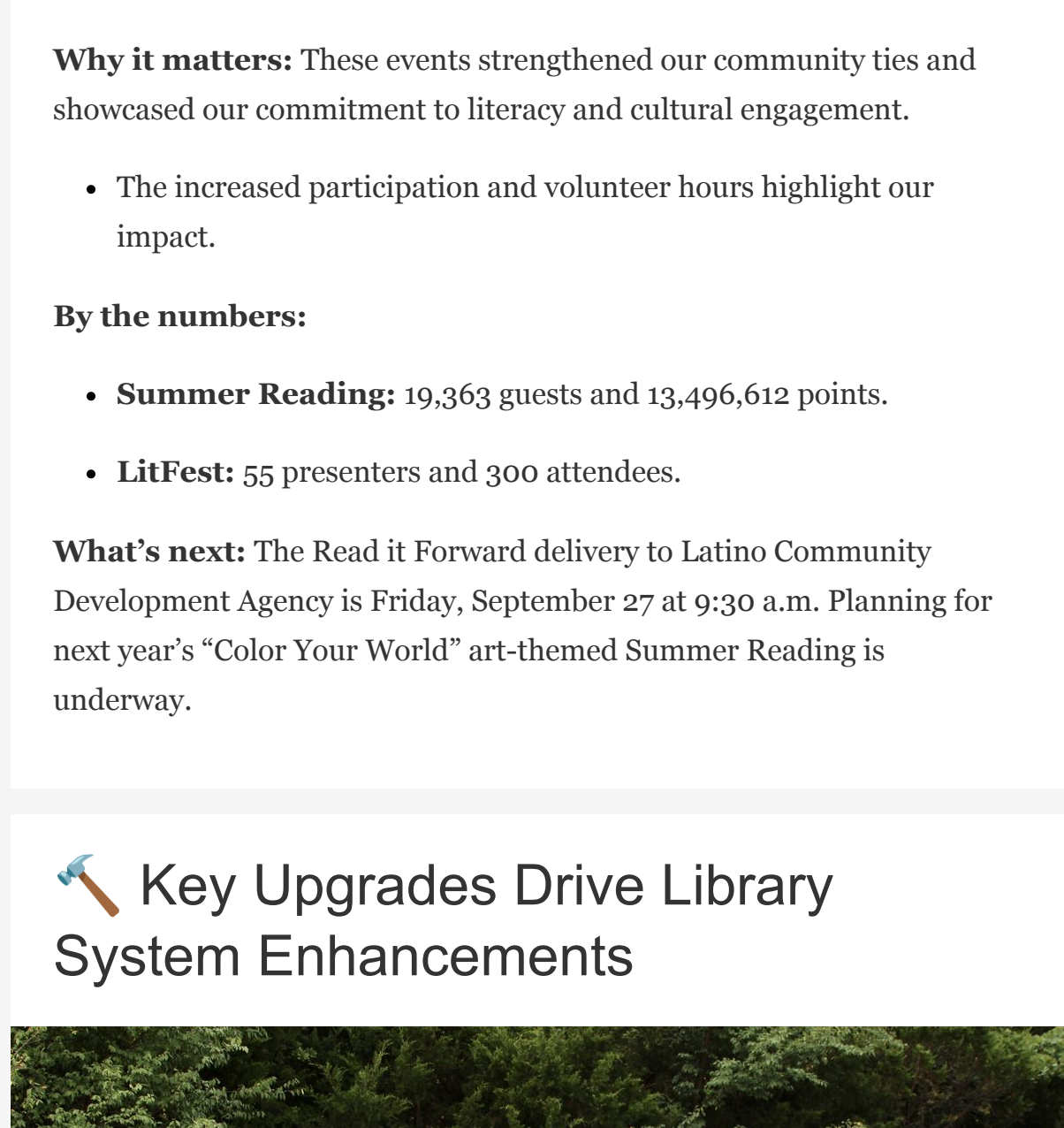
- COM is sending giant library cards to each branch.
- [Click here](#) for fun ideas on how to use them.

**OCARL on the Move:** Discover books on American art, architecture, and more from the Oklahoma Contemporary Art Reference Library, typically found at the Downtown Oklahoma City branch.

- Each branch will feature a book display and an adult art program.
- Look out for the poster from COM! This month, it will be at DC, followed by ED, NW, and AL, before returning to the Downtown Library in January.

**Almonte:** Hold locker hours will expand with new locked interior doors.

## Coming Up: Job Seeking Tools, Systemwide Initiatives, Author Visits



Author Jeff Provine at Paranormal Fest 2023

**BlueRecruit/Blue Career:** We're rolling out a tool for exploring skilled vocations, with applications for both employers and job seekers. Access is expected within the next few months.

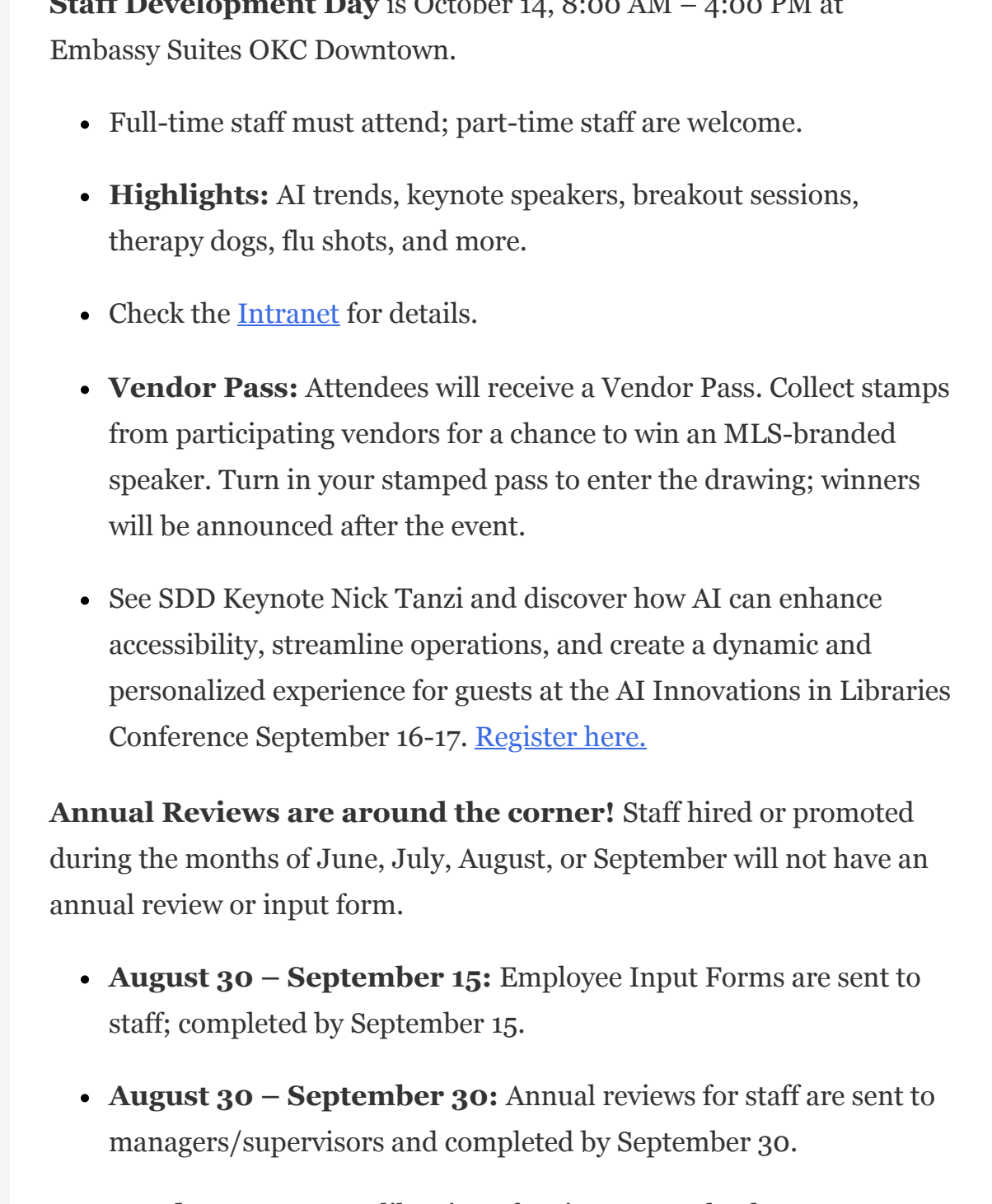
**October Initiatives:** Hispanic Heritage Month continues through October 15.

- The second systemwide initiative in October is civic engagement.
- Plan, promote, and support these initiatives in your respective roles, and, if you enter events in Library Market, submit them by the end of the week for inclusion in October's Info Mag.

### Upcoming Events

- Join author Russell Cobb as he discusses his book "Ghosts of Crook County," a true and unsolved story of greed and exploitation of Muscogee land. He'll be at Del City Library on October 19 and Downtown Library on October 20 at 2:00 p.m.
- Paranormal Fest at Ronald J. Norick Downtown Library on October 26, 2024, from 11:00 a.m. to 4:00 p.m. Enjoy Bigfoot talks, a movie marathon, crafts, an escape room, a Vendor Fair, and more.
- The inaugural Friends of the Library Mini Community Sale will be held at the Bethany Library October 25-27.

## Successful Summer Programs



The 2024 Teen Volunteer Party at the DN Library

Our summer events were a hit, surpassing goals and engaging the community.

**Why it matters:** These events strengthened our community ties and showcased our commitment to literacy and cultural engagement.

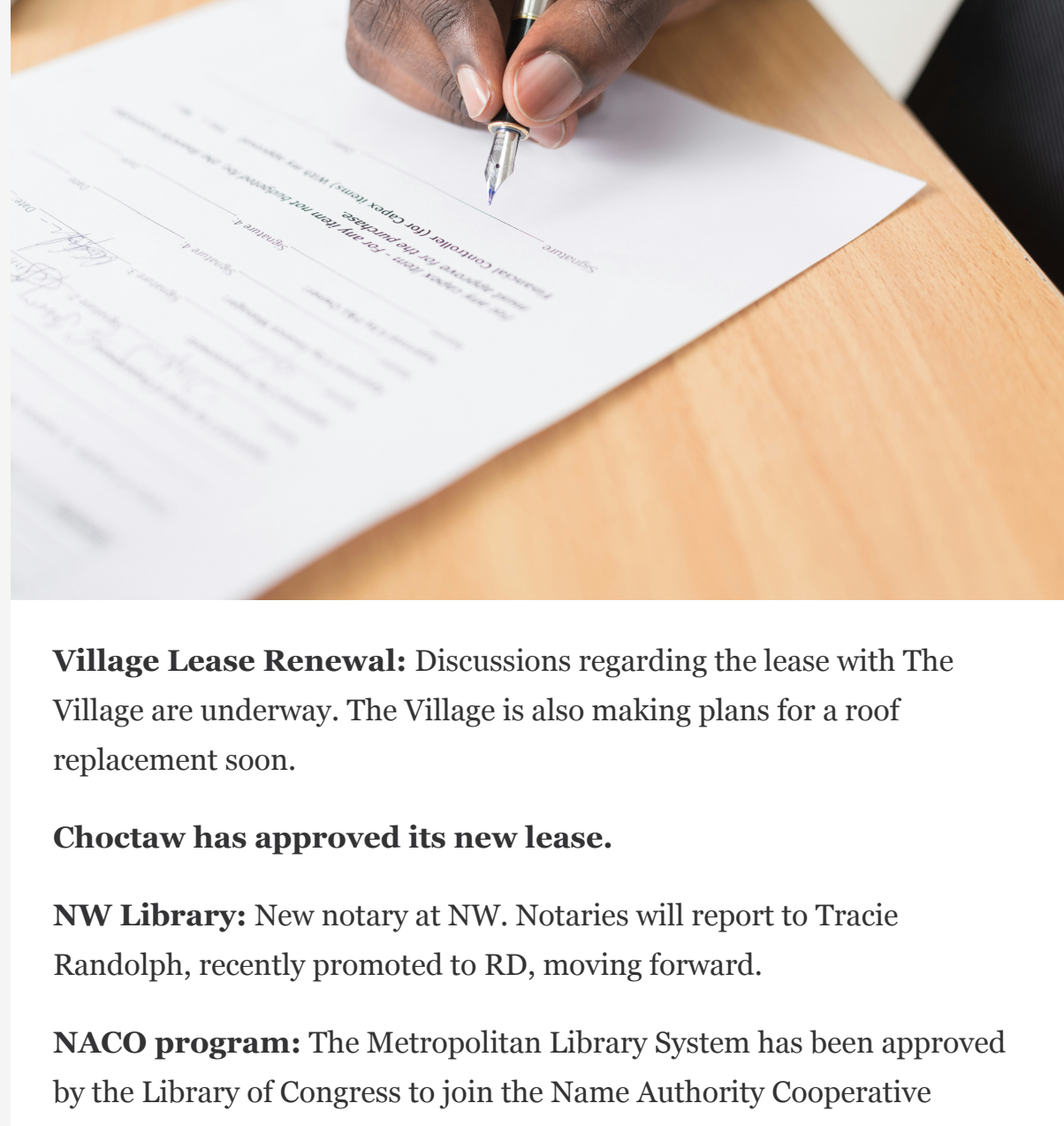
- The increased participation and volunteer hours highlight our impact.

### By the numbers:

- **Summer Reading:** 19,363 guests and 13,496,612 points.
- **LitFest:** 55 presenters and 300 attendees.

**What's next:** The Read it Forward delivery to Latino Community Development Agency is Friday, September 27 at 9:30 a.m. Planning for next year's "Color Your World" art-themed Summer Reading is underway.

## Key Upgrades Drive Library System Enhancements



Our staff breaking ground at the new Edmond location!

**Edmond Groundbreaking:** The \$31.64 million Edmond YMCA/Library complex broke ground on August 8.

- Tree clearing is underway and foundation work begins September 9.
- The project has received significant media attention, including from [The Journal Record](#) and [KFOR](#).

**Ralph Ellison Library:** Shelving and furniture installation will begin soon.

**Facilities Master Plan:** Onsite facility assessments are complete.

**What's next:** A demographic study is now underway.

- This study provides important information about what the community needs, which helps decide where to put new facilities, how to use resources, and what services to offer.
- It ensures library services align with population trends, cultural diversity, and future growth, maintaining relevance and effectiveness.

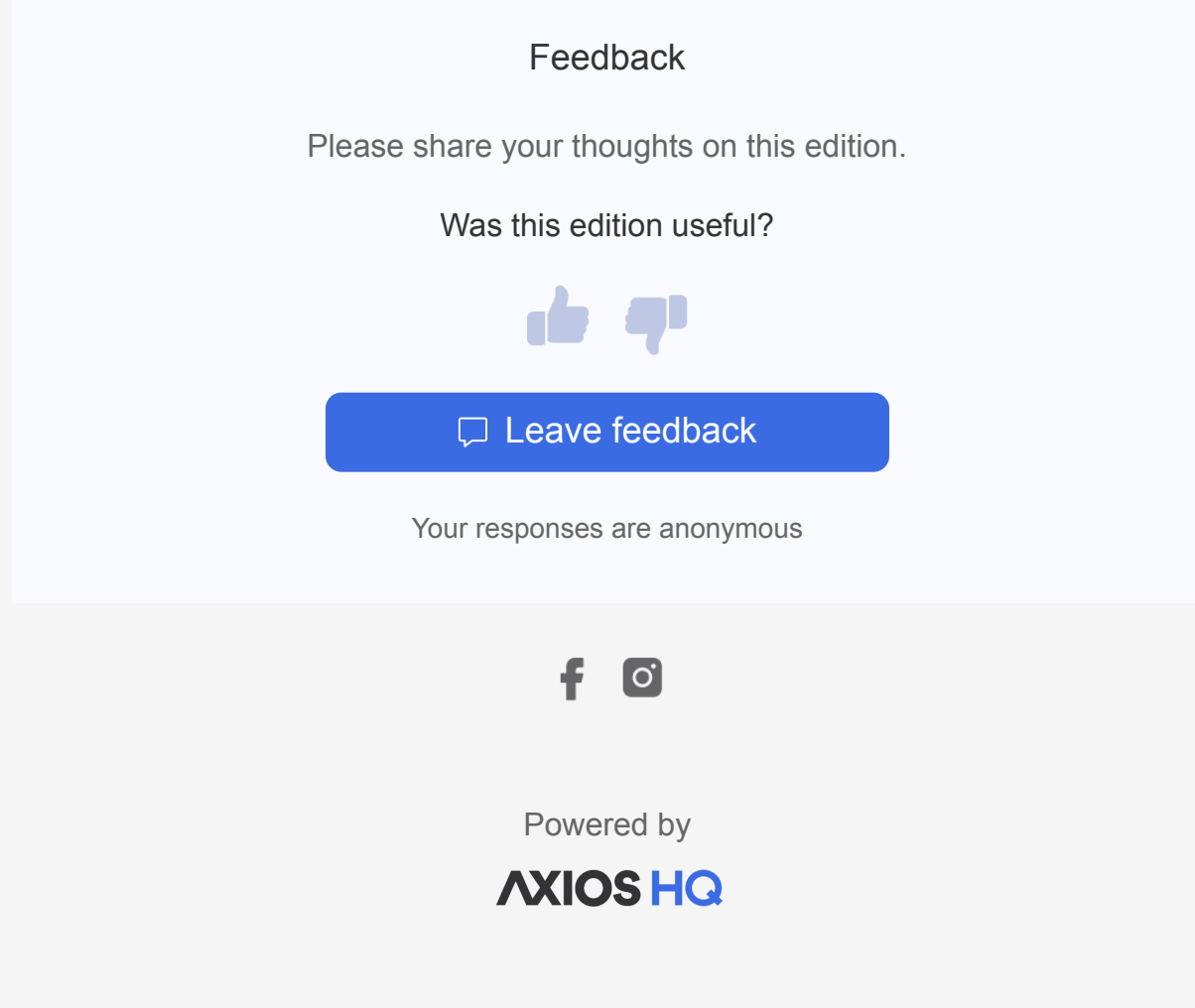
**Security Enhancement:** New cameras and surveillance systems have been installed at four locations (VI, RE, SO, WA).

- Walkthroughs with Tri-Corps Security for upgrades at two more sites (DN, NW) have been completed, with installation planned for this fiscal year.
- The Talk-Down System (Audible Deterrent Surveillance System) will be added to three more locations (RE, SO, CH) later this year, following installations at WR, DN, and AL.

**Curbside Signage:** Old vinyl curbside service signs will be removed at locations, as the service is now established. The aluminum parking spot signs will remain.

**Why it matters:** These updates ensure our facilities are well-maintained and equipped to meet the needs of our staff and visitors, enhancing overall efficiency and safety.

## Staff Development Day, Annual Reviews & Promotions



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## WIN A SPEAKER

**Fill out your Vendor Pass at Staff Development Day and enter to win!**



**Staff Development Day** is October 14, 8:00 AM – 4:00 PM at Embassy Suites OKC Downtown.

- Full-time staff must attend; part-time staff are welcome.
- **Highlights:** AI trends, keynote speakers, breakout sessions, therapy dogs, flu shots, and more.
- Check the [Intranet](#) for details.
- **Vendor Pass:** Attendees will receive a Vendor Pass. Collect stamps from participating vendors for a chance to win an MLS-branded speaker. Turn in your stamped pass to enter the drawing; winners will be announced after the event.
- See SDD Keynote Nick Tanzi and discover how AI can enhance accessibility, streamline operations, and create a dynamic and personalized experience for guests at the AI Innovations in Libraries Conference September 16-17. [Register here.](#)

**Annual Reviews are around the corner!** Staff hired or promoted during the months of June, July, August, or September will not have an annual review or input form.

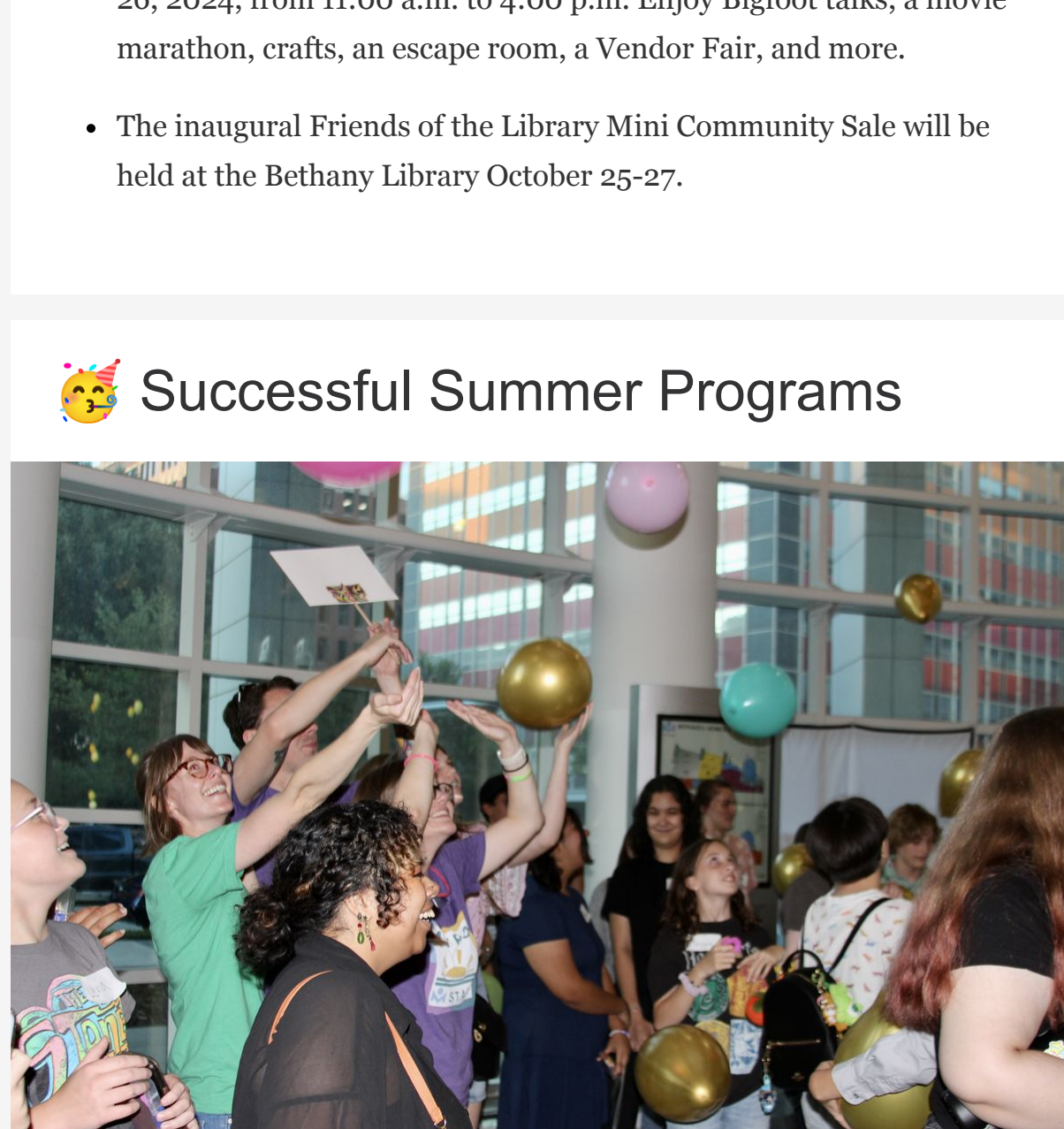
- **August 30 – September 15:** Employee Input Forms are sent to staff; completed by September 15.
- **August 30 – September 30:** Annual reviews for staff are sent to managers/supervisors and completed by September 30.
- **October 21 – 23:** Calibration of reviews. Save the date!
- **November 1 – 17:** Hold performance review meetings. Merits are awarded the first pay period in December (12/12).
- **Review Period:** November 1, 2023 – October 31, 2024. Please keep in mind any job performance during the months of September and October are counted in the annual review process.

**Open Positions:** Visit [metrolibrary.org/jobs](https://metrolibrary.org/jobs) for openings.

### New Hires and New Roles:

- For a full list of August's new employees and promotions [click here.](#)

## Network Upgrades for Better Performance



Our IT infrastructure is getting significant upgrades.

**Why it matters:** These changes enhance our network capacity, ensuring reliable and efficient operations.

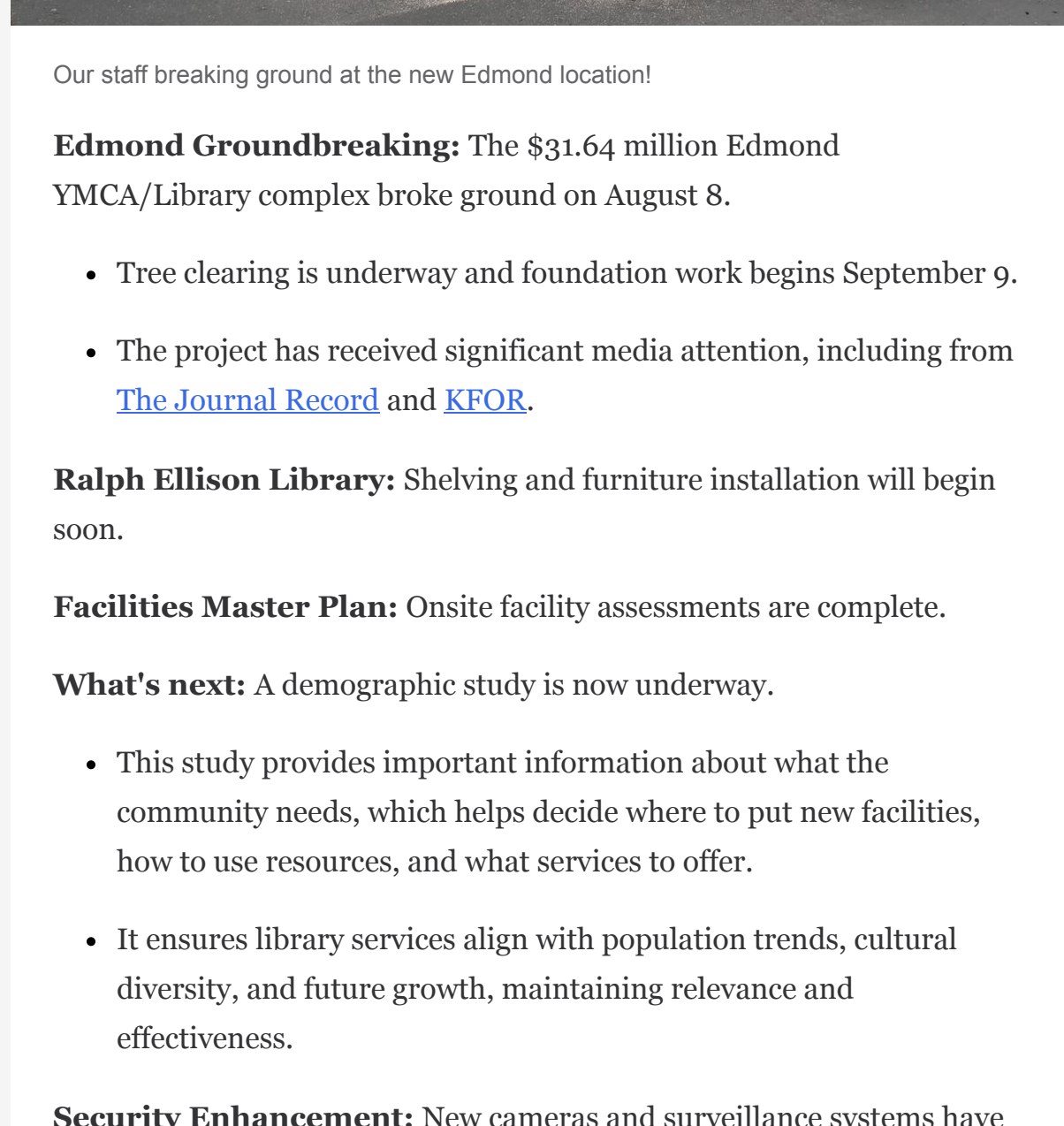
- Prompt reporting of malfunctions helps maintain safety and security.

### What's next:

- Replacement of end-of-life network switches.
- New voice routers at NW, RE, JN, and installations at CT and AL.

**Bandwidth boost:** Downtown's bandwidth has been upgraded from 4GB to 10GB for better network performance.

## Lease Agreements, NACO Program & Final Budget



**Village Lease Renewal:** Discussions regarding the lease with The Village are underway. The Village is also making plans for a roof replacement soon.

**Choctaw has approved its new lease.**

**NW Library:** New notary at NW. Notaries will report to Tracie Randolph, recently promoted to RD, moving forward.

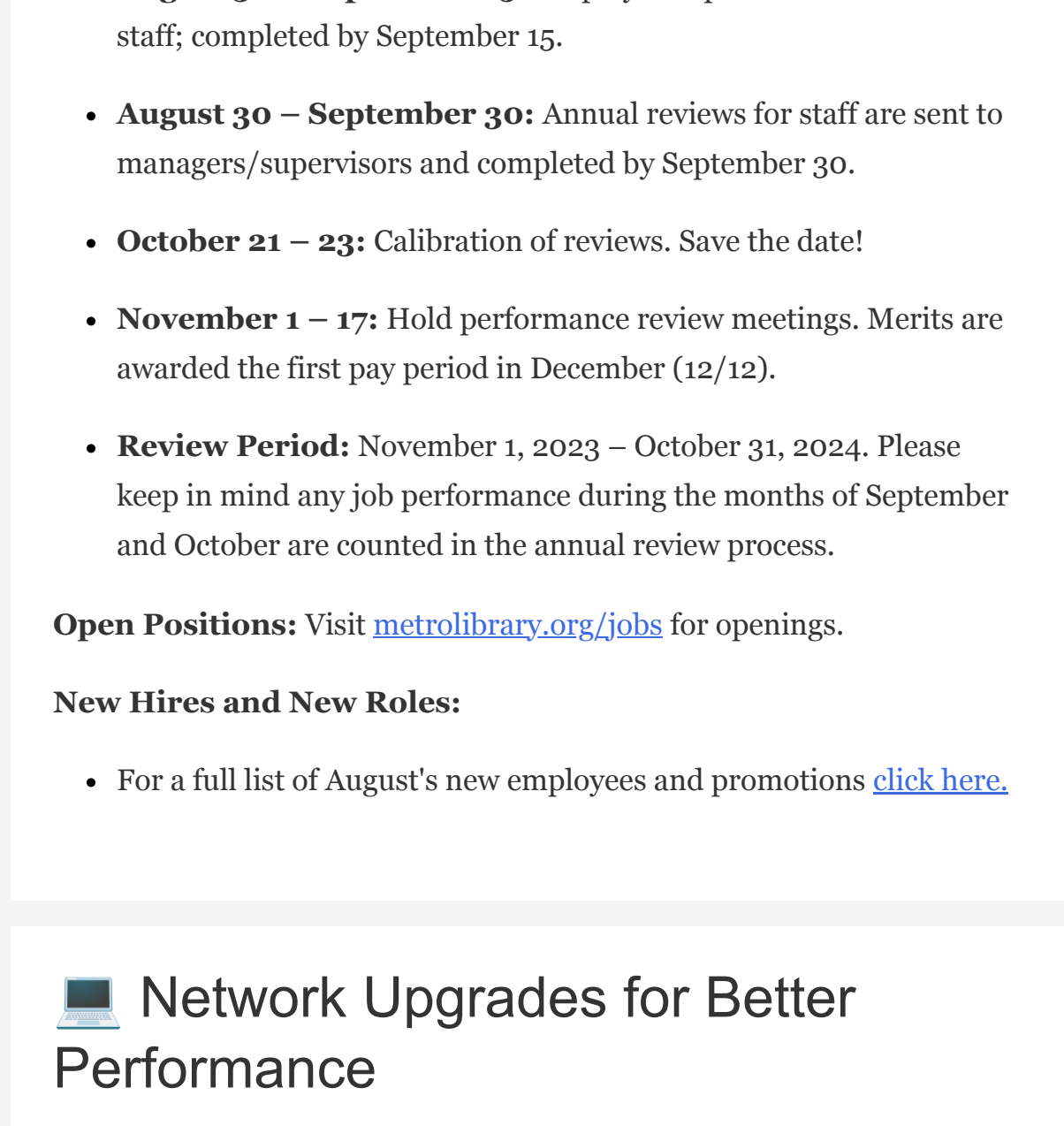
**NACO program:** The Metropolitan Library System has been approved by the Library of Congress to join the Name Authority Cooperative Program (NACO).

- This will let us add records for people's names, company names, place names, book titles, and series to the national database. This helps keep cataloging consistent.
- We are part of the Oklahoma NACO Funnel, coordinated by the University of Oklahoma, and training will begin this fall. More info: [NACO](#).

**Budget Updates:** The Business Office is finalizing the budget that is to be presented to the Metropolitan Library Commission in September meeting.

- The final budget is based upon the final Oklahoma County Assessed property values.
- The total assessed values of Oklahoma County increased by 5.96% over last year.

## Intranet Audits, Wayfinding Project & Promotional Items for Outreach



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## That's a wrap!

**We want to hear from you!** Please send newsletter suggestions to [communications@metrolibrary.org](mailto:communications@metrolibrary.org).

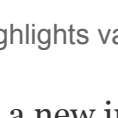
### Feedback

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Your responses are anonymous



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