



STAFF NEWSLETTER OF THE
METROPOLITAN LIBRARY SYSTEM

December 1, 2017

Online Resources Don't Have to be Daunting

The library system has a variety of online databases that users can access for research and entertainment, both in the library and at home. However, library users are not always experienced using databases and they may become frustrated when they cannot conduct a Google-like search using one of the library's services.

Library staff can help resolve some of those difficulties by taking simple steps to stay knowledgeable on all that the library has to offer.

Read the Database Highlights by Sadie Bruce – Collection Development Librarian Sadie Bruce posts regular articles on the intranet covering the library's many databases in a timely manner. The database highlights also include free public resources that are available online without a library card. Check out the last database highlight [HERE](#).

Explore – Get on the library website and take a good look at all the online resources. Pick some databases that look interesting and start with those. Databases do not have to be boring.

Ask for Help – Many databases have a *help* button or link to a guide that includes information such as the truncation symbols, stop words, Booleans, limiters, and more for that database.

"A member entered the Luther library looking for a diagram of the steering column on his old Ford pickup. Although stumped at first, I soon remembered hearing about a database for that. Five minutes later, he had his diagram and I had survived my first encounter with the ["Auto Repair Reference Center"](#) database." - Darin, CL

Wellness Works Offers Simple Steps to Well-being

Metro Library's Wellness Works program does not wait until January to kick-start a healthy lifestyle - library staff can start earning points now! The 2017-2018 Wellness Works Points Menu is now available.

The Wellness Works Program allows staff to earn points by completing activities that are part of a healthy lifestyle. The points equal a certain dollar bonus amount available to earn at the end of the fiscal year.

There are some exciting changes coming for the 2017-2018 Wellness Year—new challenges, new Wellness Rewards, and new ways to interact with [Wellness Connect](#)! You may now self-report certain items for Wellness Points through Wellness Connect.

Health Assessments for the 2017-2018 year are due by Dec. 15 to earn the 25 bonus wellness points. If you completed a health screening and flu shot in October, you will also be entered in a drawing for one of FIVE \$100 Wellness Rewards.



Some items on the Wellness Works Points Menu include:

•Health Measures - Completing an annual health screening, flu shot, healthy weight loss, and weight maintenance.

•Physical Activity - Activity tracked through a step counter/ pedometer synced with Wellness Works, completing a 5K run/walk, or checking in at the gym.

•Coaching and Challenges - In person coaching or online appointments through Wellness Connect.

•Social - Logging in to Wellness Connect each week.

•Informed - Completing a wellness lesson, or webinar through Wellness Connect.

To read more details view the 2017-2018 points menu by logging in to Wellness Connect and clicking on the rewards tab.

First time logging in to Wellness Connect?
Access Wellness Connect [HERE](#).
Username: your MLS email address
Password: wellness

Questions about the program?
Call Kasandra Dewbre-Burrows
606-3739

Coming Up

Google Grow
Dec. 6

SA Event: Star Wars Movie Night

Dec. 9 @ 6 PM, CH

Deadline to Complete Slips, Trips, and Falls Training
Dec. 31

Intranet Briefs

Meeting Minutes

•Access Services
•Leadership Team
•Library Managers
•Safety Committee

Kanopy Launching Dec. 4 - Kanopy is a streaming service that offers "thoughtful" entertainment including material from Criterion, PBS, and The Great Courses. Members are limited to 6 films per month.

Young Adult Services Symposium - Check out the highlights from this year's symposium which included public and school librarians, educators, students, publishers, and authors.

Digital Dash - This is a checkout challenge in digital circulation from Overdrive. This year's goal for the Metropolitan Library System is 1,428,858 circulations and we are 87% there!

New Ebsco Contract - The Oklahoma Department of Libraries announced a new statewide contract with Ebsco, including 8 new statewide databases.

Policy Updates

•Kay's Video
•Policy Packet

Check Out What's Available on EduBrite EduBrite (the new LMS) has more than just your most recent safety training! Log in and go to the course catalog to view what is available. Get supervisor approval before completing trainings. Have a webinar training or other training suggestion? Contact Learning and Development.
Email: training@metrolibrary.org

"We grow smarter communities, one person at a time."

7 Things Development and Volunteer Services Want You to Know

Ever wondered where the library gets the funds for scholarships? Or wonder where the money goes when someone makes a donation? Or who coordinates library volunteers? Development and Volunteer Services (DVS) is responsible for all gifts to the Metropolitan Library System and coordinating library volunteers.

1 DVS is responsible for asking for all funds, goods, and services that are outside of the library systems' operational budget. Gifts to the library system may include items received at any library branch location.

2 The library system is a governmental agency, not a 501c3 nonprofit. That means the library cannot receipt charitable gifts. Such gifts must be received through the Library Endowment Trust. DVS is a part of providing support for both the library and the library's nonprofits to assure that the process runs with ease.

3 DVS supports the nonprofit "arms" that support the library system, including:

•**The Friends of the Library (FOL)** - DVS assists with board and committee meetings, membership growth, member benefits, and coordinating book sales and volunteers.

•**The Special Friends of Ralph Ellison Library** (auxiliary group of the Friends)

•**The Special Friends of the Village Library** (auxiliary group of the Friends)

•**The Library Endowment Trust (LET)** - DVS assist's the trust in coordinating their board and committee meetings, special events such as Literary Voices®, and receiving gifts and grants.

•**The Choctaw Guild**



4 Staff can help by educating library members year-round on the benefits (booksale tickets, and more!) of Friends Membership and encouraging them to join, sharing information on the Library Endowment Trust, and continuing to provide great service to library members.

"Providing great service to library members is what keeps members of our community giving to the library – whether it is through their time as a volunteer or through a monetary gift. It's the services the library provides and the positive impression our staff make in the library and in their communities that keep DVS busy," Development Director Heather Zeoli said.

5 The gifts, membership dollars, and proceeds from book sales and events from the library's nonprofit arms get put back into the library through annual and special project grants. In addition, the Trust grows the library's endowed funds through investments – so that there will always be funds should we need them.

6 Do you have a big idea? Need some funding? Talk to your supervisor and then talk to DVS! The Trust is also the nonprofit arm that allows MLS to receive private grants from foundations and organizations.

7 The library's nonprofit arms help the library plan for the future. Supporting each of the library's nonprofit groups provides valuable funds that go above and beyond the library budget for scholarships, staff events and activities, programs and experiences, technology and equipment, and renovations and upgrades.

A Day in the Life: Development and Volunteer Services

Shannon Priddy Development Coordinator

"Every day I get to assist the Friends and the Trust raise funds to support Library programs and projects. It's great knowing that the work I do goes towards supporting the community."



Fun Fact

"My puppy's name is Wilhelm the Conqueror."

Heather Zeoli Development Director

"Working as a fundraiser is always rewarding because the ultimate goal is connecting peoples' passions to the missions and work of organizations. I love hearing what motivates others to give!"



Fun Fact

"I was a wedding DJ many moons ago. Having been to HUNDREDS of wedding receptions, I am dangerous with a microphone and group dance routines. Hokey Pokey, anyone?"

Heidi Port Volunteer Coordinator

"I support staff in making library volunteers and Friends know they're important and are making a difference in our community – it's the best job ever!"



Fun Fact

"My childhood library was the Village Library – back when it was a storefront in Casady Square!"

"We grow smarter communities, one person at a time."