

Shelf LIFE

December | 2019

We grow smarter communities, one person at a time.



Book Bingo

Winter Reading Challenge

What if you could accomplish all your goals in the new year simply by reading more? Over 40 percent of Americans said they were likely to make a New Year's resolution and about 20 percent who do, resolve to read more in the new year, while other popular resolutions include reaching health and learning related goals.

Whether your New Year's resolution is to improve your health, learn a new skill or read more, the Library is hosting a program that may motivate you to do just that! Our Book Bingo, winter reading challenge for adults, kicks off on January 1, 2020. Participants who read five books between January 1 and February 29, 2020 are entered for a drawing to win an eReader, tablet or exclusive prize pack.

Read your way to your 2020 goals! Reading is proven to have health benefits including improved memory, stress reduction, better sleep, focus and concentration skills, improved analytical thinking and problem solving, increased empathy and some studies have even reported readers have an increased life expectancy. Reading is also a great way to begin learning a new skill.

To participate in Book Bingo, customers can download a Book Bingo Card from metrolibrary.org/bookbingo or stop by their local library to receive a Book Bingo card and track their reading progress (they can even take advantage of the free space). Bingo not your thing? Readers can also track their reading progress digitally by signing up on the library's website and registering for "Winter

Reading Challenge 2020". Online participants will earn digital badges for reaching their goals.

Completed bingo cards must be turned in at a Metro Library or mailed to Metropolitan Library System c/o Book Bingo, 300 Park Ave. Oklahoma City OK 73102 by 6pm Friday, March 6, 2020. Participants may also take a photo of the front and back of their completed card and email it to bookbingo@metrolibrary.org.

Staff can access a toolkit including scripts, talking points, templates and more on the intranet [HERE](#).

Coming Soon! Look for the *Winter Reading Challenge* group on Facebook. Participants will be able to share their progress, reading recommendations and support in the online group.



How Library Materials & More Make It To Your Location

Want to learn more about the delivery process? Or how you can do your part to ensure the process of transporting interlibrary mail and library materials goes smoothly? In this month's issue of ShelfLife we take a journey through the delivery process.



Six days a week, during "rain or snow these books gotta go," and our Metro Library delivery drivers start their day at 6:30 a.m. loading materials to deliver to the libraries including reserved items for checkout, interlibrary loan items, mail, bookmarks, rock salt, paper towels and more.

Throughout their day they drop off and pick up more items from each location along their route until red bins and ergo trolleys (also known as baby bassinets) full of library items are dropped off once more at the Service Center to be sorted.

The drivers load their trucks back up and head back out on their routes.

Meanwhile, the book sorter springs to life as a Technical Processing Specialist begins placing items on the belt to be sorted. The sorter scans the RFID (radio frequency identification) tag, telling it where along the belt to drop the material. There is a bin for each library location set up along the belt.

"There is this ripple effect where if we do something here it can effect something at a library branch and vice versa," Technical Processing Specialist, Katherine Casey said. "This can slow down the process, making it take longer to get items to your library, which is the whole reason the process has been changed."

Take a magazine for example, if it isn't in an envelope and it ends up on the belt it could get ripped up. There is no way to know who it belongs to or where it was supposed to go if the magazine is destroyed or the RFID gets separated and lost from the rest of the magazine, Casey said.

Sometimes items purchased at the Friends Booksale are mistakenly returned to the library. Even though the RFID has been slashed indicating the item is out of the Library's system, the RFID scanner on the book sorter will sometimes still scan the material. Then, if the item's barcode is scanned at the library, it could reactivate the item in CarlX, putting the book back into circulation.

A missing or left on reserve label can also cause extra confusion because it may be sent to the wrong library location.

Other unusual things that may cause an item to get lost or require it be sorted by hand are books that have foil inlay on the cover. The foil interferes with the scanner scanning the RFID tag.

If the RFID does not work or is missing, then the sorter will sort it into an exceptions bin. These items are set aside for further investigation.

"Sometimes the



RFID tag gets crimped from the spine of the book or damaged or kids think it is a sticker and they peel it off," Casey said.



Casey tries to complete sorting as many trolleys full of materials as she can before the next delivery driver leaves for his route.

When the truck backs in to load back up with items, she wheels the sorted materials out to them and the drivers begin again.

"We enjoy seeing the library personnel. Those that smile at us or say hello, we are very grateful. Our job consists of riding in the truck dealing with the product, so it's always nice to see a friendly face," Delivery Driver Chris Poole said.

Drivers pick up red bins of library items at each location. However, not every library has a red bin for every other location. The red bins are based on the average number of materials routed between libraries and a larger location is more likely to have a red bin at another location.

Poole emphasized that it's never one thing causing an item to be delayed getting to your location. "A delay in getting a material could be many things," he said. "We try to pick up as much as we can. It is important to us."

Parts of the process have changed and are still in the process of being finalized to ensure efficiency and ease on the drivers.

The Downtown Library now has one drop off and one pickup for mail. Any mail at Downtown must get to the mailroom by 1pm to go out that day.

The best thing libraries can do to make it easier for drivers is to be prepared for them. Leave drivers plenty of room to

move the product from the library to their truck and watch out for them because they are carrying heavy loads most times and they do not want to bump into anyone by accident.

If staff ever have questions they can call maintenance. The drivers work rotating shifts and take turns working as the shop person each week. The shop person prepares materials like bookmarks and paper towels for pick up, moves materials in the service center warehouse and sometimes answers phone calls. Maintenance also welcomed a new administrative assistant this week who will be answering calls.

Drivers also rotate working the Saturday shift. Saturday deliveries include the Edmond, Northwest, Belle Isle, Midwest City, Southern Oaks and Downtown libraries. Staff can call the Service Center and leave a message on Saturdays, however it will be Monday before a driver is able to return weekend calls.

Although Technical Processing does not work Saturdays, the driver working the Saturday shift tries to sort as many materials as he can on the sorter to assure the process goes quickly.

As adjustments are made to the delivery schedule and processes to ensure maximum efficiency, support staff in Maintenance and Technical Processing appreciate your patience and support. Watch a video about the process [HERE](#).



HELLO!

Jeffrey Cover

HUM Human Resources Manager

Adriana Gutierrez

AL Access Specialist I

Sharon Mathews

CL Access Specialist II

Antonio Nelson

BE Access Specialist I

Kristin Sutliff

Ops Administrative Specialist

Emilee Wardsworth

VI Access Specialist I

GOODBYE

Amina Hammi

4 months, BE Access Specialist I

Martin Morales

11 months, CH Access Specialist I

RETIREMENTS

Ed Dillard

5 years 8 months of service, Security Manager

Victoria Dixon

22 years of service, DN Adult Librarian I

David French

18 years of service, DN Adult Librarian I

DIY Development

Time Management Tips 46(m) 2(s)

Get bite-sized tips for mastering your work schedule. In this installment of the Time Management Tips series, productive leadership author and speaker Dave Crenshaw shares practical strategies for scheduling everything from meetings to learning opportunities.

Learning Objectives:

- Setting realistic expectations
- Planning multistep projects
- Determining how long a task should take
- Preventing others from cancelling appointments with you
- Handling cancelled meetings
- Planning quarterly to boost productivity
- Prioritizing learning opportunities

COMING UP

December 12

Staff Association Meeting at Warr Acres Library

December 12

Commission Meeting at Capitol Hill Library

December 24

Libraries closed for Christmas Eve Holiday

December 25

Libraries closed for Christmas Holiday

December 29

Libraries close at 6pm for New Year's Eve Holiday

January 1

Libraries closed for New Year's

January 16

Commission Meeting at Northwest Library

January 16

Staff Association Meeting
Location TBD

January 20

Libraries closed for Martin Luther King Jr. Day