

We grow smarter communities, one person at a time.

Using Microsoft Teams

Missed the Microsoft Teams presentation at Staff Day but interested in trying it out? Now that Microsoft is transitioning away from Skype for Business, Teams is a great option for communicating with your co-workers at other locations and even organizing complex projects with multiple people across the system.

You can use teams to send messages, make voice and video calls, schedule meetings and even share documents. Like other Microsoft applications, you can use it online, from the desktop application or from the mobile application. Here are some features in Microsoft Teams:

Teams

You guessed it! This is the big feature in Microsoft Teams – Teams. Under the “teams” icon on the left-hand side you can see each of the teams you are a member of. These teams could be for anything. You could be a member of a team for a work group or committee you are working on or you could be a member of a team that your department uses to stay connected and share files.

Each team has channels within that team. These channels could be a subcommittee of a committee you are a part of, or they could be a specific service that your department provides broken down into channels. There are a variety of ways to layout your team. Each channel shows up like a social media home page – you will see messages and replies, files and you can add even more elements. These messages can be seen by everyone in that team. Files you upload to teams can be co-authored, so multiple people can work on them simultaneously and the changes will be saved to the cloud.

Chat

With Skype, you could easily instant message co-workers. This can also be done using Microsoft Teams by going to the “chat” icon on the left-hand side, selecting the compose button (paper and pencil icon next to search bar) and

searching the co-worker you would like to chat with.

You will see any previous messages you sent to this person in the conversation window. New messages will pop up at the bottom right hand corner of your screen as a notification.

Files can be attached to messages within chat similar to instant message in Skype. However, you cannot co-author in chat.

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Using Microsoft Teams *(Continued from page 1)*

You can also conduct video and audio calls within the chat tab by clicking the video camera or phone icon on the top right-hand side of the screen.

Meetings

Scheduling meetings within Microsoft Teams is similar to how you would schedule a meeting in Outlook. However, you have the option to select a channel to meet in. For example, if your Summer Reading subcommittee wants to meet virtually you can schedule a meeting in the subcommittee's channel. Anyone in that channel will see the meeting.

You can record a meeting for later playback as well. This can only be done within a scheduled meeting. So, once a scheduled meeting begins you can go to the more button (three dots at the bottom middle of your screen) then click start recording. This is also how you end the recording. To view the recording later you can go to your recent chats and it will be saved as a meeting recording. Anyone who was in the meeting or the team channel the meeting was in – will be able to view the video at any time.

Share Your Screen or PowerPoint

In Teams you can Share your Screen or PowerPoint just as you could within Skype. To do this, simply start a video or voice call then click the little arrow at the bottom middle of your screen. This gives you the option to show a specific window you have open or your whole desktop in general. This menu will also have the option to share a PowerPoint Presentation. The window that has the red box around it is the active window you are sharing with the group – so you can have multiple windows open but

only one can be seen to your group.

How to Get a Team Started

If you have an existing group that you would like to have a Team associated with, send an email to helpdesk@metrolibrary.org and IT can get you set up.

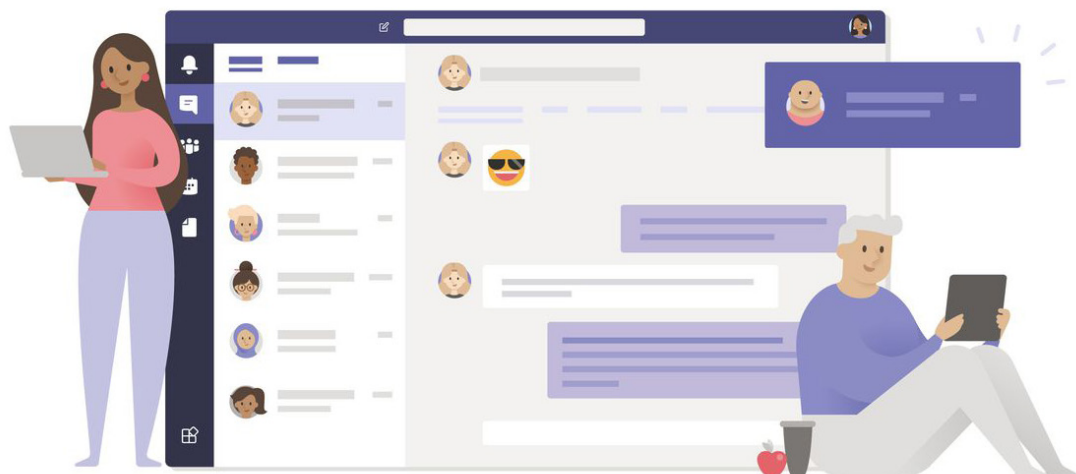
If you want a team from scratch, send an email to helpdesk@metrolibrary.org requesting a team with the following information:

- Name of Team
- Purpose of Team
This is to help IT make sure there isn't already an existing group that can be associated with Teams, and to ensure the email address follows the email naming convention that we've already been using with groups and teams.
- Group/Team owner(s)
These will be staff members who can add / remove users to the group / team.

Need Some Additional Help?

Try one of these Trainings available in [EduBrite](#):

- Microsoft Teams Essential Training
- Microsoft Teams Quick Tips



UPDATE: Projects and Closings



Belle Isle Library rendering

Belle Isle

The library known to many as the “Millennium Falcon” will soon undergo an extensive remodel, launching the 1960s style library into the future. The iconic look of the

Belle Isle Library will be preserved while still giving the library some much needed upgrades.

The renovation will include adding about 10,000 square feet to the library to include a much larger meeting area, study rooms, children’s programming space, large



Belle Isle Library rendering

teen space and a makerspace/MLS studios. In addition, the library will have all new furniture, more computers and more parking. [Watch news clip...](#)

the move to the 6700 NW 35 location.

The new library is more than 22,000 square feet. It features a makerspace with cutting-edge technology, tech-friendly community meeting spaces, a separate children’s programming/event space, outdoor reading porches and one-of-a-kind public art. [Read more...](#)



Bethany Library

Del City

A new 15,000 square foot building will be constructed featuring more public computers, a dedicated children’s area and children’s programming space, dedicated teen area, quiet reading area and meeting room. The date for ground-breaking is not yet confirmed but it is expected to be late 2019. The location will be SE 15th and Sunnyslane.

Edmond

The Edmond Library renovation will begin December 9, 2019 and continue through March 2020. The library will get a new more energy efficient HVAC, new carpet, new roof, new ceiling tiles and new LED lighting. There will be a temporary location to pick up holds and return books near Hefner Park.

Bethany

The New Bethany Library will open November 16 at 10 a.m. The temporary location closed Nov. 4 to begin

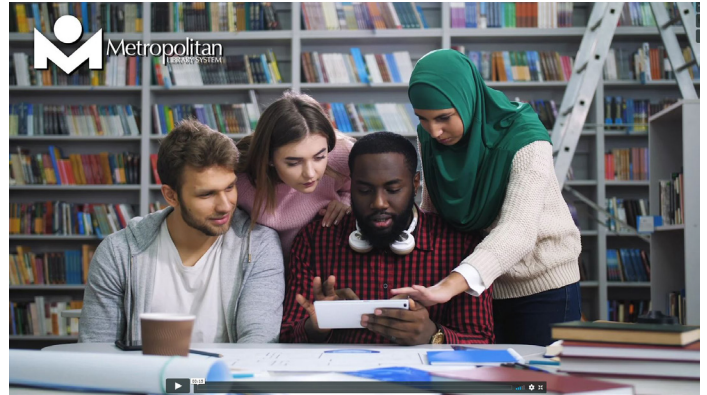


Bethany Library

TV & Radio Advertising

Marketing has created some new television and radio ads that will begin running this month and continue through December.

The ads target a wide variety of customer demographics by utilizing TV ads primarily aimed at the 35+ demographic, Spanish TV and radio ads and radio ads aimed at millennials.



November Television Advertising

Media	Quantity of Ads	Reach*	Impressions*	Programs
KOCO	51	41,400	583,060	<ul style="list-style-type: none"> KOCO 5 News Kelly Clarkson Ellen Rookie NCAA Post Thanksgiving
KFOR	27	27,000	470,387	<ul style="list-style-type: none"> Today Show KFOR News 4 Rachel Ray The Voice
KWTV	30	38,500	687,600	<ul style="list-style-type: none"> News 9 Late Show Stephen Colbert News 9 Sunday Morning Edition
Telemundo	51	NA	NA	NA
Estrella TV	20	NA	NA	NA

November Radio Advertising

Media	Quantity of Ads	Reach*	Impressions*	Programs
Cumulus	22	33,400	NA	<ul style="list-style-type: none"> KYIS-FM
iHeart Media	52	NA	NA	<ul style="list-style-type: none"> KJYO-FM
Tyler Media	38	NA	NA	<ul style="list-style-type: none"> La Zeta 106.7
Tyler Media	29	NA	NA	<ul style="list-style-type: none"> Exitos 96.5 FM

*Reach: Total number of users who will view the content over this period.

*Impressions: Amount of times users have the opportunity to view the content over this period.

Click [HERE](#) to check out the full list of shows where you might see an ad for the Library and visit links to each of the ads.

HELLO!

Kirsten Bryson

CSD – CAT Collection Services Manager

Tifani Burke

BI Access Specialist I

Kelsey Campbell

AL Access Specialist II

Cory Davenport

BI Access Specialist I

Brittany "Britt" Ellis

AL Access Specialist I

Ventura Esquivel

CH Access Specialist I

Alannah Fenner

MC - Access Specialist I

Jacquie Johnson

NW Access Manager I

Stephen Leenhouts

VI Access Specialist I

Shawna Mailman

WA Access Specialist I

Lisa Mesenbrink

NW Access Specialist II

Lilith Nix

ED – Access Specialist I

Michael Payne

ED Access Specialist II

CONGRATULATIONS!

Andrew Baer

AL Adult Librarian I HT to CH Adult Librarian I FT

Jessica Morris

DN Access Specialist II FT to SO Adult Librarian I FT

Ashley Smith

AL Youth Engagement Specialist I HT to CL Youth Engagement Specialist

Cameron Smith

AL Access Manager II FT to CL Engagement Manager FT

Patricia Gent

CL Access Specialist II HT to CL Access Specialist II FT

Molly Giles

AL Engagement Manager to CH Access Manager II

GOODBYE

Rebecca Bornstein

1 year, ED Youth Engagement Specialist II

Christina Winkle

3 years, SO Teen Librarian I

RETIREMENTS

Carol Provine

44 years of service, BI Access Specialist II

DIY Development Being the Best YOU: Self Improvement Modeling

37(m) 58(s) How would you like to become the very best version of yourself? What if you could do your work with grace and ease—every day? Learn how to let go of past failure, look beyond the minutia of daily life, and discover the areas in which you truly excel. This course is a practical guide to self-improvement modeling, offering simple exercises that help you get at the heart of who you are and what you do best. Let personal leadership and mindset coach Sue Revell show you how to be unstoppable, find your flow, and create a more positive and successful future. Plus, find out how to model other successful people to learn from their careers. Each lesson provides actionable guidance to help you identify your best possible self—and bring that person to work every day.

Seek supervisor approval to enroll

COMING UP

November 14

Staff Association Meeting at Northwest Library

November 21

Commission Meeting at Bethany Library

November 27

Libraries close at 6pm for Thanksgiving Holiday

November 28

Libraries closed for Thanksgiving Holiday

November 29

Libraries closed for Thanksgiving Holiday

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