

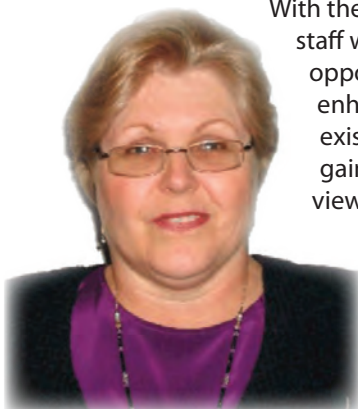
ShelfLife

Staff Newsletter of the Metropolitan Library System

October 2006

Job Rotation & Job Shadowing

Beginning in Jan. 2006, MLS initiated Job Enrichment Opportunity Program (JEOP). The program, implemented in phases, provides an employee with the opportunity to take part in or observe a different work assignment on a non-permanent basis for an agreed-upon period of time.



Debbie Robertus, from BI to MC

With the program, staff will have the opportunity to enhance their existing job skills, gain a broader view of System Operations as a whole, and prepare for career advancement.

This is not a new concept for MLS, and some library systems rotate staff every two years.

In Phase One, Managers of Library Operations complete 24-40 hours of Shadowing or Job Rotation during their appraisal year. With Job Shadowing, Managers will observe another manager/supervisor, or Ad Team member. The benefits are similar to those of Job Rotation.

In Phase Two, Assistant Managers of Library Operations will rotate to a new location for a period of six months and return to their home library for six months. This process will continue until Assistant Managers have rotated to the five regional libraries.

CT Manager of Library Operations **Rosemary Czarski** has been job shadowing in several different library departments.

"By shadowing in so many places," Rosemary said, "I've gained insight into what departments have to do to get their jobs done. I've also learned ways to help them meet their deadlines."

Beginning in October, **Debbie Robertus** of BI will rotate to MC; **Fariba Williams** of MC will rotate to DN, and **Tim Fisher** of



Fariba Williams, from MC to DN

DN will rotate to BI. In April of 2007, **Ann Aliotta** of ED will rotate to SO and **Jack Kinzie** of SO will rotate to ED. These employees will remain eligible for promotions while in the program. Assistant Managers

will receive a monthly car allowance during the six months rotation.

"Am I looking forward to it!" Debbie Robertus told us. "Yes, I do look forward to the experience and meeting new people is always interesting. I also hope to gain new insight into how other libraries within the system operate, plus a better understanding on how and why each library is different - what makes them so, customers, staff, the local community, etc."



Tim Fischer, from DN to BI

Fariba Williams is also looking forward to working in a new place. "Well, I am really excited about going downtown and getting to know more MLS employees!"

ShelfLife wishes everyone the best of luck with this new project.

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HIPAA Concerns *Learn the Do's & Don'ts*

The aspect of HIPAA (The Health Insurance Portability and Accountability Act of 1996) that concerns most of us is the question of privacy and what we are and aren't allowed to say about the condition of a colleague who is away from work due to illness.

Here's the way it works:

1. You can tell anyone as much about your health as you want to reveal. It's your privacy that's at stake, and you can give it up if you want to.

2. If you are the recipient of information

from someone who's ill, you may not repeat what you've been told without written permission to do so. You can't tell the sick person's friends or his/her Supervisor.

3. If you want your work colleagues to know that you're sick, give permission to HUM and/or your Supervisor to announce your situation.

4. You may repeat what you hear from HUM or the Supervisor, but not what you hear from anyone who

is not authorized to pass on the information. (This is what is technically known as "gossip.")

Kelley Hoffman, MLS Benefits Manager, says that "The rules protect everyone's privacy and ensure that no one knows your medical history unless you want them to know it."



Stop Me If You've Heard This One . . .

One of the dangers of working closely with the same people every day is jokes. Jokes get passed around from person to person, and eventually you will hear the same jokes three or four times.

As a public service, ShelfLife is sending out this warning. Below are four jokes—nay, it's even worse as they are puns—for which you should keep an eye out. No, we mean you should keep an ear out. Whatever. If you hear them, please don't pass them on to the people you work with. Should you choose to ignore this warning, ShelfLife will not be held accountable for what happens to you.

Here are America's Least Wanted . . .

A jumper cable walks into a bar. The bartender says, "I'll serve you, but don't start anything."

An invisible man marries an invisible woman. The kids were nothing to look at either.

Two cannibals are eating a clown. One says to the other: "Does this taste funny to you?"

A woman has twins and gives them up for adoption. One of them goes to a family in Egypt and is named "Ahmal." The other goes to a family in Spain; they name him "Juan." Years later, Juan sends a picture of himself to his birth mother. Upon receiving the picture, she tells her husband that she wishes she also had a picture of Ahmal. Her husband responds, "They're twins! If you've seen Juan, you've seen Ahmal."

Take a Look at VSP



Identity theft is a very real problem.

But in order to protect the privacy of their MLS customers, our eye care insurance carrier VSP (Vision Service Plan) has upgraded their web site to safeguard your personal information.

MLS Benefits Specialist **Denise Courts** said, "Beginning Oct. 11, when you log onto VSP's web site, you will need to register and create your own unique User ID and password."

You'll receive immediate access to your personal benefits page, where you can:

- View your coverage, including eligibility and co-pay information
- Find a VSP doctor near you
- See details of previous VSP doctor visits and saving (when applicable)
- Get instructions on how to use your vision benefit





Technology Upgrades

Something new is coming to the **Wright**, **Nicoma Park**, and **Harrah** libraries. Those locations will soon have new T-1 lines installed.

Okay, you ask, what is that?

"T-1 is a higher speed data line," explained MLS Director of Information Technology, **Anne Fischer**. "They've already been installed at **Luther** and **Jones**."

Luther and Jones will be getting new phones and wireless capabilities.



Prices of the lines have dropped considerably since MLS first investigated the possibility of installing them in all five of the Extension libraries. The cost used to be \$1500 a month, and now it's down to around \$330.

"The T-1s will give us greater control over the lines," Anne added. "We want to make sure that our wireless customers can't get into our data lines, and the T-1 keeps that from happening."

An additional benefit will be that WR, NP, and HR will have the same capability as the rest of MLS to dial just four digits to telephone any other agency or office.

The installation work will be done during regular closed hours for every location except Harrah. Anne hopes to have everything finished by the end of October.

Going Once ... Going Twice ...

ShelfLife doesn't want to upstage eBay, but we like to help out MLS staff when they have something to sell for which another staff member might be in the market.

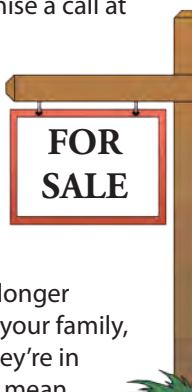
Denise Courts, in HUM, is currently offering the following items:

Farm Dining table plus 4 chairs for sale. Light wood top, with white legs. 5' L X 3' W x 30" H She is asking \$100. Pick up only.

She also has a Queen Size 4 post bed for sale. It's a cannon ball style post. Headboard, footboard & rails. Her asking price is \$300. Pick up only.

If you're interested in either or both of these items, give Denise a call at 606-3742.

And if you have anything in good shape you'd like to sell, let us know about it and we'll pass the word along. This does not include no longer wanted members of your family, however, whether they're in good shape or not. I mean, if we could do that, I have a 19-year old son. Make me an offer.



On the Calendar

This is the time of year—leaves falling, days shortening, evenings chillier—when we all begin to ask that perennial question, "Do I need a Halloween costume this year, or am I scary enough as it is?" Okay, I guess some of us don't have to ask. We already know the answer. Sigh.

But as the year begins to wind down, MLS keeps rolling along with system meetings joining the Halloween events to make a busy month.

Here are some of the MLS-familily gatherings to remember:

Oct. 4: Children's Services meeting at 1:00, location TBA

Oct. 9: Focus 2006

Oct. 11: Adult Services meeting at 1:00, location TBA

Oct. 19: Library Commission meeting at 3:30, **Del City**

Oct. 25: Managers' meeting at 1:30, **The Village**

Nov. 4: Staff Appreciation at The Centre

And for the adventurous among us—make that "among you"—DN Teen Specialist **Kim Edwards** is holding a teen lock-in on Oct. 28.

That's right. From 6:00 to 11:59 p.m. Kim will be incarcerated with an unknown number of 12-18 year olds. Sounds like a "B" haunted house movie in the making to me—*The Library on Haunted Hill*, or *A Nightmare on Park Ave*. Good luck, Kim. You'll need it!



People

HELLO TO & RE-HIRES

Stormy Lee Page, WA
 Penelope Bird..... Page, MC
 Christopher Cade Page, WA
 Eddie Day Page, DN
 Sharon Motley Page, CT
 James Sanders Tech. Asst., MC
 Anne Kelley..... Page, ED

PROMOTIONS

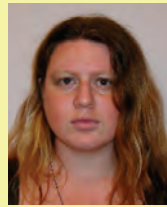
Angela Hill From Circ Clerk, ED
 to Assoc. Librarian, CH
 Priya Desai..... From Page to
 Circ Clerk, MC

TRANSFER

Karen Litteral..... From Librarian (PT),
 LO, to FT, WA

GOODBYE TO

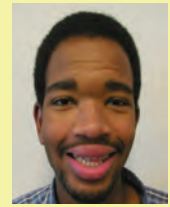
Kathryn Brennan..... Page, ED
 Dorothy Dunlap Outreach Asst., OUT
 Jennifer Hunter Page, SO
 Jessica Landry-Gators Page, DN
 Isabel Orozco Page, CH
 Benjamin Jacob..... Tech. Asst., BI
 Jena Mulhollen..... Page, MC
 Eva Peteet..... Page, DC
 Kristin Smith Children's Coord., OUT
 Yvonne Dyess..... Page, MC
 Mandana Roshan Circ Clerk, ED



Stormy Lee



Penelope Bird



Christopher Cade



Eddie Day



Sharon Motley



James Sanders



Anne Kelley

RETIRED

Eddie Terry Computer Op.
 Supervisor, IT

SYMPATHY

To Hollie Hire, BE, whose mother, Janie Hire,
 passed away in early September.

Also to Randy Knutson, MTC, whose father,
 passed away Sept. 22.

And from ED, sympathy to Carol Hunter,
 whose sister died Sept. 25.



Oct. Birthdays

SARAH JO LITTRELL	10/1
SHELDON L. BEACH	10/1
LINDA A. TEMPLE	10/1
ANDREW R. TOLLY	10/2
REBECCA L. PETERS	10/3
LISA E. MYERS	10/4
KERRY STEWART HUBBS	10/5
JANET ENGSTRAND	10/5
VANESSA L. SNYDER	10/6
STACEY MARIE O'NEIL	10/6
KRISTIN KELLY BREWER	10/7
BARBARA K. BEASLEY	10/7
EVA F. PETEET	10/8
GEORGE M. MARSHALL	10/8
LAVETTA KINSEY DENT	10/9
SHARLOTT W. BROWN	10/11
CHERYL ANN COLEMAN	10/11
SHARON D. THOMPSON	10/14
JOSHUA H. WELLS	10/15
CASEY JO BEACH	10/15
FANNIE HARSHBARGER	10/16
CHRISTOPHER L. LARWIG	10/17
MARY R. MCELROY	10/18
RONDIA K. BANKS	10/18
TONDA FAME KELLY	10/19
MARYL BAIRD	10/19
PAULINE B. RODRIGUEZ	10/20
MARGARET ANGELES	10/20
RUTH M. BUTLER	10/23
KELLIE J. BRADFORD	10/25
DARLENE R. QUINN	10/26
HEIDI A. PORT	10/30
KRISTEN T. KEYSER	10/30
LINDA A. FELTON	10/30

Oct. Anniversaries

JIMMY C. WELCH	10/22/70
FRANCIE L. PENDLETON	10/9/72
RUBY J. SOUTIERE	10/1/78
SHARON S. WENZL	10/7/81
STEVEN B. JENKINS	10/5/87
KAREN L. BAYS	10/2/92
REGINA D. KIRKHAM	10/4/93
CECIL L. PEADEN	10/18/93
JOANNE SCHNEIDER	10/24/94
DOROTHY E. DUNLAP	10/25/95
MARYGRACE BERKOWITZ	10/10/96
JOYCE L. TALLANT	10/6/98
LINDA J. HOLMBERG	10/22/98
ROBERT M. FERGUSON	10/2/99
RONDIA K. BANKS	10/4/99
LENA C. LOPER	10/5/99
MARYANN M. HEARD	10/18/99
LISA K. BRADLEY	10/22/99
KAREN A. LEHR	10/1/00
PATSY A. GLOVER	10/16/00
TODD S. OLBERDING	10/1/01
CHARLES S. ISAACS	10/1/01
CHRISTY M. O'BRIEN	10/9/01
RACHEL B. SMOOT	10/1/02
NICOLE E. CAMPBELL	10/1/02
SUSAN J HUTCHINS	10/7/02
CHERYL E. CHERRY	10/21/02
MELISSA K. WEATHERS	10/28/02
THUY THI MAI NGUYEN	10/30/02
CANDELARIA NUNEZ	10/28/03
ROSEMARY STAFFORD	10/4/04
SHELDON L. BEACH	10/5/04
JESSICA Y. LITTLE	10/12/04
REBECCA L. PETERS	10/12/04
WENDY J. GABRIELSON	10/13/04
ERICA Y. RUTLAND	10/21/04
LAURA PARKER	10/25/04
KRISTIN KELLY BREWER	10/2/04
PATRICIA RIVAS	10/26/04
KATHRYN F. HATFIELD	10/3/05
SARAH M. FRENCH	10/6/05
NICOLE E. BURESH	10/26/05
BENJAMIN B. JACOB	10/27/05
REBECCA JANE O'NEAL	10/31/05

November Anniversaries

PAMELA K. KOSTED	11/4/75
DANA L. MORROW	11/5/79
RANDY E. WAYLAND	11/16/82
DENYVETTA DAVIS	11/22/82
JOYCE MCCAULEY-JOHNSON	11/1/84
PERRY A. WILSON	11/16/84
PAULINE B. RODRIGUEZ	11/4/85
DEANNA L. BIDDLE	11/3/86
J. PRESTON BELL	11/25/86
KATHRYN A. WILLIAMS	11/9/92
TRACI N. JINKENS	11/30/92
SALLY K. PHILLIPS	11/21/95
DEBRA K. JACKSON	11/4/96
LOIS W. MCKENNA	11/23/98
KELLEY L. RIHA	11/13/99
DARRIE J. BREATHWIT	11/20/00
ELIZABETH ANN KESSLER	11/20/00
MARY L. STEPHENS	11/27/00
JABARI A. TOURE	11/6/01
DAVID WILLIAM FRENCH	11/15/01
CHERYL ANN COLEMAN	11/4/02
JOHN C. R. UTLEY	11/4/02
SERINA L. GARCIA	11/26/02
LISA DAWN COKER	11/10/03
LINDA A. ELSTON	11/24/03
PETER L. ROBERSON	11/24/03
LINDA LEE HYAMS	11/24/03
TULIN R. LAFOLLETTE	11/24/03
ALICIA M. RUZYCKI	11/24/03
ANDREW R. TOLLY	11/24/03
MARYL BAIRD	11/1/04
VANESSA L. SNYDER	11/22/04
JOSHUA H. GERNER	11/22/04
STACEY MARIE O'NEIL	11/23/04
FARIBA WILLIAMS	11/07/05
SALLY A. GRAY	11/7/05
AARON J. STEWART	11/21/05
LOIS F. CROSS	11/28/05
DEVON D. MCDANIEL	11/28/05

November Birthdays

SELMA ZUHDI	11/1	:	MATTHEW E. EVANS	11/11	:	ROBERT A. JACKSON	11/19
YVONNE M. DYESS	11/2	:	MARGARET J. COLLINS	11/11	:	JABARI A. TOURE	11/20
PENELOPE GREER BIRD	11/4	:	SHARON DAVIS JORSKI	11/12	:	SARAH M. FRENCH	11/20
KELLEY L. RIHA	11/4	:	ROY S. BALLOU	11/13	:	ELIZABETH HOLSHOUSER	11/22
RENI LINN CREEK	11/5	:	RANDY L. KNUTSON	11/13	:	KRISTIN JOY SMITH	11/23
LINDA J. HOLMBERG	11/5	:	STACY G. SCHRANK	11/13	:	PHYLLIS A. DAVIDSON	11/26
CHERYLL R. SMITH	11/7	:	RYAN BLAINE TAYLOR	11/15	:	LISA DAWN COKER	11/27
SUSAN E. HALL	11/9	:	TERI L. REDENBAUGH	11/16	:	RAMON LIRA	11/27
LOVINIA M. NICHOLS	11/10	:	DONNA L. MORRIS	11/16	:	DEANNA L. BIDDLE	11/29
BETTY ANN SCOTT	11/11	:	MICHELLE R. PORTER	11/18	:	RACHEL A. HUDSON	11/30
FELICIA ANN HAYES	11/11	:	LISA K. BRADLEY	11/19	:	J. PRESTON BELL	11/30

