

ShelfLife

Staff Newsletter of the Metropolitan Library System

June 2007

MLS Break Policy

In case you missed Executive Director **Donna Morris'** e-mail of May 17, please take a look at it here. Donna just wanted to clarify the long-standing MLS policy relating to breaks during the work day. Here is her memo:

To: All Staff

From: Donna Morris, Executive Director

Subject: A REMINDER ON THE 15 MINUTE REST BREAKS

Just want to remind everyone that the Policy (SH 120 Hours: Overtime; Breaks; Meal Periods) reads as follows:

Any employee scheduled to work in excess of four continuous hours in any one day is entitled to a rest break of 15 minutes duration for each four-hour work period, granted as closely to the midpoint of the scheduled work hours as is practical given staffing considerations.

This rest break time is "on the clock" and considered as paid time. Employees are expected to remain at the work site and are subject to interruption and recall to work duties during paid rest

breaks when required by staffing levels and/or unusual conditions. Rest break time is not cumulative within a workday or between workdays nor can it be used to allow for late arrival or early departure or to extend meal breaks.

There are two points that need to be kept in mind by all:

1. The policy states "a rest break of 15 minutes duration; not 3 breaks of 5 minute duration, not 5 breaks of 3 minute duration. "A" means "one" break of 15 minutes duration, not 18 minutes or 20 minutes. If you want to take less than the 15 minutes, that's okay because it is an "entitled to," not a "required to" benefit. There is no requirement in federal or state law, that an employer give anyone a rest break "on the clock." Minors under age 16 must be given a rest break of 30 minutes after so many hours, but because it is 30 minutes in duration, it is "off the clock."

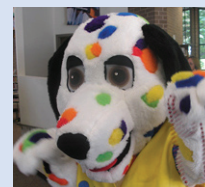
2. The policy states "employees are expected to remain at the work site and are subject to interruption and recall to work duties during paid rest breaks." This means you can't go walking around the block or down the street. It means you can't go sit in your car to listen to music or to read a book or to regenerate your karma. Smokers, if you must smoke on the break, you must do so more than 25 feet from any doorway; but don't go



much further. Remember you are subject to interruption and recall and to be so, you better not go much farther than 25 feet from the door so you can be found to be recalled if needed.

Spoticus, Phone Home!

Now that summer is upon us, lots of people are wanting **Spoticus** to visit their libraries for play dates. In fact, arranging a schedule for him is challenging. To help us with the many travels of MLS' favorite pup, please send him on his way back to Marketing as soon as you're finished with him. We want him to make as many appearances this summer as possible, so he needs to come home as soon as his scheduled visit is over.



In this issue:

Break PolicyPage 1
FOLIO AwardPage 2
One More GraduatePage 2
Health InfoPage 2

Summer at the Library.....Page 3
deadCENTER Film FestivalPage 3
PAWS Recognition.....Page 4
State Aid for Public LibrariesPage 4

Puzzle KeeperPage 5
For Sale.....Page 5
People.....Page 6
B-Days & Hire DatesPage 7



Ernestine Clark

2007 FOLIO Hall of Fame Award-Winner

MLS Director of Development **Ernestine Clark** is as important to the library system as the books on our shelves. Now in her 31st year of partnership with MLS, Ernestine was charged by then-Executive Director Lee Brawner to create a Friends of the Library group, and she has since seen that organization's "small" annual book sale blossom into the largest library book sale fund-raiser in the country, a \$200,000-a-year behemoth that has funded hundreds of special projects for MLS libraries.

Since 2000, FOLIO (Friends of Libraries in Oklahoma) has presented 17 Hall of Fame awards. This year, award #18 went to Ernestine.

"Award winners have been people who were dedicated to their local libraries and wanted to see the Friends of Libraries expand across the state," said Friends Coordinator **Kay Samaripa**. "This year's award committee, which was made up of Beverly Dieterlen, Chairman, Joe and Carol McReynolds, Julia Brady Ratliff, and Clare Delaney, couldn't have come up with a more worthy nominee than Ernestine."

Ernestine filled out a questionnaire in the fall of 2006 that solicited information to be

used at the employee recognition banquet

honoring her 30 years of service. She was asked what she enjoyed most about working at the Metropolitan Library System. Her answer was that she loved the opportunity of working with so many different ages and stages of people, both staff and volunteers.



Ernestine Clark

She wrote that the most fulfilling thing she has ever done was help with the Oklahoma City National Memorial and then volunteering there for a few years.

ShelfLife wants to join FOLIO in congratulating Ernestine Clark for her years of service, her dedication to library volunteerism, and her abiding sense of humor.

The One That Got Away...

One More Graduation

- Bethany Manager of LO **Katrina Prince**
- let a graduation date slip past her so we weren't able to include it in our annual
- Congratulations-
- For-Graduating-
- Now-Get-a-Job
- summary last
- month.
- "I guess I am
- remiss in not
- remembering
- that my baby
- sister is receiving her Masters
- degree in Counseling from Troy
- University—Do-
- than Campus
- in Dothan, Alabama," Katrina said. "I am
- proud that Karen Hicks, my sister, would
- get a degree at the ripe old age of [actual
- age omitted on the advice of every woman
- we know.]"



Healthy and Wise



Looking for health tips from state government? If so, check out this web site: <http://www.ok.gov/strongandhealthy/>

On it, Gov. Henry advises us to eat better, move more, and avoid tobacco

products. It's simplistic advice, but it's also good advice.

The web site also offers suggestions regarding how these things can fit into a work day with no disruptions to the work flow. There's also a "Guide to a Strong and Healthy Oklahoma" PDF file. At the upper left of the Home Page, click on "Strong and Healthy Oklahoma" and

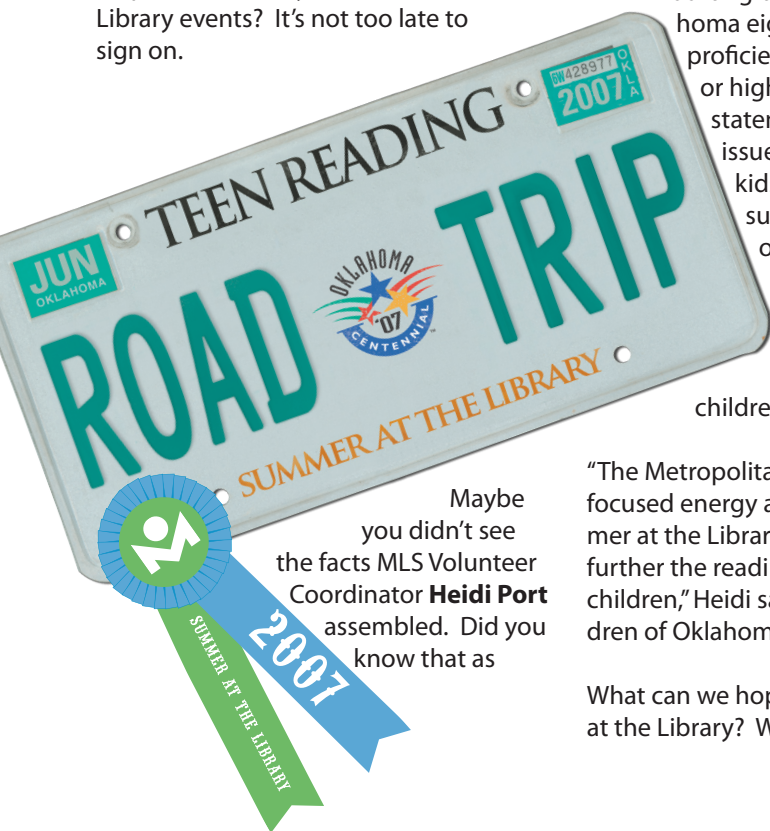
follow the trail. In fact, if you follow the links that interest you, you can find 30 minutes of tips that will make up one quarter's worth of safety training.

Take care of yourself. ShelfLife likes having you around.



Volunteer for... *Summer at the Library*

Still thinking about volunteering to help out with this year's Summer at the Library events? It's not too late to sign on.



Maybe you didn't see the facts MLS Volunteer Coordinator **Heidi Port** assembled. Did you know that as

of January, 2003, 70% of Oklahoma fourth graders and 74% of Oklahoma eighth graders read below proficiency. That's right—70% or higher. And did you see this statement quoted in the last issue of info from a study on kids' learning during the summer: "More than any other public institution, including the schools, the public library contributed to the intellectual growth of children during the summer."

"The Metropolitan Library System has focused energy and effort through Summer at the Library to encourage and further the reading skills of Oklahoma children," Heidi said. "Let's help the children of Oklahoma County succeed."

What can we hope to do during Summer at the Library? With your help, we can:

1. Reach parents, children and teens with the purpose of providing motivation for continued summer reading achievement.

2. Offer entertaining, educational, and cultural activities.

3. Provide incentives for parents to read aloud to their children beginning at birth.

4. Reward student readers from kindergarten through the completion of high school for their reading efforts.

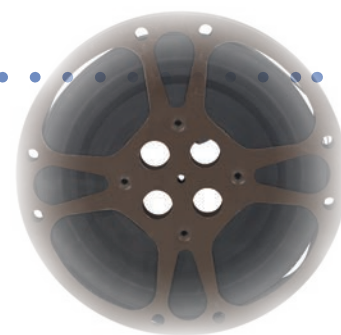
You know that Summer at the Library is the Big Kahuna of library programming events. If MLS were a fireworks stand, this would be the 4th of July. Summer at the Library is a library promotional event so time must be scheduled as part of the normal 40-hour workweek for non-exempt employees, with supervisor approval. Need more information? Give Heidi a call at 606-3762.

Free Short Movies for Kids *deadCENTER Film Festival*

Oklahoma City's annual deadCENTER Film Festival will be using the DN Library's 46th Star Room again as one of its venues. Showing on Friday, June 8, at 10:00 a.m. and again the next day at 11:00 a.m. will be the KidsFirst! Indie [independently produced] Short Film Compilation. The

17 films run from two to 11 minutes each in length and are composed of animation, puppetry, and live action. All are for kids and, of course, the program is free.

For a list of titles and running times, check out the KidsFirst! web site,



http://www.kidsfirst.org/cgi-bin/Database_search/db_search.cgi?setup_file=kfdetails.setup&submit_search=yes&DBID=206429



Paws for Recognition

If **Spoticus** hasn't shown up at your agency or office yet, you might not know what Paws For Recognition is all about.

In a word, it's about YOU.

Paws was created as a means for the MLS to thank and congratulate staff for the good work they do day-in, day-out. A lot of people say that just getting a pay check is thanks enough, but you know what—it isn't. A pay check is the basic level of meeting an obligation to the staff, but

it isn't thanks. Thanks is going one step further, and that's why Paws was born.

So keep an eye peeled for Spoticus and his team. They're making appearances all around the system, and it's all by stealth. Like good luck, a parking place close to the door, or a visit from your college-student son with a trunk-full of dirty laundry, you never know when Spotty and his gang will show up with smiles and hugs for you and your colleagues. Check out this web site for pictures taken with obviously surprised and delighted staff:

http://morris/gotinfo/whats_new/slideshow/index.htm

And while you're waiting, know that what you do for MLS, in whatever capacity, you're also doing for the citizens of Oklahoma County. That's a lot of good will you're spreading, and it doesn't go unappreciated.



Spoticus

State Aid for Public Libraries Passes the OK House and Senate

Susan McVey, Director, OK Department of Libraries, sends good news to public libraries in this our state's centennial year.

"I wanted to let you know that the Oklahoma House and Senate have passed SB 188 which includes a \$425,000 increase to state aid for public libraries," Susan said. "While this amount is less than our original request of \$7.5 million, it will allow us to increase the per capita amount

you receive for residents of your library service area. This increase is well deserved and we should thank our legislators for their support.

"The bill will next be sent to the governor for his signature."

"...Oklahoma House and Senate have passed SB 188 which includes a \$425,000 increase to state aid for public libraries,"

No kidding, we can feel some joy in the fact that the legislature appreciates the

importance of what we do to the point that they're willing to vote a monetary increase. Sometimes, when the few make so much noise, we forget

that the many are library supporters.



EDMOND PAGE

Duane Thurmond Puzzles Out a Problem

Edmond MLO **Karen Bays** wrote to offer her thanks to ED Page **Duane Thurmond** for going above and beyond to help solve nagging problem.

"Edmond's 'Coffee Break for Seniors' participants just received a wonderful boon!" Karen wrote. "**Jacquie Taylor**, librarian and programmer for 55+, was puzzled about how to save jigsaw puzzles that the seniors were working on from week to week. Duane heard her plea and the pieces began to fall together in his mind.

"Not one to puzzle long over impossible

tasks, Duane designed, built, and donated a 'puzzle keeper' for the Edmond Library! (He explained that he made a similar one for his children.) The 'puzzle keeper' was beautifully crafted in Duane's home workshop, and will be useful to the library for many years to come. Thanks for solving our puzzling situation, Duane!"

Duane Thurmond

Maybe you've solved a problem at home and the solution could be applied to some small but pesky perturbation at work. Problem solvers are always welcome.

House For Sale! and Furniture Too

'Little Tykes' Country Cottage Playhouse

Measurements of playhouse are approx. 51" High x 45" Deep x 51" Long, and weighs approx. 95 lbs. It comes apart into six pieces for easy transport. \$75.00 OBO

Medium/Dark Oak Solid Wood Children's Table and Chair Set

The table comes with 3 individual chairs and 1 bench seat. \$175.00 OBO

Please call Lisa Walker, Business Office, 606-3792.



ShelfLife Wants to Know. . .

From someone who uses the last of the toilet paper and never gets out a new roll (these people are frequently referred to as "husbands") to people who ask for "your honest opinion" and then argue with you when they get it (a.k.a. "wives"), pet peeves are more plentiful than pets for most of us. (My newest one is people who insist on opening their cell phones while the movie is playing, not caring that the bright light from the little bugger is shining in the eyes of everyone sitting behind them.)



So what's your pet peeve? ShelfLife wants to know. Tell us about the small aggravations in your life and we'll print a list of the most amusing, most popular, and yes, most annoying ones next month. If you don't want us to include your name, just make sure we know. Some of you may not want the gal in the next cubicle to know what ticks you off because she'll start doing it. Of course, her pet peeve might be you.

Right, Nancy?

"Yes, I'd like to add my 2 cents worth. I'm not mentioning any names, but someone in Marketing has a REALLY bad habit of revealing the end of a movie that I haven't seen yet! Especially the movies that have surprise endings! I wish he, that person, would keep a lid on it!

Just kidding Doug. I have a real pet peeve: People driving and not paying attention because they are on their cell phone. NL

Stay tuned to the August ShelfLife: "Things that others do that you appreciate!" Watch for the e-mail.

People

HELLO TO

Kevin Sendall.....	Page, CT
Linda Bradford.....	Page, CT
Jessica Hanlan-Prochazkva	Page, WA
Jeanette Mirll	Page, ED
Barbara Peevyhouse.....	Tech. Asst., MC
Kerri Shelton.....	Page, SO
Heather Kitchen.....	Librarian, RE
Jessica Flores.....	Page, CH
Latoya Takat.....	Page, ED
Nikkie Bufford.....	Youth Asst., OUT
Pleasant Champion.....	Youth Asst., OUT
Sarah Hartsfield.....	Youth Asst., OUT
Benjamin Hill.....	Youth Asst., OUT
Lindsay Liu	Youth Asst., OUT
James Naff.....	Youth Asst., OUT
Rocio Negrete	Youth Asst., OUT
James Sanders.....	Tech Asst., MC

PROMOTION

Doyle Wilcox.....	From PT Page, to HT, Circ. Clerk, ED
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TRANSFER

Rondia Banks.....	From Librarian, WA, to Asst. Mgr. of LO, MC
Cheryl Coleman.....	Assoc. Librarian, from RE to WA
Kelly Rains	From PT Mat. Servc. Div., to FT Mat.Sel Tech, MSL
Thuy Nguyen.....	From PT Assoc. Librarian, LO, to HT, RE

GOODBYE TO

Chelsie Roland.....	Tech. Asst., MC
Cheryl Cherry.....	Circ. Clerk, DN
Tamara Leach.....	Proj. Spc., OUT
Sharon May.....	Librarian, DC
Nathan Rodriguez.....	Page, CH
Priya Desai.....	Circ Clerk, MC

SYMPATHY

To Lisa Walker, Bus. Offc., whose brother passed away Saturday, May 19.



Kevin Sendall



Linda Bradford



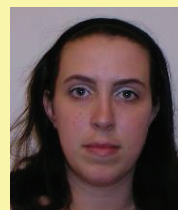
Jessica Hanlan-Prochazkva



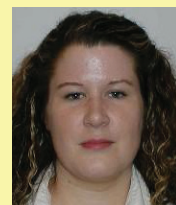
Jeanette Mirll



Barbara Peevyhouse



Kerri Shelton



Heather Kitchen



Jessica Flores



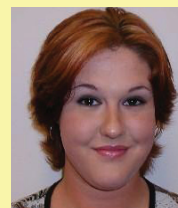
Latoya Takat



Nikkie Bufford



Pleasant Champion



Sarah Hartsfield



Benjamin Hill



Lindsay Liu



James Naff



Rocio Negrete



James Sanders

June Birthdays

SALLY A. GRAY	6/6
KENNETH DANIEL HAGY	6/9
TERRIE LUCILLE THOMAS	6/10
GALEN R KURTH	6/11
CLYDE D. HERROD	6/11
SHAYLA DAWN WRIGHT	6/11
JEAN E. JOHNSON	6/11
SHARON GAYE MAY	6/13
JESSICA HEITMAN	6/14
LOUISA M. SMITH	6/14
MATTHEW G. COTTER	6/16
MARILYN E. BACKUS	6/17
STORMY DAWN LEE	6/17
CONRAD J. DOTY	6/19
DANA L. MORROW	6/20
PATRICIA A. MARABLE	6/23
WIMFORD MARTIN	6/23
CANDELARIA NUNEZ	6/23
PAULA A. HANNAPEL	6/25
DAVID L. CALHOUN	6/25
CHRISTINE R. BASSETT	6/25
DARCUS D. SMITH	6/25
TAMERAT ATLABACHEW	6/28
JIMMY C. WELCH	6/28
D. DIANE SHARP	6/28

Employee's Date-of-Hire for June

CONRAD J. DOTY	6/1/1968
DONNA L. MORRIS	6/1/1969
CHERYL A. MANN	6/21/1973
BARBARA J. WILLIAMS	6/3/1974
LAURIE F. MACK-CLARK	6/9/1975
SELMA ZUHDI	6/17/1977
SUSAN A. STINSON	6/25/1980
EBRAHIM EJTEHADI	6/24/1982
SHEILA D. FIXEL	6/7/1983
ANN G. ALIOTTA	6/4/1984
DEBORAH MONTGOMERY	6/2/1986
LANNY B. MYERS	6/8/1987
RANDY L. KNUTSON	6/25/1990
JULIE A. SCHOFIELD	6/24/1991
ABOLGHASEM SIAVASHI	6/27/1994
PHYLLIS A. DAVIDSON	6/27/1995
JEAN E. JOHNSON	6/10/1996
CHARLEEN K. MILLER	6/23/1997
KIMBERLY A. EDWARDS	6/14/1999
PATRICIA A. MARABLE	6/4/2001
TREVOR L. DAILEY	6/3/2002
STACY G. SCHRANK	6/7/2004
DANIELLE D. WALKER	6/8/2004
TERI LYNN WOOLEY	6/10/2004
CHARLA RENE AUCONE	6/21/2004
CRYSTAL DAWN ROPER	6/28/2004
MARILYN CONLEY	6/6/2005
KIMBERLY ANN TERRY	6/20/2005
BRANDI E. GAY	6/27/2005
ROSA ELVIRA CANTU	6/5/2006
AUDREY MANRIQUEZ	6/12/2006
FRANCES K. SAMARIPA	6/19/2006
CANDACE MCDANIEL	6/26/2006

Employee's Date-of-Hire for July

JANET E. BROOKS	7/1/1980
URSULA A. WARD	7/1/1982
RONNA C. DAVIS	7/19/1982
FRANCES V. HARBERT	7/8/1985
ANITA F. ROESLER	7/28/1985
KAREN R. BRAY	7/7/1986
DAVID L. MACK	7/2/1990
ANGELA M. PAELTZ	7/15/1992
PATRICIA E. WHISENHUNT	7/25/1994
MARY L. DAUGHERITY	7/28/1994
DAGMAR M. PEERY	7/7/1997
CAROL MOODY	7/28/1997
PAULA A. HANNAPEL	7/26/1999
KIMBERLY A. RICKEY	7/10/2000
RUSSELL L. PIERCE	7/17/2000
JOHN LEROY HILBERT	7/16/2001
LISA M. WOOD	7/16/2001
MARIA E. WATKINS	7/21/2003
KELLY E. RAINS	7/6/2004
JESSICA REAGAN KLOIBER	7/6/2004
JOYCELYN KAY CARINDER	7/20/2004
REBECCA D. PRINCE	7/17/2005
AARON G. KILLOUGH	7/18/2005
ROSE ANNE KIRBY	7/6/2006
KAYHAN N. YAZDANI	7/17/2006
MICHELLE HINDMAN	7/17/2006
APRIL ZIMMERMAN	7/17/2006
SHIRLEY ANN WOLF	7/18/2006
CATHERINE A. WADE	7/18/2006
RACHEL A. HUDSON	7/31/2006

July Birthdays

SAISRI MCCORMICK	7/1
LOIS W. MCKENNA	7/2
PRIYA M. DESAI	7/3
DEBORAH MARTINEZ-THOMPSON	7/5
SIMONA LONG	7/7
BEVERLY A. CUNNINGHAM	7/8
NATHAN I. CLYMER	7/8
GAIL GARLOCH	7/9
DOYLE K. WILCOX	7/10
ELIZABETH ANN KESSLER	7/10
ALMA LOUISE BROWN	7/12

AARON J. STEWART	7/13
DENISE MORGAN	7/14
KELLEY E. HOFFMAN	7/15
KIMBERLY ANN TERRY	7/16
DENISE A. COURTS	7/19
JEFFREY E. FREDERICKS	7/20
S. COLLETTE HANKINS	7/20
ROBERT L. WRIGHT	7/20
HARRY DUY HOANG	7/21
CORY JACK MIZE	7/22
MICHELLE HINDMAN	7/23

LENA C. LOPER	7/23
SHIRLEY J. HENDERSON	7/23
DIANE RICE	7/24
JANET E. BROOKS	7/24
ROSE ANNE KIRBY	7/26
GLORIA J. TURNER	7/26
DENYVETTA DAVIS	7/26
DENESA C. YOST	7/28
LATOYA TAKAT	7/31