



# ShelfLife

STAFF NEWSLETTER OF THE METROPOLITAN LIBRARY SYSTEM

January 2008



## Leadership MLS Redux

Wow! Interest in the Leadership MLS program has taken off since we first mentioned it in ShelfLife. Here are some more testimonials from recent Leadership MLS grads.

"My favorite thing about working on a project together has been developing our Leadership MLS team and learning about the others in my group. Being able to work with such dedicated, motivated, enthusiastic people has been the highlight of my experience with Leadership MLS. By playing off each others strengths, I think our group was able to develop projects that will truly benefit the library system. I know we will continue to be a source of support and guidance for each other as we set our goals for the future." **Emily Williams**, Young Adult Services Coordinator

"I have really enjoyed getting to know the members of the Ad Team, learning about their background and how they ended up at the library. They have all shared wonderful advice that will be useful to me throughout my life and have helped me to understand the behind-the-scenes workings of the library." **Kristin Williamson**, MC Associate Librarian

"One of the greatest benefits of the Leadership program is the opportunity it provides for everyone to step out of their own corner of the library system and learn more about how the rest of the system works. I have also grown in my appreciation for the other members of the Leadership group who have wonderful abilities that I would never have had the opportunity to learn about if it were not for our working together these last few months." **Julie Ballou**, Materials Selector.



## Executive Director Q & A

**Q:** What exactly will passage of the 2007 Bond Program do for MLS? How much money will be earmarked for libraries and what do we plan to do with it?

**A:** "The bond issue which was approved by Oklahoma City voters on December 11 provides money for three MLS library projects. The library proposition was approved by 82.3% of those voting.

"It will provide \$3,240,000 additional dollars to construct the Northwest Library; \$3,730,000 for expansion, renovation and remodeling of the Belle Isle Library, and \$2,760,000 for renovation, remodeling and improvement of the Capitol Hill Library.

"Capitol Hill Library improvements were originally approved in the 2000 bond issue, but the dollars approved at that time were not sufficient to bring the 55-year old building up to code and ADA compliance.

"The additional dollars for Northwest will enable us to build the 35,000 sq. foot library that was originally proposed and approved in 2000, but sufficient dollars were not available from the earlier bond issue.

"Belle Isle is a new project and should help ease parking and overcrowding issues at that very busy location."

*If you have a question for Donna, send it to ShelfLife and we will pass it on to her for an answer in the February issue.*



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## RFID Radio Frequency Identification

Tagging books for implementation of the new RFID system is moving along well.

"It is going very well," said Anne Fischer, Director of Information Technology. "As of [Dec. 7], we completed our second library. We want everyone to know that we could not be this far along without library staff help.

"We started at Belle Isle on Dec. 10 and even with the holidays, hope to have them finished by the end of December. So far, what has been accomplished has far exceeded our expectations."

One of the libraries at which the tagging has been already completed is Midwest City. Manager **Deb Willis** can't say enough about the RFID process.

"The project is a huge undertaking," Deb said. "It basically involves touching every item in the library's holdings. The payoff comes when you have the opportunity to check-in or check-out a large quantity of items that have been tagged: faster than you can snap your fingers the computer reads the tags and completes the function.

"I had a customer bring up 15 books for checkout. Before the tags, we had to handle each book, scanning the barcode and placing it aside. With the tags I placed five items at a time on the scanning pad, the computer read

them and checked them out, and her transaction was completed in the blink of an eye. The customer was surprised at how quickly her transaction was completed!"

Deb also reported that RFID has already proven itself to be a tremendous timesaver in other ways as well. Take inventory control, for instance.

"I was able to use the 'scanning wand,'" she said, "and in 45 minutes had uncovered and cleaned up several miscoding issues in the library's fiction collection. Prior to the RFID tagging, this type of project would have taken several days and involved several staff members."

"You might pass on to staff that if they need to weed areas of their collection, it's really nice if they can do it before we come," Anne added. "That way, we don't tag books that are going to be withdrawn shortly and waste a tag." (See the article on page 3 in this issue about weeding.)

"I think we don't know yet of all the ways we will be able to use the RFID system," Deb concluded, "but staff are very excited about what we have seen so far."



### WAY TO GO!

ShelfLife just wants to doff its cap and offer congratulations for a job well done to Downtown Library security guy **Gary Redus**. Gary is a contract employee who works for Securitas, a company that supplies security officers to businesses in need of them.

Many of you know that it is sometimes difficult to match up the right security guard with the right library, and Downtown has had its problems with this in the past. That's why Gary has been such a treat.

So much the right man for the job is he, he was recently named Employee of the Month by Securitas based on the number of compliments they received from library staff.

So thanks, Gary, for taking such good care of us. And if any other library wants to try to woo him away from Park Ave., they're gonna have a fight on their hands.



## More Hours for Luther Library

The closing of the Luther Book-mobile and move of the library into a permanent building at 310 NE 3rd in Luther have proven so popular with the citizens of that fine town, library hours of operation there were expanded beginning on Dec. 31, 2007.

### The new hours are:

Mon. – Thurs., 9:30am – 6:00pm  
Fri. and Sat., 9:30am – 5:00pm

The library will not be open on Sundays, and will close for lunch the rest of the week from 12:30pm to 1:00pm.

Congratulations to the Luther Library staff, **Angie Paeltz, Dennis D. Delano, Rebecca Peters, and Grant E. Yokley**, for creating an atmosphere that is both inviting and creative for their customers.

## Weirder Than You Imagine Dept.

From the Dec. 16 issue of The Washington Post comes this further proof, if you need it, of the dictum that not only is the universe weirder than you imagine, it's weirder than you can imagine. This is from the article "Neil deGrasse Tyson's Top Ten Favorite Facts About the Universe":

"There are more molecules of water in a cup of water than cups of water in all the world's oceans. This means that some molecules in every cup of water you drink passed through the kidneys of Genghis Khan, Napoleon, Abe Lincoln or any other historical person of your choosing. Same goes for air: There are more molecules of air in a single breath of air than there are breaths of air in Earth's entire atmosphere. Therefore, some molecules of air you inhale passed through the lungs of Billy the Kid, Joan of Arc, Beethoven, Socrates or any other historical person of your choosing."

Joan of Arc? No wonder what some people have to say is just hot air.



# Preparing for RFID

Sooner or later, every library in system is going to have to prepare for conversion to the new RFID system, and one of the primary tasks that lie ahead is a good old-fashioned weeding of the collection.

Weeding a library collection is unlike weeding a garden—many of us have a hard time deciding to de-select favorite books, but it's something that we have to bite the bullet and do. Here are some instructions, suggestions, and tips from Materials Selection on how to do it.

## PURPOSES AND BENEFITS OF THE WITHDRAWAL OF MATERIALS

Weeding is an integral part of high quality collection development. Specifically, an on-going weeding program—

- **enhances the materials collection:** unreliable and outdated items are removed and replaced by accurate, updated materials
- **provides a continuous evaluation of each library's collection:** librarians detect the need for mending or binding as well as replacing needed materials; the weeding process provides constant feedback regarding the collection's strengths and weaknesses
- **makes the library more appealing and increases circulation:** ragged, worn or unattractive materials are removed; neat, well-maintained shelves enhance the marketing potential of the collection; experience shows that an unweeded collection will not circulate as well as a continuously weeded one

## CRITERIA FOR WITHDRAWAL

Each work or piece of material is evaluated on its own merits and in relation to other items in the collection.

### Targets for withdrawal include:

- Duplicates of past best sellers, if they are no longer heavily used.
- Worn, shabby, dirty or damaged copies.
- Materials, which have become obsolete or dated in content, style or theme.
- Materials which appear on the Shelf Management List. (This list indicates which materials have not circulated within a specified period of time. The time may be adjusted, appropriate to the area of the collection.)

### Factors to consider when deciding whether to withdraw include:

- Relation of the material to other items on that subject.
- Availability of more satisfactory works.
- Availability of information in other formats (magazine, online or audiovisual).
- If the work is a classic or standard in its field.

*Need more advice? Fire off a quick note to Materials Selection Manager Janet Brooks and she'll be happy to tell you what you need to know.*





## Marketing Tour, Or Winking in the Dark



*"For a business not to advertise is like winking at a girl in the dark. You know what you are doing but no one else does."* Stuart H. Britt, ad consultant.

MLS turned the lights on for winking several years ago, but many staff members don't have a clear idea just what it is the Marketing and Communications department does.

"I think that the Marketing department does a lot of things that people don't really know we do," said MaC Manager **Kim Terry**. "For instance, just in the last six months,

we've finished—or are finishing—over 140 projects. These range from posters for a library to press releases to bookmarks. And during 2007, we planted over 2000 mentions of MLS programs and services in over a dozen area newspapers and magazines."

There are currently 75 projects on MaC's "To Do" list, and those are in addition to such ongoing tasks as production of the monthly MLS magazine/calendar, *info*, and the monthly newsletter *ShelfLife*. MaC, through its TV Programming division, also creates the weekly television program, *Read About It*.

MaC is also in the process of developing an online tool that will help all libraries with their promotional needs. MaC staff are working with **Teresa Goggins**, our webmaster, on developing an online catalog or scrapbook of what the Marketing team does.

"It will help tell the story of what can be done for a particular project," Kim said. "A librarian could look through it and see

what we did, and pick and choose different elements or poster styles. Kind of like a Chinese menu!"

MaC also produces posters and flyers for libraries and offices—and these are free to the requesting agency. The money needed to produce them is part of MaC's budget.

"A lot of the libraries really enjoy doing their own flyers" Kim added, "and that's great. But we are here to help if they want that additional help and promotion."

But, one thing MaC gets a lot of requests for, but does not provide for, is give-away items that have to be purchased from a dealer—pens, pencils, magnets, coffee mugs, etc. Buying these things in a bulk large enough to satisfy the entire library system might not be considered by a lot of customers to be the best way to spend public tax dollars.

If you have any questions as to what MaC might be able to do for you in order to make your job a little easier, give one of us a call or send us an e-mail. We're here for you.

## JOHN COTTON DANA AWARD



We won't hear back for awhile yet, but MLS posted an entry for the John Cotton Dana Award which honors outstanding library public relations.

MLS submitted much of the work we did in celebration of Oklahoma's centennial year—from posters to special content in *info* magazine, from creative programming events to developing and producing Web and video projects.

Winners of the award receive a \$3,000 grant to be used for development, but the main reward—whether you win or not—is knowing that you did your best to let customers

know what services their public library makes available to them.

Our entry emphasized contributions made to the MLS Centennial Celebration by staff in Development/Volunteer Services, Library Operations, MaC, Outreach, Planning, and TV Programming—as well as the hundreds of front line public service staff who deal so successfully with customers every day.

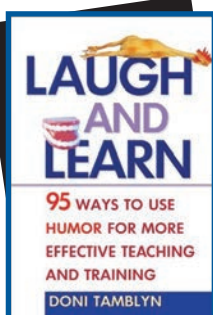
We'll let you know what happens.



## Lending Library Review:

### ***Laugh and Learn: 95 Ways to Use Humor For More Effective Teaching and Training***

by Doni Tamblyn



How many times have you attended a training seminar and left thinking it was good because the trainer made you laugh? That sounds shallow, but the ability to incorporate humor into a training situation is one of the most important skills you can have.

Doni Tamblyn, a former comedienne who knows when the right time for humor is—and significantly, when it isn't—shares her tricks of the trade with everyone who wants to be light as well as enlightening.

Besides, how can you not have the utmost respect for a training guide that has a picture of a rubber chicken on the cover?

## **Fingerprints** **STAFF PROFILE**

**Lois Cross**—Lois is the new extension specialist at Nicoma Park and has worked at MLS since Nov. 2005. She started as a substitute for all the extensions, but has worked at Jones since April 2006, then went to Nic Park in Oct 2007.

Lois said, "The customers at Nicoma Park are wonderful and fast becoming friends. The thing I love most

about the library are the customers and learning about EVERYTHING involved in library work. Oh, and the BOOKS I have always loved any kind of book."

Lois has four children, 10 grandchildren and eight great-grandchildren.

Besides enjoying her family she crochets and is learning to knit. Lois is a bird lover—has parakeets, Cockatiels—and feeds and watches wild birds in her backyard.

Lois is reading Dee Henderson and

Richard Paul Evans at the moment. She plays piano, sings and plays piano at church.

She plays Tetris and Collapse on her computer at home.

Lois says "I love this job and the people I am able to associate with because of this job."



## • MYSTERY PERSON •

Another mystery person to identify.

*Can you name him/her?*

Here are the clues for this person's favorites:

**Fav Music:**

Folk & world is fav now. Also loves baroque, classical, blues, jazz, electronica and rock.

**Fav Vacation(s):**

Tropical climate w/coral reefs to explore, waves to surf and a beach to lounge on.

**Fav TV Show:**

All time: Northern Exposure  
Current: Boston Legal, Medium and Scrubs

**Fav Food:**

Indian, Thai & Ethiopian

**Fav Season:**

Spring

**Fav Hobbie:**

Dancing, playing with cats, hiking, bird watching, yoga, skin diving and reading

**Fav Movie:**

*What Dreams May Come*

**Fav Pets:**

Cats

**Skills:** I can write, pick up objects, and peel a banana—all with my toes. I can make an excellent White-Tailed Deer alert snort; and I do a reasonably good imitation of a Francolin and of a Pied-Billed Grebe's breeding calls.!"

**Wants to do before they die:** I would like to write a book about dreams; I participate in a dream-sharing group, and I have about 22 volumes of dream journals. I would also like to be spat upon by a llama before I die, as long as the llama isn't too upset.

*See answer on page 5.*





## HELLO TO

|                       |                  |
|-----------------------|------------------|
| Alesa Clymer.....     | Page, VI         |
| Ariel Canady .....    | Page, CT         |
| Carol Cook.....       | Page, VI         |
| Kaylah McNeal.....    | Page, MC         |
| Dennis Delano .....   | Ext. Spc., LU    |
| Grant Yokley .....    | Page, LU         |
| Gary Crouch.....      | Mtc. Tech I, MTC |
| Na'Votanei Lilly..... | Page, MC         |
| Caitlin Lupardus..... | Page, ED         |
| Eddie Watts .....     | Tech Asst., ED   |
| Sharon Young.....     | Page, ED         |
| Jessica Minter.....   | Circ Clerk, WA   |

## PROMOTION

|                        |  |
|------------------------|--|
| Shanelle Jackson.....  | From Page to Circ Clerk, VI              |
| Mary Ann Johnson ..... | Assoc. Librarian, from HT, BI, to FT, ED |
| Anna Todd.....         | Mat Sel Div, from PT to FT, MSL          |

## GOODBYE TO

|                     |                   |
|---------------------|-------------------|
| Kelly Rains .....   | Mat Sel Tech, MSL |
| Sandra Gonzaga..... | Circ Clerk, ED    |

## SYMPATHY

To Melissa Weathers, DC, whose grandmother passed away Dec. 17.

## CONGRATULATIONS

To Sam Richards, Associate Librarian at MC, who has been accepted into the School of Library and Information Studies at OU. Sam begins his program in the Spring of 2008.



Deanna Biddle, Barbara Johnson, and Susan Hall, with Santa.

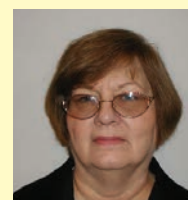
"These three Belle Isle belles were not too busy at the Reference Desk to stop and pose with Santa when he surprised the kids at storytime today (12/18/07). He listened to many requests before he settled in with his laptop to check his e-mail and make his lists."



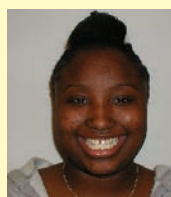
Alesa Clymer



Ariel Canady



Carol Cook



Kaylah McNeal



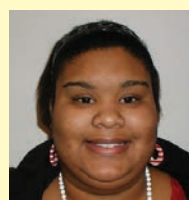
Dennis Delano



Grant Yokley



Gary Crouch



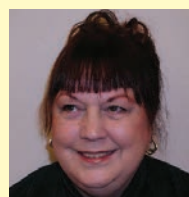
Na'Votanei Lilly



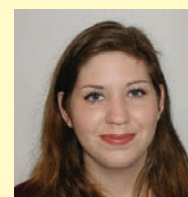
Caitlin Lupardus



Eddie Watts



Sharon Young



Jessica Minter

### MYSTERY PERSON IS:

 Karen Bays, ED Library

## MARKETPLACE

**FOR SALE:** Black and White Processing Equipment  
Everything you need to process your own non-digital b/w photos, (except chemicals.) Enlarger (Omega C700), film tank with reel, brown plastic bottles for solution, trays for developer, fixer and washer; process thermometer, dark room safelight, etc. All the canisters and measuring equipment you need. And a how-to book. Equipment was purchased at Epperson's. All for \$100. Call Nancy Lytle, MAC, day: 606-3753, or evening: 721-0583.





## January Birthdays

|                      |      |
|----------------------|------|
| ELIZABETH E. FISCHER | 1/2  |
| RONALD HARRISON      | 1/2  |
| LAURIE F. MACK-CLARK | 1/2  |
| FRANCES K. SAMARIPA  | 1/3  |
| RANDY E. WAYLAND     | 1/4  |
| URSULA A. WARD       | 1/5  |
| BRADLEY S. MCCOY     | 1/5  |
| RENA M. GIBSON       | 1/6  |
| SALLY K. PHILLIPS    | 1/7  |
| DENISE A. LUKES      | 1/7  |
| CAROL MOODY          | 1/8  |
| CECIL L. PEADEN      | 1/9  |
| LI WANG              | 1/10 |
| PATRICIA WHISENHUNT  | 1/10 |
| RICHARD ANTONISSE    | 1/14 |
| KYNDALL OVERSTREET   | 1/14 |
| STEVEN B. JENKINS    | 1/14 |
| ANNE OLIVIA MOTLEY   | 1/15 |
| TODD S. OLBERDING    | 1/18 |
| BEVERLY K. PHILLIPS  | 1/18 |
| RONNA C. DAVIS       | 1/19 |
| JOE J. POE           | 1/19 |
| HELEN J SHELTON      | 1/19 |
| GLENN E. WEBB JR     | 1/19 |
| JOHN LEROY HILBERT   | 1/21 |
| DANA M. PHILLIPS     | 1/21 |
| NICOLE E. BURESH     | 1/21 |
| KATHY S. MARQUIS     | 1/22 |
| ALYSHA N. EDWARDS    | 1/23 |
| MIRANDA GUTIERREZ    | 1/23 |
| JOSHUA DONALD LEWIS  | 1/24 |
| NGOC KIM NGUYEN      | 1/24 |
| JOAN G. KENDALL      | 1/26 |
| SUSAN M. MONROE      | 1/30 |
| LLOYD LOVELY         | 1/31 |

## Employee's Date-of-Hire for January

|                        |           |
|------------------------|-----------|
| CAROL L. PROVINE       | 1/6/1975  |
| KATRINA B. PRINCE      | 1/6/1985  |
| NANCY J. LYTLE         | 1/22/1985 |
| ELIZABETH HOLSHOUSER   | 1/21/1987 |
| SYLVIA A. LAWSON       | 1/24/1989 |
| ERIC G. KING           | 1/9/1990  |
| JAMES E. NIMMO, JR     | 1/18/1993 |
| LOVINIA M. NICHOLS     | 1/5/1994  |
| GREGORY W. BENNETT     | 1/21/1997 |
| DENISE A. LUKES        | 1/5/1998  |
| TIMOTHY D. FISHER      | 1/26/1998 |
| LARRY G. JOHNSON       | 1/26/1998 |
| LISA L. WALKER         | 1/26/1998 |
| VICTORIA E. DIXON      | 1/26/1998 |
| KATHY L. FRITSCH       | 1/27/1998 |
| CHRISTINE R. BASSETT   | 1/25/1999 |
| TIMOTHY D. HANNA       | 1/16/2001 |
| JENNIFER ADKISSON      | 1/7/2002  |
| SHARON G. BISH         | 1/7/2002  |
| LAURA MCMURTRY         | 1/23/2002 |
| KELLEY E. HOFFMAN      | 1/21/2003 |
| CHESTER L. LOVELY      | 1/12/2004 |
| RYAN BLAINE TAYLOR     | 1/20/2004 |
| PATRICK D. WILLIAMS    | 1/20/2004 |
| SHARON JANE TAYLOR     | 1/27/2004 |
| KIM ELLEN MACARTY      | 1/1/2005  |
| SAMUEL G. WEEHUNT      | 1/3/2005  |
| BETH K. STEELMAN       | 1/18/2005 |
| CASEY JO BEACH         | 1/31/2005 |
| DEBORAH FAITH LEAL     | 1/31/2005 |
| JONATHAN E. WILLIS JR. | 1/4/2006  |
| JONITA NORMORE         | 1/4/2006  |
| LYNDA G. TONEY BAHR    | 1/4/2006  |
| LIANA C. MICH          | 1/30/2006 |
| MARK DANIEL VANCE      | 1/30/2006 |
| ANNA N. TODD           | 1/31/2006 |
| CHELSEA BROOKE RABE    | 1/2/2007  |
| MATTHEW G. COTTER      | 1/2/2007  |
| NATHAN I. CLYMER       | 1/29/2007 |



## February Birthdays

|                      |      |
|----------------------|------|
| KAELI M. DUNN        | 2/1  |
| FRANK C. RAY         | 2/1  |
| MELISSA S. O'NEIL    | 2/2  |
| JOANNE SCHNEIDER     | 2/3  |
| MARY PATTON          | 2/4  |
| JENNIFER NGUYEN      | 2/6  |
| LEE MATA             | 2/6  |
| CAROL L. ROBERTS     | 2/9  |
| KAREN L. LITTERAL    | 2/9  |
| ANN L. MEEKS         | 2/9  |
| CHARLA AUCONE        | 2/15 |
| ERIC G. KING         | 2/18 |
| CAROL S. HUNTER      | 2/18 |
| KATHLEEN LAUGERMAN   | 2/20 |
| DEBORAH J. WILLIS    | 2/20 |
| DANIEL E. FIELDS     | 2/20 |
| GENE E. CHAPPELL     | 2/22 |
| JULIANNA LOUISE LINK | 2/23 |
| LARRY G. JOHNSON     | 2/24 |
| JOAN D. PORTER       | 2/25 |
| ERNESTINE F. CLARK   | 2/28 |

## Employee's Date-of-Hire for February

|                     |           |
|---------------------|-----------|
| RIC REA             | 2/16/1982 |
| DENESA C. YOST      | 2/28/1986 |
| LINDA J. JAMESON    | 2/26/1990 |
| SARAH J. KELLUM     | 2/14/1994 |
| SUSAN M. MONROE     | 2/12/1996 |
| DARLENE S. BROWERS  | 2/12/1996 |
| ROY S. BALLOU       | 2/8/1999  |
| GEORGE M. MARSHALL  | 2/15/1999 |
| SHAHIN S. ASGHARI   | 2/16/1999 |
| SUSAN K. BECKETT    | 2/7/2000  |
| TERI L. REDENBAUGH  | 2/16/2001 |
| KATHRYN M. DUNN     | 2/19/2001 |
| CAROL S. HUNTER     | 2/19/2001 |
| CHERYLL R. SMITH    | 2/3/2003  |
| GLORIA J. TURNER    | 2/2/2004  |
| TAMERAT ATLABACHEW  | 2/2/2004  |
| CHRISTOPHER CARROLL | 2/17/2004 |
| LAWANA MORGAN       | 2/23/2004 |
| JAMES B. GORDON     | 2/2/2005  |
| RIKKI D. MARTIN     | 2/5/2007  |
| LOGAN J. RIGGS      | 2/26/2007 |
| KERRY LYNN BURROWS  | 2/26/2007 |