



# ShelfLife

STAFF NEWSLETTER OF THE METROPOLITAN LIBRARY SYSTEM

February 2010

## News from the MLS Shelf



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## A Note From Executive Director Donna Morris

Several MLS staffers recently returned from the annual American Library Association Midwinter Conference in Boston, MA. This is primarily a business meeting where committees and divisions get together to accomplish their tasks. There are very few programs held at this event. Consequently MLS policy states that staff must be on a committee to attend. **Kay Bauman, Denyvetta Davis, Kim Terry, Stacy Schrank** and I represented MLS at the conference.

I asked my colleagues to provide a brief synopsis of their time in Boston.

Stacy said "I participate as a mentor for the Learning Round table's Emerging Leader Project on Successful Staff Development Days. Our group of leaders will be developing a resource booklet that can hopefully be published and sold through ALA Editions.

The Learning Round table also had a second project selected by the 2010 Emerging Leader class which focuses on developing a series of webinars related to ongoing library staff education.

"The one thing I could add was the concern for a cut back on travel expenses—We are aware of this at our system as well and are working towards implementing more online and virtual training sessions to help reduce the time and costs associated with having face-to-face trainings/meeting. ALA is working with some of the same technologies we will soon be using after the implementation of our new online Learning Management System in the coming weeks."

Kim is a first year member of the John Cotton Dana Library Marketing and PR committee and she gave me this comment:

"Midwinter was a first for me and it was fantastic. It was my first time to be on the John Cotton Dana Library Marketing & PR committee, so I gathered some fantastic ideas."

(I might add that Kim was asked to chair this prestigious committee next year.)

Kay said "This was my first experience at Midwinter and being able to attend has already made a significant improvement with my work on the mentoring committee. It was extremely helpful to be able to sit around a table and discuss our plans for the annual convention as well as brainstorm ways to improve the

mentoring program overall. Email and phone conferences just can't beat in-person discussions. I have a much stronger understanding of the people as well as our goals.

Consequently, my ability to contribute has increased and it seems that others recognize this as well since I've been asked to participate in other projects.

"I am on the LAMA (library leadership and management association) Mentoring Committee, which brings mentors and mentees together so that we can help grow one another in our profession. I can see that the experience on this committee has value for our library system as well as for the library association."

Denyvetta states that she served as a Resume Reviewer and an ALA Ambassa-

***"Email and phone  
conferences just can't  
beat in-person  
discussions."***

*continued on page 3*

## Non-System Material

Periodically the Executive Director's office—in this case, that means **Francie Pendleton**—sends out a reminder about how to deal with library material that isn't our library material. Customers forget and return items to us that really belong to a school or church library, etc., and we then assume the responsibility of sending the stuff back where it belongs. If something like this comes to you, here is how you handle it.

### PROCEDURES FOR HANDLING NON-SYSTEM MATERIALS RECEIVED AT MLS\*

1. Route non-MLS materials for other public library systems, schools, colleges, universities, private owners etc., to the Director's Office for processing as soon as possible. Mailing is done once a month. Swift handling will reduce our responsibility for the items. This will also allow staff to be able to assure patrons that materials are returned to the owner in a timely manner. You can call the Director's Office and we will gladly check our log book to see if we have received material and if it has been returned to its owner.
2. PLEASE be sure to fill out a routing slip when sending items to Director's Office. Put your name, date and agency on routing slip. Materials are logged in by the sending branch and month. DO NOT SEND MATERIAL WITHOUT A YELLOW ROUTING SLIP—DO NOT PUT MATERIAL IN INTEROFFICE ENVELOPE WITHOUT ROUTING SLIP. This is very important.
3. ODL(Oklahoma Department of Libraries) Materials. Check the ILL records to verify that the materials were not borrowed by one of your patrons (sometimes the ILL wrapping comes loose or is removed). Route to the Director's Office as in #2. MLS courier service will return these materials.
4. Routing materials that belong to libraries within the MLS Reciprocal Borrowing Agreement. These materials are to be routed to Southern Oaks Library. There is a regular delivery between MLS and the Pioneer System.

#### Reciprocal Agreement Libraries include:

Blanchard Public	Noble Public
McLoud Library	Pioneer Library
Moore Public	Purcell Public
Newcastle Public	Shawnee Public
Norman Public	Techumseh Public

### EXAMPLE OF ROUTING SLIPS:

ODL books:  
TO: Director's Office  
FROM: Your Agency Name  
FOR:  
REMARKS: NON MLS MATERIAL.

DATE:

Reciprocal area books to Southern Oaks:  
TO: Director's Office  
FROM:  
FOR:  
REMARKS: NON MLS MATERIAL.

DATE:

Other Non-MLS Books to Director's Office:  
TO:  
FROM:  
FOR:  
REMARKS: Please return to owner

DATE:

5. If you need to inquire about materials that a patron thinks they have returned, be sure to ask them which agency they might have returned it to, date they returned it and any identification on the material. Director's Office will check log book for entry.

### ALWAYS INCLUDE A ROUTING SLIP (dated) & REMARKS.

#### When Director's Office receives the Non-MLS materials:

1. The Director's Office logs each item by title, branch (that sent item) Type of materials (ex: book, CD, video) and identified owner. The date material is returned back to owner is entered for each title. When no owner is identifiable, the material is sent to the book sale.

\*Revised: January 2010

## Kyrgyzstan's Gain

Yes, it's a real place in Central Asia, bordered by Kazakhstan to the north, Uzbekistan to the west, Tajiki-



stan to the southwest and China to the east. At least I can pronounce "China."

I only bring Kyrgyzstan into the conversation because

someone we know is about to move there. It's **Kim Ventrella**, librarian at RE (for just a few days more). Kim applied to the Peace Corps for an assignment in Eastern Europe or Central Asia—and she got one.

"I want to travel the world," she said, "experience a new culture and finally fulfill my dream of being a starving artist. They want applicants to be open to serving anywhere in the world. As far as the actual assignment, they match

you with whatever fits your skills. For me, that's University English Teacher, which is what I wanted.

"I always thought I would apply to the Peace Corps right after college, but I'm glad I waited. I'm definitely more prepared to serve overseas than I was five years ago."

Kim will have to travel light, which is just the way adventurers should travel. She'll be limited to one big duffle bag and a small carry-on.

"You have to be able to carry whatever you bring across rugged terrain... no bell hops in Kyrgyzstan! I'm definitely bringing a warm winter coat (it can get 30 below zero in winter), snow boots, a sleeping bag and my laptop. I will be blogging from Kyrgyzstan! People can follow my blog at: <http://pcnomad.wordpress.com>. As far as clothes go, you have to dress up a lot in Kyrgyzstan (more than you do in America), but it's not uncommon for people to wear the same outfit several days in a row. So I'm bringing nice clothes, just not very many."

She'll be shipping out March 26, and

Kim is planning on being gone for 27 months. She'll be in training for three months, living with a host family and meeting other trainees every day to study the languages, Kyrgyz and Russian. Hopefully, at this time she'll also develop a taste for the local cuisine, which includes such delicacies as boiled goat's head and fermented mare's milk.

"After that first 90 days I'll move to my actual assignment site. Since I'll be teaching English at a university, I should be in a big town or village with electricity. During the training period, using an outhouse is the norm. I've read lots of stories about people racing outside in -20F weather to use the outhouse (yikes!).

"And no, my family and friends don't think I'm out of my mind. They've all been extremely supportive—and a little jealous."

Fair winds and following seas.

## Executive Director Donna Morris - continued from page 1

dor during Midwinter and also enjoyed the panel discussion called "Advocacy on the Front Lines: How to Make a Difference From Where You Sit." She reports that it was a unique initiative designed to motivate, encourage and train librarians and library staff to seize opportunities to promote the diverse professionals. She said it was one of the highlights of her trip. She also learned about the National Library Advocacy Day to be held as part of the ALA annual conference in June in Washington DC. It is designed to rally support for and cheer on libraries!

As for myself, I am on the Public Library Association (PLA) national program com-

mittee 2010 where we finalized plans for the programs to be held at the Portland, Oregon 2010 conference. We also got our liaison assignments for about 8 programs each. Our task is to make sure the program organizers have what they need and assist them in any way possible.

I am also on the ALA Public Awareness committee which hears reports from the various offices that are responsible for the marketing and media campaigns that ALA is involved with. We get updates on things such as National Library Week, I love my librarian campaign, and various other media events.

We all toured the exhibits and made a few other meetings that we were interested in. It was a very busy few days. Did we get to have

any fun? Well of course not—we were working! But the shopping is great (ask Stacy and Kim). Kim, Kay and I had a nice dinner one night and then the next night, joined by Stacy (and state librarian Susan McVey), went to a reception sponsored by Learning Express—a vendor we used for our Office 07 training. Stacy and Kay both had great airport/flight adventures which seem to be the norm when traveling these days. It was chilly but not real cold, and snowed twice while we were there, and so we thought of all of you at home enjoying the MLK holiday in 60+ degree weather.

All-in-all a good trip in which everyone participated, contributed and learned ideas to pass on back here at home.



## The New Service Center I

With the completion of the move of several departments to the new Service Center some things had to change. We will keep you up to date as to these changes as we find out about them.

And here's one now:

The Books by Mail and the Book Center departments have both gone from DN to the Service Center. If you need to route anything to **Sharon Maine** (BBM) or **Steve Jenkins** (BC), address the item like this:

Service Center / BBM or Service Center / BC.

We'll all get used to this stuff soon, I promise.

## The New Service Center II

Here's some further information about routing material to offices and departments in the new Service Center.

1. If you are putting several items in a tote, please do not rubber band them all together. These items are being put through a sorter and it's faster and easier if they don't have to be separated before going into the sorter. **Just put the items in the miscellaneous bin without rubber bands** and the drivers will run them through the sorter.
2. Any materials **other than system reserves** sent to Books by Mail; Book Centers; Cataloging; Interlibrary Loan; or Technical Processing **must** be placed in a routing envelope or box. This includes any items placed on temporary loan, such as items sent for correction, returned ILL items, defective items, etc.
3. Items should be temp loaned before routing to any department, including those at the Service Center.
4. All items for one department should be packaged together in a box or routing envelope. Do not package materials for multiple Service Center departments in a single package. If notes are necessary, they may be placed in packages or inside individual items within packages.



### Lending Library Review:

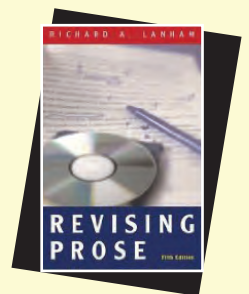
## Revising Business Prose

by Richard Lanham

Much as you may hate it, sooner or later you're going to have to write a report of some kind. You can either write it clearly and precisely or you can write it the way bureaucratic reports are usually written—not so well.

When the time arrives, you might want to take a look at Richard Lanham's book. One reviewer noted that "Lanham effectively teaches writers who hide their ideas in complicated and wordy prose how to cut through the fog and reveal their ideas. Sometimes students get it into their heads that convoluted leads to respect, but most of the time convoluted prose just leads the reader to a lot of head-scratching. If you are writing, you need to be clear."

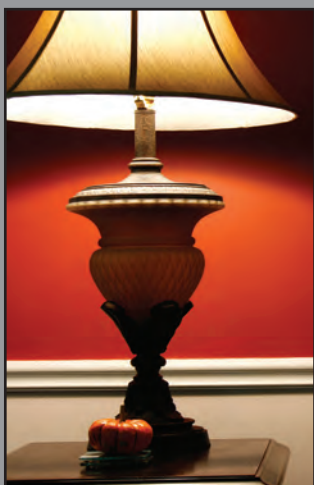
Amazon.com tells us: "As its title implies, this book deals with revising, not original composition. In business writing, where a first draft often emerges quickly under the pressures of facts, figures, and deadlines, revision is typically the major part of a writing task, and collaborative revision often produces the final document. *Revising Business Prose* provides detailed revision guidance and a collaborative approach to writing easily applied to writing in business, industry, government, and academics. Based on the premise that bad writing in organizations imitates the bureaucratic style *The Official Style*, as it's called here this book shows readers how to transform stilted, dense prose into plain English. This book is for anyone interested in the revision process in every business writing context."





# ShelfLife

February 2010



## Building a Reading City—*What Book Is On Your Bedside Table?*

Not all library employees are readers, but here's a sampling of the current pleasure reading of some of our staff.

**Christine Bassett**, Librarian at BI: Oh dear. I'll have a think. I haven't read anything for about six weeks...I went to England, my mother got sick and I haven't been able to concentrate! I have recently read *Traveling with Pomegranates* by Sue Monk Kidd, and *Half-Broke Horses* by Jeanette Walls.

**Doug Bentin**, Communications Specialist in MaC: I got a SONY Reader for my birthday and I've been downloading lots of good old stuff—I'm a sucker for the Victorians and Edwardians—and I'm currently reading *The Trail of the Serpent* by Mary Elizabeth Braddon, and short story collections by George Gissing and P.G. Wodehouse.

**Kim Ventrella**, Librarian at RE: Hi, I just finished *Stiff: the Curious Lives of Human Cadavers* by Mary Roach. I'm about to start *In the Land of White Death* by Valerian Albanov.

**Jo Nita White**, Extension Specialist at HR: I've just finished reading *Ladies of the Lake* by Haywood Smith. It was very enjoyable and a nice change from the mysteries that I usually read.

Let us know what you've been reading. Send titles to [dbentin@metrolibrary.org](mailto:dbentin@metrolibrary.org).

## THE SHEFLIFE QUIZ: REALITY FICTION

A novel that uses a real person or event in a fictionalized way is called a roman a clef (book with a key). It's a technique that's especially useful for avoiding prosecutions for libel if the portraits of the real people, as they appear in the novel, are less than flattering. Here are descriptions of five novels based on actual events. See how many of them you can identify.

1. This novel, set mostly on the island of Tahiti, was suggested by the life of the painter Paul Gauguin. \_\_\_\_\_
2. One of the most famous court-room novels, this one was suggested by the murder of a young boy in 1924. \_\_\_\_\_
3. The first in a once-bestselling series of detective stories, this 1926 mystery used elements of the murder of bridge expert Joseph Elwell. \_\_\_\_\_
4. This classic tale of a young man who murders his pregnant fiancé so he can marry a rich young glamour girl was based on the Chester Gillette case of 1906. \_\_\_\_\_
5. A young woman with the unlikely name "Starr Faithful" was the inspiration behind this best seller of 1935. \_\_\_\_\_

- A. *The Benson Murder Case* by S.S. Van Dine
- B. *Butterfield 8* by John O'Hara
- C. *The Moon and Sixpence* by Somerset Maugham
- D. *Compulsion* by Meyer Levin
- E. *An American Tragedy* by Theodore Dreiser

Answers on page 7.

# ShelfLife

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## If It Falls From the Sky, It May Not Be Manna

Staff working at the Downtown Library already know that there is a slight possibility that something could fall from the Devon construction site on the south side of the alley behind DN, but visitors to a DN meeting or other event might not think to keep an eye open for falling stuff—con-

struction tools, construction material, construction workers, etc.

Okay, here's the deal. They are using a crane on top of what used to be our parking garage and there is a danger involved and employees should use caution when using the base-

ment entrance. There are flag men at work back there, and your potential heirs would appreciate it if you paid attention to their signals. The construction company is doing its best to keep things as safe as possible and warn us to changing or unsafe conditions, but it's up to all of us to stay alert.



View of the back of the DN library and the Devon garage construction.



### • MYSTERY PERSON •

Here are the clues to this month's mystery person.

<b>Fave Music:</b>	Classical
<b>Fave Book(s):</b>	<i>Run With the Horsemen</i>
<b>Fave Sports:</b>	Basketball & Football
<b>Fave Vacation(s):</b>	Creede, CO & Port Aransas, TX
<b>Fave Movie:</b>	<i>The Gods Must Be Crazy</i>
<b>Fave TV Show:</b>	<i>Antiques Road Show</i> reruns
<b>Fave Food:</b>	German
<b>Fave Season:</b>	Fall
<b>Fave Hobby:</b>	Collecting antiques
<b>Pets:</b>	Boston Terrier
<b>Family:</b>	Husband, twin sons, Daughters-in-law and one grandbaby
<b>Do you Text or Twitter:</b>	Some Facebook
<b>Special Skills:</b>	Studying people and their behaviors

**What profession would you be in if you were not working in the library?** *Appraiser for antique collectors*

**Is there something you want to do or accomplish before you die?** *Enjoy every day, learning as much as possible!*

*Answer on page 7*

## STAFF PROFILE Fingerprints

**Shirley Henderson**, circ clerk at MC, has worked for MLS for almost 17 years.

When she has time Shirley sews, catches up on reading, and likes to "putter in the yard." She also plays Nintendo DS.

Shirley and her husband love to watch OU football.

Her dream vacation, when she retires, is to take her time and travel across the United States.

As a circulation clerk, Shirley enjoys meeting all the interesting people that come and go through the library.



# ShelfLife

February 2010

## HELLO TO

Macey Hernandez ..... Circ Clerk, CT  
 Siobhan Morava ..... Coord. of the Friends  
 of MLS, DVS  
 Melissa Walkup ..... Tech. Processor, TP  
 Ben Mount (rehire) ..... Outreach Asst., OUT

## PROMOTION

Lisa Heinrich ..... From Mat. Svs. Div. Tech, to Cat. Tech, CAT  
 Dacia Alexander ..... From Youth Asst. to Proj. Spc., OUT  
 Robyn Icks ..... From Page, WA, to Tech. Proc., TP  
 Vickie Ross ..... From Circ Clerk, ED, to Cat Tech., CAT

## GOODBYE TO

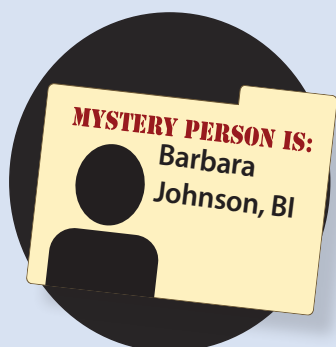
Lena Loper ..... Page, DC  
 Alicia McKinney ..... Page, ED  
 Kiara Calip ..... Page, RE

## RETIREMENT

Cecil Peaden ..... Librarian, BE

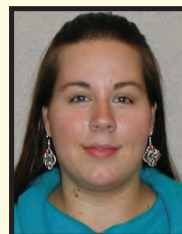
## SYMPATHY

To Mary Sholly, DN, whose aunt passed  
 away unexpectedly in January.



### Answers to ShelfLife Quiz

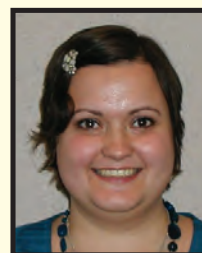
1. C
2. D
3. A
4. E
5. B



Macey Hernandez



Siobhan Morava



Melissa Walkup



Ben Mount

## The Author Says "Hi!"

In the January 2010 issue of our *info* Magazine, **Kelley Riha**, the MLS Community Information Coordinator, reviewed a picture book called *The Pout-Pout Fish*. She was surprised and pleased to receive a note from the book's author, Deborah Diesen, in recognition of the review:



8 Jan 2010

Dear Kelley,  
 Thank you for your nice review of my and Dan Hanna's book *The Pout-Pout Fish* in the Metropolitan Library System Magazine! It definitely brought a smile to my face.

Best Fishes!  
 Deborah Diesen

Ms. Diesen also sent some bookmarks that could be distributed at library events.

It doesn't happen often, but it does happen.

If you think you might like to submit some book/CD/DVD reviews for publication in *info*, contact Doug Bentin at [dbentin@metrolibrary.org](mailto:dbentin@metrolibrary.org).



## February Bulletin Board



### February Birthdays

FRANK C. RAY	2/1
KAELI M. DUNN	2/1
HECTOR L. MATA	2/6
DEBORAH MCPHERSON	2/7
JEAN M. LONGO	2/7
KAREN L. LITTERAL	2/9
CAROL L. ROBERTS	2/9
ANN L. MEEKS	2/9
DEVON D. MCDANIEL	2/10
CHARLA RENE AUCONE	2/15
KRISTIN LYNN HILL	2/17
CAROL S. HUNTER	2/18
ERIC G. KING	2/18
KATHRYN KAY SHEESLEY	2/19
KATHLEEN LAUGERMAN	2/20
DANIEL E. FIELDS	2/20
JULIANNA LOUISE LINK	2/23
ERICA J. GOLDMAN	2/23
DACIA ALEXANDER	2/23
JERRY LEO O'HARE	2/24
LARRY G. JOHNSON	2/24
JOAN D. PORTER	2/25



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

RIC REA	2/16/1982
DENESA C. BENNETT	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
CAROL S. HUNTER	2/19/2001
CHERYLL RENEE JONES	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
DAVID WAYNE RUSHING	2/4/2008
DAN W. HOLMAN	2/11/2008
GLORIA B. DELEON	2/23/2009



## March Bulletin Board



### March Birthdays

GRANT E. YOKLEY	3/1
JESSICA REAGAN KLOIBER	3/2
STEVEN LEE GLOVER	3/3
EDWARD AHAD MARAND	3/5
BENJAMIN D. MOUNT	3/5
KIRSTIE ANN BROWN	3/5
SARAH J. KELLUM	3/6
CHEYENNE HIGGINS	3/7
PATSY A. GLOVER	3/8
DARIN RAY SMITH	3/8
MARIA ELISA VERDIN	3/8
NANCY J. LYTLE	3/9
VICKIE L. ROSS	3/9
JULIA ANN BALLOU	3/9
CHARLES S. ISAACS	3/12
SERINA L. GARCIA	3/14
ALLEGRA D. SEALS	3/16
BARBARA M. PARR	3/17
ROBIN C. SAGEL	3/17
CHRISTOPHER CADE	3/17
DIANNA L. RUPP	3/19
KATHRYN UPCHURCH	3/19
FARIBA WILLIAMS	3/21
RUSSELL L. PIERCE	3/22
MARY J. SHOLLY	3/22
KATHRYN F. HATFIELD	3/22
EBRAHIM EJTEHADI	3/23
ISABEL K. BURNS	3/25
SHAHIN S. ASGHARI	3/25
GLORIA MELCHOR	3/25
KIM L. COBB	3/26
MARY L. STEPHENS	3/27
PAMELA S. BUCHANAN	3/27
PATRICIA RIVAS	3/30
JANA C. HAUSBURG	3/31
SHEILA D. FIXEL	3/31



### Employee's March Date-of-Hire

DARCUS D. SMITH	3/28/1986
KIMBERLY L. WADE	3/31/1986
DENISE A. COURTS	3/16/1987
JILL L. VESSELS	3/19/1987
JOE J. POE	3/21/1987
TRACY C. STONE	3/17/1988
MARY L. STRASNER	3/6/1989
BEVERLY K. PHILLIPS	3/22/1993
HECTOR L. MATA	3/15/1994
MARGARET J. COLLINS	3/27/2000
VINCENT D. ARMIJO	3/26/2001
KATHY S. MARQUIS	3/27/2001
TONDA FAYE KELLY	3/4/2002
BETTY SCOTT	3/11/2002
JESSICA L. MINTER	3/23/2005
JULIET M. ALAVICHEH	3/28/2005
JEFFREY E. FREDERICKS	3/13/2007
BEVERLY CUNNINGHAM	3/26/2007
DENISE D. RYAN	3/26/2007
REBECCA F MASON	3/27/2007
ROBYN LYNN ICKS	3/17/2008
WANDA LOUISE LITTLE	3/9/2009
DACIA ALEXANDER	3/18/2009
GLORIA MELCHOR	3/23/2009
MARIA ELISA VERDIN	3/23/2009