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In-Library Engagement Subcommittee

Meeting Date / Time:

Wednesday, January 15, 2020 – 1:30pm

Meeting Location:

Belle Isle Library

Attendees:

Kellie Delaney, Annie Emmons, Beth Locke, Carol Roberts, Abigail Stout

1. Review Timeline
 - a. December – All Tasks Completed.
 - i. Select needed Marketing Pieces & get to Kellie by 12/31 (MAC deadline in January)
 - ii. Draft Talking Points by 12/31 (MAC deadline in January)
 - iii. Begin working up Deliverables
 - b. January – Team believes we are on track w/minor revisions
 - i. CLSP Materials & other Deliverables selected and largely developed by 1/15
 - ii. Complete Development on Deliverables & Draft Preorder List by next MTG 1/28
 - iii. Revise Preorder List by 1/29
 - c. February
 - i. Preorder List Finalized & Shared 2/1
 - ii. Supplies Ordered by 2/15
 - d. March
 - i. Workdays scheduled to organize supplies
 - e. April
 - i. Supplies Ready to Distribute
 - f. Fall
 - i. Follow Up on SRP Feedback
2. Follow up on Action Items from 12/19
 - a. Abby- Special Collections Collaboration Update
 - i. Sheldon is working on developing Podcasts.
 1. No further action is needed from the committee on this topic.
 - ii. Lisa is working on Genealogy Program for SRP
 1. Action Item: Abby will develop/obtain blurb and add to Pre-order List
 - iii. Judie is working on an Archiving Program for SRP, may cost \$100-150

1. Action Item: Kellie and Abby to meet between Special Collections and EPS to see if this cost can be covered under 5161.
 2. Action Item: Abby will develop/obtain blurb and add to Pre-order List
- b. Annie- Collection Development Collaboration Update
 - i. Kristine is the liaison between MLS & Hoopla and Kanopy.
 1. Hoopla already has plans to do promotional materials w/SRP theme
 2. Kanopy does less promotional stuff, but Kristine will make Playlist if they aren't planning anything. Tentative work start- April to avoid including items whose license may expire prior to SRP.
 3. No further action needed from the committee on this topic
 - ii. Miranda coordinates Book Rivers and was in favor of creating SRP related book rivers this June and July. Tentative due date: March
 1. Action item: Annie will obtain most current directions for creating Book Rivers and share that w/Beth.
 2. Action item: Annie and Beth will work on creating book rivers using these directions
 - iii. Sadie is the Liaison between MLS and Overdrive. We will have themed reading lists going all summer long and we link to the program in the top banner between 6/1-7/31.
 1. No further action is needed from the committee on this topic
- c. Beth
 - i. Beth has added several passive program ideas. Displays, and program ideas to the Preorder List section of the In-Library Engagement Toolkit.
 1. Action Item: Beth will continue to add final products.
- d. Carol
 - i. Carol identified several options for the Mythical Creatures Create-a-Creature passive program. The team discussed options and ways to edit these files into a usable format.
 1. Action Item: Kellie and Carol will work together to format the selected files and add them to the toolkit.
- e. Kellie
 - i. Opportunities to communicate with Marketing have been limited due to leave and holidays.
 1. Not moving forward with Magnetic Poetry due to timeline
 2. Action Item: Kellie will continue to reach out and turn in Project Request for items previously discussed.
3. Toolkit Revisions
 - a. Additional work was needed to revise the toolkit.
 - i. Action Item: All team members will continue to input their deliverables in the toolkit by next meeting, 1/28/20.
 - ii. Action Item: Kellie will work on formatting for In-Library Engagement Toolkit to better match new formatting being used by other workgroups.
 - iii. Action Item: Annie will work to continue revising the text in the toolkit and add some SRP imagery.
4. Create Pre-Order List Draft from items added to In-Library Engagement Toolkit & Other Documents
 - a. What do we need to coordinate w/Teresa's group?
 - i. Action Item: Kellie will invite Teresa to our next meeting on 1/28/20

- b. Elements to include:
 - i. Recommended Display Supplies
 - 1. Photo Booth options A&B
 - 2. Jack and the Beanstalk Point Tracker
 - ii. Passive Program Description & Supplies
 - 1. Magical Creature Creators (Downloadable PDF)
 - 2. Summer Reading Madness
 - 3. Mixed Up Headlines
 - iii. Program Plans
 - 1. Allie's TPT plan
 - 2. Special Collections Programs
 - iv. Book Display Ideas
 - v. No additional elements were identified by the committee
 - c. Action Item: Kellie will begin working on the online form so it is ready to add elements after the 1/28 meeting.
5. Set Action Items & Next Meeting
- a. Action items set (above)
 - b. Annie reserved MWC meeting room on 1/28 and sent Outlook Calendar Invite.
 - c. Action Item: Annie to type up meeting notes and share w/team for review prior to 1/28 meeting.

Meeting Date / Time:

Tuesday, January 28, 2020 – 1:30pm

Meeting Location:

Midwest City

Attendees:

Kellie Delaney, Annie Emmons, Beth Locke, Teresa Mathews (guest), Carol Roberts

Absent:

Abigail Stout

- 1. Review Timeline
 - a. December – All items completed
 - i. Select needed Marketing Pieces & get to Kellie by 12/31 (MAC deadline in January)
 - ii. Draft Talking Points by 12/31 (MAC deadline in January)
 - iii. Begin working up Deliverables
 - b. January –
 - i. CLSP Materials & other Deliverables selected and developed by 1/15 - Pending action today
 - ii. Draft Preorder List by 1/22 - Completed
 - iii. Revise Preorder List by 1/29 - Pending action today
 - c. February

- i. Preorder List Finalized & Shared 2/1 - Updated date to 2/5 due to Internal Communications Deadlines
 - ii. Supplies Ordered by 2/15 - Updated date to 2/16 to fall at the end of a workweek
 - d. March
 - i. Workdays scheduled to organize supplies – 3/26 All Day on Come and Go basis, Afternoon of 3/27 if not complete
 - e. April
 - i. Supplies Ready to Distribute
 - f. Fall
 - i. Follow Up on SRP Feedback
- 2. Toolkit Revisions- Annie facilitated the discussion
 - a. Highlighted items that may change; Goal prizes/point levels, Read it Forward, & Community Goals
 - b. Can publish in Draft Form w/disclaimer “Details may be updated pending administrative approval & based on sponsorship received”
 - c. Deadline is more flexible than Pre-Order List – Mid-February
 - d. Suggested Revisions to Highlights, Tips, and Scripting Examples
 - i. May need to draw more attention to the change that there is no 600-point goal prize for adults this year
 - ii. Revise Log sections to include minutes & activities instead of points
 - iii. Add a section on using Marketing Materials to address how to use the new Rack Cards & Program Guide
 - iv. Encouraging Sign Up & Participation- Add back sentence about using laptops/iPads to sign up/track points in programs
 - e. Book Displays- Approved w/o changes
 - f. In Library Décor
 - i. Add image of new Die Cuts for Bulletin Board Decorations (discussed in Pre-Order Discussion below)
 - g. Passive Programming- Addressed in Pre-Order Discussion (below)
 - h. Program Ideas- Need short blurbs for program descriptions that are not from CLSP manual
 - i. Tasks Remaining
 - i. **Task:** Annie will work on making suggested wording revisions by next week
 - ii. **Task:** All team members will add short program blurbs to the Toolkit by next week
- 3. Pre-Order List Revisions – Kellie facilitated the discussion
 - a. Die Cuts to be ordered from AccuCut
 - i. Medieval Times Set
 - ii. Unicorn Mask
 - iii. Fairy- Small
 - iv. Mermaid- Large
 - v. **Task:** Kellie will communicate w/Margo on ordering Dies
 - b. Pre-Order vs. Downloads Discussion
 - i. Identified which Passive Programs should be Downloads, and which should be included on the Pre-Order list
 - 1. **Task:** All team members will share PDF’s for Downloadable files to Teamwork by next week

2. **Task:** Beth will add short directions on how to use the Mixed Up Headlines Passive Program to the Toolkit by next week
3. **Task:** Carol will add short directions on how to use the Make a Mythical Creature Passive Program to the Toolkit by next week
4. **Task:** Kellie will add Sudoku to the Passive Programs to the Toolkit by next week
- ii. Poster Discussions
 1. Discussed MAC feedback received on large laminated posters vs. Smaller printable sizes
 2. Laminating of larger posters must be done at Mardell's as we no longer have a large laminator in the system
 3. Decisions:
 - a. Opted to include the large laminated poster in Pre-Order List as an option for locations that want that. If no locations want large posters, no MAC request will be needed.
 - b. We will also include the poster files in Downloads so locations can print as 11x17 or 8.5x11 for libraries that have different space needs
 4. **Task:** Beth will add instructions on how to print different sizes for Summer Reading Madness bracket to the Toolkit by next week
4. Logistics Discussion Teresa – Shared input from Logistics standpoint
 - a. Margo will do Intacct ordering and receiving
 - b. Do include Die Cuts in Pre-Order but choose what colors of paper and list that in the pre-order
 - i. Team selected to include Shield, Sword, and Unicorn mask dies in Pre-Order.
 - ii. Will need to order 11x17 White Cardstock
 - c. Identify & communicate the size of items to be routed to libraries and order appropriate shipping materials ahead of time
 - i. Shipping Bulletin Board paper for Jack in the Beanstalk Display 1
 1. Lengths of Bulletin Board Paper – Likely to use 10 feet
 2. Colors for Vines – Light Green, Dark Green, Brown
 3. 30 Die Cut Leaves - Green
 4. **Task:** Carol will experiment with creating vines and get feedback to Kellie before the Pre-Order Link goes live on 2/5.
 5. **Task:** Order U-Line Tubes to ship the bulletin board paper or other large rolls. Size 48 inches wide, order 3 boxes, label as “return to EPS” for future use prior to 3/25 & 3/26 workdays.
 - ii. Most other supplies can be routed in routing envelopes or boxes available through MTC. Ex: Die Cuts, photo backdrop, floor stickers
 - d. Communicate what needs to be included in pre-packs
 - i. Marketing Materials- Rack Cards and Program Guides to be sent to all libraries upon receipt
 - ii. CLSP Materials from ODL (bookmarks, stickers, etc.)
 - e. Communicate any re-orderable supplies for SRP supply catalog
 - i. Team suggested ordering 40 packages temporary tattoos from CLSP catalog for SRP Catalog ordering
 - ii. Remaining CLSP Materials from ODL (bookmarks, stickers, etc.)

- f. Team will setup workdays to organize and prepare supplies from Pre-Order List (3/25 & 3/26)

Staff and Volunteer Engagement Subcommittee

Meeting Date / Time:

Wednesday, January 22, 2020 – 3:00pm

Meeting Location:

Downtown Library

Attendees:

Jessica Gonzalez, Pallas Johnson, Heidi Port, Victoria Stephens, Emily Williams

Volunteer Training-Heidi

- After-hours request for the volunteer recognition party was approved.
- The team has completed putting together all of the contents for the first volunteer supervisor training.

Staff Training-Emily & Pallas

- Emily has scheduled a follow-up time to meet with L&D. Emily and Jessica will meet with Milissa on Monday, January 27.
- Pallas has created scripting for the video shoot to take place after the first Volunteer Supervisor Training.

Internal Communications-Jessica & Victoria

- Jessica to start updating the Summer Reading Intranet site.
- Victoria and Jessica to continue updating the Summer Reading Internal Communications plan.

Volunteer Supervisor Training-Run Through

- The team spent the bulk of the meeting running through the Teen Volunteer Supervisor Training.

Action Items/Next Steps (To be completed prior to next in-person meeting)

- **Pallas**-continue to brainstorm ideas and content for activity sheets for in-person volunteer supervisor trainings & staff trainings--crosswords; word searches; ad-libs; etc.

- **Victoria & Jessica**-Victoria to continue drafting an internal comms plan using template from last year; send to Jessica to add content
- **Jessica**-start to update Summer Reading Intranet site
- **Jessica**-type minutes, create draft agenda, and schedule next meeting
- **Emily & Jessica**-meet with L&D for follow-up

Upcoming Meetings

- February 12
- March 4