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## Community and School Engagement Subcommittee

### **Meeting Date / Time:**

Monday, December 17, 2018 – 3:00pm

### **Meeting Location:**

Capitol Hill Library

### **Attendees:**

Daniel Chesney, Kellie Delaney, Robin Miller, Kelley Riha, Chris Stofel

### **Absent:**

Katherine Hickey

### **Welcome**

### **Survey Results Overview:**

The group shared feedback with each other received from the survey sent to Engagement staff on November 26 and discussed various options for helping the System meet the outcomes listed below:

- What kind of local outreach can we do to increase adult and youth (children & teens) sign ups?
- What kind of system outreach can we do to increase adult and youth (children & teens) sign ups?
- How can we encourage customers to log at least one hour in the program?
- How can we encourage ongoing engagement in the SR program (indicated by logging 10 hours)?
- How can we encourage school and community organization visits to promote Summer Reading?
- What can we do to encourage engagement among virtual/digital participants? How can we promote to them?
- Please share your ideas for the 2019 Read it Forward recipients.

Discussion also included digital engagement, benefits of SR participation for adults, staff education about logging minutes and app usage, managers incentivizing local goals, more breakout tables at the LMS breakfast, and the possibility of drawing prizes including Chromebooks and/or WiFi hotspots.

**Updates:**

- Daniel shared ideas he has begun to compile for school and community organization visits and best practices he is beginning to gather.
- Katherine's ideas for communicating with schools via social media, newsletters, websites, and other channels about Summer Reading were shared with the group.
- Kelley Riha shared ideas to outreach.
- Robin shared feedback regarding ideas for 2019 RIF recipients. 15 organizations were suggested by staff in the survey. She is researching each suggestion to determine if they meet our criteria and will be writing up description of each to share with the group.

**Next Steps:**

- Ask Planning about the availability of a new service area map
- Begin compiling document "Best Practices Guide for School and Community Communication" (Responsibility: Daniel & Katherine)
  - Begin compiling list of toolkit components for use in promoting summer reading to schools and organizations
- Begin compiling document "Best Practices Guide for System Outreach" (Responsibility: Kelley Riha)
- Determine date and location for LMS breakfast (Chris)

**Timeline (next meetings):**

- Digital Check-In via Teamwork December 31, 2018
- In-Person Meeting @ January 11, 2019 (tentative)
- Digital Check-In via Teamwork January 18, 2019

## In-Library Engagement Subcommittee

**Meeting Date / Time:**

Wednesday, January 2, 2019 – 2:00pm

**Meeting Location:**

Stella Nova Coffee Shop

**Attendees:**

Sadie Bruce (CD), Natalie Currie (ED), Reagan Kloiber (DN), Beth Loecke (CL), Kristin Williamson (EPS)

**Post Meeting Deliverables from 11/27 meeting:**

- Natalie will upload a draft discussion guide to Teamwork – COMPLETED
  - Kristin will reach out to Regional Director for the In-Library Engagement group to speak at all libraries during Dec/Jan staff meetings (10 minutes) for feedback using Natalie's draft discussion guide - COMPLETED/ONGOING
- Abigail will reach out for more information about the Jewish Federation - WAITING/ONGOING
- Sadie will upload a list of materials that we have throughout our databases on Teamwork – COMPLETED
  - **Audiobooks in Overdrive and hoopla:** Where the Wild Things Are, In the Night Kitchen, Chicken Soup with Rice

- **hoopla videos:** A Portrait of Maurice Sendak (no public performance rights)
- **Kanopy videos:** In the Night Kitchen, Where the Wild Things Are, Higglety Piggety Pop (live action), Tell Them Anything You Want
- ***The Maurice Sendak Library*** is a DVD published by Weston Woods which includes public performance rights.  
<https://catalog.metrolibrary.org/?section=resource&resourceid=7789355> The DVD includes Where the Wild Things Are, In the Night Kitchen, and The Nutshell Kids. The whole DVD is only 37 minutes long, but any of our libraries could show it as part of a larger program.

### Timeline/Deadline of Tasks:

1. January
  - After hours event - Jan deadline for Kim Terry needs (promotional)
  - Possible purchase of Sendak movie to have a “viewing” in DN auditorium – NATALIE DUE - JAN 18
    - i. Reaching out to locate a speaker @ Humanities Council
2. February
  - Displays (10 hours) – Due 2/28
  - Subcategories on the intranet under Summer Reading to highlight different display ideas, passive programming with all MLS staff.
    - Scavenger Hunt – Cardboard Cutouts 4X @ each library - Marketing
  - Maurice Sendak Exhibit (24 hours) – TBA until we have size dimensions @ Maintenance
    - Kristin will reach out to Exhibit coordinator (Steven) to find out dimension details of exhibit pieces, guidelines, labels, lights, security, suggested programs
  - Possible costume for Spoticus that reflects Sendak work
  - After Hours Event - Feb deadline for Heather - What we need going forward
  - After Hours Event - Feb/March for save the date
3. March
  - Talking points to engage with In-Library Customers/Upsell Summer Reading (2-3 hrs.) – Due 3/31 – NATALIE
4. April
  - After Hours Event - Invitations sent by April 1<sup>st</sup>
5. May
  - Book River – Due May (at least 3 copies per item in system)
  - Collection Integration (2-3 hours) – SADIE
6. June
  - Exhibit arrives
  - June 14<sup>th</sup> - After Hours Event for Library Endowment Trust
7. August
  - Return exhibit

### **30,000 donation After-hours Event - June 14<sup>th</sup>:**

- Library Endowment Trust signage up all Summer/name on Guest list & etc. - Beth
- Alcohol (beer & wine only) and Light hors d'oeuvres w/Band (or DJ) -bump out on 3rd Fl - Kristin
- Giveaways @ obtain from Marketing - Sadie
- E card & invitations @ Marketing - Sadie
- Alcohol @ Julie and Maria to coordinate with Commission - 90 days - Kristin
- Handicap Parking in Back alley @ Maria and Nita - Kristin
- Officials to invite @ Julie and Chris to coordinate - Reagan
- Building needs & Security @ Anthony and Ed - Abby
- Heather can create RSVP link @ Development - Beth
- Press release @ Kim Terry - Sadie
- Linens @ tables - Abby
- Spokesperson during the event - possible invitation to someone that knows about the art - Reagan
- Streamers/Confetti to pop at the end of comment "true wild rumpus" - Reagan & Natalie
- Work with Anthony/Steve/Maintenance about window cleaning, flowers plants, and general appearance in and around the library – Abby
- Parking for event ~\$1,200 – talk to Business Office - Kristin

### **Post Meeting Deliverables:**

- Kristin will create document outlining Budget
- Kristin will call Steve about the exhibit
- Abby will assign tasks in Teamwork
- Guest List by January 10<sup>th</sup>
- Kristin will contact Julie & Maria for Commission
- Sadie will meet with Marketing
- Kristin will contact Business Office for parking
- Everyone will wrap up Library Staff Meeting visits & add notes to document
- Next meeting Feb 4<sup>th</sup>

### **Plan for Afterhours Event:**

- 7-9PM
- 21 & up
- Opening remarks @ 7:10
- Doors Open @ 7
- Exhibit @ 7:30-0
- Cocktail attire
- Music
- #mlswildrumpus

## Logistics Subcommittee

### **Meeting Date / Time:**

Thursday, January 10, 2018 – 3:00pm

### **Meeting Location:**

Downtown Library

### **Attendees:**

Margo Engelmann, Jerod Gerfen, Teresa Matthews

### **Members and Roles:**

- Teresa Matthews- Lead, Communications, Books/Supplies as needed, ASAP Runs
- Jerod Gerfen- Books, Service Center Routing, Volunteers
- Margo Engelmann- Catalog, Supply Orders (SRP&EPS), Routing requests

### **Updates:**

- Books will come from Scholastic presorted by title
- Delivery of books changed to March
- Delivery of MAC items March and April
- Basement (still planning on use at this time)

### **Brainstorming:**

- How to minimize book stacking (extra sort day in logical order) (Discussed logical timeline/space updates added to timeline tmatt)
- Supplies Communications (updated timeline w/communication plan tmatt)
- Book sets Tracking (Jerod)
- Promotional Materials Tracking (Margo)

### **Going Forward:**

- RIF dates (Robin @RE)
- RIF Logistics (Robin @RE)
- Discuss timelines and adjust as needed after MAC/Book delivery
- Outreach Van dates for last weeks of program and RIF
- Fine Waivers turned into circ for redemption (process, Discuss with Access)
- Bonus Books and early sorting and use (discussed but revisit in March)

## Staff and Volunteer Engagement Subcommittee

### **Meeting Date / Time:**

Friday, January 11, 2018 – 2:00pm

### **Meeting Location:**

Downtown Library

### **Attendees:**

Jessica Gonzalez, Julia McConnell, Heidi Port, Victoria Stephens

### **Internal Communications-Jessica & Victoria:**

- Jessica created and shared an Internal Communications Request form with all SR Committee members in December; no requests have been received.
- Jessica to start updating SR Intranet site and pages for 2019; will be reaching out to Committee members for updated content.
- Jessica and Victoria have finalized their internal communications plan but know that some tweaks will need to be made along the way.
- Victoria is taking the lead on crafting the SR Wild Tips of the Week for the Intranet. Jessica will help to fill in as the time nears to post. Jessica will also take the lead on posting while Victoria is out on maternity leave. Victoria will be reaching out to various SR Committee leads to gather the content needed for posts.

### **Volunteer Training-Heidi:**

- Heidi's first volunteer training is scheduled for this month:
  - 1/24/19 @ NW
- Additional trainings are scheduled for:
  - 3/7/19 @ NW
  - 8/19 wrap up and recognition meeting (date/time/location TBD)
- Past volunteer supervisors helped to create content for the training and will be leading various sections.

### **Staff Training-Julia:**

- Jessica shared notes/communications with Julia from last year.
- Julia met with Learning and Development on January 8, 2019.
- After discussing a potential training plan with L&D, a revised 2-tiered training approach was discussed:
  - Online Component
    - Beanstack scenarios for Public Services Staff
      - Scavenger Hunt format
    - Training videos
      - Primary training video
      - Additional content videos
      - All videos shareable with volunteers

- Julia to identify staff from around the system to star in videos
- In-Person Component
  - SR Committee members as trainers
  - Required for
    - Engagement and Access Managers (Train the Trainer)
    - New staff with a start date of July 2018 to present
  - Optional for
    - All staff
  - A review of old content
  - An introduction to new SR content
  - Offered regionally (4-5 classes at 1.5 hours in length)

#### **Celebrations for Libraries:**

- Possible ideas for libraries who reach their personal SR goals (a continuation of ideas from our last meeting):
  - Pizza Party
  - Therapy Dog Petting Zoo and Photo Booth (low/no cost)
  - Snow Cones
  - Ice Cream Social
  - Coffee & Donuts/Cookies & Milk
  - Laser Quest (possible in-kind donation)
  - Social Media Takeover (MAC would need to be involved/develop parameters; low/no cost)
  - Champion edition t-shirt

#### **Next Steps/Action Items:**

- Next in-person meeting scheduled for February 8, 2019.
- Jessica and Victoria to post all subcommittee minutes from December 16-January 15 to the Intranet on January 20.
- Julia to update training plan/timeline and continue to communicate with L&D.
- Heidi to work with Victoria to craft volunteer tips for staff/Wild Tip of the Week post.
- Everyone to continue to brainstorm goal prizes for locations; budget confirmation pending via Kristin.
- Victoria to continue to craft content for Wild Tips of the Week.
- Victoria to reach out to Julie regarding video content.
- Jessica to begin to update SR Intranet site.