

**Event Committee Meeting**  
**January 24, 2005, 2:00 p.m.**  
**Jim Thorpe Conference Room**

**Attending:** Anita Roesler, Kay Bauman, Denyveta Davis, Heidi Daniel-Morgan, Dana Morrow, Heidi Port, LaVetta Dent, Ernestine Clark

**1) Definition of an event vs. a program:**

- a) An Event is system-wide, involving more than an individual community and needing help outside of a specific library, more in-depth planning, additional publicity and possibly volunteers or sponsors.
- b) A Program is agency-level, planned and implemented by the programmer(s). The publicity needs for a program are basic: in the MLS Calendar, Oklahoman or local newspaper listing of programs, agency signage.

**2) The Role of the Event Committee** The Event Committee can best assist with these larger scope events by providing cohesiveness in planning, follow-through, and equitable treatment for all agencies.

- a) The Event Committee will evaluate all big-ticket programs planned at the beginning of each year by the Library Managers and recommend allocation of resources. This will be done prior to budget deadlines to ensure adequate support (money, promotion, giveaways, etc.) is given. This overview will also make certain that each Library has a turn hosting a larger event in more of a rotating schedule, and that more than one or two events do not happen in the same month. The procedures will be:
  - i) Each year the Director of Branch Services and Director of Outreach Services (Denvyetta and Dana) will request information regarding these big ticket items from the Library Managers.
  - ii) These requests will then be brought to the February meeting of the Event Committee for discussion and recommendations.
  - iii) If, throughout the year as the programmers are planning programs, an opportunity or idea comes to light, the Library Manager and the Director of Branch Services may bring the idea to the Events Committee for consideration as an event.

**3) Library Anniversaries:** Anniversaries of agencies will be celebrated on 25, 50, 75, 100, etc. on a larger scale (i.e. an event). If individual agencies would like to have a community celebration (cake and punch, etc.) on smaller increments they are welcome to plan that as a program, but they will not be considered a larger scale event.

**4) New Business:** Midwest City Library will be hosting its 50<sup>th</sup> Anniversary Celebration in April 2005. Denyveta will meet with Deb Willis and e-mail the Events Committee Deb's thoughts and plans regarding this celebration. The Event Committee will then determine what assistance and resources can be offered.

**Future Meetings:**

The Jim Thorpe Conference Room is reserved from 2:00 p.m. to 4:30 p.m. on the following Mondays:

February 14, 2005

March 14, 2005

April 11, 2005

May 9, 2005

June 13, 2005

July 11, 2005

August 8, 2005

September 12, 2005

October 10, 2005

November 14, 2005

December 12, 2005