

Table of Contents

Community & School Engagement Subcommittee.....	1
In-Library Engagement Subcommittee	2
Staff and Volunteer Engagement Subcommittee	4
SR Engagement (Software & Programming) Subcommittee	6

Community & School Engagement Subcommittee

Meeting Date / Time:

Tuesday, March 19, 2019 – 9:00am

Meeting Location:

Digital Check-In

Attendees:

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

Read it Forward

- Robin has obtained all necessary information for the RIF recipients and has organized the information in spreadsheets.
- A Read it Forward poster/flyer has been requested with a due date of May 10.
- EPS has updated the Read it Forward information on the Intranet.
- Teresa Matthews will be working with Robin on scheduling delivery dates for RIF (March 19-23).
- 2019 RIF recipients will be Catholic Charities Sanctuary Women's Development Center, Palomar: Oklahoma City's Family Justice Center, the Oklahoma City Indian Clinic, and Big Brothers and Big Sisters of Oklahoma City.

School Mailing

- School Mailing is scheduled Downtown April 8-11.
- Staff have signed up for slots to help package the boxes.
- A letter is being finalized to include with the postcards which will be delivered to schools.

Breakfast

- Scheduled: May 3.
- Catering from Swadley's has been arranged.
- The room at NW has been reserved May 2 from 4:30 to 9 to do most of the set up.
- Tablecloths from Superior Linen have been ordered and Chris will pick them up and take to NW on May 2 so that storage at NW is not needed.
- Chris and Kellie will be setting up an email with RSVP form to go out to Media Specialists the week of April 1 with an RSVP due-date of April 19.
- A reminder email to all RSVPs will be sent on Wednesday, May 1.

- Approximately 20 staff members have signed up to assist at the breakfast, though a few slots are still remaining for cleanup and setup.
- EPS has Metro branded book bags, mobile chargers, cell phone wallets, pop-sockets, and some bookmarks and stickers available to include in goody bags for media specialists.

Toolkit

- The School & Community Outreach toolkit has received a lot of positive feedback with Jessica's email receiving multiple likes. Feedback included that staff have always wanted something like this and are glad they have this tool to use.
- Daniel & Katherine will film a video on using the toolkit. There is no timeline for this.

Other Items and Updates

- Daniel and Katherine have been asked to compile best practices for in-library engagement.
- Kellie reminded us that SR training will take place April 1 – May 14, that there are several opportunities to learn about Summer Reading, and asked the group to encourage co-workers to attend one of the in-person trainings to learn more about the changes impacting SR this year.
- ReadOKC: Kellie shared that Emily and Kristin went to a meeting with OKCPS on ReadOKC. The updated version of the toolkit has some information and talking points on how to help address questions you may receive from customers, educators, and administrators.
- EPS will be meeting with OKCPS on April 11 to learn more about our partnership opportunities this summer.

In-Library Engagement Subcommittee

Meeting Date / Time:

Tuesday, March 12, 2019 – 3:00pm

Meeting Location:

Stella Nova Coffee

Attendees:

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

Post Meeting Deliverables

- Kristin will put the Wild Things Storytime Kit on the Intranet
- Kristin will follow up with Buddy about the Brochure
- Sadie will reach out to Heather about the Invitations for the Gala
- Reagan will visit Caterers & Abby will add to schedule
- Kristin will reach out to Heidi about process for creating nametags
- Natalie & Beth will work on the FAQ sheet, Natalie will contact Dr. Winn
- Abby will reach out to Ed about paying his guys
- Natalie will create 10 centerpieces for the Gala
- Abby will reach out to Anthony/Steve about cleaning crew during the Gala
- Abby will check for electrical outlets in the bump outs in the atrium

- Next meeting on 4/2
- Group will plan to work Gala from 12:30-9:30 on June 14th

Follow Up

- Brochure and FAQ sheet for exhibit – IN PROCESS – KRISTIN IS FOLLOWING UP W/BUDDY
- Poster @ exhibit that thanks the donors and announces the exhibit. MAC request needed - SADIE
- Possible weekly update with a fun fact about exhibit sent to libraries to engage with customers. – KRISTIN
- MOU – Kristin
 - Met with MTC and signed agreement with the dates that exhibit will arrive, creation of the panels, and will receive quotes for 2 additional panels to be made. KRISTIN WILL TALK W/MORGAN ABOUT DIMENSIONS
- Kim Terry – Marketing Meeting
 - K-Terry will reach out with quotes for marketing for cardboard cutout creatures, bus wrap, billboard, signage at Penn Square Mall. We will need to determine best use of monetary resources – KRISTIN WILL FOLLOW UP

FAQ Sheet – Beth & Natalie

- Is the art original?
- Can I touch? - No
- Is Maurice Sendak still alive? - No
- What style of art is this?
- What makes his art so significant in the literary world?
- Why do people connect to Sendak's work so readily?
- How can I connect this experience to other learning opportunities for my child?
- How many books did Sendak write?
- How can I learn more about Maurice Sendak?
- Do I need tickets to view the exhibit? - Nope
- Where can I park downtown if I want to see the exhibit? - Arts District Parking Garage (vouchers provided for 1 free hour to view exhibit)
- Do I have to be a customer at the Downtown Library to view the exhibit? - Nope
- What age ranges are typically interested in the exhibit? - All ages
- Can I bring a stroller? - Of course
- Will there be guided tours of the exhibit? – No
- Did my tax dollars pay for this exhibit

30,000 donations After-hours Event - June 14th – Follow Up

- Alcohol @ Julie and Maria to coordinate with Commission – ON AGENDA
- Linens @ tables – ORDERED
- 7-9PM - Opening remarks @ 7:15 – asking Heather if she'd like to do this (Sadie) – FOLLOWING UP
- Doors Open @ 7 & Exhibit @ 7:30
- Cocktail attire

- Music
- #mlswildrumpus
- Drinks and food on 4th floor

Timeline/Deadline of Tasks:

1. March
 - Talking points to engage with In-Library Customers/Up sell Summer Reading (2-3 hrs.) – Due 3/31 – Natalie
 - Email save the date?
 - MAC request for invitations – Sadie
 - Décor for In-Library – Natalie & Reagan
 - Possible costume for Spoticus that reflects Sendak work -BETH IS REACHING OUT TO DANA (CROWN & SCEPTOR)
 - Abby will follow up with Kate and Reagan about making a “Make Your Own Monster-Mr. Potato Head”
 - Abby will reach out ED about Security budget
 - Send survey for library supplies
 - Subcategories on the intranet under Summer Reading to highlight different display ideas, passive programming with all MLS staff – DUE BY END OF MARCH
2. April
 - After Hours Event - Invitations sent by April 1st
3. May
 - Order parking vouchers for Gala
 - Send email for “No responses” to the invitation to the Gala
 - Book River – Due May (at least 3 copies per item in system)
 - Collection Integration (2-3 hours) – Sadie
 - Décor for event – Natalie & Reagan
 - Intranet goes live
4. June
 - Exhibit arrives June 9/10
 - June 14th - After Hours Event for Library Endowment Trust
5. July
 - Return exhibit @ 8th

Staff and Volunteer Engagement Subcommittee

Meeting Date / Time:

Friday, March 8, 2019 – 9:00am

Meeting Location:

Downtown, EPS

Attendees:

Jessica Gonzalez, Julia McConnell, Heidi Port, Victoria Stephens

Updates-Internal Communications-Jessica and Victoria

- The internal communications plan is going well and is on track, thanks to all of Victoria's hard work!
- Jessica and Julia are working on a plan to communicate training information to staff.
- Jessica is working with Teresa to coordinate supply related posts.
- Jessica has started to update the Intranet for SR. The goal is to have the site completely updated by the end of March so that we can go live in April.
- Jessica has setup a meeting with Jennifer, Vicki, and the Systems Managers for next week to talk through how we want our dashboard set-up to show staff how we are progressing towards our SR goals.
- Jessica has worked with the School & Community Outreach Subcommittee to send out communications regarding the School & Outreach Toolkit and the School Media Specialist Breakfast.
- Victoria and Heidi have crafted Volunteer Tips that should be shared with staff leading up to and throughout SR.
- Victoria has reach out to Julie regarding creating a video for SR. Julie has offered to lend her voice to a video. Victoria will work on creating content mid-summer.

Updates-Staff Training for Volunteers-Heidi

- Our second volunteer supervisor training took place on March 7. The PowerPoint and resources from this training have been uploaded to Edubrite.
 - Staff learned about training, scheduling, supervising, recognition, and support.
- Volunteer opportunities go live today, March 8!
- Heidi is currently overseeing the recruitment of volunteer docents for the *Where the Wild Things Are* exhibit.
- Laser Quest is closing, but Heidi is working with Engagement staff and supervisors to develop a new game plan for volunteer recognition this year! An after-hours event is tentatively planned for August 3 at the Downtown Library.

Updates-Training-Julia

- Julia is working on updating the training materials in Edubrite and on the Intranet.
- Julia is currently finalizing a training plan.
- Julia is crafting language to share with staff regarding training.

Next Meeting:

- April 4

Action Items:

- Victoria to send Jessica PDF of Volunteer Tips.
- Heidi to send Jessica and Julia links to EduBrite contents/ask L&D for access.
- Jessica to update Volunteer Toolkit and send out to Engagement Staff via email and Intranet Post the week of March 11.
- Julia to create action plan for training and reach out for support.

- Jessica to continue to update Intranet and let EPS staff know where support is needed.

SR Engagement (Software & Programming) Subcommittee

Meeting Date / Time:

March 26, 2019 – 1:00pm

Meeting Location:

Downtown Library

Attendees:

Kellie Delaney, Vicki Thompson, Emily Williams, Kristin Williamson

Tasks: Subcommittee tasks were divided up among the group.

- Adult Prizes and Drawing Prizes – Tote bags and keychains have arrived. The Kindle Fires and iPads have arrived. Chromebooks are in process.
- Book Order – Sorting and boxing is scheduled for next week. Kristin will prepare the breakdown set lists and information for the labels, which Kellie will make. Kristin will also indicate the box size for sets on one info sheet.
- School Mailing – Sorting and boxing is scheduled for early April. Postcards should arrive this week. Kellie is checking on room reservations Downtown for storage while they are being prepared to ship.
- Points – Activity logs have been approved and Marketing requests have been submitted.
- Beanstack – Test badges are being used in the staff training program while new points badges are being created by Marketing. Staff should be aware that these are samples and functionality is the same but the final badges will look different. The www.metrolibrary.org/summerreading link now redirects to the library website instead of straight to Beanstack.
- Individual Library Goals – Proposal for August reward has been submitted. Emily will work on creating forums for libraries with similar goals to brainstorm ideas, and Vicki will communicate about this to the library management team.
- Training – Starts in April. There are multiple avenues for staff training: in person sessions, online, meeting presentations, resources pages, etc.
- Marketing Requests – Vicki has submitted everything. Emily will double check Basecamp.
- System-wide SR Programming – Dates are being confirmed. Draft read-only calendar for June and July was sent to Engagement Managers. Bethany's opening date was discussed as something to be aware of.
- Planning for next Summer Reading Steering Committee meeting – create and review agenda for 3/27. Emily is drafting the agenda and will include committee reports, book order/school mailing boxing dates, the SLMS breakfast, and Beanstack reviews.

Timeline (next meetings):

- April TBD