

## Table of Contents

Community and School Engagement Subcommittee .....	1
Program Engagement Subcommittee.....	2
Staff and Volunteer Engagement Subcommittee .....	3

## Community and School Engagement Subcommittee

**Meeting Date / Time:** April 4, 2022, 10:00-11:00am

**Meeting Location:** Teams

**Attendees:** Daniel Chesney (WA), Kellie Delaney (SPP), Lupita Gonzalez (CH), Shalla Strider (ED), Elisabeth White (VI)

- Toolkit
  - Feedback, people like the sharepoint
- School Districts communication
  - Took over task from OES
  - Email will work for all Districts not just OKCPS
    - Elisabeth will send to all Districts
  - Elisabeth is working on, draft deliver by tomorrow
    - Do not send until all marketing is available
  - Shalla will email Emily to get Districts contact information from last year
- Niche Academy Training
  - Daniel has the script and power point ready to go
    - Still waiting on a few items from Marketing
      - Needs to record audio clips
      - Can edit on Canva!
- Daycare Packet
  - Waiting on a few marketing items
  - Sent to contributors to review
- Educator's Marketing Toolkit
  - Waiting on marketing items
- School Commercial
  - Daniel did the elementary school commercial editing on Canva
  - Will send to Kellie to review
  - Thank you Brittney and Andrew
  - Daniel will share with group
- Teen Tik Toks/Commercial
  - 4 Tik Toks
  - What does Kellie need?
  - Elisabeth filmed too
  - Make a compilation of the Tik Toks to send link to schools to share

- Daniel will share link with compilation to group
- Smart Start
  - Picked up 100 flyers last week
  - Their event was April 1
- Action Items
  - Elisabeth will send draft email by end of day tomorrow
  - Shalla will get Districts contact info
  - Danile will share commercial and Tik Toks
  - On radar- marketing packet for Smart Start
    - Base off of Restore OKC packet from last year – Lupita will take lead

## Program Engagement Subcommittee

**Meeting Date / Time:** April 6, 2022, 10:00-11:00am

**Meeting Location:** Teams

### Attendees:

Kellie Delaney (SPP) , Emily Williams (OES), Kristin Williamson (OES)

- Fine Waivers - no updates
- Beanstack – Kellie and Emily are getting staff permissions updated. Beanstack is coming out with changes to drawing modules but those have not been share yet.
- Marketing -
  - Files to review are in the SharePoint. Kellie suggests printing yard signs through Vista Print, and the rest of the Summer Reading materials will be printed by Southwest Stationary (they had the lowest bid). 7-10 business days to get everything back from the printer. Get everything to the printer by April 13.
  - Will translate rack card into Spanish and print 1,500 of the 10,000 rack cards in Spanish.
- Scholastic Book Order
  - Scholastic and Baker & Taylor books are at the Service Center. Teresa is working on inventorying the books.
- School List
  - The Community and School Engagement subcommittee is contacting the school districts about adding the SR flyer to their portals. Emily sent the parent portal spreadsheet and last year's email to Shalla.
- In-person programming
  - Emily working with OKCMOA and Oklahoma Contemporary.
    - All OKCMOA programs are confirmed. Oklahoma Contemporary is possibly going to make take-home kits.
    - SMO programs are scheduled.
    - We need to give program dates and descriptions to libraries this week so they can get entered by April 20<sup>th</sup>.
    - Program confirmations have been entered in the vendor document.
    - Emily with craft a draft email with program descriptions.
  - Kellie working with Science Museum OK and the Museum of Osteology

- We want consistent names and program descriptions for all programs. We should find someone to enter in a sample of all of the programs so other libraries can copy the program and update with their library's information.
- We will create templates in Canva for libraries to promote these programs for people to print in-house.
- Kristin working with the OKC Zoo and schedule Neighborhood Arts
  - OKC Zoo is not doing evening or weekend programs this year. Only confirmed 4 programs.
  - Neighborhood Arts programs are schedule and Kristin needs to send out program descriptions for libraries to enter into Library Market.
  - MOO programs are confirmed for July. There were additional costs for Owl Pellet and Adult programs. Libraries were contacted to determine number of participants to Owl program and so see if they wanted to keep, change, or cancel their adult programs.
- Shalla has updated the list of community organizations and legislators.
- Drawing Prizes – Have arrived and are labeled and stored in the basement.

Next meeting is Tuesday, May 3 at 9am.

## Staff and Volunteer Engagement Subcommittee

**Meeting Date / Time:** April 19, 2022, 2:00-3:00pm

**Meeting Location:** Teams

### Attendees:

Allie Barton (BI), Jessica Gonzalez (OES), Natasha Parker (AL), Heidi Port (DVS), Emily Williams (OES)

### Updates

- Emily, Heidi, and Natasha led our in-person training sessions and received excellent feedback from staff in attendance
- Emily to attend additional meetings to assist with SR training needs (Access Manager meeting/Location staff meetings, etc.)
- Emily added SR elevator pitches to SR Intranet Forum
- Natasha created content for Beanstack binders and visited OES a couple of weeks ago to assemble them. Emily routed them out this week.
- Training communications have been shared out with all staff; L&D to send reminders; OES to share out any additional reminders as needed
- We currently have 48 teen volunteers placed throughout the system
- Volunteer t-shirts are in and will be routed out, along with badges, on May 4
- Heidi to follow up on conversations about an in-person teen volunteer party at the DN Library
- Will ask for activity ideas for the in-person party from teen services staff at the April Teen Services meeting tomorrow; hoping to follow a format similar to 2019's recognition event
- Heidi had the idea to ask staff for ocean themed book recs to share out over the summer
- Teen designed SR commemorative tshirt shared out via Bonfire for staff to purchase

- Talked through Allie, Natasha, and Kellie's TikTok idea

**Action Items**

- Emily to reach out to L&D about training follow-up
- Heidi to follow-up on approval for after-hours teen volunteer recognition party
- Jessica to work on a comms piece to collect book recommendations and photos from staff throughout May to roll out in June/July weekly SR updates
- Jessica to coordinate a TikTok plan with Kellie and Allie
- Natasha to add content for Beanstack training folders to SharePoint or email to Emily so that we can create an additional binder for OUT
- Jessica to create a shared doc on SharePoint for in-person training ideas for 2023
- Jessica to see if we can add a v neck style option to our Bonfire order
- Allie to create a sunglasses TikTok sample for staff
- Jessica to reach out to Maria to book alley spaces for Natasha and Allie for May 4

**Upcoming Meetings/Important Dates**

- April 1 thru 30-Online & In-Person SR Training (to be completed by April 30)
- May 4-Next Meeting (In-person!)