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Community and School Engagement Subcommittee

Meeting Date / Time: December 14, 2022, 1:00-12:00pm

Meeting Location: Teams

Attendees: Emma Carley (BE), Brittney Logan (ED), Marcie Jackson (MAC), Elisabeth White (VI), Emily Williams (OES)

CSLP Summer Symposium Report – slides are in the SharePoint, display ideas, outreach to under-served communities, keynote from current ALA president

Committee Tasks: Review Timeline, Assign Roles, Share Ideas

1. Teacher/LMS Training
 - a. No budget this year
 - b. Niche Academy training is created already, content just needs to be transferred to new platform and updated for 2023 – [web/social media role in MAC can likely help; Marcie will find out if we can export content](#)
 - c. District contacts can help promote [Emily will contact Mid-Del and OKCPS and start asking other districts about spring meetings](#)
 - d. District level staff meetings to promote SR, share QR code
 - e. Small number of prize pack drawings with leftover SR totebags and WR mugs
2. School Communication
 - a. No physical school mailers allowed anymore, so parent portals and newsletters are the way to go
 - b. Direct mailers
 - c. Updated schools in service area document
 - d. Encouraging outreach to schools
 - i. Rack card can be distributed
 - ii. [Brittney will help with commercials – one catchy, one instructional](#)
 - iii. Educator toolkit to send to schools
 - iv. Ask for daycare storytime plans to send out, EC or teen commercials – or add to toolkit
3. Toolkit
 - a. On All Engagement Staff SharePoint last year

- b. Send to staff by end of March, or earlier if possible
 - c. For staff, but has resources to share with teachers
 - d. Educator toolkit PDF – make sure links are accessible to teachers
 - e. [Action item for all committee members – look through SR22 toolkit and make notes about what needs to be updated, think of ideas to expand](#)
- 4. Read It Forward – recipient decided by this committee, deadline is beginning of February, so work on spreadsheet needs to be done by end of January
 - a. [Emma will work on spreadsheet; All team members can contribute suggestions](#)
 - b. Kristin and Emily have confirmed with Beanstack that we can add additional drawing entries for those participants that keep reading past 10 hours

[Action Items – in blue](#)

Next Meeting: January 11 at 2pm

Library (In-Library and Onsite) Engagement Subcommittee

Meeting Date / Time: December 7, 2022, 1:00-12:00pm

Meeting Location: Teams

Attendees: Kristin Williamson (OES Rep), Lacy Kieser (Librarian, CH), Meghan (Lead, ALM, MC), Scott Garrison (Librarian, CT), Susan Ryan (CSD Collection Development Librarian)

SR2023 “All Together Now/Todos Juntos Ahora” Kindness/Friendship/Unity

- CSLP’s Virtual Summer Symposium on 12/8/22 (Kristin and Meghan attending and will report back at the January meeting)
 - The Library as a Civic Bridge and Community Learning Hub with Keynote Speaker Tracie D. Hall, Executive Director of ALA
 - Summer Library Outreach to Underserved Children and Caregivers with ALSC’s LSUCTC
 - All Together Now with Intergenerational Summer Programming with King County Library System and SilverKite Community Arts
 - Decorating Together with CSLP State Representatives
- \$2,500 for display/decor budget
- Reviewed subcommittee SharePoint folders, Tool Kit Excel Tracker, and Supply Ideas Spreadsheet
- Established completion deadline(s)
 - 1/27/23 -- Décor and passive programming supplies for OES budget finalized. Use Supply Ideas Spreadsheet. (We can still submit additional suggestions before the toolkit release, but any related purchases would come out of local budgets.)
 - 1/31/23 -- Wufoo supply order form completed and sent to programmers/library management teams (Kristin)
 - 2/13/23 -- Wufoo supply orders from programmers due
 - 2/24/23 -- Send Jessica email for distribution about toolkit release. If needed, note in email that the collection/display section will be finalized two weeks after the main 3/1 release. (Meghan)
 - 2/28/23 -- Complete toolkit (exception: collection/display info by 3/15/23)

- 3/1/23 -- Release toolkit to staff (Meghan); Jessica will send out email alert
- 3/15/23 -- Complete collection/display portion of toolkit
- 3/20/23 -- Local programmers have entries submitted in Library Market
- Brainstorming session
 - Décor
 - Throw Kindness Like Confetti bulletin board
 - Animal mutualism facts
 - Book Displays/Collection
 - Book Rivers on website
 - Epic adventures with friends (Tolkien, etc.)
 - Found family (June ties in with both Pride and Summer Reading)
 - Inclusion/teamwork/civic engagement
 - International cookbooks, music
 - Programming
 - If timing works, possible tie ins with gardening grant (focus on community gardens)
 - Collaborative mural initiative (OK mural artist group as possible partner)
 - Kindness jars
 - Friendship bracelets
 - Library community cookbook (use system's book binder machine and allow checkouts)
 - Giant communal crossword
 - Bee Kind craft
 - Community giving drives (food bank, animal shelter, adult care kits, etc.)
 - Kristin will check on guidelines/restrictions
 - Making friends as adults, e.g., trivia night
 - Card making station
- Questions/next steps
 - By January meeting, everyone will add a minimum of 2-4 ideas to the Toolkit Spreadsheet and a minimum of 2-4 purchase suggestions to the Supply Ideas Spreadsheet (passive programming and décor). We will review at the January meeting for potential gaps.

Program Engagement Subcommittee

Meeting Date / Time: December 9, 2022, 1:00-2:00pm

Meeting Location: Teams

Attendees:

Kim Boldt (OES), Angel Suhrstedt (MAC), Emily Williams (OES), Kristin Williamson (OES)

- Fine waivers – not needed this year, provide talking points for staff, update intranet pages with info about why, add Internal Communications person/Angel to Staff & Volunteer Engagement subcommittee to assist with communications plan

- Beanstack – plan is to copy previous year’s programs and update dates/images/information, will add option for letting participants claim additional entries into drawing for more reading, potential for MAC web position to transition into managing Beanstack software
- Marketing plan
 - Graphics/theme - artwork is more cohesive this year with the same artist working on multiple age level programs, MAC will select as makes sense
 - Components – check Intacct for quantities ordered last year
 - Artwork for the tote bag prizes
 - Rack card – English/Spanish
 - Digital badges
 - Direct mailer – Every Door Direct through USPS
 - Timed reading log PDF
 - Certificate of completion PDF
 - Canva templates for local events
 - Activity log PDFs – adult, teen, children, early childhood
 - Posters 24x36 and 11x17
 - General
 - Prize
 - End of summer
 - Due date – marketing request sent to MAC in February, all pieces needed by end of March/April 1 at the latest
 - Skip yard signs this year
 - Info Magazine – big June/July Summer Reading issue, QR code to updated online calendar of events
 - Print ads, billboards, general social media images
 - Prizes
 - Goal books - \$50,000 budget
 - Tote bags – \$3500 spent in 2020
 - Drawing prizes - \$6500 (76 general drawing, 4 grand prizes, Libraries by Mail)
 - Headphones
 - iPads
 - Early childhood
 - LBM prize
 - Scholastic book order – takes 2-3 weeks to arrive at Service Center, talk to MTC about good delivery window with the Friends book sale, can place order early with Scholastic and ask for special delivery time
 - Limited titles but more than last year (potentially 10-15 titles each age category)
 - Look at age ranges of leftover materials
 - Look at new Scholastic catalog and spreadsheet
 - School list – email list to libraries and ask them to update for their service areas
 - Programming options – OES will prepare catalog of SR programming options and send out to staff in February, staff will be responsible for scheduling this year because partners are not able to work on schedule for our systemwide deadlines, programs due to MAC by March 20 for June/July big SR23 issue
 - Potential contacts – OCAC, OKCMOA, SMO, MOO, FAM

- CSLP Summer Symposium – discussion about the theme and its meaning, distinct kinds of literacies, equity, overcoming barriers, advocacy
- Timeline

TO DO:

Email school list to programmers for updates – Emily ✓
 Select tote bags (zipper and pockets, SR colors) - Angel
 Finalize drawing prize selections – Emily and Kristin
 Draft program catalog – Emily and Kristin
 Start book prize selection – Emily and Kristin
 Check with MTC about timeline for book delivery – Emily ✓
 Start on Marketing Request - Emily

Staff and Volunteer Engagement Subcommittee

Meeting Date / Time: November 29, 2022, 2-3pm

Meeting Location: MS Teams

Attendees:

Jessica Gonzalez (OES), Heidi Port (DVS), Mary West (CT), Emily Williams (OES)

Absent: Laura Warren (WA)

History of Subcommittee (Jessica)

- Jessica provided information regarding how this particular subcommittee has functioned in past years. In past years, team members project own an area and also work collaboratively.
 - Areas to Project Own
 - Internal Communications
 - Staff Training
 - Volunteer + Volunteer Supervisor Training

Time Commitment (Jessica)

- Jessica let the team know that the time commitment varies, depending on areas of focus. For example, internal comms is a lighter time commitment initially, but ramps up as we approach SR. Staff training on the other hand is a larger time commitment up front and then tapers.

Ideas for Improvement (Jessica)

- The team briefly discussed the various constraints that are noted on the SR 20222 Committee Overview & Structure document. These are all items we will think on over the upcoming weeks.
 - How can we increase staff buy-in in Summer Reading?
 - How can we improve communication – how to make sure everyone knows what they need to?

- How can we improve training, for both staff and volunteers?

Share Time (Jessica)

- Everyone shared why they signed up to be on this committee and talked about the specific areas they'd like to oversee and assist with.

Action Items

- Jessica-schedule next meeting for the team
- Jessica-send out minutes for review
- Jessica-start a brainstorm document for group
- Jessica-send out internal comms form to entire SR committee
- Everyone-add to brainstorm document
- Everyone-be thinking about specific areas you'd like to project manage/own
 - Volunteer Training Components
 - Staff Training Components
 - Internal Comm Components
- Everyone-review our next meeting agenda so you know what information you will be sharing out at our next meeting

Upcoming Meetings

- TBD-Jessica to schedule out for everyone