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Community & School Engagement Subcommittee

Meeting Date & Time: December 12, 2023, 1-2pm

Meeting Location: Teams

Attendees: Armando Celayo (WA), Anne Hall (ED), Marcie Jackson (MAC), Jessica Morris (SO), Emily Willams (OES),

- We discussed what had to be updated in the different toolkits.
- We discussed Read it Forward and possible recipients. We will have an updated list and be ready to decide at our next meeting. 1/16/24.
- We discussed the Media Specialist Breakfast.
- We discussed the elementary school video and the possibility of making something for middle and high schools.
- We brainstormed how to increase adult engagement.

Due at Next Meeting:

- Jessica – Read it Forward spreadsheet
- Anne, Armando, Jessica, Emily – update part of the outreach tool kit
- Anne – ask Teresa about large community events for outreach in late April, May
- Anne – summarize ideas for adult engagement
- Emily – confirm breakfast, get possible dates
- All – think of ideas for video/tik tok for middle and high school students
- All – watch videos that Marcie sent out

In-Person Program Planning Subcommittee

Meeting Date & Time: December 13, 2023, 1-2:30 PM

Meeting Location: Teams

Attendees: Sharon Mathews (SO), Djimon Jones (OES), Danielle Bunner (BE), Kristin Williamson (OES), Abigail Stout (VI)

Team Meeting Notes:

- The team followed up regarding reaching out to chosen organizations to gauge interest in creating SRP 2024 programming.
 - OKCMOA – Yes
 - Oklahoma History Museum – Yes
 - Banjo Museum – Maybe

- First Americans Museum – No Response
- OKC Zoo – No
- Cowboy Western Museum – Maybe
- Science Museum – Maybe
- Oklahoma Contemporary – Maybe
- Pidgeon Museum – No Response
- The team followed up regarding the CLSP programming that will be highlighted in the SRP Programming Catalog. The programs were approved to be purchased using 5161 funds and marketing materials can be created to highlight these programs at a system level.
- The team reviewed the draft WUFOO form and email template that will be shared with All Programmers. This will be created and shared from the Communication team with a due date of January 7th. A reminder email will be sent on January 2nd.
- The team decided to change the January 2nd meeting at Village to January 8th via Teams.
- The team discussed the deliverables of the In-Person Program Planning team:
 - Creating the SRP Program Catalog
 - Ordering supplies (if applicable)
 - OES to coordinate RTOS
 - Team to place MAC requests for SRP Programming (Staff to have content added to Library Market by March)

Action Items before next meeting:

- Team will follow up with the outside organizations within the next few weeks that have not fully committed but have shown interest in creating SRP programming for 2024.
- Team will continue to review CLSP programming.
- Team will start adding programming content from the CLSP to the SRP Programming Catalog.
- Team will determine estimated cost for highlighted CLSP programming in the SRP Programming Catalog.
 - Djimon- Constellation Jars (Children/Tween)
 - Danielle – Adventure Packs (Children/Tween)
 - Kristin – Geode Geologist (Children/Tween)
 - Abby – Travel Adventure Memory Boards (Teen)
 - Sharon – In a World: Bucket Lists & Fantasies (Teen & Adults)
- Team will personalize the SRP Programming Catalog with SRP 2024 theme images.
- Kristin will create the WUFOO form and share with Communication Team to be emailed to All Programmers.

Next Meeting: January 8th via Teams

Meeting Date & Time: January 8, 2024, 3-4 PM

Meeting Location: Teams

Attendees: Kristin Williamson (OES), Abigail Stout (VI), Sharon Mathews (SO), Djimon Jones (OES)

Team Meeting Notes:

- The team confirmed the organizations that will be planning SRP 2024 programming.

- OKCMOA – Yes
- Oklahoma History Museum – Yes
- Science Museum – Yes
- Oklahoma Contemporary – Yes
- The team reviewed the results of the Wufoo form that was emailed to MLS programmers regarding easily replicated programming.
- The team reviewed and added the CLSP programming into the SRP SharePoint with the estimated cost.
- The team discussed outside programmers, STEMusic and Matt, the Shark Guy, to be added as options for the SRP 2024 programming catalog.

Action Items before next meeting:

- Sharon will follow up with a phone call to the Cowboy Western Museum to confirm if they will be participating in SRP 2024.
- The team will send a follow up email to the organizations on 1/18 if they have not responded with their programming details.
- The team will incorporate the staff created programming and CLSP programming into the 2024 catalog document.
 - Djimon- Constellation Jars (Children/Tween)
 - Danielle – Adventure Packs (Children/Tween)
 - Kristin – Geode Geologist (Children/Tween)
 - Abby – Travel Adventure Memory Boards (Teen)
 - Sharon – In a World: Bucket Lists & Fantasies (Teen & Adults)
- Sharon will reach out to MLS staff for additional information regarding in-house programming.
- Kristin and Abigail will reach out to staff that have escape room programming experience.
- The team will come prepared to next meeting with a laptop to create and finalize the SRP 2024 programming catalog on 1/30.

Next Meeting: January 30th 1:30-3:30 PM @ Southern Oaks Library

Meeting Date & Time: January 30, 2023, 9-11am

Meeting Location: Southern Oaks Library

Attendees: Kristin Williamson (OES), Abigail Stout (VI), Sharon Mathews (SO), Djimon Jones (OES), Danielle Bunner (BE)

Team Meeting Notes:

- The team discussed the current additions into the 2024 programming catalog and the information that we are still waiting on.
- The team discussed the price of the Shark Guy and the options that we may have to offer this program.
- The team decided that each person would be a contact for one organization to facilitate the scheduling amongst the 19 libraries and coordinate this into Library Market.
 - Science Museum – Kristin
 - OK Contemporary – Danielle

- Cowboy Western Museum – Sharon
- OKCMOA – Abby
- Oklahoma History Museum – Djimon
- The team discussed next steps:
 - The team will have all programming added, formatted and finalized by 2/9.
 - The 2024 programming catalog will be shared to all staff on 2/14.
 - Libraries will complete the Wufoo form by 2/29 to start the coordination of program offerings from the organizations into Library Market.
 - The team will have all programming entered into Library Market by the end of March.
 - The team decided to change the February 19th meeting to March 1st held at the Village Library from 1-3 PM.

Action Items before next meeting:

- The team will add all programming from the outside organizations and CLSP into the 2024 Catalog by February 9th.
- The team will email Danielle when completed to start work on formatting.
- Kristin will create a Wufoo form for MLS staff to fill to choose the program offerings.
- Kristin will create an Excel template for the team to use to coordinate the many dates for the programs amongst the 19 libraries.
- Abby will reserve a Village Library meeting space for the March 1st meeting.

Next Meeting: March 1st 1-3 PM @ Village Library

Logistics Subcommittee

Meeting Date / Time: Dec 13, 2023, 9:30-10:30am

Meeting Location: Service Center

Attendees: Kate Sanders (SO), Kevin Sendall (MDC), Teresa Matthews (OES)

- Had an extensive tour of the service center and the area that will be our workspace in the summer
- Planned (tentatively) our shifts for mid-May through mid-August
- Planned a zoom meeting for February
- Discussed safety for working with heavy things
- Discussed ordering and when they'll be arriving, likely April

Staff and Volunteer Engagement Subcommittee

Meeting Date / Time: December 11, 2023, 4-5pm

Meeting Location: Teams

Attendees:

Jessica Gonzalez (OES), Heidi Port (DVS), Chris Stofel (CH), Zoe Travers (MAC), Mary West (CT), Emily Williams (OES)

Timeline (Emily, Heidi, Jessica)

Emily-staff training; what are our immediate needs; what are our big project milestones

- Emily updated training plan for 2024 (new dates; will coordinate with L&D)
 - [2024 SR Training Plan.docx](#)
- All Staff Video (Jan set dates/Feb create content/ March editing & L&D/April launch)
- In-Person Training (Jan set dates/Feb create content/ March editing & L&D/April launch)
- Smaller Pieces
 - School Promo Video
 - Emily spoke at School District Meetings
 - Spring Staff Meetings

Heidi-volunteer training; what are our immediate needs; what are our big project milestones

- Plans are set
 - [2024 Summer Supers Training 1.pptx](#)
 - [2023 Summer Super Training 1 - Feb 9.pptx](#)
- Classes are created and set with L&D
- First one on Jan 11 (made sure to avoid FOL booksale time in Feb)
- Supper Supers have been invited
- Mary-will help with prep work/update PowerPoint; use mentee as a tool
 - Needs mentee login; will work with Heidi

Jessica-internal comms; what are our immediate needs; what are our big project milestones

- Intranet Updates
 - Feb/March updates to SR Intranet Page
- March and April Training Updates (X-Change and All Staff)
- Newsletter Launch
 - April (training reminders, subc teasers, etc.)
 - Will have a shared doc that everyone can add to

Project Ownership (Jessica)

Confirm roles and responsibilities

Ideas for Improvement (Jessica)

- How can we increase staff buy-in in Summer Reading?
 - Prizes (candy)
 - MAC swag
- How can we improve communication – how to make sure everyone knows what they need to?
 - Continue newsletter
 - Chris on frontlines in addition to Mary
 - Hidden nuggets—prize incentives
- How can we improve training, for both staff and volunteers?
 - In-person offering
 - Mentee (captures notes/can ask questions anonymously/ quizzes-gamified)

- 5 in person trainings in the past (Zoom included)—add a couple more; Zoom wasn't as successful. Adding on a weekend or evening—would this help? Required for everyone in LMT and everyone who is new since May 2023.
- 7 in person and Zoom option is last so that the go to is an in-person option to help with connectivity and understanding for our staff, especially newer staff

Action Items

- Mary will help with prep work for Summer Super Vol Training/update PowerPoint; use mentee as a tool
- Jessica to ask Kim about funds for candy/prizes for SR training (3 pounds chocolate and other items); will send total to team and we can brainstorm more ideas
- Heidi will talk to Heather about a Bonfire option for our staff shirt

Upcoming Meetings

Jan 8

Meeting Date / Time: January 8, 2024, 11am-Noon

Meeting Location: Teams

Attendees:

Jessica Gonzalez (OES), Chris Stofel (CH), Zoe Travers (MAC), Emily Williams (OES)

Emily-staff training; what are our immediate needs; what are our big project milestones

- Email into Candace about SR staff training
 - Same plan as in last year
- Next up—set dates for in-person trainings in April & confirm with L&D

Heidi-volunteer training; what are our immediate needs; what are our big project milestones

- Dates set-first training set for next TH; 2nd training will be in March
- Mary reformatted this year's teen supervisor training in PowerPoint
- Emily & Heidi updated all the content and will utilize Mentee to make it interactive
- We have lots of new teen supervisors, so we anticipate lots of good questions

Jessica-internal comms; what are our immediate needs; what are our big project milestones

- Jessica continues to post SR minutes from all the subcommittees
- Zoe and team will start rolling out a newsletter around Feb/March
- Subcommittees have been sharing out their own comms pieces

Action Items

- Emily- set dates for in-person trainings in April & confirm with L&D
- Emily & Heidi-finish up training materials for teen supervisors
- Chris-to share basic updates at GSM meeting (new staff since last May 1, 2023 + all library management team members will need to attend; trainings will be in April; emphasis on attending in person with a Zoom option)
- Jessica-post SR subcommittee meeting minutes by end of week; steering committee to meet on Wednesday

Upcoming Meetings

Jan 29

Meeting Date / Time: January 29, 2024, 11am-Noon

Meeting Location: Teams

Attendees:

Jessica Gonzalez (OES), Heidi Port (DVS), Chris Stofel (CH), Zoe Travers (MAC), Mary West (CT), Emily Williams (OES)

Emily-staff training; what are our immediate needs; what are our big project milestones

- Heidi and Emily met to discuss April in-person dates
- School media breakfast is coming back in April
- In-person training in April
 - Starts at BI, Zoom, BE, CH (evening), NW sessions
- Rooms are reserved
- Candance is building training in MetroU
 - Will launch in March
- Emily and Heidi will be working on content
- All staff training video is next up-will work on in Feb, due to L&D in March
 - Can't create until SR is shaped by other teams

Heidi-volunteer training; what are our immediate needs; what are our big project milestones

- First session went well
- Mentee was a hit
- 24 attendees/11 were new; great opportunity for engagement we haven't had before
- 4 libraries ready to launch opps on March 1 to returning teens; will go live to everyone on March 18
- Will need to find a way to integrate Library Market with volunteer opportunities for our community of teens; need it to be easier to find (in addition to regular recruitment)
- Artwork on PowerPoint-Mary is going to create next round of slides this week
- Heidi resubmitted art request to MAC; Mary can create templates with SR art and colors
- Anticipate more summer reading volunteers that we have had in previous years

Jessica-internal comms; what are our immediate needs; what are our big project milestones

- SR intranet updates to come after staff training is developed
- Wait on SR newsletter; first round coming in March; give a preview of what's to come
 - In tandem with regular messaging
- Jessica to post Subc minutes for all staff

Additional Notes

School media breakfast @ NW; no hot catered breakfast; pastry/coffee/fruit; schedule will be similar as it has been in past years; OKCPS media specialists/Mid Del/Putnam City—hoping for around 100; agenda will include time for networking; April 12

Need to wait to see how many attendees before offering up to staff; will be a limited amount of openings; Emily sent invites and will share with Mary so she can sent out personalized follow-ups to the CL school districts

Action Items

- Mary to update PP slides for 2nd teen vol sup training; update all training templates
- Emily to pick up more trophies
- Emily and Heidi to finish up content for teen sup training 2
- Chris will follow-up with managers at Feb GSM meetings to see when they would like Chris and/or others on the committee to come out in April or May (preferably) to talk to staff if they have questions

Upcoming Meetings

- February 19, 2024