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Community and School Engagement Subcommittee

Meeting Date / Time: December 15, 2021, 3:00-4:00pm

Meeting Location: Zoom

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

Notes:

- Breakfast vs Teacher Training
 - We considered the new COVID variant
 - We considered that the online teacher training reaches more teachers and teacher librarians than the in-person breakfast
 - In-person breakfast would average 80 teachers in attendance
 - Last year (1st year) 120 teachers completed the online teacher training
 - We recommend moving forward with year 2 of online Teacher Training and not going forward with an in-person breakfast
- Last year OKCPS pushed out the Teacher Training from the District Level
 - Can we encourage other school districts to do the same?
- Do we have money for incentives?
 - Last year we spent \$500 on prize incentives
 - Large prize drawings for completion
 - Could we offer a small \$5 prize for first 200 to sign up to take the training?
 - Corporate sponsor?
 - Digital coupon?
 - Priority would be to have larger prize drawings for completion. Smaller prizes for sign ups are a secondary option.
 - por que no los dos?
 - Daniel's idea for next year – have a district wide participation winner
- School Visits are expected to be in person
 - We will be at Full Service as of February 1, 2022. This includes Outreach in-person
 - We will need to address this expectation in the internal guidelines
 - Some schools will have safety protocols still in place and may want a virtual option
 - Create commercials to attend virtually (similar to last year)
 - Andrew & Brittney's commercial as an example

- Median number is about 20 schools per branch library
 - Total 280 schools
- Local librarians call their schools to provide a digital commercial or visit in person
- Direct Mailer vs School Mailing
 - Last year, funds were moved to Direct Mailer
 - Direct Mailers reach parents directly in their home (convenient), reaches those who live within the poverty line
 - School Mailers go to schools to distribute to students who then take the information home
 - There is a suggested lower rate of return on our investment with this option (students lose them on the way home, teachers fail to hand them out, etc)
 - How to track effectiveness?
- Timeline
 - Need to add Intranet Posting Guidelines to the Timeline
 - Deadline – to staff by March 15
 - For both Schools & Community Outreach Guidelines
 - Need to add Read It Forward
 - Identify Recipient – January - February
 - Contact Recipient – February
 - Contact to Promote the program – May
 - Distribute – September
- Daniel
 - Should we chunk up tasks?
 - Happy to take on Teacher Training again
- Elisabeth
 - Next meeting 2nd week in January
- Kellie
 - Great things are happening!
- Action Items
 - Shalla will email OES re: Staff Survey Results, find out if they requested money for incentives this year, about corporate sponsorship possibility, and about if funds were reserved for Direct Mailers this year or not
 - Elizabeth will send past recipient spreadsheet for Read It Forward to the SCE
 - SCE will review the Tool Kit & Niche Academy from last year
 - Shalla will send out a Doodle Poll to schedule our next meeting, aim for 2nd week of January.

In-Library Engagement

Meeting Date / Time: December 6, 2021, 2:00-3:00pm

Meeting Location: Zoom

Attendees: Dana Beach (RE), Melannie Chavez (CL), Kristine Magers (CD), Laura Pool (BE), Kristin Williamson (OES)

Notes:

2:00 Welcome

2:05 OES general SR updates – Kristin

- Shared rough timeline for Summer Reading

2:15 Discuss teamwork and deliverables

- Mid-January – Wufoo form for libraries to order supplies from
- We need to have a plan for supplies by the beginning of January
- April – upload toolkit for staff
- Folder in SharePoint
 - Document for ideas: Decorations, Displays, Passive programming, Contingencies (take home kits, window displays.)

2:30 Brainstorming

- Gathered ideas for Decorations, Displays, Passive programming, Contingencies (take home kits, window displays.)

3:00 Adjourn

Action items:

- Continue Brainstorming on Document in SharePoint.

Next meeting: Monday, December 20th 2021 @ 2pm

Agenda:

- Finalize ideas and make supply lists

Meeting Date / Time: December 20, 2021, 2:00-3:00pm

Meeting Location: Zoom

Attendees: Dana Beach (RE), Melannie Chavez (CL), Kristine Magers (CD), Laura Pool (BE), Kristin Williamson (OES)

Notes:

This meeting was added as a follow-up to the December 6th meeting so we could go over our brainstorming document and finalize some plans.

- We went through the document and determined which activities to keep, and which activities would have cost associated with them for libraries' 5161 funds.
- Dana will create a document by the end of December that will show all the options for libraries to order.

- The Wufoo order form will be sent out in Mid-January with an end of January deadline so we can order early in case of shipping delays or supply chain issues.

Meeting Adjourned at 3pm

Next meeting: January 3rd at 2pm.

Logistics

Meeting Date / Time: December 13, 2021, 3:30-5:00pm

Meeting Location: Service Center

Attendees:

Abigail Stout (DN), Teresa Matthews (OES)

Notes:

- Abigail Stout and Teresa met on 12/13 to give Abigail an overview of SR book orders and a preliminary timeline.
- It was decided to make Monday and Thursday the 'pull' days for orders.
- Leftover stock from SR 2021 will be boxed and routed to locations to give locations a base of prize books.
- Abigail will start her day at the SC on Mondays and Thursdays (Teresa will help on those days and fill in on ASAP orders the rest of the week).
- Abigail will help as needed at DN on any items to route out from that dock.
 - (CSLP items like bookmarks/bags/posters usually come through DN)
- Steering Committee additions that affect Logistics:
 - After Steering Committee adjustments to the timelines, a revised timeline was made and a read only excel document is now in the Logistics Folder of the OES Sharedrive.
 - [Logistics timeline](#)
- Follow-up needed:
 - Teresa will need to contact Russell and John Wood and get Abigail access to the SC and the maintenance area.
 - Order timeline for diecut and supplies from locations so that we can coordinate when they will be routed out.
 - Soft ending for prize pickup (recommendations in timeline August 12).
 - RIF (who/what/when).
 - Set Jan meeting with MTC.
 - Set Jan Logistics meeting.
 - Contact Janeal about Adult Books.

Staff and Volunteer Engagement

Meeting Date / Time: December 15, 2021, 2:30-4:00pm

Meeting Location: Teams

Attendees:

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

Welcome (Jessica)

- Everyone shared something they are reading/watching/listening to that they are loving!

Timeline (Emily, Heidi, Jessica)

- Emily-staff training; what are our immediate needs; what are our big project milestones
 - Emily reviewed our staff training timeline and shared that our first immediate need is to determine the format of this year's staff training.
 - The group decided on a mix of virtual and in-person components.
- Heidi-volunteer training; what are our immediate needs; what are our big project milestones
 - Heidi reviewed our teen volunteer training timeline and shared that our first immediate needs are to determine what the 2022 training opportunities and supervisor training will look like.
 - The group decided on a mix of virtual and in-person components for the volunteer supervisor training and the teen opportunities.
- Jessica-internal comms; what are our immediate needs; what are our big project milestones
 - Jessica reviewed the internal comms timeline and shared that our first immediate needs are to determine comms content for 2022 and updates for the SR Intranet pages.

Ideas (All)

- Price is Right Theme for Training
- Need prize info earlier this year to include more information in all training components
- Schedule in-person element of staff training for the end of April; catchup Zoom sessions in May
- Consider requiring Library Managers to take Statistics Beanstack training; amp up communications about this offering
- TikToks from each library to showcase how they celebrated the launch of SR; share out in July to help with SR fatigue; share out externally too
- Pet photos; photos of water activities
- Help staff learn how to schedule volunteers differently this year; scheduling around need; flexibility
- Add more details about teen volunteer safety to volunteer supervisor training this year
- Virtual mentoring for new teen volunteer supervisors
- Share out official volunteer procedures/handbook

Project Ownership (Jessica)

- Emily-Staff Training Lead
- Heidi-Teen Volunteers + Volunteer Supervisor Training Lead
- Jessica-Internal Comms Lead
- Natasha-Will take the lead on specific aspects as we move through the upcoming months
- Allie-Will take the lead on specific aspects as we move through the upcoming months

Action Items

- *Emily* to share a tentative training plan for the group to review/comment on.

- *Emily and Heidi* to meet and formulate a tentative plan for teen volunteer opportunities; will share with the group to comment on.
- *Emily and Heidi* reach out to L&D to get the training process started for 2022.
- *Heidi* to reach out to Engagement Managers to see who the 2022 Teen Volunteer Supervisors will be.
- *Heidi* to update the teen volunteer timeline.
- *Jessica* to share out a link to SR Intranet Pages for the group to review/comment on.
- *Jessica* to share out a link to last year's comms plan; *Jessica* to update for 2022.
- *Allie and Natasha* to continue to provide feedback/ideas on training, SR Intranet pages, comms, and volunteers.
- *Jessica* to type up minutes/create next agenda.
- *Jessica* to schedule upcoming meetings.

Upcoming Meetings

- The team decided to meet every 2 weeks until all training components are well underway; we will then meet every 3 weeks.
- All meeting invites for 2022 have been sent out.
- The team will meet virtually for all meetings, leaving room to switch to in-person if the team things that would be most beneficial.