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Community and School Engagement Subcommittee

Meeting Date / Time:

Friday, January 11, 2019 – 9:30am

Meeting Location:

Capitol Hill Library

Attendees:

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

Review charge and responsibilities

Review progress

- Robin provided an update on RIF recipients. She still has two organizations to contact and expects to have done that by the next meeting.

Review next steps (from last meeting)

- Ask Planning about the availability of a new service area map: An update will not be available in time for Summer Reading 2019. Libraries will continue to be assigned to the same schools as in previous years.
- Begin compiling document “Best Practices Guide for School Communication” (Responsibility: Daniel): see next steps below.
- Begin compiling document “Best Practices Guide for School & Community Organization Visits” (Responsibility: Katherine): see next steps below.
- Begin compiling document “Best Practices Guide for System Outreach” (Responsibility: Kelley Riha): see next steps below.
- Begin compiling list of toolkit components for use in promoting summer reading to schools and organizations: Discussion was had regarding what to include in toolkits. Suggestions include an 11 x 17 printable poster, 1000 x 1000 pixel graphic for Instagram, graphic for Facebook shareable images, Twitter language, and other printables. These digital components could be included on a thumb drive depending on availability of thumb drives. Physical components mentioned could include acrylic displays, Metro-branded tablecloths, and promotional freebies.
- Determine date and location for LMS breakfast (Chris): Chris has communicated with OKCPS and suggested Friday, May 3 for the breakfast. Once a date is confirmed with OKCPS, Chris will begin

communicating with other districts and will reserve the room at NW. There is a possibility that we may be able to host the breakfast at the new BE location, depending on completion and occupancy.

School mailing

- The subcommittee recommends that the school mailing be mailed rather than hand-delivered. This will streamline processes and save staff time and mileage as often the materials are just left at the front desk. EPS will contact all districts to let them know we will be sending information about Summer Reading, bring their attention to the included disclaimer, and let them know to be expecting a follow up call or visit from library staff. This will allow local library staff to upsell Summer Reading after delivery of the mailers with a promotional toolkit in hand. The subcommittee will provide a script for follow-up with schools regarding school mailing. If approved, the subcommittee has identified the week beginning April 8 for packaging of mailers.
- Which locations will be visiting schools and which ones will not: This will be determined individually at a branch level, using Best Practices document as a guide and based on follow up with schools after delivery of school mailings.
- Disclaimer language approval by school districts: see “school mailing” above

Determine next steps

- Kellie Delaney will verify that staff has access to school assignment list.
- Kellie Delaney will check with EPS on available inventory of past SR prizes to include in toolkits and LMS breakfast swag bags.
- Robin will finish contacting organizations and finalize information on recipients. The subcommittee will select recipients at the next in-person meeting.
- Daniel and Katherine will combine their research into one best practices document, “Top 10 Best Practices for School Communication and Visits” and have a draft available for subcommittee digital check-in on January 18.
- Kelley Riha will create a draft “Top 10 Best Practices for System Outreach”, using Daniel’s current work as a model, and have it available for subcommittee digital check-in on January 18.
- Craft 140-character Twitter message for inclusion in toolkit.

In-Library Engagement Subcommittee

Meeting Date / Time:

Monday, February 4, 2019 – 9:00am

Meeting Location:

Service Center

Attendees:

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

Discuss Staff Meeting Notes

- Parking at DN is a concern for libraries; allowed to let staff know that DN covers parking for 1 hr of browsing? – Kristin will ask
- Scavenger Hunt across libraries in a major interest; crowns as a passive
- Possible creation of Wild Things Storytime kit
- Libraries would like pre-cut materials and props for the Wild Things theme
- Brochure and FAQ sheet for exhibit – Abby will reach out to Buddy about creating the brochure
- Poster @ exhibit that thanks the donors and announces the exhibit. MAC request needed
- Possible weekly update with a fun fact about exhibit sent to libraries to engage with customers
- Coloring sheets
- Abigail will reach out for more information about the Jewish Federation - WAITING/ONGOING
- 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.
- Kim Terry – Marketing Meeting
 - Kim 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.
- Docents (adult volunteers to help with exhibit)
 - Possible “exhibit talks” throughout the summer using docents
- Scavenger Hunt w/creatures (&activity sheet)
 - We will need to make this ourselves

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

- Library Endowment Trust signage up all Summer/name on Guest list & etc. - Beth (completed)
- Alcohol (beer & wine only) and Light hors d'oeuvres w/Band (or DJ) -bump out on 3rd Fl - Kristin & Abby – Working on
- E card & invitations @ Marketing - Sadie (completed)
- Alcohol @ Julie and Maria to coordinate with Commission - 90 days – Kristin & Abby – Working on
- Handicap Parking in Back alley @ Maria and Nita - Kristin (completed)
- Officials to invite @ Julie and Chris to coordinate - Reagan (completed)
- Building needs & Security @ Anthony and Ed - Abby (completed)
- Heather can create RSVP link @ Development – Beth (completed)
- Press release @ Kim Terry - Sadie (completed)
- Linens @ tables – Abby – TBD once layout of Atrium is determined.
- Spokesperson during the event - possible invitation to someone that knows about the art - Reagan (completed)
- Streamers/Confetti to pop at the end of comment "true wild rumpus" - Reagan & Natalie (completed)
- Work with Anthony/Steve/Maintenance about window cleaning, flowers plants, and general appearance in and around the library – Abby (completed)
- Parking for event ~\$1,200 – talk to Business Office - Kristin (completed)

Post Meeting Deliverables

- Kristin will create document outlining Budget (completed)
- Kristin will call Steve about the exhibit (completed)
- Abby will assign tasks in Teamwork (completed)
- Guest List by January 10th (completed)
- Kristin will contact Julie & Maria for Commission (completed)
- Sadie will meet with Marketing (completed)
- Kristin will contact Business Office for parking (completed)
- Everyone will wrap up Library Staff Meeting visits & add notes to document (completed)

Plan for Afterhours Event

- 7-9PM
- Opening remarks @ 7:15 – asking Heather if she'd like to do this
- Doors Open @ 7
- Exhibit @ 7:30-0
- Cocktail attire
- Music
- #mlswildrumpus
- Drinks and food on 4th floor

Post Meeting Deliverables

- Next meeting on Feb 19th from 9-11:30 @ DN
- Kristin will reach out to Humanities Council
- Kristin will contact Heather about speaking at the event
- A MTC request will be placed to get the boat painted and worked on
- Natalie will reach out to Breck about piano playing for the event
- Reagan will research caterers
- Abby will create OneDrive docs to list what needs to be done for purchasing, budget, intranet, decorations and created
- Abby will contact Buddy to see if he'd be willing to create a brochure for the exhibit
- Kristin will reach out to Emily about Art Moves
- Natalie will reach out to Dr. Nguyen about adult programming during the Summer
- Abby will reach out to OK Contemporary about collaboration
- Kristin and Abby will meet to get alcohol added to Commission
- Kristin, Reagan, and Beth will meet to determine artwork placement on panels
- Abby will check with Sarah for use of MICS in Atrium

Other notes

- Benches at exhibit
- The RSVP will go to Margo (phone line) and EPS email

- Nametags for guests

Timeline/Deadline of Tasks:

1. January
 - After hours event - Jan deadline for Kim Terry needs (promotional)
 - Possible purchase of Sendak movie to have a “viewing” in DN auditorium – NATALIE DUE - JAN 18
 - i. Reaching out to locate a speaker @ Humanities Council
2. February
 - Displays (10 hours) – Due 2/28
 - Subcategories on the intranet under Summer Reading to highlight different display ideas, passive programming with all MLS staff
 - Scavenger Hunt – Cardboard Cutouts 4X @ each library - Marketing
 - Maurice Sendak Exhibit (24 hours) – TBA until we have size dimensions @ Maintenance
 - Kristin will reach out to Exhibit coordinator (Steven) to find out dimension details of exhibit pieces, guidelines, labels, lights, security, suggested programs
 - Possible costume for Spoticus that reflects Sendak work
 - After Hours Event - Feb deadline for Heather - What we need going forward
 - After Hours Event - Feb/March for save the date
3. March
 - Talking points to engage with In-Library Customers/Up sell Summer Reading (2-3 hrs.) – Due 3/31 - NATALIE
4. April
 - After Hours Event - Invitations sent by April 1st
5. May
 - Book River – Due May (at least 3 copies per item in system)
 - Collection Integration (2-3 hours) - SADIE
6. June
 - Exhibit arrives June 9/10
 - June 14th - After Hours Event for Library Endowment Trust
7. August
 - Return exhibit

Meeting Date / Time:

Tuesday, February 19, 2019 –11:30am

Meeting Location:

Downtown Library

Attendees:

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

Post Meeting Notes

- Next meeting 3/12 3-5PM
- Beth will create an activity sheet and an adult passive
- Tangrams as a passive
- Serving alcohol will be on the March Commission agenda
- Abby will follow up with Kate and Reagan about making a “Make Your Own Monster”
- Abby will reach out ED about Security budget
- Character’s reads
 - Max
 - Monster
 - Max’s Mom
 - Maurice Sendak
 - Characters from Night Kitchen
- Everyone will add to the OneDrive documents

Follow Up

- Parking at DN is a concern for libraries; allowed to let staff know that DN covers parking for a 1 hr. browsing? – Kristin will ask. – WE WILL COVER GALA PARKING
- Scavenger Hunt across libraries in a major interest; crowns as a passive – KRISTIN WILL SUBMIT MAC REQUEST – NATALIE WILL LAMINATE AND CUT OUT
- Possible creation of Wild Things Storytime kit – SADIE WILL PUT TOGETHER MATERIAL
- Libraries would like pre-cut materials and props for the Wild Things theme – IN PROCESS
- Brochure and FAQ sheet for exhibit – Abby will reach out to Buddy about creating the brochure – IN PROCESS
- 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
- Coloring sheets – KRISTIN WILL REACH OUT TO MAC
- Abigail will reach out for more information about the Jewish Federation - WAITING/ONGOING (completed)
- 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
- Docents (adult volunteers to help with exhibit) (completed)
 - Possible “exhibit talks” throughout the summer using docents (completed)

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

- Alcohol @ Julie and Maria to coordinate with Commission – ON AGENDA
- Linens @ tables – ORDERED

Plan for Afterhours Event

- 7-9PM
- Opening remarks @ 7:15 – asking Heather if she'd like to do this (Kristin) – FOLLOWING UP
- Doors Open @ 7
- Exhibit @ 7:30-0
- Cocktail attire
- Music – NATALIE – WORKING ON W9, ACH FORM AND SPECIAL PROGRAMMING FORM
- #mlswildrumpus
- Drinks and food on 4th floor – REAGAN IS REACHING OUT TO CATERERS

Post Meeting Deliverables – FOLLOW UP

- Next meeting on Feb 19th from 9-11:30 @ DN (completed)
- Kristin will reach out to Humanities Council
- MTC request will be placed to get the boat painted and worked on
- Natalie will reach out to Breck about piano playing for the event (completed)
- Reagan will research caterers (completed)
- Abby will create OneDrive docs to list what needs to be done for purchasing, budget, intranet, decorations and created (completed)
- Abby will contact Buddy to see if he'd be willing to create a brochure for the exhibit (completed)
- Kristin will reach out to Emily about Art Moves (completed)
- Natalie will reach out to Dr. Wynn about adult programming during the Summer (completed)
- Abby will reach out to OK Contemporary about collaboration – FOLLOW UP
- Kristin and Abby will meet to get alcohol added to Commission (completed)
- Kristin, Reagan, and Beth will meet to determine artwork placement on panels (completed)
- Abby will check with Sarah for use of MICS in Atrium (completed)

Timeline/Deadline of Tasks

1. February
 - Subcategories on the intranet under Summer Reading to highlight different display ideas, passive programming with all MLS staff. – KRISTIN IS REACHING OUT TO JESSICA
 - Maurice Sendak Exhibit (24 hours) – TBA until we have size dimensions @ Maintenance
 - Possible costume for Spoticus that reflects Sendak work -BETH IS REACHING OUT TO DANA (CROWN & SCEPTOR)
2. March
 - Talking points to engage with In-Library Customers/Up sell Summer Reading (2-3 hrs.) – Due 3/31 – Natalie
 - Displays (10 hours) – Due 2/28
 - After Hours Event - Feb deadline for Heather - What we need going forward
 - After Hours Event - Feb/March for save the date

- Alcohol @ event – Commission agenda
- MAC request for invitations – Sadie
- Décor for In-Library – Natalie & Reagan
- 3. April
 - After Hours Event - Invitations sent by April 1st
 - Passive Programs plan
- 4. May
 - 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
- 5. June
 - Exhibit arrives June 9/10
 - June 14th - After Hours Event for Library Endowment Trust
- 6. July
 - Return exhibit @ 8th

Staff and Volunteer Engagement Subcommittee

Meeting Date / Time:

Friday, February 8, 2018 – 10:00am

Meeting Location:

Digital Check-In

Attendees:

Jessica Gonzalez, Julia McConnell, Heidi Port, Victoria Stephens

Updates-Staff Training for Volunteers-Heidi

- Our first volunteer supervisor training took place on January 24. The PowerPoint and resources from this training have been uploaded to Edubrite. The next training for volunteer supervisors will take place March 7.
- Volunteer invites to returning volunteers have also been sent out.
- A request for Tour guides/docents for the *Where the Wild Things Are* exhibit has been made by EPS. Heidi will be overseeing the recruitment of volunteer docents.

Updates-Internal Communications-Jessica and Victoria

- The internal communications plan is good to go. Jessica expects that many dates will be edited along the way and that some posts will be combined to ensure that staff don't feel fatigued from too many posts. Jessica will be working with Julia over the upcoming weeks to add in information about training.
- If any subcommittees have big communications to staff that they are planning, they should let Jessica know so that she can add their information to our communications plan. This will help

ensure that we don't have too many posts going out around the same time. If a subcommittee needs help crafting content, they can always utilize the Internal Request Form.

- If any subcommittees have ideas for tips of the week for staff, they should let Jessica know. The content we have so far is based off of content from the previous year...Victoria has done an excellent job of updating the text for this year's program and adding in fresh content as well. Jessica will be responsible for adding on any finishing touches and posting our tips throughout the summer.
- Jessica will be starting to update the Intranet for SR in March. The goal is to have the site completely updated by the end of March so that we can go live shortly after.
- Jessica will also be reaching out to Jennifer over the upcoming weeks to talk through how we want our dashboard set-up to show staff how we are progressing towards our SR goals.

Updates-Training-Julia

- The dates for the In-Person training have been set and the meeting rooms have been booked.
 - April 9 - NW 10-12, 1:30-3:30
 - April 13 - CH 10-12
 - April 18 - MC 10-12, 1:30-3:30
 - April 23 - CH 10-12
 - April 24 - BI 5:15 - 7:00
- Emily and Julia will be the primary trainers with assistance from other members of EPS.
- This training is required for all EM's, AM's and new hires as of June 30, 2018.
- New ASI's are strongly encouraged, but not required to attend due to feasibility of scheduling.
- Julia is working on updating the training materials in Edubrite and on the Intranet.

Next Meeting:

March TBD

SR Engagement (Software & Programming) Subcommittee

Date / Time:

January 22, 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 – Emily emailed the requests for Wild About Reading tote bags and keychain flashlights to MAC to be ordered.
- Badges – The request for this artwork will be made in March. We need badges for minutes/points and one for each age group's point breakdown.
- Book Order – Kristin is finalizing and will be submitting this week.
- Goal Breakdown & Points – Emily will follow up on this discussion.

- Marketing Request/Library Visits- additional MAC pieces needed? – Vicki will follow up with Emily, Kristin, and Kellie when the next round of requests need to be made. The group discussed these: scavenger hunt pieces (Abby), exhibit info sheet, social media artwork, posters, digital art pack from Rick, and learning track/point breakdown handouts.
- ODL order for 2/1 – The group reviewed what needed to be ordered and what could be omitted from the ODL order for this year. Sonic bags, Sonic coupons, stickers, manuals will be ordered by the deadline.
- System-wide SR Programming – Kristin gave an update on Neighborhood Arts. The group discussed passive programming. Emily priced out how much SMO, OKCMOA, and OKC Zoo programs will cost this summer with the best available data we have right now. Kellie will continue to work with SMO, Emily with OKCMOA, and Kristin with the Zoo. It was determined that EPS could pay for:
 - Science Museum OK – one child, one teen, AND one adult program for 15 locations
 - OKCMOA – one child and one teen program for 15 locations
 - OKC Zoo – one child program for 15 locations

Timeline (next meetings):

- February TBD

Next Steps:

- Emily will contact Master Gardeners about an all ages/passive program.
- Kellie, Emily, and Kristin will continue to work with the organizations assigned above about summer programming.
- Kristin will submit the book order with Scholastic – COMPLETED
- Vicki will follow up on marketing requests as needed.
- Vicki (and Emily, Kristin, and Kellie as schedules allow) will continue to meet with libraries in January to help them determine SR goals for individual locations.
- Kristin will work on communication about systemwide summer programming for location staff.
- Emily will make the agenda for the 1/30 SRSC meeting and include and update on points and an update on MAC.
- At our next subcommittee meeting, we will discuss individual library goals.

Date / Time:

February 25, 2019 – 11:00am

Meeting Location:

Downtown Library

Attendees:

Kellie Delaney, Vicki Thompson, Emily Williams, Kristin Williamson

Tasks: Subcommittee tasks were divided up among the group.

- Adult Prizes – Emily will check with Kim for the final quotes and get the RTOs submitted. The prizes need to be in EPS by April 1.

- Drawing Prizes – Final selections have been made. Emily checked with IT and Kellie checked with others for opinions and pricing about the Chromebook option. The RTOs will be submitted this week.
- Book Order – During the meeting, Kristin received notification that the book order arrived at MTC. She will follow up with Scholastic. Vicki mentioned that it might be helpful this year to stack the delivery boxes according to the route, as we had done in summers past. Logistics will confirm with MTC their preferred methods before summer.
- Goal Breakdown & Points – The group needs to work on creating activity logs for approval this week. Kristin will draft EC and children, Emily will draft teen, and Kellie will draft adult. Each log will include generic language for points. We talked about the number of activities needed and settled on proposing 40 (200 points, 1/3 of a goal level). We also talked about possibly ordering 4-tiered acrylic stands for each library to house the printed activity logs.
- Individual Library Goals – Vicki will work on this data and set the new percentage increases before emailing out the list. She will talk to Jennifer about incorporating these into the statistics portal. We need to finalize the proposal for the libraries' goal prize. It was suggested that the departments could be included if the system reaches its goals.
- Training – Dates are set, we will discuss more in SRSC.
- Marketing Request – Posters: language for general, prize, & end of summer are almost done and can be submitted this week. Emily will finalize the language and Vicki will submit the MAC requests. Additional posters needed are Beanstack app, Read it Forward, and a generic template. It was suggested that we might ask for a combined June/July calendar in Summer 2020.
- Beanstack – Kellie will set up the staff side this week so we can use screen shots of it for the training. Beanstack has updated their admin menus and has a new raffle component.
- System-wide SR Programming – Kristin sent out the email to gather dates, we can start composing schedules next week and confirming them with the organizations.

Timeline (next meetings):

- March TBD