

## Table of Contents

Community and School Engagement Subcommittee .....	1
In-Library Engagement.....	2
Program Engagement .....	3
Staff and Volunteer Engagement.....	4

## Community and School Engagement Subcommittee

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

**Meeting Location:** Zoom

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

**Absent:** Daniel Chesney (WA)

### Notes:

#### Updates from DOES

- We're waiting for answers about funding for teacher incentives and direct mailers.
- Any corporate sponsorship would go through Development. Wait for information from DOES about funding first before pursuing this.
- DOES sent the 2021 SRP survey results. Overall, staff feedback related to this committee was positive (communication, toolkit). It may be possible to separate survey responses between access and engagement staff. We may want to spend time reviewing the raw data (staff comments).

#### Review last year's toolkit

- We had libraries submit an outreach goal but didn't do anything with it. We also had a school outreach form to log school contacts, but it wasn't really used.
- The email templates and suggested language were used more than the forms.
- Do we want to keep outreach goals?
  - Make it a suggestion, but not required. Include in the toolkit in a section about how to increase staff engagement.
  - Talk about it at an engagement manager cabinet meeting. It may be more effective when championed by the local engagement manager rather than this subcommittee, and engagement managers can use it to help them with appraisals as an example of staff achieving goals.
- Daniel suggested that we simplify – use longer pages instead of multiple sub-pages. Less is more. The rest of the subcommittee agreed.

- Lupita asked about having the toolkit in a file format like the Winter Reading toolkit. This is how it was done before 2021, but we thought the file was too large to wade through and the Intranet links made it easier to find what you needed.
- Last year's toolkit was modified extensively for COVID. Depending on COVID status, we may need to modify again to add back information about in-person outreach.

#### **Review last year's teacher training**

- There were a couple of long pauses that should be edited out.
- Overall, we like the format and content and would like to continue it this year.

#### **Review Read It Forward**

- Daniel suggested that we ensure that Read It Forward information and recipient information are included in the marketing request.
- We will not have a marketing department in time for this year's Summer Reading, so it will be outsourced. This means we'll need our recipient selected soon (February).
- Community goal unknown for 2022.
- We should provide the recipient with posters and a promotional toolkit.
- We agreed that having only one recipient is best for streamlined communication and promotion.

#### **Assign Tasks / Next Steps**

- Lupita and Elisabeth will work on selecting a Read It Forward recipient and will come to the next meeting with a recommendation.
- Shalla will check with Kimberly (DOES) about funding. She will also work on the community engagement side of the toolkit: updating the list of local representatives and adding information about outreach to local universities.
- Daniel will continue to take the lead on the teacher training.
- Kellie will check with DOES on the community goal and will provide overall support (making things look cohesive, posting to the Intranet).
- Kellie shared the document for editing toolkit content. The goal is to have the toolkit ready to go live by April 1.
- We will continue to update each other via Teams chat.
- Our next meeting will be 2/7 at 10:00. Subsequent meetings will be held the first Monday of the month at 10:00.

## **In-Library Engagement**

**Meeting Date / Time:** January 3, 2022, 2:30-3:30pm

**Meeting Location:** Zoom

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

**Notes:**

- Summer Reading Update
  - Kristin gave a Summer Reading update based on the last steering committee meeting.
- Brainstorming update
  - The team went through the Brainstorming document since a few new ideas had been added since the last meeting.
- Finalize Order Form
  - Dana shared the draft of the order form and the team provided input. It was updated during the meeting to add a few new options.
  - Kristin will create the Wufoo order form to send out to libraries by mid-January.
- Toolkit
  - The team briefly discussed the format of the toolkit. It was decided that we liked the online format used last year but also want a visual tool like a pdf document with photos of the different decoration/kit/program ideas.
  - Instead of having the option to order kits through our team, we would like to create instruction forms and supply lists for library staff to use. Since the toolkit will be shared by March, it will give staff enough time to request supplies and plan for the ideas we will provide.
  - A toolkit prep excel spreadsheet was created for the team to document which ideas they will work on for the toolkit and a folder was added to the SharePoint for team members to add their finished documents to for the toolkit.
  - We will check in on toolkit progress and go over the library orders at our next meeting.

Meeting Adjourned at 3:30 pm

Next meeting: February 7, at 2:30pm

## Program Engagement

**Meeting Date / Time:** January 7, 2022, 9:00-10:00am

**Meeting Location:** Teams

**Attendees:**

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

**Notes:**

- Fine Waivers – Larry said that we should plan on having fine waivers. Kristin will follow up with Kim Boldt to see if we need to present a report to the Commission.
- Beanstack – Attended training. Beanstack is planning on creating updates to drawings and bingo challenges. Kellie will build the challenge in a couple of months and create a staff challenge for April. Kellie will create a checklist for creating or updating challenges.

- Marketing – Kristin will complete the Marketing Plan this week. Rick George is interested in being our graphic artist.
- Scholastic Book Order
  - Kristin has selected most of the scholastic books. Emily will select YA titles. Janeal is selecting adult titles.
- School List
  - School list is being updated by locations.
- In-person programming
  - Emily working with OKCMOA and Oklahoma Contemporary.
    - Judie Matthews has reached out to Oklahoma Contemporary and they have until February 10 to respond.
  - Program catalog is ready to go. Send out program catalog on Monday, February 21 due Sunday, March 6. Kristin will create the Wufoo form. Emily will create draft email and send everything to Jessica to send out.
  - Kellie working with Science Museum OK and the Museum of Osteology
    - Museum of Osteology – in-person programs
    - Science Museum OK – offering in person programs for children, teen, and adults
  - Ask Kim if she will reach out to Slim Chickens about sponsorship.
    - Sponsor sunglasses with logo
    - Drawing prizes
  - Kristin working with the OKC Zoo and schedule Neighborhood Arts
    - OKC Zoo – applied for the Zoo Fund for Kids grant for all locations. This would pay for one program per location. They have not defined their programs for the summer but there will be children's, teen, and adult program offerings.
    - Neighborhood Arts – Kristin will reach out to all of the locations to set the schedule for this summer. Will need to reserve one spot for Scissortail Park.
    - Jazzy Ash – No word from her agent about rescheduling.
- Shalla working on the list of community organizations and legislators.
- Activity Sheets – Kristin will start a new folder for this year's activity sheets and we will update last year's to match the theme. Keep the number of activities to 20 per age category.
- Drawing Prizes – Kristin will create a document for us to put our drawing prize ideas. We can decide at next meeting which ones we want.

Next meeting is Tuesday, March 1 at 9am.

## Staff and Volunteer Engagement

**Meeting Date / Time:** January 5, 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, Jessica)**

- Staff Training
  - Emily shared the draft training plan; it's available to view/add notes to in SharePoint
    - Components
      - Online training video
      - In-person and/or Zoom element
        - For library management team members and new hires
        - For staff at guest experience pilot locations
        - For any staff interested
      - Emily will follow-up with L&D
    - Emily will share out the rough draft of the training script; team to add in notes/edits
      - Natasha suggested a larger focus on Beanstack training and volunteered to create short videos that can be embedded in the required training video
      - Natasha also suggested we focus more on explaining how to engage with activity points
- Volunteer Training
  - Volunteer supervisors have all been confirmed for each library location
    - Heidi is going to invite them all to the volunteer supervisor trainings
  - The teen volunteer recruitment poster is ready to share out
  - The teen volunteer handbook has been created
  - Heidi is going to start the bidding process for the teen volunteer t-shirts
- Internal Comms
  - No immediate comms needs
  - Jessica to continue editing comms plan; please continue to add ideas/feedback to SharePoint
  - Jessica to start updating the Intranet later in January once more SR details have been finalized

## **Action Items**

- Emily to follow-up with PSLT regarding training plan
- Emily to follow-up with L&D
- Natasha to share Beanstack tip scripting
- Emily and Heidi to schedule time to build teen vol supervisor trainings
  - To share out to Natasha and Allie if they would like to lead sections as veteran and new teen vol supervisors
- Heidi to invite all volunteer supervisors to the online volunteer supervisor trainings
- Heidi to start bidding process for t-shirts
- Jessica to continue to fine tune comms plan

## **Upcoming Meetings**

- Wednesday, January 19

**Meeting Date / Time:** January 19, 2022, 1:45-2:45pm

**Meeting Location:** Teams

**Attendees:**

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

**Updates (Emily, Heidi, Jessica)**

- Staff Training
  - Emily received feedback from PSLT regarding the SR training requirements; Emily adapted the training plan to include a potential in-person element for the guest experience location managers and staff. Additional feedback is needed regarding all new staff (public services + departments) training requirements.
  - We will start to develop virtual and in-person training content in mid-February, once more SR details have been finalized.
- Volunteer Training
  - The first training module for teen volunteer supervisors is ready to go.
  - Heidi will send training reminders out to all enrolled staff.
  - Goodie bags have been sent out to all vol supervisors for their first training.
- Internal Comms
  - No immediate comms needs.
  - Jessica to continue editing comms plan; please continue to add ideas/feedback to SharePoint.
  - Jessica to start updating the Intranet later in January once more SR details have been finalized.

**Action Items**

- Emily to follow-up with PSLT regarding training plan requirements & new staff.
- Heidi to send a training reminder to volunteer supervisors.
- Jessica to continue to fine tune comms plan.

**Upcoming Meetings**

- Wednesday, February 2