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## Community and School Engagement Subcommittee

**Meeting Date / Time:** November 22, 2021, 3:30-4:00pm

**Meeting Location:** Zoom

**Attendees:** Daniel Chesney (WA), Lupita Gonzalez (CH), Elisabeth White (VI)

**Absent:** Shalla Strider (ED)

**Guests:** Kimberly Boldt (OES), Kellie Delaney (SPP)

### Notes:

- Introductions:
  - The Community and School Engagement Subcommittee and guests introduced themselves.
- Overview of Subcommittee responsibilities:
  - **School Communication:** communicating with schools either through school portals, postcards, outreach to schools and teachers.
  - **Teacher Training/Library Media Specialist Breakfast:** some type of event/training to help spread the word about Summer Reading to schools. Prior to the pandemic we had the LMS breakfast with attendees across the county and during the pandemic we offered teacher training. Last year we offered an online training with a chance to win a prize for their school. Each option has a range of 80 - 120 people participating.
  - **Community and School Engagement Toolkit:** providing best practices, downloads, scripts, and templates for engagement staff to conduct engagement in our communities. Every year the toolkit gets updated and enhanced to include new customer groups and types.
  - **Read It Forward:** The selection of the RIF recipient and the relationship building with the non-profit during the spring and summer. Helps provide communication throughout the summer and encouragement to share about Summer Reading on their own social media to encourage their followers to participate in SR and help us reach our Community Goal.
  - **Outreach best practices to communities and schools:** develop additional resources and best practices to reach different communities, customer groups and types.

- **Contingency planning:** we may need to develop alternative plans or solutions to meet the objectives of this subcommittee.
- Conclusion:
  - Daniel is going to be setting up a doodle for the CSES to meet after Shalla gets back.

## In-Library Engagement

**Meeting Date / Time:** November 22, 2021, 3:30-4:00pm

**Meeting Location:** Zoom

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

### Notes:

Future meetings all at 2pm:

- December 6
- January 3
- February 7
- March 7

Went over our charge.

Kristin added that we should build on what the school committee is doing and find ways to work those marketing pieces into the libraries.

We need to think about die cuts this year. Without Margo we will possibly need to limit the number of die cuts available and be willing to work shifts to fulfill those orders.

We can work with the logistics team with this as well.

The team will look over the CLSP catalog and last year's toolkit by our December 6th meeting and gather ideas.

We will need to come up with ideas that require purchasing soon so we can put in orders early because of shipping delays.

## Staff and Volunteer Engagement

**Meeting Date / Time:** November 22, 2021, 3:30-4:00pm

**Meeting Location:** Zoom

**Attendees:** Allie Barton (BI), Jessica Gonzalez (OES), Natasha Parker (AL), Emily Williams (OES)

Absent: Heidi Port (DVS)

## **Notes:**

### **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. Both Allie and Natasha have a passion for working with our volunteers and have ideas to enhance our staff training.

### **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**

- December 15, 2021, 2:30-4:00pm, Teams