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Community & School Engagement Subcommittee

Meeting Date / Time:

Thursday, April 1, 2021 – 3:00pm

Meeting Location:

Microsoft Teams

Attendees:

Sarah Brown (DN), Daniel Chesney (WA), Kellie Delaney (SPP), Shalla Strider (ED), Kristin Williamson (EPS)

Items still needed to complete Toolkit

- Promotional Toolkits for Educators and Businesses – Close to completion, just working on final formatting and linking the materials that have been received from Marketing
- Niche Academy Training – Should be ready to test early next week – Daniel will get Kellie the needed fields and list of Prizes for the end of training prize survey
- Live Results link for Outreach Tracker
- Daniel will get Kristin a set of age ranges and number of book bundles needed from Bonus books for educator training prizes

Community Goal

- Elisabeth will check in with RestoreOKC and let them know we plan to provide them cross promotional materials
- Meeting in May will focus on logistics of creating a Marketing Toolkit for just ReadOKC, will not that RIF recipient toolkit should be considered in planning for future years
- Make sure to include tags for the Friends of the Library in promotional materials

Continued Responsibilities

- Pitched the idea of creating timed encouragement emails and reminders of toolkit resources leading up to and throughout the summer. Daniel will get with Jessica to discuss timeline. Once a calendar is created front line committee members will sign-up to handle the messaging on specific days.

Evaluation

- We will propose that each sub-committee submit a few questions to one all staff survey in August to get feedback on SR Committee work

Communication

- Once toolkit is completed we will send out staff communications, coordinated with Jessica, highlighting content and reminding them about the Outreach Goal document

Staff and Volunteer Engagement Subcommittee

Meeting Date / Time:

Tuesday, April 6, 2021 – 9:00am

Meeting Location:

Microsoft Teams

Attendees:

Jessica Gonzalez (EPS), Heidi Port (DVS), Victoria Stephens (MAC), Emily Williams (EPS)

Absent: Pallas Johnson (CH)

Staff Training-Emily

- Training has been finalized and released to all staff
- Emily and Heidi will be holding an additional Zoom Summer Reading training for some of our newer Access, Engagement, and Library Managers on April 29 from 1-3pm
- Emily will be presenting SR training highlights at the following meetings:
 - Engagement Managers – April 7, 1pm
 - Public Services Managers – April 8, 2:05pm
 - Leadership Team (KB) - April 14, 9am
 - Access Managers – April 20, 1:30pm
 - Children's Services - April 21, 1pm
 - Community Libraries Staff Meeting – April 26, 2:00pm
 - Teen Services – April 28, 1pm
 - Community Libraries Staff Meeting 2 – April 29, 3:30pm
 - Adult Services - May 5, 1pm
 - Belle Isle Staff Meeting – May 26, 2pm

Volunteer Training-Heidi

- All volunteer opportunities are open
- Emily and Heidi are finalizing all volunteer and supervisor resources and documentation

Internal Communications-Jessica & Victoria

- SR Intranet pages have been updated
- Victoria and Jessica to finalize additional video content
- Jessica is working with other subcommittees to plan out system wide communications
- Jessica will post a reminder about SR training on 4/1

Action Items/Next Steps

- **Heidi & Emily**-continue to work on finalizing SR teen volunteer opportunities & documentation for teens + supervisors

- **Victoria**-complete editing of videos for Community & School Engagement Subcommittee
- **Victoria**-create Intranet post highlighting SR teen volunteer program updates
- **Victoria & Jessica**- continue to edit/update SR internal comms plan as needed
- **Jessica & Victoria**-work on additional video content
- **Jessica**-type minutes, create draft agenda, and schedule next meeting

Upcoming Meetings

Tuesday, May 4 @ 9am via Microsoft Teams

Summer Reading Engagement (Software & Programming)

Meeting Date / Time:

Tuesday, April 6, 2021 – 3:00pm

Meeting Location:

Microsoft Teams

Attendees:

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

Prizes and deliveries

- Scholastic book order – have been ordered, will be delivered after May 21
- Tote bags - have been ordered
- CSLP – tracking information will be provided when they ship, MTC needs to schedule someone to be there to accept them
- Boxes from Uline – ordered, being shipped Downtown and then taken to MTC
- Drawing Prizes - in the process of getting quotes

Programming

- Neighborhood Arts – 6 performers scheduled, waiting on a few more weeks to fill in, Festival of the Arts slots are almost scheduled, pre-recorded film dates are last week in April, 1 performance a week at the Myriad Gardens (mostly in Children's Garden but during Children's Garden Festival will be on the Great Lawn with Sugar Free Allstars), potential Scissortail venue, outdoors and open to the public
- OKCMOA - being finalized with teaching artists
- ~~OKC Zoo – no programs this year~~
- SMO - received reply about Native Animal Lore concerns
- Museum of Osteology – confirmed programs will be virtual
- Next steps – get SPF forms filled out, submit RTOs, confirm dates/times with libraries, start publicizing

Other topics

- Marketing – still need to finalize school piece, Summer Reading curbside guide special edition, additional images for business toolkit

- Tandems and OKCPS – add to manager training, send out email when finalized
- Questions that will be on the ODL Summer Reading Survey:
 - A count of take home kits for Early Childhood, Children, and Teens
 - can we use LibraryMarket stats? Yes, mention at cabinet meeting 4/7 to make sure libraries are using and tracking there
 - Both a count and total attendance at programs (virtual, recorded, zoom, in-person) for Early Childhood, Children, and Teen – need clarification from Adrienne about what counts as “attendance” in recorded programs
 - How do we track attendance for Neighborhood Arts? General crowd count with clicker, need to find out if there will be an evaluation from Arts Council as there was not last year.
 - How we promoted the program for each age group
 - Outreach efforts for non-digital users