

## Table of Contents

Community & School Engagement Subcommittee.....	1
Library Engagement (In-Library & On-Site) Subcommittee .....	2
Staff and Volunteer Engagement Subcommittee .....	3
Summer Reading Engagement (Software & Programming) .....	5

## Community & School Engagement Subcommittee

### Meeting Date / Time:

Thursday, March 4, 2021 – 3:00pm

### Meeting Location:

Microsoft Teams

### Attendees:

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

- Goal Planning Document – Working on creating better language for the actual goal section at the end. Committee was happy with the rest of the draft. Document should go out around March 9<sup>th</sup>. Managers will submit their goals via a Wufoo form by April 15<sup>th</sup>.
- Adult Outreach – Decided we should create a landing page where companies can download graphics and scripts for use on their social media. We will also work to fill it with content they can use with their staff. Ex – How to start a company book club
- School Outreach –
  - Niche Academy will also include info on Brainfuse, Kanopy, and possible Novelist K-8<sup>th</sup>. Teachers will submit their preferred pick-up branch and prizes they would like to be entered into the drawing for on a form at the end of the course. There will be two versions of the course, one for OKCPS schools that includes the Beanstack linking information and one for all other teachers.
  - A Wufoo form will be created for branches to indicate when they have completed their first and second set of contacts for schools
  - Talk with Kimberly about reaching out to EPIC schools on a system level
- Timeline – This will be created and available within the toolkit. Proposed timeline listed below.
  - March 9<sup>th</sup>
    - Local Engagement teams should begin using *Outreach Goal Setting Document*.
  - April 5<sup>th</sup>
    - Summer Reading Toolkit Launches
  - April 15<sup>th</sup>
    - Local Outreach Goal is due. Manager or Engagement Manager may submit goal *here*.

- Begin reaching out to *assigned schools* and letting them know about *metrolibrary.org/summerschool* and the all new Niche Academy course with possible prizes for teachers. See possible templates.
  - Document contacts and let Margo know when you have reached out to all schools
- May 1<sup>st</sup>
  - Reach out to local business and organizations using included *templates*
  - Document all contacts using the *Outreach Tracking Form*
- May 15<sup>th</sup>
  - Summer Reading Pre-Registration Begins
  - Reach out to schools again and highlight the new classroom videos that will be available on *metrolibrary.org/summerschool*. See possible Templates.
- June 1<sup>st</sup> – July 31<sup>st</sup>
  - Reach out to local government officials using included *templates*
  - Summer Reading 2021
- August 1<sup>st</sup> – 15<sup>th</sup>
  - Official prize pick-up
  - Review the Outreach Tracking Spreadsheet and ask Engagement Manager to add any updates that would be helpful for next year
- August 16<sup>th</sup> – 31<sup>st</sup>
  - Grace period for prize pick-up
- On-Going Task List:
  - Create Toolkit: Headings will be in this week and all team members can edit content starting next week
  - Metrolibrary.org/summerschool – Elisabeth and Daniel will work with Kellie about updated wording. Shalla will check in with Brittany and Andrew about Elementary video
  - Metrolibrary.org/summerbusiness- Shalla and Sarah will work with Kellie to figure out what content will be needed
  - Create Outreach Tracker – Daniel will create input Form in Microsoft with editable Xcel file for Ems
  - Niche Academy – Kellie will let team know as she needs help with content
  - Teacher Prize Incentive list – Daniel will create and get with Kristin and Margo to order
  - How to start a Book Club – will be created by Sarah
  - Toolkit Training Video – will be created by Daniel as time allows

## Library Engagement (In-Library & On-Site) Subcommittee

### Meeting Date / Time:

Wednesday, March 10, 2021 – 9:00am

### Meeting Location:

Microsoft Teams

**Attendees:**

Scott Garrison (CL), Beth Loecke (CL), Michelle Merriman (DN), Melissa Weathers (Collection Development), Kristin Williamson (EPS)

- Kristin EPS Updates
  - Marketing request submitted to Marketing; should receive everything from Marketing by the end of April
  - Kristin ran a report for the supply request form from each location; should get everything ordered by Friday, 3/12
  - Activity point logs have been shortened to around 20 opportunities
    - Experience Pass not included
    - Animal Sketchbook Project will be included
      - Kristin checking with Kellie on how patrons can email the finished artwork
        - Kristin mentioned there should be an SRP email we can use
      - If patrons want to share their artwork on their social media, we will ask them to use the #MLSAAnimalSketchbook to share it with the system
      - Kristin is contacting Buddy in Special Collections to see if the sketchbook project can be archived
      - This will be an All Ages activity that can earn participants 5 points toward their goal
    - Scavenger Hunt will earn participants 5 points toward their goal
- Toolkit Format
  - Discussed new toolkit format
    - Each subcommittee toolkit will be available on the Intranet instead of as a word document
    - The toolkits will be combined into one SRP toolkit on the Intranet that can edited and updated every year
    - Daniel, Kellie, and Scott will add the information from the School & Community Engagement and the In-Library Engagement toolkits to the new Intranet SRP Toolkit page, which will allow locations easier access to the information they need
  - In-Library edits will be finalized by 3/24
  - Remove mention of fine waivers from toolkits until further fine information is received
- Next Meeting
  - Members will have assignments added to shared documents prior to next meeting which is @ 10AM on Wednesday, March 31
  - Book River selections

## Staff and Volunteer Engagement Subcommittee

### Staff and Volunteer Engagement Subcommittee

**Meeting Date / Time:**

Monday, February 22, 2021 – 2:00pm

**Meeting Location:**

Microsoft Teams

**Attendees:**

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

**Staff Training Video Shoot Prep Session**

- Everyone reviewed the training script and made necessary edits to ensure the video would be applicable to staff and our teen volunteers
- Everyone discussed day of logistics for our Feb 25 training video shoot session

**Action Items/Next Steps**

- **Heidi**-don't forget magnifying glass for video shoot
- **Pallas**-don't forget costuming for video shoot
- **Emily & Pallas**-bring scripting for video shoot
- **Victoria**-bring film equipment for video shoot
- **Jessica**-type minutes, create draft agenda, and schedule next meeting

**Upcoming Meetings**

Thursday, February 25 @ 8am-Noon SR Training Video Shoot DN Library

Thursday, March 18 @ 2pm via Microsoft Teams

**Meeting Date / Time:**

Thursday, March 18, 2021 – 2:00pm

**Meeting Location:**

Microsoft Teams

**Attendees:**

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

Absent: Pallas Johnson (CH)

**Staff Training-Emily**

- Currently on track with training timeline
- The all-staff and volunteer training video was filmed in February and has been edited by Emily, Pallas, and Victoria
- All training materials will be shared with L&D on Friday, 3/19
- SR training will launch for all staff on April 1

**Volunteer Training-Heidi**

- The Volunteer Supervisor Training and make-up session were held this month for all teen volunteer supervisors; Heidi and Emily led these sessions

- The make-up session was recorded and is available to all teen volunteer supervisors
- Heidi is working on finalizing all volunteer opportunities so that they can be opened to all returning and new volunteers in April
- Emily is working on finalizing documentation to be added to the volunteer and supervisor toolkit

#### **Internal Communications-Jessica & Victoria**

- SR Intranet pages have begun to be updated; Emily edited many pages with new content; Jessica to complete updates and share out for feedback; SR Intranet pages will go live in conjunction with our SR training video on April 1
- Victoria and Jessica to finalize additional video content
- Jessica is working with other subcommittees to plan out system wide communications
- Jessica will announce SR to all staff on Friday, 3/19

#### **Action Items/Next Steps**

- **Emily**-send training video and EduBrite content to L&D
- **Emily**-make note to review SR training content at upcoming cabinet and programmer meetings; reach out to all new access and engagement managers
- **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**-update SR Intranet pages; share with subcommittee & EPS for feedback
- **Jessica**-type minutes, create draft agenda, and schedule next meeting

#### **Upcoming Meetings**

Tuesday, April 6 @ 9am via Microsoft Teams

## Summer Reading Engagement (Software & Programming)

#### **Meeting Date / Time:**

Tuesday, March 2, 2021 – 10:00am

#### **Meeting Location:**

Microsoft Teams

#### **Attendees:**

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

## **Prizes**

- Scholastic book order – looking at ordering in April-May to avoid occupying the Service Center, may be issues with sold out titles
- Bags - polled committee members, Teresa looking into ordering that type
- Fine waivers – need decision from commission

## **Programming**

- Emily will send reminder to EMs to submit request by this weekend
  - Neighborhood Arts – Festival of the Arts is taking place the last full week in June, inviting NA performers to play at the festival if they want to, more performers and less performances than last year, 2-3 livestreams and 1 pre-recorded video, 6 confirmed so far
  - OKCMOA – no updates
  - OKC Zoo – no updates
  - SMO - no updates
  - Museum of Osteology – no updates

## **Other topics**

- School list and school portals – being updated, will have a schools workbook in Tableau for Engagement Managers
- New Beanstack features - leaderboard will be turned on, friends option, progress bar towards goal
- Summer Reading Ambassador idea from Kellie - try and log more minutes than our ambassador, would be everyone's friend (new Beanstack feature), social media posts, blog posts
- Tandems and OKCPS – no updates, waiting on OKCPS to move forward
- Activity Logs – Previously had discussion about points and activities, and possibly making changes with the switch to one goal level of 600 points. Made decision to have 20 activities worth 5 points each for 100 possible points for each age group.