

# Summer Reading Steering Committee Meeting Minutes

Tuesday, November 19, 2024 | 3:00pm – 4:00pm

Teams

## Subcommittee Reports

- In-Library Engagement – Amanda – creating list of items to work on, deadline at end of November for ideas document, will meet in early December to review assignments for toolkits with completion dates at end of December, early January dissemination date to libraries
- Community & School Engagement – Emily R. - compiling list of nonprofits for RIF recipient, meeting next week for potential decision, ideas for school commercial, project request to COM coming soon, need to set date for SLMS breakfast
- Logistics – Kristin – emailed committee, bulk of work starts in late March with book order, busy with inventory management between May-August, Kristin has started on book order process with Baker & Taylor and Scholastic, can order more adult titles (3-4x) because of residual stock, new intranet with new supply catalog will need extra attention
- Staff & Volunteer Engagement – Heidi – identified dates for staff and volunteer trainings and working on content, Zoe has created SR newsletter template in Axios with regular segments and format, team drafted timeline for communication plan with specific dates, if SRSC members need to add items to newsletter let Heidi and Zoe know, first volunteer training for staff is January 9, have 50% new staff managing summer teen volunteers, pre-training for new supers before January 9 meeting
- Program Planning – Daniel – group is very excited about theme and fun programming opportunities, about 12-15 different options to move forward with (clowns/facepainting, snakes, Okla Geological Survey – colors of nature, guided painting, felt crafting, Swing Out OKC dancing, Literati Press comic book programs, sewing, SMO, gardening, OKCMOA, cultural offerings), firm descriptions by December 15 so available to libraries early in January, asking libraries for broader availability when scheduling, Daniel will communicate with staff in December and January about process for selecting programs from catalog
- COM updates - none
- DVS updates – include booksale in “save the date” for SLMS breakfast to maximize messaging, potential partner for RIF, color run, mentor buddies for SR volunteer supers, working on more sponsorship potential and guidelines for Summer Reading with OES and COM, Friends road rally day in July at multiple locations and bookstores with SR signup required
- OES updates - none

3:45 Upcoming meetings – December 20, feel free to reschedule if needed

Feedback – larger committees – feedback from members is that group size is good so far, maybe a smidge big but manageable, would be much more difficult if we were meeting in person

Timeline – much earlier deadlines and timelines, staff are rising to the challenge of being prepared earlier with deliverables

Marketing

- Marketing request for SR pieces – Emily will prep, Kristin/Kim will submit in early Jan.
- Project request form for collectible bookmarks - Kristin
- Figure out right way to market Neighborhood Arts as “crown jewel” of Summer Reading library programming - Daniel

SharePoint – any issues? All going well

Subcommittee minutes saved in folder - posted monthly

## Next Meetings

Subcommittee meetings	Ongoing
Summer Reading Steering Committee	December 20, 2024

## Talking Points

### *Post-meeting sharing*

- Exciting program offerings coming from Program Planning committee
- IHOP is on board again for free pancakes
- Fun passive program ideas – library coloring sheets
- Bob Ross-themed school video
- New intranet with new supply catalog