

Communication Cabinet Internal Communication Survey

What do you think of internal communication practices in our library system? The Communication Cabinet wants to hear from you! An internal communication survey began on Nov. 30 and concludes Dec. 13.

The goal of the survey is to provide staff with the opportunity to share their opinion on the current successes and challenges of internal communication at Metro. The survey results will establish a baseline of where internal communication is currently operating to help the Communication Cabinet create a road map for improving internal communication.

Each staff member has received an invitation via email to participate in the survey, which will be facilitated in Survey Monkey, an online survey software. Reminder emails will also be sent throughout the survey period.

Interim Executive Director Larry White emphasized the importance of staff participation in the survey saying, "Let's say you don't feel good and you go to the doctor's office and the doctor asks you what your symptoms are but you respond that you don't know.

The doctor can't help you get better if you don't tell him your symptoms. Similarly, filling out this survey will help us figure out what's working and what's not working, so we can improve."

COMMUNICATION



THE KEY IS

After the results are in, the cabinet will share a sneak peek of the initial data and in January the full results summary will be shared with all staff. The Communication Cabinet will access the results and begin working on a road map to internal communication success.

Staff should also be sure to look for some entertaining and informative videos from the Communication Cabinet throughout the survey collection process.

About the Communication Cabinet

The Communication Cabinet is a committee of staff from administration, marketing, public relations and advertising, operations, public services, and strategic planning and services who are examining

Metro Library's internal and external communication. The Communication Cabinet's goal is to identify best practices for communication and provide training to build trust, champion transparency and improve information across and within the organization.

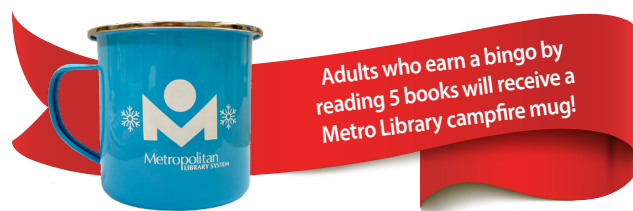


While the pandemic may have put a wrench in many 2020 plans and hindered those New Year goals you made back in January, there's one thing we can all do from home, READ! Last year we brought back the Book Bingo Winter Reading Challenge and after a successful run, it will return in January 2021 bigger and better than ever.

"Read More Books" is the fifth most popular New Year's resolution and data pulled from Beanstack's online reader management software and mobile app confirms that January is the second-best month of the year to host a reading challenge.

Last year about 1,600 customers participated in the Winter Reading Challenge, 66% logged at least one book and 49% completed the program by reading five books.

The goals for the 2021 Winter Reading Challenge are to increase customer engagement during the winter months when things are slower, provide engagement opportunities, promote a culture of reading and encourage adult literacy. The Winter Reading Challenge is also an opportunity for us to test new ideas that could help us improve our Summer Reading program experience for customers.



Adults who earn a bingo by reading 5 books will receive a Metro Library campfire mug!

Adult challenge participants who complete the challenge by reading five books between Jan. 1 and Feb. 28, 2021, will receive a Metro branded campfire mug and be entered to win one of 10 prize bundles. Adult participants who blackout their entire bingo card by logging 25 books will be entered to win a special grand prize bundle.

To participate in Book Bingo, customers can download a Book Bingo Card from metrolibrary.org/bookbingo or stop by their local library to receive a Book Bingo card and track their reading progress. Readers can also track their reading progress digitally by signing up on the library's website and registering for "Winter Reading Challenge 2021." Online participants will earn digital badges for reaching their goals.

Completed bingo cards must be turned in at a Metro Library or mailed to the Metropolitan Library System c/o Book Bingo, 300 Park Ave. Oklahoma City OK 73102 by 6 p.m. Friday, March 5, 2021. Participants may also take a photo of the front and back of their completed card and email it to bookbingo@metrolibrary.org.

Staff can access a toolkit including scripts, talking points, templates and more on the intranet [HERE](#).

2021 Winter Reading Challenge (cont.) Drawing Prize Bundles

Metro Library Prize Bundle (10 Total Available)

For Participants who Complete the Challenge by Reading Five Books Between Jan. 1 and Feb. 28

Prizes:	Kindle Fire	Metro Library Branded Blanket	Additional Branded Metro Library Swag	*Skip-the-Wait Pass
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Grand Prize Blackout Bundle (1 Total Available)

For Participants who Blackout their Bingo Card by Reading 25 Books

Prizes:	iPad	Metro Library Branded Blanket	Additional Branded Metro Library Swag	*Skip-the-Wait Pass
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Libraries-by-Mail Metro Library Prize Bundle (1 Total Available)

For Participants who Complete the Challenge by Reading Five Books Between Jan. 1 and Feb. 28

Prizes:	Kindle Fire	Metro Library Branded Blanket	Additional Branded Metro Library Swag	*Skip-the-Wait Pass
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HELLO!

Gabrielle Jackson
SO Library Aide PT

GOODBYE

Mya Taylor
1 yr, AL Library Aide PT

Lily Wang
14 yrs, BI Adult Engagement Specialist PT

Valerie VonTungeln
2 mos, DN Library Aide PT

Sidney Williams
2 yrs, VI Library Aide PT

Dahlia Bryant
4 yrs, ED Library Aide PT

CONGRATULATIONS

Megan Autaubo
DC Access Specialist II to WA Access Manager II

Julia Moser
MC Library Aide PT to NW Access Specialist HT

Sharon Mathews
CL Access Specialist HT to SO Youth Engagement Specialist HT

COMING UP

Dec. 24 - 25

Libraries Closed for Christmas Holidays

Dec. 31

Libraries Close at 5pm for New Year's Eve

Jan. 1

Libraries Closed for New Year's Day

DIY Development

Avoiding Burnout 24(m)

Prolonged periods of stress - related to your work, your home life or your health - can lead to burnout. Burnout reduces our productivity and saps our energy, leaving us overwhelmed by everyday tasks and feeling increasingly cynical and resentful. In this course, Todd Dewett helps you recognize some of the most common causes of burnout, such as long hours, too much travel, tight deadlines, and no vacation, so that you can figure out how to prevent stress from building up. Plus, get tips for jump-starting your recovery and publicly owning your burnout experience.