



# Team PPL

## Staff Development Day



Tuesday • August 20, 2024

### Haggard Library

- \* Wear Blue PPL Shirt
- \* Bring your City ID Badge
- \* Optional: Water Bottle, Headphones, Donation for Plano Animal Shelter



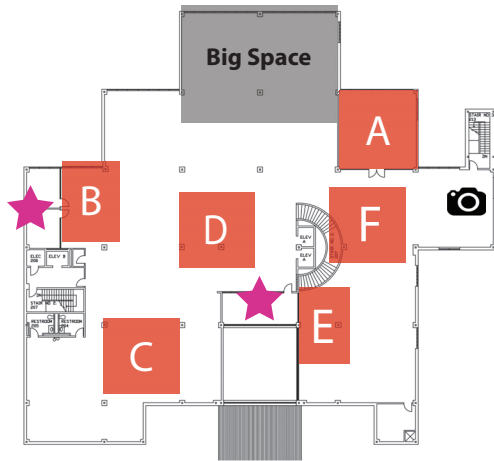
Donations for Plano Animal Shelter

7:30 8:00	LEAD Team & Administrative Assistants Arrive PPL Staff Arrive
8:00 – 9:00 8:30 – 9:00	PPL Staff Check-in & Pick Up New City ID Badges (1st Floor, Lobby) Coffee & Donuts (2nd Floor)
9:00 – 10:30  10:30 – 10:55	Opening Sessions (2nd Floor) <ul style="list-style-type: none"> <li>• Welcome – Libby   Team PPL Group Photo (15 mins)</li> <li>• Strategic Plan &amp; Activity – Nina &amp; JeTaun (1 hr)</li> <li>• Technology/STEAM Presentation – Janet (15 mins)</li> </ul> Collin Creek Mall – Peter Braster (25 mins)
11:00 – 11:55	Explore Teambuilding Activities (55 mins) <ul style="list-style-type: none"> <li>A. PPL Staff Bingo (2nd Floor, Quiet Room)</li> <li>B. Spaghetti Tower Build (2nd Floor, Outside Study Rooms)</li> <li>C. Board Games/Giant Games (2nd Floor, Adult Non-Fiction)</li> <li>D. STEAM Kits &amp; Theme Bags (2nd Floor, Info Desk)</li> <li>E. Crossword (2nd Floor, Open Space near Mystery)</li> <li>F. DEMCO Puzzles (2nd Floor, Tables by Graphic Novels)</li> <li>G. Your Friends in P&amp;E (1st Floor, Tables near Teen Graphic Novels)</li> <li>H. Game Cube (1st Floor, Staff Break Room)</li> </ul>  Photos Booths (Located on All 3 Floors)  Quiet Spaces (Located on All 3 Floors)
12:00 – 1:00 1:00 – 1:25	Lunch (1st Floor, Lobby)   Explore Team Building Activities (1st & 2nd Floors) Building Group Pictures at Photos Booths (Located on All 3 Floors) 
1:30 – 1:55	Message from City Manager, Mark Israelson & Deputy City Manager, Shelli Siemer (25 mins - 2nd Floor)
2:00 – 2:45 3:00 – 3:45	First Breakout Session (Check Name Tag & Maps) Second Breakout Session (Check Name Tag & Maps) <ol style="list-style-type: none"> <li>1. PPL Service Project (2nd Floor, Quiet Room)</li> <li>2. P&amp;Z – You Make the Call (1st Floor, West Program Room)</li> <li>3. Therapy Dogs (1st Floor, Space in Front of Info Desk)</li> <li>4. Safety Escape Room (1st Floor, Storytime Room)</li> <li>5. Color Theory (1st Floor, Program Room)</li> <li>6. Life Cycle of a Book (Basement, Staff Conference Room - Oasis)</li> <li>7. CPR &amp; AED training w/Plano Fire (Basement, Genealogy Program Room)</li> <li>8. PPL Trivia (Basement, Library Admin Conference Room)</li> </ol>
3:50 4:00	Libby – Closing Comments (2nd Floor) All staff assist with teardown/stacking chairs (2nd Floor)

# Teambuilding Activities

## *Starting at 11am*

2nd Floor



A - PPL Staff Bingo

2nd Floor: Quiet Room

B - Spaghetti Tower

2nd Floor: Tables Outside Study Rooms

C - Board Games & Giant Games

2nd Floor: Tables by Non-Fiction

D - STEAM Kits & Theme Bags

2nd Floor: Info Desk

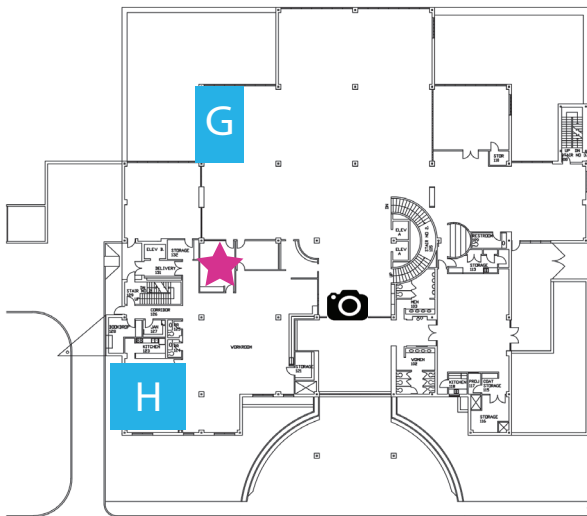
E - Crossword

2nd Floor: Open Space by Mystery

F - DEMCO Puzzles

2nd Floor: Tables by Graphic Novels

1st Floor



G - P&E Whiteboard: 60th Birthday

1st Floor: Tables Near Teen

Graphic Novels

H - Gamecube

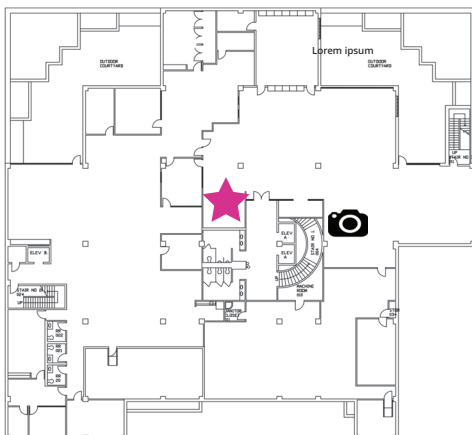
1st Floor: Haggard Breakroom

Photo Booth

*Located on All 3 Floors*



Basement



★ **Quiet Spaces**

★ Basement - Microfilm Alcove

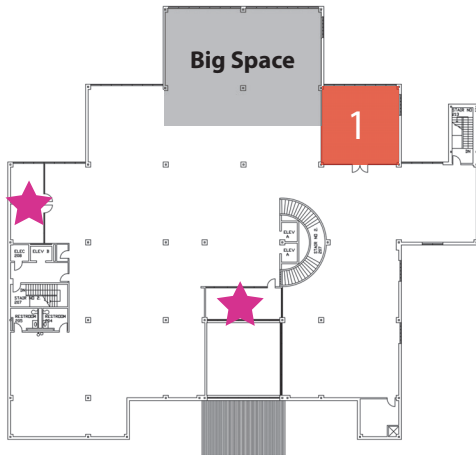
★ 1st Floor - DCS Room

★ 2nd Floor - Study Rooms,  
Multipurpose Room

# Breakout Sessions

## 2-2:45 & 3-3:45

2nd Floor



1 - PPL Service Project:  
2nd Floor: Quiet Room

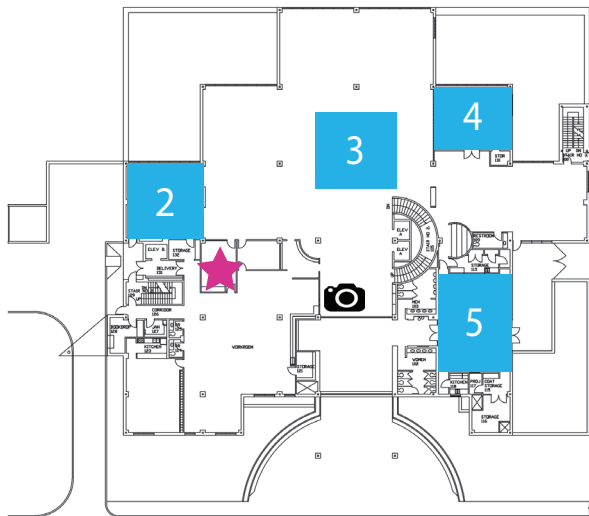
2 - P&Z - You Make the Call  
1st Floor: West Program Room

3 - Therapy Dogs  
1st Floor: Open Space

4 - Safety Escape Room  
1st Floor: Storytime Room

5 - Color Theory  
1st Floor: Program Room

1st Floor



6 - Life Cycle of a Book (LTS)  
Basement: Staff Conference  
Room (Oasis)

7 - CPR & AED Training w/ Plano Fire  
Basement:  
Genealogy Program Room

8 - PPL Trivia  
Basement: Admin Conference  
Room

Teambuilding Activities  
Available (A - H)

Basement

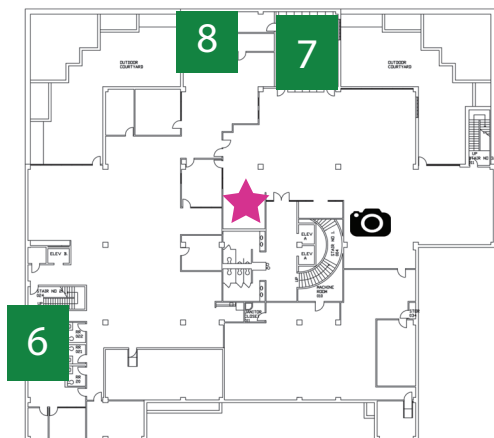


Photo Booth

Located on All 3 Floors



★ Quiet Spaces

★ Basement - Microfilm Alcove

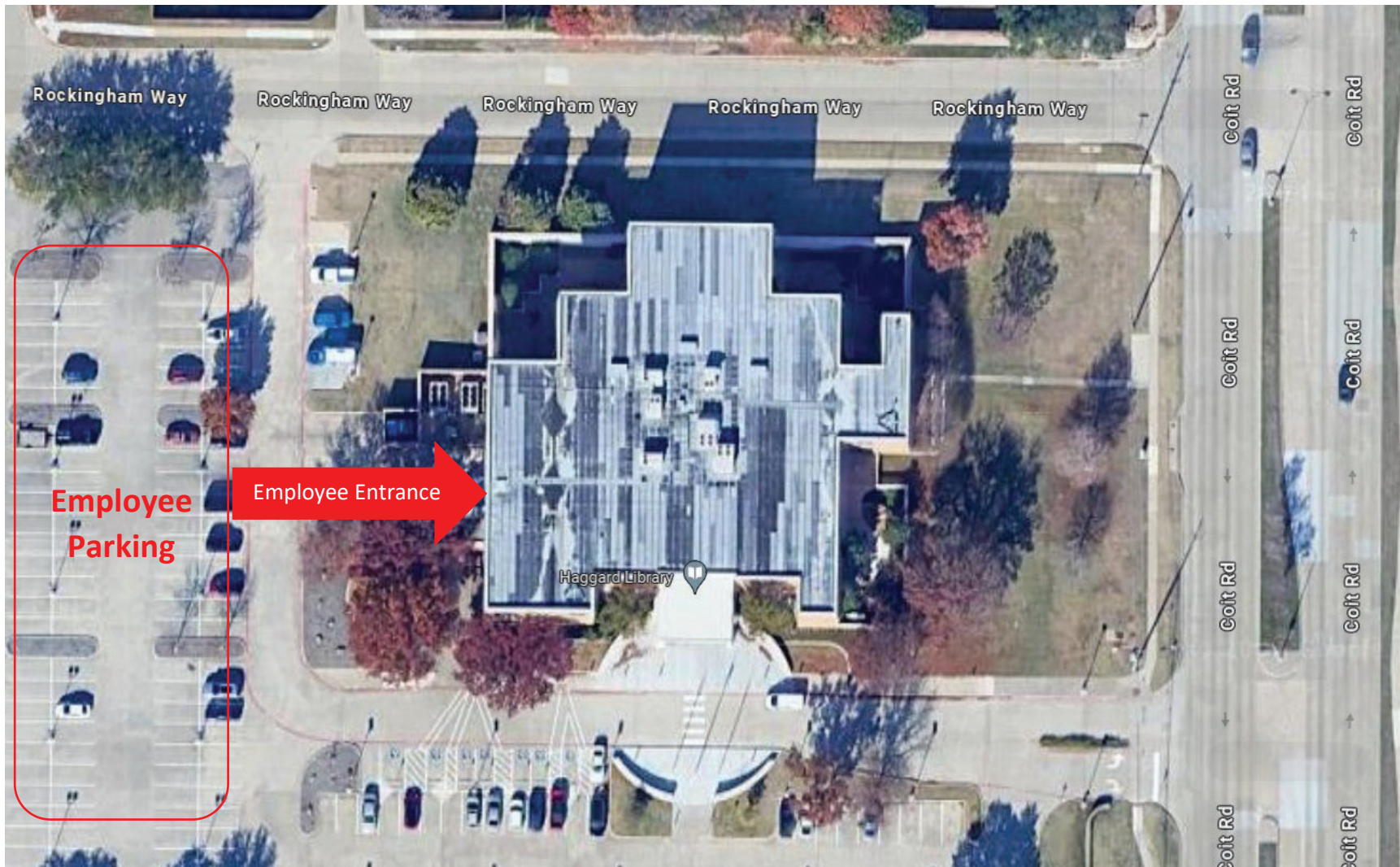
★ 1st Floor - DCS Room

★ 2nd Floor - Study Rooms,  
Multipurpose Room

## 2024 Staff Development Day - PPL Group Photos

From 1:00-1:25pm

Time	1st Floor PPL Colors	2nd Floor Beach/Ocean	Basement Safari/Jungle
1:00	LIB ADMN	GH	CAP
1:10	MMD		WH
1:15		LERS	LTS
1:20	P&E	Managers & LEAD team	





# SDD Project Charter



## PPL Staff

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### Project Members

- Project Lead(s): Melissa S.
- Project Team Members:
  - Samantha Teng, Zara Eberle, Sahar Khan-Brown, Jessica Rico, Robbie Sittel, Dorothy Stout

### Strategic Plan Tie-In

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Strategic Plan Tie-In – Goal: Cultivate a Welcoming Environment

Operational Plan Tie-In – Action: Friendly, informed, and people-focused customer service.

### Project Purpose

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Create/plan/facilitate fun and engaging passive activities for all levels of library staff at SDD.

### Project Vision

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A fun, enjoyable and educational experience for staff while also connecting with one other.

#### ***Project Vision Update***

If the Project Vision is updated after the initial Project Charter is developed, list the reason(s) for the change to the Project Vision and the date of the revision.

### Project Outcomes

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Positive feedback from staff through post-SDD survey

#### ***Project Outcomes Revisions***

If the Project Outcomes are updated after the initial Project Charter is developed, list the reason(s) for the change to the Project Outcomes and the date of the revision.

### Other Considerations

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- Prioritize use of PPL building resources over purchases
- Purchases towards SDD are possible and requests should be reasonable
- Recycling successful passive ideas from previous SDDs are welcome!

#### ***Other Consideration Revisions***

If Other Considerations are added or removed after the initial Project Charter is developed, list the reason(s) for the change and the date of the revision.



# Communication Plan

**Communication Plan Goal:** Establish and clarify sponsor and team communication expectations regarding email, status updates, meetings, and project documentation.

## ***Team Communication***

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Project team members should regularly meet to discuss the status of their outstanding tasks, roadblocks, and next steps.

- Use provided SDD 2024 Team contact list to communicate ideas to one another
- Meetings will remain virtual
- Meetings will occur at least monthly until SDD and Melissa may call meetings more regularly as needed

## **Meeting Ground Rules**

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What meeting ground rules will we follow during team meetings?

## **Agenda/Minutes**

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All will take turns taking minutes unless one member would like to take this ongoing responsibility

## ***Documentation***

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It is important to clarify how project tasks will be tracked, where project files will be located, and which team members are responsible for keeping the task tracker updated and the project folder organized.

## **Project Files**

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- Melissa S. has created a SDD 2024 project folder [here](#)
- Previous SDD link - [Z: Drive > Staff Development > 2023 Staff Development Day](#)

## **Task Tracking**

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Tasks will be assigned out at each meeting and each member is responsible for updating the tracker prior to the next meeting

To give feedback on this template, please see the last tab of the [Strategic Plan Idea Cookie Jar](#) on the z-drive.

# SDD Meeting Agenda/Minutes



## Meeting Details

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- Date: Tuesday, May 21, 2024
- Time: 2:00pm
- Location: Virtual/ MS Teams
- Facilitator: Melissa S.
- Attendees: Samantha Teng, Zara Eberle, Sahar Khan-Brown, Jessica Rico, Robbie Sittel

## New Business

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Feedback from last year –

If LTS comes back, can it be more a presentation.

Afternoon breakout: Therapy Dogs, Art w/Amy Pagan, Neighborhood Services, Plano PD

What worked last year?

Big poster/group activity Strategic Plan Vision Board, Cheer Team Game, IMPROV group (morning session?), Video games, Photo Booth & Padlet (include iPad/tripod - popup/ side quest/themed with library colors?), board games.

Consider acoustics/sound of the program room – quieter activity

New Ideas:

Use morning session to celebrate/recognize PPL successes from strategic plan

Program Room used for quieter activities, comfy chairs, fidget toys

Power Point Party (limit on length of PPT)

Escape Room – repurpose WOH template

Quiet Corner – Coloring, Puzzles, Crossword puzzle

Big Games: Dinosaur Bones, Big Blue Blocks, Connect Four

Future of libraries using duplos

Space to view cheer team ppt, on tv perhaps?

Meet Quick – Easy Reader section/standing activity for more movement

## Action Items

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Action Item	Staff Responsible	Deadline
<b>Add word document for ideas one drive &amp; send link to SDD team</b>	Melissa	Click to enter a date. 5/22/24
<b>Share SDD activities for consideration</b>	All	Click to enter a date. 6/17/24
<b>Share SDD Contact List out to PPL</b>	Melissa	Click to enter a date. 5/22/24
<b>Find out non-negotiables for SDD breakouts/morning session &amp; presentations</b>	Melissa	Click to enter a date.
	Melissa	Click to enter a date.



<b>Send out placeholders for future meetings in July &amp; Aug</b>		
Add the details of the action item.	Who is responsible for this action item?	Click to enter a date.
Add the details of the action item.	Who is responsible for this action item?	Click to enter a date.
Add the details of the action item.	Who is responsible for this action item?	Click to enter a date.
Add the details of the action item.	Who is responsible for this action item?	Click to enter a date.

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# SDD Meeting Agenda/Minutes



## Meeting Details

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- Date: Tuesday, June 18, 2024
- Time: 2:00pm
- Location: Virtual/ MS Teams
- Facilitator: Melissa S.
- Attendees: Samantha Teng, Zara Eberle, Sahar Khan-Brown, Jessica Rico, Dorothy Stout

## New Business

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### Review Action Items from last meeting:

Parameters of Breakouts: Marc & Shelly are available to attend and present. We are still waiting to hear at what time (Mid-morning/afternoon)

### Review Brainstorm of Ideas & Staff Input which was due 6/14

Theme?

8:30-8:55am

Welcome & Coffee

9-9:10am

Welcome & Photo with Libby

9:10 - ??

Morning activities:

Escape Room (Jess) – Safety Team 10-15min per location (~1hr),

Kahoot,

Passive Activities:

Board Games & Giant Games (Dorothy/Melissa) – *Sticker Puzzle, Giant Crossword*

Game Cube, (Sahar),

Quiet Rooms (Sahar/Sam) – *Libby Office (Beach), Oasis, Library Admin Room*

Autographs (Sam),

Padlet,

Vision Board (Sam)

11:30-12pm (move to full hour?)

Lunch

12-1pm LTS (Janet) – Steam Kits Presentation

Competitions - Spaghetti Tower

1-1:45pm First Breakout Session

2-2:45pm Second Breakout Session

4:30-5pm

Clean Up (Sam) – All Staff

Possible Departments: Emergency Management Team, Parks & Rec, Neighborhood Services, PD Safety (selected as schedule, not mandatory for all staff), Tech Services, Plano 911, City Planning, Economic Development

Maybes: Adult Storytime

## Action Items

Action Item	Staff Responsible	Deadline
<del>Add the details of the action item.</del> <u>Get photos from LERS (Zara), GH (Melissa/Faith), &amp; CAP for Safety Escape Room</u>	<del>Who is responsible for this action item?</del> <u>Jess</u>	
Board game collection @ LERS	Dorothy	Click to enter a date.
Manager Board Games Collection	Melissa Who is responsible for this action item?	
Confirm Afternoon Educational Presentations - City Departments	Melissa Melissa	Click to enter a date.
Draft of SDD Schedule	Jess and Zara	Click to enter a date.
Figure our learning areas (logistics)	Sam, Jess, and Sahar	Click to enter a date.
Quiet room planning	Sahar and Sam (and Jess for Map)	Click to enter a date.
Confirming City Manager & DCM schedules	Melissa	Click to enter a date.
Confirming Nina/Cecily PPL morning presentations	Melissa Who is responsible for this action item?	Click to enter a date.

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# SDD Meeting Agenda/Minutes



## Meeting Details

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- Date: Wednesday, July 17, 2024
- Time: 2:00pm
- Location: Virtual/ MS Teams
- Facilitator: Melissa S.
- Attendees: Samantha Teng, Dorothy, Stout, Zara Eberle, Sahar Khan-Brown, Jessica Rico, Robbie Sittel

## New Business

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Go over the schedule and logistics: see attached documents

[2024 space logistics DRAFT.xlsx](#)

[2024 DRAFT SCHEDULE - Day Of.docx](#)

Service project ideas: bookmarks for seniors, plano animal shelter, make granny squares for a blanket

## Action Items

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Action Item	Staff Responsible	Deadline
<b>Service project team (Bookmarks for Seniors)</b>	Robbie Zara	Click to enter a date.
Finish planning for sections assigned on the draft schedule	All team members	Click to enter a date.
Add the details of the action item.	Who is responsible for this action item?	Click to enter a date.
Add the details of the action item.	Who is responsible for this action item?	Click to enter a date.
Add the details of the action item.	Who is responsible for this action item?	Click to enter a date.
Add the details of the action item.	Who is responsible for this action item?	Click to enter a date.
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Add the details of the action item.	Who is responsible for this action item?	Click to enter a date.

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# SDD Meeting Agenda/Minutes



## Meeting Details

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- Date: Monday, July 29, 2024
- Time: 2:00pm
- Location: Virtual/ MS Teams
- Facilitator: Melissa S.
- Attendees: Samantha Teng, Dorothy, Stout, Zara Eberle, Sahar Khan-Brown, Jessica Rico, Robbie Sittel

## New Business

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- Any questions about Survey (Melissa)
- Review [Map](#) (Jess)
- Review [Schedule](#) & Assigned Staff Areas (Melissa)

(Lobby Check in → Linda, Coffee & Donuts → Krisha/Linda)

### 11am Team Building Activities

Jess – Staff Bingo, 2<sup>nd</sup> Floor

Sam – Spaghetti Tower, 2<sup>nd</sup> Floor

Melissa – Board Games, 2<sup>nd</sup> Floor

Janet – Steam Kits Station, 2<sup>nd</sup> Floor Info Desk

Faith White – Crossword & Demco Puzzles, 2<sup>nd</sup> Floor

Beth & Kaitlyn – P&E 60<sup>th</sup> Birthday Plans, 1<sup>st</sup> Floor

Sahar – Game Cube, 1<sup>st</sup> Floor

Sahar – Photo booths & Quiet Spaces, All Floors

### 2pm & 3pm [PPL Staff Facilitating Breakout Sessions.docx](#)

- Final count for A/V or whiteboard needs (Melissa)
  - Dorothy Stout – WOH laptop
- Sam & Sahar - to greet presenters around 1:40pm and walk them to their spaces for breakouts
- Group chat – share numbers
- Sam/Jessica - announcements throughout the day
- Update on Service Project (Robbie/Zara)

## Next Meeting

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- Exchange cell phone information for same-day communication
- Last minute logistics plans – Speaker & Mic w/Kaitlyn G.
- Set date for retrospective meeting (End of August/early September?)
- Survey Questions for Post- SDD, what do we want to ask?
  - Staff Dev.Day met my expectations (rate)
  - I had adequate time to learn (rate)
  - I learned something I can use in my daily interactions (rate)
  - It was easy to locate activities throughout the day (rate)
  - What did you like about this Staff Development Day? (open ended)
  - How would you improve Staff Development Day? (open ended)
  - What topic content would you suggest for next year? (open ended)

## Action Items

Action Item	Staff Responsible	Deadline
Add the details of the action item.	Who is responsible for this action item?	Click to enter a date.
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Add the details of the action item.	Who is responsible for this action item?	Click to enter a date.

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# SDD Meeting Agenda/Minutes



## Meeting Details

- Date: Tuesday, August 13, 2024
- Time: 3:00pm
- Location: Virtual/ MS Teams
- Facilitator: Melissa S.
- Attendees: Samantha Teng, Dorothy, Stout, Zara Eberle, Sahar Khan-Brown, Jessica Rico, Robbie Sittel

## New Business

- Exchange cell phone information for same-day communication: [SDD Team Phone Numbers.docx](#)
- Last minute logistics plans
  - Move Speaker & Mic to 2<sup>nd</sup> Floor before 9am on 8/20 (work with Kaitlyn)
    - Jessica & Sahar
  - Assist Planning w/West Program Room & TV – Sahar/Melissa
  - Assist Fire w/Genealogy Prog Room & TV – Sahar/Melissa
  - Last Call – Board games – label and send to Linda by Friday, 8/16

Breakout Sessions 2-2:45 & 3-3:45pm				# people	People Assigned	
					2pm	3pm
1	PPL Service Project	Robbie/Zara E.	2nd Floor, Quiet Room	30	24	21
2	P&Z - You Make the Call	Eric & Christina	West Program Room	25	14	12
3	Therapy Dogs		1st Floor, Open space near Info	30	25	23
4	Safety Escape Room	WOH & MMD Cheer Teams	1st Floor, Storytime Room	25	13	16
5	Color Theory	Dorothy Stout (both sessions)	Program Room (1st Floor)	30	26	25
6	Life Cycle of a Book (LTS)	Janet/Tom (LTS Staff) - both sessions	LTS (Basement)/Oasis/Basement Staff Conference Room	25	16	17
7	CPR & AED Training w/Plano Fire	Daniel Daly	Genealogy Program Room (basement)	25	13	15
8	PPL Trivia	Kanan & Sarah Deay	Library Admin Conference Room (Basement)	15 (Goal: 3 groups of 5)	11	14

- Set date for retrospective meeting (End of August/early September?)
- Survey Questions for Post- SDD, what do we want to ask?
  - Staff Dev.Day met my expectations (rate)
  - I had adequate time to learn (rate)
  - I learned something I can use in my daily interactions (rate)
  - It was easy to locate activities throughout the day (rate)
  - What did you like about this Staff Development Day? (open ended)

- How would you improve Staff Development Day? (open ended)
- What topic content would you suggest for next year? (open ended)

## Next Meeting

## Action Items

Action Item	Staff Responsible	Deadline
Add the details of the action item.	Who is responsible for this action item?	Click to enter a date.
Add the details of the action item.	Who is responsible for this action item?	Click to enter a date.
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Add the details of the action item.	Who is responsible for this action item?	Click to enter a date.

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# SDD 2024 Retrospective Meeting



## Meeting Details

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- Date: Tuesday, September 3, 2024
- Time: 2:00pm
- Location: MS Teams
- Facilitator: Melissa
- Attendees: Samantha Teng, Dorothy, Stout, Zara Eberle, Sahar Khan-Brown, Jessica Rico, Robbie Sittel

## Project Goal

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Create/plan/facilitate fun and engaging passive activities for all levels of library staff at SDD.

## Project Overview

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Monthly meetings held May, June, twice in July, and August up until SDD on 8/20. Deadline for all PPL staff feedback on activity/topic ideas was June 14<sup>th</sup>. Plans were finalized by early July. Last two meetings were focused on logistics/who-does-what. Information was posted on Z drive and sent out via PPL Dispatch.

## Successes

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Having Quiet Spaces

People enjoyed down time, quiet time – last year was more rushed

Staff enjoyed PPL Bingo, celebrating accomplishments, and donating prizes

Peter Braster – great speaker

LTS Life Cycle of a Book

Color Theory

## Areas of Opportunity

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- Planning Prep: still many moving parts with last minute requests: COP ID card distribution, firm arrival time request, SDD team not aware of other moving parts like Presenter Prep, Working with Linda/Faith/Beth/Rachel Yz./Kaitlyn/Libby
- Making PPL staff aware of photo booth padlet, many had no idea this was available even though QR codes were posted
- Sharing out loud during SDD, where to locate maps, quiet spaces, photo booths
- Schedule or Map on back of the nametags
- Share updates during monthly staff meetings up until SDD
- SDD Ambassador to direct people throughout the day & LEAD Team Greeters
- LEAD Team introductions, every year

## Future Reflections

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Request PPL staff to present more, they seemed to enjoy this

- Maybe staff can do training or presenting a program to staff

Presenters with informative and interesting topics for all staff.

Registration form – Rank on a list all sessions (1-8) instead of selecting 1<sup>st</sup> and 2<sup>nd</sup> choices

More time for the breakout sessions (extended to 1hour/session), or more breakout sessions

SDD 2026 – plan for later in the year, not first day of college?

Service Projects enjoyed by all, should be included in structure of SDD

Link to menu items/description

Admins to look at lunch options

Communicate purpose of SDD to staff, share learning objectives

More speakers like Peter, or Peter again next year

Keep group text message with SDD team, Day-Of

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