

Manager Highlights February 2017

Youth Services (Susie Menk)

1. Mission Moment: We had a patron contact us about the Monkey See, Monkey Do Winter Readathon. Her two boys received their monkey sippy cups and were so excited to use them. Mom sent us a picture of the two boys and shared how happy they were to have completed the reading program.

2. Personnel:

- We will be interviewing for the WAICU Summer Intern in March and hope to have a candidate ready to help in late May or early June.
- We will be posting for another summer intern to help in the Children's Department during our reading program. We hope to have this position filled by early May.

3. Staff Development:

- Justin is working on a Coding Class through Library Journal. He should be wrapping up the class by the end of the month.
- Susie was the recipient of a scholarship for the Wisconsin Department of Education online class "Coding Together, Learning Together". This class will begin the end of March and runs through April.
- Susie attended the SLP workshop at the Green Bay Botanical Gardens.
- Susie attended a Wild Winter Webinar session "Sustainable Thinking for the Future of Libraries".
- We have completed all our performance reviews.

4. Outreach Activities:

- Susie did a story time for the Crossing.
- Betty did a story time for the Crossing.
- Susie did a story time for Redeemer.
- We participated in the Ice on 8th Street Event.

5. Operations Activities:

- We are currently working on catching up with our B&T carts.

6. Significant Statistics and Activities:

- We did an Ice on 8th Street story time and had students from Lincoln High School come and do a snowflake craft and snow painting. We had 50 in attendance for this event.
- We have partnered with Dare to Dream to host a Theater for the Very Young program on the second Friday of each month.

AWE Sessions	323
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EDGE Sessions	135
Wii	46
Minecraft	67
Board Games	3
TumbleBooks Total Views	105

7. What's coming up:

- Our 2nd grade Star Reader program will be starting in late March and run through the month of April. Thanks to all the staff who help with this program.
- Wizarding World will be April 22nd. Butterbeer, Beast booklets, Potions class and more!
- We are hosting Miss Wisconsin for a story time and a Spring Egg Hunt on April 15th. We will also have teens from the Valders Key Club here to do face painting that day.
- We are gearing up for summer! This year's theme is "Build a Better World".

Facilities (Stacey Bialek)

MISSION MOMENT:

"Thanks for being here"

~8-year old patron as she was leaving the library at closing time~



Not many of us get the opportunity to interact with our patrons on a personal level, let alone getting their personal insights on the weather, politics, why we close so early, and other universal mysteries. As you open the doors and wish them a "good evening", a staff member can hear everything from, "You never closed this early before" to "Donald Trump will doom us all". Kids are sometimes the most crudely honest. I will tease them about how many materials they've checked out and how it'll be impossible for them to finish in the time they have. But, they have quick comebacks like, "This is so I don't bother Dad while he naps" (it looked like Dad napped a lot) or "we're staying by Grandma's and Grandpa's this weekend and Grandpa says I should be 'seent' and not hurt". However, my favorite is the quote above. It came from an 8-year old girl as she was leaving one Friday night. I held the door open and said "Thanks for coming and thanks for checking out all those books!" She never looked up at me and said in a quiet voice, "Thanks for being here".

PERSONNEL:

- Congratulations to all library staff on another annual No Lost Time Injuries reward. The library as a whole must work together in prevention and active cooperation to maintain a safe & secure facility. The pizza party was provided through the city's Safety Steering Team, which provides incentives and educational opportunities throughout the year.

STAFF DEVELOPMENT:

- Susan Oswald and I attended the "Making the Library a Welcoming and Empowering Place for People with Disabilities" at the Brown County Library. The licensed webcast defined the difficulties that people with disabilities face both overtly and covertly, the range and types of disabilities, and the positive adjustments libraries can make that will encourage people to use the library no matter the type or gradient of disability.
- Those of us who are part of the First Floor Planning Committee or L.E.A.P.F.R.O.G. attended many webcasts focusing on space, layout, and design opportunities that other libraries have had to deal with in their past. One webcast called "Off the Rails", provided insight into replacing a beloved train that allowed children to climb, hide, and read within its frame. They able to hold down the cost of replacement by thinking outside the box and purchasing an outside gymnasium set as a long-term substitute.
- The maintenance department is now in the process of hands-on refresher training for exterior door alarms. Very soon we will be taking small groups and retrain on certain emergency procedures, such as evacuation.

OUTREACH ACTIVITIES:

- We are now in the full swing of a new season of Great Decisions. The topics and attendance have been "great", as well as the new AV system that was installed last month.

OPERATIONS ACTIVITIES:

- We are now on the 2nd floor installation of the final loop of the new security cameras.
- Our fire/security monitoring company, CEC, conducted another annual inspection of our fire detection/suppression devices, as well as our perimeter security sensors and mechanisms.
- We are finishing installation and tuning of a new video intercom system that will enable staff to greet and "buzz-in" guests, contractors, and delivery services. The exterior camera will be the final step.
- While taking advantage of the short January thaw, we were able to grease and replace all the exterior vent fan motor belts.
- We will be upgrading some of the circulation pump mechanisms, such as spring couplers, and replacing some of the aging heating valves prior to the middle of March.

- The maintenance department staff are reviewing emergency procedures and preparing for February's mock drills in anticipation for all-staff reviews.

SIGNIFICANT STATS/ACTIVITIES:

- Warmer weather has also helped in lowering our electrical bill. We are approximately at \$410 below this time last year in peak Kw/hr.

WHAT'S COMING UP?

- Children's Department lighting upgrades with LED drop-in lamp conversion.
- 2nd floor Security Camera install
- Staff & Building Security Evaluation with MPD representative Sgt. Bruce Jacobs
- Painting of the 2nd floor veranda hallway from "purple preserves" to "honey tone".

Public Services (Anne Juza)

I. Mission Moments

- Margo was able to sub for one of the Homebound volunteers by delivering library collections. It is always nice to have an opportunity to get out into the community and interact face-to-face with some of our Homebound patrons. It reinforces the value of our work and highlights one of the great services the library provides for our local citizens.
- Meredith had a few people at her sister's birthday party talk about the Doctor Who event. She informed them of the Wizarding World Day coming to MPL in April. Be sure to check out the life-size images around the library!
- Tim had the pleasure of meeting ninety-three year old Jean Dvorak-a Felician Village resident & Darlene Wellner's (Great Decisions Committee Member) sister-in-law. Jean was so helpful to hand out MPL's flyers at the Village for residents to attend Great Decisions. Darlene wanted to let Tim know that Jean passed away, but appreciated Tim's effort to drop off materials and chat with Jean.

II. Personnel

- Margo finished up six weeks of helping in the Children's Department. She had fun planning and running lapsits and toddler times on Tuesdays. She was able to meet lots of great families and children!
- Kristin, Margo and Therese met to discuss MPL's volunteer application process. Next month they will meet to come up with a streamline approach for new applicants.

III. Staff Development

- Anne attended the following meetings in February: WIMI Board and Regular Meeting; Love Yourself! Physicians from Aurora & Holy Family; National Library Week; Summer Library Collaboration Meeting with Children's Department; Partnership with Lester Public Library for National Library Week 2018; City Managers Meeting in City Council Chambers; City Wellness Committee Meeting; CVMIC: Ethics in the Workplace; Citizenship Grant.
- Anne is taking a 5-week UW-Madison class on "Creating Top Notch Service".
- Anne attended the following webinars: Big Ideas with an Itty-Bitty Budget and The All-Generations Library.

- Margo listened to a webinar about Intergenerational Libraries.
- David attended a program, Blue Cloud, presented by Margie. Blue Cloud is a replacement for Director's Station for reporting purposes; David also attended webinars related to space planning.
- Mary and Lori worked diligently on creating the February Board documents using Granicus.
- Meredith attended the following: 2 National Library Week meetings, Wizarding World Event meeting, Blue Cloud Training, and Summer Library Program Collaboration meeting with the Children's Department.

IV. Outreach Activities

- Anne went on-air WCUB "Breakfast Club" discussing Great Decisions Series.
- Meredith completed two Citizenship Public Information Sessions and will finish with the staff training before the end of March.
- Tim was very instrumental with the following February events: "The Short Films of Melonie Gartner", which brought in 69 people; "Ice on 8th" with help from Lincoln High School; appearing on WCUB's "Breakfast Club" promoting the Hamilton Wood Type Museum event at MPL.

V. Operations Activities

- Several staff members posed for a pic to try to win a FREE self-check from Bibliotheca.
- Jason held a class, Intro to Word, having 10 people show up, and receiving useful information.
- First Floor Planning Committee members include: Jason, David, and Therese. The committee's goal is to identify strengths, weaknesses, opportunities, and threats (SWOT approach) to the library. After identifying core components of each category, the committee will then find a way to implement a change.
- Meredith and Jason are looking into the process of tweaking the current Name & Place Index.
- In approximately six weeks' time, MPL has posted over a dozen different digital billboards mentioning MPL's upcoming events.
- Tim arranged for The Roncalli Singers to provide some a cappella tuneage to the "Ice on 8th" event and Alice Kozlowski (Board Member of MPL Friends) will tickle the ivories as people arrive for "Art & Wine" during National Library Week in April.
- Therese's monthly activities: Friends Annual Meeting, 2 webinars, listened to 2 archived webinars, First Floor Planning Committee meeting, and helped in the Children's Department.
- Therese's volunteers helped with stamping and cutting out replacement stickers for Tech/Literacy.

VI. Significant Statistics Activities

- Mary and Laura put together a display featuring Michael Perry books. Michael Perry, co-sponsored by MPL Foundation and UW-Manitowoc, will be speaking at UW-Manitowoc Theatre on Wednesday, March 15.
- Table of romance paperbacks sold for .25/each. At least half the books sold (about 55).

VII. What's Next

- Volunteer Reception
- National Library Week
- Wizard World Event
- Michael Perry presentation at UW-Mtwc
- Great Decisions

Materials Management (Roxanne Staveness)

1. Mission Moment:

2. Personnel:

- Brian has resigned for school and family reasons, he will be missed.
- Lynn was promoted to the children's department and we will miss her but are very happy for her.

3. Staff Development:

4. Outreach Activities:

- Attended my first Lion's Club meeting. Will be joining them in March.
- Attended book and a movie night. We had 21 people attend and the title this month was *Bridget Jones's Diary*.

5. Operations Activities:

- Cataloged a variety of items for MPL.
- Placed our first OverDrive Advantage order.
- Attended all City Manager's Meeting and Library Board meetings.
- Amy and the staff have been instrumental in getting the Book Club bags up and ready to be checked out.
- Had a selector's meeting where we went over ordering from Baker and Taylor.

6. Significant Statistics and Activities:

7. What's coming up?

- February book and a movie is *The Help*.
- My Organization and Management of Collections continuing education course through UW-Madison SLIS department is up and running, lots of new ideas.

Highlights from Amy

MATERIALS MANAGEMENT

FEBRUARY 2017

ASSISTANT MANGER'S REPORT

AMY EISENSCHINK

MISSION MOMENT

- While at the Optimist meeting I found out about a program at the YMCA. Just by me being there the YMCA representative thought that maybe the library should have been invited to the event. She is getting me information. Staff getting out into public definitely has an impact.

PERSONNEL

- Abby Kuechmann and Brian Robles-Leitner both resigned their shelving page positions.
- Lynn Christiansen was promoted from process page to Youth Associate.
- We are in the process of reviewing applications to fill these open page positions.
- Staff enjoyed salad and pizza to celebrate 365 days of work without missing work for injuries.

STAFF DEVELOPMENT

- We held 2 department staff meetings. Both meetings were well received and viewed as a positive use of time by all those in attendance. We will be having a third one for the clerks in March.
- New clothing guidelines were put into place on February 1. Staff are looking sharp.
- I met with Sue Oswald to see what she does and how it matched with procedures. Everything look really good.
- Ann Reimer worked with Susie Menk on using B&T and how to process a "missing item" list.
- Staff are working on their 2017 goals and we are already seeing the benefits.

OUTREACH ACTIVITIES

- Met with management at Lester Public Library to see how we can work together on a great program for 2018 National Library Week.
- Went to the HRC meeting to represent the library. I talked about our new book discussion bags.

- I attended the Lakeshore Business and Professional Women's Association meeting to see if I would want to join. I also attended the Sunrise Optimist Club meeting to see if I would want to join. I decided that the Optimist Club would be the best fit for me and the library. I will be joining in March.
- I attended the City Manager's meeting and the Library Board meeting.

OPERATION ACTIVITIES

- I helped Kristin with interviews for the Literacy Coordinator position.
- I helped Kristin with writing 2 policies.
- Megan Wanserski (Materials Management Page) and Ann Plekan (Materials Management Clerk) worked on end cap signage. Emily Ellerman (Marketing Technician) designed and printed out the signs. The signs are now hung on the end caps of adult non-fiction. This will certainly make it much easier for staff and patrons alike when looking for material. This was a great group effort across staffing positions and departments, making the library more efficient.

SIGNIFICANT STATISTICS

- Added 741; Withdrew 2,052; Processed 435; Mended 149; Ordered 1,228

COMING UP

- CVMIC training
- Cleaning Day
- LARS meeting
- Page interviews

MATERIALS MANAGEMENT MONTHLY STATISTICS

For the month of February 2017

	Beginning	Adds	W/D	Year-To-Date
Collection	169,631	741	2,052	168,320
Monographic Volumes				
ADULT	85,927	406	1,234	85,099
REFERENCE	1,596	13	24	1,585

YOUTH	51,985	127	659	51,453
Audio Visual				
SOUND REC	12,395	62	38	12,419
VIDEO REC	13,417	133	97	13,453
OTHER	918	0	0	918
Microform Units	3,393	0	0	3,393

Highlights from Laura

February 2017 Monthly Report

Requests submitted via Wiscat on behalf of MPL borrowers: 592

Requests filled via Wiscat: 566

This is a fill rate of 96%.

Requests received from potential borrowers via Wiscat: 294

Requests filled by MPL: 234

This is a fill rate of 80%.

We received and filled three email ILL requests.

We spent \$52.82 to mail 20 packages containing ILL items back to the lending libraries.

I attended the Public Services and Materials Management departmental meetings. I also attended a follow up meeting about ILL workflow, and the inaugural meeting of what is now known as LEAPFROG, which is a dynamic group of MPL staff members who are beginning to explore re-organizing the first floor public spaces. In addition, I viewed six webinars this month, five of which concerned library planning. I led this month's book discussion of "The Readers of Broken Wheel Recommend." Again this month, I helped cover Monday evenings in the Children's Department, and covered four hours during Wednesday story times.

During February, in addition to continuing to support the MPL "Book Discussion" and "Book and a Movie" programs, we borrowed multiple copies of 13 titles written by Michael Perry, in advance of his March 15 appearance here in Manitowoc. We circulated nine book discussion kits during the month of February. We also borrowed multiple copies of 11 titles for book groups. The Zimmer Forum resumed after a brief hiatus and we supplied copies of their February discussion title. In addition, we supplied multiple ILL copies of nine titles to the Manitowoc Public School District staff for classroom use. We are extremely gratified to be working ever more closely with MPSD, which has been a goal of MPL for many years...great progress is being made! Here is a listing of the titles provided to MPSD during February:

ALVIN HO: ALLERGIC TO GIRLS, SCHOOL, AND OTHER SCARY THINGS

UPSTAIRS MOUSE, DOWNSTAIRS MOLE

OTTO'S ORANGE DAY

LITTLE PENGUIN'S TALE

THE BOY WHO CRIED NINJA

TINY CREATURES: THE WORLD OF MICROBES

CRASH

THE JACKET I WEAR IN THE SNOW

THE RELATIVES CAME

At the request of a MPSD elementary teacher, we assembled a collection of multiples copies of nine children's titles on immigration. We also began working with the sophomore English classes at Lincoln High School; at a teacher's request, we've assembled a large display cart of forty titles from which students are expected to select one book to read for their English class.

During February, we served 12 patrons as notary publics. We also proctored one exam for a library patron.