

Director's Report March 2017

Mission Moment

The mission of Manitowoc Public Library is to promote a culture of reading and to provide access to information. Through services we strive to foster an environment that meets the educational, recreational and cultural needs of the community.

Personnel

- Held interviews for the Children's Services Manager. Each candidate completed an interview schedule similar to this one:

Time	Activity	Staff Member Lead
8:30 AM	Formal Interview (45 min)	KS & BP
9:30 AM	<p>Story Time activity: Candidate will lead story time; focus – lap sit 0-2 years old. Candidate should prep for 15-20 children. The theme should be on Under the Sea. Candidate will have 15-20 minutes. A craft will be prepared for the children at the end of the story time by library staff. Candidate should prepare one craft they would have included for the interview purposes only. Please include an example of the craft, steps for the craft, and an outline of your story time for the two interviewers.</p> <p>Layout of your <i>Dream</i> Teen/Children's Floor Your library has recently been awarded a grant with no cap to build the library of our dreams. You have been assigned to develop the area for children and teens. You are in the initial planning stages of building your section which you'll share with your supervisor. Prepare a brief outline of the highlights you will include in this dream area for children and teens. Prepare to explain your outline and the reasoning behind the decisions you made.</p>	KS & BP
10:00 AM	Library Tour (30 min)	AR
10:30 AM	Interview with Management Team and Youth Staff (30 min)	RS/AJ/SB/AE/BS/ JS
11:15 AM	Wrap up with Kristin – Coffee	KS

- There were three candidates interviewed between March 14 and March 25. We offered the position to Julia Lee, who accepted and will start May 1st. Julia is coming to us from Waseca Public Library in Waseca, Minnesota where she was the Children's Curriculum Coordinator. She has her MLIS from UW-Milwaukee and her Bachelor's degree from UW-Whitewater in English Education. Julia was a teacher before she joined the world of libraries. Prior to Waseca Public Library, she has experience at Brainerd Public Library and Bemidji Public Library, both in Minnesota. Julia brings a passion for library science and an enthusiasm for children and teen services. She has a proven track record of successful, innovative ideas and dramatically increased children and teen services at Waseca Public Library. We are excited to have her on board.

Staff Development

- Wednesday, March 1 – I received training on Sirsi-Dynix Workflows with Judy
- Wednesday, March 1 – I received training on our IT department and its functions from Jason. We discussed our current software and hardware, and possible areas for improvement.

- Friday, March 3 – I shadowed with Therese related to the volunteer coordinator role she leads. We have a lot of dedicated volunteers at the library.
- Monday, March 6 – Training on NeoGov with Jessie from HR. This software is used for all of our hiring. I appreciated receiving the training.
- Thursday, March 9 – Performance evaluation training set up by City HR through CVMIC. This was a working meeting looking at revising our current performance evaluation process. The library management team will be working on setting performance standards for each of our job descriptions. These standards need to be submitted to HR by the end of June 2017.
- Tuesday, March 14 – The Illusion of Grant Readiness: This was an onsite workshop funded through The Chamber of Manitowoc County. It gave tips and advice as we move forward with submitting multiple grants.
- Wednesday, March 15 – Training with Judy on Public Service Desk procedures on the 1st floor
- Thursday, March 16 – Library Spring Cleaning Day: We took a couple of hours on Thursday morning to do a team building cleaning day. Staff from all departments were intermixed to help clean up various areas of the library including the Materials Management area, staff kitchen, Balkansky kitchen, and Public Service desk. It was a very worthwhile morning.
- Tuesday, March 21 – The Inclusive Library – Best practices for serving patrons experiencing homelessness. This was a webinar put on by staff from Detroit Public Library. They created a department to help address homeless needs for their patrons. We are not able to accomplish that here at this time, but it was great knowledge to have.
- Wednesday, March 29 – CEO Breakfast series at Silver Lake College: Ben Harrison – This was a great presentation and opportunity to network with area business professionals. I'm looking forward to the final session in this series in May.

Adult Literacy One-to-One – Mary Petersen

- **Annual One-to-One Adult Literacy Partners Awards Reception**
Save the date: Thursday, May 11, 2017 from 5:00 to 7:00
Invitations are included in packets
- **New Tutor/Learner Matches**
Four new learners have been matched with tutors. One learner is working to improve his basic reading skills, while the others are working to improve their English language skills.
- **Citizenship**
One of our learners has passed her citizenship test and is now a United States citizen—no small achievement! The process involves hours of study, passing the citizenship test, and passing the interview.
- **Partnership with YMCA**
Three of our learners were brave enough to volunteer to read to the 4K classrooms at the YMCA, in celebration of Read Across America Day and the anniversary of the birthday of Dr. Seuss. It took a great amount of courage for these individuals to read aloud to a group of children. The readers were warmly welcomed, and one reader was asked if she could come back!

Grant Writing – Tim Gadzinski

- Continued to meet with Kristin on a weekly basis in order to continue to transition grant-related activities to me and set the expectations level for involvement with existing open grants
- Midway through March, I submitted the “MPL on the Go!” video grant proposal into the “A Community Thrives” (ACT; a USA Today Network initiative) grant competition. Thanks to Emily Ellerman, Jason Kunde and Kristin Stoeger, the video was a great success and was accepted in to the competition. It can be seen at <http://act.usatoday.com/submit-an-idea/#/gallery/59336228/>. As the closing date for submissions was March 31st, we held off promoting the voting process to hopefully move into the Top Ten submissions in the “Education” category until early April in order to avoid potential copycat entries. Once the online voting has concluded mid-May, USA Today is awarding a total of three grants to the Top Three entries from the Top Ten pool: one for \$100,000 and two for \$50,000.
- After meeting with representatives from the Corrections Program Literacy Survey team to discuss the results of the survey, it was concluded that while the interest in a literacy initiative in this particular pool was fairly low, there was sufficient interest to move the project forward beyond the Planning Grant stage. With that in mind, we intend to seek out other grants to continue the program, either through LSTA (whose future is somewhat uncertain due to the budget being forwarded by our current president) or other sources. We hope to have word on the direction of this grant search soon.
- After reconnecting with Ann Hansen, the Human Resources Director at Federal-Mogul, we set up a meeting to put the United Way Workplace Literacy initiative into motion. While Ms. Hansen did not immediately remember committing to this project, after reviewing the Memorandum of Understanding at a meeting at Federal-Mogul offices (attended by one-to-One Literacy coordinator, Mary Petersen, Ms. Hansen’s intern, Lauren Warner, and myself) a plan was put in place whereby MPL and Federal-Mogul would attempt to recruit both literacy learners and tutors for the library program with a pamphlet that would be made available to their employees through strategic workplace placement in both English and Spanish (and hopefully in the near future, Hmong), as well as an announcement on the Federal-Mogul in-house monitors. The primary concern was confidentiality, and as such, while interested individuals can acquire pamphlets and applications at Federal-Mogul, they need not report back to the HR office there to sign up. They only need to contact MPL in order to sign up.
- MPL applied for a Better World Books Literacy Grant for Libraries in the hopes of acquiring funds to establish a Makerspace area located in the currently-underutilized Teen Scene area. We applied for the full amount available: \$15,000. This would allow us to establish a hands-on learning space within the library for our patrons, thusly enabling us to pursue a new and exciting avenue for the distribution of knowledge within our community.

Outreach Activities

- At the beginning of March, Tim, Emily and I filmed the A Community Thrives grant for \$100,000 to purchase two vending machines to put in the community for better access to our materials. This grant will go live April 12 – May 12
- Monday, March 6 – Dinner with League of Women Voters and Great Decisions speaker Dimitri Lazo, Professor from Alverno College. He spoke on Conflict in the South China Sea.
- Friday, March 10 –I met with Mark Holzman, Superintendent for MPSD. We discussed a virtual library card idea to implement in the Fall 2017. I should be hearing back from him in early April.

- Monday, March 20 - Dinner with League of Women Voters and Great Decisions speaker Arthur Cyr, Professor from Carthage College. He spoke on Nuclear Security.

Operations Activities

- Friday, March 17 – LARS/Director’s meeting at Brillion Public Library
- Finalized and signed contract between Manitowoc County Historical Society with Amy Meyer and the Library on the extended loan of their school records. We will keep them housed at the library providing access to them for the community until such time that the Historical Society has room to take them back. The signed contract is on file at the library.
- Friday, March 17 – Adult Literacy Services Needs of Manitowoc Corrections System: I met with the committee to follow up from the Corrections Grant we were awarded by LSTA funds. This grant ends the end of March. We compiled the data from the grant. We believe there is enough interest to move forward with a grant to fund a literacy program working with the corrections system. We will be exploring grant opportunities moving forward.
- Tuesday, March 21 – met with Patrick Glynn to discuss moving forward with a market adjustment for our pay plan. This will go before the March Board meeting for approval.
- Met with Greg Vadney from Rahr-West, along with Justin, Jason and Tim to discuss holding another DAP series this summer. We plan to collaborate again this year to offer another summer series for teens.
- LEAPFROG is working on User Scenarios for the public to get feedback on our current space. We are hoping the public will complete a scenario sometime between April 17 and April 30. The data we compile from this study will be beneficial moving forward. In March, we are developing these scenarios and finalizing the project to roll out in April.
- Wednesday, March 29 – MCLS Board of Trustees meeting in New Holstein
- SILLI Grant: I would like to introduce an inner-library grant initiative at Manitowoc Public Library that would encourage our staff to team together in order create innovations that would have a positive impact on MPL moving forward, as well as generating a greater personal stake in the library. Along with Marketing Associate and Grant Assistant, Tim Gadzinski, I am creating the guidelines for the program and will introduce it more fully to the Board in May, However, I would like to provide a brief summation in order to introduce you to the concept. I would also like to set aside funding in the Foundation Allocation this year to fund this initiative:
 - Name of the Internal Grant: **S.I.L.L.I. (Supporting Innovative Library Leadership Initiatives;** it’s a fun name and lends itself easily to participation and promotion).
 - Grant amounts: A maximum of three grants awarded each year with a maximum amount of \$1,000 per grant. As such, I am requesting a total of \$3,000 in order for this initiative to become operational.
 - The program would be open to the entire staff with the exception of myself and Tim, the two permanent members the Adjudicating and Awarding Committee. In total, three people would comprise this committee, with the third being chosen on a rotating yearly basis from interested members of the library’s management team.
 - There will be clear guidelines in place in terms of the Awarding Process, which will include the criteria for being awarded one of the grants, the stipulations of submitting for a grant (including future eligibility after being awarded a grant), and the timeframe for grant implementation.
 - An evaluation of each grant will be executed after its implemented.

Significant Statistics and Activities

What's coming up?

- My main focus over the next month will be on training and integrating the new children's services manager into the youth department and operations at the library. I hope to make process on a few of these additional projects.
- LEAPFROG and I are continuing progress of the 1st Floor Redesign Project. (LEAPFROG stands for Librarians Exploring And Planning Future Redesign Opportunities and Growth) We will be scheduling tours in the month of May to several different libraries. We have been in contact with DEMCO, BCI and Brodart to assist with this project. Finally, in April we will be conducting our user scenarios to gather feedback from the public. We are also hoping to conduct more in depth needs assessments from the community.
- We have National Library Week coming up in April. We have a week's worth of events culminating in an Easter Egg Hunt with Miss Wisconsin. We will also have Food for Fines all week long.
- I will be working with staff to develop our recommendation for the iPad replacement policy and purchase formula.
- I will be working on developing an Incident Report procedure for staff. At this time, there is not a written procedure for staff to follow. I'm looking to develop a procedure to keep staff informed and aware of concerns in the library. In addition, I would like to include notification to the police when we ban an individual from the library. I have been in discussion with Nick Reimer, Police Chief for the City.
- Amy E. and I will be working with staff on revising job descriptions to make them compliant with ADA standards.
- I will continue my research and investigation into possibilities of opening on Thursdays even for a short period. I will share my findings with the Board.