

Manager Highlights May 2017

Youth Services (Julia Lee)

1. **Mission Moment:** Manitowoc Public Library officially has ALL 2nd graders in the city in our Star



Reader Program! Star Reader is a literacy program specifically designed to get 2nd graders into the library, excited about reading, and inspire the kids to come back again and again. It has been a joy to be a part of this program, hearing kids say how COOL the library is, how they wish they could stay ALL day, and how they couldn't wait to come back with their families. Susie has worked incredibly hard to make sure we reach all 2nd graders in Manitowoc, and the last school we needed to take part in our program—Jackson Elementary—participated on May 31st! Woohoo!

2. Personnel:

- We are thrilled to announce that Lisa Pike will be our new Teen Associate! Lisa is a familiar face to many, as she has been working at the Lester Public Library in adult services in Two Rivers. In addition to her experience at Lester, Lisa has had experience in both programming and collection development as a teen librarian, and has her MLIS. Lisa is passionate, creative, and very knowledgeable about teen services. We are excited to have her as a part of our team!
- We are also so happy to have two interns joining us for the summer! Erin Engstrom just finished her freshman year at Ripon College where she is majoring in Biology. Erin will be with us 40 hours/week for 10 weeks (yay!). She has experience volunteering at the Brookfield Public Library, where she registered children for the summer reading program and helped prepare crafts, and at her high school's Information Resource Center. In addition to her volunteer experience, Erin brings infectious energy, enthusiasm, and a positive attitude.
 - Abigail Jirkowic is our 19/hr a week intern who will be starting on May 30th. Abigail has just finished her freshman year of college as a major of Elementary Education with an emphasis on Special Education. She has years of experience working with children as a dance and swimming teacher. She is friendly, outgoing, and excited to be a part of the Manitowoc Public Library's Summer Reading Program.

3. Staff Development:

- Susie & Julia: Susie organized the YSS Meet Up with Terry Ehle. She and I attend the YSS Youth Regional Meet-Up on May 19th. Children's Librarians from all over the region came to tour the Manitowoc & Lester libraries, share ideas, collaborate, and get inspired! Susie demonstrated our cool MeeperBots and Terry Ehle from Lester showed off her awesome Dash robots. We all came away with some great ideas.
- Julia attended Team 2.0 with Kristin, Stacey, and Roxanne.
- Julia attended the Awareness to Action Seminar on Preventing Child Sexual Abuse.

4. Outreach Activities:

- Betty did two story times for the Crossing.
- Susie did a story time for Redeemer.
- Susie attended a Child Safety Network meeting.
- Susie attended the Investing Early meeting.
- Susie & Julia went out to Pinecrest Historical Village for a story time.
- Franklin, First German, and Jackson came here for the last of the Star Reader programs of the year.
- Head Start families came twice in the month of May for story times and early literacy immersion.
- Riverview, Reedsville, St. Francis, Madison, First German, Valders, Stangel were all here to tour the library and hear about the Summer Reading Program.
- Susie & Julia went out to Monroe, Madison, Washington, to promote the Summer Reading Program.
- Julia went out to Wilson to give a book talk about graphic novels and promote the Summer Reading Program

5. Operations Activities:

- We are busy working on weeding and on our PIC book city again.
- We are updating our magazines in the kids and teen areas.
- Staff have been meeting with Roxanne regarding collection development and selection.
- The teen area is getting a facelift! We are adding a “New” YA Fic section, getting colorful new signage, and putting face-out shelving around the fiction section to increase browsibility. We are also adding a YA Audiobook section. Thanks to everyone who has helped make this possible!
- We are busy gearing up and preparing for our Summer Reading Program “Build a Better World!”

6. Significant Statistics and Activities:

- We reached all 2nd graders in Manitowoc through our STAR Reader Program!
- We have partnered with Dare to Dream to host a Theater for the Very Young program on the second Friday of each month. In addition to having Rachel come back in the fall on Friday mornings, we are collaborating with Rachel for fall programming that will take place on Tuesday nights for Family Activity Night AT the theatre.
- Head Start hosted two Parent Cafes in May and provided lunch and a supportive parenting network at the library
- We hosted Terry Ehle’s ECRR2 presentation!
- We hosted the Spring Art Show for community youth to display their artistic talents
- We had 6 teens attend our Writer’s Club on May 30th for fun writing games, activities, and snacks.

Youth Stats	May 2017	May 2016
AWE Sessions	329	92
EDGE Sessions	128	26
Wii	39	52
Minecraft	73	69
Maker Space	28	NA
Board Games	7	NA
TumbleBooks Total Views	134	461

7. What's coming up:

- THE SUMMER READING PROGRAM STARTS JUNE 12TH!
- Our summer kick-off event will be on June 16th @ 2:00 pm. Jason Kollum will be here doing some FANTASTIC juggling feats! Mark your calendars.
- Our Teen Summer Reading Kick-Off Party will be on June 13th @ 3:00. We'll have Live-Action Hungry, Hungry Hippos, Sharpie Tie-Die T-shirts, and Candy Sushi!
- Planning the Library Carnival on August 4th!

MISSION MOMENT:

While watching all the heartening Memorial Day parades this year, it was not difficult to remind my children of all those luxuries and freedoms we all sometimes take for granted. And one of those freedoms we hold dearly is the ability to create, share, and critique any idea we wish. And what embodies that freedom more so than newspaper, TV, or even the Internet? Your public libraries. A stone and brick building staffed by real people that lies exposed to criticism and praise, ridicule and endearment. That houses the principles of Buddhism and Christianity alongside the malformed tenets of Fascism and Communism. Ultimately, along with parades and a heartfelt "thank you", we can teach future generations of the significant sacrifices made by honorable men and women every time we pass by an American flag, a church, a police officer, and yes, even a library.



PERSONNEL:

- A heartfelt welcome to our newest Children's Dept manager, Julia Lee. MPL is blessed to have her energy and charm within our ranks. Also, a huge "Thank you" to Susie Menk for taking over the Children's Dept. during such difficult times and pulling together staff and programming with limited resources.

STAFF DEVELOPMENT:

- Bruce L. and I attended the 2017 Tech Expo in Green Bay sponsored by Camera Corner. We attended numerous booth demonstrations and sat in on the LED Digital Signage symposium sponsored by NanoLumens. Jackie Lavoie presented possible sign applications making use of wall space, uniquely shaped LED monitors, and lighting for existing 2-D signs. Some of the ideas will play well with some of MPL's LEAPFROG committee's bucket list of changes on the 1st floor.

OUTREACH ACTIVITIES:

- We have received Sgt. Jacobs' security report concerning potential hazards here at MPL. Some of his suggestions, such as securing staff areas, have already been implemented. Thanks to Sgt. Jacobs and the MPD for the professional insight into keeping everyone safer and more secure.
- The LEAPFROG committee split into two groups this month in order for us to cover more libraries to tour and evaluate. One group headed north and east to libraries, such as Kress and Neenah. And the other group headed south to visit libraries, such as Tippecanoe and Cedarburg. After all the information is gathered, LEAPFROG will evaluate the pros and cons of all the libraries' unique designs and services. Next on the agenda: visits from library suppliers and input from various focus groups.

OPERATIONS ACTIVITIES:

- Our cabling process is nearly complete for our security camera system. We will be adding one extra camera to the Children's Dept near the south emergency exit.
- Per one of Sgt. Jacobs' recommendations, we installed master keypads on all the doors leading into the Materials Maintenance Workroom. These doors will be closed during operating hours and locked to the public. We have installed windows in all the doors to allow public viewing of the materials handler and the conveyor belt.
- We have finished our quarterly vent cleaning and installed all new high-airflow filters in the major sections of the library.
- We have one last repair /upgrade to the heating system before the beginning of the heating season coming this October. We will be replacing the bell housing on Boiler #2's circulation pump. We detected a less than acceptable flow rate from boiler to the outlying heating units this past heating season.
- The maintenance department is in the process of reviewing and revising Manager-On-Duty protocols and processes. We should have a complete manual ready by the end of June; including walk-throughs and tours of procedures and building functions.

- After preliminary cleaning of the rooftop HVAC system, we noticed some operation errors and weak performance in the A/C system. Technicians will be called in to diagnose the remaining areas that we are not able to detect.
- The south-side tree felling will be happening soon. Some scheduling conflicts and equipment repairs have made it necessary to alter our timetable for completion.
- We had some minor leaks on the northwest corner roof that is over the picture book rotunda in the Children's Dept. A few small seams had opened up from rock-settling and weathering. Together we inspected the rest of the membrane and flashing that take the brunt of those northeasterly winds.
- Bruce L. finished the painting on the 2nd floor veranda wall. Lastly we will be painting the metal window/door framing to complement the new "Honey Tone" walls.

SIGNIFICANT STATS/ACTIVITIES:

- Nothing to report.

WHAT'S COMING UP?

- Children's Department lighting upgrades with LED drop-in lamp conversion.
- Finishing 2nd floor Security Camera install
- Franklin Street and parking lot trees removed

Public Services (Anne Juza)

I. Mission Moments

- AJ helped out the Children's Department with a crafting project during the Riverview library visit...these kindergarteners will be the Class of 2028!
- DE received feedback from a staff member going to a public event and having the person mention "the tall guy who works in the library" and how they really enjoyed the Memorial Day article in the HTR.
- MD helped an older gentleman from a local organization that came in with a list of names, for which he needed addresses and telephone numbers, both local and out of state. He wanted this information to inform them that their deceased family member was being honored by his organization. The gentleman thanked MD and said if you come to the right place, you get the right answers!
- MiM spent an hour helping a man with Ancestry Library Edition looking for census records. He told MiM that it is wonderful and the library gives people access to Ancestry because he would not be able to spend the money on a personal subscription.
- TG received a call from Pat Dewane (The Accidental Hero) to thank TG for all the promoting the library did for him (TV, billboards, posters, the HTR article, and a call in to "Be My Guest" on WOMT).
- It is rewarding to watch the connections made between Homebound volunteers and Homebound patrons. Recently, one of the volunteers dropped off excess rhubarb to one of the ladies on her delivery route. The rhubarb was promptly processed and put in jars.
- TH had a phone call from a parent whose daughter is a sophomore. They saw TH's blurb about volunteering on FB, regarding volunteering to the 2018 and 2019 graduates.

II. Personnel

- Five employees of MPL attended the SSCS Conference in Fort Atkinson to have a chance to attend workshops, but more importantly have a chance to honor the 2017 Support Staff of the Year—Meredith.

III. Staff Development

- AJ's staff development: two CVMIC Workshops—Developing Your Management Skills & Managing Change and Motivating Staff; PLA Webinar: Outside the Lines; CVMIC On-line Webinar: Conflict Resolution; Support Staff Conference in Fort Atkinson, WI
- MiM & MD attended the SSCS Conference in Fort Atkinson
- MiM attended a Graphic Novel webinar
- TH attended two field trips, visiting libraries in Neenah, Kaukauna, Green Bay, Fond du Lac, Oshkosh, and Sheboygan
- DE went on library tours with the LEAPFROG Committee to Sheboygan, Fond du Lac, and Oshkosh
- JK traveled to the following libraries with the First Floor Planning Committee: Milwaukee, Green Bay, Sheboygan, Fond du Lac, Oshkosh, Cedar Grove, and Appleton; Attended the Camera Corner Tech Expo in Green Bay—featuring technology and security

IV. Outreach Activities

- AJ's outreach: WIMI (Women in Management, Inc.); Wrote Chamber Notebook article with JL.
- DE and TH attended the Human Resources Council Meeting discussing upcoming library events.
- MD promoted library programming to employees at her dental appointment, which some of them use to attend our book discussions when book discussions were held on Thursdays.
- TG is continuing to grow MPL's relationship with WFRV, Channel 5 Green Bay, Local 5 Live! by traveling to GB and delivering our interesting programming here at MPL. TG also arranged a phone interview on WCUB's Breakfast Club for author, Lesley Kagen.
- TH gathered a handful of inspiring books for high school senior girls for AJ to donate at a Women in Management, Inc. meeting.
- JK presented to MPSD--DAP, Overdrive, and Audiosync.

V. Operations Activities

- AJ's activities: MOD Guidelines Meeting with DE and RS; 2 Hotspot Discussion Meetings with KS, JK, AE, and RS; LARS Meeting in Kiel; One Wellness and One Joint Wellness/Safety Meeting; 20th Anniversary Celebration Planning Committee; Reviewing Job Tasks for Performance Standards with AE; Weeding Presentation with RS; Worked the Youth Service Desk
- MD attended a Selector's Meeting, Met with AR to go over procedures of transferring carts in B&T
- MiM attended a Selector's Meeting, Marketing Meeting, and a Collection HQ Meeting
- TG & EE worked with Signs Plus to promote the twice-yearly Friends Used Book Sales
- TG penned the article for HTR on The Accidental Hero

- MM attended a meeting with a rep from Collection HQ; Worked on a “grubby” report from Collection HQ; Weeded and cleaned up the Large Print and Books on CDs; Met with TH, KS, MP and JK to finalize the new volunteer page on the MPL website, having the City do background check for all adult volunteer applicants
- TH and AL worked together to sort group, staff, and public ideas for the Leapfrog Committee
- JK took the lead on contacting libraries about hotspots (service they used, policies, procedures, and cataloging)

VI. Significant Statistics Activities

- The 2015 HTR microfilm is expected to be replaced by mid-June; 2016 HTR microfilm by the end of the year
- MD is coordinating a display with the Rahr-West Museum featuring Marc Chagall
- MD featured a display honoring the 100th birthday of JFK
- MiM had 2 genealogy requests and a Book-a-Librarian request for genealogy help
- TH set up a Mother’s Day Book Sale, which sold about 67 books for the Friends of MPL

VII. What’s Next

- Summer Reading for Children, Teens, Adults and Staff @ MPL
- Staff Summer Vacations

Materials Management (Roxanne Staveness & Amy Eisenschink)

1. Mission Moment:

- Amy - I flew solo for the first time at the service desk. Patrons were patient with me and I was appreciative of that.
- While Greg and RS were discussing a shift in YA a patron looked lost so we asked if we could help. She was looking for *1984* by George Orwell. I went to the computer while Greg went to adult fiction and grabbed the book for patron who was quite happy.

2. Personnel:

3. Staff Development:

- Amy-CVMIC training “Developing your management skills”
- Amy-CVMIC training “ Managing change and motivating staff”
- Amy, Ann Plekan, Laura Schreiner-SSCS (Support Services Circulation Services) all day conference in Fort Atkinson
- Amy-Trained Kristin and Julia on blood borne pathogens and hazardous materials
- RS & Amy-LARS meeting in Kiel
- Amy-Continued training on working at the service desk
- Ann-Trained Julia and Mary Davis on Baker and Taylor ordering
- Laura - Minitex ILL Conference in St. Paul, Minnesota.
- Roxanne & staff met with Collection HQ representative.

4. Outreach Activities:

- Amy-Attended several Optimist meetings
- Amy-Volunteered at a brat fry for Optimist Club
- Amy-People Committee meeting with other city employees
- Roxanne – Attended Lions Club meetings.
- Roxanne – Volunteered at brat fry for Lions Club.

5. Operations Activities:

- Laura & RS – LEAPFROG.
- Laura - Presented ILL overview to Library Board
- Ann-Attended selectors and magazine meetings
- Ann-Gave a tour to one of the Teen Associate candidates
- Ann-Ran reports, notices and counted money as scheduled
- RS – original cataloging of 10 items for both MPL and MCLS locations.

6. Significant Statistics and Activities:

- Laura – filled 9 book kit requests.
- Laura – 7 notary requests.
- Laura – proctored 2 exams for students.
- Laura – supplying multiple copies of 15 youth books to MPSD Summer School.
- Amy - Added 771; Withdrew 1,699; Processed 869; Mended 156; Ordered 1,026

7. What's coming up?

- May book and a movie is *BFG* by Roald Dahl.
- Leapfrog meetings.
- Management meetings weekly.
- Lion's Club every other Tuesday.
- LARS meeting.
- RS - Leading the July Book Club discussion. We will be doing poetry – materials to be discovered but for sure Mary Oliver will be included.
- Summer reading kick off
- Paint the library
- Materials Management all staff meeting

