

Manager Highlights June 2017

Youth Services (Julia Lee)

1. Mission Moment: We've had a fantastic start to our Summer Reading Program, with over 700 kids and teens signed up in the month of June! Over 250 people attended our Juggler kick-off event on June 16th. Our Makerspace Mondays and Family Activity Nights have been huge hits, bringing in 40-60 people for EACH event EVERY week. Biggest of all, we didn't let a little rain dampen our patriotic spirits for Paint the Library. On June 28th, 247 people came to paint indoors. They painted posters that are now hanging in the library windows. Our fantastic staff in the Children's Department has been hard at work making sure the kids and teens of Manitowoc have a fun, safe, and literacy-filled summer!



2. Personnel:

- Our new teen associate, Lisa Pike, started June 5th (one week before the Summer Reading Program!), and has been doing a great job with the teen programming.
- Our two interns, Abby and Erin, have been a tremendous help with programs, prep, and projects this summer! We are so grateful to have them with us!

3. Staff Development:

- Susie attended a Child Safety Network meeting on June 19th.
- Julia submitted her application to the WLA Leadership Development Institute on June 23rd. Keeping our fingers crossed!
- Susie attended an Investing Early meeting on June 27th.

4. Outreach Activities:

- Susie went to the Southfield Townhouse Learning Center on June 7th to promote the SRP.
- Jackson Summer School attended 4 sessions at the library. Each session, Jackson either participated in a library program or learned about how to use the library through interactive activities and scavenger hunts. Susie Menk did an awesome job putting the program together and leading the activities!
- Riverview Kindercamp brought 4 different groups of 40-60 kids to tour the library and learn about the Summer Reading Program.
- Susie talked about our SRP on WCUB June 29th.
- Schoolopoly came to tour the library and participate in a scavenger hunt on June 30th.

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 browsability. 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:

- 251 people attended our SRP Kick-off Event with Juggler Jason Kollum!
- 22 teens attended our SRP Kick-off party!
- We had 60 people attend our Bubble Wrap and Firework Art Family Activity Night on June 27th!
- 247 people came to Paint the Library despite the rain, and the Children’s Department staff did an OUTSTANDING job adjusting the program to be an indoor event.

Youth Stats	June 2017	June 2016	Percent Change
AWE Sessions	420	134	213%
EDGE Sessions	187	47	298%
Wii	67	68	-1%
Minecraft	104	78	33%
Maker Space	89	N/A	N/A
Board Games	10	N/A	N/A
TumbleBooks Total Views	239	381	-37%

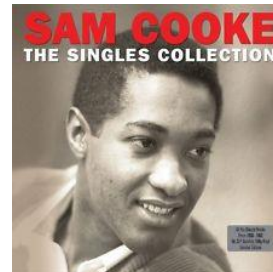
7. What’s coming up:

- We’ve got lots of fun programs for kids and teens in July!
- Kids events coming up include Makerspaces (Newspaper Forts & Fashion, Chromatography Butterflies, and Build a Better Cupcake), Family Activity Night (Family Dance Party, Bubble Blast, and Engineering Extravaganza), and our special Wednesday events!
- Teen events include DAP, Battle of the Books, Henna Art, Building Rockets with 4-H, and MeeperBots!
- Tuesday, July 25th is Library Night @ the Bandits Game where Lynn and Julia will lead families in singing the National Anthem on their ukuleles and one lucky kid will throw the first pitch! Just show your library card for free admission.
- Hard at work planning the Library Carnival on August 4th! It is going to be FANTASTTIC FUN!

Facilities (Stacey Bialek)

MISSION MOMENT:

*"All of the good things
Every one of the better things; The best, best things in life
They're free"*



During a “Walk-a-Bout” while being the Manager On Duty, I met a woman who seemed distressed about one of our study rooms. It looked as if she were cleaning up the room while moving and straightening the chairs. I offered to get the room prepared for her while she waited, but she said there wasn’t any problem and she was just moving the furniture they way she liked it. We struck up a conversation about how nice the library was and how she **loved** using the study room as her office since working at home was too “comfortable” and she tended not get her work done there. When I asked why she looked distressed when I first talked with her, she shyly answered that she was waiting for a study room to open up and had been waiting for quite a while. I explained our DIBs app on our website to her, but she acknowledged she seldom used it preferring to find a empty room purely by luck. In the end, all she wanted was a random “Lucky Study Room” and best of all, she was willing to wait....because of love.

PERSONNEL:

- The Management Team is slowly composing and editing the performance standards for each staff position in order to meet the new evaluation guidelines being adopted for 2018. The team merits a lot of support for all the hard work their putting into this puzzle laced within an enigma, interwoven with mystery, and mixed with riddles.

STAFF DEVELOPMENT:

- A binder with guidelines and resources is being compiled that will aid the Manager On Duty during their shift as MOD. Items included will be contact numbers, library service policies, building information, and copies of both the Emergency/Disaster Plan and the Personnel Policy Handbook. It’s kinda like Clark Kent’s “How to Put Spandex On When Nobody is Looking”, Volume 1.
- The maintenance department was honored to repeat the instructional training module “Welcome to Poop Camp” for the staff of the Materials Management Dept. Staff learned about changing out empty paper and soap products, shut-offs for water emergencies, and the intricacies of cleaning up vomit. Thanks to Amy E. for the invitation.
- Our newest hires to the Children’s Dept, Lisa & Erin, received their training on the door codes and alarm guidelines.

OUTREACH ACTIVITIES:

- The LEAPFROG committee is moving forward and compiling all the data accumulated so far. LEAPFROG hosted random focus groups that offered advice and visions on their dream layout for the 1st floor. We also offered a chance for library patrons to write their spontaneous ideas on large roll paper at the front of the Service Desk during the last 2 weeks of June.

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.
- We are exploring technology which will allow the Library to adequately secure the Study Rooms by installing a remote door locking system that offer patrons the ability to use a secured room by either booking on our DIBS system or by requesting the use of a vacant room from our Service Desk staff.
- We have finished our quarterly vent cleaning and installed all new high-airflow filters in the major sections of the library.
- We are still completing the repair /upgrade to the heating system before the beginning of the heating season coming this October. We are replacing the bell housing on Boiler #2's circulation pump.
- After some weaknesses during last month's inspection of the A/C unit for summer operations, we needed to call in our HVAC contractors to diagnose and repair the rooftop unit. A couple of minor leaks and performance mechanisms were repaired and replaced. The system was put back on-line and readied before the summer temperatures hit hard.
- The four Sargents Crabapple trees along Franklin Street were finally felled and the stumps removed. There were originally five trees, but one was diseased and removed about 13 years ago. Two of the remaining four had a blight detected last year when they were pruned back. So, the decision was made to remove all four, re-sod that long stretch, and replant with the idea to accommodate the construction of Ann Herrmann's memorial plot.
- One of the plastic toilet flanges was cracked in the 2nd floor public men's toilet and caused some minor leaking onto the ceiling for the 1st floor above Fiction. We will be repairing and replacing the men's, as well as the remaining toilets in the women's restrooms.
- 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.

Public Services (Anne Juza)

I. Mission Moments

- Emily was helping an older lady at the service desk and mentioned to Emily that she used to struggle getting through the main doors and is very happy with the change of the handicap door opener.
- Meredith did an obituary request for the Manitowoc County Historical Society to help them solve a history mystery.
- Therese helped her (ex) sister-in-law update her Overdrive settings at Therese's home after the ex was frustrated because the library was closed when she came to MPL—on a Thursday.
- Margo enjoyed making a READ poster with Connie (MCLS). Maisy, Margo's Golden Retriever, is also featured on a poster. Maisy is named for the Maisy character in the Lucy Cousins books!
- Tim worked out a spot for First German Lutheran in the Subfest vendor area, working in terms of "Connecting" at a Downtown Manitowoc meeting.

II. Personnel

- Sue Oswald, Service Desk & ILL Assistant, handed in her resignation on June 30.

III. Staff Development

- Anne's staff development: Webinar on Library Marketing and ALA Exhibits in Chicago (talking to MPL's vendors—a very productive day).
- After attending a webinar called, "Library Marketing That's Smarter, Not Harder", Tim ran with the idea of promoting MPL on drink coasters at Ryan's on York, Tim Out Sports Bar & Grill, Tower Tavern, Capone's Pub and Grill and Fat Seagull. Each establishment will promote MPL on 100 coasters.

IV. Outreach Activities

- Meredith put signs on volunteer's yards as part of the Marketing Committee for the Manitowoc County Historical Society.
- Homebound Services added a new local assisted living facility to their delivery route: Kindred Hearts.

V. Operations Activities

- Anne's activities: Performance Standards meetings either with the other managers and director or with partner, Amy E.; Carnival Planning Meeting; Marketing Planning Meeting; City Wellness Committee Meeting; MOD Guidelines Meeting; Hotspot Discussion/Planning Meeting; WIMI Board Meeting and President's Social
- Meredith attended the Carnival Planning Meeting
- Therese, Margo, Jason, Mary P., and Kristin helped redesign the volunteer application page for MPL's website; the City will be doing background checks for all adult volunteer applicants
- Therese met with the President and VP of Friends of MPL for the Krazy Daze Used Book Sale
- Therese and Emily came up with new signage for the July Book Sale and developed signs for the continuous bookstore downstairs
- Therese, along with Materials Management peers, developed a plan for the two Focus Group meetings for Leapfrog

- Homebound Services will be attempting the very first Summer Reading Program
- Homebound Services is working on creating a RA binder for their office
- Mary D. showed Mary P. how to reserve meeting rooms using Evanced; Mary D. also spend a significant amount of time on schedules, due to shortage of staff for various reasons; updated “New Trustee Information” link for new board member
- David received the replacement microfilm for the 2015 HTR; DE attended 3 Leapfrog meetings, currently looking at furniture options; David categorized photographs of all library tours, putting each photo into the correct category
- Jason continued work on getting the 5 hotspots ready for the public launch in July, along with 3D printable bumpers to put the hotspot in, and creating information cards to place into each case
- Jason attended ALA in Chicago and met with a lot of great vendors; talking with them about a replacement to Useful and about a lower cost alternative solution for replacing the self-check machines
- Jason is moving ahead with replacing the catalog machines with Raspberry Pi’s
- MPL will be participating with a children’s activity and sponsor an artist for the 3D sidewalk chalk portion of Windigo Fest in October
- Tim has been busy the following meetings: Downtown Manitowoc and Library to Library Walk and continuing to promote MPL throughout the community

VI. Significant Statistics Activities

- *BFG* Book & a Movie event at Lakeshore Cinema satisfied 78 people—a great turnout!
- Meredith had 6 genealogy requests
- Therese set up a Coffee Table Book Sale so that 102 books found a new home
- MCCA is now rebranded as “Downtown Manitowoc”

VII. What’s Next

- Crazy Daze Friends of MPL Used Book Sale with yard lawn signs available to staff to advertise the sale
- Meredith has been working on the new historical database getting familiar with and getting things ready for volunteers to start entering data
- Meredith is moving the school records from the staff conference room to the annex; labels will be created and Roxanne and Meredith will be working on a procedure and policy so the public can have access to them
- Blood Drive at MPL on Friday, July 21
- Planning for Summer Carnival in August

Materials Management (Roxanne Staveness & Amy Eisenschink)

1. 1. Mission Moment:

- Amy - Watching all of the activity during the indoor Paint the Library program was very heart warming. The rain did not dampen anyone’s spirits.

- Laura - One of our book discussion groups had requested recommendations for an uplifting, pleasant read. I consulted Margo for titles and we came up with several choices. The patron selected "Hotel on the Corner of Bitter and Sweet." She reported that every reader in her group loved the book (which has not happened previously), and she benefited from the book personally, saying "at the start of the book, it was not the book I wanted, but it was absolutely the book I needed at this time." We really enjoy connecting patrons to resources that will impact them in an unforgettable way.
- Roxanne – One of our Lion's Club members is now a member of our Friend's Group. Carol also works with people going through the Citizenship process so she is well aware of our Citizenship Collection. Carol and I are the 2 newest members of the Manitowoc Lion's Club where we met.

2. Personnel:

- Sue Oswald resigned leaving a vacancy in our ILL department.
- Sue Chaney started this month and a shelving page.

3. Staff Development:

- Materials management department had an all staff meeting in June.
- Judy – Workflows training with Lisa Pike.

4. Outreach Activities:

- Amy-Attended several Optimist meetings
- Roxanne – Attended Lions Club meetings.

5. Operations Activities:

- Laura & Roxanne – LEAPFROG.
- Ann - Ran reports, notices and counted money as scheduled. Provided budget updates to selectors to assist in keeping spending on track.
- Roxanne – Original cataloging of items for both MPL and MCLS locations.
- Amy - Neil, from RFID Library Solutions (AMH vendor) was here to perform a planned maintenance check on the AMH. Everything looks good.
- Amy & Roxanne – Met to discuss Hot Spots. Amy instrumental in the cataloging and adding tags to materials.
- Many staff from our department helped out with the indoor "Paint the Library" program.

6. Significant Statistics and Activities:

- Laura – 10 notary requests, proctored 4 exams, circulated 7 book discussion kits, filled multiple copies of 28 titles for teachers & students, filled 689 ILL requests, cataloged 740 new items, and ordered 86 items.

- Amy - Added 967; Withdrew 3,302; Processed 1,017; Mended 73.
- Amy – started June with 168,173 and ended the month with 165,838 in our collection.

7. What's coming up?

- Roxanne & Laura - Leapfrog meetings. LS working on meeting with furniture supplier to review our current public space furniture and future needs.
- Roxanne & Amy - Management meetings weekly.
- Roxanne -Lion's Club meetings & Amy – Optimist Club meetings
- LARS meeting.
- Roxanne - Leading the July Book Club discussion. We will be doing poetry – materials to be discovered but for sure Mary Oliver will be included.
- Laura, Amy, & Roxanne – review ILL procedures in July.
- Judy - Fish activities-Lizzy Farewell Party July 25th & Shirley Vogel 25th Anniversary Party.
- Amy - Circulating Hot Spots to the public & City Employee Appreciation picnic.
- Roxanne & Amy – Meeting with Kristin and Anne about open position that affects both of our departments.