

Memorandum

To: MPL Board of Trustees
From: Julia Lee, Youth Services Manager
Re: Staff Development Date Change: 4.27.2018
Date: February 20, 2018

Friday, April 20th of 2018 was approved by the Board as a staff development day--effectively closing the library from 12-6. After this was approved by the Board, I realized that this day was not only a no-school day for MPSD (a staff development day for the district), but the Youth department was already planning to provide a program that afternoon.

The library--especially the Youth department--sees an increase in traffic on days the public schools have off. If the library were to close at noon that Friday, the students would not have the library as a safe space or use our resources. In addition, our drop-in programs on these days have been very successful--with an average attendance of between 75-100 caregivers and children.

As Youth Services Manager, it was my oversight that led to the approval of the original April 20th date, and I apologize for the mistake. Instead of closing on April 20th from 12-6 for a library staff development day, I propose that the library closes on April 27th from 12-6. We can still provide valuable training for staff and stay open on a day where the students of Manitowoc need us most.

Thank you for your consideration. I apologize again for the inconvenience and miscommunication.

Julia Lee
Youth Services Manager

I would support modifying the staff development day to April 27. The management team and I have discussed this, and we are in agreement on this. Fortunately, no communication has been shared with the public at this time. It will be an easy change to reflect, communicate to staff and share with the public as it gets closer. Thank you. – Kristin Stoeger