

## Manager Highlights January 2018

### Youth Services (Julia Lee)



#### 1. Mission Moment:

Jason and Susie were doing a Library Explorers program in the Franklin Street room and by the catalog in the YA area. Two ladies overheard Susie talking about how to do research using the subject terms in the catalog and were intrigued. They asked Jason if Susie would talk to them when she was done with the program.

The two ladies are teachers who were off school that day. They belong to a writers club and were interested in learning how to do more research. They talked to Susie about doing a presentation to their writer's club in March.

You just never know what's going happen or what opportunities await in the library!

#### 2. Personnel:

- We held interviews for our 22-hour/week Youth Associate during the second and third weeks of January. Kirsten Smith accepted the position and started on February 2<sup>nd</sup>. We are so happy to have her in our department!
- All the Youth Staff had their performance evaluation and goal setting meetings in January
- Our fabulous volunteer, Noelia, started working in the Youth Department 4 days a week in January. She is visiting from Peru and will be with us until February 21<sup>st</sup>

#### 3. Staff Development:

- Susie, Betty, Lisa, Julia, and Jane attended the All-Staff meeting on January 11<sup>th</sup>
- Susie attended an Investing Early meeting on January 23<sup>rd</sup>
- Julia, Lisa, and Lynn watched a STEAM/STEM programming webinar on January 24<sup>th</sup>

#### 4. Outreach Activities:

- Lisa, Betty, Julia, and Lynn went to JCLC's afterschool program every Wednesday in January for Coding and Makerspace programs
- Jefferson came for a Library Explorers program on January 5<sup>th</sup>
- Julia met with the Friends president to set the agenda on January 3<sup>rd</sup>

- Julia attended the Friends of the Library meeting on January 8<sup>th</sup>
- Julia went to Head Start for 2 story times on January 11<sup>th</sup>
- Susie went to Redeemer for a story time on January 18<sup>th</sup>
- Julia met with Rachel from Dare to Dream theatre on January 18<sup>th</sup>
- First German came for a Library Explorers program on January 19<sup>th</sup>
- Stangel came for a Library Explorers program on January 23<sup>rd</sup>
- Julia met with Mary Tooley to discuss programming ideas on January 25<sup>th</sup>
- Lakeshore Child Center came for a story time and craft on January 26<sup>th</sup>
- Lisa went to McKinley to host a Fridays with Fiction Book Club
- Trinity came for a school visit on January 29<sup>th</sup>
- Lisa went to Monroe for a book talk on January 31<sup>st</sup>

#### **5. Operations Activities:**

- All Youth staff had bi-weekly meetings with Julia in the month of January
- Picture Book City Update: we got through the Bs in January
- We held Family Activity Night every Tuesday in January (Therapy Dogs, Pajama Story Time, Spinner Art, and Library Luau)
- Julia attended a Fundraiser Gala meeting every Monday in January
- Julia, Lisa, and Betty attended a Selectors meeting on January 5<sup>th</sup>
- Along Kristin and Amy, Julia held a Public Services staff meeting on Tuesday, January 9<sup>th</sup>
- The Youth Department held its monthly staff meeting on January 12<sup>th</sup>
- Tween Time: Snow Much Fun took place on January 8<sup>th</sup> (15 attended)
- Julia, Lisa, and Susie attended a Dr. Who wrap-up meeting on January 17<sup>th</sup>
- Our first-ever teen lock-in was on January 19<sup>th</sup>
- Lego Disaster Island was on January 22<sup>nd</sup> and had 47 participants!
- Volunteers from Silver Lake College dusted, cleaned, and organized on January 22<sup>nd</sup>
- Our first-ever Music & Movement program took place on January 26<sup>th</sup> and had 29 participants!
- Julia met with Roxanne and Amy on January 26<sup>th</sup> to set the Youth Collection budget on January 26<sup>th</sup>
- The Youth Department had a Summer Reading Program meeting on January 29<sup>th</sup>
- Winter Read-a-Thon began on January 29<sup>th</sup>!
- Volunteers from St. Francis dusted, cleaned, and organized in the Youth Department on January 31<sup>st</sup>
- Susie led and Julia attended a Superhero Saturday planning meeting on January 31<sup>st</sup>

#### **6. Significant Statistics and Activities:**

- 51 people attended our Library Luau!
- 48 people attended our Spinner Art program!
- Lisa had 12 teens attend her first Friday with Fiction book club!

Youth Stats	January 2017	January 2018	Percent Change
AWE Sessions	359	279	-22.28%
EDGE Sessions	138	119	-13.77%
Wii	52	49	-5.77%
TumbleBooks Total Views	213	499	134.27%
1,000 Books (Jan-Dec 2017)		79	

## 7. What's coming up:

- PICTURE BOOK CITY!
- Summer Reading Program!
- Winter Read-a-Thon will wrap-up with a fairy tale party on March 3<sup>rd</sup>
- Our Anti-Valentine's Day Lock-In is February 9<sup>th</sup>
- Chocolate Olympics is February 16<sup>th</sup>
- Music & Movement is February 23<sup>rd</sup>
- Coding Club is February 26<sup>th</sup>
- FAN: Heart Art, Fun w/4-H: Heart Art, Popcorn Party, and Glow-In-The-Dark Dance Party!

## Facilities (Stacey Bialek)

### MISSION MOMENT:

It was nice to see so some many people attending the FISH sponsored Bowling Party. It was a good opportunity for camaraderie and a great reason to pull out the ole "air" guitar.

Thanks for the all fun!



### PERSONNEL:

- A huge welcome to Jon, Suzanne, and Lacey for joining the MPL team!

### STAFF DEVELOPMENT:

- The F.I.S.H. committee sponsored a fun, team-building, get-to-know-you bowling party this month. A good-sized handful of staff partook in the first ever bowl-a-thon at Meadow Links West. Good conversations, laughs, and even door prizes dotted the night of fun and camaraderie. Thanks to all who attended.
- Performance Evaluations are now complete for most departments. Thanks to staff for being both patient and cooperative with the new format.
- Our January All-Staff meeting was both fun and informative. Thanks to David Baily from CVMIC for his insights into the inner workings of both staff and management motivations and the different paths each seek to achieve the same goal...The success of the library!

#### **OUTREACH ACTIVITIES:**

- I attended the City Finance Committee meeting this month. It is interesting to see the intertwined dealings between the public and private sectors of our city. Summarily, each is dependent upon each other's decisions, which ultimately leads to their mutual successes.
- The EverGlean trees made the downtown area a spectacular success during the year's Christmas season. Thanks to everyone involved to make this season a whole lot shinier!
- The annual January edition of the Friends Book Sale was a great success once again. Thanks to the Friends, Therese, and volunteers for running a stellar fund-raiser that benefits both the public and the library.
- MPL managers have begun their sponsor visits to all local businesses that may be interested in participating in the National Library Week promotion. We are teaming with Lester Public Library this year to facilitate promoting Manitowoc businesses and our areas libraries.
- We continue to make plans and lay down the logistics for the March Gala. Floor plans now include furniture relocation, presentation displays and extras like presentation, wine, beer, and seating.

#### **OPERATIONS ACTIVITIES:**

- We have installed a new cooling exhaust fan in the Balkansky A/V closet. With most of the equipment remaining powered or on "standby", temperatures got quite warm in that non-ventilated storage room.
- We needed to rake back about 150 sq. feet of roofing due to an interior water over the main staircase. With Craft Roofing's help, we were able to pinpoint a small weathered area near the A/C housing that was running along the vapor barrier .
- We are half way through our project to replace the majority of regular outlets over to ones equipped with 1-3 amp recharging for ipads, phones, and laptops.
- The large DIBS study room needed both its motion sensor replaced and the ballasts in the light fixtures.

#### **SIGNIFICANT STATS/ACTIVITIES:**

- Nothing to report.

### **WHAT'S COMING UP?**

- Children's Department lighting in the picture book rotunda-last six
- Carpet cleaning on veranda, mezzanine, Balkansky BC, and picture book rotunda
- FISH Trivia Contest
- Opening Thursdays to the public!!
- Public Restroom Revitalization Project coming in March
- Gala furniture rearrangements

### **Public Services (Amy Eisenschink)**

#### **MISSION MOMENT**

- While Mary was working on a Wednesday evening, a patron came to the desk just to say "thank you" for re-opening the library on Thursdays!
- Tim: While poster at Starbucks, I was approached by a woman who inquired if I was the person who put the posters up for MPL around town. I informed her that I was and while she expressed that she really liked the posters (I naturally gave full credit to Emily for their creation), what she really wanted to talk about was how much she loved Book and a Movie. We talked for about five or so minutes about books turned into movies and how it was always interesting to compare the two (though, we concluded the books are always better). She confessed that she didn't get to the library as often as she should, but that Books and Movie is such a wonderful program that she tried to get to it every month it was offered. A very nice woman that clearly loved one of our regular bits of programming.
- Margo was happy to work with both Mary and David in assisting a local homebound patron. The homebound patron's daughter talked to Mary at the desk about checking out some of our Lincoln yearbooks from the late '30s and early '40s. These books are located in our Reference Annex and can only be viewed here at the library. In this case, especially with the recent subzero temperatures, it would have been extremely difficult for the patron to get to the library. David and Mary worked together to allow a one-time check-out of the material, and I was able to arrange the delivery through one of our volunteers. The family was very grateful to have the books for a few weeks as they provided some great memories from years ago.
- Therese had a woman approach the desk for help because the book that always is "available" in our online catalog was never on the shelf. I showed her how to look more thoroughly at an individual item in the catalog, and it turns out it was located only at New Holstein. I helped her place a hold, which was also new for her. She had a good sense of humor, as well as being very much a do-it-yourself person. She said she was glad she finally asked, or she would have looked unsuccessfully forever. She stopped by the desk with the book when her hold came in to show me she got it
- Meredith helped a man find Jerry Apps books and created a list of all the Jerry Apps books that we own for him to pick up. He called two days later and thanked me for all the help I gave him. He said he wouldn't have been able to locate all the titles if I wouldn't have walked him through our nonfiction collection.
- David: A staff member from the Denver Co. Public Library contacted us and said that we were the only library to own the book **Tiny Houses: Build and Design Your Tiny House on a Budget: The Best Tiny House Living Ideas to Live a Mortgage Free Life** by Kylie Young (a

long title for a tiny book on a tiny subject) and could they please borrow the book. I selected that title in 2016 when I noticed the tiny house trend and ordered several books on the subject. It is interesting to find out that it was such a unique selection. The book has checked out nine times so far.

#### **PERSONNEL**

- Lacey Duckart started as an assistant. She will be serving patrons at the public service desk downstairs.
- Many of the departmental staff participated in the interview process for a new Public Services Department Head.

#### **STAFF DEVELOPMENT**

- Nothing to report

#### **OUTREACH**

- Jason went to Mead Public Library to talk with them about our virtual library cards and how we implemented that program.
- Tim submitted the Doctor Who Report to the Hotel Tax Commission.
- Tim attended to Downtown Manitowoc meeting at the Maritime Museum.
- Therese, on the 31<sup>st</sup>, had seven students from St. Francis Assisi here to help with any needs we had, for a service project day for Catholic Schools Week. Several helped in youth, and a few helped on the first floor. They mostly did cleaning – lots of dusting

#### **OPERATION ACTIVITIES**

- Jason focused a lot of attention this month on getting the website and other places set up for Gala information. This included a landing page for the event, setting up newsletters, and putting together a registration form so that patrons could register or donate to the event.
- Tim and Emily collaborated to create a colorful and informative design to be taken around to businesses for National Library Week.
- Margo worked with Tim G. on a Service League grant for assistive devices. I came up with a list of wish list items that would help those with extremely low vision or debilitating conditions that make holding reading material difficult. Thank you to Tim for writing and submitting the grant!
- The young adult book on CD collection was dismantled due to low usage. The titles were moved in the youth or adult collections.
- Meredith built a Sue Grafton read-a-like display and Frank Lloyd Wright display and a Fantastic Fiction display.
- David worked with Meredith and Emily to come up with Sow & Grow seed packet designs
- Therese says that the big event in January was the Friends' book sale. We brought in over \$2900 dollars. This event is the result of so many people doing great work, including employees finding and withdrawing the items, moving carts, helping lift boxes, setting up and taking down tables, etc. I had fantastic volunteers helping, Bonnie had great Friends members, and we also had a group of Silver Lake College students, looking to do a service project. They happened to be available on the pack-up day after the sale. Excellent timing! They did most of our lifting!

#### **SIGNIFICANT STATISTICS**

#### **COMING UP**

- Meredith is planning for Summer Library reading has begun. I am planning on having an adult Henna Tattoo program that is geared for adults and families and the kick-off program will be a Matt Janzen and he will be giving a presentation on “The State of Craft Beer”.

## **Materials Management (Roxanne Staveness & Amy Eisenschink)**

### **1. Mission Moment:**

- Laura - We have provided dozens of copies of Kathryn Stockett’s “The Help” to the sophomore English classes at Lincoln High School. Here is an email from one of the teachers: “[Thank you again for your continued support! As an English team we have no idea what we would do without the Manitowoc Public Library helping out with books for our students.](#)”
- Amy – I proctored my first exam. The gentleman was so appreciative. I learned something new, and, it was very satisfying helping him in this capacity.

### **2. Personnel:**

- Laura – I met with Roxanne and Amy to discuss my 2017 performance evaluation. I also attended the Staff Meeting, the Public Services meeting, a Selectors meeting and met with the new members of the FISH Committee. FISH planned two going away parties and a bowling outing, which definitely helped build fellowship among staff members, as we rejoiced with each bowler’s spare, or the rare strike! We had a great time and look forward to bowling again soon! Ann Plekan and Susie Koch are alternating spending two week blocks of time in the ILL Clerk position. Both of them are gaining confidence in this new and challenging position, and are using past ILL experiences to make decisions about how to handle individual situations. The ability to make these kinds of judgment calls takes time to develop, but much progress is being made with each day they spend in ILL.
- Amy – Alicia Meyer left her page position to concentrate on her studies. Jon Levendusky started as a clerk. Brenna Braun started as a shelving page.

### **3. Staff Development:**

- Amy E. & Roxanne - Most of the Materials Management staff attended the all staff meeting on the 11<sup>th</sup>. I heard many positive comments and a few suggestions for next time. We completed the 2017 performance reviews.
- Laura – I met with Roxanne and Amy to discuss my 2017 performance evaluation. I also attended the Staff Meeting, the Public Services meeting, and met with the new members of the FISH Committee. Along with several members of the Public Services staff, I had the privilege to assist with interviews, and led one tour through the building, of Public Services Manager candidates. I really enjoyed hearing their stories and their philosophies on management and providing great public service. We also had opportunities to tell some of them about how wonderful the staff and the overall culture is here at MPL.
- Judy - Attended Public Services meeting on Jan 9<sup>th</sup>. All Staff meeting Jan 11<sup>th</sup>. Met with Julia and Amy about new hire checklist. Went bowling on Jan 19<sup>th</sup> and did not bowl very well ☹.

#### 4. Outreach Activities:

- Amy-Attended several Optimist meetings. Went to my assigned businesses to explain our National Library Week campaign. Attended the FISH bowling extravaganza.
- Roxanne – Attended Lions Club meetings. Chamber Leadership Manitowoc day – we visited local businesses in Manitowoc County. Contacted businesses for NLW project.
- Laura - We continue to provide copies of books and audiobooks for the MPL book discussion, the Book and a Movie event, and the Zimmer Forum. ILL materials for these three monthly events circulate very well, and we hope, lead to increased attendance at the events. Emily and I met once to discuss plans for our SILLI grant, and she shared with me the logo she's developed.

#### 5. Operations Activities:

- Laura & Roxanne – LEAPFROG.
- Ann R. - I clerked a few times to help cover until our new clerk is fully trained. I ran the usual reports for the month – In Transit, Monthly problem, 6 month cleanup, long overdue. I ran notices and counted the cash register money as scheduled. I attended the monthly FISH meeting. We finalized plans for the bowling night and also talked about upcoming events. I showed Suzanne the shelf reading procedure. I made some changes to the picklist procedure and shared those with the pages. Rollover was completed on January 22 and went very smoothly. I met with Roxanne and we discussed the adult budget amounts for 2018. It was decided to keep track of how much is being spent on Lucky Day, Replacements, and Automatically Yours purchases. New budget reports were emailed to the selectors. Roxanne and I met with Julia to discuss the 2018 Youth budget.
- Amy - Attended management meetings, Public Service staff meeting, and weekly meetings with Roxanne, city finance meeting, council meeting, people committee, and monthly meeting with Kristin. Took part in 2 of the interviews for the new Public Services Department Head. Met with various staff members to set training for Lacey Duckart, the new Public Services Assistant.
- Judy - Trained Lacey on Workflows and Service Desk. Clerked for 6 hours. Met with Roxanne and Amy to talk about duties for the new Tech position. Sat in on 2 Public Services Managers interviews. Did notices and counted money.
- Laura - LEAPFROG met twice, as we fine-tuned our plans for the Gala, and arrived at placeholders for items we hope to purchase as we upgrade services as part of the first floor redesign. After numerous occurrences of streaks appearing on photocopies made on the copier outside our office, I arranged for a service technician to look and repair the problem.
- Roxanne – Spoke with vendors about Hoopla, Recorded Books, and a Lap Top Vending machine. Web call with our CHQ representative.

#### 6. Significant Statistics and Activities:

- Laura – Cataloged 363; notary requests 13; proctored 1; circulated 20 book discussion kits; filled multiple copies of 12 titles. We also served MPSD staff with multiple copies of twelve books.
- Amy - Added 604; Withdrew 576; Processed 759; Mended 777.
- Ann – Ordered Books 216; A/V 156; Other 89; Total 461.



## 7. What's coming up?

- Roxanne & Laura - Leapfrog meetings.
- Roxanne & Amy - Management meetings weekly.
- Roxanne -Lion's Club meetings. Participating in Chamber of Commerce Leadership Manitowoc County Program.
- Amy – Optimist Club meetings. 2018 goals for staff. Interview and hire a Materials Management Technician. Open on Thursdays!!!! February 15, 2018!!!!!!
- Laura – Setting goals for 2018. We can begin purchasing materials requested via ILL, during the second week of February. The ILL Procedures continue to be improved as our new ILL Clerks work through them. I will be preparing background information and questions in order to lead the March book discussion of *Hillbilly Elegy*, by J.D. Vance. LEAPFROG Committee work will continue, as we continue to develop the presentations to be shared with attendees at the fundraising gala. I am also working with Kristin on a follow up email to Focus Group invitees. Emily and I will be meeting to discuss the SILLI grant to be discussed with the MPL Board in spring.
- Judy – Train new Youth Associate Kirsten on Workflows. Service Desk Meeting Feb 13<sup>th</sup>.
- Ann R. - Youth services meeting, selectors meeting, FISH committee meeting. Order will begin to pick up to get back on schedule with spending 2018 funds.
- Roxanne – Chamber of Commerce Leadership Day, Manager meetings, Goal setting for MM staff, Great Decisions, Lion's Club meetings, WPLC monthly meeting, MCLS Big Read Meeting, LEAPFROG business for the GALA.