

DIRECTOR'S REPORT
JUNE 2018
(Respectfully submitted by
Julia Lee and Amy Eisenschink)

MISSION MOMENTS

- The new mural was completed in time for the Summer Reading Kick off on June 11. The mural looks fabulous and has gotten a lot of attention. Summer Reading kick off was crazy busy but went smoothly. At the time of this document we have 1, 225 youth, 204 young adults and 634 adults signed up. These are record numbers. The staff have worked extremely hard and their efforts are paying off. Both of these accomplishments are a direct response to the MPL 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'. Kudos to the entire staff.

PERSONNEL

- We saw some staff changes during June. We welcomed Matt Mottl and Jenny Juno to the Public Services Department. The both come with from other libraries and their experience will be a great benefit to MPL. We welcomed Tony Plekan as a shelving page in the Materials Management Department. We also accepted the resignation of Natalie Long in the One-to-One adult literacy position. Karen Hansen is working on a replacement.

STAFF DEVELOPMENT

OUTREACH ACTIVITIES

- The library will be a drop off site for school supplies. These supplies will be given to KAN (Kids and Necessities) program.
- Julia met with MPSD school administrators to discuss collaboration opportunities for the upcoming 2018-2019 academic year. Youth staff were invited to attend a Tech Lunch and Learn with MPSD library staff on August 30th.

- The principals of Immanuel Lutheran and Lutheran High School met with Julia, Susie, Jason, and Margie (MCLS) to discuss the possibility of enrolling the Lutheran schools into our Virtual Library Card program for the upcoming 2018-2019 school year. As of this time, the preliminary test batch was successful. We hope to continue the discussion and move plans forward so even more students have access to our digital resources.

OPERATIONS ACTIVITIES

- Amy attended the Council meeting and the city manager's meeting.
- The long range planning committee continues to meet.

SIGNIFICANT STATISTICS

ADULT LITERACY ONE-TO-ONE –

- Please see the report from Karen Hansen, Public Services Manager

Grant writing – Tim Gadzinski

2018 June Monthly Report

In terms of Grants, June was a relatively slow month. We're still waiting to hear about the Nash Family Foundation grant (notification by September) regarding the makerspace, as well as for the Better World Books grant for One-to-One Literacy Partner funding. As Natalie, our One-to-One person has departed, the search for these grants is somewhat on hold. It seems prudent to wait for a new person to occupy this position in order to see in which direction they intend to shepherd the program before we seek additional funding.

So, as we wait, at Karen's suggestion, my focus turned more towards the technical end of things—online writing courses. I will be starting one of these once I return from California in July: the Foundation Center's Online Proposal Writing Course, a self-paced eight to twelve hour course focusing on, obviously, the art of proposal writing.

I have already completed the other course—High Impact Business Writing, offered through Courera in partnership with the University of California, Irvine, and taught by Sue Robbins, M.S. Ed.

- This course was aimed at getting participants to articulate their thoughts in a clear and concise manner in writing while utilizing correct syntax, language, and grammar. It covered an array of documents, from proposals to agendas to emails. While the course itself was somewhat remedial, it was an excellent review as to the importance of clarity and brevity without sacrificing conversational style or securing the attention of the

intended audience. Ms. Robbins passed along some excellent strategies for developing and preparing documents, as well as emphasizing the importance of Revising, Editing, and Proofreading. She paid special attention to the fact that these are three distinct, separate phases of the document completion process. As stated, while this wasn't a particularly challenging course (to be honest, it was more the way the quizzes were set up than anything), it was a beneficial review. The importance of brevity and clarity remain tactics that can never be overemphasized.

COMING UP

- LARS/Director's meeting in Kiel
- 20th Anniversary planning for August
- Summer Reading Program
- Strategic Planning
- MPL360
- Core values