

Manager Highlights June 2018

Youth Services (Julia Lee)

Mission Moment: Libraries Rock!

Ms. Susie was given a special gift from a young patron: a homemade book! The girl wanted to thank the librarians, and made us a “relaxing book” complete with a tiny umbrella we were instructed to use while reading. Each page is filled with illustrations “to help us relax” and where the child wrote things like: “I love the library!” and “I love to read!” ☺

Personnel:

- We’re all rockin’ the Summer Reading Program!
- Betty Schwede won a STAR Award from the mayor for her work on getting Starlings for circulation. Way to go, Betty!

Staff Development:

- The Youth Department had a 2 hour Summer Reading Program meeting on June 8th. We went through all of the Summer procedures and made sure we were all prepared for kick-off on June 11th.

Outreach:

- We have had several summer schools visit during the month of June. Our biggest school visits were both from Riverview. Between June 21st and 22nd, Riverview Kindercamp brought **200 kids** to tour the library, make a special craft, and enjoy a story time!

Activities:

- Notary Stats: Susie notarized 7 requests in the month of June
- Picture Book City: Picture Book City is an ongoing project to recatalog every picture book in our 10,000 book collection. We are changing our system from cataloging by author's last name to cataloging each book by category. We have nine different categories (Holiday, Me, Concepts, Nature, Culture, Imagine, Play, Vroom, & Favorites) and multiple subcategories (Bedtime, Royalty, Dinosaurs, etc). The goal of Picture Book City is to make the collection more browsable and user friendly.

The Summer Reading Program means we will be moving a little slower during the our busiest months. As of June, Susie and Julia made it through all of the Picture Books through GOD.

- Collaborative Meeting: For the first time ever, MPL is planning a collaborative Summer Reading Program that spans departments and ages. Unlike previous years, we are creating a Summer Reading Program (SRP) format that will be consistent across all ages. It is a big, exciting undertaking, and involves staff from almost every department.

We met one last time in June to make sure staff were prepared for kick-off on June 11th!

Significant Stats:

- This summer has been a REMARKABLE SUCCESS! **As of June, we have over 1,000 kids, 200 teens, and over 600 adults registered!** This is the direct result of the hard work and enthusiasm of MPL staff from every department.
- Paint the library was a hit again this year! We had **over 300 people** come to paint the library windows red, white, and blue on June 27th. The event was possible and ran smoothly due to the huge collaborative effort of multiple departments. THANK YOU to everyone who volunteered their time from washing the windows to running paint and registering windows!
- We have also had humungous success with our Maker Monday programs. Made possible by a generous anonymous donation, we use a variety of education tech resources to create fun, hands-on programs that focus on STEAM (Science Technology Engineering Art Math). We have 5-6 staff working on and leading these programs (including our two interns) and have had **85-100 people attend these programs each week!!!**
- Family Activity Night: We had over 80 people attend our Indoor Drive-In Movie event on June 26th! Families got to decorate a box like a custom car. Kids then sat in their “cars” and we watched Pixar Shorts while munching on popcorn donated by AMC Theatres. Families were raving about the event, asking when we would be doing another one! Shout out to Lynn, the mastermind behind our first-ever (but not last) Indoor Drive-In!
- We had over 20 teens attend the summer kick-off party on June 12th, which included music, dancing, and larger than life Twister. DAP (Digital Arts Program) – a collaboration with the Rahr West to bring digital art instruction to Manitowoc teens -- has also returned for a 3rd year and registration is completely full for both sessions!
- We have also begun in-house check outs of the tech toys used in Maker Mondays. Kids can use their library cards to “check out” our robots, video game builders, and 3D printer pens for up to an hour in the department! We have had 26 check outs since the program began on June 18th. Shout out to Susie, who was the brains behind checking out our tech!

Youth Stats	June 2018	June 2017	Percent Change
AWE Sessions	448	420	6.67%
EDGE Sessions	215	187	14.97%
Wii	117	67	74.63%
TumbleBooks Total Views	11	239	-95.40%
Board Games	33	10	230%
Tech Toys	26	N.A.	

What's Coming Up:

- Henna Tattooing with Castle Art will have two programs (one for teens and one for adults) on July 12th. Registration is full for this wonderful inter-generational event!
- Touch the Trucks - a collaboration with the fire dept., police dept., Maritime Metro, the US Coast Guard, and more – will take place June 18th @ 2pm
- The Summer Carnival, a collaboration between the Farmer's Market and MPL, will be held on August 4th from 9am-1pm! We will have face painting, a dunk tank, bounce houses, live music, and more!
- Maker Mondays continue through July (every Monday at 2pm)
- DAP (Digital Arts Program) continues through July every Tuesday from 1:00-2:30

Facilities (Stacey Bialek)

MISSION MOMENT:

All the mission moments for ten years combined couldn't hold a candle to the person who embodied the essence of the "mission moment". Ann Herrmann's thoughtfulness, strong will, and dedication to the Manitowoc Public Library and, specifically to the Children's Department, energized those she taught, as well as those that worked along side her. In memorial, a plum tree and picnic table have been placed on the south side of the library to honor that love and spirit she had for life. Next month we will be having a dedication ceremony to commemorate Ann's life with family, friends, and co-workers. So, remember, when your day seems to be a bit much to handle, sit down; take a deep breath; and make your own mission moment with Ann.



PERSONNEL:

- We welcome our newest hires in the Materials Management department; Tony Plekan, Nancy Geerdt, Amy Bailey, and Julia Chase, Matt Mottl, and Jenny Juno. Make sure to say “Hi” and “Welcome” when you see them working hard at MPL.

STAFF DEVELOPMENT:

- We will be utilizing the input from the staff survey on Core Values to create a game plan on how best to implement them and make the biggest impact. Thanks to all of you who offered your ideas and insights. Our small groups will be gathering together soon to work out the details.

OUTREACH ACTIVITIES:

- Paint the Library event went very well. Window cleaning was completed just in time for excellent weather to welcome tons of eager painters and artists. Thanks to Julia, the Childrens’ Dept, and the volunteers that put in their time and energy for this community event.
- Preparations are being made for the inaugural adult spelling bee, “Brew & Bee coming July 11. Thanks to staff for all their hard work and bee-u-tiful contributions.
- The final plan for the downtown “re-do” has been finalized and approved. The combination of citizens, businesses, and government staff will now send the plan onto the Council for their approval.
- The final numbers are not in yet, but Julia is pushing towards topping 1,000 sign-ups for the Childrens’ Summer Reading Program. Thanks to Julia for setting up the volunteer opportunities at the sign-up desks. I believe I had the one children’s sign-up that lived the farthest away, Florida!
- Our City’s ADA Compliance Committee will be establishing a check list of currently accepted ADA guidelines. Denise Larsen and I will be compiling the check list for all municipal buildings and then conducting a walk-thru to point out any violations.

OPERATIONS ACTIVITIES:

- Public restroom makeovers are nearing completion. Painting and floor refinishing is on schedule to complete the process.
- The cement foundation and shelter has been completed for the new bus stop on Franklin Street. The bus stop sign will be relocated to the shelter some time in July.
- We have finished replacing all the bearings in the condenser exhaust fans on the rooftop HVAC and we are progressing through the condenser heat sinks at a slow, but efficient rate.
- We have mapped out the remaining routes for additional cameras both interior and exterior. Noted locations include east parking lot, north entrance, and children’s.

SIGNIFICANT STATS/ACTIVITIES:

- Nothing to report.

WHAT'S COMING UP?

- Additional Motion cameras installed in Childrens' and Exterior Sites
- Alarm systems testing and calibrating
- Cement work and Mud-jacking

Public Services (Karen Hansen)

MISSION MOMENTS

- Therese made a positive connection with two patrons who had recently retired and moved to the area. They signed up for cards and the Summer Reading Program and had a tour. The wife was so thrilled to be a part of our library that she was in tears. They have returned multiple times since and have expressed how thankful they were for the warm welcome. It is heartwarming when patrons share how much our library means to them.
- While staffing the first floor Service Desk, David witnessed a serendipitous reunion of an elderly student and his 97-year-old teacher.
- While out and about, Tim yet again encountered patrons who recognized him from MPL. They were thrilled to praise the Great Decisions program at MPL. One patron stopped him at Piggly Wiggly, and the other stopped him at PetSkull Brewery.
- Margo recently read a historical fiction novel she loved so much she decided to add to the collection of a homebound patron, thinking it would be right up her alley. When we received her book bin back, there was a note saying that she read the book in one sitting. It is gratifying when we select the 'right' book for our patrons.
- A patron stopped Meredith by the first floor Service Desk, who told her how much he is enjoying reading again and he would not have started reading again had it not been for the Summer Reading Program. He said he can't put down the book he is reading - *The Oregon Trail: a new American Journey*.

PERSONNEL

We welcomed new Library Assistants Jenny Juno and Matt Mottl on June 4. One-to-One Literacy Coordinator Natalie Long tendered her resignation, effective June 14. The Literacy Coordinator position was posted on June 25 and will close on July 13.

STAFF DEVELOPMENT

- Webinars and Online Learning: David developed his Outlook skills, Tim took Coursera's "High Impact Business Writing" course, Karen took a CivMic course on documentation, and Meredith attended a webinar on Dealing with Substance-Abusing Patrons in the Library.
- Therese attended a Retail/Financial Crime Prevention meeting w/ Sgt. Andy Trilling on June 7.

OUTREACH

- Therese coordinated a Friends' book sale at the June 16 Farmers Market.
- David attended a monthly Wellness Committee meeting where we discussed upcoming plans and events.

OPERATION ACTIVITIES

Programming & Special Events

- **Sow & Grow:** David continued planning the July Gardening 911 program. He contacted Sow & Grow participants who provided their emails seeking feedback for a Q&A at the program. Emily assisted in putting the word out of Facebook.
- **Summer Reading Program:** Public Services staff all worked together for Summer Reading Program kickoff. All staff received training and assisted registering patrons of all ages.
- **20th Anniversary:** Several Public Services staff have been serving on the committee to plan the 20th Anniversary celebration and the corresponding August carnival. David continued assembling his presentation and display on the history of the present library building. Jason has been assisting him with the logistics of displaying the presentation on a wall-mounted monitor.
- **State of Craft Beer:** Meredith, Tim, and Jason put on the State of Craft Beer program.
- **Brew 'N Bee:** Tim and several Public Services staff have been planning an adult spelling bee in conjunction with Manitowoc's Petskull Brewing. The event will take place on July 11.
- **Henna Tattoos:** Meredith and Lisa prepared the registration and instructions for the Henna program in July.
- **Domestic Series:** Karen and Tim continued planning for the fall domestic series. Our topics this year will be Guns in Schools, Surviving Suicide, something about the upcoming Election, and Freedom of Speech.

Volunteer Highlights: Therese made connections with Ashley Bender from United Way and Cindy at Lakeshore Cap in preparation for the October Volunteer Resource Fair at MPL. Regarding the Friends, Therese organized another small Farmers Market Friends book sale. Despite the poor weather, they made \$103. Additionally, she updated the Friends' book sale shelves.

Homebound Services Highlights: Margo attended the Service League's Annual Recognition Social on June 18 to receive the grant on behalf of MPL for the purchase of Assistive Devices for our patrons in need.

IT Highlights

- Jason held a class on MS Word.

- Began this year's DAP program.
- Continued working on Omeka database transfer, along with redesigning the home page and discussing a new URL for the site.
- Finished the new Program-related marketing request form.
- Created the Brew N' Bee registration form and put it live on the website.
- Created a new Media Request form for TG to help promote library programs.
- Arranged for Bibliotheca to fix the gates. The door counter was not counting correctly, and the panels wouldn't light up when a flagged item went through.
- Had Team Electronics come in and repair some of the equipment in the Balkansky room.

Marketing, Promotions, & Grant-Seeking Highlights

- Tim attended the Downtown Manitowoc Meeting on June 13, where he discussed Summer Reading, Story Time Al Fresco at the Night Market 920, the State of Craft Beer, the Brew 'N Bee, Krazy Daze Book Sale, and Subs, Shells, and Scrap Dives.
- Summer Reading Program Promotions:
 - Two articles about it in the *Herald Times Reporter*
 - Radio appearances on both WOMT's and WCUB's morning talk shows
 - An in-studio appearance on "Local 5 This Morning" featuring Wildlife of Wisconsin and their bard owl
 - Secured an in-library broadcast of "Local 5 Live" with three live cut-in interviews
 - Got both the YMCA and Baymont in and Suites to allow us to put up Emily and Laura's great promotional yard signs on their property
 - Arranged for a long-running announcement about the SRP on the city's electronic LED sign in Burger Park
- Tim arranged to have some of our posters put up on the car ferry in order to draw more folks looking for things to do once they arrive in Manitowoc
- Arranged to have advertisements for the Brew 'N Bee and the Krazy Daze Book Sale to run on the Courthouse Pub's bar monitor thanks to Ryan Morris.
- Other *Herald Times Reporter* articles: the Brew 'N Bee and the Krazy Daze Book Sale.
- Arranged for phone-in interviews at WCUB for a batch of upcoming programs primarily booked by Meredith—Wisconsin's Gangster Past, Genetically Speaking, and Indian Mounds of Wisconsin—as well as an interview about the Brew 'N Bee.
- At Emily's suggestion, Tim approached Jason about creating an online form for the intranet in order for staff to make requests for media coverage for programs and initiatives.

One-to-One Adult Literacy Highlights: Natalie resigned on June 14, and Karen took over her duties on an interim basis until her position is filled. Because of her vacancy, we had to cancel the June tutor training sessions.

Materials: All selectors continued their regular efforts to curate the Adult collections through best practices in selection and weeding.

Displays: Manitowoc History A-Z, Milwaukee School of Engineering Quay Street models, Fire up the Grill, Everything Under the Sun, and the Great American Read.

SIGNIFICANT STATISTICS

- **Volunteer Statistics:** General volunteers provided 86 hours of support to our library this month. Four new volunteers started in June.
- **Homebound Statistics:** With the help of 8 volunteers, Homebound Services circulated 363 items.
- **IT:** Two patrons requested 3D print jobs.
- **One-to-One Literacy:** 12 tutors, 40.5 hours prep, 62.5 hours tutoring, 3 hours miscellaneous.

Materials Management (Roxanne Staveness & Amy Eisenschink)

1. Mission Moment:

- Laura - One of the book groups we work with selected their July discussion title after a member read one of the books I had put on the Awesome shelf. I sincerely hope that they enjoy the read – or if not, that they at least have a good discussion based on why they didn't like it.
- Amy – Signing up children and families for summer reading program. Seeing the excitement on the faces of the little ones made my heart soar. I also loved it when the little ones convinced their adult to join the adult program; almost like a challenge.

2. Personnel:

- Judy – Trained Jenny and Matt from PS department.
- Amy & Roxanne – interviewing for Shelving Page. Starting Mid-Year Performance Review process in MM department.
- Amy – Tony started as a page. 90 day reviews for 2 of our staff.

3. Staff Development:

- Ann R. – Met with Judy to show her some Excel techniques.
- All – MM department had a staff meeting. We discussed emergency page procedure, Outlook/email, AV carts, and Safety/se
- Amy E. & Roxanne -
- Amy E. – I listened to a demonstration from SirsiDynix on Bento Box and FRBR. Gave tours of backroom to new PS desk employees - Jenny and Matt.
- Laura – On June 1st, Kirsten and I attended an incredibly enlightening seminar on Adverse Childhood Experiences (ACEs) at Oshkosh Public Library. I don't recall ever being so moved by a program. Kirsten and I have recommended that this information be presented to MPL staff at an all staff meeting. The insight to be gained will aid everyone on the staff as they interact with the public...not just at MPL, but everywhere we connect with human beings.
- Judy – Attended Public Service monthly meeting.

4. Outreach Activities:

- Amy-Attended several Optimist meetings. I reached out to the group that collects school supplies for children in need. The program is called KAN (kids and necessities). MPL will be a drop off site for school supplies. The container is near the downstairs service desk and there are printed copies of the supplies that they need for patrons to take when they go shopping. As part of the city's management team I toured the EOC. It was very interesting to see how that system works.

- Amy and Roxanne – attended the Mayor’s monthly department meeting and learned about emergency response in Manitowoc.
- Roxanne – Attended Lions Club meetings and I was sworn in as the Club Tail Twister.
- Laura – on the Brew ‘n Bee committee.
- Ann R. – I ran the book discussion on June 19th which was of my 2018 goals. I chose the book, “House Broken” by Sonja Yoerg. There was a great turnout and we had a lively discussion.
- All – A number of the MM staff helped with Paint the Library by either being outside with painters or in the library. Much fun was had by all.

5. Operations Activities:

- Laura – meetings on the weeding of book club kits.
- Ann R. – Met with Julia to review Youth Collection budget. Verified FISH monies for Lori. Started training Ann P. on invoices and receiving them. Met with Roxanne to review damaged materials procedures/steps.
- Amy - I helped hand out paint for the annual ‘Paint the Library’ program. I believe that everybody in the community looks forward to this program no matter if they participate or if they simply drive by and enjoy the site.
- Judy – Met with Roxanne about serials. Helped with Summer Reading sign up. Clerked for 4 hours. Covered Youth Desk for 1.5 hours.
- Roxanne – Monthly selectors meeting. Attended Finance Committee meeting at City Hall. Listened to webinars in regards to PLSR and attended and open meeting at Chilton. Attended the CI in Government Peer Sharing with other LEAN Management city committees at City Hall.
- Ann R. and Roxanne - They inquired how the collection process has been working and if we had any concerns. They talked to us about some new products/services that they offer.
- Youth interns have taken over the reprocessing of material for pic book city. We will miss them greatly at the end of the summer.

6. Significant Statistics and Activities:

- Laura – Cataloged 458 new items, 19 notary requests, circulated 15 book discussion kits, and filled multiple copies of 11.
- Amy - Items Mended 57; Discs Cleaned 26.

7. What’s coming up?

- Roxanne & Amy - Management meetings weekly. LARS meetings at Lester. Interviewing for open clerk position.
- Roxanne -Lion’s Club meetings. Chamber of Commerce Leadership Planning Committee as an alumni of the program. BPI meeting.
- Amy – Optimist Club meetings
- All city staff listening sessions with the Mayor.

- Ann R. – compiling the list of TV series we have for an automatic ordering system with our book vendor B&T. Helping out with clerk duties until new clerk is hired and trained.
- FISH will be coordinating a delicious 'Pie in July' event for staff.