

Manager Highlights July 2018

Youth Services (Julia Lee)

Mission Moments:

With the huge crowds that came for Touch the Trucks on July 18th, we had quite a few people tell us that this was the first time they had ever come to Manitowoc Public Library. After enjoying the trucks outside, many of these families then went inside to check out the library and sign-up for library cards. We had so many interested that we ran out of library cards and applications in the Youth Department and had to get more from downstairs! That is why we love holding community events like Touch the Trucks or our Carnival – to bring people to our library and show them that this is a place for them! ☺

From Susie: I handed out a book coupon to a little girl today. I explained that she could pick out a book and then she should give the coupon back to me, but she got to keep the book. The little girl jumped up and down and was SO excited to get to keep the book for her very own! It was SO cute! ☺

Personnel:

- Jane Robinson will be out for her back surgery starting July 30th. We are expecting her to be out for up to four weeks. We will miss her and wish her a full and speedy recovery!

Staff Development:

- All Youth Staff were scheduled to attend 2-hour city-wide mandatory listening sessions with the mayor between July 17th and August 2nd.

Outreach:

- Stangel STEAM Summer School visited on July 19th with 90 kids in grades 1-7 and 10 staff. Kids were broken up into three groups and rotated through three activities: Lego Balloon Cars, Marble Run, and a Tour + Free Reading Time. The visit was coordinated with Stangel's principal, Heidi Schroederus, who requested "Force & Motion" activities for their STEAM summer school wrap-up. All 90 kids were also signed up for the Remote Summer Reading Program we offer Summer School programs, and each child got to leave the library with a free book! Huge kudos to our summer interns, Angie & Abby, for planning and leading the STEAM programs for all the kids!

Activities:

- Notary Stats: Susie notarized 6 requests in the month of July
- 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 our busiest months. As of July, Susie and Julia made it through all of the Picture Books through the letter G.

- Anniversary Meeting: MPL and Grow It Forward are collaborating to provide a fun, FREE community carnival on August 4th from 9:00-1:00. The carnival is a celebration of MPL's 20th anniversary in our Quay Street building, the end of the Summer Reading Program, and our awesome city. There will be live music, a dunk tank, a water balloon catapult, and more!

Significant Stats:

- Youth Circulation was up from July 2017 by over a thousand circs!

CIRC	2018	2017	Percent Change
July	15,978	14,622	9.27%

- 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 had a total of **183 check outs in July**. Shout out to Susie, who was the brains behind checking out our tech!
- On July 18th, we had a Touch the Trucks event in the Quay Street Parking Lot. Touch the Trucks was a collaboration between Manitowoc Police, Fire, the U.S. Coast Guard, Manitowoc Command Post, DPI, and Maritime Metro. Each of these organizations brought at least one vehicle and operator, and kids got to climb in the trucks and ask questions. **We had around 900 people attend this event! 900!** The event got such a great response from families, social media, and the organizations that we’ve already got plans for Touch the Trucks 2019!

Youth Stats	July 2018	July 2017	Percent Change
AWE Sessions	442	427	3.51%
EDGE Sessions	194	163	19.02%
Wii	118	111	6.31%
Makerspace	379	252	50.40%
TumbleBooks Total Views	14	128	-89.06%
Board Games	27	22	22.73%
Tech Toys	183	NA	NA

What's Coming Up:

- The 20th Anniversary/SRP Carnival is August 4th from 9:00-1:00!
- Our first ever ukulele jam will be held on August 15th at 6:30. Players of all ages and skill levels welcome! We'll jam out and sing the night away!
- On August 22nd, our teen associate, Lisa, will be hosting a Supertaster event. Teens will put their taste buds to the test as they try different foods and brands blindfolded to see if they can identify what they are eating!

Facilities (Stacey Bialek)**MISSION MOMENT:**

"If you want to touch the past, touch a rock. If you want to touch the present, touch a flower. If you want to touch the future, touch a life." ~Author Unknown~

Through Krazy Days; Carnivals; Summer Reading Programs; Book Sales; and the like, volunteers make it happen. They stand silent while getting their marching orders and then hit the ground running. Sometimes the jobs are the least prestigious, but, yet the most helpful. They do it not out of a sense of duty, but simply because you asked. So, thanks to the runners, the garbage haulers, the face painters, and all the rest that stayed late to make us look like a success.

PERSONNEL:

- Nothing to report.

STAFF DEVELOPMENT:

- We have convened the small groups concerning the structuring and implementing of the chosen Core Values. The Management Team will be meeting together to iron out the details during the month of August. Thanks to everyone for their participation.
- We met with the Children's Dept. staff and gave an overview on a few of the essential Security Alerts, such as Missing Child, Security, and Severe Weather.
- The Mayor's listening sessions were much shorter than expected. We spent a quick hour going over city future projects. We also got a pep talk on how the city staff are first and foremost the front-line diplomats to promote the city.
- Mid-Year Evaluations are going well and are producing some strategies for some staff to self-evaluate and make course corrections.

OUTREACH ACTIVITIES:

- It seems we go from cleaning the windows for preparation to paint the windows to cleaning the paint from the windows. Thanks to Therese H. and her merry band of volunteers for their time and effort to get them back to clean again.
- The adult spelling program, “Brew & Bee”, was a lot of fun, a terrific turn-out, and had a little drama to boot. Thanks to Pet Skull Tap Room, the wise participants, and the staff that made it a great community night-out.
- Our City’s ADA Compliance Committee has established a physical checklist for all municipal buildings to use when inspecting their properties for compliance with ADA rules and measures. Thanks to Denise Larson for pairing up and getting this essential document ready for the city’s ADA Committee.
- We were able to accommodate a UW-Stout student in proctoring a mathematics test on a quiet Saturday afternoon.
- The Friends’ Krazy Days Book Sale went very smoothly. Thanks to Therese, her volunteers, and the Friends for all their hard work. A few weeks later, the Friends were back up and selling in the Vestibule for a short Saturday morning book sale.

OPERATIONS ACTIVITIES:

- Public restroom makeovers are nearing completion. 1st floor is complete, but will 2nd floor public restroom require a few plumbing repairs before they’re completed.
- The new Bus Stop shelter and sign are now in place on Franklin St. for the public to use.
- After we have finished replacing all the bearings in the condenser exhaust fans on the rooftop HVAC, we began having some issues with the software controls. We have mapped out the remaining physical sensors and in-line hardware. EC&D, our original installer, will be coming in August to update the software and give us an estimate on changing the operating system up to a compatible Windows version.
- We have reestablished a new link or portal with Better World Books company. We now have a direct link with their Shipping/Logistics, making it much easier to set up shipments.
- We are beginning to run power to the outside doors of the Study Rooms to accommodate the new touch-pads patrons will be using to check for room availability.
- We continue to finalize the details on the Carnival Day planned for August 4th. Tents, tables, chairs, water, and vendors are all beginning to fall into place thanks to Julia and her team!

SIGNIFICANT STATS/ACTIVITIES:

- Nothing to report.

WHAT’S COMING UP?

- Additional Motion cameras installed in Childrens’ and Exterior Sites on Franklin and east parking.

- Alarm systems testing and calibrating
- Cement work and Mud-jacking for September

Public Services (Karen Hansen)

MISSION MOMENTS

- David saw former Mayor Kevin Crawford near the Service Desk and pointed out that he was part of the 20th Anniversary Display, as he was featured in the photographs from 20 years ago. David showed him all that the display had to offer and he enjoyed looking at it. Another patron and former employee at the Library also enjoyed seeing herself in one of the photographs.
- Tim reported that a younger man he has encountered through Great Decisions told a group of friends how foolish they were for not attending the program. He was very passionate about it, referring to it as “the best program on the lakeshore.”
- Mary reported that a patron from Green Bay was very happy to attend our Lakeshore Writers for the first time, saying it was the closest one he could find.
- Two patrons approached Mary and a co-worker outside the Library and expressed to them how much they love the Library and the people who work here.
- Tim encountered a number of people that attended the Brew ‘N Bee that said they couldn’t wait for the next one, expressing that they hope that it’s in a larger venue for more attendance. They also expressed interest in competing the next time around.
- One of the Brew ‘N Bee contestants stopped at the Service Desk and told Emily what a great time she had the night before and what a fun idea it was.

PERSONNEL

- Jo Ann Dent accepted the Literacy Coordinator position and will start on August 14.
- Karen completed mid-year performance reviews for all eligible Public Services staff.

STAFF DEVELOPMENT

- All Public Services staff attended a listening session with the mayor.
- Tim watched the “Time Management w/ Richard Lansdowne at Upskilled” webinar, as well as a pair of TED Talks focusing on time management.

OUTREACH

- Therese attended a United Way managers/coordinators meeting on July 19.

OPERATION ACTIVITIES

Programming & Special Events

- **Sow & Grow:** David put on the Sow & Grow "Gardening 911" program on July 26. The program focused on preventing problems in the garden by using preventive measures. David and the master gardeners answered questions from those attending.
- **Summer Reading Program:** Public Services staff continued their hard work running the Summer Reading Program, gaining new registrants long past kickoff.
- **20th Anniversary:** Several Public Services staff have been serving on the committee to plan the 20th Anniversary celebration and the corresponding August carnival. With the input of many other staff, David put up the 20th Anniversary display.
- **Grandma's Recipes:** Meredith put on Grandma's Recipes, a program about preserving family recipes. She reports that attendees were highly engaged and shared stories about family recipes.
- **Brew 'N Bee:** The July 11 Brew 'N Bee was very well received. Tim reported that there was great word of mouth marketing leading up to and following the event. Staff have received praise for MPL for stepping outside the box and trying something fun and different for their adult patrons. Staff who planned and participated in putting on the event included Emily Ellerman, Stacey Bialek, Laura Schreiner, Margo Meyer, Amanda Linsmeier, and Jordan Kabat.
- **Henna Tattoos:** Meredith and Lisa's henna tattoo program on July 12 was very well attended. Several young adults even attended the program.
- **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 played a key role in planning and executing the Friends' annual Krazy Daze book sale. Revenues from this year's sale were record-breaking at more than \$4,500! Therese also coordinated a Farmers Market book sale on July 21, which generated \$75 in profit for the Friends.
- A group of five Lincoln High School students and their teacher, Danielle Ourada, come in to do a group project. They were able to wash the paint off the exterior windows from Paint the Library. With remaining time in their 3 hour service project, the students designed book marks – one to take, and one to leave at the library.

IT Highlights

- Jason held a class on MS Excel.
- Met with Lisa, Julia, and Karen to create a new teen website.
- Started the videography portion of the DAP program.
- Met with Lutheran Schools to work on expanding VLC program.

Marketing, Promotions, & Grant-Seeking Highlights

- Krazy Daze Book Sale: Yard signs along Maritime Drive, an article in the *Herald Times Reporter*, the electronic LED sign across the street from MPL, eNewsletter, and the Maritime Museum website.
- Brew 'N Bee: Radio appearance on "The Breakfast Club," an article in the *Herald Times Reporter*, fun and lively appearance on "Local 5 Live!"
- Library Carnival: article in the *Herald Times Reporter*, appearances on both WCUB's "The Breakfast Club" and WLUK's "Local 5 Live!," promotions at the Courthouse Pub, arranged for the Herald Times Reporter to cover the event in photos.
- Other Promotion Highlights: Emily has been retooling the print calendar and will be putting out three-month – as opposed to four-month - calendars starting in September; the eNewsletter sent on 7/14 had a total of 1,367 opens.
- Program Planning: Tim is in the midst of making connections and arrangements for upcoming programs: The Witness Stand Story Slam at the Courthouse Pub, Pop Art with Erin LaBonte, and Art Slam.
- Grants: All submitted grants are pending, including the Better World Books grant and the Nash Family Foundation grant.

Collections: All selectors continued their regular efforts to curate the Adult collections through best practices in selection and weeding. Meredith worked with Jason to finalize details of the new online Manitowoc Local History Collection, now available on MPL's website.

Displays: 20th Anniversary, Manitowoc History A-Z, Read It and Weep

SIGNIFICANT STATISTICS

- **Volunteer Statistics:** Volunteers provided 314 hours of support this month. Two new volunteers started in June.
- **Homebound Statistics:** With the help of 8 volunteers, Homebound Services circulated 363 items.
- **IT:** One patron requested 3D print jobs.
- **One-to-One Literacy:** 11 tutors, 31 hours prep, and 59 hours tutoring.

Materials Management (Roxanne Staveness & Amy Eisenschink)

1. Mission Moment:

- Laura - One of the book groups we've served for several years celebrated 100 titles read. To help observe this milestone, one of the members requested a copy of each of the 99 books they're previously discussed. She provided the list, and we quite easily pulled together 96 copies. After they met, a large box of treats was brought in for staff, along with a very gracious thank you note and a photo of them attending their 100th meeting.
- Amy – Being MOD on Tuesday nights is the best. I love being able to see Family Activity Night. The excitement, joy and learning that happens is simply infectious.
- Roxanne – While shopping at Festival I heard “my favorite librarian.” A fan of the Book and a Movie attendees was also at the store.

2. Personnel:

- MM department - Three new pages started, Amy Bailey, Nancy Geerds, and Julia Chase. Mid-year reviews ongoing.
- Roxanne and Amy – interviewing for open clerk position.

3. Staff Development:

- Ann R. – Monthly selectors meeting.
- MM Department – all attended the Mayor's Listening Session this month. Laura says about the session, “what a phenomenal acknowledgement of how special this community is!” Amy E. was able to name all of the alders to win a prize! Judy says it was nice to learn what is going on with the city.
- Judy – attended an Excel class led by Jason.

4. Outreach Activities:

- Amy-Attended several Optimist meetings. I usually speak about the library and library events at every Optimist meeting. This past month I talked a lot about the Carnival coming up in August and ask for volunteers to help.
- Roxanne – Attended Lions Club meetings. Worked with Vicki from Lakeshore Cinema to pick the books/movie title for the upcoming Book and A Movie programs. 9 great titles have been selected.
- Laura - I submitted background information and discussion questions for “Midnight at the Bright Ideas Bookstore,” which is the book discussion I will be leading in August. Helped with the Brew 'N Bee event and says it was wonderful. She and Emily took down all of the signs for SRP, they felt it was a great way to communicate to our community. Laura is finding materials for book clubs, Zimmer Forum, and the return of Book and A Movie night.
- Ann R. – worked with RFID staff to troubleshoot issues with the AMH.
- MM staff gearing up for the Carnival and all the fun to be experienced. Several of our staff contributed to the 20th Anniversary information.

5. Operations Activities:

- Laura – Reviewing our book kit collection and weeding the titles. Attended a meeting on reference standing order titles. Discussed which are current and if some need to be let go.
- Roxanne – preparing for shifting of biographies to open that space for YA materials new home.

6. Significant Statistics and Activities:

- Laura – Cataloged 483 new items, 18 notary requests, circulated 11 book discussion kits, and filled multiple copies of 16 other titles.
- Amy – Mended 64; discs cleaned 38; AV/other 15.

7. What's coming up?

- Roxanne & Amy – Weekly management meetings.
- Roxanne -Lion's Club meetings. As part of the Lion's will be working the ticket booth at County Fair. Participating in Chamber of Commerce Leadership Manitowoc County Alumni Meetings. BPI meeting. Continue the 1st floor redesign tasks, we are now ready to shift the YA materials to a new location.
- Amy – Optimist Club meetings. Carnival, Youth book kits, Lower Schuette Park clean up, and a new clerk hired.
- Laura – Applying for a SILLI grant, leading August Book Discussion program 9Midnight at the Bright Ideas Bookstore), submitting a report for the current SILLI grant she and Emily received, and continuing to review the Book Kit collection.
- Judy – helping with clerk duties until new clerk is hired, training new Literacy Coordinator on Workflows.