

Manager Highlights August 2018

Youth Services (Julia Lee)

Mission Moment:

A patron was so impressed by our Ukulele Jam on August 15th, she sent us a letter expressing her gratitude! She wanted to let us know how much of a success the event was, which gathered around 35 people of all ages (from 4-84) to enjoy an evening of making music together. She thanked us for hosting the event and hopes that we will hold more Uke Jams in the future (plans are in the works for December)!

It is gratifying to know that we are inspiring and improving our community by hosting events like a Ukulele Jam!

Personnel:

- We were contacted by UW-Madison's MLIS (Master of Library and Information Sciences) program to be an internship site for the fall semester. Our intern, Carrie Bruce, will be starting in September!

Staff Development:

- Susie, Lisa, Lynn, Kirsten, and Julia all attended a Lunch, Learn, & Play hosted by the MPSD on August 30th. The workshop was a wonderful opportunity to meet and collaborate with school library staff, and learning about new educational tech by playing with the school district's new coding kits!

Outreach:

- Susie and Lisa attended the MPSD Back to School Rally. The rally was held at Lincoln High School where Susie and Lisa had the opportunity to promote library events, resources, and services at a booth during the breakfast hour. We are so grateful they got to meet new teachers and make new connections to improve our school outreach for the 2018-2019 school year!

Activities:

- Notary Stats: Susie notarized 7 requests in the month of August
- 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.

As of August, Susie and Julia made it through all of the Picture Books through JEN.

- Julia met with MPSD Administrators on August 30th to discuss current projects and future collaboration ideas.

Significant Stats:

- On August 4th, we held our 20th Anniversary/ End of the Summer Reading Program Carnival. Planned in collaboration with Grow It Forward, we had the Farmer's Market, Live Music, Bounce Houses, a Dunk Tank, Face Painting, Farm Animals, Face Painting, a Ducky Pond, Cookie Decorating, a Water Balloon Catapult, BINGO, and more!. **We had around 2,000 people attend the event!** The event got such a great response from families, social media, and the organizations that we've already got plans to collaborate with Grow It Forward again next year! Thank you to EVERYONE who helped make this fabulous community event possible. Whether you talked it up with patrons at the desk, braved the dunk tank, pulled duckies, or kept the library running through all the craziness, the carnival would not have happened without the hard work, passion, and teamwork from the WHOLE library! THANK YOU! ☺

Youth Stats	August 2018	August 2017	Percent Change
AWE Sessions	361	436	-17.20%
EDGE Sessions	114	168	-32.14%
Wii	80	76	5.26%
TumbleBooks Total Views	25	21	19.05%
Board Games	23	15	53.33%
Tech Toys	82	NA	

What's Coming Up:

- We'll be starting a new Family Book Club in September! The book club will be taking place the second Monday of each month and is designed to encourage families to read, talk about books, and do fun, hands-on activities together.
- Our popular Teen Late Night Lock-Ins are BACK for the fall! Our first Lock-In will take place on September 21st from 6:30-9:00.
- Music & Movement will also be returning September 21st @ 10:00. Music & Movement is a mix between a story time and dance party, incorporating early literacy strategies with meaningful movement.
- MPL is partnering with Reach Out & Read, a community-wide literacy advocate group, to provide a family literacy event on September 22nd! We'll have fun activities, promote our

Starlings, 1,000 Books Before Kindergarten, stories, and free books! Activities will run from 10:00-12:00.

Facilities (Stacey Bialek)

MISSION MOMENT:

"Live and work but do not forget to play, to have fun in life and really enjoy it."

~Eileen Caddy~

Fun is what makes the world go around and nothing does that more than your local library. Community Center, travel organizer, history teacher, citizen maker, and now, your local Theme Park. There are very few things in life that give you some much and ask for so little in return. ***Support your local Library and see where It gets You!***

PERSONNEL:

- To all the new hires, interns, and volunteers: Welcome to the MPL! We appreciate you and your dedication. You are now part of the best library in the world.

STAFF DEVELOPMENT:

- Management has convened on different occasions to sort out and implement the Core Values/Work Culture concepts and methods. We want to get a program to all of the staff that is timely, beneficial, and significant. Your patience is appreciated.
- Your F.I.S.H. Committee would like to thank all of you who attended, donated, or simply thought of Ann and her Memorial Dedication. It was nice to see so many people from various facets of Ann's life. Her life endures through the people she loved and inspired. People like you.
- F.I.S.H. has even more events planned for Fall. Look for Creepy Potluck, Fantasy Football, Mini-Golf Tournament, and Glaze & Paint. Thanks to everyone who either lends a hand or attends! WE appreciate it. ☺

OUTREACH ACTIVITIES:

- Can you say, "Polk-a-Dunk Cata-Bounce Face-Craft BalloonMan-MakeyerownSun-Day! What a great turn out for the 1st Annual MPL Carnival. Last year's was a Carn-sicle, but this year was a definite Fun-i-val! Thanks to Julia, the staff at MPL, and the Car-ni-teers that helped make 2018 Carnival such a success!
- Better World Books took another double load of discarded materials from the January and July's Book Sales with a little over 3 tons of materials. Thanks to Therese and Volunteer Tyler for helping stack & wrap all those pallets.
- Balloon Glow was also another success. Beautiful weather and huge crowds both downtown and especially in the Library parking lot. Numerous families and tons of groups made the night

something to remember, especially that big Rubber Duckie! Nice to see other staff out there, too!

OPERATIONS ACTIVITIES:

- Public restroom makeovers are adding a few minor adjustments to the finished project. After seeing some ADA guidelines and security updates from local law enforcement organizations, it was recommended that any public restrooms with diaper changing stations, should move them to a more secure/discreet area beyond prying eyes and phone cameras. So, we will be replacing all old stations and relocating them inside the stalls to give parents/babies more privacy.
- Some major thunderstorms in August precipitated the need to repair certain roof deck leaks. During one of those storms, we needed to patch a small leak above Linda McCabe's cubicle and were able to move the water away enough to apply a temporary seal with Flex-Seal, the tape you see advertised on TV. After some drying time, we were able to reseal the seam properly later that week. So, Flex-Seal does work!
- EC&D, our original installer, updated the software and gave us an estimate on changing the operating system up to a compatible Windows version, as well as an update on a new Preventative Maintenance Agreement.
- Along with all the prep work we did for the A/C system, we have kept costs to a minimum on some of the bigger repairs and updates needed to be done this summer. Thanks to the techs at Manitowoc Heating/Cooling for those intricate welds that needed to be done between the roof decking and main A/C unit.
- We have drained and flushed the main circulation pumps and reservoirs on both Boilers in anticipation of the heating season. We will be doing a dry-run sometime in September to check performance and output of the heating system.
- 1st floor redesign is in full swing. Thanks to Roxanne and her crew for getting the ball rolling on shifting YA and Bios. Look for the new Communications Display on plans & progression of the future changes to the 1st floor layout coming in September!

SIGNIFICANT STATS/ACTIVITIES:

- We were able to average a constant on our electrical consumption through the half year mark of 2018. We did not increase nor did we decrease our costs. We look forward to a mild winter season to help us with our sustainability plan.

WHAT'S COMING UP?

- Additional Motion cameras installed in Childrens' and Exterior Sites on Franklin and east parking.
- All-Staff Meeting

- Cement work and Mud-jacking for the end of September
- More 1st Floor Redesign shifting and shelving changes

Public Services (Karen Hansen)

MISSION MOMENTS

- June received a heartfelt card from two special needs patrons who participated in the Summer Reading Program. She worked closely with the two patrons and creative and meaningful ways to engage them in the program.
- Tim reported that while attending the “Membership 101” lunch meeting at The Chamber, Executive Director Karen Nichols stopped him on his way out to tell him that she had taken her grandchild to the 20th Anniversary on Quay Carnival because of reading about it in the Tuesday Tidbits and that they had a wonderful time. She also mentioned that she loves the diversity of the programming that MPL offers.
- Tim met with Brock and Kerry at the Courthouse Pub about the set-up of the Witness Stand program, and an elderly woman named Doris overheard our conversation and asked for more information about what was going on because she “has lots of stories to tell.”
- Therese reported that the Library had several out of state visitors in August, including visitors from California, Michigan, and Texas. They included an adult novelist and her parents. She gave them a short tour of the library including the AMH. They loved it!
- David helped a patron who was looking for historic weather data in Manitowoc. He contacted the National Weather Bureau and an Assistant Wisconsin State Climatologist to locate the information. The patron was so grateful that he took the time to call me and say how much he appreciated it. It is nice when a patron goes out of their way to say thank you.
- Meredith received an email from an out of state patron seeking assistance with her genealogical research. Meredith was able to help her narrow down the year by tracking the relative through census records and pointing the patron to resources that she can use to figure out a death date. It was a satisfying research question to tackle.
- Mary assisted a patron who was getting her very first library card at the age of 19. She had only been to a public library once while in school. Now that she is living and working in Manitowoc, she was so excited to become a library user!
- One-to-One Adult Literacy Partners Learners have made some great personal strides:
 - A learner “was very excited that she got a notice to go to the offices in Milwaukee for her signature, fingerprints and photo as part of the Citizenship process.”
 - A learner “is writing stories to become a better English writer...she wrote a story about her favorite color of beige.”

- “A cell phone needed fixing and [my learner] was able to converse with the clerk at the store to explain the problem. Big accomplishment for him.”
- A learner’s daughter “signed up for the summer reading program and is having a good time reading the extra books!”

PERSONNEL

- Jo Ann Dent began her role as Literacy Coordinator on August 14, and has since received a great deal of training, both from current staff as well as from former Literacy Coordinator Mary Petersen.

STAFF DEVELOPMENT

- Jo Ann, Matt, and Jenny completed the City’s new employee orientation.
- Jo Ann completed a webinar on the Matrix database.
- Tim watched the webinar, “More than Just Clicks: How Google Ad Grants Can Support Your Mission” to see if there were more effective ways that we could be targeting our Ad Grants to better promote our events.

OUTREACH

- Tim, Emily, and Karen volunteered at the Lower Schuette Park Ice Age Trail Workday on August 9.
- On August 9, Margo had the opportunity to attend the Manitowoc Area Low Vision Fair. She reported that it was wonderful to network and connect with the other providers of resources for people with visual impairments. She was able to share what MPL offers through our Homebound Services, and returned to the library with many new contacts for people who might be looking for resources that enable them to live well with low vision.

OPERATION ACTIVITIES

Programming & Special Events

- **Summer Reading Program and 20th Anniversary Carnival:** Public Services staff continued their hard work running the Summer Reading Program, several of whom put their efforts into planning and putting on the hugely successful capstone carnival event.
- **Sow & Grow:** David and Meredith worked on a review of the Sow & Grow Program, which met or exceeded the goals that he Meredith developed. They doubled the original number of kits planned from 100-200 and handed them all out. They expected about 60 people to show up for two Sow & Grow gardening programs, and instead exceeded that expectation with combine attendance of 139.

- **Close to Home Domestic Issues Series:** Karen and Tim continued planning for the fall domestic series and recruiting panelists. Our topics this year will be Guns in Schools, Surviving Suicide, Election Issues, and Freedom of Speech.
- **Aluminum Tree Program:** Meredith, with the help of Tim, began planning a program in December that will celebrate the history of Manitowoc's aluminum Christmas trees.

Volunteer Highlights

- Therese met with Christy Giblin, incoming President of the Service League of Manitowoc County.
- Farmer's Market #4 on August 18 raised \$144.00. It was held outside. For the first time, two of our staff members staffed the book sale. Lisa and Maya's smiling faces were a draw to our book sale, which was the largest sale we've had so far this summer.
- Therese met with a few representatives at local colleges to further her efforts for the internship program. She met with Bryan Hulbert Student Life and Events Coordinator at U.W.Center on August 23. He had a nice recommendation to assist her internships, and he plans invite her to an upcoming event at the U.W., as well as participate in upcoming volunteer fair. She also met with Foua Hang, Director of Student Resources at LTC on August 14.
- Therese attended a United Way Manitowoc County's Rally for change on August 28.

Homebound Highlights

- Margo and June prepared small gift bags for the Homebound Services patrons that participated in our Summer Reading Program. (17 total, which is up from 9 last year).
- Margo delivered one of the raffle baskets to a Homebound Services patron who was the lucky winner of the Summer Reading Program "Green Bay" basket. He and his wife were very excited to receive the basket.
- Margo has completed subbing for a volunteer that is temporarily taking care of family. Her patrons will be excited to see her again. In the meantime, Margo really enjoyed getting to know these individuals a little better through delivering their library materials.
- Margo continued the process of evaluating and purchasing assistive devices.
- June condensed the Large Print area to prepare for the next phase in the 1st floor redesign.

IT Highlights

- Jason held a class on Overdrive/Libby.
- Staffed the SRP/Anniversary Carnival.
- Helped Tim finish editing the Library PSA video.

- Finished DAP and held a reception to a very large audience (despite the huge rainstorm).
- Continued working on Cash Management option for Workflows.
- Finished proposal for Self-check options.

Marketing, Promotions, & Grant-Seeking Highlights

- Grants: Unfortunately, we learned that we won't be receiving a grant from the Nash Family Foundation to fund our proposed makerspace. We're continuing efforts to secure other funding to make the makerspace a reality. Tim has started a submission to seek funding from the West Foundation. It seems like a very viable source to pursue.
- 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.
- Tim continues to maintain our Google Ads that are made available through being awarded a Google Ads Grant (\$10,000/month, though as a smaller market library we don't come near to that amount). In addition to our general ad for MPL, we currently have ads running for Gangster Past, MANHATTAN SHORT, and the Witness Stand. Shortly, the Volunteer Resource Fair will be running, as well.
- 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.

One-to-One Adult Literacy Partners Highlights

Jo Ann reports there are approximately 7-10 learners waiting for tutors. She is planning the September monthly meeting for tutors, scheduled for September 8.

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, Read it and Weep! Cry! Sniff! Sob, and Hot Reads to Cool Your Summer

SIGNIFICANT STATISTICS

- **Volunteer Statistics:** Volunteers provided 161 hours of support this month. Two new volunteers started in August.
- **Homebound Statistics:** With the help of 8 volunteers, Homebound Services circulated 332 items.
- **One-to-One Literacy:** 9 tutors, 21 hours prep, and 53 hours tutoring.

- **Genealogy Research Requests:** Meredith completed four genealogy research requests.

Materials Management (Roxanne Staveness & Amy Eisenschink)

1. Mission Moment:

- Laura - A patron approached me while I was waiting in a lengthy line at Manitowoc's Kohl's store....she asked me if I was the book group lady from the library. She said how much she and her friend look forward to coming to book group, and that it's the only social activity that she does just for herself. We agreed that our attendees are remarkably fun, interesting, and courteous, and that the group just keeps getting better and better.

2. Personnel:

- Nate Muench has accepted the open clerk position.
- Laura - I attended a FISH meeting, at which we firmed up plans for the dedication of space outside the library in memory of Ann Herrmann.

3. Staff Development:

- Laura - Emily and I submitted our SILLI grant evaluation to Kristin, who was pleased with it. We were very happy with the publicity that the coasters and yard signs garnered for the library!
- Judy - Trained Jo Ann Dent on Workflows.

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. First meeting as Alumni Leader for Chamber Manitowoc Leadership program.
- 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.
- Laura - We continue to provide copies of books and audiobooks for the MPL book discussion, and with "Book and a Movie" resuming in September, also for "Book and a Movie." Zimmer Forum is on summer hiatus; we have contacted Silver Lake College about a complete listing of titles for the 2018-19 Zimmer series, and will gather books when we have the information about titles to be discussed.
- Lower Schuette Park clean-up day – Laura, Amy

- SRP Carnival Day participation and shenanigans – Staff
- Roxanne - 1st Floor Redesign Project. Young Adult is on the move and non-fiction is condensing in places.

5. Operations Activities:

- Laura – Trouble shooting the MM department printer, finally fixed. Coordinated the resuming of MPSD delivery van service to pick up books teachers are requesting from the library and delivering to schools, I was privileged to lead a wonderfully engaged group of 17 attendees at the August discussion of the book “Midnight at the Bright Ideas Bookstore.” Attendance at our book groups has been very high of late (unusual for summer, which historically has seen a drop in participants), and books for each succeeding month fly off the displays!
- Ann R. – Met with Julia to review Youth Department budget, met with Judy and Roxanne to finalized EBSCO order, worked with Susie on youth book kit ordering, and attended monthly selectors meeting.
- Judy – Serials meeting with Roxanne.

6. Significant Statistics and Activities:

- Laura – Cataloged 396 new items, 21 notary requests, circulated 18 book discussion kits, and filled multiple copies of 42 other titles, of which 29 of these requests were from 4 of our local teachers.
- Amy – Mended 64; discs cleaned 38; AV/other 15.
- Ann R. ordered 736 books, 185 A/V materials, and 118 other for a total of 1039 items.

7. What’s coming up?

- Roxanne & Amy – Weekly management meetings. LARS meeting.
- 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. BPI meeting. Chamber of Commerce Leadership as an Alumni leader. Creating a list of books for LION’S monthly newsletter called the ROAR. 1st Floor Redesign project. Selectors meeting.
- Amy – Optimist Club meetings.
- Laura – Applying for a SILLI grant, reviewing and updating the current book kit collection, collaborating with Emily on in-house printing of mailing labels to replace the expensive ones from DEMCO
- Ann R. - Finalizing the list of TV shows on DVD for automatic ordering process, showing Ann P ordering, FISH meeting, and selectors meeting.
- All Staff – Ann Herrmann memorial dedication and All Staff meeting.