

Manager Highlights January 2019

Youth Services (Julia Lee)

Mission Moment: Story Time Sweets Bakery

The Story Time Sweets Bakery is now open for business! Lynn has truly outdone herself again with a dramatic play theme just right for chilly winter days. One evening there were around 8 kids playing in the bakery. One little girl around 7 years old was taking “orders” from her mother at the computer and myself on the desk and delivering baked goods. After a while, the kids playing in the bakery started to argue about who should be the bakers and who should be the customers. The 7 year old girl held her hands up and started delegating tasks, “You’re a baker, you’re a customer, you can deliver the pies,” etc. After a while, she said, “Now, we can all be bakers!” She had all the kids organized and listening to her. She’s going to make a great business owner someday – and she got her start at the library bakery. 😊



Personnel:

- Annual Performance Reviews: In January, Youth Staff continued filling out their self-evaluations and started creating goals for 2019. Kirsten, Betty, and Susie completed their annual reviews with Julia in January. All Youth reviews were completed, approved by Kristin, and turned into the City by January 18th.
- Julia had her annual review with Kristin on January 9th.
- Lynn, Lisa, Kirsten, and Julia all participated in the voluntary Active Shooter drill on January 4th. Staff took positions and listened as MPD officers fired a blank gun at different locations in the building to simulate an active shooter situation. This gave staff an idea of what gunfire would sound like inside the building, hopefully giving us more time to get out of danger.

Staff Development:

- Susie attended the Youth Services Section (YSS) Board Meeting on January 14th in Waupaca. Susie is the secretary for YSS and an active leader of youth services in the state. After the Board Meeting, Susie also attended the YSS Regional Meet-Up the same day to share program ideas with other youth staff.

- Wild Wisconsin Webinar Conference took place January 23rd-24th. Staff in the Youth Department registered to watch webinars on such topics as programming, race, and librarianship.

Outreach:

- St. John's joined our Virtual Library Card program for schools for the 2018-2019 school year! On January 7th, Susie went and showed multiple classes from kindergarten to 8th grade how to use their virtual cards and access library digital resources for both research and fun!
- Manitowoc Public Library partnered with Manitowoc Area Homeschoolers Network to facilitate an ongoing chess practice. Two Tuesdays a month, the Homeschoolers meet at the library, hear about upcoming programs and resources from Youth staff, and play games. The Homeschoolers have been seeing at least 20 people attending every Tuesday – it has been a great way to make new connections!
- The Youth Department provided 5 outreach story times in the month of January, giving over 100 children fun, literacy-rich experiences in their classrooms!
- We were invited to participate in Riverview's Culture Night on February 24th. Kirsten put together a wonderful, diverse story time complete with stories, songs, and activities. She saw around 150 kids and parents that night, representing the library and spreading the word about our programming!

Activities:

- **Notary Stats:** Susie notarized 3 requests in the month of January
- **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 January, Susie and Julia made it through all of the Ts! The end is in sight!!!
- **2019 Summer Reading Program Committee:** met on January 2nd. This committee comprises of Public Services, Youth, and Homebound staff all collaborating to plan a fresh, fun, and streamlined Summer Reading Program for Manitowoc. Jason previewed the new pre-registration/registration online form he created for the 2019 Summer Reading Program. This new online registration option would open May 1st and allow patrons to pre-register at home, making kick-off day and sign-up more streamlined and less time consuming for patrons.
- **Dramatic Play:** Our State Park-themed dramatic play unit, "Camp Create," closed for the season. Lynn did a fabulous for creating our new dramatic play Bakery, "Story Time Sweets" (see it pictured above). Bakers can whip up cookies, cakes, bread, pies, and more! The pies divide into labeled segments that give children hands-on experience with fractions and math concepts. By placing an order on our order forms, children also play with numbers, word recognition, and writing practice. Stop by to see how we are cooking up real life skills in the Youth Department!
- **Winter Read-a-Thon:** The Winter Read Program kicked off on January 26th! Winter Reading Program is geared toward children 0-2nd grade, and is designed to encourage the development of early literacy skills and a love of reading. The reading program ends with a fun, literacy-rich party on March 2nd. As of the end of January, we had over 50 people signed up already! HUGE thanks to Betty and Lynn for developing our "Polar Pals" themed program and celebration party.

Significant Stats:

- **Lower stats than usual:** Due to the multiple weather-related complications and closures in January, we had to either reschedule or saw limited participation in quite a few of our programs and story times. We also saw a decrease in total circulation of materials, due to less people venturing out into the hazardous conditions.
- We did have 39 people attend our literacy-based Music & Movement program on January 18th. Music & Movement is a hybrid between a story time and dance party, filled with meaningful movement and instrument activities.
- 45 people attended our Chinese Brush Painting workshop with local artist/instructor Mary Tooley.
- Also on January 18th, we had 22 teens attend our Game Show Night Lock-In! Lisa has been planning and promoting high-interest, quality events to draw teens into the library and it is paying off!

What's Coming Up:**Maker Lab: Cool Circuits! February 15 @ 3:00 PM - 5:00 PM**

Maker Lab is designed to be hands-on and educational in the most fun way possible! This is a drop-in program designed for school age children who can work independently.

Teen Library Lock-In: Sher-locked! Murder Mystery Night February 22 @ 6:30 PM - 9:00 PM

Someone's been murdered in the library. Who may be the killer amongst us? Use your skills of observation and the answer will be pure elementary, Watson, my dear friend. Join us for a night of mystery Sherlock Holmes.

Family Harry Potter Escape Room: February 23 @ 9:30 AM -3:00 PM

BACK BY POPULAR DEMAND! We had such a big response to our Harry Potter Escape Room in October that we are bringing it back for one day only! Do you have what it takes to make it past Fluffy, the Devil's Snare, flying keys, and more to save the sorcerer's stone from He-Who-Must-Not-Be-Named? Grab your wizard robes and your best mates to test your skills at our Harry Potter Escape Room!

Polar Pals (WINTER READ-A-THON) Party: March 2 @ 10:00 AM -12:00 PM

A special polar themed party based on our theme for the Winter Read-a-Thon! Join us for crafts, activities, and games to celebrate a wonderful winter of reading! All are welcome!

Facilities (Stacey Bialek)

MISSION MOMENT:

"Nothing like a nighttime stroll to give you ideas."

~ "Mad Eye" Moody ~



Happy New Year to all current and former staff of Manitowoc Public Library. 2019 looks like the year MPL emerges from another cocoon to spread new wings in a fusion of colors, designs, technology, community, ideas, fun, & learning! Manitowoc Public Library has been awarded a grant from the West Foundation to design, equip, and grow a new and exciting MAKERSPACE. A space or an "Idea Box" that will nurture new ideas, foster fantastic dreams, and hone future skills for everyone with the curiosity to learn and the desire to have fun. Staff are meeting soon to capture all those great visions of imagination and creativity. So, keep an eye out for all the action!

PERSONNEL:

- Nothing to report.

STAFF DEVELOPMENT:

- Performance evaluations are going strong. Many of us are reviewing our goals from last year, as well as formulating new ones for 2019. We expect all evaluations to be completed and forwarded to the city HR department by 1/23.
- Management has set up the agenda for the February 1st All-Staff meeting. With three 15-passenger vans at the ready for the afternoon tours, staff will be visiting Painting Pathways, Encourage, and Peter's Pantry.
- Lt. Paul Behrendt from the Manitowoc Police Dept. provided a professional courtesy by coming in after hours to fire off a handgun and allow staff to experience the sound of gunfire within the building. Many of us were amazed as to the differences in the report of the handgun throughout the building. Staff described muffled bangs to absolutely no sounds at all. Lt. Behrendt concluded by saying to listen for the accompanying noises like running and screaming; or the odd sounds like muffled reports in rapid succession.

OUTREACH ACTIVITIES:

- The Friends sponsored another successful book sale this month. We plan to schedule Better World Books very soon to ship out the 170 boxes or so (about 4 ½ pallets) of materials that did not sell.

OPERATIONS ACTIVITIES:

- Congratulations to all the staff involved in securing the West Foundation grant to build and equip the new Makerspace. The Makerspace sub-committee will be meeting soon to finalize layouts and set up a workable timetable.
- The Non-Fiction section is still in progress. We had an unusual change in the course of action. While removing the wood end panels, we discovered that about half of the shelving units were equipped with 20" bases with 25" shelves above, essentially making them "top heavy". We devised a method to replace the bottoms with 25" bases without having to remove any of the books. As this project finishes up, we plan to proceed with getting the rest of the NF rows up and ready for shifting.
- The last four days of January happily reminded us that we are still in the winter season. It also proved to be advantageous. The large snowfall provided us with enough material to make our own "snow-breaks" on the main roof. These small embankments divert any more snow from sealing off vents that are crucial to boiler operation or fresh-air intakes. In the past, we would manually remove most of the snow onto the lower roof above ILL and Materials. But, with that extra snow from the storm, any future snow will be blown to the open roof areas and away from any venting.
- We finally finished out the last of the back-flow prevention valves between Boiler #1 and #2 without much noticeable change in the interior temperature. Everything went smoothly as we pulled out the last remaining BP valve left over from the construction of the library back in 1998.
- We have completed about a third of the Emergency Response binders for each of the municipal buildings. The Safety Steering Committee set this project as an aid to all city staff to know the stated procedures for their building such a, emergency evacuation, haz-mat spills, tornado shelter, and Active Shooter.
- To deter theft of library materials, we will be constructing and setting up mobile carts by each public restroom for patrons to store library materials while they use the restroom.
- As we begin to "lean" out our library storage and move some of unused or soon to be used alterations to the 1st Floor Redesign to an off-site location, we take a small break to thank Roxanne for procuring us a sweet storage pad in Manitou Park garage. We will pushing a lot of extra shelving units, new shelf drawers for the A/V section, and tons of miscellaneous into the heated garage in February and March.

WHAT'S COMING UP?

- Additional Motion cameras installed in Childrens' and Exterior Sites on Franklin and east parking, as well as elevator and main entrance.
- More 1st Floor Redesign shifting and shelving changes
- Makerspace design layouts and equipment

Public Services (Karen Hansen)

MISSION MOMENTS

- We recently added some magnifiers, book holders and other assistive devices to our collection in order to help our patrons with reading. Margo reports that one of her co-workers checked out a magnifier for her parents, who have enjoyed using the LED lit device as it helps them to better see the writing in books and cookbooks. They can also see puzzle pieces better!
- Emily created a post on Facebook for the January 22 Family Activity Night Kitty Party, and a follower of our page commented, "In my never-ending praise for your library, which is over six hours from my home in MN so I never have even been there, now you're helping kittens, too. You are all so amazing. If I don't make it to heaven when I die, let me go to your library instead." I then responded with many thanks, and that we hope she can give us a visit someday. She responded again, with "I have a cousin who lives in your town and I will have to try to go visit him one of these days. I can't believe the variety of programs you offer. I live in the Twin Cities area, in a suburb of about 60,000 people. When I see your postings, I wish I could go to this event, that class, etc., and I am envious. You truly have an amazing staff to do all that you do. I think I first found out about you through another friend who "liked" programs you offered. I enjoy seeing your posts. Keep up the great work!"
- Diane Fergot who is the ALS Association Support Group Coordinator, emailed Mary requesting a meeting room to hold quarterly support group meetings. With some juggling of dates and times, Mary was able to fulfill her request for 2019. Ms. Fergot was quite happy with our availability of meeting room space, stating that the need for this has grown greatly in the Manitowoc County area. Additionally she added the following: "On a side note, libraries have always been very important to my family and my sister is actually a librarian in Wauwatosa. My son is getting married in the Oshkosh Public Library this summer as a special tribute to his father-in-law who loved the library and passed from Parkinson's last May. The idea of holding my meetings in the library just makes me so happy!"
- Emily had a patron checking out a book for the February Book Discussion. She said to me that she wanted to give many thanks to whoever started this program, as she absolutely loves it. She said that she may not always be able to attend each meeting, but that she always reads the book, and she's read so many titles that she would have otherwise never have read, and that the program is phenomenal!
- Matt encountered a lot of satisfied patrons this month. he helped a patron find information on some legal issues the patron was going through, assisting him in the search for the right reference book and then helping him copy the pages he needed. The patron was very grateful for the assistance. Another patron told him how much she loves his movie recommendations from the Awesome Shelf and she always looks for stuff he puts out. Finally, a couple new to the area praised him and his coworkers for being so helpful and having a great attitude when helping them find items. Finally a regular who I help fax documents always states he loves the staff here and that he loves coming here for help and guidance on things.
- Shortly before closing on a Wednesday evening, Mary received a call from a patron whose daughter was trying to access her virtual library card but was having trouble. After making a few suggestions and a call to the Children's Department for additional assistance regarding login, Mary was able to

help the patron gain access. She gathered this from the screaming she heard in the background after her mother had given her the correct login instructions.

- Recently, Jordan gave a patron who was interested in finding out more about classical music a "crash course" in notable composers, styles as they relate to historical periods, and genres, with some attention paid to the patron's indicated tastes and preferences. He gave them a "tour" of our classical CD collection and made some recommendations - they followed up with him the next week to say how helpful he was and how much they enjoyed the recommendations. They have subsequently asked Jordan for more recommendations, and they always express to me how knowledgeable he and other staff members are and how much it means to her that Jordan "goes out of my way" to not only supply recommendations, but information and context for the materials she checks out.
- After searching online in vain for a particular journal article for a regular patron, Jenny referred him to the UW Manitowoc Library because they happen to subscribe to the JSTOR database. Mr. Newby was excited because he knows the librarian there and was pleased to have a reason to interact with him.
- David mentioned at his Senior Center Book Discussion program that a movie had been made of the book we were discussing and asked the group if they were familiar with the Library's Book and A Movie program. Most of the people weren't familiar with it, and David took the opportunity to do some cross promotion.
- A Silver Lake College student expressed to Jordan how much he loves the library, and how amazed he was at our level of commitment to serving the public after Jordan helped him find a few digitized articles online and some print materials available through interlibrary loan.
- Jenny reported that a patron who wanted to contest a traffic ticket was pleased that she was able to find him the Wisconsin Statutes online so that he could build his case. He was very happy that she was willing to help him search, as he had no idea where to find the statutes on his own.
- Jordan reported that recently, while working in the main office at Roncalli High School, the main secretary and another individual who deals with recruitment were having some difficulty determining the name and address of the parents of a prospective student. He was able to locate the name and address via ReferenceUSA and then promoted the resource to them, along with three other individuals who work in the office there. They were expressed to him that this was invaluable to them, and they will continue to use it now that they know it is available through the library's website.
- One-to-One Literacy Moments
 - A learner had her Green Card (Legal Permanent Resident card) renewed.
 - A tutor and learner continue to work on letter/sound recognition; this continues to be very difficult for learner, but
 - she seems to want to learn...she goes to LTC ESL classes 4 days/week, and 1-to-1 tutoring twice a week.
 - A tutor and learner are working more and more on conversation, and the tutor sees improvement. The learner enjoys reading about the Amish from the 'Our Wisconsin' magazine. Each issue of the magazine has a week diary. It is very interesting for her.
 - A tutor reported that their learner works a full time job (plus overtime) and has three young children at home, all while keeping up with tutoring and doing a great job of balancing all her responsibilities.

PERSONNEL

Nothing to report.

STAFF DEVELOPMENT

- Tim Emily and I attended the Chamber "Lunch and Learn: Content Creation," on January 29 at the Manitowoc LTC campus.
- Webinars: Mary watched "Rethinking Programming" and "Great Expectations: Customer Service & the Future of Libraries."

OUTREACH

- Jo Ann Reached out to Jeff Dawson, director of Lester Public Library, about sharing flyers, info for January tutor training. He was happy to help.

OPERATION ACTIVITIES

Programming & Special Events

- **Great Decisions:** Karen, Tim, Emily, Linda, and June have been working hard to plan this year's Great Decisions series.
- **Historical Walking Tours:** Meredith and David continued their research for the historical downtown walking tours, set to rollout in the spring.
- **Escape Room:** Meredith, Therese, and Jenny are in the early stages of planning an escape room for July.
- **Holy Family Conservatory Concert:** Tim handled the scheduling of the Holy Family Conservatory of Music Spring Recital for Thursday, May 16.

Other Projects

- **Scholastic Art & Writing Awards:** Emily started serving as MPL's site coordinator for the Scholastic Art & Writing Awards. Judging ended January 11, and all of the jurors completed scoring works on time! This opportunity has also added revenue to the library.
- **Strategic Planning:** Jordan continued to participate on the strategic planning committee.
- **Self-Checkout Machine Promotional Video:** Jordan, Jenny, and Tim have been working together to create a clever and fun instructional film regarding the use of the EnvisionWare self-service checkout machines.
- **2019 Fundraiser Committee:** Karen, Meredith, and Margo continued planning and preparing for the upcoming fundraiser. Committee members sought donations for raffle baskets and auction

packages. Tim continued his efforts to market the event, and helped the rest of the team recruit two sponsors. Emily worked on creating graphics for all aspects of the Fundraiser.

- **Homebound Highlights:** The Assistive Devices were put out on the shelving unit near the Service Desk and are ready for check out.

IT Highlights

- Jason Installed new Envisionware self-checks and RFID pads
- Attended DAP planning meeting to discuss dates and times to be offered this year, along with locations of each class
- Continued working on Teen website
- Completed Fundraiser Registration page and made it live
- Designed online monthly report form for staff
- Worked on year end stats
- Received new podium for Balkansky Room

Marketing, Promotions, & Grant-Seeking Highlights

- Tim phoned into Seehafer Broadcasting, as well as all the Green Bay television outlets to get the MPL closings (full day and early closing) announced on-air, included in their scrolls, and posted on their websites.
- Helped to create and managed the social media postings for the "Resolve to Make a Difference" One-to-One Adult Literacy Partners promotion in order to attract new tutors for the program and to also generate more an awareness of the program in general.
- In terms of radio, scheduled appearances for One-to-One (Jo Ann), the fundraiser (Kristin and Karen), National Library Week (Kristin), Mi Corazon Esta Muerto (Tim), and Great Decisions (Darlene Wellner and Tim) on "The Breakfast Club).
- Posted several new Library Stories (including One-to-One during "Resolve"), including a story regarding someone's favorable opinion of "Holiday Melodies."
- In addition to my usual Press Release duties, created releases for Adventure Pass (Pinecrest and Rogers Street) and The Idea Box.
- Jason Prigge, the head of Vagabond Studios, presented Tim with a new promotional opportunity. He started a webcast on his Coolest Coast media outlet called "Coffee on the Coast," which is essentially a web-broadcast talk show. He wanted to know if MPL wanted to participate, essentially appearing briefly on each show to talk about a single program each week. So far, Tim has sent Julia (the ill-fated Kitty Party), Therese and Sherry (Friends Book Sale), and myself (Corazon). Future appearances are scheduled for Lisa, Roxanne, Tim again (fundraiser) and Kristin. Reaching new people and it doesn't cost a thing
- Got all of the Great Decisions promotion rolling so that February and March will hopefully yield Great Attendance. Promotions running at Courthouse Pub on their monitor since mid-January and will continue through March, new announcement weekly on the city sign across from MPL, banner adjusted for this year and hanging on the HTR fence. Also, Tim helped to convince Brock and Ryan to stay open on Mondays through winter as this was the preferred meal destination of the organizers to take the speakers (I have no doubt this factored into their decision no more than 10%). Also helped Emily with the redesign of the Great Decisions brochure to include the Great Decisions Legacy Fund promotion.

- Attended the first Summer Carnival meeting and it looks like we're on track for another great event in partnership with the Farmer's Market.
- Created Google ads for Resolve to Make a Difference, Bet on the Library, Great Decisions, Mi Corazon, Book and a Movie.
- Along with Emily created the marketing plan and budget for Bet on the Library and National Library Week.
- Scheduled the billboards for Bet on the Library and National Library Week.
- And, as always, I contributed to keep the river of Tuesday Tidbits, city electronic LED sign announcements, HTR articles, community calendar postings, and press releases flowing.
- Tim also wanted to point something out regarding two FB posts that got a huge number a views--the Kitty Party and the "Resolve" post that featured Jose and his tutor, Kathy. The Kitty Party had 9,047 views, but only 744 engagements ("engagements" are people interacting with the post--"Likes," Comments, Shares, etc., if you weren't familiar. This means that people engaged <1% with the Kitty Party. However, while the One-to-One post received overall less views--7,214--that post received 2,388 engagements. In other words people who viewed this post interacted with it 33! A fairly astonishing rate, which would seem to indicate that our FB followers are interested in the human interest side of MPL as they are in programming. Which isn't the exact same thing as attendance necessarily, but it does indicate what they like to see in social media.

Highlighted Graphics Projects

- Emily has been working on creating promotional materials for the Adventure Pass program.
- Finalized Fundraiser invite & poster, which was sent to Fricke to be printed and mailed.
- Finalized Great Decisions marketing materials.
- Helping with the Summer Reading Program planning process.
- Continue to work on Branding Guidelines for Marketing Department.

Grants

- Tim is working on collaborating with staff on several grants: Build-a-Bear Literacy grant (Jo Ann), Service League of Manitowoc County (Julia, Inclusivity Backpacks), Ezra Jack Keats Mini-Grant Program (Susie, Mobil STEAM), Awesome Foundation Grants (Susie, Mobil STEAM), Accelerating Promising Practices for Small Libraries (Roxanne, Digitizing), and Norwex Foundation for a Brighter Future grant.
- With the West grant implementation in full swing, Tim will focus on creating basic building blocks for grant applications in the future. This will essentially consist of templates for an array of grants and the different sections contained within these application, as well as some resources.

One-to-One Adult Literacy Partners Highlights

- Eight tutors attended the January 12 Tutor Meeting. Our speaker was Meredith Sauer, LTC Dean of General Education and Pre College. Meredith shared lots of good information about the programs and classes offered to adults. In addition to providing adult basic education, ELL classes, and GED/HSED prep/testing, LTC also serves the jail and detention center. LTC and One-to-One Adult Literacy Partners collaborate to meet the needs of adult learners in our community, and share resources and referrals.
- Nine new volunteers attended our 5-hour tutor training on January 19. Two of these new volunteers have so far been matched with learners from our waiting list.

- The January tutor training was promoted as part of our Resolve to Make a Difference campaign. In addition to the nine tutors who completed training, and additional 11 prospective tutors weren't able to make the January training but are interested in attending future trainings. Thanks to Tim and Emily for helping make this recruitment campaign a success! **Collections:** All selectors continued their regular efforts to curate the Adult collections through best practices in selection and weeding.

Displays: New Year – New You, Healthy Eating, Personal Finance, First in Series, Winter Reads, Large Print

SIGNIFICANT STATISTICS

- **Volunteer Statistics:** Volunteers provided 51 hours of support this month. One new volunteer started in December.
- **Homebound Statistics:** With the help of 8 volunteers, Homebound Services circulated 425 items.
- **One-to-One Literacy:** 30 active tutor learner pairs, 60 hours of tutoring instruction, and 40 hours of lesson preparation.
- **Notary Services:** Jordan notarized four documents.

Materials Management (Roxanne Staveness & Amy Eisenschink)

1. Mission Moment:

- Laura – After a patron and I finished notarizing a document, she requested a library card application so that she could request an item via ILL.
- Amy – Hanging out with the teens at the game night lock was a great deal of fun and something I don't usually get to do.
- Roxanne – helping a MCLS Board Member locate a book and place a hold for him. While at Book & A Movie an attendee approached me about the library collaborating on an article for Valentine's Day about Art and the written novel. We pulled together a list of popular romance titles for the article to share.

2. Personnel:

- Amy - end of year staff performance evaluations
- Roxanne - Finishing evaluations and sending out 2019 goals.
- Ann R.-FISH Meetings – First meeting with our new members was held on Jan 25. We discussed upcoming events such as Fantasy Football Finale, All Staff Meeting presentation, and Pi day (3/14). I am in charge of cards as well as treasurer.

3. Staff Development:

- Ann R. - We had a follow up meeting with Roxanne and Amy about the duties in our department. I will be showing Judy how to process the invoices and update the database for adult circulating serials. I will also show Ann P. how to place B&T orders.
- Roxanne – Selector meeting, active shooter. Meeting with staff about 2019 goals.
- Amy E. – Active shooter training, listened to four webinars (Hiring, Customer Service, Team Success, and Self Care),

- Laura – Attended Selectors meeting.
- Judy – Had a follow up meeting with Roxanne and Amy about the duties in our department. I will be helping Laura out more in ILL to free her up to do cataloging.
- Public service meetings – Laura
- Ann R.-Selectors Meetings – First meeting of the year was on Jan. 8. I went over the 2018 budget with the selectors. We did a really good job on spending the budget.

4. Outreach Activities:

- Amy - Optimist meetings, Finance meeting, LARS meeting in Brillion. Gave tour to group of English teachers of the AMH and backroom.
- Roxanne – Lions Club meetings.
- Book and Movie – We had 65 people in attendance to view Eat, Pray, Love. Laura – checked out all copies that were available at that time of February's book (10). More were provided as the month went on and are circulating well.
- MPL Book Club – Laura - Led discussion of "Sold on a Monday." 12 attendees.

5. Operations Activities:

- Laura – Received my performance evaluation for 2018 and worked with Roxanne and Amy on setting 2019 goals.
- Ann R. – I met with Roxanne to set the adult 2019 budget and also met with Julia and Roxanne to set the 2019 Youth budget. Received my performance evaluation for 2018 and set my goals for 2019.
- Amy – Met with Margie Verhelst about Circulating museum passes. Also met with KS and KH about circulating these ephemeral museum passes. Met twice with KS to continue developing job descriptions, attended manager's meetings. Met with RS and MM Technicians to discuss future training and job duties. Continue with NLW 2019 development. Continue to meet with RS weekly.
- Judy – Covered the Children's desk for an hour on January 5th. Received my performance evaluation for 2018 and set my goals for 2019
- Roxanne – After budgets were developed for 2019 shared the information with the director.

6. Significant Statistics and Activities:

- Laura – Cataloged 756 new items, Notary requests 17, Circulated 16 book discussion kits, and filled multiple copies of 36.
- Amy – Mended 512; AV other 8; Discs cleaned 30.
- Ann – Orders: Books – 146; A/V - 39; Misc. - 12; Total: 197

7. What's coming up?

- Roxanne & Amy - Management meetings weekly.

- Roxanne -Lion's Club meetings. Chamber of Commerce Leadership Manitowoc County, Book and a Movie – Molly's Game. 1st Floor Redesign – fireplace in place and start shifting the non-fiction. All staff meeting.
- Amy – Optimist Club meetings, All staff meeting, Chat bots webinar, Fundraiser
- Laura – Book discussion kit promotion, leading April book discussion
- Judy –Continuing training with Ann R. on circulating serials invoices. Shifting the magazines.
- Ann R. –February selectors meeting, monthly FISH meeting, continued training with Judy on circulating serials