

Manager Highlights February 2019

Youth Services (Julia Lee)

Mission Moment: HP Escape Room Door County Family

The Jackson family drove all the way from Door County to take part in MPL's Harry Potter Escape Room on February 23rd. Mary Jackson (center) is a Door County library board member and a self-professed lover of libraries. She often checks library websites for fun family events. After the "Jackson Five" saved the Sorcerer's Stone, they stayed to check out the children's department and had fun playing with the

3-D Doodler pens available for in-house check out. Before they left, they shared rave reviews of the library and our staff!



Personnel:

- On February 4th, Lisa & Julia interviewed a WAICU (Wisconsin Association of Independent Colleges and Universities) candidate. We have been lucky enough to be chosen as a WAICU intern site for 3 years in a row! WAICU interns work 40 hours/week over 10 weeks and are paid a stipend by the program. Our WAICU intern will be Carla Martinez Morant from Spain! She will start the Tuesday, May 28th to get her training in before the start of the Summer Reading Program. We are very grateful to have the extra help during our busiest time of year!

Staff Development:

- Julia, Susie, Betty, Lynn, Lisa, & Kirsten all attended the Mental Health All Staff Meeting on February 1st
- Susie attended the Summer Library Program workshop on February 22nd. This workshop is sponsored by the Northeastern Wisconsin (NEWI) continuing education partnership – Manitowoc-Calumet Library System, Nicolet Federated Library System, Outagamie-Waupaca Library System, and Winnefox Library Systems. Susie came back with some phenomenal learning ideas to elevate our STEAM program offerings this summer that I am excited to see incorporated!

Outreach:

- The Youth Department provided 5 outreach story times in the month of February, giving over 100 children fun, literacy-rich experiences in their classrooms!

- 3 Daycare groups (over 140 kids ages 2-5) came to the library for a tour, story time, and craft in February
- We went to Franklin's Culture Night on February 28th and provided interactive, cultural stories for families with children 1st-4th grade.
- Jefferson and Bethany came for Library Explorer visits in February. 6th grade students got a tour of Youth Non-Fiction & Fiction with instruction on how to use the Catalog, an introduction to the game Senet (6th graders study Egypt, so we tie this activity to curriculum), an introduction to our digital resources such as Badgerlink, Mango Languages, and Overdrive), and a tour of the Teen & Youth Departments, and time to play with our Tech Toys. Each 6th grader leaves with a special card he/she can bring back to the library for Prizes! These programs, created by Susie Menk and led by Youth Staff, are designed to get 6th graders excited about the library, knowledgeable about the resources we provide, and coming back for future visits.
- 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!

Activities:

- **Story Time Crafts to Check Out:** Our intrepid Youth Associate, Betty, has been working with Amy (Asst. Materials Manager) to develop a new Take Home Craft system. Instead of recycling or trying to figure out where to store leftover craft materials from story time each week, the Youth Department will now be circulating craft supplies! Patrons “check out” the instructions & materials (the system counts the checkout, but there is no due date and nothing to return) and get to make crafts at home with their family! We get to use up extra supplies AND increase circulation at the same time! Now that's what I call a win-win. Thank you, Betty!



- **Picture Book Grab Bags:** Our incredible Youth Associate, Kirsten, has revitalized Picture Book Grab Bags! Kirsten is putting together bundles of 3 themed picture books (i.e., “Trains” as pictured) into clear plastic bags. The Grab Bag display is right by the Self-Check, prompting an “impulse purchase,” like the candy bars you see in the check-out line at the grocery store. These grab bags are a great way to increase awareness of our fantastic picture book offerings! Thank you, Kirsten!



- **Notary Stats:** Susie notarized 5 requests in the month of February
- **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 February, Susie and Julia made it INTO THE Ws! We hope to be DONE with Pic City by the end of March!!! THE END IS NIGH!

- **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. In February, Brewer's Buddies tickets were announced – and we are eligible for MORE than last year! I am awaiting Brewer's Buddies to announce summer game dates, and plan to ask for 1,000 tickets to give away this year to the first 500 patrons who pick up their SRP bags (2 tickets each). We also discussed where the registration table should be, 4imprint summer bags, and our new MPL Summer Guide.
- **Winter Read-a-Thon:** The Winter Read Program continued strong into February! 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. By the end of February, we hit record registration numbers. **162 kids signed up** by the end of February to read! HUGE thanks to Betty and Lynn for developing our "Polar Pals" themed program and celebration party.

Significant Stats:

- **Lunar New Year:** With the help of our volunteer, Allison, and her foreign exchange student from China, Carol, MPL hosted a Lunar New Year Party where families could learn how to write Chinese characters, create paper lanterns, practice Chinese papercutting, and enjoy Hongbao (lucky money). **51 people attended on February 5th.**
- **Rescheduled Birdhouse Workshop:** Andercraft Woods led a popular Family Birdhouse Workshop on February 13th (rescheduled from January closing). **51 people attended and took home some beautiful birdhouses!**
- **Maker Lab:** Susie, Betty, Lynn, and our volunteer, Allison, led multiple circuitry stations, giving kids hands-on experience with electricity, coding, and computers. **40 people attended on February 15th.**

- **Murder in the Library! Lisa had a record-breaking 28 teens attend her murder mystery-inspired teen lock-in on February 22nd.** This popular, interactive whodunit got kids piecing together clues and motives – the winners got to take home What the Lock? gift certificates!

What's Coming Up:

Bouncin' Baby Time: March 7 @ 6:30

Bouncin' Baby Time will include stories, songs, finger plays and early literacy activities to help parents prepare their children to learn to read. Parents or caregivers will do the activities with their children and then be able to repeat them at home to grow their child's five early literacy skills—reading, writing, singing, talking, and playing.

Music & Movement: March 15 @ 10:00

Music & Movement is a movement-based, early literacy rich program for young children ages 2-5 and their adult caregiver. Join us as we move, groove, and boogie along with the beat! Stories, meaningful movement, and fun dancing with scarves, egg shakers, rhythm sticks, parachutes, and more!

Giant Games: Saturday, March 16 10:00-3:00

Spend your Saturday challenging your friends to games of giant Jenga, Connect 4, Live Action Pac-man and Hungry, Hungry Hippos! Snacks will be provided! 6th Grade-12th Grade.

Family Art Fun: Junk Printing March 24 @ 2:00

Join us for a Sunday afternoon of art for the whole family! These fun, hands-on projects are designed for all levels of skill especially for parents and children to create together! Adults must accompany children at all times.

Facilities Services (Stacey Bialek)

MISSION MOMENT:

*"The greatness of a **community** is most accurately measured by the compassionate actions of its members."*

~Coretta Scott King~

During the tour portion of our All-Staff, it was admirable to hear about these three service organizations enduring to provide the basic resources essential to any human being: **respect**, compassion, & trust. Even though they provided certain services, they were still concerned with the whole person and not just a single need. When we consider the whole picture, we begin to make our community a better place for everyone.

PERSONNEL:

- Our newly hired guard/custodian, Abbie Kalbes, has successfully completed her 90-day review. With praise from fellow staff and an unique work ethic, Abbie brings another level of energy and enthusiasm to the library. Congratulations, Abbie!

STAFF DEVELOPMENT:

- The All-Staff meeting this month was very informative and inspiring. Thanks to staff that organized and prepared the resources for this timely event. Staff learned a lot from all the insights and generosity of all those community caretakers.
- I had to cancel the CVMIC training for Front-End Intel on Active Shooter and Prevention. We will be looking for a later date for the same session.

OUTREACH ACTIVITIES:

- We will be handing off the logistics of disposing of our unsold Book Sale materials over to Public Services Department.
- Kristin and I met with the rep from the Casino service that will be providing the activities for the upcoming fundraiser.

OPERATIONS ACTIVITIES:

- Staff have convened to run through the preliminary needs assessment for the new Makerspace renovation. Karen, Jason, Roxanne, Lisa P, and I have met to do a comprehensive walk-thru and plan to schedule another meeting with Kristin to go over future details.
- The unusual rain and freezing weather patterns have begun to show up in small, intermittent roof leaks. Regular ice cleaning along sections of interrupted rubber membrane, such as roof drains, damper vents, and boiler exhaust have kept most of the ice dams at bay. One particular problem is above Linda M.'s cubicle station. We plan to excavate the stones around that area during a mid-March thaw to correct any seam splits and then call in Crafts for heat-sealing the larger areas.
- We have completed about half of the Emergency Response binders we have developed for each of the municipal buildings. The Safety Steering Committee set up this project as an aid to all city staff to know the recommended procedures for their building such a, emergency evacuation, Hazardous Material spills, tornado shelter, and Active Shooter.
- To deter theft of library materials, we are still in the process of constructing and setting up mobile carts by each public restroom for patrons to store library materials while they use the restroom.

- We will be developing a Storage Policy/Procedure to begin the process of storing, repurposing, or salvage all unused or out-dated equipment. These will include electronics, shelving, decorations, furniture, and equipment.
- In addition to repairing the window in the Children's Dept., we have Ellerman Glass replacing the pin hinges on two of the front portico doors. Shifting of the building has necessitated replacing some of these pins as the floor readjusts and doors move out of square. We are anticipating mid-March for them to do all the work as one set quote.
- We installed an additional video/still camera facing the 1st floor men's restroom to capture any leads into the DVD thefts.

FIRST FLOOR REDESIGN:

- The Non-Fiction shelving units have all been built and individually leveled for maximum support. As we enter March, the Materials Management Dept. will be shifting as we will be reattaching the wood end panels and remove the rest of the steel shelf canopies.
- We are setting up meetings with contractors and vendors for renovating and supplying the new Makerspace. We will be meeting with H.J. Martin and Krueger International on the installation of glass wall/partitions, Check Electric on circuit needs assessment, Kaeden Flooring for flooring options, Certified Builders & Denoyer Carpentry for wall framing, and lastly, Manitowoc Heating/Cooling for ventilation of the Glowforge.
- Window coverings have been measured and will be ordered in March pending approval.
- After consultation with Materials Management and a reconfirming the material count for Large Print, Mysteries, New Fictions, and Fiction; we will be shifting Large Print's last two shelving rows over & relocating the eagle sculpture to the north windows. Once that is finished, we will set complete, empty shelving rows to begin gradual shifting of the fiction materials.
- Nighttime staff will be dismantling and removing the rest of the shelf canopies from Non-Fiction to make the move to metal salvage. We will continue to dismantle all the rest of the unused shelving and move it to storage once we have a firm date in 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-finalizing equipment/construction needs.

Public Services (Karen Hansen)

MISSION MOMENTS

- Mary had an interesting conversation with a patron who came in on a Saturday morning looking for the title *Gone With the Wind*. She told Mary the story of when she was 12 years old, and went in to

the West Branch Library in Manitowoc to get the book *Gone With the Wind*. The Librarian, Nettie Watts, told her "I think you're too young for this book," so Dorothy gave it back. One year later, she went back to see if she would be able to check it out. That time she was successful. So once again, at the age of 90, the patron wanted to read this book. Nettie Watts' memorial plaque is on the wall to the entrance of the second floor office area. She was a librarian in Manitowoc for over 50 years.

- One of the Homebound patrons called to increase the number of audio books she receives each month. She mentioned how much she enjoys our service and told the story of how she was first connected with the Manitowoc Public Library through an activity director at the nursing home she temporarily resided at. The very next day, the activity director was in to pick up some material for her current residents.

PERSONNEL

Nothing to report.

STAFF DEVELOPMENT

- All Public Services staff attended staff development day on February 1. It was particularly helpful in raising staff awareness of the many resources to guide patrons to, as well as consider new service points. Many staff reported getting the most enrichment from visiting the three organizations: Peter's Panty, Painting Pathways, and InCourage.
- Jordan and Jenny have begun working on an OverDrive support training course to be better equipped to offer more advanced assistance to OverDrive users at MPL.

OUTREACH

- Meredith attended a programming committee meeting at the Maritime Museum, and was able to speak about our upcoming programs and find ways to partner.
- David conducted a book discussion at the Senior Center on February 4.

OPERATION ACTIVITIES

Programming, Special Events, and Projects

- **Great Decisions:** Karen, Tim, Emily, Jason, Linda, and June have ensured this year's Great Decisions series has been successful so far. Tim and Emily have promoted the program through all of the usual venues in print, online, and via radio. Tim has moderated all February sessions, with various Public Services staff assisting. Jason has ensured a smooth streaming experience for remote users. Linda, June, and Emily have supported smooth setup and tear down.
- **2019 Fundraiser:** All Public Services staff have been planning, promoting, or supporting the upcoming fundraiser. Margo, Meredith, and Karen have been serving on the committee and tirelessly planning the evening. Marketing has handled promotions in print, online, and via media outlets. Therese has been meticulously planning volunteer roles and determining points of need.

Jason has been working on any web and technical needs to ensure promotion and payment go smoothly. Meredith, Margo, and Karen gathered prizes from local businesses for raffle baskets.

- **Chad Lewis Bizarre Wisconsin Program:** Meredith held a lecture by Chad Lewis entitled “Bizarre Wisconsin.” Matt assisted the night of the event and was able to acquire some hands-on programming experience.
- **History to Hollywood--The Truthiness Is Out There:** Tim has been working with Abbie Diaz at the Wisconsin Maritime Museum to do a new, collaborative movie series. For each film, the Wisconsin Maritime Museum will organize an introduction. Tim has ensured there is popcorn from AMC.
- **Historical Walking Tours:** Meredith and David continued their research for the historical downtown walking tours, set to rollout in the spring. They’ve selected dates for the first tours.
- **Summer Reading Program:** Many Public Services staff have been heavily involved in planning the 2019 Summer Reading Program.
- **Escape Room Program:** Meredith, Therese, and Jenny continued planning an escape room for adults in July.
- **Holy Family Conservatory Concert:** Tim handled the scheduling of the Holy Family Conservatory of Music Spring Recital for Thursday, May 16.
- **How to Make a Video Game Emulator:** Jason and Lisa held a class on creating a Video Game Emulator using a Raspberry Pi.
- **Book Sales:** Therese organized a paperback book sale on the first floor. It helped clear leftover donations and discarded items from the January book sale.
- **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.
- **Visual Assistive Devices:** The new assistive magnifying devices have been circulating well! Margo submitted an article about them to the *Herald Times Reporter*.
- **Strategic Planning:** Jordan continued to participate on the strategic planning committee.
- **Makerspace:** Karen and Jason have been working together, along with Stacey and Roxanne, to finalize details of the makerspace layout, furniture, tools, and technology.
- **Book Talk Videos:** Jason, Susie, Margo, and Roxanne met to determine tech needs for recording book talks.
- **Digital Services Skills Assessment:** Karen has been working with Julia, Roxanne, and Amy to devise ways to assess the staff’s aptitude of digital resources and increase their awareness, with the ultimate goal of increasing patron usage.
- **One-to-One Adult Literacy Partners:** Jo Ann held a tutor meeting in February, which had 10 participants. In March, she and Jason will be trained to learn a new Achieve Database for collecting

statistics about One-to-One. Jo Ann has made the decision not to integrate the old data from the Matrix database, which was generally inconsistent and doesn't necessarily translate to the new Achieve Database.

- **Grants:** Tim continued collaborating with staff on several grants: Service League of Manitowoc County (Julia, Inclusivity Backpacks), and Ezra Jack Keats Mini-Grant Program (Susie, Mobil STEAM). He is seeking grants for the funding of the Teen Scene redesign. 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 applications, as well as some resources.
- **Collections:** All selectors continued their regular efforts to curate the Adult collections through best practices in selection and weeding.
- **Friends:** Karen worked with the Friends to plan and run the annual meeting as well as the regular February Board Meeting. New officers were elected. Staff have worked on finalizing Summer Reading Program requests to submit to them at the March meeting.

SIGNIFICANT STATISTICS

Nothing to report.

COMING UP

Therese - Volunteer Resource Fair in March.

Therese – Will be introducing a new morning book discussion series.

Karen, Emily, and Tim – Planning the Poetry Alive and Well Program and working with Jean Biegun to make it possible.

Summer Reading Program – Kickoff is in June.

National Library Week – Takes place April 7-13. Marketing team and managers have been planning and promoting.

Materials Management (Roxanne Staveness & Amy Eisenschink)

1. 1st Floor Redesign – shifting non-fiction and prepping for fiction move starting in April.
2. Mission Moment:
 - Laura – I left work to attend an appointment with a family member and the staff member who was assisting us raved about how much she and her family love the library, particularly the Family Activity Nights and reading to the therapy dogs. This patron also recently won a major prize from MPL for participating in a library program, and she said a prize was never expected...she is just so happy to come to the library and check out items and take part in programs.

- Amy – In January, while out at the service desk, I recommended the book ‘Disappearance of Sloane Sullivan’ to a patron. February 28 she came to my office and said how good the book was and to thank me for recommending it. She couldn’t put it down.
- Judy –While working at the Service Desk and young boy and his mother came up to the desk and the young boy had a letter in his hand that he gave to me and it said how he checked out a book for a Social studies report and he forgot that he left it in his locker until his mother received a bill for the book which was \$29.99. In the letter he apologized for not returning it and forgetting it in his locker. He wanted to know if there was a way to reduce his fine and because he did return the book I told him he would have to just pay \$5.00 and him and his mother were very happy about that and he will try his best in the future to return his books on time. He thanked us for letting him having a Library card and he enjoyed coming to the Library with his sister this past summer. I was glad to help and not make him afraid to come into the Library because of the lost book.
- Roxanne – Diane from Mead Library reached out to us to inquire where we purchased our Book Club bags. Brenda Krause wanted *A Dog’s Way Home* on DVD but it isn’t releasing until May, I talked to her and she understood but she needed to finish her challenge of reading a book that had been made into a movie. I suggested and put on hold *The One Hundred Foot Movie* and she is excited that I helped her find a movie with an uplifting ending.

2. Personnel:

- FISH Meetings – AR attended the monthly meeting. Julia gave a recap on the Fantasy Football finale. We planned a few events for the rest of the year. Upcoming events include, Pi day (3/14) and Fish Fry at CNC Links (4/6).

3. Staff Development:

- Ann R. – All day staff training. I enjoyed visiting the 3 sites. I have started to train Judy on serials and Ann P. on 9XX ordering.
- Roxanne – met with Susie and Margo to learn the progress they have on starting a library Book Talks for social media opportunity. Attended All Staff meeting. Participated in Wisconsin Public Library Consortium webinex as representative of MCLS/MPL. WiLS membership webinar. Met with RBdigital representatives and MCLS staff.
- Amy E. – Most of the department attended the all-day staff training event. Watched a webinar on chat bots. Listened to the City Attorney about weapons in the workplace. Met with Susie to start the process for one of her goals.
- Laura – All Staff meeting. Site visits to three agencies were very valuable. Replied to the survey on knowledge of MPL’s digital resources. Reviewed LARS Circulation Policy.
- Judy –Met with Ann R. to train on serials invoices. Met with Roxanne to discuss the Cat 1/Demo project and to discuss serial reviews. All Staff meeting.
- Public service meetings –Judy, Laura
- Selectors Meetings – Due to the bad weather, the February meeting was cancelled.
- MM Department Meetings –
- City Hall meetings – (Mayor listening, open enrollment, for instance)
- Other as needed (MPL 360 would fit here)

4. Outreach Activities:

- Amy - Optimist meetings; city personnel committee meeting; People committee meeting; Chamber awards banquet where MPL received non-profit for 2018
- Roxanne – Lions Club meetings. Part of Chamber - Leadership Manitowoc County as alumni person. Book and A Movie night at which My Cousin Rachel was shown – thank you to Lakeshore Cinema for the partnership. Twice this month while having coffee with friends I have shown them how to access LIBBY through the app on the phone.
- Book and Movie – 51 people attended to watch My Cousin Rachel. Laura had 10-11 copies of the March selection which is Molly's Game.

5. Operations Activities:

- Laura – Enjoyed assisting with the pick list one morning.
- Ann R. – We are working on trying to clear up items checked out to the missing card. I produced a list of items that have been checked out since 10/31/18, Maya checked the shelves and then I forwarded the list to the appropriate selectors to see if they want to replace the item or just withdraw it. I plan on doing this on a monthly basis to help clean up the database. I updated the book standing order programs for Adult, Youth and Young Adult.
- Amy – Changed vendors for RFID tags. Saving of over \$1000 per year. Recap with Kristin and Pamela for the all staff meeting. Helped develop the 'library prime' auction basket. Helped develop the circulating crafts for the youth department. Met with Kristin to develop job descriptions. Moved the oversize and travel collections into the regular adult non-fiction collection. Reached out to businesses one last time for NLW. Received the 2017 Herald Times Reporter on microfilm. Attended usual meetings.
- Judy – Shifted the magazines with Ann Plekans help.

6. Significant Statistics and Activities:

- Laura – Cataloged for 35 hours, Notary requests 32, Proctoring, Circulated 16 book discussion kits, and filled multiple copies of 34.
- Amy – Mended 586; AV other 3; Discs cleaned 6.
- Ann – Orders: Books - 936 A/V - 186; Misc. - 134; Total: 1,256.

7. What's coming up?

- Roxanne & Amy - Management meetings weekly.
- Roxanne -Lion's Club meetings. Selector's meeting. LARS meeting. 1st Floor Redesign projects – removal of items to storage, recycling, and the dump. Meetings about construction of MakerSpace and Teen Area.
- Amy – Optimist Club meetings; personnel committee meeting; Casino night; LARS meeting; SILLI grant presentation to library board

- Laura – April book discussion; continued organization/development of book kit area and categorizing kits into genres. Purchasing items requested via ILL with ILL Collection Development funds.
- Judy – continue training with Ann R on serial invoices
- Ann R. – Continued training on serials and 9XX ordering. DVD TV series standing order program (just need to update the list and email to B&T)