

Manager Highlights June 2019

Youth Services (Julia Lee)

Mission Moment:

Kirsten was helped an older gentleman at the youth desk who was looking for audio books, specifically ones paired with the book being read. He told her that he just had surgery for cochlear implants and is learning the sounds of words for the first time in his life! His medical team suggested that he pick up children's book kits, since the audio is fairly slow. What a great reminder of the “why” behind what we do every day. 😊

Personnel:

- **Congratulations to Lisa and Susie for being chosen as Tech Days presenters!** They will be presenting a session at the September Conference on their plans to develop an outreach coding workshop in collaboration with our local scouting troops. Way to go, ladies!

Staff Development:

- Julia, Susie, Betty, Lynn, Lisa, and Kirsten participated in a Sensory Programming training led by the fabulous Abbie Diaz on June 21. She gave us tips and how-tos on how to create inclusive programming. We are excited to continue the discussion on how we can make the Youth department and Youth programming as welcoming and inclusive as possible.

Outreach:

- MPL was asked to provide a class on the library's digital resources by Lakeshore CAP on June 21. The stupendous Susie M. taught parents about the incredible resources MPL has to offer for families. We are hoping we can host more programs like this for organizations in the future!
- Julia and Susie were on WOMT “Be My Guest” on June 3 to promote the Summer Reading Program!
- Julia went on WCUB's “Breakfast Club” with Kristin on June 5 to promote the Summer Reading Program.

Activities:

- **Summer Reading Program:** The Summer Reading Program kicked-off on June 8 - we had 620 people sign-up on the first day alone! During the summer, the Youth department has children and teen programs every Monday, Tuesday, and Wednesday. We have had an overwhelming response to our programming this year, and all of our programs that require registration are bursting at the seams. Our intrepid Youth staff and interns are working hard to keep the desk staffed, sign-up patrons, lead programs, and prepare for the next week's worth of activities. Thanks to all staff who have helped promote SRP – your enthusiasm, patience, and fortitude are all paying off in big ways. MPL is definitely where the cool kids are this summer!
- **Youth Strategic Plan:** All the managers have been creating long-term work plans for their departments, to help us organize and conquer various projects. The plans also help us turn

visions into reality. Julia is working on the Youth Strategic Plan – many of the items on the plan have come from input from staff. She will be sharing a finalized plan with Youth staff in September.

- **New Interactive Elements Coming Soon:** The Youth department will be getting several new, interactive elements. You may have already noticed our new Lego, Flannel, and Whiteboard walls. We also have purchased a new table, stools, and interactive infant/toddler wall panels. These elements are all being installed by our superhero Facilities Manager, Stacey. Look for these new elements in the coming months, all brought to the library by a generous donation!
- **Teacher Webpage Updates:** Julia and Susie are working with Jason to update our teacher resources webpage. We hope to make it a more streamlined hub for all our resources – including our new STEAM kit online request form. We hope to have the teacher resources page finished by August in time for the new school year.
- **Teen Webpage:** Lisa has been working with Jason to put together a teen webpage. We are hoping to have the teen website finished sometime this summer.

Significant Stats:

- **Zoozort:** Over 350 patrons come to the library for Zoozort on June 14. It was a real ZOO in the Youth department!
- **Paint the Library:** Paint the library was a hit again this year! We had over 300 people come to paint the library windows red, white, and blue on June 26. The event was possible and ran smoothly due to the huge collaborative effort of multiple departments. THANK YOU to everyone who volunteered their time from washing the windows to running paint and registering windows!
- **Amazing Zoomalata:** 120 people attended our Family Activity Night magic show with the Amazing Zoomalata on June 25!
- **Henna Tatoos:** 38 teens attended our kick-off with Castle Art on June 11!
- **Rainbow Squeegee Art:** 32 teens attended our Rainbow Squeegee Art class on June 24!

What's Coming Up:

July 17: Touch the Trucks @ 10:00-12:00

Join us for the chance to get up close to some of your favorite BIG trucks! We'll have a fire engine, an ambulance, a Coast Guard boat, Humvee, road grader, John Deere tractor, and MORE!

July 19: Teen Lock-in - Black Light & Glow Party 6:30-9:00

Join us after-hours for a glow in the dark party! The evening will include games of glow capture the flag, glow bowling and many others!

July 26: Apollo Escape Room @ 1:00-5:15

Registration required. Time slots: 1:00, 1:45, 2:30, 3:15, 4:00, 4:45

Do you have what it takes to be an astronaut? Solve puzzles and put your skills to the test to break out of our Apollo 11 Escape Room! Geared toward children 8-12. Registration Required.

July 31: Princess Tea Party @ 10:30-12:00

Come meet of your favorite princesses and join us for regal snacks, fun activities, silly stories, and more! Geared toward children ages 3-8. Older/younger siblings welcome.

Public Services (Karen Hansen)

MISSION MOMENTS

- Margo connected with a local organization/nursing home regarding the assistive devices. One of their residents was having a hard time holding paperback books open so Margo recommended that they check out the Library's book stand that includes page holders. It worked so well for their reader that her sister ordered one for her. Now she is able to continue checking out library books!
- After giving a Downtown Manito-Walk tour, David received a phone call at the Service Desk about future tours. The patron said that she had heard good things about the tour and was trying to figure out the best day for her to take the tour. David appreciated getting feedback that people enjoy the tours.
- Joe DeRose from the Wisconsin Historical Society sent Jordan a copy of the compiled file that was sent in for submission regarding the Lincoln Blvd district of Manitowoc and its inclusion in the National Registry of Historic Places. Jordan was able to assist in finding information to help a homeowner apply to have their property on the registry.
- Meredith reported that a patron shared with her that she loves the adult summer reading program because it got her in the habit of reading when she participated last summer. The patron said she continues to be an avid reader because of that.

PERSONNEL

- Maria Vogl accepted an offer for the Library Assistant Position and will start in July.
- Staff started the process of mid-year performance reviews, which will take place in July.

STAFF DEVELOPMENT

- Mary watched a webinar call "Crash Course in Romance."
- Jo Ann watched two Wisconsin Literacy webinars on the topic of the Department of Children & Families (DCF) grant for TANF (Temporary Assistance for Needy Families) eligible individuals.
- Matt attended two meetings at New Holstein for Recollection Wisconsin training.
- Judy provided training to Service Desk staff on demographics in WorkFlows.

OUTREACH

- Therese attended the final Service League of Manitowoc County meeting, and was also able to represent the Library at the dinner, where she accepted a grant for the sensory backpacks.
- Karen met with Anthony Sigismondi from UW-Manitowoc about future collaboration.
- Karen and Kristin met with Meredith Sauer from LTC to discuss collaborative programming.

OPERATION ACTIVITIES

Programming, Special Events, and Projects

- **Redesign**
 - **Coffee Cart:** Mary has continued to coordinate the coffee cart to ensure its smooth operation. Patrons continue to offer positive feedback about it.
 - **Makerspace:** Jason and Karen have been working on creating a badging structure for training patrons to use equipment in the makerspace. Karen continued purchasing furniture and equipment for the room. Jason worked with Stacey to get cameras installed.
 - **Weeding:** Meredith has been working on weeding titles to make additional room for shifting.
 - **Laptop Checkout:** Karen and Jason finalized their recommendation about which unit to purchase for the laptop checkout service.
- **Adventure Pass:** The Adventure Pass program started on June 1, with nearly all passes checked out within the first hour! Kristin, Karen, and Emily were able to quickly scale the program after that to include four additional memberships to the Wisconsin Maritime Museum and the Wisconsin Farm Discovery Center. Patrons have spoken very positively about the program.
- **Manito-WALK Historical Walking Tours:** Meredith and David gave their first tours – with great success and feedback. They continue to fully book future dates as they open. This program is unique in downtown Manitowoc and is a great way to promote tourism among residents and visitors alike.
- **Close Encounters of the Wisconsin Kind:** Meredith coordinated the Chad Lewis lecture in June. It was a popular and well-attended program.
- **Escape Room Program:** Meredith, Therese, and Jordan had a successful escape room event on June 20. All participants seemed to enjoy the experience!
- **Summer Reading Program:** Public Services staff completed preparations for the Summer Reading Program and had a successful kickoff day on June 8. The online registration system Jason created helped staff process participants quickly and smoothly. Mary coordinated activities at the Brewers ticket table, and distributed tickets to all of those with vouchers within just an hour – nearly 500 tickets! Several Public Services staff have been continuing to plan the SRP Carnival.
- **Digital Arts Program:** Jason worked with Lisa Pike on coordinating DAP, which started in June.
- **Cats on Mats:** Meredith continued planning the Cats on Mats yoga program for this summer. It will take place at the Library, and will feature real cats from the Humane Society!

- **Brew N' Bee:** Tim, Jordan, and Emily continued planning for the July Brew N' Bee at Petskull. The Brew N' Bee is a spelling bee for adults.
- **Close to Home Series:** Tim started coordinating speakers for the Close to Home series. He's been in touch with Jeff Ditenbereger, who speaks about farmer suicide.
- **Circulation Increase/Stabilization Committee:** Meredith, David, Jason, Margo, Mary, and Karen finalized recommendations for stabilizing and increasing library-wide circulation for print and electronic books and audiobooks. Meredith and Karen presented these recommendations to Kristin and will be implementing many of them starting this summer.
- **Outreach Committee:** David, Therese, Meredith, Tim, Jo Ann, and Karen met again about increasing county circulation, with a special focus on Valders. The committee began narrowing ideas and choosing the most viable options.
- **Volunteering:** United Way's Day of Service brought in five volunteers that helped in Maintenance and Youth on June 21.
- **Strategic Planning:** Karen worked with the management team to make recommendations about how to implement strategic plan recommendations. She also finalized a three year work plan for the Public Services Department.
- **One-to-One Adult Literacy Partners:** Jo Ann weeded and reorganized the literacy resources, which will aid volunteer tutors as they browse for resources. She also completed the process for inputting program data for the past two years in the new Achieve database, simplifying recordkeeping and reporting moving forward.
- **Collections:** All selectors continued their regular efforts to curate the Adult collections through best practices in selection and weeding.
- **Friends:** Karen continued her work as liaison to the Friends.

SIGNIFICANT STATISTICS

Nothing to report.

COMING UP

Krazy Daze Book sale is in July.

Mid-year performance reviews.

Materials Management (Roxanne Staveness & Amy Eisenschink)

1. Mission Moment:

- Amy – A patron walked through the doors, I smiled and said ‘Hi.’ He walked right up to the service desk donation box and put in some bills. I said, “Well, thank you very much!” to which he replied, “You bet. Love this place.”
- Ann R. – Attended “Paint the Library” with my nieces as a patron. They really enjoy this annual event and are already looking forward to next year. We will be adding one more participant as my youngest niece will be old enough to attend.
- Roxanne – The children who run to the water fountain and think it is the best water in the city!

2. Personnel:

- Amy - After completing Barb Welnetz’s mid-year review, we said good-bye and wished her well on her next adventure in Montana. We said hello to Carol Witkauskis, Barb’s replacement, and she is doing great. I started working on mid-year evaluation. Participated in the annual staff picture for SRP kickoff.
- Roxanne - Mid-year evaluations in progress. HR has posted for our open page positions and we hope to be interviewing the latter part of July. Will be wishing several of our pages, who will be off to college or Germany, good bye the end of July.
- FISH Meetings - We are not having official meetings since everyone is busy with programs. We will be in contact via email as date near for already planned events. We will start up again in September.

3. Staff Development:

- Ann R. – Met with Amy, Roxanne and Ann P. to talk about my training with Ann P. Once I get caught up after my vacation, I will have an intense training period with Ann P. to make sure she feels more comfortable doing acquisitions.
- Roxanne – weekly manager meetings, 1st floor redesign meetings, monthly managers meeting with the Mayor, and this month I was the city employee selected to meet with the Mayor. The conversation was open to my questions or concerns, met with Recollection WI training staff at New Holstein Public Library to review the steps to start the project.
- Amy E. – I was retrained to cover the youth service desk so that they could have a department meeting. Kristin and I covered it together. We made a good team; what one forgot the other remembered. Met with Roxanne, Ann Reimer and Ann Plekan to touch base on acquisition training.
- Judy –Attended the Public Service meeting
- City Hall meetings – Ann R. attended the monthly wellness meeting.

4. Outreach Activities:

- Amy - Optimist meetings; presented at the June board meeting, with Roxanne, on the SILLI grant for circulating cake pans; Working with Becky, Margie, Ann Reimer and Chris Hamburg (Lester Public Library) on details for a cataloging workday in September for MCLS libraries.
- Roxanne – Lions Club meetings.
- Book and Movie – Planning is starting for the 2019-2020 season.

5. Operations Activities:

- Ann R. – Met with Amy, Margie, Becky and Chris Hamburg from Lester. They wanted to know how I downloaded records from B&T. I will be part of further discussion on this topic as we get ready for a catalog training with other system librarians. Met with Roxanne and Judy to talk about Serial renewals.
- Amy – Working on Library and Departmental strategic plans. We are down a clerk so I have been putting in more hours than usual clerking. Working with Kristin and Becky Petersen to figure out MPL's OCLC billing/contract. Working with Kristin, Roxanne, and Ann Reimer on time management statistics of how long it takes to get book from in the building to the shelf or a patron's hands. Met with Kristin for my skip-a-step meeting.
- Judy – Clerked for 9 hours, 2 of which I trained Carol. Met with Roxanne about Serials. Will be placing the order with EBSCO in July.
- Roxanne – original cataloging, met with Judy about to review EBSCO order, met with Ann R. to review budgets, department work plan, library strategic planning sessions.

6. Significant Statistics and Activities:

- Amy – Mended 57; AV other 4; Discs cleaned 58.
- Ann – Orders: Books – 597; A/V - 100; Misc. - 47; Total: 744.

7. What's coming up?

- Roxanne & Amy - Management meetings weekly.
- Roxanne -Lion's Club meetings, evaluations, BPI, 1st Floor Redesign, interviews & hiring of new pages, review collection budget and look forward to 2020 budget, Recollection WI scanning project of school records, working with volunteer coordinator to find volunteers to help with the scanning project (both scanning and the metadata) planning August department meetings, upcoming All Staff meeting, LARS meeting, teleconference with Cengage,
- Amy – Optimist Club meetings; continue working on job descriptions with Director.
- Judy –Midyear evaluation
- Ann R. –Midyear evaluation; continue meeting about cataloging workshop in September

Facilities Services (Stacey Bialek)

MISSION MOMENT:

“My mother told me to be a lady. And for her, that meant be your own person, be independent.”

~Ruth Bader Ginsburg~

As we begin a new strategic plan here at the library, one of the emphases is striving for inclusivity in both the physical and conceptual sense of library existence. And as Malcolm Forbes once said, “Diversity: the art of thinking independently together”.

PERSONNEL:

- On a happy note, Abbie Kalbes, our newest guard/custodian has accepted a new full-time position and starting a new experience. Sadly, we will be losing a great worker and an even greater personality. A huge thank you and good wishes go out to you, Abbie!

STAFF DEVELOPMENT:

- After library managers attended a ½ day working meeting with a representative from WiLS (Wisconsin Library Services), a 5-year strategic plan has been forged for 2019-2024. Monthly action plans and committees will be forming to address the 5 main goals that were established by the original planning committee.

OUTREACH ACTIVITIES:

- The new ATM machine provided by Scott's Vending has been installed near the Endowment Board pillar.
- Paint the Library was a great success again this year. Therese has set up volunteers for mid-July to help with scrubbing and washing the windows.

OPERATIONS ACTIVITIES:

- Ventilation/duct work cleaning is complete. We will be saving the new Teen Area and Makerspace for after the demolition of the walls. Cleaning should be complete by the end of August for these two vent areas.
- We have begun the scraping and sanding of all exterior metal. We have finished the rooftop surfaces and will begin to prime/paint at the end of June. Subsequently, we will be moving onto the metal surfaces on the ground level, such as the dumpster doors, south staff entrance door, and overhead garage door.
- We have dismantled the remaining Teen Scene and Children's unused shelving units. About half of the units will be stored, while the other half sent to scrap.
- We have set up the Children's Dept flannel, white, and extra LEGO boards. Mounting and structure positions laid out for additional activity boards in the play area. Install should happen mid-July.
- We have begun the mid-summer A/C maintenance project. A/C compressors and driers will be re-oiled and pressure tested, rooftop condensers will be de-greased and pressure washed, and the interior evaporators will be brushed and sanitized. The process normally lasts into the 3-4 week of July.

- Power and video feeds have been installed in the new Makerspace, sound booth, and Teen Area. We will be installing new power in the Children's department as well. These new 360 degree video cameras will give a clear, wide view of each area.
- We have installed the 4 original activity boards in the Children's Dept. The white board, flannel, and the two LEGO boards are now up and running. We have mapped out the additional activity boards to be installed in the play area that will be installed in mid-July.
- The first stage of installing the new glass walls in the new Makerspace is complete. The electrical and data lines have been removed from both walls. Certified Builders will begin demolition work mid-July with KI finishing the install shortly afterward.
- Abbie continues to finish painting the rest of the new Teen Area. She will be finishing the "Orange Ring of Fire" around the second week in July.
- Electrical/data work is complete for the new A/V systems in both the Teen Area and Makerspaces.

FIRST FLOOR REDESIGN:

- We have moved everything out of the old magazine/newspaper rotunda in preparation of Comcast Cares day and their help in painting the new Teen Area and the Makerspace. The shelving units will be house temporarily along an east/west line by the county maps wall.
- The new Manitowoc History shelving and A/V equipment is complete. The area will be complete as we install the "Spirit of the Rivers" maquettes and set up tables/chairs as they become available.
- The north wall laptop counter project has begun. Certified Builders has installed and will be finishing the countertops in early July.
Check will be here soon after to install the "doghouse" electrical boxes. The stools for the three heights of counters along the north window wall are here and being assembled.

WHAT'S COMING UP?

- Cameras installed in Childrens & Exterior points
- Scheduling Large construction projects: Makerspace glass walls, A/V relocation