

Manager Highlights August 2019

Youth Services (Julia Lee)

Mission Moment:

This month's mission moment comes from our Youth Associate, Betty, who leads storytime on Tuesday mornings: *"A grandma was here with her daughter and granddaughters from Milwaukee. They had a hotel night away and were enjoying Manitowoc. They had been here last year and remembered having fun at storytime so they came again!"*

Personnel:

- We said goodbye to our summer interns, Allison & Sydney. Allison has taken a page position at MPL and Sydney is going back to St. Norbert for her junior year of college. We already miss them greatly and wish them the best of luck!

Staff Development:

- Julia attended the Skillset Managers & Supervisors conference with Amy E. on August 23
- Kirsten attended the exclusive Youth Services Institute August 25-28. She was one of 25 library staff from around the state to be chosen!

Outreach:

- **Summer School Visits:** Library staff visited Jefferson, Jackson, Madison, and Franklin summer schools to promote the library and give each child enrolled a free book! In addition, the Riverview STEAM summer program visited MPL for fun activities and free books. These visits were a collaboration with MPSD, splitting the cost of books between the Friends of Manitowoc Public Library and the school system. We got to talk to and give books to over 700 kids!
- **MPSD Kick-Off Rally:** Susie and Lisa went to Lincoln High School on August 26 to promote library resources to MPSD staff.
- **MPL/MPSD Collaboration Meeting:** MPSD library and MPL staff had a very special collaborative meeting on August 27. From 8:00-10:30, staff from both organizations got to brainstorm, promote & learn about library resources, and talk about ways we can work together to help our kids succeed. It was a wonderful meeting, starting conversations and building relationships between the schools and library!
- **Valders VLC Visits:** Susie visited Valders on August 30 to introduce staff to Virtual Library Cards and teach them about all the resources they now can access.

Activities:

- **Notary Stats:** Susie notarized 6 requests during the month of August
- **Summer Reading Program:** The Summer Reading Program numbers are in! We had 1,783 kids (including summer school participants) and 277 teens. WAY TO GO to all MPL staff who helped promote reading, supported/lead programs, designed materials, worked the desks, shelved materials, set-up rooms –summer is truly a collaborative effort, and would not be possible without your hard work. Congratulations!
- **Girl Scout Robotics Program:** Susie and Lisa have been working with the Girl Scouts to create a hands-on program that will fulfill requirements for their robotics badges! Structured according

to the Girl Scout age level, they have created a curriculum of activities designed to get girls coding and empowered by technology. We already have several classes booked, and more calls each day inquiring about the program. Way to go, ladies!

- **New Interactive Elements & iPad Table:** All interactive elements have now been installed in the Youth Department! 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. Special thank you to Stacey, Facilities Manager, for installing all the pieces. Come visit the Youth Department to check out our newest additions, all brought to the library by a generous donation!
- **Trunk or Treat – Coming Soon:** Youth Department is planning our first-ever Trunk or Treat on October 29 from 6:30-7:30. The library wants to hold a Trunk or Treat to connect with families while providing a safe, free Halloween event. We also see events like Trunk or Treat as a chance for families to connect with local organizations and strengthen our community. We have 10 organizations who have confirmed they will be participating and handing out treats so far! Julia will be asking the Library Board for official permission to close the library parking lot starting at 4pm on October 29 at the September meeting.
- **Bilingual Storytimes:** Julia is working with two foreign language teachers at Lincoln to establish bilingual storytimes at MPL! In August, they met to discuss some possible ideas for collaboration, including Spanish Honor Society students leading a bilingual storytime for credit and an International Night at the library.
- **MPD @ MPL:** Julia met with Sgt. Trilling to discuss a Police storytime and Junior Police Academy event. These events will be taking place on October 1 & 22, and were made possible by Tim G.!

Significant Stats:

- **MPL Carnival:** Approximately 4,000 people attended our library carnival on August 3!!!! Thank you to ALL staff who helped make this day possible!!! We have dunk tank spots open for next year, in case any staff or library board member is interested in taking the plunge. 😊

What's Coming Up:

Family Art Fun: September 22 @ 2

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!

Teen Lock-In: PJs and Waffles! September 27 @ 6:30-9:00pm

Spend the night watching classic Saturday morning cartoons in your pajamas and compete for the title of Top Waffle Chef!

Ukulele Jam: September 25 @ 6:30

Grab your ukulele and come jam at the library! Bring music you've been working on, or just bring yourself and your uke! Whether you are an expert or just learning, come on down and jam with us! All ages welcome, bring your own instrument.

Public Services (Karen Hansen)

MISSION MOMENTS

- Meredith reported that two months ago, she spent about an hour with a patron showing her MPL's materials that would help her pass the citizenship test. She used the materials to study and then went on the pass the test. She took the oath and became a citizen this month!
- Jo Ann reported that a learner's mother-in-law was visiting from Mexico and very much enjoyed the Library's section of Spanish language books and magazines. The tutor pointed the area out to them when they came in to pick up new literacy workbooks and they were very grateful to have access to these Spanish language materials.
- Therese reported that one of our regular patrons stopped at the Service Desk before leaving to mention that she is so happy that we have our Staff Picks on display. She's found many good books to read that she never would have found on her own.
- Emily helped a patron make an ILL request for a school textbook that was too expensive to buy. The patron was so ecstatic and kept repeating how much she loves this option and how happy we made her, as well as how much money she would now be saving.
- Margo was grateful for the opportunity to network about our upcoming Idea Box when out and about in the community. She was at an appointment when the employees found out she works at the Library. They wanted to know all about the Idea Box as they had seen updates to its construction on Facebook. They were excited to learn about the possibility of sewing classes and the ability to use the space for their creative projects. Linda also had a chance to tell inquiring patrons in the stacks about the upcoming changes related to the redesign. They were excited about the new spaces!

PERSONNEL

- Margo Meyer accepted a promotion to full-time, effective 9/30. Along with her Homebound Services duties, she'll be assuming the role of One-to-One Literacy Partners Coordinator.
- Karen completed mid-year evaluations.

STAFF DEVELOPMENT

- Meredith was accepted to Leadership Manitowoc County.
- Mary received additional training on Granicus.
- June started an Alison.com course on Microsoft Digital Literacy.
- Margo attended a Lunch & Learn about volunteer management at the Sheboygan Mead Library.
- Linda took a webinar about Excel 2019.

OUTREACH

- Meredith and Margo represented the Library at the Valders Community Picnic and signed five people up for new library cards. This outreach event was created through the efforts of the Outreach Committee.
- Jo Ann attended a Hmong Senior Meals at the UW Extension on August 27 and shared information (with the help of an interpreter) about One-to-One with this group of mostly female Hmong seniors.
- David led a book discussion at the Senior Center in August with 7 people attending.

- Kristin, Karen, and Margo met with a representative from Felician Village who is starting a new service at Felician Village. It's called Felician Village at Home. Margo is exploring how MPL might offer them homebound delivery for library books.

OPERATION ACTIVITIES

August Programs

- **Manito-WALK Historical Walking Tours:** Meredith and David continued their tour program – with great success and feedback. They continue to fully book future dates as they open.
- **Summer Reading Program:** Public Services staff completed the final stretch of Summer Reading Program activities. Several Public Services staff helped plan the SRP Carnival. It was a great success, with an estimated 4,000+ in attendance!
- **The Art of Smoked Meats with Brian Kooker:** Meredith executed a program with local restaurant owner Brian Kooker of Brian's Smokehouse.
- **Yoga on the Beach:** Emily has been working with local yoga instructor Ariane Gunderson to finalize details for a yoga class in August. Ariane will be returning to MPL in the fall to deliver two more yoga programs.
- **Digital Arts Program:** Jason worked with Lisa Pike to put on the DAP endcap program.
- **Adventure Pass:** The Adventure Pass program has continued in its success.
- **Book Discussions:** Therese led a book discussion this month.

Future Program & Event Planning

- **Essential Oils 101:** Meredith is planning an essential oils program for September.
- **Volunteer Fair:** Therese started the planning process for a September volunteer fair. She's been recruiting several organizations already.
- **Canning Salsa 101 Program:** Meredith has been planning an October hands-on salsa-making and canning workshop with Grow it Forward.
- **Paint Drips & Spooky Sips Painting Event:** Tim started planning a Halloween themed art and wine event with Erin LaBonte.
- **Close to Home Series:** Tim and Karen continued planning the Close to Home series.

- **A Night with Kevin Crawford:** Tim and Karen continued planning a two-night event with Kevin Crawford, who will discuss a selection of stories about how modern Manitowoc came to be during his tenure as mayor.
- **Winter Reading Program:** Therese is working with Youth Services staff to craft a 2020 Winter Reading Program.
- **Summer Reading Program 2020:** Emily has been working with select staff to shape the look and feel of the 2020 program's graphics and slogan.
- **2020 Fundraiser:** Karen and Meredith continued serving on the 2020 Fundraiser Committee. Karen worked with Kristin to start finalizing marketing elements of the fundraiser.

Projects

- **Redesign**
 - **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. The walls in the space were demolished and are now ready for the new glass partitions.
 - **Laptop Checkout:** Karen and Jason continued working out details for laptop checkout, which will be purchased through NetSpot.
 - **Book Displays:** Karen, Roxanne, and Jordan assembled new display units.
 - **Remote Desk:** Karen, Meredith, Therese, and Jordan continued creating procedures for the staffing and operations of the remote desk. The LEAPFROG Committee also reconvened this month to finalize last-minute plans for the placement of the Main Desk.
- **Library Card Sign up Month:** Karen worked with Emily and other staff to plan the Library Card Sign up Month promotion. Karen ordered small prizes to give away to new cardholders and those renewing cards.
- **Circulation Increase/Stabilization Committee:** Meredith, David, Jason, Margo, Mary, and Karen met again to discuss implementation strategies for the ideas submitted to Kristin in June. The committee moved forward with implementing several ideas, including changing book discussion kit checkouts to reflect the number of items in each kit (10 checkouts as opposed to just one). In the coming months, Meredith will be drafting a new Staff Picks display procedure.
- **Outreach Committee:** David, Therese, Meredith, Tim, Jo Ann, and Karen continued meeting to discuss strategies for increasing county circulation, with a special focus on Valders. The committee implemented two options so far: sending library card applications to all Valders schools students and attending the Valders Community Picnic. David and Therese are setting up a card sign up event at Forefront Dermatology to take place in the fall.

- **Sustainable Revenue Committee:** Mary, Therese, Jordan, Lori, and Karen again to discuss options for sustainable revenue sources at the Library.
- **ChitChatz Videos:** Margo has been working with other staff to complete ChitChatz, short reader's advisory videos to be posted on Facebook. They finished two more videos this month.
- **Marketing Plan:** Emily, Tim, Kristin, and Karen continued to meet about the library marketing plan. Emily and Tim explored partnership options with Vagabond Studios to support them in this process.
- **Grants:** Tim is in the process of completing a grant resource library for internal use. It will include general materials for use in grant applications, as well as records of grants the Library has already applied for. He is working with Karen to refine it before it's submitted to Kristin. Additionally, Tim submitted the One-to-One Adult Literacy program for the SirsiDynix "Power of Libraries" Award.
- **Marketing Activities:** Tim continues to promote library programs, events, and campaigns through an array of print, radio, and online media options. This month he focused efforts on the Touch the Trucks, Close to Home, Art & Wine, and event promotion at Courthouse Pub.
- **One-to-One Adult Literacy Partners:** Jo Ann met with Kathy Poole and Linda Hunter to prep for Tutor Training on Sept. 17 and 18. She updated the training presentation and handouts. There are currently seven people are registered to attend the training.
- **Volunteer Services:** Therese met with Lindsey Wyngaard, Career Services Coordinator at Silver Lake College. She and Therese discussed MPL's internship offerings and the Federal Work Study program used by SLC. She has our Internships posted, and suggested a flyer to bring them to student attention. Therese also contacted LTC and UW Green Bay/Manitowoc to share our internships now on our website. She coordinated volunteers to work at the summer carnival – including volunteers through Kohl's Cares.
- **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. Emily completed a redesign of the Friends brochure.

SIGNIFICANT STATISTICS

Nothing to report.

COMING UP

Manito-Walk tours in September.

Holiday Parade Committee for Meredith.

2020 Scholastic Art & Writing Awards adjudication – Emily.

Materials Management (Roxanne Staveness & Amy Eisenschink)

1. Mission Moment:

- Laura –While at a laundromat I was approached by another customer and asked if the book I was reading was good, and where the library is. I directed her to MPL and her daughter was so excited that we have lots of manga...and that we are open on Sundays...so they headed right to the library well before 4 pm. I hope they've become regular patrons
- Amy – I am honored to be named the Interim Manager of the Materials Department. I will work hard to continue moving the department and the library forward. I also reached out the Sunrise Optimist and got them to help sponsor our 2020 Carnival.

2. Personnel:

- Amy - Allison Lee and Amy Kmetz started as shelving pages. They are learning quickly and are proving to be a great addition to our team. Maya Andrastek resigned as she leaves for UW-Milwaukee. We will be filling her position soon.

3. Staff Development:

- Amy E. – Julia and I attended a Managers and Supervisors Conference in Appleton. I listened to a webinar on Governing Libraries that inspire investment. I listened to a webinar on Effective Library advocacy. I have begun training staff on new duties to help me lessen my load as I will be interim manager.
- Laura – Attended the August 21st ILL Conference in Marshfield. Submitted notes on placement of first floor Service Desk to LEAPFROG committee, as I was unable to attend the meeting.
- Judy –Attended the ILL Conference in Marshfield on August 21st.
- Public service meetings –LS
- MM Department Meetings –All staff attended or received notes from two departmental meetings
- City Hall meetings – (Mayor listening, open enrollment, for instance)AR – attended the monthly Wellness Committee meeting

4. Outreach Activities:

- Amy - Optimist meetings; I lead a book discussion for the Young Adult title "Disappearance of Sloane Sullivan". It was a good group with a lively discussion. People Committee meeting where I will be once again in charge of Veteran's Day.
- Laura - see mission moment above.
- MPL Book Club – LS attended both morning and evening book groups

5. Operations Activities:

- Laura –Consulted with Chilton librarian on ILL requests received via email. Completed an interview with Linda McCabe.

- Ann R. – helped with changing genre on television series. I updated item1 on workflows and changed the genre sticker on the actual case. Thanks to everyone who is helping with this project. Amy showed me how to add new book discussion titles to Workflows.
- Amy – I held two meetings for the Materials staff. As difficult as it is to get everybody here at the same time, it is time well spent. It is like a re-boot and everybody gets back on the same page. I continue working with Kristin on updating the job descriptions. I met with Karen to discuss how to move forward with providing window decals in the future.
- MCLS meetings – (who, which meeting, did you present)

6. Significant Statistics and Activities:

- Laura – Cataloged __50 hours _ new items, Notary requests _19__, Proctoring ____, Circulated __ 26 (all time high!) _book discussion kits, and Filled multiple copies of __14_.
- Amy - Mended _55__; AV other _8__; Discs cleaned _22__.
- Ann – Orders: Books - 635____ A/V - _151__; Misc. - _111__; Total: _897__

7. What's coming up?

- Amy – Optimist Club meetings; transition training as interim manager; all staff meeting; LARS meeting
- Laura – All Staff meeting. Speaking at September board meeting. Producing printed copy of MPL Book Discussion kits. Catalog meeting. Anti-harassment training. Continued work on ILL Procedure manual.
- Judy –All Staff meeting
- Ann R. –FISH and Wellness Committee meetings; meeting were selectors to continue working on one of my goals; Anti-harassment training at City Hall, catalog meeting; all staff meeting

Facilities Services (Stacey Bialek)

MISSION MOMENT:

“Ultimately the bond of all companionship, whether in marriage or in friendship, is conversation.”

~Oscar Wilde~

On the Friday prior to the SRP Carnival, Carol Stodola, our evening/weekend guard-custodian, was leaving for the night and happened to see the library's neighbors on Franklin Street taking in some groceries from her car. Carol even remarked that she thought twice about going over to an unfamiliar house and talking to a stranger. But, her friendliness got the better of her and she struck up a conversation with the woman knowing that she had seen this woman with children before. Carol enthusiastically remarked that the library was having a free carnival tomorrow to promote the end of another successful summer reading program and that the woman and her family were more than welcome to attend. Carol said the woman was surprised, but nonetheless, very happy with Carol's friendliness and enthusiasm. She accepted Carol's kind invitation.

Up-sell, side-sell, across-the-street-sell!

PERSONNEL:

- We are still in the process of setting up interview dates with three of our 11 candidates to fill the vacant guard/custodian position.

STAFF DEVELOPMENT:

- Kristin and I attended a coaching seminar in Green Bay. The day-long seminar focused on the importance of onboarding new staff, mentoring, and providing support to staff when completing projects.

OUTREACH ACTIVITIES:

- Again, thanks to Just Orthodontics for their generous donation of 50 cases of bottled water for the Summer Carnival on August 3.
- The final SRP Carnival was a huge success! Thanks to all staff, vendors, donors, and volunteers that made the door for nearly 4,000 participants.
- The investigative committee to develop the north lawn of the library have met and discussed some of the layout and function.. Ideas for inventive play and unique layouts will be part of the group's responsibilities. Other group members will include area teachers and the city's planning office. Further meetings will take place in September.
- We will be making a security/safety walk-thru with Sgt. Adam Trilling from the Manitowoc PD in September. Some of the preliminary questions will be concerning camera placement, increasing study room security, active shooter scenarios, and emergency exits.
- Balloon Glow was another mild success with the weather holding off for the majority of the event. Closing off the library parking lot the previous evening was key in helping the Balloon Glow organizers and our patrons.

OPERATIONS ACTIVITIES:

- After the final reframing and sheet rock installation was completed, we completed the final vent cleaning in the Teen Area and Makerspace.
- We are beginning to remove the old Mystery shelving units to make way for the A/V units, which include music CD's, DVD's and Books on CD. We be using some extra helpers from Materials Management to make things go a little quicker.
- We are in the process of installing new security feeds in the Children's Dept. New power and relocating data line will be ongoing.
- We have the final three Children's wall-mounted activity boards to install. Assurances are being made to have them secured into the wall framing so they can handle being pulled on and yanked. These include the Pond, Cloud, and Tree.
- We have set up the Ipad holders on the new mobile children's table. Susie and Julia will be installing the Ipad and software very soon.

- We have installed the Teen Area ceiling light that was purchased for the new teen renovation. The LED fixture is an energy-efficient 17w unit that emits over 240w.
- We have purchase new board room chairs to replace the old fabric ones. As the chairs are constructed, we will be putting the best chairs aside for use in the Staff Conference room and for staff to replace their old ones if needed.
- Two of the last upgrades to the 40 gallon water heater have been installed. The energy efficient circulation pump and leak alarm are now operational.
- We have completed the final summer cleaning of the outside dampers and screens. Coal dust, bird debris, and tree debris have been scrubbed and washed away.
- We are beginning the summer-end roof stone raking to check seams and cracks in the roof membrane. We do this in preventing ice dams that cause damage and problems when spring thaw arrives.

FIRST FLOOR REDESIGN:

- The Makerspace walls have been torn down and reframed. We will be repainting after the drywall work is done. KI will be here early September to install the new glass walls.
- The LEAPFROG committee was reconvened to discuss and brainstorm remedies to some of the concerns with placement of the new front-end service desk. A final decision was reached to leave the initial location as is and address each drawback or concern individually as they develop.
- The A/V storage units for the music CD's that were purchase back in April will be either returned or resold. The closed storage type of cabinet was not conducive for browsing, so we are working on a deal with Embury to obtain enough storage bins and drawers to house the CD's.

WHAT'S COMING UP?

- Makerspace Glass Walls-9/9
- Public Computer carrels, Business Center
- East side Reference Desk repurposed to Front End
- Sgt. Trilling's Security Walk-Thru
- A/V relocation and public computer station redesign