

Director's Report August 2019

Mission Moment

The mission of Manitowoc Public Library is to promote a culture of reading and to provide access to information. Through services we strive to foster an environment that meets the educational, recreational and cultural needs of the community.

- MPL was contacted by Felician Village. They are starting a new initiative this year called Felician Village at Home. It will provide services to those residents still living in their own home who may want to connect with social and mental wellbeing initiatives. They contacted us to partner in this initiative by promoting and offering some of our services such as programming and homebound services. We met with them in August to brainstorm ways we can continue to partner.
- I have been selected to present at WLA with two other Director peers on fundraising and working with library Friends and Foundations. The session will be on Thursday, October 10.
- At the beginning of August, I was able to attend the Department Head retreat. It was a great opportunity to network with my fellow Department Heads and get to know our city a little better. We had the opportunity to tour and connect with five area businesses.
- We again saw increases in 2019 for summer read participation in all age categories: Adult, Teen and Children. We were happy to partner with MPSD to sign all elementary summer school participants up for summer. In addition, our summer carnival doubled in participation, up to over 4,000 people attending! It was, once again, a great summer in promoting reading and literacy.

Personnel

- Roxanne Staveness, Materials Manager, has submitted her retirement notice effective September 11. We will begin transition planning with Amy Eisenschink promoted to interim Materials Manager after September 11 until the position is filled.
- August 6 – monthly Public Services meeting
- Job descriptions: Amy and I worked on the materials manager and public services job description this month. Next month, we will move onto director job description. We will revise all the job descriptions before presenting them to the Library Board. We will also get feedback from the management, personnel, and HR Director. We are utilizing our area libraries for comparison.
- August 9 – Department Head summer retreat
- Curative Connections placement: Curative Connections has a client interested in placement at MPL. This individual would help in the youth services and public services departments. We interviewed in August for placement this fall. Her first day will be September 30.
- Mid year evaluations were conducted in July and finished by August 1.
- Performance Management and Pay committee: A small workgroup was established by the Mayor and Council. I was asked to be part of the workgroup due to the great performance evaluations the Library does and the effort we put in. This process started in early to mid-May. They set the objective to move towards a pay-for-performance model which is sustainable and assists staff in getting to market as quickly as possible. The committee and I have been working over the past month and a half on creating this process. We presented at July's Personnel Committee which was Monday, July 1. It was approved at the July City Personnel Committee and City Council meetings. I also presented to the Library Personnel Committee and Library

Board in August. Revisions to the EPM will take place in September. We also held an inservice with the committee in August to begin revising the EPM modifications and set initial planning for training of managers and staff. This will continue into September.

Staff Development

- August 5 – Coaching & Team building conference in Green Bay
- August 12 – Governing libraries that inspire investment webinar
- August 14 – effective library advocacy webinar
- August 15 – what does inclusivity look like at your library webinar
- August 15 – Project Outcome: learning good data
- August 28 – Digital Projects Toolkit part 1 webinar
- August 29- Performance Reporting use webinar

Outreach Activities

- SRLAAW Quarterly meeting in Wausau: As a resource library director, I attended the third quarter SRLAAW meeting on August 2. The next meeting will be in October at WLA.
- Submitted HTR article focused on National Library Card sign-up month September
- Developed and submitted a proposal to present on adventure passes with MCHS Director at 2020 Lead the Way conference in Madison. I am hoping to hear back later this fall on whether we were selected.

Operations Activities

- City Personnel Committee – presentation of Performance Management and Pay structure – August 5
- August 7 – discussion with MCLS regarding cataloging and circulation meetings and to establish expectations
- August 12- Friend's monthly board meeting
- Development, discussion and revisions to remote desk procedures
- Materials Management regular staff meeting August 27
- Consultation with Netspot for implementation of self-serve laptop unit; finalize contract and establish next steps; we also developed and approved a mobile device usage agreement in collaboration with legal
- 2020 Foundation fundraiser: a committee of staff and Foundation Board members have been established. We began meeting in July to discuss ideas for a fundraiser for 2020. We are starting work on a fundraiser that does not require an event, which would eliminate a lot of the cost, and instead focus on sponsorships. We will be seeking approval of this fundraiser at the September Board meeting for implementation shortly after. In the meantime, we have developed a solicitation letter; marketing insert and example banner in advance of Foundation Board meeting and Library Board meeting.
- Collection Agency review: with the assistance of Police Chief, Assistant City Attorney, Karen Hansen, Lori Engelbrecht and Roxanne Staveness, we have been reviewing our current practice with collection agency. We are exploring the opportunity of seeking assistance from legal and PD for returning of lost materials. We will continue to explore these options this fall, with additional input from MCLS.
- Redesign updates- Here are the updates for August:
 - Development of public computer corral redesign and timeline for creation of business center

- Soundbooth is ordered for installation in late September.
- CD shelving: the shelving we received was not what we were initially anticipating. It was too closed off and low to the floor. We are exploring other options instead of the units currently purchased. We have been working with Embury for the new units which will be pull out drawers.
- Demolition of the walls occurred in August for the makerspace
- Old mystery shelving has been dismantled and stored.
- New display units have been put out and filled on the floor
- Blinds installed in both the makerspace and history area
- Final layout of new teen area redesign was submitted for review in August. Final development will occur in September for implementation later this fall.
- Team electronics has installation the sound bar and TV in the makerspace; 360 camera is also installed
- All makerspace furniture, equipment and tools have been ordered in August. We continue to organize these materials.
- Our next focus is on the makerspace glass wall construction, finalization of Netspot, purchasing of new CD shelving units and badging procedures for the Idea Box.
- 2020 Budget planning: I have worked with the managers to finalize the 2020 budget which was initially proposed at the July Finance Committee meeting. This budget has been reviewed by the City Finance Director. The Finance Director will be attending the August Finance Committee meeting to answer some questions on insurance and debt service fund. I anticipate the 2020 budget being approved at the August Finance committee and Board meetings for submission to Mayor for deliberation.
 - The Mayor has asked for submission of book return quotes along with the 2020 Library Budget. I have compiled various options that may work for our space for submission to Library Board and Mayor for initial review and discussion.
 - Karen and I are working on some budget advocacy documents which we hope to show at the August Board meeting. This document would graphically outline the library's impact over the last year.
- Marketing Plan: we have begun the process of outlining a timeline and process for researching and implementing a marketing plan. At this point, we are developing what those steps may be and the timeline for creation of this marketing plan.
- August 28 – Summer read 2019 debrief meeting and planning for 2020
- August 29- review Kronos performance module with HR for review and impact related to new performance management and pay structure
- OpenGov: the business office, IT technician and I continue to work on development of reports in OpenGov. This software is available through the city. We are working on developing the format of the reports for the data to be in. I have been working with our OpenGov consultant for setting up these reports as well. In August, we uploaded the initial data for creation into reports. I will be working with OpenGov rep to finalize these reports in September.
- August 14 Downtown Manitowoc monthly meeting: I was able to share quite a few things MPL has been working on. I was also able to network and hear about the other downtown festivals and committee work taking place.
- Front library lawn: the city council is interested in diverting \$50,000 from two park projects in order to provide activity/park equipment on the north lawn of the library. In August, I had meetings with library staff to brainstorm initial ideas for this space. We also had a follow up

conversation with city staff. We will convene with teacher input in September to continue planning of this project.

- August 19 – Common Council Meeting

Significant Statistics and Activities

- Roxanne Staveness, Materials Manager, submitted her notification of retirement effective September 11. We will be working to develop transition planning for her role before her departure. The plan is to approve Amy Eisenschink as Interim Materials Manager at the September Board meeting until the position is filled.

What's coming up?

- Continued discussions with LTC, SLC and UW-GB, Manitowoc campus on collaborations in relation to economic development
- Amy and I will continue revising job descriptions over the next few months.
- The redesign is well underway. We are now integrating the West Foundation grant into this timeline.
- Advocating for 2020 budget with Mayor and Council
- Continued development and planning for 2020 Foundation Fundraiser
- Development of ideas for north library lawn in collaboration with city
- Transition planning for Materials Manager position
- Hiring and filling vacancies in various departments
- Establish SILLI grant review committee and open SILLI grant applications for 2019-2020 season
- Revisions to EPM, especially related to emergency conditions and new performance module
- September all staff meeting at Strand Adventures
- Planning for National Library Week 2020