

DATE: October 20, 2020

TO: FOML

FROM: Kathleen Wilson, Manchester Branch Manager

RE: September –October 2020 Activities Report

Community

Nell Secor and Port Orchard YS librarian Emmon Rogers sent out a very inviting letter to all area daycare providers, offering numerous services, including virtual visits and “book bundles.” Although response so far has been limited, once word gets out about book bundles there will be more interest. Nell has been doing a good job marketing this service in the community, and our Communications department is going to help in early November by purchasing a “Peach Jar” ad for Book Bundles aimed at parents that are currently schooling their children at home. (Peach Jar is the email newsletter parents of students in SKSD receive with all community fliers/extracurricular opportunities/etc).

Branch Operations

We had just welcomed Associate Betsy Connors back to Manchester from her month helping out at Poulsbo when we learned that she would be advancing her career with KRL as a Cataloging Specialist in our Collections and Technical Services department. Betsy's last day at Manchester was September 29. We had a delicious goodbye lunch and several of the FOML stopped by throughout the day to wish her well. Betsy's work ethic, cheerfulness and kind demeanor will be greatly missed by our entire team but we all recognize this is a terrific career move for Betsy as these positions very rarely open up. I'm so excited her work will have a system wide impact.

We began offering curbside printing in early October – although this has been a “soft start” so far, we expect there will be more use of this service once our Communications department starts publicizing that we offer up to 100 free pages per day. We are also gearing up to offer some additional services, both virtual and in-person in November. Inside our buildings we are hoping to add half hour computer appointments and printing. The original goal date to implement this service was Nov. 2nd, however this start date is now anticipated later on in the month. Nov. 2nd will be the date to implement “Virtual Book-a-Librarian” appointments. This service will entail filling out a short online form as to the nature of the appointment. A librarian will respond to the request within a few days and “book” an appointment – either over the phone or on Zoom, with the patron. Appointments can consist of everything from virtual classroom visits to a zoom appointment to help with research or even issues with downloadables.

Programs and Services

Nell continued with her weekly story times and worked with Silverdale YS librarian Aleah Jurnecka on preparations for Baby Band, which they began presenting in virtual form at the beginning of October. Nell and Aleah also worked with their respective Friends of the Library groups to purchase instruments to support baby band. These instruments will be cataloged and packaged by the KRI CTS (Collections & Technical Services) Department and parents participating in the series will have the opportunity to check out these instruments to support their participation.

I had an addition to the virtual book group, so am slowly working on growing this program.

Staff are actively getting the word out about book bundles, and we worked with FOML Board member Ray Pardo to highlight this service in the monthly FOML newsletter.

Nell is working with Emmon on bringing a “virtual holiday magic show” to our patrons in December. This would be a joint-FOL supported effort and feature Magician Jeff Evans. We will most likely bill this as “dinner and a show” in the comfort of your own home – a weeknight program in December around 6:30 or so. Gather round the dinner table and enjoy a magic show on Zoom.

Nell is also planning a virtual holiday storytime.