

DATE: September 18, 2020

TO: FOML

FROM: Kathleen Wilson, Manchester Branch Manager

RE: September 2020 Activities Report

Community

Manchester Elementary became an additional site for the Grab and Go Groceries program coordinated by Emmon Rogers in Port Orchard. Over three Wednesdays in August 117 children were served and 52 bags of groceries were given out to Manchester families, with the South Kitsap Rotary and Port Orchard Kiwanis working together to distribute the bags provided by Helpline and coordinated by KRL.

Nell Secor and Emmon Rogers sent out a very inviting letter to all area daycare providers, offering numerous services, including virtual visits and "book bundles." These services received the green light to include offering book bundle delivery as a pilot project.

Branch Operations

In August, Associate Betsy Connors worked her hours at Poulsbo in order to assist with the transition to service there as Poulsbo moved into their newly refreshed space. This required some terrific teamwork by the Manchester staff, who adjusted their schedules and shifts as needed and were happy to help out another location. We had just welcomed Betsy back when we learned that she will be advancing her career with KRL as a Cataloging Specialist in our Collections and Technical Services department. Betsy's last day at Manchester will be September 29. Betsy's work ethic, cheerfulness and kind demeanor will be greatly missed by our entire team and we plan on celebrating in a socially-distant way before she goes. This is a terrific career move for Betsy as these positions very rarely open up (the last specialists were there for 15 and 30 years, respectively).

2020 continued to surprise us as the cloud of toxic smoke caused by the numerous forest fires across the west coast blanketed Western Washington and necessitated closure of our curbside services for an entire week. Staff were sent home on emergency leave on Friday, September 11th following a 1 pm early closure and didn't return to our buildings until Friday, September 18th. During any other year, this would have been the longest closure by far, but this year is an exception to everything. Luckily, Manchester is already well equipped for mostly indoor curbside service, with staff only coming outside for a few moments at a time and we are very hopeful that

curbside will be able to continue uninterrupted for the rest of the year or until we can welcome our patrons back into our branches.

Library Director Jill Jean and Leadership Team made the decision that no in-person meetings will be scheduled in KRL meeting rooms through the end of the year.

KRL is working on a solution that will allow our patrons 20-25 free prints per day. Susan Lee is on the committee that is working towards this, with implementation anticipated in early October. This is a much needed service, and eagerly anticipated by staff.

Public Services Director Shannon Peterson and I worked out an upcoming schedule change: Starting in September I am now at Manchester on Tuesdays and Thursdays, at Port Orchard Mondays and Wednesdays and will float to cover between the locations and potentially telework on Fridays, although with vacation schedules I will be working at Port Orchard all Fridays in September. Shannon will cover Saturdays and Lisa will continue to cover Mondays and Fridays. We are all hopeful this change will help alleviate some of the pressures we are experiencing with staffing due to the Covid restrictions that require a supervisor or manager in the library at all times.

Programs and Services

Nell continued with the Tuesday story times, and worked with Glenna Matteson and Emmon Rogers, Port Orchard Teen and Youth Services Librarians on a “Back to School” video for SKSD students.

FOML Building Project

I met several times with Jill Jean, Shannon Peterson and Communications Director Jeannie Allen regarding the upcoming Manchester addition as to the KRL contributions and vision for the interior of this addition. I am looking forward to frequent meetings with this team as well as our Facilities Director Patrick O'Neil as we work on details such as electrical needs and potential floorplan/ layout in order to better inform the architectural and building plans being worked on by the FOML team.