

## Manager Highlights September 2024

### FACILITIES DEPARTMENT

#### STACEY BIALEK



It's one of our Core Values....**Teamwork!** During the last couple of weeks of September, we had both the parking lot renovations and landscaping upgrades running simultaneously. It was encouraging to witness each of the staff from both Klein Asphalt and Cretton Landscaping accommodating each other's work areas and schedules. Everything went smoothly and the results speak for themselves.

### PERSONNEL



Maintenance has currently interviewed 5 candidates for the open 20 hour/week maintenance technician position. This position focuses on project management and building maintenance. Candidates look very promising ☺. We will hopefully fill this position soon and have a trained staff member by November.

### STAFF DEVELOPMENT



Library staff attended our ½ day All-Staff training conducted by the reps from WILS. They facilitated a staff-run brainstorming session that helped staff conceptualize the Strengths, Opportunities, Aspirations, and Results (SOAR) into specific and quantifiable benefits, risks, and assets that the library can use to clarify its newest long range Strategic Plan.

### OUTREACH



Library staff are currently collaborating with Library Foundation members in developing a historical era Murder Mystery fundraiser that will be held here at the Library in the first quarter of 2025.

Our library social committee, F.I.S.H, is planning for a Fall after-hours staff appreciation get together with food, games, and fun. Also, FISH will facilitate some smaller team appreciation events, such as Caramel Apple Day and a Spooky Door Décor Contest.

### ASSET MANAGEMENT



We are still in the process of developing a strategic plan for the larger library assets into the next 5, 10, 20, and 25 years. These include parking lot, roof, HVAC, building exterior structure, landscaping, concrete, elevator, building interior structure, and equipment. Area vendors/contractors are lending their expertise in defining end of usability and replacement costs.

## **CUSTODIAL MANAGEMENT**



We have modified the cleaning schedules for the portico, vestibule, and foyer areas of the front entrance, as well as the extensively used Solar Recharging station area. As always, we appreciate the extra watchful eyes from both staff and patrons in keeping our Library clean and beautiful.

## **EMERGENCY PREPAREDNESS/FIRE SAFETY**



As mentioned in last month's report, we will be continuing our Early Morning and Late Afternoon Learning Sessions restarting on Monday, Oct. 14. These training and/or refresher sessions focus on giving all Library staff the knowledge and confidence to negotiate a successful outcome when dealing with safety, security, and emergency circumstances like Active Shooter, Emergency Evacuations, Medical Alerts, and others.

## **PROPERTY MANAGEMENT**



Parking lot resurfacing and repainting has been completed in near record time. Klein Asphalt did the library a real solid in sealing and painting the lot in 2 days.

Cretton Landscapers have completed our landscaping project for the year. Trees and bushes have been trimmed back to healthy size, stone has replaced the peninsulas and islands, and the grass/vegetation has been aerated and sprayed until Spring '25. Cretton will return in Spring to replace some of the perennials that were no longer viable and to being their regular landscaping maintenance.

## **REPAIR/MAINTENANCE MANAGEMENT**



Automatic Entrances-Waukesha have completed about 2/3 of the west auto door frames and plan for replacement.

## **SECURITY MANAGEMENT**



Since many of the interior public and staff entry doors used for storage access or passage have been retrofitted from the old Unican keyed doorknobs to new Schlage keypad systems, we are currently inventorying all building keys including keys for file cabinets, overhead flippers, side drawers, locking security cabinets, fire control cabinets, and any other controlled access devices in need of a by-pass or backup key.

## **WHAT'S IN THE FUTURE?**



More lighting LED upgrades in A/V, Children's, and the Mezzanine

Long Term Strategic Plan

Large Area Carpet Cleaning

Exterior Window Cleaning

### **Materials Department**

**Meredith Gadzinski**

#### 1. Mission Moment:

- A patron approached the Service Desk and told Laura how impressed she is with MPL. She stated that every time she comes to the library she thinks to herself what a lovely building it is and how lucky we are to have it in our community.
- A counter person at a local business saw Laura's library t-shirt and asked if she works there. The lady also inquired about programs and activities for adults, as she is new to the community and is looking to meet people.

#### 2. Personnel:

- Judy attended Sexton House/Cemetery tour
- Ann R. assisted Meredith with interviews for the 3 open page positions. We had a great pool of candidates.
- Em Schaller started as a page on 9/24/2024. We are thrilled to have her back on the Materials Team. Welcome Em!

#### 3. Staff Development:

- Shirley, Greg, and Josie trained Em Schaller in page duties.
- Meredith on-boarded Em Schaller.

#### 4. Outreach Activities:

- Laura attended a meeting of the Lakeshore Holiday Parade committee.
- Laura arranged with Grow It Forward to host a food donation box at the library.

#### 5. Operations Activities:

- Judy, Lisa P. and Laura attended the MCLS All Staff Training on 9/20, which covered topics such as neurodiversity and intellectual freedom.
- Materials staff attended the MPL All Staff meeting on 9/27, which focused on brainstorming for the next strategic planning process.
- Ann R. ordered our copies of the local school yearbooks from Lincoln, Lutheran, Washington, and Wilson.

- Laura worked with Linda to make “dummy” books for some oversized items in the Reference Annex.
  - Laura led the September book discussion of “Lies of omission.”
6. What’s coming up?
- Annual reviews
  - Lisa P. will be virtually attending the OLAC (Online Audiovisual Catalogers) Conference 10/8-10/10.

**Youth Services**  
**Sharon Verbeten**

**Book Quote of the Month:**

**“It is our choices, Harry, that show what we truly are, far more than our abilities.”**

*Harry Potter and the Chamber of Secrets, J.K. Rowling*

**Mission Moments**

- When a family came into the youth services department looking like they were lost, they admitted to Betty that they had never been to MPL before. When asked if they were new to the area, Mom said they live in nearby Cleveland, just never made it into the library.  
*“But we have things in town on the weekend, and I think we’ll be stopping in more.”*
- A dad, who happens to work in another city department, came in to find a book for his son who was very excited to read to his younger brother; we’re happy to foster the love of reading among city departments!
- A call-in patron said she was confused by the phone tree and wasn’t sure if she was talking to the right person; Kirsten proceeded to answer her questions about printing from her phone and she was delighted. She said she wished there was a survey at the end of the phone call so that she could say how helpful Kirsten was.

## Programming/Outreach/Dept. News

- To celebrate our state’s unofficial fruit, Betty and Jade planned a Crazy for Cranberries event, which brought around two dozen attendees to learn about cranberries and sample healthy treats.
- Betty attended an afterschool meet and greet at Jefferson Elementary. She said, “It was good to connect with parents that may not be coming to the library and see familiar faces at the same time.”
- Sharon and her Summer Reading Program planning crew met to debrief on summer—our successes, programs, prizes and ways to improve for next year.
- Lynn was thrilled to get a personal email from children’s author Peter Reynolds and his company Fable Vision Learning to acknowledge Lynn’s program celebrating International Dot Day, using his book *The Dot*. Her program drew 22 participants who produced very creative work.
- Lynn’s Family Activity Night regularly features therapy dogs; we now have up to six trained dogs (and their trainers!) who volunteer their time to help young readers share stories and offer comfort.
- Back by popular demand—since last year’s



debut event went so well, Lynn offered a Mini Masterpieces workshop; we distributed 100 grab-and-go bags; patron artwork—by young and old!—will be on public display in November.

- Our Youth Services staff provided recommendations to create a “recommended titles” booklist for our Best Gift Ever holiday drive. Emily will design the list to distribute to patrons who want to donate.

### **Staff Development**

- Sharon joined the team of Leadership Manitowoc County and toured several local Manitowoc and Two Rivers businesses and non-profits. This networking group meets once a month.
- Staff attended all-staff training with consultants from Wisconsin Library Services (WiLS) to discuss strategic planning.

### **What’s Next?**

- Thanks to the MPL Foundation, we will bring award-winning graphic novelist Raina Telgemeier to the Capitol Civic Center Oct. 7 for more than 800 local 4<sup>th</sup> through 6<sup>th</sup> graders.
- MPL received 50 science kits to distribute as grab-and-go bags to celebrate the Wisconsin Science Festival in October.
- Mad Science, a science enrichment provider from the Milwaukee area, will present STEM programming on a Saturday in October.

- At their prompting, we've partnered with local Birth to 3 groups to present sensory storytimes for their families; Kirsten will present two private programs for their groups and one for the general public.
- Our Fall Reading Challenge Oct. 12-Nov. 15 will aim to keep patrons engaged with reading and continue to log/learn how to use the Beanstack app; there are no prizes for this challenge—just cozying up during the fall weather to read.
- Nearly two dozen community partners are signed up to attend our large annual Trunk or Treat event Oct. 22.

## **Public Services**

### **Karen Hansen**

#### **MISSION MOMENTS**

- A One-to-One tutor used the whole library as a classroom with her ELL learner while they conversed in English and discovered a globe, maps, dictionaries, the Idea Box, and much more!
- Tim reported that a woman who attended the Greener Pastures event specifically made the drive to Manitowoc after noting the screening date in MPL's "Local 5 Live!" segment for the "American Farmer" exhibition. She said how much she appreciated MPL's efforts at promoting marketing and events.
- A Homebound Services delivery volunteer let Margo know about a great interaction they had with a patron. They were able to discuss books and share their enthusiasm for reading in a meaningful conversation. Margo expressed her appreciation for these delivery volunteers, who often feel passionate about "book talking" and building community relationships that inspire reading.
- Tony showed a patron how to use Google Translate on a desktop computer. She had texts that were in Spanish and needed them translated. She kept saying, "You have no idea how helpful this is!"

#### **STAFF DEVELOPMENT**

- Staff participated in the 9/27 staff day activities.
- Several staff attended an MCLS-sponsored training on serving neurodivergent patrons on 9/20.
- Emily attended a Breakfast and Learn training on content creation tools.
- Patti attended a Wisconsin Literacy virtual training on Naturalization and Citizenship.
- Margo attended a webinar about making audiobook recommendations.

#### **OUTREACH**

- Patti promoted One-to-One Literacy at the YMCA on September 16 and 17 during their welcome week. As a result, she was able to recruit seven new tutors.

- Karen delivered a presentation about library resources for entrepreneurs at Progress Lakeshore on 9/26.

## OPERATION ACTIVITIES

### Programming Highlights

- **At the Market with Andrew:** Tim coordinated this program featuring Chef Andrew Dunbar, in which participants were able to create a meal out of Farmers Market produce.
- **Running a Family Farm:** Local family farmers were featured in this panel discussion about the challenges of farming. Tim worked with a handful of local farmers to coordinate this event.
- **American Farmer Movie Night – Greener Pastures:** After a screening of this award-winning documentary, one of the subjects of the documentary was onsite to discuss mental health aspects of running a farm.
- Other adult programming included MPL Insider, book discussion of *Lies of Omission*, Movie Nights at the Library: *Stand by Me*, Drop-In Chess Club, Cricut Badging, Open Sew and Badging with Betty, Glowforge Badging, Employment Assistance with the DWD, and Genealogy Help.

### Other Operational Highlights

- **Foundation Fundraiser:** Karen, Emily, Tim, Lisa D, and other staff are participating on the 2025 Foundation Fundraiser Committee led by Karin A and the Foundation. They have just begun planning general details of this murder mystery themed event to take place on April 5, 2025.
- **American Farmer Exhibit:** The exhibit continues to intrigue and attract visitors. It will be on display through October 20.
- **Best Gift Ever:** Tony has already started planning this yearly book drive to benefit families in need during the holiday season. He is collaborating with several staff to ensure its success.
- **InCourage Display:** The Library is hosting a domestic violence display through October in partnership with InCourage.
- **Marketing:** Tim and Emily focused on promoting general events in September and October. They are also working on planning for the 2025 Foundation fundraiser. Emily is crafting the winter event guide. Staff continue to submit articles for Seehafer News.
- **Volunteer Services:** Lisa D continues to coordinate volunteer activities in the Library. She and Kristin are in the middle of recruiting teen volunteers for fall library events.
- **Homebound Services:** Margo and Emily B collaborated to create a bookmark of book recommendations submitted by Homebound Services patrons. Margo has also been focusing energy on assessing current Homebound Services delivery locations.
- **One-to-One Literacy:** Patti hosted her first tutor meet and greet program this month, in which she and tutors brainstormed ways to help recruit new tutors for the 25 learners on the waiting list. She also met with the Manitowoc Literacy Council on 9/26 to discuss our ongoing MOU and learner updates in our joint programming.
- **IT:** Aside from responding to help tickets, Max has been preparing to deploy a selection of new staff computers, creating board room technology instructions, and setting up a text service for Patti to communicate with learners via text message.

## SIGNIFICANT STATISTICS

- Tony and Lisa D provided 18 notaries.