

## Manager Highlights July 2025

### FACILITIES DEPARTMENT

#### STACEY BIALEK

##### PERSONNEL



Thanks to Karin A. for her efforts with Ascend Services, the library has a successful match to cover the high traffic cleaning areas on a consistent basis. Amber will be working a 3-day/week, 3 hours each day. Amber's first day was July 8<sup>th</sup>, and will be with an Ascend coach for the first few weeks. Welcome to the library team, Amber!

Now that we have a green light to proceed with recruiting for the newly established Maintenance Specialist position, we will be working with HR to begin the process of posting and exploring potential candidates.

##### STAFF DEVELOPMENT



The F.I.S.H. Committee (Fellowship Inspiring Social Harmony) provided a surprisingly easy and delicious lunch for all library staff to enjoy. FISH prepared a walking taco and s'more bar for all to create their own unique treat. Thanks to everyone who enjoyed the food and camaraderie.

Staff also attended a CVMIC-sponsored training session regarding Civility in the Workplace. Thanks to the CVMIC reps for taking the time to help improve our workplace culture.

##### OUTREACH



Brew 'n Bee had another successful year. Many turned out, including some of our own MPL staff. Great competitive, community-involved fun!

##### ASSET MANAGEMENT



The city's DPW Dept will be gathering all the pertinent information concerning the library's HVAC & controls and putting it together for public bid. The deadline for all bids will be August 6<sup>th</sup>.

As the last of the young fledglings build enough courage to take the leap and fly, we will be monitoring the rest of the gull population and taking efforts to make our roof a little less hospitable and discouraging any nesting.

The proposal for the new Family Restroom will utilize option B, or renovating the current larger custodial supply room. Option A, or the current Toddler Restroom in the Children's Dept, presented ADA compliance obstacles.

The short parapet wall surrounding the north flag pole area has been repaired by a local stone mason. Along with the date stone resetting, the mason repaired additional foundation cracks caused by snow and ice.

## **CUSTODIAL MANAGEMENT**



As our newest hire, Amber, begins her career here at MPL, we will be utilizing her skills to cover many of the summer cleaning projects, as well as assisting in a few minor maintenance projects close to being completed.

## **EMERGENCY PREPAREDNESS/FIRE SAFETY**



We will be taking part in the training session for the All-Staff meeting coming up in September. We will be focusing on refreshers on safety/security exercises we have trained on in the past couple of years.

## **REPAIR/MAINTENANCE MANAGEMENT**



We have completed the long-term vent cleaning project. First and second floor vents and larger housings have been cleaned and sanitized.

During some of the short breakdowns of the A/C during July, we have modified many of the control schedules to allow the HVAC some “downtime” with the goal of prolonging the life of the system until a new A/C unit is installed.

We have started utilizing the freedom of being closed Sundays to retrofit the light fixtures to LED. We have modified our first run or course of lighting in the Large Print located on the 1<sup>st</sup> floor near the elevator.

After our Paint the Windows event, we scrubbed and cleaned the 1<sup>st</sup> floor library windows and applied a ceramic coating to provide a repellent against dirt collecting and allow the rain to wash off bird debris without the need for scrubbing,

Both the elevator and heating boilers have been inspected and re-permitted for another year and 3-year operation, respectively.

## **IN THE FUTURE**



More lighting LED upgrades in A/V, Children’s, and 1<sup>st</sup> Floor

Gulls on the Go

More Jokes

**Why can’t you put 2-50 cent pieces in your pocket?** Because 2 halves make a hole and then your money would fall out.

**Why do wizards make the best sauce chefs in restaurants?** Because they’re so good at “Saucery.”

**If you make a “dad” joke when you’re not a dad, are you making a “faux pa”?**

**Materials Department**  
**Meredith Gadzinski**

1. Mission Moment:
  - An avid patron who is also a book group member told Laura that she is always very impressed with MPL and its staff, stating, “no one has ever let me down.”
  - An ILL patron was very pleased that he was able to borrow a rather costly coffee table book via ILL. After seeing the book, he decided to purchase it for his wife.
2. Personnel:
  - Nothing to Report.
3. Staff Development:
  - Materials staff attended Civility training.
  - Lisa P. attended a webinar covering new continuing education tutorials by WebJunction through cataloging vendor OCLC. They are now offering new LiFT (Library Foundational Training) courses in collection development/management and Dewey Decimal shelving practices which may be helpful for new staff.
4. Outreach Activities:
  - Laura worked the Brew n’ Bee program with Emily and Tim.
  - Laura appeared on The Coolest Coast with Tina Prigge for Book Banter, which highlights a variety of books in our collection.
  - Lisa P. is working with a subcommittee of the Statewide Bibliographic Standards Committee to standardize local subject headings for catalog searching.
  - Lisa P. attended the WPLC (Wisconsin Public Library Consortium) Selection Committee Meeting.
5. Operations Activities:
  - Laura and Lisa P. assisted Youth Services with Paint the Library.
  - We provided book discussion materials to 25 groups this month.
  - Lisa P. finalized magazine and newspaper subscriptions for 2026 and Judy is in process of reordering titles.
  - Lisa P., Ann R., and I met to discuss the end of year collections’ budget.
  - Lisa P., Ann R., and I met with our Baker & Taylor vendor representative.
  - Lisa P. and Ann R. met to discuss open memorials to see which need additional orders to close them out.
6. What’s coming up?
  - Rory, the Materials Intern’s last day is August 15. Rory has done an excellent job this summer. They have completed many projects related to cataloging and collections. They have filled in for staff to take time off during the busy summer months. We will miss Rory.

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

**Literary Quote of the Month:**

**“And Max, the king of all wild things, was lonely and wanted to be where someone loved him best of all.”**

**Maurice Sendak, *Where the Wild Things Are***



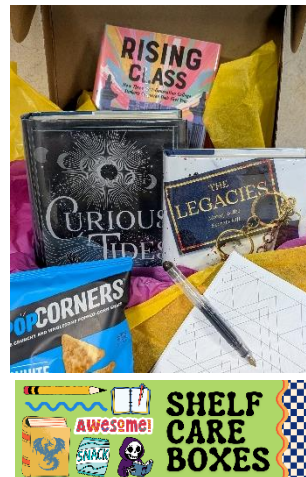
**Programming/Outreach/Dept. News**

July was one of our busiest summer months, with many weekly programs, keeping our Youth Services department hopping! At least seven of our programs were outside, and we were lucky to have beautiful weather!

- For the first time, all six MPSD summer school venues brought their students on field trips to the library; we conducted tours, did STEM programming and helped about 600 students (K-5) browse, play and check out items. Some of the students had never visited the library before, so it was a great introduction to the library. Parents were given the opportunity to sign library card applications, and we made about 250-300 new juvenile cards.
- We collaborated with 4-H on a cooking program and had 166 participants in three sessions, where kids made fruit salad, salsa and ice cream.
- About 40 attendees were thrilled by a Wings of Wonder program, in which they learned about homing pigeons and tracked one fly from MPL to its home a few miles away.



- On a beautiful July afternoon, we hosted nationally known children's musician Jim Gill at Burger Boat Park and we had around 150 attendees; thanks to the MPL Foundation for funding this energetic and well-received program.
- We had two Storytimes on the Road in July—at Woodland Dunes and Wisconsin Maritime Museum; we continue to appreciate the continued collaboration with these local organizations!
- Touch the Trucks continues to be one of our biggest summer events, bringing about 1,000 visitors enjoying trucks from around 10-15 local organizations.
- Tie-Dye Tuesday drew 300 people, armed with white shirts to get their groovy colors on at this all-ages event.
- The community came together, bringing around 200 people to paint the library windows red, white and blue to celebrate Independence Day!
- Kristin prepared to launch a new teen resource in September—Shelf Care Boxes. These monthly “subscription” boxes will allow teens to check out and unbox a themed book kit—including several books from our teen collection (which they return) and other goodies they can keep (snack, pencil, stickers, etc.). It is designed to get teens interested in trying new genres, increase young adult circulation and also engage teens by capitalizing on the viral trend of “unboxing” so popular with young adults



## Staff Development

- All YS staff attended CVMIC's civility training.

## What's Next?

- Betty will give a short presentation to MPSD teachers/librarians prior to school starting to promote MPL's resources for educators.
- Sharon and Betty will set up at Washington Middle School for the MPSD community fair, engaging with parents and students to share MPL resources and programs.
- Sharon, along with Tony, will share a Summer Reading Program wrap-up with the Library Board at its Sept. meeting.

## Public Services

### Karen Hansen

#### MISSION MOMENTS

- Tim met a couple who were visiting from the Seattle area. While vacationing in Michigan and Wisconsin, they specifically went out of their way to visit our library because they are avid watchers of our Great Decisions lecture series. They said many nice things about our Great Decisions program, which they use to model their own local Great Decisions discussions.
- A local activity director requested more application forms for their nursing home residents, saying that MPL's Homebound Services Program has been "the buzz of River's Bend."
- Tony provided genealogy information to a patron, who then emailed him and said, "Thank you so much for your help gathering this information for me. It was so helpful!"
- A patron told Matt that doing the Summer Reading Program and getting prize incentives gave him the initiative to read more than ever.
- Karen assisted a patron visiting the area to search for some local history information. Her family has lived in Manitowoc since the 1800s. Karen sent her a copy of an article from the 1980s about her family home, as well as a link to an oral history that MPL digitized years ago. The patron and her family were delighted to hear more about their family farm.
- A patron told Emily how appreciative she is for our smaller town library, which she said projects a type of friendliness and warmth that's hard to feel in a larger town. She then continued to praise our library and the wonderful staff, asking for a business card of MPL's Director so she could share how much she loves our library and how important she thinks MPL is to our community.
- A One-to-One tutor reported that she and her learner celebrated their 100th class together by sharing tacos and conversation (in English) about each other's culture and family. These relationships demonstrate the impact of One-to-One in the lives of both tutors and the learners.
- Since the introduction of the New Large Print area, June has directed several patrons to this collection. Many have been pleasantly surprised to be able to easily browse new materials in a more centralized place.

## PERSONNEL

- Nothing to report.

## STAFF DEVELOPMENT

- All staff participated in the required civility training at City Hall.
- Tony trained several staff on how to use the 3D printer.
- Tony started an eight-week online course – “Drive Library Engagement with Adult Programming.”

## OUTREACH

Tony provided a tour of the Idea Box for a group from Ascend Services.

## OPERATION ACTIVITIES

### Programming Highlights

- **Summer Reading Program:** Summer Reading Program participants have enjoyed the reading incentives. This year is on track to have higher participation than last year.
- **Paint the Library:** Several Public Services staff assisted with this popular annual program.
- **Brew N Bee:** Tim, Emily, and Laura coordinated the Brew N Bee adult spelling bee at Petskull on July 23. Despite the evening’s bad weather, it was quite successful, with more than \$700 raised for the Friends.
- Other adult programming included an Adult Book Discussion: *Lula Dean’s Little Library of Banned Books*, 3D Printer Badging, Glowforge Badging, Cricut Badging, Flute Cocktail performance, Drop-In Chess Club.

### Other Operational Highlights

- **First Floor Renovation Project:** Karen, Karin, and Stacey have been working with vendors to select furniture, flooring, and electrical options for the Adult Computer and Business Center area. Max has been working on IT infrastructure needs.
- **Marketing:** Tim and Emily focused on promoting the Summer Reading Program, the Brew N Bee, Shelf Care Boxes, ManitoWalk Historic Downtown Walking Tours, and other programming. Emily has been working on creating the fall Event Guide. Staff continue to submit articles for Seehafer News, as well as appear on Coffee on the Coast and Be Our Guest.
- **Homebound Services:** Margo and June are starting to send out Summer Reading Program prize bags to participants. They have observed a strong response this summer.
- **One-to-One Literacy:** Patti has been working on managing the waitlist for One-to-One learners, as well as meeting with LTC about literacy funding. She has also engaged in several trainings on adult literacy tests and techniques. Rory and Linda have been assisting Patti in processing new materials and removing old materials for tutoring.

## SIGNIFICANT STATISTICS

- Tony and Lisa D provided 22 notaries.