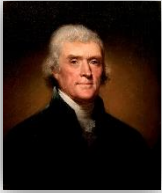


Manager Highlights September 2025

FACILITIES DEPARTMENT STACEY BIALEK

MISSION MOMENT



Civil Discourse

A form of communication that promotes understanding and increases knowledge concerning matters that are of public interest. Civil Discourse is best framed by active listening; **respect**; finding common ground; focusing on issues, not people; and based on credible evidence. By using disagreements to propel creative solutions, civil discourse can lead to better public policies and scientific advancements.

Check out



Habits of a Peacemaker. Collis, Stephen T., 303.69 Collis, Adult PlayAway

PERSONNEL



The full-time Maintenance Specialist has been posted by Human Resources. We will gather inquiries/applications for two weeks and then assess qualified candidates.

STAFF DEVELOPMENT



City Management Staff attended a short training session sponsored by Human Resources. It was an opportunity to review many of the details and procedures HR personnel go through regularly, such as FMLA and hiring guidelines.

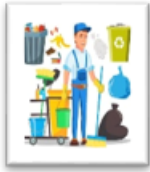
Our All-Staff training was a well-planned afternoon of Customer Service, Staff Expectations/Conflict Resolution, and Safety Refresher training. Thanks to our director, Karin Adams for a free-flowing day of information, fun, and a teeny-weeny treat at the end (warm, sweet donuts!)

ASSET MANAGEMENT



With the capital budget agreed upon, Schaus Mechanical and their subcontractors will be onsite as they make plans to upgrade and replace the A/C mechanicals and HVAC control system.

CUSTODIAL MANAGEMENT



We are relocating and refurbishing space for our janitorial supplies in anticipation of mapping out the logistics for our 2nd floor Family Restroom.

EMERGENCY PREPAREDNESS/FIRE SAFETY



As mentioned before, we took part in the All-Staff training session this September offering up fun platforms to review our past security and safety training, such as blood borne pathogen clean up, AED/CPR, and Active Killer.

REPAIR/MAINTENANCE MANAGEMENT



Along with our meticulous daily cleaning, we will easily last throughout the cooling season and until our new HVAC unit is installed.

We are now replacing the longer 20-24' sections of lighting bays in the first floor collections. We have completed Large Print and will be updating the long runs in Fiction, Non-Fiction, and Teen.

IN THE FUTURE



More lighting LED upgrades in A/V, Children's, and 1st Floor

2nd Floor Family Restroom Planning

Business Center Renovation Scheduling: Electrical, Equipment, Carpeting

Short Scare:

Walking for miles in the thunderstorm after her car had broken down, the woman was relieved to find an old hunting cabin not far off the road. As she pushed the old door open, she realized there was no power, but there was a fireplace and some dry wood. She was able to start a small fire and noticed a cot with blankets in the corner. As she laid there cold and wet, she began to take in her surroundings and was surprised to see that every wall of the cabin was adorned with portraits, each one more frightening than the previous one. Turning her head towards the wall to block their intense gazes, she finally fell into a restless sleep. As the sun slowly began to peek over the hillside and illuminate the cabin, the woman awoke to a frightening discovery. The cabin had no portraits, only windows.



Materials Department
Meredith Gadzinski

1. Mission Moment:

- A patron who used to go to Lester Public Library because they had a designated display of “New Large Print” books told Laura that she was delighted that MPL now has a new large print area.
- A cross-country traveler from California spent some time at MPL prior to embarking on the Badger. She was very complimentary of our beautiful facility and shared personal stories with Laura of how and why libraries are so important.
- Ann R. overheard two patrons in the large print section talking about what books to check out. She pointed out the new section for large print and they were excited to hear we added that to our library.

2. Personnel:

- Meredith completed Erin’s 90 day review.

3. Staff Development:

- Lisa P. and I attended BlueCloud Analytics training with the IT Administrator of MCLS.

4. Outreach Activities:

- Lisa P. appeared on Coolest Coast to promote “under the radar” materials such as dyslexia-friendly children’s books and various youth kits. She also wrote an article for Seehafer News on the same topic.
- Lisa P. attended the WPLC (Wisconsin Public Library Consortium) Selection Committee Meeting.
- Laura appeared on Book Banter on Coolest Coast.

5. Operations Activities:

- Laura trained Children’s staff how to create interlibrary loan requests on WISCAT.
- We provided multiple copies of titles to 22 book groups as well as 11 titles for an area elementary school teacher.

6. What’s coming up?

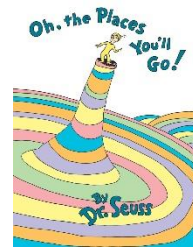
- Cataloging Workshop with LARS (Lakeshore Automated Resource Sharing).
- Lisa P. and Tony P. will promote the library’s genealogy resources at the Wisconsin Genealogical Society Conference on Oct. 11 at the Inn on Maritime Bay.
- Laura and Sharon will be meeting with staff from Roncalli Catholic Schools to implement a delivery/pick up service similar to what is currently in place with Manitowoc Public School District.
- Annual performance reviews in October.

Youth Services
Sharon Verbeten

Literary Quote of the Month:

“You have brains in your head. You have feet on your shoes. You can steer yourself in any direction you choose.”

Dr. Seuss, *Oh, the Places You'll Go*



Mission Moments

- One of the Ascend leaders said she and four of her special needs adults were badged on the sewing machines and they planned to return on their own to make Halloween hotpads; she complimented Betty on the training.
- One of the storytime moms told Lynn that her young daughter really enjoyed the scarf activity and ukulele music, and the little girl was sharing details about the program with her father when they got home. It's especially touching because this family are regular storytime attendees, but English is not the child's native language.

Programming/Outreach/Dept. News

- The Summer Reading Program committee met to recap this year's successes and talk about securing and expanding our donor base for next year.
- We welcomed a new school for a visit this year: Legacy Christian School brought seven 3rd/4th graders for a tour.
- Youth Services staff continue storytime outreach to several locations, including Redeemer Lutheran preschool, Little Sips and the YMCA.



- Kristin launched Shelf Care “subscription” boxes for teens; the first month, we had six teens check them out. The interest grew in the second month, to 11.
- Pinch-Pot Monsters was an especially well-attended program, with about 60 attending to craft creepy clay creations.
- Cuddles bring in happy patrons—our Kitty Party with Lakeshore Humane Society brought in families and sparked many smiles.
- Youth Services staff continue to help patrons in the Idea Box—Betty assists with sewing machine badging, Lynn with Cricut badging.
- Youth Services staff helped create a booklist to assist patrons in purchasing books for the Best Gift Ever holiday campaign.
- Wisconsin creator Jon Spike joined teens for a Zoom presentation for his game Gamestormers.



Staff Development

- Sharon attended the city’s HR training and reasonable suspicion training.
- All staff attended a training day Sept. 26 focused on safety, conflict management and customer service—presented by the MPL management team.
- As part of her outreach to the Boys & Girls Club, Kristin completed a Sexual Abuse Prevention Training course.

What’s Next?

- Lynn and Betty will travel to Middleton for the Wisconsin Library Association convention in October.
- Trunk or Treat, Oct. 21—almost 30 organizations have signed up.
- The first in a planned series of parenting programs—Building a Birth Plan—will happen in October; in February, a substance abuse counselor will present on teen mental health. In the works is a program on potty training.

Public Services

Karen Hansen

MISSION MOMENTS

- A patron reached out to Lisa DH about donating her late husband's extensive library. We were able to accept several boxes of pristine books that will benefit the Library - either through selling them through our book sale or through replacing worn copies of popular items in our circulating collection. A few days after the patron dropped off the donation, she returned with a cake to thank staff and cried when she was told her that many of her husband's books were now part of our library collection.
- Emily observed a mother with young children as she attempted to make several photocopies. With the woman's permission, Emily grabbed a few board books to give the children, who were then happily occupied until the task was complete. When she was done, the mother thanked Emily repeatedly for the small gesture.
- A One-to-One Literacy Conversation Circle had a very hands-on lesson that involved teaching common prepositions using paper airplanes. Students had to use prepositions to describe in English where their airplanes landed. They found the lesson memorable and informative.
- Margo and June received several thank you notes from Homebound Services patrons, who were grateful for the Summer Reading Program prizes they received.
- A patron complimented Tony on his presentation for Gold K Kiwanis in August. That outreach event led him to get badged on the Glowforge and sign up for the October Walking Tour.

PERSONNEL

- Nothing to report.

STAFF DEVELOPMENT

- Staff attended the September 26 all-staff meeting.
- Public Services staff have been engaging in a variety of online learning opportunities through Learn with NovelList, a tool that trains library staff how to engage with readers about their interests and recommend books they might enjoy.
- Patti participated in virtual training sessions focused on citizenship education and grant writing, respectively.
- Tony completed an online course with UW-Madison: "Drive Library Engagement with Adult Programming."

OUTREACH

- Tony led a historic downtown walking tour for 35 participants in the Chamber's Leadership Manitowoc County program.
- Tony led a tour of the Idea Box for individuals from Ascend Services.

OPERATION ACTIVITIES

Programming Highlights

- **Mini Job Fair:** Karen worked with staff from the DWD to present a Mini Job Fair on September 9.

- **Paranormal Wisconsin:** Lisa arranged for Chad Lewis to present about paranormal tales. The program was well attended.
- **Skin Cancer Screening:** Karen worked with staff from Froedtert and Forefront to offer a September 15 no-cost skin cancer screening. The Library used the exhibit walls to create two private examination rooms in the Balkansky Room. The screening was so popular, it lasted more than an hour past what was advertised.
- **Volunteer Fair:** Lisa D coordinated a Volunteer Fair on September 17.
- **Winter Reading Program:** Staff are already preparing for our Winter Reading Program, which will start in January.
- Other adult programming included a book discussion of Percival Everett's novel *James*, Miniature Locomotives Mighty Memories, Tales from the Taproom 3 Story Slam, Glowforge Badging, 3D Printer Badging, Cricut Badging, Open Sew with Betty, and Drop-In Chess Club.

Other Operational Highlights

- **First Floor Renovation Project:** Karen continued to work with Carpets Plus to finalize flooring choices. Stacey is working with Check Electric to finalize a quote for electrical updates for the Adult Computer and Business Center area. Max ordered the computers for the new area.
- **Marketing:** Tim and Emily focused on promoting Tales from the Taproom 3, Shelf Care Boxes, and other programming. Emily created an "I Got My First Library Card" board for children with new cards take pictures with. It has generated interest in both children and adults alike. Staff continue to submit articles for Seehafer News, as well as appear on Coffee on the Coast and Be Our Guest.
- **One-to-One Literacy:** Patti planned meetings to support Conversation Circle facilitators. The program another all-time high of 71 active learners in the One-to-One Adult Literacy Partners program in September. Conversation Circles seem to be growing weekly, as learners feel welcomed and bring friends who want to learn English.
- **IT:** Max has been upgrading all computers to the latest version of Windows.

SIGNIFICANT STATISTICS

- Tony and Lisa D provided 26 notaries.