

Manager Highlights
June 2024

FACILITIES DEPARTMENT
STACEY BIALEK



MISSION MOMENT:

PRIDE TEAMWORK RESPECT

MONTHLY MANAGEMENT REPORT-FACILITIES MAINTENANCE

JUNE 2024



BIRDS OF A FEATHER:

- Researchers have found that gulls can easily remember and recognize both the faces and emotions of humans. The gulls focus on facial expression, voice, and body language to imprint a brand on a person. Marking them as a threat, non-threat, or a good food source.
- Crows are renowned for also identifying and remembering anything or anybody that crosses them. Much like seagulls, crows will literally put your face to memory and then, tell others of their flock of your threat status and act accordingly.
- Gulls carry many of the toxic diseases that pigeons do: E. coli, salmonella, and Cryptococcosis; and can transmit them to humans through a bite or exposure to their poop. One of the rarest transmittable diseases that a human can get if bitten by a gull is called "larithropy". Similar to lycanthropy, a victim will begin to grow feathers, develop an insatiable appetite for garbage, and exhibit an uncontrollable urge to poop on car roofs.

PERSONNEL:

- Nothing new to report until reposting of the maintenance tech position in late August.

STAFF DEVELOPMENT:

- Nothing new to report.

OUTREACH ACTIVITIES:

- A very compact and genuine exhibit, the American Farmer exhibit is now up and ready for viewing. Thanks to Tim, Karen, and Linda for all their help in setting things up. Each time gets easier and easier.

"Were-Gull"



- The thought of bringing a mini-golf course (with lights!) into the library was a pretty foreign concept, but for Lynn and the Children's Dept it was.... "child's play" 😊 A very smooth operation. Thanks to everyone who brought this idea to reality.

OPERATIONS ACTIVITIES:

- **LANDSCAPING:**
 - We will be hauling items for the raised flower gardens along the Franklin Street grassy terrace. Also, we will have a load of mulch delivered for other coverage areas coming in mid-July.
- **PARKING LOT:**
 - We will be repairing most of the larger cracks and filling in depressions with 'cold-pak' in order to help the asphalt repair company with scheduling the lot repair/painting project.
- **BUILDING:**
 - Lighting (Library-wide): We are currently taking inventory of light fixtures and bulbs we anticipate to be left over from the LED project to get a clearer picture of what needs ordering for the upgrades to 1st and 2nd floor collections areas:
 - Board Room has been completed.
 - Balkansky B has been completed with the new 41K soft white flat LED panels and sequencing adjusted for dimming when less light is required for AV needs.
 - Seagull Population Control:
 - The mesh netting ended up padding the gull nests. ☹️ We have some other suggestions from area villages along coastal waters that have the same reoccurring problems. Stay tuned for the Windssock Men and planters full of garlic and cilantro.
 - Venting:
 - We have completed vent cleaning for the 2nd quarter of the year. More gull feathers than in past years – Who Da Thunk?
 - Boilers:
 - We have started the process of descaling the main fire/water heat exchangers. We complete this nearly 3 week process every 3 years.
- **LARGE PROJECTS:**
 - Lighting:
 - **Main Room-Ceiling cans and rewiring complete.**
 - **Corncob LED bulbs have been ordered. Once delivered we will install into chandeliers**
- **CAWG (Capital Allocations Work Group) This is a group of about 9 department heads that solicit and rate out-of-the-ordinary, unfunded projects each year. City departments send representatives to submit needed projects and persuade the panel to include their projects for special funding through the city. We have submitted:**
 - **West side automatic doors and frames**

- HVAC A/C condenser/compressor rooftop unit
- HVAC Main control interface replacing current DOS OS.

MAINTENANCE-EQUIPMENT

- East side auto entrance doors repaired and in service. West side doors have a bigger problem with building settling and door corrosion. New estimates have been submitted and we will be bringing those to the CAWG (Capital Allocations Work Group) in early July.

IN THE FUTURE?

- Continued lighting upgrades throughout the library.
- New compressor for Youth bubbler/water fountain.

Materials Department **Meredith Gadzinski**

1. Mission Moment:
 - One of our longstanding book groups was delighted that the “Daisy Jones and the Six” discussion kit was available, as they had forgotten to request another book ahead of time. Nonetheless, they managed to incorporate 1970’s activities such as dressing in clothing of the era as well as tie-dyeing shirts.
 - A patron was in town from Peshtigo and she was delighted to know she could check out seeds once she got a MPL library card. Additionally, she could not believe that we offer such a wide variety of book discussion kits. She left saying repeatedly “I love libraries. They are the best!”
2. Personnel:
 - Our volunteer summer intern, Rory, joined the department June 11th.
 - Emily Laabs has been promoted to Public Services Assistant. Congratulations!
 - A shelving page position will be open in July.
3. Staff Development:
 - Lisa P. attended the Ryan Dowd online webinar on PTSD and Veterans. As a result of this training, she hopes to purchase some more titles for the collection covering this topic.
 - Ann R trained Meredith on labels in adult fiction.
4. Outreach Activities:
 - Laura has taken over the Book Banter program on The Coolest Coast, now that Therese has retired.
 - Lisa P. led the June meeting of the Statewide Bibliographic Standards Committee.

5. Operations Activities:

- Judy trained the summer intern on Workflows
- Rory our summer intern shadowed Ann R. on ordering, receiving, and paying invoices.
- Rory shadowed Judy on Serials and her part of the ILL process.
- Rory has done incredible work bringing the listing of the book discussion kits up to date; additionally, Rory has done great work annotating the kits so that we have detailed information about the books at our fingertips.
- Ann R. helped Max troubleshoot the DYMO printer that Rory is using for projects. After several tries it is now working properly.
- Rory shadowed Lisa P. on cataloging and collections.

6. What's coming up?

- MPL's Brew n Bee on July 24th.
- Budget Meeting for 2025 Collections Budget.
- Shelving Page interviews.

Youth Services
Sharon Verbeten

Book Quote of the Month:

"If you are going to get anywhere in life you have to read a lot of books."

Roald Dahl

Mission Moments

- In fall 2023, Kirsten began her social-emotional learning series, Big Emotions for Little People, featuring media from Daniel Tiger. In February 2024, she presented her work to the PBS Kids Library Educator and Community Learning Cohort. In June, she received word from one of the organizers that many students chose to use Daniel Tiger media in their final projects. Organizers believe this increased interest was due to Kirsten's presentation.
- Sharon acted as line monitor for the Temple Grandin event and spoke with people from across the state who travelled to see the presentation. One woman was moved to tears when talking with Temple about her struggles with autism and employment.

- A little girl dropped off this letter, right, after damaging a children’s book by leaving it outside in the rain. A sweet, albeit misspelled, gesture of remorse!



Programming/Outreach/Dept. News

- As of July 11, we had signed up 1,016 youth readers and 221 teen readers for the Summer Reading Program.
- June was a huge month for Youth Services as we kicked off our Summer Reading Program. Our sign-up event at Cedar Crest saw us signing up more than 150 people; we went through 100 free scoop coupons in 25 minutes. Betty conducted storytime on the road, but, she says, “It’s hard to compete with a giant cow behind you.”
- Costume character Bruce the Bear made several appearances at three kick-off week storytimes/programs, totaling close to 300 attendees.
- Lynn and Kristin collaborated on an all-ages tie-dye event on the library lawn; the colorful event drew 205 attendees and we used up all our dye!
- Animals never cease to draw in crowds; our barnyard event on the library lawn with goats, sheep and a baby bull brought 185 attendees and our Traveling Snake Show topped 300 people, oohing and aahing over the 10 different snakes they brought.
- Our first year bringing in a professional mini-golf course into the library teed off well, drawing 105 players young and old.
- Betty badged three people—including Sharon!—on the sewing machines in the Idea Box. Betty adds, “It’s always fun to see the amazement at being able to sew even a straight seam. Patrons with experience are always impressed by what the machines in the Idea Box can do.”



- Perfect weather helped our annual Paint the Library program draw more than 250 people to paint our windows patriotically, including one historically correct window that stated, “We beat the British!” This was the first year without registration, and there were only a couple hiccups that we learned from to fine tune next year.
- Families worked together to create short, long, straight or looping runs during our Marble Run Mania; a low-budget, high-interest way to get all ages involved in a program!
- Don’t forget the teens! Teens love our collaborations with Glaze & Paint; this June, they got to get creative by painting flower pots. About 10 came to this program at the Eighth Street shop. Preteens also tried their hand at rocket science, launching some of their creations—safely!—outside.
- Sharon has been working with the YMCA and the Boys and Girls Club to run group summer reading programs with their participants, totaling more than 250 kids.



Staff Development

- Sharon began a six-week online course *Strategies for Supervising Part-Time Employees* through UW Madison. Meredith is also taking the course.
- Betty, Kirsten, Katie and Lynn attended a music and child development session at Mead Public Library by beloved children’s musician Jim Gill. Lynn is looking into booking him for a family concert next summer.

What’s Next?

- In August, children’s book author Baptiste Paul will share his personal story and picture books about his Caribbean culture and growing up in St. Lucia.
- We’ll take Sharon’s very popular Messy Marvins (baby art day) OUTSIDE in July to the library lawn.

- Kristin will represent MPL at the STEAM on the Lakeshore event Aug. 3 at Lakeshore Robotics.
- Jade and Sharon will represent MPL at Lakeshore Balloon Glow event in August.
- Betty and Sharon will visit MPSD summer school locations to distribute summer reading books.
- Our summer intern Katie Ungemach will end her internship in early August and return to college.

Public Services

Karen Hansen

MISSION MOMENTS

- Numerous patrons shared their appreciation for the Evening with Temple Grandin event. One in particular wrote to the Friends of Manitowoc Public Library: “Thank you for bringing Temple Grandin to our community! What a special evening! So many benefited from this presentation! So terrific to continue to learn and grow together. Please keep up the great work!”
- Emily reported that a patron called the desk to say that he received help from DWD earlier that day, and wanted to share his appreciation for the help he received. He said it was the most excellent help he has ever received for career assistance.
- At the screening of the HBO Temple Grandin movie, Matt gave away a stack of new, donated copies of Temple Grandin books in a random drawing. The recipient of the books was moved to tears from receiving the books.
- Lisa D went the extra mile in assisting a patron in getting his resume printed. He returned the next week to thank her because he got the job. Tony also helped a patron applying for a job, assisting her over the course of a few days. She, too, eventually got the job.
- Homebound Services staff received a phone call from a patron who was thrilled with all the cozy mysteries she has been receiving. She typically finishes twenty books in a month and is very happy with our large print series collection.
- On his way out, a patron expressed his thanks that the Library has public computers. He said it was the deadline to finalize an application for a \$100,000 grant, and his personal laptop and phone were unable to complete the last part of his application because he needed a desktop computer. He shared how relieved he was to be able to finish this grant application, and how appreciative he is that the Library’s resources made it possible.
- A patron walked through the American Farmer exhibit and shared that she has seen many exhibits at libraries through her years, and that this one was probably the best exhibit she has ever seen at a library.

PERSONNEL

- Patti Fellows started her roles as Library Associate on 6/17.

- Margo will be leaving her role with One-to-One Adult Literacy Partners and transitioning to part-time Library Associate in Homebound Services on July 1.
- Emily Laabs will be promoted from Page to Library Assistant in Public Services on July 1.

STAFF DEVELOPMENT

- Margo Meyer provided onboarding training for One-to-One Literacy to Patti, while Karen and her staff have been providing Patti general onboarding and service desk training.
- Tony started an online Basic Archives course through UW-Madison's Continuing Education program.
- Meredith provided Tony training on weeding adult fiction books.
- Tony is training Olivia on board support duties.
- Tony also provided Public Services staff Libby training at their monthly meeting.

OUTREACH

- Tony joined other library staff at a Summer Reading Program sign up event at Cedar Crest on June 6.

OPERATION ACTIVITIES

Programming Highlights

- **An Evening with Temple Grandin:** This long-anticipated event drew more than 700 attendees. While Karen coordinated it, Karin, Tim, Emily, Sharon, and other staff assisted in ensuring many details were in place for a smooth and seamless evening.
- **Paint the Library:** Staff across departments worked together to assist with another enjoyable Paint the Library event.
- **At the Market with Andrew:** Tim coordinated this program with Chef Andrew Dunbar, which focused on purchasing locally grown foods and using them to cook a small meal.
- **Brew N Bee:** Tim, Emily, and other staff have been coordinating July's Brew N Bee adult spelling bee program.
- Other adult programming included MPL Insider, Drop-In Chess Club, MPL at the Movies: *Temple Grandin*, Learn About Libby, Glow Forge Badging, Employment Assistance with the DWD, and Genealogy Help.

Other Operational Highlights

- **Summer Reading Program:** The Summer Reading Program kicked off on June 10, and staff have been busy registering new readers and issuing prizes for completed weeks of reading.
- **American Farmer Exhibit:** Tim, Karen, Stacey, and Linda unpacked and set up this 45-photo exhibit, which opened on 6/17. There is also a collection of handmade wooden barns from Dale Zimmerman to complement the exhibit.
- **Friends of MPL Book Sale:** This year's big book sale was a big success, with almost \$4,000 raised for the Friends of Manitowoc Public Library. After preparing for months before Therese's retirement, Lisa D ensured it went smoothly.
- **Marketing:** Major efforts focused on promoting An Evening with Temple Grandin, American Farmer, the Book Sale, and the Brew N Bee. Several staff have appeared on Coolest Coast and the radio to assist in marketing efforts. Staff continue to submit articles for Seehafer News. Emily started work

on revamping event marketing materials to include a quarterly event handout accompanying the print calendar.

- **Volunteer Services:** Lisa D took over Volunteer Coordinator duties, with the book sale as her first major effort.
- **Homebound Services:** Summer Reading Program forms have been distributed to all patrons receiving homebound services. They added an element to the participation form that allows patrons to recommend a book or author, and plan to compile the list and send it out to our book delivery recipients. Homebound Services is also updating their interest inventory form. Rory, the summer intern, helped them in this endeavor by suggesting the addition of some genres and new areas of interest. This will help our patrons better communicate their requests when signing up for our services.
- **One-to-One Literacy:** Margo reports welcoming four new tutors during the month of June and one tutor returning to the program. The two-part training sessions went well, and all five have been matched with learners. She has also been providing Patti extensive onboarding training for One-to-One, as well as introducing her to connections at LTC-Manitowoc.
- **IT:** Max's projects include the long-term server-building project, planning upgrades to the Board Room, and handling many other in-house service tickets. He also worked with Karen to assemble technology recommendations and vendor quotes for a grant.
- **Friends:** Karen coordinated the Friends efforts at An Evening with Temple Grandin, ensuring they had a clear presence at the event.

SIGNIFICANT STATISTICS

Tony and Lisa D provide 26 notaries.