

Manager Highlights
December 2025

FACILITIES DEPARTMENT
STACEY BIALEK

Be Merry & Bright

PERSONNEL



We reposted the Maintenance Specialist position once again and have gathered a good number from which to choose. Again, we will be team interviewing the applicants in the next few weeks of December and hope to offer the position to a good candidate. Thanks again to Meredith G. for being part of the interview team.

STAFF DEVELOPMENT



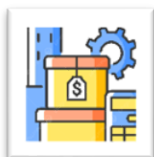
After a short hiatus, the school of staff that represent our social harmony committee, F.I.S.H., will be making a comeback in 2026 for a fresher and more focused vision. "Just Keep Swimming!"

OUTREACH



The Evergleams exhibit is in full swing and attracting a whole lot of admiration, curiosity, and enthusiasm. Thanks to all the volunteers, library staff, and tree-huggers that make this exhibit a fun success every year. Also, the solo, complimentary Trolley tour was also well attended and gave many new visitors a chance to see a wonderful display in a beautiful building.

ASSET MANAGEMENT



The HVAC project is getting close to completing Phase 1. Schaus is nearing the complete assembly of the rooftop condensing unit and EC&D is putting the finishing touches on software and controls.

CUSTODIAL MANAGEMENT



Our custodial aide from Ascend Services has been doing well. As she gets accustomed to a daily/weekly cleaning routine, we'll eventually be expanding into other needed duties, such as using the carpet extractor and tile cleaner.

EMERGENCY PREPAREDNESS/FIRE SAFETY



We will be updating our early morning/late afternoon learning sessions, EML/LAL's, and heading back to the basics. We will be presenting fresh and informational training on library policies, emergency procedures, and building/custodial guidelines while really focusing on the fundamentals every other month.

REPAIR/MAINTENANCE MANAGEMENT



We have been busy with mapping out the sequence of operations for the new HVAC controls installation. With a myriad of sensors, overrides, and relays needing commands and turn-based instructions, we taking care integrating all the hardware and software. We have completed the final connections for the main controls that will be housed in the 2nd floor mechanical room.

We have wired the first two banks of lights above the future Business Center located where the former Reference Desk. Check Electric has completed the initial installation boxes for the power supply, while the new carpet looks fresh and new. Data Installeris scheduled for early next year.

We are near completion the 2nd half of vent cleaning for 2025.

IN THE FUTURE



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

Business Center Renovation Scheduling: Electrical, Equipment, Carpeting

What occurs twice in a moment, once in a minute, but never in a thousand years?

The letter M.

What gets bigger as you take more away? A hole.

Materials Department
Meredith Gadzinski

MISSION MOMENT:

- Laura: A local book club made their annual donation to Interlibrary Loan.

PERSONNEL

- Nothing to Report.

STAFF DEVELOPMENT:

- Lisa P. attended an Ingram webinar that was open forum for any questions regarding use of the website and ordering. She found it very helpful in navigating the vendor's website.
- Judy trained the new PS assistant Jim on Workflows.

OUTREACH

- Nothing to Report.

OPERATIONS ACTIVITIES:

- Lisa P. and Ann R. wrapped up final material orders for 2025.
- Prices were added to catalog records in Workflows of individual pieces of the each toy in the toy library.
- 24 book club collections were assembled by interlibrary loan.
- Interlibrary loan provided multiple copies of six titles to area high schools to support their classroom reading groups.
- Meredith and Karin met with Manitowoc Calumet Library System staff to ensure a smooth transition of behind the scenes operations to go fine free on Jan 2.

WHAT'S COMING UP?

- Lisa P. will be virtually attending the Wild Wisconsin Winter Web Conference continuing education series.
- Laura will participate in judging photographs of floats that would have appeared in the 2025 lakeshore Holiday Parade.
- 2025 materials budget rollover.

Youth Services
Sharon Verbeten

Literary Quote of the Month:

“A children’s story that can only be enjoyed by children is not a good children’s story in the slightest.”

C.S. Lewis

Mission Moments

- When a young regular returned for storytime after a hiatus, mom explained that they had been gone because of a death in the family. She then said they were to a point that they could try to resume some normal and that, for them, the library is “their normal.” It was nice to hear that the library is a calm refuge.

Programming/Outreach/Dept. News

- Kristin’s Teen Hang-Out program met at Glaze and Paint, where the teens painted their own mugs.
- December is a typically slow month, but our Santa storytime drew about 150 people, great turnout for a Saturday program.
- Our staff continues to do offsite programming as requested, including storytimes at YMCA, Little Sips and Redeemer Lutheran preschool.



What’s Next?

- Winter Reading Program
- Programming for Parents/Caregivers: February: Mental Health and Teens program for adults; April: Potty Training
- Planning for SUMMER!

Public Services

Karen Hansen

MISSION MOMENTS

- While Margo was delivering materials to a local assisted living facility, a resident shared with her that she has been very pleased with everything the Library offers!
- Patti reported that a patron drove from Madison to see the Evergleams. She wanted to take pictures for her 92-year-old mother who worked in the factory to help build the aluminum trees during the 1950s.
- An attendee of Tony's Learn About Libby class followed up and told him that she's now an avid user of our digital books thanks to his instruction.

OPERATION ACTIVITIES

Programming Highlights

- **Mini Job Fair:** Karen and Olivia worked with the Department of Workforce Development to coordinate a Mini Job Fair on December 9. Nine employers were present.
- **Sparkle – The History of Aluminum Trees:** Tim coordinated this popular annual program about the Evergleam Trees.
- **Great Decisions:** Tim, Emily, and Karen have been working on preparing for next year's Great Decisions series.
- Other adult programming included Festively Sweet: Holiday Cookie Decorating, Glowforge Shaker Ornaments, Flute-Cake performance, Holiday Movie Fest, Glowforge Badging, and Drop-In Chess Club.

Other Operational Highlights

- **First Floor Renovation Project:** All technology and public computers from the Business Center have been moved to transitional spaces. The first phase of electrical work has been completed. Furniture is scheduled to be installed over January 6 and 7.
- **Best Gift Ever:** Tony coordinated the Best Gift Ever campaign to collect and distribute new books to children in need. In total, 545 books were distributed this year.
- **Fine Free:** Staff have been preparing communications and promotional materials for the January 2 Fine Free rollout.
- **Winter Reading Program:** Olivia, Betty, and Emily are working on final preparations for the Winter Reading Program
- **Marketing:** Tim and Emily focused on promoting the Evergleam Exhibit, Winter Reading Program, Shelf Care Boxes, and other programming. Emily is working on the next Events Guide. 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 continues to reduce the waiting list for individual tutoring services, while providing access to Conversation Circles. She participated in several online trainings related to literacy.
- **Homebound Services:** Margo and June kept up with usual pickups and deliveries over the month.
- **Volunteer Services:** Lisa D coordinated the Stocking Stuffer Book Sale from December 10-14.
- **Friends:** Karen worked with the Friends to offer a cookie giveaway on 12/20. She also applied for a grant through Pizza Hut's Slice of Literacy Program on their behalf.

SIGNIFICANT STATISTICS

- Tony and Lisa D provided 19 notaries.