

## Manager Highlights

### November 2025

#### **FACILITIES DEPARTMENT**

**STACEY BIALEK**

#### **MISSION MOMENT**



In 1620 an English ship called the Mayflower landed on the shores inhabited by the Pokanoket, and it was Squanto who welcomed the newcomers and taught them how to survive. When a good harvest was gathered, the people feasted together--a tradition that continues almost four hundred years later.

**Check out**

[Squanto's Journey](#). Bruchac, Joseph. THANKS BRUCHAC. Youth

#### **PERSONNEL**



After numerous phone interviews, we were able to set up face –to- face interviews with prospective candidates for the open maintenance specialist position. Unfortunately, with circumstances beyond our control, the position will be re-posted and we will gather more candidates to interview. Thanks to Meredith G. for all her help in filling this position.

#### **STAFF DEVELOPMENT**



2025 Performance Evaluations are completed and signed. Thanks to everyone for all their time and effort.

#### **OUTREACH**



We will be gearing up for the 2025 EverGleams exhibit in the early weeks this month. Thanks to Tim G for getting this organized and setting up a timeline for what to expect during the months of November, December, and January.

#### **ASSET MANAGEMENT**



The main contractor for our new rooftop HVAC and control system, Schaus and EC&D respectively are keeping us current on the progress of this large project. The rooftop coil unit is currently being built offsite and they anticipate completion sometime in January of 2026. EC&D (Energy Control & Design) is currently working on the sequencing of operations with us and will be running new data lines in late December of this year.

## **CUSTODIAL MANAGEMENT**



We have moved the majority of cleaning supplies, PPE, and janitorial tools to the newly renovated veranda closets. After our recycling project cleaned a good portion of the garage shelving out, we will be repurposing the shelving for large supplies of paper and hygiene stock.

## **EMERGENCY PREPAREDNESS/FIRE SAFETY**



We will be updating our early morning/late afternoon learning sessions, EML/LAL's, and offering them on rotation each month. We will be presenting fresh and informational training on library policies, emergency procedures, and building/custodial guidelines. We plan on rotating these presentations between myself and the new maintenance specialist once they are onboard and trained.

## **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.

As we reconfigure the light fixtures for accepting the new LED bulbs, we are also completing some after-hours upgrades in the new Business Center in preparation for the new equipment and carpeting.

## **IN THE FUTURE**



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

Business Center Renovation Scheduling: Electrical, Equipment, Carpeting

**What do sweet potatoes like to wear to bed? "Yammies"**

**Materials Department**

**Meredith Gadzinski**

1. Mission Moment:

- Laura met and spoke with several women from the Milwaukee area about our book discussion kit bags. The number of kits and the variety of genres represented impressed them. They took photos of the way we have the index broken down by genres.

2. Personnel:

- Several staff attended the Mayors listening session.

3. Staff Development:

- Nothing to Report.

4. Outreach Activities:

- Lisa P. attended the WPLC (Wisconsin Public Library Consortium) Selection Committee Meeting.
- Lisa P. attended the Statewide Bibliographic Standards Committee meeting.
- Laura worked with judges for the Lakeshore Holiday Parade until it was cancelled.

5. Operations Activities:

- Lisa P. led the November Book Discussion for *Door-to-Door Bookstore* by Carsten Henn. It was a successful discussion with 16 people in attendance.
- Ann R. met with Kate V from MCLS to show her how the Acquisitions module functions. Kate will be taking over for Margie V. in 2026
- We circulated multiple copies of 23 titles to area book groups, as well as multiple copies of 39 other titles to area elementary school teachers.
- Meredith completed performance evaluations for her staff.

6. What's coming up?

- Wrapping up material ordering for 2025.

Youth Services  
Sharon Verbeten

Literary Quote of the Month:

**“She was a girl who could not wait. Life was so interesting she had to find out what happened next.”**

*Ramona the Pest* by Beverly Cleary



**Mission Moments**

- Youth Services received a handwritten note in the mail from a regular patron: “Thank you for having such cool programs for kids and for being a beacon of acceptance in our community. We are thankful for you.”
- Kristin’s Shelf Care boxes for teens include a feedback sheet; one young man sent back his review of one of the books Kristin selected: “I started it and it was phenomenal, so I had to finish! 5/5 stars!” That’s high praise from a teen!
- A family came in with presents and a little girl wearing a birthday crown; I asked if they needed any help, and the mom said, “Our four-year-old just wanted to celebrate her birthday at the library!”
- Sharon spoke to a woman who volunteer drives for the Aging and Disability Resource Center (ADRC) and she was thrilled to find our website page that outlines free resources for her clients.
- An adult patron with special needs left his wallet in our Youth Services department during a day visit. Kirsten was able to leave a message for his caregiver, who later picked it up. She emailed us, “Thank you for also providing a safe and helpful facility for [our

*client]* to use the materials of books and movies. Your staff has always treated him with patience and kindness. We appreciate all that you, the staff and facility provide.”

- Some women from the Upper Peninsula of Michigan stopped by in late November to see the Evergleams. While the full exhibit was not finished yet, they seemed excited to hear about the upcoming trolley tour of the downtown trees.
- While filling in at the front service desk, Sharon met a family travelling from St. Louis; the man was an avid collector of Evergleams; when they arrived, the man was thrilled to find the MAKI (Manitowoc Aluminum Kitschmas, Inc.) group in action setting up the displays.

#### **Programming/Outreach/Dept. News**

- With a donated costume and treats from Manitowoc’s Dunkin Donuts, we conducted three dancing donut storytimes; they were a hit, and only one child was a bit nervous about the oversized treat!
- Sharon did offsite storytimes at Redeemer Lutheran Preschool and Little Sips.
- Glaze and Paint assisted about 70 Dr. Seuss fans paint their own red fish, blue fish creations at a recent Family Activity Night.
- Dino fans went prehistoric and created tiny dino terrariums. We’ll also be going WAY back in time January 19 with a Dino Dimensions show and week of delightful dinosaur trivia, games and displays.



- Thanks to a generous donation from Friends of MPL members Dennis and Peg Mueller, we were able to purchase a new three-piece wooden play kitchen set and several kitchen toys to replace the old ones in our department; the items have already provided hours of fun!
- Kirsten continued her sensory storytimes, which have recently been gaining some traction with more attendees.
- About eight tweens and teens attended Kristin's life-size Oregon Trail program, based on a 1970s video game, which lets players explore history, geography and decision-making.
- Ascend Services has been regularly scheduling monthly visits, where we have prepared crafts, trivia and other programming for their adults with special needs.

### **Staff Development**

- Lynn and Betty attended the Wisconsin Library Association conference in Middleton, WI, and reported on programming ideas.

### **What's Next?**

- Santa storytime Saturday, Dec. 20 (with special sneaky guest, The Grinch!)
- Program on mental health and teens by a local counselor, part of the Youth Services department efforts to reach parents with important topics.

## Public Services

### Karen Hansen

#### MISSION MOMENTS

- Emily assisted a patron seeking a specific auto repair manual that was not in our collection. She was able to instead introduce him to our online resource auto repairs, Chilton Library. After receiving some instruction on how to use it, the patron was very impressed and excited to use it.
- Many patrons have enjoyed the Evergleam Tree display on the first floor. Visitors from around the region come to MPL just to view the exhibit.
- Margo reported that of our newest Homebound Services recipients commented on how pleased she is with the items she is receiving from our library. She is very thankful for our services!
- Tim spent several minutes assisting a patron with mobile printing. Afterward, the patron was extremely happy with the help and proclaimed that she wished all her tax dollars could support the Library!
- This month marked many respective successes for One-to-One Literacy learners: passing a driver's test in English, engaging with local issues and interests, and studying for a CDL exam in both Spanish and English. Tutors are able to customize content with learners and engage them in a broad range of ways!

#### PERSONNEL

- Staff completed the annual review process.
- Jim J started was hired as a Library Assistant in the Public Services Department starting December 1.

#### STAFF DEVELOPMENT

- Lisa D attended a virtual workshop on volunteer engagement.
- Patti attended the Wisconsin Literacy Annual Fall Virtual Conference

#### OPERATION ACTIVITIES

##### Programming Highlights

- **Great Decisions:** Tim, Emily, and Karen have been working on preparing for next year's Great Decisions series.
- **Check Out the Library:** A Tour of MPL: Tony offered the opportunity for patrons to receive a thorough tour of the Library and learn about our full range of offerings.
- Other adult programming included a book discussion of *Door-to-Door Bookstore*, Learn About Libby, Glowforge Badging, 3D Printer Badging, Open Sew with Betty, and Drop-In Chess Club.

##### Other Operational Highlights

- **First Floor Renovation Project:** Flooring was installed by Carpets Plus of Manitowoc. 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.
- **Winter Reading Program:** Olivia, Betty, and Emily are working on preparations for the Winter Reading Program
- **Marketing:** Tim and Emily focused on promoting the Best Gift Ever campaign, Evergleam Exhibit, Shelf Care Boxes, Dance with A Donut, 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 worked on streamlining group ELL classes for next year. She also had eight individual tutor meetings and administered and scored the TABE Clas-E learner assessment three times in November.
- **Homebound Services:** Margo and June have been adjusting delivery routes to accommodate holiday demands and volunteer schedules.

- **Volunteer Services:** Lisa D is preparing a special Stocking Stuffer Book Sale for December 10-14. She has also handled new teen volunteer orientation meetings.

#### **SIGNIFICANT STATISTICS**

- Tony and Lisa D provided 36 notaries.

#### **COMING UP**

- Evergleam tree display and programming - November