

Manager Highlights
April 2023

FACILITIES DEPARTMENT
STACEY BIALEK

MISSION MOMENT:

"I would rather entertain and hope that people learned something than educate people and hope they were entertained."

~Walt Disney~

Thanks to staff, fire/police personnel, Pizza Garden, and Walt Disney for inspiration, communication, education, and most of all, IMAGINATION!

PERSONNEL:

- I hear the pitter-patter of new feet coming to the library! Amy E. is happy to announce that two new pages have been hired and will begin their new library careers at the end of May.

STAFF DEVELOPMENT:

- We are nearing the end of the first cycle of EML/LAL's (Early Morning/Late Afternoon Learning) training sessions. We will be ending in June with Missing Child, Communications/Building Controls, and Elevator Emergency.
- Thanks to everyone who helped put together and those who enthusiastically participated in the library's All-Staff training session. We had fun learning about fire extinguishers and how they operated against a real fire and got serious understanding of the dynamics of Active Shooter/Killer with Lt. Arps from the Manitowoc Police Dept. Closing out the day, we used the skills we honed from all those EML/LAL's and battled as teams to compete in Safety Wheel of Fortune and Library SSI (Safety Scene Investigation). Congratulations to Team Round-Ups for winning 1st place! Our other Teams: Bad Apples, Coral Reefers, Bare Necessities, SnowBalls, and the Bon Appetit's may have not won prizes, but everyone had fun learnin' & conversin'! Team Round-Ups included: Lynn Christiansen, Laura Schreiner, Emily Brandt, Sharon Verbeten, Amiriana Cystrunk, and Tim Gadzinski.

OUTREACH ACTIVITIES:

- Sounds like Greg J. and Sharon V. have once again procured the Hmong exhibit for this May. We anticipate utilizing the main floor, mezzanine, and veranda for displaying all of the informative and beautiful exhibits.

- The Library Board has voted to close Sundays during the time period of Memorial Day through Labor Day. This will benefit the maintenance department when we need to close down large sections of the library when fixing or installing plumbing, lighting, and large-scale cleaning; such as carpets and upholstery.

OPERATIONS ACTIVITIES:

- After many weeks of pinpointing a direct cause for the 1st floor Men's urinals periodically backing up, we have re-piped one of the two 2nd-floor drains and completed a chemical/high-powered flush of both of the 1st-floor public Men's urinals.
- We are preparing for closing down both boilers for the season; usually around May 24. We will begin to close Boiler #2 down for the season the first week in May. We will blow down/flush, check seals, and replace any mechanicals, such as spring couplers, bearings, and motor mounts. This method allows for one boiler to always be on standby in case we get a cold snap in late May.
- We have bagged and tagged all our yearly combined garbage and salvage materials and will be making a run to both Sadoff Metals and the landfill usually the 2nd last week in May.
- We are still coordinating a solid start date to reserve the City's scissor lift and procure the new high-bay, LED light fixtures that will replace the canned lights in the main room/atrium ceiling.
- Our roofing project is close to completion. Craft Roofing is now finishing up on the lower east roof and the section over the main entrance/portico.
- After some flushing problems in the 2nd-floor staff restroom, we will be replacing the toilet and giving the room an upgrade with new storage, fixtures, and a clean paint job.
- April was Tornado Awareness Month. Even though the library had made plans to take part in the National Weather Service's tornado drills, the drills were consequently canceled due to, ironically, bad weather. The rescheduled drill fell on a time with limited staffing, so we observed the drill more than we participated in it. This is where our previous EML/LAL's came in handy seeing that we conducted this training each day during the Tornado Awareness Week.

IN THE FUTURE?

- Continued lighting upgrades throughout the library.
- Future new bottle filler/water fountain on 1st floor
- Landscaping: flower beds, tree trimming, brush removal



Materials Department
Amy Eisenschink

1. Mission Moment:

- Judy was working the main service desk and a patron returned a Happy Lamp and the patron said she heard that these were bought with a grant and Judy said they are called SILLI grants and staff members can receive them for ideas that they have. The patron said her husband was using it and it helped him so much with his anxiety and when they told his doctor the doctor ordered one for him.
- Amy and Laura had some very positive conversations with staff from Cooperative Educational Service Agency 6 (CESA 6) who were at the library on four separate occasions, coordinating Youth Apprenticeship interviews. We assisted them with finding space to meet their needs, extra tables, and printing. We also shared with them how much we believe in this program, and how excited we were to have the young people in the building. They in turn expressed how much they appreciated that the library is so accessible and accommodating. The interviews were not all completed and they already placed 150 students. Some students even received offers for more than one placement. They are already looking forward to collaborating with us next year. What a great way to get citizens into the building; citizens that might not have ever been in before.

2. Personnel:

- a. We hired Jack Kitmann as a 10 hour per week shelving page. Jack is a junior at Lincoln High School. His favorite class is coding and web design.
- b. We hired Kristy Buda as a 10 hour per week shelving page. Her ability to pay attention to small, important details will be useful when shelving.

3. Staff Development:

- Some staff attended the Manitowoc Calumet Library System (MCLS) training with Alison Macrina from the Library Freedom Project.
- All Staff training on Friday, April 28 in the afternoon, was a huge success. Kudos to Stacey Bialek and his imagination. He made Active Shooter, Fire Extinguisher use, and other safety and security issues within the library fun to learn and review. We heard nothing but positive responses from staff.

4. Outreach Activities:

- Lisa Pike and I attended the Library Automated Resource Sharing Consortium (LARS) meeting in Chilton.

5. Operations Activities:

- We held interviews to fill two open page positions.
- Lisa Pike trained Youth Associate Kristin Keck in collection maintenance.

- I met with Lisa Pike and Ann Reimer to begin discussing and developing the 2024 collections budget.
- One morning we had three cake pans on the pick list. This rarely happens. The library loves making unique items available for checkout to the public.
- Staff and patrons alike, survived the activity involved in getting a new roof. At times, we needed to close the exterior book drop during this process. Patrons were gracious and understanding. Bring on the rain!
- We have successfully started relabeling and alphabetizing the adult DVD collection. We have heard positive comments from the public about this improvement.
- Phase 2 of the signage project is at the vendor.
- Thanks to a generous donation, we were able to purchase six new stamps for withdrawing material and three new balance assist step stools.
- I replaced a bad motor on the Automated Materials Handler (AMH).
- Clerks assisted the youth staff by providing tours of the backroom and the AMH to Star Readers (second graders throughout the city from multiple schools).

6. What's coming up?

- Lisa Pike will be training Kristin on using material vendor websites.
- Attend training developed by Leadercast at Mikadow Theatre.
- Continue moving forward with updating policies
- CPR training

Youth Services
Sharon Verbeten

Children's Book Quote of the Month:

"Sometimes the smallest things take up the most room in your heart."

A.A. Milne, Winnie-the-Pooh

- Mission Moment:
 - When Edna, a senior citizen, travelled to MPL for a program "beyond the books," she had expected the program to be in person; however, it was a virtual program. Disappointed, she told Kirsten she had travelled a ways to get here.

Kirsten then offered to give her a personal tour of the library's other offerings—such as cake pans, IdeaBox and more. Great customer service on the spot!

- One of our regulars, a 12-year-old boy, in the YS department mentioned it was his birthday one day after school. Lynn went to the YS office, grabbed her ukulele and came out to sing him Happy Birthday. Harmony ensued!

- Personnel:

- After conducting three interviews with candidates, we have hired Elizabeth Atencio as full-time seasonal intern in the YS department. She will begin training May 23 and will start full-time after Memorial Day.

- Staff Development:

- Betty, Kirsten and Sharon attended the MCLS all-staff training, and all YS staff attended the MPL all-staff safety training (congrats to Lynn's team, the Round-Ups, who, with their rootin' tootin' cowboy hats, blew the other teams out of the water.



- Programming/Outreach/Dept. News

- Sharon and Kristin met with Theresa Griesbach from RAYS, a local support service organization serving youth in crisis.
- Betty has taken the lead on SRP prizes and has begun purchasing books and other incentives.
- Sharon worked with Emily and Kaonue Hang-Vue of the Hmong community to plan a Celebration of Hmong Culture in May; Emily was instrumental in creating display and promotion materials for the event celebrating Asian American and Pacific Islander Month in May; Greg J. and Karen H. helped put up the Hmong history exhibit downstairs.
- Sharon went on Coffee on the Coast to promote MPL's first Messy Marvins program—a baby art studio morning that brought in about 70 to make family art masterpieces (photos attached).
- The entire YS staff collaborated to present several Star Reader visits for second graders; special shout-out to the materials staff (Charlotte, Lisa G. and Nate)



who helped give tours of the AMH or “book rollercoaster.” Most of the kids said it was their favorite part of the tour!

- Sharon and Kristin met with a guidance counselor at Lincoln High School to promote our teen volunteer opportunities; they now have MPL listed on their resource list for students.
- Lynn’s Family Activity nights continue to bring in big numbers:
Glaze & Paint - Bug Magnets – 63 attendees
Cupcake Shop Financial Literacy Program – 73 attendees

(photos attached)

- Happy Earth Day! Along with outside collaborator Amy Kabrel, Lynn conducted a Nurdle Patrol Beach Clean-up; 29 participants collected 12.5 lbs. of garbage and five nurdles.
- Kristin has worked in earnest to provide new fresh displays for the YA area, and YS staff has worked hard on their respective display areas upstairs. Next up? A fresh coat of paint for the YS welcome wall and some decals to welcome everyone for summer.



What’s Next?

- Training our summer intern
- Storytime break: May 21-June 5
- Recruitment of teen summer volunteers; forms are currently available in YS and posted online.
- Summer Reading Promo visits to schools.
- SRP kickoff event starring Elephant and Piggie!
- Sharon and Meredith will do radio and online promotion for SRP.
- SRP big sign-up event at Cedar Crest June 8.
- Several Storytimes on the Road planned at the Zoo, Woodland Dunes, Grow it Forward and possibly the sandcastle event at Red Arrow Park.



Public Services
Karen Hansen

MISSION MOMENTS

- A patron came to the Library to become a cardholder to become eligible to get free Culver’s frozen custard during the National Library Week promotion. Staff were delighted that he took advantage of the deal and planned on bringing his family in to get cards too.

- Meredith had a local history research request from a patron inquiring about a place called “The Fun Attic” located near the current Mikadow Theatre. She found one article about it and discovered it was a teen club. The article she provided the patron advertised a holiday dance there. It just so happened that the patron requesting the information was in the band who played at the very same holiday dance. He was so happy and excited that Meredith just so happened to find this specific ad for him about the Fun Attic that sparked this memory.
- A patron who subscribes to our new resource NextReads responded to a newsletter she received saying how much she loved the book recommendations, and had placed a title on hold from the newsletter.
- A patron Karen assisted praised library staff, telling her how they have always been incredibly kind and helpful – from the time she brought her own kids here to now, when she brings her grandkids to the Library.
- Several patrons complimented the comic book display Tony coordinated in conjunction with the upcoming Comic Book Day event. The display of vintage comics was on loan from a local collector.
- Meredith checked out the Glowforge to a patron, who was so excited to have the opportunity to use it. The patron told Meredith that the training she went through with Tony and Olivia was absolutely fantastic, and she was able to capably navigate the device throughout her visit.
- One of our One-to-One tutors said, "I'm proud that our community has this program! Helping someone learn English reminds me what a difficult language English is because both its pronunciation and its very conjugations are so irregular. Plus, I get to learn about another culture and another language."

PERSONNEL

- Karen completed mid-year evaluations.

STAFF DEVELOPMENT

- All staff participated in a half-day safety training.
- Karen, Meredith, Therese, and other staff attended a library system training.
- Meredith presented at the Lead the Way conference in Madison on 4/25.
- Staff participated in the Library’s InfoSec cyber security training.
- Staff participated in internal safety and security learning sessions.

OUTREACH

Nothing to report.

OPERATION ACTIVITIES

Programming Highlights

- **Movie Nights at the Library:** Matt coordinated our regular Movie Night at the Library program, this time featuring *Top Gun: Maverick*.
- **Comic Book Day:** Tony and Lisa D are planning a Comic Book Day, which is scheduled to take place on May 6.

- **Home Grown: Landscaping Native Plants with Jim Knickelbine:** Meredith is planning this 5/15 program with the director of Woodland Dunes.
- **Summer Reading Program:** Staff have been finalizing Summer Reading Program preparations, gathering and purchasing prizes, as well as finalizing reading logs. Karen created a landing page for the program on our website to make it easier for patrons to find information about registration. Tony provided staff training for Summer Reading Program registration.
- **Brew N Bee:** Tim, Emily, and Laura are already planning this summer's Brew N Bee adult spelling bee at Petskull.
- Other adult programming included 3D Printer and Glowforge Badging, Employment Assistance with the DWD, and Genealogy Help.

Other Operational Highlights

- **National Library Week:** Tony worked with Culver's on a promotion during the week of April 23 – National Library Week. Culver's generously gave any customer who showed a library card a free scoop of frozen custard.
- **Idea Box:** Tony has continued badging patrons on the Glowforge and 3D printer. Classes for each fill up in just minutes!
- **DVD Collection Project:** Meredith is assisting Materials with the DVD reorganization project. She weeded numerous titles according to best practices in order to ensure the project is executed efficiently.
- **American Farmer Exhibit:** Tim and Karen are preparing for a major exhibit called American Farmer. The exhibit, which will be displayed June-October 2024, is comprised of photographs of farmers across the country. In conjunction with the exhibit, they are pursuing a visit from a nationally-renown speaker about agriculture.
- **Marketing:** Major promotion efforts focused on MPL Insider, Comic Book Day, the April Fool's contest. Tim was busy promoting these and other events through our usual channels. Several staff (including Therese, Tony, and Lisa D) have appeared on Coolest Coast and the radio to assist in marketing efforts. Emily continued her work providing graphics and signage.
- **Volunteer Services:** Therese continued efforts to recruit and support volunteer activities. She worked with Margo to distribute tokens of appreciation to our regular volunteers. General volunteers completed 83 hours this month.
- **Homebound Services:** Margo and June continued efforts to build positive connections with homebound patrons, as well as build them enriching and entertaining book collections. They received help from Lincoln High School student volunteers this month, who prepared cards and bookmarks for homebound patrons.
- **One-to-One Literacy:** Margo continued her ongoing efforts to match tutor/learner pairs. She's been busy planning our tutor/learner recognition awards reception, scheduled for May 7. The reception will take place at the Library this year. We're looking forward to it!
- **IT:** This month, Max resolved 52 internal IT help tickets (201 submitted YTD). Other highlights this month include planning upgrades to our network and server, preparing for our security camera replacement project, and upgrading end of life computer equipment.
- **Friends of MPL:** Karen coordinated Friends activities.

SIGNIFICANT STATISTICS

Tony performed 21 notaries this month.

COMING UP: One-to-One Literacy Awards program (5/7)