

Manager Highlights
March 2024

FACILITIES DEPARTMENT
STACEY BIALEK

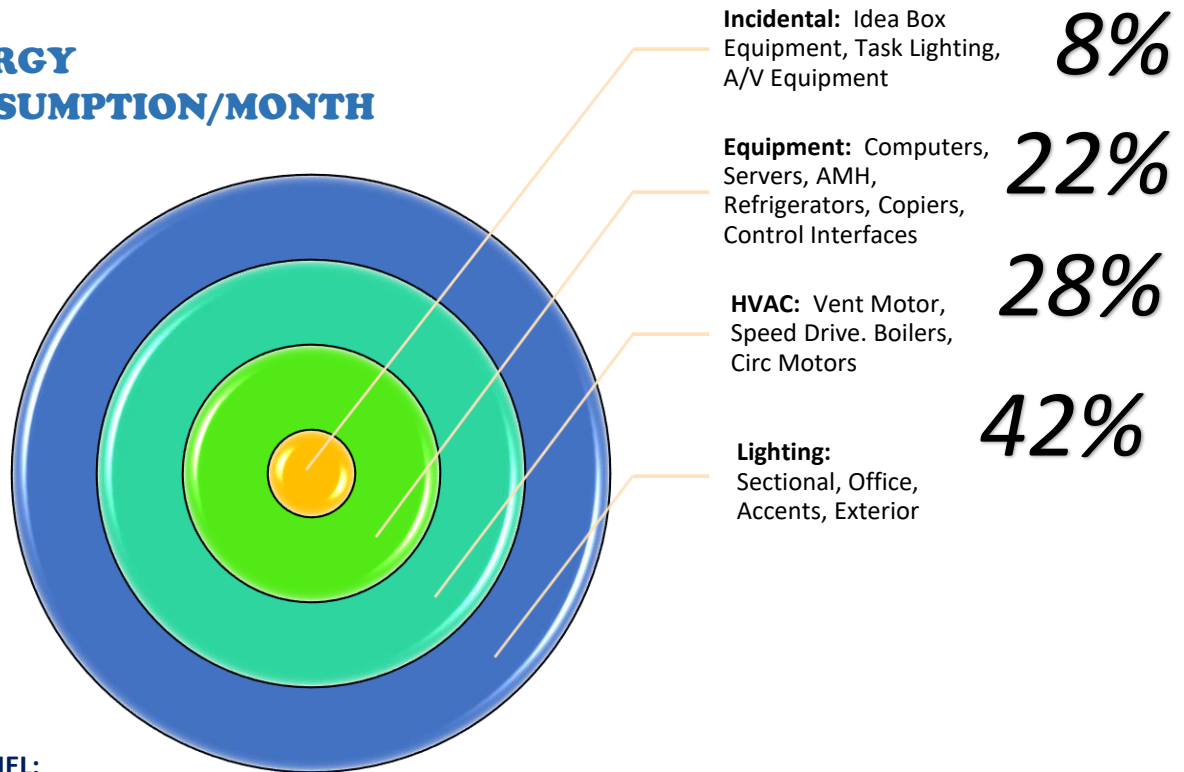
MISSION MOMENT:

“Do not save what is left after spending, but spend what is left after saving.”

~Warren Buffett~

LED lights or Light Emitting Diode have many advantages over CFL (Compact Fluorescent) or incandescent lighting. Compatible with multi-volt systems, low energy consumption, flexibility in choices of colors or lumens, cost per fixture, and very low heat retention no matter how long the LED fixture stays on. In the next year, as we upgrade each section of lighting throughout the library to LED, and as LED technology improves, we will be able to make an insightful comparison to the original lighting equipment installed back in 1998.

ENERGY CONSUMPTION/MONTH



PERSONNEL:

- We had a bonanza of recent applicants for the 20 hour/week maintenance tech position. At last count, we had about 13. With this many, we will be able to use a bit more scrutiny on which ones get a valuable timeslot for an interview.

STAFF DEVELOPMENT:

- We will resume our Early Morning Training/Late Afternoon Learning Sessions on April 29th. These training sessions allow our staff to stay up-to-date with emergency procedures as we review industry standards and library procedures, such as Medical Alerts and Emergency Evac.
- Our in-house morale-boosting committee, F.I.S.H. (Fellowship Inspiring Social Harmony) thanks everyone who took part in our recent Fun-D-Raising events. With Lucky Leprechaun and You Bet Your SweetT**ts (Sweet Tarts) pulling in a very nice amount, FISH is looking forward to find out who wins Jar Warz, a friendly competition about which teams can collect the most funds in their jars. We have: ***Bring Home the Bacon, Need the Dough, Penny Lanes, Cash Potatoes, and Bennie & the Jets.*** We'll let you know who wins next month!

OUTREACH ACTIVITIES:

- City Safety Team Committee:
 - NARCAN training complete for City Clerks in prep for voting season
 - Will do NARCAN training upon request. Will not supply.
 - Safety Inspection Analysis will now include color coding to indicate priorities
 - April is Severe Weather Awareness Month. Recommend departments conduct Tornado drills in conjunction with State Drill on April 11th

OPERATIONS ACTIVITIES:

- **LANDSCAPING:**
 - We will be soliciting a couple of local resources to get some preliminary ideas for the tree sculpture near the library sign. Our stump should be officially ready to sculpt by end of summer
 - We will be reseeding the south long patch of grass, replacing the one decayed memorial tree, and constructing the raised flower be
- **BUILDING:**
 - Lighting upgrades:
 - Main Room (Atrium), Chandeliers, & sconces rewire and install week of 4/17.
 - Water/Bottle Fill Fountain Installation
 - The "Saved Bottle" counter is now over 400!
 - Seagull Population Control:
 - Only 2 nests this season compared to 4 in 2023.
 - Migratory Bird Management offered other solutions:
 - Reflective wire mesh laid over old nest sites
 - We will still be installing more of the whirly-bird reflectors and sonic emitters as the seagull colony winds down from their 1st
- **LARGE PROJECTS:**
 - 1ST Floor Men's Public Restroom
 - Installing Materials Workroom side access panels for easier cleanout and repairs.

- Security/Fire Controls
 - Main Control Panel Continue Upgrades with CEC Monitoring-Certification Inspection scheduled for **April 17**.
- 2nd Floor Office Re-assignment Project:
 - 1-2 light fixtures and new light switches in 2 offices are the only things needed to complete this project
- Lighting:
 - **Main** Room-Recessed Cans, chandeliers, and pillar sconces. Fixtures had to be reshipped and will be here
 - Vestibule & portico-Chandeliers and pillar sconces
 - The extra scissor lift will be coming back for the LED project
 - Mark Dezeeuw will be installing new LED lighting post bulbs in the old parking lot fixtures before May 1st. These will be similar to the city's street lights which will upgrade the lot from those old, amber metal halide lamps.

MAINTENANCE-EQUIPMENT

- Replace the old gear box on the West Portico Auto doors. New guide arms are on order through Auto Entrances of WI. Delivery and install estimated middle of April for both sets of doors.
- New Circulation motor replace in Boiler 2 as of April 4th.

IN THE FUTURE?

- Continued lighting upgrades throughout the library. Restart coming April 17th!!
- Tiling in men's 1st floor restroom/Repair & access panels installed on shared wall inside Materials Work room.

One day you find a smilin'
leprechaun sunning
himself on the back deck
of your home. What's his
name?



Paddy O'Furniture

Materials Department
Meredith Gadzinski

1. Mission Moment:
 - A grateful patron told Laura that she very much appreciates the chance to purchase used large print books, which she then shares with others. Used large print books are extremely hard to find, and she is so glad we sell them to the public here at MPL.

2. Personnel:
 - a. Meredith completed mid-year reviews.
 - b. Meredith met individually with all the Materials Staff.

3. Staff Development:
 - Lisa P. attended a webinar on Baker & Taylor's BT CAT cataloging utility as a possible alternative to OCLC Connexion.
 - Lisa P. completed a Ryan Dowd Substance Abuse 101 Training webinar.
 - Judy and Laura met with Meredith for mid-year evaluation.

4. Outreach Activities:
 - Lisa P. attended the WPLC (Wisconsin Public Library Consortium) Selection Committee meeting.
 - Lisa P. led the March meeting of the Statewide Bibliographic Standards Committee.

5. Operations Activities:
 - Ann R. created written procedures for "Changing Home Location" and "Updating Genre".
 - Lisa P. had a vendor check-in with our Midwest Tape representative and demoed the hoopla database.
 - Lisa P. met with Laura S. to work out details of her annual goal of entering additional subject terms for yearbooks so they are easier to locate in the catalog.
 - Judy and Laura attended the public service meeting.
 - Meredith is working with her team to prep projects and duties for a summer intern.

6. What is coming up?
 - LARS Electronic Resource Committee Meeting April 5
 - Staff CPR Training April 8
 - AMH Tours for Youth Star Reader Programs April 12, 19 & 25.
 - All Staff Meeting April 26.

Youth Services
Sharon Verbeten

Book Quote of the Month:

“It’s no use to go back to yesterday because I was a different person then.”

Lewis Carroll, Alice’s Adventures in Wonderland

Mission Moments

- Kirsten received a nice thank-you letter from the Manitowoc County Geneological Society; they had a meeting at MPL in March and she was very helpful to them in setting up their technology.
- Sharon wants to shout out Laura Schreiner, from Homebound/ILL services, for sharing information about requests she gets from local teachers; working together across departments will make us stronger to support our local educators.

Programming/Outreach/Dept. News

- Our March 2 Ready to Read early literacy event, the first since the pandemic, went very well, with 89 attendees. MCLS, United Way and CESA 7 all sent volunteers to the event. Ben Peters (United Way) and MPL Library Board member Stephanie Peters read stories to families and two of our regular therapy dogs (Tinker and Gracie) were added bonus attractions (and helped us promote our regular therapy dogs programs).
- Sharon attended a school-wide literacy event at Immanuel Lutheran, promoting our programs and literacy services.



- Sharon did storytime at InCourage shelter for several families.
- Our Friends of the Library group met and approved generous funding for our annual Summer Reading Program; we continue to appreciate their support of our literacy efforts.
- Stats update: In March, Youth Services filled 18 teacher collection requests—three times as many as February!
- Animals are a big draw! Two of Lynn’s Family Activity Nights embraced our patrons’ love of animals; therapy dogs brought in 33 attendees, while the 4-H animal fun night (with goats, bunnies and chickens) brought in 73, many who loved petting the animals!
- As the world prepared for the April 8 total solar eclipse, so did we! Our Eclipse Extravaganza program brought in 74 attendees, eager to learn more about this once-in-a-generation phenomenon; our staff also handed out around 500 pairs of eclipse glasses prior to the April 8 event. Lynn and Betty appeared on Coffee on the Coast to promote our celestial programs!
- March was a very busy month in Youth Services, with MPSD and parochial schools on spring break, our department was hopping!
- A homeschool group hosted a spring science fair and displayed their projects in the department for patrons to see and learn about germs, borax, colors and more scientific concepts.
- Kristin and Jade already have about eight teen volunteer applications for this summer and are actively seeking more; Kristin worked with a group from Lincoln High School to spread the word to their students.



- Our Summer Reading Program committee has nearly finalized all program support pieces and will begin working on PR; thanks to many local businesses for their support of this literacy program with donations of gift cards and free food coupons.

Staff Development

- Youth staff had their third meeting with local workplace/teams coach Kristin O'Dell, working on staff dynamics and collaborative practices.
- Lynn now serves on the City's People Development Committee.
- Sharon, Stacey and Jade are coming up with fun and creative ways to engage staff and boost morale on our FISH committee—which funds staff celebrations (such as longtime anniversaries or retirements).

What's Next?

- Manitowoc native Katie Ungemach has been hired as YS summer intern; she will begin work June 3.
- Children's Book Day is April 30; we will welcome children's book author Baptiste Paul for a celebration of culture and literacy.
- Staff will be visiting local public and parochial schools in late May to promote our Summer Reading Program; that runs from June 10-Aug. 10. Youth Services will have a sign-up event June 6 at Cedar Crest.

- Summer programming is well underway for youth and teens—watch for snakes, a worm farmer, a tie-dye extravaganza, gardening/planting programs, barnyard animals, curmudgeonly/cute Bruce the Bear storytimes and even a teen fire-starting survival program!



Public Services

Karen Hansen

MISSION MOMENTS

- Karen was helping a mother and her young child at a service desk, when she heard the child asking her mom if she could put her money in the donation box. The child said, “I want to help the library because it’s helpful to the community.”
- Matt assisted a patron who was ecstatic to receive our eclipse glasses, so he could use them to view in it in totality. He said Matt made his day by letting him know about the glasses and that he needed some good news in his life at the moment.
- Tony patiently instructed a patron on how to use our public printing system. The patron greatly appreciated Tony’s extra assistance and expressed he felt much more confident about printing independently.
- While checking in on the March 26 Mini Job Fair, Karen witnessed a family enter the room and indicate they did not speak any English. A Spanish translator from the Department of Workforce Development stepped in and immediately put them at ease to connect them to available positions. It was encouraging to be able to offer this type of welcoming service onsite!
- Emily helped an out-of-town family print documents. The patron commented how nice our library is, and how helpful and friendly the staff have been in assisting her.

PERSONNEL

- Tony Plekan was promoted to the position of Librarian in the Public Services Department.
- Therese will be retiring at the end of May.
- Karen and staff are completing mid-year performance evaluations.

STAFF DEVELOPMENT

- Margo completed “Public Libraries and Adult Literacy: State of the Field” and “Digital Tools for Teaching AI: Text Levelers” trainings.
- Therese attended a webinar on horror and mystery writers.
- Emily attended the webinar, “Defusing Encounters with Angry Patrons at Your Library.”

OUTREACH

- Nothing to report.

OPERATION ACTIVITIES

Programming Highlights

- **Great Decisions:** Tim has been coordinating our Great Decisions lecture series, with help from Lisa D and Karen. Attendees have reacted very positively to the series.
- **Extra/Ordinary: Antique Appraisals by Mark Moran:** Lisa D ran this very successful program. Participants brought a variety of antiques and collectibles, the most memorable being a complete set of antique Snow White and the Seven Dwarves dolls.
- **Mini Job Fair:** In collaboration with the Department of Workforce Development (DWD), MPL hosted its second job fair of the year on 3/26. The DWD provided an onsite Spanish translator for the event.
- **You Can Trust Wisconsin's Election System:** In collaboration with the League of Women Voters, MPL hosted Wisconsin Elections Commission Administrator, Meagan Wolfe. Tim served as the point person for this informational program, which went very smoothly, despite its many moving parts.
- **Comic Book Day Strikes Back:** Tony and Lisa D are coordinating yet another Comic Book Day. This year's event will take place on May 4, also known as Star Wars Day. We are delighted to host the 501st Legion of Storm Troopers as part of the event!
- **An Evening with Temple Grandin:** Karen, Tim, and Emily are working on finalizing promotions and details for the upcoming Temple Grandin event. The Library received a Discover Manitowoc grant that will cover costs associated with out-of-town billboard marketing. Ticketing information will soon be released.
- Other adult programming included MPL at the Movies: Seed Swap, Ticket to Paradise, MPL Insider, Learn About Libby, Drop-In Chess Club, Glowforge badging, 3D Printer Badging, Open Sew and Badging with Betty, Cats on Mats, Candlelight Yoga, Book Discussion: *All the Beauty in the World*, Employment Assistance with the DWD, a Space to Write, and Genealogy Help.

Other Operational Highlights

- **Summer Reading Program:** The Friends approved Summer Reading Program funding, so staff are in the midst of purchasing prizes.
- **American Farmer Exhibit:** Tim and Karen have been preparing for the next big exhibit, American Farmer. The exhibit consists of 45 photographs of geographically and culturally diverse farmers. It will be displayed on the main floor from June 16 through October 20.
- **Marketing:** Major efforts focused on promoting You Can Trust Wisconsin's Election System, Great Decisions, Mini Job Fair, American Farmer, Comic Book Day, and the Temple Grandin event. Several staff have appeared on Coolest Coast and the radio to assist in marketing efforts. Staff continue to submit articles for Seehafer News. Emily has been updating some internal marketing documents and procedures with direction from Karen.
- **Volunteer Services:** Therese is preparing for her retirement at the end of May and will be performing a knowledge transfer to Lisa D until then. General volunteers completed 42 hours this month.
- **Homebound Services:** Margo and June are gearing up for the Summer Reading Program. June will be selecting prizes this year for Homebound Services patrons.
- **One-to-One Literacy:** Margo facilitated a tutor café meeting for networking. She also participated in a tutor coordinators networking meeting call.
- **IT:** Max's projects the long-term server-building project, purchasing to purchase a new print release station, a youth computer stations and iPad upgrades, and handling many other in-house service tickets.

- **Friends:** Karen worked with the Friends to submit the Summer Reading Program funding request. Sharon assisted in answering questions.

SIGNIFICANT STATISTICS

- Tony and Lisa DH performed 22 notaries in this month.

COMING UP

Mini Job Fair (3/26)

An Evening with Temple Grandin (6/21)

Art as Poetry/Poetry Exhibit (4/6)