

**DEPARTMENT/BRANCH REPORTS  
FEBRUARY 2021**

**REFERENCE DEPARTMENT REPORT**

Prepared by Desirée Funston

- Webinars: Pretty Sweet Tech - Technology vs. Human Values: How to Take Control; Pretty Sweet Tech - Computers In Libraries 2020: Greatest Hits; NLM's History of Medicine Division: A Research Collection of Rare Medical Materials (fascinating)
- Submitted CE activities for MSL certification renewal
- Job performance evaluation with Honore
- As staff liaison for 2nd Wednesday Book Group, set-up Zoom meeting, checked-in with group, discussed changes to Friends of MPL's book purchases for group
- Weeded 000/900 book cd and 000 book collections, discarded 30+ books long missing from the 900's, changed "new" status on several months-worth of books.
- Montana Room: cleaned map key for USGS quad maps and covered with new Plexiglas, moved MPL folders containing our institution's history to archival document cases & arranged by subject, added bumpers to all Bevington Collection maps, accepted donation of two large Montana-themed maps
- Prepared tax forms for give-away and tax instruction booklets for checkout.
- Applied for and was accepted into the Internet Archive's new Community Webs cohort.  
<https://communitywebs.archive-it.org/>
- Evaluated all writing contest entries and assigned them to volunteer judges.

**CHILDREN'S DEPARTMENT REPORT**

By Pam Carlton

**Month: February 2021**

Comments: The Youth Services Department is working on getting the library ready for opening. There are a lot of housekeeping activities that need to be done such as making endcap signs, shifting items to our display pods and general cleaning. We will find the proper places to store our toys, storytime kits and book chat kits, as well as create the binders that will have the information for these items so patrons can see what we have for checkout. We are also in the process of preparing for cataloging our science in a box kits we received from the UM College of Technology, and moving the parenting books from the 3<sup>rd</sup> floor to a special shelving unit near the Families First Learning Lab waiting area.

**LRP Objective: Provide quality literature in various formats for all users**

-Juvenile Materials: Ordering, weeding, mending, donations, memorials, requests, reports.

-We all stay current of trends and issues in juvenile literature by reading journals and blogs.

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**LRP Objective: Join in outreach programs including at least one large-scale community partnership event per year; use bookmobile in at least one new outreach event per year.**

-Pam continues to be the voice of the library on MTPR. Each week since March 2020, Pam has recorded stories on the recorder that MTPR has supplied to play on the Pea Green Boat. Pam is also on the Children's Corner one Saturday a month. She has a conversation with Sam and he plays the recorded stories.

-We provide, along with our building partners, one activity each per month to fill activity grab bags. We distribute the grab bags during curbside service.



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**LRP Objective: Offer programs and services for teens and children of all ages each year**

-New Storytime and Tiny Tales are provided on our YouTube channel weekly.

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**LRP Objective: Provide quality public service to all users**

-Provided positive public service in all interactions on the telephone and during curbside.

#### Kids Programming and Outreach

Story Time (programs/attending)      Weekly recording on YouTube Friday through Sunday

Tiny Tales (programs/attending)      Weekly recording on YouTube until taken down

Activity Grab Bags      approximately 200 were given out for the month

### **MAKERSPACE DEPARTMENT REPORT**

By Ira Sather-Olson

During the month of February, I spent time doing various activities including:

-3D printing various items for patrons and delivering them during our curbside service hours

-In late February and early March I helped a patron use our Cricut Maker die-cut cutting machine to cut out custom made printable vinyl stickers that the patron created at home to give to her son's teachers at St. Joseph Elementary School.

-I recorded a class in late February and early March titled "Carvey Stamp Tutorial," which shows patrons how they can create a stamp using a linoleum woodblock along with our Carvey CNC router and the software that runs the machine. The video goes over the interface of Easel, the cloud-based software used to run projects on the Carvey, and also includes a step-by-step overview of the stamp project, which utilizes specific milling bits to engrave text onto the linoleum woodblock.

-The class premiered on our YouTube channel on March 10 and can be viewed here:

<https://www.youtube.com/watch?v=I5X1RnWvpBc>

-I continued to learn the ins and outs of our new laser engraver/cutter machine and the software that runs it. So far I've been able to cut and engrave into thin plywood as well as thin sheets of acrylic. I'm planning on having a pre-recorded class on how the machine can be used for various creative projects posted to our YouTube channel in late April.

-I'm continuing to learn how to use a free open source vector editing program called Inkscape. Inkscape can be used to create vector art and logos, which can then be used by patrons to create designs to use with our CNC routers, as well as our laser cutter/engraving machine. My plan for the future is to have a pre-recorded or in-person class on how patrons can use Inkscape for CNC routing projects or laser engraving projects.



-I'm still plugging away at the super 8mm/8mm digitizing project that a patron is having me work on. I suspect I should be able to finish digitizing all the reels of film by the end of March.  
-I also recently digitized a number of VHS tapes for a patron and recorded the digital video files onto DVDs for him.

-I also helped MPL's circulation department when coverage was needed during the month of February by answering phones as well as delivering library materials to patrons via our curbside service.

#### **BIG SKY BRANCH REPORT**

By Joleen Jin

A little slower this month, but steady. Hopefully will be able to open up to the public when school is out. Still offering book bundles, curbside delivery and changing over the collection. MCAT reached out to all the branches regarding interest in their services at the branch locations. Have reached out to Big Sky librarians and teachers to help facilitate potential new services for Big Sky branch via MCAT in the future.

#### **LOLO BRANCH REPORT**

By Erin Casey

For February, a short month and continuation of curb-side delivery. I have seen an increase in the hold items requested by the Lolo staff and students. Also, I have seen more requests for on shelf holds in the school and branch collections.

I continue to pull holds, and process incoming materials daily. This includes a continuation on the cleaning and quarantining of items for the school and branch collections. There were **53 curb-side hold pick-ups** in the month of February. This does not include the many requests by students and staff and I have not been keeping numbers of users that receive their hold items in the school. In addition, I help catalogue items for the Lolo School Library and assist the media specialists with amend record requests.

#### **POTOMAC BRANCH REPORT**

By Kirk Vriesman

Librarians continue to staff the Potomac Library Branch on Wednesdays for public hours from 1-4pm, with volunteers staffing the library on Tuesdays for students. Students use the library on Wednesdays as well. The library was closed on January 13<sup>th</sup> due to a power outage. The library continues its partnership in sharing the library space with the school's Pre-K class.

The library was open for 41 hours this month (January).

### **SEELEY LAKE BRANCH REPORT**

By Susan Stone

The library continues to be open for curbside service on Saturdays from 10am-4pm.

I talked to Linda Howard, the Seeley-Swan Resource Specialist with Missoula Aging Services, to let her know about the hotspots available for checkout at the library.

### **SWAN VALLEY BRANCH REPORT**

By Colleen Kesterson

Two more children have joined our Library Time along with a new Story and Craft time leader. She is a young girl who is going to attend U of Montana Western in the fall. She is going to be studying education so she is getting in some good practice. More patrons have been coming in.