**DEPARTMENT/BRANCH REPORTS**

**MARCH 2021**

**REFERENCE DEPARTMENT REPORT**

By Desirée Funston

* As staff liaison for 2nd Wednesday Book Group, set up Zoom meeting and checked in with group.
* With help from Lyndy, shifted MT government documents in Montana Room to make room for back issues of MT magazines.
* With help from Amanda, refiled and rearranged maps in map case; shelved Reference atlas collection on a display pod.
* Figured out types of slat-wall holders for pamphlet rack.
* Submitted signage requests for Montana Room to Karl.
* Printed and prepared for cataloging & binding, two copies of an author's publication on Missoula County officers killed in the line of duty. He used materials in the Montana Room for research
* Attended “Library as Small Press” webinar. Order associated book for the professional development collection.
* Completed National Genealogical Society’s online, self-paced class, “Reading Old Handwriting.”
* Sent reminders to writing contest sponsors who had pledged prize money.
* Attended Community Webs kickoff meeting and studied Module 1 materials.
* Compiled questions, set up Eventbrite and SurveyMonkey for the Family History Scavenger Hunt.
* Reviewed writing contest scores and notified all winners. Prepared certificates and prizes. Began assembling bound volume of qualified entries.
* Received word that Montana History Foundation is providing $5,000 in grant funding for the Western Montana Burials Database project.

**Children’s Department Report**

By Pam Carlton

**Month: March 2021**

Comments: The Youth Services Department is working on getting the library ready for opening. We have almost finished with the endcap signs and most of the display pods have shelving inserted and collections displayed. Our toys, storytime kits and book chat kits are all stored in our storeroom. We have a binder for toys and Bradin is completing the information for the book chat kits. We are still 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 3rd 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 found 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 124 distributed

**MAKERSPACE DEPARTMENT REPORT**

By Ira Sather-Olson

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

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

-I helped a patron use our Cricut Maker die-cut cutting machine for a big project 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.

-3D scanned a homemade bike part for a longtime Makerspace patron/volunteer for them to use for prototyping purposes  
  
-Laser engraved a Leatherman tool and a Swiss Army Knife for a patron using our recently purchased 60 watt laser cutting and engraving machine

-I also continued to learn the ins and outs of the new laser cutter and engraver by running various test projects on the machine including cutting and engraving MPL’s logo on plywood, engraving and cutting out the Makerspace logo on acrylic, and testing out how the machine engraves imported JPEG pictures.   
-I have a YouTube video coming out in April that features an overview of the machine and its parts, and includes the three above example projects being set up from start to finish. I will include a link to that video during next month’s report.

-I purchased and assembled a new 3D printer in anticipation of our opening to the public. It is called the “FLSUN QQ-S Pro” and it is a “Delta-style” 3D printer, which means it prints items using a system of three mechanical arms that move independently. It features a motion system different from our other printers and can be used to print items faster for our patrons.

-I’m still working on the super 8mm/8mm digitizing project that a patron is having me work on.

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

**BIG SKY BRANCH REPORT**

By Joleen Jin

March was steady with curbside, many patrons wondering when the branch will be open to the public as the downtown branch is opening soon. We will reopen the branch to the public once the students are out of school in June, so mid-June we will resume both in person and curbside services at the Big Sky branch!

March book madness took place this year without participation by the Big Sky high school librarians, as students are still not allowed to come into the school library. Book madness was all digital this year, and the theme was Tales with Tails, favorite animal characters. There were a total of 71 votes, Charlotte the Spider won the title, and 4 lucky prize winners won Downtown Association gift cards.

Book bundles are still being offered with 5 signups in March so far for the spring quarter.

The branch collection has been significantly refreshed with new titles brought from the downtown branch and is ready for patrons to browse once we open again.

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

During the fall Frenchtown was open to the students during the day and then two nights a week we were open for curbside pick up of items placed on hold or requested over the phone. Hours were less, waiting for 30 minutes before opening. The patrons who use Frenchtown were glad to be able to access materials from this location.

As time has progressed we have gone to opening at 4:30 (our normal time) until 8; three nights a week and now 4 at the beginning of April. Numbers are not great but those who use it appreciate it.

Book club started meeting again during the summer outside and then later inside with distancing and facemasks. A few missed a few times but they wanted to meet and talk which they all seemed to enjoy.

Planning for summer has begun. We will again do lunches in bags outside in the drive thru Tuesday, Wednesday, and Thursday from 12 to 1. Our numbers went from 10 to 15 lunches to 40 most days. Story hour we will try to do outside and see what kind of a turn out we get. Nothing lost if no one shows. Families seem to enjoy the craft/science kits what were given out last summer and look forward to doing the same this year. Also look forward to having kids back in the library checking out materials.

Did get a few out from Missoula to use the computers and the printer. Glad to help them out.

Thank you all for all your work during this time. Nice to get back to people.

**LOLO BRANCH REPORT**

By Erin Casey

For the month of March, I continued curb side service, filling hold requests and cleaning items with a spray solution of hypochlorous acid, as items arrived via crate or book drop. As before, books are placed opened on a table for three days before they are shelved or sent out for holds both in the Lolo School and Branch collections.

I replied to the MCAT person and am planning of a collaboration in the future but have not firmed up plans yet. I am waiting for the go ahead from the school superintendent to reopen the library to patrons. I have also applied for the Town Pump Grant to help fund summer programming and purchase prizes for students completing their reading logs. I spoke with the young woman who provided Tai Chi classes in the past and she is receptive to providing these classes again this summer. I am also handing out activity bags to the younger kids as their parent(s)/guardian pick up hold items.

Last, I will be proctoring a couple of exams in April and glad to be able to provide this service. I have been given permission by the superintendent to allow student entry, with a mask, to complete exams.

Thank you and happy spring!

**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. Grades 7 & 8 use the library on Wednesdays as well. The library continues its partnership in sharing the library space with the school’s Pre-K class that meets weekday mornings.

The library was open for 12 hours this month.

**SEELEY LAKE BRANCH REPORT**

By Susan Stone

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

Pam Keller has continued to work on SRP. We discussed what that may look like.

Will continue discussion and formulate something specific in May.

**SWAN VALLEY BRANCH REPORT**

By Colleen Kesterson

Nice to see Spring come to the Swan Valley. Steady group of patrons coming in to check out books, print and copy and use the computers.