**DEPARTMENT/BRANCH REPORTS**

**AUGUST 2021**

**REFERENCE DEPARTMENT REPORT**

By Desirée Funston

**LRP Objective - Collect & disseminate quality literature in various formats for all users**

- Display Pods- Nearly New Fiction, Under the Big Top, G.O.A.T., True Crime Summer, Western

- Collection development & maintenance (ordering, weeding, mending, donations, memorials, requests)

- Every two weeks, sorted repair items with patron holds for staff and volunteers to mend more quickly

- Evaluated rush mending items for volunteer menders

- Provided readers’ advisory assistance and personalized reading lists

- Provided information on book chat bags

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- Facilitated the MPL Book Discussion – *The Madonnas of Leningrad* by Debra Dean

- Organized MPL sponsored blood drive held at Missoula Red Cross Donation Center

- Partnered with the Missoula Job Service to offer biweekly Resume Workshop and Job Search class and Resume Office hours.

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

- Provided reference research; ILL assistance; proctor, passport & notary services

- Provided home delivery services for seniors and trained volunteers for homebound assistance

- Interviewed, trained and supervised volunteers

- Created display highlighting Montana Room materials on Missoula County fairs and Montana rodeos

- Gave tour of Montana Room to Donna McCrea, Head of UM Archives & Special Collections

- Made & installed shelf-sitters for secure area of Montana Room

------------------------------------------------------------------------------------------------------------------------------------------**LRP Objective - Practice sound interdepartmental and external communication**

- Meetings- Reference, Steering, Adult Programming, Public Relations, All Staff, Circulation

- Responded to inquires through the refdesk email account

- Website administration – various updates and change requests

- Wrote news briefs promoting the 2nd Wednesday Book Group (Sapiens: A Brief History ofHumankindbyYuval NoahHarari) for the library’s newsletter

- Updated SOP for government documents

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**LRP Objective – Participate in statewide and national collaborative projects**

**-** Attended Data Driven Planning training

- Collaborated with the Franklin Institute and Montana cohort of the Leap Into Science program. Planned workshops for educators and administered distribution of funding for programs with Pam Carlton.

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**LRP Objective - Administer information literacy tools and instruction to all staff and users**

- Database administration

- instructed patrons on use of databases, on access to MtLib2Go and other electronic content

**MAINTENANCE DEPARTMENT REPORT**

By Robert Peltzer

**SCHEDULED ACTIVITIES**

Ticketing overnight vehicles, parking lot and grounds pick up and cleaning. AMH maintenance and cleaning. Live and digital monitoring of HVAC, lighting, key card, boiler and generator systems (sprinkler system in summer) Live monitoring of GCJ cleaning. Clean Montana room, admin., and ref. offices. Maintain all troffers and registers and walk in plenums. Weekly meetings. Weeding and mowing in the summer. Watercolor painting class preparation and teaching.

**UNSCHEDULED ACTIVITIES**

Fix toilet/Shadi, open and remove flooring in café Area/Honore, Help and issue key cards for climbing wall staff, Clean AMH photo eyes, chore/Elizabeth, Cancel key card/FF, Meeting w/DAC, move table/Jim, chore/security, chore/climbing wall workers, remove broken parking bollard, chore/climbing wall workers, adjust and reprogram lighting and gate schedule/Elizabeth, chore/Honore, chore/DAC, replenish supplies/FF, door adjustment/Hannah, meeting with Bradin, Key and key cards/Jem, unclog toilet/Will, check dispenser/Elizabeth, check soap/Brian, chore/Spectrum, key card/FF, oil $th floor tables/Honore, key card/Spectrum, Meet w/TriCounty, copy Keys/Ellen, Hardware store, Meet w/Interstate Alarm, counsel w/Shadi, order filters, Meeting/Honore, Reschedule HVAC, lighting and gate systems/Amanda, copy keys/Leslie, Investigate alarm noises/Honore, key card/security, Meet with DAC, open jammed door/FF, counsel w/Shadi, search for misplaced cones and tape/Dana, chore/café, key card/MCAT, disassemble floor registers, Meet w/JC, key card/Jim, move tires/security, HVAC maintenance, cleaning supply orders, reset VFD/JC, online shopping, meeting with out to lunch people/Honore, recycling, hardware store, chore/Amanda, chore/climbing wall workers, chore/Honore, recycling prep/Dave, loading dock delivery, clean concrete entry ways, parking entry window washing, store supplies Meet with DAC, fix café curtain w/Jarrett, Meet with elections administrators, clean and install donation box/Barbara, recycling, cleaning/Shadi, set parking cones, chore/Conley Mechanical, meeting with snow Crest, cleaning/Dave.

**MAKERSPACE DEPARTMENT REPORT**

By Ira Sather-Olson

-During the month of August, I had 833 patron interactions in the Makerspace.

-Although this is a lower number than my interaction totals for June and July, it is still the third highest amount of patrons who have visited the space since it was created in 2013.

-Many of these interactions and visits included tours of the space where I would highlight some of the equipment and tools—such as our 3D printers, CNC router, laser engraver, and Circut cutting machine—that patrons could use for personal, creative, or educational projects.   
  
-Other visits included patrons who used our equipment for educational and creative projects including:

-Printing a variety of 3D models for kids and adults. This is still an extremely popular service, and most days that I was open to the public I was running our 3D printers throughout the day and printing various 3D modeling projects for kids (that they either created themselves or found to print online), as well as some printing projects for adults.   
  
-3D scanning items for patrons to replicate items that could not be purchased as a replacement part. These items included a bracket for a car rack, a board game piece, and a fin for paddle board.  
  
-Using the Cricut Maker die-cut cutting machine to create stickers using adhesive vinyl   
  
-Using our Carvey CNC router to create custom signs

-Using our VHS tape to digital converter to digitize VHS tapes into digital movie files for patrons  
  
-Laser cutting and engraving various items for patrons. This piece of equipment continues to be very popular with patrons.   
Some examples of what patrons have used the laser cutter and engraver for include:  
 -Laser engraving a wood plaque for a member of the U.S. Army who gave the item to a coworker  
 -Laser marking various images and text onto river rocks   
 -Laser engraving various images and text for kids on small pieces of plywood  
   
Other Makerspace happenings:  
-During the final week of August, the Makerspace finished hosting our second Artist-in-Residence for the summer as part of our partnership with the local non-profit organization Open AIR (<https://www.openairmt.org/>).

-The artist-in-residence was Aaron Cobbett, who is a fiber arts and textile artist from Brooklyn, New York.   
-During his residency, Cobbett used our sewing/embroidery machine to sew together pieces of dyed linen into a larger 3D dimensional form. Once finished, this piece was donated to Open AIR and will be used in a future art exhibit.   
-Our next round of Open AIR artists-in-residents will have their residency run from September 20th to October 18th and will feature local artists Stephen Glueckert and Quinton Decker.

**BIG SKY BRANCH REPORT**

By Brian Doyle

School started on 8/30/21. Leading up to that were several events, including freshman orientation that resulted in an increase in traffic through the library. Shifted to regular academic year hours (4:15-7:30pm) on 8/30/21, decreasing branch hours slightly. Reason for this was the final period being shifted back from last year, now school ends at 3:55pm instead of 3:00pm. Started Big Sky Writers’ Group, so far no attendance.

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

Five showed for Story Time one time this month. I enjoyed and I hope they did too. Continue to serve 25 for lunch thru the 19th of August.

We were closed for the first week of August and then for two days as we switched from summer schedule to academic schedule. Finished the month being open until 8 pm. Looking forward to starting up Family Movie Night in the fall.

**LOLO BRANCH REPORT**

By Erin Casey

In August, we wrapped up the summer programming on the 19th and awarded prizes to the children returning reading logs. All 28 children returning their completed logs were awarded prizes. Photographs were taken of the children receiving prizes. I downloaded photos and created a thank-you card which was sent to Town Pump Charitable Foundation to thank them for providing money to purchase prizes.

In addition to the summer reading program, I had a local pre-school group that I read to, provided books (based on their weekly theme) and copied activity pages for the children - also theme based. I facilitated kindergarten readiness groups, working with small groups of pre-kindergarten children to learn some basic library skills. I also read to them and presented them with books they could take back to their classrooms. Last, kids programing was the regular weekly story time on Thursdays. There was one young adult program on basic coding skills. The adult program was a small group of staff that got together in the conference room.

I thought I would attach some photos of our summer prize recipients.

  


**POTOMAC BRANCH REPORT**

By Kirk Vriesman

The library remains open on Wednesday afternoon during summer months, as community members (especially families) continue to utilize the library to check out materials for summer reading. Members of MPL’s cataloging staff (Caroline & Paulette) are processing hundreds of new Potomac library items obtained by the school with a literacy grant.

The library was open for 12 hours this month.

**SEELEY LAKE BRANCH REPORT**

By Susan Stone

School started August 23. The library continues to be open to the public Tuesdays and Thursdays from 10:30am-4pm and Wednesdays from 10:30am-6pm. Staff, students and patrons must wear masks when entering the building as mandated by MCPS.

I am able to assist students during school hours when high school librarian is teaching classes.

**SWAN VALLEY BRANCH REPORT**

By Jenny Kaufmann

Summer is coming to an end in the valley with the number of summer people and visitors declining. Many visitors do continue to make use of the wifi because there are not many places people can connect to the outside if they do not have working cell service.