**DEPARTMENT/BRANCH REPORTS**

**SEPTEMBER 2021**

**REFERENCE DEPARTMENT**

By Desirée Funston

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

- Display Pods- Nearly New Fiction, Banned Books, Constitution Day, 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

------------------------------------------------------------------------------------------------------------------------------------------**LRP Objective - Offer quality programs for all users**

- Facilitated the 3rd Wednesday Book Group – *Wandering in Strange Lands* by Morgan Jerkins

------------------------------------------------------------------------------------------------------------------------------------------**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

- Accepted 100 donated copies of *The* *Western Montana Fair: A Pictorial Heritage* by Stan Cohen from the Missoula County Fairgrounds to give away in creative ways

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- 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

- Arranged for staff to help the 2nd Wednesday Book Group (*The Known World: A Novel* by Edward P. Jones) meet both in person and via Zoom. The combination proved unsatisfactory & challenging, so I arranged for them to return to just Zoom

-Served on the interview and hiring committee for new staff hires

-Trained staff to take over different services in a departmental reorganization

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

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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

**CHILDREN’S DEPARTMENT REPORT**

By Pam Carlton

**Month: September 2021**

Comments: The Youth Services Department is gearing up for the start of the 5th Grade Art Experience. This is a long-standing partnership with the Missoula Art Museum. Every 5th grade class in MCPS and some of the outlying districts tour the MAM and then the library. Students also get library cards. September is traditionally a slow month for us with the beginning of school and this year is no exception. We offer our Tiny Tales program on both Thursdays and Fridays now and we offer storytime on Friday and Saturday. We also held Lego Club and the first Be An Engineer Program.

**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 is now the host of MTPR’s Pea Green Boat on Mondays. I continue to advertise library programs and read books on air.

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

-We now offer in person Storytime and Tiny Tales. We record the live events and offer on our YouTube channel weekly.

-We offered Lego Club and Be An Engineer programs.

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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.

**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 (4 classes with 84 attendees).

**UNSCHEDULED ACTIVITIES**

Lighting system and gate reconfiguration, key card/Eliz & Spectrum, chore/Amanda, chore/Will, meeting w/ Honore, readjust gate alarms/Eliz, shopping/Honore, gate adjustment/Eliz, meeting w/DAC (Allan), key cards for FF & Spectrum, check room 307 electrical problem, rebuild 1 ergo cart, training for Shadi, paint directional arrows, re-burry vandalized sign, reconfigure remote computer/Allen, make a tab key/security, install dispenser/staff, receive and allocate shipment, elections set up, recycling trip, repair parking bollard, set up wipe station, adjust sensor/Ed, fix stuck signage/Christine, fix drawer lock/Crystal, install dispenser 2nd floor, 310 reset VFD, hardware store, copy keys/Eliz, key cards /climbing wall workers, recycling, vagrant mess clean up, ergo cart rebuild, recycling/Betty, furniture unbox and deliver/ Caroline, fix ergo cart, replace wall clock, make cleaning caddies/Honore, recycling, locate breaker/Eliz, move desk/Amanda, rebuild 3 ergo carts, open for Summit roofing, find tech bulletin/Ed, chore/Dave, chore/Sarah, hardware store, Shadi’s theft report, chore/ Karl, install dispenser, recycling, meet w/ SAFE, online shopping, meet w/ JC, Meet with KONE, key card/Eliz, ix faucet/John, fix lamp/Joleen, remove broken key/Robert, key card/FF, chore/Ed, meeting w/ ref, meeting/Allen, chore/Amanda, work on Jammed gate, weeding, chore/Joleen installation/Allen, chore/Leslie, chore/IT, meeting/Security, Shadi training, Assist door Systems of MT.

**MAKERSPACE DEPARTMENT REPORT**

**By Ira Sather-Olson**

-During the month of September, I had 508 patron interactions in the Makerspace.

-Many of these interactions and visits included mini 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 a very 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.

-Some of these printing projects included printing a prototype for a mirror holder for a car, as well as a keychain with the National Wildlife Federation logo on it (which was created by an employee at the NWF).   
  
-3D scanning items for patrons to replicate items that could not be purchased as a replacement part. These items included parts for a rubick’s cube toy, along with a handful of household items such as brackets.   
  
-Using our Carvey CNC router to create custom signs on scrap wood

-Using our VHS tape to digital converter to digitize VHS tapes into digital movie files for patrons  
-Using our 8mm and super 8mm digital converter to digitize 8mm film to 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*  
-Engraving plywood and acrylic with various free images patrons have found online

-Engraving wood with drawings patrons have created, that we have then scanned using a flatbed scanner, and then using the scanned image to engrave onto the wood  
-Laser cutting images on thin wood for use as stencils  
  
*Other Makerspace happenings:*  
-I taught two classes during the month of September.

-The first class was the “Intro to the Laser Engraver/Cutting Machine” class, which had 6 people in attendance. During this class I went over all of the physical parts of the laser engraver, and also went over the interface of LIghtburn, which is the software used to run the machine. I ran two test projects during the class to show patrons how they could use the machine for their personal projects using free images found online as well as images created in simple graphic design software.

-The second class was “3D Printing 101 Workshop” which had 4 people in attendance. During this class I went over the physical parts of a 3D printer and how it works, and also covered aspects of 3D printing such as how to find 3D models online for printing, as well as the 3D printing setup process. I also did a print demo on two of the machines.

-The Makerspace also hosted two Missoula-based artists as part of the library’s partnership with the nonprofit arts organization Open AIR, which runs place-based artist in residency programs around Missoula and Western Montana.

-The two artists, Stephen Glueckert and Quinton Decker, have utilized the space for 3D printing, 3D scanning people and turning them into 3D prints, as well as laser engraving background images onto paintings. The artists will be working in the Makerspace until mid to late October.

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

Students are slow to return to using the library after school hours. There have been a few working on projects and reports, a few waiting for siblings to finish practice, and a few just hanging out waiting for their ride.

Quiet return to the school year but I stay very busy covering books for the main library and the branches.

**LOLO BRANCH REPORT**

By Erin Casey

During the month of September, I continued to locate and process many items requested through partner sharing network. Also, I there are many local patrons, students and staff requesting holds. In addition, with the beginning of school and a year away from the library, I am spending several hours a week shelf reading and re-shelving misplaced items.

There were two large teacher/staff meetings during September. In addition, I am seeing a regular group of young adults using the library in the evening. I have been offering those interested, one on one coding help on the computers. Others are more interested in checking out YA books and of course, socializing. Enjoy these kids and like to see them in the library.

Last, the school internet was down for two days and teachers requesting our hot spots. I'm so glad we have these available in Lolo and I am seeing more requests for checkout, including two this evening.

**POTOMAC BRANCH REPORT**

By Kirk Vriesman

With school back in session, daily visitor tallies at Potomac Library have increased. Cataloging of new school items by Missoula Public Library staff is nearly complete. School volunteer library coordinator Amy Vann will be taking a job and no longer coordinating volunteers. MPL Librarian Joleen Jin will be assuming branch librarian responsibilities at Potomac in October.

The library was open for 17 hours this month.

**SEELEY LAKE BRANCH REPORT**

By Sue Stone

Concluded SRP at the beginning of the month. Drew names for the grand prizes and contacted the winners.

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.

**SWAN VALLEY BRANCH REPORT**

By Colleen Kesterson

Summer has come and gone and we are heading into fall quickly. Colleen has returned.