**DEPARTMENT/BRANCH REPORTS**

**OCTOBER 2021**

**REFERENCE DEPARTMENT REPORT**

By Desirée Funston

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

- Display Pods- Nearly New Fiction, Atmospheric Fall Reads, Go Pink with Fiction, Psychological Thriller

- 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 3rd Wednesday Book Group – *Mrs. Sherlock Holmes* by Brad Ricca

- Created and distributed Family History Bingo cards for Family History Month.

-Met with interested parties to plan for future Memory Café programs

-Served on the programming committee to organize and finalize programs for the Winter quarter including a presentation for African American history month by a local historian

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

- As staff liaison for 2nd Wednesday Book Group (*Manhattan Beach* by Jennifer Egan), set-up Zoom meeting, checked-in with group, and welcomed new attendees

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- 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

- Met with Susan Mayer of Litigation Abstract to discuss the cemetery bio sheet digitization/database project.

- Created display highlighting MTR materials on MPL’s Carnegie library building to coincide with the traveling exhibit *Montana’s Carnegie Libraries*

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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

- Submitted news briefs promoting 2nd Wednesday Book Group discussions and upcoming American Red Cross Blood drives for the library’s newsletter

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

-Organized programs for National Native American Heritage Month in November and African American History month in February

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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

--Facilitated a job shadow for an MLIS student attending UW-Madison

**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) HVAC maintenance, 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**

Creston trouble shooting, install dispenser, pick up and transport shipment, recycling trip, meet with KONE, hardware store, chore/Will, chore/Dave, install shelving/IT, weeding, chore/ elections, work in shipment container, Pick up filter shipment, recycle newspaper/Lindy, chore/Amanda, recycling, install dispensers, check staffroom noises, install shelving/IT, chore/Ed, hardware store, repair dumpster gate, check filter alarm 2nd floor, chore/Bradin, check heat sensor 1st floor, investigate hammering noise, repair umbrellas, key card/security, light adjust/Sarah, chair repair/Dana, install umbrella covers for winter, online shopping and orders/Honore, lighting adjustment, chore/Elizabeth, shipment received, work on front door hinge, temp adjust/Allen, fix door alarms, repair key card reader, meet with DAC, dismantle and store umbrellas/Honore, meet w/ window cleaners, remote work, recycling, shipment received and distribute, lock change chore/ Dave, hardware store, chore/ Robert, repair LED’s in circ., chore/Elizabeth, clock repair and install/Amanda, change security station/Honore, roof inspection/Joel, deliver shelving for powder coating/Honore, shopping/Honore, electrical chore/Sarah, hardware store, meeting/ TC Glass, FF key card and meeting, JC meeting and troubleshooting, chore/security, chore/ Eliz., measure parking entry heights/ Eliz.

**MAKERSPACE DEPARTMENT REPORT**

By Ira Sather-Olson

-During the month of October, I had 475 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—including our 3D printers, CNC router, laser engraver, Cricut cutting machine, and other tools and technologies—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.

-Some of these printing projects included printing miniature game pieces for board games, an assortment of miniature models of animals, and more.

-3D scanning items for patrons to replicate items that could not be purchased as a replacement part, or scanning real world items to replicate said items for 3D printing.   
-These items included scanning legs from model furniture for a doll house, scanning a focusing piece for a camera, as well as scanning the skull and femur of a mouse for a UM student for a class  
  
-Using our Carvey CNC router to create custom signs on scrap wood using text as well as free images found on the internet

-Laser cutting and engraving various items for patrons. This continues to be one of the most popular pieces of equipment with patrons.   
*Some examples of what patrons have used the laser cutter and engraver for include:*  
-Engraving on plywood with various free images that kids have found online  
-Laser engraving custom designs on cardboard jewelry boxes

-Engraving wood with drawings patrons have drawn on paper that we have then digitized into a 2D image

*Other Makerspace happenings:*  
-I taught two classes during the month of October:

-The first class was “Intro to 3D Scanning” and two people attended the class. During the class, I went over three types of 3D scanning that patrons can utilize when they visit the Makerspace. These include scanning smaller items with our Einscan-SP 3D scanner, scanning larger items (such as people) with an iPad Pro coupled with a device called a Structure Sensor, as well as utilizing a newer method of 3D scanning called Photogrammetry. Photogrammetry is a scanning method in which a person takes a number of pictures of an object and then runs the photos through software—which then creates a 3D model by stitching together the photos.   
 -The second class was “Intro to the Laser Engraver/Cutting Machine: Halloween Edition” and was attended by five people. During the class, I went over how the laser engraving machine works, how the software that runs the machine works, and then ran a few demonstrations of the machine in action. During the demonstration part of the class, I showed patrons how they could take digitally created 2D images (made from drawing apps) and create Halloween ornaments out of these images.

-The Makerspace also hosted two Missoula-based artists for the first two weeks in October 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, utilized the space beginning in mid-September for 3D printing, 3D scanning people and turning them into 3D prints, as well as laser engraving background images onto paintings.

-And last but not least, MPL’s Rob Peltzer continued to teach his popular Watercolor Painting Class, which hosted four classes and had 118 participants (with 23 participating virtually).

**BIG SKY BRANCH REPORT**

By Brian Doyle

SEPTEMBER

A few more people (both students and members of the public) using the computers, slight decrease in total visitors.

OCTOBER

Had one person attend a Big Sky Writers’ Group meeting.

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

Family movie night returned and it was nice to see the families. They masked and enjoyed the movie. Worried about the mask request since the school does not require them and I seldom see them worn outside the library during out night hours.

**LOLO BRANCH REPORT**

By Erin Casey

In October, we began to see a few of the Boys & Girls Club using the library to check out items. Still sending out a lot of OSH and processing hold requests for community library users. On the 29th, I worked on collection development at the main branch. This included an ongoing weeding/removal of the Lolo items for seldom or never checked out and changing the global item modification to return these items to the main branch. A full crate of new items was integrated into the current Lolo collection. I always receive great feedback from library users and Lolo staff on the selections available at the Lolo Branch. I am still offering jigsaw puzzles as a bring one and take one option. Last, the free little book crate is popular feature for users to pick up or leave magazines or books.

School Meetings held in the library (6 meetings) had about 94 attendees total.

**POTOMAC BRANCH REPORT**

By Joleen Jin

Joleen Jin has taken over as the Potomac branch librarian, and there is also a new volunteer school librarian so there has been a complete changing of the guard. The library was open to the public for 2 days and a total of 6 hours in October. The school library is continuing to receive new children’s books that are being cataloged by MPL and processed by the volunteers.

**SEELEY LAKE BRANCH REPORT**

By Susan Stone

Carrie Benton has been hired as the new branch librarian at the Seeley Lake Library.

I was able to train her at the end of October.

**SWAN VALLEY BRANCH REPORT**

By Jenny Kauffman

Fall has arrived in earnest and a lot of our summer birds have flown to warmer locations. Not near as many out of town visitors either. The kids have returned to school and we have not had interest in a reading time for younger children. Colleen has completed her time at the library, but will continue her involvement by being part of the new Library board. Jenny will continue as substitute librarian until the position has been filled.