**DEPARTMENT/BRANCH REPORTS**

**NOVEMBER 2021**

**REFERENCE DEPARTMENT REPORT**

By Desirée Funston

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

- Display Pods- Nearly New Fiction, Native American Heritage Month, Capitalism, Holiday Fiction, Missoula Reads Turquoise Cover

- 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 – *The Beekeeper of Aleppo* by Christy Lefteri

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

- As staff liaison for 2nd Wednesday Book Group (*Hamnet: A Novel of the Plague by* Maggie O’Farrell) set-up Zoom meeting, checked-in with group, and welcomed new attendees

- Expanded and scheduled blood drives hosted by MPL to six for 2022

- Filmed and aired *Community Cooking with All Nations Health Center* for Native American Heritage Month

-Served on Big Read committee to determine date and title for the 2022 Big Read

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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

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

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

-Took Passport Acceptance Training for Existing Agents course and exam to maintain certification

-Native American Heritage Month, implemented and facilitated programs and displays

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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) 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**

Remote chore/Amanda, elections set up, lamination/Christine, chore/Ira, meeting/Hannah, rewire copiers/Allen, prepare leaves for curbside pickup, install shelving/Joshua, chore/Honore, install AV closet shelving/Allen, secured AV transmitters, change signage on parking bollard, key card /Linette, clean cushion/Honore, install vinyl patch, AV closed and speaker cleaning, chore/Elizabeth, remount overhead parking bollard, furniture vinyl repair, light adjustment/Honore, store items/Elizabeth, reschedule HVAC, Lighting adjust/Desiree, Meeting with FF, hang picture/FF, repair machine clog/cataloguing, chore/Ellen, chore/Jem, sprinkler evacuation for winter, move floor tiles/Jem, clean disk polisher/Teresa, Creston light adjustment, chore/Amanda, key card/security, key card/Elizabeth, inspected AMH, chore/Nick, check remote book drops/Amanda, change wall clock times for daylight savings, gas up library truck, visit with MCAT, fix drawer/reference, in town book drop maintenance, chore/Sarah, fix noise issues/security, Creston scheduling, Metasys scheduling, heater install, meeting with Johnson Controls about heating issues, shipment storage, recycling, online shopping, Thursday off, Showrunner and gate scheduling, chore/Joleen, met with J/Controls, chore for Robert, fix drinking fountain, pick up shelving, chore/ Amanda, install vinyl signage, meet with elevator inspector, fix stuck key/Nick, Help Ira with signage, fixed parking gate, check trouble alarm 1st floor, fix bathroom door/Linette, store shelving, online ordering, key card/Elizabeth, install signage, store filters, printed signage, moved desk/Elizabeth, testing/Sarah, Meeting with KONE, troubleshoot with Systems Northwest, make, help Spectrum/Jessie, chore/Sarah, chore/Robert, recycling, Meet with KONE, work on sprinkler system, hardware store, key card/Elizabeth, receive, catalog and store shipment, replenish sanitizers, key card/Elizabeth/Kaitlin, clogged toilet, check on alarm, move furniture, check on elevator closet heater, meeting with/Leslie, meet with Systems Northwest, move and set up Tree/Honore, meeting with Sarah, Transient mess cleanup, scan video/security, checked and sprayed for bugs/Honore, fixed latch on front door/Crystal, changed daylight saving adjustment on lights/Desiree, troubleshoot hot spot w/Allen, hardware store, internet search/ Leslie, fix chair/Ira, Fixed door in children’s’, Met with S Conley, Checked dispenser/ Spectrum, Met with JC’s, checked roof for boiler leak, take photos/DAC, Met with BJ.

**MAKERSPACE DEPARTMENT REPORT**

By Ira Sather-Olson

-During the month of November, I had 447 patron interactions in the Makerspace.

-Many of these interactions and visits included 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 popular service and the 3D printers are usually each day we are open.

-Some of these printing projects included printing off miniature gaming pieces for tabletop board games, printing out various toys for children, and printing off replicas of items that were 3D scanned.

-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 a bracket for window blinds, as well as scanning and replicating a plastic model of a human heart, as well as scanning and replicating a toy dinosaur.  
  
-Using our Carvey CNC router to create custom signs on scrap wood using text as well as free images found on the internet. A father and son also used the Carvey to carve out a piece of wood with an image that the son had drawn on a piece of paper, which we then scanned into a digital image and used in the program that runs the machine.

-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 patrons have found online  
-Laser marking and engraving things like signs and cutting boards to be used as Christmas gifts   
-Creating a custom chess-board using a larger piece of wood and a custom-made chess-board image

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

-The first class was “Intro to the Laser Engraver/Cutting Machine: Thanksgiving Edition” and was attended by five people. During the class, I went over how the laser engraver and the software that runs it works, and then did a demonstration of the laser engraving various Thanksgiving-themed images that I had downloaded for free online.   
 -The second class was “3D Modeling for 3D Printing with Fusion 360” which was attended by one patron. During the class, I went over the interface of this popular CAD program, and then worked with the patron for a custom project she was working on for replicating a bracket.

-And last but not least, MPL’s Rob Peltzer continued to teach his popular Watercolor Painting Class, which hosted three classes and had 72 participants in total.

**BIG SKY BRANCH REPORT**

By Brian Doyle

Changed out graphic novel display for NaNoWriMo (National Novel Writing Month) display. No attendees for writers’ program this month, contacted Big Sky English teacher Amy Miller to see if she had any students who would be interested in the program but haven’t heard back yet. Library is now the meeting place for a weekly Dungeons and Dragons group run by Big Sky High School students. Closed for several days during November for Veteran’s Day and Thanksgiving.

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

We were closed a couple of nights due to power outages and the need to repair at night instead of during the day. All seems fine now. Numbers are slow to increase but seem to be holding.

Continue to cover books for the main library and other branches with my time here.

**LOLO BRANCH REPORT**

By Erin Casey

November 2021 was a good month for visiting the Lolo Branch and for meetings. I continue to see about a dozen frequent library users weekly, who are happy to pick up their holds and return items. I stay busy in the evenings assisting patrons, processing and pulling on shelf holds, shelf reading and working on collection development. In addition, I have been tutoring a few kids and providing assistance with their writing and math homework. I am working on adding a needle felting craft class in December and will begin a new book discussion group in January.

School meetings held in the library (6 teacher/staff meetings) had about 92 attendees total.

**POTOMAC BRANCH REPORT**

By Joleen Jin

Cataloging of new materials for Potomac has begun, as well as a project to clean up cataloging records and conduct some inventory to fix some cataloging issues. Once that has been completed, the branch will undergo some weeding to accommodate new materials. The library was closed the week of Thanksgiving and was open for a total of 9 hours this month.

**SEELEY LAKE BRANCH REPORT**

By Carrie Benton

I have been getting my feet wet learning all about the branch, Workflows, and getting to know patrons.

The high school librarian and I have been visiting about partnering on programming for teens. No hard plans at this time.

I hope to resume a book club in the library this coming Spring.

**SWAN VALLEY BRANCH REPORT**

By Jenny Kauffman

We had a nice book discussion this month discussing *Home Waters,* written by local writer John Mclean. We had 5 participants and hope to add to our number for our December discussion of *The Weight of Night*, another book written by a Montana author.