**DEPARTMENT/BRANCH REPORTS**

**JANUARY 2022**

**REFFERENCE DEPARTMENT REPORT**

By Desirée Funston

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

- Display Pods- Nearly New Fiction, Books and Books in Books, Jewish History & Stories, Missoula Reads 300 Pages or More

- 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

-Evaluating CloudsourceOA platform for open access content in catalog

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

- Facilitated the 3rd Wednesday Book Group – *Isaac’s Storm* by Erik Larson

- As staff liaison for 2nd Wednesday Book Group (*Pull of the Stars: A Novel by* Emma Donoghue) set-up Zoom meeting and checked-in with group

- Organized MPL sponsored blood drive held here. Also as a token of gratitude for hosting a winter holiday blood drive and for collecting at least 20 units of blood (23 units were collected), MPL received an Amazon.com e-gift card worth $250. This will go back into our blood drives someway.

- Kicked off the sixth annual Missoula Reads year-long 50-book reading challenge

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

-Hosted Turning the Wheel for a virtual Memory Café

-Organized programs for the Spring quarter including events and displays for Women’s History Month in March, and Spring Series events in May

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

- Litigation Abstract finished scanning cemetery bio sheets and has started creating a database of the information contained therein

------------------------------------------------------------------------------------------------------------------------------------------**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 World-Wide Cinema for the library’s newsletter

- Submitted news briefs promoting 2nd Wednesday Book Group discussions and upcoming American Red Cross Blood drive for the 1ROOF spring programming calendar

-Submitted PR for Spring quarter programs

------------------------------------------------------------------------------------------------------------------------------------------

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

**-** Attended the virtual Salt Lake Institute of Genealogy

-Worked with archival staff at UM Mansfield, MHS, and Historical Museum at Ft Missoula regarding archival materials for use in displays in March for Women’s History Month

------------------------------------------------------------------------------------------------------------------------------------------

**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

**STUDY ROOM STATISTICS**

By Robert Mueller

I just thought I’d share quickly with you the statistics for study room use since we’ve been open. This is just the rooms marked as study rooms. The Ellingson room gets a lot of use as a study room as well but that is not captured here.

Since we opened in May, we have had over 2,400 reservations and over 4,500 hours of study room use.

If we look at just the last 4 months and project that out over a 12 month period, we can anticipate yearly stats being in the neighborhood of 4,000 reservations and 7,000 hours of use.

**CHILDREN’S DEPARTMENT REPORT**

By Pam Carlton

**Month: January 2022**

Comments: January was relatively slow for floor activity. Our Tiny Tales and Storytimes remain popular. More and more families are coming in to enjoy the programs. Our weekends have become quite busy. We used to have a lull every Saturday afternoon, but that is no longer the case. We remain busy all day Saturday. We are making final preparations for our programs for next quarter starting March 1st. Katie from Families First and Pam will host a cooking program the first Thursday of the month. We will use the kids’ cooking magazine, Chop Chop as a basis for the 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.

--------------------------------------------------------------------------------------------------------------------------------

**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 and Tuesdays. I continue to advertise library programs and read books on air.

-------------------------------------------------------------------------------------------------------------------------------

**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. Be An Engineer is a collaborative program with our partners. We supply the Rig-a-ma-jig and Families First supplies their oversize blue blocks.

-------------------------------------------------------------------------------------------------------------------------------

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

-Provided positive public service in all interactions on the telephone and during curbside.

**FACILITIES DEPARTMENT REPORT**

By Robert Peltzer

**SCHEDULED ACTIVITIES**

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, monitor 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**

Receive and store shipment, chore for guardian mediator Colleen Buzzell, chore, Kayla, chore/climbing wall workers, remove and repair chair/Dave, clean 2nd floor E side troffers, visit with County,

emp monitor and adjustment/Selya and Honore, after holiday schedule dial back and check, First night chore/Tom Bensen, key card for FF, chore/Honore, Move flooring and deconstruct desk for FF, Move flooring and 1st floor perch/Elizabeth, check handicap doors, recycling, hardware store for parts, take down tree and clean up/Sarah, chore/Pam, chore/Selya, prune tree for Teresa, chore/Honore, online research and shopping, sick leave x2, adjust lighting RGB, check front doors, receive shipment, store paneling/REM, meet w/ TC Glass, chore/Amanda, recycling, check key card/FF, chair spotting/Christine, replenish sanitizer/ Robert K., Meet with County, repair table desk/Elizabeth, recycling/Lindy, chore/Honore, chore/Spectrum, check on spotting/John, check sliding curtains/ Kayla, check table partition/Christine and Desiree, Meet with KONE, chore/Elizabeth, contact GCJ/Dave, chore/Amanda, key card lost/MCAT, load newspaper, disassemble and store tree hardware, Meet with DAC, move perch/Selya, chore/Jem, Key card/Elizabeth, meet with Tri-County, study manuals, key card/MCAT, recycling, leveling/Joshua, key card/Elizabeth, 1st and 2nd floor plenum cleaning, snow shoveling/Elizabeth, chore/Amanda, chore/Laura, light switch adjustment, recycling, report chair/Dave, move chair/Honore, check doorbell/Amanda, service caffe area AC units and grease traps, meet with Johnson Controls, door code/Jem, repair door bell, lighting adjustments, chore/Marje, repair 4th floor door stand, work on chair/Linette, stairway chore/Karl, store items/Sarah, elevator incident/security, document storage in shop file cabinets, Meet with Kone, meet with Johnson Controls, clean plenum 3rd floor East, meet with Allen, apply furniture patch, chore/Lynette, Relocate passport screen, check stairway/GCJ, chore/Teresa, fix door/Joshua, meet with Nick, chore/Teresa, check water temps/Jem, meet with security, fax to 4G’s, chore/Honore, email GCJ, contact JC, copy keys/Amanda, resolve back flow valve issue, fixed door handle 308/Robert, check passport door handle/Robert, adjust door closer on bathroom door/Robert, Adjust temps in stairway/Robert, check breaker/Brian, make hole in flooring/Allen, Coordinate with climbing structure company/Honore, recycling, order carpet/Dave, Supply ordering, chore/GCJ, meet with Shadi, chore/Linette, k card chore/Brian, Install paneling backers/Pam, order filters, chore/ climbing wall workers, chore/Amanda, chore/Joshua, info request and order w/4G’s, meet with GCJ, recycling, chore/Robert, clean E side troffers 2nd floor, temp adjustment/Jem, chore/Honore, Chore/Amanda, chore/Ira, correspond with Missoula water and 4-G’s, work with Mike of JC’s, check and test demo kitchen lights, work on door stop/Joshua, reset clock, correspond with GCJ, hardware store, laminations/Christine, hardware store.

**MAKERSPACE DEPARTMENT REPORT**

By Ira Sather-Olson

-During the month of January 2022, I had 371 patron interactions in the Makerspace.

-A number of these interactions 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 running each day we are open.**

-Some of these printing projects included printing small trinkets and toys for children, an armrest hinge for a car, an artistic rendering of a hand, as well as some trophies for a fantasy football league.

**-3D scanning items for patrons to replicate real world items for 3D printing**  
-These items included scanning an automotive tool holder, scanning two board game pieces missing from a board game, 3D scanning small figurines for a hobbyist diorama, as well as 3D scanning and 3D printing a bracket for MPL’s door counter system.

**-Laser cutting and engraving various items for patrons. This is still one of the most popular pieces of equipment in the Makerspace.**   
*Some examples of what patrons have used the laser cutter and engraver for include:*  
-Laser engraving images of mountains and other outdoor scenes on wooden plaques   
-Laser marking drinking glasses with various free images found online  
-Laser engraving an assortment of free images on plywood for children dropping by the Makerspace and wanting to see the laser engraver in action

**-Using our VHS digitizer to digitize home movies**   
-I digitized a number of VHS tapes for patrons into the .mp4 digital movie file format so they could burn the movies onto a DVD, or transfer the movie file to a flash drive   
  
**-Using our film digitizer**  
-Two patrons used our Wolverine film digitizer to digitize a number of 35mm slides into digital .jpeg pictures  
  
**-Utilizing our software resources**

-One patron comes in almost every weekday afternoon to work on old architecture projects using the CAD software called Revit.

-Another patron uses the Makerspace a few times a month to access the Adobe Creative Cloud Suite of applications, which include software that allows patrons to edit photos, edit film, as well as make digital illustrations.

***Other Makerspace happenings:***  
-I taught two classes during the month of January:  
 -The first class was titled “Intro to the Cricut Maker” class and was attended by 5 patrons. During the class, I went over the parts of the Cricut Maker machine, and gave an overview of Cricut Design Space, which is the design software that also runs the machine. After that, I ran three demos where I cut various images and text out of cardstock, adhesive vinyl, and cloth.

-The second class was titled “Laser Mark a Drinking Glass” and 5 patrons attended that class. During the class, I went over the components of the laser engraver and walked patrons through how to use Lightburn, which is the software that runs the machine. After that, I ran a demo of laser marking a drinking glass using a rotary tool that plugs into the laser machine. A few patrons also brought their own drinking glasses to laser mark, so at the end of the class we ended up laser marking three glasses for patrons to take home.

-MPL’s Rob Peltzer continued to teach his popular Watercolor Painting Class at the library, which hosted four classes in January and had a total of 94 participants.

**BIG SKY BRANCH REPORT**

By Brian Doyle

Received donation of a Monoprice Maker Select v2 3D printer from Ira Sather-Olson at the Missoula Public Library Makerspace. Set it up in the “Innovation Station”, the Big Sky Branch equivalent of a makerspace that was previously just being used for storage. Open hours for public 3D printer use starting on Tuesdays/Thursdays.

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

January has been a month of winter storms and thus closures. Four nights we put out the sign. Other nights we were open but no one came due to bad roads where people live.

On those nights we were open, we have seen the numbers increase with students and people from the community. More students are putting books and some DVDs on hold. Nice to see them use this wonderful system to obtain what is needed.

**LOLO BRANCH REPORT**

By Erin Casey

For January, I continued tutoring individual or small groups in English and math. The kids come in on their own and I offer free assistance to all. I sent out emails to those who participated in past book discussion groups and expressed that I would like to continue facilitating the book discussions each month. I have received a few positive replies but am still working on getting a few more people to sign up. I continue to receive and process patron holds and also pull a lot of holds for partner libraries. Last, I am planning another movie for the month of February but had to cancel two movie viewings in January due to poor weather conditions.

School Meetings held in the library (3 meetings) had about 90 attendees total. In addition, there was one Title meeting with parents and students and 8 tutoring sessions.

**POTOMAC BRANCH REPORT**

By Joleen Jin

New hours of 1:30-4:30 have been implemented. Wrapping up the processing of new materials and collection changes with some reconfiguring of library space and shelves to accommodate. January was a very slow month, with very frigid temps and bad weather!

**SEELEY LAKE BRANCH REPORT**

By Carrie Benton

I have swapped out over half of the DVD collection and patrons have been busy checking them out. I re-alphabetized the paperback section. I hope to be able to come to the main library at least monthly to swap out titles. My plan for February is to shelf-read the JMID, E Beginner’s & Board book sections, then to swap out at least half of them with new-to-us titles from the main library.

I have learned how to add a title into the catalog. A patron needed a T-Mobile Hotspot. While we had one with a library barcode, it had not been entered into the catalog, so I had to figure it out. I’m going to double-check with EJ to make sure I did it correctly.

**SWAN VALLEY BRANCH REPORT**

By Jenny Kauffman

We had a nice book discussion this month discussing *On Earth We Are Briefly Gorgeous,* written by Ocean Voung. We had 5 participants and hope to add to our number for our February discussion of *A Painted house,* by John Grisham*.* The day we scheduled our book chat turned out to be very icy so we had several people not able to attend because they couldn’t get out of their driveways. Hopefully this month we will have better weather.