**DEPARTMENT/BRANCH REPORTS**

**MARCH 2022**

**REFERENCE DEPARTMENT REPORT**

By Desirée Funston

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

- Display Pods- In Her Words, Books to Die For, Happy Birthday Yellowstone!, Missoula Reads: Cats

- 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

- Finished putting MPL’s history (artifacts & loose papers) into archival boxes

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- Facilitated the 3rd Wednesday Book Group – *All That She Carried* by Tiya Miles

- As staff liaison for 2nd Wednesday Book Group (*Shuggie Bain: A Novel, by Douglas Stuart*) set-up Zoom meeting and checked-in with group

-Planned and facilitated programs for Women’s History Month including a speaker from the Montana Historical Society and partnering with MCAT for oral history interviews, creating passive programming displays in the 3rd floor and MT room display cases

-Facilitated the first in person Memory Café since the pandemic started with SpectrUM’s Nick Wethington demonstrating his DIY telescope

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

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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

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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

-Creating PR write ups for programs and events

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

-Attended the PLA conference in Portland, OR

-Women’s History Month 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

**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**

Assemble displays/Karl, service meeting room tables, meet w/County, work with road dept., work on chair/Dana, store surplus gear, search for backing, supply order/Dave, excess vacation, request/Paulette, receive and distribute shipment, submit activities schedule/Leslie, contact tow company, search for baldor motor specs, temp adjustment check/Crystal, key card/MCAT, salt walks/Amanda, update and copy cleaning schedules/Elizabeth, check on request/Crystal, help repair display for FF/Hannah, excess vacation, chore/Karl, mount screen/Ira, Montana room floor spotting, chore/Elizabeth, various chores from home, Key cards/ Spectrum, check slashed chair, chore/Amanda, excess vacation, ref office spotting, sew chair/Honore, check gate malfunction, investigate and ready demo kitchen/Sarah, research Baldor maintenance schedule –non existent, receive shipment/Pam, online shopping/ordering, repair Lolo book drop, meeting/Jim McDonald, organize book carts/ Amanda, check on slashed furniture, paperwork/Leslie, excess vacation, repair and sew cushion, AMH service, Admin. meeting, key cards/Spectrum, repair/discard chair/Honore, shipment receive and distribute, adjust all clocks, excess vacation, online order, chore/Karl, study spectrum lighting set up/Nick, Move chair/Honore, call Red’s, order/Robert2, Work on meeting room lights 4th floor/Elizabeth, chore/Martha, chore/Elizabeth, fix furniture/Max, gate check/Will, create new lighting program for learning lab/Nick, chore/Sarah Sweezey, adjust garage breakers, work on stairway door lock, key card for Living Lab, chore/Amanda, vacation, key card delete/Spectrum, fix clock/Honore, carpet chore/climbing wall, AMH work, chore/Elizabeth, Meeting/Shadi, meeting with Crestron/Billy, Program walkie-talkies/Elizabeth, hardware store, install extra leg on privacy screen/Selya, lighting adjustment, chore/Robert2, repair broken shop light switch, recycling, adjust lighting in MCAT, chore/Christine, store safety screens/Selya, chore/Elizabeth, vacation, chore/Martha, furniture and hardware repositioning/Admin., lamination/Elizabeth, hardware store, repair door handle/Brian, chore/Shadi, chore/Security, vacation, design/attach stairway barriers, repair media bank wheel, move balusters, chore/Dana, lamination/Dana, label radios, hardware store, move game center, arrange furniture/admin.

**MAKERSPACE DEPARTMENT REPORT**

By Ira Sather-Olson

-During the month of March 2022, I had 543 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 a case for an older Amazon Kindle, printing a Pokémon-themed plant holder, printing various animal skulls that had been 3D scanned, as well as printing a prototype for a winter face mask.

**-3D scanning items for patrons to replicate real world items for 3D printing**  
-These items included UM students scanning animal skulls (a grizzly, elk, and a bat) from the Philip L. Wright Zoological Museum in order to make smaller 3D printed replicas of the skulls for use in educational presentations.

**-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 cutting a sign for the organization Soil Cycle, which is a food scrap and organic waste collection service in Missoula-Laser engraving coasters and glasses to give to a family moving into a recent built Habitat for Humanity home   
-Laser engraving pieces of plywood with images created from a 2D drawing program we have on the Makerspace’s iPad Pro  
-Laser engraving pieces of plywood to make small signs with free images that patrons found online

**-Using our Carvey CNC Router**-A staff member from the Missoula Art Museum had us engrave a piece of wood on the Carvey CNC router using a modified photo of a painting that is currently on display at the museum. The idea behind the engraving was for users to be able to make a drawing by placing a piece of paper over the engraved piece of wood and then rubbing a pencil over the paper to make the drawing.  **-Utilizing our software resources**

-One patron comes in most weekday afternoons to work on old architecture projects using CAD software called Revit.

-Another patron uses the Makerspace a few times a month to access the Adobe Creative Cloud Suite of applications, such as Adobe Photoshop, 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 March:  
 -The first class was titled “3D Printing 101 Workshop” and was attended by 4 people. During this class, I went over the parts of a 3D printer and how they work, as well as where patrons can find 3D models online to download and print, and then I downloaded two 3D models to print up for demonstration purposes. I also talked about resources we have that patrons could use if they want to learn more about 3D modeling and 3D scanning.   
 -The second class was titled “Intro to the Laser Engraver” and was attended by 6 people. During this class, I went over the parts of the laser engraving machine and how the machine works, and also gave attendees an overview of Lightburn, which is the software that runs the laser. After this, I ran a laser engraving and laser cutting demo of the machine utilizing free images and text that I found online on the websites <https://pixabay.com/> and <https://freesvg.org/>

-MPL’s Rob Peltzer continued to teach his popular Watercolor Painting Class in the library’s Cooper Room A/B, which hosted four classes in March 2022 and had 107 attendees in total.

**BIG SKY BRANCH REPORT**

By Brian Doyle

Put up Women’s History Month display of women’s biographies. Continued advertising for Big Sky Writers and 3D printing open hours. Had a few inquiries via email about Big Sky Writers, but no attendees. Dylan Albans has started coming out on Wednesday evenings to set up a table with cameras and talk to people about MCAT

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

Continue planning with people from the community for summer. Would like to increase usage here but have found over the years that interests of students have changed. Story time that use to have 20 to 40 has decreased to five on a good day. Craft supplies will be out this summer and look forward to kids coming to do that as well as Legos.

**LOLO BRANCH REPORT**

By Erin Casey

During the month of March, the Scholastic Book Fair was held in the library. This brought in a lot of first time library users. There were also three staff meetings during public library hours. I tutored four different students this month and completed and sent in the Town Pump Charitable Foundation Grant for prizes and programs during the summer months.

I am planning to do a Make and Take in April and will have available supplies needed to make tetrahedron kites. I will have to limit the numbers to 10 and if successful, I will do this again over the summer.

Happy Spring! (fingers crossed)

**POTOMAC BRANCH REPORT**

By Joleen Jin

Due to a snow day, the Potomac school library day took place on a Wednesday during public library hours- it was a lot of fun to help out the students and volunteer librarian and why the numbers are so much higher this month. More comments about how the slightly extended hours are a benefit to parents wanting to come into the library to pick out books after school. Applied for a Town Pump Grant for the summer reading program in hopes of being able to offer some prizes and programming this summer for the Potomac community.

**SEELEY LAKE BRANCH REPORT**

By Carrie Benton

The first Book Club went well with 5 participants.

Our wifi issue has a temporary fix. IT is still working on it.

Pam Keller is actively working on (and teaching me) the Summer Reading Program. Materials have been ordered. We are set to run June 15 – August 15.

In the works:

* Putting together a process for the Democracy Project (with Humanities Montana) to have a site here in Seeley Lake. We are working on an interest survey. I have been in touch with the US Govt. teacher and local homeschool families to explore possibilities for this coming fall.
* Scheduling a time for a MT lawyer to come to Seeley in May for the “Lawyers in Libraries” workshop.

**SWAN VALLEY BRANCH REPORT**

By Jenny Kauffman

We had 7 participants for our March discussion of *Golden Girl*. We had our second Story time for preschool and under. There were 6 moms and 9 kids. We will try to keep having story time on the 3rd Friday of the month. Some of the kids are in preschool 3 days a week so additional activities are not desired more than once a month.