**DEPARTMENT/BRANCH REPORTS**

**APRIL 2022**

**REFERENCE DEPARTMENT REPORT**

By Desirée Funston

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

- Display Pods- National Poetry Month; New Beginnings; History & Travel Books You May Have Missed; Missoula Reads Essay Collection

- 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 – *Woman from Denmark* by Christine Frasier

- As staff liaison for 2nd Wednesday Book Group (*The Underground Railroad by* Colson Whitehead*)* set-up Zoom meeting, checked-in with group, discussed number of books FOL should purchase for summer selections, and updated their schedule of titles through July 2023

-Finalized Adult Summer Learning program for both paper logging and online logging through Readsquared

-Facilitated Memory Café with Bamboo Bodies

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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

- Organized MPL sponsored blood drive held here

-Met with Montech at UM for a tour of their equipment with possible collaboration possibilities for our future programs

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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 information about my involvement with MPL programming for *Programming Spotlight*

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

-Submitted PR for summer programs including Memory Café, computer classes, summer learning programs, and genealogy classes

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**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

- Trained Slaven on 3rd floor Reference, Business Center, Montana Room

-Organized computer classes to start in the summer quarter

**CHILDREN’S DEPARTMENT REPORT**

By Pam Carlton

**Month: April 2022**

Comments: With the rise in Tiny Tales attendance, our mornings are getting busier on Thursdays. Our weekends are always quite busy. We are receiving many calls for tours. Most teachers want a tour with all partners.

**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 and Tuesdays. She continues 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 our storytime and offer on our YouTube channel weekly.

-We offered Lego Club, Be An Engineer programs and Cooking With Chop Chop. 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. Cooking With Chop Chop is also collaborative with Families First. We have a kids’ cooking magazine called Chop Chop and we take our inspiration from the magazine for our cooking program.

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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.

**FACILITIES 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**

Chore/Honore, Chore/John, chore/Allen, design, modify and install barrier, chore/Robert, install door stop, tighten hardware/Shadi, chore/Allen, chore/Ed, Move furniture/Caroline, clean cataloguing E. area sills/Shadi, check gates/Sarah, programing request/Karl, fix door handle/Kayla/security, fix shredder/Desiree, order supplies/Selya, Move and store items/Amanda, install door stop/Selya, carpentry chore/Christine, service remote book drop/Ann, replace chipped tile/Teresa, photograph parking bollard/Honore, shopping, check and test lighting on 3rd floor, inspect drains, chore/Joshua, lamination/Dana, sensor research online, chore/Selya, make media bank measurements, contact Billy w/Crestron, contact DA furniture designs, hardware store, copy keys/Leslie, clean troffers 1st and 2nd floor, prep media banks, lighting adjustment, Check and trouble shoot HWP VFD #2, adjust lighting, key card chore/Elizabeth, key card request/Sarah, store and catalog shipment, hardware store, install barrier/Sarah, contact CDA and ProSweep, cleaning chore/Karl, refill chore/Joshua, meeting w/Amanda, window inspection and reporting/Robert M., check balcony door/Selya, programing chore/Sarah, check leaking ice maker/Crystal, adjust Pir 1st level, art supply order, clean front entry, chore/security, visit with GCJ, HVAC maintenance, chore/Shadi, visit w/MCAT, chore/security, information letter to Elizabeth, key car/FF and Elizabeth, receive shipment, prepare and stock closets/Selya, hardware store, pick up at Norco, design and print vinyl w/Ira, Install Vinyl, Unload spotting scope tower, service vacuum, print vinyl with Ira, chore/Karl, photo for Karl, modify window troffer, clean 1st floor E troffers, repair AMH cart/Selya, carpet spotting/Spectrum, chore/John, chore/Robert M, surveil/Allen, sticker and install clearance bars, take measurement/Robert M., store carpet/Robert M., inspect 2nd floor installation/Elizabeth, hardware store, PK lot cleaning, chore GCJ, chore/Hannah, chore/Will, chore/Teresa, inspect and move shipment/Elizabeth, supply order/Dave, cleaning chore/Desiree, chore/Honore, chore/County, outdoor pruning and lot readied for sweeper, relocate lockers/Amanda, Move hardware/Hannah, restock bark planters, meeting/Karl, investigate fencing options, repair stanchion, knome house request/Jon, secure bench tops/Slaven, Modify floor and re-route cables Blackfoot room/Allen, print receipts for Leslie, chores and order/Leslie, chore/Dave , fix podium/FF, assemble & deliver furniture/Pam, safety check for Kevin –security, re- install light cover/Elizabeth, Research table leg modifications, online shopping and ordering, fix door cabinet/FF, chore/Max, check extinguisher/Security, work on parking drains, check bathrooms/Dave, repair cut wires/security, meet with director, special scheduling/Karl, chore/Slaven, lamination/Christine, gather and store dispensers, check extinguisher/security, cover/Dave, shipment receive and store, chore/Leslie, odor clearing/Dana, gate check/security, carpet lifting chore/Desiree, request/window cleaners, special programing/Karl, Table test demo/Selya, meet and inspect shipping container w/Montana Transport, shopping and ordering/Amanda, store/ Robert, cover/Dave, Drill holes for OPACS/IT, camera demo/Joshua, cover/Dave and Shadi, online research and ordering/Slaven, chore/Sarah, chore/IT, meeting w/Selya, check staff shower chair/Selya, disassemble chairs/Ira, gate/lighting/HVAC scheduling per Karl.

**MAKERSPACE DEPARTMENT REPORT**

By Ira Sather-Olson

-During the month of April 2022, we had 613 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 printing various animal skulls that had been 3D scanned for some UM students, as well as 3D printing items such as smaller costume props, a game piece holding mechanism for a role playing game, a mount for a Bluetooth speaker, a custom luggage tag, as well as various trinkets and toys for children.

**-3D scanning items for patrons to replicate real world items for 3D printing**  
-These items included UM students scanning animal skulls from the Philip L. Wright Zoological Museum in order to make smaller 3D printed replicas of the skulls for use in educational presentations.   
-Another patron used the scanner to scan smaller figurines in order to replicate and 3D print them.

**-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:*-Two patrons came in to laser mark drinking glasses, coffee cups, and soup cups to give to coworkers as gifts  
-Laser engraving various images on plywood for kids visiting the space  
-Laser marking a large piece of steel with a logo of a regional firefighting crew that the patron works with  
  
**-Utilizing our software resources**

-A patron uses the Makerspace a few times a month to access the Adobe Creative Cloud Suite of applications, such as Adobe Photoshop, which is software that allows patrons to professionally edit their photos.

***Other Makerspace happenings:***  
*-The Makerspace hosted two classes during the month of April:*  
  
-The first class was titled “Intro to 3D Scanning” and the class was attended by two people.   
-During the class, I demonstrated the three types of 3D scanning available to the public through the Makerspace: utilizing a desktop 3D scanner for scanning small objects, utilizing an iPad and a scanning attachment to scan larger objects such as human bodies, as well as a method of 3D scanning called photogrammetry—which is a type of 3D scanning where you take a number of photos of an object and run the photos through software in order to create a 3D model from the photos.   
  
-The second class was titled “Intro to the Cricut Maker” and was attended by eight people.   
-During this class, I went over all of the parts of the Cricut Maker machine, as well as demonstrated how to use Cricut Design Space, which is the software used to run the Cricut machine.

-I finished the class with a demo of the machine cutting through cardstock, adhesive vinyl, as well as scrap fabric utilizing free images found online coupled with text phrases.

-MPL’s Rob Peltzer continued to teach his popular Watercolor Painting Class in the library’s Cooper Room A/B, which hosted five classes in April 2022 and had 133 attendees in total.

**MPL Social Media:**

Mary and Max are doing an excellent job with MPL’s social media! Engagement on Facebook and Instagram is growing all the time and some posts reach in excess of 3 million views – holy cow! We had a 30% increase in Instagram followers in April alone. We also have people who follow us all over the world and we are very popular in the Philippines, who knew? Great job and keep up the amazing work!

**BIG SKY BRANCH REPORT**

By Brian Doyle

Changed book display to one celebrating the birthday of Terry Pratchett, renowned fantasy author and satirist. Continued advertising for Big Sky Writers and 3D printing open hours and had 4 people show up to use the 3D printer. Began planning for summer hours/programming. When school ends, we’ll be open 12-4 Monday/Tuesday and 2-6 Wednesday/Thursday. Planning on starting Kids Arts & Crafts programs every Tuesday and Family Movie days every Thursday. The new Library Director, Slaven Lee came to visit the branch on 4/26/22, along with Asst. Directors Elizabeth Jonkel and Amanda Allpress. Showed them the space, talked about my plans for the summer, and got their feedback on ways to make the branch even better (more signage would be helpful).

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

Closed for three days this month for Spring Break. Submitted a grant to Town Pump for the summer reading program. Continue to work toward summer programs. Food Bank will return for summer meals. We will be serving lunch and a snack. Planning story times and crafts. Working with SpectrUM on presentations from them for elementary students.

**LOLO BRANCH REPORT**

By Erin Casey

For April, I continued to work with students who are struggling academically in the evenings. I had a total of 16 students this month. In addition, I am providing books for the Boys & Girls Club staff to check out for their students. I am still working with administration on a movie night but have not received feedback from the school administration.

I am gathering materials for the Summer program and planning activities. I will have a story time each week, a crafternoon on Thursdays and will facilitate a kindergarten readiness program in the library over the summer.

School staff and teacher meetings held in the library (2 meetings) had about 60 attendees total.

**POTOMAC BRANCH REPORT**

By Joleen Jin

More use in the last half hour of the day for the public library hours by parents and students. The school had a book fair in tandem with Parent/Teacher conferences at which I attended to provide and promote information about the public library and its services. Planning for summer reading, getting together promotional materials for marketing at the school and within the community.

**SEELEY LAKE BRANCH REPORT**

By Carrie Benton

Book Club is going well. I’ve already heard from people planning on attending our next gathering later this week.

Our wifi issue has a temporary fix. IT is still working on it. At the moment, the issue that needs to be resolved is around security.

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.

* We have been in contact with the local elementary school to visit classrooms to promote the program and hand out fliers for parents.

In the works:

* “Lawyers in Libraries” workshop is scheduled for May 25th. We’ll put a Public Service Announcement in the local paper two weeks ahead (who has also offered to run a short article promoting the program).
* Getting the Democracy Project set up for Seeley Lake is still a work in progress. The US Govt teacher and I met and brainstormed about possible ideas for the fall. Also, a list of questions was developed and I passed these along to the Program Coordinator for Humanities Montana. I do plan to set up a time to visit with Linette about how the program runs in the Main Branch.

**SWAN VALLEY BRANCH REPORT**

By Jenny Kauffman

We had 7 participants for our April discussion of *The Memory Keeper’s Daughter*. We had our 3rd Story time for preschool and under. There were 7 adults and 7 kids. We are starting the planning for our summer programs. Hopefully we will have weekly story times for school aged children. Our plan is to have Swan Valley Connections collaborate with us once a month to have some hands on learning about nature incorporated into our programming.