**DEPARTMENT/BRANCH REPORTS**

**MAY 2022**

**REFERENCE DEPARTMENT REPORT**

By Desirée Funston

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

- Display Pods- Take Me For a Spin; History and Travel You May Have Missed; Explore Nature; Missoula Reads Fantasy, You Don’t Know What You Want but you Want Something Good

- Collection development & maintenance (ordering, weeding, mending, donations, memorials, requests)

- Provided readers’ advisory assistance and personalized reading lists

- Provided information on book chat bags

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- Facilitated the 3rd Wednesday Book Group – *Defending Jacob* by William Landay

- As staff liaison for 2nd Wednesday Book Group (*The Library Book* by Susan Orlean) set-up Zoom meeting and checked-in with group

-Facilitated May Memory Café with MUD Gardening

-Facilitated foraging demo kitchen program

-Finalized summer reading adult program logs and programs

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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

- Meet with UM History Professor regarding how MPL can help high school students explore Missoula history as part of a NEH Summer Institute his department is hosting in June

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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

- Participated in Safety Specialist candidate interviews

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

-Attended an Alzheimer’s storybook workshop sponsored by MSU, AARP, and MT Geriatric Ed. Center

-CSLP “Oceans of Possibilities” for adult summer learning planning

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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 Annie on 3rd floor Business Center, Montana Room, Reference

- Participated in the Dementia Training offered to staff

-Planned and promoted upcoming technology sessions

**CHILDREN’S DEPARTMENT REPORT**

By Pam Carlton

**Month: May 2022**

Comments: The library continues to get busier all of the time. Once school lets out, we will be even busier still. All of our Summer Learning Programs and reading program items are ready for the starting day of June 1st. There have been numerous tours. For some of the tours the teachers brought 100 children and had them visit spectrUM, MCAT, Familie First and the library on a rotating basis. Next year the partnership agreed that a school bringing 100 students at one time was not productive or satisfying. Schools would be asked to visit the library over 2-3 days depending on the size of the group.

**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 no longer hosting the Pea Green two days a week. Bradin and Dana will soon start going to the radio station on Mondays to read aloud on air.

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**LRP Objective: Offer programs and services for teens and children of all ages each year**

-We 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 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**

Cleaning/Dave and Shadi, receive and store shipment, recycling, chore/Karl, store supplies, check leaking faucet, replenish stolen TP/Selya, test wheel inserts, light adjustment/Cataloging, modify chairs/Ira, return system programing after weekend/Karl, temporary staff entry door repair pk. garage, look at and ready shower stall seat/Selya, grass pruning, door reassembly, pick up donations/Amanda, pay invoices, chore/Dave and Teresa, key card/Karl, clean waste bins/Karl, unclog toilet/Christine, hardware store/Elizabeth, brush scrub pk entry, receive and assemble shipment/Slaven, recycling, clean/Shadi, Key cards/Spectrum, Install trash containers/Slaven, modify chairs/Ira, Red’s towing report, chore/Linette, chore/Martha, chore/Robert K, recycling, check lock/Trappers Peak, Repair flooring/Bradin, repair lock/John, chore/Desiree, cover/Shadi, chair repair/Dana, faucet leak 2nd floor, check and repair ergo cart/Will, repair bathroom lock/ Jon, Key card changes/Amanda, clean elevator/Shadi, chore/Robert M., Meeting with Slaven, meeting with Shadi, spotting on 4th floor, Met with DAC, Met with Nick, research/Elizabeth, chemical testing for Dave and Shadi, met with Shadi, inspection w/DAC, online shopping and ordering, deep cleaning in ref., unclog toilet/GCJ, meeting with Shadi, clean elevator/Shadi, cover duties/Dave, check and reposition pkg. height bar, permanently attach tot shelving/Dana, unclog toilet/Kayla, scrum entry sidewalk, test goo-gone on carpet, recycling clean entry trash bins and sills, meet with Living Lab director, chore/café, coordinate shipping container information, key card upgrade/Rachael, Re set up Shadi with another key, repair leaking bottle , replace cover/Desiree, programing/Living Lab, Clen and reconfigure electrical rooms, clean elevator spitting, chore/MCAT, key cards/MCAT, deep clean reference sink, recycling, digital monitoring task/Living Lab, communications and notes/GCJ, replace pkg bar streamer, re- attach shelving/Dana, chore/Mikayla, chore/Martha, receive and distribute shipment, weeding and pruning, repair ergo cart/Will, cover/Shadi, repair ergo cart/Lissa, meeting with Dave, modify cards/security, help IT with opacs, chemical testing, photograph shipping container, clean elevators, work on entry gates, adjust cafe key card permissions, assist IT, meet with Dave, e mail photos/Lockwood, meet with MCAT radio technicians, Schedule shipping container move, prep and move media banks, assist Joshua with opacs, vandalism repairs, move furniture/Selya, move planters/Slaven, chore/FF –Hannah, move power source/ Elizabeth, repair soap bottle/Desiree, repair switch cover/ Jon, hardware store, replace drain screws, key cards/ Elizabeth, key card/security, chores/Amanda and Selya, tighten opac hardware, clean pk garage E doors, meeting/Karl, repair carpeting/Amanda, check/start sprinkler system, check HVAC/Amanda, check/change filters/Slaven, repair soap dispenser/Desiree, clogged toilet/Desiree, graffiti removal/Teresa, Reds towing, key cards/Selya, key card adjustments /Hannah, install umbrellas, online order/Dave, repair mic stand /Robert M., retighten rest of opacs, online order/Elizabeth, hardware store, build umbrella safety restraint,

**BIG SKY BRANCH REPORT**

By Brian Doyle

Had a lot more reference questions this month, partly because a patron who came to the WOW Bus to ask for help started coming out to see me at Big Sky instead. Also had a regular start showing up to the Big Sky Writers’ Group, twice in a row. A few more patrons came in to use the 3D printer and learn about them as well.

School is preparing to end its academic year, we’re preparing to start our summer programming. We’ll be doing arts and crafts on Tuesdays, family movies on Thursdays, and 3D printing open hours on some Wednesdays, drop-in D&D sessions on other Wednesdays. We’re also a location to give out snacks from the Missoula Food Bank to kids who might be hungry.

**LOLO BRANCH REPORT**

By Erin Casey

During the month of May, there were several meetings in the library as school administration and staff were preparing for the end of the school year. It was a busy month with occasional tutoring sessions continuing, requests to place holds, along with filling the on shelf hold requests and processing hold pick-ups. I am assisting the school media specialists with cataloging new items, preparing library cards for the next school term and shelf reading during slow times at the branch.

In May, I learned that the Lolo branch would be receiving the Town Pump Charitable Foundation grant and will use the funds to purchase prizes for the children completing their reading logs over the summer.

I wish you all an enjoyable summer.

**POTOMAC BRANCH REPORT**

By Joleen Jin

Doing a big PR push for Potomac for the summer by promoting the summer learning program and events through social media outlets, the school’s website and newsletter, visiting the classrooms to talk about the library in summer, visiting local businesses to put up flyers and went out to the Sunset School in Greenough to provide handouts to the teachers and students who attend that school. There is now a regular group of parents and students who use the library after school during the last half hour. I applied for and was awarded a Town Pump grant for Potomac’s summer learning program which I will use to purchase craft and STEM kits for weekly pick up and take home activities in tandem with the Missoula Summer Learning Program.

**SWAN VALLEY BRANCH REPORT**

By Jenny Kauffman

We had 6 participants for our May discussion of *The Tiger’s Wife*. We had our 4rd Story time for preschool and under. There were 7 adults and 7 kids. We are starting the planning for our summer programs. 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. We also have Desiree coming to have a genealogy workshop and Spectrum coming in June.