**DEPARTMENT/BRANCH REPORTS**

**JUNE 2022**

**REFERENCE DEPARTMENT REPORT**

By Desirée Funston

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

- Display Pods- Nearly New Fiction, Summer Reading Categories/Juneteenth, Take Me for a Spin, Explore Nature, Missoula Reads: Fantasy

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

- Provided readers’ advisory assistance and personalized reading lists, created reading lists for Juneteenth and the Summer Reading Program

- Provided information on book chat bags

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- Facilitated the 3rd Wednesday Book Group – *Sea People* by Christina Thompson

- As staff liaison for 2nd Wednesday Book Group (*Homeland Elegies* by Ayad Akhtar) set-up Zoom meeting, checked-in with group, and discussed meeting both in-house and via Zoom beginning this fall

- Presented three genealogy programs (two at Main branch and one at Swan Valley)

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

- Facilitated Memory Café in the demo kitchen

- Rolled out the adult Summer Reading Program with printed reading logs and the Readsquared app

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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

- Moved pamphlet rack materials from 1st floor Biz Center wall to wooden kiosk next to the Community Resource Center, thus creating space for a public bulletin board

- Organized MPL sponsored blood drive held here

- Performed outreach to a residential facility by providing card sign ups and library information

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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 final grant report to Montana History Foundation regarding the cemetery bio sheet digitization project

- Submitted an application for a PLA incentive for digital literacy funding

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

**-** Staff contact for the UM History Department’s Summer Humanities Institute for High School Students. This was a free, week-long program designed to introduce students (8 students, 2 faculty) to the UM community and collegiate life while spending time immersed in the history of the Missoula and Bitterroot Valleys. Guided by instructors, students completed a hands-on research project about the history of MPL. They explored how the library’s story aligns with broader patterns in the development of public institutions across the Mountain West. They ended with a presentation to faculty & family. I meet with professor, provided an overview of MTR and MPL archival materials (once with professor and once with he & students together), and answered questions.

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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

- Held 3 tech connect classes on Smartphones for Beginners and 2 drop in tech help sessions

**CHILDREN’S DEPARTMENT REPORT**

By Pam Carlton

**Month: June 2022**

Comments: With the end of the school, the 2nd floor started really rocking and rolling. Things have tapered off a bit after the initial 2-week rush of visitors getting ready for the summer and vacations. Our first summer learning program was on the 14th. With 40 participants attending, we felt it was a hit. Later in the month Kate Davis brought in some of her birds and it was standing room only in Cooper A & B. Soft Landing is bringing in a group of kids once a month for a book group their first visit had 28 participants.

**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.**

-Dana read on the Pea Green Boat once this month.

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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.

-We offered 3 Summer Learning Programs this month. All were well attended.

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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**

ordering/Amanda, store items/Robert, cover/Dave, Drill holes for OPACS/IT, camera demo/Joshua, cover/Dave and Shadi, online research and ordering/Slaven, chore/Sarah, chore/IT, Coordinate and move shipping container, shopping/Selya, pruning, spraying, hardware store, meetings/Dave, Training/Shadi, receive and distribute shipping, election coordination, cleaning tool assembly, keycards/various requests, chore/Slaven, recycling, inspection/security, chore/Selya, chore/Elizabeth, check items/Dave, tighten items/Will, repair flooring/Dave, work on broken latch/Robert, banking, weeding, election set up, preventive spraying, chore/Linette, replenish supplies/Will, temp adjust/ Elizabeth, hardware store, trouble shoot lighting and gate issues, manually lift gates, repair door latch/Robert M, contact Systems Northwest and Photo Scan/Slaven, chore/Systems Northwest, consult with IT, run CAT-6 cabling for MCAT, take measurements w/Amanda, build and secure balcony umbrellas, check water temp settings/Selya, set up, return and store voting equipment, trouble shoot gate and lighting malfunctions, weeding, key card adjustment/Paulette, chore/Dave, service, test and ready LOW/Sarah, charge LOW batteries, check on water leak 3rd floor, re-hand display materials/Christine, clean sidewalk graffiti/Robert M., chair repaired/Anonymous, Door latch repaired/Robert M., inspect WOW bus for documentation/Slaven, chore/Joshua, key cards/Spectrum, 5th key card order, contact Systems Northwest, check on spotting/Slaven, chore/Amanda, keys and key cards/Amanda, Key card/Jesse (radio), Key card/Hannah, chore/Lindy, visit with DAC and Scott Jones, chore for DAC, chore/Shadi, chore/Joleen, work on Karl’s signage, repair bathroom electronics/Dave, run CAT-6 cabling underfloor/MCAT –radio, meet with furniture supplier/Elizabeth, prepare and install signage/Karl, meet and prepare more signage/Karl, install valve/Linette, work on sprinklers, meeting/Karl, hardware store, check satellite book drops/Elizabeth, meeting/IT, research sprinkler heads, chore/Caroline, signage install/Karl, vacuum repair/Linette-Slaven, hallway painting/Amanda, sprinkler repairs and manual watering, online shopping/ordering, sprinkler repairs and weeding, foam cutting/Elizabeth, chore/Allen, chore/Amanda, balcony umbrella repair, recalibrate sprinklers, meet with Systems NorthWest, filed phone messages/PhotoScan, drawer repair/Caroline, police report, Key card/Spectrum, build and install shelving/Pam, Meet with James Higgins horticulturist, meet with Hannah, recycling, pruning, install brochure holder/FF, check climbing structure/Amanda D., shopping and ordering/Dave and Horticulturalist, safety staff training, distribute shipment order, online ordering, recycling, gate scheduling/Selya, foam cutting trial #2, meeting with Karl, remove various item/Karl and Slaven, reverse gate programing/Selya, study video/Amanda, investigate lighting/Elizabeth, key card/Amanda, remove decals/Slaven, Key card adjustment/Spectrum, check and adjust book carts/Will, chore/Will, re-install umbrella chains/Slaven, chore/Max and Scott, maintenance on WOW bus, chore for video filmers, look at door problem/Slaven, check on available tables/Joshua, chore/IT, clean 1st floor W troffers, attend various meetings, collect photos for the WOW bus, cut foam pads.

**MAKERSPACE DEPARTMENT REPORT**

By Taylor Marston

-During the month of June 2022, we had 334 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 chain link animal toys, phone holders, light switch covers, small skeletal models, fidget toys, and a hanger for a cubicle wall.

**-3D scanning items for patrons to replicate real world items for 3D printing**  
-These items included the cubicle wall hanger and a piece of an overhead rack for a car.

**-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:*-One patron engraved her child’s Father’s Day message on a drinking glass as a gift.

-A family with three kids made black and white drawings in the space, scanned them, and then engraved them into plywood.

-Another patron cut names and roses out of wood to use as wedding decorations.  
  
**-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.

-Multiple young patrons used our Cura software to hand-manipulate 3D printing projects.

***Other Makerspace happenings:***  
Taylor Marston is the new Makerspace Specialist, and he started on June 27th.

**BIG SKY BRANCH REPORT**

By Brian Doyle

Reduction in total visitors likely due to school ending. Began summer programming schedule: Arts & Crafts on Tuesdays, 3D Printing and Writers’ Group on Wednesdays, and Family Movies on Thursdays. Arts & Crafts is the most popular with an average of over a dozen people attending each program. Began distributing Summer Reading Program logs and passing out schedules of summer events happening here and at the main branch downtown.

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

May

Received the Town Pump Grant for the summer reading program rewards. Training for the summer food program is the first week of June. SpectrUM will visit us twice this summer – once in June and once in July. Their presentations are for those in 2nd to 6th grades and they ask that the parent be present. Story times and crafts are planned and in the process of holding books and gathering supplies.

Looking forward to summer!

June

The summer food program is the serving 20 youth Tuesday thru Thursday in the library. There is always crafts and legos to follow.

SpectrUM visit this month with 25 youth and 12 adults present. Look forward to July.

Story times and crafts stared out with 17 and then just stopped with only a couple coming and reading directly to them.

Over 40 reading programs were given out. For the first time (since I have been here)13 new cards were given out.

**LOLO BRANCH REPORT**

By Erin Casey

June was a busy month at the Lolo branch. I had planned a story time on Wednesday and Crafts on Thursday, however, a group of pre-school kids come in on Tuesdays so I have expanded story time to two days a week. I follow the weekly theme the pre-school uses with their kids and locate books for them to check out on whatever particular topic they are covering that week. The crafts on Thursdays follow the summer reading theme "Oceans of Possibilities." One week we made mermaids with old fashioned wooden clothes pins, and another week we worked on creating swimming jellyfish.

I requested 50 reading logs and as of today, there is only one log left, so there are some busy student readers in Lolo. I have asked them to return completed logs on August 11th so that I may purchase to award prizes on August 18th. There has been only one student return a completed log. I asked the student if they would stop reading now that their log was complete. The look on this young person's face was priceless..as they vigorously shook their head no.

I am still filling many holds for the partner libraries and also processing holds for community members. In addition, I am assisting the school librarians with their student library ids and shelf reading the school's non-fiction. I have also catalogued some new books for the school collection.

I received money to purchase books for the Lolo collection and requested young adult and Montana writers as the areas I would most like to supplement. I have received many new books and they are flying off the shelves.

Last, there were two school meetings in the conference room with about 12 people attending each of the meetings.

**POTOMAC BRANCH REPORT**

By Joleen Jin

Summer is going great out at the Potomac branch. Spectrum provided a program “Be a Biologist” for kids with over 2 dozen kids attending as well as adults. Went into the classrooms to promote the summer reading program and was awarded the Town Pump grant to allow the purchase of craft and STEM kits for kids to come in every week and take home. Several families have a picnic out on the school playground and come in to get their craft kits and make them outside on the picnic tables, so it has been really successful and people are loving it.

**SEELEY LAKE BRANCH REPORT**

By Carrie Benton

May

Book club continues to hold steady.

The Lawyers in Libraries event was successful with five attendees. The material and presenter were very engaging. Q & A time was excellent!

June

Book club continues to hold steady. Patrons want to continue through the summer.

We began the Summer Reading Program on Jun 15th. The response has been amazing! It is absolutely wonderful to see so many kids and parents excited about the program. There are 22 registered for the program so far, with 27 reading logs handed out (5 kids are on their second log!).

The “Be a Biologist” event was a huge hit! We had ten kids participate in this, along with their parents (4 adults). The spectrum folks did a wonderful job! Then many kids stayed and hung out in the library, joining the SRP!

MCAT provided a used IMac computer for video editing. They are planning to purchase equipment for both video editing and podcasting. I am working with the school to build storage space for the equipment when not in use. The plan is to train me on how to use the equipment so that I can then train others.

**SWAN VALLEY BRANCH REPORT**

By Jenny Kauffman

We had 8 participants for our May discussion of *Outside Valentine*. The author, Liza Ward, gave us some insight into what went into writing the book. It was fun visiting with her. We had our 4th Story time for preschool and under. There were 7 adults and 7 kids. We have started our summer reading program. So far we have not had much participation with the story/craft times and only 4 children participating in the “Be a Biologist” program sponsored by the Spectrum, but we have had 23 kids, a record number, sign up to participate in reading. I think the $500 grand prize is helping to encourage them to read. Already 4 kids have read over 40 books. The Genealogy workshop was a hit. We are already looking at having another in the early fall.