**DEPARTMENTN/BRANCH REPORTS**

**JULY 2022**

**REFERENCE DEPARTMENT REPORT**

By Desirée Funston

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

- Display Pods- Oceans of Possibilities, Nearly New Fiction, Set in the Mediterranean, Missoula Reads: Secrets

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

- Provided readers’ advisory assistance and personalized reading lists

- Provided information on book chat bags, performing diversity audit on book chat collection

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

- Facilitated the 3rd Wednesday Book Group – *What We Carry* by Maya Shanbhag

- As staff liaison for 2nd Wednesday Book Group (*Happy All the Time: A Novel* by Laurie Colwin) set-up Zoom meeting and checked-in with group

-Facilitated a Memory Café games day

-Monitor Readsquared activity for adult summer reading program

-Solidified programs for the fall quarter

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

- One-on-one training/consultation with a patron requesting genealogy research assistance

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

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

- Participated in Safety Specialist interviews

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

**-**Gave summer practicums tour of 3rd floor and highlighted Reference responsibilities

- Watched UM/NEH Summer Humanities Institute for High School Students’ final presentation about the history of MPL which they researched using our archives

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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

- Participated in MPL’s Staff Training Day

-Instructed technology classes for smartphones, library catalog, ebooks and audiobooks

**CHILDREN’S DEPARTMENT REPORT**

By Pam Carlton

**Month: July 2022**

Comments: THE Children’s Floor continues to be well used and busy. We continued with our summer learning programs. Out of 4 programs scheduled two were well attended, one was not, one was cancelled and Bram Brata Steel Drum Band was a huge hit for kids and adults alike. See stats for details.

**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 reads on the Pea Green Boat every Monday.

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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 4 Summer Learning Programs this month. On was cancelled and all but one 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**

Online ordering/Elizabeth, Clean entry way sidewalk spill/Amanda, work on café entry door malfunction/Slaven, pick up down town materials/Christine, wrap deer damaged tree/James, level Elizabeth’s desk/E, return table legs and unpack shipment order, return misplaced tools, check on climbing wall structure/Amanda D., chore/Bradin, organize card files, Reset café door/Slaven, work on door/Slaven, fix kick stand/Christine, work on 1st floor South troffers, call quote submitters, chore/Shadi, repair front door lock/security, repair door stand room 307, repair bathroom faucet 3rd floor, Mount screen/reference, procure table for Makers Space, check on outlets/Robert M., clean bathroom/Slaven, chore/Mary, chore/security, cleaning/Dave, chore/Leslie, chore/Amanda, contact JC’s, key card/Makers Space, hang markers, program new radios and train staff/Amanda, instructions for security/Amanda, receive and distribute shipment, chore/will, repair AMH dock, order/security, chore/Amanda, meet with DAC, repair AMH station/Will, service outside air motors, purchase and pick up mulch/Slaven, trouble shoot sprinkler station, chore/Elizabeth, order supplies/security, store garden supplies, work on front door/security, repair water fountain 3rd floor/Scott, chore/Spectrum, repair chair for Makers Space, chore/Dave, clean spill in bathroom, repair chair for 3rd floor, online shopping, store supplies, check outside air ducts, lights reminder, chore/Spectrum, Repair key card system, cancel key card, issue key cards for Leslie and Erin, install door hook in café/Jem, update security on front door dog latch, check outside outlets, find elevator keys/Elizabeth, clean transient mess, contact JC, adjust monitor/Elizabeth, recycling, assist fire inspector, weeding, assist with runaway kid, spread mulch, install door hook in staff bathroom, fix front door, water scrub front entry and staff entry, check leak/Dave, receive and store shipment, refill cafe wipe station, make new key cards/Radio station, check radio station temperature, chore/Allen, chore/Amanda, inspect WOW bus, weeding, prepare sale brochure for WOW bus, met with Radio station director, procure container/Taylor, hose down parking garage, distribute valve lists, recycling store JC parts, order/Dave, repair gaming cabinet/Robert M., reconfigure key card permissions/Slaven, Scheduling painting class with Sarah, temp adjust/FF, meeting with Linette, remove backing on sharps dispensers, wet clean parking garage, key card for Ed, recycling, repair bathroom door lock/Martha, Meeting w/security, prepare invoices/Leslie, check temperatures and chore/Paulette, weeding, check gate malfunction/security, chore/Teresa move network line for /IT & Taylor, reinstall sharps dispensers, chore/Brian, Meeting with Selya, service HVVAC in café, hardware store, online shopping, replenish tree bark/ Slaven, locate and eliminate underfloor noises/Dylan, weeding, transient mess clean up, check gate malfunction/ Amanda, chore/Teresa, sprinkler testing and adjustments, move displays/ Selya, meeting with security and Allen, recycling, meeting with Lyngsoe, chore/Lyngsoe, meeting w/Elizabeth, prep facilities staff for coming conference, chore/Amanda, patch repair/Karl, install flag holder/Children’s, recycling, gate software inspections, prepare visuals/Admin., meet w/Karl, repair walls and hang art/Karl, move gaming system, flooring connections and furniture/Selya, chore/Paulette, reset gate schedule, spotting chore/Hannah, chore/Shadi, clean garage overhead door, study security video footage, work on W gate, recycling, chore/Paulette, unclog toilet, check umbrellas/Joshua, configure thermostats, hang art work /Karl, Move displays/Selya, design and install flag pole/Linette, reconfigure com radios.

**MAKERSPACE DEPARTMENT REPORT**

By Taylor Marston

During the month of July 2022, we had **476 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 that patrons could use for personal, creative, or educational projects. Most of these centered on our 3D printers, CNC router, laser engraver, Cricut cutting machine, and our VHS/cassette digitizers.   
Other visits included appointments made by patrons to use 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 projects included:
  + Camper roof window handles
  + Keychain gifts for the Montana Library Association conference
  + A rotating filament holder
  + A variety of toys and knickknacks
* **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:
  + Etching wine glasses as personalized gifts for a 60th wedding anniversary
  + Engraving and cutting out Montana-themed Christmas ornaments
  + Engraving a company logo into cutting boards as gifts to employees
  + Engraving a photograph onto a linoleum block and using it for artistic prints
* **Cutting out 2D projects using our Cricut.** Our Cricut is becoming quite a popular piece of equipment here in the Makerspace. Some of the things it was used for this month are:
  + Personal logos to place on a 12-year-old’s handmade products
  + Window cling stickers to help keep patrons from running into our glass doors
* **Other projects.** These included:
  + Creating a phone case bumper model using of our 3D designing software
  + Digitizing 50-year-old home videos from 8mm film
  + Sewing pillows, scarves, and clothing with our sewing machines

Many of these projects were made during appointment hours, so moving forward the Makerspace will keep its hybrid appointment/open hours schedule. This will help us reach both patrons that need special attention and those who are more self-guided in their creative projects.

**BIG SKY BRANCH REPORT**

By Brian Doyle

Continued summer programming activities. Arts & Crafts Tuesdays continues to be popular with families with young kids, variety of ages attending family movies on Thursdays. I’ve had several people show up to learn about the 3D printer, but it unfortunately stopped working properly. Working with the MPL Makerspace team to get it back up and running before school starts. Continue to have one regular attendee for the Big Sky Writers’ Group.

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

We were closed the first week of July for maintenance work. Over the 4th of July weekend the school experienced a major break in a pipe over the library. Books were taken to the freezer and then rehydrated by Day Spring. No books were lost. Some furniture and shelving we lost. The library remained closed for the rest of the month.

The patron visit stats in the stats report reflect giving out lunches and holds in the parking lot.

**LOLO BRANCH REPORT**

By Erin Casey

July was another busy month at the Lolo branch. Each week there were two story times, one on Tuesday for the Castle Pre-school kids and another on Wednesdays for the pre-school and other kids in the community. After story time there is a follow up activity that includes looking at books or drawing/coloring art. In addition, crafts are on Thursday afternoons and follow the summer reading theme "Oceans of Possibilities." There was an activity for the kids every day in July. In addition, I provide coloring pages and activities for kids who come into the library even when there is not an activity planned for that time.

The last day to turn in completed reading logs is Thursday, August 11th and as of today, fifteen reading logs have been turned in. The children are so happy to turn in their logs and for me to see all the stickers placed on their circles. I will purchase prizes this Friday and Saturday to award on August 18th, the last day for summer hours.

On July 7th, we had two facilitators from SpectrUM conduct the "Be A Biologist" program. It was a fantastic turn-out with about 60 kids and parents attending. The two young ladies from SpectrUM did an outstanding job working with the large groups of kids. The boys and girls were so engaged and really enjoyed the activities.

I continue to fill many on shelf holds as well as receive holds, shelf returns for the school and branch library collections, and have been searching for trace items as well as shelf reading the non-fiction school collection.

I will begin fall hours on August 24th, the first day of school. Where does the time go? Wishing all a fun and safe rest of your summer.

**POTOMAC BRANCH REPORT**

By Joleen Jin

Potomac was open in July for 4 Wednesdays, 12 hours total. A regular group of families is still coming in to get their books and take home craft/maker kits and several summer reading logs have been completed and turned in for prizes.

Still slowly refreshing the collection and tidying the library. The school volunteer has been coming in several weeks for more training and instruction on collection maintenance and circulation best practices for the upcoming school year.

Continuing to promote the library through community Facebook posts, flyers out in the local area, and through the school secretary email lists.

**SEELEY LAKE BRANCH REPORT**

By Carrie Benton

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

The Summer Reading Program has been a huge success so far! Thirty-one kids are registered. Three kids have completed the maximum allowed three reading logs (24 hours of reading); three kids have completed two, and five kids have completed one. We’ve given out 20 coupons for a free small cone from the Ice Cream Place. The program ends on Monday, August 15th. We will hold the grand prize drawing on Thursday, Aug. 17th.

MCAT purchased equipment for both video editing and podcasting, brought it to Seeley and has begun training me on the equipment (more training to come) so that I can help patrons who want to use it. We are waiting to hear back from the school-system about storage space for some of the equipment when not in use.

**SWAN VALLEY BRANCH REPORT**

By Jenny Kaufmann

We had 8 participants for our July book chat. We are going strong with our summer reading program. A few kids have read over 100 hours already and we still have a month to go. Participation with the story/craft times has picked up a little over the last couple of weeks. Hopefully we will finish strong in August. We have scheduled a watercolor class for August for adults and are scheduling camera workshops for September and October.