**DEPARTMENT/BRANCH REPORTS**

**AUGUST 2022**

**REFERENCE DEPARTMENT REPORT**

By Desirée Funston

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

- Display Pods- Summer Reading, Our World in Photos, Missoula Reads Crafty

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

- Provided readers’ advisory assistance and personalized reading lists

- Provided information on book chat bags

- Sorted through a stack of donated USGS Quad maps to add to our collection

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

- Facilitated the 3rd Wednesday Book Group – *Year of Magical Thinking* by Joan Didion

- As staff liaison for 2nd Wednesday Book Group (*The Bartender’s Tale* by Ivan Doig) set-up Zoom meeting and checked-in with group

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

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

- Organized MPL sponsored blood drive held here

- Sarah and Christine met with Terri Elander (MCT Public Relations Director) who wants to partner on MPL’s October blood drive by offering a drawing for 3 pairs of tickets to opening night performances of *The Addams Family: A New Musical*

- Unpacked, sorted, & cleaned past MLP awards & honors (staff, volunteer, library) in preparation for hanging in the 3rd floor Biz Center

------------------------------------------------------------------------------------------------------------------------------------------**LRP Objective - Practice sound interdepartmental and external communication**

- Meetings- Reference, Steering, Adult Programming, Public Relations, All Staff, Circulation, strategic planning

- Responded to inquires through the refdesk email account

- Website administration – various updates and change requests

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

-Attended 2022 Library Tri-Conference

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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

-Received funding through the PLA Digital Literacy Incentive for increased support of digital literacy classes

**CHILDREN’S DEPARTMENT REPORT**

By Dana McMurray

**Month: August 2022**

Comments: The Children’s Floor continues to be well used and busy. We finished our summer learning programs with good attendance at the National Wildlife Federation event and the highly appreciated End-of-Summer Swimming Party at Currents Indoor Swimming Pool.

. **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.

-We were able (through cooperative scheduling gymnastics) to attend the Family Roots Festival in Caras Park. It’s a very popular event and we made contact with over 200 people.

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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 storytimes and post new ones 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 our final two Summer Learning Programs this month.

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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 troffers, registers and walk in plenums. Weekly meetings. Weeding and mowing in the summer. Watercolor painting class preparation and teaching

**UNSCHEDULED ACTIVITIES**

Work on gate sensors and controllers, chore/Robert M., check hose/Amanda, inspect umbrellas/Jon, move signage/Selya, furniture spotting/Elizabeth, transient mess, 4th floor carpet spotting/Dave, café tape removal and window cleaning/Amanda, inspect café door for malfunction, rewrite gate program, safety beam check and shopping, clean up side walk spills and stains, move tables/Selya, meet w/TC Glass, train security on lock, meet w/Jarrett, chore/TC Glass, chore/Slaven, chore/Amanda, chore/Sasa, chore/Teresa, visit with Overhead Door of Montana, check broken key cylinder/Amanda, set up tables/Selya, meet w/TC Glass, repair café leak/Jem, store tables/Selya, replace and treat flooring on 3rd, flooring, manual watering, key chore/GCJ, met and worked with Overhead Doors of Montana, update key card system/security, prep meeting rooms/conference, transient mess, recycling, Greenough park visit, meeting/DAC/Karl, clean elevators/Shadi and Dave, chore for Slaven, clean SW stairs, key card/Rachel, chore/FF, photos to admin., take and document photos/DAC, 7 key cards/Jesse B., recycling, weeding, meet with fire dept., strategic planning meeting/Elizabeth, search for plumbing manifold level 4, chore/Dylan, move signage/Selya, check elevators and contact Kone, open bike cage at old library/Becky, meeting/Karl, repair stanchion/Karl, hang frames/Dylan, meet w/Kone, weeding/spraying, chair repair/Dana, online order/Childrens, lighting cover search/ Robert M., check door hardware/Robert M., RGB lighting adjustment, pk towing, repair umbrella/Robert M., contact OHDM and Shadow Asphalt, chore/Amanda, Modifications WordPress, repair passport door/Robert M., repair leak/Jem, weeding, recycling, transient mess, adjust lighting, meeting/Slaven, chore/Amanda, chore/Will, replace balcony chains, key card/MCR & Spectrum, day long troubleshooting meeting/JC, chore/Elizabeth, assist DAC, repair passport door, contact OH door of Montana, delivery/Dana, clean water closet, check new water monitoring configuration, clean and inspect boilers, assist construction workers, chore/Robert M., clean boiler room, document and manual organization, temp adjust/Christine, transient mess, chore/Elizabeth, umbrella inspection/Jon, bathroom door repair/Robert M., dispenser inspection/Brett, reconfigure thermostats, check on gates, online ordering, check staff elevator/Elizabeth , meet with Kone, meet with Hannah, post alarm sounds/Elizabeth, gum patrol, clean main St entrance and café entry, lamination/Robert P., chore/Robert M., new safety personnel training, patron tour, assist DAC, clean pk. entry/Dave, key card/DAC, chore/DAC, chore/Leslie, work on Spectrum door/Nick, recycling, chore/Brett, repair planter/Lindy, chore/Elizabeth, clean generator room, carpet spotting/Shadi, chore/Dac, chore/Elizabeth, recycling, check parking garage gate East/Amanda, roof inspection and search for lost spring, carpet spotting/FF, key card update/Spectrum, clean and organize gen room, Meet with JC, work on generator room.

**MAKERSPACE DEPARTMENT REPORT**

By Taylor Marston

During the month of August 2022, we had **407 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, sewing machines, 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:
  + A model of a hospice center a patron designed
  + Prizes for the library’s adult reading challenge
  + Two coil covers for a patron’s model trains
  + Replacement umbrella clips for the library’s patio umbrellas
* **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 how patrons have used the laser cutter and engraver include:
  + Cutting paper lace for wedding place settings
  + Etching glass mugs for a birthday party
  + Cutting MDF into a storage tray for tabletop miniatures
  + Engraving a variety of initials and logos onto plywood keychains
* **Cutting out 2D projects using our Cricut.** Our Cricut is a relatively popular piece of equipment here in the Makerspace. Some of the things it was used for this month are:
  + Window cling parking passes for the library and its partners
  + Stickers for summer camp kids
* **Other projects.** These included:
  + Creating a 3D scan of a patron’s head so he could design fitted helmets
  + Digitizing VHS home movies
  + Sewing tote bags and learning embroidery on our sewing machines

The Makerspace’s hybrid appointment/open hours schedule continues to 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, ending with final Arts & Crafts day on 8/23/22. Large uptick in people entering the building, mainly due to Big Sky staff coming through for tours on several days. Academic year began on 8/29/22, shifted to academic year hours (4:15-7:30) instead of summer hours. Continuing 3D printing open hours and Big Sky Writers’ group programs into the academic year. Received new 3D printer from MPL Makerspace and PS4 from MPL gaming center. For now, PS4 is just available for use after school upon request, but will establish regular programs with it next PR quarter.

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

The Summer Reading Program was a success even though we were closed for over 6 weeks. A grant from Town Pump gave us the ability to provide reading incentives to those who completed their charts. We have enough left over to run the same program next summer or do some incentives during the school year.

Families learned to place items on hold so they could pick them up during the lunch hour. In June we did more library cards then I have ever done in the past. The last week we did box art for the two days we were open and the kids were here for the whole day just doing things. Very enjoyable!

The stats above reflect giving out lunches and holds in the parking lot until the library opened on August 16th.

**LOLO BRANCH REPORT**

By Erin Casey

The Lolo Branch finished the summer reading program with 20 children turning in their completed reading logs. Almost all of the kids have picked up their prizes to date. The STEM prizes were purchased with the Town Pump Charitable Foundation grant. With permission, I took photos of the children with their completed logs and prizes and will use these photos to make up a personalized thank you card to Town Pump.

I continued to facilitate two story times and a craft afternoon each week during the month of August. In addition, I instructed students about library skills and provided a story during an introduction to school called-- Kindergarten Readiness program. The Kindergarten Readiness was held on three consecutive Thursdays during August. Last there were two school staff/administrative meetings during public library hours with a total of 54 attending.

I completed the non-fiction shelf reading for the Lolo school collection and assisted with cataloging and processing new items. I also met with Joel and his assistant at MCAT and we are planning two stop animation programs for students in October.

**POTOMAC BRANCH REPORT**

By Joleen Jin

August continued at Potomac with summer craft/stem kit pickups for kids, with the last day on August 31st. There were 5 completed summer reading logs turned in. Annie A subbed out at Potomac for 3 weeks while I was on vacation and reported that everything went well. School has started, so after school activity on the 31st was pretty good with several families coming in and new library card applications for new students.

**SEELEY LAKE BRANCH REPORT**

By Carrie Benton

Book club continues to hold steady (two were sick this month).

The Summer Reading Program has been a huge success so far! Thirty-one kids registered with 30 completed Reading Logs turned in. We gave out 30 coupons for a free small cone from the Ice Cream Place. The grand prize drawing was held on Aug. 17th. Kids were so excited to receive their grand prizes! Names (with parents’ permission) are being published in the *Pathfinder* next week.

Still waiting to hear about storage for all the MCAT equipment. Also – still needing to be fully trained on the equipment. Next steps after that are to advertise and demonstrate for the community.

The Democracy Project will begin soon. I participated in the Orientation this month. The parent, teen and community partners informational meeting is set to be held Thursday, Sept. 22nd @ 7 p.m.

I’ve started keeping track of patrons who come here primarily to use the free Wifi. For this month – 18.

**SWAN VALLEY BRANCH REPORT**

By Jenny Kauffman

We had 10 participants for our August book chat. We are going strong with our summer reading program. A few kids have read over 100 hours already and we gave out a $500 Visa card to the person who read the most. Participation with the story/craft times has picked up a little over the last couple of weeks. We finished a bit stronger in August. The watercolor class for August for was attended by 8 participants and 1 instructor. We are planning a couple of camera workshops for September and October.