**DEPARTMENT/BRANCH REPORTS**

**SEPTEMBER 2022**

**REFERENCE DEPARTMENT REPORT**

By Desirée Funston

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

- Display Pods- Freedom to Read(banned books), She Has a Name You Know, Big Sky Country, Missoula Reads Orange Cover

- 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 – *The Cold Millions* by Jess Walter

- As staff liaison for 2nd Wednesday Book Group (*Send for Me* by Lauren Fox) set-up Zoom meeting; Will K. helped with set-up for combined inhouse/Zoom discussion

-Hosted Turning the Wheel for Memory Cafe

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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

- Confirmed six blood drives with the Missoula Red Cross for 2023

- Along with Slaven & Karl figured out arrangement of MPL awards & honors; showed Rob what is involved with hanging plaques

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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

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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

-Conducted digital literacy classes

**Children’s Department Report**

By Pam Carlton

**Month: September 2022**

Comments: With the start of school we have seen a decrease in patron use during the day. The mornings are busy with the toddler set. In the afternoons we get busier as naps are over and school lets out.

. **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.

-Sarah went to Sunday Streets which was held in the Lewis & Clark neighborhood this year. It was well attended. Sarah talked with well over 100 people.

-Linette went to the Fire Fair and talked to just over 100 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.

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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**

Floor spotting in MCAT/Joel, back from summer class prep, key card/security, water plants/Amanda, assist with picture hanging, chore/Amanda, recycling, search for missing motor mount, key card transfer/Jem, cover/Dave, check MCAT floors, Locksmith chore/Leslie, chore/Amanda, cover/Dave, hardware store, chore/Amanda, repair faucet leak/Slaven, key card adjustments/Jem, climbing wall inspection, chore/Slaven, meet with SPS Painting, demonstration /Karl and guests, Key card adjustments/Spectrum, Living Lab, Café., replace stolen soap dispenser bottle/security, photo documentation/Elizabeth, key card/Spectrum, cover/Dave, roof repairs, closet supplies/Bradin, key search/Leslie, check and reset dryer/Kayla, remount roof motor, receive and store shipment, assemble backup keyset/Security, meeting w/Dave, chore/Elizabeth, check café door/Slaven, forward estimate/Slaven, retrieve people counter/Allen, Move paints/SPS, cones for Karl, keys to Cheyenne, meeting with Brett, repair cart/Will, issue keys to café staff, welding repair 4th floor/Brett, repair door handle/Slaven, program thermostats/Bradin, meeting/Slaven, trouble shooting /PhotoScan, meeting with Ednor and SPS, meeting/Selya, repaired YA wall/Brett, phone troubleshooting/PhotoScan, repair AMH cart/Will or Robert M., chore/Linette, show Shadi some cleaning items, café door final repair and test, work on front vestibule/Slaven, parking lot restriping reschedule, repair 2nd floor door/Lindy, meeting with Karl and guests, meet with TC Glass, work with TC Glass, first aid to TC Glass, check clock/Elizabeth, replace trash container/Sasa, move and re-park MCAT truck, move stanchions/Elizabeth, key card questions w/KFGM Jon, chore/Brett, recycling, clean 4th floor/Amanda, 1st floor signage/Karl, chore at art museum, hardware store, chore/Leslie, remote parking lot monitoring and gate scheduling, temp check and adjustments/Desiree, work on climbing structure electronics/Amanda and Ben, chore/Elizabeth, meet with DAC, chore/KFGM, key card/Spectrum, chore/Bradin, café lights turn off, Key card/KFGM, check Main St door/Selya, install signage/Karl, contact JC, key cards/Amanda and Joshua, investigate urine smell/Elizabeth, chore/security, chore/Jenice FF, repair bike cage double doors/security, check sprinkler system, pulling Canadian thistle, metal fabrication for door, inspect bus and fill out WOW Bus sales form/Slaven, light adjustment/security, recycling, transient mess, clean up construction mess, key card identification/Selya, transient mess, cover/Shadi, copy keys/Security, unjam book drop, gasoline for MCAT vehicle, document leak/Christine, chore/Paulette, chore/Allen, Supply order/Dave, cover/Shadi, contact towing service, overnight lights left on, cover/Shadi, return ladder, chore/Selya, document new ceiling leak/DAC, replace height tape, check on moving palette delivery, repair spotting scope, furniture repair/Robert M., clock adjustment/Jon, Remove & store paints /SPS, reset door in FF, meet w/Janice, check handicap switch/security, check and adjust Cooper room door, check and adjust planter/Dave, weeding, chore/Elizabeth, cut off lock for patron, meet w/Selya, research lighting/Selya, delivery/Dave, online supply ordering, recycling, various chores/architect meeting, chore/electrician, chore/Honore, chore/Selya, chore/Karl, chore/Linette, chore/Slaven, chore/Allen, key card/Linette, demonstrate C hook mechanism/Amanda, Robert M., key card/Radio KFGM, chore/ Jeanice FF, reconfigure gate schedule, room reconfiguration chore/Selya, meet with DAC, door demo/Lester, key card/Spectrum.

**MAKERSPACE DEPARTMENT REPORT**

By Taylor Marston

During the month of September 2022, we had **381 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. Other visits included appointments made by patrons to use our equipment for educational and creative projects including:

* **A variety of 3D prints.** This is still a popular service and the 3D printers are usually running each day we are open. To keep up with the 3D printers’ popularity, this month we purchased and built a new Prusa MK3S+ 3D printer. Some of the projects we printed with new and old 3D printers included:
  + Cat-shaped planters designed by kids from the Boys and Girls Club
  + A replacement part for a roof rack
  + Model boat parts
* **Laser cut/engraved items for patrons.** This is still one of the most popular pieces of equipment in the Makerspace. Some examples of laser cutter/engraver projects include:
  + Giant plywood outlets made by our new Open AIR artist, Hannah Harvey
  + Water bottles and hearing aid cases with contact info etched onto them
  + A wooden book cover for a Belgian binding project
  + A folding set of bees’ wings that show the differences between 3 species of the same genus
* **Sewing projects.** This month we saw an increase in use of our sewing machines. Because of this, the first Tuesday open hours of the month will continue to be sewing/mending-themed. This month’s projects included:
  + Several Boomerang Bags that were sewn in the Makerspace, including bags sewn by children with their parents
  + A mending project where new straps were sewn and then attached to a garment
* **CNC router repairs.** This month I was contacted by two patrons who were interested in repairing our CNC routers. The large Shapeoko CNC router had been out of commission since the move to the new library, and the desktop Carvey CNC router had recently been malfunctioning. Thanks to these patrons’ help, both are now fully functional!

In addition to patron projects, there were a number of in-house projects in September. In-house 3D prints included book holders as prizes for the adult reading challenge, clamps for our CNC routers, and darning looms. In-house laser engravings included MDF coins with the Makerspace’s contact info to be handed out as business “cards.”

**BIG SKY BRANCH REPORT**

By Brian Doyle

Begun academic year. Many students and parents coming through for tours and open house activities. Signed some students up for library cards, explained the difference between the Big Sky School Library and the Big Sky Branch of Missoula Public Library. Got some volunteer inquiries, recommended they contact Dana McMurray at the main branch.

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

School is back in session and the nights are pretty quiet. It has been a slow beginning as they adjust to activities and school work.

Miss the families and the small ones coming in to check out books. Some of them come but not nearly daily as they do during the summer.

Family Movie Night was a great success.

**LOLO BRANCH REPORT**

By Erin Casey

September was a busy month with Lolo staff, teachers, administrators and students returning to the school routine. There were four school meetings (teacher/staff) held in the library with about 118 attendees total. Typically there are meetings every Monday evening for school personnel.

The Summer Program concluded this month with all the young readers receiving their prizes for completing their reading logs. Again, all participants who completed their logs received a nice prize. With parental permission, I took photos of the prize recipients. With some of these photos, I created and sent two thank you cards to the Town Pump Charitable Foundation.

With schools back in session, the on shelf hold requests has substantially increased. I am keenly aware of this as I run out of crates to send items out with our courier service. I continue to assist the school media specialists with processing new books, cataloging and shelving items for the school collection as well as the Lolo branch collection. In addition, I continue to track items that are long overdue, audios that are missing disks, and follow up with email and courtesy messages.

Last, I attended a zoom meeting with Mary W. who showed me around NextCloud and the finer points on how to schedule programs using this software. I also created a flyer to advertise the MCAT Stop Animation program for October 6th and 13th and sent out an all staff email to the Lolo teachers about this fun upcoming program for students.

**POTOMAC BRANCH REPORT**

By Joleen Jin

September slowed down a bit as the summer reading and take home craft kits are over. School is in session, and there are always a regular group of families and students that stop by after school. The school library continues to check out to classes on Tuesdays of every week. The school library volunteer and I have been working on doing inventory on the school library collection to clean up the records, organize and assess what is and is not on the shelves. As part of the PLA Digital Literacy grant that was awarded to MPL, I plan on purchasing a few laptops to have out at the branch and offer one on one technology help to the public during open hours once I obtain the funds and am able to purchase devices.

**SEELEY LAKE BRANCH REPORT**

By Carrie Benton

The Democracy Project is off and running. I am partnering with the US History & US Government teacher. He has made it a requirement for the AP Government (seniors). Already, we’ve had John Clayton come to the classroom to speak and brainstorm (speaking on the Birth of Public Lands). Next to come is Mike Dennison (Changing MT Political Landscape) on November 1st, followed immediately by Erika Fredrickson (Alternative Media and Community Involvement) on November 2nd. The grant ($3,500) check has been received (forwarding it to Leslie).

MCAT has come up a couple of times now and trained me (and my high school library co-hort) on using the podcasting equipment. Already we’ve begun spreading the word in the community and school.

The Book Club gatherings have been great and will continue

**SWAN VALLEY BRANCH REPORT**

By Jenny Kauffman

We had 9 participants for our September book chat. We wrapped up 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 time for preschoolers has not been good. The photo class for September for was attended by 3 participants and 1 instructor. We are planning another camera workshop for October and already have 7 or 8 participants signed up.