**DEPARTMENT/BRANCH REPORTS**

**OCTOBER 2022**

**DEPARTMENT REPORT- REFERENCE**

By Desirée Funston

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

- Display Pods- Fans of the Great British Bake Off; Missoula Reads: Orange Cover, National Domestic Violence Awareness Month

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

- Provided readers’ advisory assistance and personalized reading lists

- Provided information on book chat bags

- Shifted genealogy collection (again!) for better spacing and to allow the Montana Book Award collection to be out in the reading room.

-Conducted a diversity audit on the book chat collection

- Lyndy & Christine moved the remaining Oversize Montana Room collection from the reading room to secure room to create new shelving space for MT periodicals & increase shelving for genealogy collection

- Completed inventory of items designated Government Documents in the catalog

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- Facilitated the 3rd Wednesday Book Group – *Bitter Chocolate* by Carol Off

- As staff liaison for 2nd Wednesday Book Group (Squeeze Me by Carl Hiaasen) set-up Zoom meeting and checked-in with group

- Partnered with the Missoula Job Service to offer monthly classes – (Resume Workshop and Job Search class cancelled due to the Indigenous Peoples’ Day closure) and Resume Office hours.

-Facilitated apple pressing program with the MUD Tool Library for general public and Memory Café

- Organized MPL sponsored blood drive held here

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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

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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 news briefs promoting 2nd Wednesday Book Group discussions and upcoming American Red Cross Blood drives for the 1ROOF winter programming calendar

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

-Participated in the PLA Digital Literacy Incentive cohort

- Gave Lincoln County Library staff a tour of 3rd floor

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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: October 2022**

Comments: We are in the swing of the school year schedule. During the weekdays, we have homeschool families, families with little ones, and the after-school rush. The Fifth Grade Art program is now in full swing with 5th grade tours most days of the week. This was the first year we celebrated Bat Week. Bat Week happens every year and is the week before Halloween. We had 2 programs and both were attended by just the right number of families for the scheduled activity. Sunday, October 30th, AUOR held its second annual Halloween Bash and this was as successful if not more so than last year’s event.

. **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 storytimes and post new ones on our YouTube channel weekly.

-We offered Lego Club, You’re An Engineer programs and Cooking With Chop Chop. You’re 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.

-Pam held two Bat Week programs that were well received.

-We held the second annual Halloween Bash on Halloween 30th.

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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 Main street door/security, check Parking entry handicap mechanism/Dave, meeting room prep for Christine, hardware store chore/Amanda, Conex pickup at airport, unload and store carpeting, install nozzle/Amanda, install carpet squares/Slaven and FF, move balcony furnishings/Slaven, meet with DAC, chore/Selya, replace height streamer, call in for Red’s, chore/Taylor, repair door handle/Slaven, repair carpet and patch grommet holes/Robert M, chore/Dave, move balcony furniture/Karl, chore/Joleen, reset ice maker/Amanda, work on Main street doors, battery search/Joshua, receive shipment, install mop cleaner, repair floor tile/Laura, inspect/attach elevator paneling/Security, check/adjust closet doors/Amanda, meet with DAC and TC Glass, broken glass cleanup/Amanda, chore/Amanda, replace moist towels/Brian, meet and help Safety and Fire Equipment Co., chore/Dave, chore/Slaven, reset key card/Spectrum, inspect filtration, replace height bollard tape, meet w/ DAC, retrieve supplies from conex, unload equipment, install plaques/Christine, recycling, chore/Selya, store chairs/MS, online ordering/Dave, install plaque/Honore, meet with Kone, chore/security, chore/Max, check on extinguisher charges, photos and assignment for Elizabeth, adjust RGB lighting, key card chore/Café, key card/Amanda, chore/Selya, JC visit w/Slaven, repair kick stand/Amanda, OEM parts research, chore/Dave, recycling, Election preparations, hardware store, grass pruning, chore/Shadi, chore/Christine, shut down and store hoses for winter, check weather stripping for Robert M., tighten handicap post/Robert M., check electrical problem/Dave, check on doors/security and contact TC Glass, work on sprinklers, fix AMH cart/JPD, ornamental grass trimming, fix flat/Joleen, chore/security, check carpets/Robert M., online shopping and research, chore/security, sprinkler testing, move and store pavers, check door details/Karl, fix clock/Will, delivery/Dave, patron library tour, chore/Karl, recycling, meet with Chris to replace tiles/Elizabeth, check and clean AMH, chore/Crystal, chore/Will, check video/Allen, clean generator room, hardware store, online order, put together a new lighting program/ Caitlin, help MCAT w/specter displays, remove broken furniture/Jon, repair planter/Amanda, visit/Shadi, meet w/County for salt delivery, sprinkler work, clean generator engine, security observation report, key card/USPS, chore/security, receive shipment, pick up order at hardware store, key card/security, help Elizabeth with umbrella warranty, inspect and close off broken entry door/security, repair table/Will, shop set up/spectrum, vacuum servicing, transient mess, modify, prep and clean sanitary dispensers/Elizabeth, prompt Spectrum on security issues.

**MAKERSPACE DEPARTMENT REPORT**

By Taylor Marston

During the month of October 2022, we had **389 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 running each day we are open. Some of the projects we printed included:
  + 3D models designed by children using our 3D modeling software
  + Several superficial and interior parts for a Subaru
  + Quirky pencil holders for an elementary school teacher’s classroom
* **Laser cut/engraved items for patrons.** The laser cutter continues its legacy as one of the most popular pieces of equipment in the Makerspace. Some examples of laser cutter/engraver projects include:
  + Giant plywood outlets and plugs made by our last Open AIR artist, Hannah Harvey
  + Electric guitar templates to be used by kids through a nonprofit called The Instrument Shop
  + Handmade baskets and drums engraved with Indigenous art made by Indigenous artists
* **Sewing projects.** This month we saw steady use of our sewing machines. And, upon several patrons’ request, the Makerspace now has a serger available for use. This month’s sewing projects included:
  + Children’s Halloween costumes
  + Several tote bags, and most of them made from Boomerang Bag’s provided supplies
  + A fashionable, mustard yellow jumpsuit

In addition to patron projects, there were a number of projects by the library and its partners in October. Here are a few AUOR projects that used the Makerspace:

* **MCAT.** The Makerspace hosted a DIY metal casting activity by Jesse from MCAT, where participants made rings and pendants with pewter, using cuttlefish bone and engraved plywood for casting.
* **Living Lab.** During the month of October, Living Lab staff used our Cricut to cut shapes out of paper for AUOR activities, including bats for the Halloween event.
* **spectrUM.** Staff from spectrUM used the laser cutter/engraver to make trays out of plywood, which they then paired with magnets to make an object that imitates how we telescopically explore space
* **Makerspace.** The Makerspace has been given the go-ahead to make and sell merchandise for the Library Store. At this point, 3D printed book holders and laser engraved robot earrings are for sale. Other items will be added in the future with administrative approval.

**BIG SKY BRANCH REPORT**

By Brian Doyle

Several inquiries about Big Sky Writers’ Group but still only one regular attendee. Most patrons are students spending time in the library after school or local residents from nearby coming in to pick up books on hold. Slower than last month due to no tours or special events. Began planning programming for next quarter.

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

Speech and Debate is off to a busy fall. They have been in the library gathering info and debating the best info to use and well as practicing for their first meet.

Again another great Family Movie Night.

A patron has started a foreign film night on the first and the third Mondays at 7 pm. It is starting slow but hope for more support from the community in the future.

Legos have started coming out upon request as well as crafts.

**LOLO BRANCH REPORT**

By Erin Casey

October was a busy month at the Lolo branch library. There were six school related meetings with a total attendance of 132. In addition there were two MCAT- Stop Animation programs. The first was on October 6th and 8 children attended. The second Stop Animation was on October 12 and there were 9 children that enjoyed making a video from their Lego creations. I was happy to see parents joining their children for some stop animation fun.

**POTOMAC BRANCH REPORT**

By Joleen Jin

October was steady at Potomac, with most activity taking place in the after school hour of the day. Inventory of the school library collection was completed. Laptops have been purchased for public library patron use with grant funding, they are currently being processed by the IT department and will hopefully be available shortly.

**SEELEY LAKE BRANCH REPORT**

By Carrie Benton

Democracy Project – The collaboration with the Government teacher is going well. There is great support here in the high school for the partnership. We are keeping up on our milestones.

We’ve made space for a “Podcasting Studio” in the library that patrons can use. I will be starting Open Podcast Studio hours (MCAT hours) on the first Monday of each month beginning in December (still working out a few bugs).

As winter approaches, many Book Club attendees are having surgeries or heading back to their snowbird residences. At the next gathering we will discuss whether or not to continue through the winter.

**SWAN VALLEY BRANCH REPORT**

By Jenny Kauffman

We had 6 participants for our October book chat. We only had a few people for the story time, but there have been more kids visiting the library this month. The photo class for October was attended by10 participants and 1 instructor. We are planning a History of the Swan Valley Program for November.