**DEPARTMENT/BRANCH REPORTS**

**NOVEMBER 2022**

**REFERENCE DEPARTMENT REPORT**

By Desirée Funston

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

- Display Pods- It’s Magical; Colleen Hoover Didn’t Write This; National Hospice and Palliative Care Month; Top Popular Titles; Dear Reader (Epistolary); Ugly 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 – *Love in Infant Monkeys* by Lydia Millet

- As staff liaison for 2nd Wednesday Book Group (*The Little Old Lady Who Broke All the Rules* by Catharina Ingelman-Sundberg*)* 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 and Resume Office hours.

-Facilitated Memory Café, planned programs for winter quarter

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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

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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

-Instructed classes on smartphone use, searching the library catalog, and ebooks and eaudiobooks

**CHILDREN’S DEPARTMENT REPORT**

By Pam Carlton

**Month: November 2022**

Comments: With our closures for Thanksgiving, our stats were a bit down. At this time of year, it is hard to say how busy we will be on any given day. Our weekends continue to busy on the second floor. By 10:30, we have a good crowd and it generally stays that way until 5ish. Fifth Grade Art Experience continued through November. We had a tour every day we were open.

. **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 and Pam read 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.

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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**

Office work, parking lot and grounds work, 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. Watercolor painting class preparation and teaching

**UNSCHEDULED ACTIVITIES**

Meeting room set up chores/Slaven, issue reports, work on sprinklers, meet with TC Glass, meet w/Karl, meet with DAC, chore/DAC, Meet with Elizabeth, reset ice maker/Sarah, chore/Sarah, hang picture/Karl, repair clock/Dana, chore/Amanda, meeting w/Robert M., chore/Robert M., chore/Leslie, move flooring and install display case switch/Robert/M., Move power box for audio station/Robert M., store parts and carts, check on Crestron system w/Allen, install handle on disp. Cases, recycling, meet with election officials, meet with James Higgins about landscaping, chore/Teresa, repair meeting room tables, troubleshoot pk. garage gates, remove floor stickers/Elizabeth, tighten handicap post hardware/Brett, Crestron chores/Allen, sticker removal/Elizabeth, elections preparations, water leak testing, recycling, chore/Laura, file organizing, set up and take down for elections, meet with Overhead Doors of Missoula, chore/Elizabeth, chore/Amanda, relocate ice melt spreader, meet with Kone, assist Kone, leaf removal, meeting w/ Puritan, clock repair, time change adjustments, chore/Karl, chore/security, contact ODM, find salt bucket/security, alarm chore/security, consult with Dave, Open and remove barrier walls for climbing wall access/Slaven, monitor and help lift installation and abortion, chore/Amanda, chore/Sarah, check and service Barnes and Noble book drop, chore/Shadi, chore/Dave, chore/Amanda Dudley, chore/Allen, contact and confer w/Kone, chore/Christine, chore/Teresa, store Umbrosa umbrellas, hang pictorial/Karl, repair outlet/Robert M., give Dave some cleaning duties/Amanda, meet w/Hannah FF., key cards/FF, work on FF entry door, meet w/Leslie, check dishwasher/Chelsie FF, Work on FF door, hang pictures and modify frame/Jeanice, repair 1st floor table/Kaila, dodging salesmen, carpentry chore/Christine, assist Scott at climber, store signage/Perch staff, work on heating system, chore/security, online order, shop cleaning, generator scheduling check, chore/Jim S., search for register replacement, service Frenchtown and Barnes and Noble book drops, clean up elevator vandalism, chore/Dave, chore/Teresa, key card for KFGM, receive and set up tree from Jim S., key card adjustment/FF, chore/Robert M., chore/Kaila, key card/Spectrum, chore/Hannah, meeting with Puritan, move piano/Selya, chore/Slaven, contact Apex for backflow test, meeting w/Shadi, check dishwasher/Slaven, change out clock/Desiree, repairs in Tiny Town/Dana, hardware store, work on 3rd floor bathroom doors/Robert M. and Lester, Talk to Shadi/Selya…

**MAKERSPACE DEPARTMENT REPORT**

By Taylor Marston

During the month of November 2022, we had **316 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:
  + Custom molds for resin pouring, designed in-house
  + Die press molds for soap-making
  + A variety of toys, including dragon eggs and articulated animals
* **Laser cut/engraved items for patrons.** The laser cutter continues to be one of the most popular pieces of equipment in the Makerspace. Some examples of laser cutter/engraver projects include:
  + Steel mugs and water bottles etched with names and a local homeschool group’s logo
  + An assortment of keychains cut from acrylic and engraved
  + Customized bigfoot picture frames
* **Other projects.** This month we continued to see steady use of our sewing machines. We’ve also begun to see more use of the Shapeoko CNC router. Projects that used these machines and others include:
  + Fleece hats, made with sewing machines and our new serger
  + Topographical maps of Montana and New Hampshire, carved with the Shapeoko CNC router
  + Paper crafts cut out with the Cricut

The Makerspace continues to sell merchandise for the Library Store. A new earring design (acrylic cut with the laser cutter), Makerspace and MPL buttons (made with our button press), and MPL-branded book holders (3D printed) are currently for sale.

The Makerspace also hosted a number of **activities and themed open hours** during the month of November. Some of these events included:

* **Mending and sewing open hours.** A number of patrons have discovered that the Makerspace has sewing machines through these open hours, and a few have brought projects in during this time.
* **Making fall décor.** Many turkeys and fall leaves were engraved and cut on plywood, then painted by patrons during this activity.
* **Open hours with spectrUM.** A number of families with children came to the Makerspace to participate in spectrUM’s featured STEM activity during these themed open hours.

**BIG SKY BRANCH REPORT**

By Brian Doyle

Uptick in students using the library after school to study and socialize. More people using 3D printer. Still only one regular attendee for Big Sky Writers’ Group. Finalized programming for next quarter, planning on doing a night sky viewing event with the Western Montana Astronomical Association as well as regular video game events.

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

Speech and Debate continues to use the library and prep for their meets.

Kids are coming in to wait for their ride home and spend their time on the computers or their phones.

Spectrum has placed a couple manipulates in the library. One is on the construction of the space craft and the other on the mission.

**LOLO BRANCH REPORT**

By Erin Casey

November passed by too quickly but was a good month for library attendance. Parent-teacher conferences were the same days as the Scholastic Book Fair in the library. There were approximately 367 people attending the book fair over four nights. In addition, there were 4 teacher/staff meetings with 70 total attendance. One of the teacher/librarians has been away for two months so I have spent a lot of time assisting the one media specialist with adding new books to the school collection (cataloging, stamping, covering books and adding call numbers), shelf reading and pulling items from their collection.

I was contacted by Joel at MCAT about another Stop Animation program. We will do more of these in the near future, but with these cold nights and driving on slick roads, we agreed to wait until after the holidays. Last, I have been gathering names and plan to resume a book chat in the near future.

**POTOMAC BRANCH REPORT**

By Joleen Jin/Kayla Whitaker

The Potomac Branch has a new librarian-Kayla Whitaker! Kayla trained out at Potomac on one of the days this month and took over the last day of November. She lives in Potomac and will be a great addition to the community library.

November had one closed day for the Thanksgiving holiday. Two new laptops have been purchased for public use, and IT is working on getting those ready.

**SEELEY LAKE BRANCH REPORT**

By Carrie Benton

Democracy Project – The collaborative work with the government teacher continues steadily. Monthly check-ins with the other librarians around the state have been very informative and helpful in this process.

* Mike Dennison came to the two government classes to present “The Changing Political Landscape of MT” (covering the last 40 years) – Great presentation!
* Speaker Erika Fredrickson was canceled by teacher due to time constraints. There are plans to bring her in the early Spring.

The bugs with the “Podcasting Studio” have been worked out. The first Open House for MCAT hours will be held on Monday, Dec. 5 from 4 – 6 p.m.

The Book Club continues to meet, albeit with only 2-3 people at times. Discussion is always lively and interesting.

**SWAN VALLEY BRANCH REPORT**

By Jenny Kauffman

We had 8 participants for our November book chat. We had some older kids join us this month because the school aged children did not have school the day of storytime.. The history presentation went very well. We had over 30 people attend and all said they learned something they didn’t know about the valley and enjoyed hearing about the people who lived in the valley before us.