**DEPARTMENT/BRANCH REPORTS**

**DECEMBER 2022**

**REFERENCE DEPARTMENT REPORT**

By Desirée Funston

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

- Display Pods- Sometimes you just need a good laugh; Never been read; Memoirs; Light up your winter; Missoula Reads 200 Pages or Fewer

- 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 – *Zorrie* by Laird Hunt

- As staff liaison for 2nd Wednesday Book Group (*Lost in the City: Stories* by Edward P. Jones) 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.

-Memory Café holiday party

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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

- Organized MPL sponsored blood drive held here

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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 preliminary feedback for the PLA Digital Literacy Incentive

-Presented findings to reference staff on results of book chat collection diversity audit

------------------------------------------------------------------------------------------------------------------------------------------**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 Tech Connect classes and facilitated drop in tech help

**CHILDREN’S DEPARTMENT REPORT**

By Pam Carlton

**Month: December 2022**

Comments: As always, December was a busy month. We had a lot of special programming for the holiday season, Parade of Lights crafts, Santa visits with cookie decorating, fun with dreidels, and we were open for Missoula on Main. Everyone had a lot of fun. We also continued to have the regular programming that we do every week. The week between Christmas and New Year was hopping. It reminded all of us of the summer and then some.

. **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.

-Tiny Tales happens every Wednesday at EmPower Place.

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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 offer 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.

-Special programs each quarter are held at the library.

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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, Clean Montana room, admin., and ref. offices. Maintain troffers, registers and walk in plenums. Weekly meetings. Watercolor painting class preparation and teaching.

**UNSCHEDULED ACTIVITIES**

Rebalance floor temperatures/Slaven, receive and stage new cleaning company/Puritan, set up chemical spray/Selya, meet with TC Glass, procure barricade materials/Sarah, Contact Norco and Sys. NW/Slaven, meet with security, repair door/Will, prep key card/Elizabeth and Puritan, list correction, remove shelving/Desiree, install traffic cones/Sarah, check on Puritan/Slaven, change out batteries/Laura, find documentation and disconnect dishwasher, consult with IT, repair parking garage entry door/security, make reports on vandalism, Temp adjust/Elizabeth, request/Allen, 3rd floor scope vandalism repair, check on generator alarms, elevator sop/Allen, check noises/Dylan, check pk. garage pillar for structural damage, inspect 3rd floor bathrooms/Dave, troubleshoot alarm codes and inspect generator, call out to generator technicians, meet w/Dave, Temperature adjustments for MCAT, inspect and report on front door problems, stolen soap dispensers ordered, and replaced, check gate issue/Lester, install new kickstands, HVAC servicing, recycling, drill press work, meetings with Shadi, phone tag with Generac, phone tag with Systems Northwest, investigate stuck throttle linkage on generator, meet w/security, locate camera equipment/Dave, chore/Amanda, write an SOP/Allen, start of a cleaning log/Amanda, inspect and unclog Shadi’s vacuum, meet w/IT, repair kick stand/Will, check 4th floor meeting room door, repair vandalized scope, meeting/Amanda, remove broken chair, fabricate stolen scope component, chore/Laura, disassemble and inspect generator gears/Generac, monitor room temp/Lindy, Contacts with TWE, check Boiler Modifications, visit w/Shadi, take care of package/Caroline, Meet with TWE, search for mini SD card/Allen, chore/security, chore/Dave, filter recycling, shop cleanup, move arts/Selya, consult with IT on lighting issue, hang picture/Karl, take measurements/Slaven, repair elevator paneling, trouble shoot gate/Lester, chore/Sarah, re-attach and fasten gate wiring, repair dispenser, check w/IT about lighting, try out lighting system adjustments, install permanent elevator fasteners, hardware store, check clogged toilet/Jon, search for WT, move furniture/Selya, meet with Amanda D., hardware store, repair partition 1st floor, move cart/Amanda, patch wall/Karl, get supplies/Dave, recycling, unseized generator actuator throttle valve gears, repair lock at B&N, meet w/IT, Meet w/Apex, repair book drop in Lolo/Casey, meet with JC, chore/Karl, recycling, meet with James JC., print out invoices/Leslie, locate cones/Christine, orientation for JC, visit with PDQ, install socket covers and secure room/Slaven, adjust clock/Brian, work on lighting/Will, clogged bathroom/Jon, repair desk raising function/Ava, repair drinking fountain/Martha, attend to Children’s cleaning request/Bradin, cleaning request/Linette, temp check/Spectrum, chore/Selya, management meeting, cut out and install base/Selya, inspect gate w/security, key card/Teresa, key card/Martha, repair BF door/Elizabeth, work on Crestron issues/Ed, meet with Amanda D, test storage idea/Selya, work with IT on computer issues…, chore/Dave, adjust lighting schedules remotely, repair BF room lock/Elizabeth, reverse holiday lighting schedule, work on gates, master key to Joshua/Allen, work on front entry door, clean up and re-arrange stairway/Amanda, supplies order/Dave, lamination/Laura, chore/Christine, remove donor wall tile/Karl, work on 4th meeting room doors/security, repair clock/Teresa.

**MAKERSPACE DEPARTMENT REPORT**

By Taylor Marston

During the month of December 2022, we had **526 patron interactions** in the Makerspace.

A large portion of these interactions came from the Missoula on Main event on December 31st, and many more came from our **walk-in hours (formerly “open hours”)** and appointments. During walk-in hours we gave many tours of the space, highlighting the equipment and tools that patrons could use for personal, creative, or educational projects. Other visits included appointments, both for individual patrons as well as for home school groups. Here are some highlights of the many projects that came through the Makerspace this month:

* **3D prints:** This is still a popular service and the 3D printers are running each day we are open, and often all day long. Some of the projects we printed included:
  + A brace and custom clip that allows a patron with limited use of his hands to use kitchen knives
  + Several quirky accessories, including a mustachioed eyeglasses stand and a toothpaste squeezer
  + A variety of toys, including dragons and an infinity cube
* **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:
  + Pint glasses etched with a small business’s logo to be given as gifts to employees
  + Ornaments engraved with a grayscale family photo and season’s greetings
  + Custom boxes for a local artisan’s handmade letter openers
* **Other projects.** This month we continued to see steady use of our sewing machines. We’ve also seen good use of our CNC routers and Cricut. Projects that used these machines include:
  + A stuffed animal, whose features were embroidered with our Brother embroidery attachment
  + A barn sign carved with the Shapeoko CNC router
  + Vinyl stencils for chemical metal etching cut out with the Cricut

The Makerspace continues to sell merchandise for the Library Store, including earrings, buttons, and MPL-branded book holders. Any recommendations or requests for Makerspace-made items are welcome.

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

* **Mending and sewing walk-in hours.** This month a volunteer helped several patrons make rice-filled, microwaveable hand warmers during these walk-in hours.
* **Making holiday ornaments.** Families laser-cut holiday ornaments in this evening class.
* **Walk-in hours with spectrUM.** Staff from the spectrUM Discovery Area provided support and activities during a few different days’ walk-in hours.

**BIG SKY BRANCH REPORT**

By Brian Doyle

Held a Franklin Institute sponsored Mission2Mars night sky viewing program on Dec. 14th in conjunction with the Western Montana Astronomical Association. Despite cloudy skies we still had a lot of people attend and participate in the indoor astronomy and science activities. Two students also came to a Big Sky Writers’ Group session, hopefully they’ll continue to attend next year. Lower than average overall numbers due to students leaving for holiday break for two weeks. Acquired small board game collection from the main branch to put on display and gauge interest.

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

Speech and Debate continues to use the library and prep for their meets and they are getting very serious.

We were closed for two bad weather days this month plus closure for the holiday. Next year would advise closing down for the whole break since no one came in to use the library even with arts and crafts available.

**LOLO BRANCH REPORT**

By Erin Casey

December was a short month with only 13 open library days. We showed two movies during the month and had 12 total participants. In addition, there were 3 teacher/admin/staff meetings. With the looming completion of the new school, all librarians have been working on the school collection by weeding the current items. We are also adding new items. I have been helping with cataloging and processing to place new books into the hands of our young readers. I have compiled a list of names and hope to start a book chat group in February. Last, I have scheduled two Stop Animation programs with MCAT and will be contacting a man to do a finance program this Friday.

**SEELEY LAKE BRANCH**

By Carrie Benton

Democracy Project – December was a slow month, but once the New Year begins, the work will increase. Planning to schedule Erika Fredrickson and one other speaker to help with mind-mapping in preparation for project presentations.

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

Held first Open Studio for MCAT Podcast Studio. 2 participants. Next one scheduled for Monday, January 9th.

Beginning a Podcast for the Missoula Reads 2023 Challenge – calling it “Seeley Reads” (for now). Link will be sent out to all staff once uploads are ready.

**SWAN VALLEY BRANCH REPORT**

By Jenny Kauffman

We had a nice book discussion this month discussing *Winter Street,* written by Elin Hilderbrand. We had 10 participants and hope to add to our number for our February discussion of The *Yellow House.* We combined our book chat with a Christmas party where we exchanged books. We had 2 days of not being opened for the holidays.