**DEPARTMENT/BRANCH REPORTS**

**JANUARY 2023**

**REFERENCE DEPARTMENT REPORT**

By Desirée Funston

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

- Display Pods- Never Been Read; New Year, New Goals; 1st in a Series; It’s a Date; Missoula Reads 400 Pages or More

- 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 – *Book Woman of Troublesome Creek* by Kim Michelle Richardson

- As staff liaison for 2nd Wednesday Book Group (*Burial Rites* by Hannah Kent) set-up Zoom meeting and met with Slaven to discuss options for how the group can meet without using MPL’s Zoom account

- Kicked off the 7th annual Missoula Reads year-long reading challenge. Awarded fabulous prizes (one-handed book holders) to participants who completed the 2022 challenge. Added a link to the Seeley Lake branch’s related podcast on the challenge website.

- Sarah & Christine sorted & recycled handouts from old programs and events that had been in storage

-Facilitated Memory Café with Drum Brothers

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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 news brief promoting upcoming American Red Cross Blood drive for the 1ROOF spring programming calendar

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**-** Attended Salt Lake Institute of Genealogy 2023 (virtual) course “Material Culture Research Techniques for Genealogy”

- Completed passport recertification training & exam

-Continued participation in PLA Digital Literacy Incentive program

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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

- Offered weekly digital literacy classes

**CHILDREN’S DEPARTMENT REPORT**

By Pam Carlton

**Month: January 2023**

Comments: Once kids went back to school, the children’s floor became quiet once again. We pick up every day once school is out and our Saturdays and Sundays are consistently busy. We did not have any special programming this month although we are already getting inquiries for class tours for now and this spring. Pam and Slaven are working on getting our “1000 Books Before Kindergarten” ready to launch in June of this year. The Missoula Public Library Foundation has generously funding this project.

. **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, live and remote monitoring of HVAC, lighting, key card, and generator systems (sprinkler system in summer) HVAC maintenance, monitor cleaning, AMH maintenance and cleaning, maintain parking lot and grounds, clean Montana room, admin., and ref. offices, maintain troffers, registers and walk in plenums, weekly meetings, prep and teach painting class.

**UNSCHEDULED ACTIVITIES**

Reschedule lighting, remove tree and clean up needles, clean, disassemble and store stand, redistribute paper supplies, reload and test dispensers, various remote chores and monitoring from home for the holidays, chore/Sarah, chore/Brett, secure pk. garage control box/Lester, work on Blackfoot room door/Selya, check cooper B door/Selya, online ordering, check store cabinets and make repairs, various remote key card activation/deactivations, chore/Dave, delivery receipt and storage , chore/Amanda, repair stapler/reference -Christine, store supplies, recycling, repaired store glass case/Kaila, fill dispenser/Laura, chore/ will, repair spotting scope/Will, chore/Crystal, chore/Slaven, key card/Puritan, make keys for security, chore/Karl, chore/Jon, Key card/Lindy, replace ceiling tiles/Robert M., Repair desk light/Robert M., chore/Sarah, chore/Security, cancel key card/Jon, check bathroom flusher/Will, glue and repair children’s play station/Will, call in a tow w/Red’s, check table caster/Jon, repair wheels on 4th floor tables, key card/Jem, multiple key cards/KFGM, check wall damage L3/Robert M, re attach trim disk in stairway/Lester, chore/Karl, key cards/Karl and Spectrum, vestibule door chore/Brett, cleaning/Slaven, meet with Western stucko and plastering, chore/Amanda, chore/mending, HVAC check, various remote chores from home, meet and assist sheet rock worker, move and devise flooring outlet/Amanda, make preventive preparations for inclement weather, chore/security, internet issues/Allen and Joshua, repair blinds/Ava/Brian, work on front doors/security, repair splintered gaming blind/security, repair book drop in Lolo/Erin, chore/Amanda, chore/Shadi, reprogram Shadi’s radio, chore/Will, trouble shoot RGB lighting, temperature issue/Slaven, check front entry doors/security, key card chore/FF, chore/security, inspect and store height bollards, online order/security, remote HVAC testing, monitoring and adjusting w/Dave, catching up on excess vacation throughout the month.

**MAKERSPACE DEPARTMENT REPORT**

By Taylor Marston

During the month of January 2023, we had **517 patron interactions** in the Makerspace. We had excellent attendance during nearly all Makerspace walk-in hours, events, and activities.

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:
  + Accessories and organizers for several board games and tabletop games
  + Customized heel rests and assorted clips for farming equipment
  + Threaded pole baskets for both walking sticks and ski poles
* **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:
  + Wooden discs engraved with custom line art and fitted with magnets
  + Stencils of Montana wildlife
  + Nametags and nametag keychains for homeschool groups
* **Other projects.** This month we made good use of the Cricut vinyl cutter, and we had a few projects on the Shapeoko CNC router and our digitizing equipment. Projects that used these machines include:
  + Custom t-shirts for a local Battle of the Books team, with iron-on graphics cut by our Cricut
  + A resin mold for a sign, carved from plastic with the Shapeoko CNC router
  + Decades-old camping photos digitized from film slides

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

* **Mending and sewing walk-in hours.** This month a volunteer helped several patrons sew fabric bookmarks during these walk-in hours. A handful of patrons also brought in clothing to be repaired.
* **3D Scanning/Printing Peace Cranes for MLK Jr Day.** Families and a local aviary club were able to fold dozens of origami cranes, which they then used to learn about the 3D scanning and process.
* **3D Modeling Class.** One of the Makerspace’s regular volunteers led this beginner class where kids were able to design and 3D print their own nametags.

**BIG SKY BRANCH REPORT**

By Brian Doyle

Continued interest in Writers’ Group along with sporadic attendance for the 3D printing open hours. Submitted first Baker & Taylor purchase request to Cataloging dept. in order to refresh the collection for the new year. Planned a March Book Madness event in conjunction with the Big Sky High School librarians and submitted it to the PR dept. Theme this year is World’s Greatest Detectives, Super Sleuths, and Bounty Hunters.

**LOLO BRANCH REPORT**

By Erin Casey

During the month of January, there were six school related meetings. Due to the cold, we held off on MCAT Stop Animation Programming but will resume in April. We continued to work on weeding the collection in anticipation of the move to the new school.

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

Speech and Debate ended this month. Will miss all the young voices.

Two wonderful subs worked for me during my vacation. All went well.

**POTOMAC BRANCH REPORT**

By Kayla Whitaker

**December**

December was a slower month, due to the holidays.

2 laptops were purchased and set up for use during public library hours.

**January**

Started branch Facebook page on January 4, page has 65 followers as of the end of the month. The page has been very successful so far in reaching the community and advertising library resources.

I have seen several new patrons in the library this month and have answered several questions about resources, Libby, and reader’s advisory.

I have continued updating the collection and swapping out old materials with newer selections from the main branch.

Created kids’ reading challenge similar to the Missoula reads challenge. 8 Categories, runs from February to end of school in May. Will be purchasing prizes (bookmarks, pencils, stickers) to hand out to all who complete the challenge.

**SEELEY LAKE BRANCH REPORT**

By Carrie Benton

This January has been busy. I’ve been posting more on Facebook, which has been great. Getting some interaction with patrons. The Seeley Reads podcast is going well so far. Huge thanks to everyone who has helped us and supported us through this. We are working on bi-weekly postings (twice a month). The plan is to cover half the categories of the 2023 Reading Challenge. Already I’ve given out close to 20 Reading Logs – which is a huge change from last year (3). People are staying engaged and talking with me about what they are reading when they come in, looking for new ideas, etc.

The Seeley branch has benefited greatly from the partnership with MCAT. Right now, the high school librarian/business technology teacher put together a videography class specifically because of the equipment that MCAT donated (two cameras, green screen, lighting equipment, sound resistant voice-over recording booth, switcher, and more). The podcasting equipment is also being used by the school’s Business Professionals of America group. The local Alpine Artisans group has received training on the podcasting equipment and is exploring how podcasting can accentuate their work.

I have begun some preliminary planning for the Summer Reading Program. Once the grant cycle opens up through Town Pump I will be pursuing this. The main reason is to support having a library dog through the summer. I have a local certified dog trainer here, who also happens to be a middle-grade teacher, and has her personal certified dog in class every day. This would be the same dog she’d have for the summer.

Democracy project work is going slow, but hopefully will pick up some speed. I’m learning all about how differently I would do things next year. I’m participating in the monthly Zoom check-ins with the other librarians around the state, but as I don’t get the opportunity to work directly with the students (it’s all through the social studies teacher), it’s difficult to get a grasp on things. That teacher is incredibly busy and perhaps spread too thin (oversees Student Council and the Destinations for Education-Costa Rica). I’ve offered to come in and do specific DP work with the students, but that hasn’t gone anywhere.

For additional statistics, I’m going to start keeping track (starting in February) of how many high school students I assist in the library. Because of the high school/public partnership, students are able to come to the library in the afternoons that I’m here to check out books from the school side. I had not been keeping track of these (not sure if Sue Stone did or not) – but as the school librarian and I got to reflecting on it, these students wouldn’t be able to come in and use the library unless I was here (she teaches business classes every afternoon).

Lastly, I’m so thankful to Teresa Clark for the puzzles she’s sending up in the Seeley crates. My patrons are thrilled! They fly out of here like hot cakes.

**SWAN VALLEY BRANCH REPORT**

By Jenny Kauffman

We had a nice book discussion this month discussing *People of the Book,* written by Geraldine Brooks We had 6 participants and hope to add to our number for our February discussion of The *Yellow House.* We held an informational workshop about End of life paperwork preparation. Barbara Harris with Montana Legal Services Association was the presenter. We had 2 days of not being opened for the holidays.

**INSTAGRAM REPORT**

By Mary Wooldridge

**Instagram Likes – Reach – Followers**

**1,936** = January Total Likes

**3,600** = Total Daily Page Engaged Users The number of people who engaged with your Page daily. Engagement includes any click or story created. (Unique Users)

**3,359** = Followers as of today’s report – (2/14/2023) – Up by **85 Followers**