**DEPARTMENT/BRANCH REPORTS**

**FEBRUARY 2023**

**REFERENCE DEPARTMENT REPORT**

By Desirée Funston

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

- Display Pods- Short Stories for a Short Month; Classics We Love; National Library Lovers Month; Missoula Reads Steamy

- 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 Yellow House* by Sarah M. Broom

- As staff liaison for 2nd Wednesday Book Group (*The Widows of Malabar Hill*, by Sujata Massey) set-up Zoom meeting. Also Sarah and Christine met with two members of the book group to discuss hybrid model of meeting for group’s future discussions.

-Memory Café with MT Natural History Center

- Crystal presented at the Foundation Book Clubbers’ Soiree about our Bookchat Kits.

- Partnered with the Missoula Job Service to offer monthly classes - Resume Workshop and Job Search class and Resume Office hours.

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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

-Facilitated weekly digital literacy classes

**CHILDREN’S DEPARTMENT REPORT**

By Pam Carlton

**Month: February 2023**

Comments: February was a busy month for the youth services department. Bradin held the Teddy Bear Sleepover again this year. Each year we have more and more attend. This year the record was broken at 136. In general, our programs have seen increased attendance each month. Our weekends have become quite busy as well.

. **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.

-MPL and Families First held programming for Lowell school kids. These kids come to the library for after school programming. Funded by the LINK NIHS grant.

-Tour for Superior school

-Information table at the MCPS teacher training day.

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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

**UNSCHEDULED ACTIVITIES**

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 Jan and Feb. test CWP-2 for worn bearings, chore/Amanda, chore/Dave, repair FF door, troubleshoot and remove MCAT door lock, hardware store, chore/Dave, keys cards/KFGM, work on CWP-1, chore/Shadi, troubleshoot lighting, Measure door mechanism/MCAT online shopping, plumbing adjustment/café, chore/Dave, manuals research, repair toilet/Sarah, meet with JC, monitor CWP, chore/Christine, online research and order, chore/Brian, meet with lock smith, find and investigate noise/Amanda, monitor CWP-2, repairs on E gate/Amanda, check front entry malfunction/Jesse, repair toilet/Dave, remove signage/Karl, chore/security, meeting/Dave, move filing cabinets/Slaven, investigate 3rd floor noise, check trim/Robert M., look at flashing/Bradin, hardware store, fill out county forms, key cards for KFGM, chore/Teresa, check doors/Karl, Move stanchions/Karl, welding job/Children’s, chore/IT, meeting/Selya, work on children’s lose flooring/Bradin, recycling, delivery for Puritan, check front handicap entry/security, inspect broken blind, chair repair/Linette, boiler license renewal, schedule with glass cleaners, meet w/Johnson Controls, remote HVAC parameter restting, chore/Amanda, Puritan supply restocking, chore/security, hardware store, disassemble window curtain, look for Spanish made wheel online, double chore/ Shadi, repair MCAT lock and reinstall, order supplies, chore/Brian, investigate soundproofing issue/Hanna, check on blow dryer issues/Karl, meet with Tom Javins, Look into insulation and sound machines, online order, repair sharps dispenser/Slaven, repair and re-hang broken curtain/security, receive and store shipment, test and return foaming soap, refill sanitizers/Karl, check front door/security, meet with Dave, hang boiler license, move book boxes/Amanda, manually lift gates/security, repair hand dryer/Karl, meeting/Pam, removed cabinet door/Selya, repair and reinstall parking height restrictors, meet with Tom Javins, meet with IT, key card/Tom Javins, Vacation leave.

**MAKERSPACE DEPARTMENT REPORT**

By Taylor Marston

During the month of February 2023, we had **445 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:
  + Heddle parts for a loom
  + Brake parts (mold) for a snowmobile
  + A variety of toys, including infinity cubes and tiny party supplies
* **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 silhouette cuts of mountains and wildlife for home decor
  + Nametags for a childcare facility
  + Earrings and other charms for jewelry
* **Other projects.** This month we made improvements to the Shapeoko CNC router, and we had a few projects on the Cricut and our digitizing equipment. Projects that used these machines include:
  + A custom cribbage board carved with the Shapeoko CNC router
  + A quilt made by a local quilting group using our sewing supplies and tables
  + Hundreds of family photos digitized from film slides with our Wolverine slide reader

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

* **Mending and sewing walk-in hours.** This month a volunteer helped several patrons sew wreaths out of felt hearts for use as Valentine’s Day decor.
* **Groundhog Day Lights and Robotics.** Visiting kids and even the Lowell afterschool group were able to use Cubelets and a 3D printed groundhog to make a light-sensitive robot.
* **Lights and Lasers Photography workshop.** SPARK! Arts teaching artist Brian Christianson led this workshop and taught kids principles of photography, then we engraved their photos onto wood with our laser engraver.

In other news, the Makerspace is collaborating with Girls Who Code to create a summer coding club for kids in 3rd through 12th grade, and Makerspace 3D prints will now be picked up in the Library Store.

**INSTAGRAM REPORT**

By Mary Wooldridge

**Instagram Likes – Reach – Followers**

**1,936** = February Total Likes

**3,302** = Total Daily Page Engaged Users The number of people who engaged with your Page daily. Engagement includes any click or story created. (Unique Users)

**3,445** = Followers as of today’s report – (2/10/2023) – Up by **86 Followers**

**BIG SKY BRANCH REPORT**

By Brian Doyle

Large increase in people entering the library due to freshman/parent open house. The attendees to this event toured throughout the whole building, we explained the availability of the Big Sky Branch library after school hours. 3D printing open hours had a family visit on one night to learn about the 3D printers and a teacher bring in an .stl file of a sewing machine part to print on another occasion. Writers’ Group continues to just have the two regular members, but I’ve been asking other regular patrons if they’re interested.

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

Foreign Films – 1ST and 3RD Mondays - 2 or 3 each time - Looking for more ways to reach the public and advertise this event.

Maker Space – school has started a small area in the library. Mostly used during the day but have a few takers making items in the evening.

SpectrUM – Mission to Space and Rocket Launcher have been here since before Christmas. Hopefully they will go over to the Elementary and Intermediate Schools before long.

**LOLO BRANCH REPORT**

By Erin Casey

During the month of February, we had a lot of parents with children visiting the Lolo Branch for the first time.

We also had five teacher/staff or conference room meetings. I measured the shelves in the Missoula Collection in preparation for the school move to a different location over the summer. In addition, I am weeding materials that have not been checked out in years and slimming down the collection for our move in June. We have some upcoming programs planned with MCAT in the near future and I will prepare flyers and notify the teaching staff again before the Stop Animation Programs.

**POTOMAC BRANCH REPORT**

By Kayla Whitaker

Worked to compile lists of recent children’s and YA award-winners to coincide with the school library’s month-long focus on award-winners. These are kept at the desk for patrons to look through.

Sent out an anonymous survey via the Facebook page asking for feedback on possible different/later ours, programming, and basic services. Have received 4 responses so far, hoping for more with another push out to the community.

**SEELEY LAKE BRANCH REPORT**

By Carrie Benton

The 2023 Reading Challenge continues to be a big hit here in Seeley. The podcast that began in January (Seeley Reads) to accompany the Challenge seems to be adding enthusiasm for the program. I’ve now given out around 25 logs. Planning to hold a party this Fall for everyone participating in the Challenge.

Students in the high school videography class are using all of the MCAT equipment throughout this semester. Currently they are working on projects using the green screen. BPA kids continue using podcast equipment on their project. They are heading to State this weekend. Alpine Artisans has informed me they are putting an art podcast team together to highlight the artists in the valley.

I’ve started counting high school students who come in during the afternoons on my open days. If I wasn’t here they wouldn’t be able to use the high school collection as the school librarian is teaching classes every afternoon.

I’m continuing to pursue the library dog for the Summer Reading Program. Also – looking forward to how AUOR programming is reaching out to the branches for the summer.

Scheduling a new speaker for the Democracy Project students in April (John Adams). I’m questioning whether or not DP is a good fit for Seeley’s branch – at least in the way we’ve tried to implement the program this year.

The puzzles from Teresa Clark continue to be a huge success!

Thank you to the main library for sharing free books – my patrons are super excited!

**SWAN VALLEY BRANCH REPORT**

By Jenny Kauffman

We had a nice book discussion this month discussing *The Yellow House,* written by Sarah Broom. We had 8 participants. Our book for March is by a local author, Betty Vanderwielen. The book is called Raccoon Summer and is for a more juvenile audience, but it seems to be well liked so far. Betty will attend our March book chat. We held an informational workshop about Windows 10 and other computer use questions. Josh from the Missoula library was the presenter. We are in the early planning stages of a workshop on mental health for next month. These winter days seem to have a way of getting people down, so hopefully Kelly Moore, from the Missoula Extension office will have some suggestions for what we can do to help curb those feelings.