**DEPARTMENT/BRANCH REPORTS**

**MARCH 2023**

**REFERENCE DEPARTMENT REPORT**

By Desirée Funston

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

- Display Pods- Sunshine and Springtime; And the Oscar Goes To…; Voyages and Travels; Missoula Reads Three Words in the Title

- 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 of Lost Friends* by Lisa Wingate

- As staff liaison for 2nd Wednesday Book Group (*The Committed*, by Viet Thanh Nguyen), updated their schedule of titles through August 2024 and checked availability to purchase them for the Store

-Memory Café-Garden City Strings

-Led a workshop on ebooks/audiobooks for residents hosted at Village Senior

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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

- Helped a UM Journalism student research history of MPL (our archives & interviewing former staff Kathleen Bartlett) for a class project creating an audio piece about the history of libraries in Missoula (MPL, Mansfield, box car library with Ft. Missoula). Also she recorded different things naturally going on in the library (ex. sound of book cart moving across the floor, background noise on 2nd floor, someone taking book off of shelf)

- Setup the ability for EmPower place to check out and in materials from their collection

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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

- Subscribed to automation software Zapier to facilitate better communication regarding meeting room and passport bookings

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

-Completed PLA Digital Literacy Incentive grant final report and interview

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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: March 2023**

Comments: Missoulians and those from out of town are continuing to use our library and loving it. We seem to be busy whenever school is out for the day. Attendance at our programs continues to be good and the tour season is upon us. We had two schools come in this month and more scheduled for April and May daily. Our summer learning programs are almost all scheduled and confirmed, just in time for the May 1 PR deadline.

. **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 other 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 Darby kids and four classes of Jeanette Rankin kindergarteners.

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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 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, field patrons emails, 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**

Move AV equipment/IT, construct under floor access point, re-attach children’s carpeting trim, retrieve cell phone/security, re-attach and glue front door weather stripping/security, work on Spectrum classroom door locks w/Caitlin, re-attach Spectrum door gasketing/Nick, work on 2nd floor stairway door lock/Sarah, meeting w/Tom J., under flooring rearrangement project/IT, reconfigure 2nd underfloor wiring/Joshua, check Barnes and Noble book drop/Will, chore/Sasa, gas up library vehicle, fire drill/security, troubleshoot PA alarm, measure FF office window and wall, shop and order office privacy materials/FF, test compressor, meeting with Dave and Shadi, request for Bradin, key card/Jem, repair dumpster fencing, answer patron concern, repair door and table/Robert M., check on front door malfunction, carpet repair/Kayla, fix shelving unit on 3rd floor/Scott, meeting/Dave, repair outlet box/Elizabeth, check key card/Amanda, check clocks on 4th/Slaven, meet with Tom Javins, get key for Tom, chore/Leslie, query from FF, Program lighting/Selya, meeting/FF, chore/Selya, procure and build cart bottoms/Selya, meet with Tom Javins, work on 3rd floor noises, chore/Joleen, cart repair/Amanda, tool shopping online, check clocks/Slaven, chore/Amanda, chore/Crystal, re-arrange and store bistro tables/Selya, pick up parcel/Jeanice, meeting with Hannah, chore/security, measure consult room/Hannah, shopping and order/security, repair dispenser/Amanda, meet with Tom Javins, receive and store shipment, locate and muffle duct noise issues/Tom, work on cataloging desks/Paulette, more ductwork, meet with Tom, reset clocks, reset lighting 201, replace clock, chore/Leslie, key card/security, install window shades/FF, meeting with IT, set up cabling/Jeanice, chore/Robert M., make and test window cleaning prop, deep clean AMH, reassemble AMH paneling, repair floor socket boxes/Robert M., move cabinet/Dave, repair curtains in FIBI room, turn off lighting, receive an unpack shipment order, recycling/Leslie, adjust clock/Crystal, move plant/Slaven, recycling, check noise/Elizabeth, order/Dave, move lib. vehicle, tighten chairs/Joshua, sharpen chisels, recycling, trouble shoot noise/Karl, chore/Leslie, check dispenser/Laura, Dispenser lock order, gate scheduling, receive and store Puritan shipment, work on children’s play stations, chore/security, online shopping, chore/Dave, repair chair/Lindy recycling, repair sharps container, key cards/FF, re attach sharps container, finish gate scheduling, repair curtains in children’s, work with TJ, table repair/Robert/Cheyenne, chore/security, check elevator door/Lester, recycling Freshen Admin. door batteries, chore/Leslie, meet with TJ, install table bumpers/security, chore/Scott MCAT, cut flooring/SP, retrieve lost underfloor grating/Shadi, install column television/IT, check door hardware/Robert M., sand and recoat door handle hardware/Selya, hardware store, design and assemble cart/Sarah, paint and install cart bottom/Sarah, meet with TJ, recycling, replace clocks/Dave, check vestibule doors, install blinds/Hannah, receive and assemble compressor/IT, stairway partition brushing, lighting adjustment/Jed, freshen batteries in FF, set up and deliver compressor to IT, key card/Dana, install new Ethernet cabling w/IT, hardware store, supply ordering with Puritan, assist Christine w/cabinet lock, check drinking fountain/Lindy, adjust topo wall spacers/Robert M., clean dumpster cage, check meeting room doors/security, repair balcony gate and install lock/security, check electrical circuits in as-buils, meeting and chore /TJ, clean email files, Key card updates, electrical mapping, chore/FF, meeting w/Spectrum, paint and trim out children’s play station, repair door/Robert.M, 1st floor topo wall work/Robert M., key card/Selya & Amanda, chore/Dave, store delivery/Puritan, Schedule JC meeting/TJ, chore/Puritan, touch up wall damage on 3rd floor , disassemble furniture/Children’s, repair lose control buttons on elevator, Store delivery/Puritan, check noise on 4th floor/Amanda.

**MAKERSPACE DEPARTMENT REPORT**

By Taylor Marston

During the month of March 2023, we had **549 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:
  + A rubix cube cake stand
  + An articulated dragon figure
  + Replacement pieces for a couple chess sets
* **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 crab knife boxes
  + Plywood signs for kids’ rooms
  + Acrylic miniature pallets on which to display art
* **Other projects.** This month we had several projects using our variety of equipment, including the Shapeoko CNC router, the Cricut, and our digitizing equipment. Projects that used these machines include:
  + Vinyl records with letters cut out with the Shapeoko CNC router
  + Various tote bags sewn with our sewing machines and serger
  + Hours of 50+-year-old home videos digitized from 8mm film with our film reader

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

* **SPARK! Arts artist-led workshops.** This month we had a workshop for educators and a workshop for middle schoolers to make their own contact mics, both led by SPARK! Arts artists.
* **Mission2Mars walk-in hours.** Kids and families were able to make scale solar systems and explore how scientists search for celestial objects in these themed walk-in hours.
* **Cat Got Your Password cybersecurity workshop.** The Makerspace had a full house for this wi-fi workshop, where participants were able to take home their own wi-fi nugget after learning principles of cybersecurity and hacking defense.

Additionally, due to overwhelm and scheduling difficulties the Makerspace has dropped Wednesday walk-in hours, but will continue Wednesday appointment hours.

**INSTAGRAM REPORT**

By Mary Wooldridge

**1,194** = March Total Likes

**2,507** = Total Daily Page Engaged Users The number of people who engaged with your Page daily. Engagement includes any click or story created. (Unique Users)

**3,555** = Followers as of today’s report – (2/10/2023) – Up by **110 Followers**

**BIG SKY BRANCH REPORT**

By Brian Doyle

Ran the March Book Madness activity, having patrons vote on their favorite detective from a list of 32 of the most well-known literary detectives. After collecting 106 responses via Google Forms and paper brackets, the winner was determined to be Enola Holmes. Fairly consistent attendance at Big Sky Writers’ Group, no new use of 3D printers. Began preparing programming for next quarter when we’ll be doing our summer hours.

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

Closed during Frenchtown spring break.

Beginning to prepare for summer. We will be closed part of the summer while new carpeting and shelving is installed. Books will need to be boxed and removed during this period. Unsure of how long it will take to complete and move back in. Looking forward to the end result.

**LOLO BRANCH REPORT**

By Erin Casey

During the month of March, we had a lot of parents with children attending the teachers conferences and the scholastic book fair which was held in the library. Last Tuesday, MCAT facilitated the Stop Animation Program and there were six students in attendance along with three of the MCAT team. We will hold another session next month and hope to get a few more students interested. We had four teacher/staff or conference room meetings in March with a total of 76 attending.

Joshua, MPL staff came to the Lolo branch to check the security on the public access computers and did some modifications. There are three public access computers available for MPL patrons.

I am preparing for the school move over the summer by continuing to weed materials, preparing flyers for the community, telling patrons that enter the library what to expect and determining timelines for suspending holds along with closure date and reopening in the new school.

Thank you and hope you enjoy spring...well when it finally arrives. 😏

**POTOMAC BRANCH REPORT**

By Kayla Whitaker

Continuing to see a mix of regulars and new folks.

Finished switching out adult nonfiction items for newer ones from main branch; starting on the fiction and AV sections next.

Beginning stages of planning summer programs – applied for a Town Pump Grant to help fund these.

**SEELEY LAKE BRANCH REPORT**

By Carrie Benton

I am starting to organize/generate ideas for the Reading Challenge celebration in Seeley this coming Fall. Luckily, my podcast co-host is a true culinary artist and will be supplying the treats.

The BPA kids did well at State and were invited to compete in Nationals in Anaheim, CA later this month. If fundraising goes well (it’s looking good) they’ll all be able to attend (a first for this school).

Trying to finalize details for the Library Reading Dog for the summer and for AUOR programming up in Seeley (so thankful for these partnerships). I did apply for a Town Pump grant for $1,000.

The Democracy Project speaker, John Adams, comes to the government classes tomorrow. I’m still exploring the way I’ve done DP here in Seeley and what might need to change for next year, if we continue. The next item is to schedule the showcase of projects.

The puzzles from Teresa Clark continue to be a huge success! It’s generating an idea for this coming Fall – “Puzzles and Podcasts.” With the cold weather, holding some evening hours one night a week/month where people puzzle and share their favorite podcasts (all attending would need to be in agreement about what they listen to – and appropriate for library).

**SWAN VALLEY BRANCH REPORT**

By Jenny Kauffman

We had a nice book discussion this month discussing *Raccoon Summer,* written by Betty Vanderwielen. We had 11 participants. Betty attended our book chat and we had a great time learning about her writing process and how her characters developed over time. She started writing the book in the 1980’s and didn’t get it published until 2021 so it had a lot of revisions over the years. We had a workshop scheduled on beating the winter blues, but no one showed up. Kelly Moore, from the Missoula Extension office was going to host it. She was not too sad that she got out of the office for a day and got to see the Swan Valley.