**DEPARTMENT/BRANCH REPORTS**

**MAY 2023**

**FACILITIES DEPARTMENT REPORT**

**By Robert Peltzer**

**SCHEDULED ACTIVITIES**

Office work live and remote. 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, and ref. offices, maintain troffers, registers and walk in plenums, weekly meetings, prep and teach painting class.

**UNSCHEDULED ACTIVITIES**

Repair men’s toilet/Amanda, light adjustment/FF, receive and store shipment, recycling, chore/County, gate schedule change/Selya, review video footage/Amanda, key card/Elizabeth, visit with JC, Chore/Robert M., chore/Slaven, work on thermostats/ JC, pick up package/Leslie, Meet with Slaven, key card/Plantasia, meet with County, architect meeting/TJ, chore/Robert M., AMH troubleshooting/Will, repair book drop lock/Kayla, work on door/ Desiree, work on door/Paulette, chore/Slaven recycling, chore/Shadi, dismantle and repurpose crating, document snow plow damage, weeding and pruning, deliver book carts to Jane, load and remove book drop from Frenchtown, retrieve parcel/Spectrum, recycle book carts at Home Resources, get key/Puritan, document wall damage for Puritan, meet w/TJ, report wall damage/Puritan, reset password for TJ, meet w/Joel, recycling, chore/Joel, chore/Dave, recycling, delivery to Fed Ex., recycling, monitoring temps and lighting from home/Slaven, repair door/Pam, check entryway/Will, inspect leak for FF, recycling, deal with power outage alarms, reset generator, help MCAT with power out issues, help Jem with equipment failure/Leslie, work on bay door lock/Lindy, Meet with TJ, set up Metassys access w/TJ, rectify and reorder online, work on desk/Will, meet with Jem, clean café grilles and filters/Jem, tighten entry door hardware/Robert M., check railings/Will, check study rooms and instruct Shadi/Teresa, oil balcony tables, repair door stop/Will, meet w/Rachael Severson, welding repair on table/Ref., hang picture/FF, repair fire extinguisher case/Maria, supplies check/Puritan, shop for and order belts and supplies, work on roof equipment, repair broken spring motor mount, encase and secure roof motor mounts, replace belts, chore/David, online order, hardware store, chore/Will, café card cancel/Jem, weeding, suckering and lot bark removal, work on café tables/Jem, oil balcony tables, repair and reset lighting panel/David, check Ellingson clock, key card/Plantasia, chore/David, chore/Puritan, meeting w/Sarah, key card/FF Hannah, repair hand dryer/Jon, check main street entry threshold/Robert M., refasten imaginarium curtains/Robert M., check drinking fountain operation /Pam, recycling, weeding, schedule gates/Paulette, locate monolith and extension/Paulette, get master key for Paulette, work on lobby doors/Jon, Robert M., & Kayla, reset alarms, meet w/TJ, fix key card issue/FF, work on vestibule entry door, shop for door hardware parts, troubleshoot alarm/security, chore/Selya, chore/Amanda, chore/Selya, un pack and store Puritan shipment, manufacture custom bolt sleeve and repair Front street entry door, hardware store, repair children’s curtain/Linette, modify key card/Sydney, chore/Alyssa, check lighting/Robert M., chore/Slaven, chore/David, chore/Amanda x2, chore/Elizabeth, chore/Puritan, check with Caitlin/Spectrum, key cards/Spectrum, work on drinking fountain, shoping for parts, online ordering, reset parking gates/Paulette, hang picture/Amanda, chore/Linette, troubleshoot frozen lighting system, tighten partition/Robert M., configure key card, search for canopy/Paulette, work on irrigation system, study alarm panel system/Amanda, key card/Amanda, refresh door for FF, photo scan chore/Amanda Duley, Keys for Puritan/Amanda, chore/County, final repairs on drinking fountain, research system manuals and videos, troubleshoot sprinkler system w/Ed, hardware store, recycling, chore/Slaven, search shipping container, copy keys/Leslie, hardware store, recycling, weeding, store bathroom hardware, troubleshoot sprinkler system w/ Ed, assist It w/TV chore/Joshua, meeting/Amanda, prepare irrigation hose/ Amanda, work on paper dispenser/Dave, deliver keys/S. Quick, troubleshoot thermostats and JC system w/Ed, chore/County.

**MAKERSPACE DEPARTMENT REPORT**

By Taylor Marston

During the month of May 2023, we had **379 patron interactions** in the Makerspace. These interactions were split between appointments, field trips, workshops, and walk-in hours. 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 usually all day long. Some of the projects we printed included:
  + A t-rex skull and other assorted toys
  + Film reel adapters
  + A camper taillight cover
* **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:
  + Acrylic templates to be used with a handheld CNC router
  + Signs engraved with affirmations for a child’s room
  + Wall mounts for ceramic sculptures
* **Other projects.** This month we had several projects using our variety of equipment, including the Shapeoko CNC router, the Cricut, and our sewing machines. Projects that used these machines include:
  + A topographical map of Missoula Valley carved with the Shapeoko CNC router
  + A t-shirt decorated with iron-on graphics cut with the Cricut
  + Patchwork t-shirts sewn with our sewing machines

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

* **Laser cutter jewelry class.** The Wednesday before Mother’s Day I led a very well attended jewelry workshop where patrons were able to cut their own earrings and pendants using the laser cutter.
* **Mending and sewing walk-in hours.** Since the biggest complaint I get about the Makerspace is our uncomfortable chairs, kids and families helped sew and stuff cushions during these walk-in hours.
* **Tinkercad stencil workshop.** One of the Makerspace’s volunteers led this workshop, which taught several kids the basics of 3D modeling in Tinkercad with a stencil-making walkthrough.

A new Open AIR artist, Justine Lai, arrived at the Makerspace during the month of May, and she’s working with found film to create animations. The Makerspace also has wonderful volunteer coverage on Thursdays, but Saturday walk-in hours continue to be both the busiest and the day with the least support.

**INSTAGRAM REPORT**

By Mary Wooldridge

**Instagram Likes – Reach – Followers**

**1,524** = May Total Likes

**3,907 (Up by 122%)** = Total Daily Page Engaged Users The number of people who engaged with your Page daily. Engagement includes any click or story created. (Unique Users)

**3,740** = Followers as of today’s report – (6/10/2023) – Up by **98 Followers**

**COMPUTER USEAGE REPORT**

By Allen Seelye

|  |  |
| --- | --- |
| Business Center | 844 |
| Express | 894 |
| JMID | 1 |
| Montana Room | 92 |
| YA | 23 |
|  |  |
| Wireless Hotspot Sessions | 76931 |
| Wireless Hotspot Unique Clients | 2693 |
|  |  |
|  |  |
|  |  |
| Level 1 – Self-check # 5 items checked out | 5466 |
| Level 1 – Self-check # 6 items checked out | 7279 |
| Level 2 – Self-check #4 items checked out | 6519 |
| Level 3 – Self-check #3 items checked out | 3480 |

**BIG SKY BRANCH REPORT**

By Brian Doyle

Finishing prep for summer. Coordinated with school to reserve theater for Thursday movies and sent programming schedule to school librarians so they can send it out to teachers. Practicum student by the name of Kerry Zahn will be doing the remainder of his practicum hours at Big Sky this summer.

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

Summer: Hours change on the 6th of June. Renovations in the library started on the 30th with boxing of books and removal of shelving. Open Tuesday and Thursday from 12 to 2 pm and Wednesday from 10 to 2 pm. Grab and Go Lunches and snacks will be served from 12 to 1. (Snacks until at closing) Hours will remain shortened until the library re-opens mid-July. We will either be outside or in the commons just in the door. Lap top and holds will be available.

Wednesday will be story time at 10:30, followed by arts and crafts. Offering a few books on carts for the younger readers, a summer learning program using some of the money from the Town Pump money we received last year.

**LOLO BRANCH REPORT**

By Erin Casey

During the month of May, we focused on a final weed of the collections (school and MPL) to prepare for packing. We completed some cataloging and processing of new books. There was one program scheduled - MCAT Stop Animation on May 9th, but the facilitators did not show up. The four kids that came for the program were given the opportunity to play educational games on the school's computers instead. We had six tutoring sessions during the month of May with 11 students in total participating. Last were 5 school - staff related meetings in the library. May 26th was the last day of school for Lolo students.

**POTOMAC BRANCH REPORT**

By Kayla Whitaker

This month was spent finishing up the weeding of the collection and adding new (to the branch, taken from MPL branch) adult materials to the shelves. The plan will be to rotate the collection on a regular basis to keep things fresh.

I purchased several new posters for the branch, as well as new bookends, book displays, and flyer displays so that everything looks uniform and nice.

I also planned a series of kid-centered summer programs to be held at the branch. Community feedback has already been positive! Town Pump Grant funds will be used to purchase program materials and snacks.

**SEELEY LAKE BRANCH REPORT**

By Carrie Benton

May was spent getting ready for the Summer Reading Program – advertising, spreading the word, cleaning and organizing the area, purchasing prizes, decorating, etc. The elementary school sent fliers home with all the kids!!

For the Democracy Project two out of three kids’ projects were completed and they submitted PowerPoint presentations (also done in class as a culminating event). I am not planning to continue this next year.

With the rainy weather of May, the puzzles were very popular. I had put them away as I was getting ready for the SRP, but then people came in asking about them. So I put them out again. Still planning to do a “Puzzles & Podcasts” program for the Fall/Winter.

**SWAN VALLEY BRANCH REPORT**

By Jenny Kauffman

Our book discussion this month was on Without You There is No Us by Suki Kim.It was an eye opening experience to see what North Korea is really like. We had Sandy Perrin come from the Missoula County extension office and give a gardening workshop. We had almost 30 people attend and they seemed to like her words of wisdom on how to get things to grow well in our area. The Notary service has been well received in the community. There have been a few people who have lived here for a long time that made their first visits to the library just because the service is offered. Our local library board met and we discussed the plans for our summer reading program and also plans to start an intergenerational reading program in conjunction with the school and perhaps another community organization.