**DEPARTMENT/BRANCH REPORTS**

**JUNE 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**

Reposition bark in parking, sort thru paneling, load, deliver and store in connex, key card/Christy, recycling, weeding, unpack and deliver canopy/Paulette, check bolt hole/Front St. entry, chore/Laura, check on hose modification/Amanda, meeting and chore/Selya, chore/Jed, talk w/Karl, refresh door/Nick, call in for Red’s T., repair sink valve/Spectrum, repair faucet/security, repair comfort room sink/Teresa, chore/Nick W., key card/Selya, paint step/security, work on rm. 202/Pam, work on room 306/Desiree, check flushing systems/Joshua, work on office furniture/Hannah, recycling, work on curtains/Pam & Dana, tighten carpeting/FF, key card/Elizabeth, improve table carts/Selya, install umbrellas/ Elizabeth, anchor umbrellas, chore/Paulette, un jamb staple gun/Teresa, receive and store shipment/Puritan, chore/Selya, reconfigure radios/Amanda, report to IT/Allen, work on parking drains, work on entry center bollard, chore/David, chore/MCAT, photograph vestibule entry, work on parking seal coat bid/Slaven, various chores/Selya, work on closet door/Will, check temperatures for MCAT, recycling, work on cleaning storm drains, chore/David, recycling, cut up palettes, prep canvases /Selya, locate cones/Selya, research solids interceptor, meet w/TJ., troubleshoot elevator/Amanda, contact and schedule plumbing service/Slaven, schedule irrigation service, key card/Spectrum, hardware store, set up hose/Linette, parking garage chore, report leaking windows/Robert M., and David, write an HVAC SOP/Slaven, procure some hanging hooks, assemble and test blower, key card/Jemarie, repair light cover/Robert M., install coat hanger/Taylor, reactivate key card/Joleen, cut and prep parade sticks for Selya, long meeting w/TJ, inspect and store table for parts, examine book cart for needed adjustments, clean up bark in parking, refresh door lock/Laura, replace pressure gauges in boiler room, repair door handle/Renee, adjust drinking fountain/David, retrieve lighting cover/Puritan, meeting w/TJ, move and store Erin’s computer hardware, lock and secure Lolo book drop, sore boxes/Amanda, recycling, refresh door lock/Dallin, check videos/David, Look at door stops/MCAT, meeting w/David, visit Jim McDonald at Norco, order supplies/David, set up reminder/JM, retrieve art out of display case/Ava, recycling, weed management, meet and work with irrigation company chore/Selya, recycling, clean out sprayer, inspect alarm permit, check door kickers/MCAT, work on MCAT doors, set up more sprinkler work/rainmaker, prepare more discarded materials for dumpster, recycling, check, service and tune up LOW bike/Selya, work on MCAT doors, check dishwasher/Nick, fix handicap doors, repair chair/Joel, check umbrellas/Amanda, meeting/Nick Spectrum, reset handicap door/security, work on dishwasher/Nick, program gate schedule/Paulette, scavenge umbrella parts/Amanda, hardware store, repair boiler condensate leak, work on parking lot drains, look for and gather repair materials, reminder for Jim McDonald, supply shopping/David, repair chair/David, repair drywall/Robert M,./Will K., manual watering, hand dryer repair/Will, lots of key cards/Radio, emergency/Karl, meeting/TC Glass, training w/Amanda, online orders/David, meeting/DAC, work on drywall repairs, meet with DAC to look at lose handicap post, recycling, manual irrigation, table modification work, filter replacement work, Reposition MCAT truck, stash delivery/David, store left out items/Spectrum, re-attach climbing wall door/Slaven, refresh door/Karl, key card/Betty W., check on and work on front entry doors/security and Robert M., hardware store, work on vestibule doors, key card/Spectrum, key card/Pam, recycling, call for TC Glass, visit w/Nick, chore/Elizabeth, repair S wall curtain/Jon, repair door ring trim/Robert M,. 2 chores/Robert M,. move desk and stuff/Elizabeth, meeting/Tom J., recycling, make plumbing repair/Jem, key card/IT, work on and update Key card system/Elizabeth, chore/security, work on and photograph and report on Main St. entry doors, special key card request/Hannah, work on key card updates, chore/Slaven, meet with irrigation crew, weeding, update MCAT and other key card categories, hardware store, meet w/JC., clean vestibule approach, sand and paint drywall, key card adjustment/IT, chore/JC, investigate thumping sound/Dillon, repair/reassemble umbrella/security, check on blow drier leak/Robert M. office reordering.

**INSTAGRAM REPORT**

By Mary Wooldridge

**Instagram Likes – Reach – Followers**

**1,524** = June Total Likes

**3,595** = Total Daily Page Engaged Users The number of people who engaged with your Page daily. Engagement includes any click or story created. (Unique Users)

**3,844** = Followers as of today’s report – (6/10/2023) – Up by **104 Followers**

**COMPUTER USEAGE REPORT**

By Allen Seelye

|  |  |
| --- | --- |
| Business Center | 822 |
| Express | 928 |
| JMID | 5 |
| Montana Room | 82 |
| YA | 10 |
|  |  |
| Wireless Hotspot Sessions | 93941 |
| Wireless Hotspot Unique Clients | 3023 |
|  |  |
|  |  |
| Printer Page Counts |  |
| L1 Biz Center Black and White | 5714 |
| L1 Biz Center Color | 392 |
| L3 Biz Center Black and White | 2754 |
| L3 Biz Center Color | 359 |
| Total | 9219 |
|  |  |
| Level 1 – Self-check # 5 items checked out | 6347 |
| Level 1 – Self-check # 6 items checked out | 7085 |
| Level 2 – Self-check #4 items checked out | 10031 |
| Level 3 – Self-check #3 items checked out | 3696 |

**BIG SKY BRANCH REPORT**

By Brian Doyle

Started summer hours on June 13th. Summer Programming has been going well with several regular families with young kids coming on Tuesdays for Arts & Crafts. We started with Tie-Dye on the 13th, then on the 20th did a paper rocket/helicopter craft using materials from the Mission2Mars program that Nick Wethington from SpectrUM did a training on. Two people from SpectrUM then came out the following week to run their “Be a Physicist” science activity for the kids, explaining the science behind lasers, car crash investigations, and musical instruments that the kids could craft. It was a big hit. Other programs (Gaming Day, 3D Printing Open Hours, and Family Movies) have had minimal participation so far but the few that did come enjoyed themselves

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

Summer: Renovations in the library continued throughout the month. Flooring has been installed except for one room where they were short of the product. Shelving is being assembled and books place back on the shelve. Open Tuesday and Thursday from 12 to 2 pm and Wednesday from 10 to 2 pm. Grab and Go Lunches and snacks served from 11:30 to 1. We have been outside for lunch (and story time).

The school has made a room available to use. There are a few carts of books for kids to browse and check out. Holds are available for pick-up. We are not able to pull holds off the shelves until the books are back on the shelves.

Wednesday is story time at 10:30, followed by arts and crafts (they may do them whenever they are in the library since supplies are always left out with idea). Young readers are starting to claim their rewards for reading.

**LOLO BRANCH REPORT**

By Erin Casey

This is the last report I will submit until September 2023. For June we packed up the library and discarded items. I returned items to MPL and generally prepared the library for the move over the summer. I sent courtesy messages to Lolo patrons regarding holds and the closure of the book drop along with the three nearest alternative locations to return items. Rob P. locked the book drop today, June 15th and I posted signs on the book drop about the closure and locations of nearest open book drops. I dropped off a box of nice Missoula Paddlehead book bag/backpacks and sunglasses left over from the Lolo school to the Darby Library last night.

I will be working on a cataloging project and vital statistics until I return in late August to unpack the collections at the new school location on Farm Lane. I look forward to planning more programs in the new location in the fall including the Big Read book discussion, a regular monthly book group, and some arts and craft programs including a needle felting class and knitting/quilting group. I may have also lined up a person to present a calligraphy class. Last, I want to thank everyone for their support during our move and especially Amanda A. for providing boxes and support. Also Elizabeth J. for working with the state library on hold suspensions and Robert P. for driving to Lolo today to lock the book drop, return the computers, printer and storage boxes to the main branch. I hope you all have a joyous summer.

**POTOMAC BRANCH REPORT**

By Kayla Whitaker

This month I started summer programming with a couple of summer-long passive programs: kindness Bingo and recommendation bookmarks. So far, about 4 bookmarks have been filled out and placed in library books at the branch.

Summer reading logs are still being picked up, and I have had one patron already return theirs for a halfway prize. Families First was very kind and donated a bunch of their book donations so I can have summer reading prizes out at the branch.

We had our first active program of the summer on June 28th. The folks at SpectrUM set up their Be a Physicist! Program outside, and it was very well attended. We got a lot of positive feedback, and I hope to make SpectrUM programs a regular occurrence going forward. The success of this first program makes me feel excited and hopeful for the rest of the programs I have planned for the summer.

With the help of the school library volunteer and MPL cataloguing department, we are going through lists of materials in the branch and will be doing some clean up in cataloguing/labeling. I anticipate this will take most of the summer to complete.

**SEELEY LAKE BRANCH REPORT**

By Carrie Benton

The Summer Reading Program started off a bit slow this year, which was a surprise. In conversations around town, others were experiencing similar slow starts to the season. Some contributed it to weather; some to kids being so overextended this last school year (with Covid restrictions lifted) that they were exhausted as the summer began. Who knows? 14 kids are registered so far (1 already completed her first reading log!).

SpectrUM’s “Be a Physicist” program this year was wonderful for the two kiddos who came. I’m not sure why less people came this year. It may have been timing or lack of signage. I created some signs as part of the overall SRP and posted around town. Last year, spectrUM sent us fliers to print and post – but not this year.

The quartet from the Missoula Symphony was fantastic!! Thank you to Amanda for arranging this. We had three adults and three kids come.

I am piloting a Library Dog program up here this year. It started on June 29 and will run until August 17 (Thursdays from 10:30 – 12:30). “Doc” did great his first day – and the two kiddos who came to read to him loved it! An adult even read to him ☺ Owner/Handler Julee is fabulous!! Photos are posted on Facebook.

All Democracy Projects were completed and presentations submitted. One large invoice came in, which the DP staff approved. The final debrief session was held on June 26th. I let them know I would be pausing the program in Seeley for the next year. We discussed using the next year for rethinking and possible recruitment for the 2024-2025 project year. I will need to let them know in the Spring.

Puzzles continue to be popular among about half-a-dozen patrons. They use it as an exchange, so my supply has not diminished. So thankful to Teresa for offering to send up puzzles last Fall!

Book club continues steady. Now that the pickle-ball group has switched days, it allows a couple folks to make it here!

**SWAN VALLEY BRANCH REPORT**

By Jenny Kauffman

Our book discussion this month was on Blonde Roots by Bernardine Evaristo. This book discusses what would happen if black and white roles were reversed. We had the Spectrum Science Center come on 6/24. I promoted it in the community, but only had 2 children come to take advantage of the opportunity. The Missoula Symphony sent a quartet up on 6/28. I was not in attendance, but it sounded like the people who came enjoyed it. July 4th is our annual book sale, we also plan to offer kids activities while people are at the community hall for the 4th celebrations.