**DEPARTMENT/BRANCH REPORTS**

**JULY 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, maintain Montana room, maintain troffers, registers and walk in plenums, weekly meetings, prep and teach painting class.

**UNSCHEDULED ACTIVITIES**

Work on irrigation system, recycling, weeding, check on malfunctioning gates/security, check on broken balcony umbrella/security, procure vacuum cord/Dana, key card/Linette, shopping/Selya, meet with Amanda to review SOP, reprogram Metasys user, meeting/Jem, chore/Slaven, modify meeting room closet doors/Selya, meeting room table latch modifications, deliver key card to Pam, recycling, repair café door and reprogram vendor pin number/Jem, pruning and weeding, show WOW bus to potential buyer, go to County Works, key card/Spectrum, Adjust key card system with updates/Elizabeth, receive parts from Will, transfer key cards/Luida and Laurel, chore/Robert M., recycling, issue reports to Selya, procure new keys/Puritan, recalibrate drinking fountain/Caroline, repair chair/Will, meet w/Thomas Plumbing, chore/TP, gather training equipment/Amanda/Shadi, check dish washer/Slaven, remove and store disposal from Art Box Room, call in to Red’s, troubleshoot security radio station, check on Paulette’s lighting/Paulette, request sent out to Stephanie, refresh door/Christine, check changing station/Robert M., search for spare keys/Rachel, research technical data sheet KB110-SSRE, shop and buy parts for changing stations/Robert M., Print and deliver invoices/Leslie, moving chore/Karl, hardware store, copy keys/Rachel, meeting/Selya, pruning/weeding, store Puritan supplies, work on bay entry doors, update and organize key card roster, transient mess, chore/Selya, work on key card list, chore/security, receive shipment, install boiler calcium carbonate, Adjust 2 door w/wood planning tools, prep Shadi’s window washing equipment, Shai training/Amanda, adjust parking height bollard, resurface and decontaminate LOW bike brake pads, reconfigure key card/Stephanie Makerspace, look for Shadi, Shadi window glass training, check key card operations/Paulette, rant meeting/Shadi, clean AMH carts, rollers and deep clean electronics, repair floor panel/security, reprogram key cards/Elizabeth, 2x chores/Linette, chore/Amanda, inspect filters, chip off, clean and discard crumbling cement pillar, weeding, recycling, manual check of generator, sprinkler system check and adjustment, open up flooring and tighten handicap post/Robert M., chore/Teresa, inventory, discard and order filters, adjust balcony floor hatch door/Robert M., show Shadi how to clean trash barrel, Load and discard Lolo book drop, salvage lock for parts, return David’s trailer, work on lose stairway railing, search for Shadi, chore/Dave, meeting/TJ, check on Shadi w/Elizabeth, show and remove bricks/TJ, research/Slaven, report/Slaven, Key card adjustment/Hannah FF, chore/Robert M., diagnose and store broken chair/Robert M., Key card chore/Elizabeth, work on stair railing, chore/Elizabeth, chore/Slaven, recycling shop for and order railing parts, new volunteer key cards/Elizabeth, research tap and dye sizes, chore/Martha, receive key card/Jay, respond to class president and The ZACC emails, deliver recycling moneys to Leslie, print out receipts/Leslie, work on/research sink faucet/security, repair door handle/Shadi, key card return/Elizabeth, repair leaky faucet/security, clean sink aerators and make adjustments/David, check leather chair/David, chore/security, take measurement and design freezer bracket, receive and store supplies/Puritan, consult with Spectrum about shop tools, turn off 1st level lights, recycling meeting w/Shadi, finish repairs on railings, order cleaning supplies, chorex2/Desiree, schedule gates/Paulette, fabricate and install lock bracket/Robert M., adjust sink flow/Jon, check sink/Kaila, meeting/TJ, key cards/Elizabeth, chore/David, Radio key cards/John, chore/David, recycling, chore/Teresa, check hot smells/Hannah, remove and prep materials/Hannah, turn off 1st and 3rd level lights, chore/Robert M., chore/Taylor, repair hand drier, chore/Karl, help David with some training, chore/Desiree, key card issue/Rachel, store Puritan shipment, schedule alarm testing/Elizabeth, chore/Jesse, troubleshoot & repair W gate malfunction, repair blinds/Jon, store filters/Zoro, meet and work with Interstate Alarms, refresh storage door/Taylor, key card/Elizabeth, temperature adjust/Slaven.

**INSTAGRAM REPORT**

By Mary Wooldridge

**Instagram Likes – Reach – Followers**

**3,304** = July Total Likes

**7,603** = Total Daily Page Engaged Users The number of people who engaged with your Page daily. Engagement includes any click or story created. (Unique Users)

**3,858** = Followers as of today’s report – (6/10/2023) – Up by **14 Followers**

**COMPUTER USEAGE REPORT**

By Allen Seelye

|  |  |
| --- | --- |
| Computer Users |  |
| Business Center | 823 |
| Express | 1053 |
| JMID | 13 |
| Montana Room | 75 |
| YA | 22 |
|  |  |
| Wireless Hotspot Sessions | 106846 |
| Wireless Hotspot Unique Clients | 3378 |
|  |  |
| Printer Page Counts |  |
| L1 Biz Center Black and White | 6171 |
| L1 Biz Center Color | 313 |
| L3 Biz Center Black and White | 2352 |
| L3 Biz Center Color | 269 |
| Total | 9105 |
| Laptop/Chromebook Users |  |
| Level 1 – Self-check # 5 items checked out | 5858 |
| Level 1 – Self-check # 6 items checked out | 6570 |
| Level 2 – Self-check #4 items checked out | 8935 |
| Level 3 – Self-check #3 items checked out | 3832 |
|  |  |

**BIG SKY BRANCH REPORT**

By Brian Doyle

Summer Programming has been successful thus far with regular attendance at Tuesdays’ Arts & Crafts. There have been several regular families with young kids coming most weeks. This month we did Popsicle Stick Catapults on the 11th, Paper Bag Puppets on the 18th, and Cork Boats on the 25th. Popsicle Stick Catapults was the most popular craft this month. This month’s Summer Game Day was also very successful with 19 attendees on Wednesday the 12th. There has also been some 3D printer use by the public. We were closed for the holiday on July 4th.

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

Summer: Renovations in the library are completed. We have books on the shelves which have required shelf reading to get them in order. Holds from when items were boxed are pulled. Great to be able to have more for the library population to view and check out.

Continues to amaze me how innovative kids are when you give them art supplies and some ideas and they just go from there. Wednesday is story time at 10:30 but the numbers drop off this month for some reason – vacations. Young readers are claiming their rewards for the reading program.

Continuing to serve grab and go lunches – about 50 a day.

**POTOMAC BRANCH REPORT**

By Kayla Whitaker

As summer continues, I am seeing a slight drop in number of patrons, but I am still getting weekly regulars so that is nice. I’ve had several kids participate in our ongoing programs (Kindness Bingo and recommendation Bookmarks). Our in-person program this month was well-attended, and the kids appreciated the snacks I had for them. There is a lot of excitement for the Missoula Symphony visit next month.

I have been working with the school library volunteer to go through the kids collections and make sure all are present and accounted for. Any items that need relabeling I have been taking crate by crate to our Cataloging department, which has been a great help. I am also doing a thorough cleaning of the shelves/shelf reading.

**SEELEY LAKE BRANCH REPORT**

By Carrie Benton

Participation in the Summer Reading Program picked up. Last day is Aug. 17th.

“Tilly the Bear” on July 26th brought in 5 kids (very fun!)

The last day for “Doc” the Library Dog is Thursday, Aug. 17th. Though we’ve only had about half-a-dozen kids participate in this program, now that we’ve done it once, I am hopeful that next year will be better. We’ve worked out the bugs and can also do more PR with it next spring.

Book club continues steady (usually between 4-8 people). Lots of people take the book to read it (9-11 usually), but for various reasons (company, appointments, etc.) they aren’t able to make the day/time. Will discuss with them about whether another time would be better.

**SWAN VALLEY BRANCH REPORT**

By Jenny Kauffman

We had 8 participants for our July book chat. We are going strong with our summer reading program. A few kids have read over 100 hours already and we still have a month to go. Participation with the story/craft times has picked up a little over the last couple of weeks. Hopefully we will finish strong in August. We had a great book sale on the 4th of July and made almost $700. We also offered some crafts for the kids to do on the 4th and had around 100 kids participate.