**DEPARTMENT/BRANCH REPORTS**

**AUGUST 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, manual light change on all floors and reset lighting system, reattach sharps container/security, pick up postal package/Leslie, replace missing electrical covers in stairway, recheck and adjust sprinkler system, repair shipping crates, unload and store book shipment/Caroline, tore shipment/Puritan, reactivate key card/Jem, repair outlet/Sarah, clean W balcony debris, door repairs to PK garage entry/Robert M., Meet with Adaptive Firescapes, meet and train with JC access group/Slaven, chore/Leslie, repair shipping crates, recycling, unlock JC system, train Selya, look for lighting reflector/Robert M., Repair AV adaptor desk, Cut paneling/Hannah FF, hardware store, store supplies/David, service grounds maintenance machinery, store supplies/Puritan, recycling, tool maintenance, test start washer, organize MSDS files, set up and clean table saw, chore/Ed, fill out evaluation/Amanda, fasten elevator hand railing/Lester, check/repair bathroom trash locks/Bradin, check L3 bathroom locks/Lester, test café entry for issue/Jem, Look for broken off prong in L1 outlets/Lester, check and replace floor tile L2/Lester, print out as builds/TJ, judge at fair, key cards/Robert M., check staff elevator/Lester, attach cabinets to FF wall/Hannah, chore/Lester, plane sticky door/Lester, meeting w/Jem, pressure washing, Red’s call in, key card deactivation/Robert M., repair baby changing station/Robert M., patch hole in floor/Security, grounds equipment repairs, work on emergency manual/Amanda, Take stock and photos for emergency SOP, work gas and water valves, re-mortise , regrind

and adjust 2F bathroom door/security, check and restore 2F room from milk odors/security, check hinges on perch/Max, re-attach sharps container/Jesse, replace broken sharps lid/Brett, work on pump pressure fittings, receive and store shipments, work on emergency SOP/Amanda, repair receipt holder/Noah, work on pressure washer fittings, complete Safety manuals SOP edit/Amanda, open up PK garage exhaust fan cowling for measurements, order parts online, prep store vehicle, wash front entry, recycling, check power sockets/Slaven, lighting check/Selya, repair book cart wheel/Desiree, refresh door lock/Katie FF, take photos and work on emergency manual/Amanda, contact Interstate Alarm/Amanda, HVAC training/Robert M., key card adjustment/Michael, Key card change/Elizabeth, weeding, recycling, print out SOP’s, change out motor belt and store parts, chore/Shadi, recycling, check on nano doors/Taylor, call to schedule w/JC, repair and recycle book crates, work with Crescent electrical to find a polymer reflector/Robert M., degauss dumpster area, adjust electrical closet door, repair makerspace nano doors/Taylor, meet w/Puritan, recycling, update safety manual, meet w/ Adaptive Firescapes, gum patrol, hardware store, replenish gasoline stores, refurbish crates, recycling, meet with TC Glass, recycling, meet with Kone, replenish sanitizers/Robert M., load carpet in dumpster/MCAT, L4 clock adjusted/Desiree, repair bathroom locks, toilet paper dispensers/Puritan, attach hand dryer and replace missing hardware, meet with JC, Meet with TJ, review vendor list/Elizabeth, chore/Desiree, contact reed’s, store supplies/Puritan, reconfigure malfunctioning doors/Selya, repair vandalism item/Karl, key card/Lindy, shipment receive and unpack/Elizabeth, meeting/Elizabeth, chore/David, test eraser wheel/Slaven, repair floor boxes/Puritan, research and shop for door and lock parts, modify, adjust and install umbrella fabric, key card/Lindy, HVAC training/Sarah & Will, order reflector from Crescent Electric, shop and order supplies and bathroom locks, print receipts for Leslie, chore/Dave, hardware store, remove tables from Lolo/Erin, chore/Brett, recycling, order supplies, store shipment/Rachel, verify Republic services, adjust sprinkler system/Adaptive Firescapes, chore/TJ, partition and distribute ladders, inventory and order filters, fill out billing document/New Extinguisher servicing company, re-submit performance review/Amanda, chore/Teresa, reposition umbrella and move balcony furnishings/Elizabeth, replace carpeting/Slaven, recycling, remove load of cardboard/Puritan, contact JC/Slaven, JCI training/Elizabeth, check Handicap bollard/Robert M., weeding, recycling, move D pod/Robert M., order supplies/Selya, meeting/Shadi, improvements implemented on café and pk entry handicap mechanisms/Joshua, chore/Shadi, repair perch cab. Door/Maria, store D pod/Robert M., repair 3F lamp/Desiree, run a fire drill/Amanda, meeting/Amanda, chore/David, work with Tom J on offline thermostats, store puritan supplies, retrieve lost book/Ava, work with Adaptive Landscapes, move flooring boxes and desk/Selya, online order/Selya, inquiry/Caroline, key card update/Jon, prep moving wheels/Selya, chore/Amanda,

**INSTAGRAM REPORT**

By Mary Wooldridge

**INSTAGRAM LIKES – REACH – FOLLOWERS**

**3,304** = August Total Likes

**4,224** = Total Daily Page Engaged Users The number of people who engaged with your Page daily. Engagement includes any click or story created. (Unique Users)

**3,813** = Followers as of today’s report – (9/13/2023)

**BIG SKY BRANCH REPORT**

By Brian Doyle

Finished summer hours on 8/17/23 so that I could cover Home Library Service for Joleen the following week and the school librarians could set up for the academic year. Started giving away books for the Big Read.

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

The lunch program thru the Missoula Food Bank was wonderful. We were a Grab-and-Go sight this year so the numbers were up. It gave me 1 ½ hours outside with people eating their lunches and socializing and playing with bubbles and chalk. Of just running making up their own games.

The trip out by Missoula Symphony was great with a large attendance and people of all ages. The musicians had something to offer young and old. They were well received in the community.

We are back in the library. Most shelves are in the correct order and now school has started and the spirit of summer changes into the academic role with many very busy with school and activities and we see less of the little ones. Miss them.

**POTOMAC BRANCH REPORT**

By Kayla Whitaker

August was a busy month at Potomac! We had 4 programs total: rock painting, Missoula Symphony Quartet, Flower Power!, and an end-of-summer craft day that included sidewalk chalk, rock and flower pot painting, and paper crafts. Attendance was good, but hampered by the Fair, which most families in the community participate in by showing animals. Good to know for the future: more programs earlier in the summer!

Kids started back at school on the 30th, so the school library volunteer and I were busy with cleaning and tidying the shelves.

Feedback has already been positive about the upcoming book club and change in hours (we will now be open Wednesdays 3-7pm, with occasional Saturdays). The NEA Big Read is the first Potomac Library Book Club read, and the free copies are going quickly.

Project of updating labels/catalog records is still ongoing, now starting the JCs and Js.

Overall, a very fun and successful summer, and I am looking forward to the upcoming school year and the fun new things coming to the library!

**SEELEY LAKE BRANCH REPORT**

By Carrie Benton

The Summer Reading Program finishing up contributed to a busy August, along with the return of the high school students at the end of the month. I am so thankful to have received a Town Pump grant this year – was able to purchase more prizes for the reading program and for the final grand prize drawing. In total, 19 reading logs were completed (29 participants). A handful of kids completed more than one reading log. We gave out 38 coupons for a free small cone at the local Ice Cream Place. There were six winners in the grand prize drawing. We gave out various sets of books, a homemade blanket, bubble machine, gift certificate ($75) to local restaurant, and a fun float for the lake.

Book Club discussions have been wonderful! We’re holding steady. The group is very excited about Jess Walter coming up for September!

Plans are shaping up for a Reading Challenge Party late October/early November (haven’t set a date yet) in Seeley. My Podcast co-host and I are working on this together. More details will be available soon.

**SWAN VALLEY BRANCH REPORT**

By Jenny Kauffman

We had 9 participants for our August book chat. Our summer reading participation was almost double what we had last summer. I had a total of 45 kids sign up and about half of them read at least 18 hours over the summer. We had a poster that they could earn stickers to put on throughout the summer and then it made a picture. Prizes were given out for each row of stickers a child put on their reading log. Lots of prizes were handed out during the summer and we are having a drawing for bigger end of summer prizes on Sept 1. Overall I think it was a successful summer of reading.