**DEPARTMENT/BRANCH REPORTS**

**NOVEMBER 2023**

**FACILITIES DEPARTMENT REPORT**

By Robert Peltzer

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**

Vacation, check on crooked blind/Jon, modify screws for furniture repair, repair 2 stools/Levi, recycling, open floors and run cabling/Allen, check key card system/Elizabeth, key card/KFGM, check for and order supplies/security, check stools on L1 for sturdiness, modify more furniture screws, report on class attendance, recycling, tighten stool hardware, inspect building damage/Elizabeth, dismantle study table and open end up for measurements/Ed, inspect partition wall/Amanda, key card/Elizabeth, store furniture repair hardware, recycling, vacation, recycling, check on pk. Garage door malfunction/Jesse, check on handicap door operation, contact TC Glass, check breakers, set up and welcome election officials, chore/Amanda, chore/ Dave, store Puritan supplies, relocate phone lines/IT/Elizabeth, update time clocks throughout, check lighting/Selya, assemble dumpster caddy’s/Selya, chore/Slaven, chore/security, meeting/Shadi, recycling, schedule w/Kone, repair sink hardware/Linette, make lighting reconfiguration and adjustment/Desiree, store supplies/Puritan, transient mess, recycling, put alarm on test/Kone, safety meeting/Kone, chore/Caroline, check sun shades, check and report on key situation/ Dori, chore/Desiree, add recycling bin/Michael, meet with Kone, chore/ Elizabeth, shopping for lighting parts/Selya, repair book cart/Circ., remind and show Shadi some duties/Lindy, meet with TJ, check temps for Selya, check and trouble shoot HVAC system and pumps, chore/Slaven, chore/Kone, store supplies/Puritan, Contact TC Glass, chore/Robert M., recycling, store supplies, contact MT Air Cartage, storesupplies/Puritan, contact Jason Green, chore/Spectrum, facilitate operations for elevator inspector, chore/elevator inspector, meeting with TJ, track down JC, update extinguisher/State inspector, recycling, vacation, receive and store shipment/Puritan, contact JC, refresh door mechanism/Jay, Contact County, key card/Lester, gate scheduling/Paulette, deliver Puritan supplies, install signage/Karl, meet and work with JC, update TJ, meet and work with contractor, recycling, work on lighting/Amanda, check on curtains/Slaven, chore/Puritan/Lindsey, key card/Spectrum, work on MT room radio/Amanda, meet with JC, chore/Robert M., work with TJ and JC, vacation, online order, install rechargeables/Amanda, schedule holiday lighting, chore/ Robert M., chore/Elizabeth, key card/Elizabeth, meet with JC, check temps and areas/Slaven, hardware store, service call to Frenchtown, fuel vehicle, receipts to Leslie, vacation, meet with JS, assemble tree stand, prep electrical and set up tree, disassemble and relocate furniture/Slaven, chore/Jim, meeting/security, make brackets for stand, meeting/Shadi, meeting/Selya, meeting/David, key cards for KGFM, repair and replace chair, chore/Leslie, chore/Shadi, chore/patron, print license/Leslie, schedule service/TC Glass.

**2023 Summer Learning Stats**

Compiled by Pam Carlton

Our Summer Learning Program runs from June 1 through August 31. We have programs, and hand out reading logs that keep track of the number of hours read up to 25 hours. The theme for 2023 was “All Together Now”

At the half-waypoint children, ages 0-18 picked up a free book. After finishing the reading log, the kids received a $5.00 coupon donated by the Good Food Store.

This year the Western MT Fair donated free rides offered by way of a drawing for those kids who finished half of the reading log by August 1st. (Read to Ride)

Below are the number stats for programs and prizes.

* Reading logs handed out approximately 1000
* Number of entries in Read to Ride 207
* Number of free books approximately 400
* Good Food Stare coupons given 284

Summer programs

* Altered Books 1/26
* Plant a Pollinator Garden 1/31
* Library Pen Pals 1/33
* Altered Books 1/32
* I’m Trying to Love Spiders 1/46
* Mission to Mars 1/18
* Tilly the Bear (performance artist) 1/32
* Chris Sands (Musician) 1/36
* Pollinator Playtime 1/41
* Humane Society 1/38
* No-Sew Blankets 1/14
* Kids’ End of Summer Field Day (AUOR) 1/65

**SOCIAL MEDIA REPORT**

By Mary Wooldridge

**Facebook**

OUR NOVEMBER TOTAL ORGANIC REACH FOR FB WAS **301,990**. The number of people who had any content from our Page or about your Page enter their screen through unpaid distribution. This includes posts, stories, check-ins, social information from people who interact with our Page and more. (Unique Users)

**Instagram Likes – Reach – Followers**

**4,501** = November Total Likes / Story Reach = **1,307** /Story Replies and Shares = **19**

**6,212­­­­­** = Total Daily Page Engaged Users The number of people who engaged with your Page daily. Engagement includes any click or story created. (Unique Users)

**3,892** = Followers as of today’s report – (10/13/2023) Up by 79 Followers

**BIG SKY BRANCH REPORT**

By Brian Doyle

One student wanted to learn more about 3D printing and one community member emailed about joining the Writers’ Group but hasn’t shown up yet. A little slow due to Thanksgiving holiday, but had an uptick in patrons before and after. Helping a community member with her ongoing technology questions accounts for many of the reference questions.

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

Lego Build night is Wednesday from 4:30 to 5:30 pm. Fewer came this month due to illness, etc. Have a good core of students and parents who are creative and have produced some interesting creations.

The Democracy Project has been put on hold until next school year. We were not able to find students who were interested. We will spend the remainder of this year working with the staff to recruit students to take on the project of their choice.

**POTOMAC BRANCH REPORT**

By Kayla Whitaker

November was definitely a slower month – the darker days and cold weather encourage people to stay indoors! But we still had a good amount of patrons come in and browse/check out books.

The book club was sparsely attended this month, mainly due to the parent/teacher conferences that were taking place the same night. The Thanksgiving/fall program I put on during Saturday hours was also light on attendance, again due to a scheduling error on my part: it was the same day as the Cat-Griz game!

Happily, I hosted an impromptu spooky story time for a group of 7 middle schoolers one night, and that was a lot of fun.

**SEELEY LAKE BRANCH REPORT**

By Carrie Benton

November was a wonderful month at the library. The first part of the month was spent planning for the 35th Anniversary Celebration. We had 29 people attend (good for Seeley). We served yummy hors d’oeuvres (made by podcast co-host Haley Haines) and punch. During the evening people had an opportunity to check out the history board I made up – much of which came from some local files here and the archive file at MPL.

Two surveys were also given – a brief information-seeking questionnaire for the library branch, and one about reading interests. I am in the process of compiling the data from the first survey with the same version I posted on Facebook. The reading interest survey will be used to share with the library community (i.e. patrons’ favorite childhood books, favorite genres, etc.). No names are attached to any of the surveys.

Even with the branch being closed the week of Thanksgiving (my scheduled sub had to cancel and I was out of town), the numbers this month are a bit higher than last month.

Regarding the “Seeley Reads” podcast – we are wrapping up the first season and getting ready for 2024’s Reading Challenge. We plan to change things up a bit, but nothing is set in stone as of yet.

Book club is holding steady.

**SWAN VALLEY BRANCH REPORT**

By Jenny Kauffman

We had 9 participants for our November book chat. The book we discussed was A Thousand Splendid Suns by Khaled Hosseini. We are all saddened that treatment of women in other countries is still so far below satisfactory standards. The story time once a month continues to attract a few children each month. We finally received our new Classic collection of books. At the beginning of the summer we received 2 grants from organizations that helped us purchase a nice hardback collection of Classics to keep in the library.