**DEPARTMENT/BRANCH REPORTS**

**DECEMBER 2024**

**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**

Correspond with Intermountain Roof-scapes, deliver key card/FF, find permit for Pam, shop and order supplies online, check and work on back entry doors/security, work on Hannah’s office cabinets/Hannah, work on gate closing issue/Jesse, chore/Caroline, work on 3F kick down stoppers/Crystal/security/Noah, troubleshoot lighting system with Northern Rockies A., look for keys for Hannah, open desk drawer/Hannah, receive and store supplies and Puritan delivery, recycling, chore/Karl, online order, replace kick down lever/security, supply new power source/Selya, check and refasten lose cubicle tables/Robert M., check staff bathroom/Bradin/EJ, vacation, meeting/David, meeting with TJ., clean out dumpster cage, price upholstery job/Slaven, chore/Allen, meeting TJ, inspect door/Joshua, chore/David B., chore/Elizabeth, meeting/Joshua, meeting /IT, chore /David, meet and work with with TC Glass, Meet and work with JC’s, photos for Home resources, chore/TC Glass, store tables/Selya, vacation, stage furniture and reorganize/Slaven, meeting/David, disassemble partitions, chore/Desiree, key card/Jesse B., change out signage at Empower/Amanda, deliver package/Empower, chore/Jay, chore/Shadi, work on L$ meeting room doors, install kick downs/Selya, chore/Scott, recycling, trouble shoot Huddly Go system/IT, check sensors/Slaven, check lighting/Scott, move furnishings/Slaven, check lighting/Laura and Kyla, key card/Amanda, change FF key card designations/Amanda, vacation, recycling, chore/Martha, chore/Crystal, move flooring vent/Joshua, work on 4F meeting room shades/Desiree, reprogram Imaginarium lighting, key card/Puritan and FF, recycling, check on stain/Joshua, meeting /IT, vacation, troubleshoot HVAC, Work on AHU 1-FA, replace door stop/ Selya, re-hang pictures/Karl, recycling, vacation, recycling, re-hang pictures in admin hall/Karl, hang/re-hang imaginarium pictures/Karl, chore/Karl, help Spanish speaking patron/Dave, send out electrical PFD’s/Selya, scan documents, meeting/Karl, locate, price and order floor box/Slaven, meet with TJ, work on E pk. garage gate, check on possible furniture damage/Pam, schedule with Overhead Door company, meet with Gate repair company, set up and take down parking cones, staff meeting, meeting with Kone, chore/Amanda, recycling, meet with Apex plumbing, key card/KGFM, vacation, recycling, vacation.

**SOCIAL MEDIA REPORT**

By Mary Wooldridge

**Facebook**

OUR DECEMBER TOTAL ORGANIC REACH FOR FB WAS **206,020**. 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**

**3,827** = December Total Likes / Story Reach = **653** /Story Replies and Shares = **2**

**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)

**4,091** = Followers as of today’s report – (10/13/2023) Up by 90 Followers

**BIG SKY BRANCH REPORT**

By Brian Doyle

Holiday Ornament arts and crafts program for kids was sparsely attended but those that did show up had fun. One patron came and learned about 3D printing but didn’t make anything themselves. Answered several questions about 3D printing via email as well. A little slow due to holidays.

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

Lego Build night is Wednesday from 4:30 to 5:30 pm.

During Christmas break we offered arts and crafts and Legos. A few came and they seemed to enjoy as they returned the second day.

**LOLO BRANCH REPORT (NOV)**

By Erin Casey

In November, we had 16 library open days. We are getting more requests to borrow the public laptops and I am glad people know we have these available. We are also have requests for a printer and occasionally a fax machine or scanner, and I am unable to accommodate these requests.

There were two programs in November -- a movie night on November 7th, was attended by 4 youth and 2 adults. Also, a board game night was attended by approximately 10 students and 4 adults on November 20th. Last, four school meetings were conducted in the conference rooms located in the library. I did not get a count of staff and administration attending.

I have reached out on the Lolo Community facebook site to locate people willing to share their talents with others. I have one person who is willing to teach a knitting class. I will start up the needle felting classes again after the new year. Also we are looking into a fix it date for people to bring in projects to work on. Last, I am facilitating a book discussion group on the third Thursdays of the month at 6:30 pm.

Continuation of collection development and ordering in titles based on the requests and interests of Lolo library branch patrons is ongoing. The school continues to also add new titles and I assist with the cataloging and processing when I can.

**LOLO BRANCH REPORT (DEC)**

By Erin Casey

There were two programs in December -- a book group for Lolo students on December 27th, was attended by 8 youth and 2 adults. Also, a reading group was attended by 5 adults. Last, two school meetings were conducted in the conference rooms located in the library. I estimate 43 adults total for both meetings.

**POTOMAC BRANCH REPORT**

By Kayla Whitaker

December was relatively quiet in terms of library use, which was expected. I had one holiday craft and cocoa program during Saturday hours, which was enjoyed by a handful of patrons. This month’s book club was attended by 5 totally new book clubbers. I am hopeful that after a few more months, we will have a consistent large group of members.

Goals for the new year: programs for adults; figuring out more storage space in the library; continue to grow book club numbers and patrons who use the library.

**SEELEY LAKE BRANCH REPORT**

By Carrie Benton

December seemed like a fairly slow month, though we continue to get a fair amount of high school students in during their lunch hour. We are setting out coloring books, cards and other games. As the weather gets colder, we may have more students coming into the library.

I have attached the survey results from November 2023.

I am reworking the Seeley Reads podcast as I seem to be losing my audio editor/co-host. More details next month.

Many reading logs were completed and folks are looking forward to the new year’s challenge beginning.

Book club is holding steady. We’ve even gotten a few new participants.

**Seeley Lake Public Library—Survey Results (November 2023)**

1. Do the current library hours work for you?

Yes – 24

No – 3

1. If not, what days/times would you recommend?

“Evening hours (longer)”

“Weekends”

“Maybe a weekend day”

1. Please check the services/resources you have used at the library:

* Requesting items from another library (putting items on "hold") – 21
* Computers – 8
* Printing – 6
* Copying – 7
* Wi-Fi – 8
* Checking out materials (books, dvds, books on cd, hot spots, etc.) – 23
* Digital Offerings/Apps for all MPL Patrons (Libby/MontanaLibrary2Go, Mango, Kanopy) – 9

1. Suggestions for other resources:

* Colored printer
* Keep up the book club
* Video games to play & check out like MPL
* More cookbooks
* Digital genealogy access
* Art classes
* Flexible seating (bean bag chairs)
* Love jigsaw puzzles
* Love listening to podcasts
* Craft time

1. What programs do you find valuable at the library?

Summer Reading Program – 13

Library Reading Dog – 10

Annual Reading Challenge – 14

Book Club – 14

1. What kind of programming do you wish your library had (feel free to make suggestions)?

Writers’ Group – 7

Children’s Story time – 6

Speakers – 7

Movie Night - 8

Other (each response – 1):

* Typing Class
* Adult Education Topic-Specific
* Computer/Smart-phone Proficiency
* More in general (2)
* Use older folks to read to Pre-K
* Loaner Chrome Books
* Open Mic Night for Written Word/Prose/Poems
* More kid activities
* None

**SWAN VALLEY BRANCH REPORT**

By Jenny Kauffman

We had a nice book discussion this month discussing *Comfort and Joy* written by Kristin Hannah. We had 11 participants and used the attendees as our wrapping crew for the books we distributed to the local children*.* This year the library collected books throughout the year to hand out to all the 8th grade and younger children living in the valley. We handed out around 70 books to both those children attending the Swan Valley Elementary School and Salmon Prairie schools and also those children being homeschooled and younger children who are not in school yet. The children seemed to enjoy receiving books and we even got a little write up in the local paper. https://www.seeleylake.com/story/2023/12/28/news/swan-valley-library-gifts-students-books/10075.html