**DEPARTMENT/BRANCH REPORTS**

**FEBRUARY 2024**

**FACILITIES DEPT 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, resolve service tickets, operate and service floor scrubber, 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**

Meet and train with Hilliard, meet with TC Glass, store machinery, store cleaning supplies/Puritan, meeting w/David, report to management, chore/Xavier, work on entry door/Robert M., set up floor machine and chemicals, troubleshoot and repair EF5/Alex/Tom, mount a search/Joshua, organize chemicals/Puritan, study manuals, chore/David, key card/Puritan/ Ava/Kayla, check door compatibility/Amanda, another master to Puritan, replace furniture/Amanda, HVAC maintenance, recycling, chore/security, trouble shoot gates remotely, check on temps/MCAT, repair elevator wood trim/Lester, repair door stop/Lester, repair jammed staff entry door, hang picture/betty, repair out of service elevator/Amanda, elevator, remove and inspect broken barrier/Maria, order crowd barriers online, recycling, deliver payment/Kayla, adjust RGB lighting, meet with Hilliard, online supply order, store Puritan supply delivery, Visit with MCAT about SDS task, shop and order online OSHA compliance items, organize, print and file SDS, meeting with MCAT about Right to know Standards, meeting with FF about Right to know standards, service floor scrubber, meet with Spectrum about right to know standards, compile, print and index maker space SDS, Move table/Christine, compile, print and index MCAT SDS, compile , print and index Puritan/Hilliard SDS, Inspect circ. and mending and catalog chemicals, fix clock/Robert M., move and set up furniture/Elizabeth, schedule door repair/TC Glass, check on broken trim/Bradin, adjust and monitor lighting/Selya, SDS paperwork, chore/Caroline, recycling, chore/Slaven, chore/Ava, round up and catalog shop chemicals, chore/Rachel, store Puritan supplies, recycling, look up SDS sheets, desk sanding mod/Paulette, print SDS sheets, deliver package, unpack sleeves, remove trim/Kayla/Shadi, adjust time clock/Jon, lubricate pk. garage door, floor trap re-training for Shadi, chore/Selya, replace batteries/David, recycling, chore/Shadi, Check 3F Plumbing/Security, chore/Martha, report for Jon, store supplies/Puritan, work on SDS materials , retrieve, disassemble, and pack TV stand/Mary, program & adjust lighting/Selya, key card/KFGM, Make a large shipping box/Mary, chore/David, recycling, chore/Robert M., ADJUST GATES/Paulette, adjust lighting/Selya, recycling, clean up and tidy climbing structure/Slaven, remove flooring tape/Slaven, sweep mulching/Slaven, check elevator operation/Elizabeth, reset lights/Selya, check 1F, 4F bathroom lights/Slaven, Print out SDS sheets/Spectrum, repair crates, recycling, store barricade, research sensors, repair entry door handle/Robert M., look for mites/ Robert M., change floor outlet arrangement/Amanda, repair and install improved dumpster gate latch/David, deactivate key card/Paulette, Key card/Maria, recycling, print out SDS sheets, look up info and correspond with Sarah from Kalispell, check on bathrooms/Levi, check for mites/Robert M., Double check for mites/Slaven, dig out certificates/Leslie, work on vacuum/Shadi, replace Shadi’s vacuum, recycle, online order, chore/Slaven, gum patrol, work on floor stains, key card/Ren, Move and store furniture/Christine, meeting/Slaven, prints SDS sheets, create SDS index and sleeve documents, unclog toilet/Michael, chore/Slaven.

**YOUTH SERVICES REPORT**

By Kayla Whitaker

Kids Programming and Outreach

Story Time (programs/attending) 8/62 – Recorded on Friday for YouTube

Note: starting in March, we will no longer have Story Time on Fridays, which consistently has very low attendance

Tiny Tales (programs/attending) 10/365

Story Time for Diverse Abilities 2/13

Lego Club Drop-in every Monday and Friday afternoons

Note: started pairing Friday’s Lego Club with After School Meals program provided by the Food Bank

Cooking for Kids! 1/18

Read With Dogs 4/89

Scholastic Chess Club at MPL 2/60

Teddy Bear Sleepover 1/328

Note: this includes the drop-off program and pick-up program the next day

Missoula Community Education 1/10

Summit (outreach)

Read With Dogs Meet & Greet 1/51

**ADULT PROGRAMMING REPORT**

By Xavier Kneedler-Shorten

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| --- | --- | --- |
| **In-Person Program** | **Total # of Attendees** | **Facilitator** |
| Yarns @ MPL (2/2) | 17 | Paulette |
| Yarns @ MPL (2/9) | 19 | Paulette |
| Yarns @ MPL (2/16) | 20 | Paulette |
| Yarns @ MPL (2/23) | 23 | Paulette |
| WMGS Work Day | 6 | Paulette |
| 4HistoryBuffs | 23 | Paulette and Maria |
| 2nd Wednesday Book Group | 6 in person, 2 Zoom | Christine |
| Talk Time (2/6) | 5 | Xavier |
| Talk Time (2/13) | 0 | Xavier |
| Talk Time (2/20) | 3 | Xavier |
| Talk Time (2/27) | 3 | Xavier |
| Memory Café | 25 | Joleen and Amanda |
| Watercolor Painting Class (2/2) | 38 | Robert P. |
| Watercolor Painting Class (2/9) | 29 | Robert P. |
| Watercolor Painting Class (2/16) | 30 | Robert P. |
| YMCA Yoga at the Library (2/1) | 15 | Xavier |
| YMCA Yoga at the Library (2/8) | 13 | Xavier |
| YMCA Yoga at the Library (2/15) | 14 | Xavier |
| YMCA Yoga at the Library (2/29) | 11 | Xavier |
| First Reads (2/3) | 89 | Xavier |
| First Reads (2/17) | 73 | Xavier |
| Genealogy: Beyond BMDs | 12 | Desiree |
| Missoula Writes | 232 qualified entries | Desiree |
| Symphony Kids (2/28) | 120 | Xavier |
| Wednesday with the Mayor | 7 | Xavier |
| First Friday - Hellgate Art Show | 450 | Xavier |
|  |  |  |
| **Virtual Program** | **Total # of Attendees** | **Facilitator** |
| Adult D&D Guild (2/2) | 6 | Brian |
| Adult D&D Guild (2/16) | 5 | Brian |
| Teen D&D Guild (2/10) | 6 | Brian |
| Teen D&D Guild (2/24) | 6 | Brian |

**SOCIAL MEDIA REPORT**

By Mary Wooldridge

**Facebook**

OUR FEBRUARY TOTAL ORGANIC REACH FOR FB WAS **189,964**. 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**

**2,609** = February Total Likes / Story Reach = **738** / Story Replies and Shares = **5**

**8,109** = Total Daily Page Engaged Users The number of people who engaged with your Page daily. Engagement includes any click or story created. (Unique Users)

**4,223** = Followers as of today’s report – (3/13/2024) Up by 50 Followers

**BIG SKY BRANCH REPORT**

By Brian Doyle

More regular interest in 3D printing, both from Big Sky students and local community members. I’ll be doing some more training with Alex in the MPL Makerspace soon, and should be able to get some instruction on using the Cricut vinyl cutting tool that we have in the Big Sky “innovation station” makerspace.

Had a local author come to Big Sky Writers’ group and talk about his recent self-published book. Reached out to those who have expressed interest in the group in the past to see if any were still interested and had one show up. Still not regularly attended, but it’s encouraging to have had a good discussion with the three of us.

Began planning for summer programming. New programming specialist Xavier will be coming by next month to share ideas, looking forward to seeing what he has in mind. May make some changes from last summer, dropping showing movies in the theater in favor of something else that people might be more interested in.

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

Quiet this month – no one for Legos and only 8 for the movie. All other activities about the same. Continue to enjoy book club and the members involved.

**LOLO BRANCH REPORT**

By Erin Casey

In February we continued with "The Battle of the Book" after school program, evening tutoring sessions and one book chat group. In addition, the school Title program had a family night in the library and had games, give-away books and school supplies.

The on-shelf hold item requests have grown with the addition of new libraries like Great Falls Public Library and we are seeing 50-70 requests for items each evening.

Programming and planning the summer reading program is ongoing and I met with Amanda and Xavier tonight to discuss some programming options. I am not planning to apply for the Town Pump Charitable Foundation Grant this year as I have money left over in the Friends account from previous years that I can use to buy some reading incentives for the kids this summer.

**POTOMAC BRANCH REPORT**

By Kayla Whitaker

The school received a grant from a private donor for new books and supplies. Diane, the school library volunteer, has been going through books in need of replacing, as well as her own wish list, and purchasing titles. She also ordered several new book carts (which we use as shelving), and we rearranged some sections of the juvenile collection for organizational and aesthetic purposes – it looks great!

**SEELEY LAKE BRANCH REPORT**

By Carrie Benton

Initial planning for the Summer Reading Program has begun.

I have heard from more folks in the community about a need for a color printer/copier that can also fax. I will seek suggestions from IT and apply for a grant through the Blackfoot Cooperative next month.

This month’s book club gathering was amazing! We had our biggest group so far. The conversation was stimulating and the treats provided were yummy!

**SWAN VALLEY BRANCH REPORT**

By Jenny Kauffman

We had a nice book discussion this month discussing *The Five Wishes of Mr. Murray McBride,* written by Joe Siple. We had 9 participants. I have missed the last couple months of story time, but Colleen did a good job of filling in for me and made wooden bookmarks with the kids this month with hearts on them for Valentine’s Day. Next month Katie from Missoula is going to be coming to do story time and promote Families First. Our craft time only had 3 people this month, but we are hoping to add more for March.