**DEPARTMENT/BRANCH REPORTS**

**MARCH 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, 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**

Store Puritan supply order, repair dish washer trim/Karl, disassemble, inspect and recondition hand dryer/Karl, adjust door handle/Robert M., recycle, inspect and charge stairway cleaning to cleaning staff/Karl, chore/Selya, repair and move furniture/FF, floor spotting, recycling, repair door stop/Slaven, check café entry door for proper operation/Slaven, check Montana room windows for leaks/Robert M., move cabling/IT, gum removal, floor cleanup/Shadi, check handicap flusher/Puritan, Run underfloor cat-6 cabling/IT, meet with Kone, meet with County electrician, chore/Elizabeth, swap out old check in sheets, bind and label SDS binders, re-route underfloor cabling/IT, inspect and test stairway treads for cleanliness, prepare demo/Amanda, chore/Linsey of Puritan, move and store supplies/Puritan, clean up transient mess, disassemble table and pull out burnt wiring/Joleen, Find & scribe a balcony key/Kayla, copy 10 keys/Slaven, test café door every morning/Slaven, check with Amanda about SDS location, meet with Selya, show Shadi cleaning items/Kayla, collect and redistribute bark, hank SDS binders/Amanda, procure repair materials and prompt Shadi/Kayla, organize tool cabinet, supply order/Robert M., meet with County electrician/Kone, return keys to cabinet, trouble shoot elevator issues, contact Kone, chore/Amanda, chore/Slaven, snake and work on urinal, paint and repair children’s play area/Kayla, change all wall clocks, check café railing/Robert M., hardware store, listen for noise in Slavens office/Slaven, key card/FF, key card/Spectrum, cut splice and install new cabling/Joleen, check 3F bathrooms/Teresa, meeting/Amanda, sand and paint cover/Ed, meet with, chore/Amanda, meet with Drain Cleaners, cover/David, chore/Puritan, chore/Amanda, receive shipment, disassemble/modify/reassemble cats/Selya, recycling, chore/Jon, research door openers, chemically treat urinal, check café door, install screw heads for effect, disassemble and store barrier materials, clean up transient mess, recycling, cover/Dave, search for Ren, chore/Shadi, work on front entry door/security, contact TC Glass, install new electrical cord/Joleen, repair broken bathroom latch/Jon, prepare maps/Selya/Brett, contact StructureWest for ETA, recycling, unpack new scope and try out mounting possibilities, organize files, pay and submit invoice/Leslie, work on SDS name lists, check café door, service scrubber, chore/Shadi, shop for brackets, recycling, service and prep LOW bike/Selya, help MCAT remove and store topper, shop for sizzle scale /salt remover, check and adjust temps/Slaven, meet with JC, meeting/Selya, install stops/Spectrum, order supplies, write down S. hours/Amanda, meet with TC Glass, make and install stop extension, look for programing instructions, receive shipment/Selya, retrieve key from TC Glass, recycling, chore/Selya, meeting/It, check café door/Slaven, check overhang, meeting/Shadi, assemble coat rack and deliver/Slaven, hose off parking, order supplies/Shadi, assemble and deliver rack/Slaven, recycling, adjust alarm messaging/Elizabeth, adjust automatic door timers/Slaven, adjust drinking fountain/David, drill cabling hole /Kayla, assemble and deliver cabinet/Kayla, assemble and deliver hanger racks/Selya, hose off parking, write down hours/Amanda, recycling, store Puritan shipment, modify and repair 2 tables/Robert M., work on 2F table/Robert M., recycling, meet with Amanda and Joel, make and print record sheets, disassemble curtains and attempt to repair broken bracket/Levi, readjust floor tile spacing 1F, assist Dave with opening, repair sinking flooring 3F/Robert M., replenish sanitizer/Lindy, recycling, chore/Christine, check scope mounting hardware, meet with TC Glass, work on stairway door/David, maintenance on sanitary dispensers, pick up signage/Amanda, touch up walls in café/Slaven, chore/ Levi, recycling, remove adhesive from café walls/Slaven, temp monitor and troubleshoot/Slaven, reach out to JC, review monitors/Slaven, work on Slaven’s thermostat, search for cabinet keys/FF, key card for spectrum, recycling. Prep signage mounting materials, chore/security, preparations/event, install signage in Swan Valley/Amanda, schedule gates/Paulette, check bathrooms/Xavier& Dana, repair gate bar/security, touch up café walls second time, meet with café manager, hardware store, fill library vehicle with gasoline, clean up cable install, recycling, SDS training/Spectrum/MCAT/KFGM/MPL staff, chore/Dori, hardware store, keys/Clyde, work on 1F blinds, check café, counting chore/Joshua, set up umbrellas/Amanda, meet with Clyde, recycling.

**YOUTH SERVICES REPORT**

By Kayla Whitaker

Kids Programming and Outreach

Story Time (programs/attending) 4/73

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

Tiny Tales (programs/attending) 12/437

Story Time for Diverse Abilities 2/9

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! 1/30

Read With Dogs 4/67

Scholastic Chess Club at MPL 2/45

Dr. Seuss’s Birthday party 1/150

Story Time with Hearing-Impaired 1/21  
 MCPS Students

Lyla in the Loop Screening w/ 1/30  
 Montana PBS

Game On! 1/19

Note: New weekly program for youth to play with Switch gaming console in the Imaginarium

Arlee and Corvallis school tours 3/130

**ADULT PROGRAMMING REPORT**

By Xavier Kneedler-Shorten

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| --- | --- | --- |
| **In-Person Program** | **Total # of Attendees** | **Facilitator** |
| Yarns @ MPL (3/1) | 24 | Paulette |
| Yarns @ MPL (3/8) | 20 | Paulette |
| Yarns @ MPL (3/15) | 18 | Paulette |
| Yarns @ MPL (3/22) | 15 | Paulette |
| Yarns @ MPL (3/29) | 22 | Paulette |
| WMGS Meeting | 12 | Paulette |
| WMGS Work Day | 8 | Paulette |
| 4HistoryBuffs | 43 | Paulette and Maria |
| 2nd Wednesday Book Group | 5 in peson, 6 Zoom | Christine |
| Memory Café | 25 | Xavier |
| American Red Cross Blood Drive | 22 donors, 23 units collected | Christine |
| Watercolor Painting Class (3/1) | 35 | Robert P. |
| Watercolor Painting Class (3/15) | 31 | Robert P. |
| YMCA Yoga at the Library (3/7) | 17 | Xavier |
| YMCA Yoga at the Library (3/14) | 8 | Xavier |
| YMCA Yoga at the Library (3/21) | 10 | Xavier |
| YMCA Yoga at the Library (3/28) | 12 | Xavier |
| Genealogy Book Group | 3 | Desiree |
| First Friday - Hellgate HS Art show and Jazz band | 400 | Xavier |
| First Reads (3/2) | 115 | Xavier |
| Soup and Stories (3/4) | 10 | Selya |
| Soup and Stories (3/18) | 13 | Selya |
| Oscars Watch Party (3/10) | 24 | Kayla and Xavier |
| Trust Me Documentary (3/18) | 10 | Xavier |
| 100 Things to do in Montana Before You Die | 16 | Selya and Xavier |
| Wednesday with the Mayor (3/27) | 17 | Selya and Xavier |
| Project Community Connect ( 3/27) | 500 | Selya |
| **Virtual Program** | **Total # of Attendees** | **Facilitator** |
| Adult D&D Guild (3/1) | 6 | Brian |
| Adult D&D Guild (3/15) | 6 | Brian |
| Adult D&D Guild (3/29) | 5 | Brian |
| Teen D&D Guild (3/8) | 8 | Brian |
| Teen D&D Guild (3/22) | 6 | Brian |

**SOCIAL MEDIA REPORT**

By Mary Wooldridge

**Facebook**

OUR MARCH 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**

**2,800** = March Total Likes / Story Reach = **738** / Story Replies and Shares = 1**5**

**7,188** = Total Daily Page Engaged Users The number of people who engaged with your Page daily. Engagement includes any click or story created. (Unique Users)

**4,273** = Followers as of today’s report – (4/17/2024) Up by 50 Followers

**BIG SKY BRANCH REPORT**

By Brian Doyle

Replaced the vinyl signs on the doors showing the old hours from before I started working at the Big Sky Branch. Current hours are 4:15-7:30, old hours were out of date. After getting training from Alex on the Cricut vinyl cutting machine in the MPL Makerspace, I used it to make up to date signs and replaced them during spring break since it was slow. Very informative process and the hardest part was just scraping off the old vinyl.

Gave a branch tour to Xavier and Amanda, spoke with them about programming ideas for this summer. Xavier has some “passive programming” supplies he says he could drop off so there will always be something to do. I also did another Mission2Mars training with Nick at SpectrUM and got some new ideas about space-related programming. Xavier and Amanda agreed that it would be worth dropping the poorly attended Thursday movies during the summer and doing “Tech Time” hours instead. I already have a few patrons who come on Thursdays to get technology help and it couldn’t hurt to advertise a little and see if more community members could take advantage of such a program.

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

The number for movie night went up. It is the last for this school year. Lego Club is available every Wednesday and one or two have started again.

Spring Break was the last week of the month.

**LOLO BRANCH REPORT**

By Erin Casey

For the month of March, The Battle of the Book" after school program, evening tutoring sessions, and one book chat group were programs conducted in the library. In addition, PTSA held one meeting and there was also a community meeting.

Programming and planning the summer reading program is still ongoing. I have been contacted Katie at Families First and Caitlin at SpectrUM and will be working with them again soon to plan some summer programs. Last, I was contacted by Lolo school librarian, Wendy Norwood about purchasing graphic books to award as prizes for the students completing their summer reading logs. With money left in the friends account from previous grants, I believe I can purchase enough graphic and other books for the students to award as prizes this summer.

Thank you and I hope you are enjoying some lovely spring days.

**POTOMAC BRANCH REPORT**

By Kayla Whitaker

March was pretty quiet, since spring break happened this month. After the break, I had my first request for a class visit to talk about how the kids can use their library cards at MPL and the online resources they have access to via their cards.

Book club was very successful this month, with lively discussion and excitement for April’s book.

Brainstorming simple/passive programs and partner programs to bring out to the branch this summer.

**SEELEY LAKE BRANCH REPORT**

By Carrie Benton

Summer Reading plans are in the works. Trying to work out all the logistics for a Library Dog.

There were less high school students this month due to two reasons: spring break for one week, and the warmer weather has encouraged students to be outside during lunch period.

I have applied for a grant from Blackfoot Cooperative for a color printer/copier/fax machine. As of the date of this writing (April 3, 2024) I have not yet heard word on the request.

The book club group continues strong!

**SWAN VALLEY BRANCH REPORT**

By Jenny Kauffman

We had a nice book discussion this month discussing *Major Pettigrew’s Last Stand by* Helen Simonson. We had 11 participants. Most of the readers thought it was a good book. We had story time with 9 people attending our craft was brought to us by the ladies from Families First. There has been a lot of activity around the library and community hall with some renovations to the electrical service and a new handicap ramp installed for the community hall. The cook shack that is used on the 4th of July was remodeled and a new roof put on it. We also got our new sign installed for the library which includes that we are a branch of the Missoula Library. Plans are being made for our summer reading program and we received $1,000 from the Town Pump grant for summer reading.