**DEPARTMENT/BRANCH REPORTS**

**APRIL 2024**

**FACILITIES DEPARTMENT**

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 troffers, registers and walk in plenums, meet, chase and prep contractors, weekly meetings, prep and teach painting class.

**UNSCHEDULED ACTIVITIES**

Chore/Paulette, unpack and deliver shipment/Dana, temperature adjust/Amanda, reset gate schedule/Selya, spray wash parking garage, refasten streamers, recycling, distribute new keys/FF, SDS training/cataloging staff, work on umbrellas, meet with roof garden monitors, chore/Teresa, gum patrol, chore/David, chore/Joshua, repair door closer fasteners 4F/Robert M., work on umbrellas, hardware store, repair table/David, modify brackets, umbrella final prep., check meeting room AV, recycling, service worn bearing on AMH, Meet with city water to update water meter, check AMH inventory, remove vinyl signage/Amanda, chore/Amanda, contacted blind installers, hardware store, report on video footage/Amanda, SDS training, meet with David, finish repairs on 1F curtain/Levi, key card/Elizabeth, meet with Puritan window service, chore/Bizzy, recycling, research plumbing as-builds, inspect leaks 3F/Joleen, Locate shelving/Robert M., check floor water leaks/Joleen, inspect water deposits/Robert M., key card/Amanda, store Puritan shipment, chore/Paulette, check bathroom trap/Hannah, check AED batteries/security, chore/Elizabeth, contact and schedule plumbers, assist Spectrum window cleaners, repair chair/Robert M., double check door operation/Selya, design class logo, meet/Karl, contact and schedule w/Solar Plexus, chore/Noah/Brett, research furnishing sources, meet and troubleshoot leak with Apex Plumbing, hang pictures/Elizabeth, check on SDS sheets, recycling, test and work on oil spots, close down handicap stall, meet with Apex Plumbing, descale and work on ice maker/Selya, check on safety box install/Brie FF, clean water distribution line and condenser on ice maker, SDS training, recycling, move and store Puritan supplies, recycling, repotting, door maintenance/Paulette, copy and inscribe keys/security, online order and bill pay, meet with patron, consultation w/IT/scope design, install security box/Brie, FF, install clean up, research wi-fi with Ed, research roof trays/IT, phone visit/Amanda, set up art gallery display/watercolor class, chore/Desiree/Robert M., repair dispenser/Xavier, meet with Ed about scope and floor lines, inspect, locate and stop water leak on 3F, order plumbing parts, receive shipment/Jon, review broken furniture and supply manufacturer info/Slaven, research plumbing specs, cancel key card/Amanda, check MAH noises and lubricate/Joshua, spotting w/floor machine, change out dryer tile/Karl, reposition furniture and reinstall scope stand/Robert M., deactivate key card/Elizabeth, hardware store and plumbing supply, look for non-penetrating roofing brackets/Ed and report, inspect café cabling options/Allen, look at 2nd floor cable routing routes/Ed, chore/Will, chore/security, recycling, review and edit documents/Amanda, repair light fixture trim/MCAT, assist Joshua with troubleshooting AMH noises, unpack and work on new perch assembly, consult with Jon about assemblage, meet with Bradley about voting set up options, consult with Joshua, store Puritan delivery, store broken furniture and shop items, Tour facility with new on call County staff, make a break in tool for security, review janitor schedule/Amanda, plumbing repair on 3F/Robert M., Meet with TC Glass, manufacture further scope mounting security features/Will, adjust pk. garage schedule/Paulette, online plumbing order, chore/Ren, take photos/County, key card/Ren, meeting/IT, transient mess cleanup, pk floor and entry spotting, fountain descaling, work on 1F retractable barricade, online research and order, chore/Slaven, work on chilled water pump, work on perch table with new instructions/Elizabeth, hardware store, recycling, SDS training, finish 1F perch assembly, work on ergo cart/Will, recycling, plumbing maintenance, test the removal of aerators, recycling, remove and store carts in second location, locate and install floor pad/Caroline/Robert M., chore/Teresa, receive and unpack shipments, meet with Office Solutions, meet with Kone, meewith DAC, meet with Home Depot Supply salesman, hardware store, plumbing repair, chore/Amanda, recycling work on staff locker/Mike, chore/Kayla, lighting and gate

**ADULT PROGRAMMING REPORT**

By Xavier Kneedler-Shorten

**In Person Program # of Attendees Facilitator**

Yarns @ MPL (4/5) 19 Paulette

Yarns @ MPL (4/12) 21 Paulette

Yarns @ MPL (4/19) 16 Paulette

Yarns @ MPL (4/26) 21 Paulette

WMGS Work Day 2 Paulette

4HistoryBuffs 32 Paulette and Maria

2nd Wednesday Book Group 9 in person, 5 Zoom Christine

3rd Wednesday Book Group 6 Pam

Memory Café 27 Joleen

Watercolor Painting Class (4/5) 32 Robert P.

Watercolor Painting Class (4/19) 35 Robert P.

YMCA Yoga @ the Library (4/4) 12 Xavier

YMCA Yoga @ the Library (4/11) 10 Xavier

YMCA Yoga @ the Library (4/18) 12 Xavier

YMCA Yoga @ the Library (4/25) 15 Xavier

Msla Writes: 16th Annual Writing Contest Reception 95 Desiree

Genealogy Book Group 1 Desiree

Soup and Stories (4/1) 19 Selya

Getting to Know Spring Wildflowers (4/8) 44 Xavier

Nature Journaling for Kids (4/20) 6 Xavier

Nature Journaling (4/27) 4 Xavier

Hush of the Land: Storytelling with 'Smoke' Elser 199 Xavier

Kyiyo Powwow - Outreach table (4/20) 72 Xavier and Kayla

**Virtual Program # of Attendees Facilitator**

Adult D&D Guild (4/12) 5 Brian

Adult D&D Guild (4/26) 4 Brian

Teen D&D Guild (4/6) 7 Brian

Teen D&D Guild (4/20) 7 Brian

**SOCIAL MEDIA REPORT**

By Mary Wooldridge

**Instagram Likes – Reach – Followers**

**3,444** = Total Likes / Story Reach = **1,256** / Story Replies and Shares = **23** / Link Clicks = **0**

**2,506** = Total Daily Page Engaged Users The number of people who engaged with your Page daily. Engagement includes any click or story created. (Unique Users)

**4,339** = Followers as of today’s report – (5/14/2024) Up by 60 Followers

**YOUTH SERVICES REPORT**

By Kayla Whitaker

Kids Programming and Outreach

Story Time (programs/attending) 4/56

Tiny Tales (programs/attending) 12/414

Story Time for Diverse Abilities 2/23

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! 1/25

Read With Dogs 5/67

Scholastic Chess Club at MPL 2/40

Game On! 4/63

Roll & Read community event 1/53

MCT Story Time with Belle 1/18

Nature Journaling for Kids 1/8

YA Volunteer Orientation 1 /2

Kyiyo Powwow Tabling/Kids Craft 1/72

Target Range, Hellgate Elementary, 8/159  
and Potomac school tours

**BIG SKY BRANCH REPORT**

By Brian Doyle

Preparing for summer programming, planning arts and crafts activities and updating MPL event calendar. Current programming has been very slow, with a few people emailing about 3D printing but only one person coming in to use the 3D printer. Slight uptick in people entering the library, mainly due to Big Sky High School rugby team using the library computer lab space for their meetings. Added more books to the Big Sky library’s collection using Baker & Taylor.

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

April and May are always very quiet. All the students are busy with end of school projects, concerts, and yes – sports. Even the middle school students are out running or playing baseball or soccer. Time when all the travel teams gear up for summer. Miss the seeing some of the kids, others are here waiting for their siblings to finish up and parents to pick them up. Happy spring!

Would love to know how to get more in to the library in the evenings. After six it is empty to very quiet.

**LOLO BRANCH REPORT**

By Erin Casey

For the month of April, two tutoring sessions were conducted almost each evening with 66 children and 28 adults. There was also a school meeting of PTSA with 17 adults and one book chat group in April with 6 adults in attendance.

Programming and planning the summer reading program is ongoing. I contacted Kayla today and learned our summer reading logs are in and I will begin using them on the first day of summer programming on June 11th. I plan to change hours then to three days a week and 7 hour days. I am going to have a storytime each week, a craft project weekly and plan to purchase graphic novels to award to kids for prizes this summer.

**POTOMAC BRANCH REPORT**

By Kayla Whitaker

April was an odd month, as I was out 2 out of 4 Wednesdays due to conferences. Luckily, Elizabeth Lofts was able to come in and cover for me so that the library would be open for the public! I really appreciate her help.

Not much else to report, other than preliminary planning for summer programs. I am working with the school principal to schedule classroom visits before school gets out to promote the summer reading program and the summer programs that’ll be happening in Potomac.

**SEELEY LAKE BRANCH REPORT**

By Carrie Benton

Right now things are holding steady. Just gearing up for the Summer Reading Program. Still waiting to hear back about the grant.

**SWAN VALLEY BRANCH REPORT**

By Jenny Kaufmann

Our book discussion this month was on The Heartbeat of the Bitterroot by Janice Mineer. We tried to Zoom with the author at our book chat, but was not real successful because of our poor internet connection. We were able to hear her a bit and she explained some of how she came to write the book. Since we had such a hard time hearing her, she put together a video for us to share with some of the things that she discussed while she was on the Zoom meeting as well as including some pictures of the bitterroot flower and some pictures of bison and her family. We decided maybe we aren’t ready for virtual meetings with authors yet. We have also been having a few ladies meet for a crafting session on a Friday afternoon once a month. This month’s story time was well attended we painted flower pots and planted forget me not seeds in them because one of the books we read talked about forget me not flowers.