**DEPARTMENT/BRANCH REPORTS**

**JULY 2024**

**FACILITIES DEPARTMENT REPORT**

By Robert Peltzer

Ticket Last Updated Subject From Priority Assigned To 796509 07/15/2024 4:28 PM Main St. Vestibule door Robert Mueller Normal Robert 780453 07/15/2024 4:27 PM hole in stairs Robert Mueller Normal Robert 904354 07/15/2024 2:00 PM 3rd floor bathroom door won't lock from inside christine Normal Robert 922109 07/15/2024 9:31 AM bathroom door Teresa Clark Normal Robert 783976 07/15/2024 9:23 AM Imaginarium curtain unsnapped Dana McMurray Normal Robert 335968 07/14/2024 5:02 PM 3 full trash containers Dana McMurray Normal Robert 848571 07/14/2024 12:01 PM Ticket- 4th floor doors Selya Avila Normal Robert 550029 07/13/2024 2:31 PM Dead Clock Brett Normal Robert 709338 07/13/2024 1:03 PM ART box issues Dana McMurray Normal Robert 564706 07/13/2024 8:10 AM Leaky Door Brett Normal Robert 421684 07/12/2024 5:02 PM Cart with broken wheel Laura Cote Normal Robert 887828 07/02/2024 7:52 PM 2westernmost umbrella Robert Mueller Normal Robert

Normal

Completed

Robert Peltzer

7/16/2024

Robert Peltzer

Hello, The paper towel dispenser in the circ office bathroom seems to be jammed and makes a terrifying noise if one tries to manually pull paper towels out. I would try to fix it myself but am not sure where the key is for the paper towel holder is, so figured I'd let you know. Thank you! Chloe

Normal

Completed

Robert Peltzer

7/9/2024

**Passport door issues**

Patron pulled open passport door to the wrong side and now the plastic on the bottom is broken. It is also a tripping hazard and prevents people from getting out of the room if someone pulls it to the other side so is not a solution for the door. I know this is a TC Glass thing, but just letting you know... Joleen

High

In progress

Robert Peltzer

7/6/2024

**Makerspace cabinet door design and install**

Alex and I would like to have plexiglass (or another clear material) cabinet doors built for the four 3-D printers that are currently sitting inside four cabinets/shelves in the southwest corner of the Makerspace. Although there is no urgency for cabinet doors to be installed, we need all the materials purchased before the end of fiscal so that the funds can come out of this year's budget. Measurements have been taken -Robert Robert posted 06/21/2024 9:55 AM Some materials have arrived, others are on back order and arriving in a couple of weeks -Robert

Low

In progress

Robert Peltzer

**YOUTH SERVICES DEPARTMENT REPORT**

By Kayla Whitaker

Kids Programming and Outreach

Story Time (programs/attending) 4/31

Special Story Time with PaddleHeads baseball players on July 20

Tiny Tales (programs/attending) 7/183

EmPower Place TT 5/49

TT in the Park 4/118

New summer program in partnership with Missoula Parks & Rec – every Friday at Westside Park

Story Time for Diverse Abilities 1/6

Lego Club Summer Lego Club: every Friday 4-5pm (instead of every Monday and Friday 2:30-5:30)

Cooking for Kids! Did not occur because of the July 4 holiday

Read With Dogs 5/154

Game On! 4/40

Summer Learning Programs

Birding Journals 34

The Hearing Dog 32

Teen Cooking - Mushrooms 8

Altered Books 33

Mission2Mars 35

Game Day Jr. 38

Breaking Some Moves 40

Ongoing: Library Scavenger Hunt 50

**Total SLP attendance: 270**

**ADULT PROGRAMMING REPORT**

By Xavier Kneedler-Shorten

|  |  |  |  |
| --- | --- | --- | --- |
| **July** | **In-Person Program** | **Total # of Attendees** | **Facilitator** |
|  | Yarns @ MPL (7/7) | 11 | Paulette |
|  | Yarns @ MPL (7/14) | 21 | Paulette |
|  | Yarns @ MPL (7/21) | 14 | Paulette |
|  | Yarns @ MPL (7/28) | 10 | Paulette |
|  | 4HistoryBuffs | 23 | Paulette |
|  | 2nd Wednesday Book Group | 9 in person, 3 Zoom | Christine |
|  | Memory Café | 20 | Joleen |
|  | American Red Cross Blood Drive | 25 donors, 26 units collected | Christine |
|  | Altered Books | 30 | Dana |
|  | Hush Hour (7/18) | 44 | Xavier, Kayla, and Selya |
|  | West African Kora Concert with Sean Gaskell | 22 | Xavier |
|  | Game Day (7/21) | 7 | Xavier |
|  | Arlee Powwow - Outreaech (7/5, 7/6) | 24 | Selya and Amanda |
|  | Elmo Powwow - Outreach (7/20) | 25 | Xavier |
|  | Financial Literacy w/ IRC (7/8) | 4 | Xavier |
|  | Financial Literacy w/ IRC (7/9) | 7 | Xavier |
|  | ESL Class w/ IRC | 4 | Xavier |
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| **July** | **Virtual Program** | **Total # of Attendees** | **Facilitator** |
|  | Adult D&D Guild (7/5) | 6 | Brian |
|  | Adult D&D Guild (7/19) | 5 | Brian |
|  | Teen D&D Guild (7/13) | 3 | Brian |
|  | Teen D&D Guild (7/27) | 4 | Brian |
|  |  |  |  |

**BIG SKY BRANCH REPORT**

By Brian Doyle

**Community Engagement**

* Promoted Tuesday Arts & Crafts programs via Kari’s contacts with Target Range and St. Joseph elementary. Posted sign on South Ave fence promoting program. Spoke with several patrons via email about Writers’ Group and Tech Time programs.

**Core Services**

* Coordinated with Carolyn Kamrud and Bailey Vandekamp to continue providing programming and core library services during Brian Doyle’s vacation. Trained Bailey Vandekamp in Big Sky branch operations so she can substitute when needed. Updated Big Sky branch SOP so that Elizabeth Jonkel could add it to the library’s new Sharepoint SOP page.

**Sustainability & Wellness**

* Gave away free summer meals from the Missoula Food Bank to many different families with kids, primarily those attending the Tuesday Arts & Crafts programming.

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

**Community Engagement**

* Spectrum came to provide an afternoon of fun activities
* Monthly Book Club discussed Demon Copperhead by Barbara Kingsolver with 8 attending**.**

**Core Services**

* Promoted literacy with weekly story time and craft activities
* Covered books for MPL but have no idea how many

**Sustainability & Wellness**

* During the summer we partner up with Missoula Food Bank to provide lunches for those 18 and under. It is served from 12 to 1 on the three days that we are open. We are their only Grab and Go site, which means we are all outside, in the driveway in front of the high school. Some never get out of their cars while others have a picnic with games and adult conversation since the kids are busy.

Lunches served in July – 445 students

Adults accompanying - 124

Many enter the build and come for other activities but the meal counts are outside so will record them for you this way.

Thanks for giving me the opportunity to work with these families in this way.

**LOLO BRANCH REPORT**

By Erin Casey

**Community Engagement**

* During July, there were two activities each week a storytime and a crafternoon activity. There were 10 sessions in July with approximately 83 children and 15 adults. In addition, SpectrUM presented the "Be a Space Scientist" program and there were 31 children and 9 adults attending and participating in this fun activity. On the evening of July 24th the Missoula and Lolo communities experienced power outages from a storm that toppled trees onto power lines. We were able to help the community and library users were able to plug in their devices and use the internet at the school (which maintained power) during this day. We had planned to open the library on Friday to help the community but power was restored to most of Lolo, so we opted to remain closed that day. The school also served as a staging area for firefighters and support staff fighting the Miller Creek fire. The Lolo Library assisted these wildland fire fighters by providing information on resources to the community and also with internet connections.

**Core Services**

* Elizabeth Lofts, the substitute librarian at Lolo, worked several days cataloging the school collection on her own time. In addition, I began separating the Lolo School's lost items list from the MPL-Lolo branch collection of lost or assumed lost items. I did a comprehensive search of items of both collections to determine they were missing and discarded them from the catalog if I could not locate. This included items that were added from 2017 until 2024. Last, in addition to pulling on shelf holds and preparing patron holds, I ordered a few new books for the Lolo collection. YEA!

**Sustainability & Wellness**

* Although it is not time for August stats., I wanted to include that the Missoula Symphony was a big hit with the Lolo community who attended yesterday evening. Also, the SpectrUM "Be a Space Scientist" was terrific fun for the kids. Also, in August, I provided library instruction and a story for the kindergarten readiness program and will highlight this in next month's statistics.

Enjoy the rest of your summer. School is right around the corner. 😁😁😁

**POTOMAC BRANCH REPORT**

By Kayla Whitaker

**Community Engagement**

* spectrUM provided a space science program for the community, which had 10 attendees
* Families First came out for blue blocks, crafts, and to hand out free books
* 2 new members of the Potomac Book Club attended this month’s meeting

**Core Services**

* Ongoing summer “clean up” of the children’s collection; weeding outdated and worn items to make collection more relevant and inviting; allow room for purchasing of new materials
* Went over items hold and ILLs for a family of new patrons

**SEELEY LAKE BRANCH REPORT**

By Carrie Benton

**Community Engagement**

* Blackfoot Communications awarded us with a grant for a color printer with fax capabilities that will provide a necessary service to the community. Hoping to purchase this soon.
* Submitted monthly “Library News” column for local newspaper.

**Core Services**

* Successful book club with lively discussions.
* Summer Reading Program going strong. Final day is August 22nd.

**Sustainability & Wellness**

* Completed MCD weeding and sent to cataloguing for updates.
* Attended Staff Training Day on June 28th. Great to connect with colleagues.

**SWAN VALLEY BRANCH REPORT**

By Jenny Kauffman

**Community Engagement**

* The 4th of July is our big community celebration at the grounds around the library. We hold an annual book sale where we offer donated and discarded books for sale to the community. This year we raised almost $800 for building maintenance and upkeep of the library. We also offer crafts for the children to make. We had rub on tattoos and craft kits to hand out or make at the table.

**Core Services**

* We saw over 300 patrons come through our doors this month. Summer is always a good time to provide internet for people traveling through. We have also had a good showing at our story times.