**DEPARTMENT/BRANCH REPORTS**

**SEPTEMBER 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, cleaning, field County & patron emails, resolve service tickets, operate and service floor scrubber, AMH maintenance and cleaning, maintain parking lot and grounds, mowing, weeding, pruning, maintain troffers, registers and walk in plenums, meet, chase and prep contractors, prep and teach art class, weekly meetings.

**UNSCHEDULED ACTIVITIES**

Meet with Bizzy, chore/Elizabeth, repair PK. door entry divider/Amanda, repair broken parking heigh restrictor, hardware store, temperature adjust/Slaven, key cards/Ren, meet with Kone, meet with IT, recycling, key and key card for climbing staff/Slaven, chore/Joshua It, submit order form approved by Slaven, document and photos to Amanda, check sliding glass window removal possibility/Selya, chore/Jay, chore/volunteers, clean out venting/Brian, check on alarm companies/Interstate, deliver Puritan supplies, shipment receipt and unpacking, prep new walkies for service, chore/Slaven, check and deliver billing to Leslie, pass on assignments/FF, recharge walkies/security, chore/Linette, chore/Hannah, set up, charge and deliver radios/Security, chore/Robert M., key card/Christine, recycling, yearly evaluation/Amanda, recycling, gum patrol, meet with Slaven, meet and assist Systems NorthWest, chore/Levi, attach carpets/Robert M., test alarm system/Systems NorthWest, schedule alarm testing, weeding, bark restoration, meet with County ergonomic specialist/Amanda, meet with Barnes and Noble/Amanda, meet with Ole’s management/Amanda, fire alarm testing, key for Jay/Amanda, reset book mobile shelving, test electrical cord, shop or pamphlet rack/Chloe, work on annual review/Amanda, check on request/Ren, chore/Robert M., check book drops/Elizabeth, chore/ security, chore/Robert M., chore/Elizabeth, recycling, check dishwasher/Elizabeth, set parking cones/Selya, repair door stop/Xavier, look for 2F drawer/Ava, repair dishwasher rack/Elizabeth, check on toilet drainage/Laura, chore/Selya, fasten door track/Robert M., recycling, refresh door handle/Clay FF, redo evaluation/Amanda, clear toilet/Laura, meet with Ren on key card issue, repair/ market place volunteers, recycling, remove bush from book mobile/Chloe, repair 3F bathroom door/Robert M., locate ,repair and reinstall drawer/Ava, recycling, gum patrol, chore/Elizabeth, meeting with David, 4F temperature adjust/Selya, surround weeding and spraying, chore/Amanda, meet w/Amanda, create list for Ren, deactivate key cards/Ren, repair AMH cart/Circ., Move shelving and meet with Joshua, recycling, clean/organize storage rooms, deactivate key card/Elizabeth, print and check boiler certificates/Leslie, schedule Spectrum window cleaning, deep clean AMH photo eyes and sensors/Elizabeth, temperature adjust/Selya, chore/Slaven, recycling, load and send off chairs to be reupholstered/Elizabeth, schedule gate/Selya, key card chore/Selya, chore/Kayla, check furniture availability and space requirements/Amanda, meet with Joshua & Selya, meet with Jonhson Controls, tour building with Alex, check in with security, replace and glue item/Kayla, recycling, work on boilers with Jonhson controls, order filtration supplies, meet with It, work on book mobile cabling and modifications/Ed, meet with Lyngsoe technician, chores/Xavier, procure triggers/David, gum patrol, recycle cardboard, order vacuums/Amanda, print and file certificates/Leslie, locate owner of lost keys, replenish cleaners/Xavier, reset gate/Selya, unpack and install new refrigerator/Selya, clean, remove and deliver old refrigerator, recycling, order wipe rolls/Jay, look for supplies/Jay return keys/security, repair AMH battery compartment/Bob, check and repair 4F blind malfunction/Xavier, meet/Amanda, chore/Slaven, unpack and deliver order/Chloe, cardboard and foam recycling, scavenge part for AMH book cart, catalog key/Leslie, clean and rebuild dolly cart, move tables to storage/Bizzy, complete alarm testing/Interstate Alarm, chore/Slaven, hardware store, receive and assemble shipment/Amanda, chore/Jay, recycling, chore/Slaven, prep LOW bike for event/Xavier, repair perch chair and kitchen blinds/Robert M., install book mobile rack/Chloe, store book pod/Selya, meet with Johnson Controls, work on new motors, meeting/Amanda, Electrical instruction for Xavier, load electrical motors/ JC, recycling, assist Jon with AMH, chore/Chloe, assist caterers, move and store benches/Amanda, search and wait for no show contractor, chore/Slaven, chore/Amanda, recycling, prep vac/David.

**SOCIAL MEDIA REPORT**

By Mary Wooldridge

**Facebook**

**34,694** = September Total Likes**.**

**19,492** = Total Daily Page Engaged Users – August 2024 = 25,745 The number of people who engaged with your Page daily. Engagement includes any click or story created. (Unique Users)

**Instagram Likes – Reach – Followers**

**5,408** = Total Likes / Story Reach = 846/ Story Replies and Shares = 75

**8,045** = Total Daily Page Engaged Users The number of people who engaged with your Page daily. Engagement includes any click or story created. (Unique Users)

**4,634** = Followers as of today’s report – (9/15/2024) Up by 32 Followers

**YOUTH SERVICES DEPARTMENT REPORT**

By Kayla Whitaker

Kids Programming and Outreach

Story Time (programs/attending) 4/60

Tiny Tales (programs/attending) 8/360

EmPower Place TT 4/14

Story Time for Diverse Abilities 2/15

Historical Story Time 1/3 With Fort Missoula Museum

Lego Club 8

Cooking for Kids! 1/25

Read With Dogs 4/61

Game On! 3/25

0-3 Year Old Playgroup 4/137

Weekly program in partnership with Families First

Build Your Own Fairy Garden 1/38 With the National Wildlife Federation

Teen Programming and Outreach

Teen Read In 1/ 2

Teen Cooking - Jam 1/6

Dream Bigger After School 6/46

**ADULT PROGRAMMING REPORT**

By Xavier Kneedler-Shorten

|  |  |  |
| --- | --- | --- |
| **In-Person Program** | **Total # of Attendees Facilitator** |  |
| Yarns @ MPL (9/1) | 18 Paulette |  |
| Yarns @ MPL (9/8) | 21 Paulette |  |
| Yarns @ MPL (9/15) | 16 Paulette |  |
| Yarns @ MPL (9/22) | 17 Paulette |  |
| Yarns @ MPL (9/29) | 10 Paulette |  |
| 3rd Wednesday Book Group | 4 Pam |  |
| 2nd Wednesday Book Group | 3 in person, 2 Zoom Christine |  |
| Memory Café | 16 Joleen |  |
| Locality Guides for Family History | 2 Desiree |  |
| Books on Tap @ Imagine Nation | 20 Xavier & Kayla |  |
| Documentary: Blue Death: 1918 Influenza in MT | 22 Xavier |  |
| Induction Cooking Class w/ Climate Smart Missoula | 4 Selya |  |
| Garden for Wildlife w/ National Wildlife Federation | 3 Xavier |  |
| Hush Hour | 19 Chloe & Xavier |  |
| Craft Swap | 23 Teresa & Xavier |  |
| River City Roots Family Fun Fest 9/7 | 79 Chloe & Xavier |  |
| Missoula Farmers Market LCS 9/3 | 19 Chloe & Xavier |  |
| Highlander LCS 9/4 | 14 Chloe & Xavier |  |
| Missoula Outdoor Cinema 9/6 | 35 Chloe & Xavier |  |
| Franklin to the Fort Block Party 9/6 | 45 Selya & Slaven |  |
| Empower Place 9/10 | 10 Chloe & Xavier |  |
| BASE Game Day 9/12 | 10 Chloe |  |
| Queer Creatives Market 9/14 | 17 Chloe & Xavier |  |
| Sunday Streets 9/15 | 111 Chloe & Ava |  |
| Food Bank 9/16 | 16 Chloe & Xavier |  |
| Mansfield Library 9/18 | 10 Chloe & Xavier |  |
| Orange Street Food Farm 9/18 | 60 Chloe & Xavier |  |
| Watercolor Painting class (9/13) | 33 Robert P |  |
| Watercolor Painting class (9/27) | 28 Robert P |  |
| Climate Expo | 111 Sierra, Kayla, Xavier |  |
| Bookmobile Launch Party | 50 Community Engagement |  |

**BIG SKY BRANCH REPORT**

By Brian Doyle

**Community Engagement**

* Ended summer programming and continued regular academic year programming (3D printing open hours, Big Sky Writers’ Group, and Tech Time). Not a lot of engagement, but all three programs had at least one person come during September. The family that came in to use the 3D printer used it to make an extra credit project for middle school. Talked with Chloe Runs Behind about possible bookmobile outreach with the branches.

**Core Services**

* Added more items to the Big Sky cart in Baker & Taylor 360 and added a few books being weeded from the main branch to further develop the Big Sky branch collection.

**Sustainability & Wellness**

* Arranged training day with Elizabeth Lofts to provide substitute coverage on days where both Carolyn Kamrud and I are sick or otherwise unavailable.

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

**August**

**Community Engagement**

* Missoula Symphony provided a mini concert to 40 people of all ages.
* Monthly Book Club discussed Demon Cooperhead by Barbara Kingsolver with 9 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 August – 207 students

Adults accompanying - 75

They were only served the first two weeks of the month since school started. Frenchtown did not qualify for Title one this past year so a big thanks to the Missoula Food Bank for picking up the cost. It means a lot to the families who attend..

**September**

**Community Engagement**

* Family Movie Night returned with 14 showing up to watch Migration.
* Monthly Book Club discussed A World of Curiosities by Louise Penny with 9 attending**.**
* The Rural Institute out of Great Falls provided a financial literacy class. Unfortunately I was the only one attending.

**Core Services**

* Covered 316 books for MPL.
* Continue to work with the new lead librarian on projects in the library. Most of the books have been returned to the shelves and put in the proper order.
* Nights are very quiet after six unless there is a game going on in the building. Then provide things to do for the kids who are bored. They are lovely.

**POTOMAC BRANCH REPORT**

By Kayla Whitaker

**Community Engagement**

* Had 9 kids complete the summer reading log – gave out Adventure Begins at Your Library totes and Fact & Fiction gift cards to those who completed their logs. Randomly selected 3 winners to receive “grand prizes” (Nintendo Switch, 3D printing pen, and a beginner astronomer telescope set. These prizes are courtesy of the Town Pump summer reading grant.

**Core Services**

* Did a class visit for the 8th graders (about 15 students) to talk about all the things they can check out or access with their library cards, with a particular emphasis on video equipment from MCAT for them to do their big end-of-year projects
* Hosted a library visit for 25 2nd and 3rd graders – talked about the meaning of genre and the different genres that can be found in the library

**Sustainability & Wellness**

* Nothing to report this month

**SWAN VALLEY BRANCH REPORT**

By Jenny Kauffman

**Community Engagement**

* Our book chat group met to discuss The Silent Patient by Alex Michaelides. We all agreed that it was a well written book that kept us guessing till the end.

**Core Services**

* Our notary service has continued to be a hit in the community. Nine people took advantage of the service over the last month.

**Sustainability & Wellness**

* Weekly story times are going well. We have a core group of about 6- 8 kids that show up.