**DEPARTMENT/BOARD REPORTS**

**OCTOBER 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**

Vacuum demo/David, Search for underfloor cut offs, work on café bathroom leak, study as-builts, diagnose hand blower/ Robert M., find and order sensor online, print out Plumbing symbol chart, meet with and recruit Ed for a parts search, brainstorm Book mobile modifications/Ed, replace door stop/Desiree, check temps and adjust/Selya, schedule meeting room for repairs/Robert M., check café restroom leak, work on leak early morning and schedule plumbers, remove bike/Amanda, check on staining/David, check for insects and schedule an exterminator/Slaven, troubleshoot downed elevator and schedule Kone, troubleshoot and investigate gate issues/Amanda, repair 3F table legs/Robert M., refurbish all 4F outlet boxes minus Cooper room A and Black Foot room, meet with exterminators, clean out stairway and cage areas, inspect furniture and 3F areas with exterminators, shut of water and drain building, meet with plumbers, meet with currier, repair outlet covers in 4F, CA and Black foot, adjust clock/Noah, cut board/Amanda, recycling, receive and distribute HVAC shipment, chore/Linette, refurbish floor boxes in Cooper A and Blackfoot, clean up plumbing messes, repair table leg/Desiree, chore/Chloe, shop for hand drier sensor, recycling, chore/Puritan, cut up materials for 4F table repairs, drain building, prep Elizabeth’s office, meet w/ Thomas Plumbing, repair lines , Elizabeth’s office clean up , restore water and bleed lines, print/submit invoices/Leslie, recycling, report to management, repair café dispenser/Jay, look for casters/Selya, chore/Slaven/Selya/Lindy/Teresa, chore/Crystal, chore/Christine, meeting and chore/Joshua, repair cupboard and patch cable/Selya, Replace/repair door stops/security, troubleshoot and reset alarms/Elizabeth, check elevator and issue a service call, work on chair issues/Christine, remove handicap door4F/Puritan, shop for and order bathroom hardware, recycling, meet with JC, check roof glass print issues/Robert M., election mailers/Marjorie, confer with JC’s, check back on JC’s missing report, chore/Slaven, meet with exterminators, assemble boxes/Lindy, repair height bollard/security, replenish streamers, review SOP/Ellizabeth, hardware store, meet with Puritan, store blue prints, recycle painting materials, retrieve abandon bike, store broken furniture for parts, check dirty bathrooms/security, receive and unpack shipments, repair hand dryer/Desiree, recycling, repair bathroom lock/Puritan, work on 4F handicap door, chore/Michael, check sensors/ Selya, Take care of billing/Michael, chore/Lyndy, chore/Selya, recycling, store dispenser shipment, order a floor jack and wet/dry vac/Jay, measure tiles 4F, 2F gum patrol, key cards/Joshua/Ren/Linette, recycling, remove, drain and store away 2F-4F water hoses, handle donations/Elizabeth, meet with and supervise exterminator/Slaven, deliver items to Puritan/Slaven, receive and store filters, check bathrooms for bugs with Amanda, disassemble and repair chair/Circ., order chemicals/Slaven, meet and consult with It on upcoming projects, receive and unpack shipments, recycle cardboard, consult with Selya about 4F tables, Meet with RainMaker, adjust balcony pavers/Selya, assemble and deliver vacuum/Jay, delivery to Elizabeth and café/Bizzy, work on loose lighting fixture/Robert M., repair stairway trim ring/Jon, blow out sprinkler system round #1, recycling, inspect floor bathrooms for insects/Amanda, look for book in elevator shaft/Levi, look for mouse/security, check and work on bent Parking garage ceiling panel/Robert M., locate parts for stall door and ceiling panel repairs, anchor falling light back onto ceiling and reassemble/Robert M., , repair Pk garage paneling/Robert M., 3 and 4F gum patrol, check bathrooms for bugs/Amanda, order master valve solenoids, clear all alarms/power outage, repair 4F handicap partition/Stephanie, Meet with IT for phone set up, assist with cone sensor installations/Ed, sensor install prep and cleanup, Install cameras and cabling w/IT, chore/Joshua, chore/Jay, check door/Joleen, cover and store umbrellas, replace doorstop, check plumbing/Jay, search for solenoid valve, recycling, check for bugs/Amanda, meet with election officials, begin preliminary election set up, repair staff stairway arm, repair staff area door and 2F bathroom handle.

**ADULT PROGRAMMING REPORT**

By Xavier Kneedler-Shorten

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| **In-Person Program** | **Total # of Attendees** | **Facilitator** |
| Yarns @ MPL (10/4) | 15 | Marje |
| Yarns @ MPL (10/13) | 21 | Paulette |
| Yarns @ MPL (10/20) | 20 | Paulette |
| Yarns @ MPL (10/25) | 20 | Paulette |
| Home ReSource Spontaneous Construction Reception | 25 | Xavier & Chloe |
| 3rd Wednesday Book Group | 7 | Pam |
| 2nd Wednesday Book Group | 9 in person, 3 Zoom | Christine |
| Memory Café | 12 | Joleen |
| Government Poets: | 15 | Xavier |
| Hush Hour (10/10) | 13 | Xavier & Kayla |
| American Red Cross Blood Drive |  | Christine |
| YMCA Yoga at the Library(10/10) | 10 | Xavier |
| YMCA Yoga at the Library (10/24) | 12 | Xavier |
| YMCA Yoga at the Library (10/31) | 9 | Xavier |
| Watercolor Painting class (10/6) | 31 | Robert P. |
| Watercolor Painting class (10/13) | 20 | Robert P. |
| Watercolor Painting class (10/20) | 38 | Robert P. |
| Watercolor Painting class (10/25) | 20 | Robert P. |
| AUOR Halloween Celebration | 1,200 | All bldg. partners |
| Family History Month - Busting Genealogy Myths | 1 | Desiree |
| Family History Month - MPL's Family History Resources | 13 | Desiree |
| Gyrotronic Movement Class | 3 | Xavier |
| Hanif Abdurraqib Author Talk: | 135 | Selya & Xavier |
| **Virtual Program** | **Total # of Attendees** | **Facilitator** |
| Adult D&D Guild (10/11) | 4 | Brian |
| Adult D&D Guild (10/25) | 6 | Brian |
| Teen D&D Guild (10/5) | 4 | Brian |
| Teen D&D Guild (10/19) | 4 | Brian |

**YOUTH SERVICES DEPARTMENT REPORT**

By Kayla Whitaker

Kids Programming and Outreach

Story Time (programs/attending) 4/56

Tiny Tales (programs/attending) 9/432

EmPower Place TT 3/12

Story Time for Diverse Abilities 2/20

Lego Club 8

Read With Dogs 5/72

Game On! 4/23

0-3 Year Old Playgroup 5/234

Weekly program in partnership with Families First

Chess Club 1/10

Symphony Kids 1/62

with Missoula Symphony Orchestra

5th Grade Tours 15/388

**BIG SKY BRANCH REPORT**

By Brian Doyle

**Community Engagement**

* Continued 3D printing open hours, Big Sky writers’ group, and walk in technology help hours. Not many attendees for those, but more students are hanging out in the library after school on their own.

**Core Services**

* Purchased more new books for Big Sky collection.

**Sustainability & Wellness**

* Prioritized getting up and walking around the library every hour instead of sitting for too long.

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

**Community Engagement**

* Family Movie Night had 31 showing up to watch InsideOut 2.
* Monthly Book Club discussed The Reading List by Sarah Nisha Adams with 8 attending**.**

**Core Services**

* Covered books for MPL.
* Students have started coming in for tutoring which is provided by Honor Society Students after school.
* Speech and Debate is starting with more students staying late to work on their information.

**LOLO BRANCH REPORT**

By Erin Casey

**SEPTEMBER**

**Community Engagement**

* In the month of September, the public library in Lolo was open 16 days total. I completed my branch evaluation and participated in the branch meeting on the 11th.  There were two kids programming events with 12 total participants, and one young adult program with 4 attending. Also, there was one school staff meeting with approximately 32.
* I notified 12 people who were interested in joining the book club. The book Where Rivers Change Direction was selected for our first Book Chat reading discussion on October 23rd. All participants have picked up a copy of this book.
* I received a photo from Chloe of the Bookmobile and placed a notice on social media (Lolo Community page) for her visit to Lolo School on October 3rd. I have been receiving a lot of good comments from people on the Lolo Community page for information about the Lolo School and Community Library.

**Core Services**

* We continue to pull and process a lot of holds each evening. Also, I assisted an elderly person with their kindle device, and they were so happy not to have to pay to download Amazon books anymore. I also helped two patrons place holds and showed them how the process works so they could place their own holds in the future if they choose to. The Lolo School Media Specialists requested that I teach them how to use OCLC - SmartPort to catalogue books in their collection that are not yet available on the partner sharing catalogue. We are currently working on a day and time to spend on this task.

**Sustainability & Wellness**

* I continue to reach out to the school administration and work with them on scheduling and planning. We have a good working relationship and collaborate to promote the community and school library. Looking ahead, I am working with Nick from Families First to implement an after school program for middle school age students.

**OCTOBER**

**Community Engagement**

* For October, the public library in Lolo was open 18 days total.  Chloe brought the Bookmobile to Lolo School and there were about 12 people who visited and viewed the bus with all the cool features. The rest of the programs in October were geared toward adults. There were 2 Lolo school staff meetings, a water commission public meeting, 3 knitter/crochet groups and 1 book discussion group.
* Participants in the book discussion group were given the next read, "Pearl of China" after discussing last month's selection, "Where Rivers Change Direction." Elizabeth Lofts led three yarns (knitting and crocheting) groups in October.
* Elizabeth Lofts and I discussed creating a social media page for the library and talked about the time element in creating and maintaining a facebook page. We decided to use a local Lolo Community site that is popular and receives a lot of response when we post library items for the community.

**Core Services**

* The Lolo branch continues to fill many hold requests for partner libraries and these average about 60 each evening. Placing holds to be picked up in Lolo is also popular among the Lolo library users and we typically get 3 to 4 crates each week and send out just as many.  I retrieve and shelve all book drop items belonging to the school in addition to shelving the hold items returned in the crates. Lolo school librarians are busy adding many new books to their collection and these are popular requests from partners.

**Sustainability & Wellness**

* I continue to reach out to the school administration and work with them on scheduling and planning. We have a good working relationship and collaborate to promote the community and school library. Looking ahead, I am working with Nick from Families First to implement an after-school program for middle school age students called "Dream Bigger" and we had our first meeting on November 6th with 10 middle school students participating. I will include more information on this next month.

**POTOMAC BRANCH REPORT**

By Kayla Whitaker

**Community Engagement**

* Hosted monthly book club, gathered feedback from members about what they would like to read next year

**Core Services**

* Added donations that were in god condition to the school collection

**Sustainability & Wellness**

* Nothing to report this month

**SEELEY LAKE BRANCH REPORT**

By Carrie Benton

**SEPTEMBER**

**Community Engagement**

* Still trying to get in touch with local partners for Bookmobile – having trouble getting people to return phone calls. I’ve got one “yes” so far and one “no.” Still working on finding more “yes” locations.

**Core Services**

* Successful book club with lively discussions.
* Finished the MCD weeding and relocated the collection with new configuration.
* Students back in school – getting to help with library tours for classes.

**Sustainability & Wellness**

* New printer was ordered, however when IT worked to install it they ran into problems. Seems to be problems with the machine. Trying to rectify this as the library is the only public place people have in Seeley to print and copy.

**OCTOBER**

**Community Engagement**

* Book Mobile came up on Oct. 30th. Next time going to set up at the elementary school and again at the Senior Citizen Center.
* Helped locals with navigating unemployment filing.

**Core Services**

* Successful book club with lively discussions.
* Requested reports to weed various sections of the collection.

**Sustainability & Wellness**

* The new printer arrived and IT is working on configuring it. Hopefully this will be up and running in the branch come November.

**SWAN VALLEY BRANCH REPORT**

By Jenny Kauffman

**Community Engagement**

* Our book chat group met to discuss The Snow Child by Eowyn Ivey. We all agreed that it was a well written book that kept us guessing till the end if it was just a fairy tale or if the main character was a real person.
* A group of home school families met and we are going to be supplying a plastic tub for them to bring materials that are no longer used and trade with other home school families.
* A need of adult literacy was brought to the library’s attention. A few community members were engaged to be willing to help tutor adults as needed. So far no one has been identified, but we wanted to make it available if the need arises.

**Core Services**

* WIFI continues to be a hit for out of town guests. We’ve started to see a few hunters stop by to reconnect with the world outside of the valley.

**Sustainability & Wellness**

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