**DEPARTMENT/BRANCH REPORTS**

**DECEMBER 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 and 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 and assist contractors, prep and teach art class, weekly meetings.

**UNSCHEDULED ACTIVITIES**

Check and repair lighting fixture/Xavier, repair front entry door/Will and Selya, reposition floor box tile/Elizabeth, schedule backflow testing, repair and re-attach large gaming TV console/Joshua, deliver Puritan supplies, fabricate hardware for TV repair, recycling, meeting w/Elizabeth, chore/Joleen, work on E gate mechanism/Amanda, store Puritan supplies, chore/Will, check on door handles/Rachel, remove and store sanitizers/Amanda, check for mixing valves and shower adjustments/Crystal, gum patrol, recycling, cleaning staff inspections, meet with Johnson Controls, provide access to County inspector/Slaven, investigate hot water issues/Crystal, procure soap dispenser/Xavier, photograph and document cleaning, recycling, meet with Puritan, check floor issue/Puritan, prep sharps dispenser for remounting, mice hunting/Bizzy, check overloaded outlets/Jon, open up shower wall and valve and reset temperatures/Crystal, check toilet bracket/Robert M., repair paper dispenser/Sierra, work on column spot/Amanda, inspect underfloor for mice nests/Roe, seal column seams/Bizzy, re-fasten paper dispenser/Betty, re-attach battery pack/Jay, replace door stopper 1F West, modify café door stopper, bleach spot on column/Amanda, meet with Puritan, turn in lost and found/Roe, meet and plan with Amanda, work on 3F lock/Maria, chore/security, repair furniture/Will, brace chair leg/Will, clean stairway floor and shop entry, move and store book carts, recycle cardboard boxes, install lockers, table and chairs, move friends books and set up shelving/Amanda, meet with and assist climbing wall contractors, store extra shelving, store ladder and borrowed contractor tool, chore/Jay, management meeting, run cabling and relocate computer hardware, meet with Apex plumbing, recycle, clean and organize shop and shop hallway, chore/Christine, recycling, shop organizing, mouse trap setting/Lindy, check on fire system leak and search for technician, recycling, meet with Jay, re-route and attach battery case/café, repair paper dispenser/Betty, repair café door stops, sharpen floor implements, chore/Slaven, meet with and assist back flow technician, chore/Jon, chore/Dave, clean HVAC floors, order filtration supplies, recycling, printing and laminating request, chore/IT, repair Patte Creek book drop, collect errant books, work on chair repairs, gas up the van, contact Fire Chief/Slaven, meeting/Puritan, re-attach needle box/security, work on floor stain, grind and discard keys, print receipts/Leslie, sick, chore/MCAT, resolve scheduling issues/Alex, salvage and install modified hose bib, meeting/Puritan, chore/Max, meeting/David and Jay, set up and label equipment/Amanda, meet with and assist Elevator inspections, check 1F railing/Dave, gum patrol, work on floor spotting, repair chairs x5, locate and deliver cart/Paulette, change floor outlet box/Joshua, meet with Yellowstone, prep Montana room door, receive and redistribute Zoro shipment, gum patrol 4F, trouble shoot elevator, recycling, reset lighting and gates for holidays, meet with Kone, Meet with Tom x2, work on vestibule entry door/Saven/Robert M., stain mitigation, prep needle box and re-install, disassemble and repair bench stool/Jon, online order/Slaven, meet with Puritan, visit with and report on Yellowstone’s doings, re-hang parking bollard streamers, recycling, replace mended chair, holidays.

**BIG SKY BRANCH REPORT**

By Brian Doyle

**Community Engagement**

* Had a regular patron come in for Thursday Tech Time and was able to assist her with a digitization project she’s been working on for quite some time.

**Core Services**

* Removed older titles from new books section. Read/watched reviews online looking for new titles to order.

**Sustainability & Wellness**

* Took time off for Christmas to rest and recharge.

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

**Community Engagement**

Book Club meet in early December and discussed Remarkable Bright Creatures by Shelby Van Pelt. Seems to have been enjoyed by all and there was a good discussion. There are more people coming – up from our usual 9.

Lego Club has a small core group.

Help at MPL for the December 31st celebration – time was spent in the Maker Space crafting masks for all ages.

**Core Services**

Continue to cover all types of books for MPL.

**LOLO BRANCH REPORT**

By Erin Casey

**Community Engagement**

* New social media site set up by Elizabeth Lofts for Lolo School and Community Library. Posting Libby app, knitting group, book chat and other features offered by the Lolo branch and MPL.
* Dream Bigger students use the library to find books and other sources to help them with their individual projects.
* Two different ongoing knitting groups with each meeting 4 times a month.
* 1 book chat group meeting once a month

**Core Services**

* Book drop retrieval and check in
* Processing incoming crates with items being returned to the Lolo branch and requests for holds from school staff, students and community.
* On shelf hold: locate requested items from school and public library collections, process and prepare crates for couriers.
* Public assistance with placing holds, explaining services and helping locate items. Assisting with public access computers and printing.
* Shelving items for both school and public library collections.
* Collaboration with school administration and staff.
* Cataloging assistance with the school collection
* Facilitating programs

**Sustainability & Wellness**

* Brochures available to the public for health databases, legal services, community services and program handouts – information printed at MPL and provided to the Lolo branch through crate delivery.

**POTOMAC BRANCH REPORT**

By Kayla Whitaker

**Community Engagement**

* Book club continues with the same core group

**Core Services**

* Helped regular patron place several holds for an ongoing series

**SEELEY LAKE BRANCH REPORT**

By Carrie Benton

**Community Engagement**

* Exploring the possibility of the branch being a site to pick up gun/trigger locks for Mental Health Awareness Month in April.

**Core Services**

* Successful book club with lively discussions.
* Working on weeding the whole collection (winter project).
* Started a Book Club for teens, every Wednesday after school.
* Patrons love the free puzzles!

**Sustainability & Wellness**

* Exploring if passport services could be added to Bookmobile days in Seeley.

**SWAN VALLEY BRANCH REPORT**

By Jenny Kauffman

**Community Engagement**

* We provided a book for all the children in the valley. At our December Book Chat members helped wrap the books and added candy-canes for each child.

**Core Services**

* Our Book Chat book for December was *As the Cookie Crumbles* by Leslie Budewitz. Leslie is a local author from Big Fork , MT so she was able to come and participate with us for the Chat. We all really liked the book and have decided to read another of her books for our February book chat.

**Sustainability & Wellness**

* We have been partnering with a local group of citizens who are providing Friday afternoon activities for our local school children since they have gone to a 4 day a week schedule.