**DEPARTMENT/BRANCH REPORTS**

**AUGUST 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, weekly meetings.

**UNSCHEDULED ACTIVITIES**

Design, order, build and install safety shields/Elizabeth, track and locate water main leak, find available plumbers, work with plumbers to resolve leak, key card chore/Hannah, hardware store, order supplies online, receive, unpack and store book drops, repair book crates, staff training, work on gates, recycling, chore/Robert M., re-aim track lighting/Karl, check and reset gate scheduling/security, receive and allocate shipment, store cleaning supplies/Puritan, staff training/Amanda, check bathroom sink/Scott, tighten bathroom lock/3F staff, repair sink not working/Desiree, adjust parking height bollard/security, check on entry door/Robert M., recycling, repair café drain leak/Bizzy, check on café key card entry/Bizzy, deliver café supplies/Caroline, check on and return lost key card/Mary Grey, trim and re-install gusseting/Caitlin, chore/Leslie, search and shop for shelf backing options/Kayla, meet with Karl, pick up pictures/Slaven, hang paintings/Karl, put up signage/Karl hang paintings/Slaven, remove and store partitions/Elizabeth, chore/David, staff training, measure book drop/Amanda, order refrigerator, tighten signage/Robert M., recycling, gum patrol, recycling, bookmobile training, hardware store, weeding and spraying, spot patrol, recycling, prep hammer drill locate and purchase floor anchors/Amanda, chore/Christine, receive and store shipment/Kayla, meet with Boiler Inspector, build BD template, consult with IT, unpack and assemble test box for Kayla, meet with children’s, assemble and install spacers/Kayla, recycling, hardware store, repair window flashing/David, store repaired crates and parts/Jon, chore/Christine, chore/Leslie, hardware store, gum patrol, report to Chloe, chore/Amanda, repair clock/Joshua, replace and tighten screws/Robert M., shop for parts, chore/Chloe, order parts online, meet with Fire Chief and tour his team, store Puritan supplies, spot scraping, install license plates/Chloe, deliver and repurpose key cards/Caitlin, check on 3F bathroom doors/security, check on entry door/Levi, check café plumbing/Bizzy, Prep staff room/Leslie, hardware store, recycling, pick up, deliver and set up booth/Selya, chore/Robert M., scam detected, get gas for van, check with Lindy about shelving/Kayla, key card/FF, check plans/Bizzy, return and deliver booth items/Selya, trouble shoot chilled water pump issues, meet with JC., chore/Slaven, chore/Elizabeth, unclog bathroom sink 3F/Robert M., work on staff entry door/Nick, recycling, Jay training, chore/Linette, replace desktop/Elizabeth, gum patrol, recycling, chore/Joshua, investigate and reset cooling system, tighten door hardware/Xavier, check and deodorize study room/Christine, clean and organize storage shed, recycling, lighting check/Paulette, check light functioning in MCAT/Joel, check and report on shelving/Karl, replace light diffuser/security, repair and replace height bollard, recycling, hardware store, 3F fire escape door alarm checked/security, check on lighting problems/Nick, store supplies/Puritan, check on AC in Radio studio room/Scott, design a work around for radio temps., chore/Robert M., repair front entry/Robert M., check filtration, quarterly schedule, chore/security, meet with Scott Ranf, temp adjust/Slaven, recycling, replace safety bumper/Kayla, hang picture/Karl, replenish cleaning chemicals/Robert M., search out furniture/Elizabeth, repair light fixture/Jon, recycle plastics, Meet with Adaptive Firescapes, plumbing chore for security, locate and repair venting noise/Dave, etc.

**SOCIAL MEDIA REPORT**

By Mary Wooldridge

**Facebook**

**39,533** = August Total Likes**.**

**25745** = Total Daily Page Engaged Users – July 2024 = 37,799 The number of people who engaged with your Page daily. Engagement includes any click or story created. (Unique Users)

**Instagram Likes – Reach – Followers**

**5,132** = Total Likes / Story Reach = 3,591/ Story Replies and Shares = 55

**4,714** = Total Daily Page Engaged Users The number of people who engaged with your Page daily. Engagement includes any click or story created. (Unique Users)

**4,602** = Followers as of today’s report – (9/15/2024) Up by 58 Followers

**YOUTH SERVICES DEPARTMENT REPORT**

By Kayla Whitaker

Kids Programming and Outreach

Story Time (programs/attending) 5/34

Tiny Tales (programs/attending) 10/419

EmPower Place TT 3/8

Tiny Tales in the Park 4/170

Story Time for Diverse Abilities 1/10

Lego Club 5/drop-in

Cooking for Kids! 1/27

Read With Dogs 4/73

Game On! 5/40

Summer Learning Programs

Summer Celebration 91

Gardening with Kids 7

Ongoing: Library Scavenger Hunt 25

**Total SLP attendance: 123**

**ADULT PROGRAMMING REPORT**

By Xavier Kneedler-Shorten

|  |  |  |
| --- | --- | --- |
| **In-Person Program** | **Total # of Attendees** | **Facilitator** |
| Yarns @ MPL (8/4) | 11 | Paulette |
| Yarns @ MPL (8/11) | 14 | Paulette |
| Yarns @ MPL (8/18) | 18 | Paulette |
| Yarns @ MPL (8/25) | 12 | Paulette |
| 2nd Wednesday Book Group | 9 in pesron, 1 Zoom | Christine |
| 3rd Wednesday Book Group | 5 | Pam |
| Memory Café | 13 | Joleen |
| American Red Cross Blood Drive | 28 donors, 31 units collected | Xavier |
| First Friday with LEVL (8/2) | 34 | Xavier |
| Olympic Watch Party (8/5) | 12 | Xavier |
| Olympic Watch Party (8/6) | 11 | Xavier |
| Olympic Watch Party (8/7) | 10 | Xavier |
| Hush Hour (8/11) | 15 | Kayla/Selya |
| Voices of the Valley: Salish Language, Art & History | 35 | Xavier & Chloe |
| Books on Tap (8/20) @ Imagine Nation Brewing | 13 | Xavier |
| Becoming Little Shell Book Launch with Chris La Tray | 158 | Selya |
|  |  |  |
| **Virtual Program** | **Total # of Attendees** | **Facilitator** |
| Adult D&D Guild (8/2) | 5 | Brian |
| Adult D&D Guild (8/16) | 4 | Brian |
| Adult D&D Guild (8/30) | 5 | Brian |
| Teen D&D Guild (8/10) | 3 | Brian |
| Teen D&D Guild (8/24) | 5 | Brian |

**BIG SKY BRANCH REPORT**

By Brian Doyle

**Community Engagement**

* Continued summer programming. In addition to the usual crowd for arts & crafts, I had a regular come twice to Tech Time, along with another patron who came in after finding the program on missoulaevents.net. Started academic year hours at the end of August and welcomed students into the library, explaining the difference between school library hours and public library hours.

**Core Services**

* Extended Big Sky academic year hours from 4:15-7:30 to 4:00-7:30 after learning that high school classes get out a little earlier this year. Updated our information on the Montana State Library’s ASPeN (Access to Services, Programs, and eNetworks) website. Used Big Sky funds to order extra copies of the books in our system with the most holds on them.

**Sustainability & Wellness**

* Used free time at Big Sky to complete my Continuing Education track and submitted it before the September deadline.

**LOLO BRANCH REPORT**

By Erin Casey

**Community Engagement**

* For the month of August, there were three activities each week: storytime (8 children and 3 adults), crafternoon activity (10 children and 4 adults) and kindertgarten readiness - 3 sessions with 82 kindergartners total.  In addition, the Missoula Symphony performed a concert in Lolo with approximately 48 attendees. (I did not separate out kids, adults and young adults). Last, there was a school Open House that brought 72 people into the library. Again, I did not separate out kids, young adults and adults but made my best estimates above in the Young Adult and Adult sections.

**Core Services**

* I began fall hours on August 28th and my schedule has changed to accommodate the school schedule and daytime classes for students in the library. I am still seeing approximately 60 on shelf holds to pull each shift along with processing at least three crates of incoming crates a week. I also have been assisting the school librarians with bindery tasks and cataloging new items for the Lolo students as well as partner hold requests. Last, I completed a very large discard of missing items for Lolo School and MPL missing. I searched for many items that had been placed on Lolo-missing since 2017. I was able to find some items but much more, unfortunately, have disappeared. Those I could not find were discarded from the catalog.

**Sustainability & Wellness**

* The Lolo School and Community Library is an asset to this community and serves everyone. Patrons tell me they are grateful to be able to order items in and pick them up in here rather than drive into Missoula. I have done outreach through social media and created handouts and posters for businesses in town to promote the library. I readily share information about upcoming programs and activities whether they are here in this community or at MPL and other branches. Last, I collaborate with the teachers, staff and administrators to keep them informed of the services we provide.

**POTOMAC BRANCH REPORT**

By Kayla Whitaker

**Community Engagement**

* Monthly adult book club meeting - new member this month!

**Core Services**

* Now offering free notary services during public library hours – had 2 notarizations this month
* Ordered selection of fiction and non-fiction children’s books on how books are made, libraries, and little free libraries to build knowledge of and excitement for the library

**Sustainability & Wellness**

* Talked with school facilities person about the best way to recycle discarded books here in Potomac - plan to reach out to teachers to see if they want relevant discards for art projects, etc.

**SEELEY LAKE BRANCH REPORT**

By Carrie Benton

**Community Engagement**

* Helped some locals with online request for tax rebate.
* Connected with local partners in preparation for bookmobile launch in October.
* Submitted monthly “Library News” column for local newspaper.

**Core Services**

* Successful book club with lively discussions.
* Summer Reading Program finished strong – 3 grand prizes given out to local kids; 20 completed reading logs (which means 20 coupons for free ice cream cones at the Ice Cream Place).
* Exchanged all TOT books, DVDs, and E-J adult fiction.

**Sustainability & Wellness**

* Attended monthly staff meeting.
* Library was closed 8/7 & 8/8 because I was sick and had no available subs.
* Library was closed 8/26 because of power still being out from the previous storm.

**SWAN VALLEY BRANCH REPORT**

By Jenny Kauffman

**Community Engagement**

* Our summer reading program was a big success this summer. We had 30 kids who read at least 150 minutes, 20 of them read at least 750 minutes, 14 of those read at least 1500 minutes, 4 read at least 2250 and 1 who read 8250 minutes this summer. In total the recorded minutes of reading were 47,370 or 489.5 hours of reading. We are giving out $700 of cash prizes as well as little prizes throughout the summer.
* Our book chat group met to discuss Daughters of the Dragon by William Andrews. I don’t think many of us knew of the comfort women who served the Japanese during the Korean War. It’s a good discussion that happens when we are all learning together even though this is a sad subject.

**Core Services**

* We had a power failure that knocked out the internet for the whole last week of August which prevented us from providing internet services for our community, but we stayed open for our business hours and were still able to provide books and Story time.
* Notary service – 6 appointments

**Sustainability & Wellness**

* We found out last month that our local preschool will not be funded through the school this year so the library is going to continue our weekly story time throughout the school year.