**DEPARTMENT/BRANCH REPORTS**

**NOVEMBER 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**

Assist Ed with camera installs, recycling, chore/Lindy, chore clean up, populate phone, shop for parts, work on irrigation system, check out Adaptive Firescapes scope of work, check Bookmobile charging cord, help with elections, remove Imaginarium curtain/Linette, store shipment/Crystal, Lighting instruction/elections, remove Imaginarium curtain and deliver to makerspace, restore lighting and gate systems, meeting/Elizabeth return furniture to 4F, chore/Dana, temperature adjust/Spectrum, recycling, chore/Rachel, transfer paper supplies/Puritan, shop and order parts/Bookmobile and landscaping, check elevator switches/David, contact Kone, find and prepare paints, clean and refinish 2F wall/Slaven, check temps and study JC software/Spectrum, check and report on elevators/Slaven, adjust seasonal lighting, deliver Puritan supplies, unpack measure and install 2 dispensers/Crystal, recycling, print 6 SDS chemical sheets/Spectrum, chore/David, chore/Puritan, chore/David, contact TC Glass/Rachel, meet with Elizabeth, unpack and install 2 more dispensers/Crystal, recycling, keys to Leslie, meet with Johnson Controls, troubleshoot bookmobile cable lock, recycling chore/Amanda, cut and deliver rope/Selya, meet with Slaven and Allen/Elizabeth, check table and report/Elizabeth, chore/David, dismantle and store shelving/Elizabeth, dismantle, move and rebuild shelving/Elizabeth, troubleshot and inspect gate system, chore/Slaven, meet with gate technicians, chore/Elizabeth, chore/David, measure and order spacers, recycling, check on items/Crystal, finish dispenser install/Crystal, dismantle and store shelving ranges and clean up stairway, dismantle and store shelving/Elizabeth, chore/Skye, trouble shoot gate/security, chore/Allen, temperature adjust/Robert M., check on gates, recycling, deconstruction clean up, check Slaven’s office temperatures, contact Johnson Controls, repair floor receptacle/Will, recycling, chore/Will, chore/Lauren, repair broken chair/David, store and dismantle shelving, hardware store, recycling, chore/Chloe, dismantle and store shelving, deconstruction clean up, chore/Buzzy, chore/ Leslie, inscribe keys, copy and file SDS/Caitlin, move tables to 3F/Slaven, cover Slavens registers, chore/IT, meet with Elizabeth, photos/Elizabeth, Dismantle and store table/Elizabeth, consult W Selya, apply concrete patches and plugs and color blend, meet with and assist Johnson Controls, chore/Jay, recycling chore/Elizabeth, meeting, deliver and store supplies/Puritan, cut cabling and store wiring underfloor, set up new mouse trap/security, gum patrol/David, work on doorbell/Dave/Elizabeth, meet and assist Yellowstone, highlight catalog and file SDS sheets/Spectrum, meeting/management, retrieve bulletin board/Laura, store extra lighting, clean TCMC LED lamp, work on gate/Amanda, move chair to shop, chore/Noah, chore/Jon, repair 3F bathroom locks x4/Will K., tighten loose table legs/Robert M., remove broken table and hardware/ Robert M., move, store and rearrange 2F furniture/Kayla, adjust door stop/Puritan, remove and store table cart/Selya, replace door plate screws/David, refasten stairway trim/Xavier, replace sharps anti-tamper lid/Puritan, study enhancement plan/Slaven, meeting with Elizabeth, meeting with Jay, David and Puritan, temperature adjust/Leslie, take delivery and install tree/Elizabeth, hank picture board/Laura, chore/Lindy, assemble tree stand hardware, service floor machine/Jay, work on broken railing attachment/Robert M., recalibrate thermostat/Leslie, chore/David, install stops/Selya, meet with Jay, clean out filters and mechanical 14A, holidays.

**YOUTH SERVICES DEPARTMENT REPORT**

By Kayla Whitaker

Kids Programming and Outreach

Story Time (programs/attending) 5/103

Tiny Tales (programs/attending) 6/381

EmPower Place TT 3/35

Story Time for Diverse Abilities 1/11

Lego Club 7

Read With Dogs 3/64

Game On! 3/27

0-3 Year Old Playgroup 2/94

Teen Programming and Outreach

Dream Bigger After School 6/46

5th Grade Tours 9/239

**ADULT PROGRAMMING REPORT**

By Xavier Kneedler-Shorten

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| **In-Person Program** | **Total # of Attendees** | **Facilitator** |
| Yarns @ MPL (11/1) | 19 | Paulette |
| Yarns @ MPL (11/10) | 21 | Paulette |
| Yarns @ MPL (11/17) | 18 | Paulette |
| Yarns @ MPL (11/24) | 20 | Paulette |
| 4HistoryBuffs | 32 | Maria |
| 3rd Wednesday Book Group | 7 | Pam |
| 2nd Wednesday Book Group | 4 in person, 3 Zoom | Christine |
| Memory Café | 6 | Joleen |
| International Games Month Game Day | 33 | Brian |
| YMCA Yoga at the Library (11/7) | 10 | Xavier |
| YMCA Yoga at the Library (11/14) | 7 | Xavier |
| Watercolor Painting class (11/3) | 38 | Robert P. |
| Watercolor Painting class (11/10) | 30 | Robert P. |
| Watercolor Painting class (11/17) | 33 | Robert P. |
| Watercolor Painting class (11/24) | 31 | Robert P. |
| Civil War Ancestors | 3 | Desiree |
| Grow Music Concert | 81 | Xavier |
| Buck Hitswithastick - Bridging the Worlds | 15 | Xavier |
| Books on Tap @ Imagination Brewing | 22 | Xavier & Kayla |
| Freedom to Read Movie Night - Hate U Give | 25 | Xavier |
| **Virtual Program** | **Total # of Attendees** | **Facilitator** |
| Adult D&D Guild (11/8) | 6 | Brian |
| Adult D&D Guild (11/22) | 6 | Brian |
| Teen D&D Guild (11/2) | 4 | Brian |
| Teen D&D Guild (11/16) | 6 | Brian |
| Teen D&D Guild (11/30) | 5 | Brian |

**BIG SKY BRANCH REPORT**

By Brian Doyle

**Community Engagement**

* Programming has been slow this month. Added Thursday Tech Time hours back onto the public calendar, considering new alternatives for next quarter.

**Core Services**

* Put up sign advertising holiday hours. Changed out DVD collection by trading items with main branch.

**Sustainability & Wellness**

* Took time off for Thanksgiving to rest and recharge.

**LOLO BRANCH REPORT**

By Erin Casey

**Community Engagement**

* In November, we had 12 open days. There were 7 meetings and 1 young adult program.
* Participants in the book discussion group were given the next read, "The Snow Child" after discussing last month's selection. Elizabeth Lofts led two Yarns (knitting and crocheting) groups in November. In addition, there was also 2 continuing education knitting groups, a school staff meeting, a book discussion group and the young adult program, "Dream Bigger."
* Elizabeth Lofts has created a social media page for the Lolo branch library. It is a well-designed page with a lot of helpful information. We are hoping more people learn about the new site and frequently use it for library information.

**Core Services**

* The Lolo branch continues to fill many hold requests for the community and pull on average 70 holds a week for partner libraries. I went through the non-fiction books that are over 6 months old and updated items in cataloging to 28-day checkout. I also removed the new item stickers, on Robert M's advice, after a recent visit to the Lolo branch.

**Sustainability & Wellness**

* I notified the school administration, requested an update to the MPL website and notified our courier, Towne Mailer about the holiday closures.

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

**Community Engagement**

* Monthly Book Club discussion changed to the first week in December.
* No Family Movie Night this month.

**Core Services**

* Covered books for MPL.
* Students have started coming in for tutoring which is provided by Honor Society Students after school. The number of students coming in has gone down.
* A couple of regular patrons have moved into assisted living in Missoula. Drop books by when needed.

**Sustainability & Wellness**

**POTOMAC BRANCH REPORT**

By Kayla Whitaker

**Community Engagement**

* Puzzle exchange program with hot cider and sweet treats – met 3 new community members and gained 4 new puzzles for the ongoing puzzle exchange shelf in the library
* Maintaining consistency in book club attendees

**Core Services**

* Brought over some Great Illustrated Classics and other kid reader-friendly classics for some 6th/7th graders to look through and check out
* Added many donations in great condition to the school collection, ranging from picture books to middle grade chapter books

**Sustainability & Wellness**

**SEELEY LAKE BRANCH REPORT**

By Carrie Benton

**Community Engagement**

* Connected Chloe (Bookmobile) with elementary school. This partnership seems to be flourishing.

**Core Services**

* Successful book club with lively discussions.
* Requested reports to weed various sections of the collection – this will be an ongoing winter project to work at.
* Patrons love the free puzzles!

**Sustainability & Wellness**

* The new copier/printer is here and working! So thankful to the IT department for all their hard work (lots of bugs to get worked out).

**SWAN VALLEY BRANCH REPORT**

By Jenny Kauffman

**Community Engagement**

* Our book chat group met to discuss Boys in the Boat, by Daniel James Brown. We all agreed that it was a well written book. Several of us had seen the movie that came out this year and agreed that the book was better than the movie and were disappointed that they didn’t follow the script of the book in the movie.
* Having weekly story times has been going well. A local group of advocates for our local school aged children are planning to start helping to facilitate story time with some older home schooled girls leading the event at least once a month.
* Local residents and businesses along highway 83 have been encouraged to light up the valley for Christmas. Three trees have been acquired and will be decorated with lights in front of the library to participate in this event
* At our book chat in December we will be wrapping and preparing books for the school children in the Swan Valley.

**Core Services**

* Notary services seem to be a continuing success.