



**DOWNTOWN LIBRARY**  
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## DIRECTOR'S REPORT JUNE 2020

### **COMMUNITY, GOVERNMENTAL, AND INTERLIBRARY RELATIONS:**

The library's community room served as a polling place on June 2. While it was not possible to require voters to wear face coverings, they were informed of that requirement if they wanted to enter the other areas of the library after voting.

We continue to work with the Genealogy Society to maintain their collection. They have asked us to box their collection so they can temporarily remove it to an off-site location to conduct their inventory and assessment. They have said that for the books that are available digitally, they may look for opportunities to sell their hard copies, to secure funds for additional collection development and management. Books to be retained in the collection will be returned to the library after their assessment is complete. The Society's Board has reviewed the draft MOU, and has indicated some additions will be recommended.

I had a positive conversation with assistant school superintendent Dr. Matthew Seebaum regarding the library at the General Beadle school. The result of that conversation will be presented as an action item at this meeting.

The statewide courier system, coordinated by the State Library, has been on hiatus for the last few months. The courier is set to restart on June 1, allowing transfer of materials between libraries, which is an important component of library service. We are collaborating with other Black Hills Library Consortium libraries to restart local interlibrary loan and holds services. These items will be processed and quarantined for the same amount of time as other library holds once arrived, although this measure is being re-assessed based on updated CDC information.

The school district collaborated with us to promote the Summer Reading events and activities, by emailing our information to all students in the district. The Summer Reading information was also provided to daycares across the city. Kids were able to start their reading for the program on June 1.



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#### **NEW SERVICES:**

~~Through May 27~~ During the month of May, patrons printed ~~almost 659712~~ pages using the mobile printing service; they have been able to pick up and pay for these printouts at the drive-thru window. Because of the popularity of this service, and to minimize the impact to the main library as much as possible, this service will be continued even after re-opening the library.

Commented [TD1]: Update numbers prior to board meeting

As of the end of May, 45 patrons have registered for temporary online accounts and have been given access through the recent policy change. This number does not include patrons who have registered at the drive-thru or those who had their existing accounts updated as a result of attempting to register online.

#### **STAFF TRAINING AND DEVELOPMENT:**

An all-staff meeting was held on Friday, May 29, for staff information, training, and questions regarding the library's re-opening. The security guard was trained on new protocols prior to the re-opening

The American Library Association (ALA) annual conference is the profession's largest national conference; Sam Slocum was slated to attend before COVID caused that conference to be cancelled. ALA is now offering the conference virtually, which will give additional staff an opportunity to participate in this valuable experience.

#### **DIRECTOR'S REPORT:**

Over a three-day period, Black Hills Services did a thorough disinfecting throughout the building in preparation of the library re-opening to the public.

The library had a soft re-opening on Monday, June 1, with no publicity. This was done to allow staff and security to confirm processes and ensure all possible safety measures are being addressed. A publicly-announced re-opening took place on Wednesday, June 3.

Throughout May, the drive-thru services continued to average over 100 patrons daily; this equates to almost six times the pre-COVID daily average. Patrons will be encouraged to continue to use the drive-thru for basic pick up and drop offs, as a way of minimizing impact to themselves and those using the facility.

#### **MEDIA COVERAGE:**

5/20/20: [Mayor's Press Conference - Summer Reading](#)

5/57/20: Live KOTA Noon Show – Summer Reading

5/28/20: KOTA Focus Radio – Summer Reading

5/29/20: Newscenter1 Coverage – Summer Reading



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