



**DOWNTOWN LIBRARY**  
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## **DIRECTOR'S REPORT** **AUGUST 2023**

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

I and other key members of the Black Hills Library Consortium met with State Librarian George Seamon and representatives from Minitex (a Minnesota-funded organization that provides support to libraries in multiple states, including South Dakota). We discussed issues and possible solutions regarding the statewide courier system that transports shared library materials from one library to another. The courier service has resumed, and we are monitoring deliveries and reporting any discrepancies to the State Library. Following this meeting, the entire Black Hills Library Consortium membership met to review the revised courier information, and all members agreed to resume normal material transits. This resumption of service is a significant benefit to library users throughout the Black Hills region.

The city's grants manager and grants coordinator met with me again to discuss some possible grant opportunities. I am currently surveying the Black Hills Library Consortium members to gauge their interest in pursuing a planning grant for consortium-wide reciprocal borrowing services. If a grant is awarded to fund this planning, it would likely be a year-long process at the least, to identify all the issues, procedures, policy updates, and possible funding structures.

### **NEW SERVICES:**

A new laser engraver has been installed in the makerspace; this is a beginner-level commercial machine, and can cut, shape, or engrave wood, leather, glass, acrylic and metal with custom designs. Staff have been training on the use of the machine and doing a "soft launch" throughout July. The cost for use is \$5 per engraving plus cost of materials.

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

Christine Waller presented another in her staff training sessions on de-escalation techniques.

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From its installation in May to the end of July, the smart bin check-in station has automatically checked in 38,877 items. This aids in patron convenience by immediately checking in items they place in the bin. It also significantly reduces the amount of materials handing on the part of library staff.

The bookmobile is still at the box building factory, with an expectation completion of that part of the process in late October. I was informed last week that the entire project is delayed, and they expect to finish in January, which means delivery may be pushed to February.

**MEDIA COVERAGE:**

- July 11, Keloland Coverage: [Level Up Teen Gaming Night](#)
- July 12, KEVN Mention: [Rapid City's College Park next host for Hydrant Parties in the Park series](#)
- July 14, KOTA Mention: [Mini musicians dance, sing at 'Music Exploration for Preschoolers'](#)
- July 16, Rapid City Journal Mention: [Parks and Rec hosts its second fire hydrant party](#)
- July 21, Newscenter1 Mention: [Dakota Mini Nerd Convention: a cosplayer's vision of an affordable convention](#)
- July 23, KOTA Coverage: [Rapid City Public Library Art Show](#)
- July 27, Live KOTA Noon Show: Collection highlights

**ONLINE REVIEWS:**

- July 6, Google 5- Star Review – Jessica Burton
- July 11, Google 5-Star Review – Jessica Raye
- July 12, Google 5-Star Review: Helpful staff, easy to access computers – Julie Long
- July 14, Google 3-Star Review – Jack Sommersby
- July 15, Google 5-Star Review: Very pleasant and friendly staff – Autumn Anderson

**VACANCY REPORT:**

<b>Vacancy Status as of 8/1/23</b>					
<b>DEPARTMENT</b>	<b>MINIMUM REQUIREMENTS</b>	<b>TOTAL POSITIONS</b>	<b>CURRENT EMPLOYEES</b>	<b>VACANCIES</b>	<b>STATUS</b>
Management	Master's in Library Science	2	2	0	
Senior Librarians	Master's in Library Science	2	2	0	
Coordinators	Bachelor's Degree	3	3	0	
Business Office	Associate's Degree	1	1	0	
Facilities	Custodial experience	2.75	2.75	0	<i>An offer was made and accepted for a 30-hour position; that person will start later this month</i>
Library Associate I	Bachelor's Degree	15.75	14.75	1	<i>One offer was made and accepted; that person will start later this month. Interviews are continuing for the remaining position</i>
Library Associate II	Bachelor's Degree	8	7	1	<i>Applications continue to be reviewed for this training position.</i>
Library Technicians	Associate Degree	2	2	0	
Outreach	Bachelor's Degree	2.75	2.75	0	
<b>TOTALS</b>		<b>39.25</b>	<b>37.25</b>	<b>2</b>	