

Mitchell Public Library Director Report

January 26, 2022

1. SDSL ARPA Grant Project

We are still waiting for a switch and firewall to arrive. We have not received any updates regarding when we will receive these two pieces of equipment.

2. SDHC ARPA Grant

The \$15,304 for this grant were deposited in the city's account December 31, 2021. We have to submit supplemental budget requests for these funds to the City Council's first meeting in February. Once we receive this approval we will begin ordering new equipment.

3. Library card design contest

We held an event Monday, December 27 at 7:00 in the library's community room to announce the winners and to award the cash prizes. A reporter from the Mitchell Republic covered the awards event and wrote an article about the contest and the winners. This was good publicity for the library. We hope to receive the new cards in early February. We are working with a different printer for these cards. The setup process is taking longer than we expected.

4. In the last week of December we received a \$1,500 donation from a local family. This family has supported the library in the past. The donor's request is that we use \$1,000 of the donation to support children's programming and/or collections. The remaining \$500 can be used for other support. A thank you letter was sent a few days after the donation was received.

5. We have received a few applications for the open part-time position. Applications will be accepted through January 30.

6. Building issues

On Saturday, January 8 Zack North discovered a natural gas smell in the archives room of the library an hour or so before closing. When I was contacted I instructed the staff to clear the building and contact the fire department. When I arrived at the library the fire department informed me that the level of gas that their sensors detected was not at explosive levels. The fire department's procedure is to call in Northwest Energy.

When the Northwest Energy tech arrived his more sensitive sensor barely detected any gas, so the gas that had leaked was dissipating. Denny Geidel and the Northwest Energy tech went up on the roof to examine the rooftop unit above the archives room. They were able to get the unit to reignite, which provided heat to the room.

The following Monday, Denny contacted a tech from Johnson Controls and consulted him on the issue. This tech informed Denny that natural gas should never leak from such a unit. Because we did have a gas leak he informed us that we should not use the rooftop unit, so Denny shut it off. This meant we didn't have heat in the archives. We were thankful for the warm weather that week. The Johnson Controls tech came to inspect the rooftop unit and discovered that the heat exchanger was

rusted/corroded through and had holes in it, which allowed the natural gas leak. We received approval to have a new heat exchanger ordered and installed. The work was accomplished January 18.

January 2022 Adult Services Update

Zack North, Adult Services Librarian

Programming

ADULT CRAFT NIGHT

Adult craft night in October was a success. We held our second craft night on December 7th. We had 18 people attend that night. Craft night is a program that is here to stay and build on.

We canceled the January Adult Craft Night with the rising COVID numbers and the 40%+ positivity rate in Davison County. I'm modifying the craft to send it out as a take-and-make. I may do a live-streamed or Zoom class to make up for the in-person event cancellation.

ONE-ON-ONE TECH HELP

Tech classes have proven to be a significant time commitment for planning and advertising to get to the day of and have no one show up for the event. This is a problem that libraries across the nation have had with the format. Plus, a technology class assumes a level of understanding that participants may not have when they come. On the flip side, a patron may assume that a technology class may cover a topic that is not included during the actual session.

As a middle ground, I've decided to do one-on-one technology sessions every other Saturday in the morning. Patrons can register and let me know what they want to cover. This way I can meet the patron where they are at and potentially cover more ground with them in the process.

BREWING EXPERT FROM SIOUX FALLS

I'm planning to reach out to the breweries in Sioux Falls to see if they have someone that does speaking events. I think that an adult event led by an expert in that field would be an excellent draw for younger adults and those in our community who homebrew.

SUMMER READING PROGRAM PLANNING

I've reached out to a few performers for Summer Reading Program. I'm currently getting information about Fees and other costs. With COVID still being very present in the community, I'm also looking at ways to include a series of geocaches in our adult summer reading program. I plan on reaching out to Parks and Rec and the Corn Palace to see if I can work with them to place some caches in parks and at the Corn Palace.

I'm proposing a \$1,800 budget for Adult Summer Reading Program events. I would like to bring in a larger performance alongside a series of smaller performances and educational opportunities.

Operations

SHELF SHIFTING

Shelf shifting in the Adult section has started. We ended the deselection process with approximately enough space for 32 inches of materials on each shelf without needing the bottom shelf. Once I finish the set of weeding guidelines for the adult section, I believe we can continue to make room for newer materials.

ACQUISITIONS MANUAL

I'm currently working on an acquisitions manual to provide concrete documentation for how the acquisitions module works. This manual will be updated with each Atrium update to reflect the new and updated capabilities of the system.

MATERIALS TRACKING

All adult orders are in the acquisitions module of Atrium for better tracking. The module tracks when we receive the item in-house and automates the reserve process. There is some level of human interaction needed for this module to work. The additional work has the benefit of allowing staff to know what is in-house and currently on order.

On the surface, this all seems like extra work. However, it centralizes some of the processes we were doing outside of Atrium to keep track of those materials.

STANDING ORDERS

In December, I conducted a review of our standing orders through Rowman & Littlefield, Best's Review, Lexis Nexis, and Salem Press.

I decided to cancel our standing orders with Rowman & Littlefield and Best's Review because they were materials that weren't circulating. We could also get some of these materials through Ingram at a discount.

Lexis Nexis and Salem Press were the two that I decided to keep. Lexis Nexis sends us updated S.D. Court Rules books twice a year. These titles see regular use. Having that available for patron use is important.

Salem Press sends us materials that provide a brief plot synopsis for books published within the last year. I could see these titles being useful to college and high school students writing book reviews or other academic writing.

Budgetary

OPERATION LARGE PRINT: REVENGE OF THE BUDGET

In mid-December, I discovered the full extent of how much our large print standing orders were costing the library. Of the \$30,000 dedicated to adult print materials, approximately \$10,000 of that was going solely to large print materials purchased through two vendors. Standing orders were created to automatically send the library a set of books every month or on the release of titles.

I transitioned all of our Cengage standing orders to a "Librarian's Choice" order plan. This grants us local control over what we order through Cengage with a 20% discount on all titles. Moving over to this plan

does require us to purchase 100 books through Cengage in a year. That is easily achievable with popular authors and bestsellers alone.

THESE CHANGES ALSO MADE IT POSSIBLE TO REDUCE THE AMOUNT WE SPEND ON LARGE PRINT FROM \$10,000 TO \$6,500.

2022 SPENDING PLAN

In December Kevin and I set a spending plan for all of the adult materials in 2022. This spending plan is relatively in line with the circulation of the last non-pandemic year we had.

The following breakdown is how I intend to spend book money for 2022:

Section	Amount	% of Budget	2019 Circulation	% of Circ.
Adult Fiction	\$18,500	62%	20,134	64.5%
Adult Nonfiction	\$5,000	16.6%	5,894	18.8%
Large Print	\$6,500	21.6%	5,180	16.6%

January 2022 Children’s Services Update

Jean Patrick, Children’s Services Librarian

In addition to ordering books, weeding, creating displays, providing reader advisory, and learning a new acquisition model, here’s what I’m doing for children and families:

Storytime

Thursday Storytime and Saturday Storytime numbers had been rising steadily, reaching up to 15-20 attendees per session. However, with the rapidly increasing number of active Covid cases in Davison County (including close contacts among children), we opted in mid-January to put on-site Storytime on hold.

Beginning the week of Jan. 24, we plan to post online Storytime on Facebook Live. We also will attempt to have an online bi-lingual Storytime.

During the upcoming weeks, we will increase the availability of Take & Makes. (25 kits were distributed Jan 20-24). We also plan to resume StoryWalks inside the library.

Outreach Storytime

Due to high Covid numbers, we canceled our January on-site Storytime with First Lutheran preschool. However, we continue to provide outreach to the community:

- Cindy Bierman's class of early adult special education students (2 instructors & 3 students) continues to come monthly to choose books for themselves and for the special education children they serve.
- Kevin Kenkel and I each read two chapters of *Because of Winn Dixie* for the Longfellow "One Book, One School" family engagement project. As of mid-January, 94 families were participating in this event.
- Also, DWU professor Stephanie Gelderman has invited Ada and me to demonstrate and discuss bilingual Storytime in March (approx. 24 students).

Bookopoly Junior

Since January 3, we've distributed over 180 *Bookopoly Junior* game boards for the Winter Reading Challenge. I'm overwhelmed with this response! Besides seeing an increased number of kids and families in the library, this reading challenge is helping with circulation numbers. (Note: One of the challenges on the board is the ever-popular game of *Stump the Librarian*. One day, I was stumped 13 times!)

Other

- During January, I'm taking a 4-week e-course from ALA (American Library Association) to learn effective ways of improving our collection to better serve our young patrons and their families. The course is called *Managing Children's Collections from Acquisition to Weeding*.
- Also, Laura Kelly (Children and Youth Services Coordinator from the State Library) has begun videoing me for her vlog *Loud Librarians Lead*. The post will feature ways the SD Humanities Council serves libraries. It will be posted in mid-February.