



**DOWNTOWN LIBRARY**  
610 QUINCY ST. | RAPID CITY, SD 57701 | 605.394.4171

**NORTH PARTNER LIBRARY**  
10 VAN BUREN ST. | RAPID CITY, SD 57701 | 605.716.4098

[RAPIDCITYLIBRARY.ORG](http://RAPIDCITYLIBRARY.ORG)



Date: November 14, 2018  
To: RCPL Board of Trustees  
From: Pat Jones, Policy Committee Chair  
Re: 2019 Hours of Operation

Date: November 5, 2018  
To: Pat Jones, Policy Committee Chair  
From: Terri Davis, Director  
Re: 2019 Hours of Operation

**Motion:** Move to approve the Hours of Operation for 2019.

**Background:** Most of the 2019 Hours of Operation replicate previous calendars, with a few exceptions as noted below:

Memorial Day and Labor Day weekends: The library has typically been closed on Saturday, Sunday, and Monday for these weekends. However, a review of security camera footage for the most recent Labor Day indicated that nearly 300 people tried to access the downtown library on Saturday; the number trying to access the North library is unknown. Being open on Saturday and closed Sunday and Monday of those holidays would allow patrons access to the library for an additional day, while still providing for holiday time.

Downtown library hours: The recommendation is to shift the downtown library's hours on Fridays and Saturdays from 9-5 to 10-6; Sunday hours would be extended from the current 1-5 to 10-6. This is based on review of security camera footage showing the number of people who try to enter the library on Sunday mornings, and the strategic plan feedback requesting extended hours. This proposal would result in an increase of four hours per week at the downtown facility.

North library hours: The recommendation for North is to extend the library's hours on Friday and close the library on Sundays. Entry counts and checkout data shows that Fridays are busier per hour than other days, and Sundays show little use. In addition, Saturday hours would change from the current 9 am - 5 pm to 10 am – 6 pm, based on patron use data and mirroring the downtown hours. These changes would result in an overall decrease of 3 hours per week at the North library, but would focus the service hours based on patron use.

**Cost impact:** The estimated cost impact is \$3,350 per year for 3 additional security hours per week. Current staffing can address the proposed shifts in service hours.