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Date: May 13, 2019  
 To: Library Board of Trustees  
 From: Sean Minkel, Assistant Director  
 Re: Strategic plan update

The library continues to make progress implementing the 2018-2020 Strategic Plan. Items highlighted in green indicate that significant progress has been made since the last update. Items highlighted in gray indicate that progress has been made, but the library will continue to explore new opportunities and improvements as possible.

Priority 1			
Literacy	Every Child Ready to Read	Collaborate with community partners to develop curious and competent readers	<ul style="list-style-type: none"> <li>The afterschool program at RCPL-North has been extended to 1 hour and includes a broader range of activities to promote learning.</li> <li>Storytime has been updated to include resources for parents so they can continue teaching at home.</li> <li>Storytime community partners include Crafts with Jane, Rapid City Fire Department, and Chamber Music Festival of the Black Hills.</li> </ul>
	1,000 Books before Kindergarten	Engage with parents of young children to instill early reading interest and curiosity	<ul style="list-style-type: none"> <li>Still seeking a Lakota language translator; goal is to print the reading charts in English and Lakota</li> <li>Launch date anticipated for Fall 2019</li> </ul>
Education and Enrichment	Practical life skills for personal finance, job situations, and setting up a first household	For those who are on their own for the first time, or who want to improve their living situations	<ul style="list-style-type: none"> <li>Events staff are now alternating lunch and learn or other noontime speaking events between life skills/educational and information/entertainment; financial therapy and public speaking presentations were made in January 2019</li> </ul>
	Community speakers on diverse and informative topics	Identify community interest and information topics, and provide speakers or presenters on those topics	<ul style="list-style-type: none"> <li>As above</li> </ul>
Community	Acknowledge and greet those entering the library and in work areas	Reinforce this basic customer service practice through positive reinforcement and modeling of proactive engagement	<ul style="list-style-type: none"> <li>The customer service workgroup has concluded, and will be transitioned to a User Experience workgroup to continue discussions of service enhancements.</li> <li>Supervisors note that greeting has improved.</li> </ul>

Priority 2			
Literacy	Eliminate fines on children's books	To improve children's access to reading materials	<ul style="list-style-type: none"> <li>Went live on May 1, 2019 with marketing starting in late April. This change works well with the 2019 Summer Reading program which also starts in May.</li> </ul>
Education and Enrichment	Lakota language and cultural activities	To expand understanding of a vital sector of our community	<ul style="list-style-type: none"> <li>A successful, 6-part Lakota cultural series was presented in October 2018; this is now being planned for an annual event each October</li> </ul>
	Staff training for service and technology	Establish tiered certification levels for staff, for a variety of service and technology competencies	<ul style="list-style-type: none"> <li>On the project list for the new Education and Technology Coordinator; anticipated for completion in 2019</li> </ul>
Community	Maintain facility and furnishings	Provide a comfortable, welcoming environment	<ul style="list-style-type: none"> <li>Vending area was reconfigured, to include coffee and cold beverages, snacks, and some technology supplies</li> <li>Community Room was re-carpeted and re-painted</li> <li>Improved projectors were installed in meeting rooms, resulting in favorable patron comments</li> <li>Recharging pods were installed at some tables as a trial for convenience service</li> <li>Large whiteboard added to the Hoyt Room</li> </ul>
Economy	Upskilling job force	Provide training and skills to enhance job and employability skills	<ul style="list-style-type: none"> <li>The 2018 job skills series has been revised, and will be re-launched in spring 2019, to include an online component</li> <li>Information about library resources for job skills development was provided to the business community at a Workforce Development Roundtable in May 2019</li> </ul>

Priority 3			
Training	Improved Best Practices	Reorganization and updates to the library's procedures to improve consistency and overall service to patrons	<ul style="list-style-type: none"> <li>Procedures have been reorganized for easier access.</li> <li>Staff are currently working to eliminate duplicate/old procedures, consolidate related procedures and make the changes noted by the first team.</li> </ul>

Priority 4			
Community	Business Resource & Technology Center	Support for business start-ups and local businesses	<ul style="list-style-type: none"> <li>Vinyl cutter, 3D printer and large format printing are operational.</li> <li>Laser engraving/cutting is in staff training. Public go live and required policy updates are expected in mid 2019.</li> </ul>

Community	Extended Library Hours	Adjust evening, weekend, and drive-thru hours to best meet patron needs	<ul style="list-style-type: none"><li>• Hours of operation were changed starting January 2, 2019 to open earlier on Sundays and stay open later Friday, Saturday and Sunday</li><li>• Drive-thru hours have also been extended</li></ul>
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