



DOWNTOWN LIBRARY
610 QUINCY ST. | RAPID CITY, SD 57701 | 605.394.6139

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Date: September 13, 2021
To: Rapid City Public Library Board
From: Emily Tupa, Policy Committee Chair
Re: Hours of Operation Policy

Date: September 8, 2021
To: Emily Tupa, Policy Committee Chair
From: Terri Davis, Library Director
Re: Hours of Operation Policy

Recommendation: Move to authorize a temporary Sunday closure of the library due to Covid cases among staff and unfilled vacancies.

Background: As reported in the financial report, the library currently has seven vacancies, with another two positions that need to be filled to bring staffing to pre-Covid levels. In addition to these vacancies, there have been five staff members who have tested positive with Covid, with another awaiting results as of this writing.

These staff shortages make it impossible to fully address the services and information we provide to the community. In order to enable appropriate service levels, a temporary closure on Sundays is recommended. This would allow us to stretch available staff hours over six days rather than seven. The closure would impact the library and drive-thru services, as well as the scheduled Sunday pop-up locations at Canyon Lake and Vicki Powers parks, which would have been slated to continue through September.

Per discussion with the Board Chair and under the emergency clause in the Behavior Policy, the Director authorized the library closure on Sunday, September 12. However, Board action is requested to authorize an ongoing, albeit temporary, Sunday closure. Once the staffing levels are stabilized to a point that will allow 7-day operations to be resumed, the library will re-open on Sundays.