



DOWNTOWN LIBRARY
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DIRECTOR'S REPORT SEPTEMBER 2022

COMMUNITY, GOVERNMENTAL, AND INTERLIBRARY RELATIONS:

The library participated in the Back to School Resource Fair, was hosted in connection with South Dakota Statewide Family Engagement Center FamFest. Laurinda Tapper and Baylee Schultz interacted with attendees, highlighting many of the library's educational resources.

I met with Dr. Dean Jensen, Associate Professor of Industrial Engineer from SDSMT regarding a possible project or projects to develop space configuration designs of the library. The priority would be the upstairs kids, teens, and meeting areas, as those spaces have not been changed in the 20 years since the addition was built. Dr. Jensen mentioned multiple opportunities for possible project, and shared the idea with his colleagues. I later met with Dr. Jeffrey Woldstad, head of the Industrial Engineering department, to expand on some ideas. Dr Woldstad later confirmed that SDSMT engineering students will take on the library's upstairs layout as a year-long as a senior project.

Copies of the library's new strategic plan were distributed to the Mayor and Council members, and will also be given to the Friends of the Library and the Library Foundation members.

NEW SERVICES:

We are again promoting library account registrations and renewals for September's Library Card Sign Up Month. Library users who get a new account or renew an existing account are entered into a prize drawing for Kindle Fires, donated by the Friends of the Library. Teens who participate will be given a free book and also be eligible for a grand prize.

We recently changed vending machine options, and now have a single machine offering a variety of beverages and healthier snacks. The vending company is a local, veteran-owned business with machines located throughout the Black Hills. The new machine allows products from competing companies to be sold through a single machine, instead of having two beverage machines and a separate snack machine.

STAFF TRAINING AND DEVELOPMENT:

Ellie Young joined our staff as the new Early Education Library Associate II. Ellie has most recently been a teacher in South Korea, and we welcome her to our community and our team.

Lucy O'Grady retired as a Library Associate I after 18 years of service. Lucy worked with us through a number of service and technology changes, always with a positive attitude and customer service focus. We wish Lucy well in her retirement, and hope to see her often as a library patron. Doss Ramsey resigned as Library Associate II for Training, and provided us with an excellent recap of his work that we can proceed with. After review of the organizational chart and staffing needs to support the strategic plan, we advertised for both Lucy's and Doss' vacancies. Page Claire Reiter also submitted her resignation, in order to focus on school and college applications; we will also re-open the page job applications.

DIRECTOR'S REPORT:

The city's budget has moved to the Council; the second hearing will be September 19. The library's budget has moved forward essentially as presented to the Board, with a reduction by the Finance Office of \$2,399 due to having fewer computers. A revised budget will be presented to the Board in October to address the computer reduction and to make any adjustments necessary for projected 2023 wages.

The leadership team reviewed the library's organizational chart in light of the new strategic plan and current vacancies. We moved oversight of the makerspace and technology, shifted supervision of one Library Associate I, and changed a custodial position to a Library Associate I for events support. Because the custodial position has been vacant since 2019, we are looking to issue an RFP for in-depth cleaning services. While this would be an added expense that would have to be managed within our budget, it would allow our other two custodial staff to focus on daily cleaning and minor maintenance tasks. At this point, we anticipate the added contracted service expense to be offset by vacancies.

The leadership team also worked to prioritize the strategic plan goals and objectives. This will be presented to the library staff in early October, along with some of the ideas for staff involvement in the plan's implementation. The first quarterly update of the new strategic plan will be presented to the Board in November.

MEDIA COVERAGE:

- August 13, Newscenter1 mention: [People enjoy the farmers market to buy their groceries locally](#)
- August 29, Live KOTA Noon Show: Back to School Readers' Advisory
- August 29, KEVN mention: [Labor Day schedule announced](#)
- August 29, KOTA News mention: [Labor Day schedule announced for Rapid City](#)
- August 29, Newscenter1 Mention: [Rapid City offices closed, services adjusted for Labor Day weekend](#)
- August 30, Rapid City Journal Mention: [City offices to close Labor Day](#)
- August 31, KOTA News mention: [Rapid City trash collection adjusted for Labor Day](#)

ONLINE REVIEWS:

- July 31, Google 5-star review '😊' – Zachary Diggins
- August 2, Google 5-star review – Eric Hyde
- August 11, Google 4-star Review – Alexander Pearman
- August 11, Google 5-star review 'It's a great local library' – The Emperor Darth Vader (Batman)
- August 14, Google 5-Star Review – Nathan Frybarger

VACANCY REPORT:

Vacancy Status as of 9/1/22				
LIBRARY DEPARTMENT	FULL AND PART-TIME POSITIONS	FULL AND PART-TIME EMPLOYEES	VACANCIES	STATUS
Management	2	2	0	
Senior Librarians	2	2	0	
Coordinators	3	3	0	
Business Office	1	1	0	
Facilities	2	2		<i>With a recent revision to the organizational chart, we are going to seek more robust contracted cleaning options. The part-time facilities position has been vacant since 2019 and we have not been successful in filling it.</i>
Library Associate I and II	23.75	18.75	5	<i>The Library Associate II position for Makerspace/Tech continues to be advertised, and the LAII Training position has just become vacant. There are now three LAI vacancies, one due to an earlier internal promotion, another to a retirement, and the third which was moved from a previous custodial position. This change increases our FTE by .25 but is still not up to pre-Covid staffing levels.</i>
Library Technicians	2	2	0	
Outreach	2.5	2.5	0	
TOTALS	38.25	33.25	5	

A page position (part-time non-benefitted) is also vacant, and is being advertised.