



DOWNTOWN LIBRARY
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DIRECTOR'S REPORT **OCTOBER 2022**

COMMUNITY, GOVERNMENTAL, AND INTERLIBRARY RELATIONS:

The library had a tent at this year's Pumpkin Festival at Main Street Square, after a two-year pandemic-related hiatus. Library staff interacted with over 600 people providing a popular, engaging craft and promoting Library Card Sign Up month to the adults accompanying their children.

I met with five SDSMT Industrial Engineering students to discuss their two-semester-long project to propose solutions to the upstairs space use and sound issues. We reviewed the existing spaces and discussed some of the challenges. It was energizing to see their excitement about the project, and we'll look forward to the ideas they propose as the project progresses.

STAFF TRAINING AND DEVELOPMENT:

As a follow-up to an ergonomic study done last summer, we have implemented adjustable workstations in the drive-thru workroom. New staff task chairs have multiple ergonomic adjustments, and each staff member can adjust them to fit. Electric adjustable-height tables were added at the drive-thru; these can be raised or lowered based on the employee's height and sitting/standing preference. Adjustable monitor holders were also installed at the check-in station. Finally, an automated program is being trialed that helps minimize materials handling; the program allows multiple items to be scanned in at one time, rather than staff feeding them through one at a time. Future enhancements are planned to help staff workflow and materials handling, including inventory scanning wands and a 'smart bin' that checks items in automatically. The timeframe for these last enhancements is dependent upon the supply chain.

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September's Library Card Sign Up month was successful, with 442 new registrations and 859 account renewals! All new and renewed cards made account holders eligible for a prize drawing; 3 Kindles were given away, courtesy of the Friends of the Library.

A gentleman visiting our library said 'I'm from Sioux City, and your library blows us out of the water!' Another woman who is a regular library user, told us 'This is my favorite place in all of Rapid.'

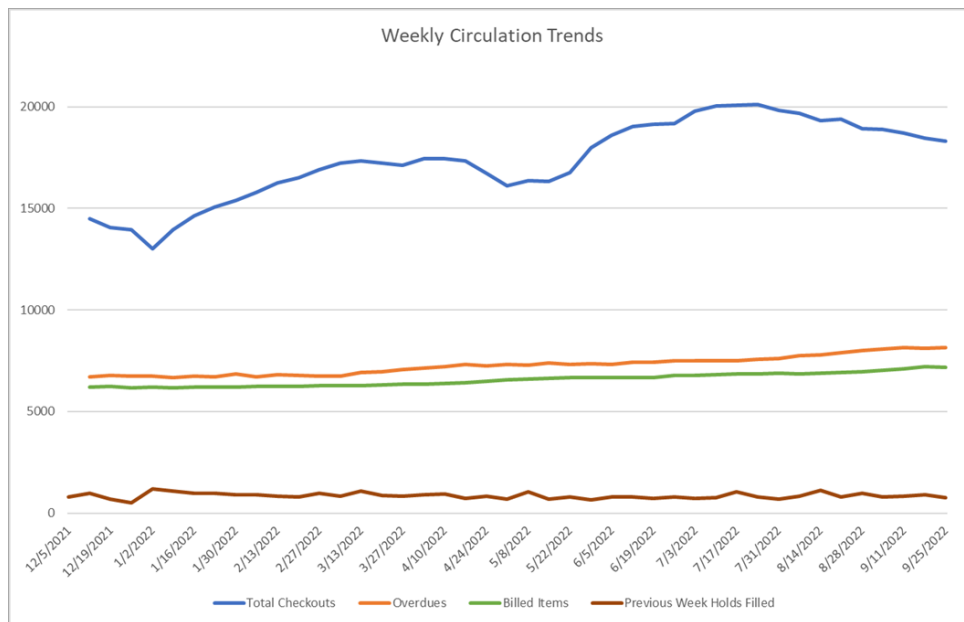
Page Emma Wilhelm submitted her resignation; Emma plans to focus on her phlebotomy studies. She said she would like to come back as a volunteer once she has finished school. We wish Emma well with her studies.

We have a new library baby! Social Media Specialist Deirdre Knell and her husband Noah welcomed son Tate on October 1. Deirdre will take a well-deserved leave and will return in a few months, hopefully showing us lots of baby photos.

The pop-up library concluded its seasonal run on September 27. 2,697 patrons came to the pop-up library during this year's 5-month run, a 43% increase as compared to 1,881 last year.



Since going fine-free on January 1, usage trends have not shown significant increases to overdue items, lost and billed items, or delays for obtaining requested materials.



MEDIA COVERAGE:

- 9/15/22 KOTA Radio Focus Interview
- 9/16/22 Newscenter1 Coverage: Library Card Sign Up Month
- 9/23/22 Rapid City Journal Mention: [Alzheimer's walk raises funds to fight disease](#)
- 9/25/22 Newscenter1 Coverage: [Rapid City summer pop-up library an important resource through the season](#)
- 9/25/22 Newscenter1 Mention: [The Mayor's Desk – This Weeks' Events](#)
- 9/28/22 Live KOTA Noon Show: Library Card Sign Up Month

ONLINE REVIEWS:

- Google 5-Star Review: “Very cozy kids area!” - Tatiana Scott
- Google 5-Star Review: “Really is a solid library. Good selection of lots of different media and very helpful staff!” - Connor Carlborn
- Google 5-Star Review: “Friendly people!” - Morihei Ueshiba

VACANCY REPORT:

Vacancy Status as of 10/1/22				
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	0	<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	17.75	6	<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	32.25	6	

Both page positions (part-time non-benefitted) are also vacant, and interviews are taking place.