



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

RAPIDCITYLIBRARY.ORG



DIRECTOR'S REPORT **MARCH 2023**

COMMUNITY, GOVERNMENTAL, AND INTERLIBRARY RELATIONS:

I met with Jamie Toennies, the city's new Grants Manager, to discuss possible grant funding for library projects. Jamie's role is to help research, apply for, and administer grant funds; she has also spoken to the weekly Department Directors' meeting and shared information about some federal grants.

NEW SERVICES:

We are piloting a jigsaw puzzle collection. Library Associate II Becky Hall researched other public libraries that offer puzzles, and recommended a similar collection for our library. Some of the puzzles offered have been donated and others have been purchased. We will assess this collection and its use for a period of time, although in the first week, 29 of 38 puzzles were checked out! If recommended for continuation, an update to the Lending and Fees Policy will be moved forward.

STAFF TRAINING AND DEVELOPMENT:

Welcome to new Makerspace Library Associate II Jim Leuthold. Jim has an education and technology background, most recently coordinating STEM/STEAM activities for the elementary and middle schools. We look forward to having Jim on our team and are excited to see what ideas he will bring to the makerspace.

DIRECTOR'S REPORT:

The Library Foundation paid the bill for the bookmobile chassis; the documents for licensing the chassis will be provided to the city Finance Office.

The office reconfiguration was completed ahead of schedule, allowing us to re-open the main floor hallway and restrooms. The business office now has a service window into the lobby, to allow for easy access for notarizing services. The new book return wall in the lobby is also complete, and ready for the smart bin which should arrive in May.

We are in the process of drafting a 2024 budget, which will be presented for Board approval at the April meeting. We were informed of the timeline for the budget process in mid-February, so have been researching and calculating to the best of our abilities. I do plan to request one additional FTE at a Library Associate II level, to address the needs of the bookmobile implementation.

Securitas notified us of a cost increase for security services. This increase was within the parameters outlined in the contract, and with the appropriate notification as required by the contract. We will manage this increase within the existing budget for this year, and will plan accordingly for next year's budget.

MEDIA COVERAGE:

- February 1, 2023 Live KOTA Morning Show Event Promotion: [Sharing Stories: Little known significant women in South Dakota History](#)
- February 3, 2023 Newcenter1 Coverage: [Checkout a state park pass at the Rapid City Public Library for free](#)
- February 7, 2023 Rapid City Journal Coverage: [Rapid City Public Library now offers South Dakota State Park passes for checkout](#)
- February 9, 2023 KOTA News Mention: [You can now checkout more than books at your local library](#)
- February 25, 2023 Newscenter1 Mention: [Ukrainians gather to support one another in Rapid City a year after the Russian invasion](#)

ONLINE REVIEWS:

- February 5, 2023 Google 5-Star Review: “Movies, books, dvd's, cd's, graphic novels, a maker shop, community classes, teen classes, book readings, a little book store & the fact that the staff, including security are all outstanding & ready to help with any questions you may have, I can't really find a reason not to go there!” - Ruby VonSlatt
- February 5, 2023 Google 4-Star Review - JO V K
- February 14, 2023 Google 5- Star Review: “There is a great kids section. They loved it.” - Jeff Lemon
- February 26, 2023 Google 5-Star Review - Lydia Johns

VACANCY REPORT:

| Vacancy Status as of 3/1/23 | | | | |
|------------------------------------|-------------------------------------|-------------------------------------|--------------------|---|
| 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 | 2.5 or 2.75 | 2 | .5 or .75 | <i>The facilities position has again been posted, with flexibility for either a 20-hour non-benefited position or a 30-hour benefited position, based on the interests of a successful candidate.</i> |
| Library Associate I | 15.75 | 13.75 | 2 | <i>Two LA1 positions remain vacant; we continue to receive and review applications.</i> |
| Library Associate II | 8 | 7 | 1 | <i>The training LA2 position remains vacant, although we have temporarily closed the advertisement due to lack of qualified candidates.</i> |
| Library Technicians | 2 | 2 | 0 | |
| Outreach | 2.75 | 2.75 | 0 | |
| 35.5TOTALS | 39 or 39.25 | 35.5 | 3.5 or 3.75 | |