



DOWNTOWN LIBRARY
610 QUINCY ST. | RAPID CITY, SD 57701 | 605.394.4171

RAPIDCITYLIBRARY.ORG



Date: November 13, 2023
To: RCPL Board of Trustees
From: Sean Minkel, Assistant Library Director
Re: 2024 Hours of Operation

Motion: Move to approve the 2024 Hours of Operation as presented.

Background: The hours of operation policy establishes the hours during which the library is open to the public and defines known and anticipated closings.

The recommendation for 2024 continues much of the established pattern from 2023 with two additions. First, it now includes information on the bookmobile and clarifies that unforeseen circumstances may impact service hours. For example, severe weather, mechanical failure, air quality, staffing shortages, or other emergencies outside of our control may arise. Reasonable precautions will be taken to mitigate the likelihood of such impacts.

Secondly, an early closure on New Year's Eve is recommended based on the existing early closures for Thanksgiving and Christmas. All three of these holidays typically experience a drop in usage early in the afternoon.