



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

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## **DIRECTOR'S REPORT NOVEMBER 2024**

### **COMMUNITY, GOVERNMENTAL, AND INTERLIBRARY RELATIONS:**

The Ellsworth Family Readiness Center is sharing information about the Ellsworth library card option with their personnel and families. They were very pleased to hear about this option for their personnel to access public library services.

In partnership with the Rapid City Police Department, the library's new city Security Specialists officially started on October 15. While this arrangement has only been in place for a few weeks, the library has already seen improvements in the consistency of coverage, communication, and proactively addressing situations.

### **NEW SERVICES:**

Following several months of planning, moving, and re-carpeting, the upstairs reorganization was completed in late October. The new layout provides additional open space for children's and teen events, enlarges the children's activity area, and has been well-received by library patrons. Additional features such as interactive learning displays and window blinds will be added in the coming months.

With the completion of the upstairs move, installation of plants was able to be completed upstairs. As with the downstairs plants, this adds another welcoming aspect to the library, and the plants have been favorably commented on.

### **STAFF TRAINING AND DEVELOPMENT:**

Victoria Hernandez joined the library as a Library Associate I. Victoria is a military spouse, and comes to us with customer service and childhood education experience. We welcome her to our team!

### **DIRECTOR'S REPORT:**

New height indicators and painted lane markers will be added to the staff parking area on the west side of the building. There have been repeated accidents in that area, incurring damage to the structure and to staff cars. After conferring with city parking officials, we will remove one of the garage handicapped parking spaces and make the other for staff only. That action, in addition to using height indicators and lane markers for the drive thru, will minimize future accidents.

We are contracting with an architectural firm to do a feasibility study with cost projections for renovating or relocating the 1<sup>st</sup> floor restrooms. This will allow us to determine a course for action for these heavily-used facilities. The restroom layouts were designed in 1971, when the original use of the library did not exceed 250 people a day. Even though efforts were made to improve accessibility, the restrooms are not fully ADA compliant.

**MEDIA COVERAGE:**

- September 27, KXLG Radio Mention: [Watertown Middle School Librarian Honored at State Conference](#)
- September 25, Live KOTA Noon Show: Reader’s Advisory
- September 17, Newscenter1 Coverage: [How the RC Public Library is helping residents register to vote](#)
- September 17, Rapid City Journal Mention: [Sept. 23-29 to be 'Diaper Need Awareness Week' in Rapid City](#)
- October 14, Keloland Coverage: [Unlimited adventures through the library](#)
- October 23, KOTA Live Noon Show: [RCPL to continue momentum of 'bookmobile' into winter months](#)

**VACANCY REPORT:**

Vacancy Status as of 11/1/24					
DEPARTMENT	MINIMUM REQUIREMENTS	TOTAL POSITIONS	CURRENT EMPLOYEES	VACANCIES	STATUS
Management	Master’s in Library Science	2	2	0	
Senior Librarians	Master’s in Library Science	2	2	0	
Coordinators	Bachelor’s Degree	3	3	0	
Business Office	Associate’s Degree	1	1	0	
Facilities	Custodial experience	2.75	2.75	0	
Library Associate I	Bachelor’s Degree	17.75	14.75	3	<i>Vacancies are due to internal promotions and a resignation. Positions are advertised and applications being reviewed.</i>
Library Associate II	Bachelor’s Degree	5	5	0	
Library Associate Lead	Bachelor’s degree	2	2	0	
Library Technicians	Associate Degree	2	2	0	
Outreach	Bachelor’s Degree	2.75	2.75	0	
<b>TOTALS</b>		<b>40.25</b>	<b>37.25</b>	<b>3</b>	