



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

NORTH PARTNER LIBRARY
 10 VAN BUREN ST. | RAPID CITY, SD 57701 | 605.716.4098

RAPIDCITYLIBRARY.ORG



Date: October 9, 2017
 To: RCPL Board of Trustees
 From: Maryann Rohrer, Policy Committee Vice-Chair
 Re: Hours of Operation

Date: October 5, 2017
 To: Maryanne Rohrer, Policy Committee Vice-Chair
 From: Terri Davis, Library Director
 Re: Hours of Operation

Motion: Move to approve a change to the 2017 Hours of Operation to close on December 24, 2017.

Background: This year, Christmas Eve falls on a Sunday; the library is scheduled to be open from 1:00 – 5:00 pm. Based on use patterns from previous years, it is anticipated that there will be low use of the library during these hours due to the holiday. By closing that Sunday, more staff will be available for scheduling during the rest of that week; this will help with coverage during a time when many staff members are on leave.

In 2016, the library was closed on Christmas Eve (a Saturday). In 2015, Christmas Eve was on a Thursday; the library was open from 9 am to 3 pm, and was about 2/3 less busy than on other days.

Policy Text:

Service Hours:

Downtown	Monday – Thursday	9:00 a.m. – 7:00 p.m.
	Friday and Saturday	9:00 a.m. – 5:00p.m.
	Sunday	1:00 p.m. – 5:00 p.m.
North	Monday – Thursday	3:15 p.m. – 7:00 p.m.
	Friday	3:15 p.m. – 5:00 p.m.
	Saturday	9:00 a.m. – 5:00 p.m.
	Sunday	1:00 p.m. – 5:00 p.m.

Early Closings and Closed Days:

Sunday, January 1	New Year’s Day
Monday, January 2	New Year’s Day (observed)
Sunday, April 16	Easter Sunday
Saturday, May 27	Memorial Day Weekend
Sunday, May 28	
Monday, May 29	

Tuesday, July 4	Independence Day
Saturday, September 2 Sunday, September 3 Monday, September 4	Labor Day Weekend
Tuesday, October 10	Chamber of Commerce, close at 3:30 p.m.
Friday, November 10 Saturday, November 11	Veterans' Day (observed) Veterans' Day
Wednesday, November 22 Thursday, November 23	Day before Thanksgiving, close at 5:00 p.m. Thanksgiving Day
Sunday, December 24 Monday, December 25	Christmas Eve Christmas Day
Monday, January 1 (2018)	New Year's Day