



610 Quincy St.
Rapid City, SD 57701-3655

(605) 394-4171
www.rapidcitylibrary.org

January 9, 2002

LF011602-10

To: Rapid City Common Council
From: RCPL Trustees
Re: Staffing Updates

This update memo for the Council outlines action taken as reviewed by the Human Resources Director, approved by the Library Board, and endorsement from the Mayor. The action taken was predicated by annual contract renewals, transitioning to the new library building and continued progress to place temporary non-benefited employees to benefited status when vacancies exist.

The action taken by the Board does not require additional revenue. Any occurred costs can be accommodated within the existing 2002 library budget due to vacancy savings and the combining of positions. The change of FTE status is an additional 2.25 that applies to existing library staff.

- a) Existing contracted labor (three years) placed in FTE status
 - Annual contract renewals reviewed by legal council and recommended to FTE status due to the ongoing, permanent nature of the contracts, dependency upon library equipment and supervision.
- b) .5 FTE previously approved and scheduled for September 2002 Building Expansion. Implement FTE status in January 2002.
 - Due to vacancy act upon combining the positions in January instead of September. Action taken prevents terminating a person in September when the part-time positions are combined.
- c) .25 additional FTE
 - Transfer part-time non-benefited vacancy to part-time benefited position. It is anticipated any further FTE status of placing non-benefited to benefited positions will be identified in the 2003 budget process.

Any questions or comments may be directed to Council Liaison Ron Kroeger, Director Greta Chapman or Board Chairman Roy Burr.

