



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

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Date: April 12, 2021  
To: Rapid City Public Library Board  
From: Emily Tupa, Policy Committee Chair  
Re: Continuing Education Policy

Date: April 7, 2021  
To: Emily Tupa, Policy Committee Chair  
From: Sean Minkel, Assistant Library Director  
Re: Continuing Education Policy

**Motion:** Move to approve updates to the Continuing Education Policy as presented.

**Background:** The Continuing Education Policy addresses the library's commitment towards staff education and encourages staff to pursue degrees in either a library field or one related to their current position. Funding for this program is provided entirely by the Friends of the Library.

The recommended changes clarify that part-time staff would receive pro-rated benefits based on the amount of hours they work each week. This change is intended to ensure that the funds available for this program are shared fairly should this scenario arise in the future.

The other change is to simplify the submission process, by having staff email the Assistant Director; the AD tracks this information, works with the Friends of the Library, and responds to the employee.