



**DOWNTOWN LIBRARY**  
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Date: May 10, 2021  
To: Rapid City Public Library Board  
From: Emily Tupa, Policy Committee Chair  
Re: Technology Plan

Date: May 5, 2021  
To: Emily Tupa, Policy Committee Chair  
From: Sean Minkel, Assistant Library Director  
Re: Technology Plan

**Motion:** Move to approve updates to the Technology Plan as presented.

**Background:** The library's technology plan identifies the goals, inventory process, training, implementation, maintenance and ongoing evaluation of technology used to improve and support library services.

There are three primary changes to the policy:

1. Clarification that all staff must be able to demonstrate the use of technology relevant to their position.
2. The creation of individual implementation plans for new technology was clarified.
3. The replacement cycle for new makerspace services has been updated.

Previously, only front-line staff were specifically identified as needing to use technology relevant to their position. This expectation should apply to all library staff.

Under implementation, the introduction of new technology referred to the creation of an implementation plan and identified the sections it should include. Rather than create such plans, the library follows the same process each time – staff communication, training, testing, marketing to the public, feedback, and revision.

Lastly, the replacement cycle for some makerspace equipment was clarified as these services may depend on unfamiliar technology with initially unknown usage patterns.

All other changes to the policy were made to simplify language.