Technology Plan 2021-2024

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**Library’s Mission Statement**

Lansing Community Library facilitates the enjoyment of lifelong learning, fosters creativity, and promotes community engagement.

**About the Library**

The Library joined *NEXT Consortium* – a shared regional catalog – in 2014. The single-structure location is outfitted with Wi-Fi and 9 desktop computers for public use.

**Population:** The estimated population of Lansing is 11,849 with a median age of 37.1. In terms of service area, though, the Library draws a significant number of patrons who reside in Leavenworth, KS.

**Children:** An estimated 22% of the population is comprised of individuals aged 0-19 years old. The significant enrollment growth at U.S.D. 469 suggests this number is growing.

**Income and Poverty:** The median household income of Lansing is $83,356, yet an estimated 7.7% of the population live below the poverty level.

**Military:** Lansing is home to a significant military family contingent, many with children. Nearly 13% of the population claims veteran’s status.

**Technology Philosophy**

In the spirit of the *Library Bill of Rights*, the Lansing Community Library embraces the following guidelines:

* Users’ access should not be restricted or denied for expressing, receiving, creating, or participating in constitutionally protected speech.
* Libraries should use technology to enhance, not deny, digital access.  Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others.
* Users have both the right of confidentiality and the right of privacy.
* Digital information, services, and networks provided directly or indirectly by the library should be equally, readily, and equitably accessible to all library users.

**Current State of Technology**

* Patrons use public desktop computers for personal use (Internet, MS Office applications primarily). Physical space is a limiting factor.
* Patrons use smartphones, tablets and laptops with the Library’s free Wi-Fi.
* Wi-Fi upgraded to a dual-band unit, which should allow more users to access the network.
* Staff are trained in using web browsers; select databases offered through the State Library of Kansas; Hoopla; Overdrive; Koha (library’s ILS); and MS Office, particularly Word and Excel.

**Goals**

**Goal #1 – Provide current “public” computer software mainstays, including MS Office and Adobe Acrobat**

2021 Replace Computers 3, 5, 6. Maintain software upgrade schedule

2022 Evaluate software for necessary upgrades

2023 Evaluate software for necessary upgrades

**Goal #2 – Provide fast and reliable internet access**

2021 Evaluate 100/10 internet service provided by Spectrum

2022 Evaluate hard-wired and Wi-Fi service

2023 Evaluate hard-wired and Wi-Fi service

**Goal #3 – Enhance ability to manage and evaluate resources for improved patron experience**

2021 Evaluate emerging technologies for practical application in the Library

2022 Evaluate emerging technologies for practical application in the Library

2023 Evaluate emerging technologies for practical application in the Library

**Goal #4 – Provide quality direct and in-direct technology training to patrons**

2021 Provide access to updated user guides and videos for NEXT

Offer on-demand technology training to patrons

2022 Based upon perceived and stated community needs, offer relevant training(s)

2023 Based upon perceived and stated community needs, offer relevant training(s)

**Goal #5 – Improve staff knowledge of technologies offered through the library**

2021 Conduct one “in-service training” day for library staff (NEKLS staff trainer?)

Make webinar and regional area technology training opportunities available to staff

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Make webinar and regional area technology training opportunities available to staff

**Budget**

***Budget lines designated for IT purposes:***

2021 Budget Year

|  |  |  |  |
| --- | --- | --- | --- |
| **Acct#** | **Acct Name** | **Budgeted Amount** | **Example Uses** |
| 41111 | Utilities | $4,500 | Time Warner Cable internet access |
| 43302 | Computer (hardware) | $4,000 | Hardware |
| 43341 | Computer Software | $5,800 | Software; also NExpress annual membership |
| 43317 | Digital Resources | $12,300 | Overdrive, hoopla, flipster |

**Technology Inventory**

See Attached

**Evaluation & Review**

* The technology plan will be evaluated quarterly (January/April/July/October) to ensure progress towards goals.
* The goals contain specific milestones – either they are met or they are not. Goals that are struggling to be met shall be examined closely in the 4th quarter.
* The Library Director is responsible for review of the technology plan, which should be completed in the 1st quarter of the new calendar year in preparation for the City’s budget preparation cycle for the subsequent fiscal year. The small staff size allows all employees to participate in discussions about the technology plan.