**A. Our Technological Role**

The Linwood Library will function as the information center for the community in three distinct but overlapping ways:

1. We will stay aware and informed of new technologies of interest to our community so we can provide access and instruction as needed. Our primary mode of instruction will be in-person assistance. We will review and update support documentation on our Web site for independent learners.
2. We will have devices and software that specifically promote reading and eBooks for use in patron instruction. We will expand this service as needed to meet community needs and adopt software to support readers.
3. We will continue to maintain up to 10 computers for public use, including laptops and iPads for circulation inside/around the building. All electronics will be kept up-to-date with regards to software. With the exception of Microsoft Office products, all necessary software for the patron computers should be available as freeware.

We will also continue to develop and promote all available electronic resources, including the Sunflower eLibrary and hoopla. All new computers and tablets will be pre-loaded with the necessary eBook software so that patrons do not need to undergo a steep learning curve in order to use the tablets.

New Initiatives to support our Technological Role:

2021:

* Establish laptop/iPad circulation policies and procedures using repurposed staff hardware | Cost: $0
* Deploy a quick look-up station utilizing a repurposed desktop by the front entrance | Cost $300 for furniture (from 2020 budget)
* Rehome one (1) desktop to new YA area | Cost: $300 for desk
* Repurpose a Galaxy Tab as a touch-screen OPAC | Cost: $100 for mounts
* Add tech support duties to new PT position – computer updates, technology statistics, classes and appointments, written support materials
* Purchase and circulate one (1) Kindle paperwhite with curated collections of eBooks | Cost: $600, Budget line: Other Equipment
* Purchase and circulate one (1) hotspot | Cost: $300, Budget line: Other Equipment
* In concert with e-rate cycle, increase bandwidth to 200 Mbps | Cost: additional $120 /yr
* 3 Dell 5070 desktops | 2 laptops | Cost: $5,500

Total: $7,720

**B. Plan Dates:** 01/01/2021-12/31/2023

**C. Technology Inventory & Replacement Schedule**

Tech experts generally agree a computer should last anywhere between three to five years before needing to be replaced. Of course, this number is just a generalization and a number of factors play into lifespan, ranging from the computer's quality, care and room for upgrades.

Active Library computers:

* Director’s Desktop
* Adult Programming laptop – Updated 2020
* 1 older Director laptop, 1 older staff laptop
* 2 office desktops
* 1 Circulation desktop
* 5 Public desktops (4 replaced in 2020) | 1 quick look-up station
* 2 iPads
* 2 Galaxy Nexus 10 version 5.1.1, patch level 2016-02-01

Total: 3 laptops, 10 desktops, and 4 tablets

NEKLS has a current build/suggestions for replacement computers on their website (<http://nekls.org/ordering/>).

Schedule:  
2020 - replaced 4 public desktops and Adult programming laptop  
2021 - replace 1 staff desktop, Circulation desktop, and network infrastructure (licenses)  
2022 - replace Director’s desktop and 1 staff desktop  
2023 - replace 2 public desktops  
2024 - replace 2 public desktops

**D. Budget**

Estimated cost of hardware: desktop/monitor: $950, Laptop: $1,000, Meraki Licenses $750

Year 1 2021: $4,500 – 2021 – 2 desktops, Network infrastructure, and new initiatives  
Year 2: $2,850 – 2022 – 2 desktops and new licenses  
Year 3: $2,850 – 2023 – 2 desktops  
Year 4: $3,600 – 2024 – 2 desktops, 1 laptop