**Technology Plan**

**For**

**Wetmore Public Library**

**For January 1, 2021 to December 31, 2023**

**Approval date                         2/17/2021**

**Librarian:                    Kristina Rice**

**Library Name:             Wetmore Public Library**

**Street Address:           328 2nd Street**

**City, Zip:                     Wetmore, KS 66550**

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**Goal 1 improves:         Technology Refresh**

**Goal statement:**

The Wetmore Public Library is dedicated to providing and maintaining modern operational equipment for the use library patrons and personnel. This equipment can be personal computers or other forms of technological devices noted in Appendix 1.

**Steps to achieve this goal:**

1. Identify and evaluate budgeted amount for technological components.
2. Assess current equipment and document ages/models/serial numbers of devices in an asset tracking manor.
3. Once all devices are documented, identify the oldest devices as well as the most critical devices. Examples of critical devices are listed in Appendix 2.
4. Cyclically replace computers with modernized models as recommended by the Library’s technical support firm. At a rate of 1 device annually given allotted budget amount.
5. Annually evaluate progress and budget modifying budget as necessary

**Budget required to implement and maintain goal 1:** Varies depending on device type and quantity

**Evaluation of goal 1:**

The Library board will reference above noted Asset documentation, along with support firms recommendations once all devices are operational and within the appropriate age range by device type they will deem this goal met/not met.

**Goal 2 improves:** Patron Digital Imaging

**Goal statement:**

The Wetmore Public Library is dedicated to meeting the needs of library patrons and the community. There is a need for patrons to have the capability to create digital images to be shared and/or uploaded to the internet. The library will provide a means to this in the form of a digital document imaging device or scanner.

**Steps to achieve this goal:**

1. Identify and evaluate appropriate workstation for scanner to be installed propose workstation to library board.
2. Identify appropriate device meeting standards set forth by support firm.
3. Acquire device from appropriate hardware vendor in adherence with budgeted amount.
4. Connect device to workstation and draft patron training documentation
5. Add device information to Asset documentation and cyclical upgrade schedule

**Budget required to implement and maintain goal 2:** $200

**Evaluation of goal 2:**

The goal will be met once all aforementioned steps are completed and scanner is deemed usable by patrons.

**Goal 3 improves:** Cyclical maintenance of all technological devices

**Goal statement:**

The Wetmore Public Library is dedicated to providing technological environment that is safe and secure to both patrons and the library. In order to maintain this environment cyclical maintenance needs to be performed on all internet facing devices within the library’s network given applicability.

**Steps to achieve this goal:**

1. Identify and evaluate outward facing workstations and note in asset documentation.
2. Work with support firm to coordinate updates and security patches being applied at regular intervals no less frequently than quarterly
3. Insure that maintenance are scheduled during “off hours” to not interfere with patrons or personnel

**Budget required to implement and maintain goal 3:** Unknown

**Evaluation of goal 3:**

The goal will be met once all aforementioned steps are completed and all devices are up to date per manufacturer’s recommendations. Progress to be reported to library board as deemed necessary by the library director.

**Appendix 1. Technological Devices**

**Any device providing a means of sending or receiving information. Including but not limited to personal computers, laptops, tablets, televisions, game consoles, printers, copiers and fax machines. Also including connected peripherals.**

**Appendix 2. Critical Devices**

**Any device acting as a sole device for its intended purpose without a viable replacement being in proximity. Examples would be The Library Director’s workstation as well as the Checkout workstation.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Name** | **Make/Model** | **Year Purchased** | **Replacement Schedule** | **Cost for Replacement** |
| Circulation Computer | Dell Optiplex  3070 | 2020 | 2025 | $800 |
| Computer 4 | Dell Optiplex 3020 | 2016 | 2021 | $800 |
| Computer 3 | Dell Optiplex 3020 | 2016 | 2022 | $800 |
| Computer 2 | Dell Optiplex 3040 | 2020 | 2023 | $800 |
| Computer 1 | Dell Optiplex 3040 | 2020 | 2024 | $800 |