Silver Lake Public Library

**Technology Plan: 2022-2024**

1. **Introduction**

The Silver Lake Public Library staff and Board of Trustees recognizes the importance that technology has on the lives of the residents of the Silver Lake community. The 2022-2024 technology plan is a guide for technological development in the library for the next three years. It will support the library’s mission and vision and provide structure for planning and budgeting. It will document the goals and strategies created by the library that will provide a high standard of public service relevant to our patrons that will support our mission and vision.

1. **Mission Statement**

Our Mission is to provide excellent library services to the people of the community through a professional staff, a quality facility and first-class materials and programs.

1. **Technology Vision Statement**

The Library will be Silver Lake’s primary access point to unrestricted information, lifelong learning and early literacy development. We will strive to provide effective and equitable access to technology through the use of innovative technology and digital resources.

1. **Technology Inventory**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Name** | **Make/Model** | **Year Purchased** | **Replacement Scheduled** | **Estimated replacement cost** |
| Computer #1 | Dell Optiplex 7040 | 2020 | 2025 | $1,200 |
| Computer #2 | Dell Optiplex 7040 | 2020 | 2025 | $1,200 |
| Computer #3 | Dell Optiplex 7040 | 2016 | 2023 | $1,200 |
| Computer #4 | iMac | 2015 | 2022 | $1,200 |
| Computer #5 | Dell Optiplex 3080 | 2021 | 2026 | $1,224 |
| Computer #6 | Dell Optiplex 3010 | 2013 | 2022 | $1,200 |
| Director PC | Dell Optiplex 3030 AIO | 2019 | 2026 | $1,200 |
| Asst Director PC | Dell Optiplex 7050 | 2018 | 2023 | $1,200 |
| Youth Services Laptop | Dell Latitude E5540  | 2014 | 2024 | $1,300 |
| Youth Services Computer | Lenovo ThinkCenre M720 Tiny | 2020 | 2026 | $1,200 |
| Circ Desk PC | Dell Optiplex 7050 | 2018 | 2024 | $1,200 |
| OPAC PC | Lenova ThinkCentre | 2018 | 2024 | $1,200 |
| EnvisionWareManagement PC | Dell Optiplex 3020 | 2015 | Not scheduled | $1,200 |
| AWE #1 | Early Literacy | 2021 | Not scheduled | $2,900 |
| AWE #2 | Early Literacy | 2013 | Not scheduled | $2,900 |
| Fax/ Copier Machine | Savin [leased] | 2021 | 2025 | Leased; Equipment line item |
| iPad | Apple | 2016 | Not scheduled | $350 |
| Meraki wireless network | Enterprise License | 2021 | 2024 (3-year license renewal) | $425 |
| Bar Code Scanner (Director) |  |  | Not scheduled – replace as needed | $100 |
| Bar Code Scanner (Assistant Director) |  |  | Not scheduled – replace as needed | $100 |
| Bar Code Scanner (Youth Services) |  |  | Not scheduled – replace as needed | $100 |
| Bar Code Scanner (Circulation Desk) |  |  | Not scheduled – replace as needed | $100 |
| Receipt Printer (Assistant Director) |  |  | Not scheduled – replace as needed | $350 |
| Receipt Printer (Circulation Desk) |  |  | Not scheduled – replace as needed | $350 |
| OPTOMA GT 1080DARBEE 3D DLP HOME THEATER PRO | SERIAL # Q79C724AAAAACO157 | August 2017 | Not scheduled | $800 |
| EPSON DUET PORTABLE PROJECTOR SCREEN | 4:3 & 16:9 65 & 80 DIAGONAL | August 2017 | Not scheduled | $150 |

1. **Replacement Goals**

2022 – 2 Dell PCs (#4 & #6)

2023 – 2 Dell PCs (#3 & Assistant Director)

2024 – 2 Dell PCs (Circ Desk &OPAC)

1. **Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **2022** | **2023** | **2024** |
| Basics | $1,206 | $1,306 | $1,406 |
| PC’s | $2,400 | $2,400 | $2,400 |
| Beanstack | $995 | $995 | $995 |
| Cybrarian | $899 | $899 | $899 |
| **Total** | **$5,500** | **$5,600** | **$5,700** |

1. **Enhancement Goals**
2. – Explore options for a new telephone system.
3. – Explore options for additional public access computer for children’s area.
4. – Explore the possibility of adding tablets to our catalog for patrons to check out.
5. **Assessment Goals**

**Internet Connectivity –** The Library will continuously assess the effectiveness and reliability of the current ISP and will plan for upgrades when suitable enhancement or replacement is identified.

**Public Access –** The Library provides six public access computers and five WiFi hotspots. Patrons initiate their computer sessions by logging on with their library account. Visitors are given a guest pass. The Library will frequently review options for computer management solutions to ensure the most efficient and cost-effective service.

**Social Media –** Library staff will keep the Library’s website, Facebook, Twitter, Tik Tok and Pinterest accounts updated with regular postings at least weekly. Staff will also actively seek other outlets for Library online presence.

**Tech Support –** TheLibrary will use the Northeast Kansas Library System [NEKLS] Tech Team as the primary tech support as long as that benefit is available.

1. **Annual Evaluation**

The Technology Plan will be evaluated annually along with the Library’s Strategic Plan. Appropriate adjustments will be made to meet the changing needs of the community as well as the Library’s budget considerations.