

Linwood Community Library

Technology Plan 10/1/2021-1/31/2023

Introduction

The Linwood Community Library Board of Trustees and staff recognize the impact of technology, specifically electronic communication and information, upon the lives of the residents of the Linwood Community. Therefore, the Library will provide up-to-date technology and electronic services to the people of the Linwood Community. The following document provides information regarding the current and planned technology necessary to provide these services.

Mission Statement

The Mission of the Linwood Community Library is to serve as the center of community resources and information. Therefore, the Library's collection, programs, and services should reflect the lifelong learning needs of its patrons and respond to their informational, cultural, and recreational interests.

Vision Statement

The people of Linwood and the surrounding community will have convenient access to electronic information resources through proven technology and telecommunications. Our role will provide value-added products and services that direct customers to excellent electronic information sources in the virtual and physical libraries. Patrons will be assisted as needed by a knowledgeable, trained staff who can help them make the best use of both new and traditional information resources. Staff will be supported by up-to-date technology to ensure quality services that are efficient and cost-effective.

A. Our Technological Goals

The Linwood Library will function as the information center for the community. The Library will be both a physical place and an information portal. Residents will access the Library 24 hours a day, seven days a week, through its website and electronic resources. In addition, library staff will be provided with continuous training and development opportunities to serve the public better. The Library plans to use technology to help accomplish the mission and vision statements 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.

Objectives:

- a. The director and one staff member will attend a minimum of one computer training each year.

- b. Update computer software every year.
 - c. The Library will collect monthly statistics of the usage of the library website and e-resources.
2. We will purchase equipment and software that specifically promote reading and eBooks for use in patron instruction. In addition, we will expand this service as needed to meet community needs and adopt software to support readers.

Objectives:

- a. The staff will develop a purchase plan to replace library computers and software on a yearly rotation.
 - b. The director will work with the NEKLS technology department regarding new and upcoming tech for libraries and Ebook access for patrons.
3. We will provide free public access to computers with an internet connection to accommodate patron demand with reasonable wait times. Bandwidth must be sufficient to support community needs but in no circumstances less than 15 Mbps down.

Objectives:

- a. The Library will offer enough public computers to meet local demand.
- b. All new computers will be loaded with the latest software updates available from NEKLS
- c. The internet bandwidth will be sufficient to support 24 hour WiFi access to patrons on their own devices outside the building.

B. Technology Inventory & Replacement Schedule

Inventory Category	Current Count	2019	2020	2021
<u>Computers</u>				
Public Desktops	11	9(3 new)	11(4 new)	11
Public Tablets	2	4	4	2
Staff Desktops	4	3	3	4
Staff Laptop	3	2	2	3
<u>Peripherals</u>				
Public printer	1	1	1	1
Director's office printer	0	1	1	0

Fax	1	1	1	1
<u>Networking & Communications</u>				
Cable modem	1	1	1	1
Splitter	1	1	1	1
Hot Spot modem	1	1	1	1
Hot Spot router	1	1	1	1
Telephones	3	3	3	3

C. Budget

Inventory Category	2020	2021	2022
Internet	5,900.00	2,500.00	2,000.00
Computer Updates/Repair	2,800.00	1,500.00	1,900.00
Copier	2,800.00	1,500.00	4,750.00
Software	750.00	4,100.00	4,000.00
Totals	12,250.00	9,600.00	12,650.00

Expense Breakdown

Computers

- \$1,025 laptop from NEKLS with a webcam and microphone built-in for webinars.
- \$1,225 tower & monitor from NEKLS
- \$6,000-\$10,000 to purchase a new printer every three years.
- Other ongoing subscription/utility costs @ \$9,300.00 per year.