

Winchester Public Library
Winchester, Kansas
Three-Year Technology Plan
2025 - 2027

Section I: Mission Statement

The Winchester Public Library provides access to information for citizens of all ages to meet their educational, cultural, and recreation goals.

Technology Vision Statement:

The people of Winchester and the surrounding community will have free and convenient access to electronic information resources through proven technology and telecommunications. Our role will be to provide products and services which guide and direct patrons to excellent sources of electronic information. Patrons will be assisted as needed by trained staff who will be supported by up-to-date technology to ensure quality services that are efficient and cost-effective.

Section II: Goals and Strategies

Goal 1: The library computer hardware and software shall be routinely maintained to remain in good working order:

- a. Virus protection shall run on all computers and will be chosen based on availability and cost.
- b. Computers will be cleaned for dust.
- c. Operating systems will be upgraded as computers are replaced when possible.

Goal 2: Provide technology related guidance and assistance to patrons:

- a. Assist with Microsoft Word and Excel.
- b. Assist with social media and library interface applications.

Goal 3: Replacement of at least one computer each year:

- a. Additional replacements will be made on an as-needed basis.
- b. Provide appropriate ratio of Mac and Windows-based machines.
- c. Purchases will be made with the goal of purchasing the newest operating system available.

Goal 4: Maintain and enhance the online presence of the library:

- a. Update library website with current information.
- b. Update Facebook platform regularly.

Section III: Assessment of Current Status

Below is an inventory of the telecommunications services, hardware, software, and other technology services currently provided by the library.

Description	Current 2025	Projected 2027
Wired & Wireless Internet - Giant Communications 300x300	1	1
COMPUTERS		
Apple Mac (2013, 2013, 2015 - El Capitan) Public	3	2
ASUS Children's Workstation (2015) Public	1	1
Lenovo (2023, Windows 10) Public	1	2
Lenovo (2017, Windows 10) Staff	1	1
Lenovo (2023, Windows 11) Staff	1	1
PERIPHERALS & TELECOMMUNICATIONS		
HP Color Laser Jet MFP477 (Copy/Scan/Fax)	1	1
Epson ET-15000 (Copy/Scan/Fax)	1	1
DVD Player - Samsung	1	1
LCD Projector	2	2
Router	1	1
Telephone - Giant Communications, 2 Handsets, Answering Machine (fax on same line)	1	1
Television (LG 32")	2	2
Laminator	1	1
Nite Owl Security Cameras	10	10
ILS Software - KOHA	1	1

Section IV: Staff Development

The Winchester Public Library strives to have a knowledgeable staff when it comes to our technology. When new equipment is added to the library, staff receive training on how the equipment is operated. Additionally, when time allows, staff members are encouraged to take online course modules to sharpen their technology skills.

Goal: Improve staff software effectiveness and efficiency using available technology.

- a. Improve staff software training by using peer-to-peer training or using free online training courses.
- b. Facilitate staff training on an as-needed basis to allow for technology training on equipment and/or software.

Section V: Budget

Item	2025	2026	2027
Computer Replacements	\$2,000 ¹	\$2,000	\$2,000
Digital Materials (OverDrive / Libby)	\$950	\$1,000	\$1,000
Internet Service	\$500	\$500	\$500
Automation Software	\$675	\$700	\$725
Total	\$4,125	\$4,200	\$4,225

¹To be used from the unspent 2024 “New Technology” budget.

Section VI: Plan Evaluation

The success of implementing this technology plan for the Winchester Public Library will be judged on the ability of the library to meet the goals and timelines set forth in this plan. The plan will be reassessed each year at the February board of trustees meeting to evaluate progress and modify objectives as necessary.

Effective ways of measuring outcomes include an increase in the number of people served and the satisfaction with the services provided.