TECHNOLOGY PLAN
July 1, 2018 –June 30, 2023

Technology Goals & Objectives:

Goal 1 - Inventory: To maintain our current technology holdings, by:

    a. upgrade 1/4 of workstations annually from Operating Fund;
    b. maintain database access in all departments;
    c. replace server hardware and software in 2022-2023;
    d. add equipment for a Maker Space as budget and grant funding allows

    Timeline for implementation: 1/4 of workstations upgraded in each of the years of the plan; continue to utilize primarily INSPIRE and our Cengage databases for database access. Replace server in 2022-2023.

Goal 2 - Assessment: To keep abreast of changing technology to assure user-friendly access, by:

    a. maintain hardware and software in good working order;
    b. maintain hardware and software updates to adequately meet needs of patrons and staff;
    c. maintain high speed Internet access to staff and patrons;
    d. maintain wireless online access to laptop computer users in the library;
    e. incorporate new technologies (Maker Space) and additional bandwidth to meet patrons' changing needs;
    f. research database offerings based on patron needs.
        Timeline for implementation: Most of these are continuations of services already offered.

Goal 3 - Staff Training: To invest the library staff with the technology training, by:

a. require staff participation in professional training, including workshops and WebJunction courses;
b. provide in-house technology training sessions for staff;
c. develop tutorials for new staff members;
d. annually evaluate technological expertise of staff;
e. provide in-house training for Maker Space equipment.

Timeline for implementation: These are ongoing goals and will be continued through the 5 years of this plan. Regular in-service days and staff meetings are used for staff technology training as well as one-on-one session for specific topics.

Goal 4 - Patron Training: To provide training for patrons of the library in computer technology, by:

a. provide computer tutoring sessions for new Internet users;
b. add to the number of staff members who are able to train patrons;
c. offer instruction workshops on a variety of topics for library patrons (e.g. Internet use, email, word processing, spreadsheets, databases, etc.);
d. add to the variety of computer-related books that are available for checkout;
e. provide hands-on training for Maker Space equipment.

Timeline for implementation: These are ongoing goals and will be continued through the 5 years of this plan.

Goal 5 - Promotion/Evaluation: Actively seek community involvement and support, by:

a. promote use of library services, particularly technology, to the community as a whole;
b. invite participation from various community groups as to means by which library technology services can be improved.

Timeline for implementation: These are ongoing goals and will be continued through the 5 years of this plan.

Goal 6 - Evaluation: In order to evaluate the library's progress in meeting the above stated goals:
a. the staff will record feedback from patrons both by written evaluation surveys,

statistics, and by informal comments;

b. the management team will review this data quarterly and make necessary changes to meet needs;

c. the management team will evaluate budget needs annually;

d. a new technology plan will be written every five (5) years.

> *Timeline for implementation*: These are ongoing goals and will be continued through the 5 years of this plan.