

Rawlins Municipal Library Technology Plan 2023-2025

Purpose:

The purpose of this plan is to outline how Rawlins Municipal Library will seek to use technology to support library resource sharing and improve library services within the library and remotely. Due to the importance of technology and resource sharing, this plan will be integral in the budgeting process for the library on a year-to-year basis.

Mission Statement:

The mission of the Rawlins Municipal Library is to maintain and improve the quality of life for all citizens of our community by providing resources that enhance and contribute to individual knowledge, enlightenment, and enjoyment.

Vision for Technology at Rawlins Municipal Library:

Rawlins Municipal Library will provide appropriate technology to enhance current resources and expand available information. Technology is making it easier than ever to access information. Libraries must continue to provide access to information based in fact in all formats.

Plan Objectives:

This plan is intended to guide the technological development in the library for the next three years. It supports the library's mission statement, encourages thought and discussion about the technology needs of the community, and provides structure for planning and budgeting.

Current State of Technology:

- Internet/computer access is available for patron and employee use. The library has sixteen PCs providing public use with Internet access and connected to a networked printer for public use, as well as three OPAC computers.
- Six AWE computers and 58 Playaway tablets are dedicated to children's educational games.
- Subscription online databases hosted by the South Dakota State Library allow library patrons to access information in the library and elsewhere.
- Rawlins Library hosts three databases: Newsbank, Creativebug, and Gale courses.
- Rawlins Library partners with the South Dakota State Library who hosts the remainder of the databases offered to patrons at Rawlins Library.
- Two laptops and twelve Chromebooks are available for in-house use.
- An interactive whiteboard is available in the meeting room.
- A photocopier/scanner is available.
- The photocopier/scanner will be replaced at the end of the service contract in October 2025.
- The library's network consists of a router, firewall, switches, computers, and assorted peripherals.
- The library depends on a 120 Mbps Ethernet connection through Midcontinent Cable Company for Internet access.
- The library supports wireless access to the Internet within the building, outside seating area and in the parking area closest to the building.

- The library has eight staff PCs and two laptops connected to both color and black and white printers.
- The two laptops are replaced every three years.
- The library staff computers are replaced every five years.
- The library has additional computers used for library purposes. A PC server for our Cybrarian public computer time management system, a PC for print management, a PC for circulation, a PC for checking in materials, a PC used as a security monitor, a laptop used to keep track of wireless information, as well as software for our digital sign.
- Other equipment includes but is not limited to: a self-check kiosk, a scanner for public use, a color laser-jet printer for public use as well as a laser-jet printer for staff use. Receipt printers and barcode scanners. A multi-function copier that prints, copies, scans and faxes.
- Library staff has technology skills which meet the expectations of library patrons.
- The library is a member in a state consortium allowing patrons to download e-books and digital audiobooks through South Dakota Titles to Go/OverDrive.
- The library provides access to online resources for genealogy research, the local newspaper, magazines, and other online services.
- The library provides access to digital audiobooks and magazines through Overdrive and the Libby app.
- Rawlins Municipal Library operates with Atrium as its ILS. The ILS provides integrated technical processing and cataloging tools; specific and separately designed OPACs for adults and children; advanced searching and reporting; real time inventory; customizable interfaces.
- Rawlins Municipal Library is a member of Share It, an interlibrary loan application facilitated by the South Dakota State Library.

Technology Plan Goals and Objectives:

- **Goal 1:** Continue to have reliable hardware, software, and network to meet the needs of the library staff and patrons.
Objective A: Track and maintain a four-year PC replacement cycle for public PCs, laptops and other equipment based on a rotating schedule. A five-year replacement plan for staff PCs is City policy. It is included in the computer software and computer hardware line items and has an annual estimated cost of \$10,000. The total 2022 hardware line item budget amount is \$14,614. The 2022 total software line item budget amount is \$13,260.
- **Goal 2:** Provide virtual access to library materials and online databases.
Objective A: Continue to provide digital books, audiobooks magazines, newspapers and online educational courses. OverDrive, Newsbank and Gale Online Courses are incorporated into annual budget. It is included in the digital materials line item and software line item. The estimated yearly cost is \$7,000.
Objective B: Continue to provide remote and in-house access to digital databases and services. This includes resources subscribed to locally and those received through the South Dakota State Library. Resources subscribed to locally are incorporated into annual budget as part of the software line item.

Objective C: Evaluate adding a movie streaming service. Evaluation to be completed in 2024. If this service is judged to be viable for the library, it would be incorporated into the annual budget. Cost to be determined.

- **Goal 3:** Rawlins Municipal Library will provide well-trained staff with knowledge of technology.
 - *Objective A:* Ensure staff has resources to adequately assist guests with digital library resources. Staff training will be accomplished through webinars, online and in-house training. Additional training may include attendance at conferences and seminars. Travel expenses and lodging are included in the annual budget as part of the travel line item.
- **Goal 4:** Rawlins Municipal Library will provide ongoing technology training for library patrons.
 - *Objective A:* The library will provide training and support for patron's personal electronic devices when library software is involved (such as OverDrive). Provide access to training material so staff are better able to serve patrons requiring assistance with their personal devices. Accomplished in-house.
- **Goal 5:** Expand the library's makerspace materials to include more recording equipment and to include more material for younger library patrons.
 - *Objective A:* Actively promote available resources including the creation of promotional materials. This can be accomplished in-house.
- **Goal 6:** Expand access to the library's resources with increased wireless availability.
 - *Objective A:* Evaluate the effectiveness and value of acquiring Internet hotspots for circulation. Propose to acquire four Internet hotspots that will be part of the circulating collection. Projected annual cost \$2,500.

Evaluation:

Technology implementation is a continually evolving process that adapts to Rawlins Library's changing technological needs. Effective evaluation is a multi-step process that allows staff, patrons, and the Rawlins Library Board of Trustees the ability to rethink, adapt, and realign priorities and strategies each year. The technology plan will be evaluated by patrons through a library survey that will be done annually to determine how successful the technology is and help determine if goals are being met. Technology trainings with staff will allow time for staff to provide input into the technology and to provide feedback as to whether or not the technology is working appropriately for Rawlins Library. The technology plan will be evaluated annually by the Rawlins Library Board of Trustees both before and after the annual budget hearings.

Reviewed and adopted by the Board of Trustees, on _____