

Faith Public/School Library
TECHNOLOGY PLAN 2020-2023

MISSION STATEMENT

The Faith Public/School Library is to provide high interest, high demand materials of all kinds, to all ages of patrons, while encouraging reading and comprehension for lifelong learning.

VISION STATEMENT

The patrons of the Faith Public/School Library will have convenient access to up to date systems for electronic information resources through proven technology and telecommunications. Inside the library, our role will be to provide value, added products and services which guide and direct patrons to excellent sources of electronic information. Patrons will be assisted as needed by knowledgeable staff who can help patrons make the best use of both new and traditional information resources.

OBJECTIVE

This plan is intended to guide technological development in the library for the next three years. It will support the needs of the library's mission and vision statements; help foster thought and discussion about the technological needs of our community and provide structure for planning and budgeting for technology in the next five years.

CURRENT TECHNOLOGY ENVIRONMENT

The Faith Public/School library has a hardwire network of eight computers, all being desktops. In addition, one desktop is wirelessly connected. Of those Computers, one is used for staff workstations. The public workstations are used for things such as looking up materials, resources of all kinds and personal use. The staff workstation is used for checking out materials, cataloging materials, placing reserves and Interlibrary Loans, updating social media, etc. Also administrative duties such as updating the library website, answering and responding to emails, ordering books, and keeping the financial books. There is a laptop and kindle in the library for inhouse and check out use but is currently not available for use due to not being functional. WIFI is also available for patrons to use upon request on their own devices.

The laptop computer was purchased in 2010 and runs on Windows Vista. The nine computers were purchased in 2014 and all run on Windows 7. Windows Vista and 7 are no longer supported by Microsoft, so they are no longer capable of receiving updates.

Printer/Copier/Fax all in one machine was purchased in 2001 and is serviced by Marco.

A new website was completed in 2018. Patrons now have easy access to the library's search catalog, research sites the South Dakota State Library offers, and access to OverDrive (South Dakota Titles to Go) which allows patrons to download ebooks and audiobooks.

PLAN GOALS & OBJECTIVES

- The library hardware, software, and network will meet the needs of the Faith Public/School Library.
 - Purchase three new computers each year of plan: 2020, 2021 and 2023.
 - This will come from budgeted funds unless grants are awarded.
 - Implement plans to replace two computers every two years after that.
 - Replace copier/scanner/fax as needed.
 - Continue to monitor network and computer software and replace as needed
 - Purchase new laptop and kindle in 2020.
- Provide virtual access to library materials and online databases.
 - Continue to provide digital books, audiobooks, magazines, music and movies via OverDrive.
 - Continue to provide remote and in-house access to digital resources and services.
 - Link on website added in 2020 for state research sites.
- The Faith Public/School Library will provide training for staff on the technology offered to improve library services.
 - Uphold the Library's technologies competencies and provide training for staff to adequately assist patrons with technology needs.
 - Staff trained on use of copier/scanner/fax in 2018.
 - Technology training as needed after purchases are made.
 - Ensure staff has resources to help patrons access the digital library resources and South Dakota Title to Go.
 - How to manual created and available to staff in 2020.
 - Updated as needed.
- Promote, maintain and continue to improve Faith Public/School Library website.
 - Continue to promote website via different media.
 - Update the website as needed.
 - New website as of 2018.

Evaluation

The success of implementing this technology plan for the Faith Public/School Library will be judged on the ability of the library to meet the objectives set forth in this plan. The plan will be reviewed annually by the Faith Library Trustee Board. Staff will work to remain current with trends and issues in library technology through appropriate training, workshops, and conferences. Planning technology for the future will require flexibility and the ability to adapt and adjust to technical trends and changes. Since

technology is constantly evolving, this plan is considered a framework that will guide, but not limit, the library's use of technology.

Library Board approved (June, 2020)