Sample – Library Technology Plan
Plan Template for Member Libraries

Library Name: Smithfield Public Library
Plan Title: Library Technology Plan
Date: 2021 - 2024

Plan Purpose: *<insert plan purpose here>* Generally this is a broad statement indicating why this plan exists, who is charged with creating and implementing the plan, and who benefits.

> *Example: The Smithfield Public Library believes all residents should have access to 21st century technologies and programs that empower individuals to participate in community life, and improve their own qualities of life. This plan is intended to serve as a guide for how the library (trustees and staff) will provide digital access to all.*

Equipment: *<insert types of equipment the library will purchase, maintain or consider here>* You can use the table below to list all types of public (or staff) equipment needed to deliver technology services as determined through your *Community Technology Needs Assessment*.

Quantity	Equipment Type	Make/Model	Year Purchased	Year Replaced	Replacement Cost
4	Public Computer	Dell OptPlex 3080	2020	2024	$3,440
1	Color Printer	Hewlett-Packard	2021	2024	$525
1	Copier/Scanner/Fax	EPSON Workforce Pro	2019	2022	$429
5	Loanable WiFi Hotspot	Verizon JetPack MiFi	2019	Annually	$2,399
1	Smartboard	Vibe 55" Interactive	2020	2023	$2,999
3	Virtual Reality Headsets	Oculus Quest 2	2019	2021	$897

Technology-Enabled Resources: *<insert types of software or online resources the library will purchase, maintain or consider here>* Libraries should list all online content that the library hosts or links to through its website (For example, web pages with health resources, community links, or job seeking tools.) Technology-Enabled Resources are non-equipment resources patrons access through a device.

Quantity	Resource	Make/Model	Year Purchased	Year Replaced	Anticipated Replacement Cost
4	Microsoft Office Suite for Public Computers	MS Word, Excel, Outlook & Powerpoint	2020	As needed	$636

| 2 | Online Health Resource | Consumer Health Complete (EBSCO) | 2020 | 2023 | $1,652 |
| 1 | Videoconferencing Software | GoToMeeting | 2021 | Annually | $432 |

Training for Staff: *<insert dates, training topics and people responsible for training staff and staff here>.* Training topics should consider the types of equipment and services the library offers. Training should also be intended for all staff who will be asked questions by library patrons on how to use technology services. A monthly training schedule is ideal, but might not be realistic for all libraries.

Month	Topic	Trainer	Intended Audience	Date	Time
January 2022	MS Office Suite Basics for Public Computers	Sarah	All staff	1/11	9:00 am
March 2022	Learning online health resources hosted on library website	Michael	Circulation desk staff	3/8	11:00 am
May 2022	Using virtual reality headsets	Ainsley	Circulation desk staff	5/10	9:00 am
July 2022	Setting-up conference room smartboard and video conferencing	Jessica	All staff	7/12	11:00 am
September 2022	Connecting devices and troubleshooting WiFi hotspots	Ainsley	Circulation desk staff	9/13	9:00 am
November 2022	Copier/scanner/fax machine usage	Jessica	All staff	11/8	11:00 am

Training for Patrons: *<insert dates, training topics and people responsible for training here>.* Training should consider the types of technology topics or skills prioritized in the *Community Technology Needs Assessment*. Ideally, the library offers consistent, monthly training in group settings as well as 1-to-1 training as needed during regular library operating hours.

Month	*Topic*	*Trainer*	*Date*	*Time*	*Location*
January 2022	MS Office Suite Basics for Public Computers	Sarah	1/13	6:30 pm	Computer Lab
February 2022	Learning online health resources hosted on library website	Tim	2/17	6:30 pm	Computer Lab

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March 2022	Using virtual reality headsets	Ainsley	3/17	6:30 pm	Program Room

Funding: *<insert obtainable as well as possible funding sources here>.* Trustees and the library director should use knowledge about current year finances, potential grant opportunities and tax support shortfalls to establish a funding schedule that supports the **Equipment Schedule** developed at the beginning of this plan.

Funding Source	Equipment Type	Year Replaced	Replacement Cost
Budget annually under technology line item	Loanable WiFi Hotspot	Annually	$2,399
Private Foundation Grant	Virtual Reality Headsets	2021	$897
Federal Grant through Library System	Smartboard	2023	$2,999
Budget under technology line item – Request tax increase in 2021 to cover cost	Copier/Scanner/Fax	2022	$429
Budget annually under technology line item – Request tax increase in 2023 to cover cost.	Public Computer	2024	$3,440
Private Foundation Grant	Color Printer	2024	$525

Policies: *<insert list of necessary technology policies as well as dates they will be reviewed by trustees and director here>.*

1. **Purchasing and Payments Policy:** Board Approved 8/16/2019; Review Date: 8/16/2022
2. **E-reader Loan Policy:** Board Approved 2/12/2016; Review Date: 2/12/2022
3. **Law Enforcement Inquiry Policy:** Board Approved 5/15/2017; Review Date: 5/17/2023
4. **Computer and Internet Usage Policy**: Board Approved 11/12/2021; Review Date: 11/15/2024
5. **Wireless Internet Policy:** Board Approved 8/15/2021; Review Date: 8/17/2023
6. **Social Media and Website Content Policy:** Board Approved 2/16/2021; Review Date: 2/18/2023

This plan was developed by the Board of Trustees in partnership with the Library Director and Staff.
Adopted and Board Approved: January 4, 2021

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