



# Technology Planning

# The Basics

- Due every 2 years, same year as accreditation application on odd numbered years (2023, 2025, etc.)
- Must submit draft for review prior to board signature on final draft
- Plans are valid for two years once approved
- All plans filed in repository. See SWKLS Wiki page(s) for details.
- [https://wiki.swkls.org/index.php?title=Category:Technology\\_Planning](https://wiki.swkls.org/index.php?title=Category:Technology_Planning)

# Six Components of the Technology Plan

- Vision Statement
  - Clear **goals** and **objectives**, and a realistic **strategy** for using information technology and telecommunications provide library services.
  - A **professional development** strategy to ensure that members of the staff know how to use these technologies.
  - An **inventory** of the telecom services, hardware, software, and other services that will be needed to provide library services.
  - A sufficient **budget** and **lifecycle** process to **acquire** and **maintain** hardware, software, professional development, and other services.
  - An **evaluation** process that enables the library to monitor progress towards specific goals and make mid-course corrections in response to new developments and opportunities as they arise.
- <https://www.usac.org/wp-content/uploads/e-rate/documents/Tools/USAC-SL-Technology-Planning.pdf>

# Example Vision Statements

- "Our vision is to empower our community by providing access to innovative technology and resources that support lifelong learning, creativity, and connection."
- "Our library's technology vision is to create a dynamic, inclusive and user-focused digital environment where everyone has access to the information and resources they need to succeed in the 21st century."
- "Our goal is to be at the forefront of technology by offering a seamless and intuitive experience for our patrons, enabling them to discover, create, and share knowledge in ways that enhance their lives and communities."

# Goals and Objectives

- Goals are defined by the following characteristics:
  - they emerge because of what you know about your particular community
  - are intentions that are directed toward particular clientele or particular topics,
  - are more specific than the vision statement
  - are different from objectives in that they are **not connected to a timeline**.
- Objectives are defined by the following characteristics:
  - are measurable, **precise timetables** for action
  - can be crossed off when finished
  - state who will do what and when
  - can be assigned to specific staff members or departments.
  - stem directly from the goals; there may be multiple objectives for each goal.

[https://www.webjunction.org/documents/webjunction/Writing\\_Goals\\_and\\_Objectives\\_for\\_a\\_Technology\\_Plan.html](https://www.webjunction.org/documents/webjunction/Writing_Goals_and_Objectives_for_a_Technology_Plan.html)

# Goal and Objective Examples

- Explore STEAM / STEM / Makerspace activities, programming, and necessary equipment / kits / components
  - Purchase a Toybox 3D printer and iPad for printer app in 2023
  - Attend SWKLS workshops related to STEAM / STEM / Makerspace
  - Create a survey for patrons to gauge interest in these areas (before Summer Reading)
- Expand and enhance staff and patron access to electronic information resources
  - Purchase a microfilm reader to replace the current model which is 15 years old and does not have printing capability. Estimated purchase date mid-2024
  - Add two iPads for patron use during FY2024
  - Increase Internet bandwidth as needed based on computer and wireless usage. (based on e-rate cycle)

# Professional Development

- Online resources
- SWKLS
  - Workshops
  - Specific Tech Topic Videos
  - In person / ad hoc training
- State Library
  - Niche Academy: <https://my.nicheacademy.com/kansaslibrarians>

# Inventory

- Windows computers and servers maintained by SWKLS I.T.
  - <https://forms.swkls.org/inventory/index.php>
  - Only accessible at library
- Other devices are not tracked by SWKLS
  - Tablets
  - Peripherals (printers, projectors, microfilm readers, etc.)
  - Smart Displays (TVs, Smartboards, etc.)
- Connectivity !!!
- Think about the big-ticket items
  - Multifunction Printers
  - Servers
  - Microfilm Readers

# Budget and Lifecycle Management

- Have a line item for technology
  - Staff and Patron Computers
  - Software (Office, Quickbooks, etc.)
  - Other devices (peripherals, TVs, projectors, etc)
- Do you budget for the full cost of your Internet?
- Do you have a line item for staff development / training?
- What is your replacement plan for computers?
  - Lifecycle (3-5 years for Desktop or Laptop, 5-7 for server)
  - Number of computers divided by five = # to replace per year
  - Check SWKLS Technology policies to be sure you are in compliance
- Other devices
  - iPads, tablets
  - printers

# Purchasing / Inventory Notes

- Increases or decreases to computer and iPad counts may affect SWKLS licensing for various software and services
  - Staff computers: Antivirus, backup storage in AWS
  - Patron computers: Deep Freeze, CIPA Filter
  - Tablets (iPads): MDM (Hexnode)
- Network related gear (routers, switches, wireless APs)
  - Evaluated at the beginning of every year by SWKLS prior to E-rate filing date
  - While these items are eligible for e-rate, they may not receive bids!



# Evaluation

- Needs-based Assessments
- Usage Tracking (sign-up sheets, software, etc.)
- Surveys
- Conversations with staff and patrons
- Partnership conversations

# Other Related Policies

- Internet Use Policy (CIPA / KS-CIPA, every three (3) years)
- Internet Safety Policy
- Permissions and Consequences Agreement
- Wireless Internet Policy
- Library owned Laptop / Tablet Use or Lending Policy
- Security Camera System Policy
- Computer Use Policy
- Equipment Use Policy

# Resources

- <https://www.webjunction.org/explore-topics/tech-planning.html>
- <https://www.usac.org/wp-content/uploads/e-rate/documents/Tools/USAC-SL-Technology-Planning.pdf>
- <https://www.techsoup.org/community/events-webinars/introduction-to-technology-planning-for-nonprofits-2016-10-26>
- [https://wiki.swkls.org/index.php?title=Category:Technology\\_Planning](https://wiki.swkls.org/index.php?title=Category:Technology_Planning)
- <https://kslib.info/427/Kansas-Childrens-Internet-Protection-Act>