



Lopez Island Library
Technology Plan
Effective: 7/1/2010 – 6/30/2013

Introduction

Lopez Island Library District serves the nearly 2600 inhabitants of Lopez Island. Covering 29 1/2 sq. miles, the rural island is populated by young families, farmers, artists and craftspeople, retirees, fishermen and persons employed in supporting the community such as employees of the school, police and fire departments, grocery/retail stores, and healthcare providers. The K-12 school district has over 222 students. The 6200 sq. ft. library building is open 49 hours a week, contains over 23,545 items and has 2,772 registered card-holders, including 342 under the age of 17.

Mission Statement

"The people of Lopez created the Lopez Library to provide resources and services for the enrichment of their cultural and recreational lives, and to provide information needed for daily living and decision-making. The library strives to promote the love of reading and of lifelong learning."

The library must balance the educational and recreational wants of patrons to supply the quality materials that will best serve their needs. Increasing population changes and influx from the mainland will bring higher expectations for what a library means today: an information hub with the accompanying technology and technology-savvy staff to service it.

Goals & Strategies

"The plan must establish clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services."

1. **Goal: Provide unhindered patron access to the wealth of online resources now available**
 - a. *Strategy: Upgrade all outdated public computers in 2011 & 2013*
 - b. *Strategy: Replace public internet printer to support large PDFs*
 - c. *Strategy: Replace Children's computer in 2011*
 - d. *Strategy: Investigate more database packages with a business focus*
 - e. *Strategy: Put WiFi access point in ceiling during addition construction (Apple Wireless Airport N) – Fall 2010*

2. Goal: Provide tools to support patrons who want to work remotely and stay on the island

- a. *Strategy: Purchase videoconferencing software and equipment to support virtual off-island meetings*
- b. *Strategy: Budget extra money for extra band-width charges associated with videoconferencing*
- c. *Strategy: train all paid staff to assist with teleconferencing meetings and webinars*

3. Goal: Maintain and update computers to provide a safe and secure environment for online resources

- a. Upgrade Public PC Software to 2007, get new licences, Adobe Elements through Tech soup in Summer 2010
- b. Upgrade to Window 7 in Fall. Buy licences Spring 2010 via techsoup for workstations, public and staff.
- c. Purchase a new server in Winter 2011 to migrate all but ILS for better file sharing access, printer queue management
- d. Upgrade cataloging workstation and replace children's computer workstation
- e. Upgrade the server and make sure regular backups are in place for all circulation and catalog information – Winter 2011

Professional Development

To keep staff current on new technologies

- Sharing and learning sessions will be a part of every board meeting, friends meeting and staff meeting
- All staff will be trained in how to set up and implement a videoconferencing event and will be responsible for at least one event per month.
- Staff can take time during work to attend webinars on new products
- Each Thursday, staff will take one hour to use Lynda.com (an online computer tutorial service) to learn about an assigned new software or device)
- To keep members of the community current on new technologies
- The director will share news and advice about new computer applications and technology available at the library during her monthly column in the local

newspaper, on her weekly radio show, on podcasts on the web page and in weekly drop in computers free to the community

- The director will demonstrate new databases at relevant events, booths, open houses, etc.
- All staff may physically attend one annual or one regional library association meeting to learn about new information science technology

Assessment of the Telecommunication Services, Hardware, Software

The library currently has a fiber optics connection that is working very well with our broad band use requests - 100Mbps fiber. Our computers will need to be updated in 2011 and this will be reflected in the 2011 budget. This year's budget in computer technology was small because we'd done so many of the upgrade last year. We are doing an addition in the Fall of 2010 and will add Wi-Fi access point in that room as well.

Budget

The operating budget of the Lopez Island Library for 2010 includes the following:

\$1,200 for computer equipment

\$3,000 for equipment supplies

\$5,500 for databases

\$1,000 for additional equipment

\$3,000 for professional services such as IT help

\$3,500 for travel expenses to attend conferences for professional development

\$10,000 for electricity

\$3,500 for telecommunications services

The Friends of the Library have budgeted \$5,365 for equipment needs that might arise.

The budget for 2011 will include for the upgrades, replacements and server upgrades in the plan.

Evaluation

Monthly Board Meetings – As part of the monthly librarian's report there is a technology section where the director gives updates on equipment, services, contracts, etc.

Quarterly meeting with IT person – we review what is coming up that needs to be done and set timelines for completion

Daily Monitoring – The small staff of five all share daily technology issues. The director is alerted of any computer issues that can't easily be resolved by the IT troubleshooter and the web guru. Issues that can't be immediately resolved are referred to the off-site IT person.