

## Technology Plan 2024, 2025, 2026

### 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

- 42 Tablets/Chromebooks
  - Public
    - 4 Chromebooks for in-library use
    - 36 Playaway educational tablets (no internet connection)
  - Staff
    - 2 Chromebooks for library forms
- 37 Computers
  - Public Use Computers
    - 16 computers for public use
    - 5 AWE computers with educational games (no internet connection)
    - 2 card catalog computers
    - 1 computer for library forms
  - Staff Use Computers
    - 9 computers for business use at staff members' desks
    - 1 computer for releasing print jobs
    - 1 computer for hosting the time management system
    - 2 computers for security cameras
- 11 Phones
  - Public
    - 1 phone for public use
  - Staff
    - 10 phones for business use at staff members' desks
- 6 Printers/Copiers/Scanner
  - Public Use
    - 1 public use copier

- 1 network printer
    - 1 scanner
  - Staff use
    - 2 network printers
    - 1 printer/scanner
- 3 Laptops
  - Public
    - 1 lab top for test proctoring
  - Staff
    - 2 computer laptops for staff usage
- 4 Televisions
  - Public
    - 1 TV available for use inside South Dakota Room
  - Staff
    - 1 TV used for programming
    - 2 TVs for security cameras
- (2) 3-D printers
- 1 Typewriter
- 1 Smartboard (used by both staff and public)
- 1 ClearView magnifying station for the visually impaired
- 1 Staff digital sign
- Internet and Network
  - 2 firewalls
  - 4 switches
  - 2 routers
  - 1 wireless router

### 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. There is a computer software and hardware line item included in the annual library budget. The computer software and hardware amounts are determined annually during budget hearings. Each year trustees are provided with a final copy of the library budget and updated monthly budget statements.
- 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 and Creativebug are incorporated into the annual budget. It is included in the digital materials line item and software line item. Databases increase in cost annually. It is a proven fact that the cost of databases can jump in price quickly. Rawlins Library reserves the right to cancel any database that becomes financially unattainable.
  - **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 the annual budget as part of the software line item.
- Goal 3: Rawlins Municipal Library will provide well-trained staff with knowledge of technology.
  - **Objective A:** Ensure staff have the resources to adequately assist guests with digital library resources. Staff training will be completed through webinars, online and in-house training. Additional training may include attendance at conferences and seminars.

- 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).
- Goal 5: Expand the library’s makerspace materials.
  - **Objective A**: Actively promote available resources including the creation of promotional materials. This can be accomplished in-house. Enhance the library’s makerspace by expanding available materials and equipment, including the addition of 3D printing technology and age appropriate resources designed to engage and support younger library patrons. The integration of 3D printing technology will provide patrons with access to innovative tools that support creativity, STEM education, and practical problem solving skills. These 3D printing resource empowers users for all ages to design and prototype objects, fostering skills in design thinking, engineering, and digital literacy. For students, entrepreneurs, and hobbyists alike, 3D printing at the library offers an accessible entry point into emerging technologies and supports lifelong learning in the community.

### **Evaluation**

Technology implementation is a continually evolving process that adapts to Rawlins Municipal Library’s changing technological needs. Effective evaluation is a multi-step process that allows staff, patrons, and the Rawlins Municipal 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 training with staff will allow time for staff to provide input into technology and to provide feedback as to whether the technology is working appropriately for Rawlins Municipal Library.

*Adopted by the Rawlins Municipal Library Board of Trustees September 27, 2022  
 Reapproved by the Rawlins Municipal Library Board of Trustees June 26, 2025*