JENSEN
Memorial Library

Technology Plan
October 2015- September 2018

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Mission Statement/Technology Objectives

Library Mission Statement
The purpose of Jensen Memorial Library is to meet the needs of the citizens of the community by providing resources to assist in their pursuit of lifelong learning, cultural enrichment, recreation, and solutions to everyday problems.

Technology objectives as relating to Mission Statement
Jensen Memorial Library strives to meet the diverse and ever-changing technology needs of its customers and community by providing equal access to a variety of equipment, software, databases, and services to all customers.

❑ Provide the community access to technologies through the library.
❑ Keep staff abreast of and using current technologies and up-to-date equipment.
❑ Offer educational opportunities to public with technologies available through the library.
❑ Provide continued free access to electronic resources for the community.
❑ Deliver efficient and appropriate service to customers by utilizing technology.
❑ Continue use of website and social media to promote library services, collections, and events.

Assessment of Current Technology Equipment/Usage

Technology Equipment/Programs	Use/Service Provided
1. Eleven desktop computers.	1. Two at service desk. One in Director office. Six public access stations. Two genealogy access stations.
2. Laptop.	2. For staff use.
3. Tablet.	3. For staff use.
4. Microfilm reader.	4. Search Minden Courier microfilm rolls. Genealogy and local history research.
5. Cannon B&W printer.	5. Print from Microfilm machine.
6. Two Cannon scanner/color printers.	6. One for public use. One for staff only use.
7. Four-in-one Epson printer/scanner/ fax/copier.	7. At service desk for use by public with assistance from staff.
8. Brother B&W printer.	8. In Director's office.

| 9. HP B&W printer. | 9. For staff use at Service Desk. |
| 10. Epson projector. | 10. For use by staff and public for in-house events and meetings. |

Technology Goals

FY 2015-2016 Acquisitions	**Use/Services Provided**
1. New ILS.	1. Provide a more accurate, up-to-date, reliable and accessible information about library collection and customer accounts for staff and public.
2. Wireless scanner.	2. Allow for remote checkout and ability to inventory without moving collection.
3. Receipt printer	3. Provide customers with printed receipt of transactions.
4. Two new desktop computers.	4. Replace aging staff computers at service desk and in Director's office to have most up-to-date technology to better assist customers. Old computers will be turned into catalog access stations.
5. Create how-to manual regarding internal technology information.	5. Provide information on all equipment, software and access. Also including how equipment works, quick-fix guides, and who to contact when problems arise.
6. Digitizing microfilm.	6. Begin work digitizing Minden Courier and other items currently on microfilm at the library.

FY 2016-2017 Acquisitions	**Use/Services Provided**
1. Six desktop computers.	1. Use as public access stations, replace current aging machines.
2. Color printer/scanner for Heritage Room.	2. Printing and scanning capabilities for those doing genealogy research

3. Microfilm machine.

3. Replace current aging machine in Heritage Room used for genealogy research. Include ability to read and send files digitally via USB port and e-mail.

4. Digitizing microfilm.

4. Continue work digitizing Minden Courier and other items currently on microfilm at the library.

5. Computer use monitoring software.

5. Assist in tracking public computer use in regards to number of uses, amount of time used, and helping filtering of objectionable sites.

6. AWE Children's Learning Station.

6. Provide educational computer station for children who currently do not have any type of computer access in the library.

FY 2017-2018 Acquisitions   Use/Services Provided

1. Copier/printer with scanning, emailing and faxing capabilities.

1. Replace aging public copier/color printer. Addition of scanning, emailing and faxing capabilities for increases services to customers.

2. Increased internet bandwidth.

2. Improved service to public with increasing demand for bandwidth and use of internet computers. Allow patrons to log into computers themselves without staff interaction required.

3. Digitizing microfilm.

3. Continue work digitizing Minden Courier and other items currently on microfilm at the library.

Long-term Goals   Use/Services Provided

1. Extra phone line.

1. Second phone line will allow for transferring of calls from service desk to office. Also allow professional use by staff to not interfere with phone interactions from customers.

2. Copier/printer with scanning, emailing and faxing capabilities.

2. Replace aging public copier/color printer. Addition of scanning, emailing and faxing capabilities for increases services to customers.

Training & Professional Development

Staff will be asked to take part in at least two (2) training opportunities during the calendar year. Education will be made available to all staff through in-services and peer-instruction, and online and in-person training provided through the Nebraska Library Commission or Central Plains Library System. Staff will also be able to access classes through local community colleges or other entities which provide business education, as approved by the Director.

Budgets & Funding

General operating budget and/or special monies requested from the City will be used for many purchases, with approval by the Library Board. CD held by the library will be used to pay for ILS and corresponding equipment. Grant monies will be used with larger purchases, such as Microfilm reader. Funding for public computer stations will be requested from local entities, such as banks, who assisted in purchase of previous machines. E-Rate monies may be utilized for improvement in bandwidth.

Evaluation

This plan will be reviewed and revised, if needed, during the budget planning process in July/August of each year with Library Board review and approval in the September meeting.

Staff and the Library Director will continuously review effectiveness of current equipment & software and discuss suggestions and concerns during staff meetings.

Library Board will be kept informed of suggestions/recommendations by staff, public, City Council, and telecommunications providers, all to be considered for future improvements.