TECHNOLOGY PLAN
SHELBY COMMUNITY LIBRARY
Revised and approved March 13, 2019

Shelby Community Library

Library Director: Laura Alt

648 N. Walnut, PO Box 146

Shelby, NE 68662

Polk County

Library Phone Number: 402-527-5181

Population of Village: 714 2010 census

Population of County: 5,406 2010 census

E-mail: shelbyclibrary@yahoo.com

Website: http://libraries.ne.gov/shelby/

Our Technology planning team includes: Library Director, Library Assistant and all Library Trustees.

STRATEGY/ACCESS
Free WIFI access is available at three local businesses: Pinnacle Bank, Cubby's Community Store and Shelby Community Library, utilizing personal devices. The library is the only location to offer **secured** WIFI access along with laptops and kiosk computer for public use. Library staff can also offer assistance with computer use and internet access. The focus will be to maintain fast, reliable internet access with an adequate number of laptops available for public use. New tablets will be considered as part of any future replacement of laptops.

The library has two desktop computers for staff use and shares the cost of a third desktop computer with the school. The staff uses the Internet to do research for our patrons, to place book and material orders, to correspond with other libraries and organizations, to take on-line courses and keep up with current library issues. A website is maintained for the library, with links to the libraries Facebook and Twitter pages. Nebraska Overdrive was added in 2011 to allow customers to download e-books. A link to the Polk County Newspaper Digitization was added to our website in 2017. Also a Kiosk computer was added that patrons can use to view our library website, search for library materials, search the internet, etc. The annual budget takes care of paying the $500 for the annual fee for the Nebraska Overdrive.

The library has a single telephone line, which is used to perform essential business dealings on a daily basis, including requesting materials through Interlibrary Loan and sending or receiving faxes. The telephone also benefits patrons, in that they may call the library to request or renew materials, ask reference questions, use the fax machine to send or receive faxes and use the telephone to make local calls, if necessary. It is used as a communication link to the library for patron requests and inquiries, and also for safety purpose.   The goal for telephone service is to continue to provide library staff and patrons with quality lines of communication.

GOALS
We are currently looking into upgrading the checkout desk computer. Also, we are researching a faster internet. The Shelby Library Foundation has sufficient funds to replace old computers, printers and software to keep up with technology.

The laptops received from a grant from the Bill & Melinda Gates Foundation as part of the Broadband Technology Opportunities Program (BTOP) in 2011 are functioning adequately for public needs. Two of the original six were replaced in 2018, with Windows 10 laptops. As the need arises to replace these, it appears that three laptops may adequately meet public needs. In addition, the school maintains one Apple computer for students to use for the online catalog.

CONTINUING EDUCATION OPPORTUNITIES
Staff takes advantage of many continuing education classes and workshops offered by the Nebraska Library Commission, such as webinars, basic skills courses, etc. These are available on-line or workshops are attended if they are held within a reasonable traveling distance, to places such as Lincoln, Columbus and Norfolk. The Library also offers computer classes to the public, as requested by patrons. Staff can educate themselves in technology-related areas, such as by reading library publications or by visiting such places online as the Nebraska Library Commission's or the American Library Association's websites. Some technology resources that are available include websites, or any of the other many computer/technology books that the library owns. Money is included in the annual budget for continuing education and mileage.

BUDGET
Historically, E-rate has covered 60-70% of internet services. The library budgets for the remaining cost. The library budget also includes funds for computer repair, supplies and technical support. The Shelby Library Foundation also maintains a sufficient balance to assist with extraordinary expenses. The library staff will also stay informed of any technology grants that could assist in obtaining new equipment and software.

TECHNICAL SUPPORT/MAINTENANCE
Connecting Point in Columbus is very proficient in all aspects of computer technology; and is very helpful to us when we have problems with hardware, software, networking or Internet issues. We are also able to call Windstream when we have Internet problems.

EVALUATION
The library will review this Technology Plan on an annual basis to see if goals are being met or need to be revised. Internet and computer use are tracked on a daily basis for statistical reporting and to ensure the library is meeting community needs. Attention is paid to requests and suggestions heard from the public to determine how to best serve public's needs.

TECHNOLOGY ASSESSMENT/INVENTORY
Number of telephone lines in the library: One
Name of telephone service provider: Windstream
Fax Number 402-527-5181 The phone/fax share the same line.
Internet is wireless with no phone line.
Internet provider Wireless Internet: Windstream DSL 25 Mbps

TECHNOLOGY INVENTORY

This inventory assessment documents the technology equipment in the library. This inventory will make it easier to assess technology needs in the future. This list would also be useful for insurance-related purposes if something were to happen to cause damage to the equipment.

Qty.	Purchase Year
One Dell Insprion 1525 laptop	2005
One HP DV6815 Windows Vista laptop	2007
One Bose set of speakers (Compaion2) to use with projector and laptop	2007
One Epson 77c Projector	2007
One e-machine monitor W3623	2007
One e-machine monitor W3611	2007
One Savin MP301SPF Copy Machine	2011
Two HP Pro computer towers (Staff)	2012
Two Hp Laptops with Windows 10	2018
One Keyboard	2018
Four HP ProBook 4520s Laptops	2011
One Antor electric computer cart	2011
Six Plantronics Headphones #655	2011
One Panasonic cordless (3) phone with digital Answering System	2017
Two Canon MX922 Color Printer, Fax	2018
One Play Station 4	2018
One Philips Blu-ray player	2010
One power station	2018
One Kiosk Computer	2018

SHELBY LIBRARY FOUNDATION

Qty.

One Insignia 50" Class (49.5 Diag.) LED 2160p – Smart 4K Ultra HD Roku TV   2018

SCHOOL TECHNOLOGY INVENTORY

Qty.	Purchase Year
One HP Laser Jet P2055dn (School Media Specialist)	2015
One HP Computer Windows 7 at Checkout desk	?
One Apple Laptop (School Media Specialist)	2017

November 15, 2011, Reviewed June 4, 2012, Revised July 19, 2016, Revised April 11, 2017, Revised March 20, 2018