Santaquin City Library
Technology Plan July 2024-July 2027
Library Board Approval April 2024

History
Santaquin City Library was established a little over 20 years ago in its current building.
Santaquin is a small, rural city that has been expanding in the last 3 years. Currently the
population is 20,000 and continuing to grow with young families. We are a community where
knowledge and literacy is valued.

Technology Mission Statement
Santaquin City Library will endeavor to empower and enhance our community through current
and relevant technology to the best of our ability. Creating a safe environment for intellectual
freedom, digital equity, and educational growth.

Plan Objectives
This plan is intended to guide technological development in the library for the next three years.
By assessing library industry standards and updating existing technology, identifying training for
staff and expanding services and equipment, we are able to grow with the needs of our
community while planning for these needs within our budget.

Current Equipment and Technology
　　　8 public desktop computers
　　　　　Each has drive protection and filters through our city IT, according to Utah Code
　　　and in compliance with the Child Internet Protection Act.
　　　8 public headphones
　　　4 staff desktop computers (3 yr rotation supplied by city)
　　　1 staff admin desktop computer (3 yr rotation supplied by city)
　　　4 staff barcode scanners
　　　2 credit card readers
　　　3 staff receipt printers
　　　2 staff shredders (accessible for public also)
　　　6 public laptops for checkout
　　　2 public laptops for catalog search
　　　3 staff laptops
　　　5 public wireless hotspots for checkout
　　　1 staff wireless hotspot
　　　5 public ipads
　　　2 public ipads for catalog search
　　　11 public kindles for checkout
　　　1 wireless printer
　　　1 public RFID self checkout station
　　　3 staff RFID circulation pads

1 staff RFID wand
1 staff RFID ipad
1500 RFID tags
1 portable microphone/speaker
2 staff desk phones
1 large laminating machine
1 small laminating machine
1 cover bind machine
1 telehealth TV
1 public tower charging station
2 outside building cameras for security

Current Systems

1 Faronics/Deepfreeze management system
1 Time Limit Manager
3 Office 365
Canva (expand to Plus in the future)
1 Koha/Bywater ILS library management
9 Exchange online accounts
Mobile Beacon hotspot management
FeTech/Invengo RFID/self checkout management
Libby/Overdrive
1 Wireless Access Point
2 Network Switches

Technology Goals

- The library director will assess hardware, software and network requirements and include city and IT as necessary for any updates needed to meet Utah State Library standards and library industry needs. This will help us develop a rotation schedule and needs assessment for new and existing technology. These will be included in yearly fiscal budgeting requests for city council review and approval.

- Continue to be an active member of the Beehive Library Consortium/Overdrive/Libby and digital collections provided by the Utah State Library. As Santaquin's population grows and usage of these collections increases, so does the cost to be a member. Assess amount for yearly fiscal budgeting for city council to review and approve as needed. This will also include any new technology that may become available through the Utah State Library that might benefit our community and meet library industry standards.

- The library will provide well-trained staff to provide patron assistance on technologies that we provide and any staff facing programs necessary to their jobs. The library director will assign staff training monthly and be available for training help as necessary,

either personally or assigning someone on staff to train. This will also include training and updating processes by staff to online and more efficient technologies as they become available, such as how our systems, self checkout, Google docs, ILS ticketing, etc. works. Bringing all staff up to date on current technology.

- The library director will stay up to date on the newest technologies that would benefit patrons and staff. These will be acquired as necessary through applying for grants available or fiscal budgeting where applicable, always keeping the communities best interest and needs in mind.

Summary

Santaquin City Library aims to empower and enhance the community through current and relevant technology, while promoting intellectual freedom, digital equity, and educational growth. The library has developed a three-year plan to guide technological development with flexibility. This includes assessing and updating existing technology, providing training for staff, and expanding services and equipment within the budget. The library director will assess hardware, software, and network requirements, collaborate with city and IT departments, and incorporate Utah State Library standards and industry needs. The library will also continue to be an active member of the Beehive Library Consortium/Overdrive/Libby and digital collections provided by the Utah State Library, with budgeting considerations for membership costs and potential new technologies. Well-trained staff will assist patrons with technology and receive regular training to adapt to online and efficient systems. Santaquin City Library is committed to current and future technological advances that support our patrons and staff.