



# **The Urbana Free Library Technology Plan**

**January 2025 – January 2026**

## **Acknowledgments**

The following *Technology Plan* has been aligned with The Urbana Free Library *Strategic Plan* adopted as of November 2023.

Many individuals participated in and contributed directly to the development of this *Technology Plan* document.

Stakeholders participated in group Tech Committee meetings and led departmental discussions to gather information for this year's *Technology Plan*.

Key contributors include:

Rebecca Brown – Office Manager

Jordan Kahle – Patron Services Librarian

Ann Panthen – Library Assistant 2-Archives

Lyndzie Taylor – Communications & Development Manager

Matthew Wetherbee – Library Assistant 1-Cataloging

Leon Wilson – Information Technology Manager

Esther Yi – Programming Librarian

### **A. Library Mission Statement**

We encourage learning and enrich lives by providing access to diverse resources and programs.

### **B. Technology Vision Statement**

The Urbana Free Library (TUFL) is committed to using technology to improve the quality, scope, and efficiency of Library services. The Library will continually review and adopt new technology to improve the Library experience of patrons, increase access to information, and enhance employees' ability to perform their duties.

### **C. Timeline of Routine Responsibilities**

Tech Committee:

An appointed group of staff members who represent the viewpoints and ideas of Library employees.

- Review unmet technology needs of staff and Library patrons.
- Review tech competencies for all staff and individual departments.

- Review software/hardware configurations of all public computers.
- Review equipment requests for public checkout, in-house public use, and programming.
- Review technology needs in light of developments at partnering agencies.
- Review Technology Plan progress and emerging technologies.
- Review and revise Technology Plan to forward to Administration and the Library Board in December.
- Post the Board-approved Technology Plan in January.

#### D. Budget

The Library will commit to a sufficient budget to acquire and maintain hardware, software, and professional development necessary for improved technology services to Library patrons and staff.

#### E. Key Projects for the 2025-2026 Technology Plan



### ENHANCE

We steward our physical and financial resources to serve evolving community needs that support growth and sustainability.

#### Activity 1: Enhancing digital preservation.

- Investigate new software to improve the Archives' digital preservation management and automation, such as cloud storage backup, Preservica, and ArchiveSpace.

#### Activity 2: Migrating to a new Patron Incident Reporting Database.

- Update the Patron Incident Reporting Database for better incident reporting management.



### EMBRACE

We learn about and respond to our community in order to create a welcoming environment that cultivates equity, mutual respect, and belonging.

#### Activity 1: Adding technology for study rooms.

- Investigate and implement technology that would enhance the study rooms on the second floor.

#### Activity 2: Implementing new security cameras.

- Investigate and implement best practices and standards for security cameras and monitoring.

#### Activity 3: Adding additional functionality to the auditorium.

- Add additional speakers and integrate a mic into the audio system.

#### Activity 4: Improving outreach efforts.

- Investigate and implement best way to offer additional mobile data to staff during outreach programming.



# EMPOWER

We connect people with tools and resources for learning, knowledge exchange, and personal growth that leads to greater fulfillment.

## Activity 1: Adding interactive technology.

- Investigate interactive tech for the Children’s department, such as an interactive projector.

## Activity 2: Implementing improved streaming capabilities for online events.

- Investigate methods to improve programming staff’s ability to host and stream events online.

## Activity 3: Expanding video game offerings on children’s computers.

- Investigate ways to provide more games to our youth on the computers reserved for children.

## F. Conclusion

Since technology is constantly evolving, this plan will be considered a framework that will guide, but not limit, the Library’s use of technology. The Tech Committee will review the progress of these goals annually. This plan will be in place from January 2025 until January 2026, when it will be updated.