

# Memo

To: Mitchell Public Library Board of Trustees members

From: Kevin Kenkel, Director

Date: May 13, 2021

Re: ARPA grant application

I am writing to provide a summary of the library's grant application for the American Rescue Plan Act grants available via the SD State Library. Grants will be awarded in \$5,000 increments with a minimum award of \$5,000 and a maximum award of \$100,000. Grant projects must be in at least one of the following five categories: technology equipment, digitization projects and/or equipment, content purchases, enhanced services for people with disabilities, or training for staff or community. We plan on submitting an application in the amount of \$100,000 in the broad category of technology equipment, but our project will also touch on digitization and training. If the State Library has funds remaining after the first round of approval we plan to submit another application for content purchases.

We have four broad categories in which our requests fall: public service items, staff items, meeting room items, and infrastructure items. Below is a summary of the items we are seeking in each category.

## **Infrastructure**

We plan on upgrading our existing router and switches. This will allow us to have a more secure network with up-to-date network hardware. The new router/firewall will provide us the ability to be CIPA compliant. We also plan to subscribe to a system that will allow patrons to reserve computers without staff intervention. This system will also provide us print management capabilities, and will allow patrons to print from their mobile devices. Patrons will be able to pay for their printing without coming to the circulation desk. One other item in this category is digital signage for inside the library so we can promote programming and provide library updates to patrons.

## **Meeting Room Items**

We intend to purchase large-screen interactive displays for the community room, so groups that meet there can display visual materials for their training sessions or other programming. This will allow the library to offer high-quality technology to groups wanting to use our meeting space. We will also install a sound system in the community room so attendees can easily hear and understand presenters. We also will install a large-screen monitor in the library conference for displaying visual materials during meetings held there. The last item in this category is purchasing a ten-unit mobile computer lab of laptops so that we can offer library training in the community room. Library staff will be able to train patrons on using library databases or other resources. We can also offer training on a variety of technology.

## **Staff Items**

We will update two staff computers (others have been updated recently). We will purchase dual-monitor systems for all staff who would like that function. We will update the library's old laptops and old iPads. We will add an additional iPad with a cellular plan, which we will be able to use anywhere in

the community for programming. We'll be able to take books to locations throughout the community and use this iPad to check them out. We also will get additional video equipment to produce even better quality videos for online programming. We intend to purchase a laminator so we can protect our marketing materials and signs. We will be able to offer laminating services to patrons. One last item in this category is a new riding lawn mower for Denny, our custodian. (He has been requesting a riding mower for many years.)

### **Public Items**

We will update 17 computers for patron use – five in the teen room, nine in the adult computer area, one for a new digital microform scanner, and two for offering 3D printing design. We will update MS Office on all public computers from Office 2013 to 2021. We will purchase two 3D printers that patrons can use. One printer would be capable of printing larger designs than the other. We will purchase a stockpile of 3D filament material, so we have a good amount to get started in this maker space arena. We will also purchase a number of flatbed scanners to offer digitizing services to patrons. One computer will also have video editing software for another maker space option. Another maker space offering will be kinesthetic learning items for children to explore robotics and coding similar to what is being done in the Mitchell elementary schools. We also plan to purchase three new outdoor benches for patrons to use when connecting to our outdoor Wi-Fi. One last item will be a subscription to a product that offers ready-to-use tutorials for e-Resources. This should help us increase the use of our online resources.

We are excited by the possibility of achieving goals we created in our Library Technology Plan, and that are also part of the city's Forward 2040 plan. The library is the ideal place in Mitchell to provide access to technologies that individual families may not be able to afford. This grant project will go a long way in helping us reduce any digital divide that may exist in our community.