



# SUGGESTIONS FOR ARPA AND LSTA GRANTS



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## **NEEDS ASSESSMENT**

Performing a needs assessment allows a library system to determine what the community it serves would like to utilize in their library. By meeting these needs, a library can build a trusting relationship and effectively serve its patrons.

## **PARTNERSHIPS**

Partnerships are vital for library systems to play important roles in their communities. Consider projects that will allow collaboration with:

- K-12 institutions • museums • tribal entities • multistate initiatives (projects of libraries or library systems that are in different states) • public-private organizations, • other governmental agencies • state parks

Consider programs such as STEM/STEAM, large scale projects leveraging community partners and business-community partnerships.

## **MARKETING**

Marketing for the projects/programs that you choose to create is essential to let your communities know what services you are offering.

# TECHNOLOGY

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## DEVICES

- Desktops and monitors (staff or patron)
- Laptops (low, mid, high level pricing depending on needs) (staff or checkout)
- Hotspot (would need to include data plans additional services)
- Tablets/Chrome books
- Printers, (dedicated to specific print jobs or otherwise)

NOTE: Devices could be for in-house use or checked out to users.

## OTHER IDEAS

- Upgrade older computers to Windows 10 (older editions have/will lose support)
- Purchase Microsoft Office for patron computers
- Video cameras for virtual meetings
- Backup and Digitization Technology
- Smartboards/Whiteboards for meeting spaces
- Meeting room technology upgrades to allow for virtual/hybrid meetings (e.g., large screens, spider mics, eagle eye cameras, a/v systems, media-enabled conference table/desks)
- Computer peripherals for A/V interests for checkout (to make podcasts / create videos)
- Website migrations, enhancements, and upgrades to make library websites current and reliable sources of information

## NETWORK ENHANCEMENTS

A technology assessment can be requested from our Technology Services Department to help determine your needs. Contact the help desk to schedule.

- Servers (would need to include license) - (servers have multiple uses, but they share data and resources among a library's computers)
- Switches (allows multiple devices to be connected together)
- Racks (breathable and holds all networking equipment together)
- Wireless access points (Wi-Fi availability)/Boosters (WiFi outside availability) - (would require cabling/equipment/installation expenses)
- Uninterruptible Power Supply battery backup (UPS) - (provides battery power to shut down equipment when power fails)
- Library network infrastructure enhancements, upgrades, timely replacements

## BUILDING SECURITY

- Security cameras
- Security systems

# COLLECTIONS

- Print materials (MLC can do collections assessment)
- Acquisition of electronic collections (ex. OverDrive) providing more materials to reduce hold times while adding needed titles
- Electronic materials: add items to your permanent ebook collection/start an ebook collection
- Databases: test out a database for a year (Newspapers.com, Ancestry Library Edition, etc)
- Genealogy collection upgrade: scanner, archival supplies, microfilm reader
- Nontraditional Collections for checkout (tools, etc)

# PROGRAMMING

- Virtual/hybrid programming upgrade: (Zoom license, Meeting room equipment (screen, projector, whiteboard, cameras, microphones), Cameras/microphones/green screen for creating video content, Podcast setup (microphones, software), Movie license, mobile movie screen, tents)
- Programming supplies: buttonmaker, sewing machines
- Makerspace/STEM supplies (3D printer, coding kits, etc)
- Workforce development programs (job skills training, career coaching, resume writing—partner with local businesses)
- SLP supplies
- State Parks and Recreation Area Collaboration where libraries can check out park passes to users along with outdoors supplies (e.g., park pass + backpack with birding books, animal tracks books, binoculars, and parks brochures/maps of nearby parks)

# EXPANDING ACCESS

- Book vending machine
- Focus on special populations, like homeless: special access library card (like youth card); vouchers for laundromats; partner with social services)
- Book lockers, Book drops, Book bikes, etc.
- Microfilm reader/scanner
- Self-checkout stations
- Accessibility Assessment—ADA compliance
- Disaster Planning Assessment—partner with police/fire departments
- Virtual reference service: chat, text, mobile app for your ILS