



Eureka Public Library

Technology Plan

January 1, 2015 to December 31, 2017

Date approved by the Board of Trustees: March 26, 2015

Library Director: Connie Mitchell

Library Name: Eureka Public Library

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Eureka Public Library

Technology Mission

Eureka Public Library is a community center providing informational, educational, and recreational services to a diverse population. Eureka Public Library embraces the use of technology that will benefit and nurture the lifelong development of individuals, families, organizations, and businesses.

We will:

- 1) Promote the mission of the library through the use of technology.
- 2) Provide free public access to electronic information resources.
- 3) Utilize technology to increase efficiency and convenience of library functions.
- 4) Educate the community in the use of information technology.

This plan addresses goals in six different areas, each with three years of actions.

- 1) Internet connection
- 2) Library computing equipment
- 3) Automation system (ILS)
- 4) Other technologies
- 5) Library staff continuing education
- 6) Miscellaneous

Also included is a technology inventory current as of 1/1/2015.

Goal 1: Internet Connection

2015 Goal Statement:

- _____ Continue DSL Internet access for all library computers for the 2015 year.
- _____ Continue free 24 hour Wi-Fi usage for the 2015 year.
- _____ Determine the amount of Wi-Fi usage.

2015 Goal Steps and Enhancements:

- _____ Review patron Internet policies for Board approval and adoption.
- _____ Publicize free Wi-Fi wherever possible.
- _____ Add wireless use counter.
- _____ Discuss Internet connection upgrade options with SEKLS Technology Staff.
- _____ Apply for appropriate E-Rate funding.

Budget required: to be determined

Amount budgeted: \$450.00

2016 Goal Statement:

- _____ Continue DSL Internet access to all library computers for the 2016 year.
- _____ Continue free 24 hour Wi-Fi access for the 2016 year.

2016 Goal Steps and Enhancements:

- _____ Review patron Internet policies for Board approval and adoption.
- _____ Publicize free Wi-Fi wherever possible.
- _____ Discuss Internet connection upgrade options with SEKLS Technology Staff.
- _____ Apply for appropriate E-Rate funding.

Budget required: to be determined

Amount budgeted: to be determined

2017 Goal Statement:

- _____ Continue DSL Internet access to all library computers for the 2017 year.
- _____ Continue free 24 hour Wi-Fi access for the 2017 year.

2017 Goal Steps and Enhancements:

- _____ Review patron Internet policies for Board approval and adoption.
- _____ Publicize free Wi-Fi wherever possible.
- _____ Discuss Internet connection upgrade options with SEKLS Technology staff.
- _____ Apply for appropriate E-Rate funding.

Budget required: to be determined

Amount budgeted: to be determined

Goal 2: Library Computing Equipment

2015 Goal Statement:

- _____ Plan and implement a system to maintain and replace computing equipment.
- _____ Increase efficiency of library reference and reader's advisory transactions.
- _____ Enhance quality of staff produced documents and publications.

2015 Goal Steps and Enhancements:

- _____ Compile inventory of library computing equipment.
- _____ Implement a three year incremental replacement/upgrade cycle.
- _____ Identify equipment to be replaced next in the replacement/upgrade cycle.
- _____ Discuss equipment enhancement/options with SEKLS Technology Staff.
- _____ Replace four year old laptop.
- _____ Add tablet for use in stacks and other areas of the library (inventory?).
- _____ Replace staff printer in office with color printer.
- _____ Apply for appropriate E-Rate funding.

Budget required: \$2500.00

Amount budgeted: 0 (will ask FOL to cover costs)

2016 Goal Statement:

- _____ Review and continue the system to maintain and replace computing equipment.
- _____ Improve efficiency of patron printing experience.

2016 Goal Steps and Enhancements:

- _____ Update inventory of library computing equipment.
- _____ Identify equipment to be replaced next in the replacement/upgrade cycle.
- _____ Investigate options for a wireless printer to be used with Wi-Fi.
- _____ Discuss equipment enhancement/options with SEKLS Technology Staff.
- _____ Apply for appropriate E-Rate funding.

Budget required: to be determined
Amount budgeted: to be determined

2017 Goal Statement:

- _____ Review and continue the system to maintain and replace computing equipment.

2017 Goal Steps and Enhancements:

- _____ Update inventory of library computing equipment.
- _____ Identify equipment to be replaced next in the replacement/upgrade cycle.
- _____ Solicit quotes from vendor to acquire equipment/software.
- _____ Install new equipment/software with help of Tech Consultant.
- _____ Apply for appropriate E-Rate funding.

Budget required: to be determined
Amount budgeted: to be determined

Goal 3: Library Automation System (ILS)

2015 Goal Statement:

- _____ Continue to learn and utilize the new ILS (III-Sierra).

2015 Goal Steps and Enhancements:

- _____ Maintain appropriate Internet connection as required for ILS.
- _____ Budget and pay for ILS consortium fees.
- _____ Staff training for ILS as provided by vendor/consortium.
- _____ Introduce patron enhancement option.

- _____ Utilize e-mail overdue notice option.
- _____ Explore options for inventory control.
- _____ Consult with consortia staff as needed.

Budget required: to be determined

Amount budgeted: \$500.00

2016 Goal Statement:

- _____ Explore ways to further utilize the ILS system.
- _____ Maintain library participation in the consortium ILS.

2016 Goal Steps and Enhancements:

- _____ Maintain appropriate Internet connection as required for ILS.
- _____ Budget and pay for ILS consortium fees.
- _____ Staff training for ILS as provided by vendor/consortium.
- _____ Consult with consortia staff as needed.

Budget required: to be determined

Amount budgeted: to be determined

2017 Goal Statement:

- _____ Explore ways to further utilize the ILS system.
- _____ Maintain library participation in the consortium ILS.

2017 Goal Steps and Enhancements:

- _____ Maintain appropriate Internet connection as required for ILS.
- _____ Budget and pay for ILS consortium fees.
- _____ Staff training for ILS as provided by vendor/consortium.
- _____ Consult with consortia staff as needed.

Budget required: to be determined

Amount budgeted: to be determined

Goal 4: Other Technologies

2015 Goal Statement:

- _____ Plan and implement a system to maintain and replace alternative technology equipment.
- _____ Use alternative forms of technology to educate, inform, and assist the community.
- _____ Provide educational instruction on various technologies.
- _____ Enhance existing technologies.
- _____ Consult with SEKLS Technology staff about other/new technology.

2015 Goal Steps and Enhancements:

- _____ Compile an inventory of alternative technology equipment.
- _____ Develop a replacement/upgrade cycle for alternative technology.
- _____ Continue use of Facebook.
- _____ Add and use another form of social media on a consistent basis.
- _____ Develop and maintain web site.
- _____ Acquire two e-readers for demonstrating/educating public in their use.
- _____ Provide one-on-one technology help when needed.
- _____ Offer at least two classes on some type of technology.
- _____ Repair non-working microphone.
- _____ Add microphone headset to audio system.
- _____ Purchase additional lamp for projection system.
- _____ Explore/purchase gaming system.

Budget required: to be determined

Amount budgeted: ?

2016 Goal Statement:

- _____ Review and continue the system to replace/upgrade alternative technology.
- _____ Use alternative forms of technology to educate, inform, and assist the community.
- _____ Provide educational instruction on various technologies.
- _____ Enhance existing technologies.
- _____ Consult with SEKLS Technology staff about other/new technology.

2016 Goal Steps and Enhancements:

- _____ Update inventory of alternative technology.
- _____ Identify alternative technology to be replaced next in the replacement/upgrade cycle.
- _____ Continue use of social media to promote library.
- _____ Provide one-one-one technology help when needed.
- _____ Offer at least two classes on some type of technology.
- _____ Investigate mobile app for web site.
- _____ Add additional games to collection.

Budget required: to be determined

Amount budgeted: to be determined

2017 Goal Statement:

- _____ Review and continue the system to replace/upgrade alternative technology.
- _____ Use alternative forms of technology to educate, inform, and assist the community.
- _____ Provide educational instruction on various technologies.
- _____ Enhance existing technologies.
- _____ Consult with SEKLS Technology staff about other/new technology.

2017 Goal Steps and Enhancements:

- _____ Update inventory of alternative technology.
- _____ Identify alternative technology to be replaced next in the replacement/upgrade cycle.
- _____ Continue use of social media to promote library.
- _____ Provide one-one-one technology help when needed.
- _____ Offer at least two classes on some type of technology.
- _____ Solicit quotes from vendor for new copy machine (with scan and fax capability.)
- _____ Purchase and install new copier.
- _____ Add additional games to collection.

Budget required: to be determined

Amount budgeted: to be required

Goal 5: Library Staff Continuing Education

2015 Goal Statement:

_____ Library staff training to enhance knowledge and skills of library technology.

2015 Goal Steps and Enhancements:

_____ All library staff will attend at least one technology training activity.

Budget required: to be determined

Amount budgeted: \$100.00

2016 Goal Statement:

_____ Library staff training to enhance knowledge and skills of library technology.

2016 Goal Steps and Enhancements:

_____ All library staff will attend at least two technology training activities.

Budget required: to be determined

Amount budgeted: to be determined

2017 Goal Statement:

_____ Library staff training to enhance knowledge and skills of library technology.

2017 Goal Steps and Enhancements:

_____ All library staff will attend at least two technology training activities.

Budget required: to be determined

Amount budgeted: to be determine

Goal 6: Miscellaneous

2015 Goal Statement

_____ Operate technology at maximum levels.

2015 Goal Steps and Enhancements:

_____ Develop schedule for regular software updates/backups.

_____ Develop schedule for regular visits from SEKLS Technology staff.

_____ Review technology plan with SEKLS Technology staff.

Budget required: to be determined

Amount budgeted: to be determined

2016 Goal Statement

_____ Operate technology at maximum levels.

2016 Goal Steps and Enhancements:

_____ Develop schedule for regular software updates/backups.

_____ Develop schedule for regular visits from SEKLS Technology staff.

_____ Review technology plan with SEKLS Technology staff.

Budget required: to be determined

Amount budgeted: to be determined

2017 Goal Statement

_____ Operate technology at maximum levels.

2017 Goal Steps and Enhancements:

_____ Develop schedule for regular software updates/backups.

_____ Develop schedule for regular visits from SEKLS Technology staff.

_____ Review technology plan with SEKLS Technology staff.

Budget required: to be determined

Amount budgeted: to be determined

TECHNOLOGY INVENTORY (1/1/2015)

Public Computer 1 – new 11/2013 (Dell Optiplex 3010)
Public Computer 2 – new 11/2013 (Dell Optiplex 3010)
Public Computer 3 – new 11/2013 (Dell Optiplex 3010)
Public Computer 4 – new 11/2013 (Dell Optiplex 3010)
Public Computer 5 – new 11/2013 (Dell Optiplex 3010)
Public Computer 6 – new 11/2013 (Dell Optiplex 3010)
Public Computer 7 – new 11/2013 (Dell Optiplex 3010)
Public Computer 8 – new 11/2013 (Dell Optiplex 3010)
Public Computer 9 – new 11/2013 (Dell Optiplex 3010)
Staff Computer 1 – new 11/2013 (Dell Optiplex 3010)
Staff Computer 2 – new 11/2013 (Dell Optiplex 3010)
Staff Computer 3 – new 11/2013 (Dell Optiplex 3010)
OPAC 1 – new 11/2013 (Dell Optiplex 3010)
OPAC 2 – new 11/2013 (Dell)
AWE Computer – new 9/2013
Staff Laptop – new 2/2011 (Dell Latitude E6410)
Public Printer – new 8/2013 (HP P3015)
Staff Printer 1 – new 3/2007 (HP 1022n)
Staff Printer 2 – new 2012 (HP Photosmart C7280)
Copier – new 3/2007 (Ricoh Aficio MP C2500)
Wireless Router (Connie's office) – new 2014 (Trendent TEW 812DRU)
Modem/Router (upstairs) – new 2013 (Zoom ADSLX7N)
Universal Power System (upstairs) – new 2013
Slip Printers (2) – new 10/2014 (Epson TM-02208)
Desk Scanners (3) – new 3/2007 – Metrologic Voyager M59540
Fax Machine – new 2008 (Panasonic KX FL541)
Typewriter – new ?? – from old library (Swintec 2600)
Projector – new 3/2007 – (NEC NP60)
Sound System – new 3/2007 – (Crown 180 MA)
Receivers (2) – new 3/2007 – (Audio Technica ATW R2110)
Microphones (2) – new 3/2007 (Audio Technica ATW T220)
DVD Player – new 3/2007 (Sony NS700 H)
Phone System (2 desk units, 1 cordless) – new 3/2007 (Toshiba DK73207-SD)
Answering Machine – new 3/2007 – Uniden EXA15680
Security DVR – new 3/2007 (Honeywell HRHD16C)
Security Monitor – new 2/09 (Phillips)
Security Cameras (16) – 1 new 3/12; 1 new 5/10; 4 new 10/08; others new 3/07
Leapsters (2) – new 3/2007

