

# **PUBLIC LIBRARY OF ENID & GARFIELD COUNTY TECHNOLOGY PLAN**

2009-2011

## **MISSION STATEMENT**

The Public Library of Enid and Garfield County provides access to materials and services in a variety of formats to meet the informational and recreational needs of the community. The Library values the dignity of individual beliefs and promotes the literacy and the empowerment of individuals through lifelong learning.

## **SUMMARY**

The 2009-2011 Public Library of Enid & Garfield County Technology Plan includes six priorities that work toward providing library patrons with up-to-date devices, content, software, and skills that will meet their information and recreational needs.

In early 2008, 10 staff computers were replaced with brand new ones, and a five year rotation has been established for maintaining up-to-date equipment. The network cabling within the building was also replaced during the renovations that occurred after the roof leak in October 2007. The goal for the future will be to improve the quality of equipment available for public use, replace aging network infrastructure as needed, and increase both staff and public awareness of the electronic resources available while increasing their skills and confidence in using technology.

In close partnership with the City of Enid Information Technology (IT) Department, the Library will strive to meet the following priorities:

### **Priority 1: Improve and maintain the library website.**

The library will improve services provided on the library website. The appearance and functionality of our website is a direct reflection of our level of professionalism.

### **Priority 2: Prepare for and implement a migration to new library automation software.**

The library software company that provides our existing automation system has an improved product which the library has selected, which will be a major change from our existing system and will require significant staff training.

### **Priority 3: Configure library software to use e-mail to send patrons overdue, holds, and interlibrary loan notices.**

Many library customers now have email and automatic electronic notification will enhance our patron contact methods, and save on staff time and postage costs.

**Priority 4: Review library policies and procedures in regards to computing and technology.**

Policies passed even just a few years ago may not be appropriate or patron friendly in regards to computing access and technology. Policies and procedures need to be reviewed and updated more often in order to make sure the library is providing the kind of access our patrons need.

**Priority 5: Finalize a technology replacement schedule.**

The library began a project with IT to set up a replacement schedule for both staff and public computers. This needs to be formalized and completed so budgeting levels can be set for future fiscal periods.

**Priority 6: Investigate building a digital collection of local history items.**

Digitizing the unique collections of the library could be a solution to preservation of these rare items and make these items more accessible to a greater number of people.

**Previous Technology Plans**

The 2006-2008 Library Technology Plan met the following goals:

1. Updated the library web site and added links to online databases.
2. Scheduled regular beginning computer classes for the public.
3. Replaced staff computers with new CPUs and monitors.
4. Enhanced public access to computers through workstation reservation software.
5. Offered wireless internet connections throughout the library.

**Technology Assessment**

The Public Library of Enid & Garfield County has 52 computers, 1 public flatbed scanner, 1 server, 2 public photocopiers, 1 staff multifunction printer/copier, and 7 printers (see Table 1). The City of Enid Information Technology (IT) Department is responsible for maintenance of all computers and the network. The library is responsible for all equipment purchases. The library provides Internet and wireless access to customers.

The library computers are utilized as follows:

- o 17 staff networked computers.
- o 3 Online Public Access Computers (OPAC) providing access to library information via the online catalog. OPAC information is also accessible remotely through the Library's website.
- o 23 public Internet stations connected to the City's network via T1, one with a flatbed scanner.
- o 3 non-networked computers for public Internet workstation reservations.
- o 4 non-networked computers for pre-school games.
- o 1 non-networked computer for microfilm scanning.
- o 1 server for ILS, computer reservation software, and the staff file server.
- o 1 laptop for staff.

## 2009-2011 Technology Plan Priorities

### **Priority 1: Improve and maintain the library website.**

As a gateway to providing for the informational needs of its users, the Library website is a vital resource and must be constantly maintained and improved. The website currently provides an online card catalog, online databases (paid for by the Library and by the Oklahoma Department of Libraries), and other general library information.

#### ***Action Steps***

The Public Library of Enid & Garfield County will:

- Analyze the website for improvements and communicate web site needs to the City of Enid Information Technology (IT) Department.
- Launch a new web site more integrated with the City of Enid web site.
- Update the website with new pages to improve the ease of navigation for users.
- Add features to the web site, including events calendar and online forms, as decided.
- Determine the content and cost of additional databases, adding access as decided.

#### ***Projected Costs***

Staff Training: In-house, no cost beyond staff time.

New design: Provided by IT with assistance from Library Staff.

New databases: \$500-\$2,000 per database.

### **Priority 2: Prepare for and implement a migration to new library automation software.**

Follett is our current library automation software vendor. The product we use is Circ/Cat, a very dated program which has not been updated by Follett and will eventually be phased out. Follett is primarily a school library based system, but they do offer some interesting features that work with public libraries in their new software product, called Destiny. Staff will need to be re-trained for the new software for daily procedures and workflow. New server software will have to be purchased to run the Destiny software and ensure back ups of the data.

#### ***Action Steps***

The Public Library of Enid & Garfield County will:

- Develop a timeline for the upgrade to Destiny.
- Purchase necessary hardware and software for the server.
- Work with the City if Enid IT Department for installation and configuration of the software.
- Provide staff training in-house for the Destiny software.

### ***Projected Costs***

Upgrade: \$2800.

Server Hardware: \$6000.

Server Software: \$3500.

Staff Training: In-house, cost for reproducibles and staff time for training.

### **Priority 3: Configure library software to use e-mail to send patrons overdue, holds, and interlibrary loan notices.**

Email notification for patrons should improve return rates for overdue items and free up staff time spent calling via telephone and mailing paper notices.

### ***Action Steps***

The Public Library of Enid & Garfield County will:

- Gather e-mail addresses from patrons at time of sign up and renewal.
- Generate new texts for notices generated by the ILS software.
- Manipulate the reports module of the new Destiny ILS to generate notice reports daily and automatically.
- Configure server to send and receive emails and work with City IT department to allow email through security systems.

### ***Projected Costs***

Staff Training: In-house, no cost other than staff time.

Software: Configuration done by staff, no other cost.

### **Priority 4: Review library policies and procedures in regards to computing and technology.**

The public's information and entertainment needs have gone from one-way communication from the library to interactive and collaborative use internet sites such as Wikipedia, LibraryThing, and MySpace. The library needs approved policies to deal with any situations that may arise with these new two-way communications, balancing patron safety, network security, and free access to information.

### ***Action Steps***

The Public Library of Enid & Garfield County will:

- Gather together all current internet and computing policies and forms.
- Review and revise policies, by both staff and Library Board.
- Approve revised policies by the Board and post for patron review.
- Change any firewall, filter, or other computer settings to reflect new policies.

### ***Projected Costs***

Policy Review: In-house, no cost beyond staff time.

Network Access Adjustments: City of Enid IT Department, no cost beyond staff time.

### **Priority 5: Finalize a technology replacement schedule.**

Technology for both staff and patrons has lagged behind when compared to other libraries of our size. An organized and realistic replacement plan needs to be created in order to budget correctly and also get the most useful life out of the equipment that is purchased. Coordination with the city of Enid IT Department is also necessary to ensure that staff time is available for installation and upgrade of library computers.

#### ***Action Steps***

The Public Library of Enid & Garfield County will:

- Review current age and specifications of library computers.
- Project anticipated computing needs for the library for the next five years.
- Create replacement schedule plan, with cost estimates and timelines.
- Meet with IT Department staff to review plan.
- Have plan approved by Library Board.

#### ***Projected Costs***

Technology Review: In-house, no cost beyond staff time.

Plan Development: In-house, no cost beyond staff time.

### **Priority 6: Investigate building a digital collection of local history items.**

The library has many unique items that will need preserving for the future. One strategy of preservation is to digitize these items. This would allow both preservation and greater access by the public.

#### ***Action Steps***

The Enid Public Library will:

- Review collection holdings for items which could be digitized.
- Investigate digital imaging management software.
- Investigate digitizing on our own with flatbed and photocopy scanners.
- Investigate where to host a digital collection.
- Decide on digitization projects.
- Develop a digitization plan.

#### ***Projected Costs***

Review of Collection: Staff time.

Scanning & Computer Equipment: \$5000.

Scanning Items: \$1,000-2,000.

Cataloging & Maintaining Collection: \$2,000-20,000.

## Evaluation

The Public Library of Enid & Garfield County 2009-2011 Technology Plan will be reviewed annually based upon the following criteria:

- The degree to which the priority has been met.
- Input from customer, staff, and Library Board.
- Statistics gathered from Internet, web page, and computer use.
- Statistics gathered from customer and staff training sessions.
- New technological developments or advancements.

**Table 1: Computer Inventory**

<b>Public Library of Enid &amp; Garfield County Computer Inventory</b>						
<b>ASSIGNMENT</b>	<b>MODEL</b>	<b>SVC TAG</b>	<b>Name</b>	<b>ACQUIRED</b>	<b>RAM</b>	<b>PROCESSOR</b>
<b>OPAC</b>	Dell GX-240	HL87H11	Opac1	2002	256MB	P4/1.5Ghz
<b>OPAC</b>	Dell GX-240	86WTZ01	Opac2	2001	256MB	P4/1.5Ghz
<b>OPAC</b>	Dell GX-240	9TZXT11	Opac3	2002	256MB	P4/1.5Ghz
<b>PC RES</b>	Dell GX-400	7B5DZ01	Floor2 Inet	2001	256MB	P4/1.5Ghz
<b>PC RES</b>	Dell GX-400	2B5DZ01	Floor1 Inet	2001	256MB	P4/1.5Ghz
<b>PC RES</b>	Dell GX-400	BB5DZ01	YARes	2001	256MB	P4/1.5Ghz
<b>Microform</b>	Dell GX-260	83JJ521	MFScanner	2002	1GB	P4/2.26
<b>Kid's Learning</b>	Dell GX-270	BDKMM41	KMM1	2001	1GB	P4-1.5
<b>Kid's Learning</b>	Dell GX-270	3DKMM41	KMM2	2001	1GB	P4-1.5
<b>Kid's Learning</b>	Dell GX-270	8DKMM41	KMM3	2001	1GB	P4-1.5
<b>Kid's Learning</b>	Dell GX-270	JCKMM41	KMM4	2001	1GB	P4-1.5
<b>PUBLIC</b>	Dell GX-260	C1C0TB1	INET1	2006	2GB	P4-3.2
<b>PUBLIC</b>	Dell GX-260	91C0TB1	INET2	2006	2GB	P4-3.2
<b>PUBLIC</b>	Dell GX-260	B1C0TB1	INET3	2006	2GB	P4-3.2
<b>PUBLIC</b>	Dell GX-260	71C0TB1	INET4	2006	2GB	P4-3.2
<b>PUBLIC</b>	Dell GX-260	8GL5Y81	INET5	2005	1GB	P4/3.0
<b>PUBLIC</b>	Dell GX-260	DGL5Y81	INET6	2005	1GB	P4/3.0
<b>PUBLIC</b>	Dell GX-260	CCL5Y81	INET7	2005	1GB	P4/3.0
<b>PUBLIC</b>	Dell GX-260	HGL5Y81	INET8	2005	1GB	P4/3.0
<b>PUBLIC</b>	Dell GX-260	CGL5Y81	INETA	2005	1GB	P4/3.0
<b>PUBLIC</b>	Dell GX-260	GGL5Y81	INETB	2005	1GB	P4/3.0
<b>PUBLIC</b>	Dell GX-260	C4JJ521	INETD	2002	1GB	P4/2.26
<b>PUBLIC</b>	Dell GX-260	35JJ521	INETE	2002	1GB	P4/2.26
<b>PUBLIC</b>	Dell GX-260	G4JJ521	INETF	2002	1GB	P4/2.26
<b>PUBLIC</b>	Dell GX-260	H5JJ521	INETG	2002	1GB	P4/2.26
<b>PUBLIC</b>	Dell GX-260	C5JJ521	INETH	2002	1GB	P4/2.26
<b>PUBLIC</b>	Dell GX-260	14JJ521	INETI	2002	1GB	P4/2.26
<b>PUBLIC</b>	Dell GX-260	G3JJ521	INETJ	2002	1GB	P4/2.26
<b>PUBLIC</b>	Dell GX-270	CCKMM41	Kidnet	2001	1GB	P4-1.5
<b>PUBLIC</b>	Dell GX-270	6DKMM41	Scanner	2001	1GB	P4-1.5

<b>PUBLIC</b>	Dell GX-260	CVKMYB1	TEEN1	2006	1.5GB	P4-3.0
<b>PUBLIC</b>	Dell GX-260	HPMNYB1	TEEN2	2006	1.5GB	P4-3.0
<b>PUBLIC</b>	Dell GX-260	JTKMYB1	TEEN3	2006	1.5GB	P4-3.0
<b>PUBLIC</b>	Dell GX-260	HSKMYB1	TEEN4	2006	1.5GB	P4-3.0
<b>STAFF</b>	Dell GX-260	JJZKN81	Tech Staff	2005	1GB	P4/3.0
<b>STAFF</b>	Dell GX-260	7SKMYB1	Office Staff	2006	2GB	P4-3.0
<b>STAFF</b>	Dell D520	4RNYTF1	Director	2008	1GB	1.66CORE2DUO
<b>STAFF</b>	Dell D520	5RNYTF1	Librarian	2008	1GB	1.66CORE2DUO
<b>STAFF</b>	Lenovo Laptop	Unassigned	Laptop	2006	1.5GB	Unknown
<b>STAFF</b>	Dell Optiplex755	3GJRQF1	Kidlib	2008	1GB	1.8 DCore
<b>STAFF</b>	Dell Optiplex755	4GJRQF1	AdminAsst	2008	1GB	1.8 DCore
<b>STAFF</b>	Dell Optiplex755	5GJRQF1	Circhead	2008	1GB	1.8 DCore
<b>STAFF</b>	Dell Optiplex755	6GJRQF1	Matproc	2008	1GB	1.8 DCore
<b>STAFF</b>	Dell Optiplex755	7GJRQF1	Circ1	2008	1GB	1.8 DCore
<b>STAFF</b>	Dell Optiplex755	8GJRQF1	Acquis	2008	1GB	1.8 DCore
<b>STAFF</b>	Dell Optiplex755	9GJRQF1	Ref	2008	1GB	1.8 DCore
<b>STAFF</b>	Dell Optiplex755	BGJRQF1	Techhead	2008	1GB	1.8 DCore
<b>STAFF</b>	Dell Optiplex755	CGJRQF1	ILL	2008	1GB	1.8 DCore
<b>STAFF</b>	Dell Optiplex755	DGJRQF1	Circ2	2008	1GB	1.8 DCore
<b>STAFF</b>	Dell GX-280	H2M8G61	Teenlib	2005	1GB	P4/2.8
<b>STAFF</b>	Dell GX-270	GDKMM41	Kidlibxtra	2004	512 MB	P4/2.8
<b>STAFF</b>	Dell GX-270	JDKMM41	Maint	2004	1GB	P4/2.8
<b>SERVER</b>	Dell PE 2800	Unknown	Server	2006	2GB	DUAL P4-2.8
<b>COPIER</b>	SHARP	ARM350	Office	2002	n/a	n/a
<b>COPIER</b>	2 public photocopiers provided by contract from OOSI, with income sharing agreement					
<b>PRINTER</b>	HP4000	USEF062592	Office	1997	n/a	n/a
<b>PRINTER</b>	HP4000	USEF008474	ILL	1997	n/a	n/a
<b>PRINTER</b>	HP4550	JPPCK02617	Office	2001	n/a	n/a
<b>PRINTER</b>	HP3600	CNWBD42699	CircDesk	2008	n/a	n/a
<b>PRINTER</b>	HP1012	CNFB841897	Tech Svcs	2004	n/a	n/a
<b>PRINTER</b>	HP1020	CNBK718825	Tech Svcs	2005	n/a	n/a
<b>PRINTER</b>	HP1100	USGN036737	Tech Svcs	1999	n/a	n/a

*Public Library of Enid & Garfield County  
Technology Plan*

Adopted November 8, 2001  
Revised August, 2001  
Revised June 2004  
Revised May 2006  
Revised December 2008

Approved by the Library Board of Trustees, December 11, 2008.