



Edith B. Siegrist Vermillion Public Library  
18 Church Street, Vermillion, SD, 57069 ▪ (605) 677-7060 ▪ [www.vermillionpubliclibrary.org](http://www.vermillionpubliclibrary.org)

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## **TECHNOLOGY PLAN**

### **LIBRARY MISSION**

The Edith B. Siegrist Vermillion Public Library serves as a welcoming community center whose staff, resources, programs, and services enrich lives and provide for the educational and informational needs of our diverse community.

VISION: Expanding Minds. Empowering People. Enriching Community.

VALUES: The Edith B. Siegrist Vermillion Public Library provides service to all community members regardless of age, ancestry, color, economic level, education, gender identity and expression, human condition, national origin, occupation, philosophy, political affiliation, race, religion, sex, and sexual orientation, or any other protected classes in state or federal law.

- Enhance quality of life.
- Inspire, inform, and entertain.
- Help the community live, learn, and grow.

### **TECHNOLOGY VISION STATEMENT**

The Edith B. Siegrist Vermillion Public Library (VPL) will be a technological resource for all residents of Clay County, South Dakota. The Library helps provide community residents with equitable access to technological resources. The Library provides opportunities to bridge the digital divide by making digital resources and technologies accessible to all community members. The VPL will strive to be a technological leader in the community by providing space to utilize technology and receive technology training and assistance. The Library will provide access to electronic resources and training on accessing and using electronic resources.

### **SUMMARY OF CURRENT TECHNOLOGY**

The Edith B. Siegrist Vermillion Public Library uses the Atrium Integrated Library System through Book Systems, Inc. Included with Atrium is the library's online public access catalog (OPAC) which can be accessed from the Library's website, or from two dedicated OPAC PCs available in the library. VPL participates in South Dakota Share-It which provides access to interlibrary loan services. The South Dakota State Library provides access to approximately 50 subscription electronic resources using GeoIP authentication to identify users by IP address and geographic location. In addition, VPL provides access to a variety of electronic resources of its own. VPL offers access to twenty public computers with internet access, free WIFI access, and circulates ten mobile hotspots. WIFI access is available twenty-four hours a day seven days a week outside the library via access points located on the southern and eastern edges of the building.

## **CURRENT TECHNOLOGY ASSESSMENT**

The library currently has for public use:

- Two dedicated online catalog computers.
- Twenty PCs providing public internet access.
- One networked multifunction printer that provides copying, printing, and scanning.
- One Windows laptop and one iPad for in-house use for presentations and projects.
- Two Windows laptops, two Chromebooks, two iPads, two Android tablets for in-house patron checkout.
- One MacBook Pro laptop.
- Ten Android Tablets for library programming.
- A Kindle Fire and Kindle eReader.
- Free building-wide WIFI via five wireless access points.
- Two non-networked computers with dedicated children's educational games.
- Two Tattle-Tape security gates with built-in patron counters.
- Two console connection stations for in-library use.
- Equipment for meeting room use:
  - Large wall-mounted UHD TV in the Kozak Room with connected DVD player and basic cable. Additional HDMI cord, adapters, and Apple TV available to connect additional devices.
  - Ceiling mount projector and motorized projector screen in the Kozak Room.
  - Ceiling mounted projector, pull-down screen, and sound system in the small conference room.
  - Portable AV cart with DVD player, large flat-screen TV, and Wii gaming console.
  - Portable Projector.
- Electronic magnifier for in-house use.
- Headphones that can be checked out for in-house use.
- Three KwickBoost Charging Stations.
- Ten wireless mobile hotspots available for patron check out.
- One microfilm machine with scanning/printing capability.
- One patron self-checkout computer.
- One patron PC reservation computer.
- One portable PA system with regular and lapel microphone.
- Vermillion Public Library website including online meeting room reservation request and tech assistance request.
- One patron phone with local calling capacity.
- One PC dedicated to test/exam proctoring.

Electronic Resources:

- Participation in the South Dakota Titles to Go Overdrive program offering downloadable eBooks and eAudiobooks.
- Participation in South Dakota Share-It for interlibrary loan services and authenticated access to South Dakota State Library electronic resources.
- Subscription to the Recorded Books Service RBDigital that provides eBooks, eAudiobooks, and eMagazines. Access is provided by a combination of membership in the South Dakota Digital Group and in-house subscriptions (This service was recently purchased by the company that owns Overdrive and content is slowly being migrated over into one platform).
- IndieFlix Streaming Video.
- Universal Class continuing education courses.
- Freegal downloadable and streaming music.
- CreativeBug online arts and craft classes and videos.
- Salem Press eBooks platform.
- Access to electronic resources provided by the South Dakota State Library to South Dakota citizens through a combination of funding from the South Dakota State Library and the Institute of Museum and Library Services.

#### Staff use:

- Network printer at the circulation desk with fax and scanning capability.
- Four receipt printers.
- Nine barcode scanners.
- Four staff printers.
- Eleven networked staff PCs.
- One Windows Server networked for file sharing.
- Network Rack with Cradle Point Router, Cable Modem, and three network switches.
- Cable modem connection to the internet.
- Centrex telephone system providing eleven telephones with voicemail and one cordless phone.

#### Subscription Services:

- Envisionware computer access, reservation, and print management software.
- Envisionware Mobile Printing service for remote and mobile printing.
- Faronics Deep Freeze and Faronics Anti-Virus Enterprise.
- Microfilm maintenance agreement.
- Two public performance site licenses; Movie Picturing Licensing Corporation and Movie Licensing USA.
- Multifunction printer maintenance agreement.
- Website hosting via Libchalk.

- Namecheap library website domain registration.
- Cradle Point 1 year Cloud Management License.
- Cloud Switch Portal License with Firmware and Updates.
- Wireless cloud management license.
- Wireless access point service and warranty.
- Content filtering subscription for library router (pending approval).
- Microsoft 365 Education for staff software and email addresses.
- Teamup calendar subscription for room reservation management and staff schedule.
- Zoom Pro annual subscription for online meetings and programs.

**Identified Technologies for the Library to Explore/Monitor for Possible Future use:**

- Augmented and Virtual Reality Technology.
- RFID Security and checkout technology.
- 3D Printing Technology.
- Digital Microfilm Reader/Printer.
- Enhanced Meeting Room technology.
- Screen Readers and other accessibility technology.
- Digitization and OCR of local newspapers to enhance accessibility and ease of searching.

**GOALS**

To move our vision of being a technological resource for the community, the following goals have been established:

**Goal #1: People will think of the Library as a technology resource in the community.**

- 1) Provide continued support of technology facilities and equipment:
  - a) Provide current hardware and software to library users.
  - b) Provide laptops and tablets for in-house use to ease computer lab congestion and to provide access for those patrons wanting more privacy.
  - c) Provide wireless technology that allows patrons to use their own electronic devices to access the internet.

**Goal #2: Provide an easily accessible and user-friendly integrated library system**

- 1) The Library will provide access to resources via an integrated library system
  - a) Provide a dependable and user-friendly integrated library system.
  - b) Upgrade to the newest version of Atrium and review enhancements and new features for possible implementation.
  - c) Maintain clear, concise, and accurate catalog records for easy and effective searching.

**Goal #3: Provide a library technology infrastructure that offers patrons the information and tools they need.**

- 1) The Library will provide high-quality technology services tailored to the needs of the community.
  - a) Provide regular and ongoing maintenance of technology resources.
  - b) Maintain reliable high-speed internet and wireless internet connections.
  - c) Provide fast, reliable, and user-friendly computers for the public and staff.
  - d) Provide access to current commonly used applications and browsers.
  - e) Provide other supporting technology as needed such as fax machines, microfilm readers, printers, copiers, scanners.
  - f) Provide proctoring for distance learners.

**Goal #4: Provide technology-related training and assistance to the community.**

- a) Keep staff up to date with current technology through training.
- b) Provide technology training and assistance for the public either by utilizing staff time and abilities or providing access to resources that can provide training opportunities.
- c) Foster a positive learning environment for ongoing technological changes, updates, and new resources and equipment.
- d) Maintain an up to date collection of resources, either physical or digital, providing information on current trends in technology and resources for common programs and equipment.

**Goal #5: Provide access to resources that can be used outside the physical library.**

- 1) The library will provide access to electronic resources.
  - a) Provide access to commonly used and in-demand electronic resources such as eBooks, eAudiobooks, and music.
  - b) Maintain and update the Library website.

**Goal #6: Stay abreast of current trends and adapt library services to meet the needs of the community.**

- 1) Review and investigate technology to improve library services.
- 2) Explore emerging technologies and services, and their relevance to the library. Review professional publications, attend conferences, and monitor online resources for news and developments.
- 3) Review current and new electronic resources to ensure what we are offering is meeting patrons' needs and is cost-effective, current, and user friendly.

**TECHNOLOGY BUDGET**

To ensure access to current and reliable technology, ongoing and equipment replacement funds will be budgeted for annually including:

- Regular replacement of computers on a rotating schedule
  - Four public and two staff computers will be replaced each year.

- Replacement of other worn, aging, and outdated technology and components.
- Replacement of worn and damaged peripherals.
- Subscription and annual fees for licenses, maintenance agreements, and other technology-related services.
- Subscription fees for electronic resources.

In addition, we will look for opportunities for additional funding from grants, gifts, donations, and endowments.

## **EVALUATION**

We will evaluate this plan by reviewing and revising it annually with the Library Board of Trustees and library staff. Patron satisfaction with technology will be assessed through surveys, usage statistics, and patron comments and suggestions.

Approved by the Edith B. Siegrist Vermillion Public Library Board of Trustees September 18<sup>th</sup>, 2020.