

**East Smithfield Public Library**

**Technology Plan - 2015-2020**

## Vision Statement

The East Smithfield Public Library will provide community-oriented library resources and services that meet the needs of local and remote users in a cost-effective and timely manner. In order to accomplish this mission, the library supplements its local collection with up-to-date, on-line, statewide and national databases (Ocean State Libraries - OSL, On-line Computer Library Catalog - OCLC, and Elton B. Stephens Company – EBSCO) and international and global databases via the Internet. The East Smithfield Public Library’s access to the global information highway, cooperative efforts, shared resources, and interlibrary loan, ensures that our patrons will be able to participate in the information and technological world of the 21st century.

## Technology Assessment

**Hardware:**

26 PCs for public use – Internet, word processing…etc.

1 Dell Optiplex GX-240, Pentium 4 microprocessor, Dell flat-panel monitor (J-RM-Left-Games)

1 Dell Optiplex GX-280, Pentium 4 microprocessor, Dell flat-panel monitor (J-RM-Right-Games)

3 Dell Optiplex GX-745s, Core 2 Duo microprocessors, Dell flat-panel monitors (J-RM – OPAC; Conference Room Storage – Training; Envisionware)

2 Dell Optiplex GX-755s, Core 2 Duo microprocessors, Dell flat-panel monitors (OPAC – Down; Conference Room Storage - Training)

9 Dell Optiplex GX-780s, Core 2 Quad microprocessors, Dell flat-panel monitors (2 Conference Storage Room – Training; J-RM; 6 2nd floor – Storage Room)

1 Dell Latitude D510, Centrino microprocessor (Conference Rm Storage – Training)

1 Dell Latitude D620, Core 2 Duo microprocessor (Conference Rm Storage – Training)

 2 Dell Vostro 3500s, Core i5 microprocessors (113; 114)

6 WYSE Terminals, Energy Star Virtual microprocessor (2nd floor – Main Hall - 101, 102, 104, 105, 106, 109)

6 Dell Optiplex 3040s, Core i5 microprosessor (2nd floor – Main Hall – 103, 107, 108, 110, 111, 112))

Other hardware for public use:

HP DeskJet 6122 Printer (J-RM)

HP ScanJet G3110 Scanner (2nd floor – Main Hall - ESM-103)

Envisionware CBA (2nd floor – Main Hall)

17 PCs for staff use

1 Apple IIe computer, Imagewriter printer, RGB 14” color monitor (Director’s Outer Office)

1 Apple PMAC 6500/225 computer, Epson Stylus Color 800 printer, RGB monitor (Assistant Director’s Office)

2 Dell OptiPlex GX-745s, Core 2 Duo microprocessors, HP DeskJet 920c printer, HP Color LaserJet 3600n printer, Dell 19” flat-panel monitor, HP ScanJet G3110 scanner, HP PhotoSmart 7350 printer (Assistant Director’s Office; Tech Services - Envisionware)

2 Dell Optiplex GX-755s, Core 2 Duo microprocessors, Dell 3130cn printer, Dell flat-panel monitor; (Tech Services; Director’s Outer Office)

1 Dell Optiplex GX-780, Core 2 Quad microprocessor, Dell flat-panel monitor (Assistant Director’s Office)

3 Dell Optiplex GX-790s, Core i5 microprocessors, Dell flat-panel monitors (Circ Down – Left; Circ Down – Right; Circ – Up)

3 Dell Optiplex 7010s, Core i5 microprocessors, Dell flat-panel monitors (Director’s Inner Office; Assistant Director’s Office, Manager’s Office)

1 Dell Latitude D510, Centrino microprocessor (1st floor – Periodical Room)

1 Dell Latitude E6410, I5 Core microprocessor (Assistant Director’s Office)

2 Dell Latitude 3540s, Core i3 microprocessors (Assistant Director’s Office)

12 PCs for Back-Up

 HP 722c printer (Storage Room)

HP 6122 printer (Storage Room)

 1 Dell OptiPlex GX-270, Pentium 4 microprocessor (2nd floor – Storage Room)

1 Dell OptiPlex GX-280, Pentium 4 microprocessor (2nd floor – Storage Room)

5 Dell Optiplex GX-520s, Pentium 4 microprocessors (4 - 2nd floor Storage Room; Assistant Director’s Office)

4 Dell OptiPlex GX-745s, Core 2 Duo microprocessors (3 - 2nd floor Storage Room; Laminating Room)

1 Dell OptiPlex GX-755, Core 2 Duo microprocessor (Storage Room)

Miscellaneous Hardware:

1 Azuradisc, Model 747 – CD/DVD disc care and repair (Assistant Director’s Office)

2 Micron 780 Microfiche Readers (Genealogy Room/Storage Room)

 Brother IntelliFAX 2840 (1st floor)

1 Canon NP 4050 copier (2nd floor - Video Storage)

1 Canon NP 6230 copier (Director’s Inner Office)

HP Deskjet 812c printer (Storage Room)

HP Deskjet 920c printer (Assistant Director’s Office)

1 HP PhotoSmart 7320 printer (Assistant Director’s Office)

1 HP psc 2175xi all-in-one printer (Storage Room)

2 HP ScanJet G3110s (Assistant Director’s Office, 2nd floor – Main Hall)

1 Kindle Fire HDX, Quad Core microprocessor (Manager’s Office)

1 Konica Minolta Bizhub C252 copier (2nd floor – Main Hall)

1 Konica Minolta Bizhub C454 copier (1st floor – Main Hall)

1 Eiki 16 mm projector (2nd floor – Genealogy Room)

HP Color Laser Jet 3800 dtn printer (2nd floor – Main Hall)

4 Epson Receipt Printers (1st floor circ-left and circ right; circ – up; Assistant Director’s Office)

1 Seal Commercial 210M Dry mounting/laminating press (1st floor – Laminating Room)

**Software:**

Printer/Copier/Scanner software for HP DeskJet 722C, Epson Stylus Color 800, Konica Minolta bizhub C252, hp scanjet G3110 series, HP Color LaserJet 3800, HP Color LaserJet 3600, hp photosmart 7350, hp deskjet 920C series, HP DeskJet 810C Series, hp deskjet 6120 series, HP Deskjet 6800 series

Operating systems - Windows 2000 Professional; Windows XP, Vista, Windows 7, Windows 8, and Mac OS 7.6.1

Security software – Faronics DeepFreeze Enterprise, and Symantec AntiVirus Corporate Edition

Applications – Microsoft Office, Adobe Acrobat Reader, Photoshop Elements 5.0, Olympus Camedia Master 4.2

Bootable Ghost Images and Back-Ups for Dell Optiplex GX270s, 280s, 520s, 745s, 755s, 780s, Latitude D510, 620, and E6410

 Browsers - Internet Explorer, Firefox

 Connectivity – T1 to Internet

**Telecommunications:**

Cisco Aironet 1200 Series Wireless Access Point

Cisco Catalyst 2950 Series Switch

Cisco Catalyst 2960-S Switch

Cisco DPC3010 Modem

Cisco 2900 Series Router

Dedicated T1 line to Ocean State Libraries (OSL)

Dell PowerEdge 2900 Server

Dell Windows Server

 Direct ISP connection

 EverFocus EDSR 1600 Security System

**Internet Services:**

Patrons have full access to the Internet. The library has organized a collection of significant links/reference that include: (see Library HomePage: http://www.eastsmithfieldpubliclibrary.org/)

Art

AskRI – Rhode Island’s Statewide Reference Resource Center, Homework Help, EBSCO databases, Career Center

The Big Eye (Comprehensive site containing something for everyone)

Biography

Business

Census Data

Education

E-Zone – eBooks, Audiobooks, Video

Free Online Children’s Stories

Government – Federal, State, and Local

Health/Medicine

History

Information on kids (County, City, Community) including R.I. Kids Count information

Internet Public Library

Job Search

Library of Congress

Occupational Outlook Handbook

Ocean State Online (OSO) – All about Rhode Island

R.I. Department of Labor/Training (Job/wage information plus much more)

Science

Smithfield

Travel

Weather

## Staff Skill Levels:

The staff skill levels range from adequate to rudimentary.

### Professional Development Needs:

The library staff is composed of 3 full-time and 12 part-time individuals. The staff does a fantastic job providing comprehensive library services to our patrons, but due to a lack of professional development opportunities, keeping up with rapidly-changing technologies is a problem. The East Smithfield Public Library and the state (via Library of Rhode Island - LORI, Office of Library and Information Services – OLIS, and Ocean State Libraries - OSL) should develop a professional development program that will give every librarian the opportunity to participate in the newer technologies.

### Goals, Objectives, Activities

**Goal 1:** The East Smithfield Public Library will provide expanded opportunities for our patrons to interact with newer technologies.

Objective: The library will purchase and provide training in newer technologies.

Activities: By 2015, the library will purchase “at least” one newer technology…e.g. Kindle Fire HDX.

 By 2016, the library will provide staff/patrons with training opportunities to learn about newer technologies.

 By 2017, the library will evaluate its training program on newer technologies and propose changes to enhance the program.

**Goal 2:** The East Smithfield Public Library will encourage staff members to pursue professional development opportunities.

Objective: The library will provide a budget which provides additional assistance for professional development activities.

Activities: By 2018 East Smithfield Public Library’s budget will reflect its commitment to professional development by reimbursing staff members for participating in professional development activities “directly related” to their job description.

 By 2020, at least 4 staff members will have earned a MLIS degree (Masters in Library and Information Studies).

 By 2020, the library will evaluate staff attendance/participation in professional development activities.

**Goal 3:** The East Smithfield Public Library will periodically assess its technological needs.

Objective: The library will evaluate its present technologies, add new technologies and transfer or discard older technologies, and if necessary, modify its vision statement.

Activities: Evaluate the effectiveness of older computers used by the public. (annually)

Evaluate eReaders as to their effectiveness in enhancing the.library’s mission. (2020)

The library will examine 1 new technology/year and determine if it is suitable for future implementation. (annually)

Assess the effectiveness of staff computers for functionality, utilization, and age. If necessary, computers may be transferred to public areas. (annually)

**Goal 4:** The East Smithfield Public Library will increase its visibility on the Internet.

Objective: The library will continue to update its homepage.

Activities: The library will add patron-suggested, animated elements to its homepage that will increase interest and reflect the needs of its patrons. (annually)

 The library will continue updating its reference section and significant links to provide patrons easy access to websites that they need and desire. (ongoing)

### Evaluation

The success of the plan will be judged on the ability of the library to meet the objectives and time lines set forth. The plan will be reassessed each year to evaluate progress and modify objectives, if necessary.

Adopted by the Board of Trustees:

President, Board of Trustees

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