

Agenda
Siouxland Libraries Board of Trustees
Downtown Library, 200 N Dakota Ave, Sioux Falls
Wednesday, November 9, 2022 – 4:30 p.m.

- Roll call and declaration of quorum
(Members Present, Members Absent, Guests Present)
- 2. Adoption/amendment of agenda
 - Approval of minutes of September 14, 2022 regular meeting
 - Review of financial and statistical reports
 - Library Director and Staff reports
 - a) Director Report – Jodi Fick
 - b) Technology Plan – Alysia Boysen
 - c) Overdue Fee Proposal – Monique Christensen
 - Public Input
- 7. Unfinished business
 - New business
 - Approve closing library on December 24, 2022, instead of being open until noon. (Library is currently closed December 23, 25, and 26.)
 - b) Set Library Board Meeting Locations for 2023
 - c) Approve Siouxland Libraries Technology Plan 2023-2025
 - d) Approve Overdue Fee Proposal
- 9. Other
 - Next meeting: January 11, 2023 at 4:30 p.m. at the Prairie West Branch Library, Sioux Falls, SD.
- 11. Adjournment



200 NORTH DAKOTA AVENUE • P.O. BOX 7403 • SIOUX FALLS, SD 57117-7403

MINUTES OF BOARD OF TRUSTEES MEETING

Siouxland Libraries

Brandon Community Library

Wednesday, September 14, 2022 – 4:30 p.m.

1. Roll Call and declaration of quorum. The meeting was called to order at 4:30 PM by Hogstad. Members present: Adam Emerson, Lorie Hogstad, Anne Land, Justine Murtha, Joel Rosenthal, and Library Director Jodi Fick. Members absent: County Commissioner Dean Karsky
Staff present: Alysia Boysen, Monique Christensen, Sharon Hall. Guest present: Garth Peterson
2. Adoption of the agenda. Motion by Emerson and second by Rosenthal to adopt the agenda. Motion carried.
3. Motion by Emerson and second by Murtha to correct Adam's name in the minutes roll call from Erickson to Emerson. Motion carried. Motion by Emerson and seconded by Murtha to approve the amended minutes of the July 13, 2022 meeting. Motion carried.
4. Review of financial and statistical reports. Operating is 62% expended. We expect to be at this point in the year. Operations has some funds not spent due to the number of open positions. Funds were used to hire temporary staff including former staff Jane Taylor for Oak View, Bethany Noordmans for Downtown and a summer intern. Facilities budget does include Ronning remodel. Capital budget is items over \$7500, building projects and library collections. In collections 50% is spent and more is on order. Courier funds are leftover from the last purchase. Technology includes the AMH and self-check project and replacement AV equipment. Statistics shows summer was good. We are coming back from COVID. By next year should be back. Library card holders number is a count of people who used their library cards in last 3 years. Our marketing is focusing on getting people back in habit of coming to the library. Our total physical item checkout is pretty even with last year; this is similar across the nation. Digital checkouts are up 19.3 % over last year. We doubled the usage of meeting and study rooms. Computers and Wi-Fi use is up. Programs are increasing with Birth-5 program attendance up 305%.
5. Library Director and staff reports.
 - a. Director's and staff report: Staffing update - all management positions are filled. Emily Harris promoted to Digital Services, Amy Larson promoted to Adult librarian, Nicole Norton K-5 librarian. Currently hiring for six open Library Associates positions; offers out to three candidates. We will continue to advertise for the other three openings. 2023 Budget passed by the City Council and County Commission at their joint meeting on August 23. Budget includes an additional FTE and we anticipate hiring for this position later this year with a focus on increasing early literacy offerings. AMH and Self-checks project update: we split the project into two parts due to a vendor issue. Both projects have been approved by city council; Monique is working on all the migration datasheets. Self-checks are expected to arrive in November and the AMH units will be in 2023. We're working on getting some updated quotes for meeting room AV equipment at several locations and hope to have that project underway soon. Culture - how we treat each other what we value is important to us. One of our part-time staff was impressed enough to apply for our current open positions because we live our culture. A small group of managers will attend CultureCon and continue growing our culture which also has a significant impact to our customers. At the next board meeting we will be bringing a proposal to eliminate the last of our late fees. We removed late fees from children's materials a number of years ago and the board recently extended that to teen. Fine revenue is trending down. Other libraries who have done this have seen an increase in circulation. We may adjust our notice timeline and suggest a plan for late fee forgiveness.
 - b. Collection update: we received a formal statement of concern for the book Hips on the Drag Queen go Swish, Swish, Swish. The customer has received a response and they can appeal to the library board. Another customer was concerned about the book, Being You, a board book

on gender identity. Staff reviewed and determined that the book is intended to be a tool for parents and we moved the book to the Parenting collection.

- c. September Marketing campaign for Library card sign-up month – Emily Harris worked with Communications on a plan similar to last year which featured local celebrities. This year we're featuring everyday users, how they use the library, stories about how that impacts them. Communication staff interviewed eleven users and gathered their story. We're publishing those in our newsletters in September, sharing on social media with the hopes we get friends of the everyday users sharing and commenting. This year we purchased two bill boards showing five different stories. (First 15 days of the month - 10th & Cliff and I229 & Minnesota. Second 15 days - 57th & Marian and Minnesota & Russell.) Determining effectiveness is difficult but staff are tracking any comments from customers. We also are able to see if the number of active users increases, plus the counts for new library cards.
6. Public Input. Library user Garth Petersen handed out an example of a site Janesrevenge.noblogs.org that is being blocked on the public computers at the library. Blocked message they receive says that the site has freeware and shareware. Fick shared that we will investigate and keep Mr. Petersen informed on the status.
7. Unfinished Business. (There was no unfinished business.)
8. New Business. Motion by Rosenthal and second by Land to adopt the 2023 Library Holidays and Closures dates. Motion carried.
9. Other.
10. The next regular meeting will be on Wednesday, November 9 at 4:30 PM at the Downtown Library.
11. Adjournment. The meeting was adjourned at 5:26 P.M.

Monique Christensen, Library Staff

Date Approved

Jodi Fick, Board Secretary

CITY OF SIOUX FALLS



YEAR-TO-DATE BUDGET REPORT

FOR 2022 10

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
048 Facilities	1,886,155	0	1,886,155	1,624,753.67	528.40	260,873.14	86.2%
076 Collections	232,500	0	232,500	176,628.61	.00	55,871.39	76.0%
077 Operations	6,493,162	135,000	6,628,162	4,892,626.08	43,640.27	1,691,895.17	74.5%
078 Technology	623,472	0	623,472	539,481.35	21,797.00	62,193.57	90.0%
079 Program Support	50,510	0	50,510	37,976.36	550.00	11,983.64	76.3%
TOTAL General Fund	9,285,799	135,000	9,420,799	7,271,466.07	66,515.67	2,082,816.91	77.9%

CITY OF SIOUX FALLS

YEAR-TO-DATE BUDGET REPORT



FOR 2022 10

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
253 Capital Improvement Fund							
048 Facilities	0	0	0	.00	.00	.00	.0%
076 Collections	785,000	74,718	859,718	614,166.05	.00	245,551.68	71.4%
077 Operations	0	14,539	14,539	.00	.00	14,539.08	.0%
078 Technology	978,600	10,500	989,100	.00	772,177.63	216,922.37	78.1%
TOTAL Capital Improvement Fund	1,763,600	99,757	1,863,357	614,166.05	772,177.63	477,013.13	74.4%

Siouxland Libraries Summary Report - October 2022

	This Month	This Month Last Year	This YTD	Last YTD	% Change YTD
People Served / Visitors					
Service area population			241,518	230,819	4.6%
New Cardholders	746	617	8,708	6,784	28.4%
Active Cardholders			87,651	91,683	-4.4%
Total Walk-in Visitors	62,805	51,697	605,211	436,488	38.7%
Website Sessions	36,579	29,209	357,029	306,990	16.3%
Library Catalog Sessions	28,480	28,166	298,703	308,899	-3.3%
Mobile App Users	2,791	897	26,017	2,564	914.7%
Total Digital Sessions	67,850	58,272	681,749	618,453	10.2%
Total Hours Open	1,938.00	1,954.00	19,190.60	18,802.75	2.1%
Resources Used					
Circulation					
Baltic	667	1,063	8,505	10,163	-16.3%
Bookmobile	569	7,502	47,348	41,140	15.1%
Brandon	6,971	6,842	79,452	74,817	6.2%
Caille	25,058	19,117	266,526	224,956	18.5%
Colton	732	731	7,529	7,704	-2.3%
Crooks	1,206	1,202	14,389	15,398	-6.6%
Downtown	21,961	21,503	237,491	227,424	4.4%
Garretson	328	398	3,992	4,292	-7.0%
Hartford	1,347	1,023	12,168	9,760	24.7%
Humboldt	349	184	3,655	3,482	5.0%
Oak View	8,854	8,588	118,290	96,039	23.2%
Prairie West	19,266	18,465	194,060	192,230	1.0%
Ronning	27,008	28,408	213,191	296,325	-28.1%
Valley Springs	125	164	1,547	1,950	-20.7%
Siouxland Use Garretson School	21	71	187	295	-36.6%
Total Physical Circulation	114,462	115,261	1,208,330	1,205,975	0.2%
Digital Resource Use					
OverDrive eAudio	13,801	10,808	124,027	100,109	23.9%
Hoopla eAudio	2,536	1,891	23,822	18,423	29.3%
OverDrive eBook	12,731	11,272	126,413	109,562	15.4%
Hoopla eBook	1,072	832	9,763	9,105	7.2%
Hoopla Movie, TV, Music, Comic	837	874	9,177	9,742	-5.8%
RB Digital Magazine, Comic	-	-	-	1,342	-100.0%
OverDrive Magazine	1,621	1,276	14,838	9,086	63.3%
Total Digital Circulation	32,598	26,953	308,040	257,369	19.7%
Total Circulation All Materials	147,060	142,214	1,516,370	1,463,344	3.6%
Interlibrary Loans					
Materials loaned	79	79	1,818	1,869	-2.7%
Materials borrowed	523	705	4,682	4,374	7.0%
Meeting & Conference Room Use					
Total Meeting Room Use	433	246	2,889	1,545	87.0%
Total Study Room Use	862	394	6,432	2,126	202.5%

Siouxland Libraries Summary Report - October 2022

	This Month		This Month Last Year		This YTD		Last YTD		% Change YTD	
Total Computer Sessions	9,264		6,558		90,158		49,646		81.6%	
Wi-Fi Use	52,912		5,161		155,522		43,155		260.4%	
Programming										
	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended	Programs	Attended
Total Adult programs	19	207	26	372	189	3,398	131	1,656	44.3%	105.2%
Total Teen programs	5	52	6	16	61	887	26	96	134.6%	824.0%
Total Children's programs	21	759	9	174	114	4,904	58	2,480	96.6%	97.7%
Total Early Learning programs	82	2,171	73	1,315	678	17,331	252	5,629	169.0%	207.9%
Total programs	127	3,189	114	1,877	1,042	26,520	467	9,861	123.1%	168.9%
Total One-to-One Programs	76		81		1,812		1,905		-5%	
Total Virtual Programs	-	-	1	4	-	-	3,053	4	-100%	-100%
Collection Statistics										
Items added	2,016		2,593		19,331		21,681		-10.8%	
Items discarded	846		2,497		17,776		32,412		3.8%	
Total physical items in collection					272,670		265,403		2.7%	
Digital eBooks & eAudio added	538		535		5,945		5,926		0.3%	
Digital eBooks & eAudio discarded	515		620		3,361		3,026		11.1%	
Total Digital eBooks & eAudio					33,630		36,716		-8.4%	
Total collection size					306,300		302,119		1.4%	
Outreach										
Library volunteer hours	125.25		87.50		1,077.00		877.50		22.7%	
Marketing events (booths, etc.)	4		2		69		27		155.6%	
# of contacts at Marketing events	3,047		366		7,128		3,317		114.9%	

2022 Library Holidays and Closures

Days with an * are set by the Library Board of Trustees.

December 23 is per Administrative Leave by Mayor

All other days are set by AFSCME Contract.

LIBRARY CLOSED DATES:

New Year's Day	Saturday, January 1	Closed
Martin Luther King Day	Monday, January 17	Closed
Presidents' Day	Monday, February 21	Closed
Easter Sunday	Sunday, April 17*	Closed
Spring Staff In-service	Friday, May 6*	Close at Noon
Memorial Day Weekend	Sunday, May 29* Monday, May 30	Closed Closed
Juneteenth	Sunday, June 19* Monday, June 20	Closed Closed
Independence Day	Sunday, July 3* Monday, July 4	Closed Closed
Labor Day Weekend	Sunday, September 4* Monday, September 5	Closed Closed
Native American Day	Monday, October 10	Closed
Fall Staff In-service	Friday, October 21*	Close at Noon
Veteran's Day	Friday, November 11	Closed
Thanksgiving	Thursday, November 24	Closed
Winter Holiday	Friday, December 23	Closed
Christmas Eve	Saturday, December 24*	Closed
Christmas	Sunday, December 25* Monday, December 26	Closed Closed

Per Library Board Approval 11/9/2022



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2023 MEETING SCHEDULE
Siouxland Libraries Board of Trustees

- | | |
|--------------|---|
| January 11 | Regular Meeting – Prairie West Branch – 4:30 p.m. |
| March 8 | Regular Meeting – Downtown Library – 4:30 p.m. |
| May 10 | Regular Meeting – Colton Branch – 4:30 p.m. |
| July 12 | Regular Meeting – Baltic Branch – 4:30 p.m. |
| September 13 | Regular Meeting – Oak View Library – 4:30 p.m. |
| November 8 | Regular Meeting – Downtown Library – 4:30 p.m. |

Technology Plan



Siouxland Libraries

JANUARY 1, 2023 THROUGH DECEMBER 31, 2025

1. INTRODUCTION

Siouxland Libraries' Library Board of Trustees and staff recognize the impact of technology, specifically electronic communication and information; upon the lives of the residents we serve in Minnehaha County and the city limits of Sioux Falls. In order to continue to provide a high standard of public service, Siouxland Libraries offers a variety of electronic services. This document presents the current and planned Technology necessary to deliver these services.

2. MISSION STATEMENT

Connecting you to a world of ideas and information to enrich your life.

3. TECHNOLOGY VISION

The vision for technology, mirroring the library's mission of connecting, is to provide adequate and equitable access to technology and the broader world of online resources beyond the library walls.

4. DEMOGRAPHICS

- Siouxland Libraries' service area includes a population of 241,518.
- In 2022, there were 87,746 cardholders, representing approximately 36% of the population.
- The average median household income in Minnehaha County is \$63,699, with 8.1% of the population under the poverty level.
- Sioux Falls has a 1.9% unemployment rate, lower than the national average of 3.5%.

5. GUIDING PRINCIPLES

Siouxland Libraries strives to be an integral and vibrant center for our community by providing access to computers, high-speed internet, up-to-date online databases, and software to help users meet their educational, occupational, informational, and entertainment needs. In addition to supporting the library's mission statement above, the following principles are inherent in each of the library's technology goals:

- We ensure that the needs of the community are the driving force in our decision-making processes.
- We use proven, cost-effective methods to maintain, upgrade, and enhance technologies and to introduce new ones.
- We standardize equipment and configurations whenever possible to simplify maintenance and upgrades.
- We comply with state and national standards and encourage vendor compliance with standards.
- We make public access computers available to all sectors of the population.

- We regularly evaluate and adapt the goals, strategies, and tasks to ensure success of the plan.
- We continually monitor and review currently installed technologies for relevance and effectiveness.
- We monitor technology trends and implement them if feasible and appropriate.
- We regularly evaluate statistics and services to best answer the needs of our users.
- We provide hands-on, one-on-one, and group-learning opportunities to help our customers learn the skills they need to become digitally literate.
- Library staff is provided with the necessary training in order to remain current with the new technologies so they may train our customers to use them.
- We strive to cooperate with other libraries, governmental units, schools, and community organizations to improve the quality and efficiency of electronic services.

6. TECHNOLOGY ASSESSMENT

Inventory	Downtown	System Support	Admin	Caille	Oak View	Prairie West	Ronning	Rural East	Rural West	Total
Desktop	22	7	5	6	4	4	5	8	8	69
Laptop	3	1	3	2	2	2	3	1	1	18
Public Laptop	0	0	0	0	0	0	0	0	0	0
Public Desktop	34	0	0	12	17	14	9	10	7	103
Public Catalog	7	0	0	4	3	3	3	2	0	22
Self-Check Station	3	0	0	3	2	3	3	1	2	17
Print Kiosk	3	0	0	1	1	1	1	1	0	8
Tablets/iPad	2	1	0	1	1	1	1	2	5	14
Printer	4	1	1	1	1	1	1	1	0	11
Public Printer/Copier	2	0	0	1	1	1	1	4	4	14
Scan Station	1	0	0	1	1	0	0	0	0	3
Security Camera	26	0	0	4	7	10	6	0	7	60
Webcam	12	3	5	1	2	1	1	5	4	34
Camera	1	0	0	0	0	0	0	0	0	1
Label Printer	0	4	0	0	0	0	0	0	0	4
Hub Printer	0	1	0	0	0	0	0	0	0	1
Barcode Printer	0	1	0	0	0	0	0	0	1	2
3-D Printer	0	1	0	0	0	0	0	0	0	1
Cricut	0	1	0	0	0	0	0	0	0	1

All technology assets are tagged and documented in the Asset Management software. When an item is decommissioned, it will be de-accessioned in the software.

Equipment deemed no longer useful or in use is disposed of in accordance with the Surplus Property Disposition Policy.

Leased equipment per lease contract.

Computer Software

- Microsoft Windows Server 2016/2019
- Microsoft Windows 10 on the workstations
- Microsoft Office 2016, DeepFreeze, Polaris ILS, Bibliotheca, READsquared, Communico, PITS, ILLiad, JAWS, MyPC(TBS), Wyse Device Management.

Network and Infrastructure

The City of Sioux Falls, Midco and Alliance Communication provides all network connectivity, public and staff wireless internet access, telephone, security software and additional technical services. Siouxland Libraries provides library automation and catalog services.

- Alliance for Garretson and Valley Springs
- Midco for Colton, Crooks, Humboldt, Baltic
- City Fiber for Downtown, Oak View, Prairie West, Caille, and Ronning
- City Radio for Hartford and Brandon
- Verizon for Bookmobile

The phone lines:

- 1 telephone line for voice at each of the following locations: Golden West: Colton, Humboldt; Alliance: Baltic, Garretson and Valley Springs
- Brandon Valley School District provides phone and fax service for the Brandon Branch.

Servers and Backups

City of Sioux Falls provides and maintains a virtual server managed by the City of Sioux Falls.

City of Sioux Falls also provides backup and recovery for most files, systems, and servers. In the instances when the City of Sioux Falls does not support backup and recovery, all hosted services are backed up by the vendor.

The City of Sioux Falls maintains additional servers in support of the following services:

- Self-check systems
- Domain Controller and Backup Domain Controller
- Financial Management Systems
- Security and Access Control systems
- HVAC systems
- File and Printer shares
- ILLiad
- Telephone Messaging Service

7. BUDGET

City of Sioux Falls council and Minnehaha County commission approved annual appropriations, which include funding for both telecommunications and technology. Currently, the library is operating on a four-to-five year replacement cycle for computer-related equipment. In addition to yearly expenditures, the council/commission have the option of appropriating additional money for large-scale technology projects.

The library may participate in the Federal Communication Commission's Universal Service Discount (E-rate) Program for affordable access to advanced telecommunication services.

8. TECHNOLOGY GOALS AND OBJECTIVES

Siouxland Libraries will use Technology to help meet the library's standards and organizational goals. This section of the Technology Plan sets forth specific action steps, which are defined and measurable, to ensure successful implementation. Objectives with significant budgetary implications will be marked with an asterisk (*).

GOAL A: Provide resources to support the improved delivery of services

Objective A1: Upgrade Hardware and Software

- Install Automatic Materials Handling system (TARGET: Quarter 1 2023)
- Install Scan Stations at Prairie West and Ronning (TARGET: Quarter 1 2023)
- Implement Patron Point Newsletter (TARGET: Quarter 1 2023)
- Evaluate Patron Incident Tracking Software, PITS (TARGET: Quarter 2 2023)
- Evaluate adding notification and survey module in Patron Point (TARGET: Quarter 2 2023)
- Assess security camera coverage and replacement plan (TARGET: Quarter 3 2023)
- Relocate wiring rack to enable better flexibility for cable management at the Baltic Branch (TARGET: Quarter 3 2023)
- Replacement of networking closet to enable better flexibility for cable management and expanded networking capacity at the Ronning Branch (TARGET: Quarter 4 2024)
- Evaluate Communico (TARGET: Quarter 2 2025)

Objective A2: Leverage new Technology

- Install a monitor in public space for a digital bulletin board (TARGET: Quarter 1 2023)
- Migrate to new meeting room software/technology for Brandon, Caille, Ronning and Oak View (TARGET: Quarter 1 2023)
- Create an exit strategy for ending phone notifications (TARGET: Quarter 1 2023)
- Evaluate WebEx kits for Downtown meeting rooms A & B (TARGET: Quarter 2 2023)*
- Upgrade the Hartford phone and internet access from radio to Midco (TARGET: Quarter 3 2023)

- Evaluate switching Colton, Humboldt, and Baltic phone lines to Cisco Phones (TARGET: Quarter 3 2023)
- Evaluate laptop lending for flexible and convenient on-site public computer use (TARGET: Quarter 4 2023)*
- Evaluate options for hold pickup lockers in Sioux Falls and at rural sites (TARGET: Quarter 4 2023)*
- Evaluate printing services such as Papercut print management software, kiosks and pay stations to provide flexible and wireless printing for additional library buildings (TARGET: Quarter 4 2023)
- Continue to work towards adding Expanded Access to Humboldt, Colton, and Baltic. (TARGET: Quarter 4 2023)*
- Identify and set up a room for customer video conferencing at the Downtown Library (TARGET: Quarter 4 2023)*
- Evaluate technology to determine strategies on library fleet optimization (TARGET: Quarter 1 2024)*

GOAL B: Use Technology to communicate more effectively with the public

Objective B1: Ensure the library website is current and convenient for the public

- Audit content of library website (TARGET: Quarter 1 2023)
- Design a new library website for enhanced user experience and improved communications (TARGET: Quarter 2 2023)
- Launch new library website (TARGET: Quarter 4 2023)
- Establish standards for evaluating and/or measuring website, app, and social media analytics, including specific page hits and statistics, to determine usage and viewership (TARGET: Quarter 1 2024)

Objective B2: Ensure the library's social media presence is timely and effectively engaging to the community

- Evaluate Tik Tok and LinkedIn as platforms to add to our existing social media platforms (TARGET: Quarter 2 2023)
- Re-evaluate all social media platforms to assess community reach and develop a plan of engagement (TARGET: Quarter 3 2023)
- Update and implement social media guidelines and processes (TARGET: Quarter 1 2024)

GOAL C: Promote Digital Literacy through educational programs and/or assistance to the community and staff of the use of information technology

Objective C1: Provide computer/technology learning opportunities for customers of all ages on a variety of topics

- Implement the AARP OATS technology courses (TARGET: Quarter 2 2023)
- Develop an online option for customer to view technology trainings (TARGET: Quarter 2 2023)
- Conduct a customer-technology training needs assessment and develop appropriate classes in response (TARGET: Quarter 3 2023)
- Evaluate expanding class offerings by partnering with other community organizations (TARGET: Quarter 3 2024)

Objective C2: Provide staff development opportunities to ensure all staff meet expected technology competency levels

- Develop plans for ongoing staff training and development (TARGET: Quarter 1 2024)

9. TRAINING

Staff Training

Staff receives training on an ongoing basis by attending workshops from a variety of providers. All staff members will receive training on enhancements to the Polaris automation system as Siouxland Libraries provides upgrades. Ongoing training is also offered on topics including productivity software, information security, and emerging technologies.

Public Classes

Public Classes include the following topics: basic computer skills, internet browsing and searching, Microsoft Office applications, cloud computing, library databases, and using e-books, e-readers, and other downloaded or streaming media. Software classes are developed and conducted by the Library Programmers. Classes may also be offered by library partner organizations.

10. TECHNOLOGY MAINTENANCE

Technology Management Plan

Ongoing and routine maintenance of Technology will be documented and managed based on the Technology Management Plan which will be administered by the Senior Librarian of Technology/Communications, in consultation with the Library Technology Committee. The Technology Management Plan will be reviewed on an annual basis and updated as necessary.

Disaster Recovery

The Library's Disaster Recovery Plan outlines disaster preparedness and recovery for library technology. The Disaster Recovery Plan is reviewed and updated as necessary and on an annual basis by the Technology Committee.

11. 2022 TECHNOLOGY PLAN ACCOMPLISHMENTS

- New vendor was selected, FE Technology, for the self-check and automated materials handling equipment. Implementations of equipment will be in 2023.
- Relocated wiring rack to enable better flexibility for cable management and expanded networking capacity at the Ronning Branch.
- Expanded WiFi reporting from Ruckus to WhoFi.
- Implemented TBS.
- Implemented Vega Discovery Layer. With the implementation of Vega we extended our Polaris contract until 2027.
- Replaced Scan Station at the Downtown Library and one was added to each Oak View and Caille.
- Replaced Mitel Phones with Cisco phones and softphones.
- Added wireless printing to three additional library locations for a total of six branches now providing the service.
- Evaluated Communico and determined we would drop the curbside module and renew the event calendar, meeting room reservation and app for three years.
- Replaced an AWE at Caille with an All-In-One station. Added All-In-One stations at Ronning and Prairie West.
- Worked with AVI and Midstates vendors to receive quotes for the replacement of meeting room equipment at Caille, Ronning, Oak View and Brandon.
- Implementation of Everbridge for part-time open shift notifications has been started and will continue to be implemented.
- Installed stabilizing equipment in the meeting rooms at Prairie West.
- OpenCities/Granicus was selected as the new website vendor.
- Patron Point was purchased and staff trained for launch in Quarter 1, 2023.

Approved by the Siouxland Libraries Board of Trustees

Date XXXXX