

The Urbana Free Library Technology Plan

October 2018 – January 2020

A. Library Mission Statement

The Urbana Free Library is a welcoming place with space, collections, technology, and staff dedicated to fostering literacy and a strong community.

B. Technology Vision Statement

The Urbana Free Library is committed to the use of technology to improve the quality, scope, and efficiency of Library services. The Library will continually review and adopt new technology to enhance the Library experience of its users to improve access to information, and to improve employees' ability to perform their duties.

C. Timeline of Routine Responsibilities

Tech Committee:

An appointed group of staff members, one from each area, who represent the viewpoints and ideas of all Library employees.

- Review unmet technology needs of staff and Library users.
- Review software / hardware configurations of all public computers.
- Review equipment requests for public checkout, in-house public use, and programming.
- Review technology needs in light of developments at partnering agencies.
- Review Technology Plan progress and emerging technologies.
- Review and revise Technology Plan to forward to Administration and Board (December).

Library Board:

- Review the Technology Plan (January).

E. Budget

The Library will commit sufficient budget to acquire and maintain hardware, software, and professional development necessary for improved technology services to Library users.

Each January the Technology Committee will formulate technology recommendations and will forward them to Administration for consideration.

F. Accomplishments Since October 1, 2018

- Spiceworks ticketing system was implemented in October 2018.
- New Staff Intranet has been built and will be modified with Administration and staff input. To be deployed in 2019.

- New file server with 50TB of storage was deployed in December 2018. This server will be home to all Library data, including all data for the Library's Archives. This new storage capacity also allows us to provide H:\ drives (home directories) for all staff members.
- A new backup server with 50TB of storage was deployed in December 2018 to facilitate the backups of the new file server.
- Domain compliance: All individual Library staff workstations have been joined to the staff domain. Shared workstations are in progress.
- All infrastructure will be grounded and securely bolted to the floor to comply with national electrical and safety codes as of January 2019.
- The Library will undergo a complete network overhaul on January 5, 2019.
- A 44" HP poster printer was installed in the Graphics department in December 2018. This printer will allow the Library to create rich color posters to promote events and will save Library staff many hours of cutting and gluing pages together to create posters.
- Several security cameras have been repaired and three major cameras will be upgraded to high-definition in early 2019.
- A new PS4 video game system has been purchased for the Teen Open Lab to help keep the program fun and exciting.
- A robust inventory database of all IT equipment is to be completed by the end of Spring 2019.
- A staff Wifi network has been implemented for staff laptops and other devices.

G. Future Projects Being Explored

- **Auditorium A/V (touchpad & audio solution)**
- **Digital signage in multiple locations (multi-year project)**
- **Children's iPads (four iPads secured as at CPL)**
- **Security gate for the Children's elevator (investigating options)**
- **Network switch & Wifi for Tepper**
- **Circulation workstation replacements**