

MiFi Pilot Participants

February 2015

*NOTE: Due to operator error
there is no archive of this meeting.*

- New to the Project Page
- Best Practices
- Device Management
- Promotion/Survey/Statistics
- Project contacts

New to the project page

- <http://kslib.info/1107>
- **Purpose** section
 - Link to ALA statement concerning E-rate

MiFi Pilot 2 (Borrow the Internet @ your library)

Purpose

The goal of this pilot project is to expand the reach and benefits of library Internet access by allowing patrons to borrow portable WiFi Hotspot routers from their local library.

is this Internet access eligible for [E-rate discount](#)?

← New

Circulation Policies

- o Device, Charger, [Informational Patron Card](#) and [User Evaluation Survey](#) (provided at each checkout)
- o Check out period- 7 days
- o Borrower must be 18+ years of age
- o Holds- Yes, if possible
- o Renewals- No
- o Overdue Fines- \$1/day (library retains)
- o Replacement Fee- \$50 for lost/stolen/broken devices (library retains)

Device Management

- o MEID (Mobile Equipment Identifier), MDN (Mobile Directory Number), SIM (Subscriber Identity Module) of each device to be noted somewhere to identify device [Click here to learn more about these identifiers.](#)
- o Return of Device- Individual library to following existing policies
- o Lost/stolen/damaged devices- Device is considered lost/stolen after 7 days past Due Date and will be suspended. After 14 days in suspended status, the device should be deactivated. Notify SLK by completing form [here](#), MEID,

Documents & Quick Links

Getting Started

[Memorandum of Understanding](#)
[Local Press Release](#)
[Informational Patron Card](#)
[Best Practices](#)

Device Documentation

[JetPack MiFi device operation](#)
[JetPack MiFi device user guide](#)
[JetPack MiFi device FAQ](#)

Reporting

[User Evaluation Survey](#)
[Submit Monthly Statistics](#)
[Submit a Lost/Stolen/Found Device](#)

Meetings

[Monthly Meeting Link](#)
[Meeting Archives](#)

Contact Info

General Questions

Jeff Hixon
785-296-3154
jeff.hixon@library.ks.gov

Best Practices 1

- **New best practices**
 - None
 - Link to the MARC record template added
- **New topic 1: Signal strength and speed**
 - **1/28/2015:** Recent problems with loss of signal strength can't be traced to devices or network.
 - Most likely the cause is radio frequency disruption caused by solar flares, distance from cell tower and building obstructions (e.g. steel/concrete/stone, etc.).
 - If signal is not cleared up in a few days to a week, send to Alan so he can work with VZW support to help resolve or replace.

Best Practices 2

- **1/30/2015:** Verizon is putting some throttling in place on all data plans to slow usage down once it reaches a monthly threshold. They suggested filtering out NetFlix and YouTube*. (This must be done on the MiFi router, cannot be done remotely via the console).
- Alan has asked VZW to tell us what that threshold is exactly. This is no different than any other cell phone service that he knows of currently.
- *(Filter YouTube with caution, it still provides educational resources)

Best Practices 3

- Remember - the purpose of the pilot is to support **education, work search, research, email**, etc.)
- Heavy bandwidth use (streaming video, high number of devices connected) may be possible under ideal conditions, but results may vary by location. Please be reasonable in the expectations you have, and inspire in your users!

Best Practices 4

- New topic 2: Mifi Circulations and Annual report
 - **2/4/2015:** Where do we record MiFi circulations on the annual report?
 - Per Megan Schulz: Given the small size of the pilot and the huge number of libraries nationwide completing the report, we are a few years at least from this data point showing up on the survey. This is a great question to discuss with others in the pilot and come up with a consensus for next year's survey.

Device Management

- Lost/stolen/damaged procedures
 - These are explained in the Device management section of the project page, and on the associated form.
 - Please bookmark/favorite the website and check the information there when you have questions or issues.

Promotional Materials/Patron Survey/Monthly Statistics

- Remember to report your monthly circulation stats here: <http://kslib.info/FormCenter/Online-Forms-4/MiFi-Library-Statistics-60>. **Three libraries have not reported December stats yet!**
- Remember to send patron evaluations (<http://kslib.info/DocumentCenter/View/3870>) to [Candace](#) either by scanning and emailing or through the mail/courier. **Please send evaluations at least monthly.**
- **Candace sent out the statewide press release Thursday, February 19.**

Project contacts list

- Ideally there should be at least two contacts listed for each pilot location. We would like to include onsite IT staff if you have any. Please send contact updates to [Jeff](#).

Mifi Pilot - Library contacts by location

- Atchison Public Library
- Gary Landeck, Director glandeck@atchisonlibrary.org
- Duane Williams, Tech Coordinator
- dwilliams@atchisonlibrary.org
-
- Carbondale City Library
- Alice Smith, Director asmith@carbondaletcitylibrary.org
-
- Clearwater Public Library
- Sue Koenig, Director
- cpldirector@sktc.net
- Randy Johnson, Processing Librarian
- cplcat@sktc.net
-
- Coffeyville Public Library
- Katie Hill, Director
- kh@coffeyvillepl.org
-
- Effingham Public Library
- Amy Stanton, Director astanton@effinghamlibrary.net
-
- Goodland Public Library
- Karen Gillihan, Director kareng@goodlandlibrary.org
-
- Great Bend Public Library
- Harry Willems, Director
- hwillems@ckls.org
- Diane Bott, Circulation Department
- dbott@ckls.org
- Steve Thomas, Automation Department
- stthomas@ckls.org
- Maribeth Shafer, Technology Consultant
- mshafer@ckls.org
-
- Hamilton County Library (Syracuse)
- Joyce Armstrong, Director director@syracuselibrary.info
-
- Haysville Public Library
- Ken Bell ken@haysvillecommunitylibrary.org
- Chris Chad chris_chadd@yahoo.com
- Alex Trenkle alextrinkle@sbcglobal.net
-
- Independence Public Library
- Julie Hildebrand, Director julie.hildebrand@iplks.org
- John Long, Network Administrator john@iplks.org
-
- Jay Johnson Public Library (Quinter)
- DesiRae Churchwell, Director jjplquinter@gmail.com
-
- Jetmore City Library
- Jacque Sherrill, Director
- jetpl@ietpl.info
-
- Leavenworth Public Library
- Matt Nojonen, Director mnojonen@lvplks.org
- Fred Postlewait, Tech Support Manager
- tsupport@lvplks.org
-
- Lyndon Carnegie Library
- Sara Walker-Hitt, Director sarahwh@lyndonlibrary.org
-
- Mary Cotton Public Library (Sabetha)
- Kim Priest, Director kimpriest@sabethalibrary.org
-
- Meriden-Ozawkie Public Library
- Jerie Tichenor, Director jtichenor@meriden.lib.ks.us
-
- Silver Lake Public Library
- Cathy Newland, Director
- cnewland@silverlakelibrary.org
-
- Stanton County Public Library (Johnson)
- Denise Smith, Director director@stantoncountylib.info
-
- Wetmore Public Library
- Misty Ballenger, Director
- director@wetmorepubliclibrary.org
-
- State Library
- Jo Budler, State Librarian jo.budler@library.ks.gov
- Jeff Hixon, Director, Statewide Services
- jeff.hixon@library.ks.gov
- Candace LeDuc, Communications Coordinator
- candace.leduc@library.ks.gov
- Alan Pine, Library Services Technician
- alan.pine@library.ks.gov

Next Meeting

- **Friday, March 20, 2015 – 2:00 p.m.**

- Send comments, observations, agenda times to:

General Questions

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Device Management

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Promotional Materials/Patron Survey/Monthly Statistics

Candace LeDuc

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- Thank you for joining us!