Parkersburg and Wood County Public Library

Technology Plan
From: **July 1, 2009** to: **June 30, 2012**

A) Mission statement

The Parkersburg & Wood County Public Library, Board of Trustees, and its staff recognize that technology is instrumental in its long-standing mission of providing quality library service to the citizens of Wood County, by making accessible a wide variety of materials and services to meet the informational, educational and recreational needs of all members of the community.

B) Objectives

1.   Maintain and expand the capability of all users to access and retrieve electronic information to meet their needs in the Library and remotely.

2.   Maintain and expand bandwidth for the Main Library and Branches to meet demand.

3.   Provide equal access to electronic resources system wide.

4.   Maintain and increase the technology skill levels of staff and patrons through formal and informal training sessions.

C) Current Technology

1.   Main Library:

- One (1) T1 line.
- One (1) Cisco 2620 series Router, one (1) Cisco 2950 switch, and nine (9) switches.
- Wireless connectivity for public via – one (1) D-Link DSA 3100 Gateway, one (1) D-Link Switch, and 2 D-Link DWL 2100 AP's
- Seven (7) OPAC computers. Range from 2.4ghz – 3ghz processors.
- 20 (16 adult, 2 Genealogy, 2 Children's) Internet PC's. PC's range from 3ghz to 1.6 dual. Sixteen (16) of the PC's include Office XP or 2003 and various other software programs.
- Two (2) children's PC's are for games without internet access.
- Sixteen (1 Book keeping, 3 Circulation, 12 Staff) PC's ranging from 2.4ghz to 1.7ghz dual.
- One server for Blind & Handicapped catalog (2.0ghz) and two workstations (1.6ghz) along with a dot matrix printer for printing out mail cards
- One Scanner for public use, one scanner for staff use.
- Four (4) copiers/printers/scanners (2 color and 2 bw) for staff and patron use.
- Four (4 with 3 staff and 1 public) black & white laser printers.
- Subscription to several online databases: Ancestry Plus, Heritage Quest, Chapter-A-Day, and access to EBSCO / Grolier Encyclopedia / Learning Express via WVLC.
- Innovative Millennium Automation System.

2. Williamstown Branch:

- One (1) T1 line.
- Two (2) internet PC's with Microsoft Office Software. PC's range from 2.4 Ghz to 1.6 Ghz dual.
- One (1) Staff PC with Microsoft Office Software and processor of 2.2 Ghz dual.
- One (1) color inkjet printer and one (1) laser black & white printer for public and staff use.
- One (1) scanner for public and staff use.

3. South Branch

- One (1) T1 line.
- Three (3) internet PC's with Microsoft Office Software. PC's range from 2.6 Ghz to 1.6 Ghz dual.
- One (1) Staff PC with Microsoft Office Software and processor of 2.2 Ghz dual.
- One (1) color inkjet printer and one (1) laser black & white printer for public and staff use.
- One (1) scanner for public and staff use.

4. Waverly Branch

- One (1) 64K line.
- Two (2) internet PC's (one with Microsoft Office Software). PC's range from 2.6 ghz to 3.0 Ghz.
- One (1) Staff PC with Microsoft Office Software and processor of 2.2 Ghz dual.
- One (1) color inkjet printer and one (1) laser black & white printer for public and staff use.

5. Bookmobile

- One (1) laptop 2.1 Ghz dual.

D) Future Technology Goals

- Replace all computers on a rotation basis of three (3) to five (5) years depending on need.
- Coordinate patron record access to time management software for public stations.
- Increase bandwidth for Emerson library site and Waverly Branch.
- Replace printers as needed.
- Keep online databases subscribed to for Electronic Resources in the Library and for remote use current and well used.

E) Timeline

- Review databases annually for usage and effectiveness.
- Market online resources to the general public.

- Maintain a budget adequate to replace current equipment each year with ability to upgrade at least fifteen (15) computers and one (1) or two (2) printers each year.

F) Budget

All budgeted money comes from the general revenue. Along with the general operating income, the library does receive grants periodically for computer equipment and printers, but this is not depended upon to stay current.

- Budgeted $12,000 for current year to replace computer equipment.
- Budgeted $19,000 for Online Databases.

G) Education and Training

The Library currently trains all staff for desired level of competency with technology necessary to do their job and help patrons. The Library is committed to maintaining a staff that is trained in house, as well as through classes and seminars held by WVLC and other sources. The Library currently runs an internet class once a week for patrons to come in and learn to use computers, access the internet, set up email accounts and etc.

H) Technology Integration

The Parkersburg & Wood County Public Library strives to provide quality library service by making available a wide variety of technological resources and services to meet the educational, informational and recreational needs of all members of our community. In order for technology to be upgraded or added, the Library first determines if it can properly train the staff, help the patrons, and financially support the new technology in the future.

I) Evaluation Process

The Library evaluates on a continual basis the use of the current technology through statistical counts and patron comments to see what software to keep/replace, what online resources should be purchased, what marketing needs to be done to increase use, and what equipment needs to be purchased or replaced.

As for training, the Library has staff meetings along with annual performance evaluations where we discuss our online resources and procedures with the automation software, to see if more training is needed for the group or an individual staff member.

This technology plan will be evaluated annually, with the desire to update the Technology Plan by June of 2011.

Parkersburg and Wood County Public Library

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This Technology Plan has been reviewed and submitted on behalf of this library.

Signatures:

_____   _____

Library Director   Date

_____   _____

Library Board Representative   Date

FOR USE BY THE WEST VIRGINIA LIBRARY COMMISSION

This plan has been reviewed and certified by the West Virginia Library Commission.
This certification will be effective for the term of this plan, but not to exceed three years.

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Approved by the West Virginia Library Commission   Date

This certification expires _____