



TECHNOLOGY PLAN 2016-2018

WARSAW COMMUNITY PUBLIC LIBRARY

Technology Plan 2016-2018

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Committee Members:

- Ann M. Zydek, Library Director
- Joni Brookins, Assistant Director
- Dana Owen, Information Services Librarian
- Tyson Barnett, IT Supervisor
- Anna Jackson, Reference Assistant
- Duane Herendeen, Children's Department Supervisor
- Laurie Voss, Circulation Supervisor
- Melissa Chapman, Cataloging Supervisor

A. MISSION STATEMENT

- To provide cultural, informational, and recreational services for all;
- To build a basic collection of print and non-print materials with access to lesser used materials through library networks;
- To provide services which promote lifelong education, communication of ideas, enlightened citizenship and enrichment of personal lives.

B. VISION STATEMENT

The Warsaw Community Public Library, as virtual and physical spaces, connecting people anytime and anywhere to educational, informational and entertainment needs and interests through:

- **ACCESS:** Access to the Internet, to technology, to special equipment, and to information.
- **RESOURCES:** Patron-focused resources to enrich reading enjoyment, leisure activities, and stimulate imagination (i.e., read books, view movies, listen to music, and participate in programs).
- **SPACES:** Visit comfortable, safe physical/virtual patron spaces to read, study, relax, talk, and meet with others.

D. GOALS AND OBJECTIVES

Goal 1: Access to the Internet, to technology, to special equipment, and to information

- Objective 1: Access to special equipment (Internet, technology, makerspaces)
 - Activity: Create a WCPL “TechShop” or “MakeltPlace”
 - Add a laminator for public to use for a donation (2016)
 - Add sewing machines for public (provide own supplies) (2017)
 - Set up audio/video creation station (2016)
 - Explore adding a cd/dvd cleaning machine for public to use for a donation (2017)
 - Apply for grants to help fund purchase of 3D printer (2018)
 - Create a new lending collection of electronic hotspot equipment (2017)
 - Activity: Add spine/label printer in children’s department. This would increase efficiency of re-classification of materials.
 - Activity: Add touch screen monitors to public catalog computers.
- Objective 2: Access to information to satisfy curiosity & lifelong learning needs
 - Activity: Explore the concept of adding a dedicated “curriculum” computer for students (2016)
 - Activity: Update and expand web site content (2016-2018)
 - Check yearly to make sure web site links are active.

- Activity: Replace 1-2 AWE Learning Stations with either touch screen models or tablets (iPad equivalents) each year (2016-2017)
- Activity: Create a public volunteer scheduling calendar. (2016)
- Activity: Explore best methods to organize and store library photographs (2016)
- Activity: Participate in the new Statewide Remote Circulation System.
 - Indicate interest in being a participating library (2015)
 - Attend training sessions for new system (2016)
 - Introduce system to our users (2016)

Goal 2: To enrich reading enjoyment, leisure activities and stimulate imagination (i.e., read books, view movies, listen to music, and participate in programs).

- Objective 1: Develop and promote patron- focused library programs.
 - Activity: Purchase motion detector digital photo frames to display upcoming programs in the children's department (2016)
 - Activity: Create a technology trainer position (2016)
 - A minimum of 1 technology program for the public would be offered (using a computer, searching Internet, how to use TechShop equipment)
 - A minimum of 1 technology training opportunity would be offered to library staff each month (updating web site content, screencasting, creating YouTube videos)
- Objective 2: Develop and promote physical/virtual collections & connections.
 - Activity: Create new collection of lendable, child friendly tablets. Purchase at least 4 units (2017)
 - Activity: Update compact disc listening station with new equipment and ability to view DVDs (2016-2017)

Goal 3: Visit comfortable safe physical/virtual patron spaces to read, study, relax, talk, and meet with others.

- Objective 1: Visit comfortable spaces.
 - Activity: Add 2 additional wireless access points to improve our visitors wireless access (2016-2017)
 - Activity: Add electrical access to sitting areas outside the building (2018)
 - Activity: Increase availability of electrical outlets and USB plugs in the carrels (2017)

E. PROFESSIONAL DEVELOPMENT STRATEGY

Goal 1: Warsaw Community Public Library recognizes the importance of having staff that are trained in the use of available technologies.

- Objective 1: Offer training via in-house staff development days; online continuing educations opportunities; and local, regional and national workshops.
 - Activity: A minimum of 1 technology training opportunity would be offered to library staff each month (updating web site content, screencasting, creating YouTube videos)
 - Activity: Full-time staff will have the opportunity to attend continuing education workshops at least once per year.

G. EVALUATION PROCESS

- Each department offering technology-based services will be responsible for developing qualitative and quantitative evaluations of the services used by public and/or staff.
- The library staff will monitor computer and other equipment usage, through scheduling records and observations.
- The library will continue monitoring its monthly, daily and hourly web page usage statistics as made available by the service provider.
- The Library's technology plan covers a three year period and will be reviewed annually by the WCPL Technology Committee to determine whether any goals and objectives should be changed, added, or eliminated from the current plan.
- This plan will be reviewed at the April library board meeting for each year covered by the plan. The assessment and financial resources section will be evaluated at that time and modified accordingly. All revisions will be submitted to the state library within one month of the board's April meeting. .

*The Goals and Objectives in this technology plan encourage the outcome of digital and technology engagement. See the Warsaw Community Public Library's 2016-2020 Strategic Plan for further information on the library's strategic direction.

**The Warsaw Community Public Library Board of Trustees approved this plan on December 14, 2015 at their regular monthly meeting.

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ASSESSMENT OF TECHNOLOGY RESOURCES						
Year: 2015	Currently Have/Need	Required by Standard	Indiana Public Library Standards Compliance Level			
			Basic	Enhanced	Exceptional	Improve
Telecommunication Services						
	VoIP system (41 handsets); 2 elevator lines	Telephone listed in library's name-- Voice mail or other method to inform public of hours-- Internet connection speed at least 1.5 mbps	x			
	Outgoing message after hours, voicemail on all phones		x			
	45 Mbps Fiber line		x		x	
Hardware						
	<u>Networks</u>					
	Client Server (1)					
	Servers (5)					
	Wireless Access Points (6)	Wireless Internet Access				
	<u>Computers</u>					
	Workstations (72 -- 61 staff & 11 public)	1 public access computer per 2,000 people served				
	Thin Clients-Public Internet (20)			x		
	All-In-Ones (12)					
	Laptops (22)					
	<u>Peripherals</u>					
	Copiers (2) (\$0.10/b&w -- \$0.25/color)	Copier	x			
	B&W Inkjet (2)					
	Color Inkjet (9)					
	Digital Camera (3)					
	Firewall (1)					
	Monitors (115)					
	Fax machines (2) (public--\$0.50/page)	Fax machine	x			
	Multi-function Devices (Print,scan,copy) (5)					

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Year: 2015	Currently Have/Need	Required by Standard	Indiana Public Library Standards Compliance Level			
	Router (1)					
	Switch (14)					
	Scanner (2)					
	Television (12)					
	UPS (Uninterruptible Power Supply) (13)					
	VCR (2)					
	DVD players (3)					
Software						
	Integrated Library System software (TLC)	Integrated Library system--Library website, including hours of operation, address, map, phone number, email address, access to free electronic resources, public policies, access to library's catalog, calendar of events	x			
	Library website		x			
	Amazing Animals of the World					
	America the Beautiful					
	Ancestry Plus					
	Auto Repair Reference Center					
	Chilton Library.com					
	Consumer Reports					
	Cypress Resume Software					
	Gale Legal Forms					
	Genealogist's Newspaper Search					
	Grolier Multimedia Encyclopedia					
	Heritage Quest					
	Info Trac popular Magazine					
	Lands & People					
	Mango Languages					
	Novelist					
	La Nueva Enciclopedia Cumbre					
	Price It! Antiques & Collectibles					
	Small Engine Repair and Reference Center					
	Standard and Poor's Online					
	Value Line Investment Survey Online					
	World Book Online					

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EQUIPMENT REPLACEMENT SCHEDULE				
	Assessed Resource	2016	2017	2018
Telecommunication Services				
Hardware				
	<u>Networks</u>			
	Client Server (1)			
	Servers (5)			x
	Wireless Access Points (6)	x		
	<u>Computers</u>			
	Workstations (72 -- 61 staff & 11 public)	x	x	
	Thin Clients-Public Internet (20)			x
	All-In-Ones (12)			x
	Laptops (22)	x		
	<u>Peripherals</u>			
	Copiers (2) (\$0.10/b&w -- \$0.25/color)			x
	B&W Inkjet (2)			
	Color Inkjet (9)	x	x	
	Digital Camera (3)			
	Firewall (1)		x	
	Monitors (115)		x	
	Fax machines (2) (public--\$0.50/page)			
	Multi-function Devices (Print,scan,copy) (5)	x	x	
	Router (1)		x	
	Switch (14)	x		
	Scanner (2)			
	Television (12)			
	UPS (Uninterruptible Power Supply) (13)	x		
	VCR (2)			
	DVD players (3)			

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	Assessed Resource	2016	2017	2018
Software				
	Integrated Library System software (TLC)			
	Library website			
	Amazing Animals of the World			
	America the Beautiful			
	Ancestry Plus			
	Auto Repair Reference Center			
	Chilton Library.com			
	Consumer Reports			
	Cypress Resume Software			
	Gale Legal Forms			
	Genealogist's Newspaper Search			
	Grolier Multimedia Encyclopedia			
	Heritage Quest			
	Info Trac popular Magazine			
	Lands & People			
	Mango Languages			
	Novelist			
	La Nueva Enciclopedia Cumbre			
	Price It! Antiques & Collectibles			
	Small Engine Repair and Reference Center			
	Standard and Poor's Online			
	Value Line Investment Survey Online			
	World Book Online			

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FINANCIAL RESOURCES			
	2016	2017	2018
Budget Categories			
3110 - Professional Services	\$47,000.00	NA	NA
4410-Furniture & Equipment	\$25,000.00	NA	NA
4535-Computer software	\$10,000.00	NA	NA
Annual Total	\$82,000.00		
Funding Sources			
Property Taxes	\$82,000.00	NA	NA
Annual Total	\$82,000.00		