Madison County Library System Technology Plan

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2017 - 2020

ACKNOWLEDGMENTS

A committee of staff representing a wide range of library skills developed this plan.

MISSION

The mission of the Madison County Library System is to provide library resources and services necessary to meet the evolving informational, recreational, and cultural needs of the public, thus enhancing individual and community life.

EXECUTIVE SUMMARY

The Madison County Library System developed this technology plan to serve as a framework for the library's technology goals and objectives. The mission of the Madison County Library System is to provide modern library resources and services necessary to meet the evolving informational, cultural and recreational needs of the public, thus enhancing individual and community life. Continued emphasis has been placed on the training of staff with SirsiDynix Symphony, Internet, Email, and online database searching. These training sessions are intended to improve staff comfort and proficiency with technology to better serve the public. The enhancement of library technology will provide readers with the best possible access to needed information in both print and electronic formats, and will give the community the best possible information resources. The integration and implementation of technology into the services offered by the library is of the utmost importance. We must constantly strive to meet the needs of the public. Computing resources and Internet access are a large part of those needs. Feedback from the community and from the Library Board will ensure that Madison County Library System can offer the best services possible. The Madison County Library System provides users of the library with access to traditional print sources and digital information resources accessible through the Internet. To support this mission, the Madison County Library System monitors progress in computing, communications, and service delivery methods to ensure the best service available.

This three-year technology plan states goals planned for the Madison County Library System. The System Administrator will be the administrator for the plan. The plan will be evaluated annually to determine the effectiveness of the Madison County Library System in responding to the public's needs.

NEEDS ASSESSMENT

The Technology Committee is comprised of administrative and branch level staff and meets on an as needed basis to evaluate the technology needs for the library system. To meet these technology needs for patrons, the Madison County Library System must take the following steps:

- Continually expand interactivity between Library System and public through online resources and initiatives

- Continually promoting the technological offerings of the library system

In order to provide efficient services, equipment must be kept both up-to-date and operational. The library system computers are currently replaced every five years and printers are replaced / upgraded on an as needed basis. The PC replacement schedule is in the goals section of this plan.

DESCRIPTION OF CURRENT ENVIRONMENT

The Madison County Library System is a one-county library system serving the citizens of Madison County, MS and has five branches with the Headquarters library located in Canton, MS. The library system is fully automated using the Symphony software from SirsiDynix Corporation. It is a fully integrated library system that features a bibliographic database and several modules including circulation, cataloging, acquisitions and OPAC.

The library system currently has one 100M, two 50M and two 20M circuits for network connectivity. Circuits will be upgraded as budget permits. The library system currently has 127 computers connected to the Internet. All branches offer wireless Internet access to the public.

The library system maintains a web site which offers users information about the library system and its branches, staff email accounts, links to informational and bibliographic databases including access to the numerous databases provided through the statewide MAGNOLIA project.

STAFF TRAINING AND SUPPORT

All Madison County Staff are encouraged to participate in training workshops, conferences, and other continuing library advancement education opportunities in order to become skilled and knowledgeable in the uses and benefits of electronic access and information delivery systems in the library and promote integrating technology into library operation. The library system will allocate, as budget permits, sufficient funding to provide for staff to participate in activities related to the advancement of library services. Additionally, the library system closes two days per year for staff development.

Current Technology Inventory

Computers – Public Access					
Camden	Canton	Flora	Madison	Ridgeland	**TOTAL**
6	23	9	11	17	**66**

Computers – Online Card Catalog					
Camden	Canton	Flora	Madison	Ridgeland	**TOTAL**
1	3	2	4	3	**13**

Computers – Circulation / Reference Desk					
Camden	Canton	Flora	Madison	Ridgeland	**TOTAL**
1	3	2	4	3	**13**

Computers – Staff						
Admin	Camden	Canton	Flora	Madison	Ridgeland	**TOTAL**
15	1	3	3	3	6	**31**

TOTAL COMPUTERS 123

GOALS

2017-2018

- Replace 3 staff PC's (Admin-Cataloger, Youth Svc. Director, Collection Dev. Coord.)
- Replace network switches in Ridgeland, Madison, Flora, and Camden with Cisco switches
- Upgrade memory in Public PC's to 8MB
- Upgrade hard drives in Public PC's to solid state drives
- Purchase 4 iMacs, 1 PC, 3D printer, and other equipment for Digital Innovation Lab
- Replace all remaining Dell Vostro (all in ones).
- Purchase Adobe software subscription for the iMacs in the Digital Innovation Lab and for the Assistant System Administrator
- Purchase a sound recording booth and equipment for the Digital Innovation Lab using LSTA funding
- Purchase 10 Chromebooks for Youth Services using LSTA funding
- Purchase AV equipment for Ridgeland, Canton, Flora and Camden (Blu-Ray player, speakers, short-throw LCD Projector)
- Replace the network printer in Madison
- Migrate network to the vendor for the new master contract
- Provide workshops for patrons in the Digital Innovation Lab
- Upgrade/replace monitors on public PC's as needed
- Explore using Knowledge City and Universal Class for staff training courses
- Increase bandwidth at branches as the need arises and budget permits
- Offer basic Internet, Office, etc. training workshops for the public
- Continue to update and enhance the library system website
- Offer basic training for MCLS online resources
- Attend technology workshops and conferences

2018-2019

- Replace the surveillance system DVR at the Canton branch
- Upgrade the operating system on all staff computers to Windows 10
- Purchase additional laptops for programming
- Investigate replacing circulation desk monitors with swivel monitors
- Investigate alternative library automation systems
- Investigate adding self-checkout
- Investigate accepting credit/debit cards
- Upgrade/replace monitors on public PC's as needed
- Replace iMac for the Assistant System Administrator
- Investigate purchasing a gaming console and equipment for the Madison teen area
- Purchase LittleBits classroom coding set for Youth Services
- Investigate virtual reality for programming, training and workshops
- Investigate bookdrop locations for the bookmobile throughout the community

- Purchase and implement laptops, air cards, associated software such as Office, Deepfreeze, Antivirus for the Bookmobile
- Use eRate Category 2 funding to re-cable the Canton building with CAT6 cable
- Replace 17 public computers in Canton if budget permits
- Replace 16 public computers in Ridgeland if budget permits
- Increase bandwidth at branches as the need arises and budget permits
- Continue to update and enhance the library system website
- Offer basic training for MCLS online resources
- Attend technology workshops and conferences
- Investigate the feasibility of upgrading to enterprise type device for digital signage.

2019-2020
- Replace staffs printers as needed
- Replace networking printers as needed at each branch
- Replace Madison Management Console and Ridgeland's Management Console
- Replace staff equipment
- Use eRate Category 2 funding to re-cable Camden, Flora, Madison and Ridgeland buildings with CAT6 cable
- Replace Madison Camera Surveillance system DVR
- Replace remaining 25 public computers (11-Madison, 8-Flora, 6-Camden)
- Investigate upgrading WiFi network
- Upgrade/replace monitors on public PC's as needed
- Increase bandwidth at branches as the need arises and budget permits
- Continue to update and enhance the library system website to be more interactive
- Investigate adding a virtual tour of the library branches
- Offer basic training for MCLS online resources
- Attend technology workshops and conferences

EVALUATION

The System Administrator will report quarterly to the Library Director on implementation of the Technology Plan and propose modifications. A written evaluation will be performed annually to determine the success of the plan. The following is an example of the type of evaluation that will take place for each goal and objective for each year.

Was goal achieved?

If not, what contributed to the failure of the goal being achieved?

INFRASTRUCTURE

MCLS main site is located at the Canton Library in Canton, MS. All branch buildings are capable of supporting the current and immediate future electrical demands of the library's technology equipment. Either the city or county in which they are located maintains branch buildings. The city or county is notified of any electrical needs when new equipment is purchased. Category 5 cable connects all networked equipment within the branch building.