Madison County Library System Technology Plan

selected by freepik.com

2021 - 2024

ACKNOWLEDGMENTS

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

MCLS Technology Committee:
     Tonja Johnson, Director
     Ray Myers, Assistant Director / System Administrator
     Justin Polk, Technology Programming Specialist
     Dawn Zimmerer, Youth Services Director
     Maggie Mayer, Public Information and Marketing Specialist
     Evanne Flanders, Special Needs Programming and Outreach Specialist
     Kristen Hillman, Ridgeland Branch Manager
     Dee Export, Flora Branch Manager

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. 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	21	8	11	16	**62**

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	Bookmobile	TOTAL
12	1	3	3	3	3	1	**26**

Laptops/Chromebooks

Admin	Camden	Canton	Flora	Madison	Ridgeland	Bookmobile	TOTAL
21	0	1	1	1	1	10	**35**

TOTAL= 149

GOALS

2021-2022

- Purchase and install updated Wi-Fi in all branches
- Investigate alternative library automation systems to replace SirsiDynix Symphony
- Migrate network to new state contract vendor (C Spire)
- Investigate replacing some analog security cameras with IP cameras with sound
- Replace 16 public computers in Ridgeland
- Replace 3 staff computers and 8 public computers in Flora
- Replace 5 staff computers in Administration
- Replace 3 circulation computers in Canton
- Create teen gaming center in Madison, Ridgeland and Canton
- Migrate Camden to VoIP phone system
- Replace printers/fax machines/copy machines as needed
- 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

2022-2023

- Replace 2 staff computers 6 public computers in Camden
- Replace printers/fax machines/copy machines as needed
- Upgrade Microsoft Office for staff and public
- Replace 3 circulation computers in Canton (moved from 2021-2022)
- Upgrade QuickBooks software
- Replace 10 laptops in Administration
- Replace camera surveillance system in Flora
- Investigate adding self-check at branches
- Investigate Enterprise digital signage solution
- 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

2023-2024

- Replace main network switches in Camden, Flora, Madison and Ridgeland
- Replace 17 public computers in Canton
- Replace 11 public computers in Madison
- Update/replace AV equipment at branches
- Replace camera surveillance system in Camden
- Replace printers/fax machines/copy machines as needed
- 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

EVALUATION

The plan will be periodically reviewed and revised if needed. A written evaluation will be performed annually to determine if goals were 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 6 cable connects all networked equipment within the branch building.