Prior Dates of Review and Approval: 19 May 1999, 31 July 2001, 17 July 2002, 18 June 2003, 19 May 2004, 15 June 2005, 17 May 2006, 20 June 2007, 16 April 2008, 18 June 2009, 16 June 2011, 26 July 2012
Date of Review and Approval: 21 January 2016

This technology plan has been developed by Jamison Hein, Director, of the Clintonville Public Library with direction from, Gerri Moeller, Library Automation Manager, and Dave Bacon, Computer Network Manager, of the Outagamie Waupaca Library System (OWLS) and the staff of the Clintonville Public Library. The plan will be reviewed by library staff, system staff, and the Clintonville Public Library Board of Trustees on an annual basis and revised as objectives are accomplished and new goal areas are identified.

Vision Statement

The Clintonville Public Library connects people with the past, present, and future. The mission of the Library is promoted through the strategic use of information technology. In addition to providing 24/7 Internet access to the library's collection and various databases through the online catalog, InfoSoup, technology is being used to increase the efficiency of the staff, to facilitate resource sharing, and to make training more accessible and affordable. The library will regularly explore, and implement if feasible, new technologies that improve the services offered by the library or the efficiency with which services are offered, including but not limited to, creating content on the web, providing opportunities for patron and staff interaction, and collecting the community's heritage.

Background

The Clintonville Public Library has been committed to the integration of technology into its services since 1990, when it became a member of the Outagamie Waupaca Library System's Shared Automation Network (OWLSnet).

The library opened to the public at its current location 75 Hemlock Street on January 6, 1992. Since that time there has been continual growth in the number of workstations available to the staff and public, as well as additional enhancements to the system.

Current state of technology

At the present time the Library has sixteen computers for public use including four catalog workstations, seven Internet workstations including one in the Wisconsin Room reserved for genealogy research, two laptops, four off-line computers in the Children's Area with children's games, and another off-line computer in the Adult Area withword processing on it. The Library also has eight staff workstations, which include three at the circulation desk, two reference workstations behind the circulation desk, one technical services workstation in the staff workroom, and one workstation in each of the library's two administrative offices. Three full size printers and six receipt printers are currently connected to the library's computer network. All the public computers and the staff computers are networked to the printer at the circulation

desk. The Library's bandwith was increased in June 2014 from 5.0 mbps to 10.0 mbps. Color copying and printing as well as scanning and email features were added to the copy machine in early 2015. LSTA funds were awarded to the Library in April of 2015 for a digitization project and the Waupaca County Makerboxes. An obituary database was created in 2015 that hopefully will be searchable online in the near future.

Goals and Objectives:

Goal A: To secure technological resources to enable the library to provide optimal services.

1. Maintain a plan and budget to replace, upgrade, and add hardware and software as necessary and feasible. Ongoing

2. Work with OWLS to seek appropriate technology and telecommunications grants and discounts available to libraries, including but not limited to E-rate, TEACH Wisconsin, and digitization projects. Ongoing

3. Maintain participation in the OWLSnet shared automation network. Ongoing

4. Maintain the Library's Local Area Network. Ongoing

5. Provide wireless Internet access throughout the library. Ongoing

6. Investigate ways to save energy in the library by working with other organizations, including but not limited to, area school classes and Focus on Energy.

7. Evaluate the need for additional electrical outlets to provide additional places for people to use laptops and other mobile devices. 2016

8. Monitor the need to upgrade the telephone system including the answering machine. 2016-2018

9. Purchase and implement Sierra in the Wild laptop that would allow staff to check out books for patrons remotely. 2016-2017

Goal B: To maintain a library presence 24/7 on the web.

1. Maintain the library's website keeping its contents up-to-date. Ongoing

2. Provide access to online full text databases through OWLSnet and participation in the statewide project, Badgerlink, administered by the Wisconsin Department of Public Instruction. Ongoing

3. Work with volunteers and staff to continue to develop and maintain an index to obituaries in the local newspaper which will be available online. Ongoing

4. Investigate the feasibility of digitizing more local history resources and making them available online in the InfoSoup Memory Project either through volunteer help or working with the Clintonville Area Historical Society. Ongoing

5. Work with OWLS to investigate the development of social media sites and services and expand the library's presence on the web. Ongoing

6. Redesign library's website 2016-2017

Goal C: To assist and support staff and patrons in the use of technology and the resources provided by the library.

1. Designate the library director or a staff member to regularly attend the meetings of the OWLSnet Administrative Advisory Committee (AAC) in order to discuss technical and administrative operation of the network; and to cooperate in standardizing policies, procedures, and practices among network libraries. Ongoing

2. Continually assess and seek to provide the training needed by staff to effectively participate in technology-based programs and services. This will include, but not be limited to, programs offered by OWLS and the library's annual in-service day. Ongoing

3. Work with OWLS to investigate the feasibility of establishing required technology competencies for staff and including them in job descriptions. 2016-2017

4. Work with OWLS to provide staff training in the required technology competencies. Ongoing

5. Regularly assess ways to offer patron training in the use of the library's online catalog, the available databases, and downloadable ebooks, audiobooks, and videos in group settings or one to one situations. Ongoing

6. Promote online tutorials available to the public on using the online catalog and databases. Ongoing

7. Publicize the digital microform reader-printer-scanner and teach interested community members how to use it. Ongoing

8. Programming to introduce new technology to patrons. 2016-2018

Goal D: Engage in continuous study, evaluation, and planning in regard to technology.

1. Work with OWLS to explore the value, timing, and cost of implementing new services locally, as they become available through the shared automation network. Ongoing

2. Regularly assess the number of workstations needed for staff and patron use. Ongoing

3. Inventory and assess the software used in the library, including operating system software.

4. Work with OWLS to explore the feasibility of RFID technology for circulation and security in the future. 2016-2018

5. Work with OWLS, other libraries and possibly vendors to explore the best option for Wireless printing in the library. 2016

6. Explore feasibility of replacing current desktops with other technology, i.e. tablets replacing desktops. 2016-2018

7. Annually review the library's Internet Policy with input from the library staff, OWLS staff, and trustees. Ongoing

8. Annually review and revise the Technology Plan with input from library staff, OWLS staff, and trustees. Ongoing