

Cullman County Public Library System
Technology Plan
2004-2007

Mission and Values

MISSION: The mission of the Cullman County Public Library System is to assist all residents of the county in meeting their basic human need for information. Information is necessary for recreation, for life-long learning, for cultural enrichment, and for the support of the Democratic principles established by the founding fathers of our nation.

OUR CORE BELIEFS AND VALUES: The following core beliefs and values guide us as we carry out our vital mission:

- We believe that reading improves lives.
- We believe that the library's chief purpose is to support the individual pursuit of knowledge and life-long learning.
- We believe that the library should be an institution for civic exchange and a community forum for ideas.
- We believe that the bedrock of library service is a collection of reliable sources, preserving the best from the past and keeping current with new discoveries.
- We believe that literacy and the ability to learn are basic tools of economic opportunity and personal success.
- We are committed to children, youth, and their families.
- We value our patrons, we respect them as individuals, and we benefit from the diversity of cultures they represent.
- We support the wide range of the public's reading and research interests as a reflection of that diversity.
- We believe that the freedom to read whatever one chooses is a right as profound as free speech, and we defend that right and protect the privacy of a person's use of the library as a sacred trust.
- We take pride in our responsiveness to community needs and individual interests.
- We strive for equity of access to library services across the entire county.
- We embrace electronic information sources as new tools for extending the library's usefulness.
- We believe that every library is a community anchor, strengthening the community it serves and reflecting the culture of the surrounding residents.
- We believe that every library facility should provide space and surroundings conducive to learning as a reflection of the value our community places on education.

Library Services Goals & Objectives: Public Service Goals

Public Service Goal 1: Upgrade existing Central library network hardware and software in order to enhance patron accessibility to library resources through the latest technology for in-house and remote access. These upgrades will increase not only the speed of patron access to electronic resources, e.g. the Alabama Virtual Library, but increase the number of users, simultaneously accessing the library resources.

Objective 1	Upgrade network server	2005-2006
Objective 2	Upgrade network OS as needed to support software and provide secure patron access.	2006-2007
Objective 3	Upgrade program software, i.e., MS Office, as needed, to facilitate patron access to the latest home and business software.	2005-2007

Public Service Goal 2: Automate library system in order to expedite resource sharing and improve patron accessibility to system-wide collections for in-house and remote access.

Objective 1	Automate branch libraries in order to facilitate resource sharing and improve patron accessibility to system holdings, providing up-to-date hardware, and dedicated high-speed telecommunications access as it is available by local providers.	Fairview/ Hanceville 2004-2005 West Regional/ Garden City/ Beville 2005-2007
Objective 2	Add remote satellite network connection for Bookmobile	2004
Objective 3	With the Library Management Network, migrate to new Windows-based client-server library automation system integrating circulation, cataloging, bibliographic control, acquisitions, public access catalog and other functions.	2004-2005

Public Service Goal 3: Upgrade Central Library equipment at a rate of 3 workstations annually- exclusive of any technology grant received- based on current technology profile as specified within the CCPLS Equipment Replacement Policy in order to enhance patron accessibility through the latest technology for in-house and remote access.

Objective 1	Replace 3 workstations (public/staff) annually as needed	2004-2007
Objective 2	Add 2 workstations in children s Easy area	2006-2007
Objective 3	Add 3 workstations for Juvenile (ages 13-17) use only	2006-2007

Library Services Goals & Objectives: Administrative Services Goals

Administrative Service Goal 1: Library IT staff and Library administrators will be constantly aware of new and emerging trends in technology-related library services and will plan for addition and implementation of such services accordingly

Objective 1	Provide specialized continuing education support for IT staff to facilitate acquisition of new technologies.	On-going
Objective 2	Constantly monitor new technological applications through reading of professional publications and related resources and networking and conferencing with other librarians.	On-going

Administrative Service Goal 2: Enhance library staff technology support & training commensurate with the latest technology and acquisitions.

Objective 1	Initiate quarterly schedule for web-based training system-wide with special emphasis on the Alabama Virtual Library.	Jan. 2004
Objective 2	Integrate hands on Technology Review in annual Staff Institute Day (existing in-service day for training, reviews & awards.	2004-2005, on-going
Objective 3	Design monthly newsletter sent to staff via e-mail to promote communication but also to develop technology-related skills of all staff.	2004- ongoing
Objective 4	Provide continuing education support for library staff through in-house training provided by CCPLS IT staff, APLS & SOLINET workshops, and other resources to improve staff telecommunications and information technology skills	On-going

Evaluation of Service Goals

Public Service Goals: Public service goals will be considered successfully implemented when the following occur:

- Annual evaluations of goals with the following factors examined:
 - Achievement*
 - Continuing relevance*
 - New technologies*
 - Revision, addition / deletion*
 - Determining reasons for unmet goals/objectives*
 - Planning for achievement of relevant unmet goals.*

- Library statistics in the following categories increase from 2004-2007 would also indicate a successful outreach to the community in terms of technology:
 - Library membership*
 - Computer usage*
 - Computer workshops*
 - Circulation statistics*
 - Web page usage*
 - Special Collections statistics.*

Administrative Services Goal: Administrative service goals will be considered successfully achieved when the following occur:

- System personnel are competent in using the Internet as a reference tool for research and instruction.
- Web-based training has been implemented for 4 consecutive quarters with library personnel advancing to a competent level especially in accessing the Alabama Virtual Library and similar resources.
- Newsletters are received monthly via e-mail.
- System staff is attending / will attend / have attended workshops and training available through such entities as APLS and SOLINET during the time frame of 2004-2007.
- New technologies will be implemented on an as-needed/as-warranted basis based on user service needs.

Technology Equipment Replacement Policy

CCPLS will endeavor to replace technological related equipment and software on a timely basis exclusive of any technology grant received to insure fast delivery of informational resources and telecommunications to its clients. Generally, the Library System will add and replace resources when appropriate and as funding allows, following these guidelines.

- All computer hardware and software to be evaluated annually
- Personal computers will be replaced at a rate of 15% of total system resources per year.
- Network servers will be replaced not less than every 4 years.
- Hubs and similar peripherals will be replaced on an as-needed basis.
- Network wiring systems will be replaced on an as-needed basis.
- Satellite and wireless systems will be replaced/upgraded on an as-needed basis.
- Other peripheral components, such as printers, monitors, keyboards and other equipment will be provided on an as needed basis.
- Software must be fully supported by manufacture for all critical security and software upgrades.
- Software and hardware to be compatible with all current counterparts.
Example: Replacement of software may require the upgrade of the some or all computers.

MAINTENANCE: CCPLS will conduct on-going maintenance, cleaning, etc. on all systems and equipment to insure proper and safe operation and to insure the longevity of the asset.

Technology Inventory

Library: Cullman County Public Library System

Location: 200 Clark Street Northeast, Cullman

Contact Person: Ken Walling GIS Coordinator

Service Outlets:

Crane Hill/West Regional Library, 14538 County Road 222, Crane Hill, AL 35053

Cullman Public Library, 200 Clark Street, NE., Cullman, AL 35055

Fairview/East Regional Library, 7265 Alabama Hwy 69, Cullman, AL 35058

Garden City Public Library, Municipal Building, First Avenue, Garden City, AL 35070

Hanceville Public Library, 108 S. Main Street, Hanceville, AL 35077

Tom Bevill Public Library, 151 Byars Road, Hanceville, AL 35077

Cullman County Bookmobile, 200 Clark Street, NE., Cullman, AL 35055

Equipment	Currently in Place		Budgeted (2003-2004)
PC Workstations (Main Library)	Quantity:	25	28
PC Workstations (Branch Libraries)	Quantity:	8	8
Local area Network (LAN)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Workstations on LAN	25		28
Connections			
Basic Telephone Lines (Main)	6		6
Basic Telephone Lines (Branches)	3		4
ISDN (Branches)	1		1
1.54mbs (T1) (Main)	1		1
Software			
Internet Browser	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
FTP	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Telnet	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
E-Mail	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Windows Office Professional	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Maintenance			
Do you have maintenance contracts on any of the above equipment	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

What percentage of your staff has experience and / or training to operate the above equipment and software? 93 %

Is your electrical system adequate to support the above equipment? Yes No

If not, how much have you budgeted in next year's budget to update your electric system? \$ NA