

Passed: \_\_\_\_\_  
Amended: \_\_\_\_\_  
Reviewed: \_\_\_\_\_

## **Weyauwega Public Library Technology Plan**

### **Vision**

The Weyauwega Public Library connects people with the past, present and the 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.

### **Past and Present**

Weyauwega Public Library is located in Weyauwega, Wisconsin, which is in the east central part of Wisconsin in Waupaca County. Located within 35 minutes of the Fox River Valley, the community continues to grow. According to the 2018 Wisconsin Library Service data, the municipal population was 1,882 and the service population was 3,637. The Library is open 49 hours per week and owns 29,536 materials. The Library has 2,014 borrowers, of which 1,186 are city residents and 828 are non-residents. The library recorded 21,346 patron visits. The Library's circulation in 2018 was 33,252.

The library is a member of the Outagamie Waupaca Library System and has been a participant in the Outagamie Waupaca Library System Shared Automation Network, known as OWLSnet, since 1993. The OWLSnet project has benefitted the people of the Weyauwega area and the two counties that comprise the system. The library continues to serve its users and the users of other OWLSnet libraries via interlibrary loan on the shared network.

The library facilities were built in 1985. At that time, no planning was implemented to bring technology to the library. In 1990, the Library Director attended the Rural Library Conference in Omaha, Nebraska and came away from the conference convinced that to stay viable, small libraries had to bring technology to their communities. In 1993 we had the opportunity to be one of the first small libraries in the Outagamie Waupaca Library System to join the automation project, OWLSnet. This enabled access to many more materials through interlibrary loan and shared resources. According to the library's 2018 state report, 23,544 items were loaned to other libraries from our collection and 7,383 items were borrowed from other libraries.

In addition to participating in the OWLSnet shared system for circulation, interlibrary loan and online catalog, as of July 2019, the library has four public internet computers, one laptop for patron and staff use which connects to WiFi, and three staff computers. We have one dedicated computer for use with our microfilm machine. The three staff computers also have barcode scanning capabilities. Staff uses two receipt printers and there are two black & white printers and one color printer for public and staff use. We have one fax machine and one copy machine. There are currently two scanners, one with the microfilm machine and one in the director's office.

## **Goals and Objectives**

Goal A: The Weyauwega Public Library will 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. (ongoing)
3. Maintain participation in the OWLSnet shared automation network. (ongoing)
4. Provide wireless internet access throughout the library. (ongoing)

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 databases through OWLSnet and participation in Badgerlink, administered by the Wisconsin Department of Public Instruction. (ongoing)
3. Maintain social media sites and services to expand the library's online presence.

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

1. Library Director or designated staff member will regularly attend 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. (ongoing)

3. Regularly assess ways to offer patron training in the use of the library's online catalog, the available databases, and downloadable ebooks and audiobooks in a group setting or one on one situations. (ongoing)

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

1. Work with OWLS to explore the value, timing, 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. (ongoing)
4. Annually review the library's internet policy with input from library staff, OWLS staff and trustees. (ongoing)
5. Annually review and revise this Technology Plan with input from library staff, OWLS staff and trustees. (ongoing)