APPENDIX A

The following is a model technology plan written by the State Library of Ohio.

ACME COUNTY DISTRICT LIBRARY

Model Technology Plan for
Universal Service Discounts Application

Revised July 1998

1.) MISSION STATEMENT

The Acme District Library Board of Trustees and staff recognize the impact of technology, specifically electronic communication and information upon the lives of the residents of Acme county. The Library strives to identify, retrieve, organize, and provide access and instruction in the use of technology in its various formats.

2.) TECHNOLOGY STRATEGIC PLAN

The technology strategy for the Acme District Library is to meet the following objectives as outlined in the library's long-range plan. Each objective has a set of criteria established for the definition and measurement of successful implementation.

- Use technology to provide the most appropriate information delivery system.

- Use technology to control cost and improve the efficiency of library operations.

- Maintain flexibility to adapt new and changing technology to meet the public's needs.

- Evaluate emerging technology for effective responsiveness to the public's needs.

- Use technology to connect to relevant sources outside the library.

- Train staff and educate the public on how to use technology to retrieve the information needed.

3.) PLAN JUSTIFICATION

To maintain a competitive position in the information industry and to continue to provide a high standard of public service, the Acme District Library offers a wide range of electronic services to supplement the traditional print services currently being offered. This plan presents the current and planned hardware, software and telecommunications necessary to deliver these services as seen by the Acme District Library.

4.) TECHNOLOGY INVENTORY:

COMPUTERS:

Current
Main Library

- 1- HP3000 model 6 (Circulation System - 100 users); 8 Gb storage, 128 Mb memory

- 1 - Communication controller for terminals

- 1 - Communications 8 port controller for patron access with 5 - 28.8 modems

- 20 - 486 PCs

- 1 - 486 PC w/ 28.8 modem

- 30 - Pentium PCs

- 10 - VT 220 Terminals

- 1 - Compaq Proliant Server

- 2 - CD-ROM Servers (28 bays)

- 5 - 24 port 3Com network hubs

- 6 - HP 4000N Laser Printers

- 1 - HP document scanner

- 1 - Router

- 1 - DSU/CSU Unit

North Acme Branch

- 5 - Pentium PCs

- 1 - 486 PC with 28.8 modem

- 1 - Router

- 1 - DSU/CSU Unit

South Acme Branch

- 4 - Pentium PCs

- 1 - 486 PC w/ 28.8 modem

- 1 Router

- 1- DSU/CSU Unit

TELECOMMUNICATIONS:

Main Library

- 8 - Centrex telephone lines for voice

- 5 - Dial-up lines for patron access to circulation system

- 105 - (Category 5) Ethernet connections distributed throughout the library.

- 1 - T1 connection to Center City Internet services

- 1998 - 10 additional (Category 5) Ethernet connections

North Acme Branch

- 2 - Centrex telephone lines for voice
- 4 - (Category 5) Ethernet connections
- 1 - T1 connection to Center City Internet services

South Acme Branch

- 2 - Centrex telephone lines for voice
- 3 - (Category 5) Ethernet connections
- 1 - T1 connection to Center City Internet services

COMPUTER SOFTWARE FOR COMMUNICATIONS:

- HP Unix
- TCP/IP for HP system and all workstations
- Netscape
- Windows NT Server for Web site and LAN communications
- Microsoft Exchange for email

FUTURE PLANNED & BUDGETED - HARDWARE, SOFTWARE AND TELECOMMUNICATIONS SERVICES

- Replace Communication controller with 5 user PPP server with 5 - 56kb modems
- Replace 10 - VT220s with 10 PCs
- 20 PCs
- Upgrade 3 Routers for T1 service

5.) BUDGET:

Universal Service Discount Purchasing and maintenance budget for 1998 - 2000

- Replace Communication controller

  —$35,000 budgeted for 1998 purchase, $10,000/yr. budgeted for 1999-2000 maintenance

- Replace 10 - VT220s with 10 PCs

  —$25,000 budgeted for 1998 purchase, $5,000/yr. budgeted for 1999-2000 maintenance

- 20 PCs

  —$50,000 budgeted for 1998 purchase, $10,000/yr. budgeted for 1999-2000 maintenance

- Upgrade 3 Routers for T1 service

  —$15,000 budgeted for 1998 purchase, $2,500/yr. budgeted for 1999-2000 maintenance

- Technical and User training on the above projects

  —$8,000 in 1998, $4,000 in 1999, $5,000 in 2000

6.) EVALUATION:

The evaluation process includes setting goals for implementing the new equipment and software, reviewing the process and time periods quarterly to assure projects are on schedule and the implementation of this equipment/software actually accomplishes the goals and objects set forth in the plan. The following milestones for each project are:

- Replace Communication controller

    —4/12/98 - Install communication controller

    —5/1/98 - Test controller

    —5/15/98 - Implement new controller

- Replace 10 - VT220s with 10 PCs

    —10/15/98 - Train users on PCs

    —11/1/98 - Install new PCs

- 20 PCs

    —2/6/99 - Train users on PCs

    —2/99 - 4/99 - Install new PCs

- Upgrade 3 Routers for T1 service

    —5/99 - Install 1st T1 and configure router

    —11/99 - Install 2nd T1 and configure router

    —3/2000 - Install 3rd T1 and configure router

7.) TRAINING:

All staff have been trained on the use of circulation software, Internet, ILL, and OCLC. The network manager has been trained on TCP/IP, Windows NT Server, Netscape, and HP Unix. Training for MS Exchange is planned for 2nd quarter 1998.

Webmaster has been trained on MS Information Server, Web authoring tools, and Java Script.

8.) MAINTENANCE CONTRACTS:

The circulation software and HP 3000 equipment have a comprehensive maintenance contract as part of the turnkey system agreement with Libsys Corp. signed November 1996 through December 1999.

All other hardware is covered under an annual contract with the Geekco Computer Co., Geekville, Ohio.

All software is covered under a 1-year upgrade warrantee to provide the latest upgrades, customer support, and news and upgrade notices.

9.) ELECTRICAL SYSTEM:

The electrical system was reviewed by the Failsafe Electric Corp. in January 1997, and the system was upgraded to handle current and planned expansions.