



COMPUTER ACCESS TRAINING SUPPORT



@your library

Moore Memorial Library
Public Computer Center

Public Computer Center

Free Computer & WiFi Access
Free Classes/Workshops

www.greenenylibrary.org

607-656-9349



Moore PCC

Summary of Services and Achievements

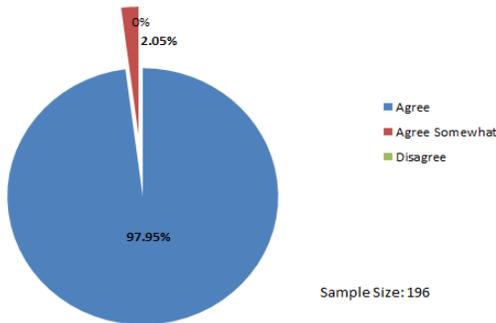
Moore Memorial Library Public Computer Center

59 Genesee Street, Greene, NY 13778

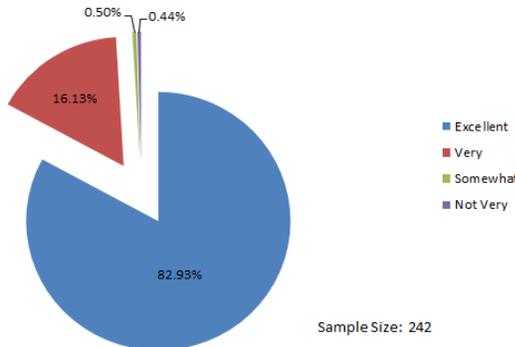
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Skills Survey Question
"I am leaving with better skills than I came in with."



Trainer Survey Question
"How effective and prepared was the trainer of this class?"



17 MONTHS OF OPERATION

Open: 55 hours/week
1-2 classes offered/day

Total # classes given: 245
Total # class participants: 715

Total One-on-one Assists: 840
Average Users/week: 117

Classes

Office and Employment Skills:

Computer Basics, Internet Basics, E-mail Basics, Resume Lab, Job Search, MS Publisher, MS PowerPoint, MS Word, MS Word Advanced, MS Excel, Mail Merge, Google Docs, Managing Files & Folders, Open Office/Writer and Spreadsheet, LinkedIn: Professional Social Networking, Facebook for Businesses/Organizations, Google Website for Business, Business Cards with Publisher, Overview of Social Marketing for Small Business

Digital Literacy:

Personalize Your Computer, Facebook, Skype, Craigslist, YouTube, Twitter, Tumblr, eBay, Do more with Google, Create Your Own Goggle Website, Google Picasa, Google Plus, XP Users, Learn to Code Support Group, Windows Live Movie Maker, Managing Digital Photos, Health and Wellness Online Resources, Pinterest, Create Holiday Gift Labels, Create a Holiday Letter, On-line Library Databases: MorningStar Investment Research Center, EBSCO Auto Repair Reference Center, Academic and Civil Service Testing and Education Reference Center

*Most digital literacy classes also offered as "Seniors"

Courses:

Quicken Premier 2010, Family Tree Digital Photography Essentials
MS Word, MS Excel

*Class participants receive a PowerPoint Handout or CD of class material

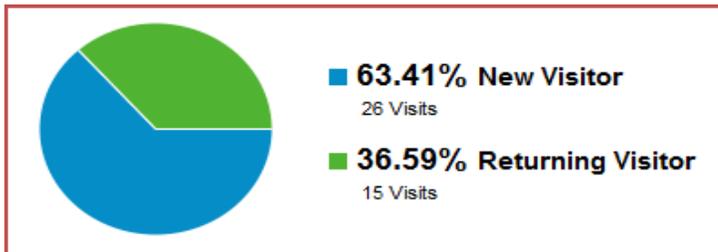
Services

- Powerpoint handout: How to file an Unemployment Claim, IRS Tax Forms and Instructions
- Postings : Civil Service Jobs/Exam notifications, Broome-Tioga Workforce New York Monthly Workshop Calendar
- Monthly e-newsletter sent to 320 patrons
- Walk-in assistance resume/cover letter/job search: every Friday
- Monthly MorningStar Investment video-series
- E-readers and digital devices: 2 unique weeks devoted to set-up and instruction (set-up and navigation assistance also by appointment)
- Genealogy Assistance by appointment
- Scanning station for patrons; utilized primarily by Historical Society
- Video-Conferencing equipment and space rental

Social Media

<http://greenenylibrary.org/index.php/public-computer-center>

Tumblr: <http://moorepcc.tumblr.com/>
Stats March 2012 // Google Analytics



Twitter: <http://twitter.com/#!/MoorePCC>

Moore Memorial PCC
@MoorePCC
Offering FREE #Broadband access, workshops & one-on-one sessions with #BTOP staff. MS Office, resume, & social media basics
<http://www.facebook.com/moorepcc>
Moore Memorial Lib, Greene NY <http://bit.ly/moorepcc>

2,689 TWEETS
213 FOLLOWING
122 FOLLOWERS

Stay in touch with Moore Memorial PCC
Join Twitter today

Tweets

Moore Memorial PCC @MoorePCC 1m
We're excited about "Family Tree Digital Photography Essentials" - 4 class course at MM Public Computer Center! greenenylibrary.org

Neal Schaffer @NealSchaffer 13m
7 Essential Steps for a Successful Social Media Campaign goo.gl/OTK4F via @ScottScanlon
Retweeted by Moore Memorial PCC

Facebook: <https://www.facebook.com/moorepcc>

Moore Memorial Library Public Computer Center

45 likes · 2 talking about this · 0 were here

Library
59 Genesee Street, Greene, NY
1 607.656.3349
Open until 8:00 pm.

45 Likes



Outreach

- **Brightman Senior Center:** Powerpoint presentation of PCC offerings at Brightman Center.
- **Letter/Package** of introduction and description of services to area churches and schools.
- **Literacy Volunteers:** 6 week course in partnership with Literacy Volunteers. 43 patrons attended; held at Morrisville State College Norwich Campus.
- **Cooperative Extension:** Presentation: Online Marketing for Small Farms.
- **4H:** Class materials (YouTube Channel, Create a Google Website) and class schedule shared with Cornell University Cooperative Extension of Chenango County 4-H.
- **Rotary Club Meeting:** PowerPoint presentation on PCC offerings and social media for organizations. Hosted at PCC.
- **Retired Senior Volunteer Program,** Opportunities for Chenango: Powerpoint presentation/workshop: Health and Genealogy Resources on the Web. Held at PCC lab.
- **CDO Workforce:** In partnership with CDO Workforce, One-Stop Career Center, 1 O'Hara Dr., Norwich, NY 13815-2046, the PCC put together a 5 week/5 class computer skills course. Held at the CDO Workforce Center in Norwich 3 unique times.
- **DOL Oneonta:** Shared CDO Workforce Course materials with Charlie Masciola, Oneonta DOL

Advertising

- Grand Opening Article/coverage: Binghamton Eve Sun, Norwich Evening Sun, Chenango American, Whitney Point Reporter, Oxford Review Times
- PCC Brochure, flyers, PowerPoint Handouts, and monthly Class Schedule
- Monthly/bi-monthly articles published in Chenango American, Whitney Point Reporter, Oxford Review Times, Tri-Town News
- Mass email of class schedule to 170 patrons & businesses per month.
- Monthly e-newsletter sent to 320 patrons
- Article in Moore Memorial Library Quarterly Newsletter
- Monthly class announcements: PennySaver, WBNG Channel 12 Action News Community Calendar, PressConnects Binghamton Events Calendar, WSKG Community Events calendar