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Phillips County Library System

10 South 4th Street East
PO Box 840
Malta, MT 59538
406-654-2407
philibr@ttc-cmc.net

Technology Plan

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Created 12/28/09

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Technology Plan

Phillips County Library System 2010-2013

Introduction

The Phillips County Library System consists of the Phillips County Library (Main) and its Branches, the Dodson Branch Library and the Saco Branch Library. Phillips County and Malta, Montana is located in the north-east part of the state with a population base of 4,179 people.

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Malta, MT 59538

(406) 654-2407 Fax: (406) 654-2407

philibr@itstriangle.com

Janeen Brookie, Director

Mission Statement

The mission of the Phillips County Library System is to provide the best possible library service within the bounds of our resources and personnel. Phillips County Library's goals are to provide recreational reading materials, accurate and current information and informal supplemental support for the educational, civic and cultural activities of the people served by our library system through local library materials, local organizations, interlibrary loan cooperation and participation in the Golden Plains Library Federation.

How Technology Will Help

Technology advances in the Library System would provide a greater and wider range of access to local library resources and global resources for all library patrons. Use of the tools of technology provides faster access to information needed to make it easier for people to live in a rural community and still have the information at their finger tips. The staff will be able to provide better, more accurate and greater service because of the information that is available, such as access to full-text magazine articles and journals that our library cannot afford to purchase. Having free access at the library will level the field between the technology "haves" and "have nots". It will provide access points to information; to those who otherwise might not be able to get it. Having increased technology will extend the library's capabilities beyond its physical walls.

Technology Inventory

Network:

Peer to Peer

Computers:

One Server that also is the Director's work station. IBM NetVista

Five Workstations

Two- Windows 2000 IBM NetVista

Two- Windows XP IBM ThinkCentre

One- Windows XP HP/Compacq

Peripherals:

HP 720C Color Inkjet Printer

HP LaserJet 1012

HP LaserJet 2100M

Two Hubs

SonicWall

Fax Machine

Software Subscriptions:

OCLC

Heritage Quest

Infotrac

Auto Repair Reference Center

Winnebago Spectrum

SonicWall Support

Goals and Plans for Technology Integration

- A. Conduct a technology needs assessment of what the community would like to see/made available in the technology area of the public library. The library currently has three computers available on an ADSL line. A comparison will be done with other libraries of comparable size and a baseline established when compared to peer libraries in terms of public access computers, staff, budget, etc.
- B. Continued connection to the Internet, with instruction on the Internet and e-mail. We have three computers available for public use with ADSL access. All of the Internet computers are provided by grants from the Bill Gates Foundation with the funds having been administered by the Montana State Library Commission.
- C. The library director and library assistants will attend OCLC and state training to better make use of OCLC for its main cataloging source.
- D. The library will continue to be a member of the Montana Library Network; i.e. take part in the reduced pricing for OCLC products and other statewide database products that the Montana State Library negotiates. The library will seek additional funding, grants or donations to upgrade its technology so that it can take advantage of all that the Montana Library Network has to offer.
- E. The director will continue to join the Montana Library Association. The director and assistants (taking turns) will attend continuing education offered through MLA and the Montana State Library. We will also take advantage of training offered by the Golden Plains Library Federation. We could take a turn at hosting some training so that the majority of the staff could attend. Networking with fellow librarians is a great resource and source of information. This information will be passed on to the staff.
- F. Utilize the Montana State Library technology person who has been assigned to my Federation area.
- G. Develop a Phillips County Library website.
- H. Apply for state and federal discounted rates for telecommunications.
- I. The library will continue to purchase materials in various formats (books, software, videos, periodicals and CD's) that our patrons and staff can use for additional technology information and training.

Technology Improvements Needed

- A. Investigate and purchase a new circulation system. Winnebago Spectrum will not work on computers newer than a Windows 2000 operating system. The current circulation system and programming is reaching the end of its usefulness and support by Follett.
- B. Purchase required computers and peripherals needed for the chosen new circulation system.
- C. Purchase of Deep Freeze.
- D. Possible upgrade to a wireless network.

Funding

The Phillips County Library established a Library Depreciation Reserve Fund in 1997. The budgetary amounts left over from each fiscal year have been deposited to this fund since then. This fund can be used for equipment replacement. The library has also started having used book sales with the money collected from those sales being deposited into our Trust Fund so that the Library Board can determine what to purchase out of it.

The library does not charge for use of the Internet, but does charge a nominal fee for anything printed off the Internet to pay for toner, ink cartridges and the paper used.

We receive funds through the Montana State Library in the State Aid for Libraries program. The Golden Plains Library Federation receives some funding of which the Phillips County Library receives a portion. A portion of these funds have been have been designated for technology and possible purchase of OCLC and other technologies.

The library has received a donation of \$25,000.00 worth of stock. It has been receiving interest payments that are deposited to the Library Trust Fund. The Trust Fund is set up to be used in various ways according to need as determined by the library board. The library board is looking at setting up a Library Foundation. This will give us the start to some longer term sustainable funding and hopefully encourage more donations of this type.

Evaluation

The usage of the electronic services is tracked through in-house and vendor supplied statistics to determine the need for increased resources and/or equipment. Patrons and staff have the opportunity to provide the library with feedback on current services and functionality done on an ongoing basis through the use of direct contact and library survey results.

"Planning" is a process, not an end product. The Board and staff of the Phillips County Library recognizes that this Technology Plan is subject to revision at all times and that the goals may change depending on funding sources as well as new technology advances. The plan will be reviewed each spring to keep things in prospective when making out the fiscal year budget and to see if progress has been made toward the specified goals. The purpose of this plan is to give us guidance for the next three years. After that time, the process of planning goals and objectives will begin anew.