

Petroleum County Community Library

(Winnett, Montana)

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Technology Plan

(Dated: December 2008)

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Petroleum County Community Library

Technology Plan 2009 – 2012

(Note: Since our library is a combined county-school library, aspects of the plan that refer to the combined library appear under “Petroleum County Community Library.” Funding and ownership of computer equipment is listed under “Petroleum County Public Library.”)

Petroleum County Community Library Mission

The aim of the Petroleum County Community Library is not only to enhance the children of our community with exceptional learning tools, but also to provide our community in its entirety with support for social, cultural, spiritual, and educational values and expansion of everyone’s imagination.

In today’s world, technology is an integral part of the educational and social lives of our young and adult patrons. The goals in this plan were aligned with guidelines from Montana State Library and from E-Rate (Schools and Libraries Universal Service) website.

Petroleum County Community Library Technology Team

Petroleum County Community Library Technology Team: Nancy Freburg, Public Librarian; Raye Anne Lund, Library Board Chair; Adam Tholt, School Technology Specialist; Marie Dunlap, Public patron and consultant; Maggie Meredith, Montana State Library Consultant; Suzanne Reymer, Montana State Library E-Rate Consultant; Mid-Rivers Communications.

Petroleum County Community Library Electronic Services

Petroleum County Community Library currently offers the following electronic services:

- Online catalog (Athena, [Follett Library Company]) for patrons searches.
- Online databases for use on the library’s computers.
- Many online databases available to patrons at home via Internet.
- Public Internet access available from four OPAC stations in the library
(presently two provided by the public, two provided by the school).
- Library website that offers information about the library, library services,
links to informational databases, and an index to our local history files.
- Online catalog and circulation via Athena [Follett Library Company] in the library.
- Online encyclopedia (World Book Online) available to students and patrons in library and at home
(this service is provided by a local area school consortium).
- Fast speed DSL access (1.5 m up/256 k down) to Internet in the library.
- Public wireless access.

Petroleum County Public Library Computer Equipment

The Public Library owns some of the equipment. We plan to update existing equipment or increase the number of computers available for patrons, as funds become available.

- DSL (1.5 m up/256 k down) connection to Internet Service Provider, Mid-Rivers Communications, Inc.
- Speed Touch DSL Gateway and Router
- AirEpoch Wireless Gateway Router/Switch
- Two Dell Public Access computer systems (with Microsoft Office software)
- Two Dell Staff computer systems (with Microsoft Office software)
- One Black and White HP Laser Network Printer
- One Color HP Laser Network Printer
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Petroleum County Public Library Technology Goals

1. Enhance access to informational and recreational electronic services:

- Continue to provide DSL access to the Internet in the library;
- Continue to provide wireless access;
- Add more OPAC stations and needed switches, as funding will allow;
- Continue to evaluate, purchase and install hardware/software for staff and public workstations, as needed;
- Consider purchasing, and installing security software or hardware components for public library computer systems to stop unauthorized access and modification to the system and/or software;
- Evaluate, purchase, and install software components for all public library computer systems to minimize unauthorized viruses, pop-ups, malware, and spam;
- Evaluate, purchase, and install software components for the amount of filtering required at the time;
- Cooperate with the school in monitoring public computers during school hours for the safety of school students, and monitor public computers for young users in non-school hours;
- Continue to subscribe to Montana State Library consortium sponsored databases (Heritage Quest, Gale InfoTrac, Ebsco databases, etc.) in as much as funding will allow;
- Continue to create direct links from the library web page to subscription electronic databases;
- Implement a time management system to provide for equitable, public computer access;
- Continue to allow patrons to print for a small fee (proceeds used for cost of paper and toner);
- Continue to have our historical *Winnett Times* newspapers digitized, as funds are available;
- Consider purchasing a Wii system for public recreational needs;
- Consider the possibility of joining the Montana Shared Catalog.

2. Pursue funding resources to provide for increasing technological needs:

- Assess budget priorities to align with technology goals;
- Apply for any available federation funding for technology;
- Apply for state and federal discounted rates for telecommunications;
- Research grant funds available for technological projects in libraries;
- Continue to participate in group purchases and software licensing, as funds are available;
- Use available history funds for historical preservation (digitization) of our historical *Winnett Times* newspapers.

3. Provide for adequate levels of training for public director, staff, and public:

- Continue to offer time and resources for director education on computer networking from online classes, books, consultants;
- Continue to offer time and resources for director education on computer trouble shooting;
- Allow time for director to train staff about trouble shooting problems with computers and the library network;
- Continue and expand training for staff and public on Internet and computer-related applications;
- Develop training for staff and patrons on the databases of www.mymontanalibrary.org
- Develop training for staff and patrons on use of the digitized *Winnett Times*;
- Educate staff on current or updated library policies concerning technology, including Internet Acceptable Use Policy and policies on Intellectual Freedom and Privacy issues;
- Combine training opportunities with other area libraries, in an effort to share costs and expertise;
- Produce and update procedural manuals and informational handouts for both the public and staff on using available technologies;
- Update library web page with links to sites offering instruction, FAQ's, and help pages on using Internet and computer technologies; Increase library web page space, as funding allows;
- Participate in online and other training offered through OCLC, BCR, Montana Library Association, Montana State Library, Webjunction, and other organizations (as long as any needed funds and time are available);
- When possible, staff and trustees will attend library workshops, participate in online training, or attend Federation Meetings or Montana Library Library workshops, where CE technological training is offered.

Petroleum County Community Library Service/Maintenance Contracts

- Mid-rivers Communications, Inc. -- DSL service (One-year Contract) – [public only];
- Follett Library Company (Athena) catalog/circulation automation service/upgrades contract;
- OCLC – includes on-line access to cataloging and interlibrary loan functions and bibliographic database, software upgrades, and service;
- Heritage Quest (Pro-Quest) subscription;
- Subscriptions to Gale Databases (InfoTrac and others), Ebsco Auto Repair and Small Engine Repair databases, and other Ebsco Databases;
- Dell Three-year Next-Day parts and service contracts purchased with new computer systems.

Petroleum County Public Library Technology Evaluation and Assessment

Petroleum County Public Library uses various methods to evaluate technology projects and electronic services offered, to decide which technologies are used and those that need upgrades, and to determine funding priorities:

- Assessment of the DSL Internet connection, the network, equipment and software through the year;
- Effective use of electronic services tracked through observation and in-house statistics;
- Vendor-released upgrades to the catalog/circulation system provided as they are produced;
- Patrons' input on the kinds of technological services they need;
- Assessment of the functionality needs of patrons through the year;
- Technology plan reviewed by the public director, technology committee, and library board and updated as necessary at least once every three years.

Petroleum County Community Library Technology Plan 2009-2012

Budget

Goal #	Description	Amount Needed	Budget Source
1	Enhance access to informational and recreational electronic services:		
	DSL monthly Internet access charges	\$45.00 a month/\$540.00 a year (Estimate)	E-Rate at 80% Discount = \$432.00 Library Federation Funds at 20% = \$108.00
	Add one OPAC workstation every three years (including Microsoft Office software and three year Next Day parts and service)	\$1,150.00	Federation Technology Funds or other grant funds or memorial trust funds
	24-Port Gigabyte Ethernet Switch	\$264.00	Gen. Fund Budget, Federation Technology Funds, or Trust Funds
	Security software/hardware	\$150.00	Federation Technology Funds or Trust Funds
	Software to minimize spam, viruses, etc.	\$100.00	Federation Technology Funds or Trust Funds
	Heritage Quest (ProQuest) database	per year \$100.00	Federation Technology Funds
	Athena Support Agreement Contract	per year \$395.00	Federation Technolgy Funds -- Public -- \$131.67 School District Funds \$263.33
	OCLC Subscription	per year \$567.00	Federation Technology Funds -- Public -- \$189.00 School District Funds \$378.00
	Monitor public computers for student safety	Staff Time	General Fund Salary Budget
	Gale and Ebsco Host databases		Presently paid by Montana State Library
	Digitization of historical <i>Winnett Times</i>	five years newspapers \$1100.00	History Trust Funds/Memorial Funds Petroleum County Endowment Grant
	Adding links to library web page	History Employee Time	History Trust Funds
	Manage Computer/Internet Access Time	Staff Time	General Fund Salary Budget
2	Pursue funding resources to provide for increasing technological needs:		
	Assess budget priorities	Director and Lib. Board Time	Gen. Fund Salary Budget and Volunteer time
	Apply for Library Federation funds	Director time	Gen. Fund Salary Budget
	Apply for State and Federal Discounts	Director time	Gen. Fund Salary Budget
	Research grant sources	Director/staff time	Gen. Fund Salary Budget and Volunteer Time
	Digitization of historical <i>Winnett Times</i>	(See Goal 1)	History Trust Funds and Petroleum County Endowment Grant

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Budget

Goal #	Description	Amount Needed	Budget Source
3	Provide for adequate levels of training for public director, staff, and public		
	Time and resources for computer networking education Director time Mileage to any available workshops Books on computer networking Consultant's assistance		General Fund Salary Budget Federation Grant Funds for Education Federation Grant Funds for Education Paid by Montana State Library
	Time and resources for education on trouble shooting Director time Mileage to workshops on this topic Books on trouble shooting Consultant's assistance		General Fund Salary Budget Federation Grant Funds for Education Federation Grant Funds for Education Paid by Montana State Library
	Time to train staff on trouble shooting	Director time/State Consultants	General Fund Salary Budget/Paid by MSL
	Training of staff and public on Databases	Director time/State Consultants	General Fund Salary Budget/Paid by MSL
	Educate staff on policies and procedures	Director time	General Fund Salary Budget
	Library website updated and/or increased	History Employee Time	History Trust Funds
	Director and staff training	Director time/Travel to Workshops State Library Consultants	General Fund Salary Budget/Education-travel Grant Funds/Education grant funds for any workshop charges/ State Library Personnel