

TOOLE COUNTY LIBRARY

TECHNOLOGY PLAN

2010-2012

The Toole County Library system consists of the main library in Shelby and the branch library in Sunburst.

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MISSION STATEMENT

The purpose of the Toole County Library in Shelby, Montana along with the branch library in Sunburst is to provide its patrons with free and convenient library services. To be a source of current and reliable information, providing print and non-print materials, information and programs to meet the educational and recreational needs of the community

The Toole county Library system currently offers the following electronic services and their locations:

- *Circulation of library materials (approximately 90%) is tracked by a library automation system (Shelby)
- *Online databases for use on the library's computers (all locations)
- *Public Internet access is available from 10 computer stations (all locations)
- *Internet access is available to staff from 4 workstations (all locations)
- *Library website on the World Wide Web that offers information on library services and upcoming events (all locations)
- *Each branch maintains an email address
- *Reference services are available in person and by telephone or email (all locations)
- *Access to email and interest group mailing lists give library staff the ability to network with colleagues and resources around the country (all locations)
- *Public wireless internet (all locations)

TECHNOLOGY GOALS

Enhance existing electronic services and access to information for the patrons of Toole County and their communities.

- *Evaluate, purchase and install both hardware and software for public and staff workstations on an ongoing and timely basis
- *Evaluate, purchase and install security software to stop unauthorized access, viruses, pop-ups and spam

Pursue funding resources to enable sufficient technological development and achievement

- *Align budget priorities with technology goals
- *Apply for any available federation funding for technology upgrades
- *Apply for LSTA and any other grants available for technology improvements
- *Apply for both state and federal discounted rates for telecommunications
- *Continue to participate in group purchases
- *Make use of available Library Depreciation funds

Provide appropriate levels of training for staff and public

- *Continuing training of staff on all software upgrades, computer-related applications and library policy as it is related to acceptable use and privacy issues

- *Train public on internet and computer-related applications, acceptable use and privacy issues as put forth in library policy on a case-by-case basis
- *Encourage staff to attend all technology training opportunities offered by the Montana State Library and the Montana Library Association and other organizations.

Maintain awareness of new technological developments

- *Continue contact with other professionals in technology field-seeking their opinions and expertise
- *Continue communication with vendors and make any literature pertaining to technological advances available to staff
- *Continue communications and seek advice from Montana State Library consultants on:
 - federal telecommunications discounts and the applications process
 - grant opportunities for technological advances
 - training opportunities for staff

Participate in cooperative technological programs to delivery information

- *Explore statewide applications for reduced telecommunications charges
- *Explore reduced database subscription charges
- *Explore shared technology resources and costs

COMPUTER EQUIPMENT CURRENTLY IN USE

Toole County Library – Shelby

*Follett automation system

-circulation module

-cataloging module

*Norton Anti-Virus

*Ethernet Hub

-Comtrend wireless ADSL2+Router

-CentreCom 8 port Micro Hub

Workstation/Staff Computers

*Public computers – 4 total

4 public internet access

4 online databases

4 office applications

*Staff computers – 3 total

-Follett automation system

-Microsoft Office applications

-Internet access – Internet Explorer

Printers

3 inkjet printers

2 laserjet printers

1 scanner

Branch – North Toole County Library – Sunburst

Workstations/Staff computers

*Public computers – 4 total

-3 internet access

-3 online databases

-4 office applications

*Staff computers – 1 total

-Microsoft Office applications

Printers

*2 laserjet printers

FUNDING AND ADDITIONS TO EXISTING EQUIPMENT AND SERVICES

Toole County Library currently has budgeted funding for technological equipment upgrades and software and funding for staff training and travel to technology conferences.

We will explore additional funding sources from other areas

- *Additional funding through fiscal budget increases at the county level
- *Funding through grant sources

Toole county Library will add or upgrade computer hardware and/or software on its public access computers or workstations on and ongoing basis every year

- *Replace/purchase any necessary hubs or switches
- *Upgrade Follett automation system or join the Montana Shared Catalog system

Projections for the 2-5 years

- *Provide quality printers to each workstation or set up central printer at front desk
- *Purchase and install software to allow for online catalog access for patrons
- *Provide totally integrated automated check out system compatible with branch library
- *Add 1-2 more computers for public use in each library

SERVICE AND MAINTENANCE CONTRACTS

Les Childers: maintenance of all computers & networking

Three Rivers Communications: maintenance of phone lines and DSL and wireless service for the Toole County Library

Northern Telephone Co-op: maintenance of phone lines and DSL for North Toole County Branch Library

OCLC: includes on-line access to cataloging and interlibrary loan functions, software upgrades and service

Follett: includes cataloging and bar coding software

Subscriptions to Gale InfoTrac which includes HeritageQuest and Ebsco

Norton Anti-Virus license for 4 workstations

TRAINING FOR STAFF AND PUBLIC

Perhaps the best training for staff is the day to day advice offered by colleagues. The Toole County Library staff shares information they have obtained with each other as the situation arises.

Offer training workshops for staff

- *In collaboration with Montana State Library and other entities

- *Vendor training as necessary

- *On-line training opportunities offered by professional organizations in collaboration with Montana State Library

Update library web pages

Continue computer and Internet-related instruction for the public on a case-by-case basis

Staff attendance at user and library conferences

EVALUATION AND ASSESSMENT

The technology at the Toole County Library and the North Toole County Branch Library is kept current with vendor releases, including software, operating systems and hardware. The need/demand for upgrades is determined by staff and patron's request for increased functionality.

Patrons have the opportunity to provide the library with feedback on current services through the use of direct contact with staff, paper forms available in the library, email and phone.

Technology expenditures are evaluated on a yearly basis to determine necessary levels for the following fiscal year.

The technology plan is reviewed by the library director, staff and Library Board and updated as necessary, at least once every three years.