

**HARLOWTON PUBLIC LIBRARY  
TECHNOLOGY PLAN  
2009-2012**

RECEIVED DEC 17 2009

Library Mission Statement

**The mission of the Harlowton Public Library is to be available to all members of the community for access to the materials and services needed to provide information, the pursuit of knowledge, recreation and communication services in a friendly comfortable atmosphere.**

Vision Statement

**Providing the residents of the Wheatland County Community with accurate information in a manner most useful to their individual requests within a timetable that best suits their needs.**

Technology Purpose Statement

**The achievement of a large area of the library's goals that evolve from their mission and vision statements will be through the use of technology.**

**Current and future Goals:**

- Purchase new Public Access Computers Qty. 16 ('10-11)
- Launch new website, adding audio book download services.
- Purchase New Staff Computers. Qty. 2 ('09)
- Server Upgrade ('11)
- New software, ex. MS Office, Adobe Suites, etc.
- Explore other Internet security and filtering services such as Kaspersky Internet Security Suite and SONAR for possible upgrade to insure stronger internet and computer network security in the future. ('11)
- Continue to maintain all previously achieved goals.

**Previous Goals (All have been Achieved and Maintained)**

**PART 1 Goals for Public Service – ACHIEVED AND MAINTAINED**

Goal 1. To have up to date online computers for the use of library patrons

#### Achieved Tasks:

1. Have multiple computers that continually provide reliable Internet service, work programs, and online databases.
  - added a computer for a dedicated server (2006)
  - maintain Internet access cables and telecommunications (2006)
2. Create a web page for access to library information and services
3. Establish computer based card catalog for easier patron book selection.  
Provision for access to new technologies:
  - Card Catalog is web-based, thus it may be accessed by patrons from anywhere.
  - have library tech keep add-ons maintained and upgraded: Adobe Reader and other add-ons (06 and ongoing)
  - purchase additional headphones for sound as needed.

#### Goal 2.

Provide Internet Access to patrons with laptops

1. Wireless LAN. Laptops with a wireless card are able to access the Internet. A hard wired connection for those without wireless. (06)

#### Goal 3. (ACHIEVED AND MAINTAINED)

To provide basic communications services

- Maintain phone line with automatic switch for fax use (ongoing)

#### Goal 4. Provide borrowing ILL to patrons

- Staff take ILL class on OCLC to switch from paper to online (06)
- Start providing ILL to patrons (07)

#### Goal 5. Become part of the lending ILL on OCLC

- Begin lending (late 07 early 08)
- Continue to add records to OCLC

#### Goal 6. (ACHIEVED AND MAINTAINED)

Protect and support system wide technology (for security, Internet, reference, and online databases)

1. Update/maintain computer, network and software inventory for budgeting (ongoing)
2. Upgrade portions of the network as the inventory would indicate within the budget
  - Conduct security and backup evaluations (ongoing)
3. Install Sonic Wall filter system to network
  - Provide capability for adult and others to access sites as needed (06)

## Goal 7. (ACHIEVED AND MAINTAINED)

Offer training on Internet and other technology

1. Continue offering free training to patrons in the library
2. Go to internet sites for “non computer” patrons as time allows
3. Walk patrons through computer usage patterns as needed

## PART 2 Assessment of Current Status

### HARDWARE

16- Patron workstations for Internet/productivity software

1- Card catalog station

1- MontanaLibrary2Go –OverDrive Download Station

2- Staff workstation (occasional patron usage)

1- Server

1- HP color copier/scanner/network printer

1- LaserJet network printer

1- Color LaserJet Network printer

1- Fax

1- Phone line

1- SonicWall Firewall and Content Filter Service

### SOFTWARE

Microsoft server

Network

Workstation Software – Windows XP

Microsoft Office- Productivity Software

## PART 3 Professional Development

The Director (the only FTE with 8-14 hrs of part time help) will attend/or take online training. The Director will attend state fall workshops, Federation training, Montana Library Association Conference and Summer Institute when adequate library staffing is available.

## PART 4 Funding/Budget

The library will support technology goals The Harlowton Public Library technology funds are from federation grants and money set aside from the county mil most specifically for technology needs such as, but not limited to filtering, software, updates and repairs. The city/county fund pays \$ 67.44 for phone and \$79.00 for Internet service. Sonic Wall at a cost of \$195.00 a year from our technology fund has been installed as filter for CIPA so that E-rate may be utilized for phone and Internet services. Current tech work is done as a volunteer project by two local young men, who also instruct the Director as much as possible. 17 new HP Computers were purchased in 2006 with library and federation grants along with 2 Dells for a staff workstation and a server from library funds that make up a new network system with the necessary hardware and software to make them run. New equipment will be purchased to keep the library’s system up to date. The city/county budgets include money for continuing education.

## Part 5 Evaluation

Harlowton Public Library will continually assess (because of continual contact in a small 1 ¼ person library) whether library resources, services and programs are meeting the needs and expectations of our users besides doing a patron survey. Because we know over 90 % of our patrons on a first name basis, and we live in a small town, they are willing to tell us if we are meeting their expectations. Weekly numbers are kept for the numbers of book users and books checked out by category of: children, young adult, young adult non-fiction, adult, fiction and non fiction, audios, videos, number of browsers, computer users, Harlowton Public Library will collect statistical information to determine the success of its goals.

## PART 6 Summary

Services being requested under the e-rate plan are an integral part of our goals and services. Phones are used to do business, answer reference and all kinds local area questions. Book borrowing and document delivery is done using Internet, e-mail, and fax. The Internet provides access to information in a service area where a large percentage of citizens do not have Internet access at home. E-mail is used for internal and external communications. Staff and patrons utilize software packages in a full range of administrative, school, and personal functions. Hardware and software need to be continually updated and replaced to meet demands.