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TECHNOLOGY PLAN 2009-2011

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The purpose of the Daniels County Library is to provide the best possible public library service within our financial ability to the residents of Daniels County and a major part of this public library service is to serve as an information resource center for the community by offering access to technology opportunities and making new technological advancements available to library users whenever possible. This Technology Plan will serve as a guide for the Daniels County Library in maintaining and developing current and new technological goals and programs throughout the next three years. This Technology Plan is reviewed in its entirety yearly by the Daniels County Library Board and the library director who depending upon new developments or opportunities may see the need for an addendum to this plan if the need arises.

TECHNOLOGY PLAN GOALS:

Short Term:

- 1. Continuation with “Senior Surfin’” Computer Classes (beginning computer instruction class)—On-Going**
- 2. Staff Training -On-Going with 2 on-line WebJunction classes taken yearly. The State Library will pay for 2 classes in 2009 which our director has already signed up for. In the future the costs associated with these on-line classes will be paid for by the library unless other opportunities are available.**
- 3. Purchase of New Computer for Public Access Workstation to replace the HP Intel Pentium 4 that was purchased 5/03.**
- 4. Community Survey/Needs Assessment-yearly.**
- 5. Self-Assessment Evaluations-On-Going measured in 6-month increments.**
- 6. Develop a Programming Use/Gaming Policy for our Wii System which we purchased in June 2009. Have this completed and in use by December 2009.**

Long Term:

- 1. Establish a Genealogy Interest Group-On-Going currently in development stage with finalization in 2010. We have had difficulty getting this goal underway as we had originally planned to have it completed in 2008 but we are still developing it with some modifications to the original plan.**
- 2. Computer Training for Patrons-On-Going with 1 new training program available in each year.**
- 3. Establish a Technology Fund-On-Going**
- 4. Library Web Page-have developed by 2010. Have had problems with getting this goal finalized but are still determined to make it happen.**
- 5. Computer & Software for Children's Area-2011.**
- 6. Computer & Printer for Word Processing only-2010. We are projecting that this will be used a great deal in conjunction with the development of the Genealogy Interest Group to compile data by volunteers.**
- 7. Purchase & install Deep Freeze on our 3 Public Access Workstations by 2011.**
- 8. Purchase a Scanner & install it on one of our Public Access Computer Workstations/Color Printers.**
- 9. Purchase a Color Printer for 1 of our Public Access Computer Workstations.**

STRATEGIES TO ATTAIN GOALS:

Short Term Goal 1: Continuation with "Senior Surfin" Computer Classes---We plan to offer our "Senior Surfin" beginning computer classes twice yearly as we have been doing as there is continued demand for these popular classes. We would still like to expand into intermediate computer training classes as there is a need for that type of training in the area. We plan to investigate the possibility of conducting the intermediate classes in partnership with other resources such as our local high school. We plan to ask the Scobey High School if they would allow any of their computer students to conduct a class at the library in exchange for education credits. Another possible partner in the computer training area is our local County Extension Office who we have been in contact with. We are still working on the possibility of establishing a preschool computer training program called "Tech-No-Tots" which will introduce 3 to 5 year olds to very basic computer functions such as using the mouse to play games. We also plan to continue to use computer training on a limited basis with our after-school program for 6 to 9 year old children called "Bookworm Buddies".

Short Term Goal 2: Staff Training---Primary staff will take 2 on-line WebJunction classes yearly. We will send the director of the Daniels County Library to any local, regional or state professional development training workshops offering needed technology information whenever possible and affordable. The director is then expected to train the other staff at the library in whatever technology aspects they learned at the various workshops. Staff will view DVD training sessions on a regular basis as those materials become available. All primary staff will conduct self-assessment evaluations on various technology aspects they have learned or developed with more in-depth knowledge than they

had prior. These self-assessment evaluations will be completed every 6 months. We will explore the possibility of partnering with the Scobey Schools in developing one of their Adult Education Classes that could provide technology training for library staff.

Short Term Goal 3: Purchase of new computer---We will purchase a new computer to be used as a public access workstation by November 2009 using money from our State Federation Grant funding.

Short Term Goal 4: Community Survey/Needs Assessment---We have developed a Community Survey/Needs Assessment for the community to make known their technology needs so that we will have a framework that will allow us to have a better idea what technology goals to strive for. We conducted this survey in the library asking users to fill it out. We are still deciding what method to use in distributing future surveys to the community such as telephone, direct mailing, or area pick-up and drop-off sites. We feel that with the survey method we used we only reached library users and we would like to get the opinions of non-users as well to have a more balanced community profile. Our first survey was conducted in January 2008 with the following results: 70% would like all computers to be attached to color printers, 10% would like a wireless printer, 30% would like to see the library offer scanning capabilities. Depending on what the results of the future surveys show as community technology needs some of these short term and long term goals for the Daniels County Library Technology Plan may be revised. We plan to conduct another Community Survey/Needs Assessment in October 2009 and will make it a priority to conduct this survey on a regular yearly basis in the future.

Short Term Goal 5: Self-Assessment Evaluations---All primary staff at the Daniels County Library will be expected to conduct a self-assessment evaluation to determine their own levels of technology proficiency and to identify personal technology professional development needs. The Self-Assessment Evaluation

has four mastery levels-introductory, basic, developing, and proficient. At the time of this Technology Plan implementation all primary staff are expected to be at the developing level on their self-assessment evaluation and they will do another evaluation at a six-month time period at which time they should have advanced towards the next level which is proficient. Primary staff newly hired will do the Self-Assessment Evaluation upon employment as they must be able to meet the introductory level requirements to be a viable job applicant.

Short Term Goal 6: Develop a Programming Use/Gaming Policy for our Wii System---We plan to develop, approve, and publicize a new Programming Use/Gaming Policy for our new Wii System which we purchased in June 2009. The library staff and Board of Trustees are working together to develop this new policy. We plan to have this policy completed and in use by December 2009.

Long Term Goal 1: Establish a Genealogy Interest Group---We have started in the preliminary phase of this goal by publicizing the fact that we planned to form this interest group and we have a list of individuals who wish to be a part of it. We also have purchased the initial subscription and renewal to the HeritageQuest database and will continue to do so as long as it is available for libraries. Should the HeritageQuest database cease being available for libraries we will purchase a subscription to another database that contains similar genealogical materials. We plan to conduct a training session on the HeritageQuest database for our patrons so they become familiar with its capabilities. Originally plans were to coordinate our efforts in this area with our local museum and to expand the Genealogy Interest Group into a project that would compile a database of local historical and family research information but lack of interest on the museum's part has caused us to scale back that part of the plan. We will continue to develop the plans for the Genealogy Interest Group as a library project only for the present. Goal is to have the first organizational meeting of the Genealogy Interest Group held by November 2009. We will need to purchase

another computer and printer (see strategies for Long Term Goal 6 following) plus genealogical related software such as a Family Tree Maker to be used by the Genealogy Interest Group. We have contacted the coordinator of a neighboring county's Genealogy Society who is willing to come to the Daniels County Library and conduct presentations on how their group operates. We plan to have the Genealogy Interest Group up and conducting regular meetings by the beginning of 2010.

Long Term Goal 2: Computer Training For Patrons---As outlined in Short Term Goal 1 we plan to continue offering our very popular "Senior Surfin'" beginning computer classes. In addition we will have a new patron computer training opportunity available in January of 2010 and another one in January of 2011. We have not yet determined the exact nature of these patron computer training programs but several options we are considering are mentioned in Short Term Goal 1. The results of our Community Survey/Needs Assessment for technology needs will be a determining factor in what type of patron computer training we develop.

Long Term Goal 3: Establish a Technology Fund---This goal has proved to be the most challenging to meet as our funding has always been limited and we see no chance of that changing in the future. Our Library Endowment Fund has reached the point where we will be able to draw out the interest this year so we do have the start of a technology fund from that source. We were successful in getting a line item added to our budget of \$1000.00 yearly for technology. What we really need is to have a Technology Fund of sufficient size that we would be able to replace outdated hardware and software on a regular basis and we are not there yet. We plan to explore any and all grant opportunities as well as local funding sources i.e. Friends of the Library, Beacon Community Foundation, Senior Citizens/Library Foundation, community service groups and individual donors, as possible ways to raise money to establish a Technology Fund.

Long Term Goal 4: Library Web Page---We plan to hire a web page developer on an hourly basis as there are several in the community if can secure adequate funding for this project. Any training sessions on Web Page Development that would be feasible for the director to attend will be considered a priority. We hope to have this Web Page up and operational in 2010.

Long Term Goal 5: Computer & Software for Children's Area---We plan to purchase a new computer & software for the children's area in 2011. Funding for this computer & software will come from grant sources, our own library budget, or else we will use a portion of our State Federation Grant funding to make the purchase. Exact software programs have not been determined at this time.

Long Term Goal 6: Computer & Printer for Word Processing only---We have need of a computer designated for Word Processing only as many times the Internet Access computers are all busy and as they do have a 1-hour time limit patrons that have lengthy word processing projects are not able to have sufficient time necessary for completion of their work. Plans are to purchase a new computer and printer by June of 2010 that is designated solely for word processing projects but that will have Internet access available on it if needed. There will be no time-limits placed on this computer unless it is used in an amount that would necessitate monitoring of time. Funding for this computer & printer will come from grant sources, our own library budget, or else we will use a portion of our State Federation Grant funding.

Long Term Goal 7: Purchase and install Deep Freeze Software on our 3 Public Access Workstations---Plan is to purchase the licenses and Deep Freeze software for the library's 3 Public Access Computers by 2011. Funding for this software & licensing will come from our own library budget or else we will use a portion of our State Federation Grant funding.

Long Term Goal 8: Purchase a Scanner---We plan to purchase a Scanner and install it on one of our Public Access Computer Workstations/Color Printers by June of 2010. This goal is in direct response to the Community Survey/Needs Assessment conducted in January of 2008. Funding for this scanner will come from grant sources, our own library budget, or else we will use a portion of our State Federation Grant Funding.

Long Term Goal 9: Purchase a Color Printer---We plan to purchase a color printer and install it on one of our Public Access Computer Workstations by June of 2011. This goal is in direct response to the Community Survey/Needs Assessment conducted in January of 2008. At the time of this Technology Plan we only have 1 color printer available for public access and this is not enough to meet the demand. We will have to reevaluate the cost per copy we charge and most likely will have to charge a higher price for color copies in order to pay for the increased costs of color printing. Funding for this color printer will come from grant sources, our own library budget, or else we will use a portion of our State Federation Grant Funding.

ASSESSMENT OF TECHNOLOGY NEEDS:

The Daniels County Library continues to commit time, resources, personnel, and professional development to improve library services to its patrons using technology. The Daniels County Library is committed to providing an on-going assessment of the telecommunications services, hardware, software, and other technological advancements that will be needed to improve library services.

The Daniels County Library Board and director will be responsible for supervision, coordination, and assessment of the Technology Plan in the library. The following purchase cycles shall be adopted as the optimum goal contingent upon adequate funding availability. The library will investigate leasing as an option to purchasing computers and must always keep an eye to emerging technologies as ways to better deliver services. The use of current equipment is continued as long as it supports the goals and strategies of this technology plan.

Recommended purchase cycles for technology in the library:

- Computers replaced every 3-5 years
- Printers & other Peripherals replaced every 3-5 years

As new innovations in technology emerge, the Daniels County Library will make a determination as to how or if these innovations will fit into the library and will include them as additions to this Technology Plan if needed. The Daniels County Library will conduct an assessment each year for new hardware and software to determine what is needed for the library. The Daniels County Library will monitor the replacement schedule for equipment and software to ensure access is equitable for our patrons. The Daniels County Library will continue to maintain and expand existing telecommunications services that are vital components of the library's operations to improve technology opportunities for patrons and staff. These services will include:

(1) On-line subscriptions; (2) Internet accessibility through DSL lines; (3) Basic phone system with a long distance phone plan

The inventory of current hardware and operating systems in use at the Daniels County Library is found on the following page.

COMPUTER INVENTORY—2009

COMPUTERS:

1. Ultra Intel Pentium 4 with Windows XP operating system—used as internet access workstation—purchased 10/06
2. Ultra Intel Pentium 4 with Windows XP operating system---used as Spectrum server for circulation system and has internet access---purchased 7/05
3. Ultra Intel Pentium 4 with Windows XP operating system---used as card catalog workstation for Spectrum circulation system---purchased 7/05
4. Ultra Intel Pentium 4 with Windows XP operating system---used as internet access for staff only---purchased 3/05
5. HP Intel Pentium 4 with Windows XP operating system-used as internet access workstation---purchased 5/03
6. Ultra Intel Pentium 4 with Windows XP operating system---used as internet access workstation---purchased 5/08

PRINTERS:

1. Canon Color InkJet---connected to Computer #4 for staff use only---purchased 3/03
2. HP Laser—connected to computer #2---purchased 7/05
3. HP Laser---connected to computer #6---purchased 7/00
4. HP Laser---connected to computer #5---purchased 5/05

**5. HP Color OfficeJet ---connected to computer #1—purchased
4/09**

In addition to the computers and printers described in the inventory the Daniels County Library has a Local Area Network (LAN) connecting several of the workstations. We have a wireless access point. All computers are connected to a high speed internet connection (DSL). The library has in place a data backup system, battery backup and surge protectors in case of electrical problems. In-house security needs are taken care of through network security built into Windows systems and Norton anti-virus software. Firewall protection for the system is established and maintained. The Daniels County Library has an established Internet Access Policy which is reviewed and updated every year. The library is in compliance with the Children's Internet Protection Act (CIPA) and has an Internet Safety Policy with appropriate safeguards in place to protect patrons who are minors. The library uses the Cybersitter Program as its internet filtering system for compliance with CIPA. The library board held a public meeting with input from the community when adopting the Internet Policy.

Estimated Technology Budget-2009

Category/Item	Total Cost	E-Rate Funds	Other Funding Sources
Telecommunications Services:			
Basic Telephone	\$544.20	\$380.94	\$163.26 Library Budget
Long Distance	\$432.00	\$302.40	\$129.60 Library Budget
DSL Internet	\$539.52	\$377.66	\$161.86 Library Budget
TOTAL TELECOMMUNICATIONS SERVICES:	\$1515.72	\$1061.00	\$454.72 Library Budget
Service Contracts:			
OCLC (MLN State Contract)	\$590.00		\$590.00 Library Budget
HeritageQuest	\$100.00		\$100.00 State Fed. Grant
TOTAL SERVICE CONTRACTS:	\$690.00		\$690.00 Library Budget & State Fed. Grant
Hardware & Software:			
Computer	\$1000.00		\$1000.00 State Fed. Grant
Software (Norton Anti-Virus)	\$100.00		\$100.00 State Fed. Grant
TOTAL HARDWARE & SOFTWARE:	\$1100.00		\$1100.00 State Fed. Grant
Maintenance:	\$895.00		\$895.00 Library Budget
TOTAL BUDGET:	\$4200.72	(\$1061.00 E-Rate Funds and	\$3139.72 Other Funding Sources)

Estimated Technology Budget-2010

Category/Item	Total Cost	E-Rate Funds	Other Funding Sources
Telecommunications Services:			
Basic Telephone	\$544.20	\$380.94	\$163.26 Library Budget
Long Distance	\$432.00	\$302.40	\$129.60 Library Budget
DSL Internet	\$539.52	\$377.66	\$161.86 Library Budget
TOTAL TELECOMMUNICATIONS SERVICES:	\$1515.72	\$1061.00	\$454.72 Library Budget
Service Contracts:			
OCLC (MLN State Contract)	\$590.00		\$590.00 Library Budget
HeritageQuest	\$100.00		\$100.00 State Fed. Grant
TOTAL SERVICE CONTRACTS:	\$690.00		\$690.00 Library Budget & State Fed. Grant
Staff Training:			
WebJunction On-Line Classes (2)	\$ 80.00		\$ 80.00 Library Budget
TOTAL STAFF TRAINING:	\$ 80.00		\$ 80.00 Library Budget
Hardware & Software:			
Computer	\$1000.00		\$1000.00 State Fed. Grant
Printer	\$ 400.00		\$ 400.00 State Fed. Grant
Software (Norton Anti-Virus)	\$ 100.00		\$ 100.00 State Fed. Grant
Scanner	\$ 500.00		\$ 500.00 State Fed. Grant

TOTAL HARDWARE & SOFTWARE:	\$2000.00	\$2000.00 State Fed. Grant
Maintenance:	\$895.00	\$895.00 Library Budget
TOTAL BUDGET:	\$5180.72 (\$1061.00 E-Rate Funds and \$4119.72 Other Funding Sources)	

Estimated Technology Budget-2011

Category/Item	Total Cost	E-Rate Funds	Other Funding Sources
Telecommunications Services:			
Basic Telephone	\$544.20	\$380.94	\$163.26 Library Budget
Long Distance	\$432.00	\$302.40	\$129.60 Library Budget
DSL Internet	\$539.52	\$377.66	\$161.86 Library Budget
TOTAL TELECOMMUNICATIONS SERVICES:	\$1515.72	\$1061.00	\$454.72 Library Budget
Service Contracts:			
OCLC (MLN State Contract)	\$590.00		\$590.00 Library Budget
HeritageQuest	\$100.00		\$100.00 State Fed. Grant
TOTAL SERVICE CONTRACTS:	\$690.00		\$690.00 Library Budget & State Fed. Grant
Staff Training:			
WebJunction On-Line Classes (2)	\$ 80.00		\$ 80.00 Library Budget
TOTAL STAFF TRAINING:	\$ 80.00		\$ 80.00 Library Budget
Hardware & Software:			
Computer	\$1000.00		\$1000.00 State Fed. Grant
Software	\$ 400.00		\$ 400.00 State Fed. Grant
Software (Norton Anti-Virus)	\$ 100.00		\$ 100.00 State Fed. Grant
Deep Freeze	\$ 150.00		\$ 150.00 State Fed. Grant

Color Printer	\$ 300.00	\$ 300.00 State Fed. Grant
TOTAL HARDWARE & SOFTWARE:	\$1950.00	\$1950.00 State Fed. Grant
Maintenance:	\$895.00	\$895.00 Library Budget
TOTAL BUDGET:	\$5130.72 (\$1061.00 E-Rate Funds and \$4069.72 Other Funding Sources)	

EVALUATION and ACCOUNTABILITY

The Daniels County Library Technology Plan evaluation process allows the library to monitor progress toward goals and make mid-course corrections in response to new developments and opportunities as they arise. The library board and director will meet and conduct a review of the Technology Plan and make necessary revisions each year. They will assess the progress made toward each goal as stated in this plan and closely monitor what steps need to be taken to attain completion of said goals or else will make an addendum to this plan if the goal has been altered by circumstances or new technological opportunities. This evaluation process by the library board and director shall be documented in writing and made an addition to this policy yearly.

September 9, 2009 (Date Technology Plan reviewed, updated and approved by Daniels County Library Board and Director).

Marlene J. Machart Library Director

Kim Fjeld Board Chairman

_____ (Date Technology Plan approved by Montana State Library)