

Judith Basin County Free Library
Technology Plan for Main Library and Hobson Branch.
October 2009

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Introduction

Judith Basin County Free Library has an obligation to provide our communities with access to free information and services, and we recognize that technology is a major force in today's world. Technology is vital to our existence now and in the future. Technology is only one of the services provided by our libraries it is imperative that the local public library accept the responsibility of providing training to patrons of all ages and staff in the use of technology.

Technology is more than just computers, it enables patrons and staff to become active learners and technology should be used as a learning tool as well as a source of information and means of communication. The Judith Basin County Free Library has set forth the goal of providing technological tools and resources to the communities of Judith Basin County as well as those individuals traveling through the county on business or pleasure.

Library Technology Goals

Telecommunications

- ❖ The library will provide Internet access to the general public using a DSL connection at both the main library and the branch library .
- ❖ It is the goal of both libraries to provide the public with the resources to access information through the Internet both with a direct connection to the DSL line as well as the ability to connect through the use of wireless access .
- ❖ In providing these capabilities the general public will have the ability to seek and obtain information not otherwise available through the library; as well as access to distance learning opportunities
- ❖ Both libraries will provide telephone access to the public
- ❖ Staff will be available during all open hours to answer inquiries via telephone.

Information Technology

- ❖ The library will continue to provide access on-line databases
 - Such as Info-Trac, EBSCO Auto Repair Manuals
 - Web-Based Encyclopedia
- ❖ The library will provide a link on the public access computers to the library's cataloging database. The main library uses Winnebago/Spectrum and is working on providing this type of link. The branch library uses Library Soft and has a link built into their web page to accomplish this remotely as well as on site .
- ❖ Both libraries will continue to look for opportunities to provide the community with new and improved resources as they come about and funds are available.

Professional Development Strategies

- ❖ Build knowledge among staff to model technology use.
 - Provide Equitable Training Opportunities
 - Provide opportunities to attend both on-site and off-site technology workshops for staff
 - Training on-site using such resources as Web-Junction, Montana State Library Web Training, etc.
 - Training off-site using such resources as technology workshops offered by Montana State agencies such as OPI, Montana State Library, OCLC-BCR training.
 - Provide long-term and on-going training for staff
 - Training provided within the library by knowledgeable staff
 - Training provided by software distributors such as OCLC-BCR online courses, Follett Winneabago, Library Soft.
 - Establish a Technology Professional to Train Staff and Provide Technical Assistance
 - Resolve computer problems when they arise
 - Set up a maintenance schedule repair log
 - Understand and maintain networking issues
 - Provide suggestions for future technology acquisitions .
- ❖ To build knowledge and to promote technology use among community members.
 - Provide learning opportunities to improve community members understanding of technology and its resources.
 - Provide opportunity for community members to learn how to use or expand their knowledge of the computer through in-house trainings.
 - Provide opportunity for community members to learn how to use or expand their knowledge software provided on library computers for word processing, spreadsheets and databases.
 - Provide opportunity for community members to learn how to use or expand their knowledge of the Internet and its various resources .



Optimum Access to Technology

- ❖ Update and Upgrade Software
 - Update and expand software applications
 - Upgrade virus and internet protection software
- ❖ Update and Upgrade Hardware
 - Replace the oldest machines with updated models.
 - Upgrade newer machines with new components.

Sources of Funding

- ❖ Judith Basin County General Budget
- ❖ Montana State Library
- ❖ Local Endowment Funds
- ❖ Local Grants
- ❖ E-Rate 2

Assessment of Services

- ❖ Telephone services are provided through the Judith Basin County switchboard/telephone system for the main branch. This service is assessed and updated as the county sees fit.
- ❖ Telephone services are provided independently at the Hobson branch. This service is assess and updated as needed .
- ❖ DSL services are available at both libraries, Stanford rate is 348K, Hobson connection is I.SM. Connection speed will be evaluated and updated as services become available to the area by ISP .
- ❖ Internet services are provided both via modem/LAN connections as well as wireless service at the main and branch library. This service will be evaluated yearly to assess the needs of the patron use as well as that of the library staff.
- ❖ Hardware and software is evaluated on a yearly basis.
 - Oldest equipment is replaced first
 - Software updated as necessary.
 - Hardware needs will be evaluated based on usage records, new equipment.
 - Software licenses are renewed or updated as required by software manufacturers
- ❖ Patron training will be provided by knowledgeable staff based on patron request, and need evaluated through survey of needs .
- ❖ Staff training will be assessed by use of a self evaluation-needs survey on a yearly basis.
 - New staff will receive training by Library Director on current software as part of the initial training period.
 - Volunteers will receive training by Library Director or staff on current software that they may be called upon to use or assist patrons with.

Judith Basin County Free Library Technology Self Assessment

Name: _____ (Optional)

(Please Circle): Staff Community Member Student
Age: 18-25 26-35 36-45 46-55 55+

Your Technology Background

Complete each section of the survey checking the appropriate response to each item.

Have you used the following technology?

1 = Don't Know 2= No 3= Yes, limited 4 = Yes

| | 1 | 2 | 3 | 4 |
|--------------------------|---|---|---|---|
| IBM Compatible Computer | | | | |
| Apple Macintosh Computer | | | | |
| VCR | | | | |
| Digital Camera | | | | |
| Video Camera | | | | |
| Fax Machine | | | | |
| Modem | | | | |
| DVD Player | | | | |
| VCR Player | | | | |
| Scanner | | | | |

4

Do you have a desktop or laptop computer at home? _____

If yes, do you use your computer/laptop for:

| | Yes | No |
|-------------------------|-----|----|
| Word Processing | | |
| Spreadsheet/Database | | |
| E-Mail | | |
| Internet Use | | |
| CD-ROM Software Viewing | | |
| DVD Software Viewing | | |

Rate yourself in terms of your level of use and understanding:

1= None 2= Limited 3= Occasional/some 4=Extensive

| | | 1 | 2 | 3 | 4 |
|-----------------------------|--|---|---|---|---|
| Word Processing | Word, WordPerfect, Microsoft Works | | | | |
| Spreadsheets or Databases | Excel, Filemaker Pro, Access | | | | |
| Accounting | Microsoft Money, Quickbooks, Quicken | | | | |
| Desktop Publishing | Pagemaker, Printshop, etc. | | | | |
| Instructional Demonstration | Powerpoint | | | | |
| Multi-media | Scanners, digital cameras, Video, etc. | | | | |
| Information Retrieval | Infotrac, ESBCO, Library Circulation, etc. | | | | |
| CD-ROM software | | | | | |
| E-Mail | | | | | |
| Internet/web resources | | | | | |
| Technical/trouble shooting | | | | | |

How often do you use the library computer system:

Daily (#Days) 1 2 3 4 5

Weekly (# times per week) 1 2 3 4

Seldom -----

Never -----

Identify the type of training you have received in each of the following areas:

1= None 2= Limited 3= Occasional/some 4=Extensive

| | | 1 | 2 | 3 | 4 |
|-----------------------------|--|---|---|---|---|
| Word Processing | Word, WordPerfect, Microsoft Works | | | | |
| Spreadsheets or Databases | Excel, Filemaker Pro, Access | | | | |
| Accounting | Microsoft Money, Quickbooks, Quicken | | | | |
| Desktop Publishing | Pagemaker, Printshop, etc. | | | | |
| Instructional Demonstration | Powerpoint | | | | |
| Multi-media | Scanners, digital cameras, Video, etc. | | | | |
| Information Retrieval | Infotrac, ESBCO, Library Circulation, etc. | | | | |
| CD-ROM software | | | | | |
| E-Mail | | | | | |
| Internet/web resources | | | | | |
| Technical/trouble shooting | | | | | |

Identify the type of training you feel you need in each of the following areas:

1= None 2= Limited 3= Occasional/some 4=Extensive

| | | 1 | 2 | 3 | 4 |
|-----------------------------|--|---|---|---|---|
| Word Processing | Word, WordPerfect, Microsoft Works | | | | |
| Spreadsheets or Databases | Excel, Filemaker Pro, Access | | | | |
| Accounting | Microsoft Money, Quickbooks, Quicken | | | | |
| Desktop Publishing | Pagemaker, Printshop, etc. | | | | |
| Instructional Demonstration | Powerpoint | | | | |
| Multi-media | Scanners, digital cameras, Video, etc. | | | | |
| Information Retrieval | Infotrac, ESBCO, Library Circulation, etc. | | | | |
| CD-ROM software | | | | | |
| E-Mail | | | | | |
| Internet/web resources | | | | | |
| Technical/trouble shooting | | | | | |

Comments:

Judith Basin County Library Staff Technology Self Assessment

Name: _____

(Please Circle): Staff Volunteer

Your Technology Background

Complete each section of the survey checking the appropriate response to each item.

Have you used the following technology?

1 = Don't Know 2= No 3= Yes, limited 4 = Yes

| | 1 | 2 | 3 | 4 |
|--------------------------|---|---|---|---|
| IBM/Compatible Computer | | | | |
| Apple Macintosh Computer | | | | |
| VCR | | | | |
| Digital Camera | | | | |
| Video Camera | | | | |
| Fax Machine | | | | |
| Modem | | | | |
| DVD Player | | | | |
| VCR Player | | | | |
| Scanner | | | | |

Do you have a desktop or laptop computer at home? _____ yes

No

If yes, do you use your computer/laptop for:

| | Yes | No |
|-------------------------|-----|----|
| Word Processing | | |
| Spreadsheet/Database | | |
| E-Mail | | |
| Internet Use | | |
| CD-ROM Software Viewing | | |
| DVD Software Viewing | | |

Judith Basin County Free Library Technology Plan

Rate yourself in terms of your level of use and understanding:

1= None 2= Limited 3= Occasional/some 4=Extensive

| | | 1 | 2 | 3 | 4 |
|------------------------------|--|---|---|---|---|
| Word Processing | Word, WordPerfect, Microsoft Works | | | | |
| Spreadsheets or Databases | Excel, Filemaker Pro, Access | | | | |
| Accounting | Microsoft Money, Quickbooks, Quicken | | | | |
| Desktop Publishing | Pagemaker, Printshop, etc. | | | | |
| Instructional Demonstration | Powerpoint | | | | |
| Multi-media | Scanners, digital cameras, Video, etc. | | | | |
| Information Retrieval | Infotrac, ESBCO, Library Circulation, etc. | | | | |
| Library Circulation Software | Winneabago, Library Soft | | | | |
| CD-ROM software | | | | | |
| E-Mail | | | | | |
| Internet/web resources | | | | | |
| Technical/trouble shooting | | | | | |

Identify the type of training you have received in each of the following areas:

1= None 2= Limited 3= Occasional/some 4=Extensive

| | | 1 | 2 | 3 | 4 |
|-----------------------------|--|---|---|---|---|
| Word Processing | Word, WordPerfect, Microsoft Works | | | | |
| Spreadsheets or Databases | Excel, Filemaker Pro, Access | | | | |
| Accounting | Microsoft Money, Quickbooks, Quicken | | | | |
| Desktop Publishing | Pagemaker, Printshop, etc. | | | | |
| Instructional Demonstration | Powerpoint | | | | |
| Multi-media | Scanners, digital cameras, Video, etc. | | | | |
| Library Circulation | Winneabago, Library Soft | | | | |
| Information Retrieval | Infotrac, ESBCO, Library Circulation, etc. | | | | |
| CD-ROM software | | | | | |
| E-Mail | | | | | |
| Internet/web resources | | | | | |
| Technical/trouble shooting | | | | | |

Identify the type of training you feel you need in each of the following areas:

1= None 2= Limited 3= Occasional/some 4=Extensive

| | | 1 | 2 | 3 | 4 |
|-----------------------------|--|---|---|---|---|
| Word Processing | Word, WordPerfect, Microsoft Works | | | | |
| Spreadsheets or Databases | Excel, Filemaker Pro, Access | | | | |
| Accounting | Microsoft Money, Quickbooks, Quicken | | | | |
| Desktop Publishing | Pagemaker, Printshop, etc. | | | | |
| Instructional Demonstration | Powerpoint | | | | |
| Multi-media | Scanners, digital cameras, Video, etc. | | | | |
| Information Retrieval | Infotrac, ESBCO, Library Circulation, etc. | | | | |
| Library Circulation | | | | | |
| CD-ROM software | | | | | |
| E-Mail | | | | | |
| Internet/web resources | | | | | |
| Technical/trouble shooting | | | | | |

Judith Basin County Free Library Technology Budget

Telephone Services

Year 1

Local telephone service to serve Judith Basin Co. Library - Stanford

Monthly recurring charges \$66.25 x 12 = \$795.00

Local telephone service to serve Hobson Branch Library - Hobson

Monthly recurring charges \$61.50x 12 = \$738.00

Year 2

Local telephone service to serve Judith Basin Co. Library - Stanford

Monthly recurring charges \$66.25 x 12= \$795.00

Local telephone service to serve Hobson Branch Library - Hobson

Monthly recurring charges \$61.50 x 12 = \$738.00

Year 3

Local telephone service to serve Judith Basin Co. Library - Stanford

Monthly recurring charges \$66.25 x 12 = \$795.00

Local telephone service to serve Hobson Branch Library - Hobson

Monthly recurring charges \$61.50x 12 = \$738.00

Digital Transmission Service

Year 1

DSL (512K) line to connect to ISP to serve Judith Basin Co. Library - Stanford

Monthly recurring charges \$39.00 x 12 = \$468.00.

DSL (1.5m) line to connect to ISP to serve Hobson Branch Library - Hobson

Monthly recurring charges \$39.00 x 12 = \$468.00

Year 2

DSL (3m) line to connect to ISP to serve Judith Basin Co. Library - Stanford

Monthly recurring charges \$79.00 x 12 = \$948.00

DSL (3m) line to connect to ISP to serve Hobson Branch Library - Hobson

Monthly recurring charges \$79.00 x 12 = \$948.00

Year 3

DSL (3m) line to connect to ISP to serve Judith Basin Co. Library - Stanford

Monthly recurring charges \$79.00 x 12 = \$948.00

DSL (3m) line to connect to ISP to serve Hobson Branch Library - Hobson

Monthly recurring charges \$79.00 x 12 = \$948.00

Judith Basin County Free Library Technology Plan

Hardware

| | |
|--------------------------|----------|
| Upgrade/Replace Computer | |
| Year 1 | \$700.00 |

Software

| | |
|--|------------------------------|
| Upgrade/Replace Virus Protection | |
| Year 1 | 15 @ \$40.00 each = \$600.00 |
| Year 2 | 15 @ \$40.00 each = \$600.00 |
| Year 3 | 15 @ \$45.00 each = \$675.00 |
| Maintain OCLC membership (service primarily for main branch) | |
| Year 1 | \$590.00 |
| Year 2 | \$888.16 |
| Year 3 | \$923.69 |
| Upgrade/Maintain Library Circulation Software | |
| Year 1 | Stanford \$450.00 |
| | Hobson \$225.00 |
| Year 2 | Stanford \$468.00 |
| | Hobson \$234.00 |
| Year 3 | Stanford \$486.72 |
| | Hobson \$243.36 |

Staff Training

| | |
|-------------------|--------------------------------------|
| On-site - Year 1 | 10 hours @ \$36.92 per hour \$369.20 |
| Year 2 | 10 hours @ \$37.12 per hour \$371.20 |
| Year 3 | 10 hours @ \$37.32 per hour \$373.20 |
| Off-Site - Year 1 | \$600.00 |
| Year 2 | \$600.00 |
| Year 3 | \$500.00 |

Evaluation

The evaluation of this technology plan shall be done on a yearly basis using both the Patron Self Assessment and the Staff Self Assessment forms. By doing this on a yearly basis the goals will have a greater opportunity of being fulfilled. The evaluation process will be the responsibility of the Library Director and will be reviewed by the Board of Trustees for the Judith Basin County Free Library. Together the plan will be updated as needed, a report will be prepared by the Library Director as to the results of the needs assessments and the progress being made this report will be available for public review as well as given to the County Commissioners.

Judith Basin County Free Library Technology Plan

Judith Basin County Free Library
Software Inventory

| Library | Title | Publisher/Author | Year Acquired | Format | Number of Computers |
|----------|--|-----------------------------|---------------|---------|---------------------|
| Hobson | Office Professional 2003 | Microsoft | 2006 | CD | 2 |
| Hobson | Office 2003 | Microsoft | 2005 | CD | 3 |
| Hobson | Norton's Anti-Virus 2009 | Symantec | 2009 | CD | 5 |
| Hobson | Clifford Reading | Scholastic | 2005 | CD | 1 |
| Hobson | Clifford Musical Memory Games | Scholastic | 2005 | CD | 1 |
| Hobson | Clifford Thinking Adventures | Scholastic | 2005 | CD | 1 |
| Hobson | I Spy Fantasy | Scholastic | 2008 | CD | 1 |
| Hobson | I Spy Treasure Hunt | Scholastic | 2008 | CD | 1 |
| Hobson | I Spy Spooky Mansion | Scholastic | 2008 | CD | 1 |
| Hobson | I Spy Junior | Scholastic | 2008 | CD | 1 |
| Hobson | Lego Star Wars 1 | Lucas | 2008 | CD | 1 |
| Hobson | Lego Star Wars 2 | Lucas | 2007 | CD | 1 |
| Hobson | Manic School Bus Buns | Microsoft | 2007 | CD | 5 |
| Hobson | Magic School Bus Animals | Microsoft | 2007 | CD | 5 |
| Hobson | Magic School Bus Flight | Microsoft | 2007 | CD | 5 |
| Hobson | Magic School Bus Mars | Microsoft | 2007 | CD | 5 |
| Hobson | Magic School Bus Volcanoes | Microsoft | 2007 | CD | 5 |
| Hobson | Magic School Bus Concert | Microsoft | 2007 | CD | 5 |
| Hobson | Magic School Bus Whales & Dolphins | Microsoft | 2007 | CD | 5 |
| Hobson | Library Soft | New Generation Technologies | 2006 | CD | 1 |
| Stanford | Office 2007 | Microsoft | 2008 | Downloa | 1 |
| Stanford | Office 2000 | Microsoft | 2005 | CD | 3 |
| Stanford | McAfee Security | McAfee | 2009 | CD | 1 |
| Stanford | Norton's Anti-Virus 2009 | Symantec | 2009 | CD | 6 |
| Stanford | Streets & Tips 2006 | Microsoft | 2006 | CD | 3 |
| Stanford | Student 2006 | Microsoft | 2006 | CD | 3 |
| Stanford | Encarta Premium 2007 | Microsoft | 2006 | CD | 3 |
| Stanford | Office Professional 2003 | Microsoft | 2006 | CD | 3 |
| Stanford | The Print Shop 10 | Adobe | 2005 | CD | 1 |
| Stanford | WordPerfect 12 | Corel Corporation | 2005 | CD | 1 |
| Stanford | Kurzweil 3000 | Kurzweil Education | 2005 | CD | 1 |
| Stanford | Spectrum CIRC/CAT | Saoebrush Corp | 1998 | CD | Unlimited |
| Stanford | Magic School Bus Bugs | Microsoft | 2007 | CD | 5 |
| Stanford | Magic School Bus Animals | Microsoft | 2007 | CD | 5 |
| Stanford | Maqic School Bus Flight | Microsoft | 2007 | CD | 5 |
| Stanford | Maqic School Bus Mars | Microsoft | 2007 | CD | 5 |
| Stanford | Magic School Bus Volcanoes | Microsoft | 2007 | CD | 5 |
| Stanford | Maqic School Bus Concert | Microsoft | 2007 | CD | 5 |
| Stanford | Maqic School Bus Whales & Dolphins | Microsoft | 2007 | CD | 5 |
| Stanford | Curious George Reads, Writes & Spells | Broadband Libraries | 2009 | CD | 1 |
| Stanford | Stuart Little His Adventures in Numberland | The Learning Company | 2009 | CD | 1 |
| Stanford | Stuart Little Learning Adventures | The Learning Company | 2009 | CD | 1 |
| Stanford | Land Before Time Preschool Adventure | Universal Studios | 2009 | CD | 1 |

| | | | | | |
|----------|------------------------------|------------|------|----|---|
| Stanford | Jump Start Toddlers | Selectsoft | 2009 | CD | 1 |
| Stanford | Clifford Learning Activities | Scholastic | 2009 | CD | 1 |

Judith Basin County Free Library Hardware Inventory

| Library | Location | Other ID | RAM | HD(GB) | Proc. SP. (MHz) | O.S. | Internet Connection | Date Purchased |
|----------|----------|------------|---------|--------|---------------------|-------|---------------------|----------------|
| Stanford | Office | Front Desk | 512 MB | 70GB | Pentium 2.80GHz | XP | Yes | 2005 |
| Stanford | Office | Director | 512 MB | 70GB | Pentium 2.80GHz | XP | Yes | 2005 |
| Stanford | Patron | #1 | 512 MB | 80 GB | Intel Pentuim 4 | Vista | Yes | 2008 |
| Stanford | Patron | #2 | 448 MB | 80 GB | Intel Pentuim 4 | XP | Yes | 2006 |
| Stanford | Patron | #3 | 448 MB | 80GB | Intel Pentuim 4 | XP | Yes | 2006 |
| Stanford | Patron | #4 | 448MB | 80GB | Intel Pentuim 4 | XP | Yes | 2006 |
| Stanford | Patron | #5 | 448 MB | 80 GB | Intel Pentuim 4 | XP | Yes | 2006 |
| Stanford | Patron | Children | 1 GB | 80 GB | Intel Pentium 4 | XP | No | 2008 |
| Hobson | Office | Front Desk | 1.75 GB | 250 GB | AMD Athlon 2.61 GHZ | XP | Yes | 2009 |
| Hobson | Patron | #1 | 512 MB | 70 GB | Celeron 2.40 GHZ | XP | Yes | 2005 |
| Hobson | Patron | #2 | 512 MB | 70GB | Celeron 2.40 GHZ | XP | Yes | 2005 |
| Hobson | Patron | #3 | 448 MB | 80 GB | Intel Pentuim 4 | XP | Yes | 2006 |
| Hobson | Patron | #4 | 448 MB | 80 GB | Intel Pentuim 4 | XP | Yes | 2006 |
| Hobson | Patron | Children 1 | 960 MB | 138 GB | AMD Antion 64X2 | Vista | No | 2007 |
| Hobson | Patron | Children 2 | 960 MB | 138 GB | AMD Antion 64X2 | Vista | No | 2007 |

| Peripheral devices | | |
|--------------------|----------|--------|
| | Stanford | Hobson |
| Laser Printers | 1 | 1 |
| Ink Jet Printers | 3 | 0 |
| Wireless Router | 1 | 1 |
| Scanners | 1 | |
| Television | 1 | 1 |
| VCR Units | 1 | 1 |
| Battery Backup | 1 | 0 |