

Mesozoic Memorial Public Library Technology Plan

Jessica McClanahan

Sandy Moore

Eileen Lawton

Tanya Lynn

Emporia State University

Fall 2011

Mesozoic Memorial Public Library

Three Year Technology Plan

Time Period Covered by this Plan: MMMCMXCVII B.C - MMMM B.C.

Library Director: Betty Rubble

Mailing Address: 123 Stony Rock Lane, Bedrock, Cobblestone County

Phone: 555-5555

E-mail: MesozoicLibrary@Slatenet.com

Authors of Plan: Jessica Bam Bam McClanahan, Sandy Rocky Moore, Tanya Pebble

Lynn, and Eileen Wilma Lawton

Web Address: <http://www.MesozicLibraryBedrock.org>

Employer Identification Number: 12-34567

Mesozoic Memorial Public Library

Library Vision Statement

Bedrock is a quaint, blue collar hamlet and is the home of the world-wide headquarters of the Slate and Gravel Company. It is also home to 2500 residents, most of whom are employed at the afore-mentioned quarry. The community appreciates the simpler things in life, things that gather the citizens together in entertaining and refining ways, like bowling and ballet. During the past year, Mr. Fred Flintstone and Mr. Barney Rubble – two long-time employees at Slate and Gravel Company visited New Yorkstone several times on quarry business. During these trips, Flintstone and Rubble had occasion to visit the New Yorkstone Public Library. After seeing the possibilities, Flintstone and Rubble donated jointly owned property to be used for a public library. Mr. Slate has generously donated all construction expenses including a \$35,000 stipend to cover start up costs. Additionally, the townspeople of Bedrock have voted to implement a 1 % sales tax to cover salaries and other annual budget requirements. Fred, Barney, and Mr. Slate determined the denizens of their fine metropolis should be able to pursue educational and entertaining pastimes like those to be found in a superior library. Yabba Dabba Doo!!

Library Mission Statement

The Mesozoic Memorial Library is the first library ever built in the town of Bedrock and thus has a large void to fill. To date, citizens of Bedrock have not enjoyed connectivity to the World Wide Web, and reading and other literacy programs have not been emphasized in Bedrock's schools. The primary goal of

Bedrock Public Schools has been to prepare the townfolk to work in the quarry. The library's mission is to provide Bedrock citizens with the technological resources, the education, and the services needed to meet their diverse information needs, as well as to encourage literacy and knowledge appreciation. In this already close-knit community, it is believed that the library will be embraced as a center for informational, educational, and social enrichment.

Training Requirements

Due to the fact that Bedrock has never utilized technology resources and therefore does not have a technologically savvy population, an IT director was hired from New Yorkstone on a one year contract to install, implement, and train staff on technology use. The experienced IT director will be able to advise the library director and other library staff on the best choices for hardware, software, and other components. Additionally, the IT director will also choose and train a local resident to take over as IT director at the end of the one year contract. Once staff are sufficiently trained, they will be able to train new staff and provide training programs for patrons. Evaluation and modification of staff and patron training programs will continue on an ongoing basis.

Plan Process

- 1) Hire an IT person to oversee installation of library technologies and staff training.
- 2) Obtain and install sufficient numbers of computers and other hardware devices to establish technology in the library and meet population needs.
- 3) Maintain a supply of spare hardware components.

- 4) Implement and maintain a security plan.
- 5) Install and train staff in the use of an Integrated Library System.
- 6) Train staff on all other library technologies.
- 7) Establish wireless connectivity throughout the library.
- 8) Join a consortium for access to databases.
- 9) Obtain adequate software packages to meet most needs of patrons and staff.
- 10) Establish secure access to the World Wide Web for all patrons with appropriate filtering and anti-virus software.
- 11) Apply for any government grants available in order to conserve library resources.
- 12) Provide training for patrons on new technologies.
- 13) Provide educational and entertainment options for adults, youth, and children on patron computers.

Technology Planning Committee Members

Jessica Bam Bam McClanahan

Sandy Rocky Moore

Tanya Pebble Lynn

Eileen Wilma Lawton

Technology Vision Statement

It is of utmost importance in the development of the Mesozoic Memorial Library that the organization keeps in mind the growth and prosperity of its patrons. In order to facilitate this growth, the citizens of Bedrock must be brought

into the 21st Century. To meet this need, the Bedrock Library will provide the community with the newest information technologies available. In order to keep abreast of current technologies, the IT director and other library staff will be required to attend national conferences, communicate frequently with vendors, and read technology publications. Replacement of obsolete hardware and software will be completed as budget allows. Updates to library software will be completed as soon as available. The library plans for its patrons to learn and utilize the latest technologies so they may have the freedom to access any information they want or need. Additionally, keeping technology current will allow Bedrock and its' citizens to become competitive in a global economy.

Technology Goals

1st year goal:

Introduce new technologies and services to a community that has had no library and no technology available in its history.

Strategies:

- 1) Install all hardware and software and test to confirm proper functionality (see lists of needed hardware and software to establish library services).
- 2) Ensure that patrons have at least basic knowledge of the technologies available by offering introductory classes as well as opportunities for one on one learning.
- 3) Use Twitter, Facebook and other social networking tools to make the public aware of the library and its services.

4) Implement ways to gain feedback from the community to assess the library's technology functionality.

5) Search and apply for grants to fund the library's technology programs so that the library may best provide for its community.

2nd year goal:

Ensure that the general information needs of the population are currently being met.

Strategies:

- 1) Negotiate consortia agreements to increase database access.
- 2) Establish a network for Interlibrary Loan services.
- 3) Assess new technologies and add as needed, based on the previous year's usage and patron feedback.
- 4) Offer more advanced technology training to patrons
- 5) Continue staff training to ensure proficiency with library technologies.

3rd year goal:

Utilize technology to implement community programs and outreach services.

Strategies:

- 1) Librarians will visit local schools to ensure children are educated about the technology services available. Librarians will provide technology demonstrations to pique interest.
- 2) Utilize focus groups and surveys to determine if the community has additional technology needs.

3) Create and maintain a library blog to better inform patrons regarding library services and events.

4) Create and maintain a library website to allow patrons access to the library catalog and other functions.

5) Find creative ways to use technology to bring patrons into the library. Gaming nights and Photoshop trainings are examples.

Necessary hardware to establish library services

- 1 Main Rubble Router (allowing high-speed broadband internet connection and a wireless local area network)
- 2 Sabre-Toothed Servers each with 16 gigabytes of RAM
- 8 Public Access Cranium Computers
- 1 Cro-Magnon Intellikeys Keyboard
- 4 Neolithic Laptop Computers
- 1 Paleolithic Procompsognathus iPad
- 1 Stonehenge Circulation Desk Computer
- 1 Roaring Reference Desk Computer
- 1 Igneous Administrative Computer
- 3 Bam-Bam Barcode Scanners
- 1 Paleolithic Printer (Grounded)
- 1 Pleistocene Printer (Wireless)
- 1 Quarried Copier (coin operated) with Fragmental Fax capability
- 1 Dino Document Scanner
- 1 Pebbles Projector

- 1 Sedimentary Projector Screen
- 1 36-inch Woolly Mammoth Flat Screen TV
- 5 Enigmosaurus E-Readers
- 1 Pterodactyl Document Camera
- 1 Plesiosaurus Playstation 3 with 6 Condor Controllers
- 1 Diplodocus DVD player
- 8 Helio Headphones
- 3 Latite Landline Telephones
- 8 Supersaurus Surge Protectors
- 8 Chromium Extension Cords (multi-plug)
- 3 Homeo-HDMI cords
- 1 Paleo-Portable Microphone
- 1 Helio Hearing Loop--an assistive technology for those with hearing loss
- Comfortable seating and ergonomically designed tables and chairs for staff and patrons

Necessary Software to establish library services

- Library automation software with off-line backup in case of power outage or equipment failure (Integrated Library System) – linked to OCLC
- Modules that must be included (Burke, 2009):
 - Online catalog
 - Circulation
 - Managing acquisitions/serials

- Cataloging
 - Access to Ya Ba Da Ba databases – subscriptions – in conjunction with other libraries (consortium)
 - E-mail
 - Open Office or Microsoft Rubble Word – including word processing, database functions, spreadsheets, and presentation software
 - Filtering software: Spinosaurus Software
 - Software allowing access to online books (ex. Overdrive or Astrodon Overdrive)
 - Anti-virus software: Pebble Anti-virus
 - Adult and children’s entertainment software (games and educational programs)
 - Operating system software Triceratops Windows 7
 - Woolly Mammoth Server operating system
 - Mozilla Internet Browser
 - Automatic backup software – cloud based
 - Teleconferencing software
 - Ensure some computers are equipped with ADA compliant software
 - Printer drivers and software to manage other peripherals
 - Adobe Acrobat Reader
 - Media players
 - Photoshop or Gimp

Budget

1st Year

Hardware	
1 <u>Linksys Cisco Small Business RV016 10/100 16-Port VPN Router</u>	420
2 <u>HP ProLiant - ML350 G6 Special Server - 16 GB RAM - 2.4 GHz - 0 GB HDD</u>	2150
11 <u>Dell Inspiron I620-72NBK Desktop & 21.5" LED Monitor Package</u>	10421
4 <u>Dell - Inspiron Laptop / Intel® Core™ i3 Processor / 15.6" Display / 4GB Memory / 500GB Hard Drive - Black</u>	1600
3 Symbol LS2208 - Wired Handheld Barcode scanner	390
1 HP Officejet Pro 8500 Wireless All-in-One Color Ink-jet - Fax / copier /printer / scanner	171
1 HP LaserJet PRO P1102W B/W Laser printer - 19 ppm - 160 sheets	84
1 ViewSonic PJD5123 SVGA (800 x 600) DLP projector - 2700 ANSI lumens	313
1 Elite Spectrum Series Black Electric100H Projection screen (motorized)	124
1 Flat Screen TV	500
5 Sony Readers	695
1 Buhl Projectors VP20M Visual Presenter	213
1 Play Station 3 and 6 Controllers	616
1 DVD Player	50
8 Headphones	80
1 Telephone System	100
8 Surge Protectors	500
8 Extension Cords	100
1 Microphone	30
1 Geemarc t Loop Amplified Neckloop 30dB for the Hearing Impaired	100
Seating and Desks	3750
Software	
Library Management Software - ILS	2000
Database Access	2000
E-mail client	0
Open Office	0
Filtering Software	1000
Online book access	0
Anti-Virus Software	500
Entertainment Software	2000
Operating System	0
Internet Browser	0
Automatic Backup software	500
ADA Software	50

Printer Drivers	0
Adobe Acrobat Reader	0
Media Players	500
PhotoShop	500
Other	
Staff training - in-house	0
Patron training - in-house	0
Internet Connectivity for the Library at 60% e-rate discount*	2400
Total Clams - year 1	33857

*E-Rate was established by the Telecommunications Act of 1996 to ensure all eligible libraries have affordable access to modern telecommunications and information services. Discounts are based on the percentage of students qualifying for free and reduced lunches. The Mesozoic Memorial Library qualifies for a 60% discount based on 22% of the students qualifying for free lunches (*Schools & Libraries*, n.d.).

2nd Year

Hardware replacement and maintenance	4000
Off-site advanced staff training	3000
Additional consortia agreements	3000
Educational and entertainment software	2000
Total Clams - year 2	12000

(Total cost of hardware ownership should be approximately 15% of the products original cost)

3rd Year

Hardware replacement and maintenance	4000
Off-site advanced staff training	3000
Software updates	2000
Educational and entertainment software	2000
Total Clams - year 3	11000

Evaluation of Technology Plan

Evaluation of library technology needs is an ongoing process. Quarterly staff meetings will evaluate the progress of annual goals and strategies. If goals or strategies are no longer relevant or need updated, changes to the technology plan will be made. An analysis of goal achievement will be made at the end of each year,

and a plan will be put into place to reach or modify any goals that were not achieved. Information for the analysis will be gathered from staff and patron surveys and interviews (Morgan, 2008). Additional sources of data will include usage statistics and web use tracking software.

The IT director and IT staff will need to evaluate on a continual basis the functionality of hardware and software. If items become non-functional, obsolete, or too expensive to maintain, replacement or upgrades will be considered.

The technology plan is a working document and as such should be modified as needed to fit the circumstances. The library director will make needed modifications based on the recommendations of the technology planning team and budgetary constraints.

References

<http://americanlibrariesmagazine.org/features/09142010/twenty-years-assistive-technologies>.

Berry, John N. III (2011). Labor of love: Best small library in america. Retrieved from <http://www.libraryjournal.com/article/CA6716260.html>.

Bryson, Susan. (2011). Blue Valley Schools Library Systems Manager. personal communication 9/14/2011.

Burke, J. J. (2009). *Neal-schuman library technology companion: a basic guide for library staff*. (3 ed.). New York, NY: Neal-Schuman Publishers, Inc.

Dahlgren, Anders C. (2009) Public library space needs: A planning outline. Public Library Development. Wisconsin Department of Public Instruction. Madison, WI retrieved from <http://dpi.si.gov/pld/plspace.html>.

Evaluation. (2008). Retrieved from <http://www.webjunction.org/techplan-evaluation>.

Lushington, Nolan. (2002). Libraries designed for users: A 21st century guide. Neal Schuman Publishers. New York.

Mates, Barbara. (2010). Twenty years of assistive technology. *American Libraries*.

Morgan, K. (2008, March 27). *Technology planning evaluation*. Retrieved from <http://www.webjunction.org/techplan-evaluation/-/articles/content/439409>.

Schools and libraries universal service fund e-rate fact sheet. (n.d.). Retrieved from <http://www2.ed.gov/Technology/eratefacts.html>.

Technology plan of the kilbourn public library. (2005, April 7). Retrieved from

<http://www.dellslibrary.org/techplan.html>.

Appendix

Technology Group Four brainstormed original ideas for the library plan assignment to allow for creativity in its implementation. Once building the first Mesozoic Memorial Public Library in the community of Bedrock was agreed upon, other libraries were researched for hardware, software, vision, goals and strategies to ensure a thorough outcome. One member of the group interviewed a school library systems manager to determine hardware needs. Online resources were utilized as well. Group Four divided the tasks four ways to distribute the work equitably and assure proper results. Each member chose to complete one of the designated areas from hardware, software, budget, and vision/goals. The “file share” and “group discussion” tabs within the LI815 webpage were used to exchange ideas and to post completed work for all to review. Because each member willingly and fully accomplished their designated tasks, whatever difficulties encountered were managed alone. The primary challenge confronted was conceptualizing all the needs for a start-up library. Identifying those basic needs and assuring functionality upon opening were paramount. Recognizing a natural progression of goals and strategies was another hurdle. Group Four produced a worthy technology plan by using each person’s skills and supporting one another’s work.