



# Osgood Public Library Technology Plan July 1, 2014 - June 30, 2017

## **MISSION STATEMENT**

The Osgood Public Library strives to be a dynamic institution, which enhances the quality of life in its community by providing up-to-date information and technology tools to the public in general. In addition, the library is a conservator of local and regional genealogy and history materials and is dedicated to providing the community with a sense of its past as well as providing the avenues for it to develop its future.

## **NEEDS STATEMENT**

The Osgood Public Library and the Milan Branch Library are located in rural areas. In general, many of the residents we serve tend to be lower in income and rely on the library for their technology needs. For these reasons the library serves as the technology center for our service area. Residents need access to computers, Internet, technology training and more technology related services. The library is committed to the continued offering of technology resources to the public. These include, but are not limited to: free high-speed Internet access; public computers for Internet and productivity; children's computer games and educational software; library web page; library OPAC; meeting room presentation center utilizing a projector and laptop; wireless internet; technology training. The library is also committed to meeting Indiana Public Library Technology Standards.

## **GOALS AND STRATEGIES**

- GOAL 1: Monitor emerging technologies for use in library by patrons and staff.
  - Strategy: Library staff will monitor emerging technologies by reading literature, reading WebJunction information, and taking suggestions from library patrons. These technologies will be acquired if they are financially feasible for the library and if they meet the needs of library staff and patrons.
    - **Timeframe:** Monthly basis throughout the plan cycle.

- GOAL 2: Maintain the library's website to ensure accuracy and timeliness of the information available and to meet library standards.
  - Strategy: The library's website, including the calendar, will be updated at least once a month.
    - **Timeframe:** Monthly basis throughout the plan cycle.
  
- GOAL 3: Maintain a regular publicity plan for the library technology services and programs.
  - Strategy: Services and programs will be publicized through the following: local newspaper; library newsletter; library webpage; flyers; radio station; distribution of information to the local schools; and other community organizations.
    - Timeframe: Continual basis – minimum of two weeks in advance of program.
  
- GOAL 4: Keep library Technology Plan and policies up-to-date. Plan revisions will be submitted to the State Library within one month.
  - Strategy: Technology plans and policies will be reviewed annually.
    - Timeframe: Annually – second quarter of each plan year.
  
- Goal 5: Offer a minimum of one technology related public program per month.
  - Strategy: Offer workshops on: computer basics; Internet use; e-mail; word processing; other topical areas of interest.
    - Timeframe: Continue on a monthly basis throughout the plan cycle.
  
- Goal 6: Cooperate with schools, other area libraries and institutions to promote cooperative technology programs.
  - Strategy: Investigate collaborative opportunities with the local schools.
    - Timeframe: Continual basis throughout plan cycle.
  - Strategy: Monitor opportunities to provide cooperative programs with other organizations.
    - Timeframe: Continual basis throughout plan cycle.
  
- Goal 7: Monitor new and existing databases and electronic services to ensure we offer the best products to meet the needs of our patrons.
  - Strategy: Monitor usage of current databases and electronic services
    - Timeframe: Ongoing throughout plan cycle.
  - Strategy: Review and research new products and services for possible inclusion.
    - Timeframe: Ongoing throughout plan cycle.

## **PROFESSIONAL TRAINING GOALS AND STRATEGIES**

- Goal 1: Assess staff technology skills.
  - Strategy: Develop staff Technology Core Skill List.
    - Timeframe: 3<sup>rd</sup> quarter of 2014.
  - Strategy: Staff will complete Technology Core Skill List annually.
    - Timeframe: 4<sup>th</sup> quarter of each plan year.
  - Strategy: Develop individual staff training plans based on job descriptions and skill needs.
    - Timeframe: 1<sup>st</sup> quarter of each plan year.
  - Strategy: Each year during staff evaluation compare progress from last technology skills assessment.
    - Timeframe: 4<sup>th</sup> quarter of each year.
  
- Goal 2: Provide staff training to upgrade MS Word and MS Excel skills in order to better perform staff tasks and help patrons with productivity software issues.
  - Strategy: Onsite technology training will be provided for the entire staff at staff development days.
    - Timeframe: 1<sup>st</sup> or 2<sup>nd</sup> quarter of each plan year.
  - Strategy: Offsite training will be provided for specialized staff training needs.
    - Timeframe: As needed and available throughout plan cycle.
  - Strategy: Utilize web based training.
    - Timeframe: As needed and available throughout the plan cycle.
  
- Goal 3: Provide staff with INSPIRE training to better help patrons.
  - Strategy: Training will be provided during staff development days.
    - Timeframe: Once annually.
  
- Goal 4: Encourage staff to participate in training workshops, and other continuing education opportunities to improve general technology skills.
  - Strategy: Develop individual staff training plans based on job descriptions and skill needs.
    - Timeframe: 1<sup>st</sup> quarter of each plan year.
  - Strategy: Encourage staff to participate in online training opportunities such as Web Junction, You Tube.
    - Timeframe: During the development of staff training plans and throughout the plan cycle.
  - Strategy: Allocate funding for staff training and continuing education
    - Timeframe: 2<sup>nd</sup> quarter of each year funds will be included in the budget for the incoming year.
  
- Goal 5: Provide opportunities for staff to visit other libraries and to become involved with online communities and list-servs.

- Strategy: Provide information at staff inservices concerning WebJunction and library list-servs.
  - Timeframe: At staff training days and throughout plan cycle.
- Strategy: Monitor workshops held at nearby libraries.
  - Timeframe: Throughout the plan cycle.
- Strategy: General technology training will be provided for staff at Staff Development days.
  - Timeframe: Once annually.

## **ASSESSMENT OF CURRENT TECHNOLOGY INVENTORY**

### **Osgood and Milan Branch Library**

**The Osgood Public Library and Milan Branch Library currently meet mandated Indiana library standards. Following is a list of resources held by the library system at each location.**

#### **Osgood Misc.**

- Web page housed with Blue Host – Provides library information, calendar, hours, address, location map, phone numbers, e-mail contact info, posting of public policies, OPAC access, calendar updated monthly, links to free electronic resources.
- Fax services
- Copy services
- T1 Internet line
- Integrated Library System – Migrated to Evergreen in August, 2011.
- Records maintained per standards. Cataloging maintained per national cataloging standards. Patrons have access to online OPAC.
- Wireless Internet access
- All staff computers have an operating system, office software and printer access.
- Meet standard for number of public computers. Public computers have Internet access, productivity software, links to free electronic resources including INSPIRE, and printer access.
- Telephone system with answering machine to announce hours and voice mail. Purchased approx. 2006.
- AVC Accounting Software

#### **Osgood -- Public Use – Adult Area**

- 3 – OPAC stations – HP Pavilion Slimline. Windows 7. Includes monitors.
- 5 – HP computers. Windows 7. Includes monitors.
- 2 -- Dell Optiplex computers. Windows XP Pro. Includes monitors.
- 1 – Canon Canoscan 4200F scanner.
- 1 – Panasonic copier, coin operated.
- 1 – Printer – HP Laserjet Pro 200 (color)
- 1 – Printer – HP Laserjet P2055dn (B/W)

### **Osgood -- Public Use – Children’s Area**

- 1 – Little Tikes Young Explorer Workstation – IBM – with monitor
- 1 – OPAC – HP Pavilion Slimline with monitor.

### **Mobile Laptop Lab – for Public Training Programs**

- 10 – Dell Laptops – Windows 7. Can be used at either Osgood or Milan.

### **Osgood -- Staff Use**

- 1 – RTI – Disk repair machine
- 1 – Xyron 2500 cold lamination machine
- 1 – Windows server
- 1 – Linux server
- 1 – Olympus digital camera
- 1 – Fax machine – HP Officejet Pro 8500 Premier (multifunction machine)
- 6 – Barcode scanners
- 1 – LCD projector – NEC VT49 (for staff and public use)
- 1 – Typewriter – IBM Wheelwriter
- 1 – Computer – HP Pavilion Slimline includes monitor. Windows 7
- 1 – Computer – Dell Optiplex 780 includes monitor. Windows 7
- 2 – Computer – Dell Optiplex 360 includes monitor. Windows XP
- 1 – Computer – Dell Optiplex 520 includes monitor. Windows XP
- 1 – Computer – HP Pavilion includes monitor. Windows 7
- 1 – Dell Computer includes monitor. Windows 7
- 1 – HP Computer includes monitor. Windows 7
- 3 – Star receipt printers
- 1 – Printer – HP Photosmart C3180
- 2 – Printer – Office JetPro 8600
- 1 – Printer – HP Laserjet 1536 dnf mfp
- 1 – Printer – HP Laserjet Pro 200 (shared with public)
- 1 – Printer – HP Laserjet P2055dn (shared with public)
- 1 – Digital camera

## **Osgood – Databases and e-services**

Ancestry Library Edition  
INSPIRE  
Overdrive ebooks and audio books

## **MILAN BRANCH**

- Telephone system with answering machine to announce hours and voice mail — purchased 2011.
- Web page housed with Blue Host – Provides library information, calendar, hours, address, location map, phone numbers, e-mail contact info, posting of public policies, OPAC access, calendar updated monthly, links to free electronic resources.
- Online OPAC on website
- Fax services
- Copy services
- T1 Internet line
- Integrated Library System – Migrated to Evergreen in August, 2011.
- Records maintained per standards. Cataloging maintained per national cataloging standards. Patrons have access to online OPAC.
- Wireless Internet access
- All staff computers have an operating system, office software and printer access.
- Meet standard for number of public computers. Public computers have Internet access, productivity software, links to free electronic resources including INSPIRE, and printer access.

## **Milan -- Public Use**

- 1 - OPAC Station – HP Pavilion Slimline with monitor – Windows 7
- 1 – Computer -- Dell Dimension with monitor – Windows XP
- 2 – Computer -- Dell OptiPlex GX520, Windows XP Pro – includes monitors
- 1 – Printer -- HP Laser Jet Pro (for public and staff use)
- 1 – Sanyo LCD projector (for public and staff use)
- 1 – Computer -- Dell with monitor – Windows XP
- 1 – Printer -- HP Laserjet 1200 for public and staff use
- 1 – Meeting Room sound system for public and staff use

## **Milan -- Staff Use**

- 1 – HP color Multi-function machine (copy, fax, scan – used for public fax and copy service). Purchased 2010
- 1 – Computer -- Dell OPTiplex GS 270 with monitor – Windows XP
- 1 – Computer -- Dell Optiplex 360 with monitor – Windows XP
- 1 – Computer -- Dell with monitor – Windows 7
- 1 – Dell Power Edge Server – includes monitor
- 3 – USB Barcode Scanners
- 2 – Star Receipt Printer
- 1 – Printer -- HP Laser Jet Pro for staff and public use
- 1 – Printer -- HP Laserjet 1200 for staff and public use
- 1 – Printer -- Canon Plxma
- 1 – Sanyo LCD projector for staff and public use
- 1 – Meeting Room sound system for staff and public use
- 1 – Digital camera
- 1 -- Laminator

### **Milan – Databases and e-services**

Ancestry Library Edition  
 INSPIRE  
 Overdrive ebooks and audio books

### **Assessment of Desired Resources**

While the library offers a wide variety array of technology resources, the following list describes items we are interested in for the future.

- Ipad with educational programs for children at Milan Branch.
- Ipad with educational programs for children at Osgood.
- Circulation Self-check equipment for Osgood.

### **Assessment of Resources needed for three-year Technology Plan – Current and New**

**See Replacement Schedule in next section**

- Telephone system and phone service – Maintained to meet standards.
- Web Page – Updated monthly to meet standards.
- Fax Services for public – Maintained to meet standards.
- Copy Services – Maintained to meet standards.
- Internet connectivity – Sufficient speed for library activities and to meet standards.

- Integrated Library System with online OPAC – Maintain ILS and update as required. Automation records will be maintained to meet standards. Cataloging records will meet national cataloging standards.
- Wireless Internet – Maintained to allow sufficient computer access to meet standards.
- Staff Computers – Maintained to meet standards. Replaced per schedule.
- Public Computers – OPAC and Internet/general use. Maintained and in sufficient number to meet standards (current number is sufficient). Replaced per schedule.
- Accounting software – Currently have AVC and plan to continue with that software.
- Databases – Continue to offer per standards.
- Printers for Public and Staff – Maintained to meet standards. Replaced per schedule.
- Equipment for staff use – Receipt printers, barcode scanners. Replaced per schedule.
- New goals will be implemented by staff and should be accommodated within existing staff time. Staff will need to attend workshops and training sessions to achieve and maintain goals. See Budget section for training budget.
- See above for desired additional resources.

### **Replacement Schedule**

- Replace or upgrade 1/5 of computers and monitors annually.
- Copiers and printers will be replaced every 4 – 5 years or as needed. Should not need replacement during this plan cycle.
- Receipt printers and barcode scanners will be replaced every five years or as needed. Should not need during this plan cycle.
- Fax machines will be replaced every 4 – 5 years or as needed. Replace in Plan Year 2 or as needed.
- Telephone systems are in good condition and should not need replacement during the plan cycle.
- Usage of the Internet lines will be monitored to ensure library has adequate bandwidth.
- Integrated library system – will be updated when upgrades are offered by provider.
- Miscellaneous equipment will be monitored and replaced as needed.

### **Funding**

- The library will actively seek additional funding to develop and sustain appropriate and effective state-of-the-art technology.



- Apply for LSTA grants when appropriate.
- Research sources for funding beyond the tax base, including gifts, grants, and endowments.
- Maintain adequate increases in personnel, services, and equipment / materials portions of the operating budget to maintain the connections, hardware, software necessary to meet the technology plan and to meet standards.
- Apply for Universal Service Fund discounts every year for telephone and Internet.
- Take advantage of free or low-cost training opportunities for staff.
- Operating Budget funds will be supplemented by Rainy Day Fund and LIRF.

## **AUTOMATION PLAN**

### **Overview and Needs**

Library patrons and staff need and expect to utilize a modern ILS that provides information in a timely, efficient manner. The Osgood Public Library and Milan Branch Library are located in rural areas. Library patrons need access to a wide variety of materials and due to budget constraints this can be a challenge for a small library system to accomplish. In August of 2011, the Library joined the Evergreen Consortium. The sharing of resources with other libraries provides our patrons with a wealth of opportunities and materials.

The Evergreen OPAC provides patrons with access to records within the library and via remote access. Patrons are able to view local holdings and those of other Indiana Evergreen libraries. Evergreen is used for the cataloging and circulation of items and also the creation and maintenance of patron record.

### **Automation Goals and Objectives**

- Goal 1 – Provide library patrons with access to a vast array of library materials for informational, educational, and recreational purposes.
  - Strategy -- Maintain Evergreen Library Consortium membership.
    - Timeframe: Throughout the plan cycle.
- Goal 2 – Catalog items per cataloging standards.
  - Strategy -- Catalogers will attend refresher training.

- Timeframe: Monitor for training availability throughout plan cycle.
  - Strategy – Catalogers will attend Cataloging Roundtables to better network and exchange information.
    - Timeframe: Monitor for availability throughout the plan cycle.
- Goal 3 – Train patrons and staff to better utilize Evergreen features.
  - Strategy – Offer OPAC (card catalog training) workshops for the public to help them better understand Evergreen.
    - Timeframe – At least twice each plan year.
  - Strategy – Devote a portion of each Staff Inservice to Evergreen training.
    - Timeframe: Annually
- Goal 4: Provide staff with Evergreen training to improve automation system skills.
  - Strategy: Onsite Evergreen training will be held at staff development days.
    - Timeframe: Twice annually throughout plan cycle.
  - Strategy: Monitor training opportunities offered by Evergreen Consortium.
    - Timeframe: On a continual basis throughout the plan cycle.
  - Strategy: Informally network with surrounding Evergreen libraries.
    - Timeframe: On a continual basis throughout plan cycle.

## **PLANNING**

The Library continues to monitor and plan for Automation changes and requirements. Our current ILS is Evergreen and we plan to continue with that for the foreseeable future.

Selected holdings include:

Books – 36,280

Video materials – 5,141

Audio materials – 1,602

Serial subscriptions – 58

MARC records -- approx. 42,345

The Library adds approximately 1,500 items per year not including periodicals.

For collection maintenance, a monthly weeding schedule will be established by collection area.

At this time, there is not a fee for Evergreen services. Evergreen is essential to the operation of the library and to resource sharing for our patrons. In the future, if there is a fee it will be absorbed by either Operating or Rainy Day. We will continue to maintain and replace essential Automation hardware as needed. (See Replacement Schedule) These items include but are not limited to: circulation computers; OPAC (card catalog) computers; receipt printers; barcode scanners. We also plan to investigate the possibility of utilizing the self-check feature that is available in Evergreen. This will allow us to better serve our patrons at busy times.

## **IMPLEMENTATION**

Evergreen was successfully implemented in 2011. It is now a matter of continuing to train patrons and staff so they may best utilize the features of Evergreen.

## **MAINTENANCE**

We continue to upgrade Evergreen software when updates become available. System software updates are done by the Evergreen team. In-house library staff handle routine hardware, software, and network issues and updates in consultation with the Evergreen team and local computer professionals.

## **BACKUPS**

Backups are handled at the consortium level by the Evergreen staff.

## **POLICIES**

The library will follow standard Evergreen policies and participate in user group discussions with Evergreen.

## **CATALOGING**

All records will be entered and maintained to meet Indiana and national standards.

Bibliographic Records: Cataloging standards are in transition from AACR2 to the new RDA standards. We will use a mixture of both until the standards are formally transitioned to RDA. Cataloging staff members are learning the new RDA standards and will be ready for the transition. Holdings information will be kept current. Records will be in MARC format. The Library will participate in shared cataloging with other Indiana Evergreen libraries.

Bibliographic Database: Will include all cataloged holdings and the database will be maintained so it is current. Bib records will contain at least one of the following: LCCN; ISBN; or ISSN. Bib and Authority records will be compliant with current MARC standard. Resources for Authority Control will include Sear's Subject Headings and /or Library of Congress Subject Headings.

### **EVALUATION OF TECHNOLOGY PLAN** **(including Automation Plan)**

Osgood Public Library's Technology Plan will be reviewed annually by the Board of Trustees and the Library Director. In addition, the library invites suggestions from patrons and citizens interested in the technological advancement of the library.

The annual review will be completed by June 30 each year and will consist of:

1. Determining which goals and objectives have been reached since the previous evaluation.
2. Determining which goals and objectives need to be completed and the process for achieving completion within the planning period.
3. Determining technologies which have evolved or have become available since the last evaluation and are desired by the library.
4. Evaluating the feasibility of applying to funding sources.
5. Reports to the Board of Trustees from the Library Director concerning completion of goals and objectives.
6. Inclusion of determinations and results in the Technology Plan file.
7. Updates / revisions will be sent to the Indiana State Library within one month.

**TECHNOLOGY PLAN BUDGET  
FOR OSGOOD PUBLIC LIBRARY & MILAN BRANCH**

Telephone Service	\$4,800			
Internet Service	\$5,490			\$12,810
Computers & Monitors	\$1,000		\$3,500	
Staff Training	\$1,000			
Misc. Equipment			\$1,000	
Computer Maintenance	\$1,500		\$3,000	
Software	\$1,500		\$1,000	
<b>Fund Totals</b>	<b>\$15,290</b>		<b>\$8,500</b>	<b>\$12,810</b>

<b>Year 1 Total</b>	<b>\$36,600</b>
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Funding Needed to Maintain Technology, Meet Standards, and Accomplish Plan Goals

Year 1 (July 1, 2014 – Jun 30, 2015)

	Operating	LIRF	Rainy Day	E-rate
Telephone Service	\$4,800			

Internet Service	\$5,490			\$12,810
Computers & Monitors	\$1,000		\$3,500	
Staff Training	\$1,000			
Misc. Equipment	\$4,800		\$1,000	
Telephone Service	<del>\$5,490</del>		\$3,000	\$12,810
Computer Maintenance	<del>\$1,500</del>		<del>\$1,900</del>	
Internet Service	<del>\$1,500</del>		<del>\$1,900</del>	
Computers & Monitors	<del>\$1,500</del>		<del>\$1,900</del>	
Staff Training	<del>\$1,500</del>		<del>\$1,900</del>	
<b>Fund Totals</b>	<b>\$15,000</b>		<b>\$8,500</b>	<b>\$12,810</b>
Misc. Equipment			\$1,000	
Computer Maintenance	\$1,500		\$3,000	
<b>Year 2 Total</b>	<b>\$36,600</b>			
Software	\$1,500		\$1,000	

Year 2 (July 1, 2015 – Jun 30, 2016)

Operating                      LIRF                      Rainy Day                      E-rate

Year 3 (July 1, 2016 – Jun 30, 2017)

Operating                      LIRF                      Rainy Day                      E-rate

<b>Fund Totals</b>	<b>\$15,290</b>		<b>\$8,500</b>	<b>\$12,810</b>
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<b>Year 3 Total</b>	<b>\$36,600</b>
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