TECHNOLOGY PLAN OF THE LETCHER COUNTY LIBRARY DISTRICT
2007-2010

Library Name:_Harry M. Caudill Memorial Library
_____ *Date Received KDLA:_____*

Technology Plan 2007
Kentucky Department for Libraries & Archives

All Libraries should have a viable technology plan. Use of this form will enable your library to begin the process of developing a technology plan, and this form itself may be sufficient for many smaller libraries. This plan should be incorporated as part of your long range plan.

Also, all libraries applying for discounts under the Telecommunications Act of 1996, must have a technology plan completed and submitted to KDLA for acceptance before the E-rate application process is complete.

Completion of a Technology Plan is required by the FCC for application under this act.

_____
_____

ALL SECTIONS *MUST* BE COMPLETED FOR KDLA PLAN
ACCEPTANCE

Library System Information: **This plan is for:**

__X___ The system's central library and all branches (list name, address and other information for the central library in the space provided below and list the name and address of each branch on page 4)

_____ The central library only, each branch will submit it's own **Technology Plan** -- *you*
will need to make additional copies of this form for each branch (list name, address and
other information for the submitting library in the space provided below and list the
name and address of each branch on page 4)

_____ A branch library only (list name, address and other information for the submitting
branch library in the space provided below)

_____ This library system has no branches (list name, address and other information for the submitting library in the space provided below and leave page 4 blank)

Submitting Library

Name: Harry M. Caudill Memorial Library   Telephone: (606) 633 7547

Address:220 Main St

City: Whitesburg   State: KY   Zip: 41858

Library Director: Angelina R.Tidal

Telephone: (606) 633 7547   Email: letcolib@bellsouth.net

Technology Contact Person:Angelina R.Tidal

A copy of our *Long Range Plan* is on file at the State Library: Yes X No

To qualify as an approved Technology Plan for a Universal Service discount, the plan must meet the following five criteria that are core elements of successful school and library technology initiatives:

1. The plan must establish clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services;

2. The plan must have a professional development strategy to ensure that staff know how to use these new technologies to improve education or library services;

3. The plan must include an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services;

4. The plan must provide for a sufficient budget to acquire and support the non-discounted elements of the plan: the hardware, software, professional development, and other services that will be needed to implement the strategy; and

5. The plan must include an evaluation process that enables the school or library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

Note: If a previously approved plan does not contain all of the five required elements, that plan should be updated to include the missing elements. Technology plans must include all five elements.

**THREE YEAR LIBRARY TECHNOLOGY PLAN
FOR THE E-RATE PROGRAM**

1.   LIBRARY MISSION STATEMENT AND GOALS

The Letcher County Public Library District provides on equal terms, free service to all individuals and groups in the community. It accepts as its basic objectives the provision and servicing of expertly selected materials, which aid the individual in the pursuit of education, information or research and in the creative use of leisure time.

2.   CURRENT TECHNOLOGY OVERVIEW
        Summarize the current use of technology to accomplish the library's mission and goals.

The Letcher County Public Libraries consisting of the : Harry M. Caudill Memorial Library . its three branches: Blackey, Jenkins and Lillian Webb Memorial Libraries are serviced by a broad band of 3 megabits at each library thus enabling us to

feature an online catalog and a user friendly website: www.lcld.org at all times: twenty four hours a day, and 7 days a week. We offer on line databases and on line prep review classes. Our 27 computers for public use offer free access to the internet.

Have you done a Technology Inventory / Assessment in the past year? Plans are underway.

Budget Summary

Use the following budget summary or insert/attach your own budget summary if available. Be certain to identify those costs dependent on the E-rate program and those paid from local or other funds.

List amounts budgeted for:

	FY2007-08	FY2008-09	FY2009-10
Voice Telecomunications Services	$12,000.00	$14,000.00	$20,000.00
Other Telecommunications Services		$15,000.00	$15,000.00
Internet Service providers	$14,000.00	$15,000.00	$20,000.00
Computer Equipment	$10,000.00	$50,000.00	$30,000.00
Other Computer Related Equipment	$10,000.00	$50,000.00	$15,000.00

3.   TECHNOLOGY PLAN

Briefly describe your strategy for using information technologies to integrate, support or extend services and/or to assure an efficiently and effectively managed organization in the future.

Goal 1: *Increase usage of electronic resources for public use by 100% to assist them in their personal growth and employment opportunities.*

Objectives:

1. Provide the public with computers and internet capabilities so that they may access the most updated information and databases effortlessly.
2. Provide training for the public on electronic tools and resources.
3. Provide CD-ROM and software applications to patrons.
4. Provide additional computers for patron use:
   a. Harry M. Caudill Memorial Library: 4
   b. Jenkins Public Library: 2
   c. Blackey Public Library: 2
   d. Neon Public Library: 2

5. Improve ILL capabilities for branch libraries

Service improvement: The collection of the library will be expanded to include electronic materials. The "isolation" of rural areas will no longer exist because of the availability of the electronic information.

Goal 2**:** *Select, organize and maintain a quality collection of electronic materials, which will provide a basis for community information, education, recreation and historical preservation.*

Objectives

1. Create and expand the home page of the library adding appropriate links to:
   a. Community resources and events
   b. Directory of county and city officials
   c. Develop a children's link resources
   d. Develop a parent's link resources
   e. Announcement of events and places of local interests for visitors

2. Subscribe to educational, financial and economic databases so that patrons may access these and enhance their well being.
3. Provide access to on line courses so that students may obtain educational courses at their convenient times.

Service improvement: The library will be able to provide new opportunities for its patrons with the global information accessed via the internet. Information will be affordable and efficient and will enhance the lives of the patrons.

4. TELECOMMUNICATIONS SERVICES
    Describe the telephone and data services you have and that you will need over the next 3-5 years.

All the libraries are equipped with adequate telephones and telephone lines at this time. Each library has two or more telephones for local and long distance, and Fax usage. Each library has broadband data lines of 3 megabits that makes multiple use of the internet faster and more efficient.

We are centralized in our automation system with the Library Corporation, an integrated system with modules for cataloging, circulation, authority control inventory, Public Access and is web based. The main library hosts a Dell Server delivering datas and interfaces to each branch, including the bookmobile.

Needs in the coming years:

- Data lines for video conferencing
- Additional telephone lines as needed
- Update speed of internet connections should this be available in our county.

5. HARDWARE AND SOFTWARE PRODUCTS
    Describe the telecommunications hardware and software you have and that you will need over the next 3-5 years.

We have a total of 37 computers in all the libraries. Twenty seven are for patron use and 24 of these were donations of the Gates Foundation in 2006. All of our patron internet terminals are Gateways E 2600D's with Windows XP operating systems. These are loaded with Microsoft Office Software : Publisher, Power Point, Access, Word and Excel. In addition are educational training programs, Encarta Encyclopedia and Dictionary. The childrens'computers have 9 games. All of these computers are CD and DVD readers capable.

Staff computers have the same operating system as above with additional programs for cataloging, circulation and bookkeeping modules.

Our 20 printers for patrons and staff are Canons, Hewlett Packard and an Okidata.

Our TLC automation system both hardware and software has been upgraded (2 servers and 6 workstations) this year.

We hope to obtain the following hardware and software in the future:

- larger router system for additional workstations and wireless access.
- We will need 6 laptops
- video equipment for video conferencing.
- Cables and required software will be needed for memory and handheld devices.
- Software (intranet) will be needed to allow remote and in-house access to staff and director's computer work stations;
- a dedicated PC station, monitor and enlarger for the visually impaired and audio player for the deaf.
- Replace printers as needed.
- Replace computers as needed
- Computers and software as required by TLC for automation .

6. NETWORK CONNECTIONS AND INTERNET SERVICES
   Describe the status of network connectivity (LAN/WAN) that you have and that you will need over the next 3-5 years. Describe your current level of Internet service and what you will need over the next 3-5 years.

We currently have DLS/Broadband connections to all libraries. A router and a hub and two servers are in the main library for five automation stations (Main , branches and the bookmobile) We have a wireless router at the main library to handle patrons' laptops and the 2 libraries' laptops (Director's and the Bookmobile)

All libraries are on a broadband of 3 megabits.

We will need in the future:

- Routers for wireless connections in the branches
- Cables and drops for a computer lab to be housed in the lower level of the level of the library
- Data lines for computer lab

7.   STAFF DEVELOPMENT
Describe the level of staff development you have and that you will need over the next 3-5 years.

All staff are computer literate. The younger staff are more experienced in some programs and are able to trouble shoot computers.

All staff are trained for automation system.

We have conducted workshops at the main library to learn application computer programs.

We need the staff
- To attend more technology workshops to learn about new technologies, computer applications and programs.
- To attend workshops sponsored by KDLA
- Pursue advance training for all librarians ion computer literacy.

8.   SUPPORT
Describe the level of staff and/or vendor support for technology you have and that you will need over the next 3-5 years.

TLC has been very helpful in helping us with our automation program. Staff has also been enthusiastic in learning all levels of our automation program.

In the coming years:
- We will need more training in our automation program as the vendor updates their programs and data delivery.

- We need to find a support technician in our area that will work with us if it becomes difficult to go online.

- The staff needs to be trained and updated with new methods of TLC.

- Seek an expert part time technology person to trouble shoot all of the libraries' hardwares, softwares and data lines.

9.   PLAN REVIEW AND UPDATING
Describe the process for reviewing and updating your technology plan on a periodic basis.

We will use the following methods:

- In-house, questionnaire user surveys
- Checkout and circulation records
- Website surveys and "hits" statistics
- Review statistics on usage of databases
- Review technology budget.

Submitted by: Angelina R. Tidal   Title: Director
Date: June 27, 2007
Approved by KDLA
Date:

Submitted by: Deby P. Baker   Title: Director
Date: 06-26-07
Approved at
KDLA:_____
Date: _____

Addendum: Additional Library (branch) Information:

Make additional copies, if needed

Branch Library
Name:_____
_____
Address:
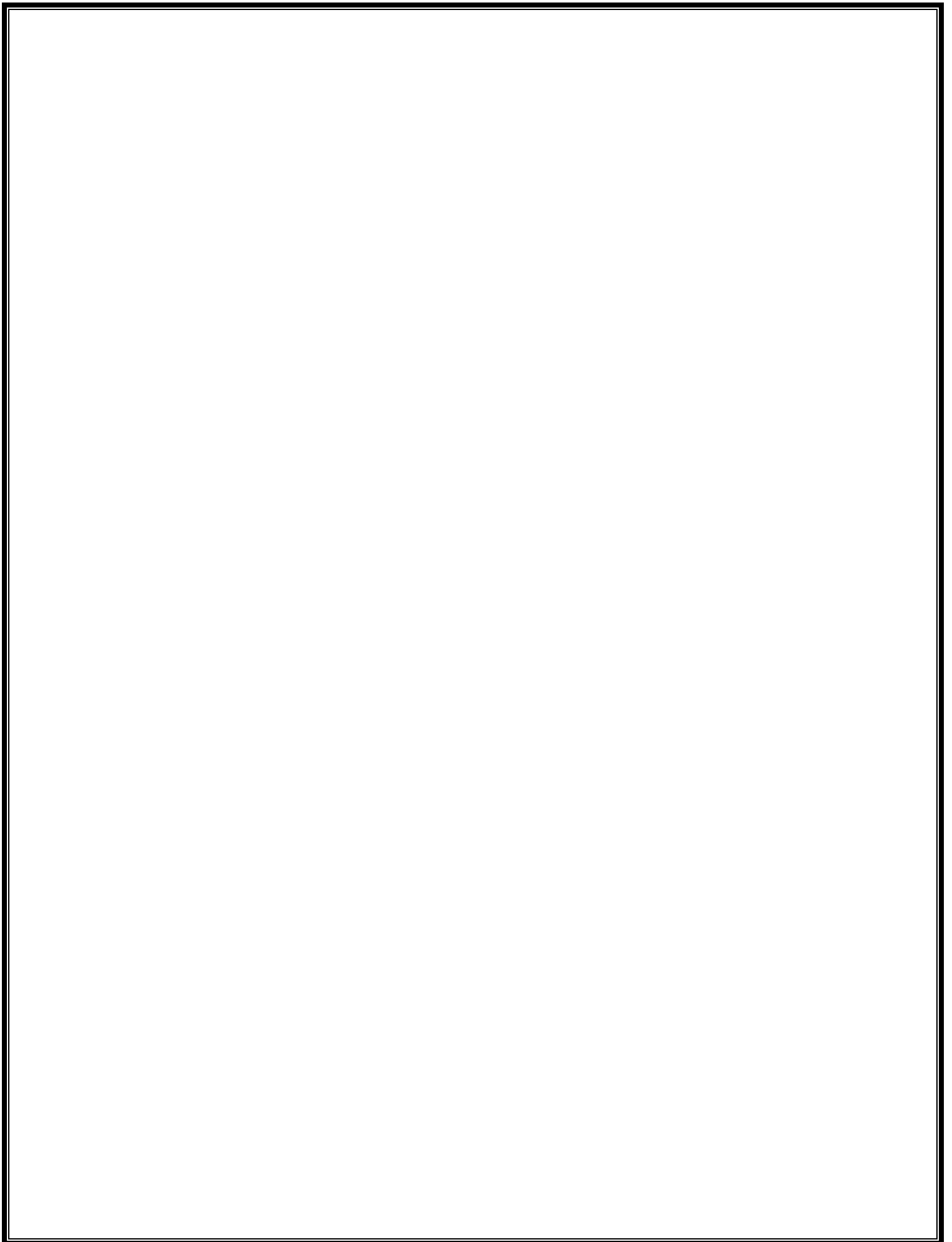
TECHNOLOGY PLAN OF THE LETCHER COUNTY LIBRARY DISTRICT
2004-2005

1 a Describe the library's primary mission or role:

The Letcher County Public Library District provides on equal terms, free service to all individuals and groups in the community. It accepts as its basic objectives the provision and servicing of expertly selected materials, which aid the individual in the pursuit of education, information or research and in the creative use of leisure time.

1b. List your major technological goals and objectives for the next five years and how these will improve library services:

1 b Goals:

GOAL 1: Automate all sites by year 2003 in order that the library can:

a. Provide a complete bibliographic control function for all library materials
b. Provide a public access catalog function
c. Provide a real-time circulation control function,
d. Provide a system capable of generating standard library reports
b. Increase staff productivity and provide timely operations
c. Use and manage library collections better
d. Improve user services
e. Facilitate the sharing of library resources with other libraries.

Objectives:
1st and 2nd year-
1. A schedule of weeding outdated and worn out materials will be undertaken.
2. Weeding will be undertaken and weeded materials will be disposed off.
3. A complete inventory of collections will be done in all of the libraries.
4. A Request *for Proposal-Library Automation* will be in place before automation takes place.
5. A written policy on automation and schedules will be established.
6. A written policy on cataloging and processing will be in place.
7. A written policy on central acquisition and ordering of library materials will be in place.
8. Staff members will receive training on automation processes.
3rd year
9. Automation will be operational in all the libraries and the bookmobile.
10. Maintain and utilize automated circulation and technical processes.

<u>Service improvement:</u> Automation will increase efficiency of the staff, and services will greatly improve. Circulation statistics will be accurate and will aid the librarians in decisions on weeding, purchasing and maintenance of materials.

Goal 2: Complete *installation of Wide Area Networking among the main and branch libraries in order that automation be realized.*

Objectives

1. Contract   Bell South for installation of data lines for main and branch libraries.
2. Contract with Kentucky Information Highway for all libraries to connect to the Internet.
3. Complete inside wiring of Jenkins and Neon libraries.
4. Place routers and communication servers to all   the facilities and to tie the branches and main library.
5. Purchase all necessary hardware and software to complete WAN.

Service improvement: Electronic information will be accessed faster and effortless when a dedicated line to the internet connects all the libraries. More computers can be installed and thus, more patrons can be served.

Goal 3: *Increase usage of electronic resources for public use by 100% to assist them in their personal growth and employment opportunities.*

Objectives

6. Provide the public with computers and internet capabilities so that they may access the most updated information and databases effortlessly.
7. Provide training for the public on electronic tools and resources.
8. Provide CD-ROM and software applications to patrons.
9. Provide additional computers for patron use:
    a. Harry M. Caudill Memorial Library: 4
    b. Jenkins Public Library: 2
    c. Blackey Public Library: 2
    d. Neon Public Library: 2
10. Subscribe to First Search Data bases for branches.
11. Improve ILL capabilities for branch libraries

Service improvement: The collection of the library will be expanded to include electronic materials. The "isolation" of rural areas will no longer exist because of the availability of the electronic information.

Goal 4: *Select, organize and maintain a quality collection of electronic materials, which will provide a basis for community information, education, recreation and historical preservation.*

Objectives

4. Create and expand the home page of the library adding appropriate links to:
   a. Community resources and events
   b. Directory of county and city officials
   c. Develop a children's link resources
   d. Develop a parent's link resources
   e. Announcement of events and places of local interests for visitors

5. Subscribe to educational, financial and economic databases so that patrons may access these and enhance their well being.
6. Provide access to on line courses so that students may obtain educational courses at their convenient times.

Service improvement: The library will be able to provide new opportunities for its patrons with the global information accessed via the internet. Information will be affordable and efficient and will enhance the lives of the patrons.

2. Describe your planned staff professional development activities over the next three years and tell how these will support the listed services, goals and objectives:

First year to three years

1. Continue workshops and hands on help with computers and software programs for the staff.
2. Hire a computer technician part-time to trouble shoot hardware, software and wiring problems within the system
3. Provide funds for continuing education of librarians on use of databases (KYVL, EBSCO, etc)
4. Pursue advance training for staff on computer literacy.
5. Train librarians on the automation process.
6. Avail of all the training workshops conducted by KDLA.

All librarians have basic skills on internet surfing, e-mail, researching of databases, however because of the continuous development and changes in technology, librarians need to keep abreast with current trends.

3. List E Rate ineligible and eligible hardware, software and telecommunications that will be needed by the library to support the listed services. These are items already acquired and those identified as needed for future years

Ineligible:

Computers
Servers
Printers
Telephones
Inside Wiring

Eligible

Voice telecommunications
Internet Access
Data Lines (T1, 56K)

4. List amounts budgeted for:

	FY2000-1	FY2001-02	FY2002-03
Voice Telecommunications Services	$12,000.00	$14,000.00	$20,000.00
Other Telecommunications Services		$15,000.00	$15,000.00
Internet Service providers	$14,000.00	$15,000.00	$20,000.00
Computer Equipment	$10,000.00	$50,000.00	$30,000.00
Other Computer Related Equipment	$10,000.00	$50,000.00	$15,000.00

Since Automation is scheduled for target date, FY 2000-2003, the Board has set aside an amount of $150,000.00 for hardware and software.

5. Describe the process your library will use to evaluate the technology plan.

Surveys will be formulated and will be answered by the patrons to evaluate the effectiveness of the technology in place.

Based on the questionnaires, the director and staff will evaluate areas that need to be improved or added.

Checklists will be used to help the Director and the Board decide on purchase of additional hardware and software .

LETCHER COUNTY PUBLIC LIBRARIES

TECHNOLOGY PLAN 2000-2005

Harry M. Caudill Memorial Library
220 Main St
Whitesburg, KY 41858

Blackey Public Library
295 Main Street
P.O. Box 337
Blackey, KY 41804

Mary Jo Wolfe Memorial Library
9543 Highway 805
Jenkins, KY 41537

Lillian Webb Memorial Library
1049 Main St
Neon, KY 41840

Prepared by:
Angelina R. Tidal, Director
August 31, 2001

8/31/01

Mr. Terry Manuel
KDLA
P.O. Box 537
Frankfort, KY 40602-0537

Dear Terry,

Hello! I am sending you my technology plan so that I can file for my 486. Please go over it (and approve it as soon as possible) Also, if you look at it, I lifted your ideas on automation.

Please call or e mail if this plan is acceptable. Please, please approve it and do not make me do it again.

Thanks for all your help.

Sincerely,

Lina