

# Technology Plan FY 2008-2010

Batesville Memorial Public Library  
Batesville, Indiana



[www.ebatesville.com/library](http://www.ebatesville.com/library)

Prepared by:  
Michael J. Kruse, Director

09/26/07

## Table of Contents

**Background Information**

**Current State of Technology**

**Library's Technology Goals and Objectives**

**Assessment of Library's Technology Needs**

**Professional Development Strategy**

**Budget**

**Evaluation**

**Attachments/Appendices**

- 1. Technology Inventory**
- 2. Network Diagram**
- 3. Internet Use Policy**

## **Background Information**

### **Library Overview:**

The Batesville Memorial Public Library, Batesville, Indiana, is a multiple-township library in Southeastern Indiana. The library district includes: Those portions of Laughery and Adams Townships in Ripley County that are in the Batesville School District, the City of Batesville, and Ray Township in Franklin County. The latest census has the library serving a total population of 9,937. The library also has an annual contract to provide students who live in Salt Creek Township, Franklin County, with borrower's privileges.

The current library building at 131 North Walnut Street, Batesville, Ripley County, Indiana, was constructed in two phases. The first section was built in 1974; the second section in 1988.

### **Mission Statement:**

The mission of the Batesville Memorial Public Library is to help the people of the community in their pursuit of information and education, as well as vocational and recreational endeavors, by providing current materials, services, and programs.

### **Technology Vision:**

The BMPL must continue to seek out the best means for providing current materials, services, and programs to the public. In an environment where technology is changing at an increasingly rapid pace, the library desires to keep up with appropriate technologies and formats that will best serve the community. We recognize that the public library in the 21<sup>st</sup> century must become a 24/7, access anytime, source of information and services.

## Current State of Technology

The library provides the following programs and services:

- Internet access for the public and staff. We currently receive a T-1 line from ENA, as arranged through the Indiana State Library. The BMPL seeks to provide the best library service at the most cost-effective rate. We will evaluate bids from all service providers and keep all documentation relating to those bids.
- Wi-Fi wireless Internet within the library building allows visitors with laptops and wireless PDAs to access the Internet for free on their own machines while they are in the library.
- Public access to word processing, genealogy, and children's software.
- The BMPL Web site offers access to online databases, our library catalog, news about library programming and events, and links to other valuable sites on the Internet.
- Our Web site for the Mary Stewart Center for Entrepreneurship features links to sites for entrepreneurs, plus a weekly column called, "Ask an Expert," by author and business expert, Steven Strauss.
- IP Videoconferencing and C-band Satellite programming. The public may request programs to be downloaded by the library. The public makes use of this technology in a variety of ways: From taking part in out-of-state job interviews to the annual World Food Day Teleconference; from school teachers training in how to use videoconferencing to library staff taking part in statewide workshops and meetings.
- The following library areas are monitored by the use of wall-mounted IP cameras: Children's Area, Mary Stewart Center for Entrepreneurship, Reference, the reading area along Hillenbrand Avenue, and Meeting Rooms A and B. Live images from these cameras are viewable by library staff at any staff computer.
- Local newspapers and genealogy resources available on microfilm. People doing genealogical research find this service particularly useful.
- Low-vision users can read materials from the library or that they bring from home on our electronic enlarger.
- Library visitors make daily use of our color/black & white photocopier for their personal documents.
- Disabled visitors can more easily access the library building utilizing our power door opening system.

## **Library's Technology Goals and Objectives**

### **Technology Vision:**

The BMPL must continue to seek out the best means for providing current materials, services, and programs to the public. In an environment where technology is changing at an increasingly rapid pace, the library desires to keep up with appropriate technologies and formats that will best serve the community. We recognize that the public library in the 21<sup>st</sup> century must become a 24/7, access anytime, source of information and services.

### **Goals and Objectives for Improving Services:**

- Purchase and install Internet and Wi-Fi access in the Library Annex.
  - Store and use the Polycom videoconferencing unit in the Library Annex.
  - Digitize unique materials (local newspapers, local historical materials, oral histories, etc.).
  - Make podcasts and videocasts available on the library's web site.
  - Expand distance learning capabilities, including ESL, technology literacy, etc.
- a. Goals for keeping up-to-date with technology:
1. Help the public, especially Senior Citizens and non-English speakers, get technologically literate.
  2. Keep the staff trained in current and new technologies.
  3. Add new technologies as they become available and requested by public and/or staff.
- b. Accompanying strategies to reach the goals:
1. Establish training sessions for Senior citizens and others in use of technology (Intro to Internet, e-mail, word processing, resume writing, etc.).
  2. Have staff attend workshops and technology training sessions.
  3. Attend workshops and state and national conferences for information on upcoming technologies that could be implemented at the library.
- c. Telecommunications technologies we use to help reach our goals for improved library service:
1. Links to subscribed databases, including INSPIRE.
  2. Access to the Internet
  3. Access to electronic databases
  4. WiFi
  5. Videoconferencing and satellite programming

- d. Resources to help reach the library's goals for improved library service:
1. Trainers at INCOLSA, Citadel, workshops and technology training sessions.
  2. Online resources such as WebJunction and ed2go.
  3. Videoconferencing unit and videoconference providers.

## **Assessment of Library's Technology Needs**

### Action Plan:

- Monitor Internet use to determine if the T-1 line is sufficient for combined library staff and public use.
- Survey the public on desired technologies.
- Monitor electronic database usage.
- Identify potentially useful new technologies by attending conferences, reading publications and networking with peers.

## **Staff Training/Professional Development Strategy**

a. Library staff will use the following training resources as they are available and applicable:

- ed2go programs via the State Library and/or the Indiana Virtual Academy
- WebJunction
- INCOLSA workshops
- Vendor demonstrations and training
- Citadel Consulting training

b. The library director will be in charge of coordinating the professional development activities.

c. The library has budgeted for staff education and technology-related professional development.

d. The professional development will be required for all that use it.

e. The library staff will use a combination of in house resources and outside courses for professional development.

f. The staff can meet with others who are already further along in implementing technology in another library, either at roundtables and conferences, or by library visits.

## **Budget**

The library has adopted these portions of the budget to acquire and support non-discounted elements of the plan:

- Planning and consulting fees  
\$35,000 (Operating budget)
- Computer hardware and peripheral equipment
- Application and network software  
\$139,900 (Operating and LIRF budgets)
- Cabling and telecommunications  
\$6,000 (Operating budget)
- External databases and systems  
\$24,000 (Operating budget)
- Training  
\$8,000 (Operating budget)
- Support and maintenance  
\$104,800 (Operating and LIRF budgets)

## **Evaluation**

- a. The plan will be updated every three years, or as often as required by the State Library.
- b. The library director is responsible for updating the plan.
- c. The library will use the following to determine if the technology plan was successful in meeting the goals of our library service plan: Interview/survey staff, patrons, other stakeholders; measuring progress made towards the benchmarks you set out in your goals; observations.
- d. The plan will be modified, if necessary, as goals and objectives are met and as new technologies or new objectives are established.
- e. Potentially useful new technologies will be identified by attending conferences, reading publications and networking with peers.

## Attachment 1: Technology Inventory

<b>Databases and Information Resources</b>		
Patron Books In Print	NetLibrary eBooks	Chilton.com
Price It! Antiques & Collectibles	NetLibrary eAudiobooks	Rosetta Stone
LearningExpressLibrary	TumbleBooks	CareerCruising
Ancestry library edition	TumbleTalkingBooks	BookNews
Books In Print Professional	BookPage.com	Heritage Quest
Testing & Education Reference Center	Thomson Gale Legal Forms	ReferenceUSA
DearReader Online Book Clubs	MyLibraryDV	
EngagedPatrons.org (newsletters, podcasts, events calendar, RSS feeds)		
<b>Servers</b>		
ILS Server - Linux		
<b>Network Equipment &amp; Software</b>		
Edge Router	3 – Gb Switches	File Server
Core Router / Content Filter - Linux	LTO Backup	DVD + RW Backup
WiFi	6 – IP Cameras	
<b>PC Workstations</b>		
3 – OPAC Thin Clients – Linux	1 – Public Use PC – Linux & Windows	4 – Staff PCs - Windows
3 – Staff Circulation Thin Clients - Linux	3- Staff PCs - Linux	2 – Early Literacy PCs - Windows
16 – Public Use PCs - Linux		
<b>Integrated Library System</b>		
Atrium from Book Systems (online catalog, circulation, cataloging, inventory, serials)		
<b>Telephone System</b>		
Enhanced Telecommunications	(10 – multi-line phones)	
<b>Videoconferencing System</b>		
Polycom VSX 7000	Elmo visual presenter	
<b>Satellite</b>		
C- & Ku- Satellite dish and receiver		
<b>Microfilm Reader/Printers</b>		
2 – units with printers		
<b>Video Magnifier</b>		
ClearView 517 from Optelec		
<b>IP Cameras</b>		
6 – Axis 211 Network Cameras		



## **Attachment 2: Network Diagram**

## **Attachment 3: Internet Use Policy**