



USF E-RATE LIBRARY TECHNOLOGY PLAN, 2008-2011 Final Report

1. What is the mission of your library or consortium? Please note that the goals and strategies you list to answer the next question should be tied to this mission.

The mission of the Mideastern Michigan Library Cooperative is to encourage, facilitate and coordinate resource sharing for its member libraries, provide services, advocate for its members, seek funding, and provide relevant information to members concerning library issues.

Achieved.

2. Provide clear goals and a realistic strategy for using telecommunications and information technology to improve library services. Please use the strategies to provide measurable milestones to meet your mission. This plan should cover a period of three years. E-rate years begin July 1 and end June 30. If your institution is required by local authorities to operate under a **longer** planning cycle, this is acceptable.

Provide members of the Cooperative with Homepage support, with an increased emphasis on service to the Class IV and smaller libraries.

Objective: By the end of 2009 all public libraries in the cooperative region will have a homepage on the Internet that includes a link to their on-line catalog.

- a. MMLC will provide training for member libraries.
- b. MMLC will provide assistance to libraries that need help with getting their online catalogs linked.

Achieved. Training opportunities were made available to members. All member libraries have websites or will have as part of the Plinkit project.

Assist in improving the bandwidth available at each library location.

Objective: Upgrade by 2010 the bandwidth for all public libraries in the cooperative.

- a. Working with Internet providers find the most bandwidth available for each library at an affordable price.
- b. Work with libraries in filing for USF discounts to help make the increased bandwidth more affordable.
- c. Assist in finding funding sources.

Achieved. Initially provided access by hosting Merit Network, Inc. affiliation. Libraries then transitioned to own method of connectivity in local areas. Provided e-rate assistance for funding needs.

Assist libraries in locating expert help to maintain the technology at the libraries.

Objective: By the end of the 2009 fiscal year develop a list of vendors that will assist libraries in maintaining their hardware.

- a. Survey vendors in the area to see if there are group discounts available.
- b. Provide training sessions for libraries to do preventive maintenance.
- c. Compile a list of vendors and have it available on the MMLC website.

Achieved. Vendor list created and available through MMLC. Members shared information on vendor experiences.



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Assist the member libraries in keeping their hardware and software up-to-date.

Objective: Provide a means to keep library equipment and software current.

- a. MMLC will provide a grant to each public library member based on their size.
- b. The grant can be used to purchase new or upgrade hardware or software.
- c. MMLC will also allow that the funds can be used to assist in networking costs as well as costs related to getting expert help to accomplish networking.
- d. When necessary, MMLC will provide for use of the funds to wire library locations to accommodate new technology.
- e. MMLC will assist in distributing grant funds from foundations such as the Gates Foundation to assist in upgrading computers in libraries.

Achieved. MMLC technology grants were given to libraries based on Class Size through fiscal year 2008-09. Gates Grant funding administered by MMLC.

3. What is your library's professional development strategy to ensure that staff knows how to use the new technologies to improve library services?

The Cooperative annually provides training opportunities to its members.

Annually, a MeL database series of workshops is offered.

Workshops on homepage development are projected for the future.

A cataloging workshop is planned for the spring of 2009.

Achieved.

The Cooperative office staff consists of the Director and the Administrative Assistant. Both individuals have had training related to word processing software such as Word and Claris. The Administrative Assistant is proficient with QuickBooks, Powerpoint and Pagemaker. Both staff had training in database search and homepage development. Training for the Director and Administrative Assistant is arranged on an as-needed basis. When new software is purchased the appropriate training is sought for staff. Cooperative staff is encouraged to attend continuing education, which in addition to training offers insight into future technological developments.

Achieved. Dreamweaver software added for website maintenance. Claris and Pagemaker discontinued. Staff attended workshops and training sessions as needed.

4. Provide an assessment of the telecommunications services, hardware, software, and other services that will be needed to improve library services. Include your plans for replacement of outdated equipment.

MMLC Office:

1 T-1 line in place for staff use. 2 new PC's were purchased in 2006, they will be replaced in 2010. **Replaced 9/10.**

1 laptop Dell Latitude 620 is used by the director. This was purchased in 2004.

Used for minute taking and travel.

Internet Labs:



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2 mobile Internet Training labs are owned by the cooperative. Each lab has 10 Dell laptops and 1 Dell laptop for the instructor. The newer lab was purchased in 2006. The older lab purchased in 2004 was upgraded in 2007. The labs are used by member libraries that need an additional lab for Internet instruction.

Current status: Lab 1 (2004) - 7 laptops, smart board. Lab 2 (2006) - 11 laptops, projector, smart board.

MMLC has 17 public library members. Each library has received replacement computers in 2006 for their public access from a Gates Foundation grant. In 2007/08 additional computers will be placed at libraries with high poverty and unemployment rates. All the public libraries in MMLC have at least 4 public access computers. All of our large libraries (class VI) have computer training labs in addition to the public access computers.

Achieved. Membership increased to 19 public libraries. Most libraries have added computers/labs as local funding became available. ARRA BTOP computer center grants were awarded to 13 MMLC libraries for installation in 2010-11.

5. Use this space to provide a budget to acquire and maintain the hardware, software, professional development, and other services that will be needed to implement the strategy for improved library services.

	7/1/ 2008 -6/30/2009	7/1/ 2009 -6/30/2010	7/1/ 2010 -6/30/2011
Hardware	1500	2500	3500
Software	200	300	500
Telecommunications	32000	24000	24000
Contract services for information technology:	500	500	500
Staff training	250	250	250
Total:	33950	27550	28750
Achieved.			



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6. Provide an evaluation process that will enable your library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

In October of 2009 a survey will be taken to see how many libraries have their catalog on-line. Depending on the results further workshops or assistance will be rendered to the libraries.

Achieved.

In October 2010 a survey will be taken to determine the bandwidth available to each member library. The results will be used to assess if additional assistance is needed by the cooperative.

Achieved. Library of Michigan and MSU surveyed libraries related to computing capability and bandwidth. ARRA REACH-3MC grant awarded to Merit Network, Inc. for fiber infrastructure installation throughout upper third of lower peninsula and outer borders of state. Grant funding also awarded to Air Advantage for installation of fiber in the eastern region and up into the thumb.

A list of vendors will be assembled and added to the MMLC website in October of 2009.

Achieved.

At the end of fiscal year 2011, a tally will be taken of the money granted to member libraries for upgrades in technology and an inventory of what upgrades were done in the period from July 1, 2008 to June 30, 2011. Members will be asked to provide comments on the effectiveness of this program.

Achieved. Technology grant funding through MMLC was eliminated due to a reduction in MMLC State Aid operating funds. Workshops on technology use were evaluated and found to be very helpful. Testimonials were collected from members.