

# Technology Planning Worksheet

## Sargent Township Library

Library Director      Gayle Mattox

Street Address        506 Main Street, P. O. Box 476

Sargent, NE 68874

Custer County

Telephone number    (308) 527-4241

Population of city    577 from 2010 census

Population of Township    730 from 2010 census

Population of county    10939 from 2010 census

Technology Plan covers the time period of November 1, 2017 through October 31, 2018

## Technology Planning Committee for Library and/or Community

Ricky Hightower – Retail Sales - retired

Joann Mosier – Retired Banker

Shirley Fiene – Retired School Teacher

Jessica Decker - retail

Lowell Paulsen – Custodial / Computer Programmer

## Current Technology in the Community of Sargent

Sargent City Offices have internet for their own use.

Internet is available at the elementary and high schools for the students.

The bank and various businesses have internet access for their own use.

Six computers at the public library for community use

## **Goals and Strategy**

Currently the library is the only place in a 13 mile radius where the general public can go to access the Internet. (Taylor library has WiFi) We only have 1 phone line. So a DSL connection is necessary in order to keep the phone line open. There are no plans to add another phone line. DSL Internet service is the best Internet option offered in this area.

- a.** Currently the number of computer systems meet the needs of the public. All 6 computers are 6-7 years old. We also have 1 color printer/scanner/fax 2 black/white printers, and a switch, and a projector
- b.** We need to start purchasing two new computers/year to replace the old ones. We have money in the savings to start making these purchases. We plan to budget \$500/year to the savings account for future purchases.
- c.** NCTC (our Internet provider) will be able to set up our computers and connect them to the printer. Software can be installed by the library director.
- d.** NCTC is available to help with internet related problems. The Library Director will be responsible for maintenance of the computers. Lowell, Paulsen, or Connie Griebel (a former techs person at the school) are available to help with computer and network problems. For any major problems, there is Computers Plus in Broken Bow or NCTC

## **Continuing Education Opportunities**

We will plan to attend computer technology workshops that are offered by the Nebraska Library commission. There are also classes offered on the Internet through Web Junction.

The library director will train volunteers and customers in the new or improved technology. We currently offer training for our patrons on how to use the Internet and how to use Microsoft Office programs.

## **Budget**

We currently have a computer savings account of \$1887.36. We plan to budget \$500/year to the savings account to save enough for future upgrades.

## **Technical Support/Maintenance**

Gayle Mattox, Library Director is able to connect current hardware, load software and troubleshoot when minor problems occur. Connie Griebel (a former techs person at the Sargent Schools) will also be able to help with hardware and network connections. If the internet is down, NCTC is responsible and very helpful.

## **Evaluation**

The plan will be reviewed once each year. Our evaluation will be partly based on patron requests and feedback. We keep track of how many patrons use the computers each day and if there are any long wait times to use the computers.

## **Technology Assessment/Inventory**

Number of telephone lines in the library 1

Monthly cost of telephone service \$40.27

Name of telephone service provider NCTC

Fax Number 308-527-3328 Does the phone / Internet share the same line Yes

Do you have Internet in your library? Yes

Who is your Internet provider NCTC

How does the library access the Internet? DSL

Our download speed is 10 mbps and our upload speed is 1 mbps

Cost of Internet service per month \$41.95

Other wiring presently in the library for purposes of Internet (circle one if it applies to the library): DSL

## **The following equipment is in the Sargent Township Library:**

2 Lenovo Ideapad Laptops for public use (acquired in 12/2018)– Windows 10, Intel Core i5-8250U CPU @ 1.60GHz 1.80 GHz, 12GB memory, 2 TB hard drive, Optical Drive – DVD-RW, 17in. monitor, Web cam .3MP, 2 Button Optical Scroll Mouse, Microsoft Office 2010 Professional, Deep Freeze Hard Drive protection, headphones  
(original price for the two = \$1011.98)

We have 2 of the following computer systems for public use (acquired in 3/12/2018)  
Lenovo Intel Core i5-7400 Processor (6MB Cache, up to 3.50 GHz), Windows 10 Professional 64bit, Small Form Factor 85% Power 210W, 500 GB hard drive, 2.5” Hard Drive Bracket for SFF, 8 GB DDR4 2400 UDIMM, integrated Graphic Card, sound card, Slim DVD Burner/CD-RW, SATA, 7 in 1 Card Reader, USB Calliope Mouse, USB Traditional Keyboard, Office 2010, Dell Flat panel monitor, Deep Freeze hard drive protection, Plantronics headphones, surge protector  
(original cost for the two = \$918.79)

We have 2 HP Notebook Computers for public use (acquired in 9/2011) – Windows 10 Professional 64 bit, Intel Core i5 processor, integrated cameras, 4gb memory, 250 GB hard drive, DVD RW Super Multi DL Light Scribe drive, Wireless card, Office 2010, Deep Freeze Hard drive protection, mouse, headphones (original price for the two = \$2110.00)  
Serial #s – 2CE11316CG and 2CE11316CD

1 Staff Laptop (acquired in 08/2019): Lenovo Ideapad S340, Windows 10, Intel Core I5 -8265U Quad core Processor, 8GB Ram, 128 GB solid state drive.  
(Original price = \$399.85)

1 HP black and white Laser printer 4100n (acquired in 2002)  
1 Brother Printer/Scanner/Color/Fax/Copier MFC 9840CDW (acquired in 2010)  
serial #U61874D0J511232 (\$549.99)  
1 HP P4014 black and white laser printer (acquired in 2011) serial #JPDF044053 (\$713.71)  
1 Switch-8 Port AT Dell power connect 2808 (acquired in 2011) serial #3LWX6M1 (\$135.81)  
1 ZyXEL wireless router, 4 Port Switch (acquired in 2017) serial #S150Y52013978 (Used/free from NCTC)  
1 View Sonic projector (acquired in 2011) serial #RU4104101307 (original price = \$754.95)

The library will use this inventory assessment to determine when certain computers are out of date and need to be updated or replaced. We will also listen to patrons suggestions on what is needed to keep up to date.

Library Director Gayle Mattox

Date board approved 10/17/2017