

# **Central Maine Library District Technology Plan For July 1, 2010 through June 30, 2013**

Technology is an integral part of providing library service in today's world. Because technology changes so rapidly, planning is vital if our member libraries are to provide the best possible access to information.

## **Background**

The Central Maine Library District (CMLD) is one of three library districts in the Maine Regional Library System (MRLS). MRLS is a program of the Maine State Library created to improve library service for all Maine residents. MRLS is administered by the Maine State Library in Augusta. Public Law 626, enacted in 1973, established the 3 districts.

The purpose of the Regional Library System is to:

- Organize library resources and services for research, information, and recreation.
- Improve statewide library service.
- Serve collectively the entire population of the state.

CMLD serves seven Maine counties: Androscoggin, Franklin, Kennebec, Lincoln, Oxford, Sagadahoc and Somerset. Membership in CMLD is free and open to any public, school, academic, medical or special library in the CMLD service area.

## **Overview**

The purpose of CMLD is to improve library services for the constituents of its member libraries. Delivery of excellent library services is dependent, in part, on the use of appropriate technologies. CMLD is governed by an executive board which works with the District Consultant to meet the goals approved by the District Council, made up of one representative from each member library. Council meets twice a year as required by the enabling legislation.

The District Consultant's duties are to help each member library with library administration and management issues, building construction, to organize continuing education and training opportunities, and to promote public relations activities.

The districts are also served by Area Reference and Resource Centers (ARRCs) which provide Interlibrary Loan (ILL) from their collections to the members of each district.

Member benefits include bindery cooperatives, consultant services, continuing education opportunities, ILL services, access to professional library science collections, and access to the statewide library materials purchasing cooperative.

### **CMLD Goals**

- Increase public awareness, use and support of Maine libraries
- Facilitate professional development
- Encourage resource sharing and regional cooperation
- Foster literacy
- Improve communication among libraries, library organizations and other groups
- Foster improved library service

### **Partners and Resources**

The Maine School and Library Network (MSLN) was established in 1996 and is a statewide access provider and resources sharing service for all types of libraries. MSLN provides Internet access to over 900 schools and libraries in Maine.

Funding for MSLN comes from a mix of Federal E-Rate dollars (approximately 65%) and the Maine Telecommunications Education Access Fund (MTEAF) provides the other 35%. MTEAF was authorized by the Maine Legislature in 1999. Funds for both the Federal E-Rate program and MTEAF come from assessments on interstate and intrastate phone bills.

Maine Infonet is a collaboration of public, academic, K-12 and special libraries that provides leadership in resource sharing, promotes cost effective solutions for quality library services and supports Maine's cultural, educational and economic development.

Maine Infonet manages several statewide library services including Minerva and Ursus, two consortia catalogs that make up MaineCat along with holdings contributed by libraries into SOLAR. Maine Cat is a statewide union catalog providing access to the collections of close to 100 libraries.

In addition to the consortia catalogs, Maine Infonet supports digital projects for Maine history, art, sheet music, special collections and archives. It also manages the statewide downloadable audio book program.

A collaboration of Maine Infonet, the Maine State Library, the University of Maine and the MTEAF makes a collection of databases, know as MARVEL!, available statewide. MARVEL! is a collection of magazines, newspapers, journals, dictionaries, encyclopedias, images and other resources which is available 24/7. MARVEL! is available to citizens who don't have access to a high speed Internet connection at every public library in Maine.

## Technology-Related Goals

- Continue to support improved delivery of library services through the use of technology, including but not limited to:
  - Explore using a content management system for web development and maintenance so that all CMLD will have a web presence
  - Maintain and, where possible, enhance access to electronic resources, such as MARVEL!
  - Expand wireless connectivity throughout the district
  - Expand bandwidth to meet the needs of member libraries
  - Explore grant opportunities for automating the remaining libraries without an online public access catalog
  - Work to get all CMLD automated libraries into MaineCat to enhance resource sharing locally and statewide
  - Provide information to new member libraries about the Maine School and Library Network, including benefits and requirements to meet technology needs
  - Use videoconferencing capabilities for meetings, conferences, and workshops
  - Encourage members to explore VOIP for affordable long distance and Smartphones to evaluate use of mobile technologies in their libraries.
- Increase member library awareness of available technology training opportunities:
  - Utilize the statewide calendar available through WebJunction to advertise CE opportunities
  - Utilize statewide listservs to announce CE opportunities
  - Utilize the videoconferencing network to present CE workshops
- Work with member libraries to develop plans for sustaining technology services:
  - Encourage use of TechAtlas for technology inventory and upgrade scheduling
  - Encourage members to monitor bandwidth utilization and report any problems to the State Library's Technology Coordinator and MSLN

- Encourage members to look for grants to fund technology upgrades
- Work with other stakeholders to improve funding for the circuit rider program

### **Professional Development**

CMLD will work with member libraries to provide technology training opportunities and to promote other technology training that is available to member libraries.

- Circuit Rider is a program of MSLN. The circuit rider is available to troubleshoot network, hardware and software issues as well as offer technology training both formally in a classroom setting and one-on-one in a library setting.
- By legislation, CMLD must hold 2 council meetings a year. One of these meetings is reserved for technology training.
- WebJunction free online courses on applications, networking, operating systems and web design and development are available to all members of CMLD.

### **Assessment**

Using TechAtlas, CMLD reporting libraries have done their own inventories and assessments of hardware, software and telecommunications.

- The large majority of libraries have up-to-date operating systems.
- District libraries all have at least one MSLN T-1 connection with software to meet the technical requirements of their libraries. Libraries notify MSLN and the Maine State Library if additional bandwidth is required due to increased needs of or use by patrons or staff.
- Member libraries have access to telephone, fax, and TTY through POTS (plain old telephone service).
- About 26% (22 libraries) of the public libraries do not have an online catalog (OPAC) or integrated library management system (ILMS).

### **Budget**

The aggregate 2010-2013 budget for member libraries is approximately \$873,000. The CMLD budget for training member library staff is \$2,500. Sixty-eight percent of CMLD members expect funding levels to remain steady for the 2010-2013 period. Projected funding for 2010-

2011 is \$436,531 and the same for the 2011-2012 budget years. This plan will be amended to reflect any dramatic increase or decrease in funding.

Note: MSLN is funded by the federal E-rate program with the balance provided by the state MTEAF fund. Currently libraries covered by this plan do not have to pay costs for their MSLN Internet connections.

## **Evaluation**

By the end of FY2013, at least 50% (11 libraries) of the non-automated libraries will have an online IMLS.

By the end of FY2013, 33% (18 libraries) will have their collections available on MaineCat.

Members will update their technology information in TechAtlas annually.

TechAtlas data will be reviewed by the CMLD consultant annually.

The CMLD consultant and executive board will annually review the technology plan.

Member libraries are responsible for evaluating their own technology goals and objectives.

The CMLD consultant will keep MSLN and the Maine State Library informed about changing technologies in member libraries.

The CMLD Executive Board will review and approve the technology plan prior to its distribution to member libraries for review and adoption at the annual CMLD business meeting in May.

Written: July 31, 2009

The majority of the CMLD executive board reviewed and approved to take this plan to membership on August 10, 2009.

Submitted to Maine State Library for approval: August 10, 2009

Approved by CMLD Membership: Electronic Vote, October 2009

## **CMLD Executive Board**

### **Pam Bonney, School Representative**

***First Term 2008-2011***

Waterville Jr. High School  
120 West River Road  
Waterville, ME 04901  
207-873-2144  
FAX: 207-873-5752  
[pbonney@fc.wtvl.k12.me.us](mailto:pbonney@fc.wtvl.k12.me.us)

### **Melanie Coombs, Public Library Representative**

***First Term 2007-2010***

Farmington Public Library  
117 Academy Street  
Farmington, ME 04938  
207-778-4312  
FAX:  
[melanie@farmington.lib.me.us](mailto:melanie@farmington.lib.me.us)

### **Vaughan Gagne, Academic Representative**

***Completing Second Term 2007-2010***

Mantor Library – UMF  
116 South Street  
Farmington, ME 04938  
207-778-7227  
[vaughan.gagne@maine.edu](mailto:vaughan.gagne@maine.edu)

### **Jennifer Lynch, School Representative**

***First Term 2008-2011***

Lewiston High School  
156 East Avenue  
Lewiston, ME 04240  
207-795-4190  
FAX: 207-795-4119  
[jlynch@lewistonpublicschools.org](mailto:jlynch@lewistonpublicschools.org)

### **David Olson, Public Library Representative**

***First Term 2007-2010***

Wilton Free Public Library  
PO Box 454  
Wilton, ME 04294  
207-645-4831

FAX: 207-645-9417  
[director@wilton-free.lib.me.us](mailto:director@wilton-free.lib.me.us)

**Matt Pollack, Member-at-Large**

***First Term 2008-2011***

Maine Supreme Judicial Court  
Clerk's Office  
142 Federal St, PO Box 368  
Portland, ME 04112-0368  
207-822-4146  
[mpollack@zwi.net](mailto:mpollack@zwi.net)

**Susan Preece, Public Library Representative**

***First Term 2007-2010***

Topsham Public Library  
25 Foreside Road  
Topsham, ME 04086  
207-725-1727  
FAX: 207-725-1735  
[director@topshamlibrary.org](mailto:director@topshamlibrary.org)

**Emily Scribner, Special Library Representative**

***First Term 2008-2011***

Franklin Memorial Hospital  
Ben Franklin Center Library  
111 Franklin Health Commons  
Farmington, ME 04938  
207-779-2554  
FAX: 207-779-2749  
[escribner@fchn.org](mailto:escribner@fchn.org)

**Trustee Representative.  
(Vacant)**

**Ex-Officio**

**Maine Library Commission Representative**

**Arthur Turley**

Lewiston Public Library  
200 Lisbon Street  
Lewiston, ME 04240  
207-784-1868  
[art@ajturley.com](mailto:art@ajturley.com)

**Stephanie Zurinski, Consultant  
Central Maine Library District**

Maine State Library

64 State House Station

Augusta, ME 04333-0064

207-287-5620

1-800-322-8899

FAX: 287-5624

[stephanie.zurinski@maine.gov](mailto:stephanie.zurinski@maine.gov)

**Linda Lord**

**Acting State Librarian**

Maine State Library

64 State House Station

Augusta, ME 04333-0064

207-287-5620

FAX: 207-287-5624

[linda.lord@maine.gov](mailto:linda.lord@maine.gov)