

Technology Plan 2014-2016

Approved January 13, 2014

Library Vision:

Kinderhook Memorial Library envisions a future where all individuals and families in our service area are eager and engaged life-long learners.

Library Mission:

The Kinderhook Memorial Library serves to enrich the quality of life for a diverse and growing constituency of all ages by providing resources and services which contribute to individual literacy, education and entertainment. The Library is dedicated to providing an environment for ongoing learning, and opportunities for creativity, self-fulfillment, and community engagement. Resources and services are provided free or at a nominal cost.

Technology Mission:

The Kinderhook Memorial Library recognizes the importance that computers and emerging technologies play in the pursuit of accurate, relevant, and timely information. Through the Library, the community will be able to pursue ongoing learning, develop themselves professionally, and find materials for their entertainment. The Library will provide its members and staff with up-to-date computers, software, peripherals and connectivity.

Current State of Technology:

The Library currently provides the following programs and services for patrons and staff:

- Cable Internet Access with a download speed of roughly 4.5 Mbps and an upload speed of .64 Mbps
- 6 public access computers with productivity software, Internet access, and black & white laser printing capabilities
- One OPAC computer with ink jet printing capabilities
- Four administrative office laptop computers and one circulation desk computer with barcode scanner, sharing a color ink jet printer
- A Young Explorers children's computer with no Internet or print capabilities
- Wireless Internet access
- A fax machine
- A copier for staff, trustees and Friends of the Library use
- A copier for public use, provided and maintained by Eastern Copy Products
- A digital projector and screen which may be loaned to community organizations or to patrons making presentations which benefit the community
- A Kodak EasyShare digital camera (4.0 megapixels) for staff use
- An Actron Auto Diagnostic Code Scanner which patrons may borrow for one-day loans
- A website hosted by Network Solutions that provides general information about the library, a calendar, websites of interest, and access to the OPAC and databases
- A Sony Wii Video Gaming System and a variety of games for staff to use in programs

- A DVD player for staff to use in programs
- An iPod and portable speaker for staff to use in programs
- Two telephone/fax lines
- Six e-readers and two Leap Pads for patron use
- One iPad for staff use

Technology Goals:

- 1. To support patrons in ongoing learning, entertainment pursuits, and professional development**
 - Provide educational opportunities such as one-on-one computer tutorials and personalized instruction using library and personal technology devices
 - Offer semi-annual group instruction on basic computer skills
 - Offer quarterly workshops on emerging technologies for teens and adults
- 2. To keep abreast of emerging technologies for libraries**
 - Director, Youth Services Coordinator, and staff attend the NYLA annual conference as appropriate
 - Staff attend Mid-Hudson Library System professional development workshops, as appropriate
 - Subscribe to Library Journal magazine, a leading professional journal
- 3. To provide staff and patrons with the proper tools to meet their needs**
 - Provide adequate, up-to-date hardware and software to enable staff to efficiently perform the functions of their jobs as outlined in the Library's personnel policy
 - Provide adequate, up-to-date hardware and software to enable patrons to pursue their interests in education, careers, or entertainment
 - Investigate wireless printing options
 - Investigate purchase of credit card reader to allow credit card payments at circulation desk
 - Maintain a schedule for antivirus, general software, and operating system updates
 - Maintain a rotation schedule for replacing old hardware
 - Explore electronics recycling services so that old hardware is discarded in environmentally friendly ways
 - Maintain technology service plan with Mid-Hudson Library System
 - Acquire second Young Explorers computer station for children's room
- 4. To provide a website that supports all aspects of the Library's programs and services**
 - Maintain the Library's website which promotes current programs and information
 - Change Content Management System from Drupal to WordPress
 - Further develop the Friends of the Library web page to incorporate dynamic content that the Friends can maintain independently
 - Maintain a calendar with library events and programs

Professional Development Statement

In accordance with the library's personnel policy, the library acknowledges the value of employee attendance at workshops, courses, and conferences related to Library services and customer service as a means of enhancing the Library's offering to the community. Accordingly, to the best of its ability, the Library will consider granting time and compensation to employees for attendance at workshops, courses and conferences. Incentives for professional development are also available through our library system, and the Library will work with employees to take advantage of all opportunities offered through the Mid-Hudson Library System.

A component of each monthly staff meeting will focus on technology, including the OPAC and our current ILS, the databases available to us through the Mid-Hudson Library System and the state of New York, troubleshooting hardware/software issues, the Library's website, or the Internet.

Staff are encouraged to review sections of the Webjunction.org site for extra help with Basic Computer Skills, Basic Computer Support, Buying Technology, Hardware, Mobile Devices, Networking, Operating Systems, Public Access Computing, Security, Social Networking & Web Tools, Software, Technology Planning, and Website Development.

Technology Budget

The Board of Trustees will work with the Director to ensure adequate annual funding to support the goals of this plan. Budget lines that support the implementation and sustainability of technology can be found in the current operating budget on the following lines:

Budget Line	Item
8150	Equipment
8330	Software
8375	Databases
8335	Computer Support
8380	Professional Development
8315	MHLS Circulation Fees
8320	Internet Access
8038	Downloadable Audiobooks

Evaluation Process

This plan will be reviewed every two years by the Library Director and the Operations Committee. Staff input will be encouraged. The plan will be modified as goals and objectives are met and as new technologies or new objectives are established. The Long Range Plan survey will contain a technology assessment component, to assess members' needs and to ensure that the current plan's goals are being met.

