PLAINEDGE PUBLIC LIBRARY
TECHNOLOGY PLAN
JULY 1, 2018 - JUNE 30, 2021
ADOPTED BY THE BOARD OF TRUSTEES
March 19, 2018

Purpose of Technology Plan 2015 -2018
The library Technology Plan 2015-2018 was based on past plans and created in an effort to develop realistic and tangible goals to continue the use of telecommunications and information technology to enhance library service now and into the future. It is meant to be a guide for continued updating and implementing changes to support, promote and enhance the mission of the library.

Technology Vision Statement
It is through technology and communications that the residents of the community will have continual, convenient access to electronic resources, products and services. The role of the library will be to provide products and services which guide and direct patrons to excellent sources of electronic information. Patrons will be assisted as needed in the use of technology. Staff will be supported by up-to-date technology to ensure quality services that are efficient and cost-effective.

2015-2018 Library Technology Plan Achievement
In the last 3 years the Plainedge Public Library achieved many of the goals stated in the 2012-2015 Technology Plan:

- Staff attended various workshops sponsored by ALIS to keep abreast of the changes and enhancements to the Innovative Circulation System.
- Library Computer Technician attended workshops and classes introducing new and upgraded technology of possible use in providing more efficient and effective Library resources and services to the community.
- Receive E-Rate Telecommunications Rebate.
- Replaced our Linux airprint server with a dedicated wireless print-server to handle the updated MAC/IOS operating systems. Added settings to enable Windows devices (besides IOS/MAC)
- Updated method Trustees use to display and search board packets
- Continuously updated, upgraded and reviewed website and databases
- Set up TixKeeper to keep track of museum passes
- Completely revised statistics spreadsheet to make monthly collecting info easier.
- Continuously made statistics code revisions due to changes at the NLS server.
- Added a new newsletter PC to help expedite entry and changes.
- Automated transfer of events to the newsletter

- Added a video conferencing Workforce PC to help jobseekers find jobs and interview.
- Installed a camera to view the parking lot remotely
- Upgraded to a better quick page feed scanner for public to directly email scanned documents.
- Added equipment loan for the instructors in the meeting rooms. Items including cables, adapters and wireless microphones.
- Migrated the Time and Attendance system to the cloud so staff can access their timeclock data, including accrued time, request time off, etc.
- Setup a live streaming chick cam for the children's department allowing patrons to see the pre/post hatching chicks from home.
- Set up a wired video doorbell intercom for the technical process room outside door with remote door unlock which allows the staff to remotely unlock the backdoor from the front desk.
- All staff has an email address and is using Google Suite
- Newsletter has been completely redone and is being mailed every other month
- Collaborated with ALIS to simplify loan rules, using iTypes and custom codes
- Timetrex - installed on all computers.
- Purchased Code and Go Mice for the Children's Room. They are doing pop up programming with them all the time.
- Staff schedules are being delivered electronically
- Facebook, Twitter and Instagram pages are up and running
- Paypal account set up.
- Redesigning the website
- Scheduled Technical help on the main floor
- The ipads for the Crayon Kiosk are being maintained by Children's Staff
- Mounted a new 'people counter.'
- Upgraded and installed more cameras and an additional DVR to the security system

Technology Plan 2018-2021

Technology has become an integral part of library service. It has allowed the library to become an interactive resource center that is able to continually expand services and resources. Technology is now used to enhance communication, assist patrons, deliver information and manage Circulation and Reference services.

Goal #1 - Assessment
Provide, update and evaluate library computers and other electronic devices used to access information for educational, informational and recreational use.

Activities:

A. Periodically evaluate all computers and other electronic equipment, and replace outdated devices or those not working with newer, more efficient equipment.
B. Continue to monitor the time allotted to use public computers to ensure fair and equal access.
C. Add new software as needed to the public computers as it is developed to keep the most current programs available to our patrons.
D. Continue to provide the most efficient and high speed connection, as needed by patrons.

Goal #2 - Patron Training
Provide residents with instruction and training in using current technologies.

Activities:

A. Continue to provide education through classes in specific computer skills and specialized software programs as needed or requested by patrons.
B. Provide instruction in using electronic devices and technology.
C. Add to the variety of computer related books
D. Providing ongoing support to the school district by planning for library based STEAM programming.

Goal #3 - Staff Training
Provide library staff with ongoing technology training.

Activities:

A. Require staff participation in workshops and on-line webinars.
B. Provide in-house technology training sessions for staff

Goal #4 - Publicity
Use technology to promote traditional and new library services to the community.
Activities:

A. Continue to maintain and update library website. The website will provide links to databases, forms to request services, suggestion forms, library staff contact information and will also serve to promote library programs and services.
B. Use social media to promote library programs and services, i.e. Facebook, Twitter, Instagram, etc.
C. Continue to produce brochures, flyers, and other promotional print material publicizing electronic devices and resources available at the library.
D. Create and maintain a current and active email list, for the purpose of monthly email blasts, publicizing our programs and distribution of the newsletter.

Goal #5 - Electronic Resources
Continue to provide web-based, subscription databases or other resources and equipment to support the mission of the library and provide up to date information.

Activities:

A. Subscription databases and statistics will be reviewed and evaluated twice a year, eliminating those no longer needed or useful and adding those that "will meet the mission" of the library to efficiently and effectively serve patrons.
B. Circulate ereaders

Goal #6- Budget
Provide sufficient funding to maintain and support expanding technology resources.

Activities

A. Maintain adequate funding in the annual library operating budget for the maintenance of all technology systems.
B. Continue to provide funding in the annual library budget to purchase new database subscriptions, ereaders and other electronic devices

Goal #7- Evaluation
The ongoing goals of the 2018-2021 Plainedge Library Technology Plan will be continually evaluated through the 3 years of this plan.

Activities

A. The staff will communicate feedback from patrons
B. The Reference staff will periodically review statistics on use of the subscription databases and suggest the necessary changes by eliminating or adding others as needed to meet the needs of the patrons
C. The Library Director, and support staff will periodically review this data and suggest necessary changes as needed to enhance communication, assist patrons, deliver information, and manage Circulation, Children's and Reference services in an efficient and effective manner.