

Howland Public Library
313 Main Street
Beacon, NY 12508

Technology Plan

July 1, 2013 – June 30, 2016

Goals & Strategies

The Howland Public Library's Mission is to offer people of all ages, capabilities, and life experiences the ability to:

Goal One: Learn throughout their personal and professional lives.

Strategy: Improve library digital literacy training and public access to online education and job information by offering classes using a portable technology lab.

Goal Two: Find, evaluate and use information communicated in print and non-print resources.

Strategy: Provide staff development regarding technology; offer new technologies to users.

Goal Three: Follow personal interests using appropriate technology.

Strategy: Increase access to e-books and other resources by offering tablets and e-readers for public use. Increase e-book collections/licenses.

Goal Four: Study their personal heritages and cultural roles in the community.

Strategy: Digitize local history materials and create online collection; digitize public domain newspapers on microfilm.

Goal Five: Use library spaces for community programs.

Strategy: Provide internet access and electronic equipment for public use.

Goal Six: Access computers for school, work and personal needs.

Strategy: Improve broadband access; schedule equipment evaluation and replacement.

Goal Seven: Fully participate in the life of the library.

Strategy: Improve communications using social media; upgrade library telephone system; purchase and install electronic bulletin boards in and outside the library facility.

Professional Development Strategy

The Library works to ensure that members of staff know how to use technologies to improve library service to the public. These activities include but are not limited to the following:

- In-house training
- Training offered by professional organizations
- Continuing education offered by the Mid-Hudson Library System
- Other training, as necessary

Assessment

Current Conditions

Cablevision Business Class Internet access
1 Self-checkout kiosk
1 Library Print Payment Center (SAM)
2 laptop OPACs
9 public access PCs with Windows XP and MSOffice
Networked HP laser printer
1 reservation laptop
1 SAM (time management) server
1 Reference PC and Printer
Wireless access in and outside the Library via Cablevision Business Class
2 PCs with children's educational programs
1 Homework Center PC with Internet access
2 Staff laptops
4 Staff PCs
2 Circulation PCs
3 Technical Services PCs
3 E-readers for public use (Friends purchasing)

Anticipated Needs

1 additional Public PC
Library security camera system
Digital signage
Annual replacement of three-five PCs/servers
Upgrade OS and software for all Public PCs
Investigate switching from Cablevision to LighTower
Laptop and digital projector for public use
Digitization funds
New digital telephone system
Wireless lab – 10 laptops and/or tablets
Listening kiosk

Evaluation

This plan will be reviewed at least annually by the Library. The Director will work with Staff and the Library's Board of Trustees to:

- Monitor progress towards library service goal benchmarks
- Make mid-course corrections in response to new developments, opportunities, and needs that arise after the plan was initially established
- Delete goals no longer relevant to the plan and add new goals
- Identify and evaluate the impact of technology and technology services