

MORGAN COUNTY PUBLIC LIBRARY

Technology Plan 7/1/2016 - 6/30/2019

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A. MISSION STATEMENT

The mission of the Morgan County Public Library is to provide materials and services which fulfill educational, informational, cultural and recreational needs of the entire community in an atmosphere that is welcoming, respectful, professional and efficient.

B. VISION STATEMENT

The Morgan County Public Library will be the information hub for the community, utilizing current technologies and high speed Internet access to improve library and information services for all members of the community. Accurate, reliable information may be obtained here, as well as access to cultural, social, government, educational and entertainment services. The Library will be both a physical place as well as an information portal, where residents will be able to access the library 24 hours a day, 7 days a week, through its website and electronic resources.

C. GOALS AND STRATEGIES

Goal: Maximize patron accessibility to materials and information.

- Objective: Maintain currency by offering patrons up-to-date delivery methods and media formats such as downloadable content and circulating portable devices such as tablets and mobile hotspots.
- Objective: Continue to update website with current information.
- Objective: Continue to use social media (Facebook, Pinterest) to communicate with patrons.
 - Activity: Investigate emerging forms of social media to determine if they are relevant.
 - Activity: Investigate social media management applications, such as HootSuite, to assist with scheduling and planning social media postings.

Goal: Maximize internet access speed and security at all library locations.

- Objective: Ensure all Library internet connections are the fastest available for our budget.
 - Activity: Review all internet service providers annually to determine if affordable, faster service is available at each location.
- Objective: Ensure IT infrastructure and equipment are up-to-date.

Goal: Provide adequate numbers of up-to-date computers to the public.

- Objective: Continue replacing all public computers on a timely basis.
- Objective: Upgrade all computers to Windows 10.
- Objective: Upgrade all AWE computers to touchscreen models.
- Objective: Continue replacing broken, unrepairable machines as soon as possible.
 - Activity: Daily: Diagnose and repair any problems in operations.
 - Activity: Monthly: Monitor & keyboard cleaning, disk de-fragmentation
 - Activity: As available: Load all new software updates

Goal: Incorporate makerspace technologies into programming.

- Objective: Create mobile Makerspace lab for use with teens and children.
- Objective: Plan for a permanent Makerspace area in the 2019 Main Library renovation.
 - Activity: Collaborate with MSD Martinsville STEM teachers to discover gaps in STEM technologies offered to area students.
 - Activity: Explore Makerspace technologies for the ones that best fit our community and mission.

Goal: Incorporate up-to-date technology into overall renovation plan for the Main Library.

- Objective: Working in conjunction with the architects, create plan for optimizing patron access to technology, including public computers, wi-fi, and charging stations.
- Objective: Create plans for incorporating up-to-date technology into meeting and study rooms.

Goal: Ensure the Morgan County Public Library continues to meet or exceed all Indiana State Library technology standards.

- Objective: Review Library standards and compare to current operations. Change operations where necessary to meet standards.

Goal: Install video security systems at all remaining branch locations.

- Objective: Provide increased security at each branch location by installing closed circuit cameras and a DVR recording device.

D. TECHNOLOGY ASSESSMENT - CURRENT AND PROJECTED

Inventory Category	Current Count	Projected - 2017	Projected - 2018	Projected - 2019
Public Access Computers				
Laptop	10	10	10	10
Public Workstation	54	54	54	59
E- Readers /Tablets	17	20	23	26
Staff workstations	36	36	36	36
Staff Tablets	4	9	9	9
AWE Early Literacy	13	13	13	15
PAC	10	10	10	10

E. PROFESSIONAL DEVELOPMENT STRATEGY

The Morgan County Public Library encourages continuing education and cross training. We strive to have at least two staff members trained in each area of technology. A line item in the Library's budget is set aside for training and seminars.

In 2017, we will begin implementing staff competencies, with a focus on the most common technology tasks. All staff will be trained in the competency areas and must pass both written and hands-on testing. Staff will be trained using a combination of the following methods.

- Monthly staff meetings to discuss changes and upgrades in technology.
- A semi-annual staff in-service training that emphasizes new library technology.
- On the job training for changing and emerging technologies.
- Professional meetings such as Indiana Library Federation conferences and roundtables
- Training opportunities (both online and in person) such as those presented by the Indiana State Library.
- In-house created training including print and video materials.

F. BUDGET

	2016	2017	2018	2019
3.11 Consulting/IT Services	\$20,000	\$20,000	\$20,000	\$25,000
3.14 Digital Content/Databases	\$18,000	\$20,000	\$21,000	\$22,000
3.17 Software Licenses	\$16,000	\$15,000	\$15,000	\$15,000
3.21 Telephone/Internet Connectivity	\$30,000	\$29,000	\$29,000	\$29,000
3.23/3.24 Travel and Training	\$1,500	\$1,500	\$1,500	\$1,500
3.62 Equipment Repair	\$1,000	\$1,000	\$1,000	\$1,000
4.15 Equipment-Computers	\$25,000	\$25,000	\$25,000	\$30,000
Annual Total	\$111,500	\$111,500	\$112,500	\$122,500

G. EVALUATION PROCESS

- The Technology Team will be responsible for developing qualitative and quantitative evaluations of the services used by public and/or staff.
- The Circulation Manager will monitor computer and other equipment usage, through scheduling records, circulations statistics, PC management statistics and observations.
- The Circulation Manager will institute the Staff Competencies and monitor the results.
- The Library Director will continue monitoring its web page and social media usage statistics using Google Analytics, Facebook Insights and other tools.

H. AUTOMATION PLAN

The Morgan County Public Library has been a member of the Evergreen Indiana (EI) consortium since 2010. This consortium utilizes the open-source Evergreen Indiana Integrated Library System (ILS) to manage our collections, circulation and patron information.