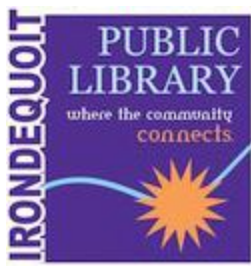


Irondequoit Public Library

Technology Long Range Plan



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Background and Introduction

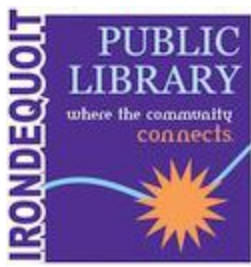
The Irondequoit Public Library (IPL) has developed a long range plan that aides in guiding the library through the next five years. This plan was built in a collaboration between IPL board members, IPL staff, and Irondequoit community members. The overall plan is split into six separate goals, all focusing on different aspects of the library system and its ability to grow and continue to support the community. The fourth goal, Goal D, discusses support for current and emerging technologies. It is part of this goal that the one of the main actions is to develop a Technology Long Range Plan (TLRP). This document presents that technology long range plan.

Planning Process

The TLRP was planned in a similar collaborative process as the initial IPL LRP. There were several in-person and online meetings between the two major stakeholders of the TLRP-the IPL Board of Trustees Technology Committee and the IPL Staff, including the Director and the Technology Team. The previous developed and gathered community surveys were taken into consideration. Additionally, an investigation into the different technology plans from the community of Irondequoit, the surrounding communities, and even examining some national plans were also taken into consideration. This process took place over several months to insure that as much input could be incorporated. It should be noted that this plan is a subset of the overall LRP, and therefore is much more focused and limited in scope and stakeholders.

Technology Long Range Plan Elements

The IPL TLRP is an offspring of the existing Long Range Plan. As such the same guiding principles and plan elements are incorporated in in the TLRP as in the parent Long Range Plan.



The IPL TLRP is a strategic planning document. It is intended to provide a broad sense of direction and the overarching goals that anyone involved with the library should be striving toward. Some of the goals and actions are short-term, while others will require years to implement fully.

This plan does not serve as operational manual to inform day-to-day staff activities. Nor should it be considered a “written in stone” doctrine of what should happen over the next five years. The best long range plans provide flexible guidance and vision of success. The specific actions and measures of success may need to be modified based on changing circumstances. The plan’s recommendations for future action are reflected in the following structure:

Goal: A broad statement of future condition.

Action: A specific step or series of steps that can be taken toward achievement of the goal.

Additional Information: Provide additional clarification to further assist in the focus of this action.

Responsibility and Involvement: The entity or entities who will be involved with and take responsibility for implementing or completing the proposed actions. These are split into three groups:

- IPL Board Technology Committee, which will at times include the larger board
- The IPL Director
- The IPL Staff

Though the Director and Staff were specifically separated for the LRP responsibility and involvement, they are treated together in this Technology Long Range Plan. They are hereby referred to as “Staff” for the remainder of this document.

Timeframe: The proposed timeline for an action to be taken.

Measure(s) of Success: The methods or ways that library stakeholders will know if the actions and goals were achieved. Measures may be based on reports, survey results or anecdotal information.

LRP Objective Mapping: The objectives defined herein the TLRP are mapped to the precise LRP to provide a more exacting understanding of precedence and guiding ideals. The objectives referenced are related directly to Goal D.

It is important to note that the goals and actions set forth in this plan are not presented in any particular order of importance or proposed completion.

Actions and Measures of Success

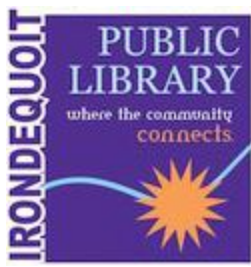
Goal: The Technology Long Range Plan seeks to directly support Goal D as specified in the Irondequoit Public Library Long Range Plan, which is that the IPL will provide access to current and emerging technologies and opportunities for the technological exploration.

Actions:

1. Develop a survey for the technology programs, Maker's Lab, and technology asset usage.
 - **Additional Information:** These surveys are uniquely tailored for technology specific items. The assets include, but are not limited to: computers, Maker's Lab, assistive technologies, etc.
 - **Responsibility and Involvement:**
 - Staff: Identify trends in responses
 - Technology Committee: Work with other groups to address defects or missing assets
 - **Timeframe:** Ongoing
 - **Measure of Success:** Utilization of technology resources, changes to inventory of technology.
 - **LRP Mapping:** Objective 1. Adjust technology purchases and programs based on formal survey results.
 - Responsibility and Involvement: Director; Staff; Board
 - Timeframe: 2018;2020;
 - Measure(s) of Success: Changes to inventory of technology; utilization of technology resources

2. Provide, maintain, and enhance digital materials.
 - **Additional Information:** Digital Materials include, but are not limited to: Online Materials (Overdrive, Ancestry, other databases), loaner mobile devices (PCs, tablets, hotspots), Maker Lab devices (those devices associated with the Maker's Lab), Computer Area and Workspaces, and assistive services software and hardware.
 - **Responsibility and Involvement:**
 - Staff: Continue assisting patrons with digital materials
 - Technology Committee: Work with larger board for potential funding and other support
 - **Timeframe:** Ongoing
 - **Measure of Success:** The summation of all measures of success in the mapped LRP objectives.
 - **LRP Mapping:** Objective 4. Equip all spaces with technology that meets the evolving needs.
 - Responsibility and Involvement: Director; Staff
 - Timeframe: Ongoing
 - Measure(s) of Success: Availability and adequacy of technology
 - **LRP Mapping:** Objective 5. Maintain and enhance the Maker's Lab to allow exploration and learning.
 - Responsibility and Involvement: Director; Staff
 - Timeframe: Ongoing
 - Measure(s) of Success: Level of utilization
 - **LRP Mapping:** Objective 6. Provide assistive technology devices that will allow persons with disabilities access to library programs, services, materials and other resources.
 - Responsibility and Involvement: Director; Staff;
 - Timeframe: Ongoing
 - Measure(s) of Success: Availability and adequacy of resources
3. Maintain and enhance Maker's Lab to allow exploration and learning
 - **Additional Information:** Continue to grow and development the Maker's Lab to enhance the community's access to new and emerging technologies.
 - **Responsibility and Involvement:**
 - Staff: Continue support of space, continue internal training
 - Technology Committee: Work with IPL Board for funding, training opportunities
 - **Timeframe:** Ongoing
 - **Measure of Success:** Utilize the measure of success in mapped LRP.
 - **LRP Mapping:** Objective 5. Maintain and enhance the Maker's Lab to allow exploration and learning.
 - Responsibility and Involvement: Director; Staff

- Timeframe: Ongoing
 - Measure(s) of Success: Level of utilization
- 4. Incorporate and improve access to online resources.
 - **Additional Information:** The introduction and improved awareness of online resources is a constant, ongoing effort. This requires incorporating new services, as well as removing old services that are no longer used. Work with other groups, internal and external to the library, such as genealogical societies and services, product reviews, forums, and MCLS. Participate in product and trail reviews of various services and databases.
 - **Responsibility and Involvement:**
 - Staff: Monitor existing services usage, work with external groups to expand new or better services.
 - Technology Committee: Work with staff to support new service requests, investigate new services and opportunities
 - **Timeframe:** Ongoing
 - **Measure of Success:** The summation of all measures of success in the mapped LRP objectives.
 - **LRP Mapping:** Object 1. Adjust technology purchases and programs based on formal survey results.
 - Responsibility and Involvement: Director; Staff; Board
 - Timeframe: 2018;2020;
 - Measure(s) of Success: Changes to inventory of technology; utilization of technology resources
 - **LRP Mapping:** Object 3. Continue to collaborate with Monroe County Library System (MCLS) to provide up-to-date technological services and supports. (covered additional in following component)
 - Responsibility and Involvement: Director; Staff; Board
 - Timeframe: Ongoing
 - Measure(s) of Success: Utilization of MCLS services
- 5. Work with external entities to increase technological services throughout the community without duplication.
 - **Additional Information:** Working with external boards and entities, endeavour to augment and not duplicate efforts. Work with external entities to promote technologies, such as RIT and other local Makerspaces.
 - **Responsibility and Involvement:**
 - Staff: Work with outside entities to promote technology (RIT's MAGIC)
 - Technology Committee: Work with formal boards, such as Irondequoit school system, to help focus on not duplicating efforts, but augmenting them.
 - **Timeframe:** Ongoing
 - **Measure of Success:** Utilize the measure of success in mapped LRP.
 - **LRP Mapping:** Object 3. Continue to collaborate with Monroe County Library System (MCLS) to provide up-to-date technological services and supports. (covered additional in following component)



- Responsibility and Involvement: Director; Staff; Board
- Timeframe: Ongoing
- Measure(s) of Success: Utilization of MCLS services

Next Steps

The Technology Long Range Plan is a guide to promote and continue the support of the community of Irondequoit throughout many facets of technology and related services. These services and materials will assist in future development and prospering of Irondequoit and its citizens.

This plan document will provide a framework to grow and adapt as technology continues to change, often times rapidly and at a great pace. It is therefore important that it is revisited and examined by all stakeholders for additional guidance and suggestions, as well as amendments as necessary.