

THE HOTCHKISS LIBRARY OF SHARON

TECHNOLOGY PLAN

Approved by the Board of Directors at its meeting on 26 July, 2008

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THE VISION

To serve as the community's link to ideas, information and resources by having the most current technology available for its patrons.

TECHNOLOGY MISSION STATEMENT

The Mission Statement relating to technology aspects of the Hotchkiss Library of Sharon as extracted from the Long Range Plan is

The Library will remain alert to the needs of the community and the diversity of its people and to changes in the use of libraries and their resources, so that the town of Sharon may possess the finest library that it can support.

This will include the following:

It should be the social, cultural and technological center of Sharon.

A free lending library offering a collection of current and classical literature, periodicals, video and audio materials, and electronic resources, all conveniently and quickly accessible.

High speed computer access to the Internet for its patrons.

The Mission will be accomplished by providing current technologies and high speed Internet access to improve all library services. The Library will be both a physical space as well as a 24/7 information portal accessible from the home computer.

In addition, Library staff will be provided with continuous training and development opportunities in order to allow them better to serve the patrons.

OBJECTIVES OF THE PLAN

This newly developed plan is meant to guide the Library through the period of the expansion and immediately thereafter, estimated to be a timeframe of the next three to four years.

CURRENT TECHNOLOGICAL ENVIRONMENT

The Hotchkiss Library of Sharon currently has the following equipment:

1. Six (6) desktop computers
 - A. Two (2) Dell computers for public use, with Windows XP, purchased in 2006
 - B. One (1) Gateway computer for public use with Windows 2000 purchased in 2003 or earlier
 - C. Two (2) Bibliomation machines for use by the Library staff with Windows XP, purchased in 2006
 - D. One (1) Dell Dimension 2400 for use by the Library staff with Windows XP, purchased in 2002
2. One (1) Dell laptop computer with Windows XP for Library staff use only and purchased in 2004
3. Three (3) printers, black and white, mostly purchased after 2006
4. One (1) printer, color purchased in 2008
5. One (1) fax machine (acquired 2006)
6. Five (5) telephones, with one being a portable phone (acquired 2006)
7. One (1) photocopy machine, also black and white (acquired 2007)
8. One (1) television, with a DVD player attached
9. Wireless Routers :
 - A. Netgear for cable connection
 - B. Linksys for Bibliomation DSL connection
10. One (1) Cisco Bibliomation Router, purchased 2006
11. Building Fire Protection System

Both second floor meeting rooms are wired for TV cable and for telephone access and the basement is wired for telephone.

The computers are not connected with an on-site server.

There is a local area network (LAN) which is based on the 802.11g WiFi Router.

The Bibliomation router, connected to the data base in Middlebury, handles all library data.

Thus, there are two aspects to the Internet services, those that are provided by Bibliomation and those that are provided by the Library's ISP (Internet Service Provider.)

The ISP is Mohawk and they also host the Library website for a nominal fee.

Cable service is provided by Comcast.

High speed Internet service is also provided by Comcast for the library patrons and by DSL service from AT&T for Bibliomation purposes.

The entire Library is wired for WiFi.

THE WEBSITE

Current Status: The Hotchkiss Library of Sharon website (www.hotchkisslibrary.org) is currently maintained by a Board member/volunteer and needs to be upgraded.

Goal: It is the intent to upgrade the website to include an email service that allows patrons to choose to receive emails on topics that they specifically select, such as book readings, selected lecture series, financial discussions or any other program(s) that the Library offers. The goal is to have the site be more professionally managed and this will require an outside consultant.

WIRING

Current Status: Telecommunications wiring is Category 5e, suitable for 1000BASE-T

Goal: It would be desirable to raise this to Category 6 cable at the time of the expansion. It is planned to redeploy all telecommunications and computer and WiFi equipment away from the mechanical room where it is located now into a secure climate-controlled area.

AUDIO-VISUAL CAPABILITY

Current Status: The Hotchkiss Library of Sharon has no audio-visual capability.

Goal: It is planned to have full audio-visual capability as a part of the restoration and expansion as the contents of the existing spaces are rearranged.

COMPUTERS AND PRINTERS

Current status: The computers and Printers are all between 2 and 5 years old and operate on the Windows XP System or older.

Goal: Except for one public access computer there is not an immediate need to upgrade the computers but it is planned to upgrade the computers and printers on a planned program with the replacement of two per year. An appropriate budget for hardware and software requirements is in the process of being formulated.

NETWORK DEVICES AND PERIPHERALS

Current Status: The existing Netgear WiFi is not of sufficient strength to power the entire premises. Also there is no uninterruptible power source (UPS) protection on any of the equipment.

Goal: It is planned to upgrade the WiFi router, probably to a Proxim router or two routers with a range extender. Also, it is planned to purchase UPS units for all the computers which will provide both a battery back-up and a surge suppressor.

THE WiFi EQUIPMENT

Current Status: The current WiFi equipment is about three years old and, while it is adequate to provide service both within and around the building, it is not adequate for the expanded building.

Goal: It is planned to upgrade the WiFi equipment to meet the latest IEEE standards which include at least 802.11b and 802.11g and any other new standards that are developed. The Library board is aware that there is work proceeding on 802.11y as well as 802.11n. Both will have to be studied further. It is also the goal to combine the two routers and use only one.

STAFF SERVICES

Goal: It is planned to have at least one member of the staff fully conversant with the technology in the Library and, if necessary, have outside consultants readily available. It is also planned to offer computer classes if there is a demand for them.

PATRON INTERNET ACCESS

Current Status: Three (3) Internet stations are available for patron use, although one is a very old machine and will probably be discarded in the near future.

Goal: Three (3) Internet stations are to be available for adult Internet use, two (2) Internet stations will be available for young adult use and there will be two (2) Internet stations in the new children's area. Four (4) machines will be dedicated to Bibliomation and catalog use and will be strategically placed throughout the library. In addition there will be two (2) terminals at the checkout area. Printers will be provided as needed and it may be possible to place a single printer on each floor or possibly the copy machine could combine as a printer. Space planning will be the final determinant as well as budgetary constraints.

SECURITY/FIRE ALARM SYSTEM

Current Status: There is a fire alarm system for the building monitored by ADT.

Goal: The fire alarm system needs to be upgraded to include a sprinkler system suitable for a library.

In addition, it will be necessary to install a closed circuit video monitoring system as all the new space will not be visible to the Library staff at all times.