

Tech Plan Tuesday : 2

February 9, 2010

Today's Agenda

- Any questions from the Homework
- Review of Goals and Objectives
- Adding activities to Objectives
- What is Professional Development and how do I write it into the plan
- Begin the budget part of the plan

Questions on Homework

- Were you able to log into Tech Atlas?
- Did you complete the first three components of the plan?
- Did you conduct a staff skills assessment?
- Have you begun to write goals and objectives for your library's technology plan?

Goals and Objectives

Goals

- Relate to your particular community
- Are intended for a particular clientele or topic
- More specific than the vision
- Not connected to a timeline

Objectives

- Are measurable and tied to a timeframe
- Can be assigned to specific staff or departments
- Stem directly from the goals

SMART Objectives

- S=Specific, clearly show the intended technology path.
- M=Measureable, include a measure by which to gauge success.
- A=Attainable, there is staff and funds available
- R=Relevant, supports the goal & supports the library mission
- T=Time bound, a date objective is completed

Goals and Objectives A

- **Goal: To increase community awareness of the technological offerings of the library**
- Objective: To increase the number of computer and wireless internet users by 20 percent
- Objective: To acquire and put into use a Public Access Computer

Goals and Objectives B

- **Goal: To update all computers in the ABC Public Library to wireless internet connections.**
- Objective: A. To have all computers and wireless by 2013. B. The staff of the library will take statistics on patrons wishing for a relocation of the computers. C. The staff of the library will calculate the time and resources involved in relocating the computers in the library.
- **Goal: To update all the printers in the ABC Public Library to wireless connections.**
- Objective: A. The library staff will calculate the time and resources needed to update the printers. B. The library staff will obtain facts on the different types of printers and evaluate which ones will be most useful. C. The library will have wireless printers by 2/2013.

Goals and Objectives C

- **Ensure stable and reliable Internet access for patrons.**
 - Conduct an annual inspection of current equipment and connections by a reputable technician. Inspection to begin May 2010.
 - Establish a budget to sustain the inspection, as well as recommended upgrades.
 - Develop a schedule for allowing the replacement of PC's at 3-year intervals. Replacements will begin FY10/11.

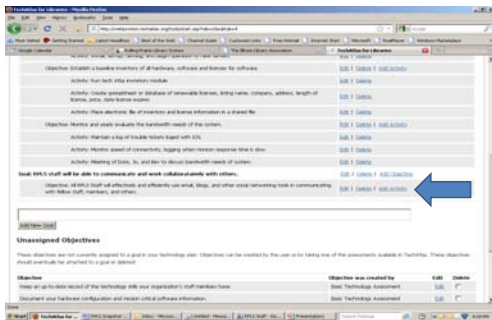
Goals and Objectives D

- **Goal: Improve internal processes and procedures to aid communication and service.**
- Objective: Purchase a website server and a mail server by Dec. 2012
- Objective: Establish a baseline inventory of all hardware, software and licenses for software by Dec. 2011.
- Objective: Monitor and yearly evaluate the bandwidth needs of the system.

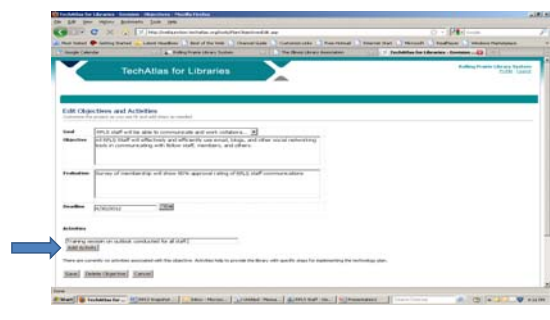
Activities

- Provide a step by step progression of how you will meet the objective.
- Each activity is assigned to a staff member.
- Each activity has a deadline by which they will be done.

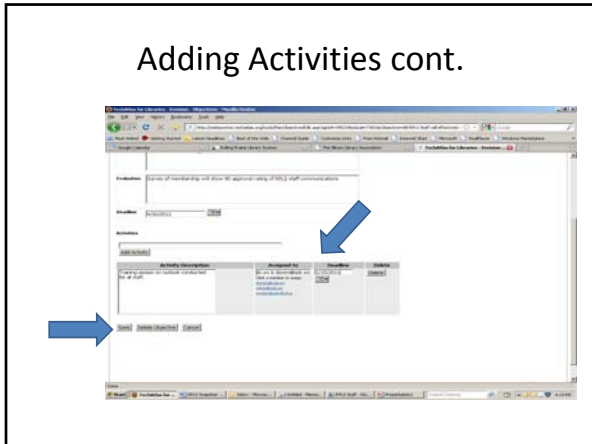
Adding Activities



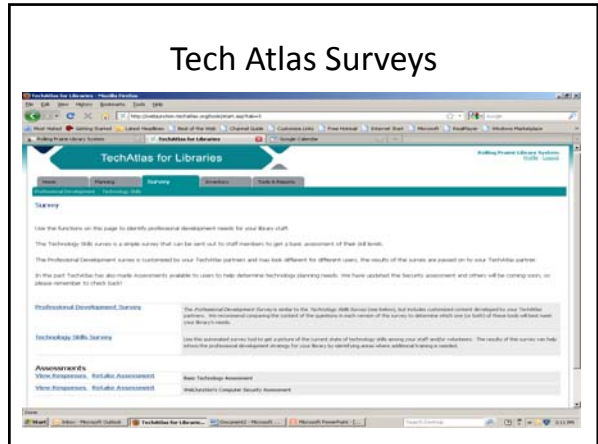
Adding Activities cont.



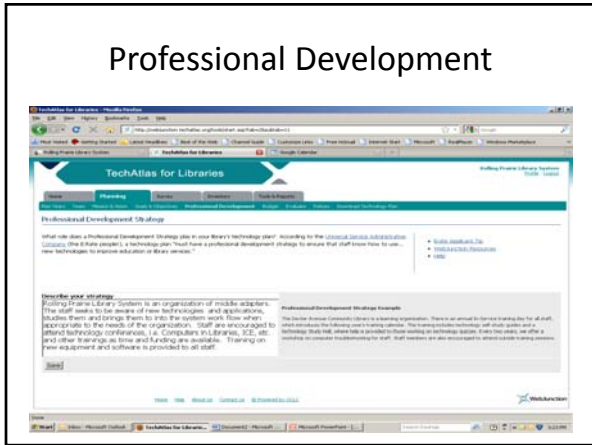
Adding Activities cont.



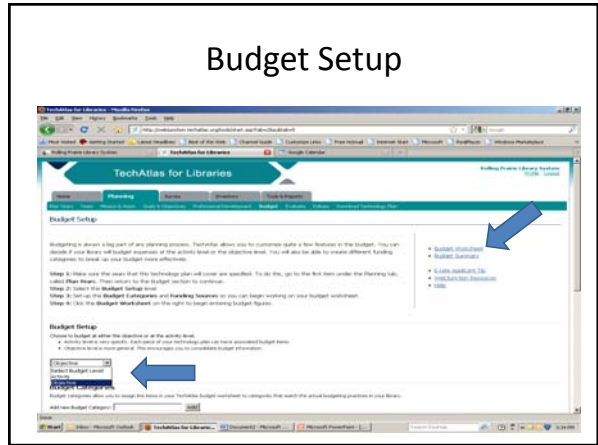
Tech Atlas Surveys



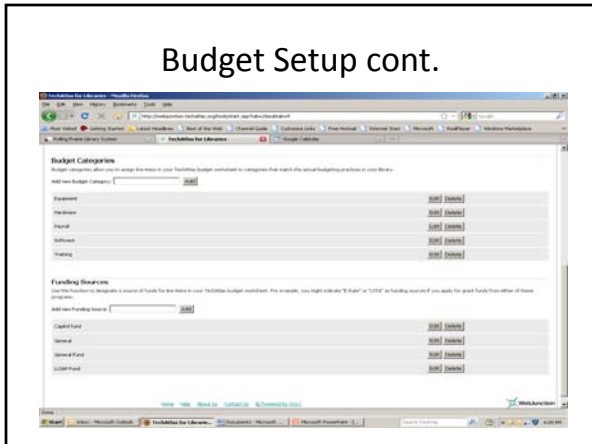
Professional Development



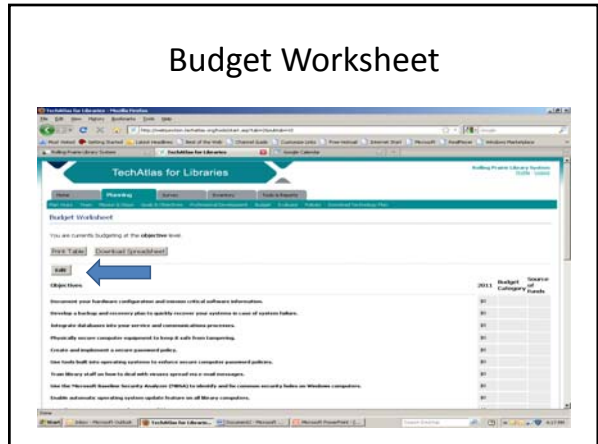
Budget Setup



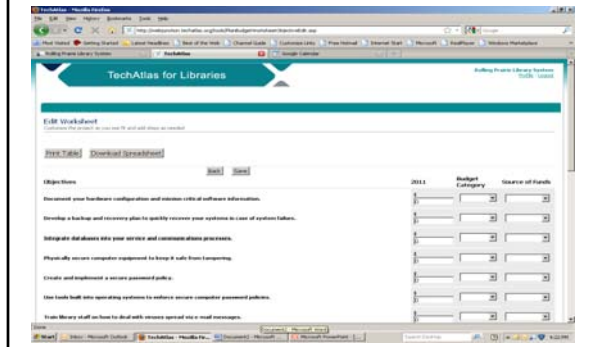
Budget Setup cont.



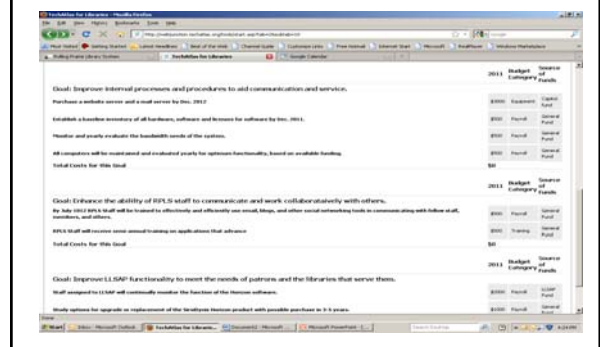
Budget Worksheet



Editing Budget Worksheet



Completed Worksheet



Topics Covered Today

- Goals and Objectives
- Adding Activities to Objectives
- Professional Development
- Tech Plan Budget

Your Homework

- Refine your Goals and Objectives
- Begin to add activities to your objectives
- Review the staff skill assessment and create a goal, objective and activities to address a need
- Write a Professional Development Strategy
- Do the Budget Setup

Next Session

- Review Budgeting in the technology plan
- Evaluation of the technology plan
- Policies to include in the plan
- How to complete and print your plan

Next session Tuesday, February 23, 2010