

## Tech Plan Tuesday : 3

February 23, 2010

## Today's Agenda

- Review the Homework from Session 2
- Continue discussion of Budgeting for a technology plan
- Evaluation of the technology plan
- Policies to include with the tech plan
- How to complete and print your plan

## Session 2 Homework Review

- How are you coming with your Goals and Objectives
- Were you able to add activities to the Objectives?
- Did you do a Staff skill assessment? Did you learn anything interesting?
- Do you now have a professional Development Strategy?

## Session 2 Homework Review cont.

- How far did you get working on your budget?
- Are you using the objective level or activity level to develop the budget?
- Do you have any questions concerning budget categories or selecting funds?
- Other budget questions???

## Budgeting

Components to consider:

- ❖ Staff time
- ❖ Equipment purchase
- ❖ Software purchases
- ❖ Technology consultants
- ❖ Maintenance contracts
- ❖ Infrastructure costs
- ❖ Ongoing cost

## Budgeting cont. 2

Funding Sources:

- ❖ General Budget
- ❖ Building & Equipment .02 tax
- ❖ Memorials
- ❖ Per Capita Grant
- ❖ Other Grants

### Budget cont. 3

#### Why is this important?

1. Without some concrete numbers the plan is incomplete.
2. The numbers give you a foundation on which to build the annual library budget.
3. Knowing the numbers allows you to be ready if unexpected funds come your way!

### Evaluation

#### Why it is important to evaluate the tech plan?

- ❖ A plan without evaluation is like a recipe with our directions.
- ❖ Evaluation keeps staff on task and focused.
- ❖ Evaluation allows administration to make budget or staffing adjustments based on solid information.
- ❖ Evaluation is good practice.

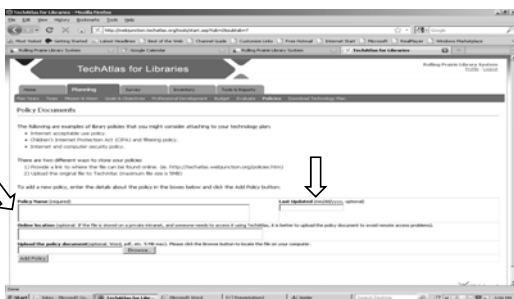
### Example Evaluation Steps



### Evaluation cont.2



### Policies



### Completing the plan



## Questions

### What we covered today

- Review of Budgeting
- Writing the evaluation component
- Policies to include in the tech plan
- Completing and printing the plan

### Homework

- Complete your plan
- Send it to me via email to review if you wish
- Update and finalize your plan
- Print out
- Obtain Board Approval

### It's Done

- ❖ Once you have completed all of these steps and your home work, and received Board approval, your technology plan is done.
- ❖ Now it is time to implement, monitor, and evaluate your plan.
- ❖ Congratulations you have tackled this major undertaking and completed it.