



Public Library Technology Plans Made Easy

Amigos Library Services
© 2015
fppt.com

TEXAS STATE LIBRARY ARCHIVES COMMISSION

Summary

A new accreditation rule in Texas requires public libraries to include a technology element within long-range plans.

Join Christine Peterson as she suggests how to best meet this requirement:

- benefits of having a full technology plan, not just a technology element within the long-range plan;
- step-by-step guidance on how to write one for your public library.

Why This Webinar?

Change in the rules:

(6) The library must have a long-range plan that is approved by its governing board. This plan must be reviewed and updated at least every five years and must include a collection development [element and a technology](#) element.

*Texas Administrative Code
Title 13, Part 1, Chapter 1, Subchapter C
Rule §1.83*

fppt.com

Why a Technology Plan?

- Requirement
- Additional funding
- Less likely to purchase technology that cannot be supported
- Align IT decisions with organizational decisions
- Impress those above you
- Measure your success

fppt.com

What About E-Rate Tech Plans?

Technology Plans are no longer a requirement for any application as of FY 2015

fppt.com

Do I Have To . . . ?



fppt.com

Options

1. List
2. Integrate technology into an organizational long-range plan
3. Write a technology plan

TSLAC does not identify the pieces of the "technology element."

fppt.com

Where Do You Start?

- Walk around
- City/county long-range plans
- Other library technology plans
- SLM email list
- TLA



fppt.com

Integrating into Existing Plan

Goal: Access & Outreach: Provide and promote access to all library services and materials to all library users through both in-house and outreach efforts.

Objective : Develop online library card registration to improve library services to under-served areas.

fppt.com

Integrating into Existing Plan

Goal: Collection: Strengthen collections in a variety of media to meet the continuously evolving educational, informational, vocational and recreational needs of the regional library's diverse users.

Objective : Acquire computer software to enable the library to mine circulation and collection data to determine turnover rates and to aid in reducing wait-times for requested items.

fppt.com

Another Integration Example

APPENDIX

JMRL Technology Plan

FY2015

- Upgrade or replace the current JMRL integrated library system in order to ensure support throughout the life of this technology plan, and gain flexibility for future library innovations.
- Coordinate the installation of computers and phones at the new Northside Library.
- Implement a new telephone system at all branch locations.
- Contract for Authority Control of JMRL's catalog subject headings and provide a source for ongoing authority work as new items come in.
- Strengthen JMRL's current Tech Liaison program by designating trained staff at each branch or department to follow documented standardized procedures to maintain and troubleshoot branch technology.
- Review and update JMRL technology training offerings, including designating courses and the staff positions responsible for developing and teaching them. Work with JMRL's training coordinator to implement these regularly and incorporate them into JMRL's training plan.
- Budget for increased baseline bandwidth costs, for both wired and wireless networking. Assess bandwidth and JMRL's networking budget on an annual basis to ensure public and staff needs are met.

Mission Statements

- Why you exist
- Describe what you do

The Dearborn Public Library provides a broad range of effective, courteous, quality services and a balanced collection of materials for the educational, informational and recreational needs of the community.

Needs Assessment

- Status of existing technology services
- How needs were determined
- Include maintenance as a need



fppt.com

Goals & Objectives

- Goals provide direction
- Objectives explain how goals are accomplished

Goal:

Improve the Existing Network Infrastructure

Objectives:

Obtain direct network connection by July 2015.

Install WiFi hotspots for free public internet access by September 2015.

fppt.com

Objectives

State Your Objective
What is your SMART objective? Run your objective through the SMART test below.

OBJECTIVE	SPECIFIC	MEASURABLE	ATTAINABLE	RESULT-FOCUSED	TIME-SPECIFIC

SMART Score (out of 5): _____
Your SMART score should be at least 4. If your score is 3 or less, go back and refine your objective.

fppt.com

Contextual

- **Technology for technology's sake?**
 - Administration
 - Public Services
 - Technical Services
 - Staff Support/Training
 - Technology Infrastructure
 - Upgrades
 - Wireless
 - Telecommunications



fppt.com

Include Training

- Integrated into goals & objectives
- Separate section

Goal:

Investigate RDA and impact on library MARC catalog.

Objective:

Attend training by May 2015 on how to implement RDA.

fppt.com

Include Training

Professional Development

Considering the ever changing nature of technology and the ambitious list of goals in this plan, continuing staff training is essential. The library will take advantage of the personnel and resources made available to us by the Town of West Hartford, our local library consortium, and the Connecticut State Library to help staff keep abreast of the latest technological advances. In addition, we will provide both the budget and the opportunity for staff to attend off-site classes and seminars on technologies closely related to their job function.

In this manner we expect to have a highly skilled, professional staff who will be able to make effective use of the technologies at their disposal and to teach and assist the public in using information technology available at the library.

fppt.com

Evaluation

- **Built into objectives**
 - Install WiFi hotspots for free public internet access by September 2015.
 - Were the WiFi hotspots installed by September 2015?
- **Before and after statistics**
- **Formal/informal surveys**
- **Interviews**
- **Anecdotes**
- **Evaluate the technology plan, too!**

fppt.com

Appendices

- **Budget**
 - Implementation costs
 - On-going costs
- **Technology assessment**
- **Skills assessment**

fppt.com

Common Sections

- Executive summary
- Introduction
- Needs assessment
- SWOT Analysis
- Vision/Mission
- Goals
- Objectives
- Activities
- Technical assessment
- Support/Training
- Timeline
- Budget
- Evaluation

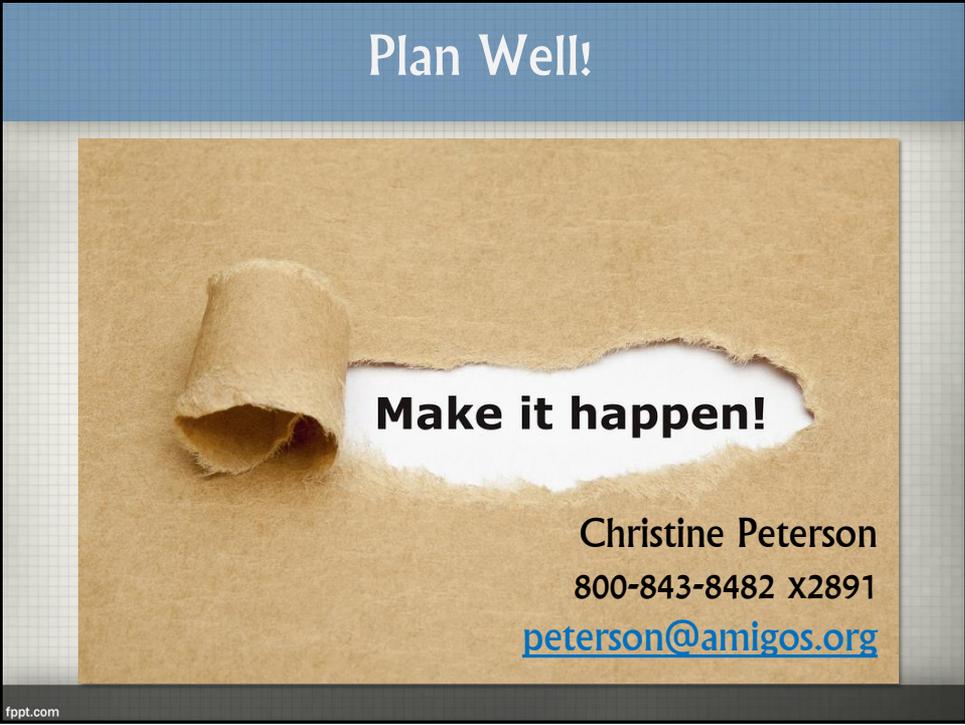
fppt.com

Tips

- No more than 3-year plans
- Focus on *applying* technology
- More than just computers
- Technology plans tied to staff development
- Technology is now a cost of doing business
- Developed by those who will implement
- Supports the library mission
- Do not have to be long

Based on "Developing Effective Technology Plans"

fppt.com



Plan Well!

Make it happen!

Christine Peterson
800-843-8482 x2891
peterston@amigos.org

fppt.com