

Budgeting Assignment

Scenario:

You've just been promoted to Head of Library Technology. Your immediate supervisor has asked you to give them a proposal for purchasing staff and patron personal computers and laptops. They also want you to launch a technology lending program for the information center you work in; for this proposal they're asking for information on laptops and tablets.

Your mission:

To provide a **proposal** for **a minimum of 5 sample machines that will be used to make a larger purchasing decision upon approval: 2 *staff* options, 1 for *patrons*, and 2 for the *technology lending program*.**

What you should purchase:

Staff and patron/user:

- 2 staff machines
 - 1 PC
 - 1 Laptop
 - These must be 2 different configurations. You can not duplicate the PC in laptop form, or vice versa.
- ❖ 1 Patron/User machine
 - 1 PC

Technology Lending Program

- ★ 1 Laptop
- ★ 1 Tablet
 - You must choose 2 different configurations. The products can not be identical.
(Note: you **can not** buy a 2 in 1 laptop that also doubles as a tablet)

Please review *Chapter 2* for a review of computing device basics.

Specifications to include can be found on **page 103** in **figure 2-2** of the textbook. Your devices may not have all of these items. Here's an overview (this is not an exhaustive list):

- Processor
- Drive(s)
- Storage
- Ports
- Display/Monitor
- Graphics (card)
- Wifi capabilities

- Operating System (OS)
- Webcam
- Speakers
- Battery

Directions:

- 1) Choose a library type from below
- 2) Use the provided links, or go to a retailer like Dell to *configure* computers for your library
- 3) Research and select (most devices will include the OS as part of the package) an *Operating System (OS)*, an *Office “productivity” suite*, and *antivirus software* **remember there are free, and monthly pay options available**
- 4) Add any printers or *peripheral* devices
- 5) Make a decision about whether or not you need a *technician*. This would be part-time @ \$11/hour, for a maximum of 3 months. Think of this in terms of how you’ll manage the machines as you’d have more than one.
- 6) Write a *paper* of at least 3 pages to *describe and justify your choices* (all of your choices must be described here).
- 7) Include a *spreadsheet* with your budget calculations
- 8) Submit a *presentation* that you would use to present your proposals to your supervisor, and possibly present to a board

Deliverables to be submitted to Canvas as a zipped file (4 different files):

1. 3+ page *paper* that justifies your proposals. You must use Word. (**Naming convention:** LastName_FirstName_BudgetPaper.docx)
2. *Spreadsheet* with budget calculations. You must use Excel. (**Naming convention:** LastName_FirstName_Budget.xlsx)
3. *Presentation* to be presented to your supervisor, and possibly a governing board. You must use PowerPoint. (**Naming convention:** LastName_FirstName_Presentation.pptx or .ppsx (slideshow))
4. Online vendor purchasing information as a *PDF*. Please include working *links*. *However, you must also list everything out.* (**Naming convention:** LastName_FirstName_BudgetQuote.pdf)

NOTE: The budget information below is for your users, not staff. For the 2 staff machines, please use these same considerations as guidelines, but you will also need to think of needs in terms of what you find out about each of these types of libraries in your research for this assignment.

The budget numbers here include ***ALL*** machines. That is, if you choose a public rural information center, you’ll need to consider all 6 machines in the one budget amount listed for that type of library.

Budget Information (respectfully adapted from Dr. Bin Li's 6080 course)

Select One of the Library Types Below:

| Library Type | Clientele/Needs | Purchase What? | Other Factors | Budget |
|----------------------------------|---|--|--|----------|
| Public – suburban | Well educated, dual income families. Children attend library events. White-collar parents make use of the computing facilities, catching up on work, surfing the net, etc., while waiting for their children. | Public access computers, software (operating system and office-type software) and peripherals | Do you need a part-time tech? Include this in the budget if the answer is yes. | \$8000 |
| Public – urban | Low income patrons with no home Internet access. All ages come to the library to do research for school, look for and apply for jobs, get health and legal information and surf the web. | Public access computers, software (operating system and office-type software) and peripherals. | | \$4500 |
| Public – rural | Patrons generally do not own computers. Children need to work on assignments/projects for school, adults look up information related to farming and read the news, send e-mails, etc. | Public access computers, software (operating system and office-type software) and peripherals. | | \$5000 |
| Community college | Students and faculty come from a wide range of social, political and economic backgrounds. Many have computers at home, but some do not. | Library computers, software (operating system and office-type software) and peripherals for use by students and faculty. | | \$15,000 |
| k-12 small religion-based | Parish school with limited funds. In the past have relied on hand-me-down computers, but a generous donations of funds has become available. | Computers, software (operating system and office-type software) and peripherals for the Learning Resource Center | | \$4000 |
| Pre-k – 6 | Students are just learning to use computers, mainly through educational games. Older children may begin some online research. | Computers, software (operating system and office-type software) and peripherals for the Learning Resource Center | | \$3000 |
| Public – Hi Profile | Cutting edge library with weekly game parties. Patrons are highly educated and technologically savvy. | Computers, software and peripherals (operating system only) for game nights | | \$9000 |

USEFUL INFORMATION

<https://www.laptopmag.com/articles/laptop-buying-guide>

Laptop Buying Guide

<https://www.pcmag.com/roundup/189555/the-best-gaming-laptops>

<https://www.pcmag.com/roundup/256884/the-best-desktop-computers>

Best PCs

<https://www.cnet.com/topics/tablets/best-tablets/>

<https://www.pcmag.com/roundup/305922/the-best-tablets>

Best Tablets

<https://www.pcworld.com/article/2854456/the-best-pc-laptops-of-the-year.html>

<https://www.pcmag.com/roundup/255115/the-best-laptops>

<https://www.techradar.com/news/mobile-computing/laptops/best-laptops-1304361>

Best Laptops