

Cook Public Library

Technology Plan

Mission statement

The Cook Public Library supports a vibrant community by offering up-to-date technological resources and services that support education, enlightenment and enjoyment for people of all ages.

Technology inventory

Product	Company	Equipment	Purchase Month/Date/Year	Cost	Expected Rotation Year
iMac	Apple	All-in-One Computer	5/2/2014	\$1,120	2020
iMac	Apple	All-in-One Computer	5/2/2014	\$1,120	2020
AirPort Extreme	Apple	Wireless Router	5/2/2014		
Windows 7 Home Edition PC	HP	Computer Tower	7/3/2014	\$320	2017 (replaced with HP tower from Last Chance)
Windows 7 Home Edition PC	HP	Computer Tower	7/3/2014	\$320	2018
Windows 7 Home Edition PC	HP	Computer Tower	7/3/2014	\$320	2018
Pavilion 23 Touchscreen	HP	All-in-One Computer	7/3/2014	\$800	2019
Envy 4500	HP	Printer	8/15/2015		2020
LaserJet Pro M277dw Wireless	HP	All-in-One Printer	2/13/2017	\$306	2022
Office Home & Business 2016	Microsoft	Software	2/2/2017	\$190	One-time purchase
Pavilion 238 Touchscreen	HP	All-in-One Computer	2/10/2017	\$685	2021
Deep Freeze	Faronics	Security Software	11/26/2015	\$230	Renewal 5/2018
Office Home Business 2013	Microsoft	Software	7/15/2014	\$238	One-time purchase
Weebly Pro Site	Weebly	On-line Website Software	3/17/2017	\$216	Renewal 3/2019
Cook Public Library Website	Weebly	Domain Name	3/17/2017	\$0	Renewal 3/2018
My Passport	WD	Portable Storage Device	5/17/2017	\$76.05	

Goals and objectives

Review and investigate current and future technology to improve library services.

Maintain a library website with accurate and useful links to serve the public.

Purchase new equipment and update technology services as budget allows, including computers, printers, support equipment, wiring, etc.

Actively promote available technological services such as free wireless internet, wired broadband public computers, printing, copy and fax services.

Professional development strategy

Develop information and training sheets for staff.

Provide opportunities for staff to train one-on-one to gain awareness of how information technology is used.

Foster a positive learning environment for ongoing technological change by maintaining open lines of communication and sharing information and technical skills.

Budget

Operational and subscription costs regarding technology products and services are provided in the annual library budget. The Library Equipment Fund, a reserve fund consisting of unused Book Fund dollars, can be used for major technology products and equipment. The Arrowhead Library System provides annual reimbursement funds which may be used for equipment and software. The Friends of the Library may be asked to donate or fundraise for technology products. When possible and appropriate, the library will try to fund major technological equipment and projects through grants.

Evaluation process

Investigate possibilities for upgrades and other improvements as they become available or are deemed necessary.

Public satisfaction with hardware, software and other technology provided by the library will be assessed through surveys, comments and suggestions.

Staff and user satisfaction, demand for service, cost-effectiveness, available library space, budget and emerging technologies will all be considered when purchasing new technology.

Adopted and Approved by the Cook Public Library Board

July 5, 2017