

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

(X indicates no longer used)

Product	Company	Equipment	Purchase Date	Cost	Rotation	Notes
Airport Extreme	Apple	Wireless Router	5/2/2014		X	No longer used (2019)
AT&T Velocity	AT&T	Mobile Hotspot	8/22/2017	\$34.99/month	X	Lost
AT&T Velocity	AT&T	Mobile Hotspot	8/22/2017	\$34.99/month	X	Lost
AT&T Velocity	AT&T	Mobile Hotspot	8/22/2017	\$34.99/month	X	Battery Damage
AT&T Velocity	AT&T	Mobile Hotspot	8/22/2017	\$55.99/month		
AT&T Velocity	AT&T	Mobile Hotspot	8/22/2017	\$55.99/month		
AT&T Velocity 2	AT&T	Mobile Hotspot	9/10/2018	\$55.99/month		
AT&T Velocity 2	AT&T	Mobile Hotspot	11/29/2018	\$55.99/month		
Cook Public Library Website	Weebly	Domain Name	3/17/2017, 3/2019	\$74.80	2024	
Envy 4500	HP	Printer	8/15/2015		2020	
iMac	Apple	All-in-One Computer	5/2/2014	\$1,120	2020	Donation from Cook Lions Club
iMac	Apple	All-in-One Computer	5/2/2014	\$1,120	2020	Donation from Cook Lions Club
iPad	Apple	Tablet	4/29/2019	\$429		
LaserJet Pro m254Dw	HP	Color Printer	1/22/2020	\$219.99	2025	Public Computers/Wi-Fi
LaserJet Pro M277dw	HP	All-in-One Computer	2/13/2017	\$306	2022	
Microsoft Windows 10 Home	Acer	Laptop	7/1/2017	\$550	X	To Friends of the Library (2019)
Microsoft Windows 10 Home	Acer	Laptop	7/1/2017	\$550		
Microsoft Windows 10 Home	Acer	Laptop	7/1/2017	\$550		
Microsoft Windows 10 Home	Acer	Laptop	7/1/2017	\$550		
Microsoft Windows 10 Home	HP	All-in-One Computer	1/9/2020	\$419.99	2025	Public Computer
Microsoft Windows 10 Home	HP	All-in-One Computer	1/9/2020	\$419.99	2025	Public Computer
My Passport	WD	Portable Storage Device	5/17/2017	\$76		Front Desk Computer
Office Home & Business 2016	Microsoft	Software	2/2/2017	\$190		
Pavilion 23 Touchscreen	HP	All-in-One Computer	7/3/2014	\$800	2019	Front Desk Computer
Pavilion 23.8 Touch Screen	HP	All-in-One Computer	2/1/2017	\$684.99		Staff Computer
Smart Blu-Ray Disc/DVD Player	Sanyo	Media Player	8/28/2018	\$64		
SMART TV	Samsung	Television	7/1/2017	\$500		
Weebly Pro Site	Weebly	Online Website Software	3/17/2017, 3/2019	\$216	2021	
Windows 10 Home (Refurbished)	HP	Computer Tower	7/1/2019	\$0	2024	From PCs for People
Windows 7 Home	HP	Computer Tower	7/3/2014	\$320	X	
Windows 7 Home	HP	Computer Tower	7/3/2014	\$320	X	
Windows 7 Home	HP	Computer Tower	7/3/2014	\$320	X	
Windows 7 Professional	HP	Computer Tower	7/1/2017	\$0	X	

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

Revised and Approved by the Cook Public Library Board

March 4, 2020