The Blue Mountains Public Library

Technology Plan 2018-2022

DRAFT

Introduction

This plan outlines technology activities of the last year and forecasts capital purchases for the next five years. Each year the plan is updated and revised to reflect technological trends.

Technology in the Library

Town Supported

The Town's IT department supports staff networked computers within the two library branches: service and maintenance, software licenses for basic applications such as operating systems and anti-virus, and replacement of hardware under a computer replacement schedule. [See MOU Schedule C].

The following are part of the replacement program:

- Staff workstations on the town staff network (12 at L.E. Shore +3 at Craigleith Heritage Depot)
- Windows server and associated hardware
- Internet infrastructure, including wireless network and access points

The Town's IT Department supports the VoIP (voice over internet protocol) telephone system and 3 multi-function printers, which are purchased or leased by the library.

BMPL Supported

Technology purchased in addition to networked staff computers are not supported by the Town and include:

- 11 "Userful" public workstations (10 at L.E. Shore + 1 at Craigleith Heritage Depot)
- 4 PC laptops
- iMac computer at Craigleith Heritage Depot
- PC workstation in the L.E. Shore boardroom
- Early Literacy Station for children at L.E. Shore
- Makerbot 5th Generation 3D printer
- Mobile device charging station

- Wireless printing: Patrons can print from a tablet, phone or computer by uploading the file to a website, emailing it to the printer, or installing an app. Patrons can access this service through www.printeron.net/bmpl/leshore.

The Library maintains a growing collection of technical equipment that it loans out to patrons and staff, including 5 iPad Air tablets (4 available for loan, 1 staff), 4 PC laptops (3 available for loan, 1 staff), 2 Canon EOS SL1 cameras, 2 DAISY readers for print-disabled patrons, digital audio recorder and green screen kit.

Online

The library maintains two websites. The library website, www.thebluemountainslibrary.ca, has information on our services, collections and programs. The Then and Now Blue Mountains History Project, www.thebluemountainshistory.ca, is a digital repository of images, audio and video of importance to the history of the Blue Mountains. Both websites were developed and hosted by Running Tide Inc.

The library website also provides access to our digital collections. Our collection of eBook and digital audio books through OverDrive grows each year. The collection is shared by small public libraries in Ontario and offers over 60,000 eBooks and 13,000 digital audio books for download. The Zinio eMagazine collection offers 50 popular titles.

The Library also purchases subscriptions for the following online resources:

A to Z World Travel (travel guides by city), Ancestry.com Library Edition (available at the library only), Auto Repair Reference Centre (car manuals from 1945 to present), Consumer Reports Online, CPIQ Canadian Periodicals, Cypress Resume (resume building software), Mango Languages (60+ foreign language courses and 17 English courses), Novelist (find your next great read), Rosen Teen Health and Wellness, World Book Online (the encyclopedia).

Two new digital collections, Hoopla and Biblioboard, were added in 2017.

2018 Technology Activities

New Multi-Function Colour Printers: The Library purchased two and leased one Kyocera TASKalfa3252ci MFPs. These machines print from file, photocopy, scan and fax. The two purchased machines are for staff use at L.E. Shore and the Depot, and the leased printer is in the public area at L.E. Shore. Patrons can print and copy in colour. Staff can also print to 11x17 paper.

Hoopla: Hoopla provides instant access to a large selection of movies, e-books, comic books, audiobooks and music directly to a computer or device at https://www.hoopladigital.com.

Patrons can borrow titles with no waiting and no overdues. This service is pay-per-use and the library billed for each title downloaded or streamed by a user. Patrons can borrow 5 titles every month.

Biblioboard is a digital e-book collection of copyright-free books and historical documents, as well as e-books written by indie authors. These titles can be accessed through our catalogue or at https://library.biblioboard.com.

Tools for Self-Publishing: For local authors interested in publishing online, visit our website at http://thebluemountainslibrary.ca/self-publishing.cfm to learn more about new tools available through the library.

> **SELF-e** provides local, self-published authors a way to submit their e-books for circulation at the Library, other Canadian libraries and possibly libraries internationally through Biblioboard. As an eBook discovery service authors can reach a wider audience and build buzz about their books.

> **Pressbooks** is an online tool that allows indie authors to create professional quality versions of books in ePUB, MOBI, PDF formats. The finished e-book can be published through SELF-e or distributed as the author wishes.

Then & Now – The Blue Mountains: Alessia, a summer student at the Craigleith Heritage Depot, has been scanning and adding the Rorke and Knappman Collections to the history website.

Additional barcode scanners for mobile phones: An additional scanners that will scan a library card on a mobile phone was (will be purchased) for L.E. Shore. Using apps such as Stocard and Key Ring, patrons can store their library cards in their phone instead of bringing them to the library each visit.

Technology Classes: The Library continued to offer computer classes this year. iPad Basics with Darrell Noseworthy is a series of classes. Richard Banks, "the computer guy" also teaches classes at the library like "How to Facebook". Library staff also offers training on library resources and technical assistance to patrons by appointment and on a drop-in basis when possible.

Digital projector: A new digital projector and accompanying speakers for the L.E. Shore Memorial Library Gallery will be purchased. The current projector (purchased in 2011) is still operational and will be moved to the Craigleith Heritage Depot.

Capital Expenses – 2018-2022

CAPITAL - Technology	2018	2019	2020	2021	2022
Public Computers - Hardware	1000	7000	1000	1000	1000
Staff Computers - Hardware	500	500	500	500	500
Computers - Software Licensing	500	150	150	150	150
Gallery Sound System		4000			
Video equipment			2000		
Tech to loan out	1000	1000	1000	1000	1000
Website Development	5500	500	500	7000	500
Digital Projector					3000
Total:	8500	13150	5150	9650	6150

Notes on Capital Expenses

Public Computers – Hardware: New and replacement hardware for public use, including Userful public workstations, monitors, children's computers and printers. Items include: assistive technology (large monitors, high-contrast keyboards, etc.).

The Userful public workstations require infrequent hardware upgrades. Whether or not the library should continue to offer public computing services through Userful should be decided in 2019

2020: Self-checkout for the Depot. The Depot is often staffed with one person. A self-checkout station would allow library users to check out their books quickly when Depot staff is engaged with other visitors. This needs to be discussed further as decisions are made on building expansions.

Staff Computers – Hardware: Staff computers are generally replaced under the Town's IT replacement program. The Library is responsible for replacing printers, barcode scanners and other peripheral hardware.

Software Licensing: Licenses for applications such as Microsoft Office and Adobe Photoshop. An upgrade of Microsoft Office software on staff and public computers was begun in 2017 and will be completed in 2019. Additionally, all staff PCs have been moved to Office 365.

Gallery Sound System: The Gallery has a wireless microphone system, a CD player, amplifier and speakers. In 2018 an expansion of the wireless microphone system occurred. An upgrade of the Gallery's sound and microphone system is necessary to ensure talks and lectures are audible to everyone.

2019: Investigate direct to hearing aid or hand held sound systems.

Video equipment: The Craigleith Heritage Depot has a digital camera, lighting kit, and other accessories used in the recording of oral histories.

2020: This equipment will be upgraded.

Tech to loan out: The Library will purchase current technology to loan out and for the purpose of patron and staff training. Purchases could include audio visual equipment, computers, tablets, or interesting new technology that patrons and staff might want to try.

Website Development: In 2018, the development of a new library website is a major project. The current website was developed by RunningTide in July 2013 using a content management system. The website's responsiveness standards are out of date and its design needs refreshing, but the underlying pages may be re-used in a fresh design and optimal structure. This project will continue into early 2019 and has a portion of the budget allocated for 2019 enhancements.