

# Municipality of Port Hope

## Capital Projects

<b>Project</b>	9004 Integrated Library System		
<b>Department</b>	Library		
<b>Version</b>	04 Approved by Council	<b>Year</b>	2021

Description
Project Description
<p>An integrated library system (ILS) is a resource planning system used to track items both owned by a library and borrowed by its members. It comprises a relational database, software to interact with that database and user interfaces (one for patrons/one for staff).</p>
Project Justification
<p>Currently, Port Hope Public Library operates on 2 servers holding patron and bibliographic databases. The most recent software package includes modules for cataloguing, circulation, stock rotation, basic statistics, software that allows patron access to ebooks and the online catalogue (OPAC).</p> <p>As part of the Port Hope Public Library Board 2018-2022 Strategic Plan the Library will assess the current life cycle of hardware/software, peripherals and review the state of the integrated library system and if required implement a new ILS.</p> <ul style="list-style-type: none"> <li>● servers date from 2012 (average lifespan is 5 years)</li> <li>● need to install a user friendly/intuitive OPAC with ability to retain circulation history</li> <li>● new modules to include mobile circulation, inventory and administrative reports</li> <li>● improved ILS connection for the Port Hope Community Hub Branch</li> <li>● increase system customization and configuration</li> </ul>

Budget							
	Total	Prior Years	2021	2022	2023	2024	2025
<b>Expenditures</b>	28,000		28,000				
<b>Funding</b>							
<b>Municipal Reserves</b>							
Contrib fr Library Reserve	28,000		28,000				
	28,000		28,000				
<b>Funding Total</b>	<b>28,000</b>		<b>28,000</b>				

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Attributes		
Attribute	Value	Comment
Attributes		
Department	Library	
Project Type	Replacement	
Replacement Type	Replacement - Upgrade	
Tax Levy Allocation	Common	
Physical Boundary Location		
Identified in any Council Approved Plan?	No	
Identify Council Approved Plan(s)		
Asset Management Plan (AMP)		
Existing Asset ID #	TC0016-1	
Replacement Value Identified in AMP (\$)	\$28000	
Replacement Year Identified in AMP	5 years	
Estimated Useful Life (in years)		
Future Annual Impact on AMP (Cost per year)	\$5,000	
Date		
Start Date	1-Jan-2021	
Completion Date	31-Mar-2021	
To be Completed by Finance		
Approval Status	Approved by Council	
GL Account Number	775-000-9004-6900	

# Municipality of Port Hope

## Capital Projects

<b>Project</b>	9009 Library Server Segregation		
<b>Department</b>	Library		
<b>Version</b>	04 Approved by Council	<b>Year</b>	2021

**Description**

**Project Description**

Installation of a new local server at the Mary J. Benson Branch of Port Hope Public Library. The segregation of the library from the broader municipal environment would address identified cyber security issues as well as operational priorities.

**Project Justification**

The Municipality of Port Hope and the Port Hope Public Library share many technological components. The current configuration presents numerous risks to both parties. As two separate administrative entities the entire technology infrastructure is not set up properly to segregate and manage the security requirements and distinct needs of each operation.

To address the gaps in best practice and security standards software and hardware replacements and upgrades are required at the Port Hope Public Library. Complete segregation would allow the Municipality to improve its organizational cyber security posture and provide Port Hope Public Library with the opportunity to design and construct an IT infrastructure that best meets the ongoing needs of the library system.

While a joint project between Northumberland County IT and the Port Hope Public Library the majority of work would be assumed by the Library's current IT service provider.

**Budget**

	Total	Prior Years	2021	2022	2023	2024	2025
<b>Expenditures</b>	17,000		17,000				
<b>Funding</b>							
<b>Municipal Reserves</b>							
Contrib fr Library Reserve	17,000		17,000				
	17,000		17,000				
<b>Funding Total</b>	<b>17,000</b>		<b>17,000</b>				

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## Capital Projects

<b>Project</b>	9009 Library Server Segregation		
<b>Department</b>	Library		
<b>Version</b>	04 Approved by Council	<b>Year</b>	2021

Attributes		
Attribute	Value	Comment
Attributes		
Department	Library	
Project Type	New Asset	
Replacement Type	Replacement - Upgrade	
Tax Levy Allocation	Common	
Physical Boundary Location		
Identified in any Council Approved Plan?	No	
Identify Council Approved Plan(s)		
Asset Management Plan (AMP)		
Existing Asset ID #		
Replacement Value Identified in AMP (\$)	\$17000	
Replacement Year Identified in AMP		
Estimated Useful Life (in years)	5	
Future Annual Impact on AMP (Cost per year)		
Date		
Start Date	1-Feb-2021	
Completion Date	31-Mar-2021	
To be Completed by Finance		
Approval Status	Approved by Council	
GL Account Number	775-000-9009-6900	