



REPORT

TO: Mayor Avis and Council

FROM: Jason Kabel, Manager of Community Services

DATE: May 29, 2014

RE: **Library Reserve Fund Request – Alicia Subnaik Kilgour**

At the last meeting of the Fort Frances Public Library Board on Wednesday, May 28, 2014, the Board received two proposals from the Library IT Coordinator, Jeremy Hughes and Library CEO, Alicia Subnaik Kilgour. The proposals included refreshing some main components of the Library's IT infrastructure that are drawing near to the end of life expectancy (please see attached reports). The Fort Frances Public Library Board voted unanimously to proceed with the purchase to replace the proposed equipment from the Technology Reserve Fund as follows:

Current Balances (as of December 31, 2013)

Library Reserve Fund (Building)	\$ 37, 241.43
Public Library & Technology Reserve Fund	\$259,919.28
TOTAL Reserve Fund Balance	\$297,160.71

Proposed IT Expenditures

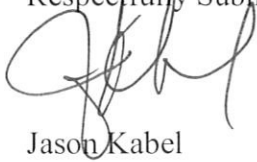
Bibliotheca Refresh	\$ 25,391.00
(This purchase will greatly reduce annual usage/maintenance costs)	
WatchGuard Firewall	\$ 1,853.00
TOTAL	\$ 27,244.00

Total Reserve Fund Balance	\$297,160.71
<u>Total Proposed IT Expenditures</u>	<u>\$(27,244.00)</u>
TOTAL Reserve Fund Balance after Expenditure	\$269,916.71

Recommendation

The Community Services Executive Committee recommends to Council to grant the request of the Fort Frances Public Library Board to use Public Library & Technology Reserve Fund proceeds to upgrade the IT infrastructure at the Fort Frances Public Library Technology Centre.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'JK', is positioned above the name Jason Kabel.

Jason Kabel

Council approval of this report will grant the request of the Fort Frances Public Library Board to use \$ 27,244.00 of Public Library & Technology Reserve Funds to upgrade the IT infrastructure at the Fort Frances Public Library Technology Centre. The combined remaining balance in the two Library Reserve Funds will be \$269,916.71.

**Fort Frances Public Library Technology Centre
Request for withdrawal from the Library Reserve Fund**

Prepared by: Alicia Subnaik Kilgour, CEO

The Fort Frances Public Library Technology Centre's Board of Directors endorsed the refreshing of the Library's RFID and Library Firewall systems. They made the following motion at the May 28th 2014 Board Meeting:

Motion #148: Moved by Arlene Georgeson that the two IT Proposals be brought to the Community Services Executive by Alicia for recommendation to Council.

Seconded by Alan Zucchiatti.

Carried.

There is currently **\$259,919.28** in the Library Reserve Fund.

Background:

Bibliotheca Refresh:

The Library's RFID infrastructure is more than 4 years old, and relies on several components that are even older. ITG's products have now been discontinued, and all new RFID technology development has been splintered into a Bibliotheca-branded line of products. As a result, the RFID products used throughout the library are approaching end-of-life. Replacement parts are harder to come by, and our ITG software may not be updated. These effects culminate in skyrocketing maintenance costs. In 2014, the maintenance amount due for our ITG products is **\$7,986** before taxes (\$9,280.41 including SIP Licenses and tax).

Refresh:

Maintenance	Staff Stations	Subtotal	HST	Total
Annual	6	\$22,470	\$2,921	\$25,391

Bibliotheca has proposed a "refresh" which would update all of our RFID hardware and software with the latest products available, at a significantly reduced cost. Staff stations have been offered at only 17% of MSRP. Security gates and self-checkouts have been reduced by nearly 50%, with the corresponding SmartAdmin and Liber8 software included for free. The refresh must be paid in advance with the new annual maintenance starting in year 3, at **\$3,386** before taxes.

Advantages of the refresh are: lower maintenance costs, newer hardware, improved software functionality, prolonged support, and better compatibility with future computer operating systems. In addition, the Library will realize significant cost savings over the next few years; thereby reducing our operating costs.

WatchGuard Firewall:

The FFPLTC makes use of a physical firewall appliance to both secure its network against the internet, and provide centrally managed web content filtering. Our existing firewall hardware will reach end-of-life in December of 2015, at which point it will no longer be supported by the manufacturer.

The cost to upgrade to the XTM 330 model is **\$1,853**. A UTM software suite subscription is required to maintain our WebBlocker service. That license also includes the standard LiveSecurity package, which covers hardware warranties and support. By upgrading our appliance, a 3-year UTM subscription will be included at no additional cost.

A new appliance is essentially free via this upgrade, and the cost of service is actually reduced over a 3-year term, since this isn't an option with our older X550e. The hardware warranty for this device, and its associated security services license, expired on 2014-05-14. A 30 day grace period has been granted.