



# MEAFORD PUBLIC LIBRARY

## TECHNOLOGY PLAN 2026+

### OVERVIEW

The Meaford Public Library Technology Plan outlines the Library’s goals and strategies for utilizing technology to achieve our vision, mission, goals, and objectives found within the Meaford Public Library Strategic Plan 2022+. It also addresses the Library’s current inventory of technology, as well as a plan for the future purchases, replacement, and maintenance of equipment and software. It also covers staff training and development and connects the plan to our community.

| Vision                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Mission                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Your <b>welcoming and inspirational</b> destination for knowledge and learning.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Bringing <b>service excellence</b> to meet the needs of a dynamic community through universal access to innovative and vibrant spaces and experiences.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Values                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Goals                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p><b>Excellent service</b> - provide excellent service in a professional, friendly, and passionate way.</p> <p><b>Accessibility</b> - provide library spaces, experiences, and resources that are free, convenient, and engaging.</p> <p><b>Intellectual Freedom</b> - provide open and unrestricted access to diverse expressions of knowledge and creativity.</p> <p><b>Literacy and Learning, Diversity</b> - achieve a full spectrum of literacy opportunities that enable the community members to fulfill their desire for lifelong technology learning and will recognize, respect, and celebrate people’s differences.</p> | <p><b>Engagement</b> in technology by adapting to the changing needs of the community, providing a range of unique, educational programs for all ages, investing in staff training and development.</p> <p><b>Innovation</b> in technology by enhancing library services to address current and future needs of the community, support staff in the use of innovative ideas and resources in the development and presentation of programs, ensure technology is state of the art and regularly updated, continue to pursue alternative funding opportunities, help vulnerable community members gain skills and access resources.</p> <p><b>Collaboration</b> in technology by promoting the sharing of services and staff skills throughout the community (social media) and committing to open and strong communication to the Municipality and community.</p> |

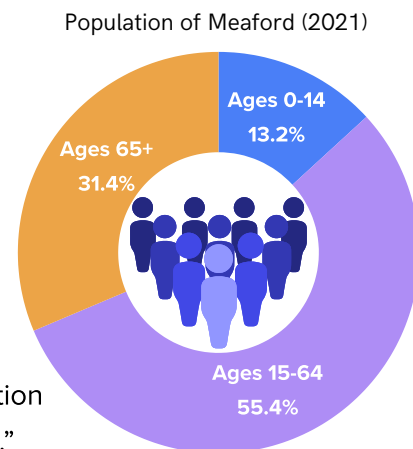
## MEAFORD PUBLIC LIBRARY DEMOGRAPHICS

The current population of the Municipality of Meaford in 2026 is estimated to be 12,835.

Census data from 2021 shows a population of 11,485 with the population breakdown as follows:

- Seniors (65 and older): Make up 31.4% of the population.
- Working age (15 to 64): Make up 55.5% of the population.
- Children (under 15): Make up 13.2% of the population.
- Average age: 48.8 years old (significantly older than the national average)

According to the Grey County Growth Management Strategy 2026, “Grey County's population will grow at an average annual growth rate of approximately 1.2% over the next 25 years.”



## MEAFORD PUBLIC LIBRARY TECHNOLOGY SURVEY RESULTS

The Library carried out a public survey on technology use from October to December 2025. Surveys were available online and in-house. The results from the survey can be found in Appendix 1.

As shown in Figure 1, 60% of the 42 respondents indicated they visit the Library to use technology services. 40% of respondents have never used the Library's technology services or did not answer the question. These results suggest there is an opportunity to raise the public's awareness of the technology services offered by the Library through increased promotion.

Figure 2 indicates that, of the 39 respondents, printing, copying, and faxing services and e-resources are considered important services offered by the library. This is further backed by Figure 3, which shows that 1/3 of the 33 respondents uses the library computers for printing.

More programming should be introduced to help patrons learn and improve their technology skills. Survey responses, Figure 4, indicate there is a strong interest in learning the basics of using tablets/phones/e-readers as well as more advanced skills, such as website design.

More education will be provided on internet practices such as how to use artificial intelligence (AI) and safe online practices and scams. In 2026, the Library offered programs on practical AI skills, while protecting privacy, during Quarter 2 and will offer the same program virtually during Quarter 4.

68% of 41 respondents use the library's website or online catalogue, as shown in Figure 6. The Library will continue to purchase Koha every year, updating it when needed and training staff on how to use the integrated library service (ILS).

E-books continue to be a valued resource to the community, as indicated in Figure 7, and the library will continue to allocate funding towards the digital collection. 75% of respondents, Figure 8, are currently satisfied or very satisfied with the library's digital resources. 45% of respondents, Figure 9, are neutral on the library's collection of technology. This could indicate a need to look at different items for the Library of Things or more promotion to increase satisfaction. Some respondents left suggestions asking for 3D printing, bluetooth speakers, digital construction tools, and increased selection in e-books/e-resources.

Additionally, Figure 12 shows that 54% of respondents have received help from the Library's Tech Volunteers in the past supporting the continued operation of a volunteer based Tech Centre at the Library.

## CURRENT TECHNOLOGY



### Overview:

Technology at the Meaford Public Library is a mixture of hardware/software, e-resources, and peripherals. This also includes technology training, services, technology-themed programs and events.

The Municipality of Meaford IT Department manages technology servicing, replacement schedules for staff/public computers and laptops along with an update schedule for basic software licenses for the library's computer operating systems, anti-virus, firewalls, e-mail software, etc. They also host the Municipal and Library websites, and the library's VoIP (voice over internet protocol) telephone systems. The 2 multi-function printers are also maintained by the IT Department. Costs related to these functions are budgeted yearly and fall under the Library's "Cost Allocation to IT" budget line.

The Meaford Public Library is responsible for technology training and programming, select hardware/software systems and items, and e-resources. Costs are budgeted annually. The attached inventory spreadsheet, Appendix 2, indicates who is responsible for maintenance/replacement of items. In the chart, Admin, refers to the Library. The Friends of Meaford Library (FOML) and other service clubs also contribute to the Library's technology inventory.

## BACKGROUND ON TECHNOLOGY

### Integrated Library System (ILS)

The Meaford Public Library moved to the Koha ILS in 2015 under the Saugeen Library Consortium with the following public libraries: Hanover, West Grey, Grey Highlands, Shelburne, and Grand Valley. The Library contracts out to Equinox Library Services Canada Ltd. who provide technology help and hosts the database on Canadian servers. Staff and patrons seem happy with the functionality of the ILS. Backups are done by Equinox. The ILS also has a staff and public side. The public side hosts the online catalogue, while the staff end is used to house the inventory, patron database, circulation functions, and reports. The ILS is budgeted annually at a cost of \$6,285 in 2026.

### Network

The Library hosts both a public and a staff network, with a dedicated server on site. The Municipal IT Department is responsible for maintaining the networks and staff/public computer systems. They also maintain a replacement schedule and upgrade schedule for all hardware and software used by staff. Public computers are hosted on the public network while staff computers are on the staff network.

The Library has Wi-Fi service via Wi-Fi access points secured throughout the facility. There are two systems: a public Wi-Fi which is an open unsecured system and a closed secure Wi-Fi system used for staff.

The public network supports 11 public access computers, one catalogue computer, and the Bibliotheca Self-Checkout terminal. The public access computers host Google as the standard search engine, Ancestry Library Edition, and Microsoft Office 10 products. Users sign onto a public computer via Cybrarian software. Deep Freeze is installed on all public computers to ensure personal data entered is cleared after each use.

## Telephones/Fax/Photocopiers/Printing Services

The VoIP phone systems and two photocopiers are maintained by the IT department. These are hosted on the staff network; with a dedicated land line for the fax machine. One photocopier offers scan to e-mail/fax functionality for staff and public. Public printing is a busy service and relies heavily on the Library's technology systems using Wi-Fi, internet, public computers, and a dedicated public printer. The public printer is hosted on the public network and is purchased by the Library hardware/software budget, along with the required ink cartridges. The Library introduced the Square terminal in 2026 for debit payments and has been a welcomed addition by both staff and patrons.

## Electronic Collections

The Library subscribes yearly through the Ontario Library Service (OLS), to the Ontario Download Service which provides Libby/Overdrive. This consortia hosts over 110,000 items, including magazines. The Library receives discounts through OLS for e-resources such as Mango Languages, Novelist, World Book, Ancestry. In addition, the Library annually budgets for Hoopla, LinkedIn, Biblio+. Monthly statistics are recorded to compare usage over time.

## Library of Things Collection

Meaford Public Library is able to house a diverse collection of items that are more than just books. The Library of Things is a popular collection and offers technology items that are purchased by the Library or through valued partners such as Friend of Meaford Library (FOML) or the Rotary Club of Meaford. Technology items for circulation include:

- Video Games
- Nintendo Switch Gaming Console
- Chromebooks - Purchased through FOML
- Wi-Fi Hotspots - Sponsored by FOML and Rotary Club of Meaford
- Blu-ray/DVD Player
- Kobo eReaders
- Pedometers
- Power Monitors
- Digital Projector
- MacBook Pro Laptops (in-house use only)
- Lenovo ThinkPad Laptops (in-house use only)

## Library Website

A new Municipal website was launched July 2026 along with the Library's subsite. Select staff are trained to maintain the site.

## RFID (Radio-Frequency Identification) System

The Library hosts the Bibliotheca RFID system which uses tiny radio chips and wireless signals to track, borrow, and return books through a tag placed in each item. This system works with the self check-out terminal, inventory wand, and the RFID gates located at the North and South Library entrances. The Library purchases a contract for software licensing and technical support for the RFID system through Bibliotheca. Library item barcodes and RFID tags are purchased as needed to work with the system. The self-checkout terminal and RFID gates are the responsibility of the Library to re-purchase if necessary. They can be repaired through the Bibliotheca technical support contract but if a new equipment is needed it would need to be purchased through the following year's budget, donations, fundraising, or under sponsorship from perhaps the FOML.

## Training

Staff are trained in the effective use of Library technology. Technology that is externally supported by OLS or individual vendors usually supply opportunities for online training. Staff should register via the CEO for available opportunities. As part of the onboarding process, staff receive training via the Technical Services Coordinator or other designated staff, in how to use the ILS, website, e-resources, and other technology as required. As new technology is rolled out training is given to all staff with refresher training as needed.

## Volunteers

Volunteers are an integral part of technology services running the popular Tech Centre and providing technology help from Monday to Friday mornings from 10 am to 12 pm. Volunteers are included in relevant technology training.

## Accessibility

Accessibility in services and items is a priority for Meaford Public Library. One of the public computers has a dedicated high-contrast, large-print keyboard and JAWS screen reader software. The Library has 2 Victor Stratus MP3 CD players available for loan. These were donated through grants and are valued at almost \$500 per unit with circulation to over 50 patrons since being introduced into the collection in 2017. Patron loan periods are flexible, depending on user needs with these ranging from 5 weeks to 3 months. The Library's electronic resources include accessibility features such as the ability to change font size, turn on dyslexic features, and more. Tech Centre help falls under this accessibility umbrella. The new website has an accessibility menu found on every page of the site with functions that are easy to turn on and off.

## Smart TVs

The Library's Smart TVs are the responsibility of the Library budget to replace. In the past the FOML have replaced two units. These would be replaced once they stop functioning through donations, fundraising, sponsorship, and/or budget the following year.

## FUTURE GOALS

The Library's Strategic Plan is the foundation of the Technology Plan. As technology is always changing, this Plan is intended to be flexible to accommodate future development needs.

| 2026                                          |                                                                   |          |                                                                                                                                                                  |                                                           |
|-----------------------------------------------|-------------------------------------------------------------------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| Project                                       | Responsibility                                                    | Timeline | Notes/Completion                                                                                                                                                 | Budget                                                    |
| Accessible Audio Devices                      | Technical Services Coordinator                                    | Q3       | Purchase three Envoy Connect 2 talking book players for collection                                                                                               | Budget: \$500<br>To be covered by FOML                    |
| Website                                       | Technical Services Coordinator/<br>Community Outreach Coordinator | Q3-Q4    | Keep website updated with current information on hours, programs, services, etc.                                                                                 | Budget: \$0                                               |
| Draft technology budget lines for 2027 budget | CEO/Technical Services Coordinator                                | Q4       | Work with CEO to compile tech needs for budget including hardware/software needs                                                                                 | 2026 Municipal IT: \$198,600<br>2026 Library IT: \$16,910 |
| Renew e-resources for 2027                    | CEO/Technical Services Coordinator                                | Q4       | Renew through OLS or separate vendors. Public Survey shows patron interest in Libby and Hoopla. Assess stats for trends for renewal or purchasing new resources. | 2026 Budget: \$17,850                                     |

## 2026 (cont'd)

| Project                                  | Responsibility                 | Timeline | Notes/Completion                                       | Budget                                                                                                                           |
|------------------------------------------|--------------------------------|----------|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Assess capital budget expenditures       | Technical Services Coordinator | Q4       | Purchase RFID tags or barcodes if budget allows        | Capital Budget for collection items: \$40,000                                                                                    |
| Tech Centre                              | Technical Services Coordinator | Q4       | Continue to promote volunteer recruitment              | Budget: \$0                                                                                                                      |
| Wi-Fi Hotspots                           | Technical Services Coordinator | Q4       | Assess condition of routers - replace as needed        | Replacement may be covered by sponsors<br>Cost per router: \$350                                                                 |
| Technology related programs for all ages | Technical Services Coordinator | Q4       | Offer bi-monthly or quarterly tech related programming | Budget: \$0 - run by Technical Services Coordinator<br>Budget TBD as needed for guest speakers with possible sponsorship by FOML |

## 2027

| Project                                  | Responsibility                                                             | Timeline | Notes/Completion                                                          | Budget                                                                                                                           |
|------------------------------------------|----------------------------------------------------------------------------|----------|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Wi-Fi Hotspots                           | Technical Services Coordinator                                             | Q1       | Request invoice from IT for 2026 usage for payment by sponsors of routers | Yearly Cost: \$3,000                                                                                                             |
| Early Literacy Stations                  | Technical Services Coordinator/<br>Children and Youth Services Coordinator | Q2       | Possible replacement if needed                                            | Sponsorship<br>\$3,000/unit                                                                                                      |
| Technology related programs for all ages | Technical Services Coordinator                                             | Q1-Q4    | Offer bi-monthly or quarterly tech related programming                    | Budget: \$0 - run by Technical Services Coordinator<br>Budget TBD as needed for guest speakers with possible sponsorship by FOML |
| Accessibility Technology                 | Technical Services Coordinator                                             | Q1-Q4    | Look for new technology                                                   | Budget: TBD with possible support by FOML                                                                                        |

## 2027 (cont'd)

| Project                                              | Responsibility                                                    | Timeline | Notes/Completion                                                                                                             | Budget                                                                    |
|------------------------------------------------------|-------------------------------------------------------------------|----------|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| Review peripherals/software                          | Technical Services Coordinator                                    | Q1-Q4    | Replace where necessary. Items include barcode scanners, printers, keyboards, mice, phone adapters for charging centre, etc. | Budget: \$800/year                                                        |
| Review updates in products such as Koha, Libby, etc. | Technical Services Coordinator                                    | Q1-Q4    | Ensure staff/volunteers are aware of updates and train as necessary. Updates to Koha are yearly                              | Budget: \$0<br>Most technology training through OLS or vendors is no cost |
| Tech Centre                                          | Technical Services Coordinator                                    | Q1-Q4    | Continue to promote volunteer recruitment when required                                                                      | Budget: \$0                                                               |
| Website                                              | Technical Services Coordinator/<br>Community Outreach Coordinator | Q1-Q4    | Keep website updated with current information on hours, programs, services, etc.                                             | Budget: \$0                                                               |
| Renew e-resources for 2028                           | CEO/Technical Services Coordinator                                | Q4       | Renew through OLS or separate vendors. Assess stats for trends for renewal or purchasing new resources.                      | Budget: TBD                                                               |
| Draft technology budget lines for 2028 budget        | CEO/Technical Services Coordinator                                | Q4       | Work with CEO to compile tech needs for budget including hardware/software needs                                             | 2026 Municipal IT: \$198,600<br>2026 Library IT: \$16,910                 |
| Assess capital budget expenditures                   | Technical Services Coordinator                                    | Q4       | Purchase RFID tags or barcodes if budget allows                                                                              | Capital Budget 2026 for collection items: \$40,000                        |
| Technology related policies                          | CEO/Technical Services Coordinator                                | Q1-Q4    | Internet Services, Social Media, and possible AI policy                                                                      | Budget: \$0                                                               |
| Assess Library of Things                             | Technical Services Coordinator                                    | Q1-Q4    | Ensure for new trends in technology or technology upgrades, e.g. new video games, new projector                              | Capital budget for collection items or sponsorship by FOML                |
| Assess technology for staff programming              | Technical Services Coordinator                                    | Q1-Q4    | e.g., VR Headset                                                                                                             | Capital budget for collection items or sponsorship by FOML                |

| Project                                              | Responsibility                                                    | Timeline | Notes/Completion                                                                                                              | Budget                                                                                                                           |
|------------------------------------------------------|-------------------------------------------------------------------|----------|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Technology related programs for all ages             | Technical Services Coordinator                                    | Q1-Q4    | Offer bi-monthly or quarterly tech related programming                                                                        | Budget: \$0 - run by Technical Services Coordinator<br>Budget TBD as needed for guest speakers with possible sponsorship by FOML |
| Wi-Fi Hotspots                                       | Technical Services Coordinator                                    | Q1       | Request invoice from IT for 2027 usage for payment by sponsors of routers                                                     | Yearly Cost: \$3,000                                                                                                             |
| Review peripherals/software                          | Technical Services Coordinator                                    | Q1-Q4    | Replace where necessary. Items include barcode scanners, printers, keyboards, mice, phone adapters for charging cords, etc. . | Budget: \$800/year                                                                                                               |
| Review updates in products such as Koha, Libby, etc. | Technical Services Coordinator                                    | Q1-Q4    | Ensure staff/volunteers are aware of updates and train as necessary. Updates to Koha are yearly                               | Budget: \$0<br>Most technology training through OLS, or vendors is no cost                                                       |
| Accessibility Technology                             | Technical Services Coordinator                                    | Q1-Q4    | Look for new technology                                                                                                       | Budget: TBD with possible support by FOML                                                                                        |
| Tech Centre                                          | Technical Services Coordinator                                    | Q1-Q4    | Continue to promote volunteer recruitment when required                                                                       | Budget: \$0                                                                                                                      |
| Website                                              | Technical Services Coordinator/<br>Community Outreach Coordinator | Q1-Q4    | Keep website updated with current information on hours, programs, services, etc.                                              | Budget: \$0                                                                                                                      |
| Renew e-resources for 2029                           | CEO/Technical Services Coordinator                                | Q4       | Renew through OLS or separate vendors. Assess stats for trends for renewal or purchasing new resources.                       | Budget: TBD                                                                                                                      |

## 2028 (cont'd)

| Project                                       | Responsibility                     | Timeline | Notes/Completion                                                                                | Budget                                                     |
|-----------------------------------------------|------------------------------------|----------|-------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| Draft technology budget lines for 2029 budget | CEO/Technical Services Coordinator | Q4       | Work with CEO to compile tech needs for budget including hardware/software needs                | 2026 Municipal IT: \$198,600<br>2026 Library IT: \$16,910  |
| Assess capital budget expenditures            | Technical Services Coordinator     | Q4       | Purchase RFID tags or barcodes if budget allows                                                 | Capital Budget 2026 for collection items: \$40,000         |
| Technology related policies                   | CEO/Technical Services Coordinator | Q1-Q4    | Internet Services, Social Media, and possible AI policy                                         | Budget: \$0                                                |
| Assess Library of Things                      | Technical Services Coordinator     | Q1-Q4    | Ensure for new trends in technology or technology upgrades, e.g. new video games, new projector | Capital budget for collection items or sponsorship by FOML |
| Assess technology for staff programming       | Technical Services Coordinator     | Q1-Q4    | e.g., VR Headset, new microphone speaker system, etc.                                           | Capital budget for collection items or sponsorship by FOML |

## EVALUATION PROCESS

The Meaford Public Library Technology Plan will be evaluated on a continuing basis throughout the planned timeframes, at least annually. Staff will decide to continue or discontinue projects based on user statistics, staff and patron feedback, budgets, strategic priorities, accessibility needs and technology trends. If a program, a technology, or any project goal is not being met, it is never too late to pause, evaluate, and determine what changes need to be made in order to achieve it.

The Plan will be fluid, and staff will look at amending the Plan as needed.

## CONTACT US



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# APPENDIX 1 - 2025 SURVEY RESULTS (42 RESPONSES)

Figure 1

How often do you visit the library for technology services?  
(e.g. computers, internet, printer, copy/fax, scanners)

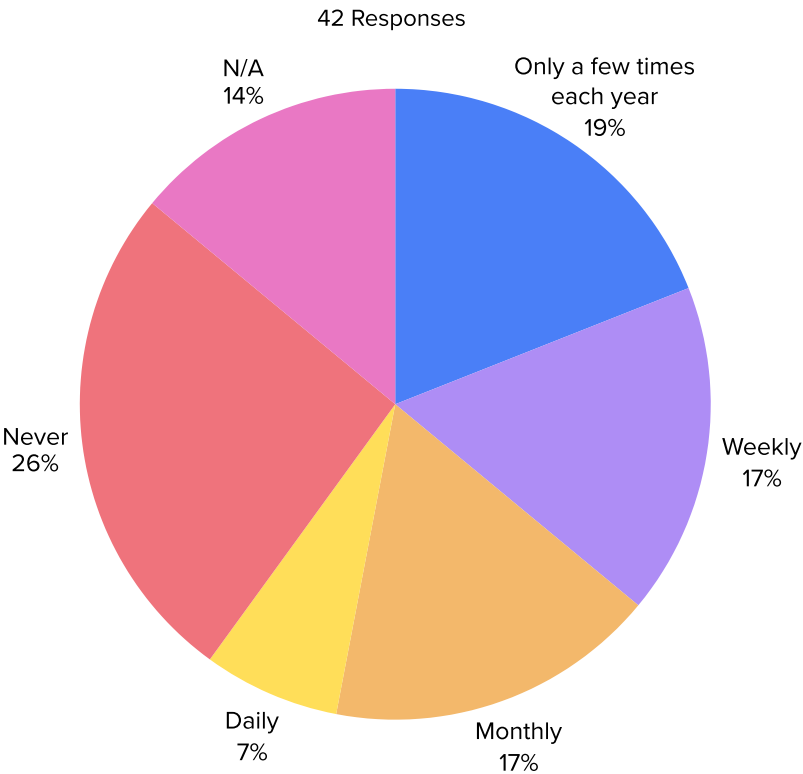
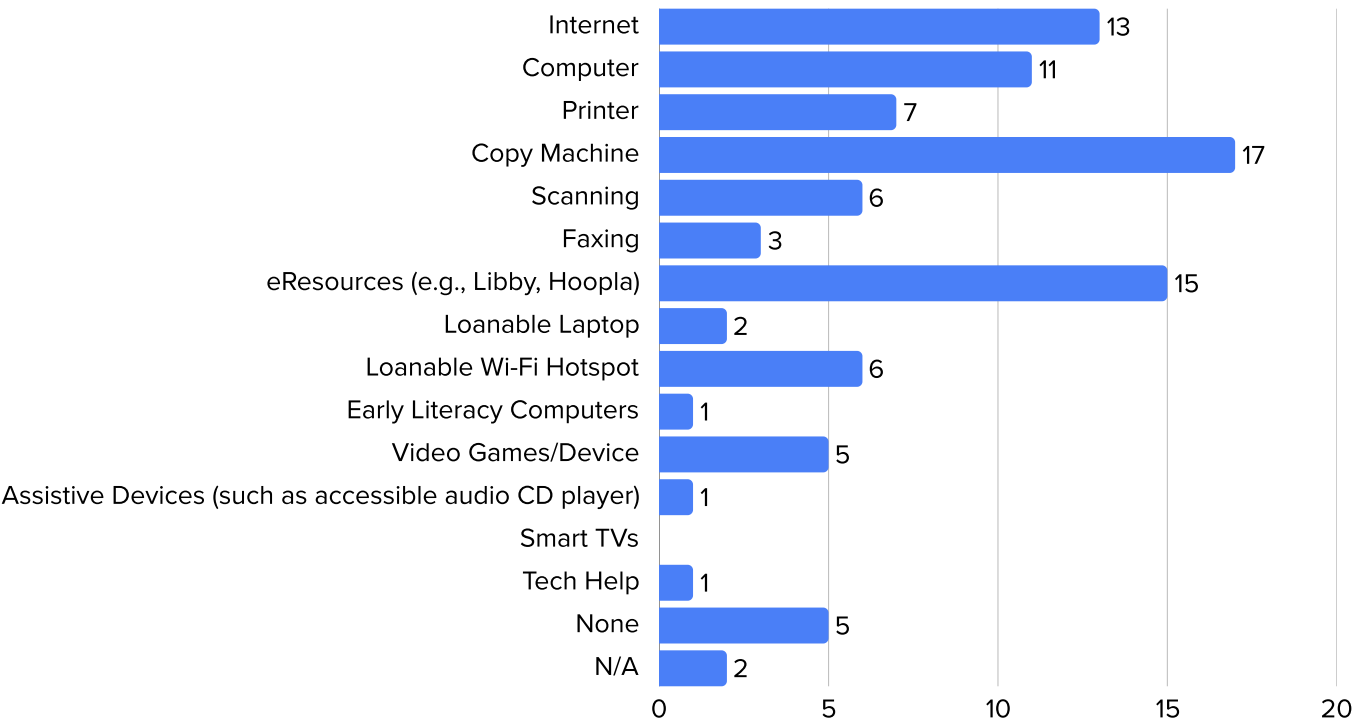


Figure 2

What technology services/devices do you use from the library? (Select all that apply)

39 responses

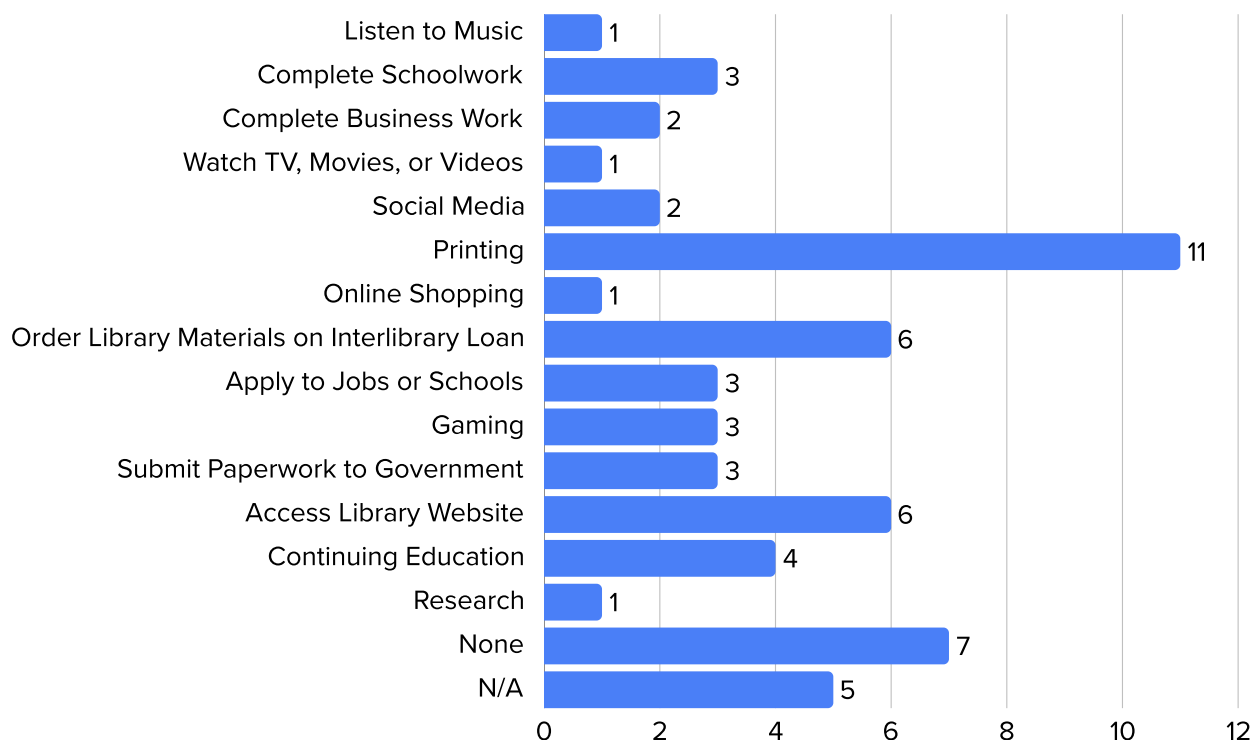


**Figure 3**

For what reasons do you use the library computers?

(Select all that apply)

33 responses



**Figure 4**

Are there any technology skills you would like to learn?

(Select all that apply)

29 responses

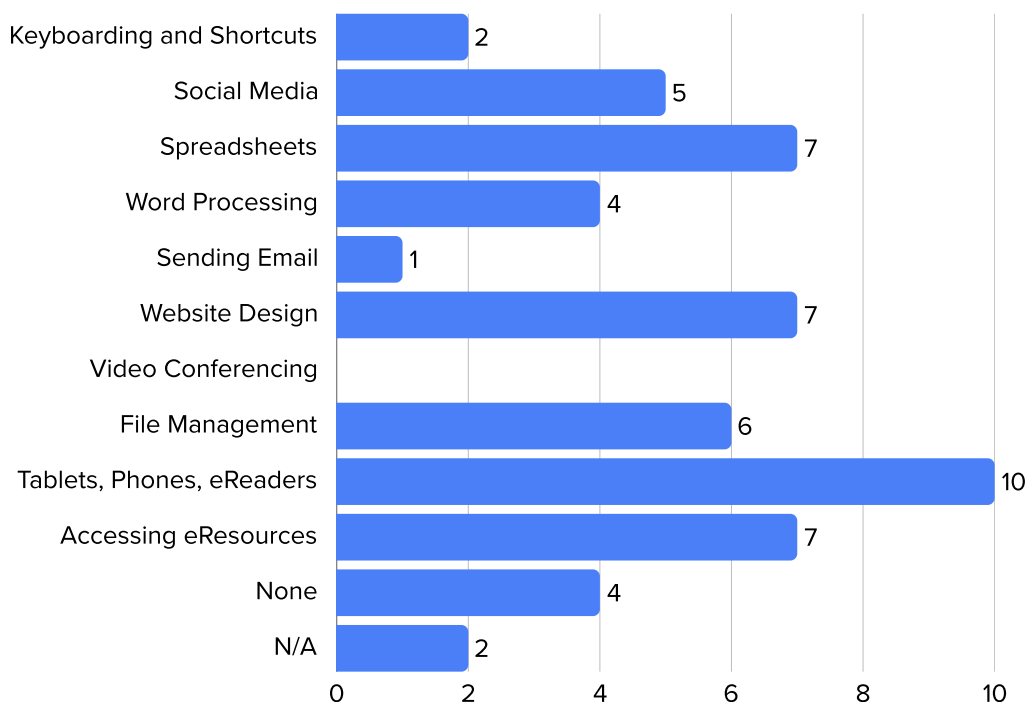


Figure 5

Are there any technology topics you would like to learn about?  
(Select all that apply)

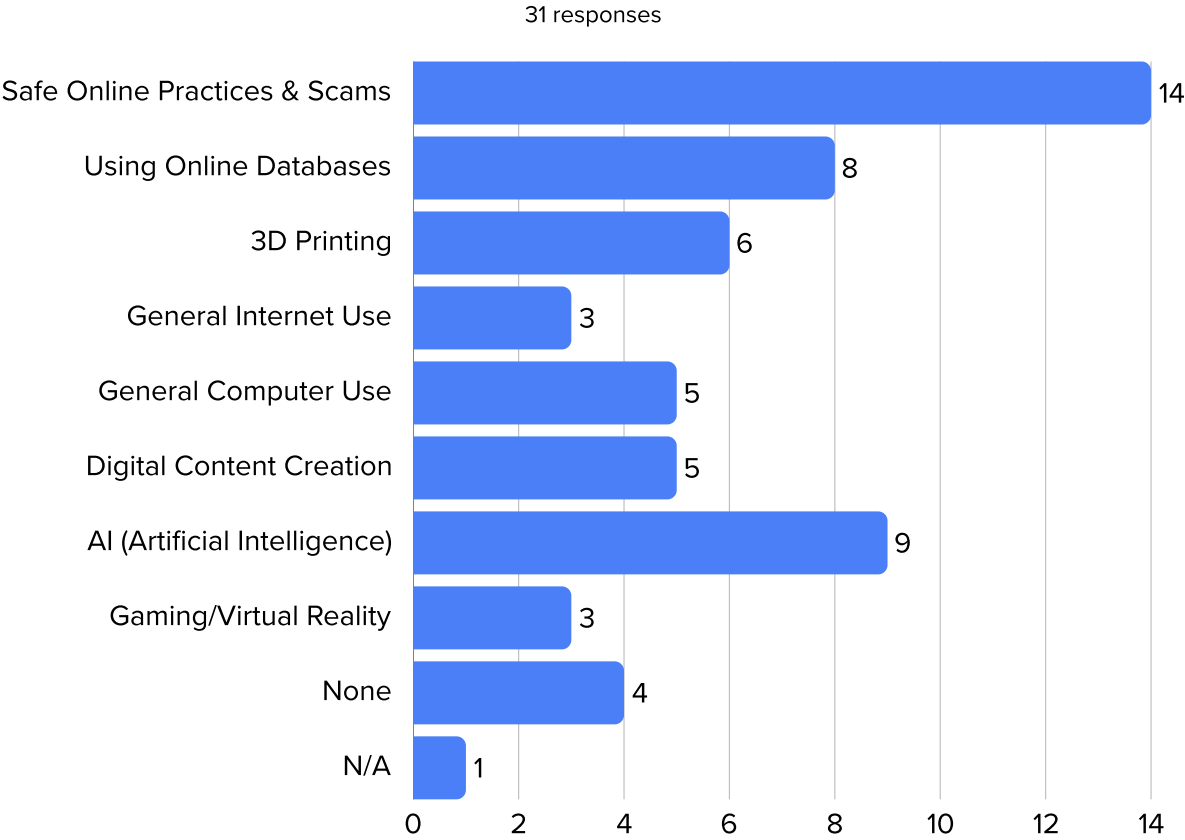


Figure 6

Have you ever used the library’s website or online catalogue?  
41 responses

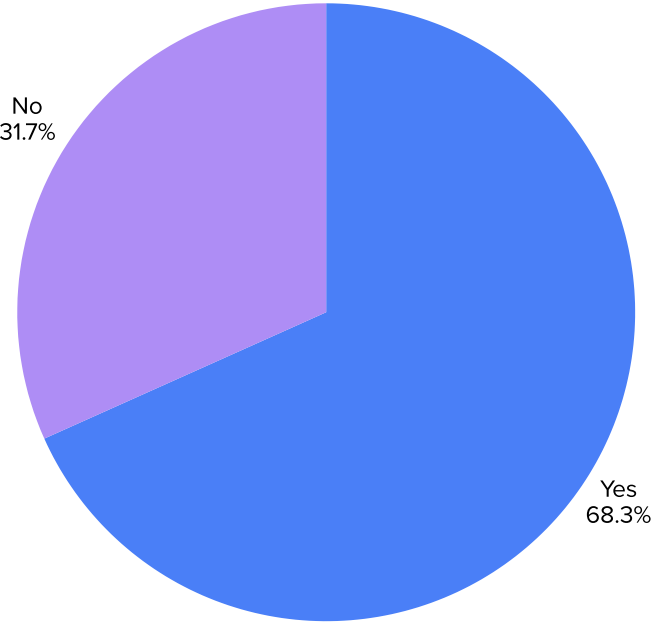


Figure 7

What types of digital resources do you find the most valuable at the library (Select all that apply)

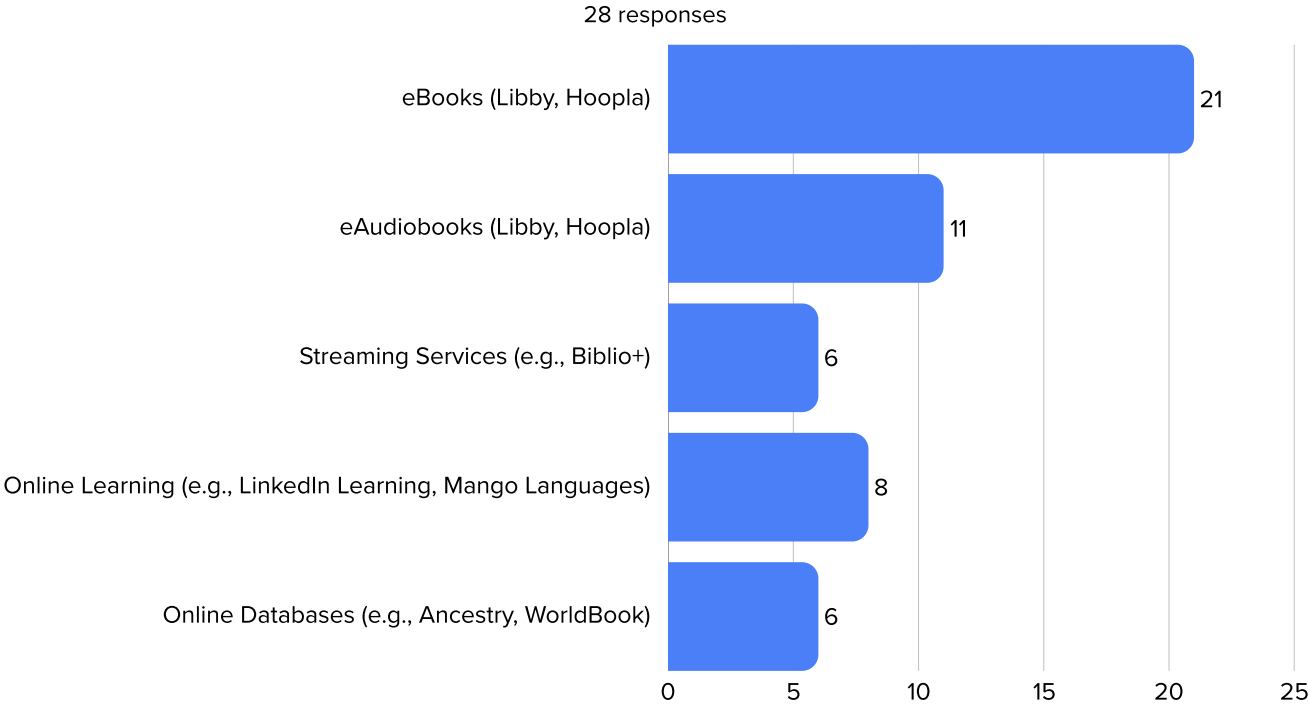


Figure 8

How satisfied are you with the library’s collection of digital resources? e.g., Libby

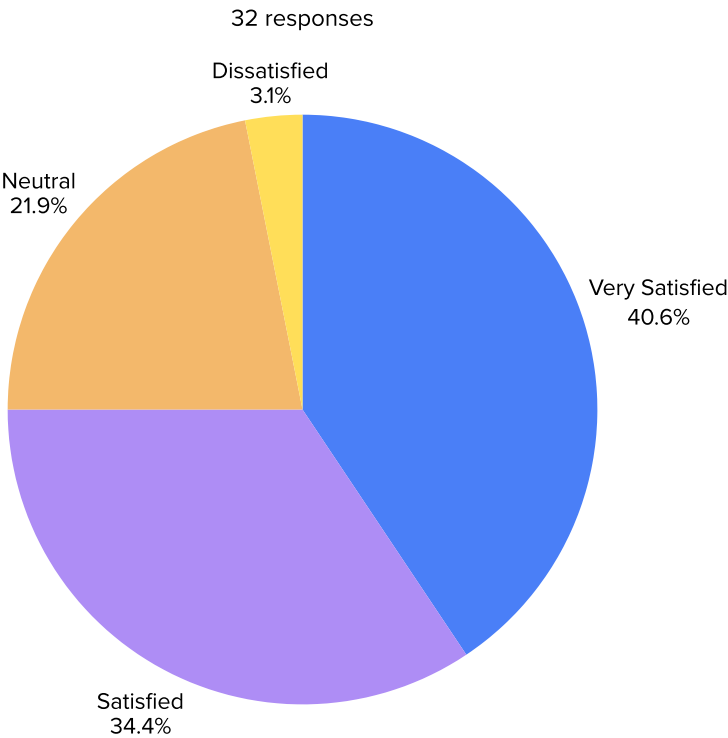


Figure 9

How satisfied are you with the library’s collection of technology? E.g., Laptops

29 responses

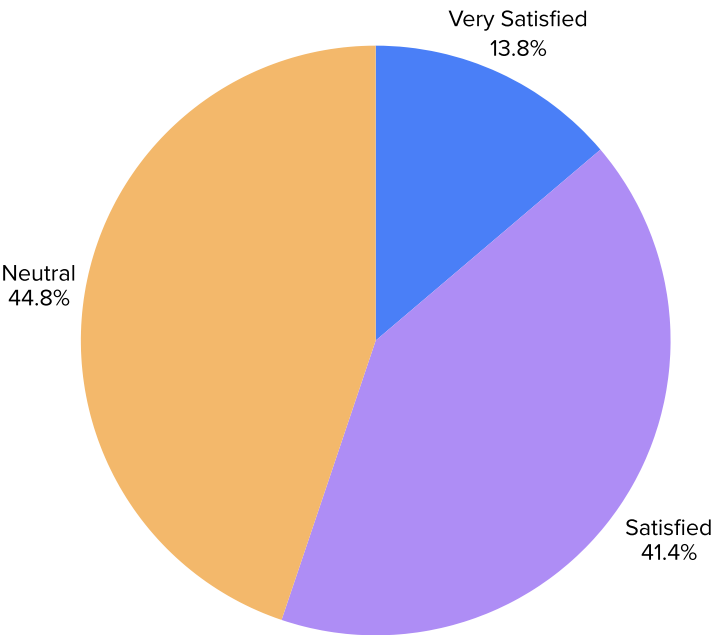


Figure 10

Are you a member of the Meaford Public Library?

41 responses

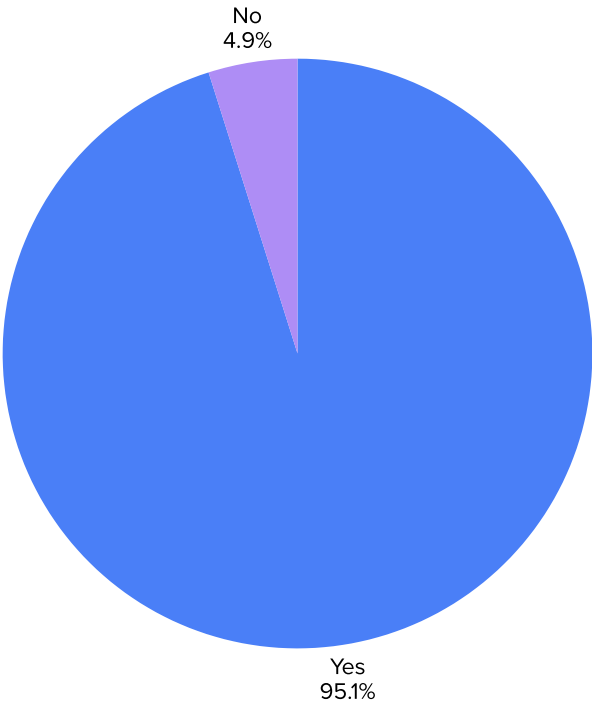


Figure 11

What is your age?

42 responses

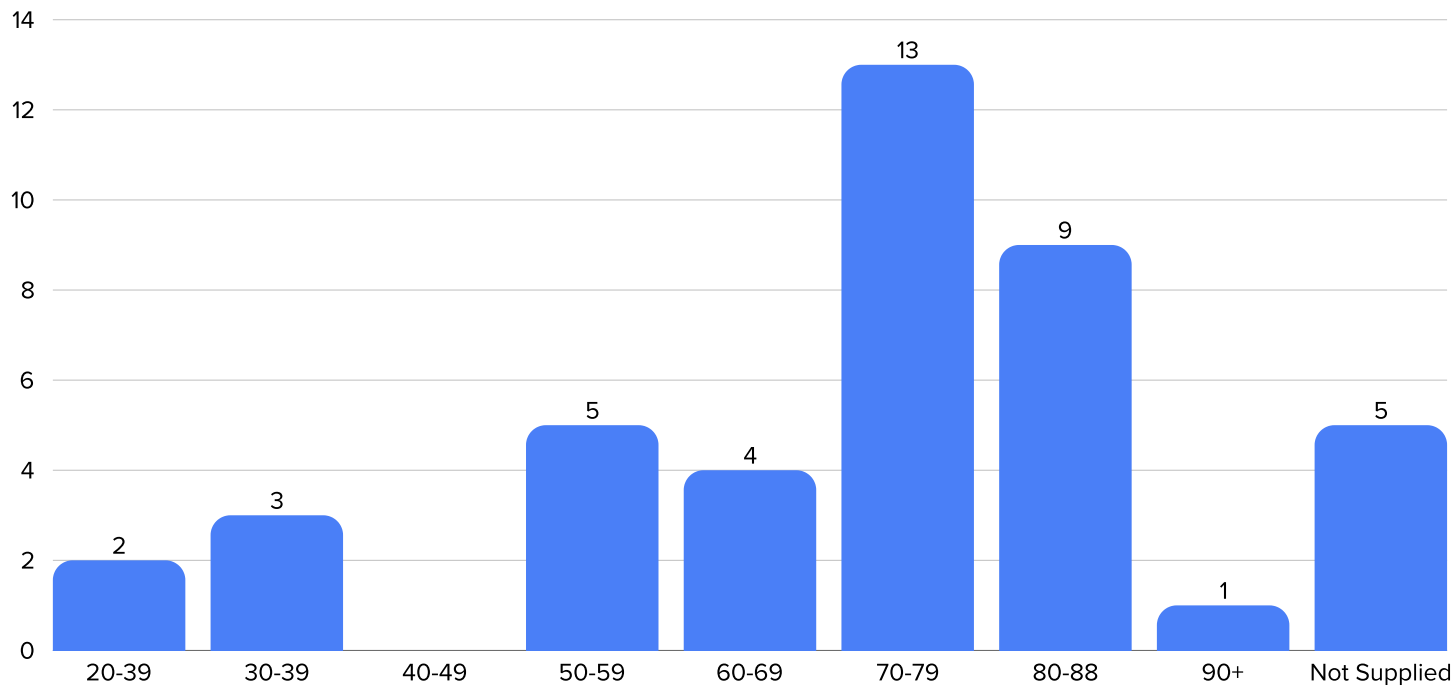
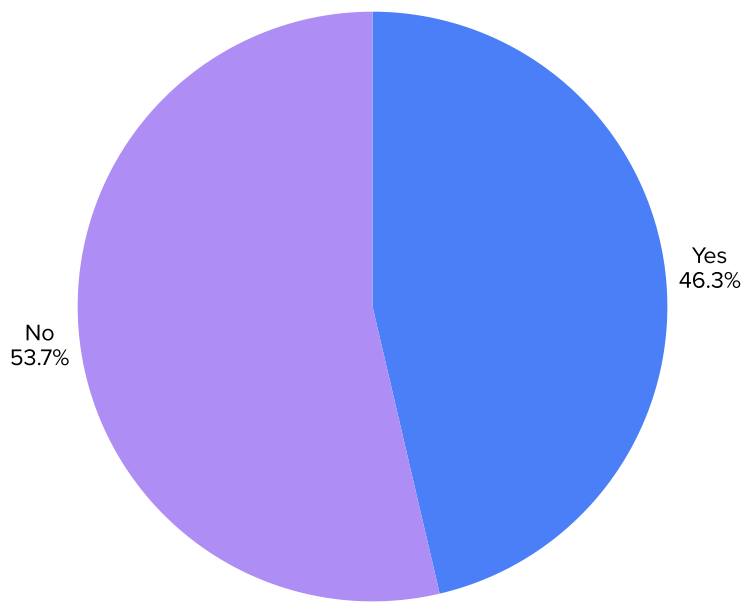


Figure 12

Have you received assistance from the library's Tech Volunteers in the past?

41 responses



## APPENDIX 2 - TECHNOLOGY INVENTORY

| Hardware                                                                                                                      |                       |                                         |                                           |
|-------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------------------------|-------------------------------------------|
| Item                                                                                                                          | Location              | Staff/Public Usage                      | Responsibility for Budget and Replacement |
| Dell Pro Laptop                                                                                                               | CEO Office            | Staff                                   | IT Services                               |
| Dell Latitude 5450 Laptop                                                                                                     | Staff Office          | Staff                                   | IT Services                               |
| 3 Dell Pro Laptops                                                                                                            | Staff Office          | Staff                                   | IT Services                               |
| 3 Dell 5420 Laptops                                                                                                           | Staff Office          | Staff                                   | IT Services                               |
| 2 Dell ProSlim Computers                                                                                                      | Circulation Desk      | Staff                                   | IT Services                               |
| Dell Docking Station                                                                                                          | CEO Office            | Staff                                   | IT Services                               |
| 4 Dell Docking Stations                                                                                                       | Staff Office          | Staff                                   | IT Services                               |
| Wireless Lavalier Microphone<br>(2 lapel microphones, USB-C adapter, charging cable, and 2 furry windscreens for microphones) | Staff Office          | Staff                                   | Admin                                     |
| Canon 1643iF Printer                                                                                                          | Staff Office          | Staff                                   | IT Services                               |
| HP Laserjet Professional P1606dn Printer                                                                                      | CEO Office            | Staff                                   | Admin                                     |
| Canon C3325i Printer                                                                                                          | Main Floor            | Staff/Public<br>for Scanning or Copying | IT Services                               |
| HP LaserJet Pro 3201dw Printer                                                                                                | Circulation Desk      | Public                                  | Admin                                     |
| HP LaserJet Pro 400 M401dw Printer                                                                                            | Staff Office          | Staff                                   | Admin                                     |
| HP LaserJet Pro P1606dn Printer                                                                                               | Ontario Trillium Room | Staff (used for tax program)            | Admin                                     |
| Fujifilm Instax Mini Link Portable Photo Printer                                                                              | Staff Office          | Staff                                   | Admin                                     |
| HP Sprocket Select Photo Printer                                                                                              | Staff Office          | Staff                                   | Admin                                     |
| HP Sprocket Studio Photo Printer                                                                                              | Staff Office          | Staff                                   | Admin                                     |

| Hardware                                                         |                       |                     |                                           |
|------------------------------------------------------------------|-----------------------|---------------------|-------------------------------------------|
| Item                                                             | Location              | Staff/Public Usage  | Responsibility for Budget and Replacement |
| Avaya J10939 VoIP Telephone                                      | CEO Office            | Staff               | IT Services                               |
| 4 Avaya J10939 VoIP Telephones                                   | Staff Office          | Staff               | IT Services                               |
| 2 Avaya J10939 VoIP Telephones                                   | Circulation Desk      | Staff               | IT Services                               |
| Royal Sovereign Digital Coin Sorter                              | Staff Office          | Staff               | Admin                                     |
| Epson Receipt Printer                                            | Staff Office          | Staff               | Admin                                     |
| 2 Epson Receipt Printers                                         | Circulation Desk      | Staff               | Admin                                     |
| 2 Symbol LS2208 Barcode Scanners                                 | Staff Office          | Staff               | Admin                                     |
| 2 Symbol LS2208 Barcode Scanners                                 | Circulation Desk      | Staff               | Admin                                     |
| Seagate Portable Drive 2TB                                       | Staff Office          | Staff               | Admin                                     |
| Nintendo Switch Gaming Console and extra Joy-Con Controllers     | Staff Office          | Staff (Programming) | Admin                                     |
| Cricut Maker 3                                                   | Storage               | Staff (Programming) | Admin                                     |
| Cricut EasyPress 2 Heat Press Machine (12" x 10")                | Storage               | Staff (Programming) | Admin                                     |
| Speaker system - 2 Mics and 1 charger adapter with carrying case | Staff Office          | Staff (Programming) | Admin                                     |
| Brother QL-700 Label Printer                                     | Staff Office          | Staff               | Admin                                     |
| 2 AWE Early Learning Stations                                    | Children's Department | Public              | Admin                                     |
| Bibliotheca Self-Check 500 terminal                              | Self Checkout         | Public              | Admin                                     |

| Hardware                                            |                                      |                                                  |                                           |
|-----------------------------------------------------|--------------------------------------|--------------------------------------------------|-------------------------------------------|
| Item                                                | Location                             | Staff/Public Usage                               | Responsibility for Budget and Replacement |
| 4 Dell OptiPlex Desktop Computers                   | Children's Department                | Public                                           | IT Services                               |
| 2 Dell OptiPlex Desktop Computers                   | Teen Department                      | Public                                           | IT Services                               |
| 5 Dell OptiPlex Desktop Computers                   | Adult Department                     | Public                                           | IT Services                               |
| Dell OptiPlex Desktop Computer                      | Self Checkout                        | Public as Library Catalogue                      | IT Services                               |
| Charging Station with 7 cell phone charger adapters | Living Room                          | Public                                           | Admin                                     |
| 65" Samsung Smart TV                                | Above Photocopier                    | Staff (Programming Adverts)                      | Admin                                     |
| 55" Hisense Smart TV                                | North Entrance Lobby                 | Staff (Virtual Donor Book)                       | Admin                                     |
| 65" Samsung Smart TV                                | Friends of Meaford Library Boardroom | Staff/Public                                     | Admin                                     |
| 55" Hisense Smart TV                                | Stanley Knight Room                  | Staff/Public                                     | Admin                                     |
| 55" Hisense Smart TV                                | Weston Room                          | Staff/Public                                     | Admin                                     |
| 55" Hisense Smart TV                                | Trillium Room                        | Staff/Public                                     | Admin                                     |
| 55" Hisense Smart TV on Movable Stand               | Enabling Accessibility Room          | Staff                                            | Admin                                     |
| 4 Bibliotheca library security RFID gates           | Two in each entrance                 | Public                                           | Admin                                     |
| Square Terminal (1 <sup>st</sup> Gen, v2)           | Front Desk                           | Staff                                            | Admin                                     |
| Google Pixel 4 Phone                                | Front Desk                           | Staff (for photo taking)                         | Admin (originally received via donation)  |
| Galaxy S20 FE 5G Phone                              | Front Desk                           | Staff (for Cybrian access)                       | IT Services                               |
| Samsung Android Phone                               | Mechanical Room                      | Staff (for Bluetooth connection to audio system) | IT Services                               |

| Hardware                                                     |                         |                     |                                                                    |
|--------------------------------------------------------------|-------------------------|---------------------|--------------------------------------------------------------------|
| Item                                                         | Location                | Public/Staff Usage  | Responsibility for Budget and Replacement                          |
| Bosch EV Audio System                                        | Mechanical Room         | Staff               | IT Services                                                        |
| Servers and Routers for Internet                             | Mechanical Room         | Municipal IT Staff  | IT Services                                                        |
| 2 Victor Stratus DAISY Talking Book CD Players               | Under CELA Disk Storage | Public              | Admin (originally purchased via grants)                            |
| Bibliotecha Inventory Wand                                   | Staff Office            | Staff               | Admin (originally purchased via FOML)                              |
| Sony Blu-ray Disc/DVD Player                                 | Staff Office            | Staff (Programming) | Admin                                                              |
| Canon Powershot Camera                                       | Staff Office            | Staff               | Admin                                                              |
| HeatSeal H210 Laminator                                      | Staff Office            | Staff               | Admin                                                              |
| Royal Sovereign ES-1315 Laminator                            | Staff Office            | Staff               | Admin                                                              |
| Nintendo Switch Gaming Console and extra Joy-Con Controllers | Staff Office            | Staff (Programming) | Admin (originally purchased via Apple Harvest Craft Show donation) |
| 8 Nintendo Switch Games                                      | Staff Office            | Staff (Programming) | Admin                                                              |

| Library of Things                     |              |                    |                                           |
|---------------------------------------|--------------|--------------------|-------------------------------------------|
| Item                                  | Location     | Public/Staff Usage | Responsibility for Budget and Replacement |
| 7 Wi-Fi Hotspots<br>ZTE MF288NB       | Staff Office | Public             | Admin                                     |
| 1 Wi-Fi Hotspot<br>ZTE MF288NB        | Staff Office | Staff (Outreach)   | Admin                                     |
| 2 Wi-Fi Hotspots<br>ZTE Nubia MC8532B | Staff Office | Public             | Admin                                     |
| 7 Chromebooks                         | Staff Office | Public             | Admin                                     |

| Library of Things                                            |                  |                             |                                                        |
|--------------------------------------------------------------|------------------|-----------------------------|--------------------------------------------------------|
| Item                                                         | Location         | Public/Staff Usage          | Responsibility for Budget and Replacement              |
| Sony 4K UHD DVD 4K Disk Player                               | Staff Office     | Public                      | Admin                                                  |
| Epson VS260 LCD XGA Digital projector                        | Staff Office     | Public                      | Admin                                                  |
| 2 Kobo Libra 2 eReaders                                      | Staff Office     | Public                      | Admin                                                  |
| 1 Kobo Libra H20 eReader                                     | Staff Office     | Public                      | Admin                                                  |
| 9 Pedometer Timex or OZO Fitness CS1 Pedometers              | Rotary Club Room | Public                      | Admin                                                  |
| 5 Atronics Power Monitors                                    | Rotary Club Room | Public                      | Admin                                                  |
| Legendary Live Broadcast Recording Centre with Mic and Booth | Rotary Club Room | Public (in-house use)       | Admin                                                  |
| Valera Creator 95: Collapsible Green Screen                  | Rotary Club Room | Staff/Public (in-house use) | Admin                                                  |
| 2 Macbook Pro 16" Laptops                                    | Rotary Club Room | Staff/Public (in-house use) | Admin                                                  |
| 2 Lenovo Thinkpad 15" Laptops                                | Rotary Club Room | Staff/Public (in-house use) | Admin                                                  |
| Nintendo Switch Gaming Console and extra Joy-Con Controllers | Staff Office     | Public                      | Admin                                                  |
| 20 Nintendo Switch Video Games                               | Main Floor       | Public                      | Admin (games originally purchased via capital or FOML) |
| 1 Nintendo Switch 2 Video Game                               | Main Floor       | Public                      | Admin (originally purchased via FOML)                  |
| 1 PlayStation 5 Video Game                                   | Main Floor       | Public                      | Admin (originally purchased via FOML)                  |
| 1 Xbox Series X/Xbox One Video Game                          | Main Floor       | Public                      | Admin (originally purchased via FOML)                  |

| Software                                                     |          |                                |                                           |
|--------------------------------------------------------------|----------|--------------------------------|-------------------------------------------|
| Item                                                         | Location | Public/Staff Usage             | Responsibility for Budget and Replacement |
| Koha Integrated Library System                               | Online   | Staff and Public for Catalogue | Admin                                     |
| Bibliotheca Software/Licenses                                | Online   | Staff                          | Admin                                     |
| Canva                                                        | Online   | Staff                          | Admin                                     |
| Google Admin Chromebook Managemet System                     | Online   | Staff                          | Admin                                     |
| Constant Contact (Newsletter)                                | Online   | Staff                          | Municipality                              |
| FortiClient VPN                                              | Online   | Staff                          | IT Services                               |
| Library Gmail Accounts (calendars/printing)                  | Online   | Staff                          | Admin                                     |
| iCompass - Committee software                                | Online   | Staff                          | Municipality                              |
| Keystone financial software                                  | Online   | CEO and Staff                  | Municipality                              |
| LibraryThing - for book carousel on catalogue                | Online   | Staff                          | Admin                                     |
| Questica Financial Software                                  | Online   | CEO and Staff                  | Municipality                              |
| Siemens Surveillance Video Software                          | Online   | IT/CEO/Staff                   | IT Services                               |
| AllBooked (Meeting Rooms)                                    | Online   | Staff                          | Admin                                     |
| Microsoft 365                                                | Online   | Staff - Maintained by IT       | IT Services                               |
| Avaya Workplace Client                                       | Online   | Staff - Maintained by IT       | IT Services                               |
| Zoom                                                         | Online   | Staff                          | Admin                                     |
| Library Website                                              | Online   | Staff/Public                   | IT Services/Staff                         |
| Library Social Media Accounts (Facebook, Instagram, YouTube) | Online   | Staff/Public                   | Admin - Free                              |

| Software                                                                  |                 |                                 |                                           |
|---------------------------------------------------------------------------|-----------------|---------------------------------|-------------------------------------------|
| Item                                                                      | Location        | Public/Staff Usage              | Responsibility for Budget and Replacement |
| Cybrarian                                                                 | Online          | Public - Maintained by IT       | Admin                                     |
| Deep Freeze                                                               | Online          | Public - Maintained by Staff/IT | Admin                                     |
| JAWS Screen Reader                                                        | Public Computer | Public                          | Admin                                     |
| E-Resources                                                               |                 |                                 |                                           |
| Item                                                                      | Location        | Public/Staff Usage              | Responsibility for Budget and Replacement |
| Ancestry Library Edition (genealogy research tool)                        | Online          | Public                          | Admin                                     |
| Biblio+ (movie streaming service)                                         | Online          | Public                          | Admin                                     |
| Hoopla (e-books, audiobooks, movies, music, streaming)                    | Online          | Public                          | Admin                                     |
| Libby (e-books, audiobooks, magazines)                                    | Online          | Public                          | Admin                                     |
| LinkedIn (learning courses)                                               | Online          | Public                          | Admin                                     |
| Mango Languages (language learning courses)                               | Online          | Public                          | Admin                                     |
| Novelist Plus (author/book recommendation software)                       | Online          | Public                          | Admin                                     |
| Novelist Select (author/book recommendation software hosted on catalogue) | Online          | Public                          | Admin                                     |
| World Book Online - Junior and Young Adult (encyclopedia reference tool)  | Online          | Public                          | Admin                                     |
| Driver's Practice Tests (G1.ca)                                           | Online          | Public                          | Admin - Free                              |
| CBC Corner                                                                | Online          | Public                          | Admin - Free                              |