



Agenda
Newmarket Public Library Board

Wednesday, December 17, 2014 at 5:00 PM
Regular Board Meeting

Agenda compiled on 12/12/2014 at 2:50 PM

Adoptions of Agenda

1. Adoption of the Regular Agenda
2. Adoption of the Closed Session Agenda
3. Adoption of the Consent Agenda

Declarations

Consent Agenda Items

4. Adoption of the Regular Board Meeting Minutes for Wednesday, November 19, 2014 p. 1
5. Strategic Operations Report for November, 2014 p. 5
6. Library Statistical Data for November, 2014 p. 7
7. Monthly Bank Transfer p. 11
8. Correspondence from the Division Manager, Content and Technology, Ottawa Public Library p. 12

Business Arising

9. 2015 Draft Operating and Capital Budget p. 13
10. Action List p. 22

Closed Session

11. That the Library Board move into a Closed Session to discuss matters pertaining to labour relations.

Policies

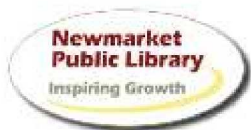
12. Inter-Library Loan Policy p. 24
13. Procurement Policy p. 27

New Business

Date(s) of Future Meetings

14. The next Newmarket Public Library Board Regular Board Meeting will be Wednesday, January 21, 2015, at 5:00 pm in the Library Board room.

Adjournment



**Newmarket Public Library Board
Regular Board Meeting
Wednesday, November 19, 2014
Newmarket Public Library Board Room**

Present: Joan Stonehocker – Chair (arrived at 5:08 PM)
Tom Vegh – Vice Chair
Tara Brown – (arrived at 5:12 PM)
Michael Castro – (arrived at 5:20 PM)
Tom Hempen
John Taylor (left at 5:45 PM)
Wes Playter (left at 6:00 PM)

Staff Present: Todd Kyle, CEO
Linda Peppiatt, Deputy CEO
Lianne Bond, Administrative Coordinator

In the absence of the Chair, the Vice-Chair called the meeting to order at 5:05 pm

1. Adoption of Agenda Items

- a) Adoption of Regular Agenda
- b) Adoption of the Closed Session Agenda
- c) Adoption of Consent Agenda items

The Vice-Chair asked if there were any additions to the agenda.

Motion 14.11.337

**Moved by John Taylor
Seconded by Tom Hempen**

That Agendas a) to c) be adopted as presented.

Carried

2. Declarations

None were declared.

3. Consent Agenda Items:

- a) Adoption of the Regular Board Meeting Minutes for Wednesday, October 15, 2014
- b) Strategic Operations Report for October, 2014
- c) Library Statistical Data for October, 2014
- d) Monthly Bank Transfer
- e) Correspondence from Michael Coteau, Minister, Ontario Ministry of Tourism, Culture and Sport re: 2014-15 Public Library Operating Grant

- f) Correspondence Responses regarding e-Book Equity Pricing Letters from:
- g) The Honorable Shelly Glover, P.C., M.P, Minister of Canadian Heritage and Official Languages
- h) Michael Coteau, Minister, Ontario Ministry of Tourism, Culture and Sport
- i) Richard Taylor, Deputy Commissioner, Competition Bureau of Canada

Motion 14.10.338

Moved by Wes Playter
Seconded by John Taylor

That Consent Agenda Item a) to i) be received as presented.

Carried

4. Motion to Convene into a Closed Session

There were no closed session items.

5. Business Arising

- a) 2015 Draft Capital and Operating Budget

The CEO reviewed the draft 2015 Operating budget with Library Board members.

Motion 14.11.339

Moved by John Taylor
Seconded by Tom Vegh

That the Library Board directs the CEO to bring back to the next regularly scheduled Board meeting the draft 2015 Operating Budget with lists of options to meet a two percent increase.

Carried

The Chair took over the meeting at 5:15 pm

The Library Board reviewed the proposed enhancements for Library operations in 2015. The Board discussed the proposed Library Development Officer enhancement and requested further information on this initiative and that the remaining enhancements be brought back the next Board meeting for further review.

Motion 14.11.340

Moved by Tom Vegh
Seconded by Wes Playter

That the Library Board direct the CEO to bring to the regularly scheduled Board meeting in March, 2015, a full report on the feasibility of a Library Development Officer.

Carried

Motion 14.11.341

**Moved by Tom Vegh
Seconded by Wes Playter**

That the Library Board receive the 2015 Operating Budget Growth and Enhancement Initiatives as presented.

Carried

The CEO reviewed the 2015 Capital Budget requests with the Library Board. The Library Board discussed the capital budget requests and asked that they be brought back to the next regularly scheduled Board meeting for further review.

Motion 14.11.342

**Moved by Tara Brown
Seconded by Michael Castro**

That the Library Board receive the 2015 Capital Budget requests as presented.

Carried

b) Action List

The Board reviewed Action List. No updates or changes were made.

6. New Business

There was no new business.

7. Date(s) of Future Meetings

The next regular Library Board meeting will be Wednesday, December 17, 2014 at 5:00 PM in the Library Board room

8. Adjournment

Motion 14.11.343

**Moved by Tom Vegh
Seconded by Tara Brown**

That there being no further business meeting adjourned at 6:35 PM.

Joan Stonehocker
Chair

Todd Kyle, CEO
Secretary/Treasurer

STRATEGIC OPERATIONS REPORT – NOVEMBER, 2014

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
Collaborative Relationships	<ul style="list-style-type: none"> IdeaMarket “Open Idea Night” had 15 participants; 2015 programs being planned—partners include CHATS, PlāYR CEO met with Venture LAB to talk about partnership with CommunityBUILD social enterprise program CEO attended United Way homelessness focus group Discussions held with King library on joining York Info 	<ul style="list-style-type: none"> CEO met with CPAs of Canada to discuss presenting financial literacy programs in library “Let’s Talk” ESL conversation group program to begin in January with support from Library Settlement Partnership 	<ul style="list-style-type: none"> Annual Survey of Public Libraries conducted for provincial ministry
Spaces	<ul style="list-style-type: none"> N6 CEO group working on “Snapshot N6” video slideshow of activity in libraries one day in October Historical Society have mounted display on WWI Centennial activities 		<ul style="list-style-type: none"> Replacement Green Reads machines are in the process of being manufactured and delivered Blooming Wellies florist on Main St donated 3 holiday “Grinch trees” to the library
Positioning	<ul style="list-style-type: none"> York Info hosted 2 information sessions on Visiting Library Service CEO attended Chamber of Commerce AGM 	<ul style="list-style-type: none"> Successful school outreach included e-resource presentations, read-aloud day, and evening visit to library by school community Library participated in Santa Claus parade, handing out wristbands promoting e-resources Postcards printed to promote Zinio, Freegal, Mango, and Gale Courses 	<ul style="list-style-type: none"> CEO attended commission orientations for new Councillors Slides on NPL homepage generated 4,733 click-throughs during November New general library brochure “Discover your library” produced
Resources	<ul style="list-style-type: none"> New skill and interest categories integrated into York Info volunteer database 5 appointments conducted for Digitization Day So far 11 people have interviewed online for Pan Am Games volunteer positions through York Info 	<ul style="list-style-type: none"> Staff continuing to work on 3D printer technical problems; attended regional troubleshooting workshop Children’s and youth program attendance up by 16% yearly “Blocks & Bots” LEGO robotics program launched Teen Advisory Group (formerly CATS) helped with Letters to Santa, Blocks & Bots programs Note from parent credits 	<ul style="list-style-type: none"> York Info staff attended Ontario Volunteer Centre Network conference Staff attended workshop on Office 365 to consider migrating in the future

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
		<p>Reading Buddies with inciting child's interest in reading</p> <ul style="list-style-type: none"> • 53 people registered for a Gale Course in November • 16 one-on-one tech help appointments conducted 	
Organization & Operations	<ul style="list-style-type: none"> • Library staff supporting Crosslinks Street Outreach van by donating needed goods 	<ul style="list-style-type: none"> • Pilot of U. of Washington/ Gates Foundation "Impact Survey" on digital literacy services began and will wrap up Dec 10 • Workshops on e-resources held for several staff 	<ul style="list-style-type: none"> • Launch of town's CLASS registration/booking system delayed to Spring due to outstanding accounting issues • CEO acclaimed as VP/President-Elect of Ontario Library Assoc starting Jan 2015 • Library hosted workshop for area library staff on creating accessible documents

Newmarket Public Library Statistical Data - 2014

Library Card Holders

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
NPL Card Holders	22,327	22,140	22,347	22,397	22,352	22,386	22,866	23,332	23,473	23,664	23,659	
Residents	20,463	20,279	20,456	20,499	20,462	20,487	20,925	21,381	21,527	21,707	21,707	
Non-Residents	1,864	1,861	1,891	1,898	1,890	1,899	1,941	1,951	1,946	1,957	1,952	

New and Renewed Library Cards

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
New registrations	251	199	382	428	243	265	392	644	1,000	376	222		4,402
New non-resident	54	33	49	43	19	21	37	32	36	27	27		378
Renewed membership	667	628	715	445	649	585	1,085	327	40	529	662		6,332

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Website visits	13,591	10,908	12,882	13,399	12,752	11,531	12,040	11,950	11,723	12,615	12,217		135,608
# of PAC Account Logins	5,350	4,788	5,456	5,403	5,281	4,953	5,636	5,548	5,327	5,216	5,362		58,3
Room Rentals	69	70	61	82	77	50	49	46	67	75	73		719
Room Rental Hours	179	181	151	224	201	153	128	215	178	179	186		1,974

Programs

5 Year Trend - year to date November 30

# of Programs Held	2010	2011	2012	2013	2014
Adult	23	30	74	147	214
Children's	908	810	1,081	1,253	1,275
Total Programs	931	840	1,155	1,400	1,489

Program Attendance	2010	2011	2012	2013	2014
Adult	948	1,368	2,171	2,100	2,140
Children's	14,964	12,509	12,236	13,233	13,297
Total Attendance	15,912	13,877	14,407	15,333	15,437

Newmarket Public Library Statistical Data - 2014

Borrowing

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
eAudio books	481	443	476	525	461	366	561	494	607	638	705		5,757
eBooks	2,347	2,056	2,335	2,267	2,515	2,392	2,612	2,660	2,563	2,468	2,529		26,744
eMagazines	na	na	na	625	368	299	299	300	264	326	408		2,889
eMusic/Video	634	1,769	2,737	2,849	2,735	2,293	1,696	2,133	2,322	2,886	3,008		25,062
Backpack Kit	2	3	4	4	1	2	2	4	5	7	3		37
Book	24,090	22,484	27,439	25,247	25,805	23,610	33,976	29,703	26,540	27,107	25,933		291,934
CD-ROM/DVD-ROM	34	40	27	21	24	12	21	23	37	46	33		318
DVD/Blu-ray	3,938	3,787	4,453	4,221	4,192	3,344	4,734	4,409	3,723	3,886	3,940		44,627
eBook Reader	4	1	5	5	4	3	6	4	2	5	4		43
GPS	-	3	5	13	5	2	10	8	1	5	2		54
ILL	165	145	143	158	134	145	140	167	155	147	151		1,650
Language Kit	42	24	41	35	42	38	46	50	37	46	47		448
Laptop	47	35	24	38	40	22	36	27	15	16	33		333
Multimedia Kit	79	128	102	99	99	74	121	86	68	89	92		1,037
Music CD	637	609	696	572	550	387	418	561	397	456	593		5,876
Pedometer	4	7	21	18	23	20	14	10	5	7	7		1 ∞
Periodical	1,015	1,035	1,130	1,231	1,212	961	1,228	1,254	1,071	1,139	925		12,201
Portable Audio Book	26	32	42	36	48	41	47	41	36	56	45		450
Talking Book	884	837	902	891	855	887	964	904	817	880	910		9,731
Video	29	9	11	12	17	12	6	16	16	9	7		144
Video Game	262	258	370	350	285	215	495	433	340	294	307		3,609
Total Borrowing	34,720	33,705	40,963	39,217	39,415	35,125	47,432	43,287	39,021	40,513	39,682		433,080

Database Usage

Adult Subscriptions	3,525	2,370	1,834	1,448	2,097	2,253	1,671	1,405	2,033	3,183	2,999		24,818
Children's Subscriptions	1,001	748	847	649	523	946	240	399	724	1,189	1,613		8,879
York Info (Community)	78,994	68,976	72,074	70,752	69,524	64,578	67,825	67,988	63,802	83,171	na		707,684
York Info (Volunteer)	10,842	9,908	11,649	8,915	11,635	12,045	10,848	11,360	9,722	13,261	na		110,185
Total Database Usage	94,362	82,002	86,404	81,764	83,779	79,822	80,584	81,152	76,281	100,804	4,612		851,566

Newmarket Public Library Statistical Data - 2013

Library Card Holders

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
NPL Card Holders	22,459	22,546	22,469	22,492	22,528	22,544	22,583	22,542	22,428	22,391	22,352	22,091
Residents	21,005	21,023	20,928	20,876	20,853	20,846	20,860	20,771	20,654	20,595	20,537	20,274
Non-Residents	1,454	1,523	1,541	1,616	1,675	1,698	1,723	1,771	1,774	1,796	1,815	1,817

New and Renewed Library Cards

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
New registrations	259	250	315	221	224	237	352	274	273	288	235	129	3,057
New non-resident	54	51	33	43	50	23	45	39	25	32	36	25	456
Renewed membership	754	671	726	743	640	667	469	802	631	680	617	422	7,822

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Website visits	15,028	13,822	15,348	15,111	14,440	13,515	14,950	14,902	14,028	14,145	13,513	11,376	170,178
# of PAC Account Logins	5,426	5,109	5,291	5,576	6,414	5,323	5,830	5,844	5,474	5,998	5,487	5,505	67,200
Room Rentals	62	61	56	71	84	65	40	46	73	69	65	55	747
Room Rental Hours	114	143	139	188	154	184	103	152	126	180	164	154	1,800

Programs

5 Year Trend - year to date December 31

# of Programs Held	2009	2010	2011	2012	2013
Adult	36	23	33	93	157
Children's	996	952	845	1,167	1,273
Total Programs	1,032	975	878	1,260	1,430

Program Attendance	2009	2010	2011	2012	2013
Adult	1,407	948	1,408	2,323	2,149
Children's	15,756	15,444	12,956	12,905	13,784
Total Attendance	17,163	16,392	14,364	15,228	15,933

Newmarket Public Library Statistical Data - 2013

Borrowing

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
eAudio books	292	317	480	377	372	478	549	413	464	456	418	427	5,043
eBooks	1,495	1,564	1,827	1,767	1,799	1,813	2,059	2,009	1,822	1,949	1,829	2,055	21,988
eMusic/Video	2	2	10	9	3	1	8	8	2	6	-	1	52
Backpack Kit	3	1	2	1	6	1	6	5	5	7	4	1	42
Book	26,605	24,249	28,259	27,152	26,904	25,364	34,215	31,357	26,390	28,300	25,797	20,654	325,246
CD-ROM/DVD-ROM	49	60	42	62	39	25	56	59	51	65	24	30	562
DVD/Blu-ray	2,901	2,912	3,636	3,577	3,084	2,941	3,752	3,946	3,027	3,971	3,718	2,832	40,297
DVD/Blu-ray - New	1,052	861	638	579	548	579	685	364	298	404	353	226	6,587
DVD/Blu-ray - Restricted	187	200	283	260	241	248	229	257	255	281	337	263	3,041
DVD/Blu-ray - Restricted-	132	89	33	38	45	44	62	34	39	51	55	20	642
eBook Reader	11	11	10	11	11	10	10	13	5	3	6	5	106
GPS	9	7	10	20	12	6	10	14	5	6	2	4	105
ILL	128	114	126	141	212	119	159	146	146	180	142	84	1,697
Language Kit	59	34	66	58	58	36	35	35	46	43	45	32	547
Laptop	32	25	25	29	36	30	37	26	32	32	44	20	368
Multimedia Kit	91	95	84	85	75	68	122	129	125	131	100	84	1,101
Music CD	783	735	760	745	702	548	675	553	561	616	790	539	8,007
Pedometer	10	11	23	27	28	25	27	17	14	15	18	6	221
Periodical	1,370	1,147	1,099	1,159	1,190	1,240	1,349	1,263	1,092	1,045	1,033	921	13,908
Portable Audio Book	11	10	15	16	28	41	34	41	21	29	20	23	289
Talking Book	879	780	901	853	921	951	997	928	872	964	1,005	811	10,862
Video	33	37	22	17	32	26	15	8	15	14	17	16	252
Video Game	418	337	424	407	341	336	516	527	319	322	295	220	4,462
Total Borrowing	36,552	33,598	38,775	37,390	36,687	34,930	45,607	42,152	35,606	38,890	36,052	26,791	445,513

Database Usage

Adult Subscriptions	3,604	2,796	3,886	3,610	3,247	2,319	3,399	1,960	3,021	3,502	2,885	2,084	36,313
Children's Subscriptions	895	561	1,107	1,613	1,133	803	753	237	340	728	796	213	9,179
York Info (Community)	83,732	79,568	92,108	97,034	91,088	74,105	75,203	83,752	76,324	73,627	74,941	81,069	982,551
York Info (Volunteer)	7,510	7,680	8,085	9,851	14,257	9,777	11,536	11,415	9,877	10,936	10,271	11,136	122,331
Total Database Access	95,741	90,605	105,186	112,108	109,725	87,004	90,891	97,364	89,562	88,793	88,893	94,502	1,150,374

**MEMORANDUM**

To: Newmarket Public Library Board

From: Todd Kyle, CEO

Date: December 17, 2014

Re: **Newmarket Public Library Bank Account – Fund Transfer**

Recommendation: The CEO recommends that the Library Board authorize the transfer of funds from the Newmarket Library bank account to the Town of Newmarket bank account through the following motion:

THAT the Library Board directs the CEO to authorize the Town of Newmarket Treasurer to transfer the net closing balance at November 28, 2014 of \$ 10,033.42 from the Newmarket Public Library Board bank account to the Town of Newmarket bank account.



November 28, 2014

Newmarket Public Library
438 Park Avenue
Newmarket, ON

Dear Joan Stonehocker, Chair Newmarket Public Library Board and Todd Kyle, CEO Newmarket Public Library:

On behalf of the Ottawa Public Library and its Board, I would like to thank you for your letter supporting the advocacy efforts regarding publishers and their practices surrounding making e-content available to public libraries. It's truly an important issue impacting all libraries.

We will be following up with libraries on a campaign that will include both awareness raising and advocacy efforts across Ontario.

If additional information is required or there are any follow up questions, please feel free to contact me at jennifer.stirling@bibliooottawalibrary.ca or 613-580-2424 x32155.

Best regards, .

A handwritten signature in cursive script that reads "Jennifer Stirling".

Jennifer Stirling
Division Manager, Content and Technology

cc: Jan Harder, Chair Ottawa Public Library Board
Danielle McDonald, CEO Ottawa Public Library

Newmarket Public Library - 2015 CONSOLIDATED OPERATING BUDGET REQUEST

For Dec. 17th Mtg

EXPENDITURES	2015 BUDGET REQUEST	2014 BUDGET	2014 FCST	2014 YTD SEPT.	2013 ACTUAL	2015B Vs 2014B	% Chg
MATERIALS							
Books	\$161,400	\$161,400	\$162,150	\$124,940	\$167,439	\$0	0.00%
Reference Materials	19,550	19,850	19,100	14,252	14,688	(300)	-1.51%
Magazines & Newspapers	13,000	13,195	13,000	11,193	11,067	(195)	-1.48%
Electronic Materials and Subscriptions	86,812	70,527	69,422	67,314	61,992	16,285	23.09%
Talking Books	8,800	9,000	8,700	8,379	11,330	(200)	-2.22%
Compact Sound Discs	1,800	1,800	1,800	480	712	-	0.00%
VHS/DVD	17,400	17,700	17,200	9,654	17,118	(300)	-1.69%
Book Binding and Materials Processing	27,925	27,250	27,250	20,593	23,823	675	2.48%
Sub-Total	\$336,687	\$320,722	\$318,622	\$256,805	\$308,169	\$15,965	4.98%
FACILITIES AND EQUIPMENT							
Caretakers' Contract	\$36,000	\$36,000	\$33,000	\$21,053	\$32,846	\$0	0.00%
Caretakers' Supplies	4,400	4,000	4,309	2,660	4,048	400	10.00%
Equipment- Repairs/Maint Contracts	71,968	71,968	71,418	46,742	51,935	-	0.00%
Building-Repairs/Maintenance Contracts	16,400	26,400	27,890	20,686	22,226	(10,000)	-37.88%
Electrical Repairs & Mtc.	0	0	0	128	1,705	-	0.00%
Inter-Dept Labour, Mtl & Equip. Costs	5,600	6,180	9,470	9,410	610	(580)	-9.39%
Sub-Total	\$134,368	\$144,548	\$146,087	\$100,677	\$113,369	(\$10,180)	-7.04%
CAPITAL							
Minor Capital	\$4,100	\$4,400	\$4,120	\$0	\$23,539	(\$300)	-6.82%
Capital Financing	0	0	0	0	0	-	0.00%
Asset Replacement Fund	223,550	223,550	223,550	167,663	223,550	-	0.00%
Sub-Total	\$227,650	\$227,950	\$227,670	\$167,663	\$247,090	(\$300)	-0.13%
UTILITIES							
Hydro	\$69,000	\$59,000	\$73,600	\$50,012	\$59,395	\$10,000	16.95%
Heat	9,000	7,500	8,755	6,667	8,909	1,500	20.00%
Water	3,500	3,500	2,540	2,413	2,699	-	0.00%
Sub-Total	\$81,500	\$70,000	\$84,895	\$59,092	\$71,004	\$11,500	16.43%
ADMINISTRATION - Salaries, Wages & Benefits							
Salaries & Wages	\$1,872,292	\$1,828,202	\$1,828,202	\$1,342,468	\$1,769,422	\$44,090	2.41%
Hiring Gaps	(10,000)					(10,000)	
Employee Benefits	403,516	406,971	406,971	327,024	388,386	(3,455)	-0.85%
Sub-Total	\$2,265,808	\$2,235,173	\$2,235,173	\$1,669,492	\$2,157,808	\$30,635	1.37%
ADMINISTRATION - General							
Stationery and Office Supplies	\$2,600	\$2,600	\$2,480	\$756	\$2,372	\$0	0.00%
Photocopier/Microfilm Lease & Supplies	4,500	4,500	2,600	1,204	3,170	-	0.00%
Health and Safety	2,400	2,400	2,400	206	1,383	-	0.00%
Program and Project Costs	22,698	34,700	27,182	21,105	31,754	(12,002)	-34.59%
Coffee Supplies	900	900	1,015	715	646	-	0.00%
Circulation and Processing Supplies	14,800	14,800	14,800	10,171	14,403	-	0.00%
Miscellaneous Expenditures	5,955	5,955	5,675	2,041	5,667	-	0.00%
Telephone and Internet	8,615	8,270	8,270	6,331	8,933	345	4.17%
Audit Legal and Finance	4,000	4,000	3,000	0	2,137	-	0.00%
Consulting Fees	14,400	14,400	14,400	0	15,259	-	0.00%
Postage and Freight	6,525	6,225	5,925	3,886	5,697	300	4.82%
Advertising	17,700	17,700	21,050	14,422	19,177	-	0.00%
Education and Training	11,400	11,400	11,225	10,808	7,376	-	0.00%
Travel Expense	6,100	6,100	6,550	3,036	6,534	-	0.00%
Memberships and Subscriptions	9,505	9,100	9,578	9,767	9,887	405	4.45%
Conference/Seminar Fees & Expenses	12,000	12,000	13,710	11,135	11,527	-	0.00%
Transfer to Reserves	0	0	0	0	61,441	-	0.00%
Transfer to LTD. Reserve	39,210	23,002	23,002	17,574	22,714	16,208	70.46%
Sub-Total	\$183,308	\$178,052	\$172,862	\$113,158	\$230,077	\$5,256	2.95%
TOTAL EXPENDITURES	\$3,229,321	\$3,176,445	\$3,185,309	\$2,366,887	\$3,127,517	\$52,876	1.66%

Newmarket Public Library - 2015 CONSOLIDATED OPERATING BUDGET REQUEST
For Dec. 17th Mtg

REVENUES	2015 BUDGET REQUEST	2014 BUDGET	2014 FCST	2014 YTD SEPT.	2013 ACTUAL	2015B Vs 2014B	% Chg
Municipal Grant	\$2,905,814	\$2,848,814	\$2,848,814	\$2,136,611	\$2,799,717	\$57,000	2.00%
Provincial Grant	64,401	68,401	68,401	2,616	72,587	(4,000)	-5.85%
Other Grants	5,200	3,700	3,700	0	2,460	1,500	40.54%
Financing from Reserves	0	0	0	0	0	-	-
Financing from Reserve (Operating)	0	0	0	0	19,678	-	-
Financing from D.C.	125,000	125,000	125,000	93,750	110,000	-	0.00%
Subtotal Financing & Transfers	\$3,100,415	\$3,045,915	\$3,045,915	\$2,232,976	\$3,004,443	\$54,500	1.79%
Program Fees	29,306	39,100	30,675	22,889	33,150	(9,794)	-25.05%
Photocopier/Microfilm Receipts	6,500	5,400	6,971	4,971	6,129	1,100	20.37%
Room Rentals	31,000	27,000	31,000	24,347	30,099	4,000	14.81%
Café	900	900	950	725	905	-	0.00%
Fines	43,000	44,330	44,330	24,367	35,354	(1,330)	-3.00%
Sundry Receipts	14,700	10,300	16,940	8,554	16,198	4,400	42.72%
Non-Resident Fees	500	500	500	240	275	-	0.00%
Donations Received	3,000	3,000	3,000	1,078	964	-	0.00%
Subtotal Self Generated Revenues	\$128,906	\$130,530	\$134,366	\$87,170	\$123,074	(\$1,624)	-1.24%
TOTAL REVENUES	\$3,229,321	\$3,176,445	\$3,180,281	\$2,320,147	\$3,127,517	\$52,876	1.66%

* Detail of Allocated Benefits	2015 BUDGET REQUEST	2014 BUDGET	2014 FCST	2014 YTD SEPT.	2013 ACTUAL	2015B Vs 2014B	% Chg
Canada Pension (C.P.P.)	\$67,205	\$65,245	\$65,245	\$53,063	\$62,584	\$1,960	3.00%
Employment Insurance (E.I.)	37,245	34,434	34,434	29,841	35,231	2,811	8.16%
O.M.E.R.S.	167,074	167,157	167,157	124,477	157,078	(83)	-0.05%
WSIB	6,311	6,216	6,216	4,797	6,157	95	1.53%
Life Insurance Premium	3,073	2,848	2,848	1,512	1,931	225	7.90%
L.T.D.	761	16,610	16,610	12,726	16,448	(15,849)	-95.42%
A.D. & D.	1,341	1,266	1,266	(433)	(502)	75	5.92%
Employer Health Tax	36,570	35,705	35,705	26,506	34,726	865	2.42%
Major Medical/Vision Care	63,465	59,913	59,913	42,890	55,567	3,552	5.93%
Dental	20,471	17,577	17,577	14,143	16,427	2,894	16.46%
Payroll Burden	-	-	-	17,502	\$688	-	-
Accrued Amounts at Year End	-	-	-	-	2,050	-	-
Incr/(Decr) in Future Benefits Payable	-	-	-	-	-	-	-
TOTAL ALLOCATED	\$403,516	\$406,971	\$406,971	\$327,024	\$388,386	(\$3,455)	-0.85%

2015 BUDGET – (category) Item #x

Service Bundle - Library

Project /Initiative Title: Monday Service

Department / Business Unit: 91122, 23, 31; 91531, 91631, 91192

Description: Increase hours of service to include 9:30 am to 9:00 pm on Mondays, matching the current hours Tuesday to Thursday. Figures are based on 12 months of service; first year may be less due to late budget approval as well as 4-month notice period in CUPE collective agreement.

Status: Not included in Draft Budget.

Background

Community Impact:

Provides more accessible, convenient, and consistent service to the community; alleviates frustration many users experience with Monday closures. Positions Library to support community focused programming and partnerships which require broad hours of facility availability. Increases availability of community space, including facility rental space leading to increased revenue. May also alleviate some parking issues by allowing library preschool programs to be scheduled across more mornings. Allows Library to take more advantage of self-service material return system, which is unavailable while library is closed.

Service Impact:

Budget Impact:

Operating Costs:

	2015	2016	2017	2018	2019	2020
	161,364	164,591	167,883	171,241	174,665	178,159

TOTAL: (net impact on 2015)- \$161,364

2015 BUDGET – (category) Item #x

Service Bundle - Library

Project /Initiative Title: Year Round Sunday Service

Department / Business Unit: 91122, 23, 31; 91531, 91631, 91192

Description: Increase hours of service to open on Sundays throughout the year. At present the library is open on Sundays only September to May and closes on Sundays during the school Christmas break. This initiative adds an additional 15 Sundays per year. Figures are based on 12 months of service; first year may be less due to late budget approval.

Status: Not included in Draft Budget.

Background

Community Impact:

Provides more accessible, convenient, and consistent service to the community. Positions library to support community focused programming and partnerships which require broad hours of facility availability. Increases availability of community space, including facility rental space leading to increased revenue. Allows Library to take more advantage of self-service material return system, which is unavailable while library is closed.

Service Impact:

Budget Impact:

Operating Costs:

	2015	2016	2017	2018	2019	2020
	18,720	19,248	19,633	20,026	20,427	20,835

TOTAL: (net impact on 2015)- \$18,720

CORPORATION OF THE TOWN OF NEWMARKET

2015 - 2019 CAPITAL PROJECT REQUEST FORM - Not approved by Library Board

Dept.	Library	Priority	2
Project	Building Maintenance	Location	438 Park Avenue
Project Description		Project Justification	
Replace end of life building items (e.g.: carpet, HVACs),		Maintain existing service	

Year	Project Cost	Project Financing Details					
		ARF	DC's	Reserves	Gas Tax	Operating Fund	Other
2015	-					-	
2016	26,350	26,350				-	
2017	9,000	9,000				-	
2018	-	-				-	
2019	-	-				-	
Total	35,350	35,350	-	-	-	-	-

Net Impact on Operating Budget					
Year	FTEs	Salaries & Benefits	Utility Costs	Other	Additional Comment or Explanatory Details
2014					
2015					
2016					
2017					
2018					

If there is an impact on any other area please identify this by checking all boxes that apply below.

Engineering		Parks		Facilities		IT	
Operations		Finance		Planning		Legal	
Communications		Purchasing		HR		Other	
Customer Service		Clerks		Building		Other	

Please discuss project impact with affected area and include their comments below

Department	Comments

To Be Completed By Finance

Is this a Tangible Capital Asset?

Yes

No

CORPORATION OF THE TOWN OF NEWMARKET

2015 - 2019 CAPITAL PROJECT REQUEST FORM - Not approved by Library Board

Dept.	Library	Priority	2
Project	Computer Hardware/Software	Location	438 Park Avenue
Project Description		Project Justification	
Replace end of life computer hardware and software.		Maintain existing service	

Year	Project Cost	Project Financing Details					
		ARF	DC's	Reserves	Gas Tax	Operating Fund	Other
2015	176,700	176,700				-	
2016	112,500	112,500				-	
2017	88,500	88,500				-	
2018	74,800	74,800				-	
2019	106,500	106,500				-	
Total	559,000	559,000	-	-	-	-	-

Net Impact on Operating Budget					
Year	FTEs	Salaries & Benefits	Utility Costs	Other	Additional Comment or Explanatory Details
2014					
2015					
2016					
2017					
2018					

If there is an impact on any other area please identify this by checking all boxes that apply below.

Engineering		Parks		Facilities		IT	
Operations		Finance		Planning		Legal	
Communications		Purchasing		HR		Other	
Customer Service		Clerks		Building		Other	

Please discuss project impact with affected area and include their comments below

Department	Comments

To Be Completed By Finance

Is this a Tangible Capital Asset?

Yes

No

CORPORATION OF THE TOWN OF NEWMARKET

2015 - 2019 CAPITAL PROJECT REQUEST FORM - Not approved by Library Board

Dept.	Library	Priority	2
Project	Furniture/Equipment	Location	438 Park Avenue
Project Description		Project Justification	
Replace end of life furniture and equipment		Maintain existing service	

Year	Project Cost	Project Financing Details					
		ARF	DC's	Reserves	Gas Tax	Operating Fund	Other
2015	29,500	29,500				-	
2016	19,000	19,000				-	
2017	13,000	13,000				-	
2018	17,000	17,000				-	
2019	16,100	16,100				-	
Total	94,600	94,600	-	-	-	-	-

Net Impact on Operating Budget					
Year	FTEs	Salaries & Benefits	Utility Costs	Other	Additional Comment or Explanatory Details
2014					
2015					
2016					
2017					
2018					

If there is an impact on any other area please identify this by checking all boxes that apply below.

Engineering		Parks		Facilities		IT	
Operations		Finance		Planning		Legal	
Communications		Purchasing		HR		Other	
Customer Service		Clerks		Building		Other	

Please discuss project impact with affected area and include their comments below

Department	Comments

To Be Completed By Finance

Is this a Tangible Capital Asset?

Yes

No

**CORPORATION OF THE TOWN OF NEWMARKET
2015 - 2019 CAPITAL PROJECT REQUEST FORM**

Dept.	Library	Priority	2
Project	New Library Option 1	Location	???

Project Description	Project Justification
Construction of a new library building to replace the existing facility. Includes costs of land acquisition.	<p>Please NOTE: Projected costs and financing details are from previous study. Request is for Discussion:</p> <p>Existing facility has limited parking, accessibility, and space for growing collections, services computer servers, and staff functions. Size is below standard for present population and more so for ultimate population.</p>

Year	Project Cost	Project Financing Details					
		ARF	DC's	Reserves	Gas Tax	Operating Fund	Other
2015	-					-	
2016	7,686,701	1,750,856	684,654			-	5,251,191
2017	15,373,403	3,501,712	1,369,309			-	10,502,382
2018	7,686,701	1,750,856	684,654			-	5,251,191
2019	-	-				-	
Total	30,746,805	7,003,424	2,738,617	-	-	-	21,004,764

Net Impact on Operating Budget					
Year	FTEs	Salaries & Benefits	Utility Costs	Other	Additional Comment or Explanatory Details
2014					Impact on Operating is to be determined based on options. Other Financing may come from sources such as Proceeds from sale of existing library, Provincial/Federal grants, Debenture, Fundraising. For discussion
2015					
2016					
2017					
2018					

If there is an impact on any other area please identify this by checking all boxes that apply below.

Engineering		Parks		Facilities		IT	
Operations		Finance		Planning		Legal	
Communications		Purchasing		HR		Other	
Customer Service		Clerks		Building		Other	

Please discuss project impact with affected area and include their comments below

Department	Comments

To Be Completed By Finance			
Is this a Tangible Capital Asset?	Yes	No	

**CORPORATION OF THE TOWN OF NEWMARKET
2015 - 2019 CAPITAL PROJECT REQUEST FORM**

Dept.	Library	Priority	2
Project	New Library Option 2	Location	???
Project Description		Project Justification	
Construction of one or more additional library branches totaling approximately 65,000 sq. ft. to increase service to meet standard for population. Does not include cost of land acquisition.		<p>Please NOTE: Projected costs are estimates based on cost of \$350 per square foot. Financing details based on previous study. Request is for Discussion</p> <p>Existing facility has limited parking, accessibility, and space for growing collections, services, computer servers, and staff functions. 438 Park Avenue building size is below standard for present population and more so for ultimate population.</p>	

Year	Project Cost	Project Financing Details					
		ARF	DC's	Reserves	Gas Tax	Operating Fund	Other
2015	-					-	
2016	5,687,500		684,654			-	5,002,846
2017	11,375,000		1,369,309			-	10,005,691
2018	5,687,500		684,654			-	5,002,846
2019	-	-				-	
Total	22,750,000	-	2,738,617	-	-	-	20,011,383

Net Impact on Operating Budget					
Year	FTEs	Salaries & Benefits	Utility Costs	Other	Additional Comment or Explanatory Details
2014					Impact on Operating is to be determined based on options. Other Financing may come from sources such as Proceeds from sale of existing library, Provincial/Federal grants, Debenture, Fundraising. For discussion
2015					
2016					
2017					
2018					

If there is an impact on any other area please identify this by checking all boxes that apply below.							
Engineering		Parks		Facilities		IT	
Operations		Finance		Planning		Legal	
Communications		Purchasing		HR		Other	
Customer Service		Clerks		Building		Other	

Please discuss project impact with affected area and include their comments below	
Department	Comments

To Be Completed By Finance			
Is this a Tangible Capital Asset?	Yes	No	



NEWMARKET PUBLIC LIBRARY BOARD - ACTION TRACKING LIST

Item No.	Date	Action Item	Assigned to	Status / Date of Completion
1-11	Updated: Mar. 21-12	Continue to build collaborative strategic partnerships with York Region School Boards	Library Board	Ongoing
9-11	20-04-11	Library Policy Review Schedule	Library Board	Board to review Governance Policy and Constitution for better consistency Policy Review schedule to updated September 17, 2014 and reviewed by Library Board
12-11	02-08-11	Review Revenue Generation Targets and Strategies	Library Board	Business Case Study of Digitization Lab to be resourced by CEO Action Plan report for April 18, 2012 Board meeting Deferred until completion of Town of Newmarket Service Review Program
1-12	Updated: 16-01-13	Friends of the Library – <i>Deferred to next Library Board term</i>	Library Board	Board meeting agenda item for March 27, 2013 Deferred to next Library Board term (<i>motion 13.03-214</i>)
1-13	16-01-13	Expansion and Promotion of Library Art Collection	Library Board	Endeavour to expand and promote Art Collection

Item No.	Date	Action Item	Assigned to	Status / Date of Completion
2-13	19-06-13	CEO Annual Performance Review	Library Board Chair and Vice Chair	CEO annual review completed June 18, 2014 Next review date: May, 2015
3-13	19-06-13	Leading Boards Electronic Repository Renewal	Library Board	Renewed for 2014/15. Continue to review annually.
4-13	<u>Updated</u> 19-02-14	Library Ambassador Campaign	Library Board	<p>Campaign to promote Strategic Plan: CEO report to Board on October 23, 2013</p> <p>Arrange discussion, presentation or outreach activity to promote Strategic Plan.</p> <p>Library Board to send suggestions of organizations to CEO</p> <p>Develop Library Board Advocacy Group</p> <p>Completed: Municipal Candidate Letter and sent out by Chair and CEO.</p> <p>Question to be prepared for Chair to pose to candidates for 2014 Municipal Election</p>



MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle

Date: December 17, 2014

Re: Inter-Library Loan Policy

Staff have drafted a revised policy on inter-library loans. It is recommended that public libraries have a policy in order to set out broad conditions and expectations both for items they borrow from other libraries on behalf of their users and for items they loan to other libraries.

The new draft does not contain any significant changes from the previous one from 2009, except to remove redundant or procedural clauses. As with the Membership Policy, references to specific overdue fine rates have been omitted so that the Board can revise these rates from time to time without revising any Policy.

The previous Policy set overdue fine rates for inter-library loan items at \$1 per day, with this rate applying to seniors, who are otherwise exempt from paying fines. Because the new Policy does not prescribe a particular rate, it is recommended that the Board affirm the existing rate by way of resolution.

The following motion is recommended:

THAT the Library Board approve the revised Inter-Library Loan Policy as presented.

THAT the Library Board affirm that fines for overdue inter-library loan items for all Library members are set at \$1 per day.



Draft for review INTERLIBRARY LOAN POLICY

Introduction

Newmarket Public Library (the Library) provides inter-library loan (ILL) service in order to meet a wide variety of information needs through resource sharing.

To provide this service, the Library will participate in regional, provincial, and national networks, primarily the Southern Ontario Library Service (SOLS).

As part of these networks, the Library will share its resources with other libraries while giving priority in the use of resources to its own users.

Borrowing from Other Libraries

When an information request cannot be filled by the resources available at the Library, the Library will, at its sole discretion, either purchase the item or request it through ILL. The Library will make reasonable efforts to provide an item, but is not obligated to go beyond its customary networks to do so.

In providing this service, the Library shall follow the guidelines set by SOLS, other networks, and their member libraries. The Library adheres to the concepts and principles of the Canadian Library Association's *Interlibrary Loan Code* and *Interlibrary Loan Procedures Manual*.

Some ILL requests may be delivered by photocopying of materials, which shall be done in compliance with the Copyright Act.

Responsibility for Borrowed Items

Library patrons receiving items through ILL must respect borrowing regulations that the lending library may impose on the item such as a short loan period or in-library use only, as well as the regulations inherent in their Library membership, including specific fines for overdue ILL items as set by the Library Board from time to time.

A patron who does not pick up the ILL item requested must wait three months before requesting the same item again.

Charges

In accordance with Regulation 976 of the Ontario Public Libraries Act, the Newmarket Public Library will not charge its users for materials borrowed on ILL. The Library shall not request items from libraries that charge for ILL service. However, charges for any photocopies will be passed on to the borrower.

Material types

Requests may be made for books, microfilm, photocopies and select audiovisual materials, depending on the loan policies of the lending library.

Requests may not be made for the following materials:

- information available on the Internet or through electronic databases owned by the Library
- titles owned by the Newmarket Library which are on hold or in mending
- any material types specified as not being available for loan

Renewals

A renewal will be granted only with the permission of the lending library, in that library's sole discretion. A borrower must request a renewal in advance of the due date.

Lending to Other Libraries

Other libraries that the Library lends materials to through ILL must adhere to the same guidelines of the network in question as well as the Library's instructions. The borrowing library is responsible for materials from the time they leave the Library until they have been returned. The borrowing library must request permission to renew an item before the due date of the item. Items may be recalled at any time at the request of the Newmarket Public Library.

The Library reserves the right to decline to lend any item requested through ILL.

Material types

The Newmarket Public Library does not loan through ILL the following items:

- current bestsellers or books published within the last 6 months
- irreplaceable or rare materials and other historical documents
- mass market paperbacks
- reference materials
- entire issues of periodicals
- oversize materials and maps
- non print materials, with the exception of requests from registered CNIB or CELA users.

**MEMORANDUM**

To: Newmarket Public Library Board

From: Todd Kyle

Date: December 9, 2014

Re: Procurement Policy

As part of ongoing policy review staff have revised the library's Procurement Policy. In doing so we have reviewed the Town of Newmarket's Procurement By-law and met with their Manager of Procurement Services to ensure consistency with the general principles of open and transparent procurement as well as with applicable laws.

The following is a summary of material changes made to the Policy:

- Language was added to ensure that the Library takes accessibility requirements into consideration when making purchases. This is consistent with the requirements under the AODA.
- Language was clarified such that when procuring goods from a vendor under a Town of Newmarket term contract, the Library is not obligated to seek quotes from other vendors.
- Language was added to strengthen the Library's ability to withhold payment in the event of unsatisfactory work, and to refuse future bids from contractors who have performed poorly.
- The threshold at which the Town's by-law takes effect has been lowered from \$250,000 to \$100,000. In this way, any procurement that requires a tender or RFP or that in any way is affected by trade law, will now be covered by the Town by-law. As has been our past practice, such procurements would in fact generally be handled through the Town's procurement staff.

The following motion is recommended:

THAT the Library Board approve the revised Procurement Policy as presented.



Draft for Review
PROCUREMENT POLICY

1) PURPOSE OF PROCUREMENT POLICY

The purpose of this policy is to set out guidelines for the Newmarket Public Library to ensure that all purchases of materials, supplies and services provide the lowest costs consistent with the required quality and service.

An open and honest process shall be maintained that is fair and impartial.

The Library will have consideration for protection of the environment and will allow prospective bids to offer a "Green Solution".

The purchasing policy will promote and maintain the integrity of the purchasing process and protect Board, vendors and staff involved in the process by providing clear direction and accountabilities.

This policy applies only to purchases under \$100,000 excluding taxes. For purchases above this level, the Town of Newmarket Procurement By-law shall apply.

The Library is committed to making its services and environment accessible to people with disabilities. As such, the Library shall incorporate accessibility criteria and features into purchasing specifications when procuring or acquiring goods, services, or facilities. The Library will document when it is not practicable to include accessibility criteria and features and make those reasons available upon request.

2) DEFINITIONS

For the purposes of this policy:

- a) **Bid** means offer or submission from a Supplier/Contract in response to a request.
- b) **CEO** means the Chief Executive Officer of the Corporation of the Town of Newmarket Public Library.
- c) **Contract** means any formal legal agreement for supply of goods, services, equipment or construction.
- d) **Department Head** means the staff member in charge of an area of Library service.
- e) **Designate** means a person authorized by the CEO for the purposes of this policy.
- f) **Emergency** means an event that occurs, which in the opinion of the CEO or designate, requires immediate repair or replacement of equipment, services or facilities in order to

maintain a required public service or to prevent danger to life, limb or property within the Newmarket Public Library.

- g) **Goods and Services** means all supplies, materials or equipment and related procurement services. This may include installation, training, inspection, maintenance and repairs and related procurement services, but does not include land purchases, sales and property leases.
- h) **Library** means the Corporation of the Town of Newmarket Public Library.
- i) **Procedures** means internal instructions or guidelines to staff and departments approved by the CEO.
- j) **Proposal** means an offer to supply goods or services on which end results are outlined but no detailed specifications given to the bidders as to the goods or how the work is to be performed.
- k) **Purchasing Card** means a card that can be used by authorized employees of the Library to purchase goods as outlined in this policy.
- l) **Purchase Order** means the legal document that is the Library's commitment to the supplier for the value of the goods or services ordered. It is also the supplier's authority to ship and charge for the goods specified on the order.
- m) **Quotation** means a request for prices on specific goods or services obtained formally through a Call for Quotations or informally from selected sources, which are submitted verbally, in writing, by email or transmitted by facsimile.
- n) **Request for Proposal (RFP)** means a request for proposals, which may or may not result in further negotiation, or the creation of contractual obligations between the parties, depending on the terms of the Request for Proposal
- o) **Requisition** means a written or electronically transmitted request on an approved form to procure goods or services.
- p) **Tender** means an offer in writing by way of a Call for Tender to execute certain specified work or to supply certain specified goods or services at a specific rate in response to the information contained in the call for tender.

3) **AUTHORITY**

The Library Board and the Town of Newmarket Council approve annual budgets composed of operating and capital segments.

i) **For Operating Budget Purchases**

Purchases totaling up to 50% of the prior year's budget for goods and/or services may be authorized in advance of budget approval under the authority of the

Municipal Act. Each purchase shall be authorized by the CEO or his/her designate. All purchases, whether before or after budget approval, shall follow the acquisition and approval process.

ii) For Capital Budget Purchases

Individual capital purchases (or leases) needed in advance of Council's budget approval may be purchased only in an "emergency" as defined herein; or if previously approved by the Library Board, by special request for consideration of an individual item by Council. Once that approval is given or once the annual budget is approved, individual capital purchases shall follow the acquisition and approval process.

Note: Reports to the Library Board, after budget approval, will only occur if the cost resulting from the request for tender or proposal is higher than the approved budgetary appropriation.

4) PURCHASING GUIDELINES

- a) All purchases shall be made via purchase order or purchasing card except as noted in Section 13.
- b) Where possible goods should not be received by the person who placed the order or approves payment.
- c) All purchases must be within previously approved budget levels.
- d) Payment of accounts is reviewed on a monthly basis by the Library Board.
- e) Payments made by purchasing card are subject to prescribed limits and authorized by the CEO or designate, and are reviewed by the Library Board on a monthly basis.
- f) The Department Heads shall be responsible to keep the CEO or designate apprised of all recommended purchases. The CEO or designate shall review all specifications, terms and conditions and have the authority to recommend changes and provide comment.
- g) All purchases must be authorized by the CEO or designate or be within previously authorized purchasing card and Budget limits given to management staff.
- h) Exceptions to the number of quotations below should only be made in the case of goods and services purchased under a Town of Newmarket term contract, emergency purchases or where sources are limited.
- i) The lowest bids will not necessarily be accepted.

Purchases under \$1,000

May be made by purchasing card or by purchase order or requisition if in Budget.

Purchases from \$1,000 to \$2,500 excluding taxes

Individual purchases not covered by a contract purchase order, service contract or recent competitive quotation process require three verbal quotations.

Purchases from \$2,500 to \$25,000 excluding taxes Individual purchases not covered by a contract purchase order, service contract or recent competitive quotation process require three informal written quotations.

Purchases from \$25,000 to \$100,000 excluding taxes Individual purchases not covered by a contract purchase order, service contract or recent competitive quotation process require three formal written quotations.

Purchases in excess of \$100,000 excluding taxes

For all such purchases, the Town of Newmarket Procurement By-Law shall apply except that the approval of the Library Board shall be required to issue the RFP or tender.

Emergency Purchases

- a) When an emergency occurs, the CEO has the authority to issue a purchase order, upon receiving a written or verbal request from the Department Head concerned, for the goods or services required.
- b) After the emergency is over, any expenditure over and above this policy's authorization shall be reported according to the requirements of this policy.

5) CO-OPERATIVE BIDS

- a) The CEO shall have the authority to join or participate in co-operative purchasing and bulk buying of goods, subject to the conditions in this by-law, where it is in the best interests of the Library.

6) PROPOSALS

- a) Requests for proposals may be called when the requirements for goods or services needed cannot be definitely specified. In these cases a proposal call will be made to obtain specific offers from bidders to fulfill the requirements for the goods or services at a particular price.
- b) Requests for proposals may include requests for initial expressions of interest from consultants and the subsequent submission of detailed proposals.

7) ADVERTISING

At the discretion of the CEO, advertising for quotations or proposals estimated to total \$25,000 to \$100,000 excluding taxes and freight, shall be placed in at least one local or area newspaper and shall also be posted on the Library's website to ensure access to all vendors across the country. Purchases of a lesser amount may also be posted on the Library's website at the discretion of the CEO.

8) CONFLICT OF INTEREST

- a) The CEO shall not open and consider any bid, or otherwise acquire any goods or services from an elected official, officer or employee of the Library unless the elected official, officer or employee obtains approval from the Board prior to the close of the bid or the acquisition of the goods or services.
- b) No elected official, officer or employee of the Library shall allow contact with a person or any officer employee or agent of the person who has submitted a bid to the Library unless the bid call has been awarded or the contact is for the purpose of receiving a complaint or of clarifying bid details.

9) PERSONAL PURCHASES

A Board member or employee of the Library may purchase goods or services for personal use through the Library with pre-approval of the C.E.O. However, unless impossible, any such purchase shall be invoiced to the individual and not to any Library account and the Library will not assume any liability in this case.

10) DISPOSAL OF SURPLUS

The Library has established a policy governing the acquisition, control and disposition of Library equipment.

Step One - The CEO or designate shall offer surplus property first to the Town of Newmarket procurement department through written notification.

Step Two - Any item not required by the Town, the CEO will dispose, recycle or sell in the most economically and environmentally attractive method.

11) PAYMENT

- a) The Board shall honour and pay for all goods and services covered by a Purchase Order Contract, Progress Certificate on Construction or other authorized purchase methods available to the Library, if satisfactorily performed in the sole discretion of the Library.
- b) No prepayment of all or part of any goods, services or equipment shall be made, unless provision for it is included in the Purchasing agreement as evidenced by a tender, purchase order, or other form of purchasing contract.
- c) Purchases may be made by cash for goods that are picked up by an authorized requisitioner provided that they do not exceed previously authorized budget limits and/or pre-authorized purchase requisition.

12) LEGAL CLAIMS

No tender, proposal or quotation will be accepted from any company inclusive of its subcontractor, which has a claim or instituted a legal proceeding against the Library or against whom the Library has a claim or instituted a legal proceeding with respect to any previous contract, without prior approval by the Board.

13) PURCHASE ORDER NOT REQUIRED

A purchase order is not required for the following items or class of items unless specifically requested by the Requisitioner:

- a) Petty Cash Items;
- b) Training, Education, and Conferences;
- c) Refundable Employee Expenses or reimbursement of pre-approved cash purchases (see Clause 11c as well as the Personal Expense Reimbursement Policy);
- d) Items \$1,000.00 and under as outlined in clause 4;
- e) Goods and Services under term contract to the Town of Newmarket;

- f) Utilities;
- g) Freight Charges;
- h) Purchasing card purchases.

14) CONTRACTOR PERFORMANCE

The Library reserves the right to reject bids from contractors or suppliers whose performance has in the Library's sole discretion failed to satisfy the Library's requirements under a previous contract or purchase agreement.

15) ADMINISTRATION

The CEO will bring forward from time to time, amendments to this Policy to update, whether adding new clauses or adjusting those currently in force. This will be subject to complete review and will be submitted to the Board for approval.

Related Policies:

Corporation of the Town of Newmarket Procurement By-law 2014-27