Agenda
Newmarket Public Library Board

Wednesday, February 18, 2015 at 5:00 PM
Regular Board Meeting

Agenda compiled on 13/02/2015 at 2:12 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

Closed Session

8. No closed session items at time of Agenda distribution

Policies

Reports

Business Arising

New Business

Date(s) of Future Meetings

Adjournment

Newmarket Public Library Board
Regular Board Meeting
Wednesday, January 21, 2015
Newmarket Public Library Board Room

Present:	Joan Stonehocker – Chair
	Tom Vegh – Vice Chair
	Kelly Broome-Plumley
	Tara Brown
Regrets:	Michael Castro
	Wes Playter
	Joe Sponga
Staff Present:	Todd Kyle, CEO
	Linda Peppiatt, Deputy CEO
	Lianne Bond, Administrative Coordinator

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

Motion 15.01.356

Moved by Tom Vegh
Seconded by Tara Brown

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, December 17, 2014
b) Adoption of the Closed Session Meeting Minutes for Wednesday, December 17, 2014
c) Strategic Operations Report for December, 2014

d) Library Statistical Data for December, 2014
e) Monthly Bank Transfer
f) Correspondence from Ottawa Public Library and Toronto Public Library regarding eContent Advocacy

Motion 15.01.357

Moved by Tom Vegh
Seconded by Tara Brown

That Consent Agenda Item a) to c) and e) to f) be received as presented.

Carried

The CEO gave an overview on how borrowing statistical data is collected.

Motion 15.01.358

Moved by Tom Vegh
Seconded by Tara Brown

That Consent Agenda item d) Library Statistical Data for December, 2014 be received as presented.

Carried

4. Motion to Convene into a Closed Session
   There were no closed session items.

5. **Reports**

   a) Impact Survey Results

   Results of the online survey conducted for patrons to report how they have used the public access technology provided by the Library was presented to the Library Board. This was a free pilot project offered to Canadian Libraries by the University of Washington.

6. **Business Arising**

   b) Action List
   The Board reviewed Action List

   Motion 15.01.359

   Moved by Kelly Broome-Plumley
   Seconded by Tara Brown

   That the Library Board receive the Action List as presented.

   Carried

7. New Business

a)   N6 Snapshot Video

The Library Board viewed a video that was put together by the N6 Libraries of snapshots of one day in the life of each library.

b)   N6 Library Board Orientation Sessions

Three Library Orientations Sessions have been set-up for N6 Board members to attend. Invitations will be forwarded to the Library Board with the dates, times and locations of each orientation session.

8. New Business

There was no new business.

9. Date(s) of Future Meetings

The next regular Library Board meeting will be Wednesday, February 18, 2015 at 5:00 PM in the Library Board room

10. Adjournment

Motion 15.01.360

Moved by Tara Brown
Seconded by Kelly Broome-Plumley

That there being no further business meeting adjourned at 6:00 PM.

_____   _____
Joan Stonehocker   Todd Kyle, CEO
Chair   Secretary/Treasurer

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
Collaborative Relationships	• January IdeaMarket held on "Why are women often silent on sexual violence?" with 30 participants. • February IdeaMarket to be on *Can You Afford To Grow Old*, in partnership with CHATS • King Township library agreed to join as partner in York Info	• Let's Talk ESL conversation program began Jan. 14 • New session of Inn From The Cold computer class begun • Partnership programs planned for March: Video editing (with PlaYR), Financial literacy (with CPAs of Canada), Shakespeare Allowed (with Humber River Shakespeare Co)	• CEO attended town's Statutory Committee Open House to talk to potential Library Board applicants
Spaces	• The Black Experience Project to use library study room to interview local community members for research • 265 page views recorded of Ideamarket page on website		• Replacement Green Reads machine delivered & installed • Discussions held with Recreation & Culture about future library use of Old Town Hall
Positioning	• Staff presented about IdeaMarket at Ontario Library Assoc conference	• Visits by Newmarket Cubs, Sparks and Brownies hosted • Staff presented on children's digital literacy at Ontario Library Assoc conference	• CEO met with local MPP to discuss Ontario public library contributions and concern • Updated device instructions for eBooks created for website
Resources		• 33 patrons received assistance from staff in the "Digital Shift By Appointment" program. • Seed starting program planned as part of Seed Library • Indieflix streaming video service launched	• In 2014, e-borrowing was 14% of total borrowing • Self-check accounted for 55% of checkouts in January • Preparations done for free tax clinics with CPAs of Canada • Expanded OneClick eAudio/eBook service launched
Organization & Operations	• Staff member to be 2015 Programs Director for historical society	• Staff attended webinar on Mozilla Webmaker for future children's programs • 3D printer having repairs to build plate complete	• Several staff attended OLA Superconference in Toronto • Library cards redesigned for re-ordering from vendor

Newmarket Public Library Statistical Data - 2015

Library Card Holders

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
NPL Card Holders	23,554											
Residents	21,683											
Non-Residents	1,871											

New and Renewed Library Cards

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
New registrations	258												258
New non-resident	39												39
Renewed membership	735												735

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Website visits	13,036												13,036
# of PAC Account Logins	5,581												5,5 ⟳
Room Rentals	64												64
Room Rental Hours	171												171

Programs — 5 Year Trend - year to date January 31

# of Programs Held	2011	2012	2013	2014	2015
Adult	1	4	8	17	23
Children's	100	72	68	95	55
Total Programs	101	76	76	112	78

Program Attendance	2011	2012	2013	2014	2015
Adult	95	56	52	105	155
Children's	1,275	884	1,036	1,129	756
Total Attendance	1,370	940	1,088	1,234	911

Newmarket Public Library Statistical Data - 2015

Borrowing

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
eAudio books	736												736
eBooks	3,066												3,066
eMagazines	323												323
eMusic	2,613												2,613
eVideo	54												54
Backpack Kit	4												4
Book	25,489												25,489
CD-ROM/DVD-ROM	17												17
DVD/Blu-ray	3,703												3,703
eBook Reader	4												4
GPS	-												-
ILL	198												198
Language Kit	54												54
Laptop	12												12
Multimedia Kit	66												66
Music CD	384												3
Pedometer	7												7
Periodical	1,121												1,121
Portable Audio Book	58												58
Talking Book	850												850
Video	9												9
Video Game	267												267
Total Borrowing	39,035	-	-	-	-	-	-	-	-	-	-	-	39,035

Database Usage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Adult Subscriptions	1,637	-	-	-	-	-	-	-	-	-	-		1,637
Children's Subscriptions	843	-	-	-	-	-	-	-	-	-	-		843
York Info (Community)	95,740	-	-	-	-	-	-	-	-	-	-		95,740
York Info (Volunteer)	11,015	-	-	-	-	-	-	-	-	-	-		11,015
Total Database Usage	109,235	-	-	-	-	-	-	-	-	-	-		109,235

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	23,368
Residents	20,463	20,279	20,456	20,499	20,462	20,487	20,925	21,381	21,527	21,707	21,707	21,452
Non-Residents	1,864	1,861	1,891	1,898	1,890	1,899	1,941	1,951	1,946	1,957	1,952	1,916

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	184	4,586
New non-resident	54	33	49	43	19	21	37	32	36	27	27	29	407
Renewed membership	667	628	715	445	649	585	1,085	327	40	529	662	493	6,825

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	10,859	146,467
# 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	5,097	63,4 ⤸
Room Rentals	69	70	61	82	77	50	49	46	67	78	82	53	784
Room Rental Hours	178	180	151	219	195	153	128	222	184	181	199	155	2,142

Programs — 5 Year Trend - year to date December 31

# of Programs Held	2010	2011	2012	2013	2014
Adult	23	33	93	157	247
Children's	952	845	1,167	1,293	1,344
Total Programs	975	878	1,260	1,450	1,591

Program Attendance	2010	2011	2012	2013	2014
Adult	948	1,392	2,323	2,149	2,229
Children's	15,444	12,956	12,905	13,796	13,791
Total Attendance	16,392	14,348	15,228	15,945	16,020

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	648	6,405
eBooks	2,347	2,056	2,335	2,267	2,515	2,392	2,612	2,660	2,563	2,468	2,529	2,628	29,372
eMagazines	na	na	na	625	368	299	299	300	264	326	408	301	3,190
eMusic/Video	634	1,769	2,737	2,849	2,735	2,293	1,696	2,133	2,322	2,886	3,008	2,562	27,624
Backpack Kit	2	3	4	4	1	2	2	4	5	7	3	3	40
Book	24,090	22,484	27,439	25,247	25,805	23,610	33,976	29,703	26,540	27,107	25,933	22,763	314,697
CD-ROM/DVD-ROM	34	40	27	21	24	12	21	23	37	46	33	19	337
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	3,227	47,854
eBook Reader	4	1	5	5	4	3	6	4	2	5	4	3	46
GPS	-	3	5	13	5	2	10	8	1	5	2	-	54
ILL	165	145	143	158	134	145	140	167	155	147	151	152	1,802
Language Kit	42	24	41	35	42	38	46	50	37	46	47	25	473
Laptop	47	35	24	38	40	22	36	27	15	16	33	10	343
Multimedia Kit	79	128	102	99	99	74	121	86	68	89	92	79	1,116
Music CD	637	609	696	572	550	387	418	561	397	456	593	449	6,325
Pedometer	4	7	21	18	23	20	14	10	5	7	7	4	1∞
Periodical	1,015	1,035	1,130	1,231	1,212	961	1,228	1,254	1,071	1,139	925	829	13,030
Portable Audio Book	26	32	42	36	48	41	47	41	36	56	45	29	479
Talking Book	884	837	902	891	855	887	964	904	817	880	910	768	10,499
Video	29	9	11	12	17	12	6	16	16	9	7	2	146
Video Game	262	258	370	350	285	215	495	433	340	294	307	201	3,810
Total Borrowing	34,720	33,705	40,963	39,217	39,415	35,125	47,432	43,287	39,021	40,513	39,682	34,702	467,782

Database Usage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Adult Subscriptions	3,525	2,370	1,834	1,448	2,097	2,253	1,671	1,405	2,033	3,183	2,999	1,095	25,913
Children's Subscriptions	1,001	748	847	649	523	946	240	399	724	1,189	1,613	605	9,484
York Info (Community)	78,994	68,976	72,074	70,752	69,524	64,578	67,825	67,988	63,802	83,171	25,491	89,127	822,302
York Info (Volunteer)	10,842	9,908	11,649	8,915	11,635	12,045	10,848	11,360	9,722	13,261	3,009	8,969	122,163
Total Database Usage	94,362	82,002	86,404	81,764	83,779	79,822	80,584	81,152	76,281	100,804	33,112	99,796	979,862

*note November was month of CIOC merger, stats last to merge/affected

MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle, CEO

Date: February 18, 2015

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 January 30, 2015 of $ 11, 479.43 from the Newmarket Public Library Board bank account to the Town of Newmarket bank account.

Local History & Genealogy Policy

The Newmarket Public Library maintains a special collection in order to conserve local history and to provide access to unique materials that help researchers and the public better understand our past. The collection complements but does not duplicate the collections of the Newmarket Historical Society and Elman W. Campbell Museum.

Section 1: Collections

1. The Library shall collect materials pertaining to the history of Newmarket and its surrounding areas. Materials include originals and reproductions. Emphasis is given to the acquisition of those items which will contribute to the knowledge of the social, civic, religious, economic and cultural life, both past and present. Items to be acquired include works and primary source material documenting local history and genealogy.
2. The Library shall collect Canadian genealogical materials as well as general tools for non-Canadian research.
3. The Library shall subscribe to databases relevant to local history and genealogy research.
4. Writings of local authors that are not about Newmarket or the surrounding area are subject to the Collection Development Policy.
5. The Library shall work alone or in partnership with others to undertake the digitization of local history materials in order to provide the public with greater access to local history information.
6. The Library shall welcome donations of local history materials subject to the Policy on Donation and Disposal of Library Materials.
7. While every effort shall be made to include known, available works and a broad range of local history topics in the collection, the Library does not endeavor to provide a comprehensive collection on all individuals or events, nor is it obligated to purchase any particular item.

Section 2: Service

1. The Library may designate any local history materials as non-circulating.
2. As per the Reference and Information Services Policy Library, Library staff shall provide assistance in the use of the collection, suggest research strategies, and provide referrals to sources not available in the Library. Complete genealogical search services shall not be provided by the Library.
3. Library staff shall provide assistance in the use of technology used to access local history resources, including but not limited to, online databases, the Internet, and microform readers.
4. Any photocopies provided to Library users will be subject to the standard fee for copies, in addition to any postage fees applicable.

Related Policies:
Collection Development Policy

Local History and Genealogy Policy
Draft for Review by Library Board February 18, 2015
Approved by Newmarket Policy Library Board Jan. 15, 2003   Page 1 of 2

Policy on Donation and Disposal of Library Materials
Reference and Information Services Policy

Local History Dand Genealogy Policy
Draft for Review by Library Board February 18, 2015
Approved by Newmarket Policy Library Board Jan. 15, 2003   Page 2 of 2

Draft for Review

Newmarket Public Library

Visiting Library Service Policy

The Newmarket Public Library Visiting Library Service provides reading and/or audio-visual material to library patrons who are unable to come to the library because of a disability or illness.

Eligibility:

Any resident with a valid library card and living in the Town of Newmarket who is unable to visit the library due to a disability and/or illness is eligible to receive Visiting Library Service. Interested individuals must require this service for a minimum of three months. The Library will make every effort to provide service to all eligible applicants within limitations of staff and volunteer availability and safety.

Service guidelines:

1. Registered Visiting Library Service outreach customers ("patrons") shall receive regular deliveries of Library materials, generally limited to books, magazines, large print books, DVD's and talking books.
2. Those who qualify for service from the Centre for Equitable Library Access/CNIB Library or a related or successor organization may also receive materials for those with print disabilities, such as digital discs and/or Braille books
3. Deliveries shall be carried out by a volunteer engaged by the Library or by a Library employee if no volunteer is available.
4. Volunteers shall be recruited from time to time by the Library in accordance with the Volunteer Policy. A Vulnerable Sector Screening criminal reference check shall be required of all volunteers.
5. Prior to the start of service, Library staff shall visit the patron's residence in order to conduct a site assessment, verifying the address and ensuring the volunteer's access and safety. The volunteer shall be given the name, address and other contact information of the patron plus any pertinent information from the site assessment.
6. VLS patrons shall receive visits to deliver and collect library materials on a regular basis, with a loan period assigned to cover the period between visits.
7. At no time is the volunteer required to enter the patron's home beyond the doorway.
8. The volunteer shall be encouraged to select materials for the patron with advice from Library staff; however, staff may perform this duty if needed. Every effort shall be made to provide materials according to the patron's interests and to avoid repeating the same materials.

Visiting Library Service Policy
Draft for Review by Library Board February 18, 2015
Approved by the Newmarket Public Library Board May 15, 2002   *Page 1 of 2*

10. VLS patrons shall be exempt from overdue fines but will incur the costs related to damaged or lost materials including processing fees. The Library reserves the right to revoke the overdue fines exemption.
11. Volunteers shall be informed about overdue materials as well as reserved items to be picked up for the patron.
12. VLS patron library cards shall be stored at the Library to be accessed by staff for volunteers to obtain materials.

Related policies:
Volunteer Policy
Book Deposit Policy

Visiting Library Service Policy
Draft for Review by Library Board February 18, 2015
Approved by the Newmarket Public Library Board May 15, 2002   *Page 2 of 2*

MEMORANDUM

To: **Newmarket Public Library Board**

From: Todd Kyle

Date: **February 18, 2015**

Re: **Procurement By-law**

At our December 2014 meeting the Board approved a revised Procurement Policy which aligned us with Town of Newmarket policy and ensured that procurements about $100,000 would be handled through the Town.

The previous Procurement Policy had been formalized with an enabling By-Law, in accordance with the Municipal Act's requirements on procurement. In order to formalize the current one, we would need to repeal that By-Law and replace it with a new one.

It is therefore recommended that the Board approve the amended By-Law which incorporates the Policy as passed in December.

Corporation of the Town of Newmarket Public Library Board

By-Law Number 2015 - 01

A by-law of the Corporation of the Town of Newmarket Public Library Board to define the Procurement Policy.

Whereas Section 271 of the *Municipal Act, 2001* provides that a Public Library Board shall adopt and maintain policies with respect to the procurement of goods and services.

And Whereas the Newmarket Public Library Board enacted By-Law Number 2006-1 to define the Procurement policies and procedures for the Corporation of the Town of Newmarket Public Library Board," and it is now deemed necessary to enact a new by-law and to repeal By-Law Number 2006-01;

Therefore be it enacted by The Corporation of the Town of Newmarket Public Library Board as follows:

Procurement Policy

Purpose of the 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.

1. Definitions

For the purposes of this policy:

a) Bid means offer or submission from a Supplier/Contract in response to a request. CEO means the Chief Executive Officer of the Corporation of the Town of Newmarket Public Library.

b) Contract means any formal legal agreement for supply of goods, services, equipment or construction.

c) Department Head means the staff member in charge of an area of Library service.

d) Designate means a person authorized by the CEO for the purposes of this policy.

e) Emergency means an event that occurs, which in the opinion of the CEO or designate, requires immediate repair or replacement of equipment, services or

Procurement Policy
Approved by the Newmarket Public Library Board March 29, 2006
Revision approved December 17, 2014   Page 1 of 6

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

f) 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.

g) Library means the Corporation of the Town of Newmarket Public Library.

h) Procedures means internal instructions or guidelines to staff and departments approved by the CEO.

i) 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.

j) Purchasing Card means a card that can be used by authorized employees of the Library to purchase goods as outlined in this policy.

k) 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.

l) 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.
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
Requisition means a written or electronically transmitted request on an approved form to procure goods or services.

m) 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.

2. 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.

Procurement Policy
Approved by the Newmarket Public Library Board March 29, 2006
Revision approved December 17, 2014   Page 2 of 6

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.

3. 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

Procurement Policy
Approved by the Newmarket Public Library Board March 29, 2006
Revision approved December 17, 2014   Page 3 of 6

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.

4. 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.

5. 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.

6. 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.

Procurement Policy
Approved by the Newmarket Public Library Board March 29, 2006
Revision approved December 17, 2014   Page 4 of 6

7. 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.

8. 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.

9. 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.

10. Payment

b) 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.

a) 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.

b) 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.

Procurement Policy
Approved by the Newmarket Public Library Board March 29, 2006
Revision approved December 17, 2014   Page 5 of 6

11. 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.

12. 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.

13. 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.

14. 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.

Enacted this   day of   , 2015.

_____   _____
Joan Stonehocker, Chair   Todd Kyle, Secretary-Treasurer

Related Policies:
Corporation of the Town of Newmarket Procurement By-law 2014-27

Procurement Policy
Approved by the Newmarket Public Library Board March 29, 2006
Revision approved December 17, 2014   Page 6 of 6

Newmarket Public Library
Inspiring Growth

MEMORANDUM

To: **Newmarket Public Library Board**

From: Todd Kyle

Date: **February 18, 2015**

Re: **2014 Business Plan Success Report**

I am pleased to present the Board with the final report on progress with the 2014 Business Plan. This will be used as a basis for the annual Report to the Community which is scheduled for release in April 2015.

The following motion is recommended:

THAT the Library Board receive the 2014 Business Plan Success Report.

Newmarket Public Library
2014 Business Plan Success Report

Igniting Community Dialogue, Discovery & Debate

Key element	Action Item	Success measurement
Collaborative Relationships	Offer at least 8 IdeaMarket events	• 8 events held • Average participation 26 people
	Develop follow up reporting and connection plan for IdeaMarket	• Reports written and posted for all events • Blog created for discussion • Retweets, favorites, and use of #IdeaMarket hashtag: 75 • 44 participants shared contact information • At least 2 new discussion groups formed as a result of IdeaMarket connections
	Develop community advisory plan for IdeaMarket	• At least 22 community members engaged in IdeaMarket topic planning • 5 topics initiated by community members
	Participate in Community Collaboration Ecosystem initiative	• Library participated in discussions on initiatives such as Gigabit Corridor • Broadband discussions led to Region-hosted meetings of all libraries to discuss makerspaces
	Continue development of community digitization projects & events	• 4 Digitization Days events held with 14 participants • 4 historical works digitized
Spaces	Explore alternative/expanded spaces for IdeaMarket events	• Lion's Hall and other recreation centers available to library if event grows too large • Discussions ongoing re use of Old Town Hall
	Explore facilitating spontaneous conversation in library spaces	• Discussions held with community partners on spontaneous drama readings; one idea to pilot in 2015 • ESL conversation group to pilot in 2015
Positioning	Broaden marketing campaign to position the library as a centre of dialogue	• One new IdeaMarket banner on library exterior • IdeaMarket flyers in 5 Main St shops • 2 ads per IdeaMarket event in The Era • 8 messages sent to IdeaMarket e-mail list • Subscribers to NPL News e-newsletter: 3600+ • Over 2000 views of IdeaMarket webpage
	Engage at least one media partner for IdeaMarket	• The Era partnered on one IdeaMarket event • The Era continued to sponsor reduced rate for IdeaMarket ads

Key element	Action Item	Success measurement
Resources	Continue to explore social sharing/discovery functionality in public catalogue	• Cost continues to be a barrier to full discovery software suite
	Develop strategy to continue to add new content to Era archive	• Volunteer strategy resulted in addition of 1979-1980 to archive; 1981 in progress • Strategy developed for outsourcing 1982-2013 and for ongoing digitization of current years; now in costing and quotation phase
	Continue website redesign to facilitate public input/comments as well as meet accessibility standards	Website redesign ongoing but not yet launched. Progress includes: • Staff trained on creating accessible documents; PDF documents on website in process of conversion to accessible format; Library Board minutes/agendas uploaded to Town's accessible e-agenda system • Library online Activity Guide converted to accessible format • Library Board agendas now posted in accessible format to Town e-agenda system • CEO blog created and linked to website • New Accessibility webpage created
Organization & Operations	Expand community partnership activities	17 new partnerships; 17 new partner activities; 8 planned future activities. Includes: • PlāYR (multimedia film festival): video editing workshops, future IdeaMarket session • Newmarket Jazz+ Festival: Maker Faire • Library Settlement Partnership: newcomer job search program, ESL conversation group, multilingual library brochure • Startup York: planned entrepreneur program • CPAs of Canada: planned financial literacy programs
	Formalize partnership with 211 Ontario	Contract signed

Leading a Learning Community

Key element	Action Item	Success measurement
Collaborative Relationships	Continue to partner with community groups on digital literacy	• 2 new Employment program sessions completed at Inn From The Cold; more planned for 2015 • Digital literacy outreach conducted at 2 retirement homes

Key element	Action Item	Success measurement
	Expand newcomer services in collaboration with N6 and York Region	• Newcomer job search program held • Group tours arranged • Citizenship judge visit arranged • ESL conversation program planned • Multilingual library brochure completed
	Finalize youth computer area and develop services and programming	• Project completed: equipment, furniture, and electrical and data hookups installed • Naming contest held for youth: official name chosen as The Curve • Usage guidelines developed for public use • Library programs, teen advisory group meetings, e-resources demos held using the space
Positioning	Broaden marketing campaign to position the library as a learning center	• One new banner on library exterior promoting learning e-resources • 6 paid media ads including insertion of e-resource card in Chamber of Commerce newsletter • 2000 postcards advertising online learning resources distributed; almost 500 uses of the unique URL newmarketpl.ca/free recorded • 12 e-newsletters sent to 3600+ subscribers • Media coverage of computer workshops • Sponsorship of Chamber BBQ and BEA Awards • E-resource cards created to promote online learning resources • 1500 wristbands distributed at Santa Claus Parade to promote e-resources • 2500 postcards promoting e-resources distributed • Buttons promoting e-magazines worn by staff
Resources	Introduce Tech Time for Kids and maker-related programming	• 37 Tech Time and other maker programs held with 570 participants • Related equipment purchased from Fundraising Reserve • Blocks and Bots (LEGO/robotics) program introduced • 3D printer intro program planned • Introductory video editing programs held
	Explore expanded programming for older school-age children	• Continued advanced reader's club • Typing classes piloted • Total of 79 programs with attendance of 924

Key element	Action Item	Success measurement
	Further develop core technology learning/discovery programming	• Registered programs include Intro to MS Office; MS Excel; MS Word; 61 programs held with 156 participants • The Digital Shift solidified as Drop-in, on demand, and by appointment tech help/discovery
	Redeploy staff to technology learning/discovery programming	• Approx. 30 person-hours per week redeployed • Approx. 8 person-hours per week deployed temporarily as part of Strategic Plan Implementation
	Offer new online learning services	4 new online learning services launched : Mango Languages, Gale Courses, ImageQuest (image database), Universalis (French encyclopedia) .
	Explore 3D printing technology	3D printer purchased, demonstrated, and programming in development. Launch delayed due to technical difficulties.
	Expand device loan programs	Investigations ongoing; completion deferred until 2015.
Organization & Operations	Implement measurement methods for learning role	• Piloted Impact Study of digital literacy services; results released under separate cover • Library meets 70% of LibraryEdge digital literacy benchmarks, up from 45% in 2013 • N6 libraries produced Snapshot video of one day's activities in libraries, including learning activities • Planning underway for replication of Toronto library's Economic Impact Study • Provincial survey now measures the number of tech help questions answered; annualized number for 2014 is 550.
	Implement staff training for digital literacy role	• Digital literacy training goals incorporated into performance management for all staff; at least one goal established for each staff member • Staff training conducted on library e-resources, mobile devices, and more

Key element	Action Item	Success measurement
Collaborative Relationships	Continue to promote strategic vision with community partners through formal presentations and informal conversations	Formal presentations and informal conversations reached approx. 150 people.
Spaces	Complete redesign of circulation area for better service and efficiency	• Service points reduced from 3 to 2 • Approx. 50 person-hours saved weekly
	Explore future service delivery and facilities options	Discussions begun; formal investigation deferred until 2015.
	Pilot remote library service event.	Completion deferred until 2015. Initial exploration included: • Pilot of Green Reads used-book machine at Magna Centre • Distribution of e-resource cards at outreach events • Maker Faire held at Jazz+ Festival
Positioning	Produce report on Year 1 successes; establish as annual activity	• Report produced • Approx. 150 copies copies distributed • Ad placed in Snap'd ; approx. 100 webpage views of unique URL in ad
	Redesign vision plaque to engage staff and residents	• Plaques completed and posted • Fridge magnets and poetry magnets also produced to promote vision
Resources	Explore additional online services	• 5 new online services added: Mango Languages, Zinio magazines, Gale Courses, ImageQuest, Universalis • Freegal Music service expanded to include streaming • Expanded OneClick Digital (audiobooks) and new Indieflix (video) services to be added in January 2015 through N6 consortium purchase • 8 other services explored
	Expand eBook selection	• Overdrive eBook/eAudio shared collection increased by approx. 3000 titles • OneClick Digital eAudio/eBook service expanded to include core collection of 4000 titles • Ebscohost eBooks service expanded to include "patron-driven" module where library buys titles based on demand

	Introduce automated materials handling	Successfully introduced; efficiency measures as per "complete redesign of circulation area"
	Introduce use of inventory wand	Investigation of free device as part of study unsuccessful; completion deferred until 2015.
Organization & Operations	Assess efficiency and performance of physical collections	• Assessment resulted in resources redeployed to electronic resources • Adult paperbacks now on automatic release plan to reduce selection/ordering time
	Explore fundraising and sponsorship strategy to increase revenues	Proposal discussed with board; further action deferred until 2015.
	Assess efficiency of printing/copying functions for public and staff	• Assessment resulted in recommendation to replace current separate systems with one self-service staff/public printing solution • Will result in fewer machines, less staff time for public printing, better accountability for staff printing • Initial costs are within ARF replacement budget; operating costs may be lower but with better service and efficiency • Implementation in 2015

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 – *Deferred to next Library Board term*	Library Board	Board meeting agenda item for March 27, 2013 Deferred to next Library Board term *(motion 13.03-214)*
1-13	16-01-13	Expansion and Promotion of Library Art Collection	Library Board	Endeavour to expand and promote Art Collection

29

NOTE: Completed Action items will remain on the Action Tracking list for one month before they are removed.

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 Interim review completed February 3, 2015 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. Next review date, March, 2015
4-13	<u>Updated</u> 19-02-14	Library Ambassador Campaign	Library Board	Campaign to promote Strategic Plan: CEO report to Board on October 23, 2013 Arrange discussion, presentation or outreach activity to promote Strategic Plan. Library Board to send suggestions of organizations to CEO Develop Library Board Advocacy Group Completed: Municipal Candidate Letter and sent out by Chair and CEO. Question to be prepared for Chair to pose to candidates for 2014 Municipal Election

30