



## MEMORANDUM

**To:** Newmarket Public Library Board

**From:** Todd Kyle

**Date:** September 16, 2015

**Re:** Computer Capital Budget

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In February 2013, it was reported to the Board that the Library had approximately \$147,000 in unencumbered capital funds originally approved by Council for projects related to computer hardware/software. This was due to some projects being paid for by the CAF/SDI grant as well as due to savings incurred on other projects.

At that time plans were drafted to spend those funds on computer-related capital projects that were otherwise unfunded. As these items were not replacements under the original ARF funding, but still within the capital allocations approved by Council, Board approval was sought for these plans. Some revisions to the plan resulted in additional Board approvals in April 2014.

The chart below summarizes which projects were approved by the Board and the progress and amount spent since.

ITEM	COST ESTIMATE	STATUS/UPDATE	AMOUNT EXPENDED
AUTOMATED MATERIALS HANDLING	\$50,000	Board approved additional \$50,000 in April 2014 before contract awarded	\$85,500
CELL SIGNAL REPEATERS	\$15,000	Completed	\$12,700
INVENTORY WAND	\$5,000	Product donated to library; tested but found unworkable; not implemented	--
10 LAPTOPS AND CHARGING CART FOR PROGRAMS	\$12,000	Completed	\$9300
3D PRINTER	\$2,000	Approved April 2014 for \$4400 including Digitizer; completed	\$3920
ROOM BOOKING SOFTWARE	\$5,200	Unapproved; plans uncertain due to software change at Town	--
PROGRAM REGISTRATION/CALENDAR SOFTWARE	\$5,200	Unapproved; plans uncertain due to software change at Town	--
SELF-SERVICE UNIT FOR PCRES, PRINTING, ETC.	\$5,000	Unapproved; superseded by ARF-funded replacement systems with self-service functions.	--
E-COMMERCE FOR 3 ITEMS ABOVE	\$10,000	Unapproved; see above.	--
SELF-CHECK+STAFF WORKSTATION	\$2,000	Unapproved. Self-check stations will be replaced under ARF in 2016.	--
STAFF SCHEDULING SOFTWARE	\$20,000	Unapproved. Town moving to new "employee services project" that may accomplish same.	--
IMPLMENTATION CONSULTANT(S)	\$15,600	Approved April 2014 as needed for AMH; not needed	--
TOTAL	\$147,000		\$111,420

With the funds remaining, plus other savings found elsewhere in replacement projects, there are 3 related projects that we recommend pursuing. Again, as these are not replacements under the original ARF funding, but still consistent with the capital allocations of Council, we are seeking Board approval for the following:

- There is a need for second public return station for the automated materials handling system. The original system, including the wall built for the purpose, was designed to allow a second intake station to be added easily. The sorter itself has a capacity exactly twice that of a single intake, therefore the system can process both return stations together at the rate of the single one, thereby doubling customer capacity. This expansion must be sourced with the original supplier (Bibliotheca) and the quoted cost is just under \$41,000.
- The Library has been working on an in-house redesign of its website for some time. Because of staff changes, there is no longer a qualified Web developer on staff, so we are looking at outsourcing this project and have begun gathering proposals. This project is estimated to cost up to \$35,000.
- As noted above, the Library is participating with the Town in exploring new solutions for room booking/program registration and for employee payroll functions (including scheduling), known as the Employee Services Project. Costs for either solution are unknown at this time, and it is unknown whether they will involve upfront capital costs or be entirely software-as-a-service, which would be paid as an operating expense. It is nonetheless recommended that the Library keep \$20,000 in the computer capital budget in reserve for these two projects.

The total maximum cost of these three projects is \$96,000.

The following motion is recommended:

**THAT the Library Board approve the expenses from the unencumbered portion of the Computer Hardware/Software Capital Budget as detailed in the report.**