



REPORT TO GENERAL COMMITTEE

TO: Mayor and Members of Council

FROM: Jim Sales, Commissioner of Community and Fire Services
Catherine Biss, CEO, Markham Public Libraries

PREPARED BY: Deborah Walker, Manager, Library Strategy

DATE OF MEETING: 2006-03-06

SUBJECT: Acquisition of Library Materials for the Markham Village Library
Expansion and Renovation

RECOMMENDATION:

That the report, entitled "Acquisition of Library Materials for the Markham Village Library Expansion and Renovation," be received;

And that the Library Services Centre, Kitchener, Ontario, (hereinafter referred to as "LSC") be the preferred vendor for the selection, purchase, and preparation of the Markham Village Library's Collection;

And that funding for the Acquisition of Library Materials for the Markham Village Library Expansion and Renovation in the amount of \$1,144,600 is provided for in the 2005 Library Capital Account 76 5350 6836 005 Markham Village Library Collections;

And that the 2005 Library Capital Account 76 5350 6836 005 Markham Village Library Collections be closed upon payment of all invoices and any remaining balance be returned to the original source of funding.

PURPOSE:

The purpose of this report is to obtain funding to purchase the collection for the Markham Village Library during 2006, to ensure the items will be available to the public when the expanded and renovated Library re-opens to the public in spring 2007.

BACKGROUND:

On December 13, 2005, Council awarded the tender for the Markham Village Library Expansion and Renovation project and approved funding of \$10,805,370. This project encompasses the building of 12,500 square feet of new construction and 25,860 square feet of renovation to the existing Library. The renovated space consists of 6,300 square feet of Library Administrative space on the lower level and 19,560 square feet of existing Library public space. Also included

in the funding for this project was \$1,144,600 for the Library Collections. In its resolution, Council included the following provision regarding the Library Collections:

“And that the award for Markham Village Library Expansion and Renovation project collections, in the amount of \$1,144,600 be made in accordance with the Purchasing By-Law 2004-341.”

Construction is scheduled to start in January 2006 and be completed by spring 2007. The Library is planning to re-open the Markham Village Library in spring 2007, with a revitalized collection, improved by the addition of approximately 40,000 new items purchased with Development Charge funds allocated to the new construction portion of the project. To achieve this collection goal, the Library has developed a Collection Plan, which includes the following steps:

- Selection according to the community profile.
- Ordering and receiving.
- Cataloguing & linking—for public database access and circulation.
- Processing—for public access and security.

OPTIONS/DISCUSSION:

The Library Services Centre is recommended as Preferred Vendor for Selecting, Purchasing, and Processing the Collection for the Markham Village Library Expansion

The goal of building the 40,000-item collection is to be cost-effective, while also ensuring the collection is well chosen, tailored to the needs of the Markham Village community, and fully processed and ready for customer use on opening day in spring 2007. It is a very labour-intensive process.

The Library's plan for selecting, purchasing and preparing the collection is based on our successful experience in building the collection for the Angus Glen Library. The Angus Glen collection building process was outsourced to LSC as a preferred vendor, on the basis of LSC's status as the only vendor in Canada capable of delivering collection units in all the formats (print and nonprint) and languages required for the collection. The same consideration applies to the Markham Village Library collection project.

LSC is a non-profit, high-volume, member-owned central purchasing and processing centre located in Kitchener. A canvass of other vendors' capabilities indicates that LSC is the only vendor in Canada currently able to handle all formats and languages in the collection. The Library accordingly recommends LSC as the preferred vendor for the Markham Village Library collection.

This recommendation is further supported by the following analysis:

- **Excellent Track Record:** The outstanding Angus Glen Library collection was successfully developed through a contract with LSC. Library customers have

responded very positively to the Angus Glen collection—our projected circulation targets have been exceeded by more than double, with a total circulation for 2005 of approximately 1.3 million.

- **Low Cost:** On a format by format basis, LSC is the most competitive vendor in terms of discounts on materials and processing rates. Using LSC as the preferred vendor also enables Markham Public Libraries to minimize costs related to contract staff resources, shipping, handling, storage and insurance.
- **Strong Experience:** Since 1967, LSC has been in business as a non-profit central purchasing and processing centre, owned by and serving over 170 libraries.
- **A Long-Standing and Positive Business Partnership with Markham Public Libraries:** The Library has enjoyed a positive, long-standing business relationship with LSC since 1973.
- **Proven Expertise and Quality Control:** LSC and its staff have demonstrated consistently high levels of expertise over 32 years.
- **Project Manager Dedicated to Markham Village:** As part of its service, LSC will assign to the project the same Project Manager who handled the successful Angus Glen project. This effectively provides increased staff resources at no cost to the Library.
- **High Motivation:** As one of LSC's largest clients, the Library wields considerable influence with this vendor, which extends to this project and will help to ensure its success.

Library staff recommend proceeding in accordance with the provisions of Purchasing By-law 2004-341, Part II Section 7 (1) to “negotiate a contract for the supply of goods and services without a competitive process” and contracting with LSC as preferred vendor because LSC is the only vendor that can provide the full services required for this project (“where there is only one source of supply for the goods to be purchased” s. 7(1)(b)).

FINANCIAL CONSIDERATIONS:

On December 13, 2005 Council approved the Award of Tender # 188-T-05 for the construction of the Markham Village Library Expansion and Renovation along with the overall funding for this project (\$10,805,370). The funding included \$1,144,600 for the Library collection.

Funding in the amount of \$1,144,600 is provided for in the 2005 Library Capital Account 76 5350 6836 005 Markham Village Library Collections.

The 2005 Library Capital Account 76 5350 6836 005 Markham Village Library Collections be closed upon payment of all invoices and any remaining balance be returned to the original source of funding.

ENVIRONMENTAL CONSIDERATIONS:

Not applicable.

ACCESSIBILITY CONSIDERATIONS:

Not applicable.

ENGAGE 21ST CONSIDERATIONS:

Not applicable.

BUSINESS UNITS CONSULTED AND AFFECTED:

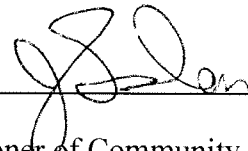
Financial Services.

ATTACHMENTS:

None.



Catherine Biss, CEO,
Markham Public Libraries



Jim Sales
Commissioner of Community and
Fire Services