



Paperless Board Meetings via Consolidated PDF

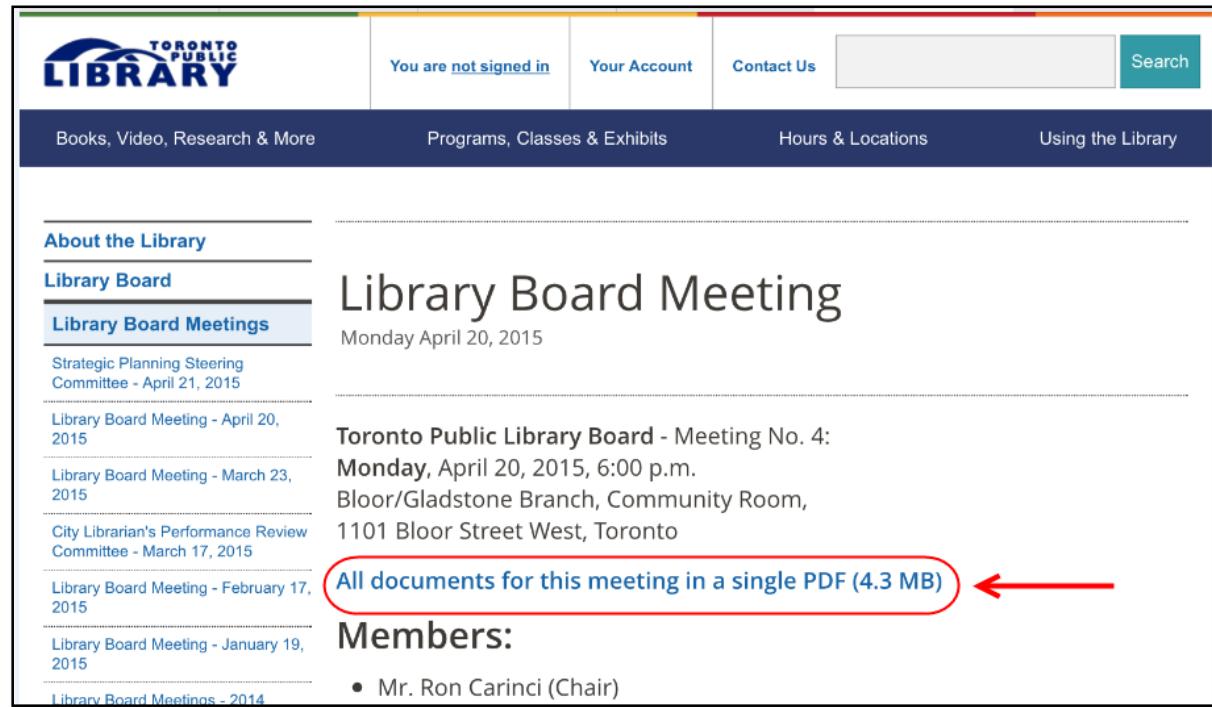
How to Navigate and Annotate PDF Files on an iPad



PDF Expert – iPad

1. Getting the PDF File onto the Tablet
2. Viewing the Table of Contents/Bookmarks
3. Highlighting Text
4. Adding Typewritten Notes
5. Adding Handwritten Notes
6. Accessing saved Board packages
7. Navigating to Your Annotations and Personal Bookmarks

1. Getting the PDF File onto the Tablet



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Strategic Planning Steering Committee - April 21, 2015

Library Board Meeting - April 20, 2015

Library Board Meeting - March 23, 2015

City Librarian's Performance Review Committee - March 17, 2015

Library Board Meeting - February 17, 2015

Library Board Meeting - January 19, 2015

Library Board Meetings - 2014

Library Board Meeting

Monday April 20, 2015

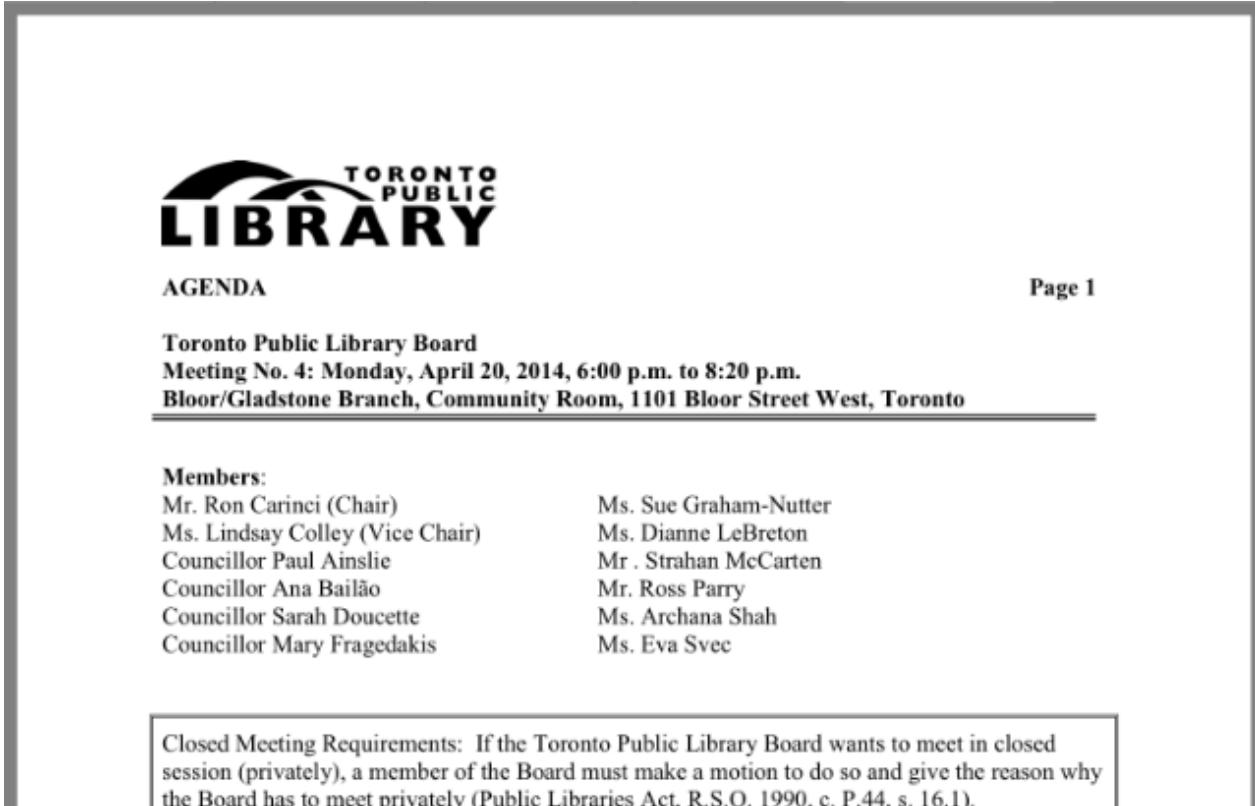
Toronto Public Library Board - Meeting No. 4:
Monday, April 20, 2015, 6:00 p.m.
Bloor/Gladstone Branch, Community Room,
1101 Bloor Street West, Toronto

All documents for this meeting in a single PDF (4.3 MB)

Members:

- Mr. Ron Carinci (Chair)

1. Getting the PDF File onto the Tablet (cont'd)

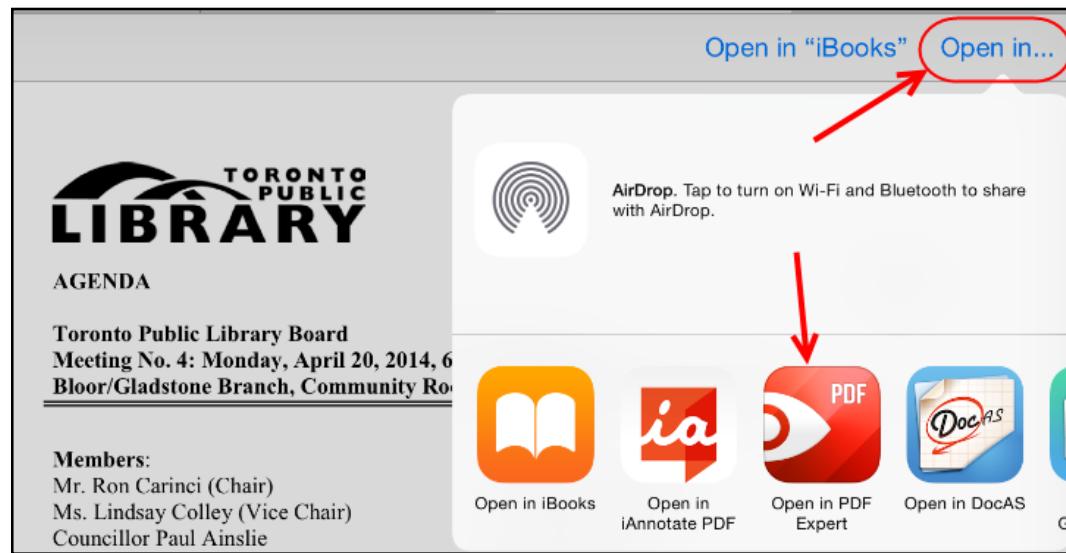
A screenshot of a PDF document. At the top is the Toronto Public Library logo. Below it is the word "AGENDA" on the left and "Page 1" on the right. Underneath is a section header: "Toronto Public Library Board", "Meeting No. 4: Monday, April 20, 2014, 6:00 p.m. to 8:20 p.m.", and "Bloor/Gladstone Branch, Community Room, 1101 Bloor Street West, Toronto". A horizontal line separates this from the "Members" section. The "Members" section lists names in two columns. At the bottom is a box containing a note about closed meetings.

Members:

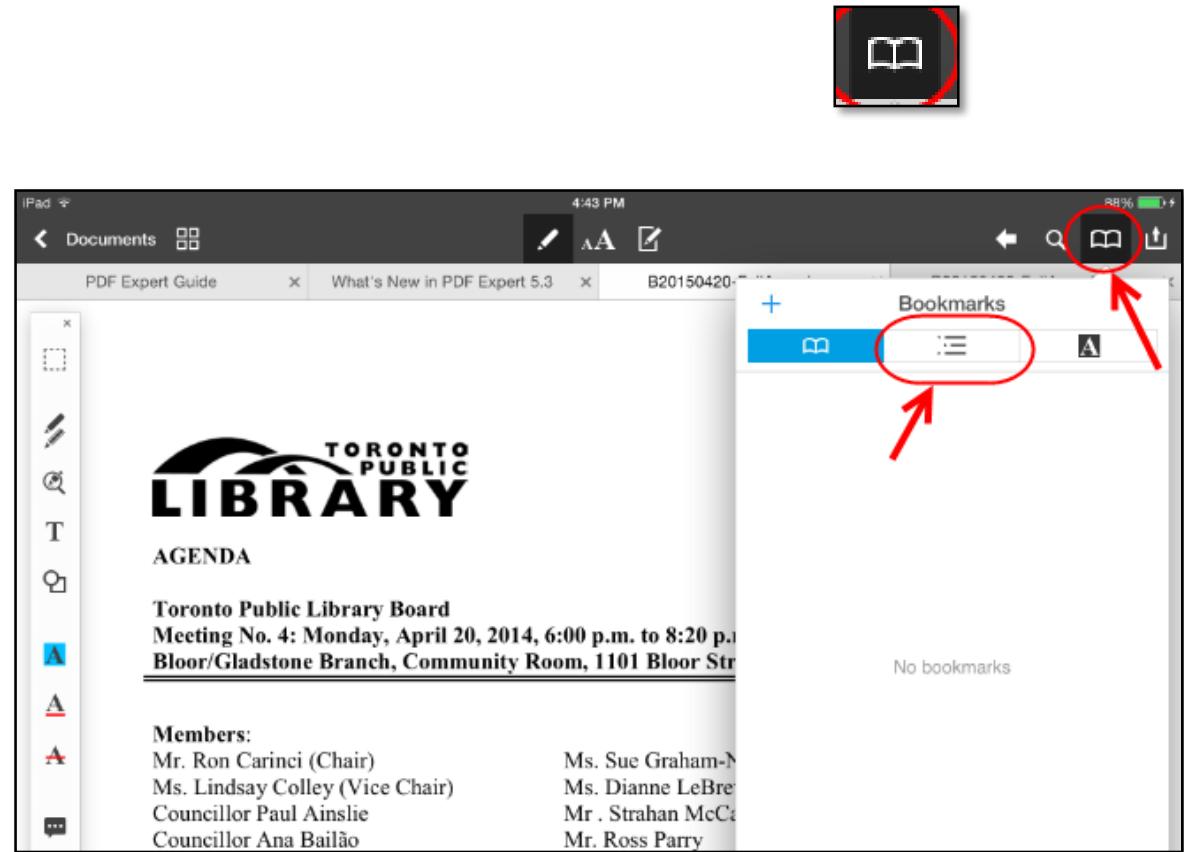
Mr. Ron Carinci (Chair)	Ms. Sue Graham-Nutter
Ms. Lindsay Colley (Vice Chair)	Ms. Dianne LeBreton
Councillor Paul Ainslie	Mr. Strahan McCarten
Councillor Ana Bailão	Mr. Ross Parry
Councillor Sarah Doucette	Ms. Archana Shah
Councillor Mary Fragedakis	Ms. Eva Svec

Closed Meeting Requirements: If the Toronto Public Library Board wants to meet in closed session (privately), a member of the Board must make a motion to do so and give the reason why the Board has to meet privately (Public Libraries Act, R.S.O. 1990, c. P.44, s. 16.1).

1. Getting the PDF File onto the Tablet (cont'd)

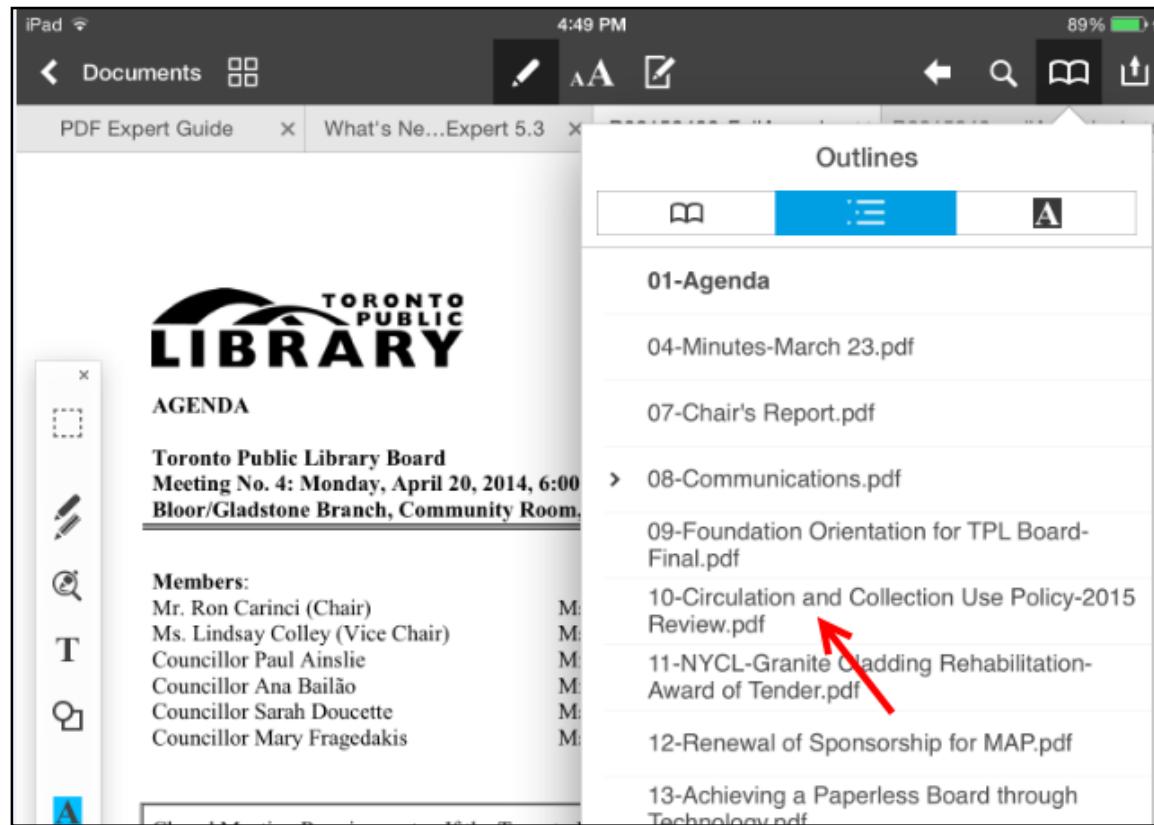


2. Viewing the Table of Contents / Bookmarks

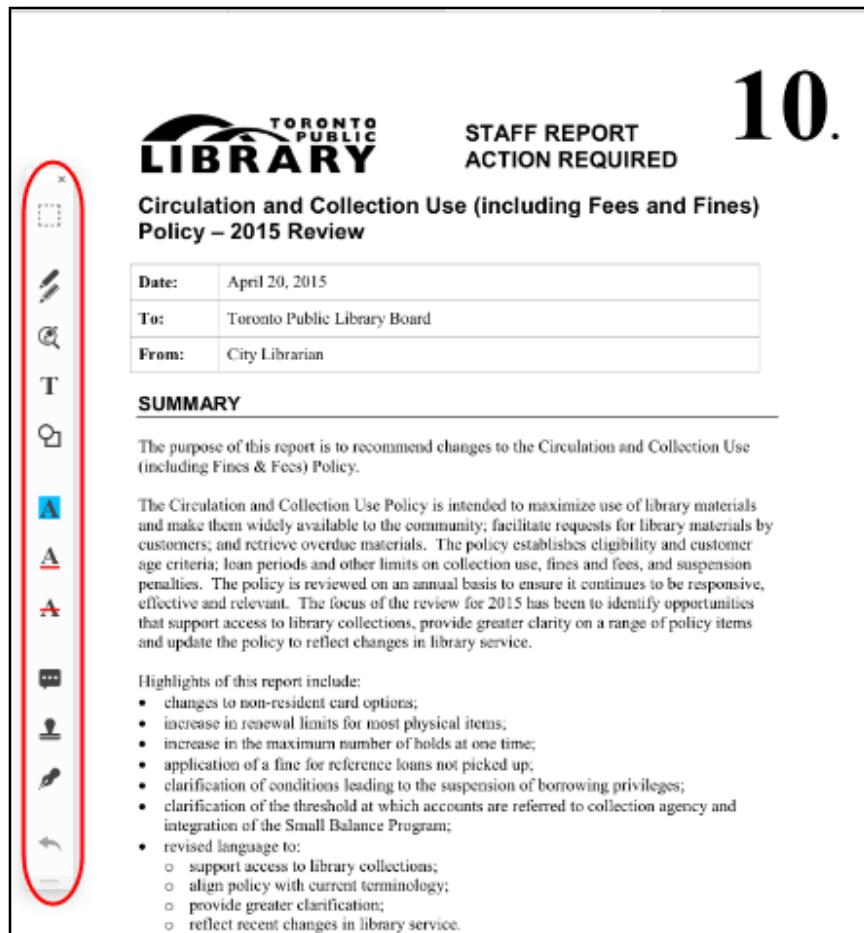


A screenshot of the iPad's PDF Expert app interface. The main content area displays the "AGENDA" section of a document, which includes the Toronto Public Library logo, the agenda title, and a list of members. On the right side, a sidebar titled "Bookmarks" is open. It features a blue header bar with a "+" button, a list of three collapsed bookmark entries (indicated by a minus sign), and a search bar. The sidebar is highlighted with a red oval and an arrow pointing to the minus sign icon. The top of the screen shows the iPad's status bar with signal strength, battery level, and the time (4:43 PM). The top navigation bar includes tabs for "Documents" and "PDF Expert Guide", and a search bar.

2. Viewing the Table of Contents / Bookmarks (cont'd)



2. Viewing the Table of Contents / Bookmarks (cont'd)



The image shows a screenshot of a PDF document on an iPad. The document is titled "Circulation and Collection Use (including Fees and Fines) Policy – 2015 Review". It includes a "STAFF REPORT ACTION REQUIRED" section, a "SUMMARY" section, and a list of highlights. A vertical sidebar on the left contains icons for various functions, with the "Annotations" icon (a red circle) highlighted by a red oval. The page number "10." is in the top right corner.

STAFF REPORT ACTION REQUIRED

Circulation and Collection Use (including Fees and Fines) Policy – 2015 Review

10.

Annotations

STAFF REPORT ACTION REQUIRED

Circulation and Collection Use (including Fees and Fines) Policy – 2015 Review

SUMMARY

The purpose of this report is to recommend changes to the Circulation and Collection Use (including Fines & Fees) Policy.

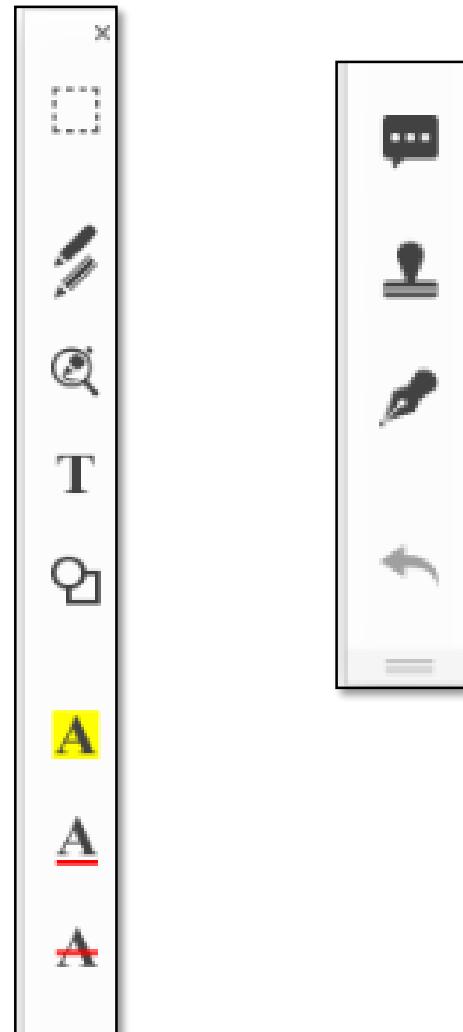
The Circulation and Collection Use Policy is intended to maximize use of library materials and make them widely available to the community; facilitate requests for library materials by customers; and retrieve overdue materials. The policy establishes eligibility and customer age criteria; loan periods and other limits on collection use, fines and fees, and suspension penalties. The policy is reviewed on an annual basis to ensure it continues to be responsive, effective and relevant. The focus of the review for 2015 has been to identify opportunities that support access to library collections, provide greater clarity on a range of policy items and update the policy to reflect changes in library service.

Highlights of this report include:

- changes to non-resident card options;
- increase in renewal limits for most physical items;
- increase in the maximum number of holds at one time;
- application of a fine for reference loans not picked up;
- clarification of conditions leading to the suspension of borrowing privileges;
- clarification of the threshold at which accounts are referred to collection agency and integration of the Small Balance Program;
- revised language to:
 - support access to library collections;
 - align policy with current terminology;
 - provide greater clarification;
 - reflect recent changes in library service.

iPad Tablet

3. Highlighting Text



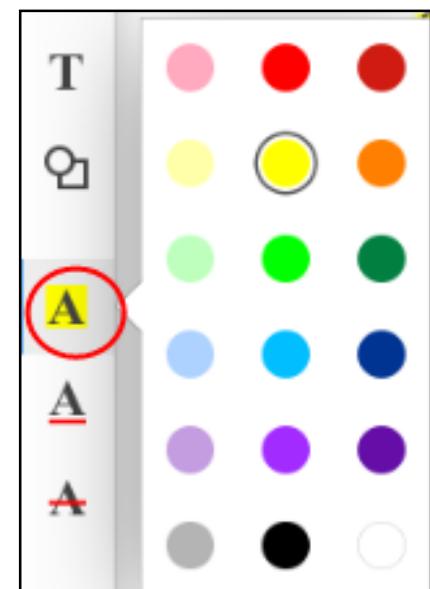
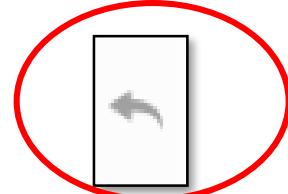
3. Highlighting Text (cont'd)

groups:

- a. Budget Committee as contained in Attachment 2;
- b. Employee and Labour Relations Committee as contained in Attachment 3;
- c. Strategic Planning Steering Committee as contained in Attachment 4;
- d. Advertising Review Working Group as contained in Attachment 5;



iPad Tablet



4. Adding Typewritten Notes

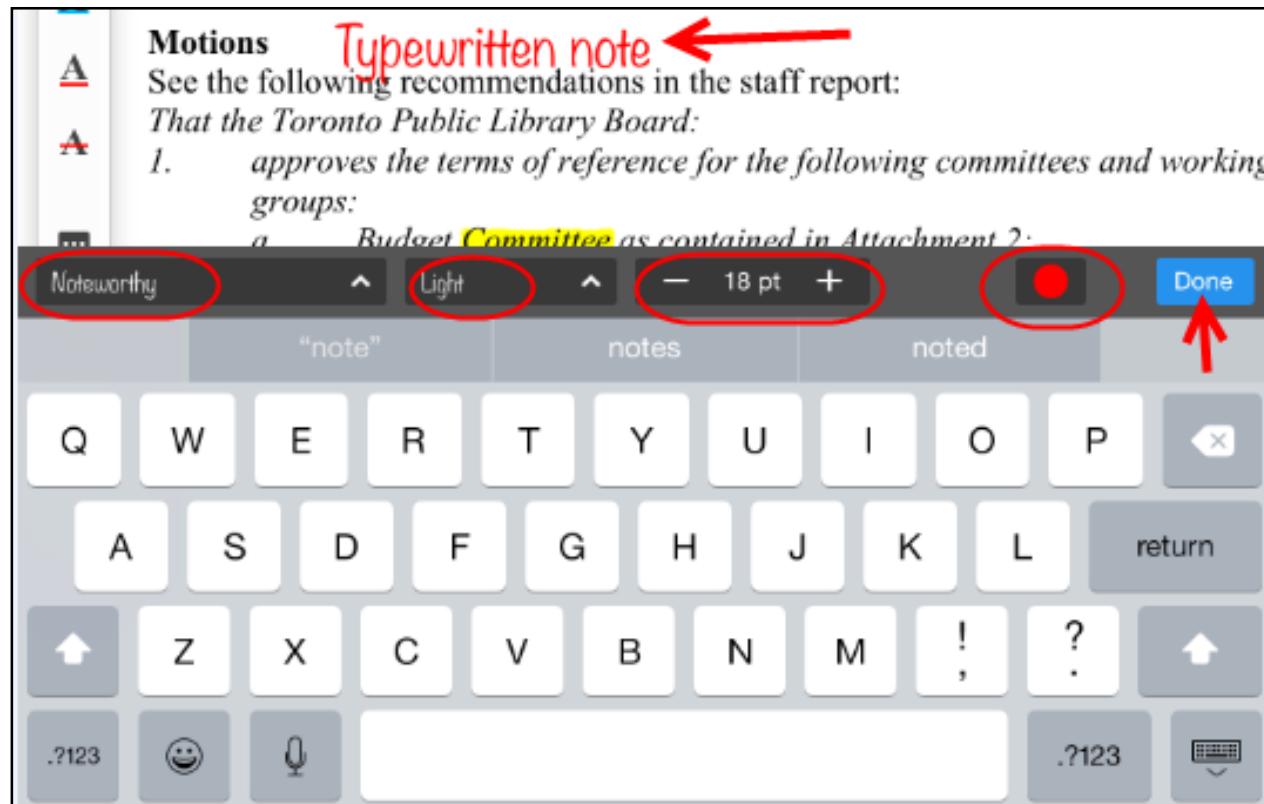
Motions *Typewritten note* 

See the following recommendations in the staff report:

That the Toronto Public Library Board:

1. *approves the terms of reference for the following committees and working groups:*

a. Budget Committee as contained in Attachment 2.



- Noteworthy
- Light
- 18 pt
- Done

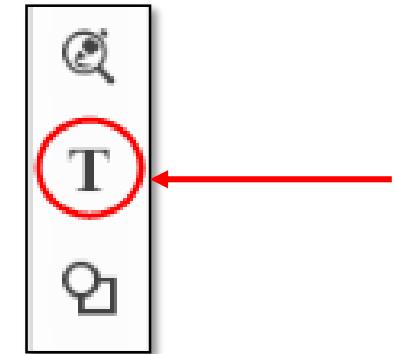
note notes noted

Q W E R T Y U I O P

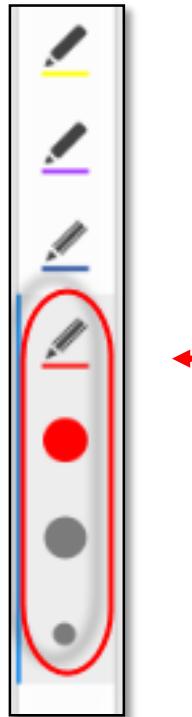
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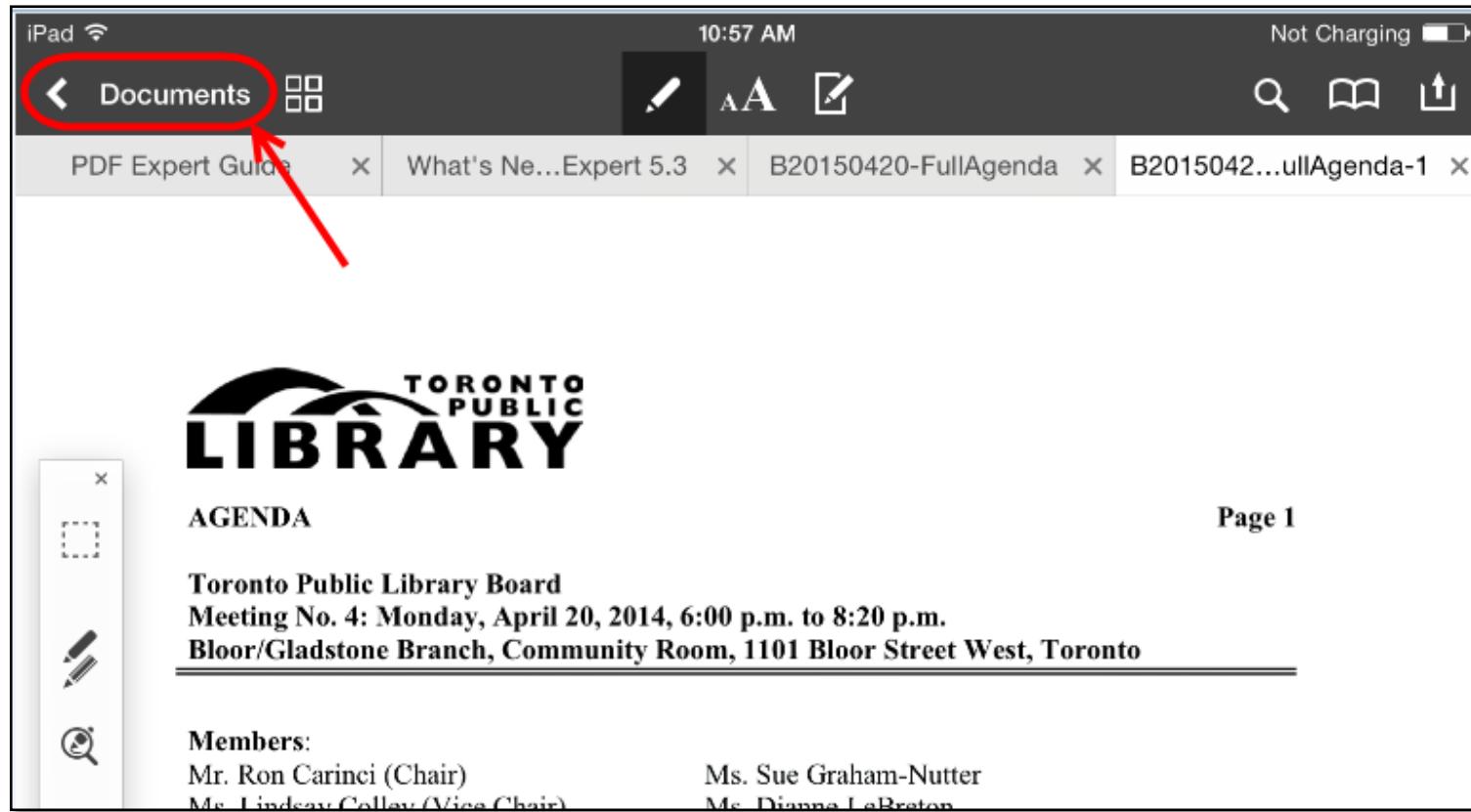
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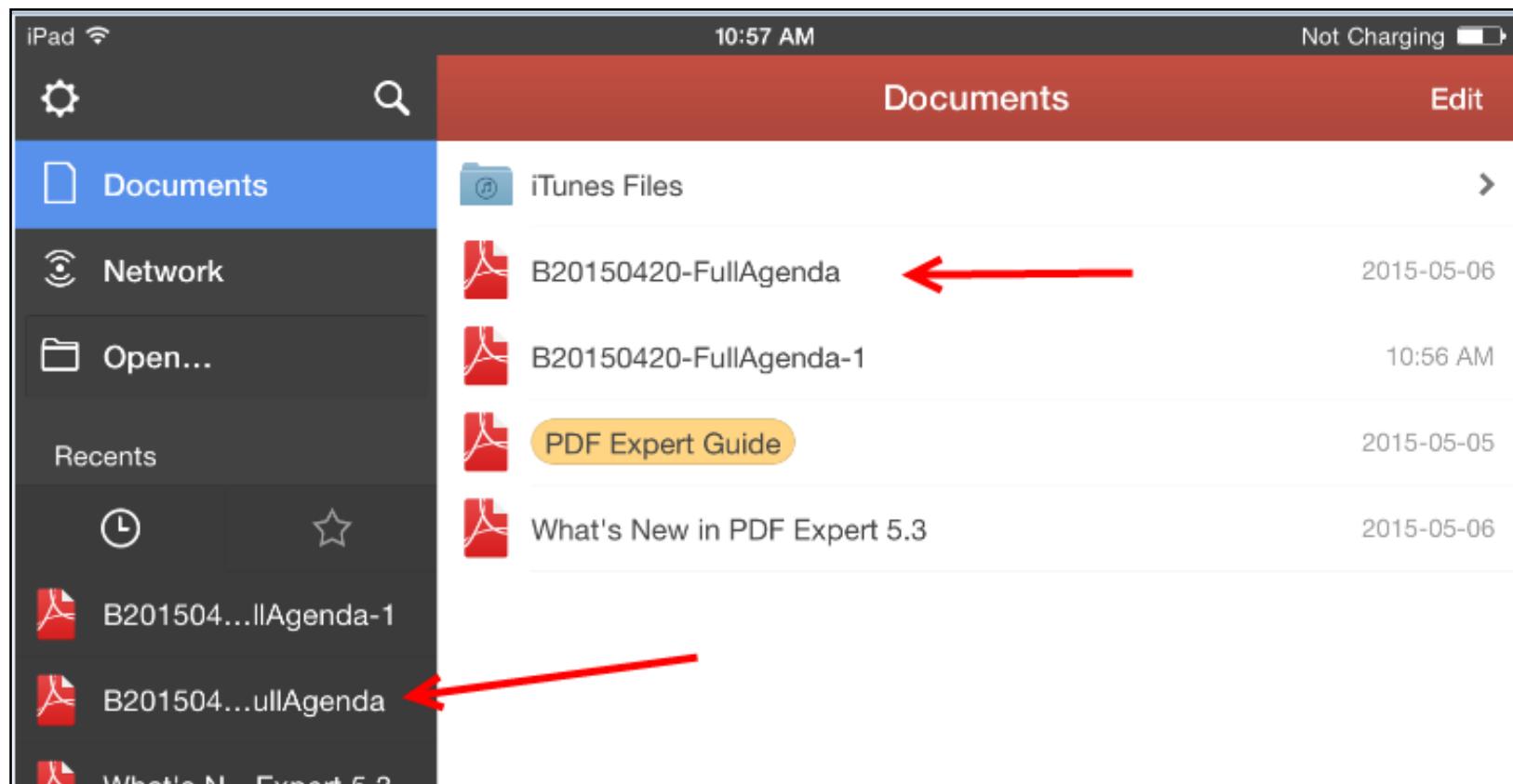
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