



Agenda
Newmarket Public Library Board

Wednesday, October 15, 2014 at 5:00 PM
Regular Board Meeting

Agenda compiled on 10/10/2014 at 9:42 AM

Adoptions of Agenda

1. Adoption of the Regular Agenda
2. Adoption of the Consent Agenda
3. Adoption of the Consent Agenda Items

Declarations

Consent Agenda Items

4. Adoption of the Regular Board Meeting Minutes for Wednesday, September 17, 2014 p. 1
5. Adoption of the Closed Session Meeting Minutes for Wednesday, September 17, 2014
6. Strategic Operations Report for September, 2014 p. 6
7. Library Statistical Data for September, 2014 p. 8
8. Monthly Bank Transfer p. 12

Closed Session

9. There are no Closed Session Items at time of Agenda distribution

Reports

10. Third Quarter Financial Statements p. 13
11. 2014 Business Plan - Interim Report p. 16

Business Arising

12. Action List p. 20

New Business

13. 2015 Budget Process

p. 22

Date(s) of Future Meetings

14. The next Newmarket Public Library Board Regular Board Meeting will be Wednesday, November 19, 2014, at 5:00 pm in the Library Board room.

Adjournment



**Newmarket Public Library Board
Regular Board Meeting
Wednesday, September 17, 2014
Newmarket Public Library Board Room**

Present: Joan Stonehocker – Chair
Tara Brown
Tom Hempen
Wes Playter

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

Regrets: Michael Castro
John Taylor
Tom Vegh – Vice Chair

The Chair called the meeting to order at 5:20 pm

1. Adoption of Agenda Items

- i) Adoption of Regular Agenda
- ii) Adoption of the Closed Session Agenda
- iii) Adoption of Consent Agenda items

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

Motion 14.09.322

**Moved by Tom Hempen
Seconded by Tara Brown**

That Agendas i) to iii) be adopted as presented.

Carried

2. Declarations

None were declared.

3. Consent Agenda Items:

- i) Adoption of the Regular Board Meeting Minutes for Wednesday, June 18, 2014
- ii) Strategic Operations Report for Summer, 2014
- iii) Library Statistical Data for August, 2014
- iv) Monthly Bank Transfer

Motion 14.09.323

Moved by Tom Hempen
Seconded by Tara Brown

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

Carried

4. Motion to Convene into a Closed Session

Motion 14.09.324

Moved by Wes Playter
Seconded by Tara Brown

That the Library Board convene into a closed session at 5:21 pm for the purposes of discussing labour relation matters.

Carried

Motion 14.09.325

Moved by Wes Playter
Seconded by Tom Hempen

That the Library Board move out of the closed session at 5:30 pm.

Carried

Motion arising from the Closed Session:

Motion 14.09.326

Moved by Tom Hempen
Seconded by Wes Playter

That the Library Board receive the report on annual economic adjustments for non-union staff.

Carried

5. Policies

i) Policy Review Schedule

An updated Policy Schedule was reviewed by the Library Board.

ii) Health and Safety Policy

No changes were recommended for the Health and Safety Policy.

iii) Accessibility Standards for Customer Service Policy

No changes were recommended for the Health and Safety Policy.

iv) Recruitment and Selection Policy

The Recruitment and Selection Policy has been revised to comply with Integrated Standards Regulation on employment.

v) Social Media Policy

The Social Media Policy has been revised to address risk points not in the covered in the original policy.

Motion 14.09.327

Moved by Tara Brown

Seconded by Wes Playter

That the Library Board receive the Policy Review Schedule as presented, and approve the Health and Safety Policy, Accessibility Standards for Customer Service Policy, Recruitment and Selection Policy and the Social Media Policy as presented.

Carried

6. Reports

i) Second Quarter Financial Statements

The Library continues to be on target for the second quarter of 2014 in both expenditures and revenue.

Motion 14.09.328

Moved by Tom Hempen

Seconded by Wes Playter

That the Library Board receive the second quarter financial statement as presented.

Carried

7. Business Arising

i) Action List

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

8. New Business

i) eBook Equity Pricing Campaign

The Ottawa Public Library has requested other Public Libraries in Ontario participate in their campaign to ask Federal and Provincial Governments to investigate the pricing of eContent for Libraries. The Library Board was asked to repeat the motion put forth by Ottawa Public Library.

Motion 14.09.329

Moved by Wes Playter

Seconded by Tom Hempen

WHEREAS the Newmarket Public Library is committed to providing equitable access to information and services regardless of format and customer demand for eBooks and eMagazines is increasing; and

WHEREAS Newmarket Public Library staff are working together with publishers to find mutually beneficial solutions so that public library customers have access to the wide range of eBooks and eMagazines they have available to them in a physical printed copy; and

WHEREAS the specialized market terms for libraries provided by some publishers for the purchase of eBooks and eMagazines restrict the Newmarket Public Library's ability to purchase these materials for public use, resulting in an inequity of access to electronic content, significant constraints on the Newmarket Public Library budget, and an undermining of the Newmarket Public Library's ability to fulfill its role;

THEREFORE BE IT RESOLVED that the Town of Newmarket Public Library Board:

1. request that the Department of Canadian Heritage and the Ontario Ministry of Tourism, Culture and Sport investigate publishers' restrictive practices in making eBooks and eMagazines available to public libraries, including the higher prices charged to public libraries; and
2. request staff bring the issues faced by libraries in obtaining access to eBooks and eMagazines to the attention of the Competition Bureau of Canada.

AND THAT the Ottawa Public Library Board be informed of this resolution and copied on letters sent to this effect.

9. Date(s) of Future Meetings

The next regular Library Board meeting will be Wednesday, October 15, 2014 at 5:00 pm in the Library Board room

10. Adjournment

Motion 14.09.330

Moved by Tara Brown
Seconded by Wes Playter

That there being no further business meeting adjourned at 6:10 pm.

Joan Stonehocker
Chair

Todd Kyle, CEO
Secretary/Treasurer

STRATEGIC OPERATIONS REPORT – SEPTEMBER, 2014

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
Collaborative Relationships	<ul style="list-style-type: none"> IdeaMarket resumed Sept 30 with program on food banks (30 participants); Oct 28 program will be Libraries: Surviving or Thriving, coinciding the Canadian Library Month CEO met with Zerofootprint to discuss cooperation on community goodCOINS project Staff met with United Way and Findhelp reps to discuss York Region community service data for 211 service Continuing to work with Newmarket Historical Society on digitization projects 	<ul style="list-style-type: none"> Computer classes began for new session of employment program at Inn From The Cold; library website page created to feature learning assets used Library Settlement Partnership drafted press release outlining newcomer services in libraries for Ontario Public Library Week; arranged for citizenship judge to visit ESL classes hosted at library in October 	<ul style="list-style-type: none"> Library approached by York Region Transit to become transit ticket agent; contract signed and will begin soon CEO met with Pickering College to offer advice on their library renovation project Library now has 14 patrons registered for CELA access (formerly CNIB library, for visually and other print-disabled)
Spaces	<ul style="list-style-type: none"> Library wrote letter supporting Jazz+ Festival applications for 2015 funding Town staff organized kiosks about upcoming election on 3 Saturdays Newmarket Historical Society to begin meeting at library in 2015 	<ul style="list-style-type: none"> Library participated in makerspace meeting hosted by Region with other libraries 	<ul style="list-style-type: none"> Green Reads used book machine delivered to Magna Centre; technical issues remain so launch delayed.
Positioning	<ul style="list-style-type: none"> Seed library covered by The Era and on yorkregion.com York Culture magazine featured IdeaMarket in recognition of Ontario Public Library Week Staff promoted York Info volunteer service and Pan Am Games interviews on Rogers TV Staff made presentation to Newmarket Christian 	<ul style="list-style-type: none"> Tech Time for Kids program covered on yorkregion.com Staff visited several Meet the Teacher nights at local schools Staff met with Poplar Bank PS school council; information about Tech Time for Kids included in school newsletter Initial session of Microsoft Word course completed 	<ul style="list-style-type: none"> Ad for library's Zinio e-magazine service featured in Oct issue of The Month Ahead Latest NPL News e-newsletter sent out to 3,631 subscribers and with 1,867 opens.

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
	Women's Group	<ul style="list-style-type: none"> with 8 participants Staff began tech help outreach to local retirement home; held discussions with 2nd facility 	
Resources	<ul style="list-style-type: none"> Seed Library workshop and exchange program held Sept 23 Indie Book Day to be held Oct 4; much interest from local/regional authors Digitization of Timothy Rogers autobiography completed by staff 	<ul style="list-style-type: none"> 3D printer software being installed on computers; public training being planned for fall launch Library launched Gale Courses, instructor-led online certificate learning Reading Buddies to resume in October with 22 pairs Council of Advisory Teens (CATS) resumed meeting twice per month, using The Curve centre. Average attendance is 12. 	<ul style="list-style-type: none"> Automated Materials Handling system successfully installed and implemented; public and staff reaction generally positive Internet speed problem resolved; replacement of switches begun to further improve responsiveness
Organization & Operations	<ul style="list-style-type: none"> Review of outcomes of the volunteer in the <i>The Era</i> digitization begun 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Library website down for approx. 8 hours on Sept 30 due to electrical prep work for switches installation Senior staff all re-certified in First Aid and Defibrillator

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				
Residents	20,463	20,279	20,456	20,499	20,462	20,487	20,925	21,381				
Non-Residents	1,864	1,861	1,891	1,898	1,890	1,899	1,941	1,951				

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					2,804
New non-resident	54	33	49	43	19	21	37	32					288
Renewed membership	667	628	715	445	649	585	1,085	327					5,101

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					99,053
# of PAC Account Logins	5,350	4,788	5,456	5,403	5,281	4,953	5,636	5,548					42,400
Room Rentals	70	71	61	84	74	50	49	45					504
Room Rental Hours	179	181	151	224	194	153	128	215					1,425

Programs

5 Year Trend - year to date September 30

# of Programs Held	2010	2011	2012	2013	2014
Adult	16	25	53	113	153
Children's	662	633	789	935	916
Total Programs	678	658	842	1,048	1,069

Program Attendance	2010	2011	2012	2013	2014
Adult	640	1,298	1,498	1,480	1,844
Children's	11,652	10,050	9,316	10,244	9,856
Total Attendance	12,292	11,348	10,814	11,724	11,700

Newmarket Public Library Statistical Data - 2014

Borrowing

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
eAudio books	419	402	465	555	496	365	605	580	603				4,490
eBooks	2,347	2,056	2,335	2,267	2,515	2,392	2,620	2,669	2,563				21,764
eMagazines	na	na	na	625	368	299	299	300	264				2,155
eMusic/Video	634	1,769	2,737	2,849	2,735	2,293	1,696	2,133	2,322				19,168
Backpack Kit	2	3	4	4	1	2	2	4	5				27
Book	24,090	22,484	27,439	25,247	25,805	23,610	33,976	29,703	26,540				238,894
CD-ROM/DVD-ROM	34	40	27	21	24	12	21	23	37				239
DVD/Blu-ray	3,938	3,787	4,453	4,221	4,192	3,344	4,734	4,409	3,723				36,801
eBook Reader	4	1	5	5	4	3	6	4	2				34
GPS	-	3	5	13	5	2	10	8	1				47
ILL	165	145	143	158	134	145	140	167	155				1,352
Language Kit	42	24	41	35	42	38	46	50	37				355
Laptop	47	35	24	38	40	22	36	27	15				284
Multimedia Kit	79	128	102	99	99	74	121	86	68				856
Music CD	637	609	696	572	550	387	418	561	397				4,827
Pedometer	4	7	21	18	23	20	14	10	5				1
Periodical	1,015	1,035	1,130	1,231	1,212	961	1,228	1,254	1,071				10,137
Portable Audio Book	26	32	42	36	48	41	47	41	36				349
Talking Book	884	837	902	891	855	887	964	904	817				7,941
Video	29	9	11	12	17	12	6	16	16				128
Video Game	262	258	370	350	285	215	495	433	340				3,008
Total Borrowing	34,658	33,664	40,952	39,247	39,450	35,124	47,484	43,382	39,017	-	-	-	352,978

Database Usage

Adult Subscriptions	3,525	2,370	1,834	1,448	2,097	2,253	1,671	1,405	2,033				18,636
Children's Subscriptions	1,001	748	847	649	523	946	240	399	724				6,077
York Info (Community)	78,994	68,976	72,074	70,752	69,524	64,578	67,825	67,988	63,802				624,513
York Info (Volunteer)	10,842	9,908	11,649	8,915	11,635	12,045	10,848	11,360	9,722				96,924
Total Database Usage	94,362	82,002	86,404	81,764	83,779	79,822	80,584	81,152	76,281	-	-	-	746,150

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	67,210
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	1,119
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

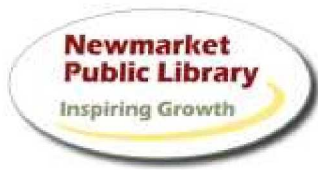
From: Todd Kyle, CEO

Date: October 15, 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 September 30, 2014 of \$ 18,992.81 from the Newmarket Public Library Board bank account to the Town of Newmarket bank account.



MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle

Date: October 15, 2014

Re: Third Quarter Financial Statement

Attached is the third quarter financial statement for the Library.

The Library continues to be on target for the third quarter of 2014 in both expenditures and revenue, and there are no significant issues to report that might affect our ability to meet budget for 2014.

The following motion is recommended:

THAT the Library Board receive the second quarter financial statement as presented.

NEWMARKET PUBLIC LIBRARY

3rd QTR Income Statement Comparison of 2014 Actual to 2014 Budget and 2013 Actual

EXPENDITURES

MATERIALS

	2014 YTD SEPT.	2014 ANNUAL BUD	2013 3RD QTR	3RD QTR '14 Vs 3RD QTR 2013	% of Budget
Books	\$124,940	\$161,400	\$114,698	(\$10,241)	77%
Reference Materials	14,252	19,850	12,427	(1,825)	72%
Magazines & Newspapers	11,193	13,195	11,066	(127)	85%
Electronic Materials and Subscriptions	67,314	70,527	56,647	(10,667)	95%
Talking Books	8,379	9,000	7,325	(1,054)	93%
Compact Sound Discs	480	1,800	488	8	27%
DVD/Console Games	9,654	17,700	10,905	1,251	55%
Book Binding and Materials Processing	20,593	27,250	20,575	(18)	76%
Sub-Total	\$256,805	\$320,722	\$234,131	(\$22,674)	80%

3RD QTR 2014 Vs 3RD QTR 2013
Explanations for variances > \$1000

Timing of purchases and subscription payments

FACILITIES AND EQUIPMENT

Caretakers' Contract	\$21,053	\$36,000	\$22,523	\$1,471	58%
Caretakers' Supplies	2,660	4,000	3,026	366	66%
Equipment-Repairs/Maintenance Contracts	46,743	71,968	43,206	(3,536)	65%
Building-Repairs/Maintenance Contracts	30,223	32,580	14,695	(15,528)	93%
Sub-Total	\$100,678	\$144,548	\$83,451	(\$17,227)	70%

FabriZone full cleaning done in 2013 partially offset by furniture seat cleaning in 2014

Timing and cost increases of software licenses & maintenance

More bldg repairs, upgrades, construction for AMH and water cleanup needed in 2014

CAPITAL

Minor Capital	\$0	\$4,400	\$2,714	\$2,714	0%
Capital Financing	0	0	0	-	
Asset Replacement Fund	167,663	223,550	167,663	0	75%
Sub-Total	\$167,663	\$227,950	\$170,377	\$2,714	74%

Timing of purchases

UTILITIES

Hydro	\$50,012	\$59,000	\$46,555	(\$3,457)	85%
Heat	6,667	7,500	6,519	(148)	89%
Water	2,413	3,500	2,489	76	69%
Sub-Total	\$59,092	\$70,000	\$55,563	(\$3,529)	84%

Higher usage in 2014

ADMINISTRATION - Salaries, Wages & Benefits

Salaries and Wages	\$1,342,468	\$1,828,202	\$1,295,582	(\$46,886)	73%
Employee Benefits	327,023	406,971	302,455	(24,568)	80%
Sub-Total	\$1,669,491	\$2,235,173	\$1,598,037	(\$71,454)	75%

EA & Step increases in 2014

Higher wages & additional contributors to OMERS

ADMINISTRATION - General

Stationery and Office Supplies	\$756	\$2,600	\$879	\$123	29%
Photocopier/Microfilm Lease & Supplies	1,204	4,500	884	(320)	27%
Health and Safety	206	2,400	1,383	1,177	9%
Program and Project Costs	21,105	34,700	22,270	1,165	61%
Coffee Supplies	715	900	371	(344)	79%
Circulation and Processing Supplies	10,171	14,800	10,956	785	69%
Miscellaneous Expenditures	2,041	5,955	2,133	92	34%
Insurance Premiums	0	0	0	-	
Telephone and Internet	6,331	8,270	6,721	390	77%
Audit Legal and Finance	0	4,000	0	-	0%

CPR recertification and Occupational Health, Safety and Mental Wellness Symposium in 2013

Timing of prgms, offset below in revenue

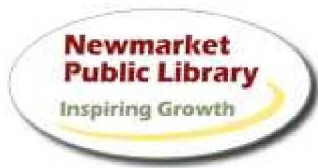
NEWMARKET PUBLIC LIBRARY

3rd QTR Income Statement Comparison of 2014 Actual to 2014 Budget and 2013 Actual

<u>EXPENDITURES</u>	2014 YTD SEPT.	2014 ANNUAL BUD	2013 3RD QTR	3RD QTR '14 Vs 3RD QTR 2013	% of Budget	3RD QTR 2014 Vs 3RD QTR 2013 Explanations for variances > \$1000
<u>ADMINISTRATION - General Continued</u>						
Consulting Fees	0	14,400	1,013	1,013	0%	Fewer consultation needs in 2014
Postage and Freight	3,886	6,225	3,877	(9)	62%	
Advertising	14,422	17,700	9,653	(4,769)	81%	Timing of advertising campaigns
Education and Training	10,808	11,400	1,076	(9,732)	95%	Timing of training
Travel Expense	3,036	6,100	5,076	2,040	50%	Locations of conferences
Memberships and Subscriptions	9,767	9,100	9,774	7	107%	
Conference/Seminar Fees & Expenses	11,135	12,000	10,087	(1,048)	93%	Additional conference opportunities in 2014
Transfer to Reserves			-	-		
Transfer to LTD. Reserve	17,574	23,002	17,019	(555)	76%	
Sub-Total	\$113,158	\$178,052	\$103,172	(\$9,986)	64%	
TOTAL EXPENDITURES	\$2,366,886	\$3,176,445	\$2,244,732	(\$122,154)	75%	

3rd QTR Income Statement Comparison of 2014 Actual to 2014 Budget and 2013 Actual

<u>REVENUES</u>	2014 YTD SEPT.	2014 ANNUAL BUD	2013 3RD QTR	3RD QTR '14 Vs 3RD QTR 2013	% of Budget	3RD QTR 2014 Vs 3RD QTR 2013 Explanations for variances > \$1000
Municipal Grant	\$2,136,611	\$2,848,814	\$2,099,788	\$36,823	75%	Higher grant in 2014
Provincial Grant	2,616	68,401	5,448	(2,832)	4%	Capacity Building Grant in 2013
Other Grants	0	3,700	0	-	0%	
Program Fees	22,889	39,100	28,160	(5,271)	59%	Timing of prgms offered as well as higher fees for higher costing prgms offered in 2013
Photocopier/Microfilm Receipts	4,971	5,400	3,808	1,163	92%	More printing by patrons
Room Rentals	24,347	27,000	23,451	896	90%	
Coffee Supplies Recovered	725	900	692	33	81%	
Fines	24,367	44,330	26,569	(2,202)	55%	Fines on the decline due to e-resources
Financing from D.C.	93,750	125,000	82,500	11,250	75%	Higher financing in 2014
Sundry Receipts	8,554	10,300	9,417	(863)	83%	
Non-Resident Fees	240	500	215	25	48%	
Donations Received	1,078	3,000	783	295	36%	
TOTAL REVENUES	\$2,320,147	\$3,176,445	\$2,280,831	\$39,316	73%	
SURPLUS/(DEFICIT) CURRENT	(\$46,740)	\$0	\$36,099	\$161,470		

**MEMORANDUM**

To: Newmarket Public Library Board

From: Todd Kyle

Date: October 15, 2014

Re: 2014 Business Plan – Interim Report

I am pleased to present the Board with an interim report on progress with the 2014 Business Plan. As you can see, the vast majority of tasks are marked as either “completed” or as “ongoing”.

Three items are noted as “uncertain”: investigation is ongoing but completion by the end of 2014 is in doubt. These projects will therefore continue into 2015.

- ***Expand device loan programs***
- ***Pilot remote library service event***
- ***Introduce use of inventory wand***
 - An inventory wand was donated to the Library as part of a research project but exploration of the particular model’s capabilities demonstrated it was not appropriate to the Library’s needs; therefore consideration will continue to be given to purchasing a unit as approved in the Capital Budget.

Two items are noted as “for Board consideration”:

- ***Explore future service delivery and facilities options***
 - The deliverable on this item was to have been a report on future service delivery needs and options. The following are actions for the Board to consider:
 - A. To approve related funds from capital reserves;
 - B. To refer the matter to the Library/Town Joint Task Force, asking them to form a joint working group to commission a study;
 - C. To defer this topic entirely until a new Board is in place for 2015.
- ***Explore fundraising and sponsorship strategy to increase revenues***
 - Staff have begun considering strategy and policy surrounding this item, but resource constraints on the part of both the Library and the Town have prevented further progress. At this point there are two suggested options:
 - A. To ask the C.E.O. to include a fundraising target in the 2015 draft operating budget, with strategy to be outlined at a later date.
 - B. To defer this topic entirely until a new Board is in place for 2015.

The following motion is recommended:

THAT the Library Board receive the report entitled 2014 Business Plan—Interim Report.



**Newmarket Public Library
2014 Business Plan—Interim Progress Report
(October 2014)**

Igniting Community Dialogue, Discovery & Debate

Key element	Action Item	Success measurement
Collaborative Relationships	Offer at least 8 IdeaMarket events	ONGOING
	Develop follow up reporting and connection plan for IdeaMarket	COMPLETED
	Develop community advisory plan for IdeaMarket	COMPLETED
	Participate in Community Collaboration Ecosystem initiative	ONGOING
	Continue development of community digitization projects & events	ONGOING
Spaces	Explore alternative/expanded spaces for IdeaMarket events	ONGOING
	Explore facilitating spontaneous conversation in library spaces	ONGOING
Positioning	Broaden marketing campaign to position the library as a centre of dialogue	COMPLETED
	Engage at least one media partner for IdeaMarket	COMPLETED
Resources	Continue to explore social sharing/discovery functionality in public catalogue	ONGOING
	Develop strategy to continue to add new content to Era archive	ONGOING
	Continue website redesign to facilitate public input/comments as well as meet accessibility standards	ONGOING
Organization & Operations	Expand community partnership activities	ONGOING
	Formalize partnership with 211 Ontario	COMPLETED

Leading a Learning Community

Key element	Action Item	Success measurement
Collaborative Relationships	Continue to partner with community groups on digital literacy	ONGOING
	Expand newcomer services in collaboration with N6 and York Region	ONGOING
	Finalize youth computer area and develop services and programming	COMPLETED
Positioning	Broaden marketing campaign to position the library as a learning center	COMPLETED
Resources	Introduce Tech Time for Kids and maker-related programming	COMPLETED
	Explore expanded programming for older school-age children	ONGOING
	Further develop core technology learning/discovery programming	ONGOING
	Redeploy staff to technology learning/discovery programming	COMPLETED
	Offer new online learning services	ONGOING
	Explore 3D printing technology	ONGOING
	Expand device loan programs	UNCERTAIN
Organization & Operations	Implement measurement methods for learning role	ONGOING
	Implement staff training for digital literacy role	COMPLETED

Readying Our Capabilities

Key element	Action Item	Success measurement
Collaborative Relationships	Continue to promote strategic vision with community partners through formal presentations and informal conversations	ONGOING
Spaces	Complete redesign of circulation area for better service and efficiency	ONGOING
	Explore future service delivery and facilities options	ONGOING; FOR BOARD CONSIDERATION
	Pilot remote library service event.	UNCERTAIN
Positioning	Produce report on Year 1 successes; establish as annual activity	COMPLETED
	Redesign vision plaque to engage staff and residents	COMPLETED
Resources	Explore additional online services	ONGOING
	Expand eBook selection	ONGOING
	Introduce automated materials handling	COMPLETED
	Introduce use of inventory wand	UNCERTAIN
Organization & Operations	Assess efficiency and performance of physical collections	ONGOING
	Explore fundraising and sponsorship strategy to increase revenues	FOR BOARD CONSIDERATION
	Assess efficiency of printing/copying functions for public and staff	COMPLETED

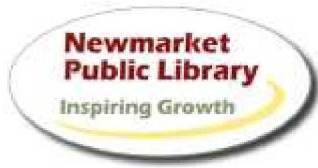


NEWMARKET PUBLIC LIBRARY BOARD - ACTION TRACKING LIST

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

NOTE: Completed Action items will remain on the Action Tracking list for one month before they are removed.
Board Action List – October 15, 2014

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
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: October 15, 2015

Re: 2015 Budget Process

The Town of Newmarket has requested that the Library submit draft operating and capital budgets for 2015 by mid-November. At this point I am asking the Board for input and guidelines. I am also suggesting that there are 3 options for Board approval of the draft, given that a new Board will likely be in place well before Council considers 2015 budget approval:

- A. The Board approves the budget submission at its November 19 meeting.
- B. Same as above, but the Board also instructs the C.E.O. to bring the draft to the new Board at its earliest convenience for review. Any changes can then be submitted to the Town of Newmarket Finance Department before Council review.
- C. The Board defers approval until a new Board is in place, noting to the Town of Newmarket Finance Department that the draft submission is pending Board approval.

Some potential “status quo” drivers for the operating budget are:

- Annualization of 2014 economic adjustments for staff
- Additional 2015 economic adjustments for staff
- Utilities cost increase
- Possibility of a membership fee to participate in the Centre for Equitable Library Access in order to better meet AODA requirements

Some potential revenue opportunities are:

- Increase in room rental revenue once Library rooms are added to the Town of Newmarket’s online booking system
- Addition of a fundraising target aligned with the Service Review Program (naming rights and other opportunities)

The Board may also want to consider requests for service enhancements in the operating budget such as:

- Increasing opening hours to include Mondays
- Additional electronic resources
- Increased staffing for fundraising and revenue development

For the capital budget, it is not expected that there will be any requests beyond scheduled replacement items funded by the Asset Replacement Fund.

The following motion is recommended:

THAT the Library Board receive the report on the 2015 budget process.