



Agenda  
Newmarket Public Library Board

Wednesday, April 15, 2015 at 5:00 PM  
Regular Board Meeting

Agenda compiled on 09/04/2015 at 3:36 PM

## **Adoptions of Agenda**

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

## **Declarations**

## **Consent Agenda Items**

4. Adoption of the Regular Board Meeting minutes for Wednesday, February 18, 2015 p. 1
5. Strategic Operations Report For February and March, 2015 p. 5
6. Library Statistical Data for March, 2015 p. 9
7. Monthly Bank Transfer p. 13
8. Correspondence from Chris Ballard, MPP, Newmarket-Aurora regarding Ontario Libraries Capacity Fund p. 14

## **Closed Session**

9. No closed session items at time of Agenda distribution

## **Business Arising**

10. Action List p. 15

## **New Business**

## **Date(s) of Future Meetings**

11. The next Newmarket Public Library Board Regular Board meeting will be Wednesday, May 20, 2015, at 5:00 pm in the Library Board room

## **Adjournment**



**Newmarket Public Library Board  
Regular Board Meeting  
Wednesday, February 18, 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 5:10 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. Two items were added under New Business.

**Motion 15.02.361**

**Moved by Kelly Broome-Plumley  
Seconded by Tara Brown**

**That** Agendas a) to c) be adopted as amended.

**Carried**

**2. Declarations**

None were declared.

**3. Consent Agenda Items:**

- a) Adoption of the Regular Board Meeting Minutes for Wednesday, January 21, 2015
- b) Adoption of the Closed Session Meeting Minutes for Wednesday, January 21, 2015

- c) Strategic Operations Report for January, 2015
- d) Library Statistical Data for January, 2015
- e) Monthly Bank Transfer

**Motion 15.02.362**

**Moved by Tara Brown**  
**Seconded by Tom Vegh**

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

**Carried**

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

**5. Policies**

- a) Local History and Genealogy Policy  
 The revised Local History and Genealogy Policy now gives further clarification on locally written material.
- b) Visiting Library Service Policy  
 The revisions to the Visiting Library Service policy ensure that the policy reflects the current practice for this service.

**Motion 15.02.363**

**Moved by Tara Brown**  
**Seconded by Kelly Broome-Plumley**

**That** the Library Board approve the Local History and Genealogy Policy and the Visiting Library Service Policy as presented.

**Carried**

- c) Procurement By-Law 2015-01

In order to formalize the revised Procurement Policy approved by the Library Board on December 17, 2014 the Board repealed By-Law 2006-01 and replaced it with By-Law 2015-01.

**Motion 15.02.364**

**Moved by Tom Vegh**  
**Seconded by Tara Brown**

**That** the Library Board repeal Procurement By-law 2006-01 and approve the amended Procurement By-Law 2015-01 as presented.

**Carried**

## 6. Reports

### a) 2014 Business Plan Success Report

The Board reviewed the 2014 Business Plan Success Report.

**Motion 15.02.364**

**Moved by Tara Brown  
Seconded by Tom Vegh**

**That** the Library Board receive the 2014 Business Plan Success Report as presented.

**Carried**

## 7. Business Arising

### b) Action List

The Board reviewed Action List

**Motion 15.02.365**

**Moved by Kelly Broome-Plumley  
Seconded by Tara Brown**

**That** the Library Board receive the Action List as presented.

**Carried**

## 8. New Business

### a) Library Cards for Shelter Residents

The Library Board was asked to consider a pilot project for one year to provide limited library services for residents of temporary shelters.

**Motion 15.02.366**

**Moved by Tom Vegh  
Seconded by Kelly Broome-Plumley**

**That** the Library Board approved a one-year pilot project to facilitate the issue of limited library cards to residents of temporary shelters.

**Carried**

b) 2015 Newmarket Chamber of Commerce Home Show

Board members were invited to participate at the Library's booth at the upcoming Newmarket Chamber of Commerce Home Show being held from Friday, March 27<sup>th</sup> to Sunday, March 29<sup>th</sup> at the Ray Twinney Complex.

**9. New Business**

There was no new business.

**10. Date(s) of Future Meetings**

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

**11. Adjournment**

**Motion 15.02.367**

**Moved by Tom Vegh**

**Seconded by Kelly Broome-Plumley**

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

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Joan Stonehocker  
Chair

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Todd Kyle, CEO  
Secretary/Treasurer

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
Collaborative Relationships	<ul style="list-style-type: none"> <li>IdeaMarket held on <i>Can you afford to get old?</i> with 35 participants. March topic: <i>What are you eating?</i></li> <li>Meeting held with WWI Committee to plan collaboration on 100<sup>th</sup> anniversary</li> <li>Training underway for King Township membership in York Info partnership; agreement drafted</li> </ul>	<ul style="list-style-type: none"> <li>First <i>Restocking your marketing toolbox</i> workshop in partnership with Chamber of Commerce a success; 25 attendees</li> <li>Pilot <i>Entrepreneurs in Residence</i> program in planning for June with Chamber and Startup York</li> <li>Seed Starting program planned for the Newmarket Grows Seed Library</li> </ul>	<ul style="list-style-type: none"> <li>Library hosted children's events as part of the Town's <i>Winterfest</i> with 60 in attendance</li> <li>CEO made presentation on library to Town Council as part of new council orientation</li> </ul>
Spaces	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Discussions taking place with Blue Door Shelters on digital services outreach</li> </ul>	<ul style="list-style-type: none"> <li>Green Reads machine at Magna Centre now fully operational</li> <li>Permanent partitions ordered to divide customer service desk from staff work area</li> </ul>
Positioning	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li><i>The Era</i> published articles on library e-resources and Impact Survey</li> <li>Article on Gale Courses in Chamber of Commerce's new quarterly <i>Your Business</i></li> </ul>	<ul style="list-style-type: none"> <li>NPL News e-newsletter generated 1,736 opens and 434 clicks back to library site, mainly for new e-services and computer workshops</li> <li>CEO met with YRMG editor to discuss library editorial content for <i>The Era</i></li> </ul>
Resources	<ul style="list-style-type: none"> <li>Meeting held with potential partner to accelerate digitization of remaining years of <i>The Era</i> archive</li> <li>Library Knitting Club knitted hats and scarves as part of Chase the Chill Newmarket program; 20 given out</li> </ul>	<ul style="list-style-type: none"> <li>Reading Buddies participant reported jumping from reading level 16 to 20</li> <li>Staff did talk on <i>Blox &amp; Bots</i> program for Region makerspace group</li> <li>New session of <i>Blox &amp; Bots</i> launched</li> <li><i>eBooks 101</i> program changed to <i>E-services for beginners</i>. 427 patrons attended 53 sessions since 2011!</li> </ul>	<ul style="list-style-type: none"> <li>Free tax clinics hosted by CPAs of Canada completely booked, with some clients turned away</li> </ul>

## 6

	<b>Igniting Community Dialogue, Discovery and Debate</b>	<b>Leading a Learning Community</b>	<b>Readying our Capabilities</b>
<b>Organization &amp; Operations</b>	<ul style="list-style-type: none"> <li>Library team raised \$1265 in Coldest Night of the Year walk</li> </ul>	<ul style="list-style-type: none"> <li>Repairs to build plate of 3D printer completed; being tested</li> </ul>	<ul style="list-style-type: none"> <li>Building of new website begun with installation of replacement software</li> <li>Cabling work done to facilitate furniture moves in circulation area and upcoming installation of new printing system</li> </ul>



## STRATEGIC OPERATIONS REPORT – MARCH, 2015

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
Collaborative Relationships	<ul style="list-style-type: none"> <li>IdeaMarket held on <i>What are you eating?</i> with about 20 participants. April topic: <i>Video activism &amp; social change</i></li> <li>Inaugural Shakespeare Allowed program held with 6 volunteer readers</li> </ul>	<ul style="list-style-type: none"> <li>Seed Starting program held for the Newmarket Grows Seed Library; 50 participants</li> <li>Video Editing Workshop presented in partnership with PlāYR film festival</li> <li>Staff met with Region social worker about referrals to library computer workshops</li> <li>First of a series of financial literacy programs with CPAs of Canada had 7 participants</li> </ul>	
Spaces	<ul style="list-style-type: none"> <li>Sign for <i>The Curve</i> youth collaborative centre mounted</li> </ul>	<ul style="list-style-type: none"> <li>eResources web page revamped with new eBook and e-resource instructions</li> <li>Donated ActivBoard and projector installed in Story Room for children's program use</li> </ul>	<ul style="list-style-type: none"> <li>Sales so far of used books from Green Reads machine at Magna Centre: \$58</li> <li>Partitions installed to divide customer service desk from staff work area</li> </ul>
Positioning		<ul style="list-style-type: none"> <li>Bi-weekly ads about library e-resources begun in The Era; to continue until Dec under media partnership. 70 clicks on ad's unique URL so far.</li> </ul>	<ul style="list-style-type: none"> <li>Library exhibited at the Home &amp; Lifestyle Show; 146 entrants in tablet giveaway of which 57 agreed to e-newsletter</li> <li>Mindstorms demo at Home Show well received</li> </ul>
Resources	<ul style="list-style-type: none"> <li>Potential partner to accelerate Era archive is Canadian Community Digital Archives; offered free digitization with ongoing hosting fee; pilot of 1978-79 has begun</li> </ul>	<ul style="list-style-type: none"> <li>3D printer testing successful; certification course &amp; printing service to launch in May</li> <li>Patron taking library Word course to prepare for college as part of retraining after workplace accident</li> <li>Revamped <i>Computers 101</i> program had 5 participants</li> <li>Program on building an app in development with</li> </ul>	<ul style="list-style-type: none"> <li>Zinio launched new One Account features and improved mobile apps</li> <li>Over 1100 web page views recorded for March Break programs</li> </ul>

	<b>Igniting Community Dialogue, Discovery and Debate</b>	<b>Leading a Learning Community</b>	<b>Readying our Capabilities</b>
		<ul style="list-style-type: none"> <li>community member</li> <li>March Break programs a success; 60 attended LEGO/Mindstorms programs</li> </ul>	
<b>Organization &amp; Operations</b>	<ul style="list-style-type: none"> <li>Volunteer Services Coordinator has resigned; revamp of Visiting Library Service underway prior to replacement</li> </ul>	<ul style="list-style-type: none"> <li>Staff visited Innisfil Public Library's ideaLAB to investigate maker equipment &amp; software</li> </ul>	<ul style="list-style-type: none"> <li>Orientation session held on Governance for N6 Library Board members</li> </ul>

## 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	23,726	23,837									
Residents	21,683	21,773	21,867									
Non-Residents	1,871	1,953	1,970									

### New and Renewed Library Cards

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
New registrations	258	498	362										1,118
New non-resident	39	37	34										110
Renewed membership	735	319	811										1,865

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Website visits	13,036	12,715	14,146										39,897
# of PAC Account Logins	5,581	4,957	6,051										16,589
Room Rentals	64	71	67										202
Room Rental Hours	171	187	168										525

### Programs

#### 5 Year Trend - year to date March 31

# of Programs Held	2011	2012	2013	2014	2015
Adult	10	30	30	47	60
Children's	252	306	314	320	348
Total Programs	262	336	344	367	408

Program Attendance	2011	2012	2013	2014	2015
Adult	617	1,161	251	619	631
Children's	3,079	3,085	3,084	3,230	2,852
Total Attendance	3,696	4,246	3,335	3,849	3,483

## Newmarket Public Library Statistical Data - 2015

### Borrowing

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
eAudio books	736	706	903										2,345
eBooks	3,066	2,930	3,235										9,231
eMagazines	323	421	575										1,319
eMusic	2,613	2,621	3,737										8,971
eVideo	54	98	160										312
Backpack Kit	4	3	5										12
Book	25,489	22,981	28,858										77,328
CD-ROM/DVD-ROM	17	34	29										80
DVD/Blu-ray	3,703	4,135	5,223										13,061
eBook Reader	4	5	3										12
GPS	-	2	1										3
ILL	198	162	203										563
Language Kit	54	41	46										141
Laptop	12	12	17										41
Multimedia Kit	66	84	76										226
Music CD	384	363	568										1,315
Pedometer	7	9	20										36
Periodical	1,121	865	1,113										3,099
Portable Audio Book	58	26	48										132
Talking Book	850	836	960										2,646
Video	9	10	4										23
Video Game	267	262	372										901
Total Borrowing	39,035	36,606	46,156										121,797

### Database Usage

Adult Subscriptions	2,408	4,643	2,317										9,368
Children's Subscriptions	843	na	752										1,595
York Info (Community)	95,740	105,204	111,837										312,781
York Info (Volunteer)	11,015	16,268	18,059										45,342
Total Database Usage	110,006	126,115	132,965										369,086

## 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	63,425
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	121
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

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:** April 15, 2015

**Re:** **Newmarket Public Library Bank Account – Fund Transfer**

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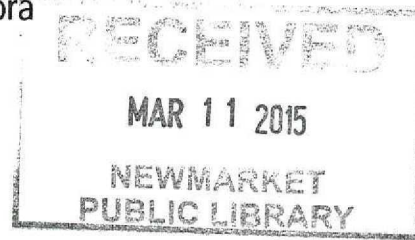
**Recommendation:** The CEO recommends that the Library Board authorize the transfer of funds from the Newmarket Library bank account to the Town of Newmarket bank account through the following motion:

**THAT** the Library Board directs the CEO to authorize the Town of Newmarket Treasurer to transfer the net closing balance at March 31, 2015 of \$ 33,005.66 from the Newmarket Public Library Board bank account to the Town of Newmarket bank account.



# CHRIS BALLARD, MPP

Newmarket-Aurora



Dear Newmarket Public Library Board,

I am proud to announce that the Ontario Libraries Capacity Fund will be investing \$8,445.00 towards improving IT and Service Capacity in the Newmarket Public Library. This investment recognizes the key role public libraries play in building strong, vibrant communities across the province.

Based on stakeholder consultations, the new Ontario Libraries Capacity Fund will target the following priorities:

I know this investment will help to strengthen and support the services that our Local library already provides, and I welcome any of your feedback moving forward.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chris Ballard'. The signature is fluid and cursive, with the first name 'Chris' and last name 'Ballard' clearly distinguishable.

Chris Ballard, MPP  
Newmarket-Aurora

## Constituency Office

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## 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

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

**COMPLETED ACTION ITEMS**

Item No.	Date	Completed Action Item	Assigned to	Status / Completion Date