



Agenda
Newmarket Public Library Board

Wednesday, September 16, 2015 at 5:30 PM
BOARD ROOM

Agenda compiled on 16/09/2015 at 4:13 PM

Adoptions of Agenda

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

Declarations

Consent Agenda Items

4. Adoption of the Regular Board Meeting Minutes for Wednesday, June 17, 2015 p. 1
5. Adoption of the Closed Session Minutes for Wednesday, June 17, 2015
6. Adoption of the Regular Board Meeting Minutes for July 15, 2015 p. 6
7. Adoption of the Closed Session Minutes for Wednesday, July 15, 2015
8. Strategic Operations Report for June, July and August, 2015 p. 8
9. Library Statistical Data for August, 2015 p. 10
10. Monthly Bank Transfer p. 14

Closed Session

11. No Closed Session Items at time of Agenda Distribution.

Reports

12. Second Quarter Financial Statements p. 15
13. Computer Capital Budget p. 17
14. Facility and Service Delivery Options p. 19

Business Arising

- 15. 2016 Capital and Operation Budget Requests
- 16. Fundraising p. 21
- 17. Sponsorship and Naming Rights p. 22
- 18. Library Board Action List p. 23

New Business

- 19. Fines Amnesty p. 25

Date(s) of Future Meetings

- 20. The next Newmarket Public Library Board Regular Board Meeting will be Wednesday, October 21, 2015, at 5:30 pm in the Library Board room.

Adjournment



**Newmarket Public Library Board
Regular Board Meeting
Wednesday, June 17, 2015
Newmarket Public Library Board Room**

Present: Joan Stonehocker – Chair
Tom Vegh – Vice Chair
Tara Brown
Darcy McNeill (arrived at 5:30 pm)
Kelly Broome-Plumley (arrived at 5:15 pm)
Venkatesh Rajaraman
Joe Sponga

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

The Library Board 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. One item was added under New Business.

Motion 15.06.017

Moved by Tara Brown

Seconded by Venkatesh Rajaraman

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, May 20, 2015
- b) Strategic Operations Report for May, 2015
- c) Library Statistical Data for May, 2015
- d) Monthly Bank Transfer

Motion 15.06.018

Moved by Joe Sponga

Seconded by Venkatesh Rajaraman

That Consent Agenda Items a) to d) be received as presented.

Carried

4. Motion to Convene into a Closed Session

Motion 15.06.019

Moved by Tom Vegh

Seconded by Tara Brown

That the Library Board moved into Closed Session at 5:12 pm to discuss labour relation matters.

Carried

Motion 15.06.020

Moved by Kelly Broome-Plumley

Seconded by Joe Sponga

That the Library Board move out of Closed Session at 5:25 pm.

Carried

Motions arising from the Closed Session:

Motion 15.06.021

Moved by Kelly Broome-Plumley

Seconded by Joe Sponga

That the Library Board adopt the Closed Session minutes for May 20, 2015.

Carried

Motion 15.06.022

Moved by Joe Sponga

Seconded by Tara Brown

That the Library Board receive the verbal report pertaining to labour relation matters.

Carried

5. Business Arising

a) Fundraising and Development Strategy

The CEO reviewed with the Library Board the report on a potential fundraising and development strategy.

Motion 15.06.023

Moved by Joe Sponga

Seconded by Kelly Broome-Plumley

That the Library Board receive the report on Fundraising and Development Strategy.

Carried.

Motion 15.06.024

Moved by Tom Vegh

Seconded by Joe Sponga

That the Library Board give direction to the CEO to discuss with the Town of Newmarket Recreation and Culture staff naming right sponsorship and to proceed with the implementation of a donation portal on the Library website and report back to the Library Board at the next regularly scheduled Board meeting.

Carried

b) Library Board Action List

Motion 15.06.025

Moved by Tara Brown

Seconded by Venkatesh Rajaraman

That the Library Board received the Library Board Action List.

Carried

6. New Business

a) 5 year Operating Budget Projections

The Library Board reviewed the 5 year operation budget forecast as prepared on the advice of the Town of Newmarket Finance Department.

Motion 15.06.026

Moved by Joe Sponga
Seconded by Tara Brown

That the Library Board receive the report on the 5 year operating budget forecast.

Carried

b) 2016 Budget

The Library Board reviewed the report on the 2016 budget and agreed to hold a special Board meeting to discuss the Library 2016 Budget on September 12, 2015.

Motion 15.06.027

Moved by Kelly Broome-Plumley
Seconded by Tara Brown

That the Library Board receive the report on the 2016 budget.

Carried

c) Story Pod

In partnership with the Newmarket Public Library, Town of Newmarket Public Works Department and Recreation and Culture Department, a Story Pod is being created and will be located in Riverwalk Commons during the summer months.

Motion 15.06.027

Moved by Kelly Broome-Plumley
Seconded by Tara Brown

That the Library Board receive the report on the Story Pod.

Carried

7. Date(s) of Future Meetings

A Special Board meeting to discuss the Library 2016 Budget will be held Saturday, September 12, 2015 from 10:00 am to 12:00 pm in the Library Board room

The next regular Library Board meeting will be Wednesday, September 16, 2015 at 5:30 pm in the Library Board room.

8. Adjournment

Motion 15.06.028

Moved by Kelly Broome-Plumley

Seconded by Tom Vegh

That there being no further business meeting adjourned at 6:15 pm.

Joan Stonehocker
Chair

Todd Kyle, CEO
Secretary/Treasurer



**Newmarket Public Library Board
Special Board Meeting
Wednesday, July 15, 2015
Newmarket Public Library Board Room**

Present: Joan Stonehocker – Chair
Tom Vegh – Vice Chair
Tara Brown
Darcy McNeill

Regrets: Kelly Broome-Plumley
Venkatesh Rajaraman
Joe Sponga

Staff Present: Todd Kyle, CEO
Lynn Georgeff, Director of Human Resources, Town of Newmarket

The Library Board Chair called the meeting to order at 7:05 pm

1. Adoption of Agenda Items

- a) Adoption of Special Agenda
- b) Adoption of the Closed Session Agenda

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

Motion 15.07.29

**Moved by Darcy McNeill
Seconded by Tara Brown**

That Agendas a) to b) be adopted as presented.

Carried

2. Declarations

None were declared.

3. Motion to Convene into a Closed Session

Motion 15.07.30

Moved by Tara Brown

Seconded by Darcy McNeill

That the Library Board moved into Closed Session at 7:07 pm regarding a personal matter about an identifiable individual and labour relations or employee negotiations per Sections 239 (2) (b) and (d) of the Municipal Act.

Carried

Motion 15.07.31

Moved by Tara Brown

Seconded by Darcy McNeill

That the Library Board move out of Closed Session at 7:25 pm.

Carried

Motions arising from the Closed Session:

Motion 15.07.32

Moved by Darcy McNeill

Seconded by Tara Brown

That the Library Board authorize the CEO to implement the directions given in closed session regarding the matter discussed.

Carried

4. Adjournment

Motion 15.07.33

Moved by Tom Vegh

Seconded by Darcy McNeill

That there being no further business meeting adjourned at 7:28 pm.

Joan Stonehocker
Chair

Todd Kyle, CEO
Secretary/Treasurer

STRATEGIC OPERATIONS REPORT – JUNE-AUGUST, 2015

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
Collaborative Relationships	<ul style="list-style-type: none"> Recruitment underway for IdeaMarket Advisory Panel members IdeaMarket topics for fall include cycling (Sept) and youth homelessness (Oct) Staff collaborated with Historical Society to archive digitized local history material Shakespeare Allowed program to continue monthly in fall 	<ul style="list-style-type: none"> Entrepreneurs in Residence program held in partnership with Chamber of Commerce & Startup York; will continue on rotating basis with other libraries Library participating in discussions around establishing a makerspace in Newmarket Staff attended Inn From the Cold Employment Program graduation; new fall computer class session planned Eric Walters hosted in June as part of regional Lifelong Reading Authors series 2 Town day camp visits hosted 	<ul style="list-style-type: none"> Library held its own Bike to Work Day York Region District School Board sent official thanks for work experience placement in library
Spaces	<ul style="list-style-type: none"> Story Pod grand opening held; library doing weekly Bedtime Storytime Addiction Services York Region set up table in library 4 times during the summer 	<ul style="list-style-type: none"> Digital media station and makerspace equipment purchase process underway Updated eBook app instructions added to website 	<ul style="list-style-type: none"> Summer Sunday opening hours piloted June to August
Positioning	<ul style="list-style-type: none"> Library sponsored Jazz Festival with t-shirt and ticket giveaway for those presenting a library card 	<ul style="list-style-type: none"> Pop-Up Library at Jazz Festival featured 3D printing, robotics, and Makey Makey water jar music controller; engaged approx. 100 residents CEO provided library orientation for faculty of Pickering College 18 visits to and from schools and daycares held June-August 	<ul style="list-style-type: none"> Pop-Up Library outreach continued at Farmer's Market, Multicultural Fair, and Jazz Festival NPL News e-newsletter redesigned for easier viewing on mobile devices; sent to 3,666 subscribers. Fall/winter Activity Guide now in full colour (includes library programs)
Resources	<ul style="list-style-type: none"> Local History books digitized and mounted on website, including <i>Timothy Rogers: An Autobiography, 1756-1866</i> and <i>Historical Buildings of Newmarket</i> Proposal to switch Era newspaper archive to new vendor Canadian Community 	<ul style="list-style-type: none"> 3D printing appointments replaced with e-mail/memory key job submission; 7 printing courses and 11 print jobs done 56 students attended summer Excel and Word classes; one reported taking it as part of a career change Patron thanked library for 	<ul style="list-style-type: none"> Upgrade to interactive voice response system for renewals, etc. completed Upgrades to Polaris library management system installed Meeting on naming rights & sponsorship held with Town staff Books on disc for print-disabled

	<p>Digital Archives being considered for future budget</p> <ul style="list-style-type: none"> • Page added to website for the Newmarket Grows Seed Library 	<p>helping set up eReader to use eBooks during illness recovery</p> <ul style="list-style-type: none"> • University professor attended Digital Shift to set up social media accounts for courses • Gale Courses renewed for a second year; first year stats: 654 enrollments, 5,559 log-ins, 243,367 total in class minutes • 350 children and youth registered for Summer Reading Club • Children's maker activities included Photo booth, Mindstorms, Make it on the Web 	<p>from CELA (Centre for Equitable Library Access) being prepared for offering directly within the library in addition to being delivered to shut-ins through volunteers</p>
Organization & Operations	<ul style="list-style-type: none"> • Jennifer Leveridge appointed as new Head of Adult Services effective Sept 1 • Alex Karlovski recruited from Richmond Hill Public Library to replace Leveridge as Community Services Librarian • New Volunteer Services Coordinator began in June but resigned in July; Community Information Coordinator resigned; until replacements hired York Info desk offering minimal service 	<ul style="list-style-type: none"> • Student volunteers from the Teen Advisory Group assisted in summer children's programs and will assist with fall Blox & Bots program • Staff attended webinar on STEM learning with makerspaces 	<ul style="list-style-type: none"> • CEO attended Canadian Library Association conference; digital literacy and privacy on the agenda • Customer Service training held for all staff • Lending guidelines for Visiting Library Service clients modified to include most material types

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	23,764	23,825	23,947	24,506	24,385				
Residents	21,683	21,773	21,867	21,790	21,836	21,957	22,468	22,334				
Non-Residents	1,871	1,953	1,970	1,974	1,989	1,990	2,038	2,051				

New and Renewed Library Cards

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
New registrations	258	498	362	237	210	320	659	268					2,812
New non-resident	39	37	34	30	35	29	52	40					296
Renewed membership	735	319	811	627	646	718	661	786					5,303

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Website visits	13,036	12,715	14,146	12,834	13,365	12,828	12,783	12,762					104,469
# of PAC Account Logins	5,581	4,957	6,051	5,809	5,662	5,442	6,152	6,464					46,101
Room Rentals	64	71	56	199	64	47	46	47					594
Room Rental Hours	171	187	168	82	160	127	112	155					1,161

Programs

5 Year Trend - year to date Aug 31

# of Programs Held	2011	2012	2013	2014	2015
Adult	22	50	102	146	156
Children's	611	760	871	885	765
Total Programs	633	810	973	1,031	921

Program Attendance	2011	2012	2013	2014	2015
Adult	1,112	1,467	1,312	1,588	1,711
Children's	9,356	8,593	9,529	9,474	9,522
Total Attendance	10,468	10,060	10,841	11,062	11,233

Newmarket Public Library Statistical Data - 2015

Borrowing

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
eAudio books	726	706	903	873	801	694	952	940					6,595
eBooks	3,076	2,930	3,235	2,896	2,913	3,016	3,195	3,131					24,392
eMagazines	323	421	575	382	356	371	477	450					3,355
eMusic	2,613	2,621	3,737	4,044	2,975	2,454	2,493	2,470					23,407
eVideo	54	98	160	144	55	16	118	na					645
Backpack Kit	4	3	5	3	2	4	5	4					30
Book	25,489	22,981	28,858	26,932	26,378	27,264	32,798	31,183					221,883
CD-ROM/DVD-ROM	17	34	29	19	26	17	13	22					177
DVD/Blu-ray	3,703	4,135	5,223	4,433	4,380	4,405	4,978	4,886					36,143
eBook Reader	4	5	3	8	3	2	3	1					29
GPS	-	2	1	2	4	3	1	3					16
ILL	198	162	203	184	190	163	189	194					1,483
Language Kit	54	41	46	35	39	31	40	50					336
Laptop	12	12	17	46	25	27	11	88					238
Multimedia Kit	66	84	76	45	64	68	69	83					555
Music CD	384	363	568	591	469	514	415	415					3,714
Pedometer	7	9	20	9	41	12	29	20					147
Periodical	1,121	865	1,113	1,145	959	982	1,328	1,205					8,718
Portable Audio Book	58	26	48	32	49	41	32	41					327
Talking Book	850	836	960	778	960	874	967	1,009					7,234
Video	9	10	4	2	5	5	4	7					46
Video Game	267	262	372	301	274	281	434	434					2,625
Total Borrowing	39,035	36,606	46,156	42,904	40,968	41,244	48,551	46,636					342,100

Database Usage

Adult Subscriptions	2,409	4,643	2,317	2,166	2,718	4,324	2,256	1,782					22,615
Children's Subscriptions	843	na	752	321	645	907	692	302					4,462
York Info (Community)	95,740	105,204	111,837	118,114	82,379	110,564	106,577	107,375					837,790
York Info (Volunteer)	11,015	16,268	18,059	16,927	9,917	9,808	13,408	10,989					106,391
Total Database Usage	110,007	126,115	132,965	137,528	95,659	125,603	122,933	120,448					971,258

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	63,412
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	13
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: September 16, 2015

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 August 31, 2015 of \$ 58,729.19 from the Newmarket Public Library Board bank account to the Town of Newmarket bank account.

NEWMARKET PUBLIC LIBRARY

2nd QTR Income Statement Comparison of 2015 Actual to 2015 Budget and 2014 Actual

09/09/2015

EXPENSES

MATERIALS

	2015 2nd QTR	2015 ANNUAL BUD	2014 2nd QTR	2nd QTR 2015 Vs 2nd QTR 2014	% of Budget
Books	\$77,980	\$161,400	\$85,984	\$8,004	48%
Reference Materials	4,314	19,550	10,758	6,444	22%
Magazines & Newspapers	10,996	13,000	10,436	(560)	85%
Electronic Materials and Subscriptions	61,015	86,812	61,069	54	70%
Talking Books	3,886	8,800	6,197	2,311	44%
Compact Sound Discs	266	1,800	379	113	15%
DVD/Console Games	5,587	17,400	7,352	1,765	32%
Book Binding and Materials Processing	20,722	27,925	20,303	(419)	74%
Sub-Total	\$184,766	\$336,687	\$202,478	\$17,712	55%

Timing of purchases

FACILITIES AND EQUIPMENT

Caretakers' Contract	\$12,176	\$37,900	\$14,069	\$1,893	32%
Caretakers' Supplies	1,244	4,400	1,506	262	28%
Equipment-Repairs/Maintenance Contracts	46,749	71,968	43,112	(3,637)	65%
Building-Repairs/Maintenance Contracts	12,226	22,000	17,251	5,025	56%
Sub-Total	\$72,395	\$136,268	\$75,938	\$3,543	53%

More snow removal in 2014 and timing of carpet cleaning

Timing of S/W maintenance contracts in 2015

Timing of repairs and upgrades

CAPITAL

Minor Capital	\$0	\$4,156	\$1	\$1	0%
Asset Replacement Fund	111,775	223,550	111,775	(0)	50%
Sub-Total	\$111,775	\$227,706	\$111,776	\$1	49%

UTILITIES

Hydro	\$35,570	\$69,525	\$30,672	(\$4,897)	51%
Heat	9,959	9,000	6,116	(3,843)	111%
Water	1,695	3,650	1,613	(82)	46%
Sub-Total	\$47,224	\$82,175	\$38,402	(\$8,822)	57%

Higher usage in 2015

Higher consumption in 2015

ADMINISTRATION - Salaries, Wages & Benefits

Salaries and Wages	\$840,182	\$1,886,924	\$840,462	\$280	45%
Employee Benefits *	205,991	405,473	217,026	11,035	51%
Sub-Total	\$1,046,173	\$2,292,397	\$1,057,488	\$11,315	46%

Lower LTD administration costs for 2015

ADMINISTRATION - General

Stationery and Office Supplies	\$945	\$2,600	\$647	(\$298)	36%
Photocopier/Microfilm Lease & Supplies	472	4,500	1,114	642	10%
Health and Safety	117	2,400	188	71	5%
Program and Project Costs	10,185	22,698	12,390	2,205	45%
Coffee Supplies	322	900	481	159	36%
Circulation and Processing Supplies	7,073	14,800	8,299	1,226	48%
Miscellaneous Expense	536	5,955	1,529	993	9%
Telephone and Internet	4,283	8,615	4,222	(61)	50%
Audit Legal and Finance	23,423	4,000	0	(23,423)	586%

Timing of programs offered

Timing of RFID tag purchases in 2015

No legal counsel required in 2014

NEWMARKET PUBLIC LIBRARY

2nd QTR Income Statement Comparison of 2015 Actual to 2015 Budget and 2014 Actual

09/09/2015

EXPENSES	2015 2nd QTR	2015 ANNUAL BUD	2014 2nd QTR	2nd QTR 2015 Vs 2nd QTR 2014	% of Budget	Comments
<u>ADMINISTRATION - General Continued</u>						
Consulting Fees	\$210	\$14,400	\$0	(\$210)	1%	
Postage and Freight	2,090	6,525	2,753	663	32%	
Advertising	9,428	17,700	8,643	(785)	53%	
Education and Training	125	11,400	10,794	10,669	1%	Timing of training
Copyright Fees	509	0	0	(509)		
Other Fees	427	0	0	(427)		
Travel Expense	2,228	6,100	2,544	316	37%	
Memberships and Subscriptions	8,413	9,505	5,824	(2,589)	89%	Timing of Memberships
Conference/Seminar Fees & Expenses	8,403	12,000	10,967	2,564	70%	Timing of conferences
Transfer to LTD. Reserve	19,921	39,210	11,558	(8,363)	51%	Changes to the LTD benefit
Sub-Total	\$99,111	\$183,308	\$81,953	(\$17,158)	54%	
TOTAL EXPENSES	\$1,561,444	\$3,258,541	\$1,568,035	\$6,591	48%	

2nd QTR Income Statement Comparison of 2015 Actual to 2015 Budget and 2014 Actual

REVENUES	2015 2nd QTR	2015 ANNUAL BUD	2014 2nd QTR	2nd QTR 2015 Vs 2nd QTR 2014	% of Budget	Comments
Municipal Grant	\$1,457,907	\$2,915,814	\$1,424,407	\$33,500	50%	Higher grant in 2015
Provincial Grant	9,776	64,401	1,306	8,470	15%	Additional grant in 2015 for capacity building
Other Grants	0	5,200	0	-	0%	
Program Fees	14,552	29,306	14,524	28	50%	
Photocopier/Microfilm Receipts	3,368	6,500	3,095	273	52%	
Room Rentals	14,067	31,500	15,992	(1,925)	45%	Lower demand
Coffee Supplies Recovered	537	900	473	64	60%	
Fines	15,863	43,000	15,121	742	37%	
Financing from Reserve (Operating)	0	18,720	0	-	0%	
Financing from D.C.	62,500	125,000	62,501	(1)	50%	
Sundry Receipts	7,348	14,700	5,330	2,018	50%	Higher book sales, replacement card fees & A/V rentals in 2015
Non-Resident Fees	120	500	60	60	24%	
Donations Received	69	3,000	508	(439)	2%	
Gain/Loss on Disposal	124	0	0	124		
YRT Tickets/Passes	(1,760)	0	0	(1,760)		Started in late 2014, timing of purchases & sales
YRT Commission	75	0	0	75		
TOTAL REVENUES	\$1,584,546	\$3,258,541	\$1,543,317	\$41,229	49%	
SURPLUS/(DEFICIT) CURRENT	\$23,101	\$0	(\$24,718)	\$47,819		



17

MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle

Date: September 16, 2015

Re: Computer Capital Budget

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 summaries 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.

MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle

Date: September 16, 2015

Re: Facility and Service Delivery Options

Background:

The 2015 Business Plan set as a goal for the library to “explore future service delivery and facilities options”. This report sets out to start that process by outlining a course to study these options.

The current library facility is recognized to be undersized for a community of 85,000+ people. Public library standards in Canada suggest that communities provide a minimum of 0.6 square feet of total library space per capita. The current facility is roughly 35,000 square feet, which translates to .41 square feet per capita. Projections of Newmarket’s population in the near future range from 100,000 to 110,000, meaning ultimately we will be even farther below the standard. Moreover, for a standalone facility, which provides all services and houses administrative and technical functions, Southern Ontario Library Service standards suggest 1 to 1.25 square feet per capita. Finally, the average of library service points per 10,000 population served, for Ontario libraries serving 50-100,000 population, is 0.61, with Newmarket at 0.12, the lowest in the range.

A lack of library space impacts our ability to reach out to and inspire the community, and to provide dedicated collaboration, learning, and creative space. Although space for physical collections may ultimately be less needed, in the short term libraries are transitioning to lower-height shelving for greater accessibility and visibility. In addition, office, storage, and computer server space is highly constrained, and parking for users is limited and/or inconvenient.

A previous study (2006) identified that the preferred solution was to replace the current facility with a larger one in a central location. Although this project remains in the long-term capital plan and the Development Charges study, no funding has been approved by Council, and identified funding is insufficient.

Comments:

Town of Newmarket Council has identified community and recreation facilities as a strategic priority and may be open to discussing the future of library facilities within that context. As a result, Town staff will embark on an Accommodations Study to look at future community facilities needs and options to meet those needs, including potential locations and possible

partnerships. They have indicated a willingness to study library facility options as part of this process and have indicated that, while capital funds have already been set aside for the study, additional funds from the Library may be needed in order to expand its scope.

Accordingly I am recommending to the Board to authorize spending of up to \$50,000 from the Library's "alternative service delivery" capital reserve for this purpose. This capital account was set up in 2009 to fund projects related to exploring and implementing additional ways for the Library to bring its service to the community. The balance of this fund is approximately \$190,000. In the original details, approximately \$100,000 of this was for a remote library kiosk (such as a book-lending machine), \$50,000 was for a parking study, and the remainder was to fund a joint Wi-Fi project for Town facilities. As the latter two projects have become largely irrelevant in the meantime, it is suggested that some of this fund be dedicated to a library portion of a joint accommodations study.

At the same time, I would suggest that the Board authorize the CEO to enter into discussions with Town staff on commissioning the study, as well as give some direction as to the suggested scope of the options to explore for the Library portion. The options that might be considered include replacing the current library facility with a larger one in a central location; building an additional library branch; and installing one or more remote library service kiosks or "satellite" locations. In all cases, given the current partnership opportunity with the Town, exploring options that involve co-location with other Town community facilities would be encouraged.

Finally, it is unknown at this time whether the Library-Town Joint Task Force will be reconstituted by Council. If it is, it would be prudent to refer this matter to the JTF at that time.

The following motions are recommended:

THAT the Library Board receive the report on Facility and Service Delivery Options;

AND THAT the Library Board authorize the C.E.O. to enter into discussions with Town of Newmarket staff with the goal of commissioning a joint facility needs or "accommodations" study;

AND THAT the Library Board apportion up to \$50,000 of the Alternative Service Delivery capital project to such a study;

AND THAT the Library Board direct the C.E.O. to report back to the Board on the progress of the study;

AND THAT, should the Library-Town Joint Task Force be reconstituted by Town of Newmarket Council, this matter be referred to that body for coordination.



MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle

Date: September 16, 2015

Re: Fundraising

At the request of the Board, the Library has begun to embark on a fundraising program. As per the previous discussion, target programs for spending have been identified and a Canada Helps account has been set up.

The Library's Canada Helps page will indicate the following:

Help make a great library even better! Newmarket Public Library is seeking donations to enhance library services. Your donation will be used for one or both of the following:

- To support digital literacy programming at the library. From 3D printing to robotics, the Library brings the discovery of new technologies to people of all ages. Help us pay for new equipment, supplies, and expertise!
- To support special events at the library. Help us pay for author readings, artistic performers, and guest speakers that spark community dialogue and connections.

Funds raised will either be expended for these purposes above budgeted amounts within the year they are raised, or placed into the Fundraising Reserve at the end of the year for future transfers. It is also possible that the Board will want to set a fundraising revenue target and corresponding increase to related expenditure line(s) in future budgets; however, that is not recommended for the 2016 budget as the success of this endeavor is unknown at this time.

The Canada Helps information and "donate now" button will be placed strategically on the Library's website and promoted through the e-newsletter, social media, press releases, and alongside related programs and services. Board members will also be encouraged to help spread the message.

A formal Fundraising Policy to govern aspects of this activity will be brought forth in the near future.

The following motion is recommended:

THAT the Library Board receive the report on fundraising.



MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle

Date: September 16, 2015

Re: **Sponsorship and Naming Rights**

At the request of the Board, a meeting was held in July 2015 between Library staff and senior staff of Community Services/Recreation and Culture from the Town of Newmarket about aligning the Library with their sponsorship program.

The Marketing and Sponsorship division of Recreation and Culture operates a robust sponsorship and naming rights program. The approach is to talk to potential clients about their messaging and branding needs and look for areas in which those are in synergy with Town facilities and programs, and from there to offer a sponsorship package. The Town is of the opinion that the addition of Library facilities may in some cases increase the value of a package offered, and so are willing to add various Library facilities and programs to their inventory of options to consider.

Revenue from any sponsorship agreement resulting would be shared with the relevant parties, and negotiated on a case by case basis depending on the relative value each brings to the package. The end goal is to bring more opportunity to the community by leveraging sponsorship revenue.

The following were discussed as potential Library sponsorship assets:

- Meeting rooms (which may involve privileged use of the room for the sponsor)
- Special workstations:
 - The Curve youth collaboration centre
 - 3D printer and makerspace (under development)
 - Digital Media Station (under development)
- Programs for young people:
 - Lifelong Reading Author Series
 - LEGO Mindstorms and Tech Time for Kids
 - 3D Design Courses

The following motion is recommended:

THAT the Library Board receive the report on Sponsorship and Naming Rights.

NEWMARKET PUBLIC LIBRARY BOARD - ACTION TRACKING LIST

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
9-11a	Ongoing	Policy reviews	<ul style="list-style-type: none"> CEO to bring drafts to Board according to agreed schedule Board to form committee to review Governance Policy and Constitution 	
12-11	May 20 2015 Sept.15 2015	Draft fundraising and development strategy	<ul style="list-style-type: none"> CEO to draft report for initial consideration Board to consider needed resources CEO to report back on implementation of fundraising initiatives CEO to follow-up with Town of Newmarket regarding naming rights sponsorship program 	Report drafted for May 20, 2015 meeting Report drafted for September 16, 2015 meeting
1-12		Consider forming Friends of the Library group	<ul style="list-style-type: none"> Board to consider as related to item 12-11 	Deferred to next Library Board term (<i>motion 13.03-214</i>)
2-13	May 20, 2015	CEO Annual Performance Review	<ul style="list-style-type: none"> Library Board Chair and Vice Chair to prepare and report to Board 	CEO annual review completed June 18, 2014 Interim review completed February 3, 2015 Next review date: May, 2015
1-15	May 20, 2015	Annual Report to the Community	<ul style="list-style-type: none"> CEO to prepare and present to board before release 	Completed May 20, 2015
2-15		Library facility and service delivery options	<ul style="list-style-type: none"> CEO to report on related Town community facility plans Board to consider referral to Library-Town Joint Task Force Board to consider capital reserve expenditure on consultant study 	Report drafted for September 16, 2015 meeting

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
3-15		Business measurements (including Impacts and Storytelling)	<ul style="list-style-type: none"> Board to review Library Statistical Data report provided monthly in agenda package CEO to revise report as requested CEO to update Board on status of related provincial initiatives as well as Impact Study 	
4-15		Built Accessibility report	<ul style="list-style-type: none"> CEO to draft report 	
5-15	June 17, 2015	Budget projections	<ul style="list-style-type: none"> CEO to draft 5-year projections for operating budget needs 	Reported to Library Board June 17, 2015
6-15		2016 budget	<ul style="list-style-type: none"> Board to provide CEO with guidelines and suggestions CEO to draft budget Board to approve for submission to Council 	
7-15		Collective Agreements	<ul style="list-style-type: none"> Board to provide CEO with negotiation mandate guidelines CEO to engage Town of Newmarket Director of HR as lead negotiator Board to approve agreements 	Collective agreements expired March 31, 2015. No dates set as yet for bargaining.
8-15		Strategic planning	<ul style="list-style-type: none"> Board to decide on strategic planning process when current plan ends in 2016 	
9-15	May, 2016	Vice Chair Position	Library Board members to hold election for Vice Chair position after one year. Vice Chair elect to be a Community member	Election to be held May, 2016

**MEMORANDUM**

To: Newmarket Public Library Board

From: Todd Kyle

Date: September 16, 2015

Re: Fines amnesty

A suggestion came from staff that the Library might want to consider having a Fines Amnesty period in order to collect outstanding materials and re-connect with lapsed library users.

In the past the Library has on occasion implemented an amnesty event called Food for Fines in conjunction with the Newmarket Food Pantry. During a scheduled week announced only slightly in advance, library users may return overdue material directly to staff who will then waive all associated charges in exchange for a Food Pantry donation. The benefit is that it encourages patrons with long overdue material to bring it back, and allows them to become borrowers once again.

There are reasons to use this approach. In order to encourage return of long overdue material, library staff make attempts throughout the collections process to phone or e-mail the patron to inform them of the charges, their options to pay, and that returning the material will result in a lower debt, as the replacement cost will be deducted. Despite this, many do not return the material, and in some cases seem to believe that returning the material will trigger a large debt, rather than reduce it. An amnesty helps allay those fears and encourage return.

There are drawbacks to this type of approach. Some fine revenue is foregone. Most items returned are not the long overdue items the Library is seeking. Patrons who regularly pay fines may be upset that others are exempt. Some patrons report that they keep material longer, hoping for a future amnesty. Indeed, staff cannot inform patrons of such a future amnesty in dealing with their overdues, as this encourages them to keep the items longer. The result is that this approach does not encourage the behavior for which it is intended.

I am therefore not recommending this strategy. Instead, staff will continue to encourage prompt return, negotiating with individual patrons on the best payment approach with an eye to flexibility, taking into consideration each unique situation, and with the goal to encourage continued use of the library.

The following motion is recommended:

THAT the Library Board receive the report on Fines Amnesty.