



Agenda  
Newmarket Public Library Board

Wednesday, October 21, 2015 at 5:30 PM  
Regular Board Meeting

Agenda compiled on 21/10/2015 at 2:59 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 Special Board Meeting Minutes for Saturday, September 12, 2015 p. 1
5. Adoption of the Regular Board Meeting Minutes for Wednesday, September 16, 2015 p. 4
6. Strategic Operations Report for September, 2015 p. 8
7. Library Statistical Data for September, 2015 p. 9
8. Monthly Bank Transfer p. 13

## **Closed Session**

## **Correspondence**

9. Southern Ontario Library Service Trustee Councils p. 14

## **Policies**

10. Health and Safety Policy p. 16
11. Room Rental Rates p. 17

## **Reports**

12. Third Quarter Financial Statements p. 20

## **Business Arising**

13. 2016 Capital and Operation Budget Requests

14. Library Board Action List p. 23

## **New Business**

15. Health and Safety for Board Members eLearning p. 26

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

16. The next Newmarket Public Library Board Regular Board Meeting will be Wednesday, November 18, 2015, at 5:30 pm in the Library Board room.

## **Adjournment**



**Newmarket Public Library Board  
Special Board Meeting  
Saturday, September 12, 2015  
Newmarket Public Library Board Room**

**Present:** Joan Stonehocker – Chair  
Tom Vegh – Vice Chair  
Tara Brown  
Darcy McNeill  
Kelly Broome-Plumley

**Regrets:** 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 10:10 am**

**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 15.09.34**

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

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

**Carried**

**2. Declarations**

None were declared.

**3. Business Arising**

- a) 2016 Operating Budget Request

The CEO reviewed the Highlights of Changes to Operating Budget 2016 over 2015 with Board members. It was noted that cost changes under materials is due to loss of electronic funding from the Province of Ontario.

2016 Budget – Sunday Service

A report on the piloted project of opening Sundays throughout the period June to August, funded by a one-time transfer from Operating Reserve was presented to the Board. Usage statistics were very positive and feedback from the community was positive. The Board gave consideration to several options regarding continuing the Sunday service year round and additional funding requirements for this service.

**Motion 15.09.35**

**Moved by Darcy McNeill**

**Seconded by Tara Brown**

**That** the Library Board receive the report on Sunday service;

**And that** the Library Board approve closing the library on Sunday, December 20 and Sunday, December 27, 2015;

**And that** the Library Board approve opening all Sundays with the exception of the 2 Sundays of the Christmas holiday period for the 2016 operating year, subject to Town of Newmarket Council budget approval.

**Carried**

2016 Growth and Enhancement Requests

The CEO reviewed the growth requests for Sunday Service and Increase staff for community outreach, and the enhancement request for Monday Service with the Library Board.

**Motion 15.09.36**

**Moved by Tara Brown**

**Seconded by Darcy McNeill**

**That the** Library Board approve the 2016 Operating Budget Request and Growth and Enhancement requests.

**Carried**

## b) 2016 Capital Budget Request

The Library Board reviewed Town of Newmarket 2016 – 2025 Capital Project Request Form.

**Motion 15.09.37**

**Moved by Darcy McNeill**

**Seconded by Tara Brown**

**That** the Library Board receive the Town of Newmarket 2016 – 2025 Capital Project Request Form and approved the 2016 Newmarket Public Library Capital Requests.

**Carried**

**4. Adjournment**

**Motion 15.09.38**

**Moved by Tara Brown**

**Seconded by Darcy McNeill**

**That** there being no further business meeting adjourned at 11:20 am.

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Joan Stonehocker  
Chair

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Todd Kyle, CEO  
Secretary/Treasurer



**Newmarket Public Library Board  
Regular Board Meeting  
Wednesday, September 16, 2015  
Newmarket Public Library Board Room**

**Present:** Joan Stonehocker – Chair  
Tom Vegh – Vice Chair  
Tara Brown  
Darcy McNeill  
Kelly Broome-Plumley  
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 5:35 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.

**Motion 15.09.039**

**Moved by Kelly Broome-Plumley**

**Seconded by Joe Sponga**

**That Agendas a) to c) be adopted as presented**

**Carried**

**2. Declarations**

None were declared.

**3. Consent Agenda Items:**

- a) Adoption of the Regular Board Meeting Minutes for Wednesday, June 17, 2015
- b) Adoption of the Closed Session Minutes for Wednesday, June 17, 2015
- c) Adoption of the Special Board Meeting Minutes for Wednesday, July 15, 2015
- d) Adoption of the Closed Session Minutes for Wednesday, July 15, 2015
- e) Strategic Operations Report for June, July and August, 2015

- f) Library Statistical Data for August, 2015
- g) Monthly Bank Transfer

**Motion 15.09.040**

**Moved by Venkatesh Rajaraman**  
**Seconded by Tom Vegh**

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

**Carried**

**4. Motion to Convene into a Closed Session**

There were no closed session items.

**5. Reports**

- a) Second Quarter Financial Statements

The Library continues to be on target for the second quarter of 2015 in both expenditures and revenue.

**Motion 15.09.041**

**Moved by Joe Sponga**  
**Seconded by Venkatesh Rajaraman**

**That** the Library Board received the Second Quarter Financial Statements as presented.

**Carried**

- b) Second Quarter Financial Statements

The CEO reviewed the Computer Capital Budget report with the Library Board and discussed related projects recommended to pursue.

**Motion 15.09.042**

**Moved by Joe Sponga**  
**Seconded by Darcy McNeill**

**That** the Library Board approved the expenses from the unencumbered portion of the Computer/Hardware/Software Budget for items one and two as detailed in the Computer Capital Budget Report.

**Carried**

- c) Facility and Service Delivery Options

Board members requested that this item be deferred to a later date.

**Motion 15.09.043****Moved by Tom Vegh****Seconded by Tara Brown****That** the Library Board defer the Facility and Service Delivery Options report to March, 2016.**Carried****6. Business Arising**

a) 2016 Capital and Operating Budget Requests

The Library Board confirmed their approval of the 2016 Growth and Enhancement Requests that were reviewed at the Special Budget meeting on September 16, 2015.

**Motion 15.09.44****Moved by Tom Vegh****Seconded by Kelly Broome-Plumley****That** the Library Board approve the 2016 Growth and Enhancement requests.**Carried**

b) Fundraising

A report identifying target programs to allocate fundraising donations to was reviewed by the Library Board.

**Motion 15.09.45****Moved by Venkatesh Rajaraman****Seconded by Kelly Broome-Plumley****That** the Library Board receive the report on fundraising.**Carried**

c) Sponsorship and Naming Rights

A report regarding aligning the Newmarket Public Library with the Town of Newmarket sponsorship program was reviewed by the Library Board

**Motion 15.09.046****Moved by Darcy McNeil****Seconded by Tara Brown****That** the Library Board receive the report on Sponsorship and Naming Rights.**Carried**



d) Library Board Action List

The Library Board reviewed the Action List.

**Motion 15.09.047**

**Moved by Joe Sponga**

**Seconded by Venkatesh Rajaraman**

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

**Carried**

**7. New Business**

a) Fines Amnesty

The Library Board reviewed the report on having a Fines Amnesty.

**Motion 15.09.048**

**Moved by Tara Brown**

**Seconded by Venkatesh Rajaraman**

**That** the Library Board receive the report on Fines Amnesty.

**Carried**

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

The next regular Library Board meeting will be Wednesday, October 21, 2015 at 5:30 pm in the Library Board room.

**9. Adjournment**

**Motion 15.09.049**

**Moved by Kelly Broome-Plumley**

**Seconded by Darcy McNeill**

**That** there being no further business meeting adjourned at 6:20 pm.

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Joan Stonehocker  
Chair

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Todd Kyle, CEO  
Secretary/Treasurer

## STRATEGIC OPERATIONS REPORT – SEPTEMBER, 2015

	<b>Igniting Community Dialogue, Discovery and Debate</b>	<b>Leading a Learning Community</b>	<b>Readying our Capabilities</b>
<b>Collaborative Relationships</b>	<ul style="list-style-type: none"> <li>September IdeaMarket on cycling attracted 30+ participants; lively discussion resulted in formation of advocacy group among attendees</li> <li>IdeaMarket program videotaped for future sharing on website</li> </ul>	<ul style="list-style-type: none"> <li>Library began new session at Inn From The Cold employment program; invited to continue in 2016</li> <li>First session of LEARN business series in partnership with Chamber of Commerce held</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Spaces</b>	<ul style="list-style-type: none"> <li>Wall plaque created to feature past IdeaMarket posters in Multi-Purpose Room; more plaques to follow to create gallery</li> </ul>	<ul style="list-style-type: none"> <li>Equipment being tested and set up for “maker hub” (vinyl cutter) and “digital media station” (iMac &amp; peripherals)</li> </ul>	<ul style="list-style-type: none"> <li>5 bedtime storytime programs hosted at Story Pod</li> </ul>
<b>Positioning</b>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Article on 3D printing at the library submitted to Town employee newsletter</li> </ul>	<ul style="list-style-type: none"> <li>Email newsletter generated 1,538 opens (45%), and a total of 335 click-throughs</li> </ul>
<b>Resources</b>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Attendee at MS Word class reported using it to pass a test on it at work</li> </ul>	<ul style="list-style-type: none"> <li>Fundraising page set up on canadahelps.org with links from library website; social media campaign to follow</li> <li>Chrome browser added to public workstations</li> </ul>
<b>Organization &amp; Operations</b>	<ul style="list-style-type: none"> <li>Hired new Volunteer Services Coordinator</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Staff attended Access library technology conference in Toronto, including “hackfest” activity of building an online room booking system</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	23,764	23,825	23,947	24,506	24,385	28,150			
Residents	21,683	21,773	21,867	21,790	21,836	21,957	22,468	22,334	25,713			
Non-Residents	1,871	1,953	1,970	1,974	1,989	1,990	2,038	2,051	2,437			

### 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	289				3,101
New non-resident	39	37	34	30	35	29	52	40	50				346
Renewed membership	735	319	811	627	646	718	661	786	734				6,037

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	13,148				117,617
# of PAC Account Logins	5,581	4,957	6,051	5,809	5,662	5,442	6,152	6,464	5,908				52,016
Room Rentals	64	71	56	199	64	47	46	47	54				648
Room Rental Hours	171	187	168	82	160	127	112	155	134				1,295

### Programs

#### 5 Year Trend - year to date September 30

# of Programs Held	2011	2012	2013	2014	2015
Adult	25	53	113	173	189
Children's	633	789	935	917	798
Total Programs	658	842	1,048	1,090	987

Program Attendance	2011	2012	2013	2014	2015
Adult	1,298	1,498	1,480	1,887	1,848
Children's	10,050	9,316	10,244	9,859	9,954
Total Attendance	11,348	10,814	11,724	11,746	11,802

## 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	801				7,396
eBooks	3,076	2,930	3,235	2,896	2,913	3,016	3,195	3,131	2,852				27,244
eMagazines	323	421	575	382	356	371	477	450	444				3,799
eMusic	2,613	2,621	3,737	4,044	2,975	2,454	2,493	2,470	2,564				25,971
eVideo	54	98	160	144	55	16	118	16	37				698
Backpack Kit	4	3	5	3	2	4	5	4	5				35
Book	25,489	22,981	28,858	26,932	26,378	27,264	32,798	31,183	29,214				251,097
CD-ROM/DVD-ROM	17	34	29	19	26	17	13	22	22				199
DVD/Blu-ray	3,703	4,135	5,223	4,433	4,380	4,405	4,978	4,886	4,386				40,529
eBook Reader	4	5	3	8	3	2	3	1	2				31
GPS	-	2	1	2	4	3	1	3	8				24
ILL	198	162	203	184	190	163	189	194	215				1,698
Language Kit	54	41	46	35	39	31	40	50	43				379
Laptop	12	12	17	46	25	27	11	88	21				259
Multimedia Kit	66	84	76	45	64	68	69	83	86				641
Music CD	384	363	568	591	469	514	415	415	434				4,115
Pedometer	7	9	20	9	41	12	29	20	14				161
Periodical	1,121	865	1,113	1,145	959	982	1,328	1,205	1,153				9,871
Portable Audio Book	58	26	48	32	49	41	32	41	25				352
Talking Book	850	836	960	778	960	874	967	1,009	924				8,158
Video	9	10	4	2	5	5	4	7	3				49
Video Game	267	262	372	301	274	281	434	434	354				2,979
Total Borrowing	39,035	36,606	46,156	42,904	40,968	41,244	48,551	46,652	43,607				385,723

### Database Usage

Adult Subscriptions	2,409	4,643	2,317	2,166	2,718	4,324	2,256	1,782	1,550				24,165
Children's Subscriptions	843	na	752	321	645	907	692	302	595				5,057
York Info (Community)	95,740	105,204	111,837	118,114	82,379	110,564	106,577	107,375	104,200				941,990
York Info (Volunteer)	11,015	16,268	18,059	16,927	9,917	9,808	13,408	10,989	16,580				122,971
Total Database Usage	110,007	126,115	132,965	137,528	95,659	125,603	122,933	120,448	122,925				1,094,183

## 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	63,420
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:** October 21, 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 September 30, 2015 of \$ 16,537.51 from the Newmarket Public Library Board bank account to the Town of Newmarket bank account.



**Southern  
Ontario  
Library  
Service**

**Service des  
bibliothèques  
de l'Ontario-Sud**

**RECEIVED  
ADMINISTRATION**

**FEB 05 2015**

**NEWMARKET  
PUBLIC LIBRARY**

January 26, 2015

Library Board Chairperson  
Newmarket Public Library  
438 Park Avenue  
Newmarket, ON L3Y 1W1

Dear Board Chairperson,

With the appointment of new library boards following the municipal elections, it is once again time to appoint a member to represent your library at your area Trustee Council. I am writing to give you a brief orientation to this group and to ask your board to make its appointment.

Trustee Councils provide library board members with opportunities to share information and hear how other boards deal with issues similar to the ones you face in governing your library. Trustee Councils also offer suggestions and support for trustee training and serve as a communication link between SOLS and boards. Once a term, Trustee Councils also elect members to the SOLS board.

Trustee Councils are highly valued by the participants. Here is some of the feedback we have received:

- "The trustee meetings have been so important to my growth as a trustee, from information about SOLS and OLBA to round table discussion. We have listened and learned of wonderful success and gave our support to people working through tough problems. I think the trustees have become friends with a common bound, their love and dedication to libraries."
- "I just wanted to take this opportunity to thank SOLS for their commitment to the trustee council meetings. My experience has been great discussions and a wealth of knowledge around the table. I would encourage any library boards not participating in these meetings to make it a priority to send a representative. It is time well spent."
- "I've enjoyed my time at the SOLS meetings and particularly benefitted from the exchange of ideas at the roundtable."



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Charitable Registration Number/Numéro  
d'enregistrement comme organisme de  
bienfaisance: 1077 98167 RR0001

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Ontario is gratefully acknowledged./L'appui  
financier de la province d'Ontario est  
grandement apprécié.



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January 26, 2015  
Library Board Chairperson

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There are eight Trustee Councils in SOLS and each library is assigned to one. Trustee Councils meet twice a year, once in the Fall and once in the Spring. The next round of meetings is scheduled for April. Please see SOLS' website ([www.sols.org](http://www.sols.org)) under Share & Collaborate - Networking and Meetings - Trustee Councils for details about the Trustee Councils, including the list of libraries within each Council.

Once the Board has decided upon the member who will represent your library, please send the name, address, telephone number, and e-mail address of this member to Gelja Wegman ([gwegman@sols.org](mailto:gwegman@sols.org)), 416-916-1669/1-800-387-5765, extension 5170. We will send an introduction letter at that time and all meeting notices will be sent directly to the member. We will also add him/her to the local Trustee Council listserv. The list is designed to facilitate communications among the library boards in your area.

I hope you will make your appointment to the Trustee Council soon. We look forward to welcoming you to your area Trustee Council.

Yours truly,



George Hodgkinson  
Chair



**Newmarket Public Library  
Health and Safety Policy**

A safe and healthy workplace environment is contingent upon the co-operation of the Public, Staff and Newmarket Public Library Board. The Board is committed to providing a safe and healthy environment for the staff through the Joint Health and Safety Committee and through training and educational programs and procedures, while ensuring that each party complies with all occupational safety and health standards, rules, regulations and orders. Through these initiatives, both the employer and the worker can establish safe and healthy procedures.

The Newmarket Public Library Board is responsible for the health and safety of workers under their supervision. Supervisors are responsible to ensure that equipment is safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

Every worker must protect his/her own health and safety by working in compliance with the law and with safe work practices and procedures established by the Newmarket Public Library, and immediately bring to the attention of his/her supervisor any hazard or unsafe condition.

The Library's policy includes the following commitments:

1. Training and education to ensure that workers are competent to perform their respective tasks
2. Training and education to ensure that workers are knowledgeable of current first aid and AED/CPR standards and emergency procedures.
3. The establishment of a Joint Health and Safety Committee in compliance with the Ontario Occupational Health and Safety Act.
4. An annual review of the Health and Safety Policy as required by the Ontario Occupational Health and Safety Act.

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Joan Stonehocker, Chair  
Newmarket Public Library Board

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Todd Kyle, CEO  
Newmarket Public Library



## MEMORANDUM

**To:** Newmarket Public Library Board

**From:** Todd Kyle

**Date:** October 21, 2015

**Re:** Room rental rates

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Library staff have conducted a review of the Library's room rental fees. These rates have been unchanged since 2010, other than changes to fees for audio-visual equipment rental and for additional advertising of events held.

The review has found that in comparison to the Library's local competitors, our rates are quite low. The Town of Newmarket was looked at as a comparator, with a view to harmonizing the rates. However, harmonizing has proved difficult. This is partly because the Town rents its room on a ½ day or full day basis, rather than hourly as is suitable to Library customers. In addition, room capacities are not comparable, and the Town includes table and chair set-up in its fee, whereas the Library is not able to offer set-up services and asks renters to do it themselves in some rooms.

Another factor that was examined was the Library's additional fee for A/V equipment. What we have found is that few renters pay this fee and that it is difficult in some rooms to police whether a renter has paid for their use of the projector or not. To simplify administration, and to match common practice, we are proposing folding the A/V fee into the hourly rental rates.

The proposed new rate schedule reflects an inflationary adjustment of 2% per year since 2010, that is, an average 12% increase effective January 1, 2016, with an elimination of the separate A/V fee. If current rental patterns continue, this may result in revenues slightly higher than the level in the draft 2016 budget, but at this time it would be risky to raise that revenue target. Instead, we propose re-examining it as part of the 2017 budget process. In addition, we may wish to consider reviewing these rates every year and potentially increasing them with inflation as a matter of policy.

The following motion is recommended:

**THAT the Library Board approve the proposed new Room Rental Rate schedule, effective January 1, 2016.**

## ROOM RENTAL RATE SCHEDULE

Draft: October 21, 2015

Room	Capacity	Non-Profit / NCC Member Rate*	For Profit Rate
<b>Multipurpose Room (MPR)</b> Projector and screen DVD/CD/Video player Whiteboard Counter/sink and Washroom Table/Chair set-up and take down by renter ** Available outside of Library operating hours	60	\$20 per hour Daily Maximum \$110	\$28 per hour Daily Maximum \$160
<b>Board Room</b> Projector and screen DVD/CD/Video player Whiteboard Counter/sink and Washroom	15	\$14 per hour Daily Maximum \$75	\$20 per hour Daily Maximum \$110
<b>Program Room</b> Projector and screen DVD/CD/Video player Whiteboard Counter/sink Table/Chair set-up and take down by renter	15-20	\$14 per hour Daily Maximum \$75	\$20 per hour Daily Maximum \$110
<b>Story Room</b> Projector and screen DVD/CD/Video player Interactive White Board Table/Chair set-up and take down by renter	15-20	\$14 per hour Daily Maximum \$75	\$20 per hour Daily Maximum \$110
<b>Large Study Room</b> Interactive White Board with Projector Whiteboard	20	\$14 per hour Daily Maximum \$75	\$20 per hour Daily Maximum \$110
<b>Study Rooms 1, 2, 3 and Main Floor</b>	5	\$5 per hour(min 2 hrs) Daily Maximum \$25	\$8 per hour(min 2 hrs) Daily Maximum \$45

\*Newmarket Chamber of Commerce (NCC) Member

### Additional Information

Free Wi-Fi available in all rooms

### Advertise your Event

Integrated Community Messaging Board	\$20.00 per Ad/quarterly
E-mail newsletter + event calendar link	\$20.00 per Ad/quarterly
11 x 17 Poster in Library	\$20.00/quarterly
Advertising Package which includes all of the above	\$50.00

**After Hours Access Fee	\$20.00 per booking
Cancellation Fee (less than 7 days notice)	\$15.00

## ROOM RENTAL RATE SCHEDULE

Room	Capacity	Non Profit Rate/Newmarket Chamber of Commerce Members	For Profit Rate
Board Room	12 - 15 people	\$12.00 per hour (plus HST) Daily Max. - \$65	\$18.00 per hour (plus HST) Daily Max. - \$100
Program Room/Story Room (limited availability due to Library programs)	15 people	\$12.00 per hour (plus HST) Daily Max. - \$65	\$18.00 per hour (plus HST) Daily Max. - \$100
Large Study Room	20 people	\$12.00 per hour (plus HST) Daily Max. - \$65	\$18.00 per hour (plus HST) Daily Max. - \$100
Small Study Room	5 people	\$5.00 per hour (plus HST) Daily Max. - \$25	\$8.00 per hour (plus HST) Daily Max. - \$45
Multi Purpose Room (*available before and after regular operation hours)	60 people	\$18.00 per hour (plus HST) Daily Max. - \$100	\$25.00 per hour (plus HST) Daily Max. - \$150

### Equipment Rentals Available:

#### **Audio Visual System Fee:**

*Includes use of audio sound system  
video projector, DVD, VCR,  
and Document Reader*

### Rate (plus HST)

\$30.00 up to 4 hours, \$60.00 for full day

Laptop

\$30.00 up to 4 hours, \$60.00 for full day

Video Conferencing

\$50 up to 4 hours, \$100 for full day

Flip Chart with paper

\$6.00 per use

### Fees for Renters Advertising Event in Library Publication:

Integrated Community Messaging Board

\$20.00 per Ad/quarterly

E-mail newsletter + event calendar link

\$20.00 per Ad/quarterly

11 x 17 Poster in Library

\$20.00/quarterly

Advertising Package which includes all of the above

\$50.00

### After Hours Access Fee:

\*Opening Access Fee

\$20.00 per booking

### Other Charges:

Cancellation Fee (*less than 7 days' notice*)

\$15.00





**MEMORANDUM**

**To: Newmarket Public Library Board**

**From: Todd Kyle**

**Date: October 21, 2015**

**Re: 3<sup>rd</sup> Quarter Financial Statement**

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Attached is the 3<sup>rd</sup> quarter financial statement for the Library.

As you can see, the Library is on or below target for both expenses and revenues, and there are no significant issues to report that might affect our ability to meet budget for 2015.

The following motion is recommended:

**THAT the Library Board receive the 2015 3<sup>rd</sup> quarter financial statement as presented.**

# NEWMARKET PUBLIC LIBRARY

## 3rd QTR Income Statement Comparison of 2015 Actual to 2015 Budget and 2014 Actual

13/10/2015

<b>EXPENSES</b>	<b>2015 3rd QTR</b>	<b>2015 ANNUAL BUD</b>	<b>2014 3rd QTR</b>	<b>YTD 2015 Vs 3rd QTR 2014</b>	<b>% of Budget</b>	<b>Comments</b>
<b><u>MATERIALS</u></b>						
Books	\$110,031	\$161,400	\$124,939	\$14,909	68%	
Reference Materials	9,586	19,550	14,251	4,665	49%	
Magazines & Newspapers	11,229	13,000	11,193	(36)	86%	
Electronic Materials and Subscriptions	71,680	86,812	67,315	(4,365)	83%	
Talking Books	6,573	8,800	8,380	1,807	75%	
Compact Sound Discs	266	1,800	480	214	15%	
DVD/Console Games	8,543	17,400	9,653	1,110	49%	
Book Binding and Materials Processing	20,904	27,925	20,594	(310)	75%	
<b>Sub-Total</b>	<b>\$238,812</b>	<b>\$336,687</b>	<b>\$256,805</b>	<b>\$17,993</b>	<b>71%</b>	Timing of purchases
<b><u>FACILITIES AND EQUIPMENT</u></b>						
Caretakers' Contract	\$22,294	\$37,900	\$21,053	(\$1,241)	59%	More snow removal in 2014 and timing of carpet cleaning
Caretakers' Supplies	2,014	4,400	2,659	646	46%	
Equipment-Repairs/Maintenance Contracts	49,266	71,968	46,742	(2,524)	68%	Timing of S/W maintenance contracts in 2015
Building-Repairs/Maintenance Contracts	29,829	27,000	30,224	394	136%	
<b>Sub-Total</b>	<b>\$103,403</b>	<b>\$136,268</b>	<b>\$100,678</b>	<b>(\$2,725)</b>	<b>76%</b>	
<b><u>CAPITAL</u></b>						
Minor Capital	\$4,969	\$4,156	\$0	(\$4,969)	120%	Capacity Grant expenses, offset in Revenue
Asset Replacement Fund	167,663	223,550	167,663	0	75%	
<b>Sub-Total</b>	<b>\$172,632</b>	<b>\$227,706</b>	<b>\$167,663</b>	<b>(\$4,969)</b>	<b>76%</b>	
<b><u>UTILITIES</u></b>						
Hydro	\$60,000	\$69,525	\$50,012	(\$9,988)	86%	Higher usage in 2015
Heat	10,990	9,000	6,667	(4,323)	122%	Higher consumption in 2015
Water	2,452	3,650	2,413	(39)	67%	
<b>Sub-Total</b>	<b>\$73,442</b>	<b>\$82,175</b>	<b>\$59,092</b>	<b>(\$14,350)</b>	<b>89%</b>	
<b><u>ADMINISTRATION - Salaries, Wages &amp; Benefits</u></b>						
Salaries and Wages	\$1,297,028	\$1,886,924	\$1,342,468	\$45,439	69%	Gapping
Employee Benefits *	279,627	405,473	327,023	47,397	69%	Lower LTD administration costs for 2015
<b>Sub-Total</b>	<b>\$1,576,655</b>	<b>\$2,292,397</b>	<b>\$1,669,491</b>	<b>\$92,836</b>	<b>69%</b>	
<b><u>ADMINISTRATION - General</u></b>						
Stationery and Office Supplies	\$1,313	\$2,600	\$755	(\$557)	50%	
Photocopier/Microfilm Lease & Supplies	1,341	4,500	1,204	(137)	30%	
Health and Safety	270	2,400	206	(64)	11%	
Program and Project Costs	19,620	22,698	21,105	1,484	86%	Timing of programs offered
Coffee Supplies	568	900	715	147	63%	
Circulation and Processing Supplies	11,423	14,800	10,171	(1,253)	77%	Timing of RFID tag purchases in 2015
Miscellaneous Expense	1,539	5,955	2,042	502	26%	
Telephone and Internet	6,565	8,615	6,331	(234)	76%	
Audit Legal and Finance	23,423	4,000	0	(23,423)	586%	No legal counsel required in 2014

## NEWMARKET PUBLIC LIBRARY

### 3rd QTR Income Statement Comparison of 2015 Actual to 2015 Budget and 2014 Actual

13/10/2015

#### EXPENSES

#### ADMINISTRATION - General Continued

	2015 3rd QTR	2015 ANNUAL BUD	2014 3rd QTR	YTD 2015 Vs 3rd QTR 2014	% of Budget	Comments
Consulting Fees	\$210	\$14,400	\$0	(\$210)	1%	
Postage and Freight	3,144	6,525	3,886	742	48%	
Advertising	14,338	17,700	14,422	84	81%	
Education and Training	2,537	11,400	10,808	8,271	22%	Timing of training
Copyright Fees	509	0	0	(509)		
Other Fees	427	0	0	(427)		
Travel Expense	2,615	6,100	3,036	421	43%	
Memberships and Subscriptions	9,215	9,505	9,767	552	97%	
Conference/Seminar Fees & Expenses	9,268	12,000	11,136	1,868	77%	Timing of conferences
Transfer to LTD. Reserve	19,921	39,210	17,574	(2,346)	51%	Changes to the LTD benefit
<b>Sub-Total</b>	<b>\$128,247</b>	<b>\$183,308</b>	<b>\$113,158</b>	<b>(\$15,089)</b>	<b>70%</b>	
<b>TOTAL EXPENSES</b>	<b>\$2,293,190</b>	<b>\$3,258,541</b>	<b>\$2,366,886</b>	<b>\$73,696</b>	<b>70%</b>	

### 3rd QTR Income Statement Comparison of 2015 Actual to 2015 Budget and 2014 Actual

#### REVENUES

	2015 3rd QTR	2015 ANNUAL BUD	2014 3rd QTR	YTD 2015 Vs 3rd QTR 2014	% of Budget	Comments
Municipal Grant	\$2,186,861	\$2,915,814	\$2,136,611	\$50,250	75%	Higher grant in 2015
Provincial Grant	18,194	64,401	2,616	15,578	28%	Additional grant in 2015 for capacity building
Other Grants	0	5,200	0	-	0%	
Program Fees	21,933	29,306	22,889	(956)	75%	
Photocopier/Microfilm Receipts	4,888	6,500	4,971	(82)	75%	
Room Rentals	20,642	31,500	24,347	(3,705)	66%	Lower demand
Coffee Supplies Recovered	827	900	725	102	92%	
Fines	24,439	43,000	24,367	72	57%	
Financing from Reserve (Operating)	0	18,720	0	-	0%	
Financing from D.C.	93,750	125,000	93,750	0	75%	
Sundry Receipts	10,398	14,700	8,553	1,844	71%	Higher book sales, replacement card fees & A/V rentals in 2015
Non-Resident Fees	150	500	240	(90)	30%	
Donations Received	93	3,000	1,078	(985)	3%	
Gain/Loss on Disposal	195	0	0	195		
YRT Tickets/Passes	(1,665)	0	0	(1,665)		Started in late 2014, timing of purchases & sales
YRT Commission	163	0	0	163		
<b>TOTAL REVENUES</b>	<b>\$2,380,868</b>	<b>\$3,258,541</b>	<b>\$2,320,147</b>	<b>\$60,721</b>	<b>73%</b>	
<b>SURPLUS/(DEFICIT) CURRENT</b>	<b>\$87,678</b>	<b>\$0</b>	<b>(\$46,740)</b>	<b>\$134,417</b>		



## 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"> <li>CEO to bring drafts to Board according to agreed schedule</li> <li>Board to form committee to review Governance Policy and Constitution</li> </ul>	
1-12		Consider forming Friends of the Library group	<ul style="list-style-type: none"> <li>Board to consider as related to item 12-11</li> </ul>	Deferred to next Library Board term (motion 13.03-214)
2-13	May 20, 2015	CEO Annual Performance Review	<ul style="list-style-type: none"> <li>Library Board Chair and Vice Chair to prepare and report to Board</li> </ul>	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"> <li>CEO to prepare and present to board before release</li> </ul>	Completed May 20, 2015 Next report due in April, 2016
2-15		Library facility and service delivery options	<ul style="list-style-type: none"> <li>CEO to report on related Town community facility plans</li> <li>Board to consider referral to Library-Town Joint Task Force</li> <li>Board to consider capital reserve expenditure on consultant study</li> </ul>	Report drafted for September 16, 2015 meeting Deferred to March, 2016
3-15		Business measurements (including Impacts and Storytelling)	<ul style="list-style-type: none"> <li>Board to review Library Statistical Data report provided monthly in agenda package</li> <li>CEO to revise report as requested</li> <li>CEO to update Board on status of related provincial initiatives as well as Impact Study</li> </ul>	

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
4-15		Built Accessibility report	<ul style="list-style-type: none"> <li>CEO to draft report</li> </ul>	
7-15		Collective Agreements	<ul style="list-style-type: none"> <li>Board to provide CEO with negotiation mandate guidelines</li> <li>CEO to engage Town of Newmarket Director of HR as lead negotiator</li> <li>Board to approve agreements</li> </ul>	Collective agreements expired March 31, 2015. No dates set as yet for bargaining.
8-15		Strategic planning	<ul style="list-style-type: none"> <li>Board to decide on strategic planning process when current plan ends in 2016</li> </ul>	
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
10-15	September 16, 2015	Facility and Service Delivery Options	Report deferred to March, 2016	

## COMPLETED ITEMS

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
5-15	June 17, 2015	Budget projections	<ul style="list-style-type: none"> <li>CEO to draft 5-year projections for operating budget needs</li> </ul>	Reported to Library Board June 17, 2015
6-15		2016 budget	<ul style="list-style-type: none"> <li>Board to provide CEO with guidelines and suggestions</li> <li>CEO to draft budget</li> <li>Board to approve for submission to Council</li> </ul>	Board approved 2016 Draft Operating and Capital Budget requests
12-11	May 20 2015  Sept.15 2015	Draft fundraising and development strategy	<ul style="list-style-type: none"> <li>CEO to draft report for initial consideration</li> <li>Board to consider needed resources</li> <li>CEO to report back on implementation of fundraising initiatives</li> <li>CEO to follow-up with Town of Newmarket regarding naming rights sponsorship program</li> </ul>	Completed September 16, 2015

**eLearning Training Presentation: Newmarket Public Library Board Regular Board meeting, October 21, 2015.**



### **Health and Safety for Board Members eLearning**

By completing this eLearning module, Board members will better understand their OHSA obligations and the penalties for non-compliance. Board members will also be introduced to the idea of health and safety as one of many critical organizational risks that must be managed and mitigated through formal oversight and demonstrable due diligence. This module encourages Board members to improve the quality of their own organizations' health and safety, calling upon the learner to identify specific, Board-level actions required for positive change. A 10-question quiz at the end of the module allows Board members to self-assess their understanding of workplace health and safety stewardship.

By the end of this eLearning module, you will be able to:

- Identify health and safety as business risks that need to be managed along with all others
- Describe the roles and responsibilities of board members and other workplace parties under the Occupational Health and Safety Act
- Describe the Internal Responsibility System
- Summarize due diligence requirements under the Occupational Health and Safety Act
- Apply knowledge of Board member health and safety obligations in a common scenario case study
- Identify ways that Boards can support workers in Ontario

This training is approximately 30 minutes in duration and is suitable for all sectors.