



Agenda
Newmarket Public Library Board

Wednesday, November 18, 2015 at 5:30 PM
Regular Board Meeting

Agenda compiled on 17/11/2015 at 10:12 AM

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, October 21, 2015 p. 1
5. Adoption of the Closed Session Meeting Minutes for Wednesday, October 21, 2015
6. Strategic Operations Report for October, 2015 p. 5
7. Library Statistical Data for October, 2015 p. 6
8. Monthly Bank Transfer p. 10

Closed Session

9. That the Library Board move into a Closed Session to discuss matters pertaining to Labour Relations

Policies

10. Criminal Records Checks for Volunteers p. 11

Business Arising

11. Library Board Action List p. 12

New Business

12. Library General Reserve p. 14

13. 2016 Ontario Library Association Super Conference

14. Health and Safety for Board Members eLearning

p. 17

Date(s) of Future Meetings

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

Adjournment



**Newmarket Public Library Board
Regular Board Meeting
Wednesday, October 21, 2015
Newmarket Public Library Board Room**

Present: Joan Stonehocker – Chair
Tom Vegh – Vice Chair
Tara Brown
Kelly Broome-Plumley
Joe Sponga (arrived at 5:35pm)

Regrets: Darcy McNeill
Venkatesh Rajaraman

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

The Library Board Chair called the meeting to order at 5:30 pm

Adoption of Agenda Items

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

The Chair asked if there were any additions to the agenda. 1 item was added to the Closed Session agenda.

Motion 15.10.50

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

That Agendas 1) to 3) be adopted as amended.

Carried

Declarations

None were declared.

Consent Agenda Items:

4. Adoption of the Special Board Meeting Minutes for Saturday, September 12, 2015
5. Adoption of the Regular Board Meeting Minutes for Wednesday, September 16, 2015
6. Strategic Operations Report for September

7. Library Statistical Data for September, 2015

8. Monthly Bank Transfer

Motion 15.10.51

Moved by Tom Vegh

Seconded by Tara Brown

That Consent Agenda Items 4) to 8) be received as presented.

Carried

Motion to Convene into a Closed Session

Motion 15.10.52

Moved by Tom Vegh

Seconded by Tara Brown

That the Library Board moved into Closed Session at 5:32 pm regarding a labour relations matter.

Carried

Motion 15.10.53

Moved by Tom Vegh

Seconded by Tara Brown

That the Library Board move out of Closed Session at 5:35 pm.

Carried

Motions arising from the Closed Session:

Motion 15.10.54

Moved by Tom Vegh

Seconded by Tara Brown

That the Library Board receive the verbal report regarding a labour relations matter.

Carried

Correspondence

9. Southern Ontario Library Service (SOLS)

Correspondence was received from SOLS asking the Library Board to appoint a represented to participate in the SOLS Trustee Council. Library Board member Tara Brown agreed to represent the Newmarket Public Library Board at the SOLS Trustee Council Meeting on November 14, 2015.

Policies

10. Health and Safety Policy

No Changes were recommended to the Health and Safety Policy.

Motion 15.10.55

Moved by Joe Sponga

Seconded by Kelly Broome-Plumley

That the Library Board approve the Health and Safety Policy as presented.

Carried

11. Room Rental Rates

The Library Board reviewed the new room rate schedule proposal and discussed ways to further promote this service.

Motion 15.10.56

Moved by Joe Sponga

Seconded by Tara Brown

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

Carried

Reports

12. Third Quarter Financial Statements

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

Motion 15.10.57

Moved by Tom Vegh

Seconded by Tara Brown

That the Library Board receive the Third Quarter Financial Statements as presented.

Carried

Business Arising

13. 2016 Capital and Operating Budget Requests

There was no report.

14. Library Board Action List

The Library Board reviewed the Action List.

Motion 15.10.58

Moved by Joe Sponga

Seconded by Kelly Broome Plumley

That the Library Board receive the Action List.

Carried

New Business

15. Health and Safety for Board members eLearning

Deferred to next regularly scheduled Library Board meeting.

Date(s) of Future Meetings

16. The next regular Library Board meeting will be Wednesday, November 18, 2015 at 5:30 pm in the Library Board room.

Adjournment

Motion 15.10.59

Moved by Joe Sponga

Seconded by Tara Brown

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

Joan Stonehocker
Chair

Todd Kyle, CEO
Secretary/Treasurer

STRATEGIC OPERATIONS REPORT – OCTOBER, 2015

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
Collaborative Relationships	<ul style="list-style-type: none"> October IdeaMarket held on bike –friendly community; cycling advocacy group founded subsequently by attendees Videos of IdeaMarket sessions being processed for mounting on Web Shakespeare Allowed program successful and will continue into 2016 	<ul style="list-style-type: none"> Financial Literacy seminar attracted 16 participants; series will continue into 2016 Library asked to continue doing computer literacy portion of IFTC employment program in 2016 Library hosted 2 class visits from Pickering College 14 attendees at latest LEARN seminar presented by Chamber of Commerce; attendees also oriented to library resources 	<ul style="list-style-type: none"> Centre for Equitable Library Access (CELA) audiobook collection made available for direct borrowing by print-disabled patrons
Spaces	<ul style="list-style-type: none"> Library hosted Newmarket Group of Artists “studio tour” exhibit 	<ul style="list-style-type: none"> Minor renovations underway to create “maker hub” space for 3D printer, vinyl cutter, etc 	<ul style="list-style-type: none"> Documents on website revised in order to comply with January 2016 AODA requirements; plans underway for entirely new website
Positioning	<ul style="list-style-type: none"> CEO hosted Ontario Public Library Week launch at Scarborough Civic Centre Library 	<ul style="list-style-type: none"> NPL staff participated in library innovation exhibit at TAVES Consumer Electronics Show in Richmond Hill Library staff have visited retirement homes 8 times this year for digital outreach, helping 32 clients 	<ul style="list-style-type: none"> 507 page views so far generated by library’s online flipbook of its pages in the fall/winter Activity Guide
Resources		<ul style="list-style-type: none"> 3D printer problems continue but staff have rectified immediate problems; purchase of 2nd printer being investigated; 5 print jobs this month Fall session of Reading Buddies launched with 38 partners participating New series of Lego robotics programs launched 	<ul style="list-style-type: none"> PO issued for second public intake for automated materials handling system New Wi-Fi system vendor chosen; wiring completed; installation and testing underway

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
Organization & Operations	<ul style="list-style-type: none"> • New Community Information Coordinator hired • Staff attended Volunteer Sector Network conference 		<ul style="list-style-type: none"> • To increase efficiency, adult book acquisitions shifting to automatic release plan (ARP) where vendor selects a large proportion of material • New backup server being installed

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	24,208		
Residents	21,683	21,773	21,867	21,790	21,836	21,957	22,468	22,334	25,713	22,112		
Non-Residents	1,871	1,953	1,970	1,974	1,989	1,990	2,038	2,051	2,437	2,096		

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	251			3,352
New non-resident	39	37	34	30	35	29	52	40	50	43			389
Renewed membership	735	319	811	627	646	718	661	786	734	666			6,703

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	12,146			129,763
# of PAC Account Logins	5,581	4,957	6,051	5,809	5,662	5,442	6,152	6,464	5,908	5,721			57,741
Room Rentals	64	71	56	199	64	47	46	47	54	62			710
Room Rental Hours	171	187	168	82	160	127	112	155	134	147			1,441

Programs

5 Year Trend - year to date October 31

# of Programs Held	2011	2012	2013	2014	2015
Adult	29	66	131	200	208
Children's	717	936	1,104	1,096	1,011
Total Programs	746	1,002	1,235	1,296	1,219

Program Attendance	2011	2012	2013	2014	2015
Adult	1,353	2,138	1,984	2,022	2,240
Children's	11,343	10,869	11,815	11,603	11,583
Total Attendance	12,696	13,007	13,799	13,625	13,823

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	868			8,264
eBooks	3,076	2,930	3,235	2,896	2,913	3,016	3,195	3,131	2,852	2,945			30,189
eMagazines	323	421	575	382	356	371	477	450	444	336			4,135
eMusic	2,613	2,621	3,737	4,044	2,975	2,454	2,493	2,470	2,564	2,540			28,511
eVideo	54	98	160	144	55	16	118	16	37	19			717
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	27,931			279,028
CD-ROM/DVD-ROM	17	34	29	19	26	17	13	22	22	16			215
DVD/Blu-ray	3,703	4,135	5,223	4,433	4,380	4,405	4,978	4,886	4,386	4,727			45,256
eBook Reader	4	5	3	8	3	2	3	1	2	1			32
GPS	-	2	1	2	4	3	1	3	8	5			29
ILL	198	162	203	184	190	163	189	194	215	142			1,840
Language Kit	54	41	46	35	39	31	40	50	43	40			419
Laptop	12	12	17	46	25	27	11	88	21	19			278
Multimedia Kit	66	84	76	45	64	68	69	83	86	92			733
Music CD	384	363	568	591	469	514	415	415	434	411			4,568
Pedometer	7	9	20	9	41	12	29	20	14	11			172
Periodical	1,121	865	1,113	1,145	959	982	1,328	1,205	1,153	1,047			10,918
Portable Audio Book	58	26	48	32	49	41	32	41	25	24			376
Talking Book	850	836	960	778	960	874	967	1,009	924	872			9,030
Video	9	10	4	2	5	5	4	7	3	4			53
Video Game	267	262	372	301	274	281	434	434	354	243			3,222
Total Borrowing	39,035	36,606	46,156	42,904	40,968	41,244	48,551	46,652	43,607	42,293			428,016

Database Usage

Adult Subscriptions	2,409	4,643	2,317	2,166	2,718	4,324	2,256	1,782	1,550	1,865			26,030
Children's Subscriptions	843	na	752	321	645	907	692	302	595	914			5,971
York Info (Community)	95,740	105,204	111,837	118,114	82,379	110,564	106,577	107,375	104,200	99,334			1,041,324
York Info (Volunteer)	11,015	16,268	18,059	16,927	9,917	9,808	13,408	10,989	16,580	16,658			139,629
Total Database Usage	110,007	126,115	132,965	137,528	95,659	125,603	122,933	120,448	122,925	118,771			1,212,954

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	63,400
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	10
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: November 18, 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 October 30, 2015 of \$ 11,122.91 from the Newmarket Public Library Board bank account to the Town of Newmarket bank account.

**MEMORANDUM**

To: Newmarket Public Library Board

From: Todd Kyle

Date: November 18, 2015

Re: Criminal records checks for volunteers

The library's Volunteer Policy states that a criminal records check *may* be required in the case where the volunteer has occasion to be alone with a child or vulnerable adult. In practice, the library has required checks of Visiting Library Services (VLS) volunteers and Reading Buddies volunteers. The check required in these cases is the Police Vulnerable Sector Check, the deepest check available.

Performing a check is onerous on volunteers, as they are required to attend in person a police office in another municipality, and it is onerous on the Library, which pays the fee. Moreover, it has been determined that police checks for those under 16 years of age are of little or no value, as legislation prevents police records from being disclosed.

For this reason, Library staff have recommended that checks cease to be required of Reading Buddies volunteers, many of whom are under 16. These volunteers are reading with a young child (in grades 1 to 4) in a public area of the library and therefore are not "alone"; the child's parents are requested to remain in the building; and the recruitment process for the volunteers involves seeking a character reference from an authoritative adult. In consulting with Town of Newmarket Human Resources staff, it was determined that these factors provide the needed protection for vulnerable children.

VLS volunteers, who are mainly adults delivering books to vulnerable adults in their own home, in a private place with no direct supervision by staff, will continue to be subject to a Police Vulnerable Sector Check when needed.

The Board is not being asked to change a policy; this report is simply meant to inform them of a change in procedure which is consistent with existing policy.

The following motion is recommended:

THAT the Library Board receive the report on criminal records checks for volunteers.

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	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 	Completed September 16, 2015
1-12		Consider forming Friends of the Library group	<ul style="list-style-type: none"> • Board to consider as related to item 12-11 	Completed September 16, 2015 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"> • 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	April 2016	Annual Report to the Community	<ul style="list-style-type: none"> • CEO to prepare and present to board before release 	Completed May 20, 2015 Next report due in April, 2016
2-15	March, 2016	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 Deferred to March, 2016

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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 	Completed June 17, 2015 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 	Completed September 16, 2015 Board approved 2016 Draft Operating and Capital Budget requests
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
11-15		SOLS Trustee Representative	Board member Tara Brown to attend SOLS Trustee Council Meeting on November 14, 2015	



**Mike Mayes, Director
Financial Services/Treasurer**

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October 29, 2015

JOINT LIBRARY AND CORPORATE SERVICES REPORT – FINANCIAL SERVICES 2015-51

TO: Town of Newmarket Public Library Board

SUBJECT: Library General Reserve

ORIGIN: Director, Financial Services/Treasurer
CEO, Library

RECOMMENDATIONS

THAT Joint Library and Corporate Services Report – Financial Services – 2015-51 dated October 29, 2015 regarding the Library General Reserve be received and the following recommendations be adopted:

- 1. THAT the Town of Newmarket Public Library Board set a target level for the Library General Reserve as proposed in this report;**
- 2. AND THAT once the Library General Reserve target is achieved, any surplus is to be returned to the Town at the year-end.**

COMMENTS

Purpose

The purpose of this report is to recommend that the Newmarket Public Library Board (the Library), establish a target level for the Library General Reserve and to propose that at the year-end, if the General Reserve is over the target, any surplus is returned to the Town.

Budget Impact

There should be no direct impact on the Library budget. Setting a target will ensure that adequate funds are set aside to assist in future years for planned as well as unforeseen events or projects. Surplus funds returned to the Town can be used for other priorities.

Summary

The Library has a General Reserve with a budgeted balance of \$470,000 at the end of 2015. It is recommended that the Library set an appropriate target level for this reserve, which would avoid fluctuations in the grant requirement, and that any annual operating surplus be transferred to the Town once the target is achieved.

BACKGROUND

At present, the Library has the following reserves and reserve funds:

Reserve/Reserve Fund	Purpose	2015 Year-end Budgeted Balance
General Reserve (325591)	For operating contingencies (see Analysis below)	\$470,036
Fund Raising (325592)	To hold revenues from targeted fundraising activities to be spent when the project target is accumulated	\$1,665
Strategic Plan (325594)	To finance the development of the 2013-2016 strategic plan and ancillary advocacy costs	\$1,257
Strategic Plan Implementation (325596)	To provide funds to develop programs, skills, and technical infrastructure to achieve the 2013-2016 strategic plan	\$42,021
Insurance (325595)	To cover the costs of an insurance claim deductible	\$10,000
Asset Replacement Fund (485127)	For Library capital asset replacement	\$167,046

At their meeting on May 20, 2015, the Library Board approved the closure and transfer of the balance of the Library's Long-term Disability Reserve Fund to the Town's equivalent reserve fund.

ANALYSIS

It is recommended that a target level for the Library General Reserve be established. This will avoid fluctuations in grant requirements and enable the Library to deal with unexpected operating expenditures or new capital projects. This practise of setting reserve fund targets is consistent with what is done in other areas, such as Water & Sewer, and with most reserve funds, such as Winter Control and Legal. Once the Library Reserve reaches the target level, the amount over the target and any annual operating surplus can be transferred to the Town. Based on the previous years' Library operating experience, the Library Reserve target amount could be determined by adding the following factors:

- 10% of the Library's total annual operating expenditures excluding transfers to reserves/reserve funds and the contribution to the Library Asset Replacement Fund. This amount is approximately \$300,000 per 2014 actuals and the 2015 Budget;
- A seed fund for new capital projects such as consulting expenditures for a new Library or other initiatives determined by the Library Board. At this time, a starting amount of \$100,000 is recommended for potential new capital financing.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

This report links to Newmarket's key strategic directions in being Well Managed through fiscal responsibility.

CONSULTATION

This report has been reviewed by the staff of both the Financial Services Department and the Library.

BUDGET IMPACT

Operating Budget


This report recommends that a target level be established for the Library General Reserve. At year-end, if the Library General Reserve balance is over the target level, the surplus would be returned to the Town. As these are surplus funds, there should be no budgetary impact on the Library. The funds could be used by the Town for any funding deficiency in other priorities.

Capital Budget

A seed fund would be established and be available for future new capital initiatives as determined by the Library Board.

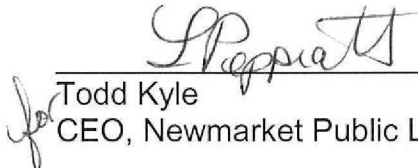
CONTACT

For more information on this report, contact: Mike Mayes at 905-953-5300, ext. 2102 or via e-mail at mmayes@newmarket.ca



Mike Mayes, CPA, CGA
Director, Financial Services/Treasurer

MM/he



for Todd Kyle
CEO, Newmarket Public Library

eLearning Training Presentation: Newmarket Public Library Board Regular Board meeting, November 18, 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.