



Agenda
Newmarket Public Library Board

Wednesday, December 16, 2015 at 5:30 PM
Regular Board Meeting

Agenda compiled on 11/12/2015 at 10:13 AM

Library Board Training

Adoptions of Agenda

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

Declarations

Consent Agenda Items

4. Adoption of the Regular Board Meeting Minutes for Wednesday, November 18, 2015 p. 1
5. Adoption of the Closed Session Meeting Minutes for Wednesday, October 21, 2015
6. Adoption of the Closed Session Meeting Minutes for Wednesday, November 18, 2016
7. Strategic Operations Report for November, 2015 p. 5
8. Library Statistical Data for November, 2015 p. 6
9. Monthly Bank Transfer p. 10

Closed Session

10. No Closed Session Items at time of agenda distribution

Reports

11. Community Use of Meeting Room Space p. 11

Business Arising

12. 2016 Operation Budget Request

13. Library Board Action List

p. 13

New Business

14. Provincial eResources Funding

p. 15

Date(s) of Future Meetings

15. The next Newmarket Public Library Board Regular Board Meeting will be Wednesday, January 20, 2016, at 5:30 pm in the Library Board room

Adjournment

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.



**Newmarket Public Library Board
Regular Board Meeting
Wednesday, November 18, 2015
Newmarket Public Library Board Room**

Present: Joan Stonehocker – Chair
Tom Vegh – Vice Chair
Tara Brown
Kelly Broome-Plumley
Joe Sponga (left at 6:30 pm)
Darcy McNeill
Venkatesh Rajaraman (arrived at 5:40 pm)

Guest: Mike Mayes, Director of Financial Services/Treasurer,
Town of Newmarket

Staff Present: Todd Kyle, CEO
Linda Peppiatt, Deputy CEO
Toni Facciolo, Accounts Payable Clerk

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.

Motion 15.11.60

Moved by Kelly Broome-Plumley

Seconded by Darcy McNeill

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

Carried

Declarations

None were declared.

Consent Agenda Items:

4. Adoption of the Regular Board Meeting Minutes for Wednesday, October 21, 2015
5. Strategic Operations Report for October

6. Library Statistical Data for October, 2015
7. Monthly Bank Transfer

Motion 15.11.61

Moved by Tom Vegh
Seconded by Joe Sponga

That Consent Agenda Items 4) to 7) be received and approved as presented.

Carried

Motion to Convene into a Closed Session

Motion 15.11.62

Moved by Kelly Broome-Plumley
Seconded by Darcy McNeill

8. That the Library Board move into Closed Session at 6:15 pm regarding a labour relations matter.

Carried

Motion 15.11.63

Moved by Joe Sponga
Seconded by Kelly Broome-Plumley

That the Library Board move out of Closed Session at 6:20 pm.

Carried

Motions arising from the Closed Session:

Motion 15.11.64

Moved by Tom Vegh
Seconded by Venkatesh Rajaraman

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

Carried

Policies

9. Criminal Records Checks for Volunteers

The Library Board was advised of a procedural change, consistent with the Library's Volunteer Policy, regarding criminal records checks for volunteers under the age of sixteen.

Motion 15.11.65**Moved by Tom Vegh****Seconded by Venkatesh Rajaraman**

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

Carried

Business Arising**10. Library Board Action List**

The Library Board reviewed and updated the Action List.

Motion 15.11.68**Moved by Venkatesh Rajaraman****Seconded by Joe Sponga**

That the Library Board receive the Action List as amended.

Carried

New Business**11. Joint Library and Corporate Services Report – Financial Services 2015-51 regarding the Library General Reserves**

The Director of Finances/Treasurer of the Town of Newmarket reviewed the Joint Library and Corporate Services Report regarding establishing a target level for the Library General Reserves.

Motion 15.11.69**Moved by Joe Sponga****Seconded by Venkatesh Rajaraman**

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;
3. **And That** the Town of Newmarket do an analysis on the Asset Replacement Fund and report back to the Newmarket Public Library Board in 120 days with recommendations.

Carried

12. 2016 Ontario Library Association (OLA) Super Conference

The Library Board will advise the Administrative Coordinator by December 8th whether they will be attending the 2016 OLA Super Conference.

13. Health and Safety for Board members eLearning

Deferred to next regularly scheduled Library Board meeting.

Date(s) of Future Meetings

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

Adjournment

Motion 15.11.70

Moved by Darcy McNeill

Seconded by Tom Vegh

That there being no further business meeting adjourned at 6:37 pm.

Joan Stonehocker
Chair

Todd Kyle, CEO
Secretary/Treasurer

STRATEGIC OPERATIONS REPORT: NOVEMBER, 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 cyberbullying; attendance disappointing Library knitting club participating in Chase The Chill charitable knitting drive 	<ul style="list-style-type: none"> Library Settlement Partnership discussed needs of potential Syrian refugees settling in the region; York Info ensuring immigrant services information up to date ESL conversation circle being discontinued due to low participation Financial literacy program on estate planning attracted a record 55 participants Staff discussing possible cooperative programs with FIRST Lego League 	<ul style="list-style-type: none"> Library arranging annual low-income tax clinics with volunteer accountants for 2016
Spaces	<ul style="list-style-type: none"> Two more plaques featuring past IdeaMarket programs created for multi-purpose room gallery display 	<ul style="list-style-type: none"> New window installed in storage room being converted into Maker Hub; staff being trained on media station and vinyl cutter 	<ul style="list-style-type: none"> Reupholstering of older wood-frame chairs being discussed with vendor Green Reads continues to earn average of \$30 per month; donations have made it self-sustaining since October
Positioning	<ul style="list-style-type: none"> Pop-up library held at Christmas Farmer's Market; contact with 159 residents 	<ul style="list-style-type: none"> Article for The Era on the developing Maker Hub drafted and submitted 	<ul style="list-style-type: none"> NPL News email newsletter generated 1,731 opens (48%), and a total of 357 clickthroughs; within 2 days of sending 24 people signed up for estate planning program
Resources	<ul style="list-style-type: none"> Teen Advisory Group working on Letter to Santa program 	<ul style="list-style-type: none"> Program to create personalized 3D printer holiday ornaments launched 78 3D jobs completed Library hosted well-received 3D printer program for homeschooler group Job seekers and newcomers to Canada examples of attendees to computer classes Computers 201 class piloted as follow-up to successful Computers 101 	<ul style="list-style-type: none"> Library adding new French eBook service (Archambault) in 2016 through provincial consortium purchase Plans underway to apply for Canada Summer Jobs grant for Digital Content Creator position
Organization & Operations	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Staff presented on NPL's maker programs at OLA's Child & Youth Expo Staff attended eLearning Symposium at University of Toronto iSchool 	<ul style="list-style-type: none"> CEO participated in advocacy with provincial government at OLA Library Day event at Queen's Park Staff attended Handling Difficult Conversations training at Town of Newmarket

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	24,194	
Residents	21,683	21,773	21,867	21,790	21,836	21,957	22,468	22,334	25,713	22,112	22,067	
Non-Residents	1,871	1,953	1,970	1,974	1,989	1,990	2,038	2,051	2,437	2,096	2,127	

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	210		3,562
New non-resident	39	37	34	30	35	29	52	40	50	43	36		425
Renewed membership	735	319	811	627	646	718	661	786	734	666	648		7,351

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	12,257		142,020
# of PAC Account Logins	5,581	4,957	6,051	5,809	5,662	5,442	6,152	6,464	5,908	5,721	5,659		63,400
Room Rentals	64	71	56	199	64	47	46	47	54	62	66		776
Room Rental Hours	171	187	168	82	160	127	112	155	134	147	149		1,590

Programs

5 Year Trend - year to date November 30

# of Programs Held	2011	2012	2013	2014	2015
Adult	30	74	147	228	230
Children's	810	1,081	1,253	1,276	1,224
Total Programs	840	1,155	1,400	1,504	1,454

Program Attendance	2011	2012	2013	2014	2015
Adult	1,368	2,171	2,100	2,160	2,366
Children's	12,509	12,236	13,233	13,300	12,792
Total Attendance	13,877	14,407	15,333	15,460	15,158

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	882		9,146
eBooks	3,076	2,930	3,235	2,896	2,913	3,016	3,195	3,131	2,852	2,945	2,879		33,068
eMagazines	323	421	575	382	356	371	477	450	444	336	274		4,409
eMusic	2,613	2,621	3,737	4,044	2,975	2,454	2,493	2,470	2,564	2,540	2,818		31,329
eVideo	54	98	160	144	55	16	118	16	37	19	17		734
Backpack Kit	4	3	5	3	2	4	5	4	5	-	2		37
Book	25,489	22,981	28,858	26,932	26,378	27,264	32,798	31,183	29,214	27,931	26,661		305,689
CD-ROM/DVD-ROM	17	34	29	19	26	17	13	22	22	16	30		245
DVD/Blu-ray	3,703	4,135	5,223	4,433	4,380	4,405	4,978	4,886	4,386	4,727	4,420		49,676
eBook Reader	4	5	3	8	3	2	3	1	2	1	-		32
GPS	-	2	1	2	4	3	1	3	8	5	1		30
ILL	198	162	203	184	190	163	189	194	215	142	230		2,070
Language Kit	54	41	46	35	39	31	40	50	43	40	57		476
Laptop	12	12	17	46	25	27	11	88	21	19	8		286
Multimedia Kit	66	84	76	45	64	68	69	83	86	92	92		825
Music CD	384	363	568	591	469	514	415	415	434	411	455		5,018
Pedometer	7	9	20	9	41	12	29	20	14	11	15		187
Periodical	1,121	865	1,113	1,145	959	982	1,328	1,205	1,153	1,047	999		11,917
Portable Audio Book	58	26	48	32	49	41	32	41	25	24	26		402
Talking Book	850	836	960	778	960	874	967	1,009	924	872	769		9,799
Video	9	10	4	2	5	5	4	7	3	4	1		54
Video Game	267	262	372	301	274	281	434	434	354	243	311		3,533
Total Borrowing	39,035	36,606	46,156	42,904	40,968	41,244	48,551	46,652	43,607	42,293	40,947		468,963

Database Usage

Adult Subscriptions	2,409	4,643	2,317	2,166	2,718	4,324	2,256	1,782	1,550	1,865	2,629		28,659
Children's Subscriptions	843	na	752	321	645	907	692	302	595	914	954		6,925
York Info (Community)	95,740	105,204	111,837	118,114	82,379	110,564	106,577	107,375	104,200	99,334	102,360		1,143,684
York Info (Volunteer)	11,015	16,268	18,059	16,927	9,917	9,808	13,408	10,989	16,580	16,658	16,441		156,070
Total Database Usage	110,007	126,115	132,965	137,528	95,659	125,603	122,933	120,448	122,925	118,771	122,384		1,335,338

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	101
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: December 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 November 30, 2015 of \$ 14,579.05 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: December 16, 2015

Re: Community use of meeting room space

Background:

The Library's makes meeting room space available on a fee for rental basis, with lower rates for non-profit agencies. Exceptions to this include:

- study rooms, which may be used for meetings for free on a drop-in basis only;
- organizations with which the Library has a mutual exemption from room rental fees, namely the Town of Newmarket and the Newmarket Chamber of Commerce;
- public programs where the Library and a community partner cooperatively plan and deliver the program, as specified in the Programming Policy.

The latter tends to involve Library staff collaborating, to differing degrees, on planning, hosting, and marketing the program. The event is presented as a Library offering, and the Library takes responsibility for the content. However, limited staff resources may limit the amount of this type of programming.

This has prompted a re-imagining of the Library's role as one of a facilitator of community-based programming through a less onerous partnership arrangement. This is consistent with the Strategic Plan and the Programming Policy, and fulfills the goal in the 2015 Business Plan to "explore offering space to community groups to present public programs supporting community development and dialogue".

As part of this exploration, the Library had occasion to pilot a number of community partnership programs that loosened the responsibilities. In the first, the Humber River Shakespeare Company approached the Library about organizing Shakespeare Allowed, in which one professional Company actor leads a play reading with all interested attendees. The Library provided all marketing, but its planning and hosting duties were limited. In the second, the Newmarket Chamber of Commerce was looking for a larger space for its LEARN marketing seminars, and offered to allow the Library to introduce each seminar with a brief presentation on Library resources. The Library hosted, but planning and marketing, and even some room set-up, was done by the Chamber.

Both programs have provided excellent value to the community and to the Library. Shakespeare Allowed brought an enriching literary experience and fulfilled both the learning and community

dialogue goals of the Library. LEARN brought professional business learning and a new audience to the Library, building on the Chamber's existing marketing and member network.

Conclusions:

It is proposed that in order to facilitate more programming partnerships, this broader view of cooperative planning and delivery of programming be taken. For some programs, this may mean that the Library's participation would be limited to approving the program's purpose and content. For others, the Library's hosting duties would be limited to providing a Library display or presentation to attendees. In some cases, the partner might do the bulk of the marketing, with the Library approving the copy and assuring its support is acknowledged; the Library would always at minimum place the program on its online Event Calendar. Finally, responsibility for room set-up and take down could in some cases rest with the partner rather than with Library staff.

The Programming Policy would allow the current safeguards to the Library's reputation and to open access to be preserved:

- The Library reserves the sole right to pursue the program or not (and therefore to determine the parameters of its involvement)
- The program must involve a wide spectrum of viewpoints, preventing the partner from using it to engage in political advocacy
- Programs must be open and accessible to all members of the public
- Fees may be charged only where there is a net revenue to the Library (this is usually only when a paid contracted programmer is engaged by the Library)
- Promotion of a business cannot be the primary purpose of the program

In a way, this model could be called an exchange: in exchange for a waiver of rental fees, a community group agrees to provide public programming supporting the Library's role as a centre of dialogue and discovery. One of the areas in which this "exchange" model would be particularly useful is in giving an opportunity for interest groups that arise from IdeaMarket discussions a place to continue their discussion. However, this would have to be restricted in order to prevent the Library offering space for political advocacy planning. In addition, this model would be of use in collaborating with cultural agencies such as the Newmarket Arts Council, in order to deepen the Library's relevance to the ongoing development of Ontario's "culture strategy".

The following motion is recommended:

THAT the Library Board receive the report on Community Use of Meeting Room Space.

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

14

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
10-15	April, 2016	SOLS Trustee Representative	Attend SOLS Trustee Council Meetings	Next Trustee meeting is April 20, 2016
11-15	March 16, 2016	ARF Analysis Review	Town of Newmarket Director of Finance	Report to go to Library Board with recommendations by March 16, 2016 (120 days)



MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle

Date: December 16, 2015

Re: Provincial e-resources funding

As pointed out during the development of the Library's 2016 operating budget request, additional funding is being requested due to the loss of provincial funding for a common suite of e-resources. This funding was provided for three years and will be discontinued after December 2015.

The Federation of Ontario Public Libraries has called on member libraries including Newmarket Public Library to pass a motion and send a letter to the Minister responsible calling for re-instatement of this funding.

A draft letter is attached.

The following motion is recommended:

THAT the Library Board calls on the Province of Ontario to re-instate provincial funding and purchasing of the existing core suite of online electronic resources;

AND THAT the Library Board sends the attached letter to the Minister of Tourism, Culture, and Sport.

Honorable Michael Coteau
 Minister
 Ministry of Tourism, Culture and Sport
 9th Floor, Hearst Block
 900 Bay Street
 Toronto, Ontario M7A 2E1

Dear Minister Coteau:

RE: e-Resources Funding for Libraries

On behalf of the Newmarket Public Library Board, and as a member of the Federation of Ontario Public Libraries, I would like to thank you for your support of Ontario's public libraries. The ongoing Public Library Operating Grant (PLOG) and the current Ontario Libraries Capacity Fund (OLCF) grants are greatly appreciated.

We do, however, wish to note our disappointment at the sunseting of the three-year e-Resources funding as of this month. With this funding, all Ontario public libraries were able to offer the same suite of subscription-based research databases, affording all Ontarians access to tools for education, literacy, and career development, no matter whether they live in a large southern urban centre or a remote northern village or reserve.

While we appreciate the goal of deficit reduction, we would like to point out that the pan-provincial licensing that this common funding afforded was an extremely efficient use of public fund, less than \$2 million per year. Without this funding, libraries are left scrambling to find ways to pay individually for access under a consortium arrangement that lowers the overall purchasing power.

The cost of the loss of this funding is roughly \$25,000 per year for Newmarket Public Library, which has had to add this to an already-crowded municipal funding request for 2016, leaving continued access in doubt. While we appreciate that the OLCF criteria have been broadened to include this type of expense, we wish to point out that services such as e-Resources are paid annually on an ongoing basis and are not one-time costs.

Furthermore, we would like to suggest that in order to maintain this access, an alliance with other provincial Ministries (specifically the Ministry of Education) could create an even more cost-efficient, equitable, and seamless system to provide all Ontarians with these valuable tools.

As community hubs providing access to information, literacy, learning, and discovery for Ontarians, we believe Ontario's public libraries are cost-efficient, equitable, and ubiquitous infrastructure that can aid in the development of Ontario's competitiveness and quality of life. Ontario's public libraries are always a great investment, and we call on you to maintain the investments that create so much value.

Sincerely,

Joan Stonehocker, Chair

Newmarket Public Library Board