



Agenda  
Newmarket Public Library Board

Wednesday, April 20, 2016 at 5:30 PM  
Regular Board Meeting

Agenda compiled on 15/04/2016 at 11:48 AM

**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, March 16, 2016 p. 1
5. Adoption of the Closed Session Meeting Minutes for Wednesday, March 16, 2016
6. Strategic Operations Report for March, 2016 p. 6
7. Library Statistical Data for March, 2016 p. 7
8. Monthly Bank Transfer p. 11

**Closed Session**

9. No Closed Session items at the time of Agenda distribution

**Policies**

10. Fundraising Policy p. 12

**Reports**

11. First Quarter Financial Statements p. 14
12. Strategic Plan Implementation Fund p. 17

**Business Arising**

13. Library Board Action List p. 19

## **New Business**

14. Code of Conduct Policy – Media Interest

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

15. The next Newmarket Public Library Board Regular Board Meeting will be Wednesday, May 18, 2016, at 5:30 pm in the Library Board room

## **Adjournment**



**Newmarket Public Library Board  
Regular Board Meeting  
Wednesday, March 16, 2016  
Newmarket Public Library Board Room**

- Present:** Joan Stonehocker – Chair  
Tom Vegh – Vice Chair  
Tara Brown  
Kelly Broome-Plumley  
Darcy McNeill
- Regrets:** Venkatesh Rajaraman  
Joe Sponga
- Guest:** Lynn Georgeff, Director of Human Resources,  
Town of Newmarket (left at 5:57 pm)
- 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**

**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. One item was added under New Business.

**Motion 16.03.97**

**Moved by Kelly Broome-Plumley**

**Seconded by Darcy McNeill**

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

**Carried**

**Declarations**

None were declared.

**Consent Agenda Items:**

4. Adoption of the Regular Board Meeting Minutes for Wednesday, February 17, 2016
5. Adoption of the Closed Session Meeting Minutes for Wednesday, January 20, 2016

- 6. Adoption of the Closed Session Meeting Minutes for Wednesday, February 18, 2016
- 7. Strategic Operations Report for February, 2016
- 8. Library Statistical Data for February, 2016
- 9. Monthly Bank Transfer

**Motion 16.03.98**

**Moved by Tom Vegh**

**Seconded by Tara Brown**

That Consent Agenda Items 4) to 9) be received and approved as presented.

**Carried**

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

**Motion 16.03.99**

**Moved by Kelly Broome-Plumley**

**Seconded by Darcy McNeill**

That the Library Board moved in to a Closed Session at 5:37 pm for the purpose of discussing Labour Relations matters.

**Carried**

**Motion 16.03.100**

**Moved by Darcy McNeill**

**Seconded by Tara Brown**

That the Library Board move out of Closed Session at 5:55 pm

**Carried**

Motions arising from the Closed Session:

**Motion 16.03.101**

**Moved by Tara Brown**

**Seconded by Tom Vegh**

That the Library Board receive the report by the CEO regarding Labour Relations dated March 16, 2016.

**And That** the Memorandum of Settlement between the Newmarket Public Library and CUPE Locals 905.09 and 905.10 (library workers) be ratified, copies of which are available through the CEO.

**And That** upon receipt of the renewal Agreement the CEO be authorized to sign same.

**Carried**

The Library Board thanked the Director of Human Resources, Town of Newmarket, for assistance with negotiations.

### **Policy**

#### **11. Fundraising Policy**

The CEO reviewed with the Library Board the draft Fundraising Policy. Library Board members requested to further review the draft policy and asked that it be brought back to the next regularly scheduled Library Board meeting.

#### **Motion 16.03.102**

**Moved by Tom Vegh**

**Seconded by Kelly Broome-Plumley**

**That** the Library Board receive the Draft Fundraising Policy and defer to the next regularly scheduled Library Board meeting.

**Carried**

### **Reports**

#### **12. Report on Council Workshop: Framework for Future Facilities and Land Use**

The CEO gave a verbal report on the Council Workshop on Future Facilities and Land Use he attended on March 29, 2016. The Library Board was asked to participate in a Joint Library / Town of Newmarket Council Workshop regarding this.

#### **Motion 16.03.103**

**Moved by Darcy McNeill**

**Seconded by Tara Brown**

**That** the Library Board receive the verbal report on the Council Workshop: Framework for Future Facilities and Land Use;

**And that** the Library Board participate in a Joint Library / Town of Newmarket Council Workshop regarding Future Facilities and Land Use.

**Carried**

#### **13. Asset Replacement Fund (ARF) Review**

The CEO gave a verbal report on the review of the Library's ARF completed by the Director of Finance, Town of Newmarket. The Library ARF schedule is to be updated in time for the 2017 Budget submission.

#### **Motion 16.03.104**

**Moved by Kelly Broome-Plumley**

**Seconded by Darcy McNeill**

**That** the Library Board receive the verbal report on the Asset Replacement Fund Review;

**And that** a written report on the Library Asset Replacement Fund comes back to the Library Board at the regularly scheduled meeting in June, 2016.

**Carried**

**Business Arising**

**14. Library Board Action List**

The Library Board reviewed and updated the Action List.

**Motion 16.03.105**

**Moved by Tom Vegh**

**Seconded by Tara Brown**

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

**Carried**

**New Business**

**15. 2016 Draft Business Plan**

A draft 2016 Business Plan was presented to the Library Board for review.

**Motion 16.03.105**

**Moved by Tom Vegh**

**Seconded by Tara Brown**

**That the Library Board receive the 2016 Business Plan as presented.**

**Carried**

**16. Town of Newmarket Council Committee Workshop**

Library Board members will attend the Town of Newmarket Council Committee Workshop on Monday, April 11<sup>th</sup> from 6:30 – 8:30 pm in Council Chambers.

**17. Library Board Member Attendance**

The Library Board discussed the three consecutive absences by a Library Board member. In accordance with the Public Libraries Act Public Libraries Act, R.S.O. 1990, c. P.44, section 13, and the Newmarket Public Library Board Governance Policy, section 6.4, a member must be excused by the Library Board should the member be absent for three consecutive months.

**Motion 16.03.106**

**Moved by Darcy McNeill**

**Seconded by Tara Brown**

**That the Library Board excuses the three consecutive absences of Board member Venkatesh Rajaraman.**

**Carried**

**Date(s) of Future Meetings**

18. The next regular Library Board meeting will be Wednesday, April 20, 2016 at 5:30 pm in the Library Board room.

**Adjournment**

**Motion 16.03.107**

**Moved by Tom Vegh**

**Seconded by Kelly Broome-Plumley**

That there being no further business meeting adjourned at 6:40 pm.

**Carried**

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Joan Stonehocker  
Chair

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Todd Kyle, CEO  
Secretary/Treasurer

STRATEGIC OPERATIONS REPORT – MARCH, 2016

	<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>• March IdeaMarket on climate change attracted 35 attendees</li> <li>• April IdeaMarket will be on the topic of “love” as an element of community building</li> </ul>	<ul style="list-style-type: none"> <li>• Staff visited NewMarket makerspace and are working on alignment with the MakerHub</li> <li>• Program held on Crowdsourcing (6 attendees)</li> <li>• 116 Reading Buddies sessions held in March</li> </ul>	<ul style="list-style-type: none"> <li>• Low-income tax clinics held throughout March in cooperation with CPAs of Canada</li> </ul>
<b>Spaces</b>		<ul style="list-style-type: none"> <li>• MakerHub preparations continue: floor polished, staff assignments planned</li> </ul>	<ul style="list-style-type: none"> <li>• 3 lounge chairs with tablet arms purchased to replace “saucer” chairs in teen area</li> </ul>
<b>Positioning</b>		<ul style="list-style-type: none"> <li>• E-resources webpage revised for greater clarity</li> <li>• Website revised to include Visiting Library Service and Adopt-a-Magazine programs</li> </ul>	<ul style="list-style-type: none"> <li>• Part-time library technician hired to help expand outreach and remote library services</li> <li>• Planning online advertising campaign to promote e-resources</li> </ul>
<b>Resources</b>	<ul style="list-style-type: none"> <li>• Data quality audit performed by Ontario 211 on YorkInfo’s community information records; earned a score of 100%</li> <li>• First 2016 Seed Library program on Sprouting attracted 19 attendees</li> </ul>	<ul style="list-style-type: none"> <li>• New laptops for public workshops purchased with 2015/16 Ontario Libraries Capacity Fund IT grant; old laptops to be repurposed for public loan</li> <li>• March Break programs very successful, including Mindstorms Robotics program</li> </ul>	<ul style="list-style-type: none"> <li>• Data connectivity service renewed for one year while staff continue to investigate higher-speed fibre broadband options</li> </ul>
<b>Organization &amp; Operations</b>	<ul style="list-style-type: none"> <li>• Community Information Coordinator resigned; recruitment underway</li> </ul>	<ul style="list-style-type: none"> <li>• N6 libraries agreed to join Impact Survey as a group subscription starting in fall 2016</li> </ul>	<ul style="list-style-type: none"> <li>• Collective Agreement for 2015-2019 ratified by union</li> <li>• Janitorial and snow removal contracts being tendered as part of Town contract</li> <li>• Staff attended users conference for Integrated Library System</li> </ul>

## Newmarket Public Library Statistical Data - 2016

### Library Card Holders

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
NPL Card Holders	24,136	24,184	24,328									
Residents	22,002	22,069	22,222									
Non-Residents	2,134	2,115	2,106									

### New and Renewed Library Cards

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
New registrations	252	402	337										991
New non-resident	39	30	32										101
Renewed membership	723	421	646										1,790

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Website visits	12,689	12,709	13,707										39,105
# of PAC Account Logins	6,097	5,792	6,370										18,259
Room Rentals	54	65	56										175
Room Rental Hours	154	192	152										498

### Programs

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

# of Programs Held	2012	2013	2014	2015	2016
Adult	30	30	47	60	65
Children's	306	314	321	348	406
Total Programs	336	344	368	408	471

Program Attendance	2012	2013	2014	2015	2016
Adult	1,161	251	619	631	620
Children's	3,085	3,084	3,230	2,852	3,086
Total Attendance	4,246	3,335	3,849	3,483	3,706

## Newmarket Public Library Statistical Data - 2016

### Borrowing

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
eAudio books	941	911	1,067										2,919
eBooks	3,433	3,128	3,640										10,201
eMagazines	459	353	391										1,203
eMusic	2,129	2,614	2,199										6,942
eVideo	2	7	4										13
Backpack Kit	6	1	1										8
Book	26,637	23,980	28,219										78,836
CD-ROM/DVD-ROM	13	12	7										32
DVD/Blu-ray	4,645	4,563	5,204										14,412
eBook Reader	1	1	5										7
GPS	2	4	3										9
ILL	210	178	157										545
Language Kit	61	40	31										132
Laptop	10	11	13										34
Multimedia Kit	81	69	80										230
Music CD	483	540	394										1,417
Pedometer	16	8	10										34
Periodical	987	999	1,177										3,163
Portable Audio Book	8	9	12										29
Talking Book	773	782	796										2,351
Video	8	3	3										14
Video Game	293	309	332										934
<b>Total Borrowing</b>	<b>41,198</b>	<b>38,522</b>	<b>43,745</b>										<b>123,465</b>

### Database Usage

Adult Subscriptions	2,130	2,053	2,480										6,663
Children's Subscriptions	569	1,035	1,053										2,657
York Info (Community)	147,897	100,795	138,893										387,585
York Info (Volunteer)	26,148	18,071	18,826										63,045
<b>Total Database Usage</b>	<b>176,744</b>	<b>121,954</b>	<b>161,252</b>										<b>459,950</b>

## 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	23,862
Residents	21,683	21,773	21,867	21,790	21,836	21,957	22,468	22,334	25,713	22,112	22,067	21,758
Non-Residents	1,871	1,953	1,970	1,974	1,989	1,990	2,038	2,051	2,437	2,096	2,127	2,104

### 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	190	3,752
New non-resident	39	37	34	30	35	29	52	40	50	43	36	41	466
Renewed membership	735	319	811	627	646	718	661	786	734	666	648	556	7,907

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	10,693	152,713
# 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	5,921	69,300
Room Rentals	64	71	56	199	64	47	46	47	54	62	66	33	809
Room Rental Hours	171	187	168	82	160	127	112	155	134	147	149	104	1,694

### Programs 5 Year Trend - year to date December 31

# of Programs Held	2011	2012	2013	2014	2015
Adult	33	93	157	247	250
Children's	845	1,167	1,293	1,345	1,318
Total Programs	878	1,260	1,450	1,592	1,568

Program Attendance	2011	2012	2013	2014	2015
Adult	1,408	2,323	2,149	2,229	2,643
Children's	12,956	12,905	13,796	13,794	13,567
Total Attendance	14,364	15,228	15,945	16,023	16,210

## 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	848	9,994
eBooks	3,076	2,930	3,235	2,896	2,913	3,016	3,195	3,131	2,852	2,945	2,879	2,994	36,062
eMagazines	323	421	575	382	356	371	477	450	444	336	274	409	4,818
eMusic	2,613	2,621	3,737	4,044	2,975	2,454	2,493	2,470	2,564	2,540	2,818	2,788	34,117
eVideo	54	98	160	144	55	16	118	16	37	19	17	21	755
Backpack Kit	4	3	5	3	2	4	5	4	5	-	2	5	42
Book	25,489	22,981	28,858	26,932	26,378	27,264	32,798	31,183	29,214	27,931	26,661	24,658	330,347
CD-ROM/DVD-ROM	17	34	29	19	26	17	13	22	22	16	30	26	271
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	4,417	54,093
eBook Reader	4	5	3	8	3	2	3	1	2	1	-	-	32
GPS	-	2	1	2	4	3	1	3	8	5	1	2	32
ILL	198	162	203	184	190	163	189	194	215	142	230	131	2,201
Language Kit	54	41	46	35	39	31	40	50	43	40	57	45	521
Laptop	12	12	17	46	25	27	11	88	21	19	8	8	294
Multimedia Kit	66	84	76	45	64	68	69	83	86	92	92	70	895
Music CD	384	363	568	591	469	514	415	415	434	411	455	667	5,610
Pedometer	7	9	20	9	41	12	29	20	14	11	15	16	205
Periodical	1,121	865	1,113	1,145	959	982	1,328	1,205	1,153	1,047	999	915	12,832
Portable Audio Book	58	26	48	32	49	41	32	41	25	24	26	17	419
Talking Book	850	836	960	778	960	874	967	1,009	924	872	769	725	10,524
Video	9	10	4	2	5	5	4	7	3	4	1	4	58
Video Game	267	262	372	301	274	281	434	434	354	243	311	279	3,812
<b>Total Borrowing</b>	<b>39,035</b>	<b>36,606</b>	<b>46,156</b>	<b>42,904</b>	<b>40,968</b>	<b>41,244</b>	<b>48,551</b>	<b>46,652</b>	<b>43,607</b>	<b>42,293</b>	<b>40,947</b>	<b>39,045</b>	<b>508,008</b>

### 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	1,580	30,239
Children's Subscriptions	843	na	752	321	645	907	692	302	595	914	954	720	7,645
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	105,550	1,249,234
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	24,054	180,124
<b>Total Database Usage</b>	<b>110,007</b>	<b>126,115</b>	<b>132,965</b>	<b>137,528</b>	<b>95,659</b>	<b>125,603</b>	<b>122,933</b>	<b>120,448</b>	<b>122,925</b>	<b>118,771</b>	<b>3,583</b>	<b>2,300</b>	<b>1,467,242</b>

**MEMORANDUM**

**To:** Newmarket Public Library Board

**From:** Todd Kyle, CEO

**Date:** April 20, 2016

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

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

**THAT** the Library Board directs the CEO to authorize the Town of Newmarket Treasurer to transfer the net closing balance at March 31, 2016 of \$ 13,744.08 from the Newmarket Public Library Board bank account to the Town of Newmarket bank account.



## **Fundraising Policy-DRAFT ONLY**

Operating costs of the Newmarket Public Library are provided for by grants from various levels of government and by revenues generated by the Library's activities. The Library may raise funds over and above these revenues to support projects that enhance the Library's services, as long as these funds are not intended to replace or reduce operating grants.

### **Definition**

Fundraising is defined as activities carried out by the Library to encourage or solicit voluntary monetary donations, or to sell goods or services, in order to support specified projects undertaken by the Library. This policy does not apply to the following:

- revenues the Library generates as a result of its operating activity (e.g. fines, fees)
- conditional monetary donations
- in-kind donations of goods or services
- sponsorship or advertising arrangements
- any other revenue directed in the annual budget to the general operating fund.

### **Identification of Projects**

The C.E.O. has the authority to designate a project or expenditure area as a beneficiary of fundraising. However, Library Board approval is required where the project is of a major capital nature or where required budgetary impacts exceed the C.E.O.'s authority level as set out in the Operating and Capital Financial Policy. It is the responsibility of the C.E.O. to ensure that funds raised are used for the identified purpose.

### **Budget impact**

A fundraising revenue target may be established by the Library Board as part of the annual budget process, with a concomitant increase in one or more expenditure lines where the funds are intended to be spent.

Funds raised in excess of, or in the absence of, a related revenue target may be spent by increasing the approved amount in the budget line identified as a beneficiary. Authority to increase the approved amount shall be determined in accordance with the Operating and Capital Financial Policy.

Unspent funds raised in any given year shall be transferred to the Fundraising Reserve at the end of that year.

**Solicitation**

The beneficiary project or expenditure area shall be identified publicly to all potential donors as part of solicitation activities.

A fundraising activity may not involve a fee for goods or services the Library normally provides and/or is obligated to provide for free, nor may it involve a fee for a game of chance. It may involve a fee for goods or services provided specifically for fundraising purposes, or may involve suggesting a donation at the point of providing library services.

The Library may enter into an agreement for a third-party organization to raise funds on its behalf. Funds so raised may be transferred to the Library, or may be used in another manner that conforms to this Policy, as specified in such an agreement.

The Library shall be obligated to provide a receipt for income tax purposes upon request for individual donations of over \$20.00, minus the fair market value for any goods or services provided.

The Library may use information collected about donors only for those purposes authorized by the donor, including but not limited to income tax receipts, future solicitation, and providing information about Library activities.

**Related policies**

Sponsorship and Advertising Policy

Donation Policy

Policy on Disposal and Donations of Library Materials

Newmarket Public Library By-Law 2004-1, *A by-law to regulate the budget process, to establish financial and accounting principles, to establish capital and operating budget control, and to establish reserves and reserve funds control.*



## MEMORANDUM

**To:** Newmarket Public Library Board  
**From:** Todd Kyle  
**Date:** April 20, 2016  
**Re:** First Quarter Financial Statement

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Attached is the First Quarter Financial Statement for the Library.

The Library is on target for the first quarter of 2016 in both expenditures and revenue, and there are no significant issues to report at this time that might affect our ability to meet budget for 2016.

The following motion is recommended:

**THAT the Library Board receive the First Quarter Financial Statement as presented**

# NEWMARKET PUBLIC LIBRARY

## 1st QTR Income Statement Comparison of 2016 Actual to 2016 Budget and 2015 Actual

14/04/2016

<u>EXPENSES</u>	2016 1st QTR	2016 ANNUAL BUD	2015 1st QTR	Q1 2016 Vs Q1 2015	% of Budget	Comments
<b>MATERIALS</b>						
Books	\$24,972	\$181,364	\$34,901	\$9,929	15%	
Reference Materials	1,304	19,550	2,527	1,223	7%	
Magazines & Newspapers	8,954	13,200	8,857	(97)	68%	
Electronic Materials and Subscriptions	62,472	110,812	39,111	(23,361)	56%	
Talking Books	1,507	8,900	2,304	796	17%	
Compact Sound Discs	0	900	266	266	0%	
DVD/Console Games	3,708	18,000	3,094	(614)	21%	
Book Binding and Materials Processing	14,065	27,925	10,230	(3,835)	50%	
<b>Sub-Total</b>	<b>\$116,983</b>	<b>\$360,651</b>	<b>\$101,290</b>	<b>(\$15,693)</b>	<b>32%</b>	Timing of purchases
<b>FACILITIES AND EQUIPMENT</b>						
Caretakers' Contract	\$5,131	\$37,680	\$4,419	(\$712)	14%	
Caretakers' Supplies	242	4,393	428	186	6%	
Equipment-Repairs/Maintenance Contracts	36,155	80,684	29,494	(6,661)	45%	Timing of S/W maintenance contracts
Building-Repairs/Maintenance Contracts	13,490	21,400	4,353	(9,137)	63%	Timing of repairs and maintenance
<b>Sub-Total</b>	<b>\$55,018</b>	<b>\$144,157</b>	<b>\$38,694</b>	<b>(\$16,324)</b>	<b>38%</b>	
<b>CAPITAL</b>						
Minor Capital	\$10,625	\$4,156	\$0	(\$10,625)	256%	Capacity Bldg grant purchase in 2016, partially offset below in revenue
Asset Replacement Fund	55,888	223,550	0	(55,888)	25%	Timing of town allocations in 2015
<b>Sub-Total</b>	<b>\$66,513</b>	<b>\$227,706</b>	<b>\$0</b>	<b>(\$66,513)</b>	<b>29%</b>	
<b>UTILITIES</b>						
Hydro	\$6,547	\$71,964	\$5,945	(\$602)	9%	
Heat	3,678	9,000	5,817	2,139	41%	Higher consumption and rate in 2015
Water	315	3,633	294	(20)	9%	
<b>Sub-Total</b>	<b>\$10,540</b>	<b>\$84,597</b>	<b>\$12,057</b>	<b>\$1,517</b>	<b>12%</b>	
<b>ADMINISTRATION - Salaries, Wages &amp; Benefits</b>						
Salaries and Wages	\$392,679	\$1,935,887	\$424,085	\$31,405	20%	Extra pay period in Q1 2015
Employee Benefits *	81,912	411,364	112,014	30,102	20%	ASO changes were not fully reflected in 2015 till later in year
<b>Sub-Total</b>	<b>\$474,591</b>	<b>\$2,347,251</b>	<b>\$536,099</b>	<b>\$61,507</b>	<b>20%</b>	
<b>ADMINISTRATION - General</b>						
Stationery and Office Supplies	\$231	\$2,600	\$273	\$42	9%	
Photocopier/Microfilm Lease & Supplies	65	3,000	(21)	(86)	2%	
Health and Safety	0	2,400	67	67	0%	
Program and Project Costs	5,414	28,198	6,598	1,184	19%	Timing of programs offered, offset below in revenue
Coffee Supplies	221	900	215	(6)	25%	
Circulation and Processing Supplies	5,551	14,800	3,889	(1,663)	38%	Timing of reversal of prepaid for RFID tag
Miscellaneous Expense	369	5,005	807	438	7%	
Telephone and Internet	1,894	9,150	3,107	1,213	21%	2015 over billing corrected later in year
Audit Legal and Finance	0	4,000	14,524	14,524	0%	No legal counsel required in 2016

# NEWMARKET PUBLIC LIBRARY

## 1st QTR Income Statement Comparison of 2016 Actual to 2016 Budget and 2015 Actual

14/04/2016

<b>EXPENSES</b>	<b>2016 1st QTR</b>	<b>2016 ANNUAL BUD</b>	<b>2015 1st QTR</b>	<b>Q1 2016 Vs Q1 2015</b>	<b>% of Budget</b>	<b>Comments</b>
<b>ADMINISTRATION - General Continued</b>						
Consulting Fees	\$2,733	\$14,400	\$0	(\$2,733)	19%	York Info consultant in 2016
Postage and Freight	1,073	6,525	806	(267)	16%	
Advertising	1,992	17,700	5,131	3,139	11%	Timing of activity guide expense in 2015
Education and Training	68	11,400	56	(12)	1%	
Copyright fees	509	500	0	(509)	102%	
Other Fees	172	450	0	(172)	38%	
Travel Expense	1,537	6,100	1,110	(427)	25%	
Memberships and Subscriptions	3,318	9,505	3,585	266	35%	
Conference/Seminar Fees & Expenses	4,610	12,000	5,289	679	38%	
Transfer to LTD. Reserve	6,865	41,116	9,960	3,095	17%	Timing of monthly transfers
<b>Sub-Total</b>	<b>\$36,624</b>	<b>\$189,749</b>	<b>\$55,397</b>	<b>\$18,773</b>	<b>19%</b>	
<b>TOTAL EXPENSES</b>	<b>\$760,269</b>	<b>\$3,354,111</b>	<b>\$743,536</b>	<b>(\$16,733)</b>	<b>23%</b>	

## 1st QTR Income Statement Comparison of 2016 Actual to 2016 Budget and 2015 Actual

<b>REVENUES</b>	<b>2016 1st QTR</b>	<b>2016 ANNUAL BUD</b>	<b>2015 1st QTR</b>	<b>Q1 2016 Vs Q1 2015</b>	<b>% of Budget</b>	<b>Comments</b>
Municipal Grant	\$756,363	\$3,025,452	\$0	\$756,363	25%	Timing of town allocations in 2015
Provincial Grant	7,083	64,401	8,445	(1,362)	11%	Higher Capacity Grant in 2015
Other Grants	0	5,200	0	-	0%	
Program Fees	7,453	34,306	8,961	(1,508)	22%	Timing of programs, offset above in program costs
Photocopier/Microfilm Receipts	1,417	6,500	1,598	(181)	22%	
Room Rentals	8,858	31,442	4,426	4,432	28%	Higher number of room rentals in 2016
Coffee Supplies Recovered	286	900	282	4	32%	
Fines	7,028	41,710	8,096	(1,068)	17%	Fines on the decline due to e-resources
Financing from D.C.	31,250	125,000	0	31,250	25%	Timing of town allocations in 2015
Sundry Receipts	2,545	15,700	3,446	(901)	16%	
Non-Resident Fees	90	300	90	-	30%	
Donations Received	144	3,000	27	117	5%	
Gain/Loss on Disposal	193	0	28	165		
YRT Tickets/Passes	1,936	0	2,078	(142)		
YRT Commission	53	200	27	26	27%	
<b>TOTAL REVENUES</b>	<b>\$824,699</b>	<b>\$3,354,111</b>	<b>\$37,504</b>	<b>\$787,195</b>	<b>25%</b>	
<b>SURPLUS/(DEFICIT) CURRENT</b>	<b>\$64,430</b>	<b>\$0</b>	<b>(\$706,032)</b>	<b>\$770,462</b>		



## MEMORANDUM

**To:** Newmarket Public Library Board

**From:** Todd Kyle

**Date:** April 20, 2016

**Re:** Strategic Plan Implementation Fund

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In 2012, the Board authorized the creation of a dedicated Strategic Plan Implementation Fund reserve, with a value of \$83,445 consisting of the Library's 2012 operating budget surplus.

In 2013, the Board approved a detailed spending plan for this Fund, to be spent over the life of the current Strategic Plan (2013-2016) for projects to build capacity in library operations and staff, with the intention that this capacity would be sustained by shifting existing resources after the initial bridge period.

The following is a summary of the progress so far in this spending plan:

1. Staff time to develop and implement new digital learning programs: **\$20,000**
  - ⇒ RESULT: **\$22,833** was spent to help pay for 2 temporary positions. In the Digital Services, this resulted in the creation of a suite of adult computer workshops, outreach initiatives to community partners, and tech help on demand, by appointment, and via drop-in. In the Children's Services Department, this resulted in a suite of children's and family technology discovery programs and outreach initiatives such as *Blox and Bots* and the initial stages of introducing 3D printing. Both positions are now permanent due to shifting resources from other operations, and programming continues.
2. Staff training time and consultant trainers to prepare for digital learning services: **\$30,000**
  - ⇒ RESULT: **\$3,428** was spent on wages while part-time staff attended training on technology and for staff to attend a technology-related conference.
3. IdeaMarket seed fund to pay for marketing, facilitation and speaker expenses: **\$20,000**
  - ⇒ (NOTE: this was changed by the board from the original "Consultation services on community engagement, debate moderation, and event planning")
  - ⇒ RESULT: **\$4,701** was spent on an external facilitator, speaker fees, and on paid advertising for IdeaMarket.

4. Staff time to examine and implement technology-based efficiencies for future resource shifting: **\$13,000**

⇒ RESULT: **\$10,463** was spent on part-time staff wages to implement the first phase of the Automated Materials Handling system. This allowed for resource shifting such as described in #1 above.

It should be noted that the actual expenses for these efforts were considerably higher but were absorbed in the operating budget by cost savings elsewhere. The amounts above represent funds transferred into the operating account from the Fund at the end of 2014—no such transfers were necessary in 2013 and 2015.

At this point there is \$42,020 remaining in the Fund and as this is the last intended year for the Fund, I am asking the Board to approve a revised spending plan in line with this year's Business Plan objectives.

There is no need for further staff training expenses, as ongoing training in these areas can be covered by existing training and development budgets. There is also no need for further staff time to implement technology-based efficiencies. Therefore it is proposed that the remaining funds be budgeted as follows:

1. Staff time to develop and implement new digital learning programs: **\$30,000**
  - ⇒ The Library is currently hiring a temporary Technology Services Coordinator in order to coordinate the implementation of the MakerHub service. This position will overlap with an existing position for a period of time, potentially costing a maximum of \$30,000 over and above existing salary budgets.
2. IdeaMarket seed fund: **\$12,020**
  - ⇒ IdeaMarket continues to see costs for honoraria and advertising. This year a strategy to secure speakers has been to offer a small honorarium.

If at the end of 2016, these funds are not entirely needed to balance the operating budget, it is proposed that the Fund be maintained as it is for future similar needs, with spending plans presented to the Board as they evolve.

The following motion is recommended:

**THAT the Board approve the revised budget and plan for the Strategic Plan Implementation Fund as presented.**



**NEWMARKET PUBLIC LIBRARY BOARD - ACTION TRACKING LIST**

<b>Item No.</b>	<b>Target Date</b>	<b>Item description</b>	<b>Assigned action</b>	<b>Status / Date of Completion</b>
<b>9-11a</b>	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> <li>•</li> </ul>	
<del><b>12-11</b></del>	<del>May 20 2015</del>	<del>Draft fundraising and development strategy</del>	<ul style="list-style-type: none"> <li><del>• CEO to draft report for initial consideration</del></li> <li><del>• Board to consider needed resources</del></li> <li><del>• CEO to report back on implementation of fundraising initiatives</del></li> <li><del>• CEO to follow up with Town of Newmarket regarding naming rights sponsorship program</del></li> </ul>	<b>Completed September 16, 2015</b>
<del><b>1-12</b></del>		<del>Consider forming Friends of the Library group</del>	<ul style="list-style-type: none"> <li><del>• Board to consider as related to item 12-11</del></li> </ul>	<b>Completed September 16, 2015</b> Deferred to next Library Board term ( <i>motion 13.03-214</i> )
<b>2-13</b>	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 February 18, 2016 Next review date: 2017
<b>1-15</b>	April 2016	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
<b>2-15</b>	March, 2016	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) Joint Workshop to be arranged with Town of Newmarket and Library Board re: Future Facilities and Land Use
<b>3-15</b>		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>	

19

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>	
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>	Completed June 17, 2015 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>	Completed September 16, 2015 Board approved 2016 Draft Operating and Capital Budget requests
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>	Completed, Agreements Ratified March 21, 2016 <del>Collective agreements expired March 31, 2015.</del> Negotiations to begin February 11, 2016
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	April, 2016	SOLS Trustee Representative	Attend SOLS Trustee Council Meetings	Next Trustee meeting is April 23, 2016 Clarington Public Library
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)
12-16	June, 2017	2017 Budget Considerations	Sunday Openings at Christmas	2017 Operating Budget submission deadline
13-16	June, 2017	2017 Budget Consideration	Donation Revenue Allocations	2017 Operating Budget submission deadline