



Newmarket Public Library Board Agenda

Date: Wednesday, November 22, 2023
Time: 6:00 PM
Location: Newmarket Public Library Boardroom
Newmarket Public Library
438 Park Avenue
Newmarket ON L3Y 1W1

Pages

1. **Call to Order**
2. **Adoption of Agenda Items**
 - 2.1 Adoption of the Regular Agenda
 - 2.2 Adoption of the Closed Session Agenda
 - 2.3 Adoption of the Consent Agenda Items
3. **Declarations**
4. **Presentation - Building Diverse and Inclusive Collections**
5. **Consent Agenda Items**
 - 5.1 Adoption of the Regular Board meeting minutes for Wednesday, October 18, 2023 1
 - 5.2 Strategic Operations report for October, 2023 6
 - 5.3 2023 Third Quarter Financial Statements 8
6. **Policies**
 - 6.1 Room Rental Policy 11
7. **Business Arising**
 - 7.1 Creating Welcoming Spaces Update

7.2 Library Board Action List

16

8. New Business**9. Closed Session**

9.1 Labour Relations

Labour relations or employee negotiations per section (d) of the
Public Libraries Action R.S.O.1990

10. Dates of Future Meetings

10.1 The next regular Library Board meeting is scheduled for
Wednesday, December 20, 2023 at 5:30 pm in the Library
Boardroom

11. Adjournment



Newmarket Public Library Board

Minutes

Date: Wednesday, October 18, 2023
 Time: 5:30 PM
 Location: Newmarket Public Library Boardroom
 Newmarket Public Library
 438 Park Avenue
 Newmarket ON L3Y 1W1

Members Present: Victor Woodhouse
 Councillor Morrison
 Neila Poscente
 Beth Stevenson
 Rex Taylor

Members Absent: Darryl Gray, Chair
 Kelly Broome, Vice Chair

Staff Present: Tracy Munusami, CEO

Guests: Lynn Georgeff, Human Resources Consultant, Town of Newmarket (left at 6:55
 Caroline Anderson-Gronow, Supervisor, Programs and Community Engagement (left at 6:09 pm)
 Biagio Rachiele, Manager, Library Operations

1. Call to Order

In the absence of the Chair and Vice Chair, the Library Board appointed Victor Woodhouse to chair the meeting and was called to order at 5:33 pm.

Motion 23-10-41

Moved by Beth Stevenson

Seconded by Rex Taylor

That the Library Board appoint Board member Victor Woodhouse to chair the Library Board meeting.

Carried

2. Adoption of Agenda Items

2.1 Adoption of the Regular Agenda

2.2 Adoption of the Closed Session Agenda

2.3 Adoption of the Consent Agenda Items

Motion 23-10-42

Moved by Rex Taylor

Seconded by Neila Poscente

That items 2.1 to 2.3 be adopted as presented

Carried

3. Declarations

None were declared.

4. Presentation - Newmarket Library Outreach Strategy

The Supervisor, Programs and Community Engagement gave an overview of the Library's Outreach Strategies to bring the Library out to the community. The Community Engagement Team has been focusing on attending outreach events in the community as part of its 2023 goals as well as running the Library's Makerhub.

Motion 23-10-43

Moved by Neila Poscente

Seconded by Beth Stevenson

That the Library Board receive the presentation on the Newmarket Library Outreach Strategy.

Carried

5. Consent Agenda Items

5.1 Adoption of the Regular Board meeting minutes for Wednesday, September 27, 2023

5.2 Strategic Operations report for September, 2023

Motion 23-10-44

Moved by Rex Taylor

Seconded by Beth Stevenson

That items 5.1 to 5.2 be approved and adopted as presented.

Carried

6. Reports

There were no reports.

7. Business Arising

7.1 Update on Services and Programming Needs Study

The CEO provided an update on the progress of the Services and Programming Needs Study and an overview of the approach for the study that will help library services meet the needs of the community.

Motion 23-10-45

Moved by Trevor Morrison

Seconded by Neila Poscente

That the Library Board receive the updated on the Services and Programming Needs Study.

Carried

7.2 Library Board Action List

The Library Board reviewed the Action List.

Motion 23-10-46

Moved by Neila Poscente

Seconded by Trevor Morrison

That the Library Board receive the Action List as presented.

Carried

8. New Business

There was no new business.

9. Closed Session

9.1 Labour Relations

Motion 23-10-47

Moved by Trevor Morrison

Seconded by Neila Poscente

That the Library Board move into a Closed Session at 6:09 pm to discuss matters pertaining to Labour Relations or employee negotiations.

Carried

Motion 23-10-48

Moved by Trevor Morrison

Seconded by Rex Taylor

That the Library Board move out of Closed Session at 6:55 pm.

Carried

Motion 23-10-49

Moved by Neila Poscente

Seconded by Rex Taylor

Motions arising from Closed Session:

That the Closed Session Minutes for Wednesday, September 27, 2023 be approved and adopted as presented.

Carried

Motion 23-10-50

Moved by Neila Poscente

Seconded by Rex Taylor

That the Library Board instruct the CEO to proceed with the directions recommended by the Library Board pertaining Labour relations.

Carried

10. Dates of Future Meetings

10.1 Library Board planning workshop to be held on Wednesday, November 8, 2023 at 5:30 pm in the Library Program room.

10.2 12.1The next regular Library Board meeting is scheduled for Wednesday, November 15, 2023 at 5:30 pm in the Library Board room

11. Adjournment

Motion 23-10-51

Moved by Rex Taylor

Seconded by Trevor Morrison

That there being no further business the meeting adjourn at 7:25 pm.

Carried

Darryl Gray, Chair

Tracy Munusami, Secretary/Treasurer



October 2023 Strategic Operations Report

Empowering Our Community

- In partnership with the Town of Newmarket, the Library presented the Book Launch for Olympian Mary Sander's Autobiography *Nine Lives* by 35. Mayor John Taylor volunteered his time as the special guest Interviewer for the event. Sixty people attended the event.
- On October 21, 2023, the Winning Canadian Scholarships program supported families with members pursuing post-secondary education. This free event assisted the community in tapping into scholarships to make higher education more accessible. Thirty-nine people attended the program.
- We have partnered with Jobskills to offer a program providing basic computer skills called "Point, Click, Connect."
- A parent and child duo came to 3D print a piece for a Halloween costume. They got certified to use the 3D printer, and then they came to use the printers themselves. Access to the 3D printer has helped this family spark their imagination and make their ideas become reality.
- The Library has made the first steps to update its technology. Working with the Town of Newmarket IT Department, we updated our software, wi-fi and better access to our network. These changes protect the organization from the risk of cyber security breaches.

Ensuring Welcoming and Accessible Places and Spaces

- Library staff visited Dr. J.M. Denison Secondary School over lunch to offer memberships to Grade Nine students. Twenty students walked away with new library cards. Students were excited to see Newmarket Library at their school and connected with Library staff to learn about our online resources.
- The Library visits the Welcome Centre monthly from September to June. In October, fourteen children attended the Newmarket Welcome Centre storytime. Through this partnership, we are connecting with the community and affirming inclusivity.
- Library staff participated in a Halloween outreach at the Upper Canada Mall. As part of the activities, we offered two story time programs. One hundred and fourteen people attended the two programs. The goal was to reach people where they were in fun and engaging ways.

Providing Engaging and Relevant Services

- The first Shabbat Music Circle ran on October 27, 2023. Twelve people were in attendance. The program is open to all, affirms inclusivity, and supports literacy. Two sessions are remaining in this series.
- Seventy-three people attended four sessions of Mother Goose in October; this early literacy program is run in partnership with EarlyON. The program supports literacy and empowers our families.

- We are partnering with Code Ninjas to offer a monthly Minecraft Club program on the last Sunday of every month from October to June. The first session ran at capacity with twelve participants.
- The number of new Overdrive users is increasing. In October 2023, we saw one hundred and forty-four new users compared to October 2022, with seventy-eight new users. The increase could be attributed to a more accessible discovery layer on the website and the promotion out in the community.
- We launched a new Beanstack reading challenge for adults called 10 to Try. The challenge encourages people to read outside their comfort zone and spark their imagination. Future Beanstack challenges will bring more eyes to the platform and promote a more profound love of reading.



The Head of Children's Services gives a storytime dressed as the Paper Bag Princess from popular Robert Munsch Book. One hundred and fourteen participants attended Library programming at the Upper Canada Mall on Halloween.

Customer Feedback:

We received a simple yet telling comment received through our BiblioCore feedback form about the discovery layer: "Impressive".



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Library Board Report

To: Newmarket Public Library Board
From: Tracy Munusami, CEO
Date: November 22, 2023
RE: Third Quarter Financial Statement

Key Issue:

Third Quarter Financial Statement

Recommendation:

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

Background:

The Library is on target for the third quarter of 2023 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 2023.

NEWMARKET PUBLIC LIBRARY

3rd QTR Income Statement Comparison of 2023 Actual to 2023 Budget and 2022 Actual

16/11/2023

2023	2023	2022	Q3 2023 Vs	% of		
3rd QTR	ANNUAL BUD	3rd QTR	Q3 2022	Budget	Comments for 2023 Vs 2022 variances > \$3000	
EXPENSES						
MATERIALS						
Books	\$86,375	\$151,864	\$65,137	(\$21,238)	57%	
Reference Materials	1,802	7,000	5,191	3,389	26%	
Magazines & Newspapers	10,408	11,000	9,652	(757)	95%	
Electronic Materials and Subscriptions	152,982	196,966	157,539	4,557	78%	
Talking Books	2,572	8,100	4,162	1,590	32%	
Compact Sound Discs	310	700	0	(310)	44%	
DVD/Console Games	5,715	13,300	8,038	2,323	43%	
Book Binding and Materials Processing	30,915	32,318	26,920	(3,995)	96%	
Sub-Total	\$291,080	\$421,248	\$276,639	(\$14,442)	69%	
Timing of purchases						
FACILITIES AND EQUIPMENT						
Caretakers' Contract	\$21,753	\$50,180	\$33,210	\$11,457	43%	
Caretakers' Supplies	3,720	4,268	2,345	(1,375)	87%	
Equipment-Repairs/Maintenance Contracts	82,189	84,465	65,478	(16,711)	97%	
Building-Repairs/Maintenance Contracts	12,132	28,900	34,871	22,739	42%	
Sub-Total	\$119,793	\$167,813	\$135,904	\$16,110	71%	
Porter service costs in 2022						
Timing of system maintenance contracts and upholstery repair in 2023						
Critical building repairs needed in 2022						
CAPITAL						
Minor Capital	\$2,023	\$5,656	\$4,636	\$2,612	36%	
Asset Replacement Fund	167,662	223,550	167,662	0	75%	
Sub-Total	\$169,686	\$229,206	\$172,298	\$2,612	74%	
UTILITIES						
Hydro	\$35,463	\$81,500	\$46,559	\$11,096	44%	
Heat	9,988	15,500	12,962	2,974	64%	
Water	2,499	4,065	2,460	(39)	61%	
Sub-Total	\$47,950	\$101,065	\$61,981	\$14,031	47%	
Lower usage mainly due to light fixture replacements in 2022						
ADMINISTRATION - Salaries, Wages & Benefits						
Salaries and Wages	\$1,569,445	\$2,304,789	\$1,565,459	(\$3,987)	68%	
Employee Benefits	326,129	459,021	317,818	(8,311)	71%	
Inter-Depart Human Resources Cost	11,138	14,851	11,138	0	75%	
Sub-Total	\$1,906,713	\$2,778,661	\$1,894,415	(\$12,298)	69%	
EA & Step increases partially offset by open positions in 2023						
Higher OMERS, WSIB & CPP partially offset by lower Dental & Medical/Vision in 2023						
ADMINISTRATION - General						
Stationery and Office Supplies	\$1,586	\$2,480	\$1,068	(\$519)	64%	
Photocopier/Microfilm Lease & Supplies	3,222	3,000	3,756	534	107%	
Emergency Mgmt. Materials	0	0	0	-		
Health and Safety	1,445	2,400	1,785	340	60%	
Program and Project Costs	15,430	35,335	13,328	(2,102)	44%	
Coffee Supplies	0	1,000	0	0	0%	
Circulation and Processing Supplies	16,704	11,000	8,928	(7,776)	152%	
Miscellaneous Expense	2,823	4,725	3,609	786	60%	
Telephone and Internet	4,422	5,440	3,366	(1,055)	81%	
Audit Legal and Finance	0	4,000	3,915	3,915	0%	
Purchase of rebranded library cards as well as timing of needs						
Timing of invoice and accrual reversal in 2022						

NEWMARKET PUBLIC LIBRARY**3rd QTR Income Statement Comparison of 2023 Actual to 2023 Budget and 2022 Actual**

16/11/2023

EXPENSES	2023 3rd QTR	2023 ANNUAL BUD	2022 3rd QTR	Q3 2023 Vs Q3 2022	% of Budget	Comments for 2023 Vs 2022 variances > \$3000
<u>ADMINISTRATION - General Continued</u>						
Consulting Fees	\$50,816	\$4,000	\$25,353	(\$25,463)	1270%	Rebranding and Collection Audit in 2023
Postage and Freight	6,446	8,325	5,300	(1,146)	77%	
Advertising	17,284	14,840	6,096	(11,188)	116%	Printing & promotional items for rebranding in 2023
Education and Training	14,401	11,400	9,010	(5,391)	126%	More staff training in 2023
Copyright fees	509	500	509	0	102%	
Other Fees	1,465	0	0	(1,465)		
Travel Expense	889	6,000	3,613	2,723	15%	
Memberships and Subscriptions	11,714	11,085	9,654	(2,059)	106%	
Conference/Seminar Fees & Expenses	6,534	12,405	6,182	(352)	53%	
Bank Charges	926	3,000	1,280	354	31%	
Cash Short/Over	44	0	0	(44)		
Transfer to LTD. Reserve	16,703	25,484	16,233	(470)	66%	
Sub-Total	\$173,462	\$166,419	\$122,987	(\$50,475)	104%	
TOTAL EXPENSES	\$2,708,685	\$3,864,412	\$2,664,224	(\$44,461)	70%	

3rd QTR Income Statement Comparison of 2023 Actual to 2023 Budget and 2022 Actual

REVENUES	2023 3rd QTR	2023 ANNUAL BUD	2022 3rd QTR	Q3 2023 Vs Q3 2022	% of Budget	Comments for 2023 Vs 2022 variances > \$3000
Municipal Grant	\$2,752,428	\$3,669,904	\$2,667,317	\$85,111	75%	Higher grant in 2023
Provincial Grant	4,845	64,401	0	4,845	8%	Summer Experience & Senior Community grants in 2023
Program Fees	5,510	22,252	9,454	(3,944)	25%	Fewer fee based programs being offered in 2023
Photocopier/Microfilm Receipts	8,834	10,200	6,944	1,890	87%	
Room Rentals	13,498	41,950	9,135	4,363	32%	Higher demand for room rentals in 2023
Coffee Supplies Recovered	0	1,000	0	0	0%	
Fines	0	16,705	1,032	(1,032)	0%	
Corporate Sponsorships	0	15,000	0	-	0%	
Sundry Receipts	4,384	19,200	4,495	(111)	23%	
Non-Resident Fees	60	800	540	(480)	8%	
Donations Received	568	3,000	1,075	(507)	19%	
Gain/Loss on Disposal	(60)	-	55	(115)		
TOTAL REVENUES	\$2,790,707	\$3,864,412	\$2,700,047	\$90,660	72%	
SURPLUS/(DEFICIT) CURRENT	\$82,022	\$0	\$35,823	\$46,199		



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Library Board Report

To: Newmarket Public Library Board
From: Tracy Munusami, CEO
Date: November 22, 2023
RE: Revised Room Rental Policy

Key Issue:

Policy review – update to Library’s Room Rental Policy, and revised room rental rates.

Recommendation:

That the Library Board approved the revisions to the Room Rental Policy as presented.

Background:

A review of the current Room Rental Policy has only required minor changes to reflect current terminology and practices. A review of room rental rates was also conducted as rates were last increased January 1, 2022.

In accordance with the September, 2017 Board motion that delegated authority for setting fees in line with average inflation, this report is to update the Library Board on the 2024 rental fee structure. The last revision to rates was January 1, 2022. The revised room rental rates have been increase by 4 % and would be effective January 1, 2024.



Policy Name:	Room Rental Policy	Policy No.:	PS-14
Category:	Public Services	Approval Date:	December 19, 2007
Approval:	Library Board	Revision Date:	November 22, 2023

The Library provides a number of rooms for rent to the community for a variety of purposes. The purpose of room rentals is to:

- Provide educational, cultural, and leisure activities to the community beyond that which the Library itself offers in order to deepen the Library's role as a community hub.
- Provide meeting and programming space as a service to organizations, groups, and individuals within the community

Make revenue to benefit library programs and services.

Policy Statement:

The Library supports the CFLA-FCAB Statement on Intellectual Freedom and Libraries, which states:

Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Regulations:

1. In order to ensure a safe and welcoming environment for all users of the Library, the behavior of event organizers and attendees must not contravene the *Criminal Code of Canada* and must abide by the Library's *Code of Conduct*. Rental of a Library room does not constitute endorsement by the Library of the renter's beliefs.
2. The Library reserves the right to enforce all regulations in this Policy by refusing or cancelling a booking at any time and may monitor activities in rooms being rented.
3. Acceptance of a room rental request is subject to the suitability of the room to the intended use, the availability of rooms, and sufficient transition time. Library uses take priority over room rentals.
4. Room rental fees are approved separately by the Library Board as part of a Rate Schedule. Reduced rates apply to non-profit renters. These are defined as any organization incorporated as a non-profit or charitable agency; any organization

recognized as a service agency; any government agency; or any group or individual meetings for a specific non-profit purpose.

5. Rental fees do not apply in the case where the Library is entering into a partnership or contract to provide a program in cooperation with an individual or agency (see Programming Policy).
6. From time to time, the CEO may authorize a waiver or reduction of rental fees for a specific renter or class of renters in the case where the Library benefits from a sponsorship or other relationship with an event or agency.
7. No booking will be confirmed until copies of the facility agreement are returned, signed by an individual 18 years or older, accompanied by the rental fee.
8. A confirmed booking may be cancelled and re-booked at no charge up to 7 days ahead of booking. Re-bookings must be completed within 90 days. If the room is not re-booked or notification is less than 7 days, a cancellation fee will apply.
9. A charge may be levied for any cheques with insufficient funds.
10. The renter is responsible for any damages incurred and will be required to indemnify the Newmarket Public Library Board against any and all claims of every nature and kind.
11. The Newmarket Public Library Board accepts no responsibility for lost, damaged or stolen articles.
12. All organizations or individuals must clearly specify their own name in advertisements of meetings or events held in the Library, not implying Library sponsorship. Renters may advertise their event on a bulletin board designated for room rentals.
13. No alcoholic beverages may be dispensed or consumed on Library property, except on special permission of the Liquor Commission of Ontario, and the Newmarket Public Library Board. The serving of alcoholic beverages must be by a person who is certified by Smart Serve Ontario, a non-profit organization that provides responsible alcoholic beverages service training.
14. Food and non-alcoholic beverages are permitted; however, any remains, or garbage must be disposed of in the containers provided.
15. Most rooms for rent in the Library are available only during the hours the Library is open to the public, with the exception of the last half-hour of the Library's opening hours. Renters must vacate rooms at the agreed-upon time and may not remain in the building beyond opening hours. Certain rooms accessible without entering the Library proper

may be offered for rent outside Library hours, with an additional charge for after-hours access.

16. Audio-Visual equipment is available for use by renters without additional charge. Renters are responsible for the operation of this equipment.
17. The Library provides chairs and tables without additional charge. The renter is responsible for setting up chairs and tables in the preferred arrangement and storing them at the end of the rental.
18. If rooms are used for art and other exhibitions, the exhibitors must supply all supervision, are responsible for the arrangement and removal of their displays and assume all insurance coverage.
19. Any dispute under this Policy may be referred to the Library Board which will have sole discretion in hearing and resolving it.



ROOM RENTAL RATE SCHEDULE

Effective: January 1, 2024

Room	Capacity	Non-Profit / NCC Member Rate*	For Profit Rate
Multipurpose Room (MPR) Projector and screen DVD/CD/Video player Whiteboard Counter/sink and Washroom Table/Chair set-up and take down by renter **Available outside of Library operating hours	60	\$24 per hour Daily Maximum \$127	\$32 per hour Daily Maximum \$185
Board Room Projector and screen DVD/CD/Video player Whiteboard Counter/sink and Washroom	15	\$18 per hour Daily Maximum \$86	\$24 per hour Daily Maximum \$127
Program Room Projector and screen DVD/CD/Video player Whiteboard Counter/sink Table/Chair set-up and take down by renter	15-20	\$18 per hour Daily Maximum \$86	\$24 per hour Daily Maximum \$127
Story Room Projector and screen DVD/CD/Video player Interactive White Board Table/Chair set-up and take down by renter	15-20	\$18 per hour Daily Maximum \$86	\$24 per hour Daily Maximum \$127
Large Study Room Interactive White Board with Projector Whiteboard	20	\$18 per hour Daily Maximum \$86	\$24 per hour Daily Maximum \$127

*Newmarket Chamber of Commerce (NCC) Member

Additional Information

Free Wi-Fi available in all rooms

Additional Fees

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



Library Board Action Tracking List

Item No.	Action Item	Updates	Target/Completion date
1.	Policy reviews	2023 Policy reviews completed: Health and Safety Policies	Ongoing
2.	CEO Annual Performance Review Assigned to: Executive Committee	Next review due August, 2024	August 2024
4.	Library Operational Efficiencies Review Assigned to: CEO to report to Board on Service Level Agreements	IT Integration: Library CEO and the Town's Director, IT Services have agreement on how both departments can integrate for efficiency. Library integration into Town's IT has commenced Marketing & Communications: The Marketing and Communications Coordinator has worked with the Town of Newmarket's Communication department to leverage the Town's Social Media reach	End of December, 2023 Migration to Town's IT scheduled for October 16, 2023
5.	Strategic Plan Implementation	<ul style="list-style-type: none"> • Re-Branding Consultants hired and process has started • Conduct Services and Programming Needs Study • Conduct a welcoming places and spaces design services 	Completed: Presented to the Board February 15, 2023 RFQ posted May 30, 2023, awaiting final submissions. RFQ posted July 25, 2023

Item No.	Action Item	Updates	Target/Completion date
6.	Library Board Planning Workshop	Scheduled for Wednesday, November 8, 2023	

Library Board Action Tracking List - Completed Action Items

Item No.	Action Item	Updates	Completion/Withdrawal Date

Completed items will remain on the Action List for one month before removal.