



# Newmarket Public Library Board Agenda

Date: Wednesday, November 20, 2024  
Time: 5:30 PM  
Location: Newmarket Public Library Boardroom  
Newmarket Public Library  
438 Park Avenue  
Newmarket ON L3Y 1W1

	<b>Pages</b>
<b>1. Call to Order</b>	
<b>2. Adoption of Agenda Items</b>	
2.1 Adoption of the Regular Agenda	
2.2 Adoption of the Closed Session Agenda	
2.3 Adoption of the Consent Agenda Items	
<b>3. Declarations</b>	
<b>4. Presentation: Building a Diverse and Inclusive Collection</b>	<b>1</b>
<b>5. Consent Agenda Items</b>	
5.1 Adoption of the Regular Board meeting minutes for Wednesday, October 16, 2024	19
5.2 Strategic Operations Report for October	23
5.3 Third Quarter Financial Statement	25
<b>6. Reports</b>	
<b>7. Business Arising</b>	
7.1 The Lendery at Newmarket Library	28
7.2 Library Board Action List	31

**8. New Business**

**9. Closed Session**

**10. Dates of Future Meetings**

10.1 The next Regular Board meeting is scheduled for Wednesday, December 18, 2024 at 5:30 pm in the Library Board room.

**11. Adjournment**

# Building Diverse and Inclusive Collections:

Progress to Date and Next Steps

# Progress<sup>2</sup> to Date

Acquired DEI Analysis Tool from Baker & Taylor in April 2023

Uploaded first collection holdings data in May 2023 (Newmarket physical and Overdrive holdings)

Continued to upload holdings on monthly basis and monitored monthly results

Made presentation to Library Board November 2023. Included data comparing May 2023 to August 2023 results

Upgraded to chQLite in May 2024. Includes DEI Analysis tool plus EBSM (evidence-based stock management) system of tools. The system will allow us to set up Action Plans for collection checks and scheduled weeding applying specific parameters..

# Progress<sup>3</sup> to Date

Continued to monitor DEI on a monthly basis

Continued to weed collections with DEI in mind. Used lists created in Polaris (Integrated Library System)

Purchased new material with DEI in mind. Evaluated order carts before purchase and ordered titles from suggest a purchase (individuals and agencies such as NACCA and Ahmadiyya Muslim Community)

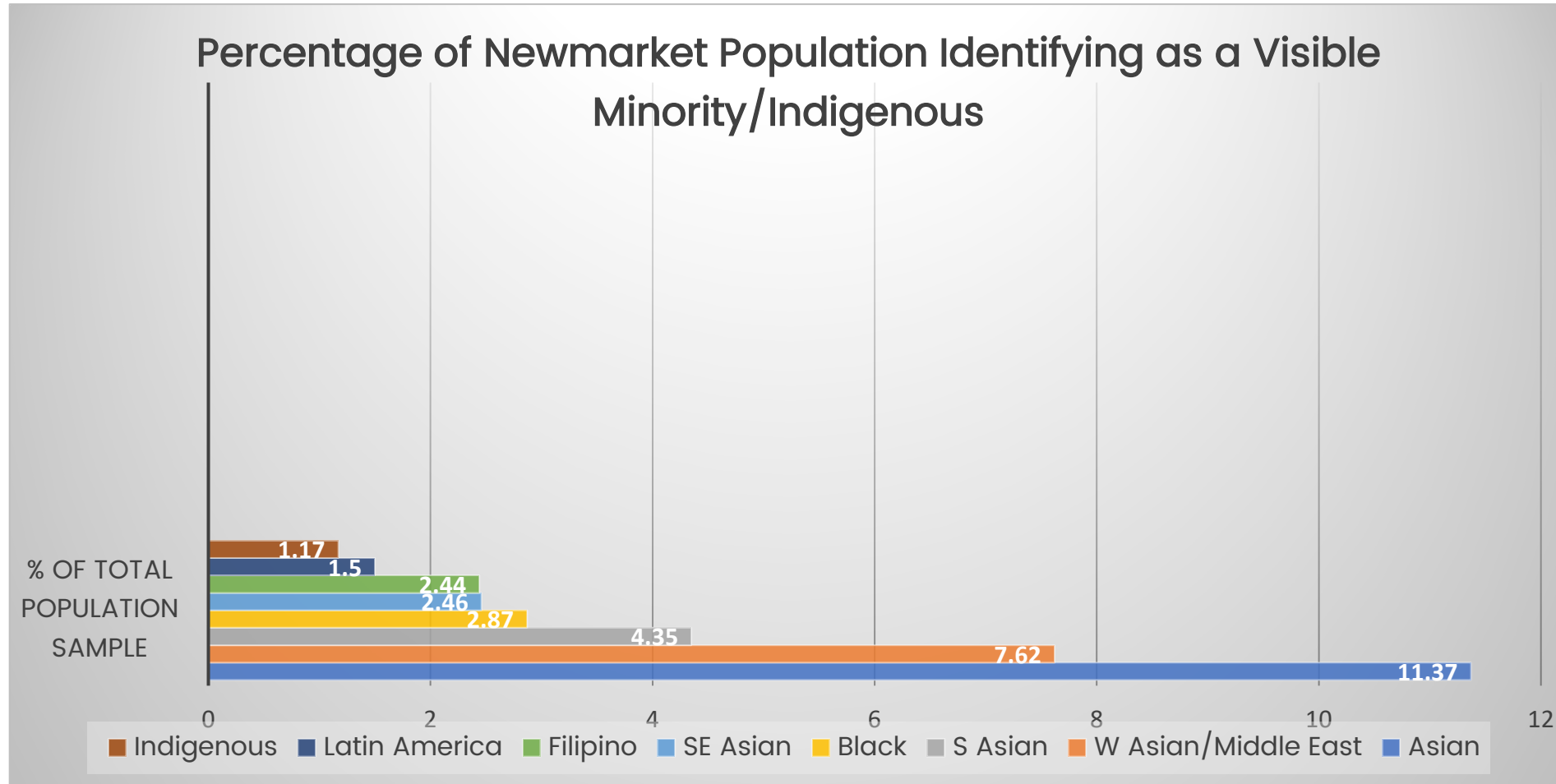
Continued to ensure Black authors are represented in book club choices. Reached goal of 5 kits in 2023 and will reach goal of 5 more in 2024.

# Collection Strategy

- Selectors will be proactively inclusive in collection development: seek out and be responsive to community input
- Consider resources from self-published, independent, small and local creators
- Select content in multiple formats and languages
- Provide resources in formats that meet the needs of people with disabilities
- Audit selection carts for new material
- Embark on purposeful weeding and collection clean up projects using the cHQlite tool
- Develop diversity collection goals within the context of the Newmarket Library's Strategic Plan 2022-2025, 2021 census (36% identified as visible minority), Dismantling Anti-Black Racism (DABR) Report and Action List and the Truth and Reconciliation Commission's Call to Action 10
- Continue to do monthly DEI Analysis

The Library has a key role in welcoming and affirming all individuals in the community regardless of background or current situation. The Library must reflect the entire community in its collections, programming, staffing and governance

-Key Value, Strategic Plan 2022-2025



Census Profile, 2021  
Census of Population for  
Town of Newmarket



# Dismantling Anti-Black Racism (DABR) Action List

Complete an audit of library policies to determine if there are any gaps/barriers.	Q2 2024
· Customer related policies	Q2 2023
· Library specific policies	Q4 2023
· HR related policies	Q2 2024
Continue to embed DABR into programming. Ensure Black writers are represented by programming by including Black representation in at least 25% of story times.	Q1-Q4 2023
Continue to embed DABR into programming. Increase the number of Black author readings by 50% over 2022.	Q1-Q4 2023
Ensure Black writers are represented in book club choices by purchasing at least 5 book club kits featuring Black authors.	Q3 2023
Develop a Diversity Audit template for the Children's Collection – including diverse quality tags/markers unique to the Newmarket community.	Q4 2022
Proactively reach out to every first and second grade class in Newmarket to make sure every child is given the opportunity to sign up for a Library Card.	Q2 2024
Proactively reach out to every ninth-grade class in Newmarket to make sure every teenager is given the opportunity to sign up for a Library Card	Q2 2025

# Truth and Reconciliation Commission: Call to Action 10

## 94 Calls to Action: Truth & Reconciliation

### LEGACY: EDUCATION

We call on the federal government to draft new Aboriginal education legislation with the full participation and informed consent of Aboriginal peoples. The new legislation would include a commitment to sufficient funding and would incorporate the following principles:

In order to redress the legacy of residential schools and advance the process of Canadian reconciliation, the Truth and Reconciliation Commission makes the following calls to action.

## 94 Calls to Action: Truth & Reconciliation

- i. Providing sufficient funding to close identified educational achievement gaps within one generation.
- ii. Improving education attainment levels and success rates.
- iii. Developing culturally appropriate curricula.
- iv. Protecting the right to Aboriginal languages, including the teaching of Aboriginal languages as credit courses.
- v. Enabling parental and community responsibility, control, and accountability, similar to what parents enjoy in public school systems.
- vi. Enabling parents to fully participate in the education of their children.
- vii. Respecting and honouring Treaty relationships.

In order to redress the legacy of residential schools and advance the process of Canadian reconciliation, the Truth and Reconciliation Commission makes the following calls to action.

## Existing and new additions to Book Club Kits

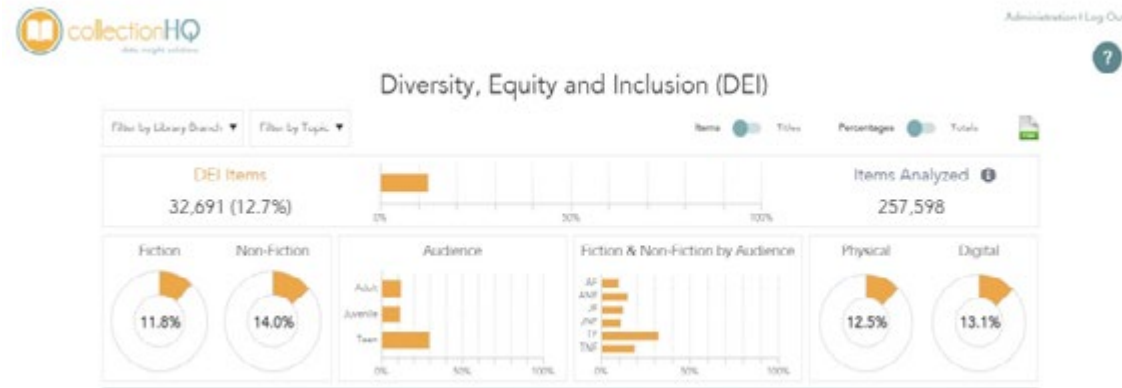
### Circulation Data

- The Water Dancer: Added Dec 2019: Kit checked out 10 times
- Black Cake: Added Mar 2022: Kit checked out 15 times
- In the Upper Country: Added Apr 2023: Kit checked out 7 times
- The Lagos Wife: Just added Sept 2024: Kit checked out 1

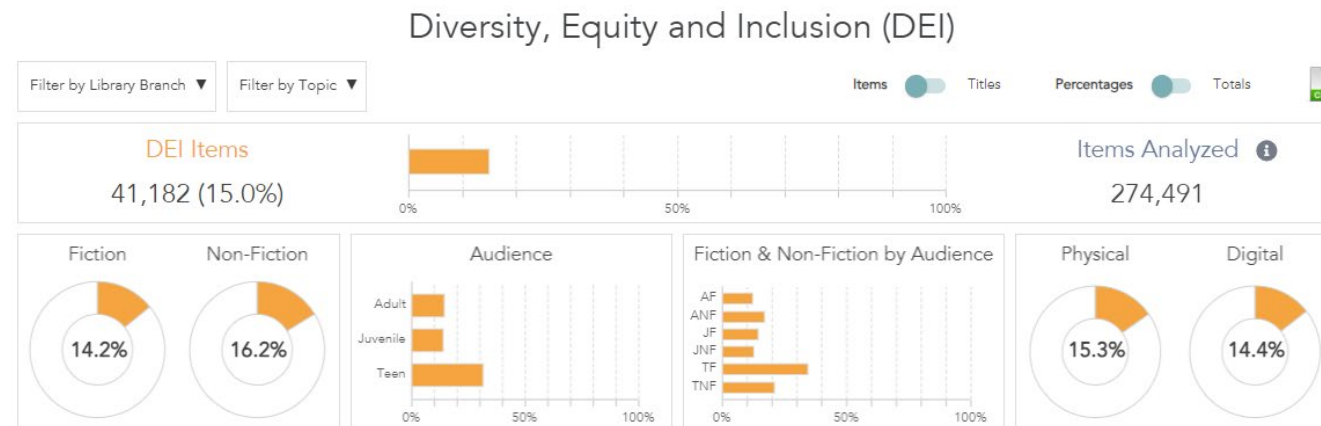


# DEI Analysis: Progress in One Year

## Full Analysis: November 2023



## Full Analysis: November 2024

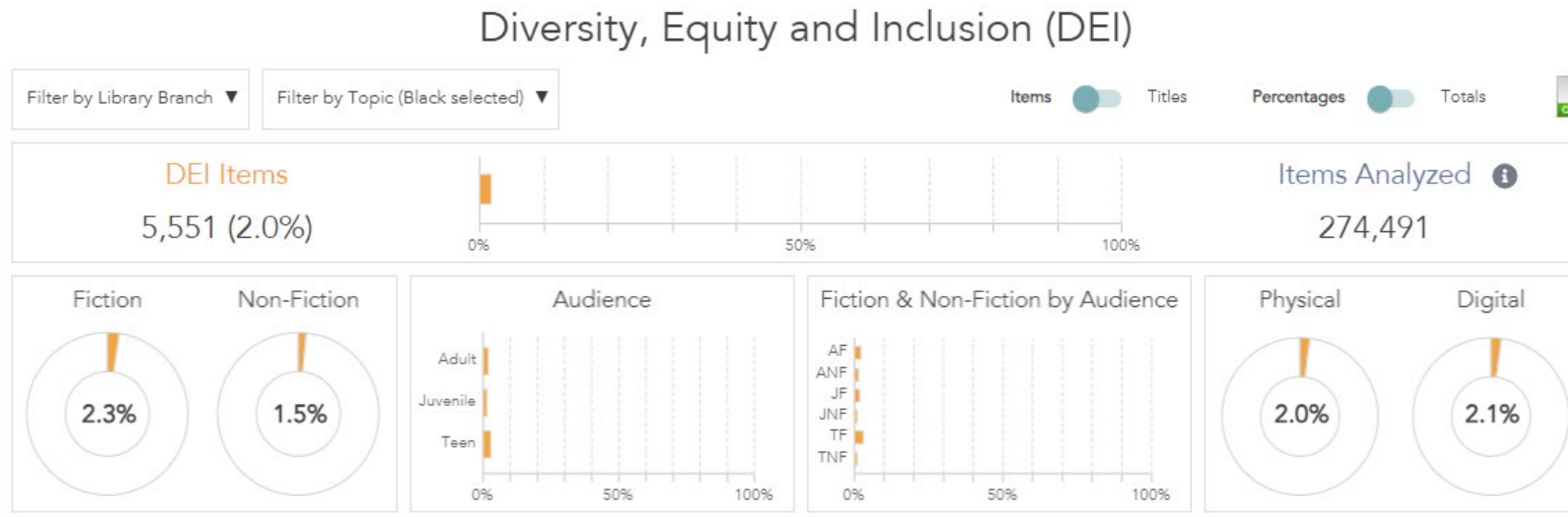


# DEI Analysis: Progress in One Year

## Black Analysis: November 2023

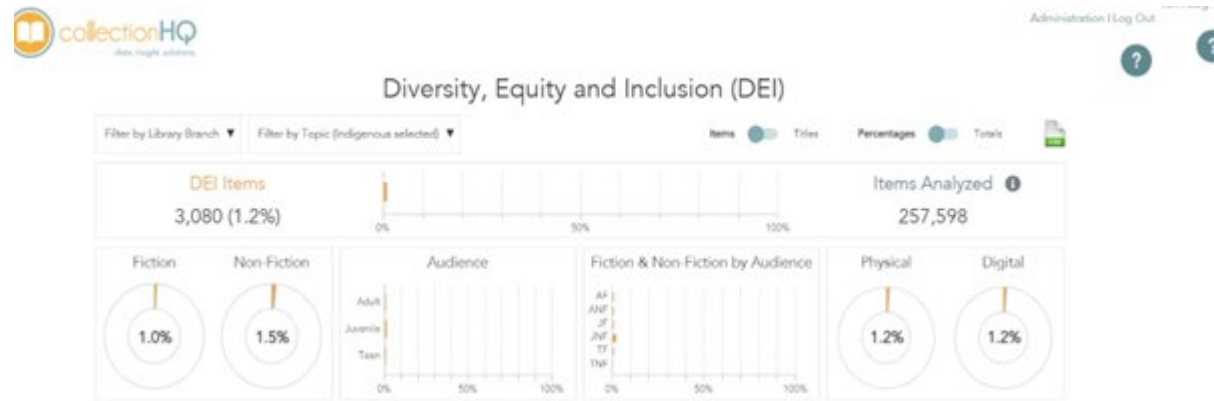


## Black Analysis: November 2024

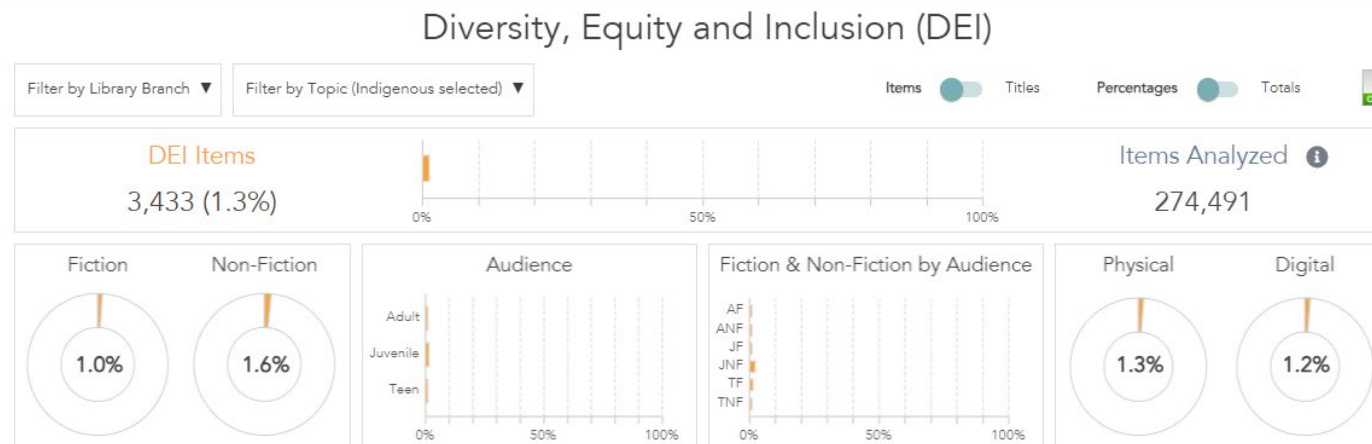


# DEI Analysis: Progress in One Year

## Indigenous Analysis: November 2023



## Indigenous Analysis: November 2024



# Sample Collection Check Action Plan: Adult Fiction

Group By:  Manual Controls:  Show Barcode(s):  Items Per Page:

## Collection Check Action Plan (Fiction)

**Library** Newmarket Public Library  
**Collection** Adult General Fiction (AF\_GEN)  
**Collection Check Definition (days)** 1460

Author	Title	ISBN	Barcode	Publication Date	Date Added	Last Use Date	New Entry	Last Copy	DEI Topic(s)	Polaris Collection Code	Polaris Status	Call Number
				from <input type="text"/> to <input type="text"/>	from <input type="text"/> to <input type="text"/>	from <input type="text"/> to <input type="text"/>	All <input type="text"/>	All <input type="text"/>	All <input type="text"/>			
Buck, Pearl S. 1892-1973.	The lovers and other stories.	n/a	39158000192857		04-Oct-1990	04-Oct-1990		Last Copy		8	In	LP FIC BUCK
Harper, Lynette.	The house of the unicorn.	0709152256	39158002420710	03-Jun-1976	04-Oct-1990	04-Oct-1990		Last Copy		3	In	FIC HARPE
Goldstein, Arthur D.	You're never too old to die.	0816164940	39158002426212	01-Jun-1980	04-Oct-1990	04-Oct-1990		Last Copy		8	In	LP FIC GOLDS
Wallace, Irving, 1916-1990.	The R document : a novel	0671222295	39158002532282	01-Mar-1976	04-Oct-1990	04-Oct-1990		Last Copy		3	In	FIC WALLA
West, Rebecca, 1892-1983.	The judge : a novel	0919630391	39158002554898		04-Oct-1990	04-Oct-1990		Last Copy		3	In	FIC WEST
Young, Scott, 1918-2005.	The flood.	n/a	39158002560291		04-Oct-1990	04-Oct-1990		Last Copy		3	In	FIC YOUNG
Svevo, Italo, 1861-1928.	Further confessions of Zeno	0520014367	39158002565878	01-Jun-1969	04-Oct-1990	04-Oct-1990		Last Copy		3	In	FIC SVEVO
Dulles, Allen Welsh, 1893-1969.	Great spy stories from fiction	n/a	39158002567791		04-Oct-1990	04-Oct-1990		Last Copy		9	In	SS FIC GREAT
Tippette, Giles.	The mercenaries.	0440055792	39158002568476		04-Oct-1990	04-Oct-1990		Last Copy		3	In	FIC TIPPE
Jackson, Anita.	ZB4	0822464330	39158002569706	01-Jan-1979	04-Oct-1990	04-Oct-1990		Last Copy		22	In	ESL FIC JACKS
Rice, Earle.	The animals	0822453614	39158002570118	01-Jun-1979	04-Oct-1990	04-Oct-1990		Last Copy		22	In	ESL FIC RICE
Hartmann, Michael, 1944 July 24.	Game for vultures	0860092852	39158002498864	15-Dec-1980	05-Oct-1990	05-Oct-1990		Last Copy		8	In	LP FIC HARTM
Ashford, Jeffrey, 1926-	Guilt with honour	0893407038	39158002520055	01-Mar-1984	05-Oct-1990	05-Oct-1990		Last Copy		8	In	LP FIC ASHFO

# Sample Outdated Stock Check Action Plan: Picture Books

Layout: Default View | Layout Options | Default | Hide Advanced Options | Page 1 of 51

Group By: Collection (default) | Manual Controls: No | Show Barcode(s): No | Items Per Page: 20

## Outdated Stock Check Action Plan (Fiction)

**Organization Level** Newmarket Public Library  
**Collection** J Picture Books (JF\_PIC)  
**Outdated Stock Check Definition (Years)** 5

Please note: This report lists items that you should consider replacing with a more up-to-date version, or potentially remove (if they have not circulated well).

Author	Title	ISBN	Barcode	Circulation	Publication Date	Date Added	Last Use Date	Collection Code	New Entry	On Shelf	DEI Topic(s)	Last Copy	Polaris Collection Code	Polaris Status	Call Num
					from to	from to	from to		All	All	All	All			
Leaf, Munro, 1905-1976.	The story of Ferdinand	0670674249	35923000781262	78	01-Jan-1936	10-Dec-1996	06-Jul-2024	JF_PIC		Yes			84	In	JP LEAF
Leaf, Munro, 1905-1976.	The story of Ferdinand	0670674249	35923001988478	89	01-Jan-1936	18-Aug-2004	29-Dec-2023	JF_PIC		Yes			84	In	JP LEAF
Burton, Virginia Lee, 1909-1968.	Mike Mulligan and his steam shovel.	0395169615	35923000413718	107	09-Sep-1939	27-Apr-1995	17-Dec-2023	JF_PIC		Yes		Last Copy of Format	84	In	JP BURTO
Duchesne, Christiane, 1949-	Quel beau petit!	0590716697	35923001769662	24	01-Jun-1940	27-Feb-2004	20-Nov-2018	JF_PIC		Yes		Last Copy	65	In	JP FRENCH DUCHE
Rey, Margret.	Georges et les pompiers	0590717324	35923001948647	6	01-Jun-1940	10-Nov-2004	03-Oct-2012	JF_PIC		Yes		Last Copy	68	In	JP FRENCH
Lawson, Robert, 1892-1957.	Rabbit hill	0670586757	35923001478637	18	01-Sep-1944	26-Apr-2001	02-Aug-2024	JF_PIC		Yes		Last Copy	80	In	JPB LAWSC
Shaw, Charles Green, 1892-1974.	It looked like spilt milk	006025565X	35923001118480	49	01-Jan-1947	23-May-1998	30-Mar-2023	JF_PIC		Yes			84	In	JP SHAW
Shaw, Charles Green, 1892-1974.	It looked like spilt milk	006025565X	35923000391641	67	01-Jan-1947	23-Mar-1995	07-Sep-2011	JF_PIC		Yes			112	In	JP STORY S





# Sample Grubby Items Removal Action Plan: J Easy

Group By:  Manual Controls:  Show Barcode(s):  Items Per Page:

## Grubby Items Removal Action Plan (Fiction)

Library Newmarket Public Library

Collection J Easy Readers (JF\_EAS)

Advised to Remove 2283

Grubby Items Cumulative Use Definition 40

Author	Title	ISBN	Barcode	Circulation	Grubby Extend (Circulations)	Publication Date	Date Added	Format Description	On Shelf	New Entry	DEI Topic(s)	Last Copy	Polaris Collection Code	Polaris Status	Call Num
						from <input type="text"/>	from <input type="text"/>		All <input type="text"/>	All <input type="text"/>	All <input type="text"/>	All <input type="text"/>			
Seuss, Dr.	I am not going to get up today!	0394992172	35923000430688	290	<input type="text" value="0"/>	01-Nov-1987	23-May-1995	Physical Resource	No				56	Out	JE SEUSS
Seuss, Dr.,	Fox in socks	9780394800387	35923000678799	286	<input type="text" value="0"/>	01-Jun-1965	28-Feb-1996	Hardback	No				56	Out	JE SEUSS
Seuss, Dr.	Marvin K. Mooney, will you please go now!	0394924908	35923001270794	239	<input type="text" value="0"/>	01-Aug-1972	19-May-1999	Physical Resource	Yes			Last Copy	56	In	JE SEUSS
LeSieg, Theo., 1904-1991.	The tooth book	0394948254	35923001123431	235	<input type="text" value="0"/>	01-Aug-1981	30-Apr-1999	Physical Resource	Yes				56	In	JE LESLIE
Homborg, Ruth.	Princess charm school	9780375969317	35923003039643	229	<input type="text" value="0"/>	09-Aug-2011	08-Sep-2011	Physical Resource	No			Last Copy	56	Out	JE HOMBE
Gregorich, Barbara.	THE FOX ON THE BOX / SCHOOL ZONE LEVEL 1	n/a	35923000532996	226	<input type="text" value="0"/>		01-Dec-1995	Physical Resource	Yes			Last Copy	56	In	JE PB GREGORIC
Webster, Christy.	A ballerina	9780375968396	35923003033570	222	<input type="text" value="0"/>	11-Jan-2011	17-Mar-2011	Physical Resource	No			Last Copy	56	Out	JE WEBST
Willems, Mo.	I love my new toy!	9781423109617	35923002509802	215	<input type="text" value="0"/>	03-Jun-2008	28-Jun-2008	Hardback	No				56	Out	JE WILLE
Herman, Gail, 1959-	Disappearing donuts / Scooby Doo! Readers: Level 2	0439161681	35923001429135	211	<input type="text" value="0"/>	01-Sep-2000	08-Nov-2000	Paperback / softback	Yes			Last Copy	56	In	JE PB HERM
Shealy, Dennis R.	Race team	9780736480659	35923002548933	211	<input type="text" value="0"/>	09-Sep-2008	25-Mar-2009	Physical Resource	No			Last Copy	56	Out	JE SHEAL
Schwartz, Alvin, 1927-	I saw you in the bathtub and other folk rhymes	0060252995	39158010602069	208	<input type="text" value="0"/>	01-Apr-1989	04-Oct-1990	Physical Resource	Yes			Last Copy	56	In	JE SCHWA

# Sample Collection Use Summary Non-Fiction (Collection Demand) 641 Range

Layout: Default View Layout Options Default Show Advanced Options

## Collection Use Summary (Non-Fiction)

**Library** Newmarket Public Library

**Overstocked Target %** 80%

**Understocked Target %** 30%

**High Use Definition** 20

**Total Circulation Time Frame** Over all time

(System Wide View)

Subject Description	Library Detail Link	Not Circulated	Circulated	Current Items	% Not Circulated	Collection Status	Circulation In Time Frame	Average Circulation	Collection Use Status	Saturated?
						All			All	All
Home Economics	(all libraries)	133	19	152	88	OVERSTOCKED	2714	17.86		
Drinks	(all libraries)	30	2	32	94	OVERSTOCKED	299	9.34		
Food preparation and preservation	(all libraries)	114	15	129	89	OVERSTOCKED	2254	17.47		
Cookery methods	(all libraries)	1297	389	1686	77		37261	22.10	HIGHUSE	
Ethnic cooking	(all libraries)	372	132	504	74		8735	17.33		
Specific dishes	(all libraries)	565	204	769	74		16927	22.01	HIGHUSE	
Wine	(all libraries)	52	10	62	84	OVERSTOCKED	1072	17.29		

# DEI Analysis in other Ontario Libraries

Municipality	Population <sup>1</sup>	% Visible Minority/Indigenous Identity	Diversity Analysis (Physical Collection)	Method of Analysis
Newmarket	87,942	36%	15.3% Nov 2024	DEI/cHQlite
Ajax	126,666	65.7%	15.4% (authors) 2022 24.4% (content) 2022	Manual audits & DEI/collectionHQ Goal: 10 % increase by 2026/2 % year over year
Whitby	138,501	37%	16.6% Nov 2024	DEI/collectionHQ
Markham	338,503	82.3%	14% Dec 2022 <sup>2</sup>	DEI/collectionHQ
DEI/collectionHQ Ontario clients	14,223,942	37.5%	17.8% average <sup>2</sup>	DEI

<sup>1</sup> 2021 Census

<sup>2</sup> Physical and Digital Combined

# DEI Collection Goals

Action	Goal
Increase overall collection Diversity Ratio	Through intentional weeding and purchasing practices increase overall ratio by 2% by Q4 2025 (15 to 17%)
Increase Black collection Diversity Ratio	Through intentional weeding and purchasing practices increase overall ratio by 1 % by Q4 2025 (2 to 3%)
Increase Indigenous collection Diversity Ratio	Through intentional weeding and purchasing practices increase overall ratio by 1% by Q4 2025 (1 to 2%)
Purchase book kits featuring Black writers	Ensure Black writers are represented in book choices by purchasing at least 5 book club kits featuring Black authors in 2025
Increase overall collection Diversity Ratio longterm	Through intentional weeding and purchasing practices increase overall ratio to 19% by 2026 - census year



## Newmarket Public Library Board Minutes

Date: Wednesday, October 16, 2024  
 Time: 5:30 PM  
 Location: Newmarket Public Library Boardroom  
 Newmarket Public Library  
 438 Park Avenue  
 Newmarket ON L3Y 1W1

Members Present: Darryl Gray  
 Kelly Broome  
 Victor Woodhouse  
 Trevor Morrison  
 Neila Poscente  
 Beth Stevenson  
 Rex Taylor

Staff Present: Tracy Munusami, CEO  
 David di Giovanni, Manager, Programs and Community  
 Engagement  
 Jennifer Leveridge, Manager, Collections and Customer  
 Experience  
 Biagio Rachiele, Manager, Library Operations  
 Lianne Bond, Administrative Coordinator

### 1. Call to Order

The Chair called the meeting to order at 5:35 pm.

### 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 24-10-113**

**Moved by** Victor Woodhouse

**Seconded by** Beth Stevenson

**That** Agenda items 2.1 to 2.3 be adopted as presented.

**Carried**

**3. Declarations**

None were declared.

**4. Consent Agenda Items**

4.1 Adoption of the regular Library Board meeting minutes for September 18, 2024

4.2 Strategic Operations Report for September

**Motion 24-10-114**

**Moved by** Rex Taylor

**Seconded by** Neila Poscente

**That** items 4.1 to 4.2 be approved and adopted as presented.

**Carried**

**5. Policies**

5.1 Unattended and Missing Child Policy

The Unattended and Missing Child Policy revisions included updates to language and additional information on steps to assist locating a child.

**Motion 24-10-115**

**Moved by** Beth Stevenson

**Seconded by** Trevor Morrison

**That** the revisions to the Unattended and Missing Child policy be approved as presented.

**Carried**

## 6. Reports

### 6.1 Newmarket Library Year-to-Date-Statistics

The year-to-date statistics report included number of visits, social media followers, and items borrowed. The report has been prepared celebrating Newmarket Library during Ontario Public Library Week from October 20 to 26, 2024.

#### **Motion 24-10-116**

**Moved by** Victor Woodhouse

**Seconded by** Rex Taylor

**That** the Newmarket Library Year-to-Date Statistics report be received as presented.

**Carried**

## 7. Business Arising

### 7.1 2025 Operating Budget

The 2025 Operating Budget was presented to the Library Board. The 2025 Operating Budget includes additional support from the Town of Newmarket to meet negotiated wages for union and non-union employees.

#### **Motion 24-10-117**

**Moved by** Neila Poscente

**Seconded by** Beth Stevenson

**That** the Library Board approved the 2025 Operating Budget for submission to the Town of Newmarket as presented.

**Carried**

### 7.2 Library Board Action List

The Library Board reviewed the Action List.

#### **Motion 24-10-118**

**Moved by** Trevor Morrison

**Seconded by** Victor Woodhouse

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

**Carried**

**8. New Business**

There was no new business.

**9. Closed Session (if required)**

**10. Dates of Future Meetings**

10.1 The next regular Board meeting is scheduled for Wednesday, November 20, 2024 at 5:30 pm in the Library Board room.

**11. Adjournment**

**Motion 24-10-119**

**Moved by** Rex Taylor

**Seconded by** Beth Stevenson

**That** there being no further business the meeting adjourn at 6:00 pm.

**Carried**

---

Darryl Gray, Chair

---

Tracy Munusami, Secretary/Treasurer





## October 2024 Strategic Operations Report

### Empowering Our Community (and Staff)

- As part of the strategic action to establish a leading-edge customer service vision for all staff, the Supervisor of Customer Experience will conduct “Customer Journey Mapping” sessions with all library staff. This exercise aims to map out key stages in processes customers use at the library, identify fun, confusing, or challenging points, and share ideas to enhance the customer’s experience at the Newmarket Library.

### Ensuring Welcoming and Accessible Places and Spaces

- **Out and About Storytime**, the weekly storytime at the Magna Centre, saw a 70% increase in attendance for October due to the program's move to a more visible location.
- Library staff have been coordinating with Town of Newmarket staff to prepare the community centers for the library vending machines. Space has been confirmed at the Ray Twinney Recreation Complex and the Magna Centre. The vending machines will launch in February 2025. Ribbon-cutting and event programming details are coming soon.
- Library staff have purchased an accessible study pod for the library's main floor, with an estimated delivery date of late December. The state-of-the-art, sound-proof study pod will be available for customers looking for a quiet place to study or take virtual meetings. Fully accessible, it will be a welcoming addition to the library’s main floor.
- In October, the library promoted the Ontario Library Service's Together We Read digital book club, where everyone could read **All Our Relations** by Tanya Talaga with no holds queue. Talaga’s book is a powerful call for action, justice, and a better, more equitable world for all Indigenous Peoples. Twenty-four Newmarket Library cardholders participated.

### Providing Engaging and Relevant Services

- The Community Engagement team attended twenty-nine outreach events in October, up from fourteen events in October 2023. In October, staff welcomed 531 new members out in the community. The team has been focusing on events in local schools, visiting Newmarket High, Sacred Heart, Phoebe Gilman, Meadowbrook PS, Huron Heights, Dr. Denison, and Maple Leaf. Staff are also working on streamlining the process for students to get library cards, enhancing the student experience.
- In November, the library will join the Central Newmarket Community Action Table organized by Linking Newmarket. This will allow the library to work more actively with local social service agencies to address pressing community issues.

- Royal Ontario Museum passes will be added to the Lendery in 2025. The library will receive three passes, each allowing up to four people to enter the ROM without charge.

### Customer Feedback

Pickering College participated in a field trip to the library to support local history research.

Feedback from the teacher:

"Dora and Angele were accommodating, and the students left with a wealth of new information (and some volunteer opportunity ideas). When we had to start our walk back to school, we felt bad pulling our students away from the archival articles that Angele shared. Several groups are eager to return to the Newmarket Public Library to continue their research."



**The Library's Lendery received a valuable boost thanks to a generous donation from RONA+. This contribution of high-quality wireless power tools, representing a \$1,850 value, expands the resources we offer to our community.**



438 Park Avenue  
Newmarket, Ontario L3Y 1W1

Email: [npl@newmarketpl.ca](mailto:npl@newmarketpl.ca)  
Website: [newmarketpl.ca](http://newmarketpl.ca)  
Phone: 905-953-5110

## Library Board Report

To: Newmarket Public Library Board  
From: Tracy Munusami, CEO  
Date: November 20, 2024  
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 2024 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 2024.

**NEWMARKET PUBLIC LIBRARY****3rd QTR Income Statement Comparison of 2024 Actual to 2024 Budget and 2023 Actual**

08/11/2024

<b>EXPENSES</b>	<b>2024 3rd QTR</b>	<b>2024 ANNUAL BUD</b>	<b>2023 3rd QTR</b>	<b>Q3 2024 Vs Q3 2023</b>	<b>% of Budget</b>	<b>Comments for 2024 Vs 2023 variances &gt; \$3000</b>
<b>MATERIALS</b>						
Books	\$104,728	\$151,864	\$86,375	(\$18,354)	69%	
Reference Materials	513	7,000	1,802	1,289	7%	
Magazines & Newspapers	12,726	10,900	10,408	(2,318)	117%	Increased cost of purchases
Electronic Materials and Subscriptions	172,937	201,466	152,982	(19,955)	86%	
Talking Books	2,996	6,100	2,572	(424)	49%	
Compact Sound Discs	731	700	310	(421)	104%	Increased cost of purchase
DVD/Console Games	9,079	12,600	5,715	(3,364)	72%	
Book Binding and Materials Processing	11,528	33,703	30,915	19,387	34%	
<b>Sub-Total</b>	<b>\$315,238</b>	<b>\$424,333</b>	<b>\$291,080</b>	<b>(\$24,158)</b>	<b>74%</b>	Timing of Purchases
<b>FACILITIES AND EQUIPMENT</b>						
	\$888,892	817,199	\$71,693			
Caretakers' Contract	\$32,331	\$50,180	\$21,753	(\$10,578)	64%	
Caretakers' Supplies	4,173	4,268	3,720	(454)	98%	
Equipment-Repairs/Maintenance Contracts	130,519	111,667	82,189	(48,330)	117%	Upgrades to our cloud Services
Building-Repairs/Maintenance Contracts	51,975	28,900	12,132	(39,843)	180%	Critical building repairs
<b>Sub-Total</b>	<b>\$218,998</b>	<b>\$195,015</b>	<b>\$119,793</b>	<b>(\$99,204)</b>	<b>112%</b>	
<b>CAPITAL</b>						
Minor Capital	\$382	\$5,656	\$2,023	\$1,642	7%	Timing of purchases
Asset Replacement Fund	167,662	223,550	167,662	0	75%	
<b>Sub-Total</b>	<b>\$168,044</b>	<b>\$229,206</b>	<b>\$169,686</b>	<b>\$1,642</b>	<b>73%</b>	
<b>UTILITIES</b>						
Hydro	\$29,488	\$66,500	\$35,463	\$5,975	44%	Lower usage due to lightning upgrades
Heat	9,548	18,000	9,988	440	53%	
Water	2,767	4,065	2,499	(268)	68%	
<b>Sub-Total</b>	<b>\$41,804</b>	<b>\$88,565</b>	<b>\$47,950</b>	<b>\$6,147</b>	<b>47%</b>	
<b>ADMINISTRATION - Salaries, Wages &amp; Benefits</b>						
	1,965,809	1,193,761	772,048			
Salaries and Wages	1,571,605	2,351,587	1,569,445	(2,160)	67%	
Employee Benefits	394,204	469,843	326,129	(68,075)	84%	
Inter-Depart Human Resources Cost	11,138	14,851	11,138	0	75%	
<b>Sub-Total</b>	<b>\$1,976,947</b>	<b>\$2,836,281</b>	<b>\$1,906,713</b>	<b>(\$70,235)</b>	<b>70%</b>	
<b>ADMINISTRATION - General</b>						
Stationery and Office Supplies	\$1,505	\$2,480	\$1,586	\$82	61%	
Photocopier/Microfilm Lease & Supplies	\$6,124	3,000	3,222	(2,902)	204%	Due to Lease contract
Emergency Mgmt. Materials	0	0	0	-		
Health and Safety	1,124	2,400	1,445	320	47%	
Program and Project Costs	35,714	29,576	15,430	(20,284)	121%	Additional story walk and Program growth
Coffee Supplies	382	1,000	0	-382	38%	
Circulation and Processing Supplies	16,038	13,000	16,704	666	123%	Purchase of library Cards
Miscellaneous Expense	2,497	4,725	2,823	326	53%	
Telephone and Internet	1,671	5,010	4,422	2,750	33%	
Audit Legal and Finance	1,351	4,000	0	(1,351)	34%	

**NEWMARKET PUBLIC LIBRARY****3rd QTR Income Statement Comparison of 2024 Actual to 2024 Budget and 2023 Actual**

08/11/2024

<b>EXPENSES</b>	<b>2024 3rd QTR</b>	<b>2024 ANNUAL BUD</b>	<b>2023 3rd QTR</b>	<b>Q3 2024 Vs Q3 2023</b>	<b>% of Budget</b>	<b>Comments for 2024 Vs 2023 variances &gt; \$3000</b>
<b>ADMINISTRATION - General Continued</b>						
Consulting Fees	\$8,159	\$10,000	\$50,816	\$42,658	82%	
Postage and Freight	5,943	8,925	6,446	503	67%	
Advertising	12,268	18,600	17,284	5,016	66%	
Education and Training	1,950	11,400	14,401	12,451	17%	Timing of training
Copyright fees				0		
Other Fees	1,191	1,300	1,465	275	92%	
Travel Expense	2,271	6,000	889	(1,382)	38%	
Memberships and Subscriptions	12,914	12,450	11,714	(1,201)	104%	Timing of purchases
Conference/Seminar Fees & Expenses	6,310	12,405	6,534	224	51%	
Bank Charges	1,547	3,000	926	(621)	52%	
Cash Short/Over	40	0	44	3		
Transfer to LTD. Reserve	14,161	21,264	16,703	2,543	67%	
<b>Sub-Total</b>	<b>\$133,670</b>	<b>\$171,035</b>	<b>\$173,462</b>	<b>\$39,792</b>	<b>78%</b>	
<b>TOTAL EXPENSES</b>	<b>\$2,854,701</b>	<b>\$3,944,435</b>	<b>\$2,708,685</b>	<b>(\$146,016)</b>	<b>72%</b>	

**3rd QTR Income Statement Comparison of 2024 Actual to 2024 Budget and 2023 Actual**

<b>REVENUES</b>	<b>2024 3rd QTR</b>	<b>2024 ANNUAL BUD</b>	<b>2023 3rd QTR</b>	<b>Q3 2024 Vs Q3 2023</b>	<b>% of Budget</b>	
Municipal Grant	\$2,836,331	\$3,781,775	\$2,752,428	\$83,903	75%	
Provincial Grant	5,496	64,401	4,845	651	9%	Timing of receiving the grants
Other Grants	5,000	0	0	5,000		
Program Fees	1,417	14,594	5,510	(4,093)	10%	
Photocopier/Microfilm Receipts	10,835	10,200	8,834	2,001	106%	
Room Rentals	16,970	41,950	13,498	3,471	40%	
Coffee Supplies Recovered	0	1,000	0	0	0%	
Corporate Sponsorships	2,500	10,000	0	2,500	25%	
Sundry Receipts	5,047	17,515	4,384	663	29%	
Non-Resident Fees	0	0	60	(60)		
Donations Received	5,297	3,000	568	4,729	177%	
<b>TOTAL REVENUES</b>	<b>\$2,888,892</b>	<b>\$3,944,435</b>	<b>\$2,790,707</b>	<b>\$98,185</b>	<b>73%</b>	
<b>SURPLUS/(DEFICIT) CURRENT</b>	<b>\$34,191</b>	<b>\$0</b>	<b>\$82,022</b>	<b>(\$47,831)</b>		



## Library Board Report

To: Newmarket Public Library Board

From: Tracy Munusami, C.E.O.

Date: November 20, 2024

RE: The Lendery at Newmarket Library

### Overview

The Library Board requested information about the Lendery at the October 16, 2024, Board meeting.

### Recommendation

That the Board receive the report for information.

### Background

The Lendery, a unique collection at the Newmarket Library, launched in 2020 in partnership with York Region. Its primary goal is to reduce waste by encouraging the sharing of useful items typically needed only occasionally, such as tools, sports equipment, board games, and small kitchen appliances. Since its inception, The Lendery has expanded through partnerships, including collaborations with NewmarketCycles, which provides community access to bicycles, and RONA+, which has donated valuable tools to the collection.

### Overview of the Lendery Collection

The Lendery collection currently comprises two hundred and eighty items, covering a wide range of practical, educational, and recreational needs. Items include useful household tools, technology, educational resources, and toys to provide entertainment. Unique items in the collection include a HappyLight for seasonal wellness, an air compressor, and a pickleball set, which appeal to diverse interests within the community.

It is mainly community-driven, with items either donated by residents or purchased by the library based on community needs and requests. This approach ensures that the Lendery remains relevant and responsive to community interests. Library staff enthusiastically curate displays to highlight popular and seasonal items. The collection is prominently featured in two cabinets with glass doors at the front of the library, on the main floor. Staff have also relocated the ever-expanding collection of board games to shelving units by the washrooms on the main

floor, allowing more items to be displayed. Staff identified storage space for the remaining items, keeping the Lendery organized and appealing to customers. Additionally, photos of all items in The Lendery collection are posted on the library's website, making it easy for customers to browse the collection online, plan their loans, and place holds.

## Popular and Least Popular Items

The Lendery collection reflects a range of interests, as shown by the circulation data for 2024 (January 1 - November 11). The following items had the highest and lowest circulations, providing insights into what resonates with the community and areas for potential adjustment.

### Top Circulating Items

- Newmarket-Opoly - 55 circulations
- Ontario Parks 2024 Commercial Vehicle Permit - 48 circulations
- Guess Who - 42 circulations
- Lego Mindstorms Education EV3 - 35 circulations
- Codenames - 34 circulations
- Sorry! Sliders - 33 circulations
- Battleship - 32 circulations
- DeWalt (184 mm) Circular Saw - 32 circulations
- HappyLight Alba (light therapy lamp) - 31 circulations
- Oster Belgian Waffle Maker - 31 circulations

These top items reveal a demand for family-friendly games, seasonal equipment, and specialty tools, underscoring Lendery's role in supporting varied recreational and practical needs.

### Lowest Circulating Items

- Large Adult Helmets
- CH Hanson Chalk Reel (chalk line maker)
- Protection Glasses
- Hex Key Set
- Child's Helmet
- Bicycle Floor Pump Without Gauge
- All Sport Ball Maintenance Kit
- MLBA Deluxe Four-Piece Throw Down Rubber Baseball Set
- Items stored at Newmarket Cycles - Rock Lock Bicycle Lock, 12" Run Bike, Giant XTC Lite Youth Bicycle, Trail-A-Bike Kids Add-on

Several low-circulating items, particularly cycling-related, are stored at the NewmarketCycles location. This location operates seasonally, open only from May to November and two days per week, which may contribute to the low circulation of these items. Future considerations may include assessing community interest in these items.

## Community Impact

The Lendery's impact extends beyond waste reduction by promoting a circular economy and offering access to items that might otherwise be financially inaccessible for some. The collection empowers community members to try new experiences and meet essential needs affordably. Customer feedback highlights the meaningful ways in which these items have supported residents:

- **VictorReader Digital Talking Book Player:** One family borrowed this device for their grandmother, who had been diagnosed with vision loss. Staff introduced them to this resource and to CELA (the Centre for Equitable Library Access), providing options that made a difference for their aging family member.
- **Waffle Maker:** A mother borrowed the waffle maker to make homemade waffles with her son without purchasing a machine that would only be used periodically.
- **Puzzles:** A customer visiting her parents, who have dementia, found the Lendery's puzzle selection excellent for engaging them in a positive and stimulating activity.
- **KitchenAid Mixer:** One patron was excited to access a KitchenAid mixer for holiday baking, a seasonal activity that became more affordable and accessible through The Lendery.
- **Games:** Grandparents borrowed several games to enjoy with their grandkids during a visit. They appreciated the variety available and the ease of borrowing and returning items at their convenience.

These stories illustrate the Lendery's role in enriching lives, fostering family connections, and supporting sustainable living. The collection continues to enhance the well-being of Newmarket residents, embodying the library's commitment to meeting the needs of the community.

## Final Remarks

The Lendery continues to be a community-driven collection at Newmarket Public Library, providing residents convenient access to useful, engaging, and often cost-prohibitive items. From practical tools to family games and educational resources, The Lendery has enriched lives, fostered family connections, and supported sustainable practices in the community.

Looking ahead, library staff will evaluate items with low circulation to optimize available space, allowing for better alignment with community needs. This may involve purchasing or seeking donations of high-interest items based on community feedback, ensuring the collection remains relevant and valuable. By adapting to the community's evolving needs, The Lendery will continue strengthening its role as a resourceful and sustainable service, meeting Newmarket's unique needs for years to come.





### Library Board Action Tracking List

Item No.	Action Item	Updates	Target/Completion date
1.	<b>Policy reviews</b>	2024 Policy reviews completed: Mileage Allowance, Licence and Auto Insurance Recruitment and Selection Health And Safety Workplace Violence Workplace Harassment Unattended and Missing Child	Ongoing
2.	<b>CEO Annual Performance Review</b> Assigned to: Executive Committee	Next review due August, 2024	August 2024
5.	<b>Strategic Plan Implementation</b>	<ul style="list-style-type: none"> <li>Conduct a welcoming places and spaces design services</li> </ul>	RFQ posted July 25, 2023 Contract awarded December 2023 Design charrettes held April 9 <sup>th</sup> and 25 <sup>th</sup> Update reported to Board September 18, 2024
6.	<b>Library Board Strategic Priorities</b>	<ul style="list-style-type: none"> <li>Establish priority areas for Board to focus on</li> </ul>	Board Workshop held November 8, 2023 Discussion held at Board meeting April 17, 2024, and priorities identified.

Item No.	Action Item	Updates	Target/Completion date
	<b>Library Board Strategic Priorities cont.</b>		Revisit Strategic priorities in 6 months (October,2024)
7.	<b>Ontario Library Service Board Assembly</b>	<ul style="list-style-type: none"> <li>• Board member Appointment to OLS Board Assembly</li> </ul>	
8.	<b>Library Board Advocacy Committee</b>	<ul style="list-style-type: none"> <li>• Develop Advocacy Strategies to support Library</li> </ul>	<ul style="list-style-type: none"> <li>• Committee met September 18, 2024</li> <li>• Next meeting October 16, 2024</li> </ul>

**Library Board Action Tracking List - Completed Action Items**

<b>Item No.</b>	<b>Action Item</b>	<b>Updates</b>	<b>Completion/Withdrawal Date</b>

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