



Agenda
Newmarket Public Library Board

Wednesday, September 20, 2017 at 5:30 PM
Regular Board Meeting

Agenda compiled on 14/09/2017 at 11:51 AM

Adoptions of Agenda

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

Declarations

Consent Agenda Items

- | | |
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| 4. Adoption of the Regular Board Meeting Minutes for June 21, 2017 | p. 1 |
| 5. Strategic Operations Report for June to August, 2017 | p. 4 |
| 6. Library Statistical Data for August, 2017 | p. 6 |
| 7. Monthly Bank Transfer | p. 10 |

Closed Session

8. No Closed Session items at time of agenda distribution

Policies

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| 9. Health and Safety Policy | p. 11 |
| 10. Workplace Violence Policy and Workplace Harassment Policy | p. 12 |
| 11. Room Rental Policy and Rate Schedule | p. 17 |

Reports

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| 12. Second Quarter Financial Statement | p. 23 |
| 13. Impact Survey | p. 26 |

Business Arising

- 14. 2018 Draft Operating and Capital Budget p. 27
- 15. Knowledge Gap Analysis Discussions
 - a) Board Performance and Community Development
- 16. Library Board Action List p. 28

New Business

- 17. DVD and Video Game Loans p. 31

Date(s) of Future Meetings

- 18. The next Newmarket Public Library Board Regular Board Meeting will be Wednesday, October 18, 2017, at 5:30 pm in the Library Board room

Adjournment



**Newmarket Public Library Board
Regular Board Meeting
Wednesday, June 21, 2017
Newmarket Public Library Board Room**

Present: Joan Stonehocker, Chair
Tara Brown, Vice Chair
Kelly Broome
Darcy McNeill
Venkatesh Rajaraman
Jane Twinney

Regrets: Tom Vegh

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.

Motion 17.06.210

Moved by Venkatesh Rajaraman

Seconded by Kelly Broome

That Agenda items 1) to 3) be adopted as presented.

Carried

Declarations

None were declared.

Consent Agenda Items:

4. Adoption of the Regular Board Meeting Minutes for Wednesday, May 17, 2017
5. Adoption of the Closed Session Minutes for May 17, 2017
6. Strategic Operations Report for May, 2017
7. Library Statistical Data for May, 2017
8. Monthly Bank Transfer

Motion 17.06.211**Moved by Jane Twinney****Seconded by Kelly Broome**

That Consent Agenda items 4) to 8) be received and approved as presented.

Carried

Closed Session

9. Motion to move into Closed Session

No Closed Session items at the time of agenda distribution.

Reports

10. IdeaMarket – Revised Concept

A revised concept for the IdeaMarket program to make it more community driven was reviewed with the Library Board.

Motion 17.06.212**Moved by Tara Brown****Seconded by Darcy McNeill**

That the Library Board receive the report on IdeaMarket – new concept.

Carried

Business Arising

11. Leadership by Design e-Learning

a) Board Organization

The Library Board reviewed and discussed the Board Organization and Planning sections that were identified in the Board governance knowledge gap analysis.

12. Library Board Action List

The Library Board reviewed the Action list.

Motion 17.06.213**Moved by Jane Twinney****Seconded by Kelly Broome**

That the Library Board receive the Library Board Action List.

Carried

New Business

13. 2018 Capital and Operating Budget

Considerations for the 2018 Capital and Operating Budget were reviewed by the Library Board.

Motion 17.06.214

Moved by Darcy McNeill

Seconded by Venkatesh Rajaraman

That the Library Board receive the report on 2018 Capital and Operating Budget.

Carried

Date(s) of Future Meetings

- 14.** The next regular Library Board meeting is scheduled to September 20, 2017 at 5:30 in the Library Board room.

Adjournment

Motion 17.06.215

Moved by Tara Brown

Seconded by Jane Twinney

That there being no further business meeting adjourned at 6:35 pm.

Carried

Joan Stonehocker
Chair

Todd Kyle, CEO
Secretary/Treasurer



Strategic Operations Report: June to August, 2017

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
Collaborative Relationships	<ul style="list-style-type: none"> Solicitation of submissions for new IdeaMarket community forums begun <i>The World Remembers</i> interactive WWI installation arranged for the fall in partnership with Town, Museum, and Historical Society Little Free Library installed at Main/London Community Garden in collaboration with Food Network and volunteers Local filmmaker Jennie Cross shared a Canada 150 Signature Project, a 360° virtual reality film <i>Horizon</i> with 101 patrons over two days to celebrate Canada's 150 anniversary. 	<ul style="list-style-type: none"> NPL and East Gwillimbury Public Library taking over Southlake Cinemania TIFF film circuit series using volunteer steering committee More positive comments received about new Nature Backpacks loan program Seed Library program with gardening expert Mark Cullen being planned for 2018 Program on digital privacy being presented with Ontario Bar Assoc on Oct 11 Mandarin-language program on seniors' benefits presented in cooperation with Library Settlement Partnership As part of Canada Learning Code Week, "A Visit will get You Coding" taught 20 participants to write a computer program. 	<ul style="list-style-type: none"> Consultant to present library operations efficiencies study to Board in October Library working with Town IT to use their Internet connection through fibre network to replace limited commercial telecom service Staff collaborated on programming for Town's Junior Base Camp summer program
Spaces	<ul style="list-style-type: none"> Evening storytime at Story Pod poorly attended this summer; weather a factor 2016 season of Visual & Performing Arts Newmarket (VPAN) online scrapbook digitized and updated online in the Newmarket Gallery web site. 	<ul style="list-style-type: none"> Maker Hub furniture installation, green wall painting, and wall word cloud completed; new seating last item to consider Maker Hub hosted a Canada 150 themed Toronto Maker Festival satellite event which resulted in 26 3D prints New online book club created through Goodreads platform: Mystery Solving Duos 	<ul style="list-style-type: none"> New customer service signage created using vinyl cutter Relieved overcrowding in the adult fiction by moving French collection to shelves freed up by weeding reference collection in basement
Positioning	<ul style="list-style-type: none"> Pop-up libraries held at York Pridefest, TD Music Festival, Culture Bridge Festival, Ward 7 gathering, Welcome Centre, Farmer's Market Children's staff provided green screen photo booth and reader's theatre activities at Music Festival 	<ul style="list-style-type: none"> Staff made presentations to several classes to promote TD Summer Reading Club Staff presented workshops on library employment resources at JobSkills; they are now distributing e-library cards to all clients Draw held for Win a Nature Backpack contest 	<ul style="list-style-type: none"> Canada 150 giveaway draw for a basket of Canadian books was very successful and even yielded 100 new names for e-newsletter Staff made presentation on library services at town staff event Paid Facebook post resulted in full registration for Clay

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
			Workshops program
Resources	<ul style="list-style-type: none"> • Work completed on \$15K grant for York Info/211 expansion project; staff added new records for southern 3 municipalities 	<ul style="list-style-type: none"> • Almost 400 registered for TD Summer Reading Club • Library held Canada 150 green screen fun event to have patrons take photos with Canadian landscape backgrounds 	<ul style="list-style-type: none"> • Library to receive \$8,590 grant from provincial Improving Library Digital Services fund
Organization & Operations	<ul style="list-style-type: none"> • CEO participating as jury member for Chamber of Commerce Business Excellence Awards • Head of Adult Services co-presented webinar on libraries as champions of local culture 	<ul style="list-style-type: none"> • Canada Summer Jobs grant student successfully completed placement as Digital Media Training Specialist; projects included promotional and training videos and staff training 	<ul style="list-style-type: none"> • Strategic Projects Officer to start temporary secondment in October • Staff attended American Library Association conference in Chicago through shared bus charter • Staff attended the Marketing Public Libraries Think Tank in Innisfil, ON

Newmarket Public Library Statistical Data - 2017

Library Card Holders

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
NPL Card Holders	24,822	25,016	25,164	23,944	24,188	24,074	24,295	23,942				
Residents	22,617	22,819	22,943	21,735	21,926	21,805	21,955	21,613				
Non-Residents	2,205	2,197	2,221	2,209	2,262	2,269	2,340	2,329				

New and Renewed Library Cards

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
New registrations	315	519	364	202	356	287	337	418					2,798
New non-resident	44	49	50	27	54	65	65	57					411
Renewed membership	719	364	809	637	514	761	1,037	810					5,651

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Website visits	13,059	12,363	15,112	12,571	13,934	13,515	14,500	15,217					110,271
# of PAC Account Logins	7,102	6,346	7,305	6,950	7,101	6,858	7,483	8,164					57,322
Room Rentals	42	63	69	93	74	61	55	28					485
Room Rental Hours	104	137	186	197	177	147	144	91					1,181

Programs

5 Year Trend - year to date August 31

# of Programs Held	2013	2014	2015	2016	2017
Adult	102	146	172	161	170
Children's	871	885	766	846	872
Total Programs	973	1,031	938	1,007	1,042

Program Attendance	2013	2014	2015	2016	2017
Adult	1,312	1,588	1,746	1,128	1,346
Children's	9,529	9,474	9,522	8,937	9,409
Total Attendance	10,841	11,062	11,268	10,065	10,755

Newmarket Public Library Statistical Data - 2017

Borrowing

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
eAudio books	1,072	972	1,072	1,056	1,098	1,129	1,178	1,150					8,727
eBooks	3,393	2,983	3,393	3,157	3,438	3,417	3,861	3,766					27,408
eMagazines	405	411	356	322	257	340	303	na					2,394
eMusic	3,552	2,997	3,836	3,427	3,144	2,833	2,569	na					22,358
eVideo	28	90	148	114	106	150	150	128					914
Backpack Kit	2	4	2	2	15	13	14	7					59
Book	25,789	24,425	27,246	26,017	24,970	25,812	30,597	34,364					219,220
CD-ROM/DVD-ROM	2	7	8	5	3	6	3	12					46
DVD/Blu-ray	4,888	4,357	5,385	4,396	4,625	4,166	5,112	5,504					38,433
eBook Reader	1	1	-	-	1	1	-	374					378
GPS	-	-	-	-	1	-	-	6					7
ILL	181	166	195	210	174	185	218	167					1,496
Language Kit	32	41	39	32	33	40	46	38					301
Laptop	38	27	38	28	32	24	19	22					228
Multimedia Kit	54	70	82	60	96	95	97	100					654
Music CD	364	304	424	407	332	252	288	421					2,762
Pedometer	6	11	12	7	10	8	5	3					62
Periodical	971	933	853	904	899	936	902	1,042					7,440
Portable Audio Book	13	6	15	10	10	14	14	10					92
Talking Book	731	765	805	725	700	703	738	867					6,034
Video Game	411	343	409	330	332	317	429	528					3,099
Total Borrowing	41,933	38,913	44,318	41,209	40,276	40,441	46,543	48,509	-	-	-		342,142

Database Usage

Adult Subscriptions	4,113	1,745	3,201	3,498	2,166	2,232	3,399	na					20,354
Children's Subscriptions	949	745	1,283	1,135	460	296	258	269					5,395
York Info (Community)	151,472	122,651	117,797	129,311	114,511	123,691	145,481	na					904,914
York Info (Volunteer)	36,209	24,352	19,362	19,837	22,799	19,044	20,333	na					161,936
Total Database Usage	192,743	149,493	141,643	153,781	139,936	145,263	169,471	269					1,092,599

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	23,876	24,409	24,462	25,821	25,275	24,729	25,053	24,821	24,696
Residents	22,002	22,069	22,222	21,813	22,299	22,340	23,242	22,911	22,579	22,881	22,663	22,544
Non-Residents	2,134	2,115	2,106	2,063	2,110	2,122	2,579	2,365	2,150	2,172	2,158	2,152

New and Renewed Library Cards

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
New registrations	252	402	337	483	241	206	508	413	317	509	244	205	4,117
New non-resident	39	30	32	50	42	43	49	41	33	42	35	28	464
Renewed membership	723	421	646	425	622	701	920	821	721	415	643	451	7,509

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Website visits	12,689	12,709	13,707	12,713	11,855	11,723	12,147	12,472	12,430	11,931	12,222	8,164	144,762
# of PAC Acc't Logins	6,097	5,792	6,370	6,193	6,217	5,969	6,703	7,050	6,341	6,381	6,571	6,452	76,136
Room Rentals	54	65	56	58	70	73	52	48	57	70	76	43	722
Room Rental Hours	154	192	152	165	188	293	138	136	164	180	203	127	2,092

Programs 5 Year Trend - year to date December 31

# of Programs Held	2012	2013	2014	2015	2016
Adult	93	157	247	256	254
Children's	1,167	1,293	1,345	1,320	1,308
Total Programs	1,260	1,450	1,592	1,576	1,562

Program Attendance	2012	2013	2014	2015	2016
Adult	2,323	2,149	2,229	2,660	1,961
Children's	12,905	13,796	13,794	13,566	12,276
Total Attendance	15,228	15,945	16,023	16,226	14,237

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	1,048	985	1,075	1,116	1,184	1,071	1,185	1,110	996	12,689
eBooks	3,433	3,128	3,640	3,205	3,164	3,169	3,713	3,767	3,238	3,334	3,234	3,334	40,359
eMagazines	459	353	391	485	337	311	362	407	380	379	271	323	4,458
eMusic	2,129	2,614	2,199	1,845	2,852	1,666	2,412	1,965	2,624	3,629	2,818	2,880	29,633
eVideo	2	7	4	5	8	8	6	33	2	31	2	-	108
Backpack Kit	6	1	1	2	1	1	-	4	-	-	1	2	19
Book	26,637	23,980	28,219	28,462	26,517	26,156	32,633	31,731	26,964	26,983	25,423	22,603	326,308
CD-ROM/DVD-ROM	13	12	7	11	11	15	15	8	11	9	-	-	112
DVD/Blu-ray	4,645	4,563	5,204	4,632	4,503	4,281	5,118	5,510	4,910	4,857	4,596	4,081	56,900
eBook Reader	1	1	5	1	-	3	2	2	2	-	1	1	19
GPS	2	4	3	11	4	-	1	2	5	5	5	-	42
ILL	210	178	157	225	145	198	173	187	202	201	208	174	2,258
Language Kit	61	40	31	59	35	38	53	44	49	45	26	37	518
Laptop	10	11	13	7	19	17	8	16	19	23	22	22	187
Multimedia Kit	81	69	80	84	62	57	94	127	74	57	83	40	908
Music CD	483	540	394	503	434	342	394	397	383	317	329	308	4,860
Pedometer	16	8	10	14	13	10	12	10	10	9	11	5	128
Periodical	987	999	1,177	1,212	1,035	1,048	1,172	1,022	911	1,091	957	793	12,404
Portable Audio Book	8	9	12	21	22	16	16	24	15	22	11	2	178
Talking Book	773	782	796	798	684	780	899	958	854	824	819	656	9,623
Video	8	3	3	9	1	1	-	1	-	1	-	1	28
Video Game	293	309	332	270	256	255	404	465	327	304	348	295	3,858
Total Borrowing	41,198	38,522	43,745	42,909	41,088	39,447	48,603	47,864	42,051	43,306	40,275	36,553	505,561

Database Usage

Adult Subscriptions	2,161	2,053	2,480	3,066	3,781	3,191	2,286	2,734	2,125	2,236	2,739	1,583	30,435
Children's Subscriptions	569	1,035	1,053	1,511	759	691	247	540	321	503	690	510	8,429
York Info (Community)	147,897	100,795	138,893	109,119	129,782	138,239	106,156	111,041	132,808	152,630	156,335	147,846	1,571,541
York Info (Volunteer)	26,148	18,071	18,826	15,466	19,776	19,265	18,913	19,975	21,809	21,081	27,175	55,365	281,870
Total Database Usage	176,775	121,954	161,252	129,162	154,098	161,386	127,602	134,290	157,063	176,450	186,939	205,304	1,892,275



MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle, C.E.O.

Date: September 20, 2017

Re: Newmarket Public Library Bank Account – Fund Transfer

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

THAT the Library Board directs the CEO to authorize the Town of Newmarket Treasurer to transfer the net closing balance at August 31, 2017 of \$ 35,145.70 from the Newmarket Public Library bank account to the Town of Newmarket bank account.



For Renewal

Newmarket Public Library

Health and Safety Policy

A safe and healthy workplace environment is contingent upon the co-operation of the Public, Staff and Newmarket Public Library Board. The Board is committed to providing a safe and healthy environment for the staff through the Joint Health and Safety Committee and through training and educational programs and procedures, while ensuring that each party complies with all occupational safety and health standards, rules, regulations and orders. Through these initiatives, both the employer and the worker can establish safe and healthy procedures.

The Newmarket Public Library Board is responsible for the health and safety of workers under their supervision. Supervisors are responsible to ensure that equipment is safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

Every worker must protect his/her own health and safety by working in compliance with the law and with safe work practices and procedures established by the Newmarket Public Library, and immediately bring to the attention of his/her supervisor any hazard or unsafe condition.

The Library's policy includes the following commitments:

1. Training and education to ensure that workers are competent to perform their respective tasks
2. Training and education to ensure that workers are knowledgeable of current first aid and AED/CPR standards and emergency procedures.
3. The establishment of a Joint Health and Safety Committee in compliance with the Ontario Occupational Health and Safety Act.
4. An annual review of the Health and Safety Policy as required by the Ontario Occupational Health and Safety Act.

Joan Stonehocker, Chair
Newmarket Public Library Board

Todd Kyle, CEO
Newmarket Public Library



MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle, CEO

Date: September 20, 2017

Re: Workplace violence and harassment policies

Legislation requires that the Library reviews annually its policies on workplace violence and on workplace harassment.

No changes are recommended to either policy, which accompany this report.

The following motions are recommended:

THAT the Board approve the Workplace Violence Policy and Workplace Harassment Policy without change.

WORKPLACE HARASSMENT POLICY

The management of the Newmarket Public Library is committed to providing a work environment in which all individuals are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace. Sources of workplace harassment could be:

Type I: External perpetrator

Type II: Client/Customer

Type III: Employee to employee (including where the alleged harasser is the supervisor or employer)

Type IV: Domestic (personal relationship)

Everyone in the workplace must be dedicated to preventing workplace harassment. Employees, volunteers and any person providing a service on behalf of the Library are expected to uphold this policy, and will be held accountable by the employer.

Workplace harassment is defined in the *Act to amend the Occupational Health and Safety Act with respect to violence and harassment in the workplace and other matters* as:

Engaging in a course of vexatious comment or conduct, against a worker in a workplace, which is known or ought reasonably to be known to be unwelcome.

Workplace harassment may include bullying, intimidating or offensive jokes or innuendos, displaying or circulating offensive pictures or materials, or offensive or intimidating phone calls. Harassment may also, but does not have to, relate to a form of discrimination as set out in the Ontario Human Rights Code which states that every person has a right to equal treatment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability. Workplace harassment also includes sexual harassment.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace such as performance monitoring and discipline.

Workers are encouraged to report any incidents of workplace harassment. Information on this process is available in the *Workplace Violence and Harassment Policy and Procedures* binder in each service area. Management will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a timely and fair manner while respecting workers' privacy, to the extent possible. The complainant and the respondent will be informed in writing of the results of the investigation and any corrective action taken.

Nothing in this policy prevents or discourages a worker from filing an application with the Ontario Human Rights Tribunal on a matter related to the Ontario Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal options available.

This Policy shall be reviewed annually by the Library Board.

The Workplace Violence Policy should be consulted regarding concerns about violence in the workplace.



For Renewal
WORKPLACE VIOLENCE POLICY

The management of the Newmarket Public Library is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources.

Workplace Violence is defined in the *Act to amend the Occupational Health and Safety Act with respect to violence and harassment in the workplace and other matters* as:

- a) **The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,**
- b) **An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,**
- c) **A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker**

Types of workplace violence are:

- Type I: External perpetrator (thefts, vandalism, assaults by a person with no relationship to the workplace)
- Type II: Client/Customer (physical or verbal assault of an employee by a client/or customer)
- Type III: Employee to employee (physical or verbal assault from an employee or former employee)
- Type IV: Domestic violence (personal relationship)

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to employees, volunteers and any person providing a service on behalf of the Library.

The Occupational Health and Safety Act defines a workplace as any land, premises, location or thing at, upon, in or near which a worker works.

There is a workplace violence program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns. This information is available in a binder labelled *Workplace Violence and Harassment Policy and Procedures* in each service area.

Newmarket Public Library, as the employer, will ensure that this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace.

Supervisors must adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information that they need to protect themselves. Supervisors must acquaint their staff with the *Workplace Violence and Harassment Policy and Procedures* binder.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a timely and fair manner, respecting the privacy of all concerned to the extent possible.

The Workplace Harassment Policy should be consulted regarding concerns about harassment in the workplace.



MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle, CEO

Date: September 20, 2017

Re: Room rental rates and policy

Rental rate increase:

Library staff have conducted a review of room rental rates. These rates were last reviewed in 2015, at which time the Board approved a rate increase effective January 1, 2016 reflecting an average 2% inflationary increase per year for the six years since the previous review. At that time, it was suggested that a similar review and increase be completed in subsequent years.

At this point we are proposing rate increases, as detailed on the accompanying rate schedule, of 4% (2% per year) rounded to the nearest dollar, effective January 1, 2018.

At the same time, we have reviewed the rates for minor advertising on Library poster boards, electronic message screens, and our online event calendar. These have not been reviewed since they were first set in 2013. Rather than raise these rates by 2% per year (10%) we are proposing to raise them by 25%, reflecting our experience with the amount of staff time they require to administer.

These rates were not taken into consideration in preparing the 2018 operating budget drafts. However, the related revenue lines (Room Rentals and Miscellaneous) were slightly raised to reflect 2015 actuals, so it is not recommended that further risk be taken.

It is also recommended that the Board consider authorizing the CEO to review and raise rates according to annual inflation rates on a regular basis as part of the budgeting process without seeking separate Board approval.

Policy

At the same time, I have reviewed the Room Rental Policy for clarity and consistency, as well as to clarify the Library's position on intellectual freedom when it may conflict with providing a safe and welcoming environment for all Library users.

The current policy allows the CEO to "refuse any booking when in his/her sole discretion the event does not reflect appropriately on the Library". In light of recent controversies over intellectual freedom at other libraries, it was felt that this language was overly broad, and may

serve to create an obligation on the Library to cancel events whose nature is not known to be threatening but where the organizers are controversial or notorious. Instead, the new Policy emphasizes behavior, instead of the reputation or opinions of the organizers, allowing staff to refuse or cancel a booking at any time if the event or its attendees contravene the Library's Code of Conduct or other regulations. The policy also allows staff to monitor activities in the rooms in question should the need arise.

The question that may arise is whether, before witnessing the behavior involved, the Library might refuse a booking if it deems the event by definition will foster behavior that is harassing or threatening. In this case, the standard of proof would still be that violations have already taken place. It would most likely be applicable in the case of a repeat renter or where the event details themselves constitute unacceptable behavior. A more typical course of events is that if any concern of this nature arises as the event progresses, the event would be shut down if organizers do not cooperate with staff to remedy the threatening conditions.

The policy has further been revised to include that the Library no longer offers to book small study rooms for a fee. This practice has been very limited and renters often find the thin divider walls do not allow for sufficient privacy. These rooms will continue to be offered free of charge on a first-come, first-served basis, unless reserved for Library use. The revised Policy also reflects the practice that staff occasionally eject users from these rooms if they are not using them for study or collaboration purposes.

The revised Policy explicitly states that renters must vacate rooms when their reserved time has finished and vacate the building at closing time. We have had difficulty enforcing this in the past. Finally, we have taken out language that 5% of sales revenue must be paid to the Library in the event of an art or other exhibition. This has never been practicable.

The following motions are recommended:

That the Library Board approve the proposed room rental and advertising rate schedule effective January 1, 2018.

And That the Library Board authorize the CEO to raise room rental and advertising rates annually in accordance with average inflation rates as part of the preparation of operating budget drafts.

AND THAT the Library Board approve the revised Room Rental Policy.



Draft for Review Room Rental Policy

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 meeting 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 application form 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 meetings or events free of charge within the Library on a bulletin board designated for room rentals.
13. Renters may also advertise their events in designated Library media platforms as per the approved Rate Schedule. Such ads shall be clearly identified by the Library as third party announcements.
14. 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.
15. Food and non-alcoholic beverages are permitted; however, any remains or garbage must be disposed of in the containers provided.
16. 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.
17. **The rooms designated as *Study Rooms* shall have no rental fees. Individuals or groups may use these rooms free of charge outside of the times they are booked for Library use. The Library reserves the right to impose time limits on users or exclude from those rooms users engaged in activity not deemed consistent with their purpose.**

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18. Audio-Visual equipment is available for use by renters without additional charge. Renters are responsible for the operation of this equipment.
19. 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.
20. 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.
21. 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, 2018

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	\$20 \$21 per hour Daily Maximum \$110 \$114	\$28 \$29 per hour Daily Maximum \$160 \$166
Board Room Projector and screen DVD/CD/Video player Whiteboard Counter/sink and Washroom	15	\$14 \$15 per hour Daily Maximum \$75 \$78	\$20 \$21 per hour Daily Maximum \$110 \$114
Program Room Projector and screen DVD/CD/Video player Whiteboard Counter/sink Table/Chair set-up and take down by renter	15-20	\$14 \$15 per hour Daily Maximum \$75 \$78	\$20 \$21 per hour Daily Maximum \$110 \$114
Story Room Projector and screen DVD/CD/Video player Interactive White Board Table/Chair set-up and take down by renter	15-20	\$14 \$15 per hour Daily Maximum \$75 \$78	\$20 \$21 per hour Daily Maximum \$110 \$114
Large Study Room Interactive White Board with Projector Whiteboard	20	\$14 \$15 per hour Daily Maximum \$75 \$78	\$20 \$21 per hour Daily Maximum \$110 \$114

*Newmarket Chamber of Commerce (NCC) Member

Additional Information

Free Wi-Fi available in all rooms

Advertise your Event

Integrated Community Messaging Board	\$20.00 \$25 per Ad/quarterly
Website Calendar Event Listing	\$20.00 \$25 per Ad/quarterly
11 x 17 Poster in Library	\$20.00 \$25 quarterly
Advertising Package which includes all of the above	\$50.00 \$65

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



MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle, CEO

Date: September 20, 2017

Re: Second Quarter Financial Statement

The Library is on target for the second quarter of 2017 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 2017.

The following motion is recommended:

THAT the Library Board receive the Second Quarter Financial Statement as presented

NEWMARKET PUBLIC LIBRARY

2nd QTR Income Statement Comparison of 2017 Actual to 2017 Budget and 2017 Actual

14/09/2017

EXPENSES	2017 2nd QTR	2017 ANNUAL BUD	2016 2nd QTR	Q2 2017 Vs Q2 2016	% of Budget	Comments
MATERIALS						
Books	\$63,837	\$161,364	\$71,732	\$7,895	40%	
Reference Materials	7,578	12,500	5,828	(1,750)	61%	
Magazines & Newspapers	11,474	13,200	11,065	(408)	87%	
Electronic Materials and Subscriptions	102,338	121,065	80,298	(22,040)	85%	
Talking Books	3,349	9,900	3,943	594	34%	
Compact Sound Discs	37	500	0	(37)	7%	
DVD/Console Games	6,245	18,500	7,148	903	34%	
Book Binding and Materials Processing	23,209	27,325	25,506	2,297	85%	
Sub-Total	\$218,067	\$364,354	\$205,521	(\$12,546)	60%	Timing of purchases
FACILITIES AND EQUIPMENT						
Caretakers' Contract	\$19,312	\$39,680	\$16,084	(\$3,229)	49%	Higher costing cleaning contract and snow removal costs in 2017
Caretakers' Supplies	2,346	4,393	940	(1,406)	53%	More janitorial supplies needed as well as new pest control services in 2017
Equipment-Repairs/Maintenance Contracts	43,573	89,499	41,993	(1,580)	49%	Timing of S/W maintenance contracts
Building-Repairs/Maintenance Contracts	11,270	24,400	23,697	12,427	46%	Timing of building repairs and maintenance
Sub-Total	\$76,501	\$157,972	\$82,713	\$6,212	48%	
CAPITAL						
Minor Capital	\$284	\$4,156	\$10,796	\$10,512	7%	Capacity Fund grant purchase in 2016, offset below in revenue
Asset Replacement Fund	111,775	223,550	111,775	-	50%	
Sub-Total	\$112,059	\$227,706	\$122,571	\$10,512	49%	
UTILITIES						
Hydro	\$42,383	\$79,964	\$39,689	(\$2,694)	53%	Higher accrual in 2017
Heat	6,558	10,000	6,764	206	66%	
Water	2,059	3,633	1,920	(139)	57%	
Sub-Total	\$51,000	\$93,597	\$48,373	(\$2,628)	54%	
ADMINISTRATION - Salaries, Wages & Benefits						
Salaries and Wages	\$947,559	\$1,985,868	\$822,180	(\$125,379)	48%	Extra pay period in YTD 2017; EA & step increases; gapping in 2016
Employee Benefits *	176,825	416,446	181,307	4,483	42%	ASO - timing of usage
Sub-Total	\$1,124,384	\$2,402,314	\$1,003,488	(\$120,896)	47%	
ADMINISTRATION - General						
Stationery and Office Supplies	\$314	\$2,800	\$930	\$617	11%	
Photocopier/Microfilm Lease & Supplies	1,342	3,000	59	(1,283)	45%	Timing of new MFP invoicing
Health and Safety	414	2,400	955	541	17%	
Program and Project Costs	14,453	34,906	12,179	(2,274)	41%	More contractor-led programs offered in 2017, offset below in revenue
Coffee Supplies	464	900	434	(30)	52%	
Circulation and Processing Supplies	8,841	14,800	9,598	757	60%	
Miscellaneous Expense	754	4,655	1,546	792	16%	
Telephone and Internet	4,310	9,150	4,703	393	47%	
Audit Legal and Finance	0	4,000	0	-	0%	

NEWMARKET PUBLIC LIBRARY

2nd QTR Income Statement Comparison of 2017 Actual to 2017 Budget and 2017 Actual

14/09/2017

<u>EXPENSES</u>	2017 2nd QTR	2017 ANNUAL BUD	2016 2nd QTR	Q2 2017 Vs Q2 2016	% of Budget	Comments
<u>ADMINISTRATION - General Continued</u>						
Consulting Fees	103	\$14,400	\$7,374	\$7,271	1%	Less consulting in 2017
Postage and Freight	2,134	6,525	2,388	255	33%	
Advertising	11,447	17,700	7,051	(4,396)	65%	Timing of a invoices
Education and Training	10,870	11,400	1,218	(9,652)	95%	Timing of training
Copyright fees	509	500	509	-	102%	
Other Fees	244	500	374	130	49%	
Travel Expense	1,777	6,100	1,987	210	29%	
Memberships and Subscriptions	4,192	10,845	4,065	(127)	39%	
Conference/Seminar Fees & Expenses	7,125	12,000	8,934	1,809	59%	Timing of attendance at conferences
Transfer to LTD. Reserve	17,480	42,114	17,054	(425)	42%	
Sub-Total	\$86,773	\$198,695	\$81,358	(\$5,414)	44%	
TOTAL EXPENSES	\$1,668,784	\$3,444,638	\$1,544,024	(\$124,760)	48%	

2nd QTR Income Statement Comparison of 2017 Actual to 2017 Budget and 2017 Actual

<u>REVENUES</u>	2017 2nd QTR	2017 ANNUAL BUD	2016 2nd QTR	Q2 2017 Vs Q2 2016	% of Budget	Comments
Municipal Grant	\$1,553,726	\$3,107,452	\$1,512,726	\$41,000	50%	Higher grant in 2017
Provincial Grant	0	69,601	8,434	(8,434)	0%	Capacity Fund grant in 2016
Program Fees	17,596	40,884	13,295	4,301	43%	More fee based programs offered and higher attendance in 2017
Photocopier/Microfilm Receipts	4,696	6,500	3,305	1,391	72%	New pymt system provides better tracking and customer convenience
Room Rentals	15,284	31,442	15,929	(645)	49%	
Coffee Supplies Recovered	545	900	564	(19)	61%	
Fines	14,706	40,459	14,482	224	36%	
Financing from D.C.	62,500	125,000	62,500	(0)	50%	
Sundry Receipts	6,503	18,900	5,568	935	34%	
Non-Resident Fees	420	300	180	240	140%	
Donations Received	3,843	3,000	596	3,246	128%	Timing of donations
Gain/Loss on Disposal	3,710	0	243	3,467		More assets sold off in 2017
YRT Tickets/Passes	(5,144)	0	2,103	(7,247)		Timing of invoices, credits and sales (tickets being phased out)
YRT Commission	155	200	157	(2)	78%	
TOTAL REVENUES	\$1,678,539	\$3,444,638	\$1,640,081	\$38,458	49%	
SURPLUS/(DEFICIT) CURRENT	\$9,755	\$0	\$96,057	(\$86,302)		



MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle, CEO

Date: September 20, 2017

Re: Impact Survey

The Library conducted another 3-week Impact Survey in June. The Impact Survey is an online tool that surveys public library technology and Internet access.

Of the survey respondents who reported visiting the library in the past year, 66% used a public access computer or the library's wireless network during their visits. Of those:

- 24% said they had used public access technology for employment needs. 19% of users searched for a job online. 10% applied for a job by submitting a résumé or filling out an online job application. 3 were granted an interview, and 2 were hired for a new position.
- 25% used public technology for educational activities. 15% of users completed coursework or homework using public access technology.
- 29% used library technology to get information on health and wellness topics. 15% of users reported learning about diet or nutrition; of those, 14% made a change to their diet.
- 39% reported using library resources to stay in touch with family and friends and to build and maintain social networks.
- 59% also received help from library staff when using the computers or Internet at the library. Of those users, 77% have access to the Internet at home, school, or work but still choose to use the library's technology.

The full report is available on request if the Board wishes.

The following motion is recommended:

THAT the Library Board receive the report on the Impact Survey.

Highlights of Changes to Base Operating Budget 2018 over 2017

<u>EXPENDITURES</u>	2018 Request	2017 Budget	\$ change	% change	Comments
Materials	\$ 364,700	\$ 364,354	\$346	0.09%	
Facilities & Equipment	162,972	157,972	5,000	3.17%	Increase for janitorial contract and snow plowing
Capital includes ARF	227,706	227,706	0	0.00%	
Utilities	103,597	93,597	10,000	10.68%	Increase for Hydro
Salaries & Wages	2,026,056	1,985,868	40,188	2.02%	EA and step increases; hiring gap increased to \$20K
Benefits	476,488	458,560	17,928	3.91%	Reflection of salary & wage increase
General	160,123	156,581	3,542	2.26%	Increased bank fees; travel for outreach; program cost offset in revenue
Total Expenditures	\$ 3,521,642	\$ 3,444,638	\$ 77,004	2.24%	

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REVENUES

Provincial Grant	64,401	69,601	-5,200	-7.47%	Not expecting connectivity funding in 2018
Municipal Grant	3,182,452	3,107,452	75,000	2.41%	
Operating Reserve	0	0	0	0.00%	
Financing from Development Charges	125,000	125,000	0	0.00%	
Other (Fines, Room Rentals, etc)	149,789	142,585	7,204	5.05%	Increase for room rental & program fees
Total Revenues	\$ 3,521,642	\$ 3,444,638	\$ 77,004	2.24%	

NEWMARKET PUBLIC LIBRARY BOARD - ACTION TRACKING LIST

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
9-11a	Ongoing	Policy reviews	<ul style="list-style-type: none"> CEO to bring drafts to Board according to agreed schedule Board to form committee to review Governance Policy and Constitution 	
12-11	May 20 2015	Draft fundraising and development strategy	<ul style="list-style-type: none"> CEO to draft report for initial consideration Board to consider needed resources CEO to report back on implementation of fundraising initiatives CEO to follow up with Town of Newmarket regarding naming rights sponsorship program 	Completed September 16, 2015
1-12		Consider forming Friends of the Library group	<ul style="list-style-type: none"> Board to consider as related to item 12-11 	Completed September 16, 2015 Deferred to next Library Board term (motion 13.03-214)
2-13	March, 2018	CEO Annual Performance Review	<ul style="list-style-type: none"> Library Board Chair and Vice Chair to prepare and report to Board 	CEO annual Review completed March 15, 2017 Next review date: March, 2018
1-15	April, 2017	Annual Report to the Community	<ul style="list-style-type: none"> CEO to prepare and present to board before release 	Completed May 20, 2016 Next report due in April, 2017
2-15	March, 2016	Library facility and service delivery options	<ul style="list-style-type: none"> CEO to report on related Town community facility plans Board to consider referral to Library-Town Joint Task Force Board to consider capital reserve expenditure on consultant study Motion 16.09.144 "And that the Library Board apportion up to \$50,000 of the Alternative Service Delivery capital project to a facility needs study, if and when Council indicates its willingness to support it" 	<ul style="list-style-type: none"> Report drafted for September 16, 2015 meeting (Deferred to March, 2016) Joint Workshop held June 15, 2016 Report to Board September 7, 2016 Report to Town of Newmarket Committee of the Whole May 8, 2017 Deferred by Town of Newmarket Council to fall of 2017 after completion of the Joint Efficiency Review.

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
3-15		Business measurements (including Impacts and Storytelling)	<ul style="list-style-type: none"> Board to review Library Statistical Data report provided monthly in agenda package CEO to revise report as requested CEO to update Board on status of related provincial initiatives as well as Impact Study 	
4-15		Built Accessibility report	<ul style="list-style-type: none"> CEO to draft report 	
5-15	June 17, 2015	Budget projections	<ul style="list-style-type: none"> CEO to draft 5-year projections for operating budget needs 	Completed June 17, 2015 Reported to Library Board June 17, 2015
6-15		2016 budget	<ul style="list-style-type: none"> Board to provide CEO with guidelines and suggestions CEO to draft budget Board to approve for submission to Council 	Completed September 16, 2015 Board approved 2016 Draft Operating and Capital Budget requests
7-15		Collective Agreements	<ul style="list-style-type: none"> Board to provide CEO with negotiation mandate guidelines CEO to engage Town of Newmarket Director of HR as lead negotiator Board to approve agreements 	Completed, Agreements Ratified March 21, 2016 Collective agreements expired March 31, 2015. Negotiations to begin February 11, 2016
8-15		Strategic planning	<ul style="list-style-type: none"> Board to decide on strategic planning process when current plan ends in 2016 	Reported to Library Board on options for renewing Strategic Plan December 16, 2016 Board meeting. Reviewed Strategic Plan at January 18, 2017 Board meeting. Build on current plan and create action list. Board to meet with Senior Town of Newmarket staff re: Town's strategic goals.
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	Completed September 7, 2016 Election to be held June 22, 2016. Deferred to September 7, 2016.
10-15	November 18, 2017	SOLS Trustee Representative	Attend SOLS Trustee Council Meetings	Next Trustee meeting: November 18, 2017, Richmond Hill Public Library

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
11-15	March 16, 2016	ARF Analysis Review	Town of Newmarket Director of Finance	Completed June 22, 2016 Report to Library Board June 22, 2016
12-16	June, 2016	2017 Budget Considerations	Sunday Openings at Christmas	Completed June 22, 2016 2017 Operating Budget submission deadline
13-16	June, 2016	2018 Budget Consideration	Donation Revenue Allocations	Completed December 14, 2016 2018 Operating Budget submission deadline
14-16	November, 2016	Strategic Technology Ad Hoc Committee	Develop Terms of Reference of Committee	Completed: Terms of Reference approved January 15, 2017 Draft Terms of Reference presented at November 16th Board meeting.
15-16	April, 2017	Ontario Public Library Week	Plan an event to promote Ontario Public Library Week	
16-16	March, 2017	Peer Comparator Study	Analyze report on Newmarket Public Library's peer comparisons	Completed April 19, 2017
17-17	October, 2017	Leadership by Design	Knowledge Gap Analysis Discussions at upcoming Library Board meetings	Discussion Schedule: <ol style="list-style-type: none"> 1. Board Organization and Planning – June 21, 2017 2. Board Performance and Community Development – September 20, 2017 3. Library Management, Stewardship and Accountability – October 18, 2017



MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle, CEO

Date: September 20, 2017

Re: DVD and video game loans

Library staff have conducted a review of borrowing parameters as they relate to two maturing media categories, DVDs and video game discs. When these media were first introduced, short supply and high demand led libraries to set higher fines and relatively restrictive loan periods and borrowing limits. Currently, demand for both is softening in the marketplace due to online media competitors, but libraries are still seeing strong borrowing levels for both. Nonetheless, many libraries are relaxing their rules, reflecting healthy collection sizes and a need to better meet customer needs.

The \$1 per day fine rate (as compared to \$.20/\$.10/\$.05 for adult/youth/child print material) was reviewed but it is recommended that it be left unchanged at this time as it would affect revenues as well as the incentive to return items on time. It is recommended that the loan period be lengthened to match that of print material. Customers have frequently commented that the loan period is too short, especially for instructional or multi-episode DVD packages. As well, it is recommended that borrowing limits be raised, reflecting the size of the collections. Finally, it is recommended that the allowable number of renewals on video games be raised to 2 to match most other materials.

The following is a summary of the proposed changes:

Media type	Current	Proposed
DVD	\$1 per day fines	No change
	Limit 6 items per card	Limit 10 items per card
	1 week loan	3 week loan
	2 renewals	No change
Video Game	\$1 per day fines	No change
	Limit 1 item per card	Limit 3 items per card
	1 week loan	3 week loan
	No renewals	2 renewals

The following motion is recommended:

THAT the Library Board approve the proposed DVD and video game loan parameters.