Adoptions of Agenda

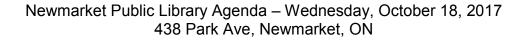1.   Adoption of the Regular Agenda

2.   Adoption of the Closed Session Agenda

3.   Adoption of the Consent Agenda Items

Declarations

Consent Agenda Items

4.   Adoption of the Regular Board Meeting Minutes for September 20, 2017   p. 1

5.   Strategic Operations Report for September, 2017   p. 6

6.   Library Statistical Data for September, 2017   p. 8

7.   Monthly Bank Transfer   p. 12

Closed Session

8.   No Closed Session items at time of agenda distribution

Policies

9.   Program Policy   p. 13

Reports

10.   Third Quarter Financial Statement   p. 17

11.   2016-2017 Annual Report to the Community

Business Arising

12.   Knowledge Gap Analysis Discussions

      a)   Board Performance and Community Development

New Business

Date(s) of Future Meetings

14.   The next Newmarket Public Library Board Regular Board Meeting will be Wednesday, November 15, 2017, at 5:30 pm in the Library Board room

Adjournment

Newmarket Public Library Board
Regular Board Meeting
Wednesday, September 20, 2017
Newmarket Public Library Board Room

Present: Joan Stonehocker, Chair
                               Tara Brown, Vice Chair
                               Darcy McNeill
                               Jane Twinney
                               Tom Vegh

Regrets: Kelly Broome
                               Venkatesh Rajaraman

Staff Present: Todd Kyle, CEO
                               Linda Peppiatt, Deputy CEO
                               Lianne Bond, Administrative Coordinator

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

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

The Chair asked if there were any additions to the agenda.   One item was added to New Business.

Motion 17.09.216
Moved by Tom Vegh
Seconded by Tara Brown

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

Carried

Declarations
None were declared.

Consent Agenda Items:
4. Adoption of the Regular Board Meeting Minutes for Wednesday, June 21, 2017
5. Strategic Operations Report for June to August, 2017
6. Library Statistical Data for August, 2017
7. Monthly Bank Transfer

Motion 17.09.217
Moved by Darcy McNeill
Seconded by Jane Twinney

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

Carried

Closed Session

 8.   Motion to move into Closed Session
No Closed Session items at the time of agenda distribution.

Policies

 9.   Health and Safety Policy
This policy is to be reviewed annually and no changes were recommended.

 10. **Workplace Violence Policy and Workplace Harassment Policy**
These policies are to be reviewed annually and no changes are recommended for either policy.

Motion 17.09.218
Moved by Darcy McNeill
Seconded by Tara Brown

That the Library Board approve the Health and Safety Policy, Workplace Violence Policy and Workplace Harassment Policy without change.

Carried

 11. **Room Rental Policy and Rate Schedule**
The CEO reviewed the recommended changes to the Room Rental Policy with the Library Board. It was also recommended that room rental and advertising rates be raised annually by the inflation rate.

Motion 17.09.219
Moved by Tara Brown
Seconded by Darcy McNeill

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.

Carried

Reports

12. Second Quarter Financial Statement

The Library is on target for the second quarter of 2017 in both expenditures and revenue.

Motion 17.09.220
Moved by Jane Twinney
Seconded by Tara Brown

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

Carried

 13. Impact Survey

The Library has completed another 3 week survey and results of the survey were presented to the Library Board. A lot of good comments were submitted on how helpful Library staff are and the Board thanked Library staff for their good work.

Motion 17.09.221
Moved by Jane Twinney
Seconded by Tom Vegh

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

Carried

Business Arising

14. 2018 Operating and Capital Budget

Highlights of changes to base Operating Budget 2018 and 2017 were reviewed by the Library Board.

Motion 17.09.222
Moved by Darcy McNeill
Seconded by Tara Brown

That the Library Board approve the 2018 Operating Budget request as presented.

Carried

A Summary of 2018 Budget and Growth and Enhancement Initiatives proposed was reviewed by the Library Board.

Motion 17.09.223
Moved by Darcy McNeill
Seconded by Tara Brown

That the Library Board approve the 2018 Growth and Enhancement requests for Minimum Wage Requirement, Monday Service and Technology Programming and Outreach as presented.

Carried

The 2017 Capital Project Requests were presented to the Library Board.

Motion 17.09.224
Moved by Tara Brown
Seconded by Darcy McNeill

That the Library Board approve the 2017 Capital Project Requests as presented.

Carried.

15. Leadership by Design e-Learning
    a) Board Performance and Community Development
       Deferred to next Library Board meeting.

16. Library Board Action List
The Library Board reviewed the Action list.

Motion 17.09.228
Moved by Tom Vegh
Seconded by Jane Twinney

That the Library Board receive the Library Board Action List.

Carried

New Business
17. DVD and Video Game Loans
A review of the current borrowing parameters for DVD and Video Games was conducted and proposed changes to these parameters was presented to the Library Board.

Motion 17.09.229
Moved by Darcy McNeill
Seconded by Jane Twinney

That the Library Board approve the proposed DVD and Video Game loan parameters.

Carried

18. Elevator Repair
The Library Board were advised of a needed repair on the elevator that will put the elevator out of service for approximately four days. The Board was asked to approve the expenditure of the repair as quoted ($17,000 approximately) which will be funded through the Minor Capital Reserve (formerly the TCA non Capital Reserve).

Motion 17.09.230
Moved by Darcy McNeill
Seconded by Tara Brown

That the Library Board approve the expenditure to repair of the elevator as quoted from the Minor Capital Reserve.

Carried

Date(s) of Future Meetings
19. The next regular Library Board meeting is scheduled for Wednesday, October 18, 2017 at 5:30 in the Library Board room.

Adjournment

Motion 17.09. 231
Moved by Tara Brown
Seconded by Jane Twinney

That there being no further business meeting adjourned at 6:50 pm.

Carried

_____   _____
Joan Stonehocker   Todd Kyle, CEO
Chair   Secretary/Treasurer

Newmarket Public Library — Inspiring Growth

Strategic Operations Report: September, 2017

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
Collaborative Relationships	• First IdeaMarket community-led forum will be Oct 24, led by Cycle Newmarket • *The World Remembers* interactive WWI installation in place until Nov 11	• Southlake Cinemania TIFF film circuit begins Oct 30; tickets on sale through snapd.com • Collaborating with Girls Inc. for their clients to visit Maker Hub this fall	• Library operations efficiencies study recommendations drafted; report to Board in Nov. •
Spaces	•	• New Mystery Solving Duos online book club launched on Goodreads • Patron donated wireless microphone for Maker Hub •	• Covered bike parking being installed on library patio as part of East-West Bikeway project
Positioning	• Pop-up libraries delivered at Welcome Centre, Farmer's Market, and Seniors' Centre active living fair	• Digital Shift by Appointment program promoting 4 slots per week bookable on website. 7 sessions booked in first month, including one with laid off retail worker seeking new employment	• Online ad campaign to promote Online Library set up with Metroland Media to run Sept 2017 to Aug 2018 on yorkregion.com as well as other mobile websites • Reach of NPL Facebook posts have increased considerably
Resources	• Recent local history/genealogy query saw a retired court reporter from the 1950s looking for information about former colleagues; thank you sent to CEO • Patron donated 1985 Rogers Cable video for library to upload to our digitization project site • Staff working on repairing missing images in online Era archive	• Use of children's internet and Learning Activity computers up by 14% over last September • Children's reference queries up by 23% over last September • $8,590 grant from provincial Improving Library Digital Services fund to be used to purchase more laptops for loan	• Vendor discussions begun for replacement of RFID system including self-checkouts and security gates • Hoopla now averaging 90 unique users/240 downloads per month

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
Organization & Operations	• Library hosted a training session for the partners in York Info	• First "book club kit" of several copies of same book created, as part of project to have a small number of kits to share with NPL and local book clubs as well as other libraries	• Senior staff recertified in First Aid, CPR, and AED (defibrillator) • Move to new computer servers underway • Automated phone notification system had outage due to phone line problem; repaired

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	24,335			
Residents	22,617	22,819	22,943	21,735	21,926	21,805	21,955	21,613	21,930			
Non-Residents	2,205	2,197	2,221	2,209	2,262	2,269	2,340	2,329	2,405			

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	265				3,063
New non-resident	44	49	50	27	54	65	65	57	57				468
Renewed membership	719	364	809	637	514	761	1,037	810	707				6,358

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	14,159				124,430
PAC Account Logins	7,102	6,346	7,305	6,950	7,101	6,858	7,483	8,164	7,630				64,9 ∞
Room Rentals	50	63	69	93	74	61	55	69	71				605
Room Rental Hours	138	137	186	197	177	147	144	217	239				1,579

Programs   5 Year Trend - year to date Septemer 30

# of Programs Held	2013	2014	2015	2016	2017
Adult	113	173	194	186	229
Children's	935	917	800	873	940
Total Programs	1,048	1,090	994	1,059	1,169

Program Attendance	2013	2014	2015	2016	2017
Adult	1,480	1,887	1,890	1,290	1,740
Children's	10,244	9,859	9,960	9,276	9,753
Total Attendance	11,724	11,746	11,850	10,566	11,493

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	1,167	1,088				9,832
eBooks	3,393	2,983	3,393	3,157	3,438	3,417	3,861	3,793	3,509				30,944
eMagazines	405	411	356	322	257	340	303	313	344				3,051
eMusic	3,552	2,997	3,836	3,427	3,144	2,833	2,569	2,801	2,635				27,794
eVideo	28	90	148	114	106	150	150	128	117				1,031
Backpack Kit	2	4	2	2	15	13	14	7	10				69
Book	25,789	24,425	27,246	26,017	24,970	25,812	30,597	34,364	26,769				245,989
CD-ROM/DVD-ROM	2	7	8	5	3	6	3	12	10				56
DVD/Blu-ray	4,888	4,357	5,385	4,396	4,625	4,166	5,112	5,504	4,095				42,528
eBook Reader	1	1	-	-	1	1	-	374	307				685
GPS	-	-	-	-	1	-	-	6	-				7
ILL	181	166	195	210	174	185	218	167	161				1,657
Language Kit	32	41	39	32	33	40	46	38	38				339
Laptop	38	27	38	28	32	24	19	22	20				248
Multimedia Kit	54	70	82	60	96	95	97	100	82				736
Music CD	364	304	424	407	332	252	288	421	282				3,0 6
Pedometer	6	11	12	7	10	8	5	3	10				72
Periodical	971	933	853	904	899	936	902	1,042	873				8,313
Portable Audio Book	13	6	15	10	10	14	14	10	5				97
Talking Book	731	765	805	725	700	703	738	867	712				6,746
Video Game	411	343	409	330	332	317	429	528	349				3,448
Total Borrowing	41,933	38,913	44,318	41,209	40,276	40,441	46,543	51,667	41,416	-	-		386,716

Database Usage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Adult Subscriptions	5,618	3,053	4,841	5,162	3,748	3,754	4,773	4,067	2,608				37,624
Children's Subscriptions	949	745	1,283	1,135	460	296	258	269	325				5,720
York Info (Community)	151,472	######	117,797	129,311	114,511	123,691	145,481	125,860	118,886				1,149,660
York Info (Volunteer)	36,209	24,352	19,362	19,837	22,799	19,044	20,333	25,841	24,042				211,819
Total Database Usage	194,248	######	143,283	155,445	141,518	146,785	170,845	156,037	145,861				1,404,823

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	76,1??
Room Rentals	54	65	56	58	70	73	52	48	57	70	76	43	
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	4,8⟷
Pedometer	16	8	10	14	13	10	12	10	10	9	11	5	⟂20
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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
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: October 18, 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 September 30, 2017 of $ 14,914.11 from the Newmarket Public Library bank account to the Town of Newmarket bank account.

MEMORANDUM

To: **Newmarket Public Library Board**

From: Todd Kyle

Date: October 18, 2017

RE: **Revised Program Policy**

Library staff have revised and re-written our Program Policy to reflect a couple of recent changes in practice. Substantive changes include:

- In the case of a program with an admission fee, the previous policy indicated that patrons had 3 days after registration to pay. This was applicable when payment was in person only, but since then we have introduced credit payment over the phone, and most recently, online payment. The policy has been revised to indicate that payment must be made at the time of registration.

- The language around programs presented in partnership has been revised to allow more flexibility in terms of the relative contribution of each partner in terms of the planning work, reflecting recent Board motions allowing greater community participation (for example, the more open IdeaMarket model).

- The previous policy indicated that programs must attempt to provide a balanced and wide spectrum of views. In light of the IdeaMarket model where a community organization may present a particular view, the language has been widened to ensure that both the Library and the partner foster the sharing of a wide variety of viewpoints (as in through a participant discussion) and that they provide a safe and welcoming environment for such expression.

The following motion is recommended:

THAT the Library Board approve the revised Program Policy.

Program Policy

Purpose and definitions

The purpose of programming at the library is to:
- Stimulate imagination and inquiry by providing information, inviting public discussion, encouraging curiosity and creativity and/or promoting literacy and reading;
- Promote the Library's services and resources;
- Engage the Library in collaborative efforts; and
- Foster innovation.

Programs are defined as any group activity offered to the public or to a defined group that the Library plans, facilitates, promotes, and delivers on its own or in partnership with another organization, group or individual.

Selection of Programs and Partners

The Library reserves the right to determine which programs it will offer. This will be done according to the following criteria:

1. Suitability to the purpose as outlined above;
2. The perceived demand or needs of the community;
3. The current priorities and strategic direction of the Library;
4. The availability of suitable space, staff and other resources.

The Library reserves the right to determine which organizations, groups, and individuals it may partner with, and to negotiate the relative contribution of the Library and the partner. For this purpose, these additional criteria will apply:

5. The authority, qualifications, and relevant experience of the partner;
6. The ability of the partner to enable the expression of a wide spectrum of viewpoints while facilitating a safe and welcoming environment for all participants
7. A primary purpose that is beyond promotion of any business interest;
8. A preference for community-based partners located within York Region;
9. A preference for partners with skills or knowledge outside the scope of that of Library staff;
10. To facilitate equity, the Library reserves the right to limit the participation of any individual partner.

Expressions of Interest

An individual or organization interested in partnering with the Library may at any time submit an Expression of Interest. The Library will consider the Expression based on the criteria above, and keep it on file for a period of one year for further consideration in the event that a program of

the nature proposed is considered by the Library within that period. An unsuccessful Expression of Interest shall have no appeal to the Library Board unless there is evidence that this Policy was breached.

Financial matters

Admission fees

As budget allows, the Library will offer programs free of admission fees, but may charge fees in the following cases:
- Where the Library pays a fee, honorarium, or expense reimbursement to a partner;
- Where the Library incurs incidental expenses, such as for materials;
- Where a program is defined as not part of a "core" of basic programs

The admission fee charged will be set a level that will likely cover costs and result in modest net revenue for the Library.

Refunds

Admission fees are non-refundable, including where the program does not meet the expectations of the user, except under the following circumstances:
- If the library user cancels registration before the program begins, all fees less an administrative fee will be refunded.
- If the library user cancels registration in a series program when a portion of sessions remain, the refund will be pro-rated based upon the number of sessions attended minus an administrative fee.
- If the Library cancels the program, all fees will be refunded in full.

Partner fees and expenses

Any fee, honorarium, or expense reimbursement paid to the partner will be negotiated on an individual basis. The Library may cancel the program if demand does not warrant the expense, but may pay a cancellation fee if negotiated with the partner.

No fee will be charged to the partner for rental of space or equipment. For room rentals where the Library is not a partner, see the Room Rental Policy.

Attendance and Registration

Programs must be open and accessible to all members of the public, with the following restrictions:
- A program may be arranged exclusively for a group, such as a school class.
- The number of attendees may be restricted.
- Attendance may be limited to the intended audience age groups.
- Registration may be required; if so, it will be on a first-come, first-served basis and any admission fee must be paid at the time of registration;

- The Library reserves the right to exclude from a program any individual whose conduct is contrary to the Code of Conduct.

Liability

The Library does not assume responsibility for damages, personal injury, illness or theft arising from participation in any program, or in any facility or at any location where a program is held.

The Library assumes no endorsement for the views expressed by any partner or attendee in a program, but endeavours to foster free expression in a safe and welcoming environment.

The Library does not assume responsibility for the supervision of children attending programs. Parents and caregivers are required to attend programs for children less than 3 years of age. For most programs for children 3 to 10, parents do not attend the program but must remain near the program location. The Library does not assume responsibility for children while on Library property. It is the responsibility of parents and caregivers are to inform program facilitators if the child has any pertinent medical, physical or allergy problems.

The Library will respond to any and all feedback and complaints regarding programs.

MEMORANDUM

To:	**Newmarket Public Library Board**
From:	Todd Kyle, CEO
Date:	October 18, 2017
Re:	**Third Quarter Financial Statement**

The Library is on target for the third 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 Third Quarter Financial Statement as presented

NEWMARKET PUBLIC LIBRARY

3rd QTR Income Statement Comparison of 2017 Actual to 2017 Budget and 2017 Actual

12/10/2017

EXPENSES	2017 3rd QTR	2017 ANNUAL BUD	2016 3rd QTR	Q3 2017 Vs Q3 2016	% of Budget	Comments
MATERIALS						
Books	$97,171	$161,364	$103,582	$6,411	60%	
Reference Materials	9,966	12,500	7,959	(2,008)	80%	
Magazines & Newspapers	11,910	13,200	11,392	(518)	90%	
Electronic Materials and Subscriptions	116,875	121,065	87,522	(29,354)	97%	
Talking Books	5,794	9,900	6,096	302	59%	
Compact Sound Discs	37	500	0	(37)	7%	
DVD/Console Games	10,365	18,500	10,927	562	56%	
Book Binding and Materials Processing	23,539	27,325	25,753	2,214	86%	
Sub-Total	**$275,657**	**$364,354**	**$253,231**	**($22,426)**	**76%**	Timing of purchases
FACILITIES AND EQUIPMENT						
Caretakers' Contract	$29,696	$39,680	$24,643	($5,053)	75%	Higher costing cleaning contract and snow removal costs in 2017
Caretakers' Supplies	2,257	4,393	2,351	94	51%	
Equipment-Repairs/Maintenance Contracts	47,998	89,499	42,935	(5,063)	54%	Timing of S/W maintenance contracts
Building-Repairs/Maintenance Contracts	17,044	24,400	35,637	18,593	70%	Timing of building repairs and maintenance
Sub-Total	**$96,994**	**$157,972**	**$105,565**	**$8,571**	**61%**	
CAPITAL						
Minor Capital	$1,214	$4,156	$11,056	$9,842	29%	Capacity Fund grant purchase in 2016, offset below in revenue
Asset Replacement Fund	167,663	223,550	167,663	-	75%	
Sub-Total	**$168,877**	**$227,706**	**$178,719**	**$9,842**	**74%**	
UTILITIES						
Hydro	$66,553	$79,964	$65,177	($1,376)	83%	Higher accrual in 2017
Heat	6,872	10,000	6,824	(48)	69%	
Water	3,212	3,633	2,826	(386)	88%	
Sub-Total	**$76,637**	**$93,597**	**$74,827**	**($1,810)**	**82%**	
ADMINISTRATION - Salaries, Wages & Benefits						
Salaries and Wages	$1,396,274	$1,985,868	$1,323,044	($73,230)	70%	EA & step increases; gapping in 2016
Employee Benefits *	255,782	416,446	274,427	18,645	61%	ASO - timing of usage
Sub-Total	**$1,652,056**	**$2,402,314**	**$1,597,470**	**($54,585)**	**69%**	
ADMINISTRATION - General						
Stationery and Office Supplies	$649	$2,800	$2,115	$1,467	23%	Acct. not charged for printing in 2017, offset below in Photocopier Supplies
Photocopier/Microfilm Lease & Supplies	3,308	3,000	404	(2,904)	110%	Timing of new printer invoicing in 2016 and printing no longer charged out, offset in Revenue
Health and Safety	541	2,400	967	426	23%	
Program and Project Costs	19,411	34,906	16,536	(2,887)	56%	More contractor-led programs offered in 2017, offset below in revenue
Coffee Supplies	694	900	552	(142)	77%	
Circulation and Processing Supplies	13,445	14,800	11,169	(2,275)	91%	Timing of purchases
Miscellaneous Expense	874	4,655	2,132	1,258	19%	Timing of purchases
Telephone and Internet	6,928	9,150	6,923	(5)	76%	
Audit Legal and Finance	0	4,000	0	-	0%	

18

NEWMARKET PUBLIC LIBRARY

3rd QTR Income Statement Comparison of 2017 Actual to 2017 Budget and 2017 Actual

12/10/2017

EXPENSES	2017 3rd QTR	2017 ANNUAL BUD	2016 3rd QTR	Q3 2017 Vs Q3 2016	% of Budget	Comments
ADMINISTRATION - General Continued						
Consulting Fees	13,879	$14,400	$10,325	($3,554)	96%	More consulting in 2017
Postage and Freight	3,380	6,525	3,290	(91)	52%	
Advertising	12,257	17,700	11,549	(708)	69%	
Education and Training	11,018	11,400	2,227	(8,791)	97%	Timing of training
Copyright fees	509	500	509	-	102%	
Other Fees	397	500	496	99	79%	
Travel Expense	2,280	6,100	3,127	847	37%	
Memberships and Subscriptions	4,281	10,845	4,154	(127)	39%	
Conference/Seminar Fees & Expenses	10,829	12,000	9,063	(1,766)	90%	Timing of attendance at conferences
Transfer to LTD. Reserve	28,012	42,114	27,305	(708)	67%	
Sub-Total	**$132,692**	**$198,695**	**$112,844**	**($19,859)**	**67%**	
TOTAL EXPENSES	**$2,402,913**	**$3,444,638**	**$2,322,657**	**($80,268)**	**70%**	

3rd QTR Income Statement Comparison of 2017 Actual to 2017 Budget and 2017 Actual

REVENUES	2017 3rd QTR	2017 ANNUAL BUD	2016 3rd QTR	Q3 2017 Vs Q3 2016	% of Budget	Comments
Municipal Grant	$2,330,589	$3,107,452	$2,269,089	$61,500	75%	Higher grant in 2017
Provincial Grant	0	69,601	8,434	(8,434)	0%	Capacity Fund grant in 2016
Program Fees	24,360	40,884	20,497	3,863	60%	More fee based programs offered and higher attendance in 2017
Photocopier/Microfilm Receipts	7,643	6,500	5,547	2,096	118%	New pymt system provides better tracking and customer convenience
Room Rentals	25,690	31,442	24,184	1,507	82%	Higher demand for room rentals
Coffee Supplies Recovered	792	900	894	(102)	88%	
Fines	23,939	40,459	23,480	459	59%	
Financing from D.C.	93,750	125,000	93,750	(0)	75%	
Sundry Receipts	24,483	18,900	8,525	15,958	130%	Reimbursement from 211 Project
Non-Resident Fees	570	300	330	240	190%	
Donations Received	4,188	3,000	1,089	3,099	140%	Timing of donations
Gain/Loss on Disposal	4,033	0	327	3,707		More assets sold off in 2017
YRT Tickets/Passes	(5,247)	0	1,607	(6,854)		Timing of invoices and credits (tickets being phased out)
YRT Commission	155	200	268	(113)	78%	
TOTAL REVENUES	**$2,534,946**	**$3,444,638**	**$2,458,021**	**$76,925**	**74%**	
SURPLUS/(DEFICIT) CURRENT	**$132,033**	**$0**	**$135,364**	**($3,343)**		

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
9-11a	Ongoing	Policy reviews	• 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~~	• ~~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~~	• ~~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	• 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	• 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	• 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"	• 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. • Library operations efficiencies study report to Board November 15, 2017

20

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
3-15		Business measurements (including Impacts and Storytelling)	• 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	• CEO to draft report	
5-15	June 17, 2015	Budget projections	• 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	• 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	• 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	• 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	Coffee and Donuts with CEO Wednesday, October 18, 2017
~~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:** 1. Board Organization and Planning – June 21, 2017 – **completed** 2. Board Performance and Community Development – October 18, 2017 3. Library Management, Stewardship and Accountability – October18, 2017

22