



Agenda

Newmarket Public Library Board

Regular Meeting of the Newmarket Public Library Board

Wednesday, January 17, 2018

5:30 pm, Newmarket Public Library Board room

Meeting to be called to order at 5:30 P.M.

Adoption 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 Monday, December 11, 2017
5. Strategic Operations Report for December, 2017
6. Library Statistical Data for December, 2017
7. Monthly Bank Transfer

Motion to Convene into a Closed Session

There were no Closed Session items at the time of the agenda distribution.

Reports

8. Impact Survey

Business Arising

9. Bill 148 Budget Implications
10. Knowledge Gap Analysis Discussions
 - a) Library Management, Stewardship and Accountability
11. Library Board Action List

New Business

12. Carpet Replacement

Date of Future Meeting(s)

The next Newmarket Public Library Board Regular Board Meeting will be Wednesday, February 21, 2018, at 5:30 pm in the Library Board room

Adjournment



**Newmarket Public Library Board
Regular Board Meeting
Monday, December 11, 2017
Newmarket Public Library Board Room**

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

Staff Present: Todd Kyle, C.E.O.
Linda Peppiatt, Deputy C.E.O.
Lianne Bond, Administrative Coordinator

The Library Board Chair called the meeting to order at 5:40 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. Two items were added under New Business.

Motion 17.12.247

Moved by Kelly Broome

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, November 15, 2017

5. Adoption of the Closed Session Meeting Minutes for Wednesday, November 15, 2017
6. Strategic Operations Report for November, 2017
7. Monthly Bank Transfer

Motion 17.12.248

Moved by Jane Twinney

Seconded by Venkatesh Rajaraman

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

Carried

Closed Session

There were no Closed Session items.

Reports

There were no reports.

Business Arising

8. Library Board Action List

The Library Board reviewed the Action list.

Motion 17.12.249

Moved by Jane Twinney

Seconded by Tom Vegh

That the Library Board receive the Library Board Action List.

Carried

New Business

9. Ontario Library Association 2018 Super Conference

Library Board members are invited to attend the Ontario Library Association 2018 Super Conference that is being held from January 31 to February 3, 2018 at the Metro Toronto Convention Centre. Board members were asked to advise the Administrative Coordinator if they are interested in attending by Wednesday, December 20, 2017.

10. Town of Newmarket request regarding Resident enquiries

The Board discussed the recent request from the Legislative Services Department of the Town of Newmarket that requests for information from a particular resident group to Town of Newmarket entities, including the Library, be forwarded to Legislative Services in order to

provide a single point of contact. The Board was asked whether they would support the Library following this protocol in this particular case.

Motion 17.12.250

Moved by Darcy McNeill

Seconded by Venkatesh Rajaraman

That the Library co-operate with the Town of Newmarket in providing a single point of contact for resident requests for information as requested.

Carried

11. Library Advocacy Jackets for Library Staff

Fleece jackets that advocate Library workers from CUPE 905 Union have been given to Library union members and the Library Board was asked if they would permit staff to wear these jackets when working at the Library. The Library had no objection to this request.

Date(s) of Future Meetings

12. The next Library Board Regular meeting is Wednesday, January 17, 2018 at 5:30 pm in the Library Board room.

Adjournment

Motion 17.12.251

Moved by Darcy McNeill

Seconded by Jane Twinney

That there being no further business meeting adjourned at 6:00 pm.

Carried

Joan Stonehocker
Chair

Todd Kyle, CEO
Secretary/Treasurer



Strategic Operations Report: December, 2017

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
Collaborative Relationships	<ul style="list-style-type: none"> Library planning a “storm chaser” program for spring 2018 with Aurora Public Library “Heads up for healthier brains” program with Alzheimer’s Society had 25 attendees 	<ul style="list-style-type: none"> 5 remaining titles confirmed for 2017-2018 Southlake Cinemania season Presentation on NPL’s employment resources held at Job Skills “Hour of Code” program held with Treefrog Inc. web developer NewMakelt holding “repair café” program at the Library on Jan 27 	<ul style="list-style-type: none"> Two additional Nature Backpacks to be purchased in partnership with Regional Health department.
Spaces	<ul style="list-style-type: none"> Pop-up library held at Magna Centre 	<ul style="list-style-type: none"> 17-year-old patron 3D-printed a custom battery pack holder designed in AutoDesk in Maker Hub Family created custom Christmas ornaments on vinyl cutter Online Maker Hub user agreement created; looking to integrate into customer database 	<ul style="list-style-type: none"> Interactive rug installed in picture book area Additional tablet-arm chair installed in Children’s Department; new shelf signage being created
Positioning	<ul style="list-style-type: none"> C.E.O. met with St Andrews Church community ambassador to explore collaboration 	<ul style="list-style-type: none"> Digital Services Librarian published article on makerspaces in Open Shelf magazine. New online ads launched promoting Maker Hub and vinyl cutter program 	<ul style="list-style-type: none"> C.E.O. made “Newmarket Minute” presentation at town staff Town Hall Hoopla app now available on AppleTV; library promoting this

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
Resources	<ul style="list-style-type: none"> • Teen Advisory Group volunteers wrote 95 replies as part of Letter to Santa program • 3 old microfilm readers replaced with new digital microfilm scanner; Library now has total of 2, used mainly for local history research and digitization 	<ul style="list-style-type: none"> • Library launching STEM Village: an online, achievement- based STEAM learning tool matched to Grade 5-8 Ontario curriculum • “Create your own holiday video” program had 8 paid attendees, including people from publishing, theatre, and education; 2 attendees returned to use video equipment in Maker Hub 	<ul style="list-style-type: none"> • Hoopla per-month download limit increasing from 4 to 5 in January. December statistics: 473 total circulations borrowed by 192 unique patrons; 57% ebooks/e-audio. • Public computer workstations auto-shutdown time adjusted from 10 minutes to 5 minutes before closing
Organization & Operations			<ul style="list-style-type: none"> • Staff surveyed for progress on reflecting values of 2016 Team Charter; scores increased by 5%

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	24,046	24,018	23,742
Residents	22,617	22,819	22,943	21,735	21,926	21,805	21,955	21,613	21,930	21,620	21,556	21,286
Non-Residents	2,205	2,197	2,221	2,209	2,262	2,269	2,340	2,329	2,405	2,426	2,462	2,456

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	367	253	150	3,833
New non-resident	44	49	50	27	54	65	65	57	57	55	51	27	601
Renewed membership	719	364	809	637	514	761	1,037	810	707	686	608	452	8,104

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	14,373	13,567	11,412	163,782
PAC Account Logins	7,102	6,346	7,305	6,950	7,101	6,858	7,483	8,164	7,630	7,384	6,891	6,571	85,785
Room Rentals	50	63	69	93	74	61	55	69	71	78	86	34	803
Room Rental Hours	138	137	186	197	177	147	144	217	239	198	476	420	2,673

Programs

5 Year Trend - year to date December 31

# of Programs Held	2013	2014	2015	2016	2017
Adult	157	247	256	254	310
Children's	1,293	1,345	1,320	1,308	1,282
Total Programs	1,450	1,592	1,576	1,562	1,592

Program Attendance	2013	2014	2015	2016	2017
Adult	2,149	2,229	2,660	1,961	2,627
Children's	13,796	13,794	13,566	12,276	12,516
Total Attendance	15,945	16,023	16,226	14,237	15,143

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	1,199	1,092	1,079	13,202
eBooks	3,393	2,983	3,393	3,157	3,438	3,417	3,861	3,793	3,509	3,745	3,528	3,509	41,726
eMagazines	405	411	356	322	257	340	303	313	344	282	320	254	3,907
eMusic	3,552	2,997	3,836	3,427	3,144	2,833	2,569	2,801	2,635	3,792	2,728	3,643	37,957
eVideo	28	90	148	114	106	150	150	128	117	114	96	131	1,372
Backpack Kit	2	4	2	2	15	13	14	7	10	12	8	7	96
Book	25,789	24,425	27,246	26,017	24,970	25,812	30,597	34,364	26,769	26,606	26,610	22,414	321,619
CD-ROM/DVD-ROM	2	7	8	5	3	6	3	12	10	4	5	4	69
DVD/Blu-ray	4,888	4,357	5,385	4,396	4,625	4,166	5,112	5,866	4,392	3,998	3,437	3,315	53,937
eBook Reader	1	1	-	-	1	1	-	-	-	-	-	-	4
GPS	-	-	-	-	1	-	-	6	-	-	-	-	7
ILL	181	166	195	210	174	185	218	167	161	186	211	165	2,219
Language Kit	32	41	39	32	33	40	46	38	38	35	34	40	448
Laptop	38	27	38	28	32	24	19	22	20	18	18	19	303
Multimedia Kit	54	70	82	60	96	95	97	100	82	107	54	48	945
Music CD	364	304	424	407	332	252	288	421	282	326	333	379	4,112
Pedometer	6	11	12	7	10	8	5	3	10	8	3	789	872
Periodical	971	933	853	904	899	936	902	1,042	873	837	858	7	10,015
Portable Audio Book	13	6	15	10	10	14	14	10	5	8	14	2	121
Talking Book	731	765	805	725	700	703	738	867	712	806	905	630	9,087
Video Game	411	343	409	330	332	317	429	528	349	335	278	247	4,308
Total Borrowing	41,933	38,913	44,318	41,209	40,276	40,441	46,543	51,655	41,406	42,418	40,532	36,682	506,326

Database Usage

Adult Subscriptions	5,618	3,053	4,841	5,162	3,748	3,754	4,773	4,067	2,608	2,753	1,431	2,694	44,502
Children's Subscriptions	949	745	1,283	1,135	460	296	258	269	325	287	305	192	6,504
York Info (Community)	151,472	#####	117,797	129,311	114,511	123,691	145,481	125,860	118,886	137,324	113,680	131,075	1,531,739
York Info (Volunteer)	36,209	24,352	19,362	19,837	22,799	19,044	20,333	25,841	24,042	27,617	23,964	29,347	292,747
Total Database Usage	194,248	#####	143,283	155,445	141,518	146,785	170,845	156,037	145,861	167,981	139,380	163,308	1,875,492

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	4,824
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: January 17, 2018

Re: Newmarket Public Library Bank Account – Fund Transfer

Recommendation: The C.E.O. 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 C.E.O. to authorize the Town of Newmarket Treasurer to transfer the net closing balance at December 31, 2017 of \$ 15,812.26 from the Newmarket Public Library bank account to the Town of Newmarket bank account.



MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle, C.E.O.

Date: January 17, 2018

Re: Impact Survey

The Library has been conducting the Impact Survey, an online tool that surveys public library technology and Internet access, for 3-week periods as part of a joint subscription with the other N6 libraries. The plan had been to conduct it 4 times per year. However, when the subscription ended in November 2017 the group decided not to renew, leaving 3 as the total of surveys conducted in 2017. The last survey was conducted in September 2017 and its results are as follows.

Of the survey respondents who reported visiting the library in the past year, 63% used a public access computer or the library's wireless network during their visits. Of those:

- 17% said they had used public access technology for employment needs. 9% applied for a job by submitting a résumé or filling out an online job application. 6 were granted an interview, and 5 were hired for a new position.
- 14% used public technology for educational activities. Of those, 80% took an online class, did research, or did homework for a class.
- 16% used library technology to get information on health and wellness topics. 13% of users reported learning about diet or nutrition; of those, 13% made a change to their diet.
- 58% received help from library staff when using the computers or Internet at the library.
- 90% have alternate access to the Internet somewhere other than the Library. For those with no alternate access, 40% are low income.

The full report, as well as the write-in comments and responses, are available on request if the Board wishes.

I am open to suggestions from the Board on continuing this survey or other impact collection methods.

The following motion is recommended:

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



MEMORANDU

To: Newmarket Public Library Board

From: Todd Kyle, C.E.O.

Date: January 17, 2018

Re: Bill 148 Budget Implications

For the 2018 operating budget, the cost estimate for the minimum wage increase in the Fair Workplaces, Better Jobs Act 2017 (Bill 148) for the Library was \$12,850. Other provisions of the Act regarding statutory holiday pay calculation and paid emergency leave would have some additional impacts. These costs were not covered in the base budget request, instead being rolled up to Council's full decision process on the budget implications of the Act.

The approved 2018 budget for the Library provides for all of its base request but nothing additional. Council approved a phase-in of the full costs associated with the Act, using a combination of cost reductions and revenue increases to cover the first phase in 2018. However, none of these affect the Library. Therefore, the Library's additional cost will have to come from its own budget.

I am proposing that for 2018, the Library attempt to absorb the relatively insignificant cost by risking an over-expenditure in the associated budget lines (Regular Part-Time Wages and Direct Payroll Benefits). The risk is manageable, as typically the Library ends the year with a surplus that would easily cover this overage. In the event that the overage cannot be covered by cost savings elsewhere, the funds could be transferred from the Operating Reserve.

For the 2019 budget, these cost increases, as well as any anticipated further increases due to a further planned increase in the minimum wage, would become a budget cost driver.

The following motion is recommended:

THAT the Library Board approve the use of the Operating Reserve to cover expenditures in 2018 related to Bill 148 implementation up to \$15,000.



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"> C.E.O. 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"> C.E.O. to draft report for initial consideration Board to consider needed resources C.E.O. to report back on implementation of fundraising initiatives C.E.O. 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	C.E.O. Annual Performance Review	<ul style="list-style-type: none"> Library Board Chair and Vice Chair to prepare and report to Board 	C.E.O. 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"> C.E.O. to prepare and present to board before release 	Completed October, 2017 Next report due in April, 2018
2-15	March, 2016	Library facility and service delivery options	<ul style="list-style-type: none"> C.E.O. to report on related Town community facility plans Board to consider referral to Library- 	<ul style="list-style-type: none"> Report drafted for September 16, 2015 meeting (Deferred to March, 2016)

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
			<p>Town Joint Task Force</p> <ul style="list-style-type: none"> Board to consider capital reserve expenditure on consultant study Motion 16.09.144 <p>"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"</p>	<ul style="list-style-type: none"> 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 Joint Library Board/Town of Newmarket Council Workshop to be held to discuss efficiencies study – scheduled for Tuesday, January 30, 2018
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 C.E.O. to revise report as requested C.E.O. 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"> C.E.O. to draft report 	
5-15	June 17, 2015	Budget projections	<ul style="list-style-type: none"> C.E.O. to draft 5 year projections for operating budget needs 	<p>Completed June 17, 2015</p> <p>Reported to Library Board June 17, 2015</p>

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
6-15		2016 budget	<ul style="list-style-type: none"> Board to provide C.E.O. with guidelines and suggestions C.E.O. 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 C.E.O. with negotiation mandate guidelines C.E.O. 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: April 14, 2018, Oshawa Public Library
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

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
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	Completed Coffee and Donuts with C.E.O. 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 - completed 3. Library Management, Stewardship and Accountability – January 17, 2018



MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle, C.E.O.

Date: January 17, 2018

Re: Carpet Replacement

Background:

The Library's Asset Replacement Fund provides for the replacement of carpet in the facility. Other than carpet laid in 2009 in the renovated Administration offices and Story Room, the carpet dates from 1995 and had a ten-year warranty and minimum lifespan. It is severely worn in many areas and is taped together in places where originally there were electrical outlet boxes for public computer stations.

The carpet was originally put in the ARF with a 15-year lifespan and was requested in the 2009 capital budget. The projected cost was very high (\$240,000), as replacing carpet in a library requires either dismantling all bookshelves or bringing in heavy equipment to lift the shelves while carpet is replaced under them.

However, when it became clear that full carpet replacement was not a priority, in May 2012 the Board opted to reduce the project to a replacement of "main traffic areas" with a budget of \$75,000. A portion designated as "other areas" was returned to the ARF, at a budget also valued at \$75,000, with a 25-year lifespan (thus available in 2020). These funds have not been used since due to limited staff resources and to questions surrounding the Library's future in the current facility.

Discussion:

The hiring of the Strategic Projects Officer has afforded the Library the time to revisit these plans. The carpet has continued to look worn and detracts from the overall aesthetic of the building. In addition, the multi-purpose room carpet, despite recent deep cleaning, has a noticeable odor. Although there is still the possibility the Library may one day be re-located, the recommended strategy is to maximize its appeal in the current facility.

We have received a preliminary costing from one vendor. They recommend a carpet tile of modest quality that is stain-resistant and has a ten-year warranty. Using carpet tile would allow the installer to cut carpet around the base of bookshelves instead of moving them (a small amount of lifting would still be necessary for some older units that have exposed feet). They have further suggested covering the stairs with a rubberized, sound-reducing hard surface with anti-slip safety strip rather than carpet. It may be possible to do the work without closing the library by using off-hours and by cordoning off areas as needed; however a closure is also an option because of the potential for excessive dust.

They have indicated that while it is possible to replace only the open traffic areas of the carpet on each floor, the seams between the old and new areas would fray over time. When it came time to replace the older carpet, there would still continue to be seams, and it is not certain the original carpet would be available. It is also suggested that the overall esthetic effect of old and new carpet would be poor. According to their estimates, the total projected cost to replace the entire floor coverings, including the stairs, with the exception of the lobby/entrance, the previously replaced areas, and some staff areas not visible to the public, is roughly \$150,000.

We are therefore planning using the \$75,000 funding envelope in 2018 to replace one floor in its entirety, along with the stairs, the multi-purpose room, and other ancillary areas. To complete the rest of the replacement, which it is recommended to do at the rate of one floor per year, there are a number of options we are considering:

1. Carpet on one floor could be replaced with the roughly \$50,000 in the Library's Building Maintenance capital project not directed towards any particular purchase. These funds were part of the original funding for dehumidification, which was achieved at a much lower cost due to the purchase of dehumidifying HVAC units.
2. The remaining floor could be replaced in 2020 by requesting all or a portion of the \$75,000 "other areas" capital reserve.
3. One or both floors could be replaced using a given year's operating surplus, by putting the surplus into a dedicated reserve instead of returning it to the Town. The same process was used to create a reserve for the Strategic Projects Officer position. It is possible that the 2017 surplus will provide enough funds to cover both floors in their entirety.

The Board's feedback on the recommended strategy and the options is requested for consideration.

The following motion is recommended:

THAT the Library Board receive the report on library carpet replacement.