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## **Newmarket Public Library Board**

### **Regular Board Meeting Agenda**

Wednesday, April 18, 2018  
Newmarket Public Library Board Room

Meeting to be called to order at 5:30 pm

#### **Adoption of Agenda Items**

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 Wednesday, March 21, 2018
5. Strategic Operations Report for March, 2018
6. First Quarter Library Statistical Data
7. Monthly Bank Transfer
8. Funding for Libraries in Ontario Provincial Government 2018 Budget

#### **Policies**

9. Use of Corporate Resources and Election Campaign Activities Policy

#### **Reports**

10. First Quarter Financial Statement

#### **Business Arising**

11. Library Board Action List

#### **New Business**

#### **Closed Session**

## **Motions Arising from Closed Session**

## **Dates of Future Meetings**

The next Library Board Regular meeting is Wednesday, May 16, 2018 at 5:30 pm in the Library Board room

## **Adjournment**



**Newmarket Public Library Board  
Regular Board Meeting  
Wednesday, March 21, 2018  
Newmarket Public Library Board Room**

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

**Regrets:** Jane Twinney  
Tom Vegh

**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 5:35 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 under New Business.

**Motion 18.03.270**

**Moved by Darcy McNeill**

**Seconded by Kelly Broome**

**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, February 21, 2018

5. Adoption of the Closed Session Meeting Minutes for Wednesday, March 21, 2018
6. Strategic Operations Report for February, 2018
7. Monthly Bank Transfer

A correction was made to the Regular Board meeting minutes

**Motion 18.03.271**

**Moved by Darcy McNeill**

**Seconded by Tara Brown**

**That** Consent Agenda item 4) be received and approved as present and items 5) to 7) be received and approved as presented.

**Carried**

**Reports**

There were no reports.

**Business Arising**

**8. Knowledge Gap Analysis Discussions**

- a) Library Management, Stewardship and Accountability

The Library Board reviewed the Library Management, Stewardship and Accountability sections that were identified in the Board governance knowledge gap analysis.

**9. Library Board Action List**

The Library Board reviewed the Action list.

**Motion 18.03.272**

**Moved by Venkatesh Rajaraman**

**Seconded by Tara Brown**

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

**Carried**

**New Business**

**10. 2017 Surplus Transfer**

The CEO discussed with the Library Board the transfer of some of the Library's operating surplus for 2017 to Minor Capital Reserves and to the General Operating reserve for carpet/flooring replacement.

**Motion 18.03.273**

**Moved by Darcy McNeill**

**Seconded by Tara Brown**

**That the Library Board approve the transfer of \$95,000 of the Library's 2017 operating surplus into reserve funds for the purposes identified in the report once the 2017 surplus is confirmed by the Auditors;**

**AND THAT the Library Board approve the transfer of the remaining surplus balance to the Town's reserve funds.**

**Carried**

**11. Alternative Service Delivery**

The CEO discussed with the Library Board the opportunity to provide a mobile library installation. The Library Board indicated that they were interested in pursuing this opportunity.

**Date(s) of Future Meetings**

- 12.** The next Library Board Regular meeting is Wednesday, April 18, 2018 at 5:30 pm in the Library Board room.

**Adjournment**

**Motion 18.03.274**

**Moved by Kelly Broome**

**Seconded by Venkatesh Rajaraman**

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

**Carried**

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Joan Stonehocker  
Chair

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Todd Kyle, CEO  
Secretary/Treasurer



## Strategic Operations Report: March, 2018

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
Collaborative Relationships	<ul style="list-style-type: none"> <li>Next IdeaMarket will be on topic of opioid crisis April 24</li> <li>Seed Library event with Mark Cullen at Old Town Hall (OTH) had over 150 in attendance</li> </ul>	<ul style="list-style-type: none"> <li>201 attendees at March Cinemania screening</li> <li>"Powerful tools for caregivers" Alzheimer's workshops in partnership with CHATS had 14 registrants per session</li> </ul>	<ul style="list-style-type: none"> <li>Income Tax clinics saw 114 registered participants this year</li> <li>CEO participating in Development Charges Background Study</li> </ul>
Spaces	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Signage installed on stairway pointing to Maker Hub</li> <li>Scout troop of 26 visited the Maker Hub</li> </ul>	<ul style="list-style-type: none"> <li>Quotes for carpeting work and for new magazine shelving being gathered</li> </ul>
Positioning	<ul style="list-style-type: none"> <li>York Info staff exhibited at a volunteer job fair</li> </ul>	<ul style="list-style-type: none"> <li>Staff created bookmarks for events at OTH on the Ghost Canal and on local tombstones</li> </ul>	<ul style="list-style-type: none"> <li>CEO met with MPP to discuss library association budget ask</li> <li>Marketing questionnaire drafted to ask program participants where they heard of program</li> </ul>
Resources	<ul style="list-style-type: none"> <li>Start Your Family Tree With Ancestry session filled to capacity; several requests for one-on-one sessions</li> </ul>	<ul style="list-style-type: none"> <li>Thursday 6-8pm Digital Shift tech help drop-in added to existing Friday afternoon</li> <li>Total attendance for children's March Break programs was 269</li> </ul>	<ul style="list-style-type: none"> <li>Replacement self-service equipment to be delivered early April with installation now planned for May</li> <li>One staff attended Public Library Association conference in Philadelphia</li> </ul>

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
Organization & Operations	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>New Digital Services Librarian started on March 20</li> </ul>	<ul style="list-style-type: none"> <li>Staff informed of broad details of efficiencies review; discussions underway on implementation timeline</li> <li>Polaris library system successfully migrated to new servers; standby backup systems now in place</li> </ul>

## Newmarket Public Library Statistical Data - 2018

### Library Card Holders

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
NPL Card Holders	23,992	23,607	23,809									
Residents	21,466	21,071	21,226									
Non-Residents	2,526	2,536	2,583									

### New and Renewed Library Cards

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
New registrations	254	220	396										870
New non-resident	56	48	61										165
Renewed membership	706	653	682										2,041

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Website visits	15,959	13,788	16,400										46,147
# of PAC Account Logins	7,021	6,359	7,201										20,581
Room Rentals	74	73	89										236
Room Rental Hours	267	267	204										738

### Programs

#### 5 Year Trend - year to date March 31

# of Programs Held	2014	2015	2016	2017	2018
Adult	47	61	70	73	89
Children's	321	349	412	301	252
Total Programs	368	410	482	374	341

Program Attendance	2014	2015	2016	2017	2018
Adult	619	636	495	679	579
Children's	3,230	2,852	3,169	3,237	2,830
Total Attendance	3,849	3,488	3,664	3,916	3,409



## Newmarket Public Library Statistical Data - 2018

### Borrowing

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
eAudio books	1,255	1,114	1,293										3,662
eBooks	3,737	3,664	3,777										11,178
eMagazines	321	266	300										887
eMusic	2,747	2,815	3,590										9,152
eVideo	182	190	228										600
Backpack Kit	4	8	7										19
Book	25,015	23,217	26,214										74,446
CD-ROM/DVD-ROM	4	2	4										10
DVD/Blu-ray	4,007	3,464	4,365										11,836
eBook Reader	-	-	-										-
GPS	-	-	-										-
ILL	143	191	193										527
Language Kit	43	27	44										114
Laptop	29	44	41										114
Multimedia Kit	47	41	74										162
Music CD	248	227	379										854
Pedometer	1	2	3										6
Periodical	833	690	739										2,262
Portable Audio Book	5	9	9										23
Talking Book	686	623	696										2,005
Video Game	272	241	312										825
Total Borrowing	39,579	36,835	42,268	-	-	-	-	-	-	-	-	-	118,682

### Database Usage

Adult Subscriptions	2,104	3,530	3,051	-	-	-	-	-	-	-	-	-	8,685
Children's Subscriptions	210	255	309	-	-	-	-	-	-	-	-	-	774
York Info (Community)	139,809	130,230	149,855	-	-	-	-	-	-	-	-	-	419,894
York Info (Volunteer)	34,053	22,557	16,226	-	-	-	-	-	-	-	-	-	72,836
Total Database Usage	176,176	156,572	169,441	-	-	-	-	-	-	-	-	-	502,189

## 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



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## Library Board Report

To: Newmarket Public Library Board  
From: Todd Kyle, C.E.O.  
Date: April 21, 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 March 31, 2018 of \$ 22,927.05 from the Newmarket Public Library bank account to the Town of Newmarket bank account.

**Ministry of Tourism,  
Culture and Sport**

Minister

9th Floor, Hearst Block  
900 Bay Street  
Toronto, ON M7A 2E1  
Tel: 416 326-9326

**Ministère du Tourisme,  
de la Culture et du Sport**

Ministre

9<sup>e</sup> étage, édifice Hearst  
900, rue Bay  
Toronto (Ontario) M7A 2E1  
Tél. : 416 326-9326



March 28, 2018

Dear stakeholder:

I am pleased to let you know that this week, in the [2018 Ontario Budget: A Plan for Care and Opportunity](#), our government committed funding to strengthen public libraries.

Public libraries play a valuable role in large urban centres and in rural, northern and First Nation communities across Ontario, and we recognize that they are central in providing access to new technology and digital resources.

That is why our government is making the most significant investment in public libraries in a generation. This investment includes:

- \$51 million over three years in annual increases to public library operating funding
- \$28 million over three years to create a provincial Digital Public Library so that all people in Ontario can access the information, education, and cultural resources they need to succeed.

This commitment aligns with the goals of [Ontario's Culture Strategy](#), which we launched in July 2016, to support our province's public and First Nation libraries as essential spaces for access to cultural experiences, technology, and community life.

Public libraries are vital community hubs, and this funding will ensure that they can continue to respond to the needs of their residents by building capacity in the sector and allowing public libraries to deliver innovative services, no matter the size of the community.

I look forward to providing more detail on this investment in the coming weeks.

With kind regards,

A handwritten signature in black ink that reads 'Daiene Vernile'. The signature is fluid and cursive, with the first name 'Daiene' and last name 'Vernile' clearly distinguishable.

Daiene Vernile  
Minister

From: Stephen Abram [mailto:stephen.abram@gmail.com]  
Sent: April-07-18 3:33 PM  
To: Stephen Abram  
Subject: Ontario Budget 2018 - FAQ

Federation of Ontario Public Libraries (FOPL) continues to receive many kudos and questions about the increase in library funding announced in the budget on March 28, 2018. This budget will be effective April 1, 2018.

Here are the 5 most frequently asked questions with answers as we know them today.

## **Ontario Budget 2018 - FAQ**

### **Question One:**

What happens to enhanced funding for public and First Nations libraries following the election, if there is a change in government?

As you know, Ontario's public and First Nations libraries play an important role in lifelong learning, community economic development and poverty reduction in municipalities across the province. At Library Day in November 2017 and throughout our engagement with elected officials at Queen's Park, we've been encouraged by the recognition of and strong support for libraries from members of all parties – Liberal, PC and NDP.

Should a new government be elected in the June 7, 2018 provincial election, they will move quickly to bring forward a budget that outlines the new administration's priorities for the province. OLA and FOPL are continuing to work to build upon our strong base of support across all parties and to reinforce that maintaining funding for libraries is vital and non-partisan. We have and will continue to engage with all three parties – before, during and after the election – on the important issues impacting the library sector across Ontario. We have a plan and professional support to build upon our strong base of support across all parties and to reinforce that maintaining funding for libraries is vital and non-partisan.

Our work is not done. Your voices and action will be vital to ensuring that all parties remain committed to supporting sustainable public and First Nations libraries. We will be providing you with information and resources that will underscore the broad impacts, flexibility and cost-effectiveness of the recently announced investments – and the disproportionate benefit for rural and Northern libraries.

These resources will include an election toolkit that will help you engage with local candidates

and secure their support for sustainably-funded libraries in the upcoming election.

### **Question Two:**

Can municipalities claw back the new funding and keep it for themselves?

The collective voice of Ontario's municipalities was a critical factor in securing enhanced, sustainable funding for public and First Nations libraries, as well as funding for a new Ontario Digital Public Library. Dozens of municipal councils and library boards from municipalities of all sizes passed strong resolutions of support calling upon the province to step up and return to its historic role of helping municipalities ensure that public libraries receive sustainable funding.

The Ontario Government committed to enhanced funding in order to build upon existing municipal investments, with the goal of improving public libraries services and putting your library on a strong footing for the future. Rather than consider the enhanced funding as an opportunity to reduce municipal investment, local councils and CAOs have an excellent opportunity to work with their library boards to identify priority investments to maximize the community impact of this additional funding from the province.

As you know, there is a municipal election happening in October on the heels of our provincial election in June. It will be important for public libraries to thank municipal leaders for their support and to urge them to continue their commitment to public libraries.

### **Question Three:**

What is the Ontario Digital Public Library?

According to Ontario's 2018 Budget:

"To ensure that everyone can benefit from digital technologies in their lives, Ontario will invest \$28 million over three years to create a provincial Digital Public Library that provides access to digital content such as e-books, music and audiobooks; research databases; special collections; and accessible and alternative format materials across a common web platform. For the first time, equitable digital library services will be available to all Ontarians regardless of where they live in the province — including rural, remote and Indigenous communities. This will support the province's 300 public libraries, including 46 First Nation public libraries, which serve over 99 per cent of the population."

Ontario is following in the footsteps of other provinces – Alberta, Saskatchewan, British Columbia – in recognizing that a provincially-managed digital library is the most cost-effective and efficient way to provide all Ontarians with equitable and seamless access to a suite of high quality databases and learning resources, no matter where they live in Ontario.

FOPL and OLA will continue to work with the province to ensure that the Ontario Digital Public Library is equitable, effective and bold. We will also work towards enabling access for school libraries to this diverse and cost-effective resource as well. It is our understanding that the \$28 million over three years includes first year funding of \$4 million for start-up costs and then \$14 million in ongoing subscription and management costs for two years. FOPL and OLA have recommended that this be implemented locally in public libraries in the context of their other resources and cardholder relationships.

**Question Four:**

What about funding for school libraries?

We have had months of good discussions with the Ministry of Education about mandating and sweating the funding for school librarians. We will continue to push on this issue. We will also push, in the coming years, Ministry of Education funding for the Ontario Digital Library beyond public libraries to increase equity for ALL students and teachers in all school boards across Ontario.

This recommendation is well launched and we will continue to push the government to improve policies to resources and staff.

**Question Five:**

What will my library system receive in PLOG funding?

We don't know the new formula yet. We are assured that:

1. That every library system will get more. The \$17 million doubles the PLOG "pool".
2. It will use new population numbers. Yay!
3. It will offer additional funding for rural, remote, northern and first nation communities.
4. Each of these affects the actual distribution so until we see the formula and the proposed distribution, we don't know exact numbers.
5. First Nation funding and the salary supplement will be addressed as well.

The distribution is likely to be on the normal cycle you're used to.

FOPL and OLA will continue to consult with the Ministry.

Cheers,

Stephen

Stephen Abram, MLS, FSLA  
Executive Director, Federation of Ontario Public Libraries  
Principal, Lighthouse Consulting Inc.  
412-120 Perth Ave.  
Toronto, ON  
Canada M6P 4E1





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Phone: 905-953-5110

## **Library Board Report**

To: Newmarket Public Library Board

From: Todd Kyle, C.E.O.

Date: April 18, 2018

RE: **Use of Corporate Resources & Election Campaign Activities Policy**

### **Background:**

#### **The Municipal Elections Act says the following:**

Before May 1 in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period.

The Library Board is defined as a “local board”, in accordance with the Municipal Elections Act, so it would be prudent for the Board to formally adopt the Town of Newmarket’s policy in this regard, referred to as the Use of Corporate Resources & Election Campaign Activities Policy. Other libraries in the province are doing the same.

I have reviewed the Town’s policy and not found any instances where it would substantially change any existing practice or conflict with Library Board objectives. The only minor area is that it would override the provision in the Library’s Sponsorship and Advertising Policy which allows partisan political advertising if paid. There are no known instances of that occurring. The provision would simply be overridden during an election period by the Policy under consideration, which explicitly disallows such advertising.

### **Conclusion:**

#### **The following motion is recommended:**

**THAT the Library Board approve the adoption of the Town of Newmarket Use of Corporate Resources & Election Campaign Activities Policy.**



## Corporate Policy

Sub Topic: Use of Corporate  
Resources & Election  
Campaign Activities  
Policy

Policy No. Corp.1-01

Topic: Use of Corporate  
Resources & Election  
Campaign Activities  
Policy

Applicability: Members of Council,  
Election Candidates, Third Party  
Advertisers & All Employees

Section: Legislative Services,  
Corporate Services

Council Adoption Date:  
December 12, 2005

Effective Date: December 12, 2005

Date:  
November 27,  
2017

Revision No: 2

### Policy Statement & Strategic Plan Linkages

In order to preserve the public trust and comply with the provisions of the Municipal Elections Act, 1996, as amended it is essential that Members of Town Council, all election candidates, and all Town employees maintain the highest standards of ethical conduct. This Policy reflects both provincial legislation and the conduct necessary to set a leading example in meeting the objectives of the Town's Strategic Plan for being well equipped, and managed through decision-making processes that reflect sound governance and accountability.

### Purpose

This Policy provides a consistent approach and direction to Town employees, elected officials, candidates and third party advertisers on how Town resources can and cannot be used for election related purposes. It also ensures that incumbent municipal candidates do not enjoy any material advantage over other candidates through the use of corporate resources. This Policy develops a framework for addressing any real or perceived advantages that incumbent candidates may have over non-incumbent candidates.

## Scope

This Policy applies to all, Town **employees**, **candidates**, including **Members**, an acclaimed **Member** or a **Member** not seeking re-election.

## Definitions

Note: Defined terms in this Policy have been bolded.

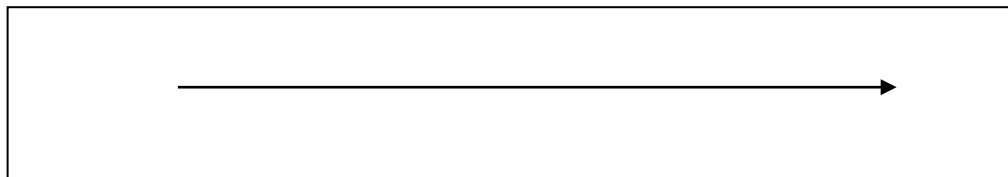
**Candidate** means any person who has filed, and not withdrawn a nomination, for an elected office at the municipal, regional, school board, provincial or federal level, or political party in an **election** or by-election.

**Campaign Activity** means any activity, using **campaign materials**, by or on behalf of a candidate, political party, or registered third party meant to elicit support during the election period.

**Campaign Materials** means any materials used to solicit votes for a **candidate(s)** or question in an **election** including but not limited to literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. **Campaign materials** include, but are not limited to, materials in all media, for example, print, displays, electronic radio or television, online including websites or social media.

**Corporate Resource** means anything that a person would have access to only by virtue of their elected Office or employment with the Town of Newmarket. This includes the items such as use of: an Office title (such as “Mayor”, “Deputy Mayor & Regional Councillor”, or “Councillor”); Town **employees**; Town events; **Town facilities**; Town funds; information; and infrastructure.

**Directional Sign** means a temporary sign that is a maximum of 11” in length and 17” in width which is used to advise individuals of the specific location of an event within a facility. **Directional signs** must only include: 1) the first and/or last name of the **candidate** or the name of the **registered third party** followed by the word “event”; and, 2) an arrow pointing to the direction of the room within the facility; and, 3) the name of the room within the facility. As an example, **directional signs** must follow the below format (note: example is not to scale):



**Election** means an **election** or by-election at the municipal, regional, school board, provincial and federal level of government, political party election or the submission of a question or by-law to the electors.

**Election-Related** means anything that relates directly to an **election** as defined above.

**Election Period** is defined for the purposes of this policy as follows:

Regular municipal <b>election</b> (includes regional and school board)	the period commences on the first day nominations may be filed and ending on <b>Voting Day</b> .
Municipal by-election (includes regional and school board)	the period commences on the first day nominations may be filed and ending on <b>Voting Day</b>
Provincial or federal <b>election</b>	the <b>election</b> period commences the day the writ for the <b>election</b> is issued and ends on <b>Voting Day</b> ;
Provincial party leadership contests	the period commences with the date of registration as a <b>candidate</b> with the Chief Electoral Officer of Ontario and ends with the date fixed for the leadership vote as filed with the Chief Electoral Officer of Ontario
Federal party leadership and nomination contests	the period commences when a contestant receives contributions, incurs expenses or borrows money/is deemed to be a contestant as stated in sections 478.2 (2) and 476.2 of the Canada Elections Act and ends with the date of selection.

**Employee** means all full-time and part-time individuals hired by the Town and Central York Fire Services, including all contract, temporary, student, secondment or co-operative placement persons.

**Event** means an organized activity that is not a **campaign activity**.

**Member** means an elected **Member** of the Council of the Corporation of the Town of Newmarket.

**Registered Third Party** means in relation to an **Election** in a municipality, an individual, corporation or trade union that is registered under section 88.6 of the Municipal Elections Act, 1996 as amended.

**Town Facility** means any Town of Newmarket owned or leased facility, including Town parks, sports fields and civic event spaces, and designated premises of that facility such as parking areas. Including but not limited to: The Magna Centre, Ray Twinney Recreation Complex, Lions Hall, Community Centre, and Riverwalk Commons, etc.

**Voting Day** means, in the case of a regular **election**, the fourth Monday in October in the year of the **election** or in the case of a by-election means the 45<sup>th</sup> day after Nomination Day, in accordance with the Municipal Elections Act.

**Ward Meeting** means an informal public meeting or gathering hosted by a **Member** of Council to discuss local issues with residents, including but not limited to drop-ins, barbeques, information sessions and more.

## 1. General Policy Principles

- 1.1 Pursuant to the Municipal Elections Act, the Town of Newmarket cannot make a contribution, including money, goods and services, to any **candidate, registered third party**, or in support of or opposition of a question on the ballot during an **election period**.
- 1.2 Nothing in this Policy shall preclude a **Member** from performing his/her duty as an elected official, nor inhibit him/her from representing the interests of the constituents who elected him/her.
- 1.3 Subject to section 2.0 of this Policy, **campaign activities**, or **election signs** or any other **election-related campaign material** will not be displayed in any Town-owned and/or operated facility.
- 1.4 The municipality's logo, crest, coat of arms, slogans, etc. shall not be printed or distributed on any **election-related campaign materials** or included on any **election-related** website, except in the case of a link to the Town's website to obtain information about the municipal **election**.
- 1.5 Photographs produced for and owned by the Town of Newmarket shall not be used for any **election** purposes.
- 1.6 Town **employees** may not engage in political activity during working hours and shall not identify as Town **employees** when engaged in any kind of political activity in accordance with section 5 of this Policy.
- 1.7 **Members** may not use **corporate resources** for **campaign activities**, to print or distribute campaign material, or for any **election-related** purpose.
- 1.8 **Members** are responsible for ensuring that the content of any communication material, including printed materials such as newsletters, advertising, etc. funded by the Town for the operation of each **Member's** Office, is not **election-related**.
- 1.9 **Member's** social media accounts, domain names or websites, that are funded by the Town, may not include any **election-related campaign material** and may not be re-designated for campaign purposes or provide a link to a campaign site or **campaign activities**.

## 2. Campaign Activities at Town-owned and/or operated facilities

- 2.1 **Candidates** and **registered third parties** may not display **campaign materials** or hold/host **campaign activities** at **Town facilities** except subject to the following:
  - 2.1.1 **Candidates** and **registered third parties** pay the full market rental fees and rates for use of such facilities; and,
  - 2.1.2 **Candidates** and **registered third parties** set up and remove all **campaign materials**, including, but not limited to, signs, posters, and other campaign-related paraphernalia within the allotted rental period; and,
  - 2.1.3 **Campaign materials** may only be displayed within the rented area designated within the rental agreement; and,
  - 2.1.4 **Candidates** and **registered third parties** are permitted up to a maximum of 3 **directional signs** within the facility. The **directional signs** must be temporarily affixed to the wall, using non-permanent tape that can easily be removed, without causing damage to the wall and/or paint. **Directional signs** cannot obstruct or interfere with any existing signage.
- 2.2 Despite subsection 2.1 of this Policy, **Candidates** and **registered third parties** shall not use the Municipal Offices (located at 395 Mulock Drive) or the Town's Operations Centre (located at 1275 Maple Hill Court) to display **campaign material** or undertake **campaign activities**.
- 2.3 **Candidates** and **registered third parties** shall not rent **Town facilities** for **campaign activities** on a date when there is a Voter Assistance Centre or Voting Location established at that facility or property.

## 3. Campaign Activities at Events

- 3.1 **Candidates** and **registered third parties** may attend Town organized **events** during the **election** period, but may not display or distribute **campaign materials** or undertake any **campaign activities** for themselves, a political party, registered third party, or in support of or opposition of a question on a ballot.
- 3.2 With the exception of the Municipal Offices (395 Mulock Drive), and the Operations Centre (1275 Maple Hill Court), **candidates** and **registered third parties** may attend, campaign, and undertake **campaign activities** at non-Town organized **events** held at Town-owned facilities only with the permission of the **event** permit holder.

**4. Activities not permitted for: 1) Members of Council during a Municipal Election Period; and, 2) Candidates during other Election Periods**

- 4.1 In any material printed or distributed by the Town of Newmarket, using **corporate resources**, **Members** during a municipal **election period**, or **candidates** in other **election periods**, are not permitted to:
  - 4.1.1 Illustrate that an individual (either a **Member** or any other individual) is a **candidate** registered in any **election**;
  - 4.1.2 Identify where they or any other individual will be running for office; or,
  - 4.1.3 Profile or make reference to a **candidate** in any **election**.
- 4.2 **Members** during a municipal **election period**, or **candidates** in other **election periods**, may not hold **Ward Meetings** during this period.
- 4.3 The Town shall not provide the following to **Members** during a municipal **election period**, or **candidates** in other **election periods**, and will resume these services the day after the end of the **election period**:
  - 4.3.1 All forms of advertising, including in municipal publications;
  - 4.3.2 All printing, high speed photocopying for distribution including but not limited to distribution of publications such as newsletters;
  - 4.3.3 The ordering and use of custom branded stationery; and,
  - 4.3.4 All expenses related to ward or community meetings, business cards.
- 4.4 Notwithstanding section 4.3 **Members**, or **candidates** in other **election periods**, may make a request to Council to direct staff to use **corporate resources** to inform constituents of emerging, urgent community issues during an **election period**.
- 4.5 Subject to the Elected Officials Expense Policy and the Guidelines for Discretionary Expenses, all expenses as outlined in section 4.3 of this Policy are subject to the following:
  - 4.5.1 Received and used prior to May 1 in a municipal **election** year, or the date a **candidate** files his/her nomination papers with the Clerk in a by-election.

4.5.2 Submitted before May 1, in a municipal **election** year or the date a **candidate** files his/her nomination papers with the Clerk in a by-election, or within 2 months of the expense being incurred.

4.6 **Members** during a municipal **election period**, or **candidates** in other **election periods**, shall not use **corporate resources** to organize/host an **event**, seek donations for an **event**, or seek sponsorships for an **event**.

4.7 Ward publications will not be distributed following the start of the **election period** in a municipal **election** year, or the day after a **candidate** files his/her nomination papers in other **election periods**.

## 5. Procedures for Town of Newmarket Employees

5.1 **Employees** shall not use **corporate resources** in support of or in opposition to a **candidate**, political party, or **registered third party**.

5.2 **Employees** shall not canvass nor actively work in support of or in opposition to a **candidate** or party during normal working hours, unless they are on a leave of absence without pay, lieu time, float day, or vacation leave.

5.3 **Employees** shall not canvass nor actively work in support of or in opposition to a **candidate** or party while wearing a Town uniform, badge, crest or other item identifying them as a Town of Newmarket **employee**, or while using a Town owned or leased vehicle.

5.4 **Employees** working directly for a **Member(s)** of Council (i.e., Executive and Administrative Assistants), shall not be assigned to work as **election** officers in a municipal **election**.

5.5 **Employees**, who are also relatives of any **Member** of Council or **candidate** for municipal **election**, shall not be assigned to work as **election** officers in a municipal **election**.

5.6 **Employees** shall not use their official authority or influence for the purpose of interfering with or affecting the result of an **election**, nor use their official title while participating in otherwise permissible political activities.

5.7 **Employees** are advised to be especially mindful of public perception during municipal **elections**, and to ensure that their activities do not conflict with nor adversely affect their duties as **employees** of the Town. Moreover, **employees** have a responsibility to ensure that public resources are not used for political campaign purposes.



## **6. Administration and Contact**

- 6.1 This Policy shall be administered by the Legislative Services Department. Procedures may be defined, and amended from time to time, by the Clerk to address specific implementation of this Policy.
- 6.2 All questions, or concerns with respect to this Policy should be directed to the Director of Legislative Services/Town Clerk.

## **Cross-References**

Municipal Elections Act, 1996, as amended  
Canada Elections Act, S.C. 2000, c.9, as amended  
Election Act, R.S.O. 1990, c. E.6, as amended  
Municipal Act, 2001, as amended  
Municipal Conflict of Interest Act, 1990, as amended  
Council Code of Conduct  
Employee Code of Conduct  
Use of Corporate Logo, Crest and Images Policy



438 Park Avenue  
Newmarket, Ontario L3Y 1W1

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

## **Library Board Report**

To: Newmarket Public Library Board  
From: Todd Kyle, C.E.O.  
Date: April 18, 2018  
RE: First Quarter Financial Statement

### **Background:**

The Library is on target for the first quarter of 2018 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 2018.

### **Conclusion**

**The following motion is recommended:**

**That** the Library Board receive the First Quarter Financial Statement as presented

# NEWMARKET PUBLIC LIBRARY

## 1st QTR Income Statement Comparison of 2018 Actual to 2018 Budget and 2017 Actual

12/04/2018

	2018 1st QTR	2018 ANNUAL BUD	2017 1st QTR	Q1 2018 Vs Q1 2017	% of Budget	Comments
<b>EXPENSES</b>						
<b><u>MATERIALS</u></b>						
Books	\$23,150	\$155,864	\$25,905	\$2,755	15%	Timing of purchases
Reference Materials	1,769	10,500	2,235	466	17%	
Magazines & Newspapers	7,735	13,200	4,946	(2,789)	59%	
Electronic Materials and Subscriptions	65,810	126,065	63,904	(1,906)	52%	
Talking Books	1,556	9,900	1,089	(467)	16%	
Compact Sound Discs	21	200	37	16	10%	
DVD/Console Games	3,131	18,500	2,695	(435)	17%	
Book Binding and Materials Processing	13,426	30,471	11,502	(1,924)	44%	
<b>Sub-Total</b>	<b>\$116,597</b>	<b>\$364,700</b>	<b>\$112,313</b>	<b>(\$4,284)</b>	<b>32%</b>	
<b><u>FACILITIES AND EQUIPMENT</u></b>						
Caretakers' Contract	\$6,636	\$44,680	\$9,845	\$3,210	15%	Timing of invoices and lower snow removal costs in 2018
Caretakers' Supplies	1,289	4,393	887	(402)	29%	Timing of S/W maintenance contracts as well additional contracts for 2018
Equipment-Repairs/Maintenance Contracts	39,794	89,499	34,470	(5,324)	44%	
Building-Repairs/Maintenance Contracts	6,576	24,400	5,338	(1,238)	27%	Timing of building repairs and maintenance
<b>Sub-Total</b>	<b>\$54,295</b>	<b>\$162,972</b>	<b>\$50,540</b>	<b>(\$3,755)</b>	<b>33%</b>	
<b><u>CAPITAL</u></b>						
Minor Capital	\$463	\$4,156	\$1,811	\$1,349	11%	Timing of purchases
Asset Replacement Fund	55,888	223,550	55,888	-	25%	
<b>Sub-Total</b>	<b>\$56,350</b>	<b>\$227,706</b>	<b>\$57,699</b>	<b>\$1,349</b>	<b>25%</b>	
<b><u>UTILITIES</u></b>						
Hydro	\$22,198	\$89,964	\$21,772	(\$426)	25%	Timing of purchases
Heat	4,437	10,000	4,408	(29)	44%	
Water	1,152	3,633	939	(213)	32%	
<b>Sub-Total</b>	<b>\$27,787</b>	<b>\$103,597</b>	<b>\$27,120</b>	<b>(\$667)</b>	<b>27%</b>	
<b><u>ADMINISTRATION - Salaries, Wages &amp; Benefits</u></b>						
Salaries and Wages	\$448,871	\$2,026,056	\$424,402	(\$24,469)	22%	EA & step increases as well as additional hours and advancements in 2018
Employee Benefits *	89,964	433,932	82,757	(7,207)	21%	ASO - timing of usage
<b>Sub-Total</b>	<b>\$538,835</b>	<b>\$2,459,988</b>	<b>\$507,159</b>	<b>(\$31,676)</b>	<b>22%</b>	
<b><u>ADMINISTRATION - General</u></b>						
Stationery and Office Supplies	\$126	\$2,800	\$808	\$682	4%	Fewer attendees in 2018 and timing of invoices, offset below in revenue
Photocopier/Microfilm Lease & Supplies	(245)	3,000	(463)	(219)	-8%	
Health and Safety	0	2,400	345	345	0%	
Program and Project Costs	2,281	36,898	5,528	3,245	6%	
Coffee Supplies	89	1,000	226	137	9%	Timing of purchases
Circulation and Processing Supplies	1,450	14,800	5,774	4,324	10%	
Miscellaneous Expense	157	4,655	366	209	3%	
Telephone and Internet	1,367	7,550	2,061	694	18%	
Audit Legal and Finance	0	4,000	0	-	0%	

# NEWMARKET PUBLIC LIBRARY

## 1st QTR Income Statement Comparison of 2018 Actual to 2018 Budget and 2017 Actual

12/04/2018

<b>EXPENSES</b>	<b>2018 1st QTR</b>	<b>2018 ANNUAL BUD</b>	<b>2017 1st QTR</b>	<b>Q1 2018 Vs Q1 2017</b>	<b>% of Budget</b>	<b>Comments</b>
<b><u>ADMINISTRATION - General Continued</u></b>						
Consulting Fees	1,018	\$14,400	(\$600)	(\$1,618)	7%	Timing of invoices
Postage and Freight	881	6,325	955	74	14%	
Advertising	5,908	17,700	5,645	(263)	33%	
Education and Training	4,802	11,400	529	(4,273)	42%	Timing of invoices
Copyright fees	509	500	509	-	102%	
Other Fees	153	600	204	51	25%	
Travel Expense	1,558	6,650	1,121	(438)	23%	
Memberships and Subscriptions	3,245	10,845	3,566	321	30%	
Conference/Seminar Fees & Expenses	4,952	12,000	5,939	986	41%	
Bank Charges	355	2,600	0	(355)	14%	
Transfer to LTD. Reserve	7,092	42,556	7,000	(91)	17%	
<b>Sub-Total</b>	<b>\$35,697</b>	<b>\$202,679</b>	<b>\$39,511</b>	<b>\$3,811</b>	<b>18%</b>	
<b>TOTAL EXPENSES</b>	<b>\$829,563</b>	<b>\$3,521,642</b>	<b>\$794,342</b>	<b>(\$35,223)</b>	<b>24%</b>	

## 1st QTR Income Statement Comparison of 2018 Actual to 2018 Budget and 2017 Actual

<b>REVENUES</b>	<b>2018 1st QTR</b>	<b>2018 ANNUAL BUD</b>	<b>2017 1st QTR</b>	<b>Q1 2018 Vs Q1 2017</b>	<b>% of Budget</b>	<b>Comments</b>
Municipal Grant	\$795,613	\$3,182,452	\$776,863	\$18,750	25%	Higher grant in 2018
Provincial Grant	96	64,401	0	96	0%	
Program Fees	8,098	44,700	12,396	(4,298)	18%	Fewer attendees for fee based programs in 2018
Photocopier/Microfilm Receipts	2,298	6,500	2,210	88	35%	
Room Rentals	7,877	36,242	8,011	(134)	22%	
Coffee Supplies Recovered	240	1,000	249	(9)	24%	
Fines	5,878	39,247	8,077	(2,199)	15%	Extended loan period for DVDs and video games late in 2017
Financing from D.C.	31,250	125,000	31,250	-	25%	
Sundry Receipts	3,357	18,800	3,912	(555)	18%	
Non-Resident Fees	60	300	270	(210)	20%	
Donations Received	(195)	3,000	3,248	(3,443)	-7%	GIC redeemed in 2017
Gain/Loss on Disposal	27	0	86	(59)		
YRT Tickets/Passes	-	0	(4,737)	4,737		No longer a YRT ticket agent in 2018
YRT Commission	0	0	(7)	7		
<b>TOTAL REVENUES</b>	<b>\$854,598</b>	<b>\$3,521,642</b>	<b>\$841,828</b>	<b>\$12,770</b>	<b>24%</b>	
<b>SURPLUS/(DEFICIT) CURRENT</b>	<b>\$25,036</b>	<b>\$0</b>	<b>\$47,486</b>	<b>(\$22,453)</b>		



## Newmarket Public Library – 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"> <li>C.E.O. to bring drafts to Board according to agreed schedule</li> <li>Board to form committee to review Governance Policy and Constitution</li> </ul>	
<del>12-11</del>	May 20, 2015	<del>Draft fundraising and development strategy</del>	<ul style="list-style-type: none"> <li><del>C.E.O. to draft report for initial consideration</del></li> <li><del>Board to consider needed resources</del></li> <li><del>C.E.O. to report back on implementation of fundraising initiatives</del></li> <li><del>C.E.O. to follow up with Town of Newmarket regarding naming rights sponsorship program</del></li> </ul>	<b>Completed September 16, 2018</b>
<del>1-12</del>		<del>Consider forming Friends of the Library group</del>	<del>Board to consider as related to item 12-11</del>	<b>Completed September 16, 2015</b> <del>Deferred to next Library Board term (motion 13-03-214)</del>
2-13	March, 2018	C.E.O. Annual Performance Review	<ul style="list-style-type: none"> <li>Library Board Chair and Vice Chair to prepare and report to Board</li> </ul>	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"> <li>C.E.O. to prepare and present to board before release</li> </ul>	<b>Completed October, 2017</b> Next report due in April, 2018

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
2-15	March, 2016	Library facility and service delivery options	<ul style="list-style-type: none"> <li>• C.E.O. to report on related Town community facility plans</li> <li>• Board to consider referral to Library-Town Joint Task Force</li> <li>• Board to consider capital reserve expenditure on consultant study</li> <li>• 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”</li> <li>• Motion 18.02.265 “And that the Library Board request the Library facility needs study be considered by the Town of Newmarket Council in the first or second quarter two of 2019”</li> </ul>	<ul style="list-style-type: none"> <li>• Report drafted for September 16, 2015 meeting (Deferred to March, 2016)</li> <li>• Joint Workshop held June 15, 2016</li> <li>• Report to Board September 7, 2016</li> <li>• Report to Town of Newmarket Committee of the Whole May 8, 2017</li> <li>• Deferred by Town of Newmarket Council to fall of 2017 after completion of the Joint Efficiency Review.</li> <li>• Library operations efficiencies study report to Board November 15, 2017</li> <li>• Joint Library Board/Town of Newmarket Council Workshop held to discuss efficiencies study January 30, 2018</li> <li>• February 21, 2018 Board approve implementation of study recommendations (Council approved March 3, 2018)</li> <li>• Board to request Council consider Library facility needs study in first/second quarter, 2019</li> </ul>

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"> <li>Board to review Library Statistical Data report provided monthly in agenda package</li> <li>C.E.O. to revise report as requested</li> <li>C.E.O. to update Board on status of related provincial initiatives as well as Impact Study</li> </ul>	
4-15		Built Accessibility report	<ul style="list-style-type: none"> <li>C.E.O. to draft report</li> </ul>	
5-15	June 17, 2015	Budget projections	<ul style="list-style-type: none"> <li><del>C.E.O. to draft 5-year projections for operating budget needs</del></li> </ul>	<b>Completed June 17, 2015</b> <del>Reported to Library Board June 17, 2015</del>
6-15		2016 budget	<ul style="list-style-type: none"> <li><del>Board to provide C.E.O. with guidelines and suggestions</del></li> <li><del>C.E.O. to draft budget</del></li> <li><del>Board to approve for submission to Council</del></li> </ul>	<b>Completed September 16, 2015</b> <del>Board approved 2016 Draft Operating and Capital Budget requests</del>
7-15		Collective Agreements	<ul style="list-style-type: none"> <li><del>Board to provide C.E.O. with negotiation mandate guidelines</del></li> <li><del>C.E.O. to engage Town of Newmarket Director of HR as lead negotiator</del></li> <li><del>Board to approve agreements</del></li> </ul>	<b>Completed, Agreements Ratified March 21, 2016</b> <del>Collective agreements expired March 31, 2015.</del> <del>Negotiations to begin February 11, 2016</del>
8-15		Strategic planning	<ul style="list-style-type: none"> <li>Board to decide on strategic planning process when current plan ends in 2016</li> </ul>	Reported to Library Board on options for renewing Strategic Plan December 16, 2016 Board meeting.

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
				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.
<del>9-15</del>	<del>May, 2016</del>	<del>Vice Chair Position</del>	<del>Library Board members to hold election for Vice Chair position after one year. Vice Chair elect to be a Community member</del>	<b>Completed September 7, 2016</b> <del>Election to be held June 22, 2016. Deferred to September 7, 2016.</del>
<b>10-15</b>	November 18, 2017	SOLS Trustee Representative	Attend SOLS Trustee Council Meetings	Next Trustee meeting: April 14, 2018, Oshawa Public Library
<del>11-15</del>	<del>March 16, 2016</del>	<del>ARF Analysis Review</del>	<del>Town of Newmarket Director of Finance</del>	<b>Completed June 22, 2016</b> <del>Report to Library Board June 22, 2016</del>
<del>12-16</del>	<del>June, 2016</del>	<del>2017 Budget Considerations</del>	<del>Sunday Openings at Christmas</del>	<b>Completed June 22, 2016</b> <del>2017 Operating Budget submission deadline</del>
<del>13-16</del>	<del>June, 2016</del>	<del>2018 Budget Consideration</del>	<del>Donation Revenue Allocations</del>	<b>Completed December 14, 2016</b> <del>2018 Operating Budget submission deadline</del>
<del>14-16</del>	<del>November, 2016</del>	<del>Strategic Technology Ad Hoc Committee</del>	<del>Develop Terms of Reference of Committee</del>	<b>Completed: Terms of Reference approved January 15, 2017</b> <del>Draft Terms of Reference presented at November 16<sup>th</sup> Board meeting.</del>



<b>Item No.</b>	<b>Target Date</b>	<b>Item description</b>	<b>Assigned action</b>	<b>Status / Date of Completion</b>
<b>15-16</b>	April, 2017	Ontario Public Library Week	Plan an event to promote Ontario Public Library Week	<b>Completed</b> Coffee and Donuts with C.E.O. Wednesday, October 18, 2017
<del><b>16-16</b></del>	<del>March, 2017</del>	<del>Peer Comparator Study</del>	<del>Analyze report on Newmarket Public Library's peer comparisons</del>	<del><b>Completed April 19, 2017</b></del>
<b>17-17</b>	<del>October, 2017</del>	<del>Leadership by Design</del>	<del>Knowledge Gap Analysis Discussions at upcoming Library Board meetings</del>	<b>Discussion Schedule:</b> 1. Board Organization and Planning – June 21, 2017 – <b>completed</b> 2. Board Performance and Community Development – October 18, 2017 - <b>completed</b> 3. Library Management, Stewardship and Accountability – March 21, 2018 - <b>completed</b>