



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

## **Newmarket Public Library Board**

### **Regular Board Meeting Agenda**

Wednesday, October 10, 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, September 12, 2018
5. Strategic Operations Report for September, 2018
6. Third Quarter Library Statistical Data
7. Monthly Bank Transfer

#### **Reports**

8. 2018 Third Quarter Financial Statements
9. Room Rental Rate Increases

#### **Business Arising**

10. Library Board Action List

#### **New Business**

#### **Closed Session**

If required.

#### **Dates of Future Meetings**

The next Library Board Regular meeting is Wednesday, November 21, 2018 at 5:30 pm in the Library Board room

## **Adjournment**



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## **Newmarket Public Library Board**

### **Regular Board Meeting Minutes**

Wednesday, September 12, 2018  
Newmarket Public Library Board Room

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

**Absent:** Venkatesh Rajaraman  
Tom Vegh

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

The Chair called the meeting to order at 5:35 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

The Chair asked if there were any additions to the agenda.

#### **Motion 18.09.300**

**Moved by Kelly Broome**

**Seconded by Tara Brown**

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

**Carried**

## **Declarations**

None were declared.

## **Consent Agenda Items:**

4. Adoption of the Regular Board Meeting Minutes for Wednesday, June 20, 2018
5. Strategic Operations Report for June, July and August, 2018
6. Second Quarter Library Statistical Data
7. Monthly Bank Transfer

### **Motion 18.09.301**

**Moved by Darcy McNeill**

**Seconded by Tara Brown**

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

**Carried**

## **Policies**

8. Health and Safety Policies
  - i. Health and Safety Policy
  - ii. Workplace Violence Policy
  - iii. Workplace Harassment Policy

As required by Legislation the Health and Safety Policy, and policies on Workplace Violence and Workplace Harassment were review.

### **Motion 18.09.302**

**Moved by Jane Twinney**

**Seconded by Kelly Broome**

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

**Carried**

## **Reports**

9. 2018 Second Quarter Financial Statement

The Library continues to be on target for the second quarter of 2018 in both expenditures and revenue.

**Motion 18.09.303**

**Moved by Tara Brown**

**Seconded by Darcy McNeill**

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

**Carried**

10. 2014 – 2018 Library Board Legacy Document

The Library Board review the Library Board Legacy Document drafted by the C.E.O. The Board agreed that the legacy document would be very helpful for the new Library Board.

**Motion 18.09.304**

**Moved by Darcy McNeill**

**Seconded by Tara Brown**

**That** the Library Board receive the report on 2017 – 2018 Library Board Legacy Document:

**And That** this Report be shared with the new Board once it is appointed.

**Carried**

**Business Arising**

11. 2019 Capital and Operating Budget

Highlights of the 2019 Capital and Operating Budget submissions were reviewed by the Library Board.

**Motion 18.09.305**

**Moved by Tara Brown**

**Seconded by Darcy McNeill**

**That** the Library Board approve draft 2019 Operating and Capital Budgets for submission to the Town of Newmarket Council.

**Carried**

12. Library Board Action List

The Library Board reviewed the Action list.

**Motion 18.09.306**

**Moved by Tara Brown**

**Seconded by Kelly Broome**

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

**Carried**

## **New Business**

### **13. Library Card Membership Renewal Period**

The Library Board discussed the policies of other libraries regarding when the Library memberships comes up for renewal. The Board requested an additional line item be added to the quarterly statistics data report that report on card due for renewal versus the number of renewals.

## **Closed Session**

There were no Closed Session items.

## **Dates of Future Meetings**

The next Regular Library Board meeting will be Wednesday, October 10, 2018 at 5:30 pm in the Library Board room.

## **Adjournment**

### **Motion 18.09.308**

**Moved by Jane Twinney**

**Seconded by Darcy McNeill**

**That** there being no further business the meeting adjourn at 6:15 pm.

**Carried**

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Joan Stonehocker, Chair

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Todd Kyle, Secretary/Treasurer



## Strategic Operations Report: September, 2018

	Igniting Community Dialogue, Discovery and Debate	Leading a Learning Community	Readying our Capabilities
Collaborative Relationships	<ul style="list-style-type: none"> <li>CEO participated in Franco-Ontarian flag raising ceremony</li> <li>IdeaMarket on youth homelessness planned for October 30 in partnership with 360 Kids</li> </ul>	<ul style="list-style-type: none"> <li>N6 libraries continuing to work on integration into libraries of York Region's planned <i>The Lendery</i> tool-lending program</li> <li>Southlake Cinemania opening gala screening of <i>The Leisure Seeker</i> had almost 400 attendees</li> </ul>	
Spaces	<ul style="list-style-type: none"> <li>Nin Os Kom Tin native cultural organization ran a booth at the library</li> </ul>	<ul style="list-style-type: none"> <li>278 items created in September in the Maker Hub (3D prints, vinyl cuts &amp; buttons)</li> <li>Maker Hub was used 276 times by drop-in patrons</li> </ul>	<ul style="list-style-type: none"> <li>Carpeting of main floor completed with minimal disruption and no loss of service hours; further refinements of main floor layout underway</li> <li>Facility Attendant hired and began work</li> </ul>
Positioning	<ul style="list-style-type: none"> <li>CEO attended Newmarket Group of Artists gala</li> <li>Article on library local history and genealogy services written for yorkregion.com</li> </ul>	<ul style="list-style-type: none"> <li>New outdoor banner promoting Maker Hub designed and ordered</li> <li>Two testimonials collected from Maker Hub users; attached below</li> </ul>	<ul style="list-style-type: none"> <li>Library Instagram account grew to 489 followers in 2 months</li> <li>MPP Christine Elliott visited library for tour and introduction to Maker Hub on September 21</li> </ul>
Resources	<ul style="list-style-type: none"> <li>Hosted Ontario Culture Day programs on September 29 with several drop-in programs reflecting the "on beat" theme</li> </ul>	<ul style="list-style-type: none"> <li>Children's program attendance up 2% from the same period last year, partially due to an increase in group visits</li> <li>24 technology workshops held with 107 people in attendance.</li> </ul>	

	<b>Igniting Community Dialogue, Discovery and Debate</b>	<b>Leading a Learning Community</b>	<b>Readying our Capabilities</b>
<b>Organization &amp; Operations</b>		<ul style="list-style-type: none"> <li>Digital Services Librarian resigned</li> </ul>	<ul style="list-style-type: none"> <li>CEO attended regional meeting on opioid crisis</li> </ul>

### **Testimonials from Maker Hub users:**

These were collected for the use of Ontario Library Association in provincial advocacy but they are worth sharing with the Board here:

Thank you for the opportunity to use Photoshop and Adobe Illustrator in the Maker Hub. I've used both programs to create colourful illustrations for teacher resources and more recently for a book that I wrote called, 'My Shoe'. The staff were always accommodating and willing to help with any questions that I had. Their expertise, friendliness and kindness were truly appreciated.

-Denise

I needed to create a 3D printed model using flexible material for my MSc thesis. I researched the best 3D printers and discovered that the Maker Hub at the Newmarket public library had the Ultimaker 2+ and Ultimaker 3, high quality 3D printers available for public use. The Digital Services staff at the Maker Hub were very accommodating to my 3D printing needs and went above and beyond to get my 3D models printed efficiently. They were also very helpful with solving technical issues and ensured that the quality of the 3D prints were to my satisfaction. I would highly recommend to anyone to make use of the excellent 3D printing services offered at the Newmarket Public Library's Maker Hub.

-Marlyn

## 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	23,747	23,694	23,941	24,048	23,873	23,880			
Residents	21,466	21,071	21,226	21,135	21,081	21,306	21,383	21,190	21,186			
Non-Residents	2,526	2,536	2,583	2,612	2,613	2,635	2,665	2,683	2,694			

### New and Renewed Library Cards

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
New registrations	254	220	396	204	215	460	363	302	334				2,748
New non-resident *	56	48	61	37	37	41	51	50	44				425
Renewed membership	706	653	682	698	682	685	1,069	899	694				6,768
Total 2018	960	873	1,078	902	897	1,145	1,432	1,201	1,028				9,516

\* included in New registrations

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Website visits	15,959	13,788	16,400	14,560	14,054	14,191	17,470	16,851	14,544				137,817
# of PAC Account Logins	7,021	6,359	7,201	7,427	7,052	6,701	7,853	8,300	7,691				65,605
Room Rentals	74	73	89	74	80	66	68	67	66				656
Room Rental Hours	267	267	204	259	248	252	230	199	210				2,134

### Programs

#### 5 Year Trend - year to date September 30

# of Programs Held	2014	2015	2016	2017	2018
Adult	173	194	186	229	262
Children's	917	800	873	940	661
Total Programs	1,090	994	1,059	1,169	923

Program Attendance	2014	2015	2016	2017	2018
Adult	1,887	1,890	1,290	1,766	2,629
Children's	9,859	9,960	9,276	9,753	9,684
Total Attendance	11,746	11,850	10,566	11,519	12,313

## 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	1,344	1,225	1,441	1,502	1,653	1,527				12,354
eBooks	3,737	3,664	3,777	3,877	3,670	3,758	4,358	4,474	4,032				35,347
eMagazines	321	266	300	277	247	212	284	288	264				2,459
eMusic	2,747	2,815	3,590	2,896	2,357	2,717	3,124	2,632	3,484				26,362
eVideo	182	190	228	193	187	210	203	209	207				1,809
Backpack Kit	4	8	7	9	16	16	18	13	7				98
Book	25,015	23,217	26,214	25,055	26,060	26,084	33,471	32,471	27,545				245,132
CD-ROM/DVD-ROM	4	2	4	-	2	7	4	4	15				42
DVD/Blu-ray	4,007	3,464	4,365	3,705	3,646	3,704	3,891	4,199	3,704				34,685
eBook Reader	-	-	-	-	1	-	-	-	-				1
GPS	-	-	-	-	-	8	2	-	-				10
ILL	143	191	193	164	186	178	133	194	221				1,603
Language Kit	43	27	44	39	26	47	33	26	32				317
Laptop	29	44	41	47	64	61	48	46	53				433
Multimedia Kit	47	41	74	45	47	39	86	88	82				549
Music CD	248	227	379	360	333	285	305	314	350				2,801
Pedometer	1	2	3	-	5	3	4	4	1				23
Periodical	833	690	739	798	823	933	1,070	841	1,011				7,738
Portable Audio Book	5	9	9	8	5	6	15	10	20				87
Talking Book	686	623	696	655	760	658	679	700	606				6,063
Video Game	272	241	312	253	272	270	354	376	272				2,622
Total Borrowing	39,579	36,835	42,268	39,725	39,932	40,637	49,584	48,542	43,433				380,535

### Database Usage

Adult Subscriptions	2,104	3,530	3,051	5,038	3,236	2,451	2,742	2,557	2,905				27,614
Children's Subscriptions	210	263	365	247	482	422	307	197	232				2,725
York Info (Community)	139,809	130,230	149,855	179,945	153,681	153,896	153,175	129,586	154,878				1,345,055
York Info (Volunteer)	34,053	22,557	16,226	22,057	20,590	16,215	19,777	18,229	17,491				187,195
Total Database Usage	176,176	156,580	169,497	207,287	177,989	172,984	176,001	150,569	175,506				1,562,589

## 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
Total 2017	1,034	883	1,173	839	870	1,048	1,374	1,228	972				9,421

\* included in New registrations

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				64,939
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 September 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				3,074
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

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



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## Library Board Report

To: Newmarket Public Library Board  
From: Todd Kyle, C.E.O.  
Date: October 10, 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 September 30, 2018 of \$17,036.23 from the Newmarket Public Library bank account to the Town of Newmarket bank account.



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## Library Board Report

To: Newmarket Public Library Board  
From: Todd Kyle, C.E.O.  
Date: October 10, 2018  
RE: Third Quarter Financial Statement

### Background:

The Library continues to be on target for the third 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 Third Quarter Financial Statement as presented

# NEWMARKET PUBLIC LIBRARY

## 3rd QTR Income Statement Comparison of 2018 Actual to 2018 Budget and 2017 Actual

05/10/2018

### EXPENSES

#### MATERIALS

	2018 3rd QTR	2018 ANNUAL BUD	2017 3rd QTR	Q3 2018 Vs Q3 2017	% of Budget
Books	\$100,896	\$155,864	\$97,171	(\$3,725)	65%
Reference Materials	10,817	10,500	9,966	(850)	103%
Magazines & Newspapers	9,932	13,200	11,910	1,978	75%
Electronic Materials and Subscriptions	111,551	126,065	116,875	5,324	88%
Talking Books	6,049	9,900	5,794	(255)	61%
Compact Sound Discs	21	200	37	16	10%
DVD/Console Games	10,631	18,500	10,365	(266)	57%
Book Binding and Materials Processing	25,118	30,471	23,539	(1,580)	82%
<b>Sub-Total</b>	<b>\$275,014</b>	<b>\$364,700</b>	<b>\$275,657</b>	<b>\$643</b>	<b>75%</b>

Overall timing of purchases

#### FACILITIES AND EQUIPMENT

Janitorial Contract	\$26,496	\$44,680	\$29,696	\$3,199	59%
Janitorial Supplies	3,365	4,393	2,257	(1,108)	77%
Equipment-Repairs/Maintenance Contracts	48,472	89,499	47,998	(474)	54%
Building-Repairs/Maintenance Contracts	21,642	24,400	17,044	(4,598)	89%
<b>Sub-Total</b>	<b>\$99,975</b>	<b>\$162,972</b>	<b>\$96,994</b>	<b>(\$2,981)</b>	<b>61%</b>

Timing of invoices

Additional purchases in 2018

Timing of building repairs and maintenance

#### CAPITAL

Minor Capital	\$701	\$4,156	\$1,214	\$513	17%
Asset Replacement Fund	167,663	223,550	167,663	-	75%
<b>Sub-Total</b>	<b>\$168,363</b>	<b>\$227,706</b>	<b>\$168,877</b>	<b>\$513</b>	<b>74%</b>

#### UTILITIES

Hydro	\$61,498	\$89,964	\$66,553	\$5,056	68%
Heat	6,987	10,000	6,872	(115)	70%
Water	2,656	3,633	3,212	556	73%
<b>Sub-Total</b>	<b>\$71,141</b>	<b>\$103,597</b>	<b>\$76,637</b>	<b>\$5,497</b>	<b>69%</b>

Changes to hydro billing structure

#### ADMINISTRATION - Salaries, Wages & Benefits

Salaries and Wages	\$1,470,437	\$2,026,056	\$1,396,274	(\$74,163)	73%
Employee Benefits *	267,485	433,932	255,782	(11,704)	62%
<b>Sub-Total</b>	<b>\$1,737,922</b>	<b>\$2,459,988</b>	<b>\$1,652,056</b>	<b>(\$85,867)</b>	<b>71%</b>

EA & step increases in 2018

ASO - timing of usage

#### ADMINISTRATION - General

Stationery and Office Supplies	\$1,205	\$2,800	\$649	(\$556)	43%
Photocopier/Microfilm Lease & Supplies	3,074	3,000	3,308	234	102%
Health and Safety	590	2,400	541	(49)	25%
Program and Project Costs	16,188	36,898	19,411	3,224	44%
Coffee Supplies	634	1,000	694	60	63%
Circulation and Processing Supplies	7,672	14,800	13,445	5,773	52%
Miscellaneous Expense	1,141	4,655	874	(267)	25%
Telephone and Internet	4,310	7,550	6,928	2,618	57%
Audit Legal and Finance	0	4,000	0	-	0%

Fewer attendees in 2018, offset below in revenue

Timing of purchases

One DSL line replaced with town internet & merchant fees charged to Bank fees in 2018 - see partial offset below

# NEWMARKET PUBLIC LIBRARY

## 3rd QTR Income Statement Comparison of 2018 Actual to 2018 Budget and 2017 Actual

05/10/2018

<b>EXPENSES</b>	<b>2018 3rd QTR</b>	<b>2018 ANNUAL BUD</b>	<b>2017 3rd QTR</b>	<b>Q3 2018 Vs Q3 2017</b>	<b>% of Budget</b>	<b>Comments</b>
<b><u>ADMINISTRATION - General Continued</u></b>						
Consulting Fees	1,018	\$14,400	\$13,879	\$12,861	7%	Less consulting in 2018
Postage and Freight	3,618	6,325	3,380	(238)	57%	
Advertising	15,019	17,700	12,257	(2,762)	85%	Timing of expenses
Education and Training	6,162	11,400	11,018	4,856	54%	Timing of staff/mgmt training
Copyright fees	509	500	509	-	102%	
Other Fees	458	600	397	(61)	76%	
Travel Expense	3,061	6,650	2,280	(781)	46%	
Memberships and Subscriptions	7,578	10,845	4,281	(3,297)	70%	Timing of membership invoices
Conference/Seminar Fees & Expenses	11,234	12,000	10,829	(405)	94%	
Bank Charges	1,391	2,600	0	(1,391)	54%	Merchant fees charged to connectivity in 2017, offset above
Transfer to LTD. Reserve	28,301	42,556	28,012	(288)	67%	
<b>Sub-Total</b>	<b>\$113,161</b>	<b>\$202,679</b>	<b>\$132,692</b>	<b>\$19,530</b>	<b>56%</b>	
<b>TOTAL EXPENSES</b>	<b>\$2,465,577</b>	<b>\$3,521,642</b>	<b>\$2,402,913</b>	<b>(\$62,664)</b>	<b>70%</b>	

## 3rd QTR Income Statement Comparison of 2018 Actual to 2018 Budget and 2017 Actual

<b>REVENUES</b>	<b>2018 3rd QTR</b>	<b>2018 ANNUAL BUD</b>	<b>2017 3rd QTR</b>	<b>Q3 2018 Vs Q3 2017</b>	<b>% of Budget</b>	<b>Comments</b>
Municipal Grant	\$2,386,839	\$3,182,452	\$2,330,589	\$56,250	75%	Higher grant in 2018
Provincial Grant	96	64,401	0	96	0%	
Program Fees	20,478	44,700	24,360	(3,882)	46%	Fewer attendees for fee based programs in 2018
Photocopier/Microfilm Receipts	8,260	6,500	7,643	616	127%	
Room Rentals	27,672	36,242	25,690	1,982	76%	More use in 2018
Coffee Supplies Recovered	761	1,000	792	(32)	76%	
Fines	20,125	39,247	23,939	(3,814)	51%	Extended loan period for DVDs and video games late in 2017
Financing from D.C.	93,750	125,000	93,750	-	75%	
Sundry Receipts	23,451	18,800	24,483	(1,032)	125%	Lower 211 project payment/reimbursement in 2018
Non-Resident Fees	455	300	570	(115)	152%	
Donations Received	790	3,000	4,188	(3,398)	26%	GIC redeemed in 2017
Gain/Loss on Disposal	117	0	4,033	(3,916)		More assets sold off in 2017
YRT Tickets/Passes	-	0	(5,247)	5,247		No longer a YRT ticket agent in 2018
YRT Commission	0	0	155	(155)		
<b>TOTAL REVENUES</b>	<b>\$2,582,794</b>	<b>\$3,521,642</b>	<b>\$2,534,946</b>	<b>\$47,848</b>	<b>73%</b>	
<b>SURPLUS/(DEFICIT) CURRENT</b>	<b>\$117,217</b>	<b>\$0</b>	<b>\$132,033</b>	<b>(\$14,815)</b>		



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: October 10, 2018  
RE: **Room rental rate increases**

### Background:

As previously reported to the Board, it has been recommended by the Town of Newmarket Finance Department that an increase to fees of roughly 2.8%, representing the inflation rate in March 2018, be applied to the 2019 budget.

Typically this has only applied to room rental and advertising rates. When preparing the operating budget request, approved by the Board in September 2018, an increase to room rental revenue was included. For 2019, an increase to advertising rates is not planned as these were raised considerably for 2018.

In September 2017, the Board approved the following motion:

...THAT the Library Board authorize the C.E.O. to raise room rental and advertising rates annually in accordance with average inflation rates as part of the preparation of operating budget drafts.

This report will therefore inform the Board of the 2019 rates as decided by the C.E.O. with delegated authority.

For the remaining fees charged by the library, increases are not recommended. For reasons of equitable access, it is not recommended to raise fines. Registration fees for programs conducted by contractors are set in accordance with the contractor's fees, so these would rise as needed. Fees for 3D printing and for vinyl cutting have been set in accordance with the cost of the related supplies, and book sale prices are on a "pay what you can" basis.

### Conclusion:

The determined increases are illustrated on the accompanying chart of room rental and advertising rates for 2019.

**The following motion is recommended:**

**THAT the Library Board receive the report on Room Rental Rate Increases.**



## ROOM RENTAL RATE SCHEDULE

Effective: January 1, 2019

Room	Capacity	Non-Profit / NCC Member Rate*	For Profit Rate
<b>Multipurpose Room (MPR)</b> Projector and screen DVD/CD/Video player Whiteboard Counter/sink and Washroom Table/Chair set-up and take down by renter **Available outside of Library operating hours	60	\$22 per hour Daily Maximum \$117	\$30 per hour Daily Maximum \$171
<b>Board Room</b> Projector and screen DVD/CD/Video player Whiteboard Counter/sink and Washroom	15	\$16 per hour Daily Maximum \$80	\$22 per hour Daily Maximum \$117
<b>Program Room</b> Projector and screen DVD/CD/Video player Whiteboard Counter/sink Table/Chair set-up and take down by renter	15-20	\$16 per hour Daily Maximum \$80	\$22 per hour Daily Maximum \$117
<b>Story Room</b> Projector and screen DVD/CD/Video player Interactive White Board Table/Chair set-up and take down by renter	15-20	\$16 per hour Daily Maximum \$80	\$22 per hour Daily Maximum \$117
<b>Large Study Room</b> Interactive White Board with Projector Whiteboard	20	\$16 per hour Daily Maximum \$80	\$22 per hour Daily Maximum \$117

\*Newmarket Chamber of Commerce (NCC) Member

### Additional Information

Free Wi-Fi available in all rooms

### Advertise your Event

Integrated Community Messaging Board	\$25 per Ad/quarterly
Website Calendar Event Listing	\$25 per Ad/quarterly
11 x 17 Poster in Library	\$25 per Ad/quarterly
Advertising Package which includes all of the above	\$65 quarterly
**After Hours Access Fee	\$20.00 per booking
Cancellation Fee (less than 7 days 'notice	\$15.00



## 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>C.E.O. to draft report for initial consideration</li> <li>Board to consider needed resources</li> <li>C.E.O. to report back on implementation of fundraising initiatives</li> <li>C.E.O. to follow up with Town of Newmarket regarding naming rights sponsorship program</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	May, 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 May 15, 2018 Next review date: April, 2019
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: November 3, 2018, Whitby 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>

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
<del>15-16</del>	<del>April, 2017</del>	<del>Ontario Public Library Week</del>	<del>Plan an event to promote Ontario Public Library Week</del>	<b>Completed</b> <del>Coffee and Donuts with C.E.O.</del> <del>Wednesday, October 18, 2017</del>
<del>16-16</del>	<del>March, 2017</del>	<del>Peer Comparator Study</del>	<del>Analyze report on Newmarket Public Library's peer comparisons</del>	<b>Completed April 19, 2017</b>
<del>17-17</del>	<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>