



MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle

Date: October 15, 2015

Re: 2015 Budget Process

The Town of Newmarket has requested that the Library submit draft operating and capital budgets for 2015 by mid-November. At this point I am asking the Board for input and guidelines. I am also suggesting that there are 3 options for Board approval of the draft, given that a new Board will likely be in place well before Council considers 2015 budget approval:

- A. The Board approves the budget submission at its November 19 meeting.
- B. Same as above, but the Board also instructs the C.E.O. to bring the draft to the new Board at its earliest convenience for review. Any changes can then be submitted to the Town of Newmarket Finance Department before Council review.
- C. The Board defers approval until a new Board is in place, noting to the Town of Newmarket Finance Department that the draft submission is pending Board approval.

Some potential “status quo” drivers for the operating budget are:

- Annualization of 2014 economic adjustments for staff
- Additional 2015 economic adjustments for staff
- Utilities cost increase
- Possibility of a membership fee to participate in the Centre for Equitable Library Access in order to better meet AODA requirements

Some potential revenue opportunities are:

- Increase in room rental revenue once Library rooms are added to the Town of Newmarket’s online booking system
- Addition of a fundraising target aligned with the Service Review Program (naming rights and other opportunities)

The Board may also want to consider requests for service enhancements in the operating budget such as:

- Increasing opening hours to include Mondays
- Additional electronic resources
- Increased staffing for fundraising and revenue development

For the capital budget, it is not expected that there will be any requests beyond scheduled replacement items funded by the Asset Replacement Fund.

The following motion is recommended:

THAT the Library Board receive the report on the 2015 budget process.