



MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle, C.E.O.

Date: December 14, 2016

Re: Building maintenance expenditures

In May 2014, the Board approved the following motions:

THAT the Library Board approve additional expenditure of \$10,000.00 in the Electronic Materials & Subscriptions budget line offset by reduced expenditure in the Building Repairs and Maintenance budget line for fiscal year 2014.

THAT the Library Board grant the CEO authority to approve unplanned emergency building expenditures from the Operating Reserve to a value of up to \$10,000.00, subject to immediate communication with the Chair and subsequent reporting to the Board.

This year, a number of unplanned building repair and maintenance expenses have meant that the Library has spent most of this \$10,000 emergency contingency already, above and beyond the \$16,400 budget in this area. Moreover, the Library will need to spend an additional amount above that contingency before the end of the year.

The purpose of this report, therefore, is to report the emergency expenditures up to \$10,000 as required by the above motion, and to request the Board's permission to spend up to \$3,000 additional. This is authorized by the Board's operational bylaw 2004-1, which regulates financial controls and allows the Board to authorize over-expenditure of up to \$3000 on any budget line in the \$10-20,000 range, as long as the cost is offset elsewhere. The entire \$13,000 amount is projected to be offset by lower than budget expenditures in other areas.

The emergency expenditures in question, the majority of which have already been completed, total approximately \$13,000. They are as follows:

1. HVAC related repairs, including:
 - a. Gas smells (2 instances) – service and repairs
 - b. No cool, no heat services calls – replacement control boards, venter motors
 - c. Replacement humidifier bottles due to hard water build up
 - d. Installing air grille in the lobby to prevent doors not closing due to air pressure
2. Plumbing related work:
 - a. Hot water heater leaking and needed to be replaced
 - b. 2 toilets replaced
 - c. Installing auto flush on 2 urinals to prevent unsanitary conditions

- d. Miscellaneous service calls: blocked toilet, cleanout and weather stripping for sewage pit
3. Fire panel and monitoring replacement and reprogramming .
4. Repairs to door hinges and locks.

The following motions are recommended:

THAT the Library Board receive the report on emergency expenditures in the Building Repairs and Maintenance budget line in the 2016 budget year;

AND THAT the Library Board authorize the further expenditure in the 2016 budget year of up to \$3000 in the Building Repairs and Maintenance budget line, such expenditures to be offset by cost reductions elsewhere in the same year.