



Agenda
Newmarket Public Library Board
Regular Meeting of the Newmarket Public Library Board
Wednesday, February 21, 2018
5:30 pm, Newmarket Public Library Board room

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

Adoption of Agenda

1. Adoption of the Regular Agenda
2. Adoption of the Closed Session Agenda
3. Adoption of the Consent Agenda Items

Declarations

Consent Agenda Items

4. Adoption of the Regular Board Meeting Minutes for Wednesday, January 17, 2018
5. Strategic Operations Report for January, 2018
6. Library Statistical Data for January, 2017
7. Monthly Bank Transfer

Reports

Business Arising

8. Knowledge Gap Analysis Discussions
 - a) Library Management, Stewardship and Accountability
9. Library Board Action List
10. Operational Efficiencies Review Implementation

Motion to Convene into a Closed Session

That the Library Board move in to a Closed Session for the purpose of discussing Labour Relation Matters.

New Business

11. Ontario Pre-Budget Submissions
12. Handout on Library Facilities Needs
13. Library Social Event Expenses

Date of Future Meeting(s)

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

Adjournment



**Newmarket Public Library Board
Regular Board Meeting
Wednesday, January 17, 2018
Newmarket Public Library Board Room**

Present: Joan Stonehocker, Chair
Tara Brown, Vice Chair
Jane Twinney
Tom Vegh

Regrets: Kelly Broome
Darcy McNeill
Venkatesh Rajaraman

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

The Library Board Chair called the meeting to order at 5:30 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 18.01.252

Moved by Jane Twinney

Seconded by Tom Vegh

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

Motion 18.01.253**Moved by Tara Brown****Seconded by Jane Twinney**

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

Carried

Closed Session

There were no Closed Session items.

Reports

8. Impact Survey

Results from the Impact Survey conducted in September, 2017 were reviewed by the Library Board. The subscription ended in November, 2017 and will not be renewed for 2018.

Motion 18.01.254**Moved by Tara Brown****Seconded by Tom Vegh**

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

Carried

Business Arising

9. Bill 148 Budget Implications

The C.E.O. reviewed the implications of the minimum wage increase in 2018 on the 2018 Operating Budget with Library Board members.

Motion 18.01.255**Moved by Tom Vegh****Seconded by Jane Twinney**

That the Library Board approved the use of the Operating Reserve to cover expenditures in 2018 related to Bill 148 implementation up to \$15,000 if needed.

Carried

10. Knowledge Gap Analysis Discussions

- a) Library Management, Stewardship and Accountability

Motion 18.01.256

Moved by Tara Brown

Seconded by Tom Vegh

That this item be deferred.

Carried

11. Library Board Action List

The Library Board reviewed the Action list.

Motion 18.01.257

Moved by Tom Vegh

Seconded by Tara Brown

That the Library Board receive the Library Board Action List.

Carried

New Business

12. Carpet Replacement

Options for the plan to replace carpeting in the Library and how the project can be funded were presented to the Library Board. The Board agreed to move forward with first year plan for carpet replacement.

Motion 18.01.257

Moved by Jane Twinney

Seconded by Tara Brown

That the Library Board approve the replacement of carpet on the main floor and stairs using the Capital Asset Replacement Fund designated for this purpose.

Carried

13. Sunday Openings in December

In previous years, the Library closed the Sunday before Christmas and New Year's. The Board discussed these closures and agreed that the Library should maintain regular operating hours on Sundays during the month of December.

Motion 18.01.258

Moved by Tom Vegh

Seconded by Jane Twinney

That the Library Board recommends that regular operating hours on Sundays in the month of December be maintained.

Carried.

Date(s) of Future Meetings

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

Adjournment

Motion 18.01.259

Moved by Jane Twinney

Seconded by Tara Brown

That there being no further business meeting adjourned at 6:15 pm.

Carried

Joan Stonehocker
Chair

Todd Kyle, CEO
Secretary/Treasurer



MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle, C.E.O.

Date: February 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 January 31, 2018 of \$ 11,149.46 from the Newmarket Public Library bank account to the Town of Newmarket bank account.



Strategic Operations Report: December, 2017

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

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

Newmarket Public Library Statistical Data - 2018

Library Card Holders

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

New and Renewed Library Cards

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
New registrations	254												254
New non-resident	56												56
Renewed membership	706												706

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Website visits	15,959												15,959
# of PAC Account Logins	7,021												7,021
Room Rentals	74												74
Room Rental Hours	267												267

Programs

5 Year Trend - year to date January 31

# of Programs Held	2014	2015	2016	2017	2018
Adult	17	25	19	27	22
Children's	95	55	95	93	87
Total Programs	112	80	114	120	109

Program Attendance	2014	2015	2016	2017	2018
Adult	105	169	147	247	148
Children's	1,129	756	1,016	979	910
Total Attendance	1,234	925	1,163	1,226	1,058

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												1,255
eBooks	3,737												3,737
eMagazines	321												321
eMusic	2,747												2,747
eVideo	182												182
Backpack Kit	4												4
Book	25,015												25,015
CD-ROM/DVD-ROM	4												4
DVD/Blu-ray	4,007												4,007
eBook Reader	-												-
GPS	-												-
ILL	143												143
Language Kit	43												43
Laptop	29												29
Multimedia Kit	47												47
Music CD	248												248
Pedometer	1												1
Periodical	833												833
Portable Audio Book	5												5
Talking Book	686												686
Video Game	272												272
Total Borrowing	39,579	-	-	-	-	-	-	-	-	-	-	-	39,579

Database Usage

Adult Subscriptions	2,104	-	-	-	-	-	-	-	-	-	-	-	2,104
Children's Subscriptions	210	-	-	-	-	-	-	-	-	-	-	-	210
York Info (Community)	139,809	-	-	-	-	-	-	-	-	-	-	-	139,809
York Info (Volunteer)	34,053	-	-	-	-	-	-	-	-	-	-	-	34,053
Total Database Usage	176,176	-	-	-	-	-	-	-	-	-	-	-	176,176

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



MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle, C.E.O.

Date: February 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 January 31, 2018 of \$ 11,149.46 from the Newmarket Public Library bank account to the Town of Newmarket bank account.



NEWMARKET PUBLIC LIBRARY BOARD - ACTION TRACKING LIST

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
9-11a	Ongoing	Policy reviews	<ul style="list-style-type: none"> • C.E.O. to bring drafts to Board according to agreed schedule • Board to form committee to review Governance Policy and Constitution 	
12-11	May 20 2015	Draft fundraising and development strategy	<ul style="list-style-type: none"> • C.E.O. to draft report for initial consideration • Board to consider needed resources • C.E.O. to report back on implementation of fundraising initiatives • C.E.O. to follow up with Town of Newmarket regarding naming rights sponsorship program 	Completed September 16, 2015
1-12		Consider forming Friends of the Library group	<ul style="list-style-type: none"> • Board to consider as related to item 12-11 	Completed September 16, 2015 Deferred to next Library Board term <i>(motion 13.03-214)</i>
2-13	March, 2018	C.E.O. Annual Performance Review	<ul style="list-style-type: none"> • Library Board Chair and Vice Chair to prepare and report to Board 	C.E.O. annual Review completed March 15, 2017 Next review date: March, 2018
1-15	April, 2017	Annual Report to the Community	<ul style="list-style-type: none"> • C.E.O. to prepare and present to board before release 	Completed October, 2017 Next report due in April, 2018
2-15	March, 2016	Library facility and service delivery options	<ul style="list-style-type: none"> • C.E.O. to report on related Town community facility plans • Board to consider referral to Library-Town Joint Task Force 	<ul style="list-style-type: none"> • Report drafted for September 16, 2015 meeting (Deferred to March, 2016) • Joint Workshop held June 15, 2016

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
			<ul style="list-style-type: none"> • Board to consider capital reserve expenditure on consultant study • 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” 	<ul style="list-style-type: none"> • Report to Board September 7, 2016 • Report to Town of Newmarket Committee of the Whole May 8, 2017 • Deferred by Town of Newmarket Council to fall of 2017 after completion of the Joint Efficiency Review. • Library operations efficiencies study report to Board November 15, 2017 • Joint Library Board/Town of Newmarket Council Workshop held to discuss efficiencies study January 30, 2018
3-15		Business measurements (including Impacts and Storytelling)	<ul style="list-style-type: none"> • Board to review Library Statistical Data report provided monthly in agenda package • C.E.O. to revise report as requested • C.E.O. to update Board on status of related provincial initiatives as well as Impact Study 	
4-15		Built Accessibility report	<ul style="list-style-type: none"> • C.E.O. to draft report 	
5-15	June 17, 2015	Budget projections	<ul style="list-style-type: none"> • C.E.O. to draft 5-year projections for operating budget needs 	Completed June 17, 2015 Reported to Library Board June 17, 2015
6-15		2016 budget	<ul style="list-style-type: none"> • Board to provide C.E.O. with guidelines and suggestions • C.E.O. to draft budget • Board to approve for submission to Council 	Completed September 16, 2015 Board approved 2016 Draft Operating and Capital Budget requests

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
7-15		Collective Agreements	<ul style="list-style-type: none"> Board to provide C.E.O. with negotiation mandate guidelines C.E.O. to engage Town of Newmarket Director of HR as lead negotiator Board to approve agreements 	<p>Completed, Agreements Ratified March 21, 2016</p> <p>Collective agreements expired March 31, 2015.</p> <p>Negotiations to begin February 11, 2016</p>
8-15		Strategic planning	<ul style="list-style-type: none"> Board to decide on strategic planning process when current plan ends in 2016 	<p>Reported to Library Board on options for renewing Strategic Plan December 16, 2016 Board meeting.</p> <p>Reviewed Strategic Plan at January 18, 2017 Board meeting. Build on current plan and create action list.</p> <p>Board to meet with Senior Town of Newmarket staff re: Town's strategic goals.</p>
9-15	May, 2016	Vice Chair Position	Library Board members to hold election for Vice Chair position after one year. Vice Chair elect to be a Community member	<p>Completed September 7, 2016</p> <p>Election to be held June 22, 2016.</p> <p>Deferred to September 7, 2016.</p>
10-15	November 18, 2017	SOLS Trustee Representative	Attend SOLS Trustee Council Meetings	Next Trustee meeting: April 14, 2018, Oshawa Public Library
11-15	March 16, 2016	ARF Analysis Review	Town of Newmarket Director of Finance	<p>Completed June 22, 2016</p> <p>Report to Library Board June 22, 2016</p>
12-16	June, 2016	2017 Budget Considerations	Sunday Openings at Christmas	<p>Completed June 22, 2016</p> <p>2017 Operating Budget submission deadline</p>
13-16	June, 2016	2018 Budget Consideration	Donation Revenue Allocations	<p>Completed December 14, 2016</p> <p>2018 Operating Budget submission deadline</p>
14-16	November, 2016	Strategic Technology Ad Hoc Committee	Develop Terms of Reference of Committee	Completed: Terms of Reference approved January 15, 2017

Item No.	Target Date	Item description	Assigned action	Status / Date of Completion
				Draft Terms of Reference presented at November 16th Board meeting.
15-16	April, 2017	Ontario Public Library Week	Plan an event to promote Ontario Public Library Week	Completed Coffee and Donuts with C.E.O. Wednesday, October 18, 2017
16-16	March, 2017	Peer Comparator Study	Analyze report on Newmarket Public Library's peer comparisons	Completed April 19, 2017
17-17	October, 2017	Leadership by Design	Knowledge Gap Analysis Discussions at upcoming Library Board meetings	Discussion Schedule: <ol style="list-style-type: none"> 1. Board Organization and Planning – June 21, 2017 – completed 2. Board Performance and Community Development – October 18, 2017 - completed 3. Library Management, Stewardship and Accountability – February 21, 2018



Memorandum

To: Newmarket Public Library Board

From: Todd Kyle, C.E.O.

Date: February 21, 2018

Re: Operational Efficiencies Review Implementation

Purpose

The purpose of this report is to present recommendations with regard to implementation approvals related to Community Services Commission and Newmarket Public Library Joint Reports 2018-01 and 2018-02 on Newmarket Public Library Organizational Effectiveness and Efficiency Review.

Comments

After presenting the Review in a joint workshop and listening to feedback and questions, I am seeking the Board's authority in principle to implement the recommendations of the Review.

One of the Board's concerns in moving forward with the review has been to preserve the strategic agility of the library as it moves towards greater integration with Town operational functions. It is my intention to work with the Commissioner of Community Services to implement the Review in such a way as to ensure that Service Level Agreements are in place in order to assure that the Board continues to maintain full authority over areas that are of strategic importance to the Library. If the Board wishes, these Service Level Agreements can be brought back for approval as they are drafted.

In addition, although the financial implications of the Review are entirely manageable within current budget allocations, there may be items that in the interim cause extra expenditure as we move to the new target organizational structure. I am seeking the Board's approval to use the Library Operating Reserve to off-set those in fiscal years 2018 and 2019 if needed.

Finally, there are instances where the Board's support may need to be sought in implementing a change management strategy to achieve the target structure. These will be brought to the Board for future input if and when needed.

Council approval and next steps

Approval of implementation is contingent on similar approval by Council. It is the intention to take a similar report to this one to a subsequent Committee of the Whole meeting for their approval. The Board may wish to communicate this to Council.

At the same time, the Board may wish to urge Council to demonstrate its support for a library facility needs study as previously approved by the Board. This item is outstanding on Council's action list and Council's intention was to reconsider it once the library operational review had been completed.

The following motions are recommended:

That the Library Board receive the report on Operational Efficiencies Review implementation;

And That the Library Board authorize the C.E.O. to implement the recommendations of the Newmarket Public Library Effectiveness and Efficiency Study where possible and in line with current and future approved operating budgets;

And That the Library Board request Town of Newmarket Council to grant similar approval;

And That the Library Board urge Town of Newmarket Council to demonstrate support for a library facility needs study as previously approved by the Board;

And That the Library Board approve the use of up to \$50,000 from the Library Operating Reserve in 2018 and in 2019 to cover possible expenditure over and above approved annual budgets related to the interim organizational structure.



MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle, C.E.O.

Date: February 21, 2018

Re: Ontario Pre-Budget Submissions

As the 2018 Ontario budget is being prepared, the Ministry of Finance has solicited pre-budget submissions from constituents. A submission prepared by the Federation of Ontario Public Libraries (FOPL) in conjunction with the Ontario Library Association (OLA) has two requests that pertain to public libraries:

- Increase annual base funding to public libraries from a total of \$33 million to \$50 million annually;
- Dedicate \$25 million in new, annual funding for the development and implementation of Ontario's Digital Library.

A copy of the budget submission is attached for more detail. FOPL/OLA are asking local Library Boards to pass a motion, and to recommend that their Councils pass a motion, calling on the province to include these measures in the 2018 budget. A recommended motion, based on a similar one passed by the City of Kitchener, is below.

The following motion is recommended:

Whereas public libraries provide safe, inclusive, and vibrant community spaces where everyone is welcome to learn, work, connect, and have fun; and,

Whereas the Newmarket Public Library engages with the community to provide a centre of learning, dialogue, and discovery; and,

Whereas the Newmarket Public Library continues to have a limited resource budget despite an increase in digital borrowing of 488 percent, the addition of many technology help and discovery programs, and the establishment of the Maker Hub, a new digital creative space; and,

Whereas the Newmarket Public Library continues to manage public resources with the utmost care and are committed to the sustainability of their services;

Therefore be it Resolved that the Newmarket Public Library Board urges the Province of Ontario to recognize the contribution of local libraries within their communities and to cease the 20 year budget freeze to local libraries in an acknowledgement to the services they offer to all residents; and,

Be it Further Resolved that the Newmarket Public Library Board urges the Province of Ontario to reinstate adequate and appropriate funding for local libraries, increasing each year going forward in line with the consumer price index; and,

Be it Further Resolved that the Newmarket Public Library Board urges the Province of Ontario to commit funds to a shared and efficient Ontario Digital Library in order to provide equitable online services to all Ontarians; and,

Be it Further Resolved that a copy of this resolution be sent to Town of Newmarket Council for their endorsement; and,

Be it Finally Resolved that a copy of this resolution be sent to the Minister of Tourism, Culture, and Sport, to the Ontario Minister of Municipal Affairs, to the local MPP, to the Ontario Library Association, and to the Federation of Ontario Public Libraries.



MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle, C.E.O.

Date: February 21, 2018

Re: Handout on Library Facilities Needs

The Library is participating in the Community Open House being held by the Town on Tuesday, February 27, 2018, from 4 to 8 pm at the municipal offices. The purpose of this event is to provide an opportunity for community members to learn about current initiatives of various Town services as well as to ask questions. The questions and their answers will be collected and subsequently shared with the community at large.

The Library is frequently asked by residents about the prospects for expanded library facilities at events like this, as well as within the library and through the customer feedback process. It is recommended at this time that a handout be prepared that can be shared both in print and online in order to inform residents of the status of this project and encourage their engagement going forward.

A draft of this handout is being prepared and the Board is asked for direction on the project.

The following motion is recommended:

THAT the Library Board receive the report on library facility needs handout.



MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle, C.E.O.

Date: February 21, 2018

Re: Library Social Event Expenses

As a result of some community inquiries regarding holiday and other celebrations held for staff and paid for by the Town, including the Library, I am reporting to the Board on the Library's practice for the purpose of review.

The Library contributes modest amounts to celebrations and other events held for staff in accordance with budget as set by the Board. The expenses are generally paid for by the Miscellaneous expense line.

Typically these consist of the following:

- An annual staff holiday dinner held at a local restaurant. The Library contributes \$20 per staff member who attends, accounting for less than half the cost. The remainder is made up of by a silent auction organized by a staff committee, plus a ticket fee for all attendees. In 2017, the net expense to the Library was just under \$500.
- For staff who leave the employ of the Library, the Library contributes \$30 towards celebration expenses.
- For staff who take retirement from the Library and have been in the employ of the Library for at least 5 years, the Library contributes up to \$100 to cover celebration expenses.
- Once or twice per year, the Library holds a staff development and appreciation event, paying for a modest luncheon.

In addition, as previously approved by the Board, the Library offers a catalogue gift to employees who have reached service milestones, in 5-year increments starting at 10 years. Finally, meal expenses for staff attending conferences or other work-related events are reimbursed according to the Expense Reimbursement Policy.

The following motion is recommended:

THAT the Library Board receive the report on library social event expenses.