

Georgina Public Library
Library Board Meeting
July 21, 2022 @ 7:00 p.m.
Zoom

1. Call to Order
2. First Nations Acknowledgement Statement

“The Town of Georgina recognizes and acknowledges that we are on lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples, and we would like to thank them for sharing this land. We would also like to acknowledge the Chippewas of Georgina Island First Nation as our close neighbour and friend, one with which we strive to build a cooperative and respectful relationship. We also recognize the unique relationship the Chippewas have with the lands and waters of this territory. They are the water protectors and environmental stewards of these lands and we join them in these responsibilities.”

3. Roll Call
4. Introduction of Addendum Items
5. Approval of the Agenda
6. Announcements
7. Declarations of Pecuniary Interest
8. Adoption of the Past Minutes – June 16, 2022 Board meeting minutes
9. Delegations/Speakers
 - a. None
10. Presentations
 - a. None
11. Consent Agenda
 - a. Branch & CYS Report
 - b. Quarterly Statistics

- c. Work Plan Update
 - d. Financial Statement – June 2022
- 12. Verbal Communications
 - a. CEO update (V. Stevens)
 - b. Board Chair update (M.C. Macaluso)
 - c. Friends of the Library update (B. Sabatini)
 - d. Strategic Planning Committee update (A. McDowell)
- 13. Old Business
 - a. Keswick branch alcove/manager office
 - b. Bradford-West Gwillimbury correspondence to Library Boards in Ontario
- 14. New Business
 - a. 2021 Financial statements
 - b. Policy Review: Accessibility Standards for Customer Service
 - c. Library as Place recap (B. Sabatini)
- 15. Other Business For Which No Notice Has Been Given
- 16. Closed Session
 - i. Motion to move into closed session
 - 1. Personal matters about an identifiable individual, Section 16.1 (4) of the Public Libraries Act
 - Human Resources matter
 - ii. Motion to reconvene into open session
- 17. Next Meeting Date /Time

September 15, 2022 @ 7:00pm – Zoom
- 18. Adjournment

Georgina Public Library Board
Regular Board Meeting Minutes
June 16, 2022 @ 7:00 p.m.

Zoom

1. Call to Order

The meeting was called to order by the Vice-Chair at 7:03 p.m.

2. First Nations Acknowledgement Statement

"The Town of Georgina recognizes and acknowledges that we are on lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples, and we would like to thank them for sharing this land. We would also like to acknowledge the Chippewas of Georgina Island First Nation as our close neighbour and friend, one with which we strive to build a cooperative and respectful relationship. We also recognize the unique relationship the Chippewas have with the lands and waters of this territory. They are the water protectors and environmental stewards of these lands and we join them in these responsibilities."

3. Roll Call

The following Board Members were present:

Mary Catherine Macaluso, Chair
Bobbi Sabatini, Vice-Chair
Rita Beechey
Leslie Johnstone
Nancy Rodrigues
Shari Hawkins
Naomi Davison
Adrienne McDowell

The following Board Member was absent:

Councillor Dave Neeson

The following staff members were in attendance:

Valerie Stevens, *Director of Library Services/CEO*
Serena Hamlyn, *Executive Assistant (Recording Secretary)*
Anna DeLong, *eServices Library Technician / CUPE Representative*
Justin Johnston, *Manager, Library Collections*

4. Introduction of Addendum Items

- a. Closed Session item added
- b. Item d. Keswick branch alcove/manager office added under New Business
- c. Item c. Annual Institute on the Library as Place added under New Business

5. Approval of the Agenda

Moved by Leslie Johnstone, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2022-054

That the Georgina Public Library Board meeting Agenda of June 16, 2022 be approved as amended.

Carried.

6. Announcements

- a. Introduction of Justin Johnston - *Manager, Library Collections*

The CEO introduced the new Manager, Library Collections, Justin Johnston to the Board. Justin spoke briefly of his experience and excitement to join GPL. The Board members welcomed Justin to GPL.

7. Declarations of Pecuniary Interest – None

8. Adoption of the Past Minutes– May 19, 2022 Board meeting minutes, May 31, 2022 Special Board meeting minutes

Moved by Shari Hawkins, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2022-055

That the minutes of the May 19, 2022 Board meeting be adopted as amended, and the minutes of May 31, 2022 be adopted as circulated

Carried.

9. Delegations/Speakers – None

10. Presentations – None

11. Consent Agenda

- a. Branch Report
- b. Work Plan Update
- c. Financial Statement – May 2022

On the Work Plan update, the MoU between the Town and Library Board, the status has been updated from “in progress” to “complete”

Moved by Nancy Rodrigues, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2022-056

That Item 11 – Consent Agenda be received as amended.

Carried.

12. Verbal Communications

- a. CEO Update (V. Stevens)

COMMUNITY CONNECTIONS

- Amy Butcher is in the planning stages of an event for National Truth and Reconciliation Day, in partnership with Waabgon Gamig First Nation School on Georgina Island

SPACES

- Continuing to gradually increase furniture in branches, including recently reopening the fireplace lounge in Keswick

PEOPLE & LEADERSHIP

- Keesha Rajkumar received a Georgina Youth Volunteer of Merit award, received by Sara Forsyth on her behalf at the ceremony on May 27, 2022
- Lisa Jewer moved into the Adult Programming LA role, and Jennifer Murray moved into a CYS Assistant role effective May 28.
- The management team attended a webinar series on Managing in a Unionized Environment, offered through the Ontario Library Service

COLLECTIONS & PROGRAMS

- Promotion of the Summer Reading & Learning Club at Georgina schools is underway. Launch party is this Saturday at the Keswick Branch. Adult and Teen Clubs are also starting this weekend.
- Reopening of the Keswick fireplace lounge has allowed the Hooks & Needles Corner group to return to their favourite spot to meet

TECHNOLOGY

- Nothing to report

MISCELLANEOUS

- 2023 budget process has begun; Valerie Stevens attended 2023 Business Planning day with Town Senior Leadership Team (SLT) on June 14. First meeting of Library Board Finance sub-committee planned for June 23. Entire budget process is 4-6 weeks later than usual as it is an election year.
 - 2021 Year in Review has been sent for printing
- b. Board Chair Update (M.C. Macaluso)
 - The Board Chair has been attending the strategic planning meetings
 - The Board Chair continues to meet regularly with the CEO
 - c. Friends of the Library Update (B. Sabatini)
 - The Friends are planning to attend the Music in the Streets festival on June 25th
 - They will be doing button making alongside a booth with the library
 - The Friends were recently contacted about doing a mini spelling bee at the Sutton fair
 - d. Strategic Planning Committee Update (A. McDowell)
 - The Strategic Planning committee met with S. Kraus earlier this week
 - walked through results of the survey and focus groups
 - 195 responses to survey, which is average
 - The data indicated that many patrons are accessing services regularly both in person and virtually
 - Good conversation about diversity
 - The majority were very satisfied with the different components of the library
 - Steven helped with how to interpret those results: the community is telling us that this will be a very transitional strategic plan with how to honour the past while also modernizing and discovering the future
 - Next steps: Steven to draft initial vision and mission statement
 - Re-evaluate the initial values list

Moved by Shari Hawkins, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2022-057

That items 12 a., b., c., and d. Verbal Communications be received as presented

Carried.

13. Old Business - *None*

14. New Business

a. Policy Review: Art Policy

Moved by Nancy Rodrigues, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2022-058

That the Art policy be accepted as presented

Carried.

b. Bradford-West Gwillimbury correspondence to Library Boards in Ontario

The Board discussed the decision that was made to dissolve the Simcoe County Library Co-operative and how it will result in higher costs for the libraries, and a reduction in service for patrons.

Moved by Leslie Johnstone, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2022-059

That the Bradford-West Gwillimbury letter be tabled until the next Board meeting

Carried.

c. CEO Performance Evaluation sub-committee

Moved by Nancy Rodrigues, Seconded by Rita Beechey

RESOLUTION NO. GLB-2022-060

That the CEO Performance Evaluation sub-committee consist of:

Leslie Johnstone
Bobbi Sabatini
Mary Catherine Macaluso
Naomi Davison

Carried.

d. Keswick branch alcove/manager office

The CEO discussed the need to build an additional manager office in the Keswick branch. It was suggested in the master plan that the alcove area in Keswick is under-utilized, and the CEO is putting in the suggestion that the area be converted into an office. The CEO would like to move ahead with this quite soon.

The Board asked to see some architectural drawings/visuals to look at to get a better idea of what this space might look like. The CEO let the Board know that they will need to spend some money in order to have those drawings completed.

Moved by Rita Beechey, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2022-061

That the Board explore putting an office in the alcove area in Keswick branch

Carried.

e. Annual Institute on the Library as Place

Libraries that Work, the 2022 Library as Place event is taking place on July 7 and 8, the CEO asked who the Board would like to send to this event.

Moved by Shari Hawkins, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2022-061

That the Board send Board member B. Sabatini and one manager to the Library as Place event

Carried.

15. Other business - *None*

16. Closed Session

The CEO and Recording Secretary will be present for the closed session meeting minute review, and will leave the closed session prior to the discussion regarding closed session item 2. Personal matters about an identifiable individual – Human Resources matter.

The CEO and Recording Secretary will re-join the meeting once the Board rises from closed session.

Moved by Leslie Johnstone, Seconded by Rita Beechey

RESOLUTION NO. GLB-2022-062

That the Georgina Public Library Board moved into closed session at 8:04 p.m.

Carried.

1. Review of Closed session minutes

- i. Minutes from January 20, 2022 – Personal matters about an identifiable individual – Human Resources matter

- ii. Minutes from March 24, 2022 - Personal matters about an identifiable individual – Update on staffing matter
 - iii. Minutes from April 21, 2022 - Personal matters about an identifiable individual – Human Resources matter
 - iv. Minutes from May 19, 2022 - Personal matters about an identifiable individual – Human Resources matter
2. Personal matters about an identifiable individual, Section 16.1(4) of the Public Library Act
- Human Resources matter

Moved by Leslie Johnstone, Seconded by Rita Beechey

RESOLUTION NO. GLB-2022-063

That the Georgina Public Library Board reconvene into open session at 8:51 p.m.

Carried.

The board rose from closed session and made the following motions:

Moved by Nancy Rodrigues, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2022-064

That the closed session meeting minutes from, January 20, 2022, March 24, 2022, April 21, 2022, and May 19, 2022 be adopted as presented

Carried.

Moved by Bobbi Sabatini, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2022-065

That the Library Board Chair continue communications with Town HR in line with direction given

Carried.

17. Next Meeting Date /Time

July 21, 2022 @ 7:00 p.m. - Zoom

18. Adjournment

Moved by Bobbi Sabatini, Seconded by Rita Beechey

RESOLUTION NO. GLB-2022-066

That the Georgina Public Library Board meeting of June 16, 2022 adjourn at 8:55 p.m.

Carried.

Board Chair

Recording Secretary

JOINT BRANCH REPORT - 06 - June 2022

Submitted by: Amy Butcher - Manager, Library Community Engagement
Justin Johnston - Manager, Library Collections
Becky George - Manager, Library eServices
Sarah James - Manager, Library Customer Experience

COMMUNITY CONNECTIONS

- In June 2022, GPL created a TikTok account. This account was created as a pilot project between eServices and Community Engagement to promote our programs, services, and resources over the summer. Our Summer Reading Club Assistant creates original content which is reviewed by the Manager of Library Community Engagement before it is posted. eServices reposts the TikTok videos to our Facebook account.
 - As of the end of June, we have created 6 videos. From these six videos, we have had 5006 video views, 130 profile views, 352 likes, 12 comments, 10 shares and 25 followers. Our video about 2SLGBTQ+ books has had the greatest engagement so far with over 3450 views, 188 likes, 4 comments and 10 saves. Please see the June 2022 TikTok report for more information.
- Amy Butcher met with Amanda Stewart from The Chamber of Commerce to discuss how we can partner to support Small Business Week in October

SPACES

- Georgina Public Library started returned to full, pre-pandemic operating hours as of Saturday, June 25.
- A company has been selected to complete the Pepperlaw Carpet Replacement project; the work is expected to commence in of Summer 2022. Currently finalizing carpet selection and updated layout for Pepperlaw branch.
- Two important community events were featured at all branches using visual displays: National Indigenous History Month and PRIDE month. Both displays were appreciated by customers and helped with the circulation of materials related to these celebrations.



(National Indigenous History Month display at SN)

(PRIDE Month display at SN)

PEOPLE AND LEADERSHIP

- Ky Hughes started as a new Casual Library Clerk on June 13, 2022.

COLLECTION AND PROGRAMS

- GPL's Summer Reading programs for children, teens, and adults started on Sunday, June 19. The Summer Reading and Learning Club runs until Saturday, August 20 and the Teen/Adult Summer Reading Club runs until Saturday, September 3.
- The Summer Reading and Learning Club launch party was a huge success. 131 people attended the event on Saturday, June 18. They got their SRLC materials, a free book, and they received a balloon creation from Minerva's Creations.
- Amy Butcher and Jennifer Murray attended the Wellness Fair at Sutton Public School on Wednesday, June 22 and interacted with 245 people in two hours. They promoted GPL's Summer Reading and Learning Club, the new Ontario Parks Permit program, and GPL's extended hours.
- Amy Butcher, Pam Hambley, and Lindsay Quesnelle attended Music in the Streets at Georgina Pioneer Village on Saturday June 25 and interacted with 333 people between 9:30 am and 4:00 pm. They promoted GPL's Summer Reading and Learning Club, the new Ontario Parks Permit program, and GPL's extended hours.
- Justin Johnston has been in contact with LSC regarding order and shipping delays. LSC was experiencing logistical difficulties with their suppliers and distributors. These issues are expected to have been cleared up by the end of June, with shipments of previously

ordered items starting to be delivered. LSC plans to be fully caught up on all of their delayed orders & shipments before the end of Summer 2022, to be ready for the Fall 2022 publisher push.

- Newspapers will be coming back to the branches. *The Toronto Star* will be available in all 3 branches, and *The Globe & Mail* will be available at Keswick only, as was the case pre-pandemic. All staff will be informed that this service will be resuming as soon as Justin can confirm a timeline for delivery for the newspapers.

Dates	Program Name	Platform/format	Total views/ participants
Various dates	One-on-one technology help (eServices)	Email, chat, phone	27
June 7	Pefferlaw Book Club	Pefferlaw	5
June 7	Sutton Book Club	Zoom	6
June 7, 14, 21	Hooks and Needles Corner	Keswick	28
June 2	Sidewalk Chalk Party	Keswick	31
June 2, 16	Welcome Centre Immigrant Services	Keswick	9
June 8	Teen Volunteer Training Session	Keswick	11
June 16	LEGO Club	Keswick	12
June 18	Saturday Family Storytime	Keswick	20
June 18	Summer Reading and Learning Club Launch Party	Keswick	131
June 21	Tinker Time preview	Keswick	7
June 22	Wellness Fair at Sutton Public School	Sutton Public School	245
June 25	Music in the Streets	Georgina Pioneer Village	333
Previous uploads	All recorded videos, re-watched in June		22
		TOTAL	887

TECHNOLOGY

- The internet connection at the Pepperlaw branch became unstable following a few storms. We are working with Town IT on solutions but there are no easy fixes.
- We are prioritizing deploying as many public computers as possible to the public areas of all three beaches. As foot traffic increases, we are trying to eliminate or at least limit wait times for this service.

Summer Reading and Learning Club Launch Party:



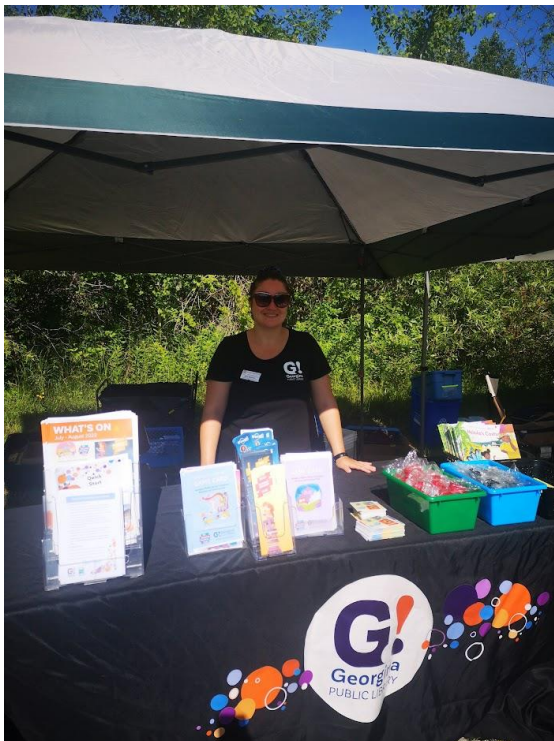
Jules, our SRCA, setting up before the party.

Sutton Wellness Fair:



Jennifer Murray, CYSA, at the Sutton Wellness Fair.

Music in the Streets:



Amy Butcher, Manager Library Community Engagement, at Music in the Streets.

CYS REPORT - June 2022

Submitted by: Amy Butcher - Manager, Library Community Engagement

COMMUNITY CONNECTIONS

- The CYS team offered virtual class visits promoting GPL's Summer Reading and Learning Club (SRLC) to interested schools.
- Julianne Lee, Summer Reading Club Assistant, created a video explaining how the Summer Reading and Learning Club is running this year. This video was shared with the schools and on GPL's Youtube and Facebook page.
- Julianne Lee has been creating TikTok videos promoting our SRLC as part of a pilot project between eServices and Community Engagement.
- Amy Butcher connected with the Town of Georgina Camps and Jericho Youth Services to discuss the types of outreach visits and programming we can offer each organization throughout the summer.

SPACES

- We are in the process of looking at the programming spaces in Keswick and Sutton and determining what to do with the furniture in those spaces so that we can gain more programming space for the Fall.

PEOPLE AND LEADERSHIP

- Jennifer Murray started her new role in CYS on May 31.
- Julianne Lee started as the Summer Reading Club Assistant on May 9.

COLLECTION AND PROGRAMS

- The CYS Team ran a combination of in person and online programs in April, May, and June.
- GPL's Summer Reading programs for children, teens, and adults started on Sunday, June 19. The Summer Reading and Learning Club runs until Saturday, August 20 and the Teen/Adult Summer Reading Club runs until Saturday, September 3.
- The Summer Reading and Learning Club launch party was a huge success. 131 people attended the event on Saturday, June 18. They got their SRLC materials, a free book, and they received a balloon creation from Minerva's Creations.
- Amy Butcher and Jennifer Murray attended the Wellness Fair at Sutton Public School on Wednesday, June 22 and interacted with 245 people in two hours. They promoted GPL's Summer Reading and Learning Club, the new Ontario Parks Permit program, and GPL's extended hours.

Dates	Program Name	Platform/format	Total views/ participants
April 5, 12, 19, 26, 29, May 3, 6, 10, 13, 17, 20	Family Storytime	Keswick	180
April 6, 13, 20, 27, May 4, 11, 18	Family Storytime	Pefferlaw	30
April 6, 12, 20, 27, May 4, 11, 18	Ukulele Circle	Keswick	77
April 7, 14, 21, 28, May 5, 12, 19	Baby Time	Keswick	105
April 7, 14, 21, 28, May 5, 12, 19	LEGO Club	Keswick	104
April 12, May 10	Online Teen Book Talk	Online	2
April 26	Online LEGO Club	Online	1
May 25	Wellness fair at St. Thomas Aquinas Catholic Elementary School	St. Thomas Squinas	99
June 2	Sidewalk Chalk Party	Keswick	31
June 8	Teen Volunteer Training Session	Keswick	11
June 16	LEGO Club	Keswick	12
June 18	Saturday Family Storytime	Keswick	20
June 18	Summer Reading and Learning Club Launch Party	Keswick	131
June 21	Tinker Time Preview	Keswick	7
June 22	Wellness Fair at Sutton Public School	Sutton Public School	245
June 1	Prince of Peace SRLC School Visit	Online	225
June 2	Keswick High School SRLC School Visit	Online	5

June 7	Our Lady of the Lake SRLC School Visit	Online	164
June 10	Jersey Public School SRLC School Visit	Online	131
June 15	Morning Glory Public School SRLC School Visit	Online	342
June 16	Keswick Public School SRLC School Visit	Online	372
June 16	Lakeside Public School SRLC School Visit	Online	351
		TOTAL	2645

TECHNOLOGY

- Nothing to report.



5,006
video views



130
profile views



352
likes



12
comments



10
shares



25
followers



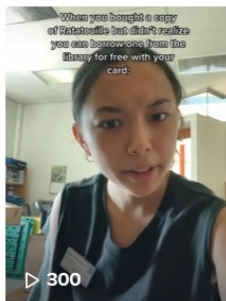
6
videos



2
posts per week



If you haven't already re...



GPL has a pretty cool c...



Happy Indigenous Peop...



All of our summer readi...



GPL has books for ever...



Join our Summer Read...

January

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	3,448	598	0	50	164		13	4,273	curbside only for 3 wks of Jan
Pefferlaw	620	182	0	0	135		5	942	
Sutton	2,284	332	0	5	66		0	2,687	
CYS			0	0	0			0	
eBranch	6,212	10,440	57	389		4,169		21,210	
Total	12,564	11,552	57	444	365	4,169	18	29,112	

February

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	6,413	1,706	0	36	488		92	8,735	extended hours Feb 19
Pefferlaw	749	377	0	0	110		10	1,246	
Sutton	3,314	1,302	0	8	97		0	4,721	
CYS			0	0	3			3	
eBranch	5,318	8,654	50	353		1,309		15,634	
Total	15,794	12,039	50	397	698	1,309	102	30,339	

March

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	8,852	2,447	0	56	708		97	12,160	Seedy Saturday
Pefferlaw	1,091	460	0	192	123		13	1,879	
Sutton	4,983	1,641	0	6	188		0	6,818	
CYS			5	70	6			76	
eBranch	6,120	9,748	37	468		1,061		17,397	
Total	21,046	14,296	42	792	1,025	1,061	110	38,330	

April

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	7,582	2,640	2	37	795		0	11,054	
Pefferlaw	989	577	0	0	116		5	1,687	
Sutton	4,570	1,519	0	2	194		0	6,285	
CYS			20	247	150			397	
eBranch	5,797	8,923	77	526		7,186		22,432	
Total	18,938	13,659	99	812	1,255	7,186	5	41,855	

May

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	6,733	1,943	4	151	658	278	0	9,763	
Pefferlaw	758	633	0	0	128	8,625	8	10,152	
Sutton	5,278	1,595	1	14	242	0	0	7,129	
CYS			18	232	152	276		660	
eBranch	5,785	8,844	49	268		8,941		23,838	
Total	18,554	13,015	72	665	1,180	18,120	8	51,542	

June

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	7,668	1,597	6	393	177		0	9,835	
Pefferlaw	951	758	1	5	20		4	1,738	
Sutton	4,992	2,105	0	4	137		60	7,298	
CYS			7	457	157			614	
eBranch	5,614	10,681	47	1,938		39,446		57,679	
Total	19,225	15,141	61	2,797	491	39,446	64	77,164	

2022 TOTALS


Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library
Keswick	40,696	11,525	12	723	2,990		202	56,136
Pefferlaw	5,158	3,125	1	197	632		45	9,157
Sutton	25,421	9,004	1	39	924		90	35,478
CYS			50	1,006	468			1,474
eBranch	34,846	57,290	317	3,942		62,112		158,190
Total	106,121	80,944	381	5,907	5,014	62,112	337	260,435


Audience Overview

  All Users
+0.00% Sessions

Apr 1, 2022 - Jun 30, 2022
Compare to: Apr 1, 2021 - Jun 30, 2021

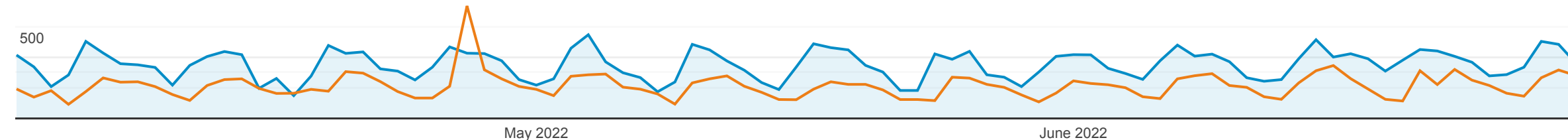
Overview

Apr 1, 2022 - Jun 30, 2022:  Sessions

Apr 1, 2021 - Jun 30, 2021:  Sessions

1,000

500



Sessions

64.16%

26,684 vs 16,255



Users

54.44%

11,132 vs 7,208



Pageviews

300.73%

112,558 vs 28,088



Pages / Session

144.11%

4.22 vs 1.73



Avg. Session Duration

58.03%

00:03:30 vs 00:02:13



Bounce Rate

-14.53%

41.88% vs 48.99%



% New Sessions

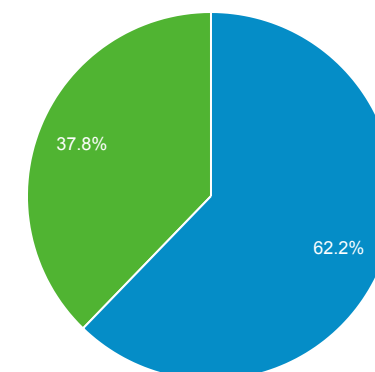
-5.88%

37.73% vs 40.09%

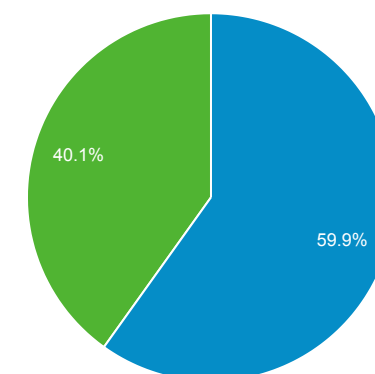


 Returning Visitor  New Visitor

Apr 1, 2022 - Jun 30, 2022



Apr 1, 2021 - Jun 30, 2021



Georgina Public Libraries Circulation & Active User Statistics

2022

Date	Keswick	Sutton	Pefferlaw	E-Books	Total	Active Members	Notes
January	3,448	2,284	620	6,212	12,564	11,293	curbside only for 3 weeks of January
February	6,413	3,314	749	5,318	15,794	11,360	extended hours effective Feb 19
March	8,852	4,983	1,091	6,120	21,046	11,532	
April	7,582	4,570	989	5,797	18,938	11,674	
May	6,733	5,278	758	5,785	18,554	11,792	
June	6,492	4,407	915	5,614	17,428	11,955	returned to full hours effective June 25
TOTALS	39,520	24,836	5,122	34,846	104,324		
Averages	6,587	4,139	854	5,808	17,387	11,601	

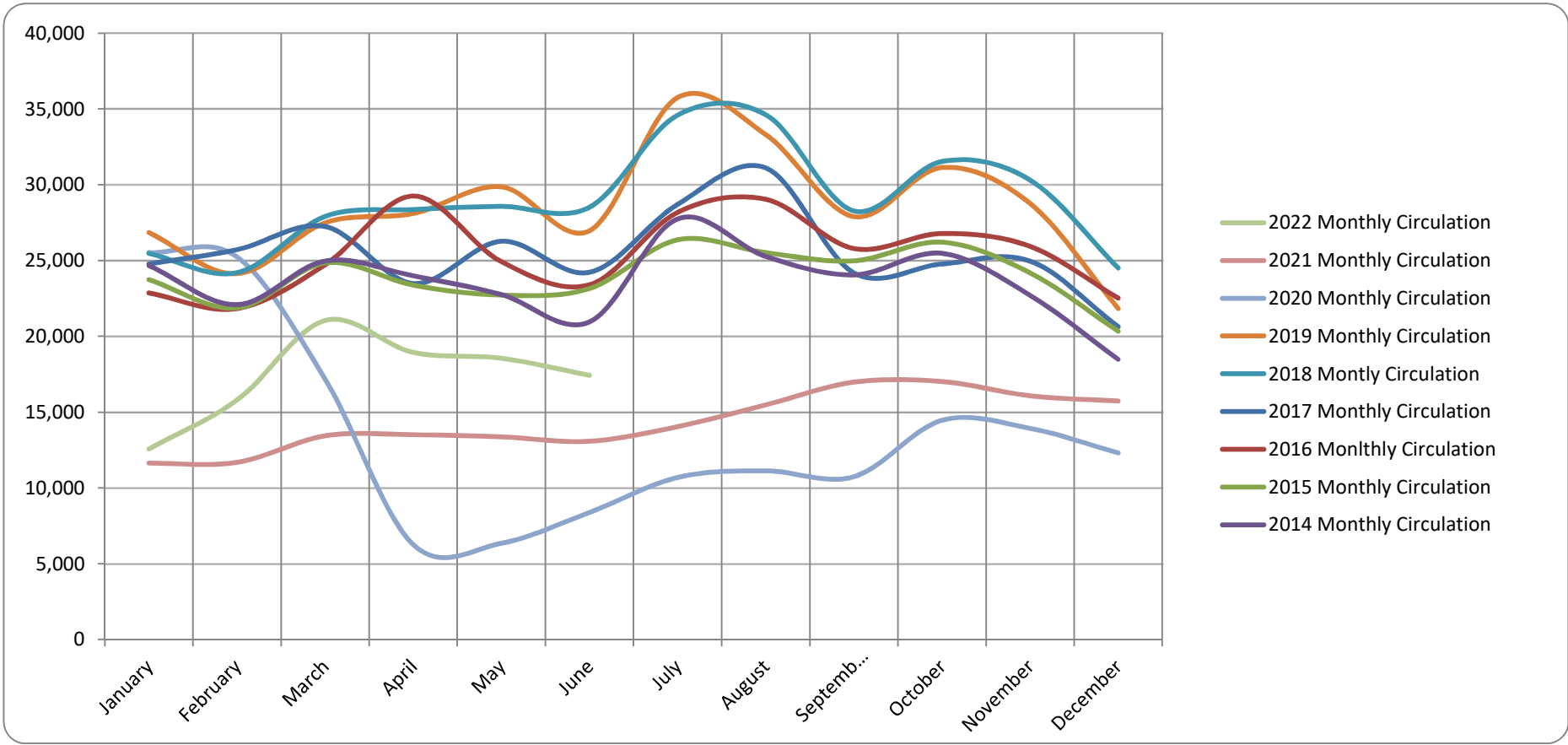
2021

Date	Keswick	Sutton	Pefferlaw	E-Books	Total	Active Members	Notes
January	2,831	2,228	518	6,053	11,630	13,344	
February	3,276	2,001	825	5,581	11,683	13,159	
March	3,912	2,717	733	6,073	13,435	13,036	
April	4,088	2,461	953	6,005	13,507	12,855	
May	4,012	2,455	724	6,175	13,366	12,742	
June	3,963	2,430	606	6,075	13,074	12,675	
July	6,224	1,200	746	5,871	14,041	12,107	SN closure & temp curbside location (roofing)
August	7,183	1,278	828	6,186	15,475	11,927	
September	7,461	3,016	833	5,666	16,976	11,783	SN back in-branch Aug 31
October	7,150	3,170	1,209	5,488	17,017	11,643	
November	7,097	2,988	679	5,313	16,077	11,497	
December	6,132	3,499	794	5,306	15,731	11,384	
TOTALS	63,329	29,443	9,448	69,792	172,012		
Averages	5,277	2,454	787	5,816	14,334	12,346	Active members lower than in past years due to past calculation errors. See comment for further details.

2020

Date	Keswick	Sutton	Pefferlaw	E-Books	Total	Active Members	Notes
January	12,578	6,057	1,714	5,176	25,525	15,264	
February	13,396	5,795	1,496	4,551	25,238	15,432	
March	7,170	3,986	769	5,251	17,176	16,072	
April	51	26	0	6,180	6,257	16,074	online renewals
May	10	0	23	6,315	6,348	16,078	online renewals
June	1,215	994	285	5,883	8,377	16,086	
July	2,644	1,729	391	5,925	10,689	16,104	
August	2,743	2,052	459	5,873	11,127	16,106	
September	3,842	597	523	5,771	10,733	16,131	Sutton closed for most of Sept for carpet & desk
October	6,285	1,898	684	5,592	14,459	16,221	
November	5,010	2,617	677	5,624	13,928	16,260	
December	4,058	1,936	632	5,678	12,304	16,291	
TOTALS	59,002	27,687	7,653	67,819	162,161		
Averages	4,995	2,341	638	5,649	13,623	15,984	

2014 - 22 Annual Total Circulation By Month Comparison



2022 Work Plan – June Update

Board Governance Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Legacy Document	Board Chair	Q1-2022	Q3-2022		Reviewed at March Board meeting
Succession Planning-staff					
Library Advocacy	Board	Q1	n/a	On going	<ul style="list-style-type: none"> Councillor Neeson connected with FOPL Government Advocacy Working Group (Sept 2021).
2021 Annual Report	Val Stevens	Q1	Q2	Complete	Copies have arrived in each branch
Sutton Multi-Use Transfer and Operating Agreement	Val Stevens	Q1-2019	2022?	In Progress	Development of a legal agreement for the Sutton Multi-Use Building between the School Boards, Town and Library. Currently with School lawyers. Likely on hold due to pandemic. Updated projected end to 2022.
Library & School Boards Agreement on Sutton Branch	Val Stevens	Q1-2019	2022?	In Progress	Transfer and Operating Agreement take precedent. Currently with Library/Town lawyer. Likely on hold due to pandemic. Updated projected end to 2022.
MoU between Library Board & Town	Val Stevens	Q4-2020	Q2-2022	Complete	Signed by all parties as of June 3
Board Self-Evaluation	Board Chair	Q4	Q4		Year 2 and end of term

Capital Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
MURC Branch	Val Stevens	Q1	Q3-2023	In Progress	Ground breaking on Nov 10, 2021. Foundations are in place, steel has started going up.
Strategic Plan	Library Board/ Val Stevens	Q2-2021	Q4	In Progress	Survey closed on May 27. Committee meeting on monthly basis.
Security Camera Installation	Town Facilities/ Sarah James	Q2-2022	Q4		Facilities has begun planning
Teen area-Keswick branch	Amy Butcher (Sarah James)	Q1	Q3	Deferred from 2020	Delayed due to pandemic. Planning discussions have started among GPL managers.
De/re-magnetizers	Sarah James (Becky George/ Justin Johnston)	Q2	Q3		
Pefferlaw Carpet Replacement	Town Facilities/ Justin Johnston (Sarah James)	Q1	Q3	In progress	Contractor hired, assessing carpet samples and determining timing.

Staffing Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Summer Reading Club Assistant-grants	Amy Butcher	Q1	Q3	In Progress	Jules Lee started in position on May 9
Adult Programming support	Amy Butcher	Q2	Q3		Three additional hours budgeted in 2022 operating budget

Operating Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Transition to Office 365	Town IT (Becky George)	Q1?	ongoing		Approved through Town IT budget for entire municipality, including library staff

Georgina Public Library

Financial Statement - June 2022

Date: July 4, 2022

	2022 Actuals	2022 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	1,265,020.00	2,530,040	1,265,020	50%	50%	Pro-rated
Provincial Grants	31,300	62,600	31,300	50%	50%	Pro-rated
Misc Grants	-	9,240	9,240	0%	50%	
School Board Revenue	29,250	58,500	29,250	50%	50%	Pro-rated
Donations	495	1,800	1,305	27%	50%	
Fines	140	22,000	21,860	1%	50%	
Misc Fees	40	3,100	3,060	1%	50%	Exam Proctoring, etc
Photocopying Fees	419	8,500	8,081	5%	50%	
Program Registrations	-	4,200	4,200	0%	50%	
Book Sale	15	2,400	2,385	1%	50%	
Room Rentals	-	4,100	4,100	0%	50%	
Provision from Reserve	-	-	-	100%	50%	
Total Revenues	1,326,679	2,706,480	1,379,801	49%	50%	
Expenses						
Salaries & Benefits	796,717	1,909,070	1,112,353	42%	50%	
Library Board	2,000	4,800	2,800	42%	50%	
Library Operations	81,197	349,500	268,303	23%	50%	Utilities, cleaning, courier, supplies, etc.
Training	4,153	18,800	14,647	22%	50%	
Collections	86,251	232,730	146,479	37%	50%	
Telecommunications	9,556	30,040	20,484	32%	50%	
Covid-19 Expenses	1,073	-	(1,073)	N/A	N/A	No allotted budget
Misc	1,152	3,300	2,148	35%	50%	
Contribution to Reserve	79,120	158,240	79,120	50%	50%	Pro-rated
Total Expenses	1,061,220	2,706,480	1,645,260	39%	50%	
Net	265,459	-	(265,459)			



May 27, 2022

Simcoe County Council
c/o County Clerk
County of Simcoe Administration Centre
1110 Highway 26
Midhurst, ON L9X 1N6
(Sent via email.)

Dear Warden and County Councillors:

We are writing to you pursuant to the enclosed motion passed unanimously by the Bradford West Gwillimbury Public Library Board on May 11, 2022 to express our Board's serious concerns with Simcoe County Council's decision to dissolve the Simcoe County Library Co-operative.

This decision by County Council came despite the clear objections of local librarians and library boards across Simcoe County, who repeatedly raised concerns that this significant cut to library services would result in negative impacts to people and their pocketbooks.

Beyond the obvious impacts this cut will have in downloading costs to local libraries, eliminating natural savings through economy of scale and forcing local municipalities to either cut services or raise taxes, this decision will disproportionately impact racialized and immigrant populations by jeopardizing access to multilingual services and will impact the differently abled community by interrupting access to technology services.

County Council's decision to end the Library Co-operative will cost County residents more, particularly in South Simcoe, and will negatively impact racialized peoples and those living with disabilities. This type of cut to services is ill-advised at best and callous at worst.

Moreover, librarians and library boards were also clear in our objections to the failures of due process and disregard for informed consultation by the County's "governance review team". As we have said throughout this poor process, the entire notion of cutting the Library Co-operative was a solution in search of a problem, done more to compensate for County Council's failures to enact regional governance reform than for any objective reason to end the Library Co-operative.

In fact, to be clear: Simcoe County has celebrated the vital role the Library Co-operative plays in providing needed services to constituents, particularly in the rapidly growing and diversifying communities of South Simcoe, with a 2018 County "Newcomers Recognition Award", and the Co-op was awarded the 2018 Minister's Award for Innovation. These two awards demonstrate the County and the province's faith in the Co-op's ability to serve racialized communities and to remain on the cutting edge of technological services. To cut a service that was praised by Simcoe County reveals the obvious incoherence of the County's decision.

As disappointed as we are in this decision to cut library services, we are also very concerned that no transitional agreement or funding has yet been announced, and library boards and librarians still have not been consulted about how this decision will be implemented.

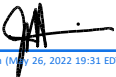




We, therefore, ask that County Council direct County staff to urgently prioritize outreach to local boards and their respective staff to manage this transition and that County Council set aside transitional funding to reduce the impact on local taxpayers, racialized and disabled residents. It is our hope that despite our strong objections to this decision, Simcoe County will belatedly work to ensure that the consequences of this decision are mitigated.

We are available to meet with you and/or your staff to discuss this further.

Sincerely yours,


Jennifer Harrison (May 26, 2022 19:31 EDT)

Jennifer Harrison

Board Chair



Councillor Jonathan Scott

Board Vice-Chair

cc. Hon. Lisa Macleod, Ontario's Minister of Tourism, Culture and Sport
Simcoe County MPPs
Ontario's Public Library Boards

MOTION:

"That the Bradford West Gwillimbury Public Library Board authorize the Chair and Vice-Chair to write a letter expressing the Board's serious concerns with the Simcoe County Council decision to dissolve the Simcoe County Library Co-operative;

That such a letter expresses the Board's view that this significant cut to library services will disproportionately impact racialized and immigrant populations by cutting access to multilingual services; impact the differently abled community by cutting access to technology services; and potentially represents a significant downloading of costs to Bradford West Gwillimbury, the largest, most diverse and fastest-growing municipality in the County;

That such a letter further emphasizes concerns expressed by library CEOs across the County regarding the "Regional Governance Review" taskforce's lack of consultations with affected stakeholders before taking this vote;

And further that a copy of this letter be sent to the Minister of Tourism, Culture and Sport, all public library boards in Ontario, and to all County Councillors."



The Corporation of the Town of Georgina
Public Library Board
Financial Statements
DRAFT Year ended December 31, 2021

Contents

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To the Chair and Members of the Town of Georgina Public Library Board, and Members of Council of the Town of Georgina

Opinion

We have audited the financial statements of The Corporation of the Town of Georgina Public Library Board (the "Library Board"), which comprise the statement of financial position as at December 31, 2021, and the statements of operations and accumulated surplus, cash flows and changes in net financial assets for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library Board as at December 31, 2021, and results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Library Board in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Library Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library Board's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they

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could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Library Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

June 22, 2022
Barrie, Ontario

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Georgina Public Library Board
Statement of Financial Position

December 31

	<u>2021</u>	<u>2020</u>
	\$	\$
Financial assets		
Cash	575	575
Due from Town of Georgina (Note 3)	1,479,809	1,196,578
Accounts receivable	-	6,377
	<u>1,480,384</u>	<u>1,203,530</u>
Liabilities		
Accounts payable	140,851	176,268
Accrued liabilities	30,216	75,759
	<u>171,067</u>	<u>252,027</u>
Net financial assets	<u>1,309,317</u>	<u>951,503</u>
Non-financial assets		
Tangible capital assets (Note 5)	<u>535,456</u>	<u>533,178</u>
Accumulated surplus (Note 6)	<u>1,844,773</u>	<u>1,484,681</u>

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Georgina Public Library Board
Statement of Operations and Accumulated Surplus
Year ended December 31

	2021		2020
	Budget	Actual	Actual
	\$	\$	\$
Revenues			
Town of Georgina - operating grant	2,530,040	2,530,030	2,482,220
Province of Ontario - grant	62,600	62,584	62,584
York School Boards - purchase of service	58,500	59,675	58,500
Fines	27,100	1,413	5,444
Sales / Costs recovered	74,000	912	53,741
Donations & fundraising	1,800	4,385	2,591
Room rental	4,100	-	846
Programs	4,200	-	956
Miscellaneous grant	9,240	9,914	4,130
	<u>2,771,580</u>	<u>2,668,914</u>	<u>2,671,012</u>
Expenses			
Salaries & benefits	1,900,650	1,671,099	1,470,126
Amortization	164,866	164,866	171,873
Contracted services	160,030	132,525	135,011
Utilities	128,360	71,417	82,841
Materials & supplies	209,600	128,725	167,081
Insurance	24,880	24,880	19,900
Freight / Postage	6,900	11,617	8,555
Travel / Education	23,800	22,728	7,222
Consulting	-	1,121	3,073
Audit	2,700	2,427	2,697
Equipment repairs	3,500	-	-
Volunteer appreciation	500	486	446
Memberships	2,550	2,194	1,888
Bank charges	2,000	3,680	2,559
Total expenses	<u>2,630,336</u>	<u>2,237,765</u>	<u>2,073,272</u>
Transfer to Town of Georgina Reserve	<u>-</u>	<u>(71,056.96)</u>	<u>(116,000)</u>
Annual surplus	<u>141,244</u>	<u>360,092</u>	<u>481,740</u>
Accumulated surplus, beginning of year		1,484,681	1,002,941
Accumulated surplus, end of year		<u>1,844,773</u>	<u>1,484,681</u>

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Georgina Public Library Board
Statement of Change in Net Financial Assets

Year ended December 31

	2021		2020
	Budget	Actual	Actual
	\$	\$	\$
Annual surplus	141,244	360,092	481,740
Acquisition of tangible capital assets	(135,220)	(167,144)	(119,694)
Amortization of tangible capital assets	164,866	164,866	171,873
	170,890	357,814	533,919
		^	
Change in net financial assets	170,890	357,814	533,919
Net financial assets, beginning of year	951,503	951,503	417,584
Net financial assets, end of year	1,122,393	1,309,317	951,503

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Georgina Public Library Board
Statement of Cash Flows

Year ended December 31

	<u>2021</u>	<u>2020</u>
	\$	\$
Cash provided by (used in)		
Operating activities		
Annual surplus	360,092	481,740
Amortization	164,866	171,873
Changes in non-cash operating working capital		
Accounts receivable	6,377	1,331
Due from Town of Georgina	(283,231)	(549,506)
Accrued liabilities	(45,545)	10,302
Accounts payable	(35,417)	3,954
Cash provided by operating activities	167,142	119,694
Capital activities		
Acquisition of tangible capital assets	167,142	119,694
Net change in cash	-	-
Cash, beginning of year	575	575
Cash, end of year	575	575

See accompanying notes to the financial statements

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Georgina Public Library Board Notes to the Financial Statements

December 31, 2021

1. Nature of operations

The Georgina Public Library Board (the "Library Board") is a local board of The Town of Georgina (the "Town") deemed to be a public library established under the Public Libraries Act. The Library Board is not subject to income taxes under Section 149(1) of the Income Tax Act (Canada).

2. Summary of significant accounting policies

The financial statements of the Library Board are the representation of management prepared in accordance with local government accounting standards as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada.

Significant aspects of the accounting policies adopted by the Library Board are as follows:

Accrual accounting

Sources of financing and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations.

Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Tangible capital assets received as contributions are recorded at their fair value at the date of receipt. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

Collections	7 years
Computer hardware & software	4 - 7 years
Furniture & equipment	5 - 20 years

One half of the annual amortization is charged in the year of acquisition.

Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

Georgina Public Library Board Notes to the Financial Statements

December 31, 2021

2. Summary of significant accounting policies (continued)

Revenue recognition

User fees and other revenues including sales, room rentals and programs are recognized when the services are performed or goods are delivered and there is reasonable assurance of collection.

Government transfers

Government transfers are recognized when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. These estimates and assumptions are based on management's historical experience, best knowledge of current events and actions that the Library Board may undertake in the future. The principal estimates used in the preparation of these financial statements include the useful life and valuation of tangible capital assets. Actual results could differ from those estimates.

Pension Plan

The Library Board is an employer member of the Ontario Municipal Employees Retirement System (OMERS) which is a multi-employer, defined benefit pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of assets and administration of the benefits. The Library Board has adopted defined contribution plan accounting principles for this Plan because insufficient information is available to apply defined benefit plan accounting principles. The Library Board records as pension expense the current service cost, amortization of past service costs and interest costs related to the future employer contributions to the Plan for past employee service.

3. Receivable from Town of Georgina

The amount receivable from the Town of Georgina is non-interest bearing and has no set terms of repayment. These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

Georgina Public Library Board
Notes to the Financial Statements

December 31, 2021

4. Pension agreement

OMERS provides pension services to more than 470,000 active and retired members and approximately 1,000 employers. Each year an independent actuary determines the funding status of OMERS Primary Pension Plan (the Plan) by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2021. The results of this valuation disclosed total actuarial liabilities of \$120,796 million in respect of benefits accrued for service with actuarial assets at that date of \$117,665 million indicating an actuarial deficit of \$3,131 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Library Board does not recognize any share of the OMERS pension surplus or deficit.

Contribution rates range from 9% to 14.6% (2020 – 9%-14.6%) depending on the level of earnings. During the year \$111,976 (2020 - \$95,676) was contributed to OMERS by the Library Board for current services.

Georgina Public Library Board
Notes to the Financial Statements
December 31, 2021

5. Tangible capital assets

	2021			
	Library Collection	Furniture	Computer Hardware/ Software	Total
Cost				
Balance, beginning of year	\$ 919,282	\$ 232,132	\$ 147,823	\$ 1,299,237
Add: Additions during the year	113,361	40,402	13,381	167,144
Less: Disposals during the year	(172,439)	-	(8,408)	(180,847)
Balance, end of year	860,204	272,534	152,796	1,285,534
Accumulated amortization				
Balance, beginning of year	495,797	180,837	89,425	766,059
Add: Amortization during the year	130,030	13,710	21,126	164,866
Less: Amortization on disposals	(172,439)	-	(8,408)	(180,847)
Balance, end of year	453,388	194,547	102,143	750,078
Net book value	\$ 406,816	\$ 77,987	\$ 50,653	\$ 535,456

	2020			
	Library Collection	Furniture	Computer Hardware/ Software	Total
Cost				
Balance, beginning of year	\$ 995,535	\$ 232,132	\$ 133,609	\$ 1,361,276
Add: Additions during the year	102,107	-	17,587	119,694
Less: Disposals during the year	(178,360)	-	(3,373)	(181,733)
Balance, end of year	919,282	232,132	147,823	1,299,237
Accumulated amortization				
Balance, beginning of year	537,384	167,752	70,783	775,919
Add: Amortization during the year	136,773	13,085	22,015	171,873
Less: Amortization on disposals	(178,360)	-	(3,373)	(181,733)
Balance, end of year	495,797	180,837	89,425	766,059
Net book value	\$ 423,485	\$ 51,295	\$ 58,398	\$ 533,178

Georgina Public Library Board

Notes to the Financial Statements

December 31, 2021

6. Accumulated surplus	2021	2020
Consists of:	\$	\$
Reserves set aside by the Library Board		
Capital reserve	1,284,127	926,313
Salary adjustment reserve	25,190	25,190
	1,309,317	951,503
Surplus		
Invested in tangible capital assets	535,456	533,178
Accumulated surplus	1,844,773	1,484,681

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Georgina Public Library Board Policy Manual

Policy Title: Accessibility Standards for Customer Service

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Policy Statement

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Through the establishment of the Accessibility Standards for Customer Service policy and supporting procedures and practices that respect the dignity and independence of persons with disabilities, ~~the~~ Georgina Public Library is reflecting its commitment to sound governance, accountability and focus on service excellence in fulfilling its mission to always strive to meet or exceed expectations.

Purpose

~~The~~ Georgina Public Library is committed to giving people with disabilities the same opportunity to access goods and services and allowing them to benefit from the same services, in the same place and in a similar way as other customers. To ensure support for and compliance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and relevant regulations, ~~the~~ Georgina Public Library will make reasonable efforts to ensure that it provides accessible customer service to people with various kinds of disabilities and respects the core principles of independence, dignity, integration and equal opportunity, as defined herein.

In compliance with the legislation, the Georgina Public Library Board adopts the Town of Georgina's Accessibility Standards for Customer Service Policy, and its accompanying programs and statements, as amended from time to time.

By adopting this Policy, it is understood that references made to the "Town Council" or "Town of Georgina staff", apply to the Library Board Trustees and Library staff.

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POLICY HISTORY:	
Initial Draft	November 18, 2010
Draft Presentation Review	
Board Presentation:	November 18, 2010
Board Adoption:	November 18, 2010
<u>Board Review:</u>	<u>July 21, 2022</u>

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**TOWN OF GEORGINA
POLICY No.**

Subject: Accessibility Policy	Authority, Ref. & Sec.			
Policy Classification: Corporate	Pages: 7	Year 2013	Month January	Day 24
Recommended/Approved by:	Contact Position for Inf. Phil Rose-Donahoe, Manager of Culture Michele Vandentillaart, Committee Services Coordinator			

STATEMENT OF COMMITMENT – ACCESSIBILITY

The Town of Georgina is committed to providing all members of the public and our employees an environment of inclusive design and integration through ongoing policy development in our services, products, and facilities.

POLICY STATEMENT:

The Town of Georgina is committed to meeting the accessibility needs of people with disabilities in a timely and proactive manner. Further, the Town will strive to provide equitable access to Town programs, goods, services and facilities in a way that respects a person's dignity and independence.

POLICY:

Direction

This policy applies to all Town of Georgina Employees, Volunteers, and Agents who provide goods, services, or facilities on behalf of the Town of Georgina.

Definitions

Accessibility Plan

A document approved by Regional Council and made available to the public that includes:

- a) The Town's strategy to identify, remove and prevent barriers to people with disabilities and meet the requirements under the enacted regulations of the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*, and
- b) All other information and actions required under the *Ontarians with Disabilities Act, 2001 (ODA)* and *AODA*.

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Accessibility Standard

A rule that persons and organizations must follow to identify, remove and prevent barriers to accessibility.

Accessible Formats

May include, but are not limited to, large print, recorded audio and electronic formats, Braille, and other formats usable by people with disabilities.

Agent

A third party individual or organization who deals directly with members of the public to provide a program, service or facility on behalf of the Town of Georgina.

Barrier

Anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including physical, architectural, information and communications, attitudinal, technological, policy or practice barriers.

Communication Supports

May include, but is not limited to, captioning, augmentative sound devices, plain language, sign language and other supports that facilitate effective communications.

Conventional Transportation Services

Public passenger transportation services on transit buses, motor coaches, or rail-based transportation that are provided by a designated public sector transportation organization.

Disability (as defined in the Ontario *Human Rights Code*)

(a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;

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- (b) a condition of mental impairment or a developmental disability;
- (c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- (d) a mental disorder; or
- (e) an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

Town Departments

For the purpose of this policy, a “Town Department” refers to each the following:

Administrative Services

Office of the Chief Administrative Officer

Operations and Engineering

Recreation and Culture

Planning and Building

Fire and Emergency Services

Office of Mayor and Council

Description

This Accessibility Policy functions as an overarching policy for the requirements of the accessibility standards developed under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA):

Customer Service Standards (ASCR, O. Reg. 429/07)

General Standards (IASR, O. Reg. 191/11)

Information and Communications Standards (IASR, O. Reg. 191/11)

Employment Standards (IASR, O. Reg. 191/11)

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Transportation Standards (IASR, O. Reg. 191/11)

Built Environment (Design of Public Spaces) Standards (under development)

The Town of Georgina achieves compliance with the AODA through the following directives:

1. Customer Service

The Town of Georgina is committed to giving people with disabilities the same opportunity to access Town goods and services and allowing them to benefit from the same services, in the same place and in a similar way as other customers. To ensure support for and compliance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and relevant regulations, the Town of Georgina will make reasonable efforts to ensure that it provides accessible customer service to people with various kinds of disabilities and respects the core principles of independence, dignity, integration and equal opportunity, as defined herein.

Reference: Accessible Customer Service Policy #50.

2. Accessibility Planning

The Town of Georgina will establish, implement, maintain, and document a multi-year accessibility plan in accordance with the AODA. The multi-year accessibility plan will outline the ways the Town will prevent and remove barriers and meet the requirements of the standards developed under the AODA.

The multi-year accessibility plan will be:

- Reviewed and updated at least every five years, and
- Established, reviewed, and updated in consultation with Georgina Accessibility Advisory Committee (GAAC).
- An annual status report on the progress of measures taken to implement the multi-year accessibility plan will be prepared.
- The multi-year accessibility plan and annual status report will be posted to the Town's website and provided in an accessible format upon request.

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3. Procurement/Self-Service Kiosks

When procuring goods, services and facilities, the Town of Georgina will incorporate accessibility criteria and features. Where applicable, procurement documents will specify the desired accessibility criteria to be met and provide guidelines for the evaluation of proposals in respect of those criteria. Where it is impractical for the Town to incorporate accessibility criteria and features when procuring or acquiring specific goods, services or facilities, the Manager of Purchasing will provide a written explanation, on request and in an accessible format if requested.

4. Training

All individuals to whom this policy applies will be trained in accordance with the regulations under the AODA. The Town will keep a record of the training provided, including the dates on which training is provided, and the number of individuals trained.

5. Information and Communication

Accessible formats and communication supports

The Town of Georgina will provide or arrange for accessible formats and information and communication supports when a person with a disability requests them. The accessible formats and communication supports will be made available in a timely manner and at no additional cost other than the regular price charged to everyone for the same information.

This policy does not apply to unconvertible information or communication and information that the Town does not control directly or indirectly through a contractual relationship.

Accessible websites and web content

The Town of Georgina will conform to the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.0 as outlined in the Information and Communications Standard as outlined in the Integrated Accessibility Standards Regulation.

Educational and Training

Public libraries (as defined in the regulation) will provide more of their collections in accessible formats on request where they exist.

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Emergency procedures, plans, or public safety information

The Town of Georgina's emergency procedures, plans, and public safety information will be made available publicly in an accessible format or with communications supports on request.

6. Employment

The Town of Georgina will create an accessible work environment for all employees across their employment life cycle, in accordance with the requirements and timelines set out in the Employment Standards and existing requirements under the Ontario *Human Rights Code* to accommodate people with disabilities developing and implementing the following:

- Employee Supports
- Performance Management, Career Development and Redeployment Procedures
- Accommodation Plans
- Recruitment Strategies
- Return to Work Processes
- Work Place Emergency Response Information

RESPONSIBILITIES

In accordance with AODA, Town Council will adopt plans and policies as required.

Town of Georgina staff are responsible to ensure that:

- All requirements of the Accessible Customer Service Standard, O. Reg. 429/07 under the AODA are met on an ongoing basis.
- All requirements of the Integrated Accessible Standard Regulation, O. Reg. 191/11 under the AODA are met on an ongoing basis
- Accessibility requirements related to the implementation of this policy are part of the annual budget and planning processes.

Manager of Cultural Services will act as corporate coordinator for designated standards under the AODA and is responsible for the coordination, implementation and monitoring of the legislated requirements of the AODA.

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The Town of Georgina Accessibility Advisory Committee is responsible for reviewing and advising Regional Council on how the Town is complying with the regulations under the AODA.

All Town Employees are expected to comply with this policy.

NON-COMPLIANCE WITH POLICY

Failure to comply with the AODA regulations can result in administrative penalties as defined in Part V: Compliance of the *Integrated Accessibility Standards, Ontario Regulation 191/11*. Employees who fail to comply with this policy may be subject to disciplinary action. Agents who fail to comply with this policy may be subject to contract termination.

REFERENCE

Regional Municipality of York Accessibility Policy No. 4490879

The Town of Georgina Accessible Customer Service Policy No. 50

The Town of Georgina 2013-2017 Multi-year Accessibility Plan

Accessibility for Ontarians with Disabilities Act, 2005

Ontarians with Disabilities Act, 2001

Accessibility Standards for Customer Service, Ontario Regulation 429/07 made under the Accessibility for Ontarians with Disabilities Act, 2005

Integrated Accessibility Standards, Ontario Regulation 191/11 made under the Accessibility for Ontarians with Disabilities Act, 2005

Ontario Human Rights Code