

Georgina Public Library
Library Board Meeting
October 20, 2022 @ 7:00 p.m.
Keswick Branch
Adult Programming Room

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 – September 15, 2022 Board meeting minutes, and October 11, 2022 Special 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 – September
- 12. Verbal Communications
 - a. CEO update (V. Stevens)
 - b. Board Chair update (M.C. Macaluso)
 - c. Friends of the Library update (B. Sabatini)
- 13. Old Business - None
- 14. New Business
 - a. Policy Review: Children's & Youth Services Policy, Programming Policy
 - b. Board Self-Evaluation
- 15. Other Business For Which No Notice Has Been Given
- 16. Closed Session - None
 - i. Motion to move into closed session
 - ii. Motion to reconvene into open session
- 17. Next Meeting Date /Time

November 17, 2022 @ 7:00pm – Zoom
- 18. Adjournment

Georgina Public Library Board
Regular Board Meeting Minutes
September 15, 2022 @ 7:00 p.m.
Zoom

1. Call to Order

The meeting was called to order by the 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
Adrienne McDowell
Shari Hawkins

The following Board Members were absent with notice:

Councillor Dave Neeson
Naomi Davison

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*
Lisa Andersen, *Manager of Human Resources, Town of Georgina*

4. Introduction of Addendum Items

- additional item added to the Closed Session
- Closed Session will be moved to the start of the meeting
- 2023 Budget item added to New Business

5. Approval of the Agenda

Moved by Nancy Rodrigues, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2022-090

That the Georgina Public Library Board meeting Agenda of September 15, 2022 be approved as amended

Carried.

6. Announcements - *None*

7. Declarations of Pecuniary Interest – *None*

8. Closed Session

Moved by Leslie Johnstone, Seconded by Shari Hawkins

RESOLUTION NO. GLB-2022-091

That the Georgina Public Library Board moved into closed session at 7:08 p.m.

Carried.

1. Review of Closed Session minutes

- i. July 21, 2022 - Personal matters about an identifiable individual, Section 16.1(4) of the Public Libraries Act - Human Resources matter
- ii. August 22, 2022 - Personal matters about an identifiable individual, Section 16.1(4) of the Public Libraries Act - Human Resources matter

2. Personal matters about an identifiable individual, Section 16.1(4) of the Public Libraries Act

- Human Resources matter

3. Labour Relations or employee negotiations, Section 16.1(4) of the Public Libraries Act

- Negotiations

Moved by Nancy Rodrigues, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2022-092

That the Georgina Public Library Board reconvene into open session at 7:24 p.m.

Carried.

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

Moved by Bobbi Sabatini, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2022-093

That the Closed Session minutes of July 21, 2022, and August 22, 2022 be approved as presented

Carried.

Moved by Nancy Rodrigues, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2022-094

That the verbal communications from L. Andersen presented in Closed Session regarding Closed Session item #2- Personal matters about an identifiable individual, Section 16.1(4) of the Public Libraries Act -Human Resources matter be received

Carried.

Moved by Rita Beechey, Seconded by Shari Hawkins

RESOLUTION NO. GLB-2022-095

That Human Resources and the CEO proceed as instructed on Closed Session item #3 – Labour Relations or employee negotiations, Section 16.1(4) of the Public Libraries Act - Negotiations

9. Adoption of the Past Minutes

- July 21, 2022 Board meeting minutes
- August 22, 2022 Special Board meeting minutes
- September 7, 2022 Special Board meeting minutes

Moved by Adrienne McDowell, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2022-096

That the minutes of the July 21, 2022 Board meeting, August 22, 2022 Special Board meeting, and September 7, 2022 Special Board meeting be adopted as circulated

Carried.

10. Delegations/Speakers – None

11. Presentations – None

12. Consent Agenda

- a. Branch Report – July & August
- b. Work Plan Update
- c. Financial Statement –July & August 2022

Moved by Rita Beechey, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2022-097

That Item 11 – Consent Agenda be received as circulated.

Carried.

13. Verbal Communications

a. CEO Update (V. Stevens)

COMMUNITY CONNECTIONS

- Amy Butcher attended the local Rogers studio's 10 year anniversary on behalf of GPL
- Mary Catherine Macaluso and I presented the 2021 Year in Review to Council on September 14, 2022

SPACES

- Pepperlaw carpet replacement, which is part of the Town's BCA program, is now projected to be installed in late October/early November

PEOPLE & LEADERSHIP

- Sarah James, with support from the management team, hired 5 new Library Students; will be posting shortly for remaining Library Student vacancies
- Hiring is underway for additional Casual Library Clerks
- Amy Butcher and I attended a FOPL workshop on partnering with First Nations Public Libraries

COLLECTIONS & PROGRAMS

- After a long pandemic hiatus, physical newspapers are back in branches; delivery challenges are starting to even out
- Summer Reading programs were a success for all age groups, and thank you to the Friends for sponsoring some of the prizes

TECHNOLOGY

- Becky George and I will be attending the Ontario Library Consortium (OLC) AGM tomorrow

MISCELLANEOUS

- Submitted 2022-2023 Public Library Operating Grant (PLOG) to the province
- Continue to work with Finance on drafting GPL's 2023 budget

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
- The Board Chair noted the National Truth and Reconciliation Day event taking place at GPL on Saturday, October 1st and asked if any Board members would like to join her in attending

c. Friends of the Library Update (B. Sabatini)

- The Friends had a social meeting, which a new Friends member attended, and where they reconnected as a group
- The Friends have received a request from The Connors - they are hoping that the Friends and GPL will partner with them on setting up a children's area for Music in the Streets Festival next year
- The Friends are still in the discussion stage of planning for the Tea Party arrangements
- The Friends have another meeting coming up on Monday

d. Strategic Planning Committee Update (R. Beechey)

August 8th meeting

- At the August 8th meeting we continued to refine the language that we have been developing in the previous meeting for the Vision, Mission and Values.
- After considerable discussion we arrived at consensus about Vision and Mission.
- We considered the feedback from the surveys in our thought process.
- In the second part of the meeting we focused on Values and used the extensive list that we had developed through brainstorming in the July meeting to consolidate our thoughts and combine similar words into more defined statements.

- We also had a lively discussion about strategic themes.
- Steven shared his experience with the greater Library world to get us to think about how we measure our success against the points we raise in the strategic plan.
- If we are too specific, we risk not reaching our goals. If we are too vague, we have no measuring stick.
- We narrowed down our strategic themes to 8 with the goal of discussing further at the September meeting.
- Steven will produce a Sharepoint document of our progress for our review and input within the next few days.
- He asked that we give it some thought and send him comments.
- Based on the input he will consolidate our progress so far for the next meeting on September 12th.

September 12th meeting

- The revised Sharepoint document from the August 8th meeting with input over the month was received by the committee on Friday Sept 9th.
- The goal of this meeting was to discuss strategic themes.
- Much discussion was generated about outreach and linking to community resources.
- This centered around the most vulnerable members of our community who may need help in accessing services and who may have limited access to technology.
- There was a brief discussion on increasing need for mental health awareness in these ever-complex times.
- Val informed us that some Libraries have a Social Worker on staff to help with mental health issues.
- We then moved on to a discussion of environmental sustainability as a theme.
- This led to an exploration of using roots and growth as a thread through the broad themes of our plan.
- We discussed the value of using active words in our strategic themes to capture the idea of moving forward.
- We narrowed our themes to four using action words.
- We will not lose the ideas of the longer list but use them as subpoints under the general themes.
- Steve will consolidate our evolving document and send it out next week for our input.
- At the next meeting on October 21st we will get closer to our final document.

Moved by Nancy Rodrigues, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2022-098

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

Carried.

14. Old Business - None

15. New Business

a. Policy Review: Procurement Policy

Moved by Bobbi Sabatini, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2022-099

That the Procurement Policy be accepted as amended

Carried.

b. 2023 Budget item

The CEO informed the Library Board that the Town of Georgina's Deputy CAO has recommended that the Library Board rename one of their reserve budget lines. One reserve line is currently called Reserve for Salary Adjustment and the other line is called Reserve for Capital Expenditures. The recommendation is to change the name of the salary reserve line to Reserve for Stabilization/Operating.

The CEO asked the Board for approval to temporarily fund the new supervisor position through reserves until the opening on the MURC Discovery Branch, as well as for drawing on reserves in order to stabilize the fines budget line as they run the Fine Free pilot project.

Moved by Rita Beechey, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2022-100

That the Library Board authorize the renaming of the salary adjustment reserve to library stabilization/operations pending having confirmation in writing from the Town that the Library

Board will maintain full control of the reserves, including moving money between them

Carried.

Moved by Bobbi Sabatini, Seconded by Rita Beechey

RESOLUTION NO. GLB-2022-101

That the Board authorizes drawing on reserves money to fund the stabilization of the fine free pilot project; and the salary for the projected supervisor position until such time as the supervisor position is funded through the MURC operational funds

Carried.

16. Other business

B. Sabatini brought up Ontario Public Library Week and the fact that the October Board meeting falls within that week. B. Sabatini suggested holding a Board meet & greet prior to the meeting, from 6-7, holding an in-person meeting directly following the meet and greet.

17. Closed Session

The CEO and Recording Secretary did not join the second Closed Meeting.

Moved by Rita Beechey, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2022-102

That the Georgina Public Library Board moved into Closed Session at 8:34 p.m.

Carried.

4. Personal matters about an identifiable individual, Section 16.1(4) of the Public Libraries Act
 - CEO Annual Performance Evaluation

Moved by Nancy Rodrigues, Seconded by Rita Beechey

RESOLUTION NO. GLB-2022-103

That the Georgina Public Library Board reconvene into Open Session at 9:25 p.m.

Carried.

The Board rose from closed session and made the following motion:

Moved by Adrienne McDowell, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2022-104

That the Georgina Public Library Board accept the Evaluation Committee's report as presented

Carried.

18. Next Meeting Date /Time

October 20, 2022 @ 7:00 p.m. – Keswick Library Branch

19. Adjournment

Moved by Bobbi Sabatini, Seconded by Rita Beechey

RESOLUTION NO. GLB-2022-105

That the Georgina Public Library Board meeting of September 15, 2022 adjourn at 9:27 p.m.

Carried.

Board Chair

Recording Secretary

Georgina Public Library Board
Special Board Meeting Minutes
October 11, 2022 @ 4:00 p.m.
Zoom

1. Call to Order

The meeting was called to order by the Chair at 4:29 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
Naomi Davison
Nancy Rodrigues

The following Board Members were absent with notice:

Councillor Dave Neeson
Leslie Johnstone
Shari Hawkins
Adrienne McDowell

The following staff members were in attendance:

Valerie Stevens, *Director of Library Services/CEO*
Serena Hamlyn, *Executive Assistant (Recording Secretary)*

4. Approval of the Agenda

Moved by Nancy Rodrigues, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2022-106

That the Georgina Public Library Special Board meeting Agenda of October 11, 2022 be approved as presented

Carried.

5. Declarations of Pecuniary Interest – *None*

6. Policy Review: Electronic Monitoring Policy

Moved by Naomi Davison, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2022-107

That the Electronic Monitoring Policy be adopted as presented

Carried.

7. Next Meeting Date /Time

October 20, 2022 @ 7:00 p.m. – Keswick Branch – Adult Program Room

8. Adjournment

Moved by Rita Beechey, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2022-108

That the Georgina Public Library Special Board meeting of October 11, 2022 adjourn at 4:32 p.m.

Carried.

Board Chair

Recording Secretary

JOINT BRANCH REPORT - 09 - SEPTEMBER 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

- On September 13, Amy Butcher met with Sandgate Women's Shelter to discuss how GPL and Sandgate can work together.
- On September 21, Amy Butcher met with a Teacher Librarian from Sutton District High School to discuss how we can work together to get high school students GPL library cards.
- On September 28, Amy Butcher attended Meet the Teacher at Jersey Public School. In one hour, she spoke to 102 people about library programs and services.
- On September 29, Justin Johnston & Amy Butcher met with Brianna Callaghan from Chippewas of Georgina Island Library to discuss future programming and cooperative support.

SPACES

- In recognition, support, and to provide learning opportunities, the library promoted our Indigenous collection through displays and a looped video showcasing Indigenous Authors and Illustrators. Individuals had an opportunity to watch a video by Jay Odjick (illustrator of Blackflies & Bear for Breakfast, written by Robert Munsch), and Michael Hutchinson (author of the Mighty Muskrats Mystery series) in Keswick Branch and on GPL's Youtube channel. These videos were made possible through a partnership with the Libraries of Durham and York Region and were made available on September 30 as part of National Day for Truth and Reconciliation.

PEOPLE AND LEADERSHIP

- On September 14, Amy Butcher attended a "Building Partnerships with First Nations Public Libraries" webinar.
- On September 17th, Karen Brohm returned to her LA Collections position at Pefferlaw. Lynn McKinley was the successful candidate for the LA ILLO position, also starting September 17th.

COLLECTION AND PROGRAMS

- We've been seeing an increase in shipped items from LSC since the Summer. LSC has reached out, and have committed the remaining ARP budget for the year.
- On September 10, Lisa Jewer partnered with the Georgina Feral Cat Committee to host a Kitty Cafe at Pepperlaw Branch. People who attended the event had the opportunity to meet adoptable kittens and pick up some cat care tips.

Dates	Program Name	Platform/format	Total views/ participants
Various dates	One-on-one technology help (eServices)	Email, chat, phone	35
September 13, 20, 27	Family Storytime	Pefferlaw	17
September 13, 20, 27	Babytime	Sutton	4
September 13, 20, 27	Reading Buddies	Keswick	50
September 14, 16 21, 23, 28, 30	Family Storytime	Keswick	120
September 14, 21, 28	Ukulele Circle- Beginner	Keswick	18
September 14, 21, 18	Ukulele Circle - Intermediate	Keswick	17
September 21, 28	Teen Public Art Project	Keswick	8
September 15, 22, 29	Babytime	Keswick	52
September 15, 22,29	Let's Make Stuff- Paper Edition	Keswick	41
September 7	Teen Volunteer Training Session	Keswick	6
September 23	Dinosaur Daze PA Day	Keswick	39
September 28	Meet the Teacher at Jersey PS	Keswick	102
September 6	Sutton Book Club	Zoom	4
September 6	Pefferlaw Book Club	Pefferlaw	8
September 6, 13, 20, 27	Hooks and Needles Corner	Keswick	40
September 10	Pefferlaw Kitty Cafe	Pefferlaw	31
September 1, 15	Welcome Centre Immigrant Services	Keswick	7

Previous uploads	All recorded videos, re-watched in September	2
		TOTAL
		601

TECHNOLOGY

- Nothing to report.

CYS REPORT - September 2022

Submitted by: Amy Butcher - Manager, Library Community Engagement

COMMUNITY CONNECTIONS

- Julianne Lee and Jennifer Murray offered outreach visits to Jericho Youth Services throughout the summer. They promoted GPL's Summer Reading and Learning Club at these visits.
- In July and August, Jennifer Murray ran outreach programming for one of the Town of Georgina Camps in the Ice Palace. She also promoted the Summer Reading and Learning Club to the camp.
- GPL collaborated with other libraries in York and Durham Region to run a Superstar Storyteller Event on Tuesday, July 19 from 4:00 p.m. to 5:00 p.m. Children enjoyed space LEGO themed activities followed by a live virtual visit from Canadian Astronaut, Chris Hadfield. Across all the libraries, 947 children participated in this event.
- On September 28, Amy Butcher attended Meet the Teacher at Jersey Public School. In one hour, she spoke to 102 people about library programs and services. A family that she spoke to at the event ended up attending the National Day for Truth and Reconciliation program at Keswick Branch the following Saturday as a result of hearing about the program at Meet the Teacher earlier that week.

SPACES

- Children's programming resumed in the Sutton program room in August after the room was previously unavailable due to being used for storage during COVID-19 public health restrictions. As of September, CYS staff are now using the Sutton programming room to offer weekly programming.

PEOPLE AND LEADERSHIP

- Julianne Lee worked as our Summer Reading Club Assistant from May 9 to August 26.

COLLECTION AND PROGRAMS

- In July and August, CYS staff ran a combination of in person and online programs. In September, the team is focusing on in person programming and offering regular weekly programs at Keswick, Sutton, and Pepperlaw branches.
- GPL's Teen Summer Reading Club ran from Saturday, June 19 until Saturday, September 3rd. During this time, we received 122 bookmark ballots from teens. The two Teen winners each selected a \$50 gift card to a local business of their choice. Friends of the Library sponsored the prizes.
- We received 122 game card entries into our Summer Reading and Learning Club prize draw. In total, children completed 6,345 reading and learning activities. Keswick Public School was the winner of the competition between the schools.

- We received positive feedback from multiple members of the community saying that they enjoyed the program this year. One email we received said:
 - “Hello! Just like to add our daughter Milana, had a goal to read 110 books, she crushed it and surpassed it reading a total of 126 books!!! Some including chapter books!!! We are so very proud of our little bookworm☐ What a great program!! Please find attached below Milana's game card. Good luck to all the entries!!”

Dates	Program Name	Platform/format	Total views/ participants
July 5, 12, 19, 26, Aug 2, 9, 16	Keswick Outdoor Family Storytime	Whipper Watson Park	155
July 5, 12, 26, Aug 2, 9, 16	LEGO Club	Keswick	157
July 6, 13, 20, 27, Aug 3, 10, 17	Sutton Outdoor Family Storytime	Sutton	131
July 6, 13, 20, 27, Aug 3, 10, 17	Ready, Set, Kindergarten	Pefferlaw	22
July 6, 13, 20, 27, Aug 3, 10, 17	Camp Crafts	Keswick	172
July 7, 14, 21, 28, Aug 4, 11, 18, Sept 15, 22, 29	Babytime	Keswick	127
July 7, 14, 21, 28, Aug 4, 11	Pefferlaw OST	Pefferlaw	29
July 8, 15, 22, 29, Aug 5, 12, 19	Freezie Bingo	Keswick	196
July 8, 22, Aug 5, 19	At Home Science Experiments	Online	40
July 21, Aug 11	At Home LEGO Challenge	Online	7
July 6, 13, 20, 27, Aug 3, 10, 17	Tinker Time	Sutton	81
July 7, 8, 9, 14, 15, 16, 21, 22, 23, 28, 29, 30, Aug 4, 5, 6, 11, 12, 18, 19	Tinker Time	Keswick	230
July 7, 21, Aug 4	Jericho Outreach	Fairwood PS	93
July 28, Aug 4, 11, 25	Town Camp Outreach	Ice Palace	99

July 13	Shark Week	Keswick	38
July 27	Harry Potter Birthday Party	Keswick	72
August 17	Fan Art Paint Night	Keswick	15
August 18	A Swashbuckling Pirate Party	Sutton	18
August 9	Teen Volunteer end of weekly session thank you party	Keswick	8
July and August	Summer Reading and Learning Club	All Branches	122
July and August	Teen Summer Reading Club	All Branches	122
September 13, 20, 27	Family Storytime	Pefferlaw	17
September 13, 20, 27	Babytime	Sutton	4
September 13, 20, 27	Reading Buddies	Keswick	50
September 14, 16 21, 23, 28, 30	Family Storytime	Keswick	120
September 14, 21, 28	Ukulele Circle- Beginner	Keswick	18
September 14, 21, 18	Ukulele Circle - Intermediate	Keswick	17
September 21, 28	Teen Public Art Project	Keswick	8
September 15, 22, 29	Let's Make Stuff- Paper Edition	Keswick	41
September 7	Teen Volunteer Training Session	Keswick	6
September 23	Dinosaur Daze PA Day	Keswick	39
Total:			2154

TECHNOLOGY

- Nothing to report.

Georgina Public Library 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
July	11,867	4,854	1,294	5,830	23,845	12,219	
August	12,887	4,929	1,567	6,257	25,640	12,443	
September	10,936	4,529	1,213	5,891	22,569	12,291	
TOTALS	75,210	39,148	9,196	52,824	176,378		
Averages	8,357	4,350	1,022	5,869	19,598	11,840	

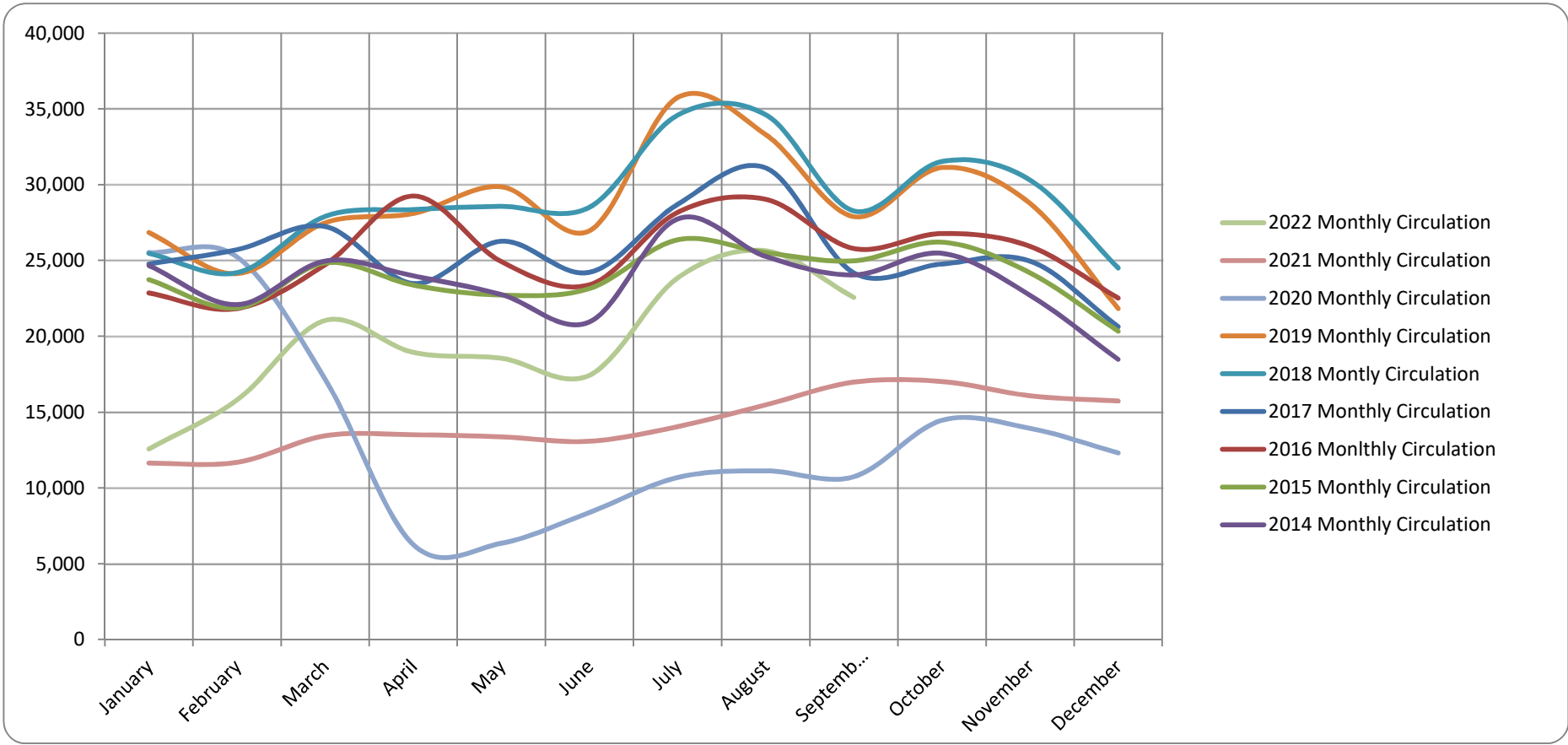
2021

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



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		0	9,485	
Pefferlaw	758	633	0	0	128		8	1,527	
Sutton	5,278	1,595	1	14	242		0	7,129	
CYS			18	232	152			384	
eBranch	5,785	8,844	49	268		8,941		23,838	
Total	18,554	13,015	72	665	1,180	8,941	8	42,363	

June

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	7,668	1,597	6	393	729		0	10,387	
Pefferlaw	951	758	1	5	152		4	1,870	
Sutton	4,992	2,105	0	4	285		65	7,451	
CYS			7	457	157			614	
eBranch	5,636	10,681	47	1,938		39,916		58,171	
Total	19,247	15,141	61	2,797	1,323	39,916	69	78,493	

July

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	11,867	3,891	9	654	865		0	17,277	
Pefferlaw	1,294	791	3	5	192		188	2,470	
Sutton	4,854	2,582	2	1	376		170	7,983	
CYS			53	1,038	132			1,170	
eBranch	5,830	11,157	166	1,350		43,030		61,367	
Total	23,845	18,421	233	3,048	1,565	43,030	358	90,267	

August

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	12,887	4,945	8	520	898		0	19,250	
Pefferlaw	1,567	1,325	2	7	222		129	3,250	
Sutton	4,929	2,834	1	1	360		120	8,244	
CYS			42	732	122			854	
eBranch	6,257	15,614	24	108		47,916		69,895	
Total	25,640	24,718	77	1,368	1,602	47,916	249	101,493	

September

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	10,936	3,751	7	177	1,006		0	15,870	
Pefferlaw	1,213	874	2	39	126		15	2,267	
Sutton	4,529	2,353	0	7	331		30	7,250	
CYS			31	372	138			510	
eBranch	5,891	11,396	45	155		43,817		61,259	
Total	22,569	18,374	85	750	1,601	43,817	45	87,156	

2022 TOTALS

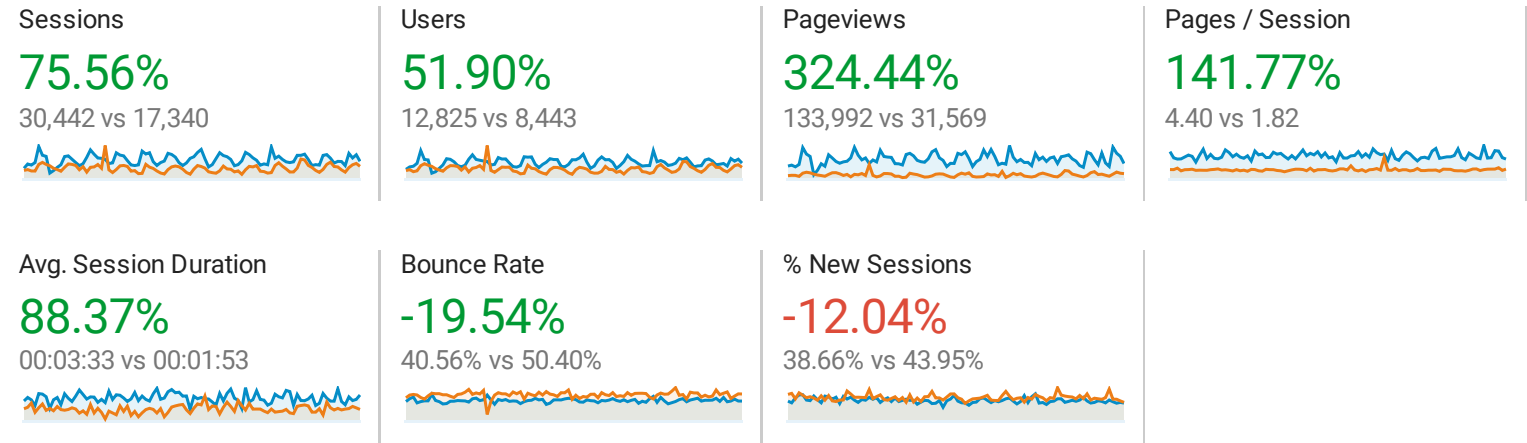
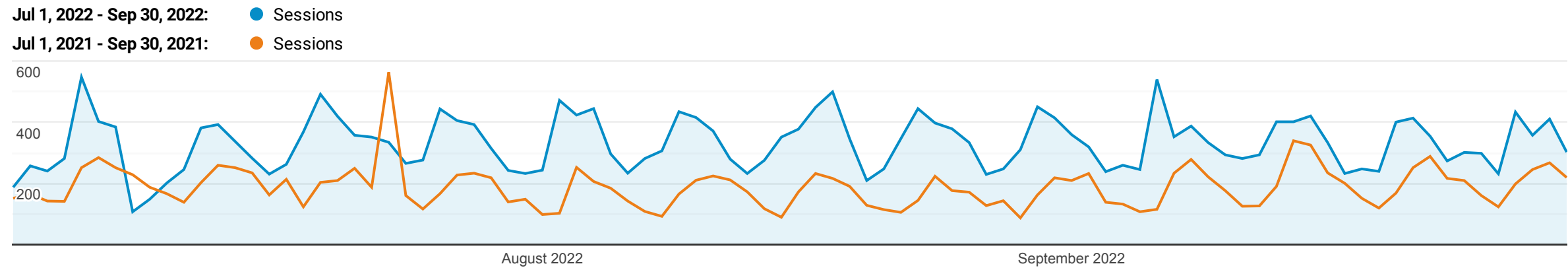
Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library
Keswick	76,386	26,851	36	2,074	6,311		202	111,824
Pefferlaw	9,232	5,977	8	248	1,304		377	17,138
Sutton	39,733	17,068	4	48	2,139		385	59,373
CYS			176	3,148	860			4,008
eBranch	52,846	95,457	552	5,555		197,345		351,203
Total	178,197	145,353	776	11,073	10,614	197,345	964	543,546

Audience Overview

All Users
+0.00% Sessions

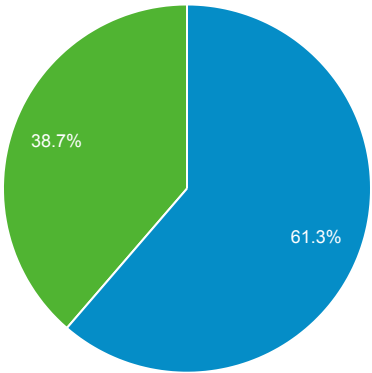
Jul 1, 2022 - Sep 30, 2022
Compare to: Jul 1, 2021 - Sep 30, 2021

Overview

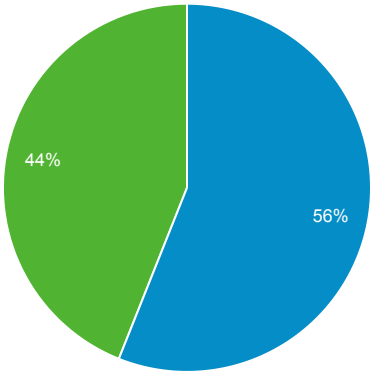


Returning Visitor New Visitor

Jul 1, 2022 - Sep 30, 2022



Jul 1, 2021 - Sep 30, 2021



2022 Work Plan – September Update

Board Governance Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Legacy Document	Board Chair	Q1-2022	Q4-2022		Reviewed at March Board meeting; updated to Q4 end date per Board Chair
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 Board Chair & CEO presentation to Council on Sept 14, 2022.
Sutton Multi-Use Transfer and Operating Agreement	Val Stevens	Q1-2019	2023?	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 2023.
Library & School Boards Agreement on Sutton Branch	Val Stevens	Q1-2019	2023?	In Progress	Transfer and Operating Agreement take precedent. Currently with Library/Town lawyer. Likely on hold due to pandemic. Updated projected end to 2023.
MoU between Library Board & Town	Val Stevens	Q4-2020	Q2-2022	Complete	Signed by all parties as of June 3, 2022
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 is up.
Strategic Plan	Library Board/ Val Stevens	Q2-2021	Q1-2023	In Progress	Committee meeting on monthly basis. Printing and roll-out will likely happen in early 2023.
Security Camera Installation	Town Facilities/ Sarah James	Q2-2022	Q4		Facilities has begun planning.
Teen area-Keswick branch	Amy Butcher (Sarah James)	Q1	Q4	Deferred from 2020	Delayed due to pandemic. Planning discussions have started among GPL managers. Working on furniture placement and costs.
De/re-magnetizers	Sarah James (Becky George/ Justin Johnston)	Q2	Q3		
Pefferlaw Carpet Replacement	Town Facilities/ Justin Johnston (Sarah James)	Q1	Q4	In progress	Carpet has been chosen. Labour & material shortages have delayed installation. Looking at Late Oct/Nov for install.

Staffing Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Summer Reading Club Assistant-grants	Amy Butcher	Q1	Q3	Complete	SRCA contract ended Aug 2022
Adult Programming support	Amy Butcher	Q2	Q4		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 - September 2022

Date: Oct. 3, 2022

	2022 Actuals	2022 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	1,897,530.00	2,530,040	632,510	75%	75%	Pro-rated
Provincial Grants	46,950	62,600	15,650	75%	75%	Pro-rated
Misc Grants	7,260	9,240	1,980	79%	75%	
School Board Revenue	43,875	58,500	14,625	75%	75%	Pro-rated
Donations	1,866	1,800	(66)	104%	75%	
Fines	1,060	22,000	20,940	5%	75%	
Misc Fees	278	3,100	2,822	9%	75%	Exam Proctoring, etc
Photocopying Fees	1,970	8,500	6,530	23%	75%	
Program Registrations	170	4,200	4,030	4%	75%	
Book Sale	115	2,400	2,285	5%	75%	
Room Rentals	-	4,100	4,100	0%	75%	
Provision from Reserve	-	-	-	100%	75%	
Total Revenues	2,001,074	2,706,480	705,406	74%	75%	
Expenses						
Salaries & Benefits	1,248,517	1,909,070	660,553	65%	75%	
Library Board	2,560	4,800	2,240	53%	75%	
Library Operations	163,422	349,500	186,078	47%	75%	Utilities, cleaning, courier, supplies, etc.
Training	6,248	18,800	12,552	33%	75%	
Collections	119,725	232,730	113,005	51%	75%	
Telecommunications	15,156	30,040	14,885	50%	75%	
Covid-19 Expenses	1,256	-	(1,256)	N/A	N/A	No allotted budget
Misc	2,154	3,300	1,146	65%	75%	
Contribution to Reserve	118,680	158,240	39,560	75%	75%	Pro-rated
Total Expenses	1,677,718	2,706,480	1,028,762	62%	75%	
Net	323,356	-	(323,356)			

Georgina Public Library Board Policy Manual

Policy Title: Children's & Youth Services (CYS)

Intent

1. To foster the intellectual growth, cultural appreciation, and recreational activities of the children in the community
2. To provide for children of all ages, library services which will assist in developing the full potential of each child.
3. To nurture the love for literature and lifelong learning
4. To promote literacy and a lasting connection to the library
5. To provide a pleasant and inviting atmosphere for children
6. To honour the OLA Position on Children's Rights in the Public Library (see Appendix "A" to this policy)

COLLECTION AND ADVISORY SERVICES:

1. The Manager, Library Collections in consultation with the Manager, Library Community Engagement. Children's and Youth Services Librarian ensures the maintenance and organization of comprehensive children's and youth collections, based on the Materials Selection Policy. Collections are current, in good condition, generally attractive, and are organized for easy access with children's/youth capabilities in mind. Collections, including digital collections, are evaluated on an ongoing basis.
2. CYS collections meet high standards of quality and reflect the changing educational needs and personal interests of children and youth in our community, as well as trends in society.
3. Library staff utilize the full range of collections, technology and methods to answer all users' requests for advice on selecting materials and for information, regardless of age and without judgment, with confidentiality and respect.

PROGRAMS

The library provides programming for children, youth and parents/guardians, both in the library and in the community, to stimulate creative potential and to encourage and facilitate the habit of reading, independent learning, intellectual curiosity, and use of the library.

1. Programs provided, within fiscal realities, include entertaining, creative and literature related programs, such as: adult/child early literacy programs, student and group literacy and library orientation, programs for school breaks including summer

Georgina Public Library Board Policy Manual

reading club, programs that support the needs and interests of the community, including digital literacy and technological literacy.

2. The library will endeavor to offer opportunities for youth to be ~~Youth will be~~ actively involved and engaged in the planning and implementation of programs for their age group.
3. Number of participants in any program may be subject to restrictions, based on size and capacity of the facility, and staff supervision availability; limits will be enforced by the staff member in charge.
4. Some programs may limit the age of participants and number of children per accompanying adult; this is designed for maximum benefit of participants, and will be enforced by staff. Effort will be made to accommodate parents of more than one child.

LIBRARY SPACE

1. The library provides well-planned areas for children and youth, distinct from adult areas.
2. These areas are visually stimulating, easily identified, and have furniture, shelves, and equipment designed for and accessible to the age group.
3. Signage is clear and age appropriate.
4. CYS areas are interactive learning environments, where controlled noise levels are tolerated and where young users are invited to explore the library materials and services in their own way.

STAFFING

1. The Manager, Library Community Engagement ~~A CYS Librarian~~ is employed as part of the management team, responsible for planning and implementing services for children and youth, ~~collection building and maintenance,~~ staff supervision, and collection development on an as needed basis.
2. CYS Assistants are employed to deliver programs and services at all branches of GPL.
3. Staff participate in ongoing staff training and professional development appropriate to their positions and responsibilities, to ensure they have the skills ~~ir abilities~~ to provide knowledgeable excellent library service and plan appropriate current and relevant programming. Staff are encouraged to participate in committee work, attend workshops, courses, and conferences as appropriate.

Georgina Public Library Board Policy Manual

While library staff will assist young people with finding materials and resources, using the internet or attending programs, they do not act “in loco parentis”. Parents or guardians are responsible for their children’s use of the library and library materials and services, in accordance with the Supervision of Children Policy.

ADVOCACY

The library advocates for children and youth in the community by:

1. Collaborating with agencies to promote early literacy, love of reading, lifelong learning, health and well-being of children and youth;
2. Seeking support for CYS from community organizations, fundraising, donations, etc.;
3. Networking with local, regional, and provincial agencies which ~~who~~ provide services to children and youth;
4. Welcoming class visits and orientation for school children and home schooled children;
5. Providing active outreach to schools, daycares, community groups, agencies, and community events, within available resources.

POLICY HISTORY:	
Initial Draft	November 22, 2006
Draft Presentation Review	April 19, 2007
Board Adoption:	April 19, 2007
Revised & adopted	March 26, 2015 <u>October 20, 2022</u>

Georgina Public Library Board Policy Manual

Appendix A: OLA Position on Children's Rights in the Public Library

Children in Public Libraries have the right to:

1. Intellectual freedom
2. Equal access to the full range of services and materials available to other users.
3. A full range of materials, services and programs specifically designed and developed to meet their needs.
4. Adequate funding for collections and services related to population, use and local community needs.
5. A library environment that complements their physical and developmental stages.
6. Trained and knowledgeable staff specializing in children's services.
7. Welcoming, respectful, supportive service from birth through the transition to adult user.
8. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of children's services.
9. Library policies written to include the needs of the child.

Georgina Public Library Board Policy Manual

Policy Title: Programming

Intent

Georgina Public Library ~~ies~~, as part of the public service mission to connect the community to the world through books, information, and discovery in a variety of formats, facilitates community programs for adults, teens, and children. Early literacy programming is a core service, and includes story-based programs for babies, preschoolers, and school aged children. ~~Core programming for adults includes basic computer literacy training sessions.~~ As much as possible, programs are offered either free of charge or at a cost recovery level.

Regulations

1. All program proposals are approved in advance by the Manager, Library Community Engagement in consultation with the Director of Library Services/CEO.
2. The Library is not obligated to present a program which represents multiple and/or opposing viewpoints within one program or series, but is obligated to offer the opportunity for other viewpoints to be presented. Program proposals from individuals and community groups are welcomed, and will be considered in the context of the Library's mission and availability of required resources.
3. Room bookings are made through the Town of Georgina Community Services Recreation & Culture Department.
4. Library-sponsored programming receives priority ~~in the~~ use of library rooms and spaces.
5. Programming revenue is channeled through regular branch financial protocols. Library-run adult programs are subject to GST.
6. Library bBranch staff are responsible for promotion of programs through flyers, media releases, library web page, social media, and other available options.
7. Organizing staff are responsible for room set up and clean up.
8. Every attempt will be made to accommodate all who wish to attend a program. When fire code, safety, or the nature of the program requires it, however, attendance will be limited. When limits must be enforced, attendance will be determined on a first-come, first-served basis, or by pre-registration. For some ~~children's~~ programs, the nature of the program may require limiting attendance based on age.
9. Program Refunds: non-attendance by a participant does not constitute a notice of withdrawal from a class/program. All requests for refunds must be submitted in writing to the appropriate Georgina Public Library program organizer five (5) business days prior to the start of the class/program. Following this, refunds are granted for medical reasons only, with a physician's verification. A \$20 administrative fee will be applied to all refunds. It is the participant's responsibility to ensure that the content of the program/class is understood and meets their expected needs before registering.

Georgina Public Library Board Policy Manual

10. Cancellation/Termination of a class/program: all efforts will be made to contact registered participants if a class/program needs to be cancelled or re-scheduled for any reason. Full refunds will apply in this situation, if required.
11. Returned cheques: mistakes sometimes happen, but it is necessary to administer a \$35 charge for NSF cheques. We reserve the right to cancel the registration until full payment is received.
12. Co-sponsorship of programs with other non-profit agencies is encouraged. The Library's role may include, but is not limited to, library staff time in planning the program, providing space for the program, and promotion of the program. No commercial products or services may be advertised or sold at Library sponsored programs, with the exception of authors invited to present at the library, who are given permission to sell their books.
13. "Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants, any more than the purchase of materials for the library collection constitutes an endorsement of the contents of the materials or the views of the creator. Library staff select topics, speakers, and resource materials for library-initiated programs based on the interests and information needs of the community. Topics, speakers, and resource materials are not excluded from library-initiated programs because of possible controversy." (*Library-Initiated Programs as a Resource: an Interpretation of the Library Bill of Rights*, American Library Association)
14. Public use of library rooms for ~~community~~ programs/meetings are authorized through the Town of Georgina ~~Community Services~~~~Recreation & Culture~~ Department. Set rental rates apply, and will only be waived with Director of Library Services/CEO Library Board approval.

POLICY HISTORY:	
Initial Draft	November 22, 2006
Draft Presentation Review	June 28, 2007
Board Presentation:	August 16, 2007
Board Adoption:	August 16, 2007
Amended:	April 16, 2009 December 17, 2015 <u>October 20, 2022</u>