

**Georgina Public Library**  
**Library Board Meeting**  
**January 19, 2023 @ 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 – December 15, 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 – December 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 (TBD)
  
13. Old Business - None
  
14. New Business
  - a. Policy Review:
    - i. Canadian Anti-Spam Legislation (CASL)
    - ii. Vaccination Against Covid-19  
**Recommendation:** That the Georgina Public Library Board rescind the Vaccination Against Covid-19 Policy effective March 1, 2023
  
  - b. 2023 Board meeting dates
  - c. Board Self-Evaluation (B. Sabatini)
  
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  

February 16, 2023 @ 7:00pm - Zoom
  
18. Adjournment

**Georgina Public Library Board  
Regular Board Meeting Minutes  
December 15, 2022 @ 5:00 p.m.**

**Zoom**

**1. Call to Order**

The meeting was called to order by the Chair at 5:03 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  
Adrienne McDowell  
Councillor Dave Neeson  
Naomi Davison (arrived late)  
Nancy Rodrigues

The following Board Member was absent:

Shari Hawkins

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*  
Rob Wheeler, *Deputy CAO/Treasurer, Town of Georgina*  
Lisa Andersen, *Human Resources Manager, Town of Georgina*  
Cathy Tustin, *Human Resources Business Partner, Town of Georgina*

**4. Introduction of Addendum Items**

- Reserves discussion moved up to start of meeting
- Closed Session moved up
- Hours of operation added under New Business
- OLA SuperConference added under New Business

**5. Approval of the Agenda**

Moved by Nancy Rodrigues, Seconded by Bobbi Sabatini

**RESOLUTION NO. GLB-2022-124**

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

**Carried.**

**6. Old Business – one item moved up to start of meeting**

- a. Library reserve balance and recent surpluses (R. Wheater) – moved to start of meeting

Moved by Leslie Johnstone, Seconded by Dave Neeson

**RESOLUTION NO. GLB-2022-125**

1. That the Board approve the transfer of \$500,000 from the Library Capital Reserve, through the 2023 Budget, back to Town reserves
2. That the Board approve the transfer of any 2022 surplus, through the 2023 Budget, back to Town reserves
3. That the Board approve to rename the Library Staffing Reserve, through the 2023 Budget, to Library Stabilization Reserve
4. That the Board approve to create a new discretionary reserve, through the 2023 Budget, named Library Professional Development and Staff Engagement Reserve
5. That the Board approve the transfer of \$354,650 from the Library Capital Reserve to the Library Stabilization Reserve, through the 2023 Budget
6. That the Board approve the transfer of \$25,000 from the Library Capital Reserve to the Library Professional Development and Staff Engagement Reserve, through the 2023 Budget
7. That the Board approve the transfer of any excess Professional Development Funds within the Library budget at yearend to be

contributed to the Library Professional Development and Staff Engagement Reserve, through the 2023 Budget

**Carried.**

**7. Closed Session**

Moved by Rita Beechey, Seconded by Adrienne McDowell

**RESOLUTION NO. GLB-2022-126**

That the Georgina Public Library Board moved into closed session at 5:19 p.m.

**Carried.**

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

Moved by Bobbi Sabatini, Seconded by Rita Beechey

**RESOLUTION NO. GLB-2022-127**

That the Georgina Public Library Board reconvene into open session at 5:47 p.m.

**Carried.**

The Board rose from Closed Session and made the following motions

Moved by Bobbi Sabatini, Seconded by Dave Neeson

**RESOLUTION NO. GLB-2022-128**

1. That Confidential Report No. CEO-2022-001 be received for information purposes as amended; and
2. That the Board Chair, Vice-Chair, and Director of Library Services/CEO be authorized to execute the memorandum of settlement between the Georgina Public Library Board and the Georgina Library Unit of C.U.P.E local 905.13

**Carried.**

The CEO and Recording Secretary did not join the meeting for Closed Session item # 2.

Moved by Leslie Johnstone, Seconded by Rita Beechey

**RESOLUTION NO. GLB-2022-129**

That the Georgina Public Library Board move back into closed session at 5:49 p.m.

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

-Human Resources matter

Moved by Leslie Johnstone, Seconded by Nancy Rodrigues

**RESOLUTION NO. GLB-2022-130**

That the Georgina Public Library Board reconvene into open session at 6:05 p.m.

**Carried.**

The Board rose from Closed Session and made the following motion

Moved by Leslie Johnstone, Seconded by Nancy Rodrigues

**RESOLUTION NO. GLB-2022-131**

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.**



8. **Announcements** – *None*

9. **Declarations of Pecuniary Interest** – *None*

*(N. Davison arrived)*

10. **Adoption of the Past Minutes** – November 17, 2022 Board meeting minutes

Moved by Bobbi Sabatini, Seconded by Rita Beechey

**RESOLUTION NO. GLB-2022-132**

That the minutes of the November 17, 2022 Board meeting be adopted as circulated

**Carried.**

11. **Delegations/Speakers** – *None*

12. **Presentations** – *None*

13. **Consent Agenda**

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

Moved by Dave Neeson, Seconded by Naomi Davison

## **RESOLUTION NO. GLB-2022-133**

That Item 11 – Consent Agenda be received as circulated.

**Carried.**

### **14. Verbal Communications**

a. CEO Update (V. Stevens)

#### **COMMUNITY CONNECTIONS**

- GPL management team visited Chippewas of Georgina Island First Nation library on November 21

#### **SPACES**

- Keswick branch teen space plans have been finalized and furniture & equipment has been ordered

#### **PEOPLE & LEADERSHIP**

- Registration for 2023 OLA SuperConference is underway
- Hiring for Casual Library Clerks and Library Student positions is ongoing

#### **COLLECTIONS & PROGRAMS**

- Coming up this evening: A Very Merry Holiday with Connors Music at Keswick branch
- GPL continues to partner with public libraries across York and Durham Regions, as well as the York Region District School Board, to offer virtual events that would otherwise be out of reach financially for us to offer on our own.

#### **TECHNOLOGY**

- Nothing to report

- b. Board Chair Update (M.C. Macaluso)
- The Board Chair has been attending the Strategic Planning committee meetings
  - The Board Chair continues to meet regularly with the CEO
  - The Board Chair has been meeting occasionally with the Town's HR Manager
- c. Friends of the Library Update (B. Sabatini)
- The profit from the Tea Party event the Friends held in November was just over \$1700
  - The Friends are looking at a change of venue for the event next year
  - The Friends have received word that they got the title sponsor funding of \$5000 from CUPE to do the Spelling Bee event in 2023
  - A couple of Friends members attended a volunteer appreciation event at Clearwater Farm
- d. Strat planning committee update (N. Rodrigues)
- The Strategic Planning Committee last met on Friday November 18<sup>th</sup>
  - At that meeting, they reviewed values and strategic themes
  - There are 5 steps to the Strategic Planning process:
    - Theme
    - Goal
    - Objective
    - Action Plan – which is the step the Committee is on currently
    - Performance Measures
  - The Committee's next step is cleaning up the document and receiving a cleaner version of the work we have done
  - Next meeting is tomorrow

Moved by Dave Neeson, Seconded by Adrienne McDowell

**RESOLUTION NO. GLB-2022-134**

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

**Carried.**

**15. Old Business**

a. Board Legacy Document

Moved by Rita Beechey, Seconded by Nancy Rodrigues

**RESOLUTION NO. GLB-2022-135**

That the Legacy document be adopted as presented

**Carried.**

b. Fine-Free pilot project

The CEO asked the Board how they would like to proceed with the fine-free model, which is currently a pilot project.

Moved by Leslie Johnstone, Seconded by Dave Neeson

**RESOLUTION NO. GLB-2022-136**

That Georgina Public Library extend the fine-free pilot project for at least 3 months and request from staff a report at the end of March sharing as many data sets as they can provide about the impact of charging fines vs. going fine-free for the Library

**Carried.**

## 16. New Business

### a. Policy Review: Room Rentals

Moved by Rita Beechey, Seconded by Dave Neeson

#### **RESOLUTION NO. GLB-2022-137**

That the Room Rentals Policy be accepted as presented

**Carried.**

### b. OLA SuperConference

The CEO asked for any questions or comments regarding attendance of Board members at the upcoming 2023 OLA SuperConference

### c. Hours of Operation

L. Johnstone had a comment from a patron who feels the hours of 9:00am-2:00pm in Sutton and Pepperlaw on Saturdays is limited.

The CEO has asked one of the Library's managers to start speaking with staff regarding hours of operation on Saturdays, in order to get feedback from them on the open hours.

The CEO will look at the budget impact extending to the full day on Saturday in Sutton and Pepperlaw may have.

**17. Other business**

**18. Next Meeting Date /Time**

January 19, 2022 @ 7:00 p.m. – Zoom

**19. Adjournment**

Moved by Bobbi Sabatini, Seconded by Naomi Davison

**RESOLUTION NO. GLB-2022-138**

That the Georgina Public Library Board meeting of December 15, 2022 adjourn at 6:53 p.m.

**Carried.**

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Board Chair

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Recording Secretary

## JOINT BRANCH REPORT - 12 - DECEMBER 2022

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

### COMMUNITY CONNECTIONS

- Jennifer Murray has been visiting the EarlyON Mobile site at RL Graham P.S. on a monthly basis to run a Family Storytime. She has been interacting with families in that area who do not regularly attend library programs. Starting in January 2023, Jennifer will also be visiting the EarlyON Mobile Site at The Link on a monthly basis to run a Family Storytime.

### SPACES

- As of December 13, 2022, program rooms at all branches are now available to be booked by members of the public (with the exception of the Paul Nicholls Board Room in Keswick Branch).
- The four Victorian Chairs at Keswick Branch were reupholstered and set up by the newspapers. They will remain in the newspaper area until the furniture for the Teen space arrives; see pictures below:



## PEOPLE AND LEADERSHIP

- Becky George attended a two-day virtual training session about the back-end administration of our Symphony database software. This training was very beneficial and will allow Becky to manage this core business platform better moving forward. It is intended that Anna Delong, eServices Technician, also receive this training in 2023 so all three members of the team have the same knowledge. Ruth Berry previously attended the training in 2022.
- Angelica Douglas was hired as a Library Student for Sutton, effective December 20.

## COLLECTION AND PROGRAMS

- Due to issues with getting new material into the library in a timely manner, we reached out to other wholesalers for their “best offers” for services, following advice from the Town’s Procurement team. Moving forward, GPL will be contracting with both Whitehots and Library Bound for our collections purchasing. Whitehots will primarily provide print materials, while Library Bound will provide multimedia such as DVDs and Video Games. Justin Johnston is currently working with LSC to determine a final cessation date for their services.
- On Thursday, December 15, we partnered with Connors Music to run “A Very Merry Holiday with Connors Music” event from 6:30 p.m. to 8:30 p.m. We were delayed in starting the program due to the weather, but still had 47 people attend that evening. Program participants enjoyed light refreshments and listened to Holiday music performances from Connors Music students.
- English Conversation Circle, facilitated by volunteers from the Newcomer Welcome Centre, resumed at Keswick Branch on Wednesday, December 14 for the first time since the start of the COVID-19 pandemic. This program will now run on Wednesday evenings from 6:30-8:00 p.m.

Dates	Program Name	Platform/format	Total views/ participants
Various dates	One-on-one technology help (eServices)	Email, chat, phone, in-person	21
Dec 6, 13	Family Storytime	Pefferlaw	23
Dec 6, 13	After School LEGO	Sutton	3
Dec 6, 13	Reading Buddies	Keswick	37
Dec 2, 7, 9, 14, 16	Family Storytime	Keswick	73
Dec 7, 14	Ready, Set, Kindergarten	Keswick	11



<b>Dec 7, 14</b>	Ukulele Circle- Beginner	Keswick	34
<b>Dec 7, 14</b>	Ukulele Circle - Intermediate	Keswick	34
<b>Dec 1, 8, 15</b>	Babytime	Keswick	28
<b>Dec 1, 8</b>	Let's Make Stuff- Winter Edition	Keswick	33
<b>Dec 15</b>	A Very Merry Holiday with Connors Music	Keswick	47
<b>Dec 20</b>	Visit to EarlyON (offsite storytime)	RL Graham	12
<b>Dec 3</b>	Special Sutton Storytime	Sutton	9
<b>Dec 6</b>	Sutton Book Club	Zoom	4
<b>Dec 6</b>	Pefferlaw Book Club	Pefferlaw	5
<b>Dec 6, 13, 20, 27</b>	Hooks and Needles Corner	Keswick	36
<b>Dec 7</b>	Pins and Needles	Sutton	11
<b>Dec 1, 15</b>	Welcome Centre Immigrant Services	Keswick	5
<b>Dec 14, 21</b>	English Conversation Circle for Newcomers	Keswick	10
<b>Dec 13</b>	Holiday Crafting with the Keswitches	Keswick	15
<b>Previous uploads</b>	All recorded videos, re-watched in December		1
		<b>TOTAL</b>	<b>452</b>

## TECHNOLOGY

- Nothing to report

## **CYS REPORT – Q4 - December 2022**

Submitted by: Amy Butcher - Manager, Library Community Engagement

### **COMMUNITY CONNECTIONS**

- Jennifer Murray has been visiting the EarlyON Mobile site at RL Graham P.S. on a monthly basis to run a Family Storytime. She has been interacting with families in that area who do not regularly attend library programs. Starting in January 2023, Jennifer will also be visiting the EarlyON Mobile site at The Link on a monthly basis to run a Family Storytime.
- On Saturday, October 22, Jennifer Murray, Danielle Davidson, and Chris Croome attended Family Freight Fiesta at Georgina Pioneer Village. From 4:30 p.m. to 8:30 p.m. they spoke with over 1,100 people about library programs and services.

### **SPACES**

- Plans have been finalized for the Keswick Teen Area. The designated area is where the current periodicals and newspapers reside. There will be some shifting of parts of the collection around the library to ensure teen materials are available in the new Teen Area. An Xbox Series X game console has been purchased for this area, and furniture has been ordered (expected delivery in February 2023).
- Amy Butcher purchased CYS programming materials to refresh the CYS programming spaces, including a new rug for Sutton Branch and both a whiteboard easel and a wooden kitchen for Keswick Branch.

### **PEOPLE AND LEADERSHIP**

- Nothing to report.

### **COLLECTION AND PROGRAMS**

- On October 26, we ran “Hockey Night at GPL” in partnership with Georgina ICE. Participants had the opportunity to listen to a reading of “The Three Canadian Pigs: A Hockey Story” by local author Jocelyn Watkinson and purchase copies of her book from onsite bookseller Blue Heron Books. Georgina ICE also led a variety of hockey-themed activities. The program was a great success with nearly 100 people attending.
- On November 3, in partnership with York Region District School Board and select Libraries in York Region, we hosted a virtual author talk with author Kathy Kacer. 4,438

students in Grades 4-6 across York Region had an opportunity to learn about heroes of the Holocaust through Kathy Kacer's books.

- On December 15, we partnered with Connors Music to run "A Very Merry Holiday with Connors Music" event from 6:30 p.m. to 8:30 p.m. We were delayed in starting the program due to the weather, but still had 47 people attend that evening. Program participants enjoyed light refreshments and listened to Holiday music performances from Connors Music students.

Dates	Program Name	Platform/format	Total views/ participants
Oct 4, 11, 18	Babytime	Sutton	16
Oct 4, 11, 18, Nov 8, 15, 22, 29, Dec 6, 13	Family Storytime	Pefferlaw	72
Nov 8, 15, 22, 29, Dec 6, 13	After School LEGO	Sutton	24
Oct 4, 11, 18, Nov 8, 15, 22, 29, Dec 6, 13	Reading Buddies	Keswick	143
Oct 5, 7, 12, 14, 19, 21, Nov 9, 11, 16, 18, 23, 25, 30, Dec 7, 9, 14, 16	Family Storytime	Keswick	287
Nov 9, 16, 23, 30, Dec 7, 14	Ready, Set, Kindergarten	Keswick	30
Oct 5, 19, Nov 9, 16, 23, 30, Dec 7, 14	Ukulele Circle- Beginner	Keswick	72
Oct 5, 19, Nov 9, 16, 23, 30, Dec 7, 14	Ukulele Circle - Intermediate	Keswick	71
Oct 5, 12, 19, Nov 2, 9	Teen Public Art Project	Keswick	17
Oct 4, 11, 18, Nov 10, 17, 24, Dec 1, 8, 15	Babytime	Keswick	97
Oct 6, 13, 20	Let's Make Stuff- Paper Edition	Keswick	55
Nov 10, 17, 24, Dec 1, 8	Let's Make Stuff- Winter Edition	Keswick	84
Oct 18, Nov 15, Dec 20	Visit to EarlyON (offsite storytime)	RL Graham	43
Oct 22	GPL at Family Freight Fiesta	Georgina Pioneer Village	1118

<b>Oct 26</b>	Hockey Night at GPL	Keswick	92
<b>Nov 3</b>	Heroes of the Holocaust with Kathy Kacer	Zoom	4438
<b>Nov 18</b>	Art Attack PA Day	Keswick	17
<b>Nov 24</b>	Cozy Fall Yoga with Girls Inc	Keswick	12
<b>Dec 3</b>	Special Sutton Storytime	Sutton	9
<b>Dec 15</b>	A Very Merry Holiday with Connors Music	Keswick	47
		<b>TOTAL</b>	<b>6,744</b>

## TECHNOLOGY

- Nothing to report.

**January**

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	3,448	1,307	0	50	164		13	<b>4,982</b>	curbside only for 3 wks of Jan
Pefferlaw	620	355	0	0	135		5	<b>1,115</b>	
Sutton	2,284	332	0	5	66		0	<b>2,687</b>	
CYS			0	0	0			<b>0</b>	
eBranch	6,212	10,440	57	389		4,173		<b>21,214</b>	
<b>Total</b>	<b>12,564</b>	<b>12,434</b>	<b>57</b>	<b>444</b>	<b>365</b>	<b>4,173</b>	<b>18</b>	<b>29,998</b>	

**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	<b>8,735</b>	extended hours Feb 19
Pefferlaw	749	377	0	0	110		10	<b>1,246</b>	
Sutton	3,314	1,302	0	8	97		0	<b>4,721</b>	
CYS			0	0	3			<b>3</b>	
eBranch	5,318	8,654	50	353		1,314		<b>15,639</b>	
<b>Total</b>	<b>15,794</b>	<b>12,039</b>	<b>50</b>	<b>397</b>	<b>698</b>	<b>1,314</b>	<b>102</b>	<b>30,344</b>	

**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	<b>12,160</b>	Seedy Saturday
Pefferlaw	1,091	460	0	192	123		13	<b>1,879</b>	
Sutton	4,983	1,641	0	6	188		0	<b>6,818</b>	
CYS			5	70	6			<b>76</b>	
eBranch	6,120	9,748	37	468		1,065		<b>17,401</b>	
<b>Total</b>	<b>21,046</b>	<b>14,296</b>	<b>42</b>	<b>792</b>	<b>1,025</b>	<b>1,065</b>	<b>110</b>	<b>38,334</b>	

**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	<b>11,054</b>	
Pefferlaw	989	577	0	0	116		5	<b>1,687</b>	
Sutton	4,570	1,519	0	2	194		0	<b>6,285</b>	
CYS			20	247	150			<b>397</b>	
eBranch	5,797	8,923	77	526		7,189	5	<b>22,435</b>	
<b>Total</b>	<b>18,938</b>	<b>13,659</b>	<b>99</b>	<b>812</b>	<b>1,255</b>	<b>7,189</b>	<b>5</b>	<b>41,858</b>	

**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		8,947		23,844	
<b>Total</b>	<b>18,554</b>	<b>13,015</b>	<b>72</b>	<b>665</b>	<b>1,180</b>	<b>8,947</b>	<b>8</b>	<b>42,369</b>	

**June**

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	7,668	1,597	6	393	729		241	10,628	
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		39,921		58,176	
<b>Total</b>	<b>19,247</b>	<b>15,141</b>	<b>61</b>	<b>2,797</b>	<b>1,323</b>	<b>39,921</b>	<b>310</b>	<b>78,739</b>	

**July**

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	11,867	3,891	9	654	865		1,613	18,890	
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		43,034		61,371	
<b>Total</b>	<b>23,845</b>	<b>18,421</b>	<b>233</b>	<b>3,048</b>	<b>1,565</b>	<b>43,034</b>	<b>1,971</b>	<b>91,884</b>	

**August**

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	12,887	4,945	8	520	898		1,263	20,513	
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		47,919		69,898	
<b>Total</b>	<b>25,640</b>	<b>24,718</b>	<b>77</b>	<b>1,368</b>	<b>1,602</b>	<b>47,919</b>	<b>1,512</b>	<b>102,759</b>	

**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		540	16,410	
Pefferlaw	1,213	874	2	39	151		15	2,292	
Sutton	4,529	2,353	0	7	331		30	7,250	
CYS			31	372	138			510	
eBranch	5,891	11,396	45	155		43,819		61,261	
<b>Total</b>	<b>22,569</b>	<b>18,374</b>	<b>85</b>	<b>750</b>	<b>1,626</b>	<b>43,819</b>	<b>585</b>	<b>87,723</b>	

**October**

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	9,674	6,558	7	99	989		891	18,211	
Pefferlaw	1,010	1,126	1	6	277		109	2,528	
Sutton	6,799	5,169	3	44	307		45	12,364	
CYS			32	1,580	101			1,681	
eBranch	6,026	11,519	22	327		44,466		62,338	
<b>Total</b>	<b>23,509</b>	<b>24,372</b>	<b>65</b>	<b>2,056</b>	<b>1,674</b>	<b>44,466</b>	<b>1,045</b>	<b>97,122</b>	

**November**

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	9,246	4,161	8	61	924		652	15,044	
Pefferlaw	1,202	1,049	1	4	117		101	2,473	
Sutton	6,236	3,413	2	108	328		65	10,150	
CYS			37	403	67			470	
eBranch	5,760	10,766	32	4,699		39,554		60,779	
<b>Total</b>	<b>22,444</b>	<b>19,389</b>	<b>80</b>	<b>5,275</b>	<b>1,436</b>	<b>39,554</b>	<b>818</b>	<b>88,916</b>	

**December**

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	8,385	3,663	9	69	879		678	13,674	
Pefferlaw	1,157	733	1	5	110		0	2,005	
Sutton	4,953	4,938	1	19	287		80	10,277	
CYS			25	344	87			431	
eBranch	6,257	9,970	19	67		35,063		51,357	
<b>Total</b>	<b>20,752</b>	<b>19,304</b>	<b>55</b>	<b>504</b>	<b>1,363</b>	<b>35,063</b>	<b>758</b>	<b>77,744</b>	

**2022 TOTALS**

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library
Keswick	103,691	38,609	60	2,303	9,103		6,080	159,786
Pefferlaw	12,601	9,058	11	263	1,833		587	24,342
Sutton	57,721	29,783	10	219	3,061		575	91,359
CYS			270	5,475	1,115			6,590
eBranch	70,889	127,712	625	10,648		316,464		525,713
<b>Total</b>	<b>244,902</b>	<b>205,162</b>	<b>976</b>	<b>18,908</b>	<b>15,112</b>	<b>316,464</b>	<b>7,242</b>	<b>807,790</b>

## 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	5,636	17,450	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	
October	9,674	6,799	1,010	6,053	23,536	10,210	resumed school visits in Sutton
November	9,246	6,236	1,202	5,760	22,444	10,125	
December	8,385	4,953	1,517	5,162	20,017	10,045	
<b>TOTALS</b>	<b>102,515</b>	<b>57,136</b>	<b>12,925</b>	<b>69,821</b>	<b>242,397</b>		
<b>Averages</b>	<b>8,543</b>	<b>4,761</b>	<b>1,077</b>	<b>5,818</b>	<b>20,200</b>	<b>11,412</b>	

**2021**

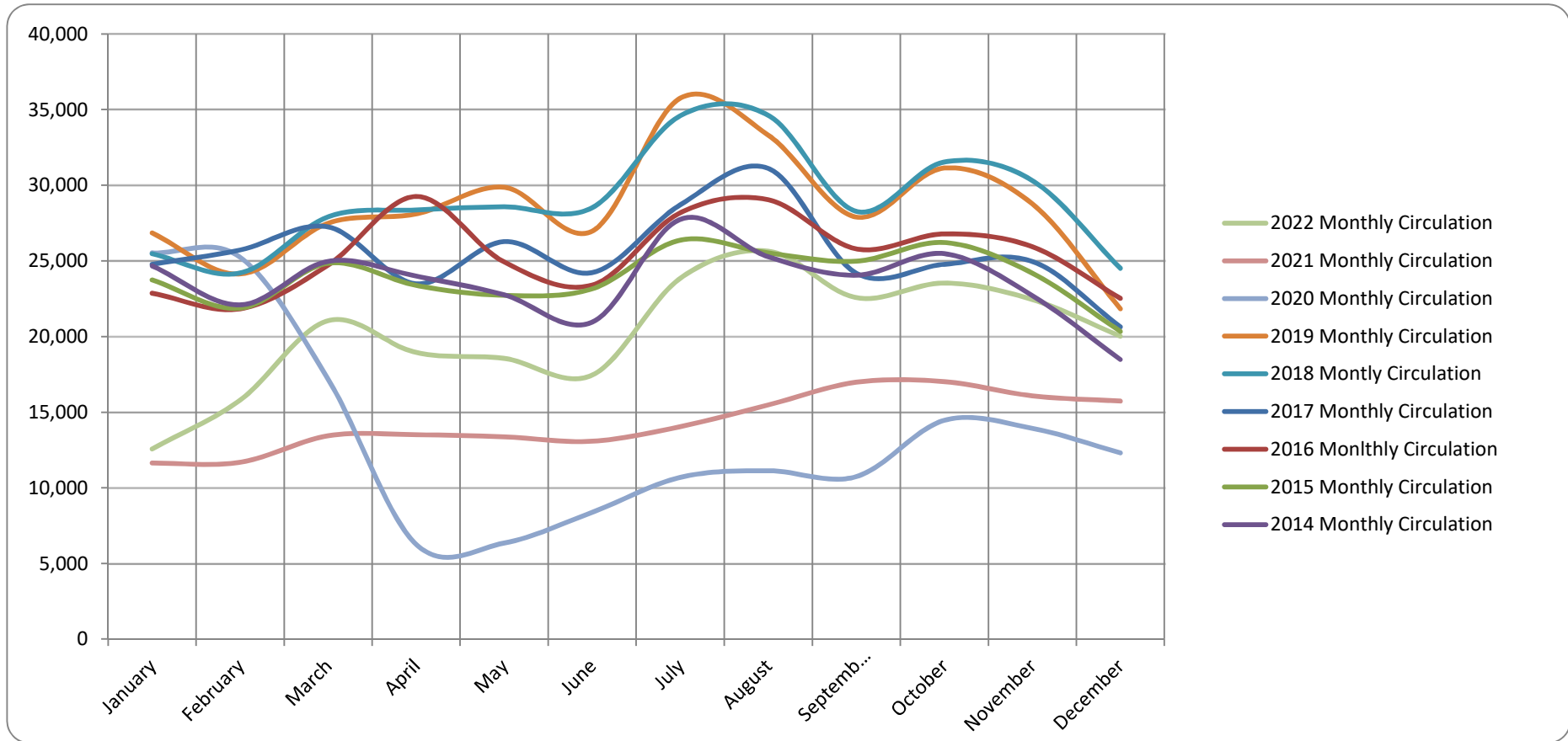
Date	Keswick	Sutton	Pefferlaw	E-Books	Total	Active Members	Notes
January	2,831	2,228	518	6,053	11,630	13,344	
February	3,276	2,001	825	5,581	11,683	13,159	
March	3,912	2,717	733	6,073	13,435	13,036	
April	4,088	2,461	953	6,005	13,507	12,855	
May	4,012	2,455	724	6,175	13,366	12,742	
June	3,963	2,430	606	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	
<b>TOTALS</b>	<b>63,329</b>	<b>29,443</b>	<b>9,448</b>	<b>69,792</b>	<b>172,012</b>		
<b>Averages</b>	<b>5,277</b>	<b>2,454</b>	<b>787</b>	<b>5,816</b>	<b>14,334</b>	<b>12,346</b>	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	
<b>TOTALS</b>	<b>59,002</b>	<b>27,687</b>	<b>7,653</b>	<b>67,819</b>	<b>162,161</b>		
<b>Averages</b>	<b>4,995</b>	<b>2,341</b>	<b>638</b>	<b>5,649</b>	<b>13,623</b>	<b>15,984</b>	

## 2014 - 22 Annual Total Circulation By Month Comparison



## 2022 Work Plan – December Update

### Board Governance Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Legacy Document	Board Chair	Q1-2022	Q4-2022	Complete	Adopted at Dec. 15, 2022 Board Meeting
Succession Planning-staff					
Library Advocacy	Board	Q1	n/a	On going	<ul style="list-style-type: none"> <li>• Councillor Neeson connected with FOPL Government Advocacy Working Group (Sept 2021).</li> </ul>
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. Had intro meeting with Town Solicitor on Nov 29/22.
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. Had intro meeting with Town Solicitor on Nov 29/22.
MoU between Library Board & Town	Val Stevens	Q4-2020	Q2-2022	Complete	Signed by all parties on June 3, 2022
Board Self-Evaluation	Board Chair	Q4	Q1-2023	In Progress	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, walls are going 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	In Progress	Facilities has begun planning.
Teen area-Keswick branch	Amy Butcher (Sarah James)	Q1	Q1-2023	Deferred from 2020	Delayed due to pandemic. Some furniture has been ordered, finalizing details. Most purchases will be complete by Q4 2022, final layout changes to happen Q1 2023.
De/re-magnetizers	Sarah James (Becky George/ Justin Johnston)	Q2	Q4	In Progress	Items have been ordered.
Pefferlaw Carpet Replacement	Town Facilities/ Justin Johnston (Sarah James)	Q1	Q4	Complete	Carpet installed on Nov 14 & 15, 2022

## 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	Complete	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. It working on phased implementation and roll-out.

## Georgina Public Library

### Financial Statement - December 2022

Date: Jan. 9, 2023

	2022 Actuals	2022 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
<b>Revenue</b>						
Town Grant	2,530,040.00	2,530,040	-	100%	100%	Pro-rated
Provincial Grants	62,600	62,600	-	100%	100%	Pro-rated
Misc Grants	7,260	9,240	1,980	79%	100%	
School Board Revenue	58,500	58,500	-	100%	100%	Pro-rated
Donations	1,953	1,800	(153)	108%	100%	
Fines	1,245	22,000	20,755	6%	100%	
Misc Fees	385	3,100	2,715	12%	100%	Exam Proctoring, etc
Photocopying Fees	2,231	8,500	6,269	26%	100%	
Program Registrations	1,720	4,200	2,480	41%	100%	
Book Sale	150	2,400	2,250	6%	100%	
Room Rentals	-	4,100	4,100	0%	100%	
Provision from Reserve	-	-	-	100%	100%	
<b>Total Revenues</b>	<b>2,666,083</b>	<b>2,706,480</b>	<b>40,397</b>	<b>99%</b>	<b>100%</b>	
<b>Expenses</b>						
Salaries & Benefits	1,718,038	1,909,070	191,032	90%	100%	
Library Board	3,480	4,800	1,320	73%	100%	
Library Operations	220,416	349,500	129,084	63%	100%	Utilities, cleaning, courier, supplies, etc.
Training	6,942	18,800	11,858	37%	100%	
Collections	170,674	232,730	62,056	73%	100%	
Telecommunications	20,003	30,040	10,037	67%	100%	
Covid-19 Expenses	1,256	-	(1,256)	N/A	N/A	No allotted budget
Misc	2,979	3,300	321	90%	100%	
Contribution to Reserve	158,240	158,240	-	100%	100%	Pro-rated
<b>Total Expenses</b>	<b>2,302,028</b>	<b>2,706,480</b>	<b>404,452</b>	<b>85%</b>	<b>100%</b>	
<b>Net</b>	<b>364,055</b>	<b>-</b>	<b>(364,055)</b>			

# Georgina Public Library Board Policy Manual

## Policy Title: Canadian Anti-spam Legislation (CASL)

### Intent:

Canada's Anti-Spam Legislation ("CASL") came into force on July 1, 2014. [The](#) Georgina Public Library Board (the "Library") is committed to complying with CASL and its requirements. Following is the Library's CASL compliance policy (the "Policy").

### PART I - DEFINITIONS

1. In this Policy, the following terms have the following meaning:

**"Canada's Anti-Spam Legislation" or "CASL"** - means the following Act and Regulations:

- a) *An Act to promote the efficiency and adaptability of the Canadian economy by regulating certain activities that discourage reliance on electronic means of carrying out commercial activities, and to amend the Canadian Radio-television and Telecommunications Commission Act, the Competition Act, the Personal Information Protection and Electronic Documents Act and the Telecommunications Act, S.C. 2010, c. 23 (the "Act");*
- b) *Electronic Commerce Protection Regulations (CRTC), SOR/2012-36; and*
- c) *Electronic Commerce Protection Regulations (Industry Canada), SOR/2013-221.*

**"Computer Program"** - means data representing instructions or statements that, when executed in a Computer System, causes the Computer System to perform a function.

Examples of Computer Programs include, but are not limited to:

- a) *software;*
- b) *applications (apps);*
- c) *games;*
- d) *e-books;*
- e) *any upgrades or updates to an existing Computer Program; and*
- f) *any other computer code that meets the above description.*

**"Computer System"** - means any device that, or a group of interconnected or related devices one or more of which:

- a) *contains Computer Programs or other data, and*
- b) *pursuant to Computer Programs,*

# Georgina Public Library Board Policy Manual

- c) *performs logic and control, and*
- d) *may perform any other function.*

Examples of a Computer System include, but are not limited to: a computer; a server; a hard drive; a mobile telephone; a tablet.

**“Electronic Message” or “EM”** - means a message sent by electronic means to an Electronic Address, including, but not limited to messages sent:

- a) *by email;*
- b) *by text message;*
- c) *by instant message;*
- d) *via a social media account.*

For greater certainty, an EM does not include messages:

- a) *sent via posted mail;*
- b) *sent via fax;*
- c) *communicated via a two-way voice conversation;*
- d) *communicated via voicemail to a telephone account; and/or*
- e) *posted or published on a website (but not sent to an Electronic Address).*

**“Electronic Address”** - means an address used in connection with the transmission of an Electronic Message to:

- a) *an email account;*
- b) *an instant messaging account;*
- c) *a telephone account;*
- d) *a social media account; or*
- e) *any similar account.*

**“Exemptions”** – means the exemptions to the requirements of subsections 6(1) and/or 6(2) of the Act, as prescribed in CASL.

**“Express Consent”** - means the explicit and/or expressed communication by a Person that the Person wishes to receive EMs from the Library.

**“Implied Consent”** - means the existence of the requirements prescribed in Part VI herein.

**“Person”** - means an individual, partnership, corporation, organization, association, trustee, administrator, executor, liquidator of a succession, receiver or legal representative.

# Georgina Public Library Board Policy Manual

## PART 2 - GENERAL

1. The Library requires all of its directors, officers, employees and volunteers, and any other Person who communicates on its behalf, to comply with this Policy.
2. The Library will appoint staff members who are responsible for managing the implementation of this Policy and whose titles are: ~~Chief Executive Officer (“CEO”)~~Director of Library Services/CEO and Manager, Library eServices~~Librarian~~.
3. Notwithstanding anything in this Policy, at the Library’s sole and absolute discretion, the Library may rely on any one or more of the Exemptions. A determination as to when a situation would be subject to any one of the Exemptions shall be made by the Library on a case-by-case basis.
4. At its sole and absolute discretion, the Library may at any time revise this Policy to ensure that the Library remains in compliance with CASL.

## PART 3 – ELECTRONIC ADDRESSES

5. No Person shall collect an Electronic Address for the purposes of sending Electronic Messages to the Person who owns that Electronic Address on behalf of the Library, without having first obtained the consent of that Person.
6. All the Electronic Addresses collected by or on behalf of the Library shall be entered, stored and managed by the Library in a centralized Customer Relationship Management database (“CRM”), which is connected to and/or managed by the Library’s Integrated Library System (“ILS”), in accordance with the Library’s policies and procedures respecting collection of personal information. Library interest group email lists (eg book club members) will be collected and maintained, with express consent, by the Library staff member responsible for the group.

## PART 4 – ELECTRONIC MESSAGES

7. No EM shall be sent by or on behalf of the Library, in the course of carrying on the Library’s activities, unless the recipient of the EM has provided ~~his or her~~their Express Consent or Implied Consent to receive EMs from the Library (as particularly prescribed at Parts V and VII of this Policy).



# Georgina Public Library Board Policy Manual

8. EMs sent by or on behalf of the Library in the course of carrying on the Library's activities may only be sent to Electronic Addresses that have been entered into the CRM, or collected by express consent by members of a library interest group.
9. All EMs sent by or on behalf of the Library in the course of carrying on the Library's activities must include the following information:
  - a) the Library's name and mailing address;
  - b) the Library's email address / telephone number / website [NOTE: choose at least one option]; and
  - c) the Library's unsubscribe mechanism, as prescribed at Part V herein.
10. EMs sent:
  - a) between employees of the Library; and/or
  - b) from employees of the Library to employees of other libraries, shall concern the activities of the Library.
11. If an employee of the Library sends an EM to another employee of the Library or to an employee of another library, which promotes, markets, advertises or otherwise encourages participation in commercial activity of a Person other than the Library, the sending employee must:
  - a) use ~~his/her~~their personal Electronic Address and not an Electronic Address owned by the Library to send the EM; and
  - b) obtain the Express Consent of the recipient employee prior to sending the EM.

## **PART 5 – EXPRESS CONSENT**

12. The Library shall endeavour to obtain Express Consent from all Persons to whom it sends EMs, at all reasonable opportunities.
13. Express Consents provided to the Library shall be entered into the Library's CRM in accordance with the Library's procedures, and shall specify:
  - a) the date and time the Express Consent was given;
  - b) the types of EMs the Person has consented to; and
  - c) the manner in which the Express Consent was given.
14. All requests for Express Consent made by or on behalf of the Library **in writing** (whether electronic or in hard copy format), must include the following:

# Georgina Public Library Board Policy Manual

- a) a request that the recipient consent to receive EMs from the Library;
  - b) the purpose for which the consent is being sought (e.g., for receiving EMs; for installing a particular Computer Program);
  - c) the Library's name and mailing address;
  - d) the Library's email address / telephone number and/or website; and
  - e) a statement that consent may be withdrawn at any time.
15. Express Consent shall not be sought by or on behalf of the Library by sending an Electronic Message to an Electronic Address, unless the Library has Implied Consent (as prescribed at Part VI herein) from the Person to whom the Electronic Message is being sent.
16. All requests for Express Consent made in writing shall not include pre-checked boxes.
17. All requests for Express Consents made by or on behalf of the Library orally shall follow the following procedure:
- a) The individual requesting the consent shall disclose to the Person from whom the consent is being sought:
    - i. that the consent is being sought on behalf of the Library;
    - ii. the purpose for which the consent is being sought (e.g., for receiving EMs; for installing a particular Computer Program);
    - iii. the Library's mailing address;
    - iv. the Library's email address / telephone number and/or website]; and
    - v. that the Person may withdraw the consent at any time.
  - b) ONLY email addresses authorized verbally or in writing by a Person shall be entered into the ILS.
  - c) Details of the Express Consent will be noted in the patron's record in the ILS, including the purpose for which consent is being sought, the date consent is obtained/renewed ~~(annually)~~, and the initials of the staff member who obtained the consent.
18. Any individual who obtains Express Consent on behalf of the Library shall enter the Express Consent into the CRM within 3 business days of receiving the Express Consent, or as soon as is reasonably possible, in accordance with the Library's procedures.

## **PART 6 – IMPLIED CONSENT**

19. The Library has Implied Consent to send EMs to the following:

# Georgina Public Library Board Policy Manual

- a) Persons who are current, active cardholders of the Library;
- b) Persons who were cardholders of the Library but who ceased to be cardholders in the 24 months preceding the date of the sending of the EM;
- c) Persons who entered into a financial transaction with the Library in the 24 months preceding the date of the sending of the EM;
- d) ~~Persons who donated to the Library / Foundation in the 24 months preceding the sending of the EM;~~
- e) Persons who volunteered for the Library in the 24 months preceding the date of the sending of the EM.

~~20. For the purposes of this section, the following terms have the following meaning:~~

~~**“Transition Cardholders”**: means individuals:~~

- ~~a) who were cardholders of the Library prior to July 1, 2014;~~
- ~~b) who ceased to be cardholders of the Library prior to July 1, 2014; and~~
- ~~c) to whom the Library has sent EMs prior to July 1, 2014.~~

~~21. Prior to July 1, 2017, the Library has Implied Consent to send EMs to Transition Cardholders, in the course of carrying out Library activities.~~

~~22. After July 1, 2017, no EMs may be sent to Transition Cardholders by or on behalf of the Library in the course of carrying out Library activities, unless:~~

- ~~a) there is Implied Consent to send those Persons EMs, in accordance with section 21 of this Policy; and/or~~
- ~~b) there is Express Consent to send those Persons EMs, in accordance with Part V of this Policy.~~

## **PART 7 – UNSUBSCRIBE MECHANISM**

~~23.20.~~ All EMs sent by or on behalf of the Library in the course of carrying out Library activities shall include a mechanism by which the Person receiving the EMs may unsubscribe (i.e., opt-out) from receiving Electronic Messages from the Library (the “Unsubscribe Mechanism”).

~~24.21.~~ The Unsubscribe Mechanism shall be prominently displayed in the body of all EMs sent by or on behalf of the Library.

~~25.22.~~ All requests to Unsubscribe shall be acted upon by the individual who receives the request or, if unable to personally respond, the request shall be communicated by the individual who receives the request to

# Georgina Public Library Board Policy Manual

[eservicesupport@georgina.ca](mailto:eservicesupport@georgina.ca) within 3 business days of the receipt of the unsubscribe request.

~~26.~~23.All requests to unsubscribe shall be entered into the Library's CRM by the staff member who receives the request, or if unable, to [eservicesupport@georgina.ca](mailto:eservicesupport@georgina.ca) , within 3 business days of being notified of the request, in accordance with the Library's procedures (appropriate note in the patron record, dated and initialled).

~~27.~~24.No EMs shall be sent by or on behalf the Library to any Person who made a request to Unsubscribe, 10 days after the request was made and thereafter, unless the Person provides his or her Express Consent to receive EMs from the Library, or unless the EM meets one of the Exemptions (to be determined by the Library on a case-by-case basis).

## **PART 8 – THIRD-PARTIES**

~~28.~~25.For the purposes of PART VIII of this Policy, the following terms have the following meaning:

**"Third Party"** - means a Person who is not a director, officer or employee of the Library, who sends EMs that promote, advertise, market, or otherwise encourage participation in the Library's activities.

~~29.~~26.The Library requires that all Third Parties have Express Consent or Implied Consent (as prescribed at Parts V and VI of this Policy) to receive EMs from the Library, from the Persons to whom the EMs are sent, prior to the sending the EMs.

~~30.~~27.The Library shall not be held liable for any and all EMs sent by Third-Parties that are not sent in compliance with this Policy.

~~31.~~28.All Third Parties agree to defend, indemnify and hold harmless the Library and its directors, officers, employees, agents and trustees, from and against any and all complaints, claims, actions or demands resulting from, and/or arising out of, the Third Parties' breach of this Policy, including, but not limited to, for any and all regulatory proceedings, warrants, preservation demands, disclosure requests, compliance notices, administrative monetary penalties, fines, damages, injunctive relief, class actions, legal fees, expert fees and disbursements.

~~32.~~29.At its sole and absolute discretion, the Library may, from time to time, enter into agreements and/or arrangements with Third Parties that

# Georgina Public Library Board Policy Manual

may not necessarily be in compliance with this Policy, but which ensure the Library's compliance with CASL.

~~33.30.~~ Notwithstanding anything in this Policy, at its sole and absolute discretion, the Library may rely on one or more of the Exemptions for EMs sent by Third Parties. A determination of whether a particular EM sent by a Third Party is subject to an Exemption will be made by the Library on a case-by-case basis.

## **PART 9 – COMPUTER PROGRAMS**

~~34.31.~~ In the course of conducting Library activities, no Person shall cause a Computer Program to be installed on a Computer System, unless that Person first obtains the Express Consent of the owner or authorized user of the Computer System to install the Computer Program, on behalf of the Library

~~35.32.~~ Notwithstanding section ~~314~~, there is no requirement to obtain Express Consent to install the following Computer Program on behalf of the Library:

- a) A cookie;
- b) HTML code;
- c) Java Script; and
- d) An operating system.

~~36.33.~~ When seeking Express Consent to install a Computer Program on behalf of the Library, the Person seeking the consent shall disclose to the Person from whom consent is being sought, clearly and simply, the function and purpose of the Computer Program being installed.

~~37.34.~~ For the purposes of this Part, the following terms have the following meaning:

**“Special Functions”**: means a Computer Program that is intended to cause the following functions, contrary to the reasonable expectations of the user / owner of the Computer System:

- a) collecting personal information stored on the Computer System;
- b) interfering with the owner’s or an authorized user’s control of the Computer System;
- c) changing or interfering with settings, preferences or commands already installed or stored on the Computer System without the knowledge of the owner or an authorized user of the Computer System;

# Georgina Public Library Board Policy Manual

- d) changing or interfering with data that is stored on the Computer System in a manner that obstructs, interrupts or interferes with lawful access to or use of that data by the owner or an authorized user of the Computer System;
- e) causing the computer system to communicate with another Computer System, or other device, without the authorization of the owner or an authorized user of the computer system;
- f) installing a Computer Program that may be activated by a third party without the knowledge of the owner or an authorized user of the Computer System.

~~38-35.~~ If the Computer Program being installed on behalf of the Library is intended to perform a Special Function(s), the Person seeking consent on behalf of the Library, must, prominently, clearly, simply, and separate and apart from any other requests for consent, describe the Special Function(s), including their nature and purpose and their impact on the operation of the Computer System.

## **PART 10 – USE OF THE LIBRARY’S COMPUTERS / INTERNET CONNECTION**

~~39-36.~~ Any Person who uses:

- a) a Computer System owned, operated and/or controlled by the Library; and/or
- b) an Internet connection owned, controlled and/or provided by the Library (including any wireless connection), must carry out his or her activities in a manner that is compliant with CASL.

~~40-37.~~ Any Person who contravenes this Part shall defend, indemnify and hold harmless the Library and its directors, officers, employees, agents and trustees, from and against any and all complaints, claims, actions or demands resulting from, and/or arising out of, that Person’s actions, including, but not limited to, for any and all regulatory proceedings, warrants, preservation demands, disclosure requests, compliance notices, administrative monetary penalties, fines, damages, injunctive relief, class actions, legal fees, expert fees and disbursements.

## **PART XI – TRAINING**

~~38.~~ New hire Training: all new directors, officers, employees and volunteers of the Library shall be required to attend the Training, within 90 days of joining the Library and/or becoming a volunteer for the Library.

~~41.~~ Within 90 days of the implementation of this Policy, the Library’s directors, officers, employees and volunteers are required to attend a mandatory training on this Policy (the “Training”).

# Georgina Public Library Board Policy Manual

~~42.39.~~ The Training shall be prepared, conducted and tracked by the CEO and the Manager, Library eServices Librarian.

~~43.— New hire Training: all new directors, officers, employees and volunteers of the Library shall be required to attend the Training, within 90 days of joining the Library and/or becoming a volunteer for the Library.~~

~~44.40.~~ Refresher Training: A refresher Training shall be conducted every 48 months, for Board and staff.

## PART X – AUDIT

~~45.41.~~ Once every 12 months, the Library shall conduct an audit of its electronic communication practices, to ensure compliance with this Policy (the "Audit"). The Audit shall be conducted and managed by the CEO.

~~46.42.~~ Notwithstanding section ~~404~~, at the Library's sole and absolute discretion, the Library may from time to time conduct an audit of its electronic communication practices to ensure compliance with this Policy (the "Random Audit").

~~47.43.~~ In the event the Annual or Random Audit discloses discrepancies between this Policy and the Library's communication practices, such discrepancies shall be addressed by the Library to ensure compliance with the Policy, as soon as is reasonably possible.

POLICY HISTORY:	
Initial Draft Presentation	November 20, 2014
Policy Approval	
Policy Review	November 20, 2018; <u>January 19, 2023</u>

# Georgina Public Library Board Policy Manual

## Policy Title: Vaccination against Covid-19

### *Intent*

Georgina Public Library acknowledges its responsibility to provide and maintain a safe and healthy environment for our staff and the community members we serve. With that goal in mind, Georgina Public Library adopts the Town of Georgina's Vaccination against Covid-19 Health & Safety policy.

If it is determined that additional precautions are necessary, Georgina Public Library may decide to deploy new measures to protect employees and the public from COVID-19, and may amend this policy accordingly and/or communicate the required precautions to impacted employees.

For the purpose of this policy, reference to the "Town" shall be read to also mean "Library" or "Employer".

Attachment: Town of Georgina Vaccination against Covid-19 Health & Safety Policy



Vaccination Policy -  
FINAL 09.27.2021.pd

POLICY HISTORY:	
Board Adoption:	September 30, 2021





## GEORGINA

### TOWN OF GEORGINA – Health and Safety Policy

Subject:	Vaccination against COVID-19
Procedure Reference:	Vaccination against COVID-19 (4 pages)
Recommended/Approved by:	Director, Human Resources
Contact Position for Information:	Health and Safety Pandemic Specialist
Effective Date:	September 27, 2021

#### **Policy Statement:**

The health and safety of Town of Georgina employees is a top priority. Vaccination is a key element in the protection of Town employees against the hazard of COVID-19.

#### Important Dates

Effective October 4, 2021, all eligible Town employees, volunteers, students and contractors who are not fully vaccinated must provide rapid testing results on a weekly basis.

Effective November 1, 2021, all eligible Town employees, volunteers, students and contractors must have the full series of doses required to be considered fully vaccinated against COVID-19.

Employees who require a medical exemption are expected to provide the Town with acceptable documentation.

Employees who do not comply with this policy will face progressive disciplinary action up to and including termination.

**Vaccination against COVID-19**  
**September 27, 2021**

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**TOWN OF GEORGINA – Health and Safety**  
**PROCEDURE**

Subject:	Vaccination against COVID-19
Procedure Classification:	TBD (4 pages)
Recommended/Approved by:	Director, Human Resources
Contact Position for Information:	Health and Safety Pandemic Specialist
Effective Date:	September 27, 2021

**Procedure Statement:**

The health and safety of Town of Georgina employees is a top priority. Vaccination is a key element in the protection of Town employees against the hazard of COVID-19. Therefore, all eligible Town employees, volunteers, students and contractors must have the full series of doses required to be considered fully vaccinated against COVID-19 by November 1, 2021.

**Scope:**

All Town of Georgina employees, volunteers, students and contractors are required to comply with this procedure.

**Definitions:**

**Vaccine:** A substance used to stimulate the production of antibodies and provide immunity against SARS-CoV-2(COVID-19)

**Vaccination status:** Identifies if a person is fully vaccinated, partially vaccinated, or unvaccinated for COVID-19.

**Fully Vaccinated:** The person is considered fully vaccinated if they have received:

- The required number of doses of a COVID-19 vaccine approved by Health Canada (e.g., both doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and
- Their final dose of the COVID-19 vaccine at least 14 days before providing the proof of vaccination status.
- Fully vaccinated may include any required booster shots as they are approved.

**Partially Vaccinated:** The person is considered partially vaccinated if they have received:

- A first dose of a two-dose COVID-19 vaccine approved by Health Canada; or
- A final dose less than last 14 days before providing the proof of vaccination status

**Unvaccinated:** The person is considered unvaccinated if they:

## Vaccination against COVID-19

### September 27, 2021

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- Are not fully vaccinated as defined above; or
- Are not willing to share their COVID-19 immunization status with the Town; or
- Have an approved medical exemption

**Proof of COVID-19 Vaccination Status:** The physical or electronic receipt provided by the Ministry of Health, which can be obtained by visiting [covid19.ontariohealth.ca](https://covid19.ontariohealth.ca), or the enhanced vaccination certificate available through a QR code once made available through the Province.

#### **Vaccination Procedure:**

1. Staff are required to provide proof of vaccination against COVID-19.
  - The Town requires all employees who are able, become fully vaccinated against COVID-19 and truthfully declare their vaccination status
  - Human Resources will validate the proof of vaccination, and confidentially maintain the record of employee vaccination status
  - Employees who request a medical exemption will be expected to provide the Town with acceptable documentation
  - Employees starting after November 1, 2021 are required to be fully vaccinated against COVID-19 as a condition of employment with the Town
  - Employees on an approved leave that began prior to November 1, 2021 are required to be fully vaccinated before returning to active employment
  - Staff who do not declare their vaccination status are considered unvaccinated for the purpose of this policy and procedure
2. Employees who are unvaccinated and who do not have an approved exemption, are required to participate in mandatory education session(s) approved by the Town.
  - An education session is required to be completed within 10 business days of being assigned, and proof of completion of the education course must be submitted to Human Resources
  - Employees are permitted to participate in the training session during regular work hours (i.e. compensated at straight time)
  - Failure to complete the education session will result in disciplinary action up to and including termination
  - Employees who have an approved medical accommodation are not required to participate in the mandatory education session
3. Employees who are not fully vaccinated are required to submit regular COVID-19 testing results.
  - Effective October 4, 2021, any staff not fully vaccinated against COVID-19 must provide weekly rapid testing results (valid within 72 hours) before being permitted to work

## **Vaccination against COVID-19**

### **September 27, 2021**

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- The Town of Georgina will cover the costs of rapid tests for employees with a valid medical exemption
  - Employees will be responsible for the cost of testing in all other circumstances
4. Employees who do not have all the required doses to be fully vaccinated, and who do not have an approved medical exemption will not be permitted to be at work effective November 1, 2021.
- Staff who have all of the required doses, but who have received their final dose after October 17, 2021 (i.e. less than 14 days prior to November 1, 2021) are required to continue providing weekly testing results until they are considered fully vaccinated
  - Staff who do not have all of the required doses, or who refuse to declare their vaccination status may elect to use accumulated vacation, lieu or an unpaid leave as of November 1, 2021
  - Effective January 1, 2022, staff who are not fully vaccinated and who do not have an approved exemption will face progressive disciplinary action up to and including termination
5. Contractors entering Town workplaces are expected to adhere to this policy and procedure and administer it amongst their own employees.
- Contractors entering Town workplaces are expected to ensure any worker entering a Town workplace adheres to this policy and procedure, unless under direction from the Province to be vaccinated sooner
  - The education session can be made available to contractors upon request
6. The Town reserves the right to amend or update this procedure as required based on changes in the COVID-19 pandemic, and/or due to public health advice and direction.

### **Roles and Responsibilities:**

#### **Employees**

- Remain informed about the importance of being vaccinated
- Declare vaccination status and provide proof of vaccination to Human Resources
- Provide proof of medical exemption requirements if not fully vaccinated
- Complete mandatory education if unvaccinated and not exempt
- Identify opportunities to become vaccinated through clinics or from health care professionals
- Continue to follow health and safety protocols to prevent the spread of COVID-19 regardless of vaccination status
- Maintain fully vaccinated status by obtaining any required boosters

## Vaccination against COVID-19

September 27, 2021

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### Supervisors

- Ensure that employees are aware of the importance of being vaccinated
- Ensure that employees have declared their vaccination status to Human Resources, and regularly provide negative test results if not fully vaccinated
- Ensure that contractors entering workplaces as part of their contract administration duties comply with related health and safety policies and procedures

### Human Resources

- Store and maintain confidential records
- Provide education for staff on the importance of being vaccinated
- Ensure that all staff comply with the terms of this procedure
- Provide entitlements in accordance with this policy and respective collective agreements where applicable

### References:

- [O. Reg 577/21: Rules for areas at step 3 and at the roadmap exit step](#)
- [Questions and Answers](#)
- Questions and Answers Part Two
- [COVID-19 Vaccine Fact Sheet](#)

### Contact:

Health & Safety Pandemic Specialist  
[humanresources@georgina.ca](mailto:humanresources@georgina.ca)



# Georgina Public Library Board

## Proposed

### 2023 Meeting Schedule

Date	Time	Location
19 January 2023	7:00pm	Virtual
16 February 2023	7:00pm	Virtual
23 March 2023*	7:00pm	Virtual
20 April 2023	7:00pm	Virtual / Keswick Branch P. Nicholls Board Room
18 May 2023	7:00pm	Virtual
15 June 2023	7:00pm	Virtual
20 July 2023	7:00pm	Virtual / Pefferlaw Branch Programming Room
17 August 2023	7:00pm	Virtual
21 September 2023	7:00pm	Virtual
19 October 2023	7:00pm	Virtual / Peter Gzowski Branch Meeting Room
16 November 2023	7:00pm	Virtual
21 December 2023	7:00pm	Virtual

\* March meeting date moved due to March Break