



**THE CORPORATION OF THE TOWN OF GEORGINA
GEORGINA PUBLIC LIBRARY BOARD
AGENDA**

Wednesday, October 18, 2017
7:00 PM
Keswick

Note: A Meet & Greet will proceed the Board Meeting in the Doris Baker Room of the Keswick Branch at 6:00 PM.

1. CALL TO ORDER
2. ROLL CALL
3. ANNOUNCEMENTS
4. INTRODUCTION OF ADDENDUM ITEMS
5. APPROVAL OF AGENDA
6. DECLARATIONS OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF
7. ADOPTION OF MINUTES
 - (1) **Pages 1 - 6**
Minutes of the meeting held on Thursday, September 21, 2017.
8. DELEGATIONS/SPEAKERS
9. PRESENTATIONS
10. CONSIDERATION OF REPORTS ON THE AGENDA
 - (1) **Page 7**
Monthly Circulation Stats
 - (2) **Pages 8 - 11**
Monthly Financial Statements
 - (3) **Pages 12 - 13**
Website Statistics
 - (4) **Pages 14 - 16**
Branches Report

- (5) Pages 17 - 19
CYS report

11. COMMUNICATIONS

- (1) Library-Town MOU update.
(2) 2018 Library Budget

- Page 20 - 22
(3) Fundraising Policy - draft.

- (4) CEO Update - Verbal
(5) Friends of the Library (FOL) Update – Verbal
(6) Dates to remember:

- October 15th to 21st - Ontario Public Library Week
- October 18th 2017- Library Board Meet & Greet @ 6:00 p.m.
- October 18th 2017 – Library Board Meeting @ 7:00 p.m.
- November 18th 2017 – SOLS Trustee Council Meeting
- November 19th 2017- Friends of the Library The Victorian High Tea at De La Salle Hall.
- December 14th 2017 - Library Board Christmas Dinner (tentative) – Location & Time TBA
- Branches Closed:
 - Christmas Eve (December 24)
 - Christmas Day (December 25)
 - Boxing Day (December 26)
 - New Year's Eve (December 31)
 - New Year's Day (January 1st 2018)

12. CLOSED SESSION

- (1) Adoption of closed meeting minutes of March 23, 2017.
(2) *A personal matter about an identifiable individual – section 16.1 (4)(b)R.S.O. 1990, c. P44*

(Advisement: Confidential Report provided to Committee under separate cover)

13. MOTION TO ADJOURN

- (1) Next Meeting: Thursday, November 16, 2017

Time: 7:00 PM Location: Keswick Branch

**THE CORPORATION OF THE TOWN OF GEORGINA
GEORGINA PUBLIC LIBRARY BOARD
MINUTES**

Thursday, September 21, 2017
7:00 PM
Pefferlaw

Note: A Board Member Orientation Session at 6:00 PM preceded the Board Meeting.

1. CALL TO ORDER

The meeting was called to order at 7:01 PM.

2. ROLL CALL

The following Board members were present:

Suzette Leeming, Chair

Bobbi Sabatini, Vice Chair

Naomi Davison, Regional Councillor (arrived at 7:40 PM)

Charlene Biggerstaff, Councillor

Rita Beechey

Jordan Donald

Mary Catherine Macaluso

Gabriel (Sam) Kennedy

Lori Anderson

The following Board member was absent:

Liz Roach

The following staff members were in attendance:

David Harvie, Director of Library Service/CEO

Sarah Brislin, Committee Service Coordinator

3. ANNOUNCEMENTS - *None*

4. INTRODUCTION OF ADDENDUM ITEMS - *None*

5. APPROVAL OF AGENDA

Moved by Mary Catherine Macaluso, Seconded by Lori Anderson

RESOLUTION NO. GLB-2017-0079

That the Georgina Public Library Board Agenda September 21, 2017, be approved as presented.

Carried.

6. DECLARATIONS OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF - *None*

7. ADOPTION OF MINUTES

(1) Minutes of the meeting held on Thursday, August 17, 2017.

The Board was advised of corrections made to names under the *Roll Call*. The Board noted under the *Approval of the Agenda* a correction to the date needed to be made.

Moved by Rita Beechey, Seconded by Councillor Charlene Biggerstaff

RESOLUTION NO. GLB-2017-0080

That the Georgina Public Library Board adopt the meeting minutes of August 17, 2017 as amended.

Carried.

8. DELEGATIONS/SPEAKERS - *None*

9. PRESENTATIONS

(1) Accessibility at the Library – D. Harvie

David Harvie, CEO, reviewed the training that has been provided to Board members and staff as well as various tools and options available to make library services accessible to persons with disabilities. The Board requested a link to CELA be added to the website if not already there.

Note: The presentation was uploaded to the Town website as an addendum item included with the Library Board's September 21, 2017 Agenda.

Moved by Sam Kennedy, Seconded by Jordan Donald

RESOLUTION NO. GLB-2017-0081

That the Georgina Public Library Board receive the presentation on accessibility at the library.

Carried.

10. CONSIDERATION OF REPORTS ON THE AGENDA

- (1) Monthly Circulation Stats
- (2) Monthly Financial Statements

The Board raised a question relating to room rentals and whether or not the fees can be waived for non-profit groups. The Board asked David Harvie to bring the Room Rental Policy back to the next meeting for review.

- (3) Website Statistics – Comparison of Pre and Post New Library Website
- (4) CYS Spring Report

Moved by Mary Catherine Macaluso, Seconded by Lori Anderson

RESOLUTION NO. GLB-2017-0082

That the Georgina Public Library Board receive the following reports:

- 1. Monthly Circulation Stats
- 2. Monthly Financial Statements
- 3. Website Statistics – Comparison of Pre and Post New Library Website
- 4. CYS Spring Report

Carried.

11. COMMUNICATIONS

- (1) Old Business
 - (A) Signing Authority

David Harvie advised the signing authority has been completed with the bank.

- (2) Library-Town MOU Draft.

The Board reviewed the draft.

Moved by Bobbi Sabatini, Seconded by Sam Kennedy

RESOLUTION NO. GLB-2017-0083

That the Georgina Public Library Board accept the MOU and forward to the Town.

Carried.

(3) 2018 Work Plan – Draft

The Board reviewed the draft 2018 Work Plan, including new initiatives.

Moved by Sam Kennedy, Seconded by Jordan Donald

RESOLUTION NO. GLB-2017-0084

That the Georgina Public Library Board accept the 2018 Work Plan.

Carried.

(4) 2018 Library Budget
(A) Budget Timelines

David Harvie advised the Board of the Budget timelines.

(B) Appointment of a Board Treasurer

Moved by Bobbi Sabatini, Seconded by Mary Catherine Macaluso

RESOLUTION NO. GLB-2017-0085

That the Georgina Public Library Board appoint David Harvie, CEO, to the position of treasurer for the balance of this term.

Carried.

(C) Finance Committee

Moved by Sam Kennedy, Seconded by Jordan Donald

RESOLUTION NO. GLB-2017-0086

That the Georgina Public Library Board appoint Councillor Davison, Suzette, and David Harvie to form a finance Committee to deliberate on budget.

Carried.

(5) CEO Update – Verbal

The Board discussed the parking lot at Pefferlaw and was advised that the budgeted amount of \$30,000.00 will not cover the cost of resurfacing and that it is anticipated the parking lot will cost excess of \$50 000. It was recommended the Board request funds be carried over and additional funds be requested in the 2018 budget.

The Board was advised the library is in the process of hiring a new branch librarian for Pefferlaw and an Administrative Assistant (new hire) will be requested in the 2018 budget.

(6) Friends of the Library (FOL) Update – Verbal

The Board was advised there was a meeting on Monday and David Harvie attended and was introduced as well as given an overview of the FOLs. It was clarified at the meeting that the requests need to be approved by the CEO.

Bobbi Sabatini reviewed the items purchased by FOL and advised the Victorian Tea party will be held November 19th at De La Salle. The Board was advised tickets should be available shortly.

(7) Deputation from CISS

Regional Councillor Davison advised CISS provided a deputation advised they are looking for an Ontario location for an international high school. The school would bring a massive boost to the economy. Georgina is one of the municipalities being looked at they are looking to make a decision in the next 3 months.

12. CLOSED SESSION - *None*

13. MOTION TO ADJOURN

(1) Next Meeting: tentatively, Wednesday, October 18, 2017

The next meeting will be during *Ontario Public Library Week* the Board has planned a meet and greet at 6:00 PM prior to the meeting. David Harvie will arrange refreshments.

Time: 7:00 PM Location: Keswick Branch

Moved by Jordan Donald, Seconded by Sam Kennedy

RESOLUTION NO. GLB-2017-0087

That the Georgina Public Library Board September 21, 2017, meeting adjourn at 8:59 PM.

Carried.

Suzette Leeming, Chair

Sarah Brislin, Committee
Services Coordinator

Georgina Public Libraries Circulation & Active User Statistics

2017

Date	Keswick	Sutton	Pefferlaw	E-Books	Total	Active Members	Notes
Jan-17	14,246	6,496	1,793	3,738	26,273	14,230	eBooks does not include missing hoopla stats
Feb-17	13,758	6,685	1,657	3,617	25,717	14,535	
Mar-17	15,585	6,644	1,804	3,213	27,246	14,809	March Break
Apr-17	13,150	5,874	1,778	2,683	23,485	13,968	Note - Easter closure, only open 24 days
May-17	14,340	7,335	1,899	2,699	26,273	13,967	
Jun-17	14,530	4,835	2,018	2,838	24,221	14,166	SN circ decline due to no school CKO's
Jul-17	18,729	4,951	2,150	2,873	28,703	13,617	SRC began and impacted CKOs positively
Aug-17	19,236	5,709	2,401	2,654	31,113	13,685	
Sep-19	14,344	5,550	14,344	4,807	39,045	13,656	
Oct-17							
Nov-17							
Dec-17							
TOTALS	137,918	54,079	29,844	29,122	252,076		
Averages	15,324	6,009	3,316	3,236	28,008	14,070	

2016

Date	Keswick	Sutton	Pefferlaw	E-Books	Total	Active Members	Notes
Jan-16	12,636	5,660	1,308	3,257	22,861	14,587	
Feb-16	12,024	5,297	1,306	3,202	21,829	14,548	
Mar-16	14,342	5,680	1,622	3,076	24,720	14,503	
Apr-16	13,711	5,522	1,634	8,391	29,258	14,463	big push on Tumblebooks through school board
May-16	12,738	5,692	1,634	4,857	24,921	14,429	
Jun-16	14,265	4,753	1,644	2,739	23,401	14,457	
Jul-16	18,437	5,177	1,844	2,720	28,178	14,524	no Tumblebks July/Aug - querying vendor
Aug-16	18,525	5,601	2,085	2,830	29,041	14,453	
Sep-16	15,110	6,249	1,732	2,700	25,791	14,417	
Oct-16	14,694	7,595	1,854	2,644	26,787	14,364	
Nov-16	14,270	7,291	1,605	2,767	25,933	14,256	
Dec-16	12,558	4,995	1,572	3,397	22,522	14,175	
TOTALS	173,310	69,512	19,840	42,580	305,242		
Averages	14,443	5,793	1,653	3,548	25,437	14,431	

2015

Date	Keswick	Sutton	Pefferlaw	E-Books	Total	Active Members	Notes
Jan-15	12,118	7,165	1,674	2,780	23,737	14,991	added in Zinio magazine circs
Feb-15	11,315	6,639	1,392	2,524	21,870	14,913	
Mar-15	12,601	7,673	1,931	2,639	24,844	14,925	
Apr-15	11,180	7,513	1,659	3,029	23,381	14,825	
May-15	11,420	6,903	1,708	2,689	22,720	14,788	
Jun-15	12,526	5,843	1,821	2,960	23,150	14,862	
Jul-15	15,209	6,393	1,845	2,921	26,368	14,944	
Aug-15	14,758	6,478	1,773	2,515	25,524	14,775	
Sep-15	13,028	6,812	1,739	3,396	24,975	14,751	added Hoopla
Oct-15	12,306	7,479	1,596	4,830	26,211	14,719	
Nov-15	10,972	7,000	1,402	4,812	24,186	14,639	
Dec-15	10,585	5,426	1,417	2,911	20,339	14,561	
TOTALS	148,018	81,324	19,957	38,006	287,305		
Averages	12,335	6,777	1,663	3,167	23,942	14,808	

2014

Date	Keswick	Sutton	Pefferlaw	E-Books	Total	Active Members	Notes
Jan-14	12,776	7,851	1,737	2,307	24,671	15,064	
Feb-14	11,548	6,671	1,503	2,366	22,088	15,022	
Mar-14	13,365	7,627	1,728	2,251	24,971	14,992	
Apr-14	12,279	7,704	1,830	2,176	23,989	14,917	
May-14	11,470	7,133	1,880	2,274	22,757	14,952	
Jun-14	11,512	5,816	1,673	1,946	20,947	14,974	
Jul-14	16,491	7,368	2,198	1,693	27,750	15,105	
Aug-14	14,469	7,011	2,086	1,701	25,267	15,010	
Sep-14	12,956	7,306	1,535	2,256	24,053	15,043	
Oct-14	13,313	8,195	1,691	2,275	25,474	15,047	
Nov-14	12,018	7,214	1,415	2,057	22,704	15,018	
Dec-14	9,623	5,352	1,378	2,126	18,479	14,937	
TOTALS	151,820	85,248	20,654	25,428	283,150		
Averages	12,652	7,104	1,721	2,119	23,596	15,007	

GEORGINA PUBLIC LIBRARY SYSTEM FINANCIAL STATEMENTS

FOR THE PERIOD ENDED SEPTEMBER, 2017

	2017 ACTUAL	2017 BUDGET	% TO DATE	TARGET TO DATE	EXPLANATION
REVENUES FROM SERVICES					
Fines	19,092	27,100	70.5%	75.0%	
Room rentals	8,041	10,100	79.6%	75.0%	
Program registrations	3,163	5,500	57.5%	75.0%	
Photocopier revenue	7,256	6,800	106.7%	75.0%	
Miscellaneous fees	2,175	3,100	70.1%	75.0%	
Sale of books	1,856	2,400	77.3%	75.0%	
Purchase of services	58,500	58,500	100.0%	75.0%	
TOTALS	100,082	113,500	88.2%	75.0%	
DONATIONS					
Donations	1,720	1,800	95.6%	75.0%	
TOTALS	1,720	1,800	95.6%	75.0%	
GRANTS					
Provincial per capita	46,950	62,600	75.0%	75.0%	
Municipal grant	1,614,803	2,153,070	75.0%	75.0%	
Miscellaneous Grants	4,150	5,080	81.7%	75.0%	
TOTALS	1,665,902	2,220,750	75.0%	75.0%	
TOTALS	1,767,704	2,336,050	75.7%	75.0%	
Surplus (deficit)	43,961				

GEORGINA PUBLIC LIBRARY SYSTEM

FOR THE PERIOD ENDED SEPTEMBER, 2017

	2017 ACTUAL	2017 BUDGET	% TO DATE	TARGET TO DATE	EXPLANATION
CORE PROGRAMME					
Salaries and benefits	1,180,470	1,579,300	74.7%	75.0%	PPE September 29
Library collection	158,004	197,300	80.1%	75.0%	
Library programs	2,868	4,000	71.7%	75.0%	
TOTALS	1,341,341	1,780,600	75.3%	75.0%	
DEVELOPMENT AND SUPPORT OF CORE PROGRAM					
Travel expense	1,894	4,000	47.3%	75.0%	
Professional Development	4,360	18,800	23.2%	75.0%	
Automation	20,864	34,000	61.4%	75.0%	
Internet	3,992	4,900	81.5%	75.0%	
Freight charges	1,112	2,000	55.6%	75.0%	
Memberships	2,247	2,550	88.1%	75.0%	
Honorariums	80	3,500	2.3%	75.0%	
Volunteer appreciation	236	500	47.2%	75.0%	
Advertising	1,192	4,000	29.8%	75.0%	
TOTALS	35,976	74,250	48.5%	75.0%	
OCCUPANCY COSTS					
Cleaning service	45,085	63,000	71.6%	75.0%	
Hydro	49,876	67,500	73.9%	75.0%	
Building shared costs	43,108	69,000	62.5%	75.0%	
Building repairs & maintenance	13,044	15,500	84.2%	75.0%	
Internal maintenance	-	2,000	0.0%	75.0%	Internal trnsfrs not complete
Telephone	7,370	10,500	70.2%	75.0%	
Library photocopying	8,920	11,500	77.6%	75.0%	
Insurance	14,925	19,900	75.0%	75.0%	
Heat	16,875	22,500	75.0%	75.0%	
Water and sewer	975	1,300	75.0%	75.0%	
Equipment repairs	2,323	3,500	66.4%	75.0%	
TOTALS	202,501	286,200	70.8%	75.0%	
FINANCIAL & OTHER COSTS					
Visa / debit charges	1,481	1,800	82.3%	75.0%	
Audit	3,300	4,400	75.0%	75.0%	
Library supplies	4,957	6,000	82.6%	75.0%	
Stationery and office supplies	3,565	6,500	54.9%	75.0%	
Postage	923	1,500	61.5%	75.0%	
Miscellaneous	74	300	24.8%	75.0%	
Small tools & equipment	998	3,000	33.3%	75.0%	
TOTALS	15,300	23,500	65.1%	75.0%	
RESERVES AND CAPITAL ITEMS					
Reserve for capital equipment	63,000	84,000	75.0%	75.0%	
Facility reserve	65,625	87,500	75.0%	75.0%	
TOTALS	128,625	171,500	75.0%	75.0%	
TOTALS	1,723,743	2,336,050	73.8%	75.0%	

Please note that purchasing cards for August and September are not included in these numbers

**GEORGINA PUBLIC LIBRARY SYSTEM
FOR THE PERIOD ENDED SEPTEMBER, 2017**

	2017 KESWICK	2017 SUTTON	2017 PEFFERLAW	2017 SUMMARY
REVENUES FROM SERVICES				
Fines	12,276.48	5,805.13	1,010.50	19,092.11
Room rentals	1,882.50	6,158.66		8,041.16
Program registration	2,605.00	512.60	45.00	3,162.60
Photocopier revenue	3,877.83	2,657.69	720.09	7,255.61
Miscellaneous fees	1,737.97	365.82	70.85	2,174.64
Sale of books	1,065.46	656.76	133.66	1,855.88
Purchase of services		58,500.00		58,500.00
TOTALS	23,445.24	74,656.66	1,980.10	100,082.00
DONATIONS				
Donations	1,619.76	100.25		1,720.01
TOTALS	1,619.76	100.25	0.00	1,720.01
TOTALS	25,065.00	74,756.91	1,980.10	101,802.01

**GEORGINA PUBLIC LIBRARY SYSTEM
FOR THE PERIOD ENDED SEPTEMBER, 2017**

	2017 ADMIN.OVERHEAD	2017 KESWICK	2017 SUTTON	2017 PEFFERLAW	2017 SUMMARY
CORE PROGRAMME					
Salaries and benefits		732,173.13	350,879.68	97,416.91	1,180,469.72
Library collection		118,695.45	26,563.07	12,745.03	158,003.55
Library programs	2,868.01				2,868.01
TOTALS	2,868.01	850,868.58	377,442.75	110,161.94	1,341,341.28
DEVELOPMENT AND SUPPORT OF CORE PROGRAM					
Travel expense	1,893.55				1,893.55
Conference & conventions	4,359.81				4,359.81
Automation	20,863.60				20,863.60
Internet		2,237.74	888.47	866.13	3,992.34
Freight charges	1,111.60				1,111.60
Memberships	2,247.44				2,247.44
Honorariums	80.00				80.00
Volunteer appreciation	235.87				235.87
Advertising	1,191.55				1,191.55
TOTALS	31,983.42	2,237.74	888.47	866.13	35,975.76
OCCUPANCY COSTS					
Cleaning service		30,000.00	9,994.23	5,090.88	45,085.11
Hydro		43,500.00		6,375.50	49,875.50
Building shared costs		-	43,108.49		43,108.49
Building repairs & maintenance		4,513.79	1,578.95	6,951.17	13,043.91
Internal maintenance		-	-	-	-
Telephone		3,920.71	2,153.95	1,295.48	7,370.14
Library photocopying		4,289.29	2,252.05	2,378.72	8,920.06
Insurance	14,925.00				14,925.00
Heat		16,875.00			16,875.00
Water and sewer		975.00			975.00
Equipment repairs		1,172.61	381.60	768.63	2,322.84
TOTALS	14,925.00	105,246.40	59,469.27	22,860.38	202,501.05
FINANCIAL & OTHER COSTS					
Visa / debit charges		697.42	783.81		1,481.23
Audit	3,300.00				3,300.00
Library supplies	4,957.46				4,957.46
Stationery and office supplies	3,565.42				3,565.42
Postage	923.06				923.06
Miscellaneous	-	74.49			74.49
Small tools & equipment	998.35				998.35
TOTALS	13,744.29	771.91	783.81	-	15,300.01
RESERVES AND CAPITAL ITEMS					
Reserve for capital equipment	63,000.00				63,000.00
Facility reserve	65,625.00				65,625.00
TOTALS	128,625.00	-	-	-	128,625.00
TOTALS	192,145.72	959,124.63	438,584.30	133,888.45	

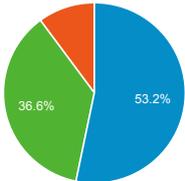
My Dashboard

Jul 1, 2017 - Sep 30, 2017

All Users
100.00% Sessions

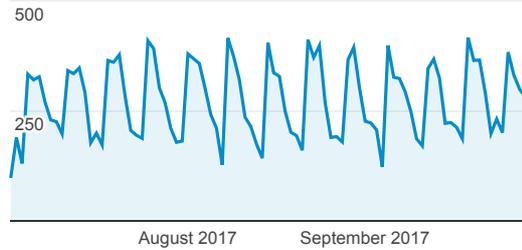
Visits by Traffic Type

■ direct ■ organic ■ referral



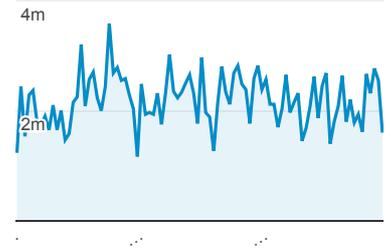
Visits

● Sessions



Avg. Visit Duration

● Avg. Session Duration



Visits and Pageviews by Mobile

Mobile (Including Tablet)	Sessions	Pageviews
No	14,943	27,254
Yes	10,094	15,126

Visits and Avg. Visit Duration by Country/Territory

Country	Sessions	Avg. Session Duration
Canada	24,615	00:02:15
United States	184	00:01:33
Philippines	35	00:00:56
China	25	00:00:00
South Korea	25	00:00:00
United Kingdom	21	00:00:01
India	20	00:03:10
France	9	00:01:33
Brazil	6	00:00:02
Mexico	5	00:00:17

Visits

25,037
% of Total: 100.00% (25,037)

Pageviews

42,380
% of Total: 100.00% (42,380)

Pages/Visit

1.69
Avg for View: 1.69 (0.00%)

Bounce Rate

58.65%
Avg for View: 58.65% (0.00%)

Avg. Visit Duration

00:02:14
Avg for View: 00:02:14 (0.00%)

% New Visits

44.65%
Avg for View: 44.65% (0.00%)

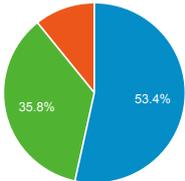
My Dashboard

Sep 1, 2017 - Sep 30, 2017

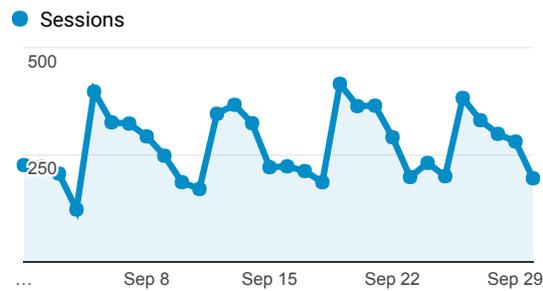
All Users
100.00% Sessions

Visits by Traffic Type

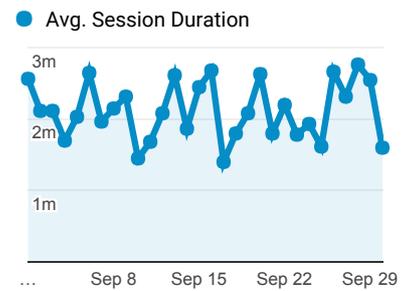
direct organic referral



Visits



Avg. Visit Duration



Visits and Pageviews by Mobile

Mobile (Including Tablet)	Sessions	Pageviews
No	4,975	9,104
Yes	3,178	4,823

Visits and Avg. Visit Duration by Country/Territory

Country	Sessions	Avg. Session Duration
Canada	8,031	00:02:11
United States	51	00:01:44
China	25	00:00:00
Philippines	7	00:01:21
United Kingdom	6	00:00:01
India	5	00:09:23
Mexico	4	00:00:22
South Korea	3	00:00:00
Japan	2	00:00:00
Netherlands	2	00:00:00

Visits

8,153
% of Total: 100.00% (8,153)

Pageviews

13,927
% of Total: 100.00% (13,927)

Pages/Visit

1.71
Avg for View: 1.71 (0.00%)

Bounce Rate

57.94%
Avg for View: 57.94% (0.00%)

Avg. Visit Duration

00:02:10
Avg for View: 00:02:10 (0.00%)

% New Visits

45.06%
Avg for View: 45.06% (0.00%)



GEORGINA PUBLIC LIBRARY
Branches & Services Report
September 2017
GS Submitted October 11

Community Connections

(include partnership meetings, joint projects, Sutton Multiuse info)

- *Library closed Monday for Labour Day – Sept 4*
- *Link committee meeting – Sept 12*
- *Celebration of Chippewas of Georgina Island Library 30 year anniversary – Sept 6*
- *Sutton Multi-Use meeting – Sept 21*
- *Sutton hosted AMCTO training – Sept 25*
- *GS visited Hospice – Sept 27*

Spaces

(include building/facility issues, improvements, creative uses)

- *Quotes for Sutton Service Desk sought from multiple vendors – Sept*
- *Sutton entrance space and service desk refreshed – Sept 1*
- *Pefferlaw Front Door Re-keyed – Sept 13*
- *Keswick front door key distributed to all staff – Sept 14*
- *Keswick H&S inspection – Sept 26*

People and Leadership

(include staff professional development, issues, news, H&S, board initiatives)

- *Brainstorming meeting DH, JS, GS – Sept 8*
- *H&S newsletter and Safety Talk “Dog Bite Prevention” signed by all staff*
- *115 shift adjustments (illness/vacation coverage) throughout September*
- *New Keswick Library student Sofie Newton began – Sept 20*
- *Sutton staff Presto training – Sept 7*
- *Sutton Staff Meeting – Sept 11*
- *Training continues for staff in new Positions – Wendy Cuthbert, Lindsay Damecour, Sherrey Helleman, Jenn Day, Kathy Coates, Erin McQuaig, Trish Delong, Anna Delong*
- *Rachel Charyk hired as Casual Library Clerk – Sept 1*
- *OLC AGM in Nottawasagua attended by DH – Sept 19*
- *N6 Leadership Symposium attended by DH – Sept 29*
- *Various all-staff training options explored by GS and presented to DH*

Collections and Programs
(include programs, displays, collection projects, proctoring)

- *Displays: Evergreen, Hoopla, Back to school, Thriller Killers, summer reading, best books of 2016, new graphic novels, Book Club, Libby (new overdrive app)*
- *Light month for programs due to Branch Librarian staffing capacity*

Sutton:

<i>Date</i>	<i>Program Name</i>	<i>Participants</i>
<i>Various</i>	<i>Storytime by Sherrey</i>	<i>25</i>
<i>Sept 2, 9, 16, 23, 30</i>	<i>Purls & Chains</i>	<i>28</i>
<i>Sept 13</i>	<i>Book Club</i>	<i>8</i>
<i>Sept 10</i>	<i>Proctor</i>	<i>1</i>
<i>Sept 5, 12, 19, 26</i>	<i>Chair Yoga</i>	<i>14</i>
<i>Sept 24</i>	<i>Wordsmiths of Georgina</i>	<i>6</i>
<i>Sept 27</i>	<i>Hospice</i>	<i>5</i>
<i>Sept 28</i>	<i>Paint nite</i>	<i>6</i>
<i>Sept 24</i>	<i>Scrabble</i>	<i>3</i>
	<i>TOTAL:</i>	<i>150</i>

Keswick:

<i>Date</i>	<i>Program Name</i>	<i>Participants</i>
<i>Sept 7</i>	<i>Hilltop movie</i>	<i>10</i>
<i>Sept 7, 14, 21, 28</i>	<i>Knit and Crochet with friends</i>	<i>33</i>
<i>Sept 12</i>	<i>Book Club</i>	<i>5</i>
<i>Sept 7, 14, 21, 28</i>	<i>English Conversation circle</i>	<i>10</i>
	<i>TOTAL:</i>	<i>58</i>

Pefferlaw:

<i>Date</i>	<i>Program Name</i>	<i>Participants</i>
<i>Sept 7</i>	<i>Book Club</i>	<i>8</i>
	<i>TOTAL:</i>	<i>8</i>

Technology

(include tech & computer news & issues)

- ***New FOL iPads issue resolved and in use – Sept 8***
- ***Impact Survey – Sept 12-29***
- ***GS participated in OLC cost sharing acquisitions teleconference – Sept 13***
- ***GS and RB participated in conference call with eSolutions – Sept 27***



GEORGINA PUBLIC LIBRARY
CYS Report
Spring: July to September 2017

Spaces

(include building/facility issues, improvements, creative uses)

- Two new modular chairs (which can be separate or pushed together to form a small couch) arrived for the Sutton teen area.

People and Leadership

(include staff professional development, issues, news, H&S, board initiatives)

- Sara attended an OLA webinar, Robotic Makerspaces, on August 31, and Indigenous training at Toronto Public Library on September 28.
- Joel, Jo, and Sara travelled to Georgina Island on September 6 to celebrate the anniversary of the Chippewas public library.
- Amber, the Summer Reading Club Assistant, completed her temporary employment on September 9 and returned to McMaster University.
- Jenn moved to the Circ team on September 5, and her replacement, Rachel, will begin on October 10.
- Staff from two public library systems contacted GPL to offer praise about our CYS programs and to seek advice:
 - The Ingersoll Public Library asked questions about Tinkertable.
 - The Midland Public Library asked questions about Georgina FanFest.

Collections and Programs

(include programs, displays, collection projects, proctoring)

Collection:

- LSC has agreed to make the children's and young adult spine label changes before sending these items to us. This will free up a lot of staff time that was previously spent relabelling new items.

Programs:

- Our most popular weekly programs throughout the summer included: Read, Play, Learn on Wednesdays in Keswick (240 total attendance), Messy Time on Tuesdays in Keswick (211), Friday Films & Freezies on Fridays in Keswick (202), and Tinkertable on Wednesdays in Sutton (201).
- We ran two special events:
 - **Teen Locked In: Paint Night** (July 10): 15 teens attended this after hours event and followed directions to create a moody painting of an underwater ship.

- **Haunted Pefferlaw Party** (August 23): 52 people attended this special evening event, which was held outside and included ghost stories told around a fire, free refreshments, campfire songs, and book sales run by Blue Heron Books.
- The Summer Reading Club continued to grow and was substantially bigger than previous years. 1,117 children registered (versus 803 in 2016, and 537 in 2015) and 534 children reached Level 4 in their reading (versus 425 in 2016, and 200 in 2015). The success of SRC is largely due to the June school visits (CYS Assistants and the SRC Assistant made presentations at assemblies throughout Georgina), the appeal of our prizes, and the ease of book reporting thanks to the new SRC Assistant position. Early plans for improving SRC for next year include opening it up to all ages (it currently begins at age 3), beginning registration and prizes earlier, and making it a little more challenging (by requiring children to read 5 books or for 5 hours per prize, and by adding a Level 5).

Outreach:

- Jericho Camp (108)
- Building Blocks 1 (138)
- Jersey PS (9)
- Jericho Camp: Squishy Circuits (22)
 - **TOTAL: 277**

Stats:

Keswick

Total Number of Participants:	Total Number of Programs:
1,077	38

Sutton

Total Number of Participants:	Total Number of Programs:
528	18

Pefferlaw

Total Number of Participants:	Total Number of Programs:
91	7

Outreach

Total Number of Participants:	Total Number of Programs:
277	20

Technology
(include tech & computer news & issues)

- The Friends of the Library very generously donated an iMac and four iPads to be used for CYS programs. These will be used to enhance our technology offerings (green screen applications, video editing, etc.) and to give demonstrations of the Library's eResources during programs.

Submitted by: Joel Sutherland

Date: October 11, 2017

Georgina Public Library Board Policy Manual

Policy Title: Fundraising / Sponsorships

Intent

To provide guidelines to all Library staff and Board members, as well as any residents, businesses, and organizations, with respect to fundraising and sponsorship efforts and campaigns.

Regulations

1. **Fundraising** means short-term activities or single events to solicit funds.
2. **Sponsorship** means a contribution of cash, goods or services toward an event, project, program or corporate asset, in return for commercial benefit (i.e. logo placement or presenting sponsorship). Sponsorships are a reciprocal arrangement benefitting both parties.
3. The Library and the Library Board recognizes that the Friends of the Library are responsible for fundraising on behalf of the library in order to enhance and augment library programming and offerings.
4. Individual staff time may not be used for fundraising initiatives without the pre-approval of the Director/CEO.
5. Fundraising events by the Friends of the Library must have the approval of the Library Director/CEO and the Library Board.
6. The Library, under the direction of the Director/CEO, negotiates partnerships with, and sponsorship from, the business community in ways that will benefit and recognize the supporting companies while enabling the Library to better achieve its mission without compromising its principles.
7. The Library and the Friends of the Library, actively solicits and encourages the business community, service clubs and other organizations to become donors and/or sponsors of Library events, programs and services.
8. The Library at all times maintains an independent position on issues and concerns. The Library does not accept any support that implies or requires endorsements of products and any sponsorships will not have any impact on the policies, practices and priorities of the Library, including collection development and staff recommendations.
9. Any public use of the name and logo of the Library must be approved by the Director/CEO.
10. The library may offer the opportunity for significant philanthropic investment in the library infrastructure to ensure the sustainability of excellent library service in the community. The Library Board has the authority to recognize significant contributions by naming library services or facilities in honour of benefactors.
11. Name opportunities are subject to funding agreements that satisfy specific donation levels deemed appropriate to the project costs and arrangement of payment.

12. The Library Board reserves the right to remove a donor's name should that individual or organization fail to exemplify the attributes of integrity and civic leadership expected of this honour.
13. The Library Board endorses the Canadian Library Association's Position Statement: Corporate Sponsorship agreement in Libraries as approved June 1997.

Attachments:

Canadian Library Association – Corporate Sponsorship Agreements in Libraries Position Statement

POLICY HISTORY:	
Initial Draft	October 18, 2017
Draft Presentation Review	October 18, 2017
Board Adoption	
Board Review & Amendment	

Corporate Sponsorship Agreement in Libraries

Approved by Executive Council ~ June 21, 1997

Libraries enrich lives, provide information needed for work and daily living, and foster informed communities which are essential to a democratic society. In recognition of this important function, communities support libraries through public funding. The library's first priority is to ensure the continuation and growth of this primary relationship – public funding for the public good.

CLA encourages and supports advocacy to maintain and develop public funding as the principal source of support for public, school, academic and government libraries.

Publicly funded libraries can and do explore other sources of funding, such as grants, gifts, donations, partnerships and sponsorships, to ensure that they provide the best possible services to their communities. Corporate sponsorships are one source of additional support that allows libraries to enhance the level, extend the range, or improve the quality of library service.

To ensure that partnerships enhance the libraries image and add value to library services, libraries need to develop policies and sponsorship agreements that outline the conditions and the benefits of the sponsorship arrangement.

CLA believes that the following principles are important in developing sponsorship policies and agreements. Libraries have a responsibility to:

1. Demonstrate that sponsors further the library's mission, goals, objectives and priorities, but do not drive the library's agenda or priorities.
2. Safeguard equity of access to library services and not allow sponsorship agreements to give unfair advantage to, or cause discrimination against, sectors of the community.
3. Protect the principle of intellectual freedom and not permit sponsors to influence the selection of materials, nor require endorsement of products or services.
4. Ensure the confidentiality of user records by not selling or providing access to library records.
5. Be sensitive to the local political and social climate and select partners who will enhance the library's image in the community.