



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

Wednesday, November 16, 2017
7:00 PM
Keswick

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, October 18, 2017.
8. DELEGATIONS/SPEAKERS
9. PRESENTATIONS
 - (1) Introduction of New Staff
 - 9.1.1 Ms. Kate Gibson – Branch Librarian – Sutton Branch
10. CONSIDERATION OF REPORTS ON THE AGENDA
 - (1) **Page 7**
Monthly Circulation Stats
 - (2) **Page 8 - 11**
Monthly Financial Statements
 - (3) **Page 12**
Website Statistics
 - (4) **Pages 13 - 14**
Branches Report

11. COMMUNICATIONS

Pages 15 - 17

- (1) Old Business
 - (A) 2018 Library Budget
 - (B) Fundraising & Sponsorship Policy Review (pages 15 – 17)
- (2) CEO Update – Verbal
 - (A) Service Recognition Awards for Library Staff

Pages 18 - 20

- (3) Letter from Federation of Ontario Libraries (FOPL)

Pages 21 - 23

- (4) New Support for Hundreds of Libraries Across Ontario
- (5) Friends of the Library (FOL) Update – Verbal
- (6) Dates to remember:
 - (A) November 18th – SOLS Trustee Council Area Meeting
 - (B) November 19th – Friends of the Library – Victorian High Tea
 - (C) December 7th – Author Reading - A. Sawan – Al-Shabah: An Assassin's Story. – Keswick Branch – 7:00 p.m.
 - (D) December 14th – Library Board Christmas Dinner – TBA
 - (E) 2018 Town Budget Public Consultations
 1. November 18th – 10:30-12:30 p.m. – Keswick Branch
 2. November 25th – 12 noon to 2 p.m. – Sutton Branch
 3. December 2nd – 12 noon to 2 p.m. – Pefferlaw Branch

12. CLOSED SESSION

13. MOTION TO ADJOURN

- (1) Next Meeting: Thursday, December 14, 2017

Time: 7:00 PM Location: Keswick Branch

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

Wednesday October 18, 2017
7:00 PM
Keswick

Note: A Meet & Greet preceded the Board Meeting.

1. CALL TO ORDER

The meeting was called to order at 7:09 PM.

2. ROLL CALL

The following Board members were present:

Suzette Leeming, Chair

Bobbi Sabatini, Vice Chair

Naomi Davison, Regional Councillor (arrived at 7:11 P.M)

Charlene Biggerstaff, Councillor (left 7:11 P.M)

Mary Catherine Macaluso

Lori Anderson

Liz Roach

The following Board members were absent with notice:

Rita Beechey

Jordan Donald

Gabriel (Sam) Kennedy

The following staff members were in attendance:

David Harvie, Director of Library Service/CEO

Sandra Dipietrantonio, Administrative Services Clerk

CUPE observer in attendance:

Lyndsey Damecour, CUPE Representative

3. ANNOUNCEMENTS - *None*

4. INTRODUCTION OF ADDENDUM ITEMS

4.1 The following were identified as addendum items under Communications:

11.7 Review Room Rental Policy

11.8 2018 Meeting Schedule

5. APPROVAL OF AGENDA

Moved by Bobbi Sabatini, Seconded by Lori Anderson

RESOLUTION NO. GLB-2017-0088

That the Georgina Public Library Board Agenda of October 18, 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, September 21, 2017.

Moved by Mary Catherine Macaluso, Seconded by Lori Anderson

RESOLUTION NO. GLB-2017-0089

That the Georgina Public Library Board adopt the meeting minutes of September 21, 2017 as presented.

Carried.

8. DELEGATIONS/SPEAKERS - *None*

9. PRESENTATIONS

10. CONSIDERATION OF REPORTS ON THE AGENDA

(1) Monthly Circulation Stats

David Harvie will look into and correct the status number of 14,344 which appeared under both the Keswick and Pefferlaw statistics columns.

Was mentioned that the active users are increasing and Naomi Davison was asking if after the summer reading program is over if there is any way to keep the interest going since the program does so well. The board

members agreed but know and take into consideration that school commences and the focus of the students is now placed there.

Suzette Leeming mentioned the increase in the ebooks statistics and asked David Harvie if he could find out what is covered under this category, David will find out and report back to the board at the next scheduled meeting.

(2) Monthly Financial Statements

David mentioned that the stats show a bit under but that the system is tracking well.

(3) Website Statistics

David went over and gave a review of the two reports.

(4) Branches Report

Suzette and David both gave a general explanation of the report and both were hoping that they can get a dedicated staff member to be able to visit schools and keep them updated on all the various programs the libraries offer on a regular basis.

(5) CYS Report

Suzette expressed that the libraries programs are being noticed and praised.

Moved by Mary Catherine Macaluso, Seconded by Lori Anderson

RESOLUTION NO. GLB-2017-0090

That the Georgina Public Library Board receive the following reports:

1. Monthly Circulation Stats
2. Monthly Financial Statements
3. Website Statistics
4. Branches Report
5. CYS Report

Carried.

11. COMMUNICATIONS

- (1) Library – Town MOU update

David explained that he sent this to The Town of Georgina's CAO and that there are interested in talking about this but at this time everyone is focused on budget, so David told the board that it is best they wait until the budget has been approved and to keep this item on the agenda, all board members were in agreement.

(2) 2018 Library Budget

David went over the draft budget items which were provided on the projection screen, he will provide the final draft at the next scheduled meeting for the board's approval.

(3) Fundraising Policy – Draft

Suzette requested that this item be deferred to the next scheduled meeting so that board members can look over the policy and bring back any changes and or suggestions that they would like to make.

(4) CEO Update – Verbal

David has been in communication with The Town of Georgina's Purchasing Manager Sterling Munro and our looking at making recommendations to improve the purchasing policy guidelines.

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

Bobbi reminded the members that tickets are available for the tea party on Sunday November 19, 2017, and that there are ten tables available with eight people per table as well has a harp player will be present. Lyndsay Damecour will get in contact with The Town of Georgina to ensure that parking will be free for this event.

Bobbi also confirmed that the purchase of the two laptops was approved.

(6) Dates to remember:

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 — 5:00 p.m. Board meeting at the Sutton branch.

The Library Board and the board's Christmas Dinner will be after the meeting is adjourned.

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)

(7) Room Rental Policy

Bobbi requested the wording of “will” be replaced with “may”, David will update the policy and provide a clean copy at the next scheduled meeting for approval.

(8) 2018 Meeting Dates Schedule

Board members adopted the 2018 Meeting Schedule.

Moved by Naomi Davison, Seconded by Liz Roach

RESOLUTION NO. GLB-2017-0091

That the Georgina Public Library Board receive the following reports:

- (1) Library-Town MOU update
- (2) 2018 Library Budget
- (3) Fundraising Policy - Draft
- (4) CEO Update – Verbal
- (5) Friends of the Library (FOL) Update – Verbal
- (6) Dates to remember
- (7) Room Rental Policy
- (8) 2018 Meeting Dates Schedule

Carried.

12. CLOSED SESSION

- (1) Motion to move into closed session of the Georgina Library Board.

Moved by Bobbi Sabatini, seconded by Mary Catherine Macaluso

RESOLUTION NO. GLB-2017-0092

That the board members move into Closed Session at 8:45 p.m. pursuant to Section 16.1(4)(b)R.S.O. 1990, c.P44, to deal with the following matter:

**(A) A PERSONAL MATTER ABOUT AN IDENTIFIABLE INDIVIDUAL,
SECTION 16.1(4)(B)R.S.O. 1990, C P44**

Carried.

All those in attendance left the meeting room at this time with the exception of the Georgina Library Board members.

(2) Motion to reconvene into open session and report on matters discussed in closed session.

Moved by Naomi Davison, Seconded by Lori Anderson

RESOLUTION NO. GLB-2017-0093

That the Georgina Board Members rise from Closed Session at 9:03 p.m. and reported that direction was given to David Harvie on the matter which was discussed.

Carried.

13. MOTION TO ADJOURN

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

Time: 7:00 PM Location: Keswick Branch

Moved by Lori Anderson, Seconded by Liz Roach

RESOLUTION NO. GLB-2017-0094

That the Georgina Public Library Board October 18, 2017, meeting adjourn at 9:15 PM.

Carried.

Suzette Leeming, Chair

Sandra Dipietrantonio
Administrative Services Clerk

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 CKOs
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	1,852	2,445	24,191	13,656	
Oct-17	13,610	6,783	1,918	2,462	24,773	13,659	
Nov-17							
Dec-17							
TOTALS	151,528	60,862	19,270	29,222	261,995		
Averages	15,153	6,086	1,927	2,922	26,200	14,029	

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 OCTOBER 31ST, 2017

	2017 ACTUAL	2017 BUDGET	% TO DATE	TARGET TO DATE	EXPLANATION
REVENUES FROM SERVICES					
Fines	6,491	27,100	24.0%	83.3%	
Room rentals	8,281	10,100	82.0%	83.3%	
Program registrations	3,663	5,500	66.6%	83.3%	
Photocopier revenue	7,916	6,800	116.4%	83.3%	
Miscellaneous fees	2,432	3,100	78.4%	83.3%	
Sale of books	2,005	2,400	83.5%	83.3%	
Purchase of services	48,750	58,500	83.3%	83.3%	
TOTALS	79,538	113,500	70.1%	83.3%	
DONATIONS					
Donations	1,724	1,800	95.8%	83.3%	
TOTALS	1,724	1,800	95.8%	83.3%	
GRANTS					
Provincial per capita	52,167	62,600	83.3%	83.3%	
Municipal grant	1,794,225	2,153,070	83.3%	83.3%	
Miscellaneous Grants	4,150	5,080	81.7%	83.3%	
TOTALS	1,850,542	2,220,750	83.3%	83.3%	
TOTALS	1,931,803	2,336,050	82.7%	83.3%	
Surplus (deficit)	436,412				

GEORGINA PUBLIC LIBRARY SYSTEM

FOR THE PERIOD ENDED OCTOBER 31ST, 2017

	2017 ACTUAL	2017 BUDGET	% TO DATE	TARGET TO DATE	EXPLANATION
CORE PROGRAMME					
Salaries and benefits	905,781	1,579,300	57.4%		PPE OCT20
Library collection	164,888	197,300	83.6%	83.3%	
Library programs	2,925	4,000	73.1%	83.3%	
TOTALS	1,073,594	1,780,600	60.3%	83.3%	
DEVELOPMENT AND SUPPORT OF CORE PROGRAM					
Travel expense	1,996	4,000	49.9%	83.3%	
Professional Development	4,426	18,800	23.5%	83.3%	
Automation	22,746	34,000	66.9%	83.3%	
Internet	4,393	4,900	89.7%	83.3%	
Freight charges	1,251	2,000	62.5%	83.3%	
Memberships	2,247	2,550	88.1%	83.3%	
Honorariums	80	3,500	2.3%	83.3%	
Volunteer appreciation	643	500	128.6%	83.3%	
Advertising	1,192	4,000	29.8%	83.3%	
TOTALS	38,973	74,250	52.5%	83.3%	
OCCUPANCY COSTS					
Cleaning service	50,304	63,000	79.8%	83.3%	
Hydro	55,583	67,500	82.3%	83.3%	
Building shared costs	43,108	69,000	62.5%	83.3%	
Building repairs & maintenance	14,385	15,500	92.8%	83.3%	
Internal maintenance	-	2,000	0.0%	83.3%	
Telephone	8,583	10,500	81.7%	83.3%	
Library photocopying	10,226	11,500	88.9%	83.3%	
Insurance	16,583	19,900	83.3%	83.3%	
Heat	18,750	22,500	83.3%	83.3%	
Water and sewer	1,083	1,300	83.3%	83.3%	
Equipment repairs	2,323	3,500	66.4%	83.3%	
TOTALS	220,929	286,200	77.2%	83.3%	
FINANCIAL & OTHER COSTS					
Visa / debit charges	1,658	1,800	92.1%	83.3%	
Audit	3,667	4,400	83.3%	83.3%	
Library supplies	6,291	6,000	104.8%	83.3%	
Stationery and office supplies	5,143	6,500	79.1%	83.3%	
Postage	956	1,500	63.7%	83.3%	
Miscellaneous	74	300	24.8%	83.3%	
Small tools & equipment	1,190	3,000	39.7%	83.3%	
TOTALS	18,979	23,500	80.8%	83.3%	
RESERVES AND CAPITAL ITEMS					
Reserve for capital equipment	70,000	84,000	83.3%	83.3%	
Facility reserve	72,917	87,500	83.3%	83.3%	
TOTALS	142,917	171,500	83.3%	83.3%	
TOTALS	1,495,391	2,336,050	64.0%	83.3%	

**GEORGINA PUBLIC LIBRARY SYSTEM
FOR THE PERIOD ENDED OCTOBER 31ST, 2017**

	2017 KESWICK	2017 SUTTON	2017 PEFFERLAW	2017 SUMMARY
REVENUES FROM SERVICES				
Fines	0.00	6,491.38		6,491.38
Room rentals	2,077.50	6,203.66		8,281.16
Program registration	2,995.00	562.60	105.00	3,662.60
Photocopier revenue	4,222.49	2,881.61	811.83	7,915.93
Miscellaneous fees	1,933.22	417.80	80.85	2,431.87
Sale of books	1,162.71	687.72	154.19	2,004.62
Purchase of services		48,750.00		48,750.00
TOTALS	12,390.92	65,994.77	1,151.87	79,537.56
DONATIONS				
Donations	1,623.56	100.25		1,723.81
TOTALS	1,623.56	100.25	0.00	1,723.81
TOTALS	14,014.48	66,095.02	1,151.87	81,261.37

**GEORGINA PUBLIC LIBRARY SYSTEM
FOR THE PERIOD ENDED OCTOBER 31ST, 2017**

	2017 ADMIN.OVERHEAD	2017 KESWICK	2017 SUTTON	2017 PEFFERLAW	2017 SUMMARY
CORE PROGRAMME					
Salaries and benefits		795,139.46		110,641.12	905,780.58
Library collection		123,481.34	28,178.63	13,228.31	164,888.28
Library programs	2,924.92				2,924.92
TOTALS	2,924.92	918,620.80	28,178.63	123,869.43	1,073,593.78
DEVELOPMENT AND SUPPORT OF CORE PROGRAM					
Travel expense	1,995.82				1,995.82
Conference & conventions	4,425.90				4,425.90
Automation	22,745.57				22,745.57
Internet		2,450.25	989.81	952.92	4,392.98
Freight charges	1,250.55				1,250.55
Memberships	2,247.44				2,247.44
Honorariums	80.00				80.00
Volunteer appreciation	642.91				642.91
Advertising	1,191.55				1,191.55
TOTALS	34,579.74	2,450.25	989.81	952.92	38,972.72
OCCUPANCY COSTS					
Cleaning service		33,333.33	11,243.51	5,727.24	50,304.08
Hydro		48,333.33		7,249.83	55,583.16
Building shared costs		-	43,108.49		43,108.49
Building repairs & maintenance		5,208.51	1,678.55	7,498.40	14,385.46
Internal maintenance		-	-	-	-
Telephone		4,409.25	2,557.17	1,616.30	8,582.72
Library photocopying		4,846.86	2,616.85	2,762.09	10,225.80
Insurance	16,583.33				16,583.33
Heat		18,750.00			18,750.00
Water and sewer		1,083.33			1,083.33
Equipment repairs		1,172.61	381.60	768.63	2,322.84
TOTALS	16,583.33	117,137.23	61,586.17	25,622.49	220,929.22
FINANCIAL & OTHER COSTS					
Visa / debit charges		785.20	872.96		1,658.16
Audit	3,666.67				3,666.67
Library supplies	6,290.87				6,290.87
Stationery and office supplies	5,142.66				5,142.66
Postage	955.65				955.65
Miscellaneous	-	74.49			74.49
Small tools & equipment	1,190.07				1,190.07
TOTALS	17,245.92	859.69	872.96	-	18,978.57
RESERVES AND CAPITAL ITEMS					
Reserve for capital equipment	70,000.00				70,000.00
Facility reserve	72,916.67				72,916.67
TOTALS	142,916.67	-	-	-	142,916.67
TOTALS	214,250.58	1,039,067.97	91,627.57	150,444.84	

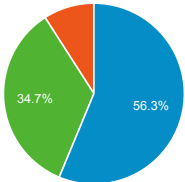
My Dashboard

Oct 1, 2017 - Oct 31, 2017

All Users
100.00% Sessions

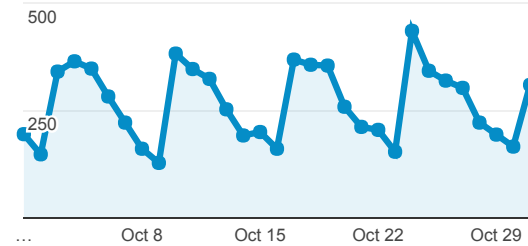
Visits by Traffic Type

direct organic referral



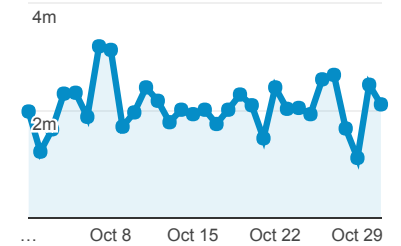
Visits

Sessions



Avg. Visit Duration

Avg. Session Duration



Visits and Pageviews by Mobile

Mobile (Including Tablet)	Sessions	Pageviews
No	4,939	8,971
Yes	3,317	4,808

Visits and Avg. Visit Duration by Country/Territory

Country	Sessions	Avg. Session Duration
Canada	8,081	00:02:07
United States	77	00:01:57
China	30	00:00:00
India	8	00:00:03
United Kingdom	5	00:00:46
France	4	00:00:00
Germany	3	00:00:21
Estonia	3	00:00:43
Jamaica	3	00:00:00
Kenya	3	00:00:00

Visits

8,256
% of Total: 100.00% (8,256)

Pageviews

13,779
% of Total: 100.00% (13,779)

Pages/Visit

1.67
Avg for View: 1.67 (0.00%)

Bounce Rate

60.11%
Avg for View: 60.11% (0.00%)

Avg. Visit Duration

00:02:06
Avg for View: 00:02:06 (0.00%)

% New Visits

46.80%
Avg for View: 46.80% (0.00%)



GEORGINA PUBLIC LIBRARY

Branch & Services Activity Report

October 2017

Community Connections

- The Library Board held a “Meet & Greet” on Wednesday October 18th at the Keswick Branch to celebrate Ontario Public Library Week. The event was covered by the media and appeared in *Snapd Georgina*.
- The Library CEO attended a Library Settlement Partnership (LSP) of York Region meeting in Aurora on October 27th 2017.

Spaces

- Interior lighting was replaced and added at the Pefferlaw Branch by Town Maintenance.

People and Leadership

- Long Service Recognition Awards – Three Library staff members will be presented long service awards by Town Council on November 15, 2017:
 - Ms. Amanda Connors – 15 years
 - Ms. Jillian Lemmond – 25 years
 - Ms. Karen Brohm – 35 years.
- Ms. Karen Brohm was appointed as Acting Branch Librarian in Pefferlaw and Ms. Lindsay Damecour was appointed as Acting Branch Librarian in Sutton.
- Interviews were conducted for the vacant Branch Librarian positions on October 5th & 6th 2017. Ms. Kate Gibson was recruited for the Sutton Library Branch position and started on November 2nd. Ms. Becky Stark was the successful candidate for the Keswick/Pefferlaw Branch Librarian position and will start on November 16th.
- The Library CEO attended “Business as Unusual”, a one day workshop on change management for managers on October 26th in Richmond Hill. Library staff will attend a half day version of the course in November.
- A Sutton Branch Staff meeting was held with the CEO and the Children & Youth Librarian Services on October 24th.

Collections and Programs

- Julia Munro MPP for York-Simcoe and Caroline Mulroney donated copies of the book 150 Stories to the Library on October 6th. The donation was covered by Snap Georgina.
- Interlibrary Loan (ILLO) Activity for October 2017: 170 items received, 367 items shipped.

Adult Programs

Peter Gzowski (Sutton) Branch		
Date	Program Name	Participants
October 3, 10, 17	Chair Yoga	30
October 5, 12	Paint Night	12
October 7, 14, 21, 28	Knitting and Crocheting Group	30
October 11	Sutton Book Club	6
October 13	Email Basics	5
October 20	Word Basics	4
October 27	Internet Safety for Seniors	5
October 29	Wordsmiths of Georgina	4

Keswick Branch		
Date	Program Name	Participants
October 5, 12, 19, 26	Knitting Club	46
October 5, 12, 19, 26	ESL Club	22
October 10	Keswick Library Book Club	-
October 17	Paint Night	-
October 18	Family Board Game Night	0

Pefferlaw Branch		
Date	Program Name	Participants
October 12	Pefferlaw Book Club	5
October 17	Family Board Game Night	0
October 20	Paint in the Afternoon	8

Technology

- The Library CEO met with a representative from Bibliotheca on October 3rd 2017 and discussed future updates to the self-check units and potential upgrade to RFID technology.

Submitted by D. Harvie, CEO

8 November 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.

ONE VOICE FOR ONTARIO PUBLIC LIBRARIES

Oct. 20, 2017

Georgina Public Library
90 Wexford Drive
Keswick, ON
L4P 3P7

Dear FOPL Member:

It is that time of year when we renew our commitment to FOPL as the voice for Ontario's public libraries.

I have served you as the Executive Director of FOPL for over three years focusing our board's leadership on issues important to you. In that time it has brought me great satisfaction to work with our members and Board to represent the public libraries of Ontario and to meet your needs.

This is a very important year indeed, for making progress on the funding modernization of Ontario's public libraries and FOPL is there for you. Indeed the province's Public Library Funding Review is a great opportunity for our community to engage with our provincial funders. We need you there as members and participants! **We are asking the provincial government to restore funding of Ontario's public libraries to 1996 levels in the 2018 provincial budget – an increase of 300% or about a total of \$99 million.**

This letter is to ask for your continued support and membership as an investment in the success of public libraries in Ontario. Here's why:

In the past years, as a member, you've seen the great strides we've made together. We have focused on the important issues identified by your board and members to move public libraries forward in our province. To that end we have:

- FOPL has provided leadership and allied with everyone in our sector to respond to the Culture Strategy Public Library Funding Review that is ongoing through 2018. Now- more than ever before – FOPL membership is vital and the groundwork we've done in recent years is about to play a key role including:
- FOPL, in collaboration with OLA, have engaged a professional lobbying firm (Counsel Public Affairs) to work with us on our formal 'ASK' of the province, as well as the lead up to the provincial elections with our Library Day at Queen's Park on November 23rd, 2017
- FOPL's 2015 **longitudinal analysis of the Ontario Public Library Statistics** that the Ministry of Culture collects from you. FOPL has committed to update these analyses in 2018 for members with the release of the 2016 data and to continue to provide a custom reports service.

- Our **major 2015 public opinion poll about our public libraries** with a wide sample of Ontarians that updates to inform our government about our critical role and impact in Ontario.
- FOPL was at the table in consultations with the provincial government on key issues to public libraries. We made submissions to the Premier's advisory council on **Community Hubs** and continue to participate in their discussions on public policy in this area. We were consulted and made submissions to the first **Ontario Culture Strategy** and look forward to displaying the role of public libraries in our provincial cultural fabric. We have also made submissions on your behalf in the **Municipal Act** consultations.
- FOPL has participated in the Budget Consultations over the years and provided written commentary as well as advice.
- We have undertaken sponsorships of every Indigenous library in the province. We have created a social media presence and now have formed a First Nation / Indigenous Working Group to advise and direct the process.
- We have reorganized around the four pillars of our strategic plan and created four working groups to advise and direct our efforts.
- We exhibited at the AMO conference in 2017 and engaged with Ontario's cabinet, mayors, and councilors. We have booked a booth with our partners at ROMA in early 2018.
- We received funding from the Ontario Culture Development Fund to increase and enhance the sustainability of trustee and board training in Ontario. The 5 LearnHQ models are now in full release and regular announcements are delivered to members and boards.
- FOPL was intimately involved in the Libraries 2025 Summit and this was a resounding success and laid the groundwork for our next strategic initiatives. The website has been released and your goals are driving our activities. Our 2017-2020 FOPL strategic plan focuses on the issues you have identified.

FOPL is focused on communicating the difference we make as library workers, leaders, and trustees for our communities and province and educating about the need for appropriate funding and support for public libraries to influence key decision makers.

In 2018 you can expect to see many more strategic initiatives on your behalf and an increase in **assertive communications** to, in a non-partisan way, position libraries well and educate about our vital role in Ontario's social, cultural and economic fabric.

We will continue to invest membership dollars and seek additional grants to do collaboratively what none of us can really do alone. We have invested in building a very large public library marketing effort for an Open Media Desk to use social media skills and channels to inform the Ontario resident as well as opinion and political leaders about our value and impact.

We have met with like organizations, political leaders and civil servants and are expanding our reach into government and other partners. We are working cooperatively with other partner organizations such as OLA and its divisions, SOLS, OLS-North, AMPLO, ARUPLO, U of T, CULC, and others. We will strive to speak with **one voice** and with power. We are too important to our communities to do otherwise.



So, we need you. We need your support and membership. We need your trust and confidence that we can make a difference to enhance the success of our public libraries and the province we care so deeply about.

Please renew your membership – not as a membership fee but as a collaborative investment in research and lobbying for your interests and those of your board and public libraries in Ontario. Attached is your invoice for 2018. We know we're delivering value for money and making a difference now and in the future. We need your voice on side!

It is clear that the more libraries we can represent, the stronger our important voice will be with the key audiences who influence our success, funding, and role in society. **Please renew today.**

If your contact information has changed in the past years (For CEO name and e-mail, address and telephone, and your Board Chair), please send a note to admin@fopl.ca. We appreciate your help in keeping our mailing lists up-to-date.

Thank you for your support of FOPL over the years. I am always available to chat via e-mail or telephone at the contact information below. If I can be helpful in any way, please don't hesitate to call. See you all at the FOPL Annual Business Meeting at OLA Super Conference!

Sincerely,

Stephen

Stephen Abram, MLS
Executive Director, Federation of Ontario Public Libraries
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Cel: 416-669-4855
FOPL: 416-395-0746

The Federation of Ontario Public Libraries is a non-profit with a mandate to benefit Ontario public libraries through advocacy, research, and marketing.

La Fédération des bibliothèques publiques de l'Ontario est un organisme à but non-lucratif. Elle a comme mandat, de répondre aux besoins de toutes les bibliothèques, en concentrant leurs efforts dans la recherche, en marketing et en agissant comme plaidoyer.

Sarah Brislin

From: Ontario News <newsroom@ontario.ca>
Sent: October-12-17 2:58 PM
To: Sarah Brislin
Subject: New Support for Hundreds of Libraries Across Ontario



News Release

New Support for Hundreds of Libraries Across Ontario

October 12, 2017

Province Supporting Digital Improvements for People to Enjoy at Libraries

Ontario is kicking off Public Library Week with improvements to digital services at 307 libraries and library organizations across the province.

Eleanor McMahon, Minister of Tourism, Culture and Sport was at the Burlington Public Library today to recognize the valuable role that libraries play in Ontario communities and announce funding for the local library system.

The Burlington Public Library is receiving support from the Improving Library Digital Services fund to offer more resources for people in the community to use at its Ideaworks Studio, including a new 3D printer, digital embroidery machine and new digital media software. People will be able to enjoy these specialized technologies for their own interests and to help with projects and schoolwork.

Ontario is increasing access to technology, digital services and training opportunities at public libraries in towns, cities and Indigenous communities across the province. Funding is helping libraries offer more technology in their communities, such as wireless internet connections, new computers, and e-books, as well as classes on topics like social media and computer literacy.

Minister McMahon also announced the [shortlist finalists](#) for this year's [Ontario Public Library Service Awards](#), recognizing excellence in library services.

Investing in Ontario's public libraries is part of our plan to create jobs, grow our economy and help people in their everyday lives.

QUICK FACTS

- Ontario is [investing \\$3 million](#) through the Improving Library Digital Services fund to support up to 307 libraries and library organizations across the province. This includes \$1 million for rural, remote and First Nation public libraries through 2017 Budget Talks.
- Burlington Public Library is receiving \$25,000 from this fund.
- This investment builds on a commitment in [Ontario's Culture Strategy](#) to support Ontario's public and First Nation libraries as essential spaces for people to access cultural experiences, technology and community life.
- Each year Ontario provides more than \$21 million through annual operating grants to almost 400 public libraries, First Nations and contracting organizations across the province.
- Ontario Public Library Week was first announced by the province in 1985. This year, it takes place from October 15-21.

ADDITIONAL RESOURCES

- [Improving Library Digital Services recipients](#)
- [Ontario Public Library Week](#)
- [Find a public library in your area](#)

QUOTES

"Every year for one week in October, we celebrate Ontario's public libraries. This is a chance to pay tribute to the staff, board members and volunteers who are making a real difference in their communities. Our government recognizes the vital role our public libraries play in ensuring Ontario families have access to high-quality programs and services, and is committed to helping libraries evolve with technology. I encourage people of all ages to take advantage of the remarkable offerings available at their local library — this week and all year long."

— *Eleanor McMahon, Minister of Tourism, Culture and Sport*

"Ontario's public libraries are essential digital hubs for communities across Ontario. They serve as the greatest equalizer for access to information across our communities. We are fortunate to live in a province that invests in our communities so that people have the opportunity to be connected, learn, and to access

the resources they need to succeed in our digital world."

— *Shelagh Paterson, Executive Director, Ontario Library Association*

"Burlington Public Library is delighted to be able to invest this generous provincial grant into the purchase of equipment and software that will support the 'creators' and 'makers' in our community who are exploring new ideas and skills. A professional grade 3D printer, digital embroidery machine and creation/editing software for digital media will all be added to our Ideaworks Studio makerspace to build 21st century literacies."

— *Maureen Barry, CEO, Burlington Public Library*

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Ministry of Tourism, Culture and Sport
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