



## GEORGINA PUBLIC LIBRARY BOARD AGENDA

Thursday June 21, 2018  
7:00 PM  
Sutton Branch

1. Call to Order
2. First Nations Acknowledgement Statement

"We would like to begin today's meeting by acknowledging that the Town of Georgina is located over lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples and 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."

3. Roll Call
4. Chair's Remarks
5. Introduction of Addendum Items
6. Approval of the Agenda
7. Declarations of Pecuniary Interest and General Nature Thereof
8. Adoption of the Past Minutes

Pages 1-5

- (1) Minutes of May 2018 Board Meeting
9. Delegations/Speakers
10. Presentations
  - (a) Electronic Resources – Valerie Stevens

## 11. Consent Agenda

Pages 6-19

- a. Monthly Circulation Reports – May 2018
- b. Website Statistics – May 2018
- c. Monthly Branch Reports – May 2018
- d. 2018 Work Plan Report – May 2018
- e. Financial Statement – 31 May 2018

## 12. Communications

- a. CEO Update- Verbal

Pages 20-23

- b. Friends Report - Verbal

## 13. Old Business

- a. Paul Nicholls' Memorial Room – 29 June @ 6:00 p.m.
- b. MURC Branch Update

## 14. New Business

Pages 24-39

- a. 2017 Draft Financial Statement – Review
- b. Policy Review

Page 40

- i. Peanut Free Policy

Pages 41-46

- 1. YRDSB Anaphylactic Reactions Policy

## 15. Other Business for Which No Notice Has Been Provided

## 16. Adjournment

## 17. Next Meeting – July 20 @ 7:00 p.m. @ Sutton Branch



## GEORGINA PUBLIC LIBRARY BOARD MINUTES

Thursday May 17, 2018  
7:00 PM  
Keswick Branch

1. Call to Order

The meeting was called to order at 7:03 p.m.

2. First Nations Acknowledgement Statement

*"We would like to begin today's meeting by acknowledging that the Town of Georgina is located over lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples and 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."*

2. Roll Call

The following Board members were present:

Suzette Leeming, Chair  
Bobbi Sabatini, Vice Chair  
Charlene Biggerstaff, Councillor  
Mary Catherine Macaluso  
Rita Beechey  
Gabriel (Sam) Kennedy  
Naomi Davison, Regional Councillor

The following Board member was absent with notice:  
Lori Anderson

The following staff members were in attendance:  
Sandra Dipietrantonio, Committee Services Coordinator  
David Harvie, Director of Library Services/CEO  
Joel Sutherland, Children and Youth Services

4. Chair's Remarks

5. Introduction of Addendum Items

None.

6. Approval of the Agenda

Moved by Mary Catherine Macaluso, Seconded by Gabriel (Sam) Kennedy

**RESOLUTION NO. GLB-2018-0030**

That the Georgina Library Board Agenda of May 17, 2018 be approved as presented.

**Carried.**

7. Declarations of Pecuniary Interest and General Nature Thereof

None.

8. Adoption of the Past Minutes

(1) Minutes of April 19 2018 Board Meeting

Moved by Rita Beechey, Seconded by Bobbi Sabatini

**RESOLUTION NO. GLB-2018-0031**

That the minutes of April 19, 2018 be approved as presented.

**Carried.**

9. Delegations/Speakers

None.

10. Presentations

(a) Children Services – Joel Sutherland

Joel Sutherland, Child and Youth Services, presented the different children services that are available at all the library branches

11. Consent Agenda

- a. Monthly Circulation Reports – April 2018
- b. Monthly Branch Reports – April 2018
- c. Website Statistics – April 2018
- d. 2018 Work Plan Report – May 2018
- e. Correspondence: Increased Funding for Public Libraries
- f. Financial Statement – 30 April 2018

Moved by Bobbi Sabatini, Seconded by Gabriel (Sam) Kennedy

**RESOLUTION NO. GLB-2018-0032**

That item 11. Consent Agenda be received as presented.

- a. Monthly Circulation Reports – April 2018
- b. Monthly Branch Reports – April 2018
- c. Website Statistics – April 2018
- d. 2018 Work Plan Report – May 2018
- e. Correspondence: Increased Funding for Public Libraries
- f. Financial Statement – 30 April 2018

**Carried.**

12. Communications

a. CEO Update- Verbal

David Harvie said that the promoting of library services and programming at the East Gwillimbury GO station on May 16<sup>th</sup> was received well by commuters.

Library Staff promoted the Library at the Discover Georgina Show on May 5 and 6 and said there was a good turnout.

He proposed an itinerary for tours regional libraries for the Board members on May 26<sup>th</sup>. It was suggested that he extend invitations to the Mayor, Councilors and Town Directors to join the tour.

With the development of a new Procurement policy by the Town, David suggested that the Library could create its own policy. David will create and bring back to the Board for approval.

He expressed a big thank you to the Friends of the Library on the success of the “Grate Groan-Up” Spelling Bee.

b. SOLS Trustee Council Area #5 Report – Verbal

Suzette Leeming and Mary Catherine Macaluso attended the SOLS meeting in Oshawa’s Central branch and said that the meeting focused on the upcoming elections. The members discussed on how they could engage potential candidates to be more aware of the necessity of libraries and it was suggested that a platform of questions be created to ask the officials and have these posted on the libraries website.

Consideration was taken on beginning to incorporate a succession plan and one main suggestion was to try and have at least one library board member from each community where our branches are located Mary Catherine

mentioned that other chairs were giving out business cards at the SOLS meeting, and felt that our Chair should also have cards.

Moved by Councillor Charlene Biggerstaff, Seconded by Rita Beechy

**RESOLUTION NO. GLB-2018-0033**

That Business cards be created for Suzette Leeming, Chair.

The next SOLS Trustee Council meeting is on November 3, 2018 and Suzette would like to invite another Board member to attend.

c. Friends Report – Verbal

Bobbi said that the Grate Groan Up Spelling Bee this year was another great success. She went over the invoicing, thanked and presented Gabriel (Sam) Kennedy with a trophy for his sponsorship; as well, she handed out certificates to all who participated.

The Board expressed their thanks to the Friends for all their hard work and effort.

13. Old Business

a. Paul Nicholls' Memorial Room

David Harvie presented the picture of the late Paul Nicholls that will be hung in the dedicated boardroom. A very small reception with only immediate family members and invitees is planned for the dedication prior to the next scheduled meeting.

b. Update – Library Branch at MURC

David presented to council his report on the needs of a library and space needed for it so that Council now knows what the libraries vision is. Councillor Charlene Biggerstaff and Regional Councillor Naomi Davison praised David on his presentation and said it was an excellent job and that it was well received by Council. A copy of the presentation was given to each member as well as a fact sheet. He went through the fact sheet and asked if the members could provide any feedback.

Public input sessions will take place when the MURC is being built and Regional Councillor Naomi Davison and Councillor Charlene Biggerstaff will let the board members know when the session are scheduled

14. New Business

a. Policy Review

i. Peanut Free Policy

After discussion, it was concluded that Bobbi Sabatini would bring a sample that the School Board uses and the members can compare the two and do any necessary changes.

ii. Public Access to Computers Policy (update)

David explained he fixed up the typo's and added updated information in order that it meets acceptable standards.

Moved by Bobbi Sabatini, Seconded by Gabriel (Sam) Kennedy

**RESOLUTION NO. GLB-2018-0034**

That the Georgina Library Board adopt the Public Access to Computers Policy.

**Carried.**

15. Other Business for Which No Notice Has Been Provided

None.

16. Adjournment

Moved by Mary Catherine Macaluso, Seconded by Bobbi Sabatini

**RESOLUTION N O. GLB-2018-0035**

That the Georgina Public Library Board May 17, 2018 meeting adjourn at 8:43 p.m.

17. Next Meeting – June 21 @ 7:00 p.m. @ Keswick Branch

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Sandra Dipietrantonio  
Committee Services Coordinator

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Suzette Leeming, Chair

## Georgina Public Library Usage Statistics - 2018

### January

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	City Services	Total Library Uses
Keswick	13,623		9	35	2,326		3,647	<b>19,631</b>
Pefferlaw	1,744		1	10	176		30	<b>1,960</b>
Sutton	6,623		5	23	577		112	<b>7,335</b>
CYS			45	846	515			<b>1,361</b>
e-Branch	3,477	13,221				37,316		<b>54,014</b>
<b>TOTAL</b>	<b>25,467</b>	<b>13,221</b>	<b>60</b>	<b>914</b>	<b>3,594</b>	<b>37,316</b>	<b>3,789</b>	<b>84,301</b>

### February

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	City Services	Total Library Uses
Keswick	12,790		16	287	2,298		1,861	<b>17,236</b>
Pefferlaw	1,704		3	22	153		89	<b>1,968</b>
Sutton	6,636	5,087	6	49	645		508	<b>12,925</b>
CYS			47	837	396			<b>1,233</b>
e-Branch	3,067	11,615				33,480		<b>48,162</b>
<b>TOTAL</b>	<b>24,197</b>	<b>16,702</b>	<b>72</b>	<b>1,195</b>	<b>3,492</b>	<b>33,480</b>	<b>2,458</b>	<b>81,524</b>

### March

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	City Services	Total Library Uses
Keswick	15,334	2,984	16	240	2,541		2,250	<b>23,349</b>
Pefferlaw	1,945	764	3	33	262		129	<b>3,133</b>
Sutton	7,228	6,350	9	49	749		618	<b>14,994</b>
CYS			21	823	677			<b>1,500</b>
e-Branch	3,403	13,701	28	72		37,610		<b>54,786</b>
<b>TOTAL</b>	<b>27,910</b>	<b>23,799</b>	<b>77</b>	<b>1,217</b>	<b>4,229</b>	<b>37,610</b>	<b>2,997</b>	<b>97,762</b>

### April

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	City Services	Total Library Uses
Keswick	15,331	9,499	15	188	2,440		2,183	<b>29,641</b>
Pefferlaw	1,693	1,689	3	70	234		112	<b>3,798</b>
Sutton	7,908	6,368	7	37	647		477	<b>15,437</b>
CYS			35	2,025	641			<b>2,666</b>
e-Branch	3,263	4,337	51	128		36,848		<b>44,576</b>
<b>TOTAL</b>	<b>28,195</b>	<b>21,893</b>	<b>111</b>	<b>2,448</b>	<b>3,962</b>	<b>36,848</b>	<b>2,772</b>	<b>96,118</b>

### May

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	City Services	Total Library Uses
Keswick	15,156	9,647	16	164	2,189		3,942	<b>31,098</b>
Pefferlaw	1,810	2,304	2	10	102		230	<b>4,456</b>
Sutton	8,699	7,947	9	59	683		730	<b>18,118</b>
CYS			41	909	535			<b>1,444</b>
e-Branch	3,152	12,299	84	145		34,855		<b>50,451</b>
<b>TOTAL</b>	<b>28,817</b>	<b>32,197</b>	<b>152</b>	<b>1,287</b>	<b>3,509</b>	<b>34,855</b>	<b>4,902</b>	<b>105,567</b>

### 2018 TOTAL

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	City Services	Total Library Uses
Keswick	72,234	22,130	72	914	11,794		13,883	<b>120,955</b>
Pefferlaw	8,896	4,757	12	145	927		590	<b>15,315</b>
Sutton	37,094	25,752	36	217	3,301		2,445	<b>68,809</b>
CYS			189	5,440	2,764			<b>8,204</b>
e-Branch	16,362	55,173	163	345		180,109		<b>251,989</b>
<b>TOTAL</b>	<b>134,586</b>	<b>107,812</b>	<b>472</b>	<b>7,061</b>	<b>18,786</b>	<b>180,109</b>	<b>16,918</b>	<b>465,272</b>

NOTES: Traffic Counters installed in Keswick - March 21st; Pefferlaw - March 20  
 Lynda.com soft launch March 7, hard launch April 20  
 In-House Circulation Stats added as of April to all Branch Circulation Stats



## Georgina Public Libraries Circulation & Active User Statistics

**2018**

Date	Keswick	Sutton	Pefferlaw	E-Books	Total	Active Members	Notes
January	13,623	6,623	1,744	3,750	25,740	13,910	Missing OneClick digital ebooks stats
February	12,810	6,636	1,704	3,066	24,216	14,068	
March	14,797	6,982	1,847	3,403	27,029	14,259	March Break
April	15,353	7,908	1,693	3,477	28,431	14,438	In-House Circulation Added
May	15,156	8,699	1,810	3,152	28,817	14,658	
<b>TOTALS</b>	<b>56,583</b>	<b>28,149</b>	<b>6,988</b>	<b>13,696</b>	<b>105,416</b>		
<b>Averages</b>	<b>14,146</b>	<b>7,037</b>	<b>1,747</b>	<b>3,424</b>	<b>26,354</b>	<b>14,169</b>	

**2017**

Date	Keswick	Sutton	Pefferlaw	E-Books	Total	Active Members	Notes
January	14,246	6,496	1,793	3,738	24,773	14,230	eBooks does not include missing hoopla stats
February	13,758	6,685	1,657	3,617	25,717	14,535	
March	15,585	6,644	1,804	3,213	27,246	14,809	March Break
April	13,150	5,874	1,778	2,683	23,485	13,968	Note - Easter closure, only open 24 days
May	14,340	7,335	1,899	2,699	26,273	13,967	
June	14,530	4,835	2,018	2,838	24,221	14,166	SN circ decline due to no school CKO's
July	18,729	4,951	2,150	2,873	28,703	13,617	SRC began and impacted CKOs positively
August	19,236	5,709	2,401	2,654	31,113	13,685	
September	14,344	5,550	1,852	2,445	24,191	13,656	
October	13,610	6,783	1,918	2,462	24,773	13,659	
November	14,274	6,979	1,673	2,041	24,967	13,615	
December	11,214	5,695	1,399	2,324	20,632	14,383	
<b>TOTALS</b>	<b>177,016</b>	<b>73,536</b>	<b>22,342</b>	<b>33,587</b>	<b>306,094</b>		<b>1% increase over previous year</b>
<b>Averages</b>	<b>14,751</b>	<b>6,128</b>	<b>1,862</b>	<b>2,799</b>	<b>25,508</b>	<b>14,024</b>	

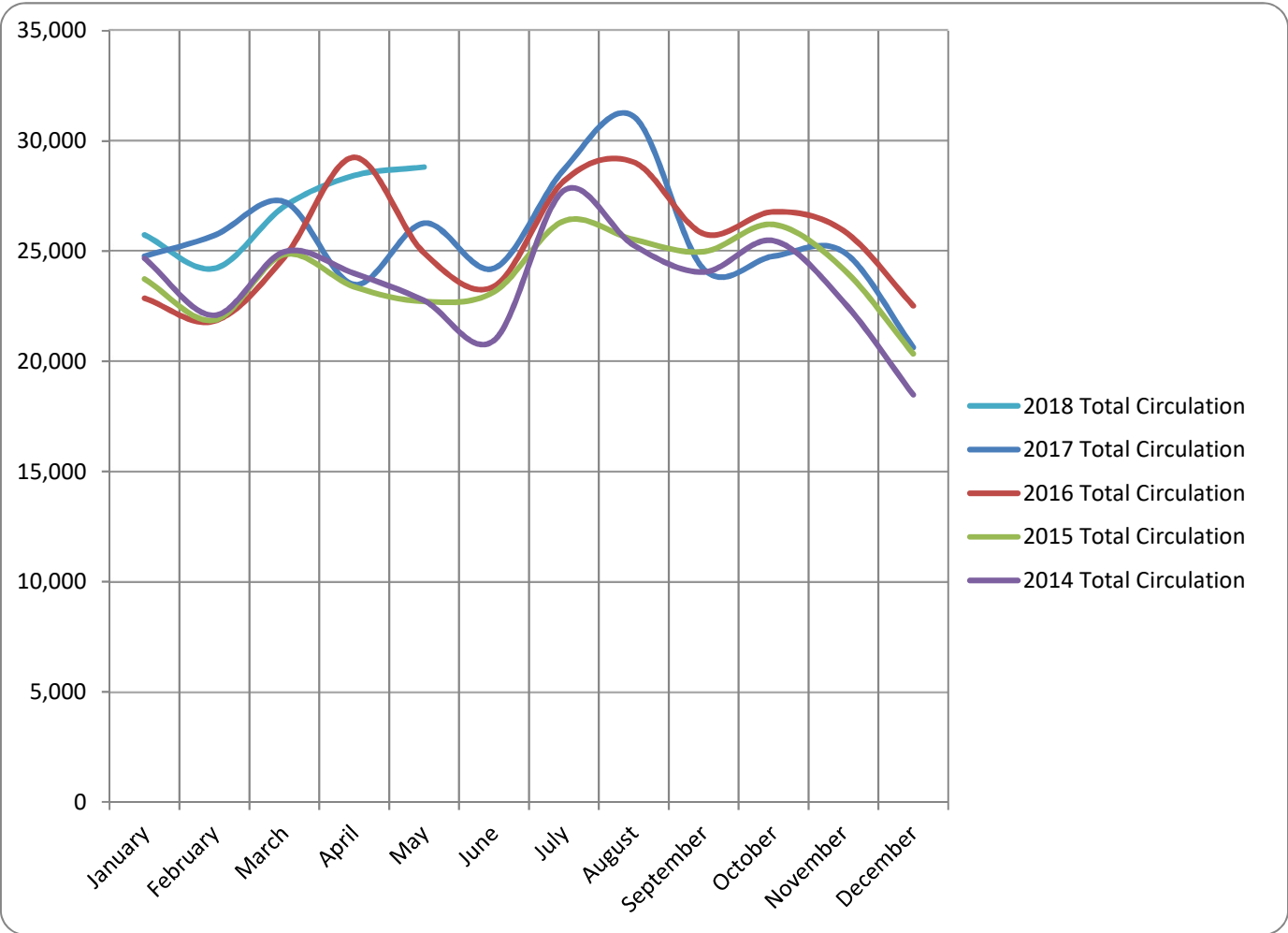
**2016**

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

**2015**

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

# 2014 - 18 Annual Total Circulation By Month Comparison





## My Dashboard

May 1, 2018 - May 31, 2018

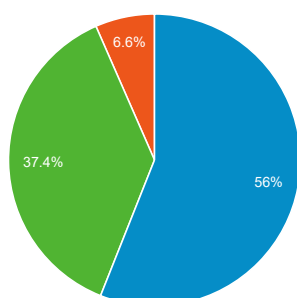
Compare to: May 1, 2017 - May 31, 2017



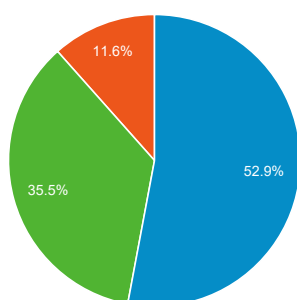
## Visits by Traffic Type

■ direct ■ organic ■ referral

May 1, 2018 - May 31, 2018



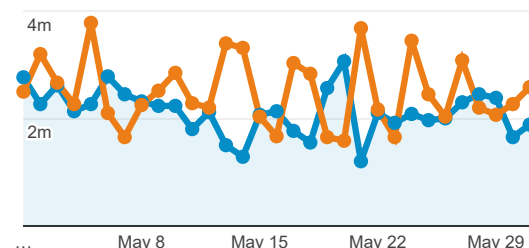
May 1, 2017 - May 31, 2017



## Avg. Visit Duration

May 1, 2018 - May 31, 2018: ● Avg. Session Duration

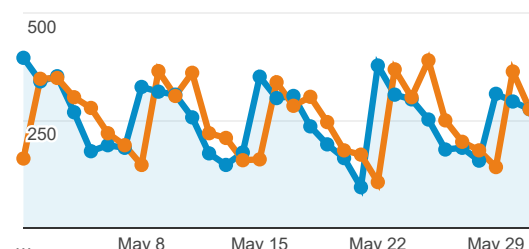
May 1, 2017 - May 31, 2017: ● Avg. Session Duration



## Visits

May 1, 2018 - May 31, 2018: ● Sessions

May 1, 2017 - May 31, 2017: ● Sessions



## Bounce Rate

May 1, 2018 - May 31, 2018

**58.33%**

Avg for View: 58.33% (0.00%)



May 1, 2017 - May 31, 2017

**57.94%**

Avg for View: 57.94% (0.00%)



## % New Visits

May 1, 2018 - May 31, 2018

**44.62%**

Avg for View: 44.62% (0.00%)



May 1, 2017 - May 31, 2017

**40.93%**

Avg for View: 40.93% (0.00%)



## Pageviews

May 1, 2018 - May 31, 2018

**13,276**

% of Total: 100.00% (13,276)



May 1, 2017 - May 31, 2017

**14,303**

## Visits and Avg. Visit Duration by Co...

Country	Sessions	Avg. Session Duration
Canada		
May 1, 2018 - May 31, 2018	7,772	00:02:10
May 1, 2017 - May 31, 2017	7,718	00:02:33
% Change	0.70%	-14.51%
United States		
May 1, 2018 - May 31, 2018	62	00:00:58
May 1, 2017 - May 31, 2017	56	00:00:51
% Change	10.71%	13.92%
China		
May 1, 2018 - May 31, 2018	18	00:00:00
May 1, 2017 - May 31, 2017	0	00:00:00
% Change	100.00%	0.00%
South Korea		
May 1, 2018 - May 31, 2018	9	00:00:24
May 1, 2017 - May 31, 2017	1	00:00:00
% Change	800.00%	100.00%
India		
May 1, 2018 - May 31, 2018	6	00:02:58
May 1, 2017 - May 31, 2017	2	00:00:00
% Change	200.00%	100.00%

## Visits and Pageviews by Mobile

Mobile (Including Tablet)	Sessions	Pageviews
No		
May 1, 2018 - May 31, 2018	4,669	8,533
May 1, 2017 - May 31, 2017	5,025	10,139
% Change	-7.08%	-15.84%
Yes		
May 1, 2018 - May 31, 2018	3,244	4,743
May 1, 2017 - May 31, 2017	2,855	4,164
% Change	13.63%	13.90%

## Visits

May 1, 2018 - May 31, 2018

**7,913**

% of Total: 100.00% (7,913)



May 1, 2017 - May 31, 2017

May 1, 2017 - May 31, 2017

**7,880**

% of Total: **100.00%** (7,880)



% of Total: **100.00%** (14,303)



### Avg. Visit Duration

May 1, 2018 - May 31, 2018

**00:02:09**

Avg for View: **00:02:09** (0.00%)



May 1, 2017 - May 31, 2017

**00:02:30**

Avg for View: **00:02:30** (0.00%)



### Pages/Visit

May 1, 2018 - May 31, 2018

**1.68**

Avg for View: **1.68** (0.00%)



May 1, 2017 - May 31, 2017

**1.82**

Avg for View: **1.82** (0.00%)



© 2018 Google

## Keswick Library Branch Report

May 2018

### Community Connections

- Rogers filmed in the Library on May 4.
- GPL had a table at the Discover Georgina show on May 5 & 6, with each of the Branch Librarians and the Library Director working a ½ day shift. Over the course of two days, we engaged in substantial conversations about the Library with 148 people.
- Ruth Berry (eServices Technician) and Val Stevens (Keswick Branch Librarian) conducted an information outreach session at Job Skills in Keswick to introduce the employment counsellors to Lynda.com and what it can do for their clients. The counsellors were very enthusiastic about the service.

### Spaces

- Nothing to report.

### People and Leadership

- Two new Casual Library Clerks, Cathy Giambattista and Jennifer Murray, were hired and started their Library training on May 9 in Keswick.
- Erin McQuaig (Library Assistant-ILLO) conducted ILLO training for the Branch Librarian and Circulation staff members at the Pepperlaw Branch, May 18
- Posted for upcoming vacancies for three Keswick Library Student positions; interviews to be conducted in June, with projected start dates in July or August.
- Val Stevens participated in the Labour-Management meeting held on May 8. Other participants included David Harvie (Library Director/CEO), Cathy Tustin (Senior Human Resources Consultant), Kathy Coates (Union Chair), and Beverly McQuaig (Library Assistant).
- Val Stevens attended Day 2 of training for the Town of Georgina's new Certificate in Leadership Excellence program on May 31.

### Collections & Programs (Adult)

Keswick Branch		
Date	Program Name	Participants
May 3	ESL conversation circle	3
May 3	Knitting group	14
May 8	Book Club	12
May 9	Movie for Hilltop	8
May 10	ESL conversation circle	5
May 10	Knitting group	12
May 16	JobSkills info session-Lynda.com	13
May 17	Cedarvale pop-up library	8
May 17	ESL conversation circle	3
May 17	Knitting group	10

May 24	Alzheimer Society talk: Communication and Responsive Behaviours	7
May 24	ESL conversation circle	4
May 24	Knitting group	10
May 31	ESL conversation circle	4
May 31	Knitting group	9
Various	One on one tech help (eServices technician)	42
	Total:	164

## Technology

- Nothing to report.

## Highlight:

As usual, requests for Parking Passes have really picked up with the warmer weather: staff in Keswick have issued 1,248 parking passes this month.

**Submitted by: Valerie Stevens**  
**Keswick Branch Librarian**  
**June 5, 2018**

### Community Connections

- Becky attended a meeting of the Pefferlaw Lions Club on May 7, to ask them about how the library can better serve their needs and interests, and to tell them about some of our newest offerings, such as Lynda.com. The response was positive, and she hopes to discuss further partnerships between the Lions and the Library in the future.

### Spaces

- The investigation into the April 12 break-in at the Pefferlaw Library has unfortunately not yielded any results. We are focusing on moving forward with repairs to the window and the wall that were damaged, replacing the iPad that was stolen, and adding one motion detector and a window trip-wire to the security system.
- Maintenance staff moved our digital bulletin board up on the wall this month, so we are now able to finish our final stage of shifting the collection. This will require dis-assembling a bank of shelving in the teen room, moving the shelving to the wall under the digital bulletin board, and then putting the Junior-level graphic novels on this shelf. This should be completed by the end of June.

### People and Leadership

- Becky was very pleased to pass her probation review on May 30, and become an official permanent employee! Thank you to everyone for the warm welcome, and special thanks to David and the management team for their patience and kind support during the continued learning process.
- The second quarterly meeting for Pefferlaw Branch staff was held on Monday May 28 at The Belvedere Cookhouse and Saloon. This provided an excellent opportunity to meet and greet our two new Casual staff (Jennifer and Cathy), update each other on recent changes within the branch, bring forward questions and concerns, and do some team building.

### Collections and Programs

- Four adults and one baby attended our session on First Aid for Parents and Grandparents. Baby Ivy enjoyed demonstrating proper technique for the adults by patting her CPR manikin!
- Our May book club selection, a YA novel called *Challenger Deep*, generated some very lively and heartfelt discussion around teens and mental illness.



## Adult Programs

Pefferlaw Branch		
Date	Program Name	Participants
May 3	Book Club	6
May 24	First Aid for Parents and Grandparents	4

## **Technology**

- The new TV with built-in DVD player that was ordered for Pefferlaw's Program Room arrived and was installed in late May, and the children who attend the After School Program are enjoying it!

*Submitted by Becky Stark  
Branch Librarian  
June 7, 2018*



## Peter Gzowski Branch Report

### May 2018

#### Community Connections

- May 16<sup>th</sup>, David and Kate arrived at the East Gwillimbury GO platform at 5:45am to greet commuters during the morning rush hour. We gave out paperbacks, courtesy of Penguin Random House and Simon & Schuster, and spoke with many Georgina residents about library services.
- Community Action Plan for Children continued its weekly Welcome to Kindergarten program for future students of St. Bernadette's and Black River, in partnership with GPL.
- May 9, Jenn, our temporary Library Technician, attended the Welcome to Kindergarten evening at Black River PS. She spoke to families about the library and the Summer Reading Program.
- May 23, Kate attended the YCDSB's robotics demonstration and acted as an evaluator.

#### Spaces

- The new chairs and ottoman arrived for the YA section of the branch.
- We continued to host the Ma Pomme exhibit by Claire D'Aurore.
- May 18, the branch participated in the YCDSB fire drill.
- May 30, the branch had a Health & Safety inspection.
- May 31, David attended the Sutton Multi-Use quarterly meeting.

#### People and Leadership

- May 17, the branch welcomed the two new casuals for training
- May 29, Kate attended Business As Unusual in Richmond Hill which is a training course in change management.
- May 31, Kate participated in the 2nd Certificate in Leadership Excellence session through the town with other members of the town's management team.

#### Programs (Adult)

Peter Gzowski (Sutton) Branch		
Date	Program Name	Participants
Saturdays, May 5, 12, 19 and 26	Purls & Chains	27
Wednesdays May 9 and 30	Georgina Hospice	19
Thursday, May 10	Book Club	6
Sunday, May 27	Wordsmiths	2
Sunday, May 27	Scrabble	5

## Technology

N/A

## Highlight

Our people counters tallied **7,947 visits to the library** in May. **3,445** customers came through our school entrance and the schools have borrowed **13,776** since the beginning of the school year (Sep. 5- May 31).

Prepared by:

K. Gibson, Peter Gzowski Branch Librarian, June 8, 2018



## Georgina Public Library

### 2018 Work Plan Progress Chart

#### Board Initiatives

Project Name	Project Lead	Start Date	Completion Date	Status	Notes
Board Recruitment	Board Chair	Q2	Q4	Not Started	
Board Legacy Document	Board Chair	Q3	Q4	Not Started	
Succession Planning & Emergency Preparedness	Board Chair	Q3	Q4	Not Started	
Procurement Policy (new)	D. Harvie	Q2	Q3	Not Started	Need to develop new policy for Library due to upcoming changes in Town's new Procurement Policy By-law.

#### Capital Initiatives

Project Name	Project Lead	Start Date	Completion Date	Status	Notes
Marketing & Branding Initiative	D. Harvie	Q1	Q3	In progress	Draft Request For Proposal (RFP) sent to Purchasing Department for review and posting.
Sutton Desk - Design & Build	K. Gibson	Q1	Q4	Not Started	First steps will involve meeting with Sutton Staff to discuss requirements.

## Staffing Initiatives

Project Name	Project Lead	Start Date	Completion Date	Status	Notes
Pefferlaw Branch Librarian Additional Hours	D. Harvie	Q1	Q1	Completed	5 additional hours added to Pefferlaw Branch Librarian's position.
Summer Reading Club Student	J. Sutherland	Q2	Q3	Completed	Position Hired. Young Canada Work Grant received for additional part-time position.
Library Admin Assistant	D. Harvie	Q2	Q3	Not Started	Start date postponed.

## Operating Initiatives

Project Name	Project Lead	Start Date	Completion Date	Status	Notes
Sutton Security Gates Replacement	K. Gibson	Q1	Q1	Completed	New gates installed and operating well.
Branch People Counters	D. Harvie	Q1	Q1	Completed	Installed and operating.
Lynda.com	V. Stevens	Q1	Q1	Completed	Continuing to promote in the community.
Library Furniture	J. Sutherland	Q1	Q3	In Progress	Sutton children's shelving pending.
Pefferlaw TV	J. Sutherland	Q1	Q3	Completed	Installed
Self-Check Upgrades	V. Stevens	Q2	Q3	Completed	Upgrades Completed.
ROI Study	D. Harvie	Q2	Q3	Not Started	Annual 2017 Survey stats completed and submitted to Ministry and will provide basis for study results.

Georgina Public Library

Financial Statement  
31 May 2018

	2018 Actuals	2018 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
<b>Revenue</b>						
Town Grant	959,242	2,302,180	1,342,938	42%	42%	Pro-rated
Provincial Grants	26,083	62,600	36,517	42%	42%	Pro-rated
Misc Grants	8,000	9,240	1,240	87%	42%	Actuals
School Board Revenue	24,375	58,500	34,125	42%	42%	Pro-rated
Donations	8,671	1,800	(6,871)	482%	42%	Spelling Bee Sponsorships & In Memorium
Fines	8,996	27,100	18,104	33%	42%	
Misc Fees	2,147	3,100	953	69%	42%	PRESTO Commission, Exam Proctoring
Photocopying Fees	2,891	8,500	5,609	34%	42%	
Program Registrations	2,070	4,200	2,130	49%	42%	
Book Sale	548	2,400	1,852	23%	42%	
Room Rentals	2,295	4,100	1,805	56%	42%	
Provision from Reserve	8,208	19,700	11,492	42%	42%	Development Charges Pro-rated
<b>Total Revenues</b>	1,053,526	2,503,420	1,449,894	42%	42%	
<b>Expenses</b>						
Salaries & Benefits	640,427	1,716,800	1,076,373	37%	42%	
Library Board	1,200	4,800	3,600	25%	42%	Actual YTD - to be paid out in December
Library Operations	119,279	345,870	226,591	34%	42%	
Training	9,235	18,800	9,565	49%	42%	
Collections	108,177	198,850	90,673	54%	42%	E-Resources Annual Licence Renewals Paid in Q1
Telecommunications	8,413	15,700	7,287	54%	42%	
Misc	354	2,100	1,746	17%	42%	
Contribution to Reserve	83,542	200,500	116,958	42%	42%	Contributions Pro-rated.
<b>Total Expenses</b>	970,627	2,503,420	1,532,793	39%	42%	
<b>Net</b>	82,900	-	(82,900)			

## FRIENDS OF THE LIBRARY MINUTES

**May 28, 2018**

**Present:** Lori Bennett, Amanda Connors, Lindsay Damecour, Suzette Leeming, Bobbi Sabatini

**Regrets:** Pam McQueen

### **Spelling Bee**

Bobbi received written thank you from David Harvie and Kate Gibson

Feedback Cards: reviewed Summary (attached)

- Food was great (also verbal kudos about caterer received)
- Most like venue except too far for some
- Length is hard for us to control but could review words for final rounds (stepped difficulty)
- Complaints from two people seated “at the wrong table” but they did not provide names or specific team preference (we had two Keller Williams teams) on buying tickets

Our thoughts:

- Can we print thank you certificates for Judges and Volunteers ahead of time...difficult to deliver afterwards
- Too many silent auction items? But made more money
- While we love stage, sound system and space - try the Link next year? (will parking be an issue?) Good Kitchen, lots of space, Amanda says Joe thinks acoustics are good – has performed there often

Best year for dollars raised but profit slightly lower because

- some expenses were up (SOP), had leftover beer we can't return. We offer domestic – Coors light and Canadian; not as popular. Try Moosehead or premium beer? Different ticket level? Catering was more expensive but ticket price was up.
- Not as many tickets sold but then we were turning people away after numbers confirmed (right up to the day). Last minute ticket buyers happen every year but caterer was new and we weren't sure if there would be enough. Now that we have experience of caterer probably alright (lesson learned anyway for those people). Also several no shows so we probably could have sold more. CUPE team costumes worn at work generated a lot of buzz and interest I tickets (but too late)...maybe do this again earlier (closer to ticket deadline)?
- Summary attached.

### **Victorian Tea**

Reviewed potential dates: Oct. 21/18, Nov. 18 and October 28<sup>th</sup> in order of preference.

**Amanda is to check availability of De La Salle.**

### **Music in the Streets – June 25/18 9-5**

*For activities,*

Want take-away that isn't just 'junk'

- use button maker – we purchased for library a long time ago
- one size, use cricut to make rounds
- children can design their own – what is your super power?
- Bobbi suggests we buy new one that makes different sizes – we can use for other promos too

*Set-up at 8am.*

- Tent
- Mobile circ?

**Music at the Library – Friday July 20/18 6:30 p.m.**

- Lucky Charms is band
- \$400.00
- Amanda (Joe) will approach Bailey's again re. after party if Lucky Charms okay with it... popular last year
- Ruth donated a big popcorn maker we can use

**Sutton Fair Spelling Bee – planning later**

**Next Meeting June 18<sup>th</sup>  
7:00  
115 Fairwood Ave.**



## Friends of the Library 2017 Grate Groan-Up Spelling Bee Accounting



Total Sponsorships	\$8,375.00
Ticket Sales (57 x \$35)	\$1,995.00
Silent Auction	\$1,917
Bar	\$814
50/50	\$225
Donations	\$105
BYWBI	\$90
SWAP	\$30
Friends Bags	\$20
<b>Total Income</b>	<b>\$13,571.00</b>
Prizes & Gifts	-\$323.96
Decorations & Supplies	-\$136.29
Bar	-\$344.48
SOP	-\$75.00
Catering & Rentals	-\$3,014.84
<b>Total Expenses</b>	<b>-\$3,894.57</b>





# Friends of the Library 2017 Grate Groan-Up Spelling Bee Accounting



## Total Profit

**\$9,676.43** # of People who attended  
Sponsored 43

Complementary 9  
Volunteers 8  
Paid Tickets 57

Total # attended **117**



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The Gates of York Plaza  
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Newmarket ON L3Y 7R9 Canada

**Private & Confidential**

June 27, 2018

The Corporation of the Town of Georgina Public Library Board  
26557 Civic Centre Road  
Keswick Ontario L4P 3G1

Dear Sir/Madam:

Re: Audit of the Financial Statements of The Corporation of the Town of Georgina Public Library Board  
For the year ended December 31, 2017

Our report is designed to highlight and explain key issues which we believe to be relevant to the audit including audit risks, the nature, extent, timing and results of our audit work and the terms of our engagement. This report forms a significant part of our overall communication strategy with the Chair and Members of the Town of Georgina Public Library Board and is designed to promote effective two-way communication throughout the audit process. It is important that we maintain effective two-way communication with the Chair and Members of the Town of Georgina Public Library Board throughout the entire audit process so that we may both share timely information.

Our audit and therefore this report will not necessarily identify all matters that may be of interest to the Chair and Members of the Town of Georgina Public Library Board in fulfilling its responsibilities.

This report has been prepared solely for the use of the Chair and Members of the Town of Georgina Public Library Board and should not be distributed without our prior consent. Consequently, we accept no responsibility to a third party that uses this communication.

**Terms of Reference**

Our overall responsibility is to form and express an opinion on the financial statements. These financial statements are prepared by management, with oversight by those charged with governance. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities. The scope of our work, as confirmed in our engagement letter, and a summary of our proposed fees are set out below.

**Engagement Objectives**

- Forming and expressing an audit opinion on the financial statements.
- Present significant findings to the Chair and Members of the Town of Georgina Public Library Board including key audit and accounting issues; any significant deficiencies in internal control and any other significant matters arising from our work.
- Provide timely and constructive management letters. This will include deficiencies in internal control identified during our audit.
- Work with management towards the timely issuance of financial statements.

### **Audit Strategy**

Our overall audit strategy involved extensive partner and manager involvement in all aspects of the planning and execution of the audit and was based on our overall understanding of the Library.

We performed a risk based audit which allows us to focus our audit effort on higher risk areas and other areas of concern for management and the Chair and Members of the Town of Georgina Public Library Board.

To assess risk accurately, we gained a detailed understanding of the Library's business and the environment it operates in. This allowed us to identify, assess and respond to the risks of material misstatement.

To identify, assess and respond to risk, we obtained an understanding of the system of internal control in place in order to consider the adequacy of these controls as a basis for the preparation of the financial statements, to determine whether adequate accounting records have been maintained and to assess the adequacy of these controls and records as a basis upon which to design and undertake our audit testing.

Based on our risk assessment, we designed an appropriate audit strategy to obtain sufficient assurance to enable us to report on the financial statements.

We chose audit procedures that we believed were the most effective and efficient to reduce audit risk to an acceptable low level. The procedures are a combination of testing the operating effectiveness of internal controls (when appropriate), substantive analytical procedures and other tests of detailed transactions.

Having planned our audit, we performed audit procedures, maintaining an appropriate degree of professional skepticism, in order to collect evidence to support our audit opinion.

### **Risks and Planned Audit Responses**

Based on our knowledge of the Library's business, our past experience, and knowledge gained from management and you, we identified the following financial statements areas with significant risks; those risks of material misstatement that, in our judgment, required special consideration.

These risks arose mainly because of the complexity of the accounting rules, the extent of estimation and judgment involved in the valuation of these financial statement areas, and the existence of new accounting pronouncements that affect them.

<b>Financial Statement Areas With Significant Risks</b>	<b>Audit Procedures Performed</b>
<ul style="list-style-type: none"><li>• Revenue</li></ul>	<ul style="list-style-type: none"><li>• Reviewed revenue recognition policy for consistency with the professional standards.</li></ul>

### Materiality

Misstatements, including omitted financial statement disclosures, are considered to be material if they, individually or in aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances and include an assessment of both quantitative and qualitative factors and can be affected by the size or nature of a misstatement, or a combination of both.

For purposes of our audit, preliminary materiality was set at \$35,000 for the Library.

We communicated all corrected and uncorrected misstatements identified during our audit to the Chair and Members of the Town of Georgina Public Library Board, other than those which we determine to be "clearly trivial". Misstatements are considered to be clearly trivial for purposes of the audit when they are inconsequential both individually and in aggregate.

We encouraged management to correct any misstatements identified throughout the audit process.

### Independence

At the core of the provision of external audit services is the concept of independence. We are communicating all relationships between BDO Canada LLP and its related entities and The Corporation of the Town of Georgina Public Library Board and its related entities that, in our professional judgment, may reasonably be thought to have influenced our independence during the audit engagement.

In determining which relationships to report, we have considered the applicable legislation and relevant rules of professional conduct and related interpretations prescribed by the appropriate provincial institute/ordre covering such matters as the following:

- holding of a financial interest, either directly or indirectly in a client;
- holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- economic dependence on a client; and
- provision of services in addition to the external audit engagement.

We are not aware of any relationships between the Library and us that, in our professional judgment, may reasonably be thought to bear on our independence to date.

### Auditor's considerations of possible fraud and illegal activities

We are responsible for planning and performing the audit to obtain reasonable assurance that the financial statements are free of material misstatements, whether caused by error or fraud, by:

- Identifying and assessing the risks of material misstatement due to fraud;
- Obtaining sufficient and appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- Responding appropriately to fraud or suspected fraud identified during the audit.

The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error because fraud may involve collusion as well as sophisticated and carefully organized schemes designed to conceal it.

During the audit, we performed risk assessment procedures and related activities to obtain an understanding of the entity and its environment, including the Library's internal control, to obtain information for use in identifying the risks of material misstatement due to fraud and made inquiries of management regarding:

- Management's assessment of the risk that the financial statements may be materially misstated due to fraud, including the nature, extent and frequency of such assessments;
- Management's process for identifying and responding to the risks of fraud in the Library, including any specific risks of fraud that management has identified or that have been brought to its attention, or classes of transactions, account balances, or disclosures for which a risk of fraud is likely to exist;
- Management's communication, if any, to those charged with governance regarding its processes for identifying and responding to the risks of fraud in the Library; and
- Management's communication, if any, to employees regarding its view on business practices and ethical behaviour.

In response to our risk assessment and our inquiries of management, we performed procedures to address the assessed risks, which may have included:

- Inquired of management, the Chair and Members of the Town of Georgina Public Library Board, and others related to any knowledge of fraud, suspected fraud or alleged fraud;
- Performed disaggregated analytical procedures and consider unusual or unexpected relationships identified in the planning of our audit;
- Incorporated an element of unpredictability in the selection of the nature, timing and extent of our audit procedures; and
- Performed additional required procedures to address the risk of management's override of controls including:
  - ♦ Testing internal controls designed to prevent and detect fraud;
  - ♦ Testing the appropriateness of a sample of adjusting journal entries and other adjustments for evidence of the possibility of material misstatement due to fraud;
  - ♦ Reviewing accounting estimates for biases that could result in material misstatements due to fraud, including a retrospective review of significant prior years' estimates; and
  - ♦ Evaluated the business rationale for significant unusual transactions.

### Likely Aggregate Misstatements

We have disclosed all significant adjusted and unadjusted differences and disclosure omissions identified through the course of our audit engagement. Each of these items has been discussed with Management.

Management has determined that the unadjusted differences are immaterial both individually and in aggregate to the financial statements taken as a whole. Should the Chair and Members of the Town of Georgina Public Library Board agree with this assessment, we do not propose further adjustments.

Uncorrected misstatements aggregated during the audit that were determined by management to be immaterial amounted to \$-. A summary of the statement of likely aggregate misstatements is attached to this letter.

### Management Representations

During the course of the audit, management made certain representations to us. These representations were verbal or written and therefore explicit, or they were implied through the financial statements. Management provided representations in response to specific queries from us, as well as unsolicited representations. Such representations were part of the evidence gathered by us to be able to draw reasonable conclusions on which to base the audit opinion. These representations were documented by including in the audit working papers memoranda of discussions with management and written representations received from management.

We will provide you a copy of the management representation letter which summarizes the representations we have requested from management.

We wish to express our appreciation for the co-operation we received during the audit from the Library's management and staff who have assisted us in carrying out our work. We would be pleased to discuss with you the contents of this report and any other matters that you consider appropriate.

Yours truly,



Adam Delle Cese, CPA, CA

Partner

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants

**The Corporation of the Town of Georgina  
Public Library Board  
DRAFT Financial Statements  
Year ended December 31, 2017**

**Contents**

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## Independent Auditor's Report

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

We have audited the accompanying financial statements of The Corporation of the Town of Georgina Public Library Board, which comprise the statement of financial position as at December 31, 2017, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

**Management's Responsibility for the Financial Statements**

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

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Opinion**

In our opinion, the financial statements present fairly, in all material respects, the financial position of The Corporation of the Town of Georgina Public Library Board as at December 31, 2017 and the results of its operations, changes in net financial assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

**Chartered Professional Accountants, Licensed Public Accountants**

**June 27, 2018  
Newmarket, Ontario**

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**Georgina Public Library Board**  
**Statement of Financial Position**  
December 31

**DRAFT**

	<u>2017</u>	<u>2016</u>
	\$	\$
<b>Financial assets</b>		
Cash	315	290
Due from Town of Georgina (Note 3)	1,799,657	1,500,141
Accounts receivable	4,772	38,337
	<u>1,804,744</u>	<u>1,538,768</u>
<b>Liabilities</b>		
Accounts payable	150,503	150,716
Accrued liabilities	58,033	62,475
Deferred deposits	-	271
	<u>208,536</u>	<u>213,462</u>
<b>Net financial assets</b>	<u>1,596,208</u>	<u>1,325,306</u>
<b>Non-financial assets</b>		
Tangible capital assets (Note 5)	<u>655,407</u>	<u>687,913</u>
<b>Accumulated surplus (Note 6)</b>	<u>2,251,615</u>	<u>2,013,219</u>

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

**DRAFT**

	<b>2017</b>		<b>2016</b>
	<b>Budget</b>	<b>Actual</b>	<b>Actual</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Revenues</b>			
Town of Georgina - operating grant	2,153,070	<b>2,153,070</b>	2,068,070
Town of Georgina - capital contribution	14,900	<b>18,956</b>	56,195
Province of Ontario - grant	62,600	<b>62,584</b>	62,584
York School Boards - purchase of service	58,500	<b>58,500</b>	55,810
Fines	27,100	<b>25,113</b>	25,425
Sales / Costs recovered	13,600	<b>13,113</b>	16,291
Donations & fundraising	1,800	<b>8,334</b>	6,077
Room rental	10,100	<b>8,311</b>	8,683
Programs	4,200	<b>4,143</b>	4,506
Miscellaneous grant	11,650	<b>10,782</b>	1,154
Development charges earned	-	-	5,900
	<u>2,357,520</u>	<u>2,362,906</u>	<u>2,310,695</u>
<b>Expenses</b>			
Salaries & benefits	1,582,800	<b>1,577,719</b>	1,581,902
Amortization	191,495	<b>191,495</b>	194,784
Contracted services	199,000	<b>99,707</b>	163,280
Utilities	106,700	<b>98,753</b>	105,060
Materials & supplies	19,800	<b>107,837</b>	79,945
Insurance	19,900	<b>19,900</b>	18,900
Freight / Postage	3,500	<b>3,844</b>	3,395
Travel / Education	22,800	<b>14,174</b>	14,732
Consulting	-	<b>458</b>	32,381
Audit	4,400	<b>3,053</b>	4,948
Equipment repairs	3,500	<b>2,323</b>	3,139
Volunteer appreciation	500	<b>775</b>	803
Memberships	2,550	<b>2,297</b>	2,350
Bank charges	1,800	<b>2,175</b>	2,073
<b>Total expenses</b>	<u>2,158,745</u>	<u>2,124,510</u>	<u>2,207,692</u>
<b>Annual surplus</b>	<u>198,775</u>	<u>238,396</u>	<u>103,003</u>
<b>Accumulated surplus, beginning of year</b>		<b>2,013,219</b>	1,910,216
<b>Accumulated surplus, end of year</b>		<u>2,251,615</u>	<u>2,013,219</u>

See accompanying notes to the financial statements

**Georgina Public Library Board**  
**Statement of Change in Net Financial Assets**  
Year ended December 31

**DRAFT**

	<b>2017</b>		<b>2016</b>
	<b>Budget</b>	<b>Actual</b>	<b>Actual</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Annual surplus	198,775	238,396	103,003
Acquisition of tangible capital assets	(247,270)	(158,989)	(177,634)
Amortization of tangible capital assets	192,210	191,495	194,784
	143,715	270,902	120,153
<b>Change in net financial assets</b>	<b>143,715</b>	<b>270,902</b>	<b>120,153</b>
<b>Net financial assets, beginning of year</b>	<b>1,325,306</b>	<b>1,325,306</b>	<b>1,205,153</b>
<b>Net financial assets, end of year</b>	<b>1,469,021</b>	<b>1,596,208</b>	<b>1,325,306</b>

**Georgina Public Library Board**  
**Statement of Cash Flows**  
Year ended December 31

**DRAFT**

	<u>2017</u>	<u>2016</u>
	\$	\$
Cash provided by (used in)		
<b>Operating activities</b>		
Annual surplus	238,396	103,003
Amortization	191,495	194,784
Changes in non-cash operating working capital		
Accounts receivable	33,565	62,545
Due from Town of Georgina	(299,516)	(221,961)
Accrued liabilities	(4,442)	9,154
Accounts payable	(213)	30,333
Deferred deposits	(271)	(224)
<b>Cash provided by operating activities</b>	<u>159,014</u>	<u>177,634</u>
<b>Capital activities</b>		
Acquisition of tangible capital assets	<u>158,989</u>	<u>177,634</u>
<b>Net change in cash</b>	25	-
<b>Cash, beginning of year</b>	290	290
<b>Cash, end of year</b>	<u>315</u>	<u>290</u>

See accompanying notes to the financial statements

6

**1. Nature of operations**

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

**2. Summary of significant accounting policies**

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

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

*Accrual accounting*

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

*Non-financial assets*

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

Tangible capital assets

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

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

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

Contributions of tangible capital assets

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

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**2. Summary of significant accounting policies (continued)**

*Revenue recognition*

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

*Government transfers*

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

*Use of estimates*

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

*Pension Plan*

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

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**3. Receivable from Town of Georgina**

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

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**4. Pension agreement**

OMERS provides pension services to more than 482,000 active and retired members and approximately 1,000 employers. Each year an independent actuary determines the funding status of OMERS Primary Pension Plan (the Plan) by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2017. The results of this valuation disclosed total actuarial liabilities of \$94,431 million in respect of benefits accrued for service with actuarial assets at that date of \$89,028 million indicating an actuarial deficit of \$5,403 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Library Board does not recognize any share of the OMERS pension surplus or deficit.

Contribution rates range from 9% to 14.6% depending on the level of earnings. During the year \$88,986 (2016 - \$101,006) was contributed to OMERS by the Library Board for current services.

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5. Tangible capital assets

	2017			
	Library Collection	Furniture	Computer Hardware/ Software	Total
Cost				
Balance, beginning of year	\$ 1,149,190	\$ 197,862	\$ 179,967	\$1,527,019
Add: Additions during the year	120,209	20,404	18,376	158,989
Less: Disposals during the year	(178,961)	-	-	(178,961)
Balance, end of year	<u>1,090,438</u>	<u>218,266</u>	<u>198,343</u>	<u>1,507,047</u>
Accumulated amortization				
Balance, beginning of year	598,818	124,406	115,882	839,106
Add: Amortization during the year	160,403	13,597	17,495	191,495
Less: Amortization on disposals	(178,961)	-	-	(178,961)
Balance, end of year	<u>580,260</u>	<u>138,003</u>	<u>133,377</u>	<u>851,640</u>
Net book value	<u>\$ 510,178</u>	<u>\$ 80,263</u>	<u>\$ 64,966</u>	<u>\$ 655,407</u>

	2016			
	Library Collection	Furniture	Computer Hardware/ Software	Total
Cost				
Balance, beginning of year	\$ 1,208,872	\$ 190,032	\$ 130,319	\$1,529,233
Add: Additions during the year	120,156	7,830	49,648	177,634
Less: Disposals during the year	(179,838)	-	-	(179,838)
Balance, end of year	<u>1,149,190</u>	<u>197,862</u>	<u>179,967</u>	<u>1,527,019</u>
Accumulated amortization				
Balance, beginning of year	608,790	113,052	102,318	824,160
Add: Amortization during the year	169,866	11,354	13,564	194,784
Less: Amortization on disposals	(179,838)	-	-	(179,838)
Balance, end of year	<u>598,818</u>	<u>124,406</u>	<u>115,882</u>	<u>839,106</u>
Net book value	<u>\$ 550,372</u>	<u>\$ 73,456</u>	<u>\$ 64,086</u>	<u>\$ 687,913</u>



<b>6. Accumulated surplus</b>	<b><u>2017</u></b>	<b><u>2016</u></b>
Consists of:		
	<b>\$</b>	<b>\$</b>
<b>Reserves set aside by the Library Board</b>		
Capital reserve	265,500	138,875
Future expenditure reserve	1,320,518	1,163,712
Salary adjustment reserve	<u>9,190</u>	<u>22,719</u>
	<b><u>1,595,208</u></b>	<b><u>1,325,306</u></b>
<b>Surplus</b>		
Invested in tangible capital assets	<b><u>655,407</u></b>	<b><u>687,913</u></b>
<b>Accumulated surplus</b>	<b><u>2,251,615</u></b>	<b><u>2,013,219</u></b>

# Georgina Public Library Board Policy Manual

## Policy Title: Nut Free Policy

### *Intent*

In view of the severe allergic reactions resulting from nut or peanut allergies, the Georgina Public Library Board seeks to minimize the risk of health dangers to members of the community.

### *Regulations*

1. Georgina Public Library will not knowingly serve any snacks or refreshments containing nuts or peanut ingredients at Library sponsored programs or events.
2. As public open spaces, the Library cannot guarantee that patrons using our facilities will be nut or peanut-free.
3. Signs will be posted requesting that the public adhere to this health and safety policy.

### *Attachments:*

1. Public Posting

POLICY HISTORY:	
Initial Draft	November 22, 2006
Draft Presentation Review	June 28, 2007
Board Presentation:	August 16, 2007
Board Adoption:	August 16, 2007
Board Review:	May 17, 2018

## **Board Procedure #662.9 Anaphylactic Reactions**

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This procedure outlines the process for managing anaphylactic reactions of students.

### **Application**

The Board recognizes that there can be major challenges for students or staff members who are at risk of anaphylaxis. This procedure applies to anyone at risk who has been diagnosed by an allergist or a physician responsible for prescribing treatment and outlines strategies to reduce risk of a potential reaction.

If a student is known to be at risk of anaphylaxis and is experiencing a perceived anaphylactic reaction, the following steps should be taken:

- Follow the [Anaphylactic Reactions Protocol](#);
- Staff members are required to assist in the administration of epinephrine with the assurance that they will not be held responsible for any adverse reaction resulting from such administration;
- Have the individual transferred to hospital to seek immediate medical attention preferably by ambulance;
- Ensure the used epinephrine auto-injector and [Anaphylactic Reactions Protocol](#) form accompany the student to the hospital as long as no delay is caused in the transporting of the student.

### *Strategies to Reduce Risk of Exposure to Anaphylactic Causative Agents*

The four categories to consider when providing a safe environment for staff members, students and members of the community at risk of anaphylaxis are:

1. information and awareness for the entire school community or workplace;
2. avoidance of the allergen that causes anaphylactic reactions wherever possible and acknowledging that it is impossible to ensure the elimination of all allergens in schools and workplaces;
3. emergency response procedures in case of accidental exposure; and
4. fostering a safe, caring and supportive environment for those at risk of anaphylaxis.

Strategies to reduce risk of exposure include, but are not limited to:

- making reasonable efforts to limit the student's exposure to the life-threatening allergen in foods, craft materials and insect stings;
- avoiding the cross-contamination of food allergens;
- establishing lunchroom/classroom eating area practices that limit allergen contact for the at-risk student or staff member;
- encouraging parent(s)/guardian(s) to avoid the use of substitute peanut butter products;
- taking special precautions in planning field trips, extra-curricular events, special celebrations and fundraising events; and
- inviting the student at risk to identify a "buddy" who is able to recognize symptoms of an anaphylactic reaction and to alert an adult.

More information is available in the [Best Practices for Avoiding Anaphylactic Reactions](#) document.

## **Definitions**

### *Age and/or Developmentally Appropriate*

Students in Junior Kindergarten to Grade 12 are required to carry their epinephrine auto-injector with them at all times. However, it is recognized that age and/or developmental concerns for individual students will need to be considered by the superintendent of schools and principal in consultation with the parent(s)/guardian(s).

### *Allergens*

For the purpose of this policy, allergens are any substance or condition that can bring on an allergic reaction leading to a life-threatening allergic reaction known as anaphylaxis.

### *Anaphylaxis*

Anaphylaxis is a serious allergic reaction that is rapid in onset and may cause death.

### *Anaphylactic Reaction*

Signs and symptoms of anaphylaxis can occur within minutes of exposure to an allergen. In rarer cases, the time frame can vary up to several hours after exposure. The ways symptoms appear can vary from person to person and from episode to episode in the same person.

Symptoms of anaphylaxis generally include two or more of the following body systems: skin, respiratory, gastrointestinal and/or cardiovascular. However, low blood pressure alone, in the absence of other symptoms, can also represent anaphylaxis.

- **Skin** - hives, swelling (face, lips, tongue), itching, warmth, redness;
- **Respiratory (breathing)** - coughing, wheezing, shortness of breath, chest pain or tightness, throat tightness, hoarse voice, nasal congestion or hay fever-like symptoms (runny, itchy nose and watery eyes, sneezing), trouble swallowing;
- **Gastrointestinal (stomach)** - nausea, pain or cramps, vomiting, diarrhea;
- **Cardiovascular (heart)** - paler than normal skin colour/blue colour, weak pulse, passing out, dizziness or lightheadedness, shock;
- **Other:** anxiety, sense of doom (the feeling that something bad is about to happen), headache, uterine cramps, metallic taste.

### *Epinephrine Auto-injector*

A medical device that is used to deliver a pre-measured dose (or doses) of epinephrine.

### *Epinephrine*

Epinephrine is a synthetic version of the hormone adrenaline that is used in the treatment of anaphylaxis and life-threatening asthma attacks. A second dose of epinephrine may be administered as early as 5 minutes after the first dose if there is no improvement in symptoms.

## **Responsibilities**

*The Director of Education shall:*

- allocate staff and resources to support the Anaphylactic Reactions procedure.

*Associate Directors and Superintendents of Education shall:*

- support the implementation of the Anaphylactic Reactions procedure at each school; and
- ensure all staff members are trained annually.

*Principals shall:*

- communicate the Anaphylactic Reactions procedure as outlined in the [Anaphylactic Reactions Communication Protocol for Principals](#);
- ask parent(s)/guardian(s) to inform the school about all known allergies and to identify if their child is at risk of anaphylaxis;
- encourage the entire school community to assist in managing exposure to identified allergens, by:
  - periodically communicating identified allergies and avoidance strategies, as outlined in [Best Practices for Avoiding Anaphylactic Reactions](#), and
  - sending home [letter to parents/guardians](#) informing them of known severe allergens and avoidance strategies, if applicable;
- provide annual in-service training at the beginning of the school year for all school staff in;
  - anaphylaxis prevention,
  - recognition of allergic reactions and appropriate responses,
  - proactive communication of a caring and safe environment,
  - Board policy and procedure related to students at risk of anaphylaxis, and
  - use and location of epinephrine auto-injectors;
- invite before and after school program staff and volunteers to the annual in-service training;
- at the time of registration and again at the beginning of each school year;
  - ensure all staff members are made aware of students with anaphylaxis and the location of their epinephrine auto-injector;
  - ensure occasional staff members and volunteers are informed of any students with anaphylaxis, and
  - provide Student Transportation Services and cafeteria food service providers with a current copy of the [Anaphylactic Reactions Protocol](#) form;
- if no back-up epinephrine auto-injectors have been provided, purchase back-up stock epinephrine auto-injector(s) using school funds to store in a designated area;
- if an anaphylactic reaction occurs and no epinephrine auto-injector is available for the student, ensure that either another student's back-up epinephrine auto-injector or a school-purchased auto-injector is used, and replace the auto-injector using school funds as soon as possible;
- **if parents/guardians inform the school that their child is at risk for anaphylaxis:**
  - ensure that an [Anaphylactic Reactions Protocol](#) form is completed and updated annually;
  - ensure that parent(s)/guardian(s) are aware that any staff member may administer epinephrine and signed authorization for a staff member to administer an epinephrine auto-injector is **not** required, and
  - ask parent(s)/guardian(s) to provide at least one *in-date epinephrine* auto-injector to the school;
    - in cases of financial difficulty, encourage parent(s)/guardian(s) to contact [Food Allergy Canada](#) for support to purchase the epinephrine auto-injector;
    - ensure that any epinephrine auto-injector carried by a student is prescribed by a registered physician, nurse practitioner or allergist;
    - additionally, encourage parents to provide a second epinephrine auto-injector to the school,

- when a second epinephrine auto-injector is provided, store it in an accessible location known to all staff along with documentation as outlined in the [Anaphylactic Reactions Protocol](#) form, and
- where it is age and/or developmentally appropriate, ensure the student keeps one epinephrine auto-injector with them at all times,
- maintain open communication with parent(s)/guardian(s), staff members and students;
- encourage the student to wear medical identification, e.g. MedicAlert® bracelet or necklace; and
- maintain a file for each anaphylactic student outlining;
  - their allergies,
  - current treatment,
  - instructions from the student's registered physician or nurse practitioner, if provided,
  - a current emergency contact list, and
  - strategies to support the student;
- ensure staff members bring epinephrine auto-injectors on field trips, as required;
- meet with the parent(s)/guardian(s) when necessary, to discuss;
  - the student's level of responsibility,
  - the consequences of not having the epinephrine auto-injector close to the child,
  - an alternate plan that will allow efficient response, if it is determined that it is in the best interest of the child not to carry the epinephrine auto-injector,
  - if parent(s)/guardian(s) refuse to allow their child to carry the epinephrine auto-injector at school, include a notation in the student's Emergency Response/Action Plan,
- if parent(s)/guardian(s) refuse to provide the school with an epinephrine auto-injector and refuse to allow the student to carry an epinephrine auto-injector,
  - send a letter to the student's parents/guardians outlining the risk to their child;
  - suggest the parent(s)/guardian(s) contact Food Allergy Canada to discuss the refusal,
  - seek permission of parent(s)/guardian(s) to discuss the refusal with the registered physician or nurse practitioner,
  - invite a public health nurse to discuss the refusal with the child's parent(s)/guardian(s),
  - consult with the Superintendent of Schools regarding next steps, and
  - use professional judgment to determine whether or not to contact the Children's Aid Society, if necessary;
- if attempts to resolve non-compliance persist;
  - send a letter including a non-compliance waiver to the student's parent(s)/guardian(s) outlining the risk to their child and have the waiver signed and returned to the school,
  - ensure the letter provided to parents includes a disclaimer for the Board;
  - identify individual students at risk of anaphylaxis to all school staff each September;
  - post this information in common staff areas; and
  - inform teachers and others who have contact with this student that they will not be carrying their epinephrine auto-injector; and
- **if a student is experiencing an anaphylactic reaction**, ensure appropriate action is taken as outlined.

*All staff members shall:*

- annually participate in training for anaphylactic reactions, and review the Anaphylactic Reactions procedure and [Best Practices for Avoiding Anaphylactic Reactions](#);
- if a student is experiencing an anaphylactic reaction, take appropriate action as outlined;
- practice allergen avoidance measures within the school, at school or work-related events and out-of-school or workplace activities following the [Best Practices for Avoiding Anaphylactic Reactions](#);
- communicate health or safety concerns to an administrator or supervisor; and
- inform their supervisor of their own potentially life-threatening allergies.

*Teachers shall:*

- if asked, meet with the parent(s)/guardian(s) of a student with anaphylaxis to discuss and record;
  - the student's needs, and
  - the school procedure in case of emergency and the Anaphylactic Reactions Protocol;
- ensure that epinephrine auto-injectors and the student's [Anaphylactic Reactions Protocol](#) form are taken on excursions and/or activities;
- communicate to students and staff members about how to help avoid allergens and reduce risks; and
- ensure that occasional staff in the classroom are aware of students at risk of anaphylaxis by including the [Anaphylactic Reactions Protocol](#) form and emergency procedures in daily plans.

*Outdoor Education Centre staff members and teachers planning remote field trips shall:*

- when students have potentially life-threatening allergies, ensure awareness of the estimated time to reach the nearest hospital or medical facility; and
- provide school staff members with the availability of two-way communication.

*Student Transportation Services (STS) shall:*

- ensure that the current [Anaphylactic Reactions Protocol](#) form is available on file in the STS office, in the appropriate service provider's dispatch office, and in the appropriate school vehicle(s);
- require the service provider to ensure all regular and substitute drivers who transport students with anaphylaxis have received training, including, but not limited to, recognition of symptoms of anaphylactic reactions, proper administration of epinephrine auto-injector, and how to contact emergency services;
- ensure that service providers have developed an emergency plan to respond to anaphylactic reactions;
- work with the principal and the service provider to assign a specific seat to a student with anaphylaxis, if required; and
- advise bus drivers to enforce the no food or beverage consumption rule on school buses.

*Cafeteria Food Service Provider (Secondary Schools) shall:*

- ensure that the current [Anaphylaxis Reactions Protocol](#) form is available on file in their office;
- ensure that all personnel are trained to reduce the risk of cross-contamination through purchasing, handling, preparation and serving of food;
- ensure that the contents of all foods served in school cafeterias and brought in for special events are clearly identified; and
- participate in the school's anaphylaxis training on how to recognize the symptoms of an anaphylactic reaction and how to respond.

*Parent(s)/guardian(s) shall:*

- inform the school of any known allergies and if their child is at risk of anaphylaxis by completing the [Anaphylactic Reactions Protocol](#) form upon registration and each September;
- call the school to schedule a meeting to discuss their child's [Anaphylactic Reactions Protocol](#) form if they choose;
- provide the school with at least one in-date epinephrine auto-injector, and preferably two, to be used in the event of an anaphylactic reaction;
- ensure that their child, where age and/or developmentally appropriate, carries the epinephrine auto-injector with him/her at all times;
- replace the epinephrine auto-injectors before the listed expiry date;
- sign the waiver if they choose not to provide the school or their child with an epinephrine auto-injector;

- consider providing their child with medical identification, e.g. MedicAlert® bracelet or necklace; encourage the child to practice allergen avoidance measures; and
- practice allergen avoidance measures at all times.

*Students shall:*

- carry their epinephrine auto-injectors at all times, where age and/or developmentally appropriate;
- practice allergen avoidance measures;
- refrain from sharing food or items that could include an allergen; and
- alert staff if they believe they have been accidentally exposed to an allergen or have any concerns related to potential allergens..

*The responsibilities above will be assessed based on the student's age and capability to understand their life-threatening condition. Students with special education needs would require additional assistance and advocacy by staff members and parents.*

### **Legislative Context**

Sabrina's Law  
Education Act  
Good Samaritan Act

### **Related Policies and Procedures**

[Respectful Workplace and Learning Environments](#)  
[Equity and Inclusivity](#)  
[Caring and Safe Schools](#)

### **Department**

Education and Community Services

### **History**

Approved January 2006  
(formerly part of Procedure 662, Provision of Health Support Services in School Settings)  
Working Document May 2012, February 2013, December 2015  
Revised May 2008, March 2013  
*Policy Memo Recommendation to Delete 2017 (Subsumed into Policy and Procedure #662.0, Health Supports)*  
Revision drafted May 31, 2017