



GEORGINA PUBLIC LIBRARY BOARD AGENDA

Thursday May 17, 2018
7:00 PM
Keswick 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 1-7

- (1) Minutes of April 2018 Board Meeting
9. Delegations/Speakers
10. Presentations
 - (a) Children Services – Joel Sutherland

11. Consent Agenda

Pages 8 - 21

- 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
- i. Financial Statement – 30 April 2018

12. Communications

- a. CEO Update- Verbal
- b. SOLS Trustee Council Area #5 Report - Verbal
- c. Friends Report - Verbal

13. Old Business

- a. Paul Nicholls' Memorial Room
- b. Update – Library Branch at MURC

14. New Business

- a. Policy Review

Pages 22-27

- i. Peanut Free Policy
- ii. Public Access to Computers Policy (update)

15. Other Business for Which No Notice Has Been Provided

16. Adjournment

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



GEORGINA PUBLIC LIBRARY BOARD MINUTES

Thursday April 19, 2018

7:00 PM

Keswick Branch

1. Call to Order

The meeting was called to order at 7:02 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."

3. Roll Call

The following Board members were present:

Suzette Leeming, Chair
Bobbi Sabatini, Vice Chair
Charlene Biggerstaff, Councillor
Mary Catherine Macaluso
Lori Anderson
Rita Beechey
Gabriel (Sam) Kennedy
Naomi Davison, Regional Councillor (arrived 7:22 p.m.)

The following Board members were absent with notice:

None.

The following staff members were in attendance:

Sandra Dipietrantonio, Committee Services Coordinator
David Harvie, Director of Library Services/CEO
Kate Gibson, Branch Librarian

A minute of silence was observed for the passing of Liz Roach who was a long time member of the Georgina Public Library Board.

4. Chair's Remarks

Jordan Donald has tendered his resignation effective 12 April 2018, and two vacancies for the Georgina Public Library Board will be posted.

5. Introduction of Addendum Items – Item 15 Closed Session

16.1(4) (b) personal matters about an identifiable individual.

6. Approval of the Agenda

Member requested that item 11(a) Monthly Circulation Reports be pulled from the Consent agenda for discussion and will be discussed under Item 12 (e) Communications.

Moved by Mary Catherine Macaluso, Seconded by Councillor Charlene Biggerstaff

RESOLUTION NO. GLB-2018-0018

That the Georgina Public Library Board Agenda of April 19, 2018 be approved as amended.

Carried.

7. Declarations of Pecuniary Interest and General Nature Thereof

None.

8. Adoption of the Past Minutes

(1) Minutes of the meeting held on Thursday February 15, 2018.

Note: March Meeting cancelled due to a lack of quorum.

Moved by Rita Beechey, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2018-0019

Remove "Bobbie" and replace with "Bobbi" throughout the minutes of February 15, 2018.

Carried.

9. Delegations/Speakers

None.

10. Presentations

(a) Collection Development – Kate Gibson, Sutton Branch Librarian

Ms. Kate Gibson presented on the process that is utilized in building and maintaining the Library's collection.

11. Consent Agenda

Pages 7 - 27

- a. Monthly Circulation Reports – February & March 2018
- b. Monthly Branch Reports – February & March 2018
- c. Website Statistics – February & March 2018
- d. 2018 Work Plan Report – April 2018
- e. Correspondence: 2018 Ontario Provincial Budget

Moved by Lori Anderson, Seconded by Mary Catherine Macaluso

RESOLUTION NO. GLB-2020

That item 11. Consent Agenda be received as presented.

- a. Monthly Circulation Reports – February & March 2018
- b. Monthly Branch Reports – February & March 2018
- c. Website Statistics – February & March 2018
- d. 2018 Work Plan Report – April 2018
- e. Correspondence: 2018 Ontario Provincial Budget

Carried.

12. Communications

A brief presentation and plaque was given to Jordan Donald for all his contributions and support that he made on the Georgina Public Library Board. The Board members all wished Jordan well in his future endeavors.

- a. Financial Statements – 28 February 2018 & 29 March 2018

David Harvie, Director of Library Services/CEO went through the financial categories line by line, members agreed to the new financial statement format but asked if the Municipal and Provincial grants could be broken down. In the future, the financial statements will be added into the consent agenda.

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

RESOLUTION NO. GLB-2018-0021

That the Georgina Public Library Board receive the Financial Statements dated 28 February 2018 & 29 March 2018.

Carried.

b. CEO Update - Verbal

David wanted to express his gratitude to his staff members at all the libraries for their dedication on coming into work on the inclement weather that took place on the weekend of April 14 allowing the branches to remain open for regular business hours.

He also extended his praise for the hard work of Joel Sutherland and all staff involved in the Fanfest 3, saying that it was a huge success with about 1,300 attendees, which was more people than last year.

David also reminded the members about the Bat house workshop and that it is moving ahead very well. The Shades of Hope will be doing a small presentation. Becky Stark, Pepperlaw Branch Librarian, was able to reach out to a local carpenter to provide pre-cut wood, and David Harvie wanted to express his thanks and good job done to Becky and all staff involved for organizing this event.

c. SOLS Trustee Council Area #5 Report – Verbal

The SOLS meeting was cancelled due to inclement weather. The meeting has been re-scheduled for May 12, 2018, same place and time.

d. Friends Report – Verbal

The Friends meeting was cancelled due to inclement weather and will meet on their next scheduled day and time. Bobbi Sabatini did confirm eight teams for the "Grate Groan-Up" Spelling Bee Contest.

e. Georgina Public Library Usage Statistics -2018

Moved Bobbi Sabatini, Seconded by Rita Beechey

RESOLUTION NO. GLB-2018-0022

Question arose as to why the page seven data did not match the page eight

data, David Harvie explained it was due to missing data and in future he will make side notes of any discrepancies to avoid confusion.

Carried.

13. Old Business

a. Paul Nicholls' Memorial Room

David Harvie will prepare the wording for the naming of the room.

b. Report – MPP Meeting – 2 March 2018

Brief discussion took place amongst the members.

c. Library Branch at MURC

Moved by Gabriel (Sam) Kennedy, Seconded Lori Anderson

RESOLUTION NO. GLB-2018-0023

David Harvie provided the background history on the MURC, after some lengthy discussion the members agreed that they would not be recommending anything less than 10, 0000 square feet of library space. David will be writing a report to Council on suggested recommendations and the need for the space. Once a draft copy is completed himself and the Chair will review it prior to submitting it to Council.

Carried.

14. New Business

a. Policy Review

i. Staff Code of Conduct Policy

Moved by Councillor Charlene Biggerstaff, Second by Regional Councillor Naomi Davison.

RESOLUTION NO. GLB-2018-0024

That Item 14.(a)(i) Staff Code of Conduct Policy be adopted as presented.

Carried.

ii. Invigilation of Examinations

Moved by Rita Beechey, Mary Catherine Macaluso

RESOLUTION NO. GLB-2018-0025

That Item 14(a)(ii) Invigilation of Examinations be adopted as presented.

Carried.

iii. Use of Election Purposes

Moved by Gabriel (Sam) Kennedy, Seconded by Lori Anderson

RESOLUTION NO. GLB-2018-0026

That Item 14(a)(iii) Use of Election Purposes be adopted as presented.

Carried.

15. Other Business for Which No Notice Has Been Provided

Moved by Councillor Charlene Biggerstaff, Seconded by Gabriel (Sam) Kennedy

RESOLUTION NO. GLB-2018-0027

That the Georgina Public Library Board move into Closed Session.

Carried.

Moved by Gabriel (Sam) Kennedy, Seconded by Councillor Charlene Biggerstaff

RESOLUTION NO. GLB-2018-0028

That the Georgina Library Board reconvene from Closed Session at 9:19 p.m. and reported out on matters discussed which was in regards to updating the board on a personal identifiable individual concerning financial matters.

16. Adjournment 9:23 p.m.

Moved by Naomi Davison, Regional Councillor, Second by, Rita Beechey

RESOLUTION NO. GLB-2018-0029

That the Georgina Public Library Board April 19, 2018 meeting adjourn at 9:23 p.m.

Carried.

17. Next Meeting: Thursday, May 17, 2018

Time: 7:00 p.m. – Keswick Branch

Sandra Dipietrantonio,
Committee Services Coordinator

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	19,631
Pefferlaw	1,744		1	10	176		30	1,960
Sutton	6,623		5	23	577		112	7,335
CYS			45	846	515			1,361
e-Branch	3,477	13,221				37,316		54,014
TOTAL	25,467	13,221	60	914	3,594	37,316	3,789	84,301

February

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	City Services	Total Library Uses
Keswick	12,810		16	287	2,298		1,861	17,256
Pefferlaw	1,704		3	22	153		89	1,968
Sutton	6,636	5,087	6	49	645		508	12,925
CYS			47	837	396			1,233
e-Branch	3,067	11,613				33,480		48,160
TOTAL	24,217	16,700	72	1,195	3,492	33,480	2,458	81,542

March

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	City Services	Total Library Uses
Keswick	14,797	2,984	16	240	2,541		2,250	22,812
Pefferlaw	1,847	764	3	33	244		129	3,017
Sutton	6,982	6,350	9	49	749		618	14,748
CYS			21	823	677			1,500
e-Branch	3,403	13,701	28	72		37,610		54,786
TOTAL	27,029	23,799	77	1,217	4,211	37,610	2,997	96,863

April

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	City Services	Total Library Uses
Keswick	15,353	9,499	15	188	2,440		2,183	29,663
Pefferlaw	1,693	1,689	3	70	234		112	3,798
Sutton	7,908	6,368	7	37	647		477	15,437
CYS			35	2,025	641			2,666
e-Branch	3,263	4,337	51	128		24,694		32,422
TOTAL	28,217	21,893	111	2,448	3,962	24,694	2,772	83,986

NOTES: * York Info numbers not yet reported for April; usually approximately 10,000, which is why Database Searches look low

2018 TOTAL

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	City Services	Total Library Uses
Keswick	56,583	12,483	56	750	9,605		9,941	89,362
Pefferlaw	6,988	2,453	10	135	807		360	10,743
Sutton	28,149	17,805	27	158	2,618		1,715	50,445
CYS			148	4,531	2,229			6,760
e-Branch	13,210	42,872	79	200		133,100		189,382
TOTAL	104,930	75,613	320	5,774	15,259	133,100	12,016	346,692

NOTES: Traffic Counters installed in Keswick - March 21st; Pefferlaw - March 20
Lynda.com soft launch March 7, hard launch March 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
TOTALS	56,583	28,149	6,988	13,696	105,416		
Averages	14,146	7,037	1,747	3,424	26,364	14,169	

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 slals
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	13,160	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	
TOTALS	177,016	73,536	22,342	33,587	306,094		1% increase over previous year
Averages	14,751	6,128	1,862	2,789	25,508	14,024	

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	
TOTALS	173,310	69,512	19,840	42,580	305,242		
Averages	14,443	5,793	1,653	3,548	25,437	14,431	

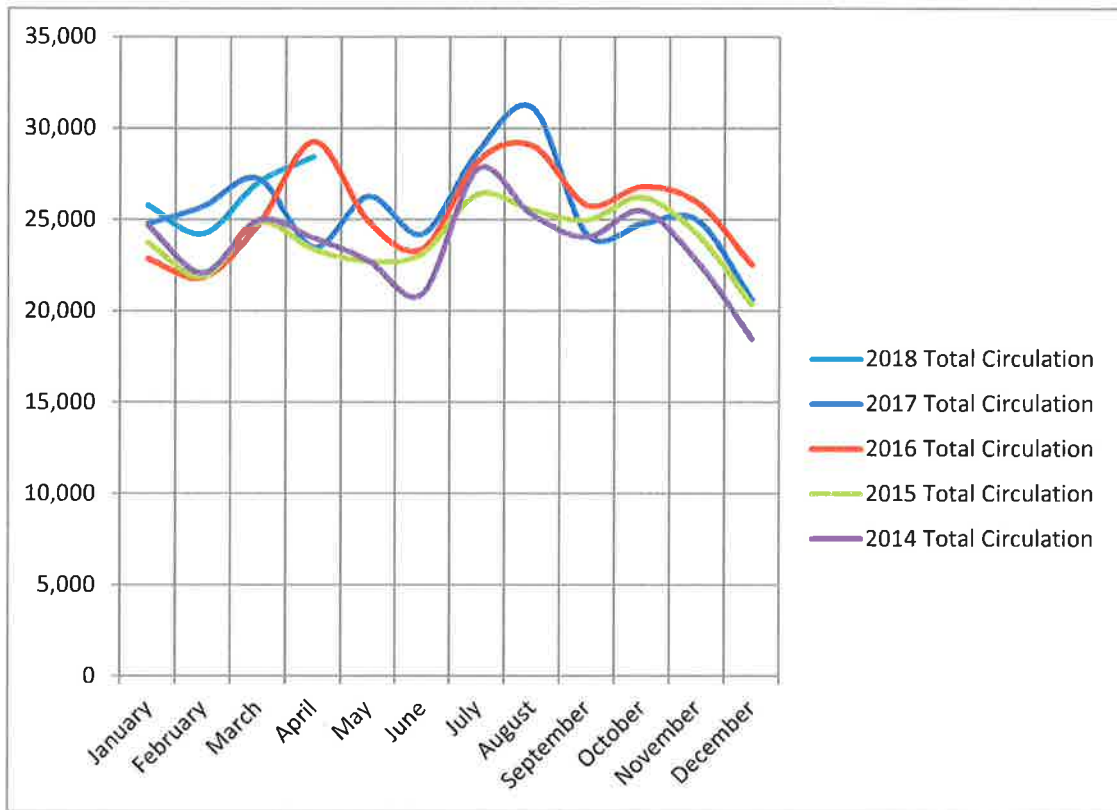
2015

Date	Keswick	Sutton	Pefferlaw	E-Books	Total	Active Members	Notes
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	
TOTALS	148,018	81,324	19,967	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
January	12,776	7,851	1,737	2,307	24,671	15,064	
February	11,548	6,671	1,503	2,366	22,088	15,022	
March	13,365	7,627	1,728	2,251	24,971	14,992	
April	12,279	7,704	1,830	2,176	23,989	14,917	
May	11,470	7,133	1,880	2,274	22,757	14,952	
June	11,512	5,816	1,673	1,946	20,947	14,974	
July	16,491	7,368	2,198	1,693	27,750	15,105	
August	14,469	7,011	2,086	1,701	25,267	15,010	
September	12,956	7,306	1,535	2,256	24,053	15,043	
October	13,313	8,195	1,691	2,275	25,474	15,047	
November	12,018	7,214	1,415	2,057	22,704	15,018	
December	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	

2014 - 18 Annual Total Circulation By Month Comparison



Peter Gzowski Branch Report

April 2018

Community Connections

- Community Action Plan for Children began its weekly Welcome to Kindergarten program for future students of St. Bernadette's and Black River, in partnership with GPL.
- Kate proctored two exams (April 12th and 20th) for two local Queen's University students.
- Kate hosted a Grade 4-5 class (April 4th) from Black River P.S. for a demonstration of Kids InfoBits for homework help and ComicsPlus Library Edition for literacy.

Spaces

- Georgina Arts Centre and Gallery hung an exhibit by Clare D'Aurore entitled Ma Pomme.

People and Leadership

- April 16, Jenn Day began her temporary position as Library Technician Multiuse.
- April 17, Kate attended the monthly Directors, Managers and Supervisors meeting.
- April 18, Kate and Joel conducted interviews for the Summer Reading Club Assistant position.
- April 19, Kate participated in the 1st Certificate in Leadership Excellence session through the town.

Programs (Adult)

Peter Gzowski (Sutton) Branch		
Date	Program Name	Participants
Saturdays, March 7,14,21 and 28	Purls & Chains	22
Thursday, April 12	Book Club	5
Sunday, March 29	Wordsmiths	6
Sunday, March 25	Scrabble	4

Technology

The branch received its new Activator/Deactivator for the Circulation Desk.

Highlight

Our people counters tallied **6,368 visits to the library** in March. **2,590** customers came through our school entrance and the schools have borrowed **12,247** since the beginning of the school year (Sep. 5- Apr.30).

Prepared by:

K. Gibson, Peter Gzowski Branch Librarian, May 2, 2018

Community Connections

- Becky reached out to the President of the Pefferlaw Lions Club, Don Philp, to introduce herself and see about attending an upcoming meeting. Don invited her to attend the May 7 meeting, to give a brief presentation to the group about the library, and collect some feedback about how the library could expand their offerings to the community.

Spaces

- The shifting of the collection that was started in April is almost complete. Junior fiction and non-fiction are now with the rest of the children's collection, and the YA collection has moved into the small room at the back of the library. The Adult Talking Books have moved to the low shelving near the public computers, to be closer to the rest of the multi-media collection. Patrons and staff have responded well to the change.
- In the early hours of Saturday April 21, unknown individuals broke into the branch via a rear window. During this incident, a wall and a storage cabinet were damaged, and an iPad was stolen. Police were called and an investigation is on-going.

People and Leadership

- Karen Brohm has been away on medical leave since April 4. With the length of absence being undetermined, we have decided to post a position for a temporary Library Assistant. The posting closes May 8, and we are hoping that this person will start the position on Tuesday May 15.

Collections and Programs

- A patron expressed approval for the display of new books on our digital bulletin board on April 18, during a conversation with staff. In referring to a new book that she had just picked up from the Holds shelf, she said "I saw it up on the screen there and had [*the staff*] order it in for me."
- Despite the distraction of the break-in on April 21, our Bat Chat and Bat House Builders workshop went extremely well. The Bat Chat was well-attended, and patrons were very engaged, asking many questions and actually extending the expected time of the presentation. For the Builders workshop, we had a very full room buzzing with happy families, and everyone went home pleased with their finished projects. Thanks again to Buchner Manufacturing for donating all the wood and the screws for our bat houses, as well as their time and energy cutting out the wood pieces for us ahead of time and assembling them into little kits. A thank you card for Buchner was signed by many of the attendees and given to their representative at the end of the day.



- The Tax Clinic that was scheduled for Saturday April 28 unfortunately was cancelled, as the volunteer accountant offering the service had an unexpected family emergency and was not able to attend.

Adult Programs

Pefferlaw Branch		
Date	Program Name	Participants
Thu. April 5	Book Club	5
Sat. April 21	Bat Chat	25
Sat. April 21	Bat House Builders Workshop	40

Technology

- We will soon be replacing the iPad that was stolen during the break-in.

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

Keswick Library Branch Report

April 2018

Community Connections

- Ward 2 Councillor Dan Fellini, Fire Chief Ron Jenkins, Dave Reddon (Director of Corporate Services/Deputy CAO), and Shawn Nastke (Head of Corporate Service Delivery Excellence) toured the Keswick Library as part of Senior Management Field Days , a new Town initiative. Valerie Stevens (Keswick Branch Librarian) hosted, providing a tour of the facility and answering questions about the valuable community services provided by the Library.
- iCount, a York Region program to survey street-involved people, conducted surveys at the Keswick Library on April 17 & 18.
- David Harvie, Val Stevens, Joel Sutherland, Becky Stark, and Ruth Berry hosted the Lynda.com launch to Town staff in Council Chambers at the Civic Centre on April 20. More than 50 people attended, including CAO Winanne Grant, Mayor Margaret Quirk, Board Chair Suzette Leeming, and Board Trustee Lori, as well as people from across many Town departments. We registered or renewed lapsed library memberships for 39 people.
- Ruth Berry (eServices Technician) attended the Georgina Technical Advisory Group meeting on April 24. This group is working to create a strategic plan for the Town IT department.

Spaces

- Nothing to report.

People and Leadership

- Jennifer Day (Keswick Library Assistant) was hired into the temporary position of Library Technician at the Peter Gzowski Branch.
- Val Stevens and Becky Stark (Pefferlaw Branch Librarian) conducted interviews for Casual Library Clerks. Jennifer Murray and Caterina Giambattista have been hired and will start training on May 4.
- Val Stevens attended Day 1 of training for the Town of Georgina's new Certificate in Leadership Excellence program on April 12.
- Val Stevens attended the Ontario Library Consortium AGM on April 27.

Collections & Programs (Adult)

Keswick Branch		
Date	Program Name	Participants
April 5	ESL conversation circle	6
April 5	Knitting group	12
April 10	Book Club	9
April 12	ESL conversation circle	5
April 12	Knitting group	15
April 18	Cedarvale pop-up library	9
April 19	ESL conversation circle	4
April 19	Knitting group	11

April 25	Movie for Hilltop	8
April 26	Alzheimer Society talk: Brain Health	10
April 26	ESL conversation circle	8
April 26	Knitting group	17
April 27	Job Skills: computer outreach	3
April 29	Ojibwe language program	6
Various	One on one tech help (eServices technician)	65
	Total:	188

Technology

- Nothing to report.

Highlight:

A new Deaf patron come in to the Keswick Library and was very excited to meet Jillian Lemmond (Circulation Coordinator) who can communicate in American Sign Language (ASL).

Submitted by: Valerie Stevens
Keswick Branch Librarian
May 7, 2018

My Dashboard

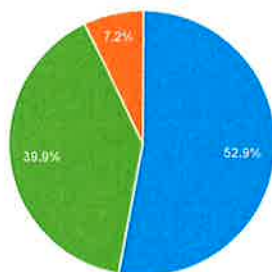
Apr 1, 2018 - Apr 30, 2018
Compare to: Mar 1, 2018 - Mar 31, 2018

All Users
+0.00% Sessions

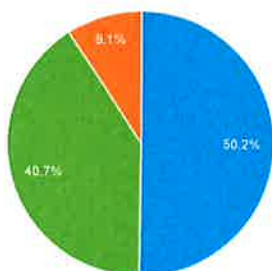
Visits by Traffic Type

direct organic referral
(not set)

Apr 1, 2018 - Apr 30, 2018

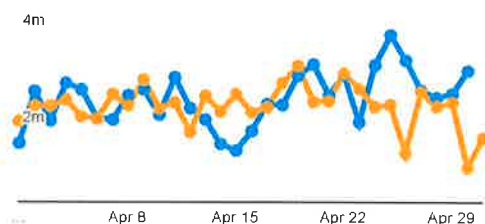


Mar 1, 2018 - Mar 31, 2018



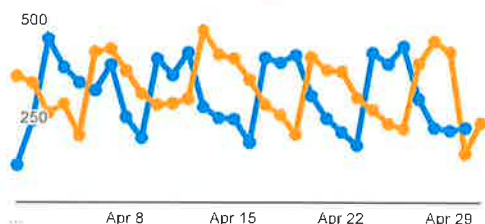
Avg. Visit Duration

Apr 1, 2018 - Apr 30, 2018: Avg. Session Duration
Mar 1, 2018 - Mar 31, 2018: Avg. Session Duration



Visits

Apr 1, 2018 - Apr 30, 2018: Sessions
Mar 1, 2018 - Mar 31, 2018: Sessions



Visits and Avg. Visit Duration by Co...

Country	Sessions	Avg. Session Duration
Canada		
Apr 1, 2018 - Apr 30, 2018	8,096	00:02:13
Mar 1, 2018 - Mar 31, 2018	8,899	00:02:02
% Change	-9.02%	8.87%
United States		
Apr 1, 2018 - Apr 30, 2018	57	00:01:01
Mar 1, 2018 - Mar 31, 2018	77	00:00:30
% Change	-25.97%	100.46%
China		
Apr 1, 2018 - Apr 30, 2018	15	00:00:29
Mar 1, 2018 - Mar 31, 2018	17	00:00:00
% Change	-11.76%	100.00%
South Korea		
Apr 1, 2018 - Apr 30, 2018	7	00:00:02
Mar 1, 2018 - Mar 31, 2018	9	00:00:03
% Change	-22.22%	-35.71%
United Kingdom		
Apr 1, 2018 - Apr 30, 2018	6	00:00:12
Mar 1, 2018 - Mar 31, 2018	7	00:00:32
% Change	-14.29%	-61.46%

Visits and Pageviews by Mobile

Mobile (Including Tablet)	Sessions	Pageviews
No		
Apr 1, 2018 - Apr 30, 2018	4,711	8,779
Mar 1, 2018 - Mar 31, 2018	5,061	8,993
% Change	-6.92%	-2.38%
Yes		
Apr 1, 2018 - Apr 30, 2018	3,541	5,158
Mar 1, 2018 - Mar 31, 2018	4,013	5,935
% Change	-11.76%	-13.09%

Bounce Rate

Apr 1, 2018 - Apr 30, 2018

56.92%

Avg for View: 56.92% (0.00%)

Mar 1, 2018 - Mar 31, 2018

57.95%

Avg for View: 57.95% (0.00%)

% New Visits

Apr 1, 2018 - Apr 30, 2018

46.67%

Avg for View: 46.67% (0.00%)

Mar 1, 2018 - Mar 31, 2018

45.97%

Avg for View: 45.97% (0.00%)

Pageviews

Apr 1, 2018 - Apr 30, 2018

13,937

% of Total: 100.00% (13,937)

Mar 1, 2018 - Mar 31, 2018

14,928

Visits

Apr 1, 2018 - Apr 30, 2018

8,252

% of Total: 100.00% (8,252)

Mar 1, 2018 - Mar 31, 2018

9,074

% of Total: 100.00% (9,074)



% of Total: 100.00% (14,928)



Pages/Visit

Apr 1, 2018 - Apr 30, 2018

1.69

Avg for View: 1.69 (0.00%)



May 1, 2018 - Mar 31, 2018

1.65

Avg for View: 1.65 (0.00%)



Avg. Visit Duration

Apr 1, 2018 - Apr 30, 2018

00:02:12

Avg for View: 00:02:12 (0.00%)



May 1, 2018 - Mar 31, 2018

00:02:01

Avg for View: 00:02:01 (0.00%)



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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	Not Started	First steps will involve developing and issuing a tender document thru Town Purchasing Dept.
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	Done	5 additional hours added to Pefferlaw Branch Librarian's position.
Summer Reading Club Student	J. Sutherland	Q2	Q3	In Progress	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	In Progress	Promoted at Discover Georgina Show
Library Furniture	J. Sutherland	Q1	Q3	In Progress	Children's furniture in Keswick received. Book cart for Pefferlaw received.
Pefferlaw TV	J. Sutherland	Q1	Q3	In Progress	Awaiting Installation at Branch.
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.

**Ministry of Tourism,
Culture and Sport**

Minister

9th Floor, Hearst Block
900 Bay Street
Toronto, ON M7A 2E1
Tel: 416 326-9326

**Ministère du Tourisme,
de la Culture et du Sport**

Ministre

9^e étage, édifice Hearst
900, rue Bay
Toronto (Ontario) M7A 2E1
Tél. : 416 326-9326



May 4, 2018

Dear partners,

This morning I announced that our government has committed to [improving access to digital services](#) and ensure that people stay connected at public libraries in towns, cities and First Nation communities across the province.

To improve access to technology and digital information, the 2018 Budget committed \$28 million over three years to create a province-wide digital public library. The digital public library would be a virtual hub providing all people in Ontario, including those living in rural, First Nation and remote communities, with direct access to high-quality digital content such as eBooks, audiobooks, research databases, learning resources and special collections.

In addition, we are investing \$51 million over three years to public library operating funding, including First Nation public libraries.

These investments build on the Ontario [Culture Strategy](#) commitments to build the capacity of libraries serving rural and remote communities, improve supports for First Nation libraries and support public libraries as essential spaces for access to cultural experiences, technology, and community life. They will also help ensure libraries across Ontario can respond to the needs of their communities with innovative services and help develop the talent and skills of people in Ontario.

To see highlights from today's announcement, I encourage you to visit our pages on [Facebook](#) and [Twitter](#) and consider sharing these posts with your community.

With kind regards,

A handwritten signature in black ink, reading 'Daiene Vernile'. The signature is written in a cursive, flowing style.

Daiene Vernile
Minister of Tourism, Culture and Sport

Georgina Public Library

Financial Statement 30 April 2018

	2018 Actuals	2018 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	759,719	2,302,180	1,542,461	33%	33%	Pro-rated
Provincial Grants	20,658	62,600	41,942	33%	33%	Pro-rated
Misc Grants	8,000	9,240	1,240	87%	33%	Actuals
School Board Revenue	19,305	58,500	39,195	33%	33%	Pro-rated
Donations	3,721	1,800	(1,921)	207%	33%	Donations in Memory of M. Scott, K.Foch Dotation
Fines	6,923	27,100	20,177	26%	33%	
Misc Fees	668	3,100	2,432	22%	33%	PRESTO Commission, Exam Proctoring
Photocopying Fees	2,101	8,500	6,399	25%	33%	
Program Registrations	1,800	4,200	2,400	43%	33%	
Book Sale	399	2,400	2,001	17%	33%	
Room Rentals	2,003	4,100	2,098	49%	33%	
Provision from Reserve	6,501	19,700	13,199	33%	33%	Development Charges Pro-rated
Total Revenues	831,798	2,503,420	1,671,622	33%	33%	
Expenses						
Salaries & Benefits	493,713	1,716,800	1,223,087	29%	33%	
Library Board	920	4,800	3,880	19%	33%	Actual YTD
Library Operations	88,147	345,870	257,723	25%	33%	
Training	6,219	18,800	12,581	33%	33%	
Collections	85,214	198,850	113,636	43%	33%	E-Resources Annual Licences Renewals Paid in Q1
Telecommunications	6,970	15,700	8,730	44%	33%	
Misc	354	2,100	1,746	17%	33%	
Contribution to Reserve	66,165	200,500	134,335	33%	33%	Contributions Pro-rated
Total Expenses	747,702	2,503,420	1,755,718	30%	33%	
Net	84,096	-	(84,096)			

Georgina Public Library Board Policy Manual

Policy Title: Peanut Free Policy

Intent

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

Regulations

1. Georgina Public Libraries will not knowingly serve any snacks or refreshments containing peanut ingredients at Library sponsored programs or events.
2. As public open spaces, the Library cannot guarantee that patrons using our facilities will be 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



Peanut Free Policy

Georgina Public Libraries

In view of the severe allergic reactions of those in our community with peanut allergies, the Georgina Public Libraries will not serve any snacks or refreshments containing peanut ingredients at Library sponsored programs or events.

As public open spaces, we cannot guarantee that patrons using the facilities will be peanut free. However, we request that all library users respect this health and safety policy and refrain from bringing peanut products into the Libraries.

3/22/05MB

Georgina Public Library Board Policy Manual

Policy Title: Public Access to Computers and Internet Services

Intent

The primary function of Georgina Public Library is to provide access to information within or outside our Library system. Basic to the Library's goal is the "Statement of the Intellectual Rights of the Individual" adopted by the Ontario Library Association (1985). The Internet enables library users to electronically access information resources beyond the confines of the Library's collections. It facilitates access to ideas, information, and commentary from around the world. The Library provides free unfiltered high speed Internet access on public computers and WiFi access as an extension of information services.

Regulations

1. A valid Georgina Public Library card is required; out-of-town visitors may request a guest pass.
2. Computer sessions are one half-hour long, with the option to extend if demand allows.
3. Extended computer sessions can be arranged in advance with Library staff for exceptional circumstances, such as online exams or completing lengthy official documents.
4. Not all sources on the Internet provide accurate, complete, or current information. The information consumer is responsible for evaluating the suitability of all retrieved information for his or her own purposes.
5. The Library does not monitor or have any control over or responsibility for the content of the information accessed remotely through the internet.
6. Library staff has no obligation to assist in the accessing of illegal/offensive materials and disclaims all responsibility for material accessed by patrons.
7. Public Internet activity must comply with Canada's Anti-Spam Legislation.
8. Parents /guardians are responsible for their children's access to the internet and are encouraged to be active partners with their children in their exploration of the Internet.
9. Children under 10 years of age must be accompanied by a parent/guardian when using the Library computers.
10. Children under 16 years of age must have a permission form signed by their parent/guardian on file before being allowed unsupervised access to the Internet computers. Permission will be noted on minor patron records by the designation of "juvenile+" for children up to age 12, or

Georgina Public Library Board Policy Manual

- “teen”, for children ages 13 to 15. Parents have the right to rescind computer access for their children under the age of 16, or to ask that their child aged 13-15 remain as a “juvenile+” until the age of 16.
11. Unsupervised access is open to all patrons 16 years of age and older. Patrons who are 16 or 17 years of age have a “teen” designation, changing to “adult” after their 18th birthday.
 12. “Juvenile+” patrons have access to the children’s computers only. “Teen” and “adult” patrons have access to the adult computers only.
 13. Use of library cards is non-transferable. Failure to comply will result in blocked access.
 14. Visitors to Georgina are permitted to use computers/WiFi on a courtesy basis in accordance with other usage policies and restrictions.
 15. Patrons are reminded that they are using a public service in a public place. Inappropriate use of the Internet or failure to comply with Library policies and procedures will result in loss of computer privileges for up to 90 days, or permanently for repeat offenses. Inappropriate use includes: hacking/spamming; viewing or disseminating offensive/illegal material, including but not limited to hate literature, harassment, discriminatory remarks and other anti-social behavior; tampering with settings or equipment; illegal downloading/installing programs. Library staff are the sole arbitrators of inappropriate use.
 16. Director/Managers/Supervisors have the authority to block access to computer/Internet services in situations of abuse or disregard of policies.
 17. Privacy: The Library uses software to record Internet traffic for statistical purposes, and remote access software for diagnostic and troubleshooting purposes. No attempt is made to link any information accessed to personal identities of individuals. For concerns about privacy, contact the Director/CEO of Library Services or a Branch Librarian.
 18. The Library disclaims any liability or responsibility arising from access to, or use of, information obtained through the Internet, or any consequences thereof. Furthermore, the Library disclaims any responsibility for any corruption or damage to patron computer files/discs/USB drives sustained while using the Library public use computers. If a personal device must be accessed, be advised that it is at the patron’s own risk.
 19. Copyright: certain copying or distribution of material found on the Internet may infringe on the copyright laws of Canada. The Library disclaims any liability or responsibility for such infringements by patrons.
 20. Patrons are responsible for any charges incurred on the Internet, including printing, and are reminded that personal information should not be given out over the Internet unless on a secured site. For security purposes, it is imperative that patrons log off of confidential sites before leaving the computer.

Georgina Public Library Board Policy Manual

21. The Library provides accessible computers with specialized hardware and software at our Keswick and Peter Gzowski (Sutton) Branches. These computers are intended for the use of patrons who require the accessibility features they provide. Patrons are not required to provide proof of their accessibility requirements. Accessible computers are booked in one-half (1/2) hour increments in accordance with regulation 2 (above).
22. Library WiFi is open access for all. Use of personal laptops/devices and access to the Library's wireless network is at the user's risk. The Library will not be responsible for any compromised information or loss through use of its wireless or Ethernet access, including but not limited to electrical surges, disruption to wireless service, or loss/damage/theft of the wireless device.
23. Printing **is available from wireless devices at our Keswick and Peter Gzowski (Sutton) Branches.**
24. Staff assistance is not available to troubleshoot technical laptop issues.
25. **This Public Access to Computers and Internet Services policy applies equally to patrons using personal laptop computers and/or devices making use of library WiFi services or Ethernet connection within the library.**

Attachments:

Parental Computer Use Permission Form

POLICY HISTORY:	
Initial Draft	November 22, 2006
Draft Presentation Review	December 7, 2006
Board Presentation:	February 15, 2007
Board Adoption:	February 15, 2007
Review & amended:	October 23, 2014
	March 17, 2016
	May 17, 2018



Last Name: _____

Year of Birth: _____

Parental Computer Use Permission Form

Parents, please return this form to Library Staff (preferably in person)

A full *Public Access to Computers and Internet Services Policy* is available on the policies page of the Library website at www.georginalibrary.ca or upon request. For questions about the policy, please contact your local branch.

All children under the age of 16 require parent/guardian permission to use Library computers (written or verbal).

I, _____ (parent/guardian), give permission to
_____ (child 15 years or younger) to use computers with unfiltered and unsupervised Internet service at Georgina Public Library. I am aware of the *Public Access to Computers and Internet Services Policy*, and accept full responsibility for my child's use of the Internet. Failure to abide by Library policies will result in the blocking of computer privileges.

Parents/Guardians have the right to withdraw permission at any time by contacting the Library. We encourage parents to be active participants in their child's exploration and use of the Internet.

Children under 10 are not permitted in the library without a parent/guardian present.

Signature of parent/guardian: _____

Child's Birthdate: _____
(Day /Month/Year)

Please note: In accordance with privacy legislation, this form is shredded once the child reaches the age of 16 years.