GEORGINA PUBLIC LIBRARY BOARD
AGENDA

Thursday August 16, 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 July 2018 Board Meeting

9.   Delegations/Speakers

10.   Presentations

11.   Consent Agenda

        Pages 8-20
        a. Monthly Library Statistics – July 2018
        b. Website Statistics – July 2018
        c. Monthly Branch Reports – July 2018
        d. 2018 Work Plan Report – August 2018 Update
        e. Financial Statement – 31 July 2018

12.   Communications

        a. CEO Report
        b. Friends Report – Verbal

13.   Old Business

14.   New Business

     a.   Policy Review
               Pages 21-23
               Report – Overall Library Board Policy Review
               Pages 24-29
     b.   Board Self-Evaluation
     c.   Advocacy – 2018 Municipal Elections

15.   Other Business for Which No Notice Has Been Provided

16.   Adjournment

17.   Next Meeting – September 20 @ 7:00 p.m. @ Pefferlaw Branch.

GEORGINA PUBLIC LIBRARY BOARD

MINUTES

Thursday 19 July 2018
7:00PM
Sutton Branch

1.   Call to Order

The meeting was called to order at 7:00pm

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
Lori Anderson
Mary Catherine Macaluso
Rita Beechey
Gabriel (Sam) Kennedy
Naomi Davison, Regional Councillor

The following Board member was absent with notice:

Charlene Biggerstaff, Councillor

The following staff members were in attendance:

Desiree Coates, Corporate Services Clerk
David Harvie, Director of Library Services/CEO

Rob Wheater, Town Treasurer

3. Chair's Remarks

4. Introduction of Addendum Items

None

5. Approval of the Agenda

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

RESOLUTION NO. GLB-2018-0041

That the Georgina Library Board Agenda of July 19, 2018 be approved as presented.

Carried.

6. Declarations of Pecuniary Interest and General Nature Thereof

None

7. Adoption of the Past Minutes

Minutes of June 21, 2018 Board Meeting

Moved by Naomi Davison, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2018-0042

That the minutes of June 21, 2018 be approved as presented.

Carried.

8. Delegations/Speakers

Mr. Rob Wheater, Treasurer, Town of Georgina
Transfer of the Library Facility Repair & Replacement Reserve-Report CS-2018-0026 – 27 June 2018

Mr. Rob Wheater was present to seek the Library Board's approval to transfer the Library's Facility Repair & Replacement reserve from the Library to the Town's Consolidated Building Reserve. Details were provided through Report No CS-2018-0026 which was presented to council on June

business hubs; meeting spaces; areas for small businesses; crafting rooms; media labs; Makerspaces; bright open spaces; wood finishing; lower accessible shelving; courtyards and reading gardens.

10. Consent Agenda

   a. Monthly Library Statistics – June 2018
   b. Website Statistics–June 2018
   c. Monthly Branch Reports – June 2018
   d. 2018 Work Plan Report–June 2018
   e. Financial Statement – 31 June 2018

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

   RESOLUTION NO. GLB-2018-0044

   That the Consent Agenda be received as presented.

   Carried.

12. Communications

   a. CEO Update - Verbal

      Community Connections
      • The Library RFP for the Branding and Marketing Strategy closes July 26th. 19 firms have shown interest to date.
      • The Library will have a booth at the Sutton Fair to promote library services to the community.
      People & Leadership
      • Library students-Laura Flanagan, Grace Croome and Natalie Roberts will be working at the Keswick Branch. Liam Douglas and Tori Payne will be working in Pefferlaw. Abigail LeBlanc and Sarah Burns will be in Sutton.
      Collection & Programs
      • Amber Rogers resigned her position as Summer Reading Program Student on July 4th. Kaitlyn Lyons, the part-time Summer Reading Program Student and other staff will fill the vacancy.
      • The Keswick Branch manager was approached by two patrons about starting up a Mah Jongg Club at the Library. The Library will offer its support.
      • David Harvie and Joel Sutherland met with Jacquie Hermans, Program Coordinator for 360 Kids about holding an information session at the Keswick Branch in the fall about NightStop, a program that provides a bed and safe space for young people in moments of crisis. They are looking for volunteers in Georgina with a spare room

in their homes to act as hosts on a night by night basis.
- Music at the Library will be held July 20th at 7:00pm at the Keswick Branch. The Friends of the Library Event will feature *Lucky Charms Band* with Special Guest Joe Connors.

b. F r i e n d s Report– Verbal

Ms. Bobbi Sabatini, President of the Friends, reported that the *Music in the Streets* was very successful. Over 200 buttons were made using the button making machines.

The Friends will be supporting the following "asks" from the Library:

i.   Prizes for the adult reading program in Pefferlaw
ii.   Author visit (Jeremiah Brown)
iii. Fridge with a freezer for the Sutton Branch

Ms. Sabatini also provided information on upcoming events:
Music at the Library – July 21st at Keswick branch - $10
Sutton Fair Spelling Bee
Victorian Tea Party – October 21st
Harvest Festival – have been approached to attend.

She also reported that the Friends have recruited a new member who is a resident of Keswick

Suzette encourages people to visit the Friends of the Library meetings.

c. Patron Feedback

i.   Social Media – Re: Evacuation Comments

The CEO mentioned feedback regarding staff's response to the recent evacuation of the Keswick branch due to an ammonia leak at the Ice Palace. Staff were praised by parents and residents for their quick action.

ii.   Sutton Branch – Patron Feedback

The CEO presented a hand written note from a patron complimenting Sutton branch staff.

13. Old Business

   a. MURC Branch Update
      i. Report on MURC Branch Space Requirements.

      The CEO presented a report on the Library's vision for the MURC Branch
      and space requirements needed. The report detailed each activity, the
      standard for the activity, quantity needed and total space required.

      Trustee Naomi Davison requested they look at the possibly putting in a
      family bathroom.

14. New Business

   a. Policy Review

      i. Nut Free Policy Report

      At the June 2018 Library Board Meeting, the revised draft of the Library's
      Nut-Free Policy was reviewed. Due to some concern it was decided to
      consult other libraries, seek legal advice, and request a risk assessment for
      the Town's insurance provider. Most other libraries do not have a nut-free
      policy. The Board decided it was an operational rather than governance
      issue.

      It was recommended that the current Nut-Free policy be removed and that
      the Library CEO create operational guidelines in regards to the non-use of
      nuts or nut products in the Library.

      Moved by Rita Beechey, Seconded by Mary Catherin Macaluso

      RESOLUTION NO. GLB-2018-0045

      That the Nut-Free policy be rescinded and an operational guideline be
      created.

      Carried.

      ii. Library Procurement Policy

         The CEO explained the Town's new procurement (purchasing) policy
         will come into effect on October 1, 2018. This policy does not include
         the Georgina Public Library. He presented a draft Library Procurement
         Policy for the Board's review and approval. The Library draft policy
         closely mirrored the Town's policy and should go into effect in
         conjunction with the Town's new policy.

Motion to adopt the Georgina Public Library Procurement Policy

Moved by Bobbi Sabatini, Seconded by Lori Anderson

RESOLUTION NO GLB-2018-0046

That the Georgina Library Board adopts the proposed Library Procurement Policy and that the policy goes into effect on October 1st 2018.

Carried.

15. Other Business for Which No Notice Has Been Provided

Regional Councillor Naomi Davison reminded of a few community events happening this Saturday July 21st; De La Salle – Accessibility Improvements and Plaque unveiling for Danny Wheeler; Release of the Fountain in Sutton; Camel Races in Egypt.

16. Adjournment

Moved by Mary Catherine Macaluso, Seconded by Lori Anderson

RESOLUTION NO. GLB-2018-0047

That the Georgina Public Library Board July 19, 2018 meeting adjourn at 8:55pm.

17. Next Meeting –August 16 @7:00p.m. @ Keswick Branch

_____
Desirée Coates,
Acting 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	Notes
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	Notes
Keswick	12,790		16	287	2,298		1,861	**17,236**	
Pefferlaw	1,704		3	22	153		89	**1,968**	
Sutton	6,636	5,087	6	49	645		508	**12,925**	New security gates with counters installed
CYS			47	837	396			**1,233**	
e-Branch	3,067	11,615				33,492		**48,174**	
TOTAL	**24,197**	**16,702**	**72**	**1,195**	**3,492**	**33,492**	**2,458**	**81,536**	

March

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	City Services	Total Library Uses	Notes
Keswick	15,334	2,984	16	240	2,541		2,250	**23,349**	Traffic Counters installed in Keswick - March 21
Pefferlaw	1,945	764	3	33	262		129	**3,133**	Traffic Counters installed in Pefferlaw - March 20
Sutton	7,228	6,350	9	49	749		618	**14,994**	
CYS			21	823	677			**1,500**	
e-Branch	3,403	13,704	28	72		37,618		**54,797**	Lynda.com soft launch March 7
TOTAL	**27,910**	**23,802**	**77**	**1,217**	**4,229**	**37,618**	**2,997**	**97,773**	

April

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	City Services	Total Library Uses	Notes
Keswick	15,337	9,499	15	188	2,440		2,183	**29,647**	In-House Circulation Stats added as of April to all Branch Circulation Stats
Pefferlaw	1,693	1,689	3	70	234		112	**3,798**	
Sutton	8,071	6,368	7	37	647		477	**15,600**	
CYS			35	2,025	641			**2,666**	
e-Branch	3,263	4,337	51	128		36,848		**44,576**	Lynda.com hard launch April 20
TOTAL	**28,364**	**21,893**	**111**	**2,448**	**3,962**	**36,848**	**2,772**	**96,287**	

May

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	City Services	Total Library Uses	Notes
Keswick	15,033	9,647	16	164	2,189		3,940	**30,973**	
Pefferlaw	1,810	2,304	2	10	300		230	**4,654**	
Sutton	8,579	7,947	9	59	683		730	**17,998**	
CYS			41	909	535			**1,444**	
e-Branch	3,152	12,306	84	145		34,869		**50,472**	
TOTAL	**28,574**	**32,204**	**152**	**1,287**	**3,707**	**34,869**	**4,900**	**105,541**	

June

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	City Services	Total Library Uses	Notes
Keswick	16,858	9,553	14	114	2,242		2,659	**31,426**	
Pefferlaw	1,957	2,086	1	8	249		479	**4,779**	
Sutton	6,690	5,862	8	49	653		953	**14,207**	
CYS			32	4,594	534			**5,128**	
e-Branch	3,013	11,867	32	55		33,069		**48,004**	
TOTAL	**28,518**	**29,368**	**87**	**4,820**	**3,678**	**33,069**	**4,091**	**103,544**	

July

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	City Services	Total Library Uses	Notes
Keswick	21,939	9,637	10	104	2,202		3,317	**37,199**	
Pefferlaw	2,485	1,983	2	13	295		576	**5,352**	
Sutton	6,374	2,351	6	26	840		835	**10,426**	
CYS			51	1,077	781			**1,858**	
e-Branch	3,796	13,340	42	96		26,010		**43,242**	
TOTAL	**34,594**	**27,311**	**111**	**1,316**	**4,118**	**26,010**	**4,728**	**98,077**	

2018 TOTAL

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	City Services	Total Library Uses
Keswick	110,914	41,320	96	1,132	16,238		19,857	**189,461**
Pefferlaw	13,338	8,826	15	166	1,669		1,645	**25,644**
Sutton	50,201	33,965	50	292	4,794		4,233	**93,485**
CYS			272	11,111	4,079			**15,190**
e-Branch	23,171	80,390	237	496		239,222		**343,279**
TOTAL	**197,624**	**164,501**	**670**	**13,197**	**26,780**	**239,222**	**25,735**	**667,059**

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	
June	14,452	5,638	1,952	3,013	25,055	14,905	
July	21,939	6,374	2,485	3,796	34,594	15,169	
TOTALS	**108,130**	**48,860**	**13,235**	**23,657**	**193,882**		
Averages	**14,146**	**7,037**	**1,747**	**3,424**	**26,354**	**14,373**	

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	
TOTALS	**177,016**	**73,536**	**22,342**	**33,587**	**306,094**		**1% increase over previous year**
Averages	**14,751**	**6,128**	**1,862**	**2,799**	**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	2767	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**	**19,957**	**38,006**	**287,305**		
Averages	**12,335**	**6,777**	**1,663**	**3,167**	**23,942**	**14,808**	

2014 - 18 Annual Total Circulation By Month Comparison
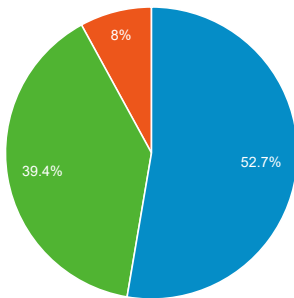
www.georginalibrary.ca
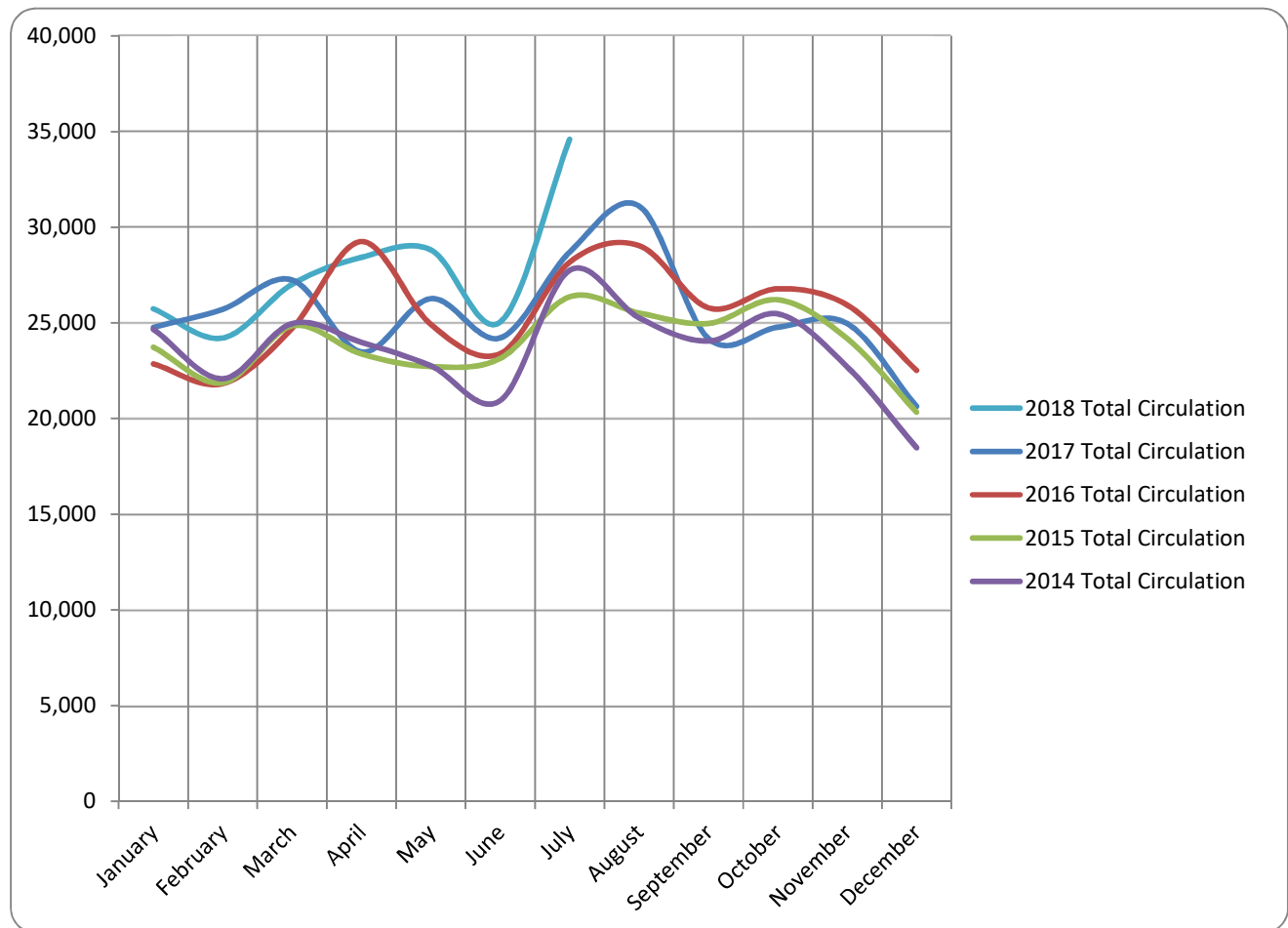
My Dashboard

Jul 1, 2018 - Jul 31, 2018
Compare to: Jul 1, 2017 - Jul 31, 2017

All Users
+0.00% Sessions

Visits by Traffic Type

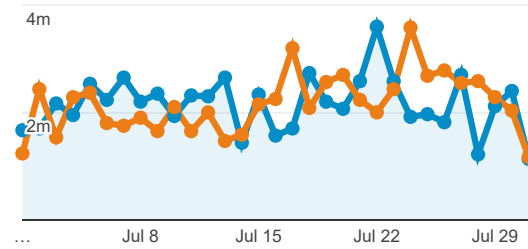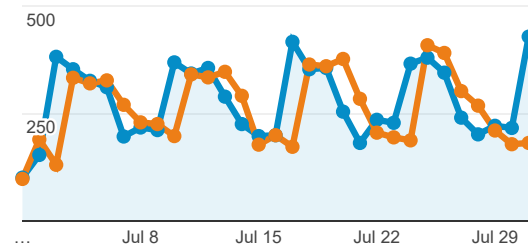■ direct ■ organic ■ referral

Jul 1, 2018 - Jul 31, 2018

- 52.7% direct
- 39.4% organic
- 8% referral

Jul 1, 2017 - Jul 31, 2017

- 52.1% direct
- 37.8% organic
- 10.1% referral
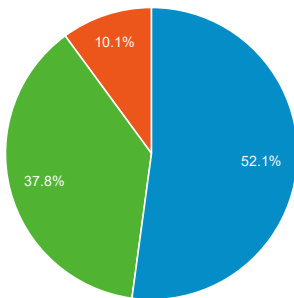
Avg. Visit Duration

Jul 1, 2018 - Jul 31, 2018:	● Avg. Session Duration
Jul 1, 2017 - Jul 31, 2017:	● Avg. Session Duration

Visits

Jul 1, 2018 - Jul 31, 2018:	● Sessions
Jul 1, 2017 - Jul 31, 2017:	● Sessions

Visits and Avg. Visit Duration by Co...

Country	Sessions	Avg. Session Duration
Canada		
Jul 1, 2018 - Jul 31, 2018	8,399	00:02:11
Jul 1, 2017 - Jul 31, 2017	7,931	00:02:13
% Change	**5.90%**	**-1.63%**
United States		
Jul 1, 2018 - Jul 31, 2018	97	00:00:53
Jul 1, 2017 - Jul 31, 2017	68	00:02:03
% Change	**42.65%**	**-57.10%**
France		
Jul 1, 2018 - Jul 31, 2018	41	00:00:03
Jul 1, 2017 - Jul 31, 2017	2	00:00:07
% Change	**1,950.00%**	**-57.84%**
India		
Jul 1, 2018 - Jul 31, 2018	20	00:00:36
Jul 1, 2017 - Jul 31, 2017	5	00:00:00
% Change	**300.00%**	**100.00%**
China		
Jul 1, 2018 - Jul 31, 2018	14	00:00:19
Jul 1, 2017 - Jul 31, 2017	0	00:00:00
% Change	**100.00%**	**100.00%**

Visits and Pageviews by Mobile

Mobile (Including Tablet)	Sessions	Pageviews
No		
Jul 1, 2018 - Jul 31, 2018	4,890	8,927
Jul 1, 2017 - Jul 31, 2017	4,691	8,565
% Change	**4.24%**	**4.23%**
Yes		
Jul 1, 2018 - Jul 31, 2018	3,759	5,684
Jul 1, 2017 - Jul 31, 2017	3,397	5,107
% Change	**10.66%**	**11.30%**

Bounce Rate

Jul 1, 2018 - Jul 31, 2018
57.66%
Avg for View: **57.66% (0.00%)**

Jul 1, 2017 - Jul 31, 2017
58.53%
Avg for View: **58.53% (0.00%)**

% New Visits

Jul 1, 2018 - Jul 31, 2018
48.05%
Avg for View: **48.05% (0.00%)**

Jul 1, 2017 - Jul 31, 2017
44.30%
Avg for View: **44.30% (0.00%)**

Pageviews

Jul 1, 2018 - Jul 31, 2018
14,611
% of Total: **100.00% (14,611)**

Jul 1, 2017 - Jul 31, 2017
13,672

Visits

Jul 1, 2018 - Jul 31, 2018
8,649
% of Total: **100.00% (8,649)**

Jul 1, 2017 - Jul 31, 2017
8,088
% of Total: **100.00% (8,088)**

Avg. Visit Duration

Jul 1, 2018 - Jul 31, 2018
00:02:08
Avg for View: **00:02:08 (0.00%)**

Jul 1, 2017 - Jul 31, 2017
00:02:12
Avg for View: **00:02:12 (0.00%)**

Pages/Visit

Jul 1, 2018 - Jul 31, 2018
1.69
Avg for View: **1.69 (0.00%)**

Jul 1, 2017 - Jul 31, 2017
1.69
Avg for View: **1.69 (0.00%)**

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Keswick Branch Library Report   July 2018

Community Connections

- Ruth Berry (eServices Technician) is participating on Town IT's Technical Advisory Group (TAG) as they develop a Town IT Strategic Plan.
- Valerie Stevens (Keswick Branch Librarian) met with community member Debbie Smrke who is interested in starting a weekly Mahjong group at the Library. If we find enough people interested, Debbie will lead the group with space provided by the Library.

Spaces

- Ice Palace and Keswick Branch was evacuated at approximately 10:45 am on July 5 due to a suspicious odour. This was later confirmed to be an ammonia leak. Georgina Fire Department, York Region Police, and York Region Paramedics were all on-site. A Contractor was called in from Peterborough and repaired the valve. Branch Staff were given clearance to enter the building shortly after 4pm, and re-opened to the public at 4:30pm. Staff did an excellent job evacuating the branch in a calm & efficient manner.
- Fire Alarm system had been showing errors and giving false readings on Friday July 20. Contractors were in the building starting on Monday July 23, upgrading the system; they conducted extensive testing and installation was complete on July 31. Ice Palace staff conducted fire watch patrols every hour while the system was down.

People and Leadership

- Ruth Berry, eServices Technician, participated in Technology Advisory Group (TAG) meetings at the Civic Centre on July 10, 16, and 31.
- Grace Croome, Laura Flanagan, and Natalie Roberts signed their employment offer letters for Library Student positions at the Keswick branch. They will start training in mid-August.
- Val Stevens, Kathy Coates (Unit Chair/Library Assistant), and Beverly McQuaig (Library Clerk) participated in Labour-Management Meeting on July 17.

Collections & Programs (Adult)

Keswick Branch		
Date	Program Name	Participants
July 6	Exam proctoring	1
July 11	Hilltop Movie	8
June 12	ESL conversation circle	4
June 12	Knitting group	9
July 19	Cedarvale pop-up library	5
July 19	ESL conversation circle	4
July 19	Knitting group	12
July 26	ESL conversation circle	4

July 26	Knitting group	9
Various	One on one tech help (eServices technician)	48
	Total:	104

Technology

- Nothing to report.

<div align="right">

Submitted by: Valerie Stevens
Keswick Branch Librarian
August 3, 2018

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Pefferlaw Library Branch Report   **July 2018**

Community Connections
- Nothing new to report.

Spaces
- The gardens in front of the Pefferlaw branch got a much-needed overhaul on Monday July 23, and this included removal of a shrub which was a concern to staff because it was known to be a favourite home for wasps. We will be working with Parks and Recreation staff to have some new plants installed in the coming weeks.
- On July 9 and 10 the Pefferlaw Branch parking lot was re-paved, and new parking stall lines were painted on Monday July 16. Still to come is a sign on a post in front of the new accessible parking space to help make it more visible in the winter, when snow is on the ground.

People and Leadership
- Nothing new to report.

Collections and Programs
- The Adult Summer Reading Challenge (sponsored by the Friends of the Library) has had a slow start, but with some increased publicity via a recent press release and more posters being distributed in Sutton and Keswick, we're hoping that participation for the month of August will be more robust.

Adult Programs

Pefferlaw Branch		
Date	Program Name	Participants
July 7	Book Club Social	4
July 2-31	Adult Summer Reading Challenge	9

Technology
- In the month of July, we had more uses of our Wi-Fi and our Children's computer games than any other month so far this year!

Highlight
- We've had more children register for Summer Reading Club here in Pefferlaw this year than in any other previous year!

Submitted by Becky Stark
Branch Librarian
August 7, 2018

Peter Gzowski Branch Report

July 2018

Spaces

- July 5, Georgina Arts Centre & Gallery hung an exhibit of photographs to celebrate Georgina 200. The black & white images are portraits of people from the community over the years.

Programs (Adult)

Peter Gzowski (Sutton) Branch		
Date	Program Name	Participants
Saturdays, July 7, 14, 21 and 27	Purls & Chains	20
Sunday, July 29	Wordsmiths	2
Sunday, July 29	Scrabble	4

Technology

- The branch replaced its traditional desktop deactivator with two hand-held wands to make the Circulation Desk workflow more efficient.

Highlight

- Our people counters tallied 2,351 in July which is a drop from previous months and confirms the importance of the daily visits from the schools.   Our circulation statistics, however, are up by over 750 items since June so our customers are making excellent use of the collection.

Prepared by:

K. Gibson, Peter Gzowski Branch Librarian, August 7, 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	
Board Self-Assessment	Board Chair	Q3	Q4	In Progress	
Succession Planning & Emergency Preparedness	Board Chair	Q3	Q4	Not Started	
Procurement Policy	D. Harvie	Q2	Q3	Completed	Approved – Implementation: 1 Oct 2018.

Capital Initiatives

Project Name	Project Lead	Start Date	Completion Date	Status	Notes
Marketing & Branding Initiative	D. Harvie	Q1	Q3	In Progress	Selection Panel is reviewing 7 bids.
Sutton Desk - Design & Build	K. Gibson	Q1	Q4	In Progress	Developing background for RFP creation.

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	Q4	In Progress	Job description under development.

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	Completed	All items received and installed.
Pefferlaw TV	J. Sutherland	Q1	Q3	Completed	Installed
Self-Check Upgrades	V. Stevens	Q2	Q3	Completed	Upgrades Completed.
ROI Study	D. Harvie	Q2	Q3	In Progress	Staff is working with OLC to obtain required statistics from library automation software for study.

Georgina Public Library

Financial Statement
31 July 2018

	2018 Actuals	2018 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	1,335,264	2,302,180	966,916	58%	58%	Pro-rated
Provincial Grants	36,308	62,600	26,292	58%	58%	Pro-rated
Misc Grants	8,000	9,240	1,240	87%	58%	Actuals
School Board Revenue	33,930	58,500	24,570	58%	58%	Pro-rated
Donations	16,199	1,800	(14,399)	900%	58%	Spelling Bee Sponsorships & In Memorium Donations
Fines	13,388	27,100	13,712	49%	58%	
Misc Fees	2,387	3,100	713	77%	58%	PRESTO Commission, Exam Proctoring
Photocopying Fees	4,382	8,500	4,118	52%	58%	
Program Registrations	2,802	4,200	1,398	67%	58%	
Book Sale	881	2,400	1,519	37%	58%	
Room Rentals	2,663	4,100	1,438	65%	58%	
Provision from Reserve	11,426	19,700	8,274	58%	58%	Development Charges Pro-rated
Total Revenues	1,467,629	2,503,420	1,035,791	59%	58%	
Expenses						
Salaries & Benefits	905,587	1,716,800	811,213	53%	58%	
Library Board	1,760	4,800	3,040	37%	58%	Actual YTD - to be paid out in December
Library Operations	143,122	345,870	202,748	41%	58%	See Note #1
Training	11,416	18,800	7,384	61%	58%	
Collections	132,460	198,850	66,390	67%	58%	Large Children's Book Order Received.
Telecommunications	11,469	15,700	4,231	73%	58%	
Misc	881	2,100	1,219	42%	58%	
Contribution to Reserve	116,290	200,500	84,210	58%	58%	Contributions Pro-rated.
Total Expenses	1,322,984	2,503,420	1,180,436	53%	58%	
Net	144,645	-	(144,645)			

Note #1:

As in the 2017 Budget, $40,000 was assigned for Cleaning Services by Town Staff. Cleaning Salaries were added to the Salaries Budget, but not removed from the Library Operations Budget. This error was repeated into the 2018 Budget. The Library Operations Budget is therefore reporting out at 41% spent YTD. Taking into account the extra $40,000, Library Operations is actually reporting as 53% spent YTD, and the overall Library Expenses at 54% YTD.

Georgina Public Library

Report to the Library Board

Topic: Overall Library Board Policy Review

Author: D. Harvie, Library Director / CEO

Date: 2 August 2018

Background

The Board's policy review process of the Nut-Free Policy at the July Board meeting suggested that some Board policies may be more operational in nature than governance focused. The CEO was asked to undertake a review of existing Board policies in regards to governance verse operations, conduct a comparison with other public libraries, and provide recommendations.

The Nature of Policy

Policy is the primary tool of governance. It is through policy that the board expresses it philosophy and priorities in a unified and clear message. Policy helps to define the boundaries of governance and management. Unless clear policies exist, the Board and CEO will be confused about their respective roles.

Section 23(4) of the Public Libraries Act gives the board the authority to make policy on use of library services, admission to the library, exclusion of disruptive persons, imposing fines, suspension of library privileges for breaches of rules, regulation of all other matters connected with the management of the library and library property.

Policy Comparison with Other Public Libraries

A quick survey of public library websites shows the number of board policies as follows:

Library Name	# of Policies
Vancouver Public Library	41
Georgina Public Library	36
Brampton Public Library	31
Huntsville Public Library	31
Kawartha Lakes Public Library	31
Hamilton Public Library	30
Barrie Public Library	29

Edmonton Public Library	27
Halifax Public Library	27
Aurora Public Library	25
Clarington Public Library	25
Toronto Public Library	19
Newmarket Public Library	19
Markham Public Library	19
Richmond Hill Public Library	16
Ottawa Public Library	15
Brantford Public Library	15
Kingston Frontenac Public Library	13
Cornwall Public Library	10
Vaughan Public Library	8
New Tecumseth Public Library	4

While there are some local variations with unique policies, there is an identifiable core of shared polices which are typically legally required (e.g. Violence in the workplace, harassment, unattended children, etc.) Georgina has almost twice the number of polices on average as those libraries surveyed, which suggests that it may have too many policies.

Recommendations

Upon reviewing the nature and content of current Georgina policies, it is recommended to rescind 6 policies and merge 2, leaving a total of 29 policies. The rescinded policies would be retained as administrative standard operating procedures or guidelines.

Policy Name	Recommended Action
3D Printer Policy	Rescind and move to Procedures and Operations Manual. Include fees associated with 3D printing in new Fines and Fees Policy.
Accessibility Standards for Customer Service	Retain as Board Policy. (Legal Requirement)
Art Exhibits	Retain as Board Policy
Audio Visual Equipment	Rescind and move to Procedures and Operations Manual. Include fees and fines associated with AV equipment in new Fines and Fees Policy.
Board Members' Code of Conduct	Retain as Board Policy
Board Recognition	Retain as Board Policy
Board Structure Bylaws	Retain as Board Policy
Bulletin Boards and Displays	Retain as Board Policy
Canadian Anti-Spam Legislation	Retain as Board Policy (Legal Requirement)
Children's & Youth Services	Retain as Board Policy
Code of Conduct (Patron)	Retain as Board Policy
Dress Code	Retain as Board Policy for short term and then merge with Staff Code of Conduct Policy during next review cycle.
Financial Policies	Retain with updates.
Fines for Overdue, Damaged or Lost Materials	Merge with Other Rates and Fees Policy to create a new policy.

Rates and Fees	Merge with Fines for Overdue, Damaged or Lost Materials into a new policy.
Fundraising/Sponsorship	Retain as Board Policy
Information Services	Retain as Board Policy
Information Distribution Guidelines	Rescind and move to Procedures and Operations Manual
Invigilation of Examinations	Retain as Board Policy
Library Board Orientation	Rescind.
Loan Renewals	Rescind and move to Procedures and Operations Manual.
Materials Selection	Retain and rename Collection Development Policy.
Membership	Retain as Board Policy
Pets	Rescind and move to Procedures and Operations Manual
Policy Development and Review	Retain as Board Policy
Privacy of Membership Information	Retain as Board Policy
Procurement Policy	Retain as Board Policy
Programming Policy	Retain as Board Policy
Public Access to Computers & Internet Services	Retain as Board Policy
Retention Policy and Schedule for Library and Board Records	Retain as Board Policy (Legal Requirement)
Room Rentals Policy	Retain as Board Policy
Secondary School Student Volunteers	Retain as Board Policy
Supervision of Children	Retain as Board Policy (Legal Requirement)
Use of Library Resources for Election Purposes	Retain as Board Policy (Legal Requirement)
Video Surveillance	Retain as Board Policy (Legal Requirement)
Violence and Harassment Free Workplace	Retain as Board Policy (Legal Requirement)

D.I. Harvie

7 August 2018

Georgina Public Library Board Self-Evaluation

Name_____
        (optional)

For period from 2017 to 2018

Board Self Evaluation Instructions

All board members should answer each question as honestly as possible.

Sections A, B, and C will be compiled and discussed by the whole board. The Library CEO/Director should also complete these sections.

Section D is for your own personal evaluation and is not shared or discussed with the board.

Section E provides valuable feedback to the Chairperson.

Select the response that best reflects your opinion. The rating scale is as follows:

1 - Strongly Disagree
2 – Disagree Somewhat
3 – Neutral or N/A
4 – Agree Somewhat
5 - Strongly Agree

Section A: How Well Has the Board Done Its Job?

Statement	Rating				
	1	2	3	4	5
1. The Georgina Public Library operates with a strategic plan or a set of measurable goals and priorities.					
2. The board's regular meeting agenda items reflect our strategic plan or priorities.					
3. The board has created or reviewed, in this period, some key governance policies.					
4. The board gives direction to the Library CEO/Director on how to achieve the goals by setting, referring to, or revising policies.					
5. The board has identified and reviewed the Library's relationship with each of its key stakeholders.					
6. The board has ensured that the library's accomplishments and challenges have been communicated to key stakeholders.					
7. The board has understood and respected our role in governance and not operations.					

Section B: How Well Has the Board Conducted Itself?

Statement	Rating				
	1	2	3	4	5
1. As board members we are aware of what is expected of us.					
2. The agenda of board meetings are well planned so that we are able to get through all necessary board business.					
3. It seems like most board members come to meetings prepared.					
4. We receive written reports to the board in advance of our meetings.					
5. We all support the decisions we make.					
6. The board assesses its composition and strengths in advance of recruiting new board members.					
7. Our board meetings are always interesting and frequently fun.					

Section C: Board's Relationship with Executive Director

Statement	Rating				
	1	2	3	4	5
1. There is good two-way communication between the board and the executive director.					
2. The board trusts the judgment of the executive director.					
3. The board has discussed and communicated the kinds of information and level of detail it requires from the executive director.					
4. The board has developed formal criteria and a process. for evaluating the executive director.					
5. The board, or a committee of the board, has formally evaluated the executive director within the past 12 months.					
6. The board evaluates the executive director primarily on the accomplishment of the organization's strategic goals and priorities and adherence to policy.					
7. The board provides feedback and shows its appreciation to the executive director on a regular basis.					

Section D: My Performance as an Individual Board Member (*Not shared*)

Statement	Rating				
	1	2	3	4	5
1. I am aware of what is expected of me as a board member.					
2. I have a good record of meeting attendance.					
3. I read the minutes, reports and other materials in advance of our board meetings.					
4. I am familiar with what is in the organization's by-laws and governing policies.					
5. I am encouraged by other board members to express my opinions at board meetings.					
6. I am a good listener at board meetings and rarely engage in side conversations.					
7. I follow through on things I have said I would do.					
8. I maintain the confidentiality of all board decisions.					
9. I support board decisions once they are made even if I do not agree with them.					
10. I promote the work of our organization in the community whenever I had a chance to do so.					

Section E: Feedback to the Chair of the Board *(Optional)*

Statement	Rating				
	1	2	3	4	5
1. The chair is well prepared for board meetings.					
2. The chair helps the board stick to the agenda.					
3. The chair tries hard to ensure that every board member has an opportunity to be heard.					
4. The chair has demonstrates versatility in facilitating board discussions.					
5. The chair knows how to be direct with an individual board member when their behaviour needs to change.					
6. The chair helps the board work well together.					
7. The chair demonstrates good listening skills.					
8. The board supports the chair.					