



## GEORGINA PUBLIC LIBRARY BOARD AGENDA

Thursday September 20, 2018  
7:00 PM  
Pefferlaw 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 the meeting held on Thursday August 16 2018

9. Delegations/Speakers None.
10. Presentations None.
11. Consent Agenda

Pages 6-20

- a. Branch Reports
  - b. Library Statistics
  - c. Website Statistics
  - d. Work Plan Update
  - e. Financial Statement
12. Communications
    - a. CEO Report

- b. Verbal Report
    - Pages 21-23
    - i. GPL Dress Code Policy and Ontario Human Rights Commission
      - Dress Code Checklist for Employers
  - c. Friends Update
13. Old Business
- Pages 24-25
  - a. Policy Review Discussion – Governance vs. Operations
    - Note: A checklist has been provided for completion prior to the meeting for the convenience of Board Members during their policy review.
  - b. Board Self-Evaluation
    - Page 26
    - Note: Board Members are requested to bring their completed surveys to the meeting, for compilation and discussion at the October Board Meeting.
14. New Business
- a. 2019 Business Plan for 2019 Budget – Draft
    - Note: Plan to be distributed at Board Meeting.
  - b. New Policies Review
    - i. Board Self Evaluation Policy – Draft
    - ii. Director/CEO Evaluation Policy - Draft
15. Other Business for Which No Notice Has Been Provided
16. Adjournment
17. Next Meeting – Thursday October 25 @ 7:00 p.m. @ Nicolls Board Room – Keswick Branch.

Library Board Open House – P. Nicolls Board Room – Thursday October 18<sup>th</sup>@7:00 pm – Keswick Branch



## GEORGINA PUBLIC LIBRARY BOARD MINUTES

Thursday August 16, 2018  
7:00 PM  
Keswick 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.”

### 3. Roll Call

The following Board members were present:

Suzette Leeming, Chair  
Rita Beechey  
Charlene Biggerstaff, Councillor  
Mary Catherine Macaluso  
Bobbi Sabatini, Vice Chair  
Naomi Davison, Councillor

The following Board members were absent with notice:

Gabriel (Sam) Kennedy  
Lori Anderson  
Nancy Rodrigues

The following staff members were in attendance:

David Harvie, Director of Library Services/CEO  
Desiree Coates, Corporate Services Clerk  
Kathy Coates, CUPE 905 Representative

### 4. Chair’s Remarks

### 5. Introduction of Addendum Items

None

## 6. Approval of the Agenda

Suzette Leeming asked that item 14(c) Advocacy – 2018 Municipal Elections be removed from agenda

Moved by Bobbi Sabatini, Seconded by Mary Catherine Macaluso

**RESOLUTION NO. GLB-2018-0048**

That the Georgina Library Board Agenda of August 16, 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 July 2018 Board Meeting

Moved by Rita Beechey, Seconded by Bobbi Sabatini

**RESOLUTION NO. GLB-2018-0049**

That the minutes of July 19, 2018 be approved as presented and amended as follows:

- Addition of Kathy Coates, CUPE 905 member as present
- Removed the word design from 9(a)
- Mary Catherine name misspelled in 14(a)

## 9. Delegations/Speakers

None

## 10. Presentations

## 11. Consent Agenda

- 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

Moved by Naomi Davison, Seconded by Mary Catherine Macaluso

**RESOLUTION NO. GLB-2018-0050**

That Item 11. Consent Agenda be received as presented.

- 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

### **Carried**

## 12. Communications

### a. CEO Report

#### Community Connections

- Sutton Fair – Library staff interacted with more than 427 people at the booth. Survey to determine the level of interest in starting a Mah Jongg Club at the Library was conducted.
- Thank you to the Friends of the Library for holding the Annual Sutton Fair Spelling Bee.
- 

#### Spaces

- MURC Project – Evaluation of Proposals is due August 28<sup>th</sup>. Interviews with bidders on August 31<sup>st</sup>. Recommendations to award to Council will be September 12, 2018 Council meeting.

#### People & Leadership

- David Harvie away on vacation (August 17 – 26, 2018). Val Stevens and Kate Gibson have been delegated authority during his absence.

#### Collection & Programs

- ROI Study – Val Stevens has provided input data from the ILS for the ROI formula. Preliminary findings are:
  - The direct tangible benefit to residents in 2017 was \$7,249,898.59.
  - The indirect tangible benefit to residents in 2017 was \$1,372,615.46.
  - Total direct tangible and intangible benefits to Georgina residents in 2017 was estimated to be \$8,622,514.05 (Midpoint) or a Return on Investment (ROI) of 490.7%.
  - For each \$1 given to the library, it generated \$4.91 for our residents.
- Circulation YTD is up 7% over last year

- Active Members is up 8% based on July 2018 count vs 2017 monthly average

C.Biggerstaff – thoroughly impressed with Lynda.com

MC.Macaluso – spoke with a resident who commented that the programs are some of the best, really impressed

b. Friends Report – Verbal

- no meeting
- Sutton fair spelling bee, David and Suzette were judges. 16 kids entered. Kids were still signing up right up to event. A lot of returning children who look forward to the event

13. Old Business

- Pefferlaw Sign for Library - Naomi Davison reported that the sign has been commissioned and is being worked on. The sign is quite significant. Received final approval from region before installing. (Naomi to send picture of sign – to be added to minutes)

14. New Business

a. Policy Review

Report – Overall Library Board Policy Review

David Harvie would like to look at what is operational vs governance? David reviewed all the different policies and discovered that there are 36 policies at the Board. He reviewed other library boards and found some of the larger libraries have fewer policies.

As seen in the report, David is recommending to rescind 6 of these policies and to make them operational and to merge 2. He would also like to have board members review the policies and make a list of the policies to retain and to review this at next meeting.

Charlene Biggerstaff would also like to have the dress code policy looked at by HR as she wasn't certain if we could have such a policy. Direction (Charlene commented on the dress code policy – ask HR to respond to this)

Moved by Bobbi Sabatini , Seconded by Naomi Davison

**RESOLUTION NO. GLB-2018-0051**

That the Board Members review the Library Board policies to rescind 6 and to merge 2 leaving a total of 29 policies. The rescinded policies would be retained as administrative standard operating procedures or guidelines.

**Carried**

b. Board Self-Evaluation

Suzette Leeming introduced the idea of

1. Performance Review for the Library CEO/Director
2. Self-Evaluations of the Library Board members – it was determined that there has never been any evaluation of the Board. The Chair has

created a self-evaluation with the intent to complete once per term. Some Board members felt that once every four years was too long, suggesting maybe halfway through and then at the end. The Chair is asking each Board member to complete the self-evaluation which will be emailed to all. If this could be completed (A,B, C & D) and sent to the Vice Chair in September. The Chair will compile the information and have ready for discussion in October.

Suzette Leeming will prepare a draft policy for the Performance Review of the Library CEO/Director for September meeting. Suzette Leeming also to prepare a draft policy for review of the Library Board Self-Evaluation procedure. An email to be sent to members not present regarding the Self Evaluations process. A reminder email will be sent the week before they are due.

Moved by Rita Beechey, Seconded by Charlene Biggerstaff

**RESOLUTION NO. GLB-2018-0052**

That a draft policy for the Performance Review of the Library CEO/Director be presented as well as a draft policy for a Self-Evaluation for the Library Board members. Board Members to complete a Self-Evaluation and forward to the Vice Chair to compile information for discussion at the October meeting.

**Carried**

15. Other Business for Which No Notice Has Been Provided

Committees and boards were all reviewed.....terms of reference for the GLB "Canadian citizen" is to be added. Term of reference for the GLB is now accurate as per the council meeting from August 15<sup>th</sup>

16. Adjournment

Moved by Mary Catherine , Seconded by Bobbi Sabatini

**RESOLUTION NO. GLB-2018-0053**

That the Georgina Library Board August 16, 2018 meeting adjourn at 8:00pm.

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

# Keswick Library Branch Report

## August 2018

### Community Connections

- Rogers TV filmed in the Library twice this month: once on August 2 for a short segment on activities in Georgina (featuring Library programs and events), and once on August 27 for several upcoming episodes of “That’s My Story”.

### Spaces

- Nothing to report.

### People and Leadership

- Grace Croome, Laura Flanagan, and Natalie Roberts started training for the Library Student positions in mid-August. They started working regular shifts on August 28.
- Library Students Miles Bacuyag, Megan Whitton, and Emily Harford departed for post-secondary education opportunities.
- Kathy Coates (Library Assistant) updated her Interlibrary Loan (ILLO) training with Erin McQuaig (Library Assistant-ILLO). Erin will be on vacation for the month of September, and Kathy will provide some coverage to maintain a basic level of service for the month.
- Valerie Stevens (Keswick Branch Librarian) and Beverly McQuaig (Library Assistant) participated in the JHSC meeting on August 15.

### Collections & Programs (Adult)

Keswick Branch		
Date	Program Name	Participants
August 2	ESL conversation circle	3
August 2	Knitting group	10
August 2	ESL conversation circle	2
August 2	Knitting group	11
August 14	Exam Proctoring	1
August 14	Hilltop Movie	9



August 16	Exam Proctoring	1
August 16	Cedarvale pop-up library	3
August 16	ESL conversation circle	4
August 16	Knitting group	10
August 21	Exam Proctoring	1
August 23	ESL conversation circle	4
August 23	Knitting group	11
August 30	ESL conversation circle	3
August 30	Knitting group	9
Various	One on one tech help (eServices technician)	45
	<b>Total:</b>	<b>127</b>

## Technology

- Bookwand (for activating and deactivating security on Library materials) stopped working in late August. Replacement was already on site, so staff switched to the new wand immediately.

## Highlight:

Compliment from a patron via website feedback form on August 3: *"Happy to be a 'vacation' member! LOVE this place and the friendly staff!"*

**Submitted by: Valerie Stevens**  
**Keswick Branch Librarian**  
**September 10, 2018**

# Pefferlaw Library Branch Report

## August 2018

### Community Connections

- A patron came into Pefferlaw branch to donate a small collection of books on weaving. She spoke with Ms. Stark about the possibility of doing a maker-type program that would showcase arts and crafts skills as well as technology, and shared contact information for some local crafters who might be interested in participating.

### Spaces

- Town staff let us know that a new sign to direct the public to the Pefferlaw Branch is coming very soon! The current sign, located on Pefferlaw Road where it intersects with Pete's Lane, only points out the Lions Hall and does not mention the library. The surface of the sign is also peeling enough to make it difficult to read. The new sign will direct people to the Lions Hall, the library, and the newly-renovated Pefferlaw Ice Pad.

### People and Leadership

- On August 14, Ms. Stark attended a one-hour webinar on how small libraries can do a better job of serving new immigrants. The content will be shared with all Branch Librarians at the next Managers' meeting, and hopefully be incorporated in our future plans to develop our community connections.

### Collections and Programs

- For the first time in more than 10 years, the members of the Pefferlaw Book Club decided to continue meeting through the summer months rather than taking a break for July and August. The group seems to really enjoy each other's company as well as the new crop of books we've been discussing so far this year.
- The Adult Summer Reading Challenge (sponsored by the Friends of the Library) wrapped up on September 2<sup>nd</sup>. While we did see a slight increase in participation during the month of August, overall it was lower than expected. There were a total of 27 entries submitted over the course of the summer, with a small group of dedicated patrons submitting entries regularly. 21 out of the 27 ballots completed included feedback from the participant. Of those 21, when asked to rate their enjoyment of the program on a scale from 1 to 6, responses were as follows:

On a scale of 1=NO! to 6= Totally! Have you enjoyed participating in this program?						
Score	1	2	3	4	5	6
# of responses	0	0	1	2	3	15

In the optional comment section, we received the following comments:

- *“Wish program ran during school year sometime not during day Mon. to Fri.” (in reference to our Read, Play, Learn program for preschoolers)*
- *“Great idea”*
- *One patron wrote an email to Becky with some glowing feedback on the program: “I thought the program was fabulous! I tried a variety of resources that I may have never tried otherwise (i.e. e-books read on my iPad, audio books). I am now hooked on audio books for my drive to and from work.”*

The Grand Prize winner will be announced shortly, and we hope to have a member of the Board and a member of the Friends of the Library help to present the prize.

#### Adult Programs

Pefferlaw Branch		
Date	Program Name	Participants
August 2	Book Club	4
Aug. 1 – Sept. 2	Adult Summer Reading Challenge	18

#### **Technology**

- August was another high-use month for our Wi-Fi and our Children’s computer games, beating our year-high from last month!

**Submitted by Becky Stark  
Branch Librarian  
September 5, 2018**

## Peter Gzowski Branch Report August 2018

### Community Connections

- August 9-12, GPL participated in the 2018 Sutton Agricultural Fair. Over the 4 days, staff interacted with hundreds of people. We handed out free advance reading copies to adults, courtesy of our publishing contacts; we gave fun library buttons to the children. It was great way to market library programs and be visible in the community.

### Spaces

- In partnership with Georgina Arts Centre and Gallery, we continued to exhibit photographs to celebrate Georgina 200.

### People and Leadership

- Sutton said goodbye to two of our Library Students, Allison Hall and Marissa Peters, who are off to university.
- August 22, two new Library Students, Abigail LeBlanc and Sarah Burns, began work.
- August 17, 21 and 24, the core Sutton team participated in a course called Building Understanding.

### Programs (Adult)

Peter Gzowski (Sutton) Branch		
Date	Program Name	Participants
Saturdays, August 4, 11, 18 and 25	Purls & Chains	17
August 9-12	Sutton Fair	427
Sunday, August 26	Wordsmiths	0
Sunday, August 26	Scrabble	5

### Technology

Nothing to report.

## **Highlight**

We saw an increase of customer visits during August. 7,121 people came to the branch this month and, as the school entrance is closed during the summer, it is all through our public entrance.

**Prepared by: K. Gibson  
Peter Gzowski Branch Librarian  
September 5, 2018**

## 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 Programs
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	
August	21,295	6,661	3,006	3,661	34,623	15,383	
<b>TOTALS</b>	<b>129,425</b>	<b>55,521</b>	<b>16,241</b>	<b>27,318</b>	<b>193,882</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>14,373</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>	

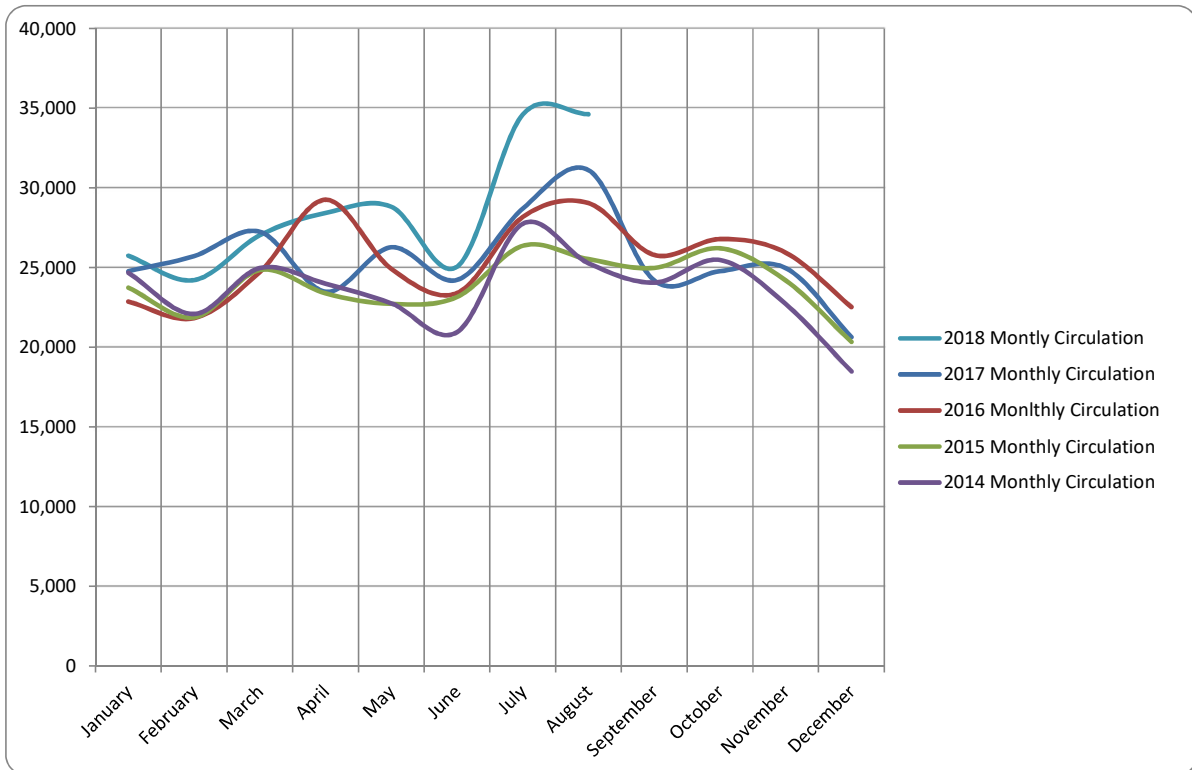
**2016**

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



## 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	<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	Notes
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>	New security gates with counters installed
CYS			47	837	396			<b>1,233</b>	
e-Branch	3,067	11,615				33,492		<b>48,174</b>	
<b>TOTAL</b>	<b>24,197</b>	<b>16,702</b>	<b>72</b>	<b>1,195</b>	<b>3,492</b>	<b>33,492</b>	<b>2,458</b>	<b>81,536</b>	

### 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	<b>23,349</b>	Traffic Counters installed in Keswick - March 21
Pefferlaw	1,945	764	3	33	262		129	<b>3,133</b>	Traffic Counters installed in Pefferlaw - March 20
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	13,704	28	72		37,618		<b>54,797</b>	Lynda.com soft launch March 7
<b>TOTAL</b>	<b>27,910</b>	<b>23,802</b>	<b>77</b>	<b>1,217</b>	<b>4,229</b>	<b>37,618</b>	<b>2,997</b>	<b>97,773</b>	

### 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	<b>29,647</b>	In-House Circulation Stats added as of April to all Branch Circulation Stats
Pefferlaw	1,693	1,689	3	70	234		112	<b>3,798</b>	
Sutton	8,071	6,368	7	37	647		477	<b>15,600</b>	
CYS			35	2,025	641			<b>2,666</b>	
e-Branch	3,263	4,337	51	128		36,848		<b>44,576</b>	Lynda.com hard launch April 20
<b>TOTAL</b>	<b>28,364</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>96,287</b>	



**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	<b>30,973</b>	
Pefferlaw	1,810	2,304	2	10	300		230	<b>4,654</b>	
Sutton	8,579	7,947	9	59	683		730	<b>17,998</b>	
CYS			41	909	535			<b>1,444</b>	
e-Branch	3,152	12,306	84	145		34,869		<b>50,472</b>	
<b>TOTAL</b>	<b>28,574</b>	<b>32,204</b>	<b>152</b>	<b>1,287</b>	<b>3,707</b>	<b>34,869</b>	<b>4,900</b>	<b>105,541</b>	

**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	<b>31,426</b>	
Pefferlaw	1,957	2,086	1	8	249		479	<b>4,779</b>	
Sutton	6,690	5,862	8	49	653		953	<b>14,207</b>	
CYS			32	4,594	534			<b>5,128</b>	
e-Branch	3,013	11,867	32	55		33,069		<b>48,004</b>	
<b>TOTAL</b>	<b>28,518</b>	<b>29,368</b>	<b>87</b>	<b>4,820</b>	<b>3,678</b>	<b>33,069</b>	<b>4,091</b>	<b>103,544</b>	

**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	<b>37,199</b>	
Pefferlaw	2,485	1,983	2	13	295		576	<b>5,352</b>	
Sutton	6,374	2,351	6	26	840		816	<b>10,407</b>	
CYS			51	1,077	781			<b>1,858</b>	
e-Branch	3,796	13,340	42	96		36,688		<b>53,920</b>	
<b>TOTAL</b>	<b>34,594</b>	<b>27,311</b>	<b>111</b>	<b>1,316</b>	<b>4,118</b>	<b>36,688</b>	<b>4,709</b>	<b>108,736</b>	

**August**

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	City Services	Total Library Uses	Notes
Keswick	21,295	3,486	16	127	2,477		3,534	<b>30,919</b>	Keswick Traffic Counter batteries died mid-month
Pefferlaw	3,006	1,844	2	22	346		304	<b>5,522</b>	
Sutton	6,661	7,121	7	449	802		565	<b>15,598</b>	
CYS			57	1,084	693			<b>1,777</b>	
e-Branch	3,661	13,489	32	92		35,817		<b>53,059</b>	
<b>TOTAL</b>	<b>34,623</b>	<b>25,940</b>	<b>114</b>	<b>1,774</b>	<b>4,318</b>	<b>35,817</b>	<b>4,403</b>	<b>106,875</b>	

**2018 TOTAL**

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	City Services	Total Library Uses
Keswick	132,209	44,806	112	1,259	18,715		23,391	<b>220,380</b>
Pefferlaw	16,344	10,670	17	188	2,015		1,949	<b>31,166</b>
Sutton	56,862	41,086	57	741	5,596		4,779	<b>109,064</b>
CYS			329	12,195	4,772			<b>16,967</b>
e-Branch	26,832	93,879	269	588		285,717		<b>407,016</b>
<b>TOTAL</b>	<b>232,247</b>	<b>190,441</b>	<b>784</b>	<b>14,971</b>	<b>31,098</b>	<b>285,717</b>	<b>30,119</b>	<b>784,593</b>

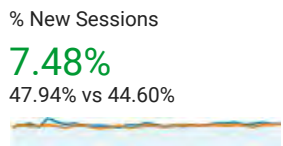
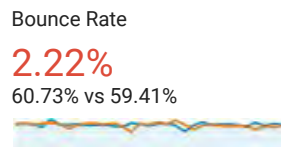
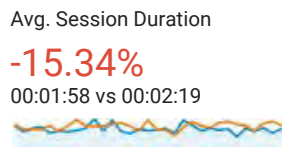
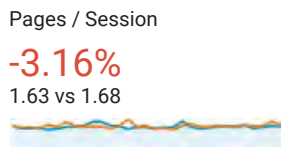
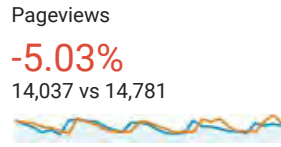
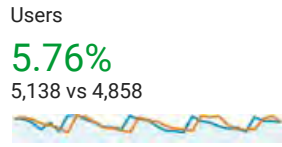
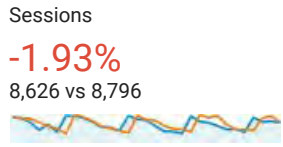
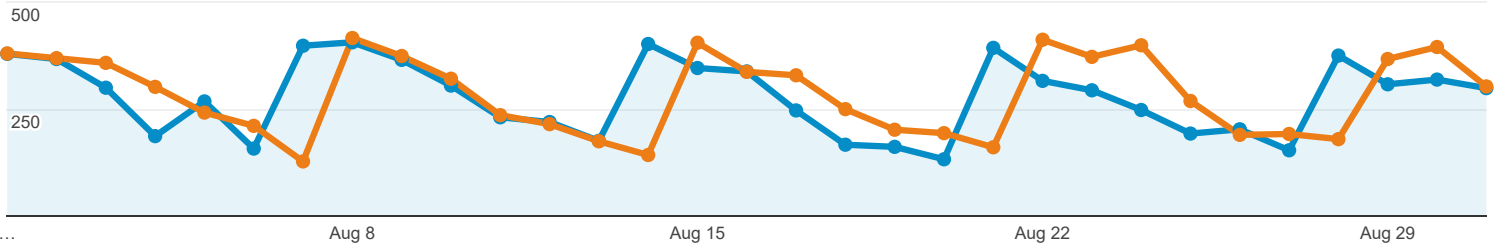
Board Report

All Users  
+0.00% Sessions

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

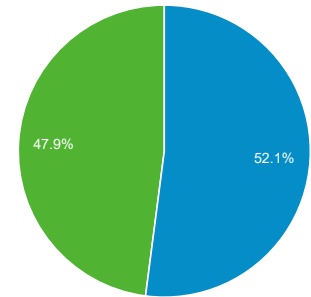
Overview

Aug 1, 2018 - Aug 31, 2018: Sessions  
Aug 1, 2017 - Aug 31, 2017: Sessions

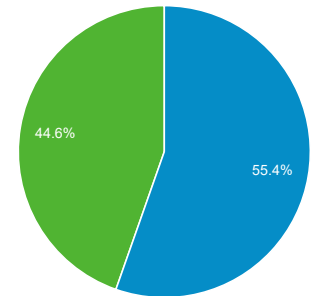


Returning Visitor (blue) New Visitor (green)

Aug 1, 2018 - Aug 31, 2018



Aug 1, 2017 - Aug 31, 2017



City	Sessions	% Sessions
<b>1. Georgina</b>		
Aug 1, 2018 - Aug 31, 2018	6,766	78.44%
Aug 1, 2017 - Aug 31, 2017	7,207	81.93%
<b>% Change</b>	<b>-6.12%</b>	<b>-4.27%</b>
<b>2. Toronto</b>		
Aug 1, 2018 - Aug 31, 2018	539	6.25%
Aug 1, 2017 - Aug 31, 2017	478	5.43%
<b>% Change</b>	<b>12.76%</b>	<b>14.98%</b>
<b>3. Newmarket</b>		
Aug 1, 2018 - Aug 31, 2018	177	2.05%
Aug 1, 2017 - Aug 31, 2017	137	1.56%
<b>% Change</b>	<b>29.20%</b>	<b>31.74%</b>
<b>4. (not set)</b>		
Aug 1, 2018 - Aug 31, 2018	126	1.46%

Aug 1, 2018 - Aug 31, 2018	128	1.40%
Aug 1, 2017 - Aug 31, 2017	28	0.32%
<b>% Change</b>	<b>350.00%</b>	<b>358.87%</b>
<b>5. Kawartha Lakes</b>		
Aug 1, 2018 - Aug 31, 2018	102	1.18%
Aug 1, 2017 - Aug 31, 2017	114	1.30%
<b>% Change</b>	<b>-10.53%</b>	<b>-8.76%</b>
<b>6. Hamilton</b>		
Aug 1, 2018 - Aug 31, 2018	85	0.99%
Aug 1, 2017 - Aug 31, 2017	60	0.68%
<b>% Change</b>	<b>41.67%</b>	<b>44.46%</b>
<b>7. Paris</b>		
Aug 1, 2018 - Aug 31, 2018	77	0.89%
Aug 1, 2017 - Aug 31, 2017	0	0.00%
<b>% Change</b>	<b>100.00%</b>	<b>100.00%</b>
<b>8. Boardman</b>		
Aug 1, 2018 - Aug 31, 2018	55	0.64%
Aug 1, 2017 - Aug 31, 2017	0	0.00%
<b>% Change</b>	<b>100.00%</b>	<b>100.00%</b>
<b>9. Markham</b>		
Aug 1, 2018 - Aug 31, 2018	47	0.54%
Aug 1, 2017 - Aug 31, 2017	53	0.60%
<b>% Change</b>	<b>-11.32%</b>	<b>-9.57%</b>
<b>10. Richmond Hill</b>		
Aug 1, 2018 - Aug 31, 2018	44	0.51%
Aug 1, 2017 - Aug 31, 2017	31	0.35%
<b>% Change</b>	<b>41.94%</b>	<b>44.73%</b>



# 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	Vacant Board position posted by Town – application deadline - Sept 28 <sup>th</sup> .
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	Q4	In Progress	Hardie & Company awarded project.
Sutton Service Counter - 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 with HR for posting.

## 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	Study completed. Planning release to Council and public in October.

## Georgina Public Library

### Financial Statement 31 August 2018

	2018 Actuals	2018 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
<b>Revenue</b>						
Town Grant	1,542,461	2,302,180	759,719	67%	67%	Pro-rated
Provincial Grants	41,942	62,600	20,658	67%	67%	Pro-rated, Provincial Grant Expected in Oct-Nov
Misc Grants	8,000	9,240	1,240	87%	67%	Actuals
School Board Revenue	39,195	58,500	19,305	67%	67%	Pro-rated
Donations	16,439	1,800	(14,639)	913%	67%	Spelling Bee Sponsorships & In Memorium Donations
Fines	15,695	27,100	11,405	58%	67%	
Misc Fees	2,625	3,100	475	85%	67%	PRESTO Commission, Exam Proctoring
Photocopying Fees	5,070	8,500	3,430	60%	67%	
Program Registrations	2,829	4,200	1,371	67%	67%	
Book Sale	1,112	2,400	1,288	46%	67%	
Room Rentals	3,143	4,100	958	77%	67%	
Provision from Reserve	13,199	19,700	6,501	67%	67%	Development Charges Pro-rated
<b>Total Revenues</b>	<b>1,691,709</b>	<b>2,503,420</b>	<b>811,711</b>	<b>68%</b>	<b>67%</b>	
<b>Expenses</b>						
Salaries & Benefits	1,117,214	1,716,800	599,586	65%	67%	
Library Board	2,000	4,800	2,800	42%	67%	Actuals YTD - to be paid out in December
Library Operations	161,212	345,870	184,658	47%	67%	See Note #1
Training	11,416	18,800	7,384	61%	67%	
Collections	140,103	198,850	58,747	70%	67%	
Telecommunications	12,410	15,700	3,290	79%	67%	
Misc	1,053	2,100	1,047	50%	67%	
Contribution to Reserve	134,335	200,500	66,165	67%	67%	Contributions Pro-rated
<b>Total Expenses</b>	<b>1,579,743</b>	<b>2,503,420</b>	<b>923,677</b>	<b>63%</b>	<b>67%</b>	
<b>Net</b>	<b>111,966</b>	<b>-</b>	<b>(111,966)</b>			

#### 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 and this budget line will be \$40,000 underspent.

## Policy Title: HR - Dress Code

### *Intent*

All employees of the Georgina Public Library will be in contact with the citizens of our community, the business people both from within and outside the Town, and other government representatives. It is therefore imperative that employees present themselves in the workplace in a manner which reflects professionalism, and a positive public image. Good public opinion is vital to the success of the Library, and all Library employees are ambassadors of Library services. The Library policy is consistent with the policy of the Town of Georgina.

In an effort to maintain and enhance good public opinion, employees are expected to comply with a reasonable standard of appropriate attire for the workplace, as set out below.

### *Regulations*

1. First and foremost, employees must adhere to all Health and Safety Policies, Guidelines and Regulations. Required safety equipment must be worn, as well as all clothing considered as personal protective equipment. Examples include, but are not limited to, proper, safe, and tidy footwear, appropriate to the job function (closed toe if moving furniture, carts of books etc).
2. Employees are expected to dress suitably and appropriately for their job. Staff must project a professional image at all times and wear proper business casual clothes and footwear. Examples: yoga pants/leggings should only be worn under long tunic tops to at least fingertip length; no blue jeans or sweatshirts/hoodies during public service hours (except for students); other pants should always be neat, tidy and in good condition; necklines should be appropriate to an office environment.
3. It is understood that all attire must be clean, presentable, and worn in a respectable manner. Apparel should not be perceived as detracting from the professionalism which library customers expect from employees.
4. Staff permitted to wear T-shirts and sweatshirts will ensure that such clothing does not entertain any logos, phrases, words or graphics that would be considered offensive or discriminatory to other individuals.
5. Strong fragrances of any sort (perfume, hair spray etc.) should be avoided because of possible allergies among co-workers and members of the public.
6. All staff are issued nametags and are required to wear them when interacting with the public. Manager tags include first and last name and

# Georgina Public Library Board Policy Manual

position; other staff tags include first name and position. Library staff serve the public and the names of staff are not private information. The expectation is that staff names are provided, unless someone has a valid concern for their safety (i.e. a person with a known history of violence or feeling threatened). Staff are expected to safeguard their tags and may be required to pay for a replacement if lost or damaged.

7. In the event of a disagreement of interpretation, the CEO will determine appropriate dress, so long as these determinations are applied in a fair and consistent manner.
8. The Library management realizes that from time to time there may be occasions where staff are required to prepare for or deliver various events/programs, and normal business casual attire would not be appropriate. In these situations the employee should discuss with his/her immediate supervisor what is considered appropriate dress.
9. Non-compliance may result in an employee being sent home to change. In these circumstances the employee will be responsible for making up any lost time.

POLICY HISTORY:	
Initial Draft	Oct 28, 2015
Draft Presentation Review	
Board Presentation:	Dec 17, 2015
Board Adoption:	Dec 17, 2015





Home » [OHRC policy position on sexualized and gender-specific dress codes](#) » [Dress Code checklist for employers](#)

### OHRC policy position on sexualized and gender-specific dress codes

- Sexual harassment & sex discrimination at work
- Eliminating discrimination to advance the human rights of women and transgender people
- **Dress Code checklist for employers**
- Sexualized and gender-specific dress codes: FAQs

### Related e-Learning

- Human Rights 101
- Working Together: The Code and the AODA
- Duty to Accommodate

### Related Resources

- The public inquiry: letters to restaurants
- Re: Sexualized and gender-specific dress codes in restaurants
- OHRC policy position on sexualized and gender-specific dress codes
- Ongoing concerns and solutions

### Related News

- New OHRC report says sexualized dress codes "not on the menu"
- OHRC calls for an end to sexualized workplace dress codes that discriminate
- New policy to protect the human rights of trans people in Ontario
- Sexual Harassment and the Ontario Human Rights Code

## Dress Code checklist for employers






### Removing barriers based on sex and gender

This checklist can help organizations make sure that their dress codes and uniform policies are consistent with Ontario's *Human Rights Code* protections relating to sex and gender, as set out in the OHRC's *Policy position on sexualized and gender-specific dress codes*.

Dress codes/uniform policies should:

1. Allow for a range of dress/uniform options, for all staff in all front-of-house positions.
2. Not require any staff to wear sexualized, revealing or gender-stereotypical clothing.
3. Make sure that all staff can choose from clothing options, including pants, that are comparable in terms of style, comfort, practicality and coverage, regardless of sex or gender.
4. Offer uniform sizes that fit a wide range of body types.
5. Make all dress code options available by default, rather than only offering certain options by request.
6. Not include grooming or appearance rules or expectations for women that are more onerous than those for men, or that are sexualized or based on stereotypical ideas of female attractiveness.
7. Allow for a range of hairstyles, and not require a specific hairstyle unless it is a legitimate requirement of the job (e.g. food preparation).
8. Specify that applicants or interviewees cannot be asked to identify what kind of uniform option they will choose to wear until they have been given an offer of employment.
9. Include processes for handling dress code-related accommodation requests and complaints.
10. Be communicated with and freely available to all staff.

For more information on dress code and other employment-related human rights issues, see *Human Rights at Work 2008 - Third Edition*




# Georgina Public Library Board Policy Manual

## Policy Title: BOARD EVALUATION

Category: Governance

### Intent

The intent of this policy is to provide guidelines to monitor the library board's effectiveness in fulfilling its major responsibilities and achieving strategic goals.

### Regulations

1. The Library Board will evaluate its effectiveness every two years.
2. The Chair is responsible for managing the evaluation process.
3. The evaluation will encompass three areas of evaluation:
  - a. Board effectiveness
  - b. Board conduct
  - c. Board relationship with Director/CEO
  - d. Board member performance (self-evaluation)
  - e. Chair feedback

### Attachments:

- GPL Self Evaluation Form



POLICY HISTORY:	
Initial Draft	August 16, 2018
Draft Presentation Review	September 20, 2018
Board Adoption	
Board Review & Amendment	

# Georgina Public Library Board Policy Manual

## Policy Title: DIRECTOR/CEO EVALUATION

Category: Governance

### Intent

The intent of this policy is to outline the process for the performance review of the Georgina Public Library Director/CEO.

### Regulations

1. An evaluation of the performance of the Director/CEO shall be carried out annually, prior to the anniversary date of employment. An Ad Hoc committee shall be established, comprised of a minimum of the board Chair and Vice Chair.
2. In preparing for the performance review, the Director/CEO shall:
  - a. Prepare a document outlining the progress made towards achieving the Library's Strategic Plan and other organizational goals/initiatives.
  - b. Submit the document to the Ad Hoc committee.
3. The Ad Hoc committee shall:
  - a. Select up to four staff members to voluntarily and confidentially participate in a 360 evaluation of the Director/CEO, using the following criteria:
    - i. The staff member must be a full time employee.
    - ii. The staff member must have worked a complete year; staff who were absent because of leave, or who were hired partway through the year are not eligible to participate.
    - iii. The staff member must have the option to not respond. No follow up will be performed.
  - b. Acquire the most relevant management performance evaluation form from the Human Resource department of the Town.
  - c. Read the form submitted by the Director/CEO and the staff feedback forms and complete the Town's HR formal evaluation form.

4. The Board Chair will meet with the Director/CEO to deliver the evaluation.
5. At the monthly board meeting immediately following the evaluation, the Chair will report the completion and outcome of the performance review in an In Camera session.
6. The Board Chair will send the final performance review documents to be placed in the confidential personnel file of the Director/CEO, at the Town. No distribution is made to Board members.

Attachments:

- Town of Georgina - Annual Performance Review Form
- 360 Review Form



Annual Performance Review Form.docx



GPL 360 Review - Director-CEO.pdf

POLICY HISTORY:	
Initial Draft	July 30, 2018
Draft Presentation Review	September 20, 2018
Board Adoption	
Board Review & Amendment	