

Georgina Public Library

Draft Agenda

October 25th 2018 - Keswick Branch

1. Call to Order
2. First Nations Acknowledgement Statement
3. "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."
4. Roll Call
5. Chair's Remarks
6. Introduction to Addendum Items
7. Approval of the Agenda
8. Declarations of Pecuniary Interest
Pages 1 to 8
9. Adoption of the Past Minutes – 20 September 2018
10. Delegations/Speakers – None
11. Presentations – None
12. Consent Agenda
Pages 9 to 27
 - a. Branch Reports
 - b. Children's & Youth Services Report – Summer 2018
 - c. Library Statistics
 - d. Website Statistics
 - e. Work Plan Update
 - f. Financial Statement – September 2018
13. Communications
 - a. CEO Update
 - b. Friends of the Library Update
14. Old Business
 - a. Board Self-Evaluation Review
 - b. Complaints Mechanisms
Pages 28 to 30
 - i. Report to the Board
Pages 31 to 34
 - c. Director/CEO Evaluation Policy
15. New Business
 - a. Policy Review
Pages 35 to 36
 - i. Hours of Service Policy
 - b. 2019 Budget

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Note: Proposed 2019 Budget Spreadsheet and Business Cases will be provided during meeting. Summary of 2019 Budget Increase Breakdown is attached.

- c. Board XMAS Dinner
- d. Branding Workshop for Board
- 16. Other Business For Which No Notice Has Been Given
- 17. Adjournment
- 18. Next Meeting Date /Time

Thursday November 22nd at 7:00pm
P. Nicholls Board Room, Keswick Branch.



GEORGINA PUBLIC LIBRARY BOARD MINUTES

Thursday September 20, 2018
7:00 PM
Pefferlaw Branch

1. Call to Order

The meeting was called to order at 7:07 p.m.

2. First Nations Acknowledgement Statement

"We would like to begin today's meeting by acknowledging that the Town of Georgina is located over lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples and thank them for sharing this land. We would also like to acknowledge the Chippewas of Georgina Island First Nation as our close neighbour and friend, one with which we strive to build a cooperative and respectful relationship."

2. Roll Call

The following Board members were present:

Lori Anderson
Bobbi Sabatini, Vice Chair
Mary Catherine Macaluso
Gabriel (Sam) Kennedy
Naomi Davison, Regional Councillor
Nancy Rodrigues

The following Board member was absent with notice:

Suzette Leeming, Chair
Charlene Biggerstaff, Councillor
Rita Beechey

The following staff members were in attendance:

Sandra Dipietrantonio, Committee Services Coordinator
David Harvie, Library Director / CEO
Becky Stark, Pefferlaw Branch Librarian
Kathy Coates, CUPE 905.13 Union Representative

3. Chair's Remarks

Bobbi welcomed the new member Nancy Rodrigues to the Georgina Library Board. Round table introductions were done by all the Board members.

4. Introduction of Addendum Items

Added - Item 15. (a) Complaint Procedures

5. Approval of the Agenda

Moved by Naomi Davison, Regional Councillor, Seconded by Gabriel (Sam) Kennedy

RESOLUTION NO. GLB-2018-0054

That the Georgina Library Board Agenda of Thursday September 20, 2018 be approved as amended.

Carried.

6. Declarations of Pecuniary Interest and General Nature Thereof

None.

7. Adoption of the Past Minutes

(1) Minutes of August 16 2018 Board Meeting

Moved by Naomi Davison, Regional Councillor, Seconded by Gabriel (Sam) Kennedy

RESOLUTION NO. GLB-2018-0055

That the minutes of August 16, 2018 be approved as presented.

Carried.

8. Delegations/Speakers

None.

9. Presentations

None.

10. Consent Agenda
 - a. Branch Reports
 - b. Library Statistics
 - c. Website Statistics
 - d. Work Plan Report
 - e. Financial Statement

Moved by Mary Catherine Macaluso, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2018-0056

That item 11. Consent Agenda be received as presented.

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

Carried.

11. Communications

- 11.1 CEO Update- Verbal

1. Sign for Pepperlaw Branch Library

Town Economic Development reports that the road sign for the Pepperlaw Branch will be erected anytime now.

2. Library Board Vacancy – Closed Next Friday.

The advertisement for the Library Board vacancy closes on October 28th.

3. Long Service Awards – Library Staff

The following Library staff were recognized by the Town at an event and reception on September 19th at the ROC. The Library CEO represented the Library Board at the event. Library staff recognized were:

- i. Ruth Berry, Estella De Souza-Annis, Celine Forrester: 5 years
- ii. Lindsay Damecour: 10 years
- iii. Kathleen Coates, Jennifer Day: 15 years

4. MURC Project Management Award

The Town awarded the project management of the MURC Project to Colliers International.

5. FOPL Ontario Public Library Operating Data 2008-2017

The Federation of Ontario Public Libraries just released their annual report and analysis of Ontario Public Libraries Statistics. Some interesting statistics were:

- 200 million visits a year
- 548,000 visits per day
- 22,831 visits per hour
- 381 visits per minute
- 6.34 visits per second

6. FOPL Local Libraries – 2018 Municipal Elections Guide and Brief

FOPL has just release the 2018 Municipal Elections Guide and Brief to assist Library Boards in advocating for libraries during the upcoming elections.

7. Library Branding and Marketing Plan Project

With the assistance of Town Purchasing, the Library awarded the Rebranding and Marketing Plan Project to Hardie and Company.

8. Executive Assistant to the Library Director/CEO Position

This position was posted by Town HR on Sept 18. The application period closes October 2.

9. Presentation to the N6 Leadership Conference – 21 Sept 2018 – Fanfest

The Library CEO will make a short presentation on Georgina Fanfest at the N6 Leadership Conference on 21 Sept as part of the Town's presentation on innovation in Georgina.

10. GPL Dress Code Policy and Ontario Human Rights Commission – Dress Code Checklist for Employers

David Harvie clarified that the Libraries Dress Code Policy complies with the Ontario Human Rights Charter.

11.2 Friends Report – Verbal

Bobbi said that the Friends had two meetings. They have provided funding

for Jeremiah Brown, author of *The 4-year Olympian*, to come and speak at the Link on October 15, 2018. Tickets are free and available at all the libraries. Becky Stark is organizing this event.

The Friends will be hosting the Victorian Tea party on Sunday October 21st from 2:00 p.m. to 4:00 p.m. at the De La Salle Community Hall and said that people need to bring their parking passes.

Bobbi borrowed the button maker and purchased more supplies.

12. Old Business

a. Policy Review Discussion – Governance vs. Operations

All members were to go through all the policies on the website and agreed that all the legal policies remain due to the legal requirements.

The members agreed to leave the Pet Policy in place for now, until the patron code of conduct was revised to cover the contents of this policy.

David Harvie will revise the Patron Code of Conduct and it will be discussed when completed, at this time it will remain on the website.

The members rescinded the following policies:

1. 3D Printer Policy
2. Audio Visual Equipment
3. Information Distribution Guidelines
4. Library Board Orientation
5. Loan Renewals

David will present the Board with a revised Hours of Operation Policy and bring it to the next scheduled meeting.

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

RESOLUTION NO. GLB-2018-0057

The members rescinded the following policies:

1. 3D Printer Policy
2. Audio Visual Equipment
3. Information Distribution Guidelines
4. Library Board Orientation
5. Loan Renewals

Carried.

b. Board Self-Evaluation

Members handed in their self-evaluations to Bobbi and any that were not completed she asked that they email her so that she can present a report at the October meeting.

13. New Business

a. 2019 Business Plan for 2019 Budget – Draft

David Harvie gave an overview of the strategic directions for the 2019 Budget and advised the members of items that might be deferred. Members asked if they could discuss what the priorities are at the next board meeting. He also reminded everyone that this is just the starting process and business cases and the draft 2019 Budget will be brought to the October meeting.

b. New Policies

i. Board Self Evaluation Policy – Draft

Bobbi Sabatini, Vice Chair, provided a brief explanation on the Self Evaluation Policy.

Moved by Naomi Davison, Regional Councillor Seconded by Lori Anderson

RESOLUTION NO. GLB-2018-0058

That the Georgina Library Board adopt the Board Self Evaluation Policy.

Carried.

ii. Director/CEO Evaluation Policy – Draft

The members requested that Regulations 1. Be changed to read as:

“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 at the Board meeting two months prior to the anniversary of the CEO’s date of hire, comprised of a minimum of the board Chair and Vice Chair, or their designate.”

More discussion took place and the members asked for more clarification within the whole policy, David will bring this back with amendments to the next scheduled meeting.

Moved by Nancy Rodrigues, Seconded by Gabriel (Sam) Kennedy

RESOLUTION NO. GLB-2018-0059

The members requested that Regulations 1. Be changed to read as:

“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 at the Board meeting two months prior to the anniversary of the CEO’s date of hire, comprised of a minimum of the board Chair and Vice Chair, or their designate.”

More discussion took place and the members asked for more clarification within the whole policy, David will bring this back with amendments to the next scheduled meeting.

Carried.

14. Other Business for Which No Notice Has Been Provided

15. (a) Complaint Procedures

Board would like the complaint process outlined in regards to union, non-union, CEO, Board members. Also to clarify duties of the Chair and Vice-Chair as outlined in the board by-laws.

David Harvie clarified that there are complaint processes in place for union and non-union staff which falls under the CEO’s scope of responsibility.

That David Harvie investigate if a procedure exists that will identify the complaint process in regards to the CEO and the Board.

Moved by Naomi Davison, Regional Councillor, Seconded by Gabriel (Sam) Kennedy

RESOLUTION NO. GLB-2018-0060

That David Harvie investigate if a procedure exists that will identify the complaint process in regards to the CEO and the Board.

Carried.

David Harvie reminded the members that they would not be meeting on the 3rd week due to the Open House on October 18, 2018. That the next scheduled library board meeting is on October 25, 2018 at the Keswick Branch.

15. Adjournment

Moved by Mary Catherine Macaluso, Seconded by Lori Anderson

RESOLUTION N O. GLB-2018-0061

That the Georgina Public Library Board September 20, 2018 meeting adjourn at 9:05 p.m.

16. Next Meeting – October 25 @ 7:00 p.m. @ Keswick Branch

Sandra Dipietrantonio
Committee Services Coordinator

Bobbi Sabatini, Vice Chair

Keswick Library Branch Report

September 2018

Community Connections

- Met with artist Annett Westlake to discuss hanging artwork within the library on September 27. Annett plans to return in October to hang some pieces.

Spaces

- Air circulation issue in the Rotunda and Children's & Youth Services office has been resolved.

People and Leadership

- Jennifer Day (Library Assistant), Kathy Coates (Library Assistant), Ruth Berry (eServices Library Technician), Estella de Souza Annis (Library Clerk), and Celine Forrester (Library Clerk) were all recognized for varying Years of Service at a Town ceremony on September 19
- Valerie Stevens (Keswick Branch Librarian) and Ruth Berry re-certified in First Aid and CPR- September 5 & 6
- Valerie Stevens attended Directors, Managers, and Supervisors meeting-September 11
- Valerie Stevens attended Leadership Excellence: day 3 workshop-September 13
- Valerie Stevens participated in the Ontario Library Consortium (OLC) Fall meeting-September 18
- Ruth Berry participated in the Technology Advisory Group meeting with the Town IT Department- September 20

Collections & Programs (Adult)

New program started on September 20: Mah Jongg, led by community member Debbie Smrke

Keswick Branch		
Date	Program Name	Participants
September 6	ESL conversation circle	5
September 6	Knitting group	13
September 13	ESL conversation circle	4
September 13	Knitting group	11
September 20	Cedarvale pop-up library	7
September 20	Mah Jongg	10
September 20	ESL conversation circle	5
September 20	Knitting group	10
September 21	Ancestry workshop	5
September 27	Mah Jongg	8
September 27	ESL conversation circle	3
September 27	Knitting group	12
Various	One on one tech help (eServices technician)	70
	Total:	163

Technology

- Ordered replacement batteries for people counters, including backups for both Pepperlaw and Keswick Branches.

Submitted by: Valerie Stevens
Keswick Branch Librarian
October 16, 2018

Peter Gzowski Branch Report

September 2018

Community Connections

- September 13, attended Black River PS Meet the Teacher Barbecue. The library joined other community partners in the school's courtyard to meet with students and parents and talk about the library. We gave away books from CYS and interacted with over 100 people.

Spaces

- In partnership with Georgina Arts Centre and Gallery, we continued to exhibit photographs to celebrate Georgina 200.
- September 20, Kate Gibson attended the Sutton MultiUse Facility quarterly meeting to discuss the activities at the Pool, Schools, Library and Daycares that work out of the building.
- The branch participated in a Lockdown Drill on September 27th and a Fire Drill on September 28th.

People and Leadership

- September 5 and 6, Wendy Cuthbert certified for First Aid.
- September 6, Kate Gibson participated in Day 3 of the Certificate of Leadership Excellence course.
- September 11, Kate attended the Directors, Managers and Supervisors monthly meeting.
- September 18, Lindsay Damecour received a service recognition award for 10 years with the library.
- September 18, a new Library Student, Emily Blough, began her training.
- September 21, Kate attended the N6 Leadership Symposium in East Gwillimbury.
- September 24, the core Sutton team participated in a team building session called Building Understanding.
- September 25, held a branch meeting to share Sutton Branch Values with the extended team.

Programs (Adult)

Peter Gzowski (Sutton) Branch		
Date	Program Name	Participants
Saturdays, Sep. 1, 8, 15, 22 and 29	Purls & Chains	15
September 13	Book Club	9
September 26	Georgina Hospice	6
Sunday, Sep. 30	Wordsmiths	4
Sunday, Sep. 30	Scrabble	n/a

Highlight

We welcomed back students at Black River PS and St. Bernadette's after their summer vacation. The gate counts at the school entrance recorded **1,563** visits in September. The students began taking books out in the third week of September and 979 were borrowed by the end of the month.

Prepared by:

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

Community Connections

- Ms. Stark recently reached out to Turn The Page, the used book store in Sutton, in regards to their upcoming business closer. The owner said she would be happy to donate books to a GPL book sale which is being planned for November.

People and Leadership

- On September 21, Ms. Stark attended the N6 Leadership Symposium in East Gwillimbury with the rest of the Library Management team. This was an excellent opportunity to meet staff from neighbouring municipalities and learn about the growth and innovation happening in this area.
- Pefferlaw's new Library Students, Tori and Liam, have been working for 3 months now, and are both showing a real passion for learning and a strong work ethic.
- Ms. Stark represented the Library at the first meeting of the Town's new Communications Committee. This committee is made up from one representative from each of the Town's departments, and its main purpose is to share information about what's happening in each department and foster better understanding across departments.
- On September 20, Ms. Stark attended a Children and Youth Services team meeting to share with them a selection of songs, rhymes, and stories that she knows from her time as a Children's Librarian. The material was well-received by staff, and they plan to collaborate on another similar session in Spring 2019.

Collections and Programs

- The grand prize winner of our Adult Summer Reading Challenge was Pauline May of Pefferlaw. Bobbie Sabatini and Suzette Leeming presented the winner with her prize on September 7, on behalf of the Friends of the Library and the Library Board. Our winner was very appreciative, and even came back to the library the following week to express to Ms. Stark how much she enjoyed the program and the opportunity it presented to read books of varying genres that she wouldn't have otherwise encountered.



Adult Programs

Pefferlaw Branch		
Date	Program Name	Participants
September	Book Club	8

*Submitted by Becky Stark
Pefferlaw Branch Librarian
October 11, 2018*



GEORGINA PUBLIC LIBRARY
CYS Report
Spring: July to September, 2018

Spaces

(include building/facility issues, improvements, creative uses)

- On October 1, the CYS team reorganized the teen collection in the Peter Gzowski Branch. One bank of shelving was moved to create more of a defined space for the furniture to be arranged, which has the benefits of cutting off a sightline between the teen area and the kids' area (an improvement for our young patrons) and it also created more display spaces that will be highly visible (with the goal of increasing circulation). Please see pictures at the end of the report.

People and Leadership

(include staff professional development, issues, news, H&S, board initiatives)

- On August 27, the OLA announced that Joel has been selected as one of four Canadian authors to be featured in an I READ CANADIAN campaign. The posters are available for schools and libraries to purchase through the OLA website. The other three authors are Gordon Korman, Susin Nielson, and Wesley King.
- Joel attended Town of Georgina Leadership training on September 13.
- Joel attended an OLA Child & Youth Expo committee meeting on September 18.
- On September 20, Becky Stark attended the CYS meeting to share some of her favourite storytime books, songs, fingerplays and more.
- After one of our two Summer Reading Club Assistants, left the Library on July 3 in order to pursue other opportunities, Kaitlyn Lyons agreed to increase her hours from part-time to full-time and assumed more duties and responsibilities. Library Students also accepted fill-in shifts to assist kids participating in the Summer Reading Club.
- Two co-op students began placements at the Keswick Branch, one on September 11 and the other on September 19. They will be assisting the CYS department throughout the fall and into the winter, while earning valuable job skills and learning about the profession.

Collections and Programs

(include programs, displays, collection projects, proctoring)

Collection:

- New cases were purchased for the Launchpad collection. The cases are more attractive, larger, and stronger, and will better showcase and protect our collection. The Launchpads have proven to be a very popular item now that patrons are able to take them home.

Programs:

- Our most popular weekly programs throughout the summer included: Friday Films & Freezies in Keswick (312 total attendance), After-Supper Surprise in Keswick on Tuesdays (190), Outdoor Storytime in Sutton on Tuesdays (170), and Wilderness Explorers in Keswick on Thursdays in Keswick (152).
- We ran many special events throughout the summer:
 - **Teen Locked In: Chopped & Teen Locked In: Fear Factor** (Keswick, July 16 & August 13): 22 teens total attended these two afterhours programs, putting their culinary skills to the test one evening and seeing how daring they could be the second evening.
 - **Blind Date with a Book Winner** (Keswick, August 24): 19 teens, invited by the teen winner of February's Blind Date with a Book promotion, attended an afterhours movie screening.
 - **Haunted Campfire** (Georgina Pioneer Village, August 28): 89 people enjoyed a real campfire and spooky stories and songs. Blue Heron Books were on hand to sell books and some of the haunted history of the pioneer village was shared as the sun set.
 - **Pop-Up Programs** (Keswick, various dates): Throughout the summer, 6 pop-up programs were added, either allowing teens to play Wii U together or day camps to watch a movie in the branch.
 - **Summer Reading Club** (all branches, June-August): The Summer Reading Club continued to grow and was substantially bigger than previous years. 1,243 children registered (versus 1,117 in 2017, 803 in 2016, and 537 in 2015) and 567 children reached the final level in their reading (versus 534 in 2017, 425 in 2016, and 200 in 2015). To have 45.6% of all registered kids complete the program is very impressive. Early plans for improving SRC for next year include adding a new final prize (perhaps Reading Champion lawn signs) and visiting the secondary schools to entice more teens to participate. St. Thomas had the highest participation rate, followed by Keswick PS and RL Graham.
 - **Summer Reading Club Party** (Keswick, September 8): 464 people attended this invite-only wrap-up event for all of the children who completed SRC. Activities were spread out around the library, including crafts, games, photo booths, cupcakes donated by Cakes by Jez, free books and prizes, and a Minute-to-Win-It teens-only room.
 - **Build a Balanced Day: Managing Family Screen Time** (Keswick, September 10): 14 people attended this workshop, hosted by the Town of Georgina in partnership with the Library.
 - **Family Movie Matinee: Solo** (Keswick, September 29): 18 people attended this film.
 - **Red Cross Babysitting Course** (Keswick, September 24): 23 kids participated.

Outreach:

- **Jericho Weekly Visits** (July 13-August 24): For the first time staff visited two Jericho camps, one in Keswick and one in Sutton, to present a modified version of book reporting. In total, 439 kids participated in these visits.

Stats:

Keswick

Total Number of Participants:	Total Number of Programs:
1,952	79

Sutton

Total Number of Participants:	Total Number of Programs:
460	29

Pefferlaw

Total Number of Participants:	Total Number of Programs:
143	16

Outreach

Total Number of Participants:	Total Number of Programs:
528	15

Redesigned Sutton Teen Space:



Submitted by: Joel Sutherland

Date: October 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	
September	16,027	6,595	2,393	3,259	28,274	15,190	+9% in Circulation over this time last year.
October							
November							
December							
TOTALS	145,452	62,116	18,634	30,577	256,779		
Averages	16,161	6,902	2,070	3,397	28,531	14,664	

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	

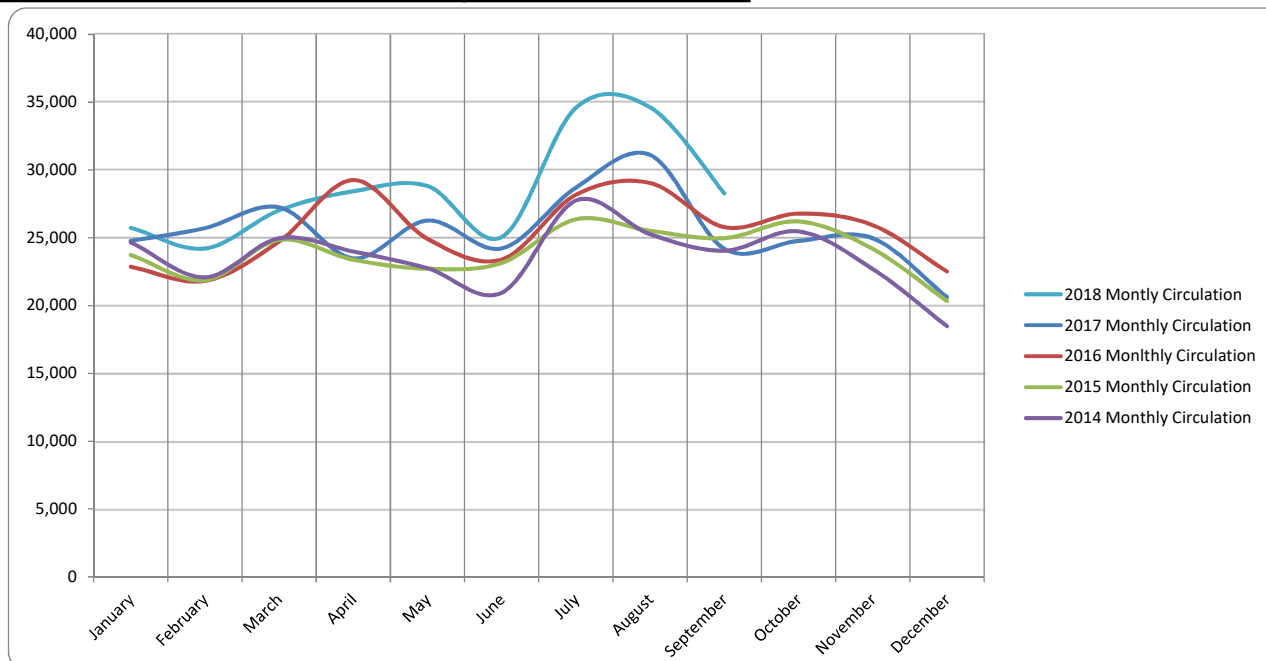
2015

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

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



Georgina Public Library Usage Statistics - 2018

January

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town 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	Town 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	Town 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	Town 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	Town 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	Town 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	Town 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		816	10,407	
CYS			51	1,077	781			1,858	
e-Branch	3,796	13,340	42	96		36,688		53,920	
TOTAL	34,594	27,311	111	1,316	4,118	36,688	4,709	108,736	

August

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

September

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	City Services	Total Library Uses	Notes
Keswick	16,027	3,523	13	163	2,466		2,754	24,933	Keswick Traffic Counter batteries replaced Sept 12
Pefferlaw	2,393	1,573	1	8	245		344	4,563	
Sutton	6,595	5,231	9	34	690		581	13,131	
CYS			29	909	430			1,339	
e-Branch	3,259	12,567	37	42		33,646		49,514	
TOTAL	28,274	22,894	89	1,156	3,831	33,646	3,679	93,480	

2018 TOTAL

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library Uses
Keswick	148,236	48,329	125	1,422	21,181		26,145	245,313
Pefferlaw	18,737	12,243	18	196	2,260		2,293	35,729
Sutton	63,457	46,317	66	775	6,286		5,360	122,195
CYS			358	13,104	5,202			18,306
e-Branch	30,091	106,446	306	630		319,363		456,530
TOTAL	260,521	213,335	873	16,127	34,929	319,363	33,798	878,073



My Dashboard

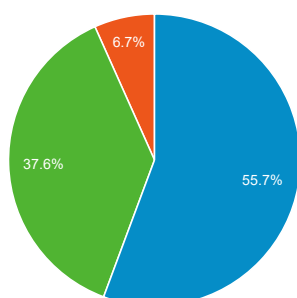
Sep 1, 2018 - Sep 30, 2018
Compare to: Sep 1, 2017 - Sep 30, 2017

All Users
+0.00% Sessions

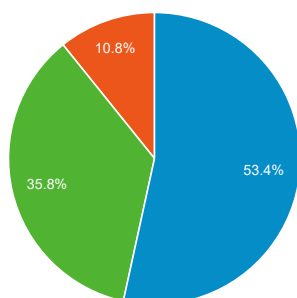
Visits by Traffic Type

direct organic referral

Sep 1, 2018 - Sep 30, 2018



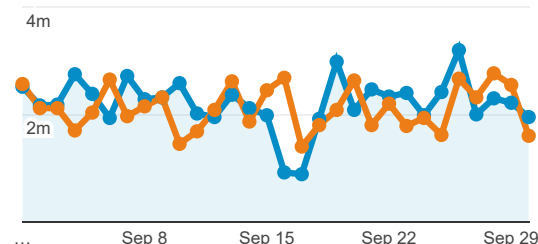
Sep 1, 2017 - Sep 30, 2017



Avg. Visit Duration

Sep 1, 2018 - Sep 30, 2018: Avg. Session Duration

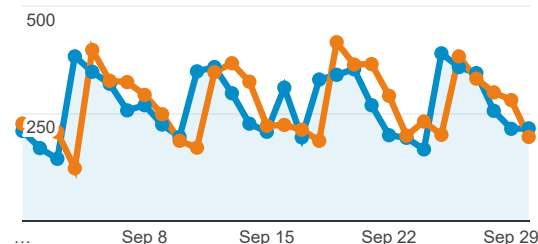
Sep 1, 2017 - Sep 30, 2017: Avg. Session Duration



Visits

Sep 1, 2018 - Sep 30, 2018: Sessions

Sep 1, 2017 - Sep 30, 2017: Sessions



Visits and Avg. Visit Duration by Co...

Country	Sessions	Avg. Session Duration
Canada		
Sep 1, 2018 - Sep 30, 2018	7,741	00:02:19
Sep 1, 2017 - Sep 30, 2017	8,031	00:02:11
% Change	-3.61%	5.97%
United States		
Sep 1, 2018 - Sep 30, 2018	106	00:00:34
Sep 1, 2017 - Sep 30, 2017	51	00:01:44
% Change	107.84%	-66.86%
France		
Sep 1, 2018 - Sep 30, 2018	63	00:00:00
Sep 1, 2017 - Sep 30, 2017	1	00:11:31
% Change	6,200.00%	-100.00%
Philippines		
Sep 1, 2018 - Sep 30, 2018	15	00:00:05
Sep 1, 2017 - Sep 30, 2017	7	00:01:21
% Change	114.29%	-93.30%
India		
Sep 1, 2018 - Sep 30, 2018	12	00:00:07
Sep 1, 2017 - Sep 30, 2017	5	00:09:23
% Change	140.00%	-98.74%

Visits and Pageviews by Mobile

Mobile (Including Tablet)	Sessions	Pageviews
No		
Sep 1, 2018 - Sep 30, 2018	4,566	8,181
Sep 1, 2017 - Sep 30, 2017	4,975	9,104
% Change	-8.22%	-10.14%
Yes		
Sep 1, 2018 - Sep 30, 2018	3,516	5,123
Sep 1, 2017 - Sep 30, 2017	3,178	4,823
% Change	10.64%	6.22%

Bounce Rate

Sep 1, 2018 - Sep 30, 2018

59.82%

Avg for View: 59.82% (0.00%)



Sep 1, 2017 - Sep 30, 2017

57.94%

Avg for View: 57.94% (0.00%)



% New Visits

Sep 1, 2018 - Sep 30, 2018

46.87%

Avg for View: 46.87% (0.00%)



Sep 1, 2017 - Sep 30, 2017

45.06%

Avg for View: 45.06% (0.00%)



Pageviews

Sep 1, 2018 - Sep 30, 2018

13,304

% of Total: 100.00% (13,304)



Sep 1, 2017 - Sep 30, 2017

13,927



Visits

Sep 1, 2018 - Sep 30, 2018

8,082

% of Total: 100.00% (8,082)



Sep 1, 2017 - Sep 30, 2017

Sep 1, 2017 - Sep 30, 2017

8,153

% of Total: 100.00% (8,153)



% of Total: 100.00% (13,927)



Pages/Visit

Sep 1, 2018 - Sep 30, 2018

1.65

Avg for View: 1.65 (0.00%)



Sep 1, 2017 - Sep 30, 2017

1.71

Avg for View: 1.71 (0.00%)



Avg. Visit Duration

Sep 1, 2018 - Sep 30, 2018

00:02:14

Avg for View: 00:02:14 (0.00%)



Sep 1, 2017 - Sep 30, 2017

00:02:10

Avg for View: 00:02:10 (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	Vacant Board position posted by Town – application deadline - Sept 28 th .
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	Staff Workshop scheduled for Oct 29. Board Workshop date in early November pending.
Sutton Service Counter - Design & Build	K. Gibson	Q1	2019	Deferred	Project Scope Changed from build to renovation. Defer to 2019.

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 applications under review.

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	Completed	Public release of results at Nov 7 Town Council Meeting.

Georgina Public Library

Financial Statement

1-Oct-18

	2018 Actuals	2018 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	1,726,635	2,302,180	575,545	75%	75%	Pro-rated
Provincial Grants	46,950	62,600	15,650	75%	75%	Pro-rated, Provincial Grant Expected in Oct-Nov
Misc Grants	11,360	9,240	(2,120)	123%	75%	Actuals
School Board Revenue	43,875	58,500	14,625	75%	75%	Pro-rated, Payment Expected in Nov
Donations	16,507	1,800	(14,707)	917%	75%	Spelling Bee Sponsorships & In Memorium Donations
Fines	18,405	27,100	8,695	68%	75%	
Misc Fees	2,925	3,100	175	94%	75%	PRESTO Commission, Exam Proctoring
Photocopying Fees	5,823	8,500	2,677	69%	75%	
Program Registrations	2,919	4,200	1,281	69%	75%	
Book Sale	1,255	2,400	1,145	52%	75%	Sluggish Used Book Sales
Room Rentals	3,518	4,100	583	86%	75%	
Provision from Reserve	14,775	19,700	4,925	75%	75%	Development Charges Pro-rated
Total Revenues	1,894,947	2,503,420	608,473	76%	75%	
Expenses						
Salaries & Benefits	1,246,646	1,716,800	470,154	73%	75%	
Library Board	2,240	4,800	2,560	47%	75%	Actuals YTD - to be paid out in December
Library Operations	206,614	345,870	139,256	60%	75%	See Note #1
Training	12,242	18,800	6,558	65%	75%	
Collections	149,009	198,850	49,841	75%	75%	
Telecommunications	13,762	15,700	1,938	88%	75%	
Misc	1,445	2,100	655	69%	75%	
Contribution to Reserve	150,375	200,500	50,125	75%	75%	Contributions Pro-rated
Total Expenses	1,782,333	2,503,420	721,087	71%	75%	
Net	112,614	-	(112,614)			

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.



Georgina Public Library

Report to the Library Board

Topic: Complaint Mechanisms

Author: D. Harvie, Library Director / CEO

Date: 27 September 2018

Background

At the September 20th Board Meeting, there was a discussion among the Board members on what mechanisms or procedures were in place to deal with complaints. A motion was passed (Resolution # GLB-2018-0061) directed the Library CEO to provide a draft policy that outlines the complaint process in regards to staff members, both Union and Non-Union, the CEO, and Board Members.

This report will focus on external complaints rather than complaints made by staff towards other staff members. Policy and procedures are already in place to deal with such issues, that include the Staff Code of Conduct, Violence & Harassment in the Workplace and the Collective Agreement.

At present there is no formal written procedures in regards to the manner in which complaints are dealt with at the Library, other than those mentioned above.

Complaints Concerning Board Members

The responsibility of dealing with complaints concerning the Library Board as a whole, or individual Board members would presumably reside with the Board Chair. The currently listed duties and responsibilities of the Board Chair in the Board Structure By-law does not identify this responsibility as such. Nor does the Public Libraries Act (PLA) describe the discipline of Board members or cite reasons for their reprimand, fines or termination due to improper behavior. Unlike municipal councils, library boards are not required to appoint an integrity commissioner.

Any such process would be entirely in the hands of the Board to design and carry out. Presumably, the Board Chair would review the complaint in reference to the Board Member's Code of Conduct, investigate, come to a finding, and privately discuss the complaint with the Board member. Depending on the nature and severity of the complaint and findings, the Board Chair could bring the complaint forward for discussion in a closed session of the Board (PLA Section 16.1 4(c))

The Board has no power to fine or ban the Member from library board meetings under the PLA. While there is nothing in the current Board Structure Bylaws, the most the Board could do, would be to bring forward a vote to censure the member. Any remedial action arising from the complaint would be at the mutual consent of both parties.

Complaints directed at the Board Chair, would be ideally directed to the Vice Chair for investigation and resolution in a similar manner.

Complaints Concerning Library Director / CEO

The performance of the Library Director/CEO is the responsibility of the Library Board. Any complaints would be viewed against the duties and responsibilities of the CEO as listed in the Board Structure Bylaw and CEO job description. An investigation would be led by the Board Chair and other members as required. The findings of the investigation would be reported back to the Board during an in camera meeting. Disciplinary action arising from the investigation could include a verbal warning, written reprimand, or termination based on the findings. If criminal wrong-doing was suspected, the Board would involve the police and Town HR.

Complaints Concerning Library Staff (Non-Union)

The responsibility of dealing with complaints concerning Library staff lies firmly with the Library Director/CEO. This group contains Library Managers and casual non-union employees of the Library. The Board Structure By-laws (p. 9) expressly forbids Board members from discussing *“any suggestions or concerns about Library personnel and/or services.”* Complaints concerning Branch managers would be investigated by the CEO, while complaints directed at casual non-union staff would be investigate by the Branch Managers.

These matters would be dealt with internally in coordination with Town HR and would remain confidential. The details and findings of such investigations would not be shared with the Board or the public.

Complaints Concerning Library Staff (Union)

The responsibility of dealing with complaints concerning unionized Library Staff would primarily be the responsibility of the Branch Managers, in co-ordination with Town HR. Under the collective agreement and accepted best practices, unionized staff have the right to union representation during an investigation.

Once again, these matters would be dealt with internally in coordination with Town HR and would remain confidential.

Recommendations

- Complaints concerning staff, whether union or non-union, are operational matters, and as such, are the purview of the Library CEO.

- There are enough policies in place to guide the Board in the investigation of complaints concerning the Library CEO and Board Members, and that there is no need for a formal policy or procedure.

Prepared by:

D.I. Harvie
Library Director / CEO

27 September 2018

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.

The evaluation process is an opportunity for the Board and the Director/CEO to review accomplishments and to establish goals. The purpose of the evaluation is to:

- Establish clear and mutually agreed upon performance expectations.
- Provide feedback to the Director/CEO on performance and on the performance of the Library.
- Identify resources available to the Director/CEO to attain the expected performances.

Regulations

- The Library Board will establish a Director/CEO Evaluation ad hoc committee as required. Membership shall comprise of the Board Chair, Vice Chair, and one to two Board members. The Board Chair will chair the committee.
- The performance evaluation is confidential. The only copies of the evaluation are in the Director/CEO's personnel file and in his/her possession. They are made available only to the individual, the current Board Chair, and the entire Board on request. Individual Board members, other than the Chair, do not have access to the Director/CEO's personnel file. Board members should not keep confidential personnel files.
- The evaluation of the performance of the Director/CEO shall be carried out at a six month and a one year interval for a new hire, and annually thereafter on the anniversary date of employment.

Six Month Review

1. The six-month review is an interim or mid-year review designed to assess the performance realistically during the first half of the annual review period for new hires. Conducting a six-month review allows the Board to determine if the Director/CEO's performance is on track and to identify any changes necessary for the Director/CEO to reach his/her objectives for the

performance period. It also allows for course correction and should be considered a developmental and learning opportunity.

2. The Six-Month Review will include:
 - a. An Entry Plan developed by the Director/CEO and presented to the Board at the beginning of the 1st month of the 1st six month term which encompasses actions, measurements and target dates.
 - b. A Work Plan developed by the Director/CEO which is presented to the Board at the beginning of the 2nd six month term in order to measure and achieve performance objectives.
 - c. A review of the current job description and recommend any changes if required.
 - d. The Director/CEO will conduct a self-evaluation of his or her performance and submit it to the Committee.

Six Month Review Procedures

In the fifth month:

1. The Board Chair shall inform the Board of the upcoming CEO performance review and form the Director/CEO Evaluation Committee.
2. All Board members will be requested to consider the first six months of the Director/CEO's performance in terms of bring any observations and concerns about the Library, the Director/CEO's success in achieving his or her goals, and future directions of the Library.
3. The Committee will evaluate the Director/CEO's performance base on the actions identified in the Entry Plan, Director/CEO's self-evaluation, and the Board's observation.

In the sixth month:

1. An in-camera Board meeting will be scheduled.
2. The Committee Chair will distribute the documentation listed above relating the Director/CEO's performance review prior to the meeting.
3. The Board will review and discuss the documentation and Board member's observations. The Chair will incorporate the Board's comments into the Director/CEO's performance review form.

4. The Board Chair will meet with the CEO to convey the Board's performance review.
5. The Board Chair will report back to the Board at the next meeting that the evaluation process was completed.

Annual Review

The Board Chair shall inform the Board of the upcoming CEO performance review and establish the Committee, two months prior to the anniversary of the Directors/CEO's date of employment.

In the first month:

The Director/CEO Evaluation Committee shall:

1. Direct the Director/CEO to prepare and submit a document outlining the progress made towards achieving the Library's Strategic Plan and other organizational goals/initiatives to the Committee.
2. Select up to four Library staff members to voluntarily and confidentially participate in a 360 evaluation of the Director/CEO, using the following criteria:
 - a. The staff member must be a full time employee.
 - b. 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.
 - c. The staff member must have the option to not respond. No follow up will be performed.
 - d. The Committee has the option of requesting feedback from the Town CAO, Town Treasurer, President of the Friends of the Library, and other CEOs of other partner organizations.
3. Acquire the most relevant management performance evaluation form from the Human Resource department of the Town.
4. Read documents submitted by the Director/CEO and the staff feedback forms, and complete the Town's HR formal evaluation form.

In the second month:

The Director/CEO Evaluation Committee shall:

1. Prepare a confidential written report to the Board and bring it forward to the next Board meeting in camera to provide all Board members the opportunity to provide input.
2. The Board Chair will meet with the Director/CEO to deliver the evaluation.

And following:

1. At the monthly board meeting immediately following the evaluation meeting between the Chair and Director/CEO, the Chair will report the completion and outcome of the performance review in an in camera session.
2. 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	

Policy Title: Hours of Service

Intent

The Public Libraries Act, R.S.O. 1990, c. P.44, s. 20 (a) states that a library board shall seek to provide, in co-operation with other boards, a comprehensive and efficient public library service that reflects the community's unique needs.

Regulations

1. Library services will be provided during hours which best meet the needs of the community within budgetary restrictions.

Procedures

1. Branches of the Georgina Public Library will be open the following hours:

- a) Keswick Branch

- Monday – closed
- Tuesday – 10am to 9pm
- Wednesday – 10am to 9pm
- Thursday – 10am to 9pm
- Friday – 10am to 6pm
- Saturday – 9am to 5pm
- Sunday – 1pm to 5pm

- b) Peter Gzowski (Sutton) Branch & Pepperlaw Branch

- Monday – closed
- Tuesday – 10am to 9pm
- Wednesday – 10am to 9pm
- Thursday – 10am to 9pm
- Friday – 10am to 6 pm
- Saturday – 12pm to 5pm
- Sunday – 1pm to 5pm

2. Libraries will be closed on the following statutory holidays. Note that most are on Mondays, which do not affect public hours:

- a) New Year's Day, January 1st
 - b) Good Friday
 - c) Easter Sunday
 - d) Easter Monday
 - e) Victoria Day

Georgina Public Library Board Policy Manual

- f) Canada Day, July 1st
 - g) August Civic Holiday
 - h) Labour Day
 - i) Thanksgiving Day
 - j) Christmas Day, December 25th
 - k) Boxing Day, December 26th
 - l) Early closure (12 p.m.) on Christmas Eve, December 24th and New Year's Eve, December 31st.
3. From time to time, all branches or a specific branch may be closed for special maintenance, operational or training needs. The CEO will seek permission from the Board for planned closures. Such closures will be posted on the library website and in the branches, at least 3 weeks in advance.
4. Emergency closing due to weather or other unforeseen events will be posted on the library doors, and if possible, on the library website. Closing due to weather and other emergencies will be at the discretion of the CEO or designate and in co-ordination with Town officials. The CEO will inform the Board of any unscheduled closures.
5. The Library CEO will be responsible for ensuring adequate staffing during open hours.

Related Documents: Collective Agreement

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:	October 2018

2019 Budget Increase Breakdown

2018 Budget	\$	2,503,420.00	
2019 Budget Proposed	\$	2,667,977.00	
Proposed Increase	\$	164,557.00	6.6%

Priority Ranking

Growth (Pay for By Development Charges)

NI-LIB-3	Multilingual Collection	\$	5,000.00	0.2%	Neutral
NI-LIB-4	Freegal	\$	8,000.00	0.3%	Neutral
		\$	13,000.00	0.5%	

Service Level

SR-1	Sutton Staff Gap - 9 hours	\$	14,275.00	0.6%	Medium
SR-2	Part-time eServices Tech	\$	21,610.00	0.9%	Medium
SR-3	Additiona Hours - CYS - 11 hours	\$	19,500.00	0.8%	Medium
		\$	55,385.00	2.2%	

Legislative/Contractual (Unavoidables)

To Salary Reserves	\$	16,000.00	0.6%	Required
Non-Union Staff Increases & Full Year Adm Asst	\$	42,900.00	1.7%	Required
	\$	58,900.00	2.4%	

Inflationary (Unavoidables)

Hydro	\$	1,775.00	0.1%	High
Heating	\$	3,443.00	0.1%	High
	\$	5,218.00	0.2%	

Other

NI-LIB-1	Website Rebranding	\$	4,000.00	0.2%	Medium-Low
NI-LIB-2	Library Furniture	\$	9,250.00	0.4%	Medium-Low
NI-LIB-5	Children's Computers	\$	8,000.00	0.3%	Medium-Low
NI-LIB-6	Library Software	\$	4,830.00	0.2%	Medium-Low
	Legal	\$	6,000.00	0.2%	Medium
		\$	32,080.00	1.3%	

Total Increase Proposed \$ 164,583.00 6.6%