

Georgina Public Library

Draft Agenda

December 13th 2018 @ 5:00 p.m.

P. Nicholls Board Room, Keswick Branch

1. Call to Order
2. First Nations Acknowledgement Statement
3. Roll Call
4. Chair's Remarks
5. Introduction to Addendum Items
6. Approval of the Agenda
7. Declarations of Pecuniary Interest
Pages 1 to 6
8. Adoption of the Past Minutes – 15 November 2018
9. Delegations/Speakers – None
10. Presentations – None
11. Consent Agenda
Pages 7 to 21
 - a. Branch Reports
 - b. Library Statistics
Note: Library Usage Stats will be distributed at meeting.
 - c. Website Statistics
 - d. Financial Statement – November 2018
 - e. Work Plan Update
12. Communications
 - a. CEO Update - Verbal
 - b. Friends of the Library Update - Verbal
13. Old Business
Pages 22 to 24
 - a. Board Legacy Document
14. New Business
 - a. OLA SuperConference – January 30 - February 2, 2019
Pages 25 to 26
 - b. 2018 GPL Fact Sheet
15. Other Business For Which No Notice Has Been Given
16. Adjournment
17. Next Meeting Date /Time

The first meeting of the new Georgina Public Library Board will be called by the CEO, once appointed by Georgina Town Council.

Note: A Holiday Pot-Luck Dinner will be held after the December Meeting for Board members.



GEORGINA PUBLIC LIBRARY BOARD MINUTES

Thursday November 15, 2018

7:00 PM

P. Nicholls Board Room
Keswick Branch

1. Call to Order

The meeting was called to order at 7:03 pm

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
Lori Anderson
Charlene Biggerstaff, Councillor
Bobbi Sabatini, Vice Chair
Mary Catherine Marcaluso
Nancy Rodrigues

The following Board members were absent with notice:

Gabriel (Sam) Kennedy
Naomi Davison, Councillor

The following staff members were in attendance:

Desiree Coates, Corporate Services Clerk (Recording Secretary)
David Harvie, Library Director / CEO
Kathy Coates, CUPE 905.13 Union Representative

4. Chair's Remarks

The Chair spoke to the appointment of the new board and reflected on the achievements of the present board. She thanked the members of the Board for their support and hoped to see them re-appointed to the new Board.

5. Introduction to Addendum Items

None

6. Approval of the Agenda

Moved by Mary Catherine Macaluso, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2018-0075

That the Georgina Library Board Agenda of Thursday November 15, 2018 be approved.

Carried

7. Declarations of Pecuniary Interest

None

8. Adoption of the Past Minutes

Minutes of October 25, 2018 Board Meeting

RESOLUTION NO. GLB-2018-0076

That the minutes of October 25, 2018 be approved as presented and amended as follows:

- a) Item 4 Roll Call - spelling of Lindsay Damecour's name
- b) Item 13 b – remove Naomi Davison's name as having a pecuniary interest
- c) Item 13 b - edit motion to state Charlene Biggerstaff move that the Board spend up to maximum of \$350.00.

Moved by Charlene Biggerstaff, Seconded by Bobbi Sabatini

Carried

9. Delegations/Speakers – None

10. Presentations – None

11. Consent Agenda

- a. Branch Reports
- b. Library Statistics
- c. Website Statistics
- d. Work Plan Update

Moved by Bobbi Sabatini, Seconded by Rita Beechey

RESOLUTION NO. GLB-2018-0077

That Item 11 Consent Agenda be received as presented.

- a. Branch Reports
- b. Library Statistics
- c. Website Statistics
- d. Work Plan Update

Carried

12. Communications

a. CEO Update – Verbal

- Library will participate in the Keswick Santa Clause Parade on November 17th. The event is being organized by Kate Gibson.
- Board membership applications are available on the Town website for those members wishing to apply for re-appointment.
- Kate Gibson and Becky Stark have celebrated their one year anniversary as Branch Librarians in Sutton and Pepperlaw respectively.
- Executive Assistant – A second round of interviews is being conducted and the CEO hopes that the position can be offered shortly.
- The CEO and CYA Librarian made a presentation to Town Council on November 7th. The presentation covered the Library's Children and Youth programming and the results of the ROI Study.
- A Used Book Sale is being planned for December 1st at the Keswick branch. The event is being organized by Becky Stark.

b. Financial Statement – October 2018

- Overall the total percentage is still near target %
- Questions regarding donation line in revenues were asked. The CEO explained that there had been a lot of donations at the bequest of a staff member's parent, requesting donations be made to the library.
- The Chair suggested that donations forms be given to local funeral homes. The CEO indicated that he would investigate this after the branding plan was completed.

c. SOLS Trustee Council Meeting Report - Verbal

- Mary Catherine and Suzette Leeming attended SOLS Trustee Council Meeting at the Brooklin branch of the Whitby Library. Meeting topics included succession planning and legacy documents. No increase in base provincial library funding is expected with the new government.
- The Chair reported that the Library has been short listed for a Ministry Award for its children's programs and Fanfest event.
- The Chair will send a link to the SOLS website to all Board members.

d. Friends of the Library Update – Verbal

- Next meeting Monday November 19. The Friends have agreed to provide book bags as prizes for the Library's food drive.

Motion to receive the Communication presented.

Moved by Lori Anderson, Seconded by Rita Beechey

RESOLUTION NO. GLB-2018-0078

Carried

13. Old Business

a. 2019 Budget Update

David gave an overview of the 2019 Budget. While starting at an 8% increase over 2018, the increase now stands at 3.2%. This reduction was achieved by cutting funds for web rebranding, children's computers, library software, and legal expenses, in order to prioritize

the staffing hours request for Sutton and Children's Services.

b. Freegal Usage by Other Public Libraries

The CEO reached out to other libraries concerning experiences with Freegal. Overall feedback showed a positive report of the music service. The key to success was identified as the need to promote the service to the public. The Library would need 52 uses a week to break even and realize the investment made by the Library. There were some questions about the target audience was for the product, and that younger generations might not find Freegal appealing. The CEO felt that the older generation would be the users of the product and that it would widely promoted to patrons. Like all services, Freegal's performance would be monitored during the year.

The Chair suggested for the Board take a vote on whether to support Freegal. The CEO indicated that he was willing to take the Board's direction in this matter. The Freegal service could be done on a one year trial basis.

One year trial 4 in favour of; 2 not in favour

The board recommends a one year trial of Freegal.

Moved by Bobbi Sabatini, Seconded by Mary Catherine Macaluso

RESOLUTION NO. GLB-2018-0079

That the Board recommends the Georgina Public Library try Freegal on a one year trial basis.

Carried

14. New Business

a. Board Recruitment

The Chair reminded board members to complete their applications if they are interested in reapplying to the Board. Sam Kennedy previous indicated that he would not be reapplying due to work commitment; Lori Anderson announced she would not be reapplying as she will be moving to Ottawa.

b. Board Legacy Document

The Chair asked the Board if an ad hoc committee could be established to create a board legacy document. Bobbi, Mary Catherine and Suzette indicated that they will prepare a board

legacy document, and present a draft for the Board's consideration and approval at the next board meeting

Moved Rita Beechey, Seconded by Charlene Biggerstaff

RESOLUTION NO. GLB-2018-0080

That an Ad Hoc committee of Bobbi Sabatini, Mary Catherine Macaluso and Suzette Leeming to established to create a Board Legacy document.

Carried

c. Board Branding Training – 6 Nov 2018

Board members who attended the branding and marketing training, conveyed what they had learned as the session to the other Board members.

15. Other Business For Which No Notice Has Been Given

Bobbi Sabatini noted that the 2018 Statistics shows total library uses of 989,100 at the end of October, which means that the library will surpass 1 million uses by mid-November. She recommended that this should fact be communicate via social media and celebrated. The CEO agreed to do so.

16. Adjournment

Moved by Nancy Rodrigues, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2018-0081

That the Georgina Public Library board November 15, 2018 meeting adjourn at 8:25pm

Carried

17. Next Meeting Date /Time

Thursday December 13 at 5:00pm
Paul Nicholls Board Room, Keswick Branch.
Holiday Potluck dinner to follow at the home of Rita Beechey.

Peter Gzowski (Sutton) Branch Report

November 2018

Community Connections

- GPL participated in the Keswick Santa Claus Parade on November 17th. A dedicated group of patrons and staff braved the weather and marched along with other community partners in this televised event. We handed out over 650 candy canes and GPL flashlights to the children along the route. It was a fun and meaningful way to connected with our community.
- The art exhibit, KidZ Art Camp, remains on display, in partnership with Georgina Arts Centre & Gallery.
- The Town of Georgina partnered with the branch for a 2019 Budget Chat on Nov. 10, providing an opportunity for the community to discuss the upcoming budget.
- The branch created a display in partnership with the AIDS Committee of York Region for the Red for Change Campaign.

Spaces

- Nov. 15, the branch participated in a Fire Drill conducted by Black River PS and St. Bernadette's.
- Nov. 22, the branch passed its semi-annual Health & Safety Inspection.

People and Leadership

- Nov. 6, Kate was interviewed by a Mohawk student in the Library Techniques program regarding GPL's Integrated Library System and procedures.
- Nov. 8, Sherrey attended a Scholastic Books sales pitch with CYS.
- Nov. 19, the branch held its quarterly staff meeting, which included a visioning exercise for the Sutton Desk Re-Design.
- Nov. 20, Sherrey represented GPL at the Technical Services Symposium, hosted by Whitchurch-Stouffville PL. The group meets annually to discuss cataloguing, library supplies and organizational trends.
- Nov. 22, Kate received her Certificate of Completion for the Leadership Excellence Program
- Nov. 23, Human Resources hosted H&S Orientation, the branch sent two team members.

Collections

- The adult DVD Collection was relocated to enhance customer experience. The collection is now housed on regular shelving in exact alphabetical order. It was formerly on spinners. The DVDs can be easily found and greater circulation is expected.
- Mass market paperbacks were relocated to the spinners.
- CYS visited to branch at the end of November to discuss our objectives for the Juvenile Non-fiction collection. We will be refreshing the collection and creating more display on upper shelves by lowering the books for children to easily access.

Technology

- Accessibility Computer was upgraded to Windows 10.

Programs (Adult)

Peter Gzowski (Sutton) Branch		
Date	Program Name	Participants
Saturdays, November 3, 10, 17, and 24	Purls & Chains	17
Thursdays, November 15, 22 and 29	Mindfulness Meditation	6
Thursday, November 8	Book Club	8
Sunday, November 25	Scrabble	4
Sunday, November 25	Wordsmiths	5
Wednesday, November 28	Georgina Hospice	5

Highlight

The gate counts at the school entrance recorded **2,831** visits in November. The students have taken **5,125** books since the start of the school year.

Prepared by:

K. Gibson, Peter Gzowski (Sutton) Branch Librarian, Dec. 4, 2018

Community Connections

- On November 26 Ms. Stark met with the Manager of Rixon Manor, as well as one of the residents. They discussed the previous partnership between Rixon and the library, and how it could be renewed and changed to suit the current needs of the residents. It was decided that Ms. Stark would set up regular visits to exchange small bundles of donated and/or discarded books from the library with books from Rixon that the residents have already read.
- Sam White, a local grade 9 student, came to visit the Pefferlaw branch on November 14 as part of Take Your Kid to Work Day. Sam has aspirations to work in a public library, so he arranged to job-shadow with Jo Scott and Ms. Stark for the afternoon. Sam helped set up for and observed the Ready, Set, Kindergarten program, and learned about some of the tasks that library staff do (such book searches) from Ms. Stark. We hope to see Sam pursue a career in libraries in the future!



- There was a full house for the Town's budget chat in the Pefferlaw branch on November 18, to the surprise of the Town staff on hand. They had seen very little engagement from the public when visiting the other library branches, but in Pefferlaw they found a line-up of people waiting at the door when we opened, eager to join the session! We estimate approximately 15-20 people attended, creating a large circle in the adult reading area of the library, and giving enthusiastic input on the issues that mattered to them.

Spaces

- Ewa Chwojko-Srawley brought in a new collection of artwork to exhibit on November 26, and this time the exhibit features the photography of a Pefferlaw resident, Tom Zsolt. Almost all the photos are black and white, and feature local rural scenes.



People and Leadership

- Library Clerk Anna DeLong wowed Town Staff and Council with the sleek and professional Year-in-Review document she created for the library, which was presented by our CEO to Council. Many of those who attended the session commented on the excellent quality of the document!

Collections and Programs

- On November 18, Pepperlaw branch hosted another successful “Painters Circle” program. This session was announced to the public on the morning of October 31, and registration was completely full by the afternoon of November 2! So we decided to add in a second session (featured the same painting) on the following Sunday, which also filled to capacity. Everyone had a great time, and many attendees were eager to do another session in the near future. We hope to offer another paint program sometime in the spring of 2019.



Adult Programs

Pepperlaw Branch		
Date	Program Name	Participants
November 1	Book Club	6
November 2	Introduction to Lynda.com	2
November 18	Painters Circle – session 1	12
November 25	Painters Circle – session 2	12

Technology

- Nothing new to report.

*Submitted by Becky Stark
Branch Librarian
December 6, 2018*

Community Connections

- Hosted Town Treasurer for Budget Talks in the Library on November 1st.
- Valerie Stevens (Keswick Branch Librarian) met with volunteers from Queensville Players & Georgina Historical Society to plan a storytelling event for early December-various dates.
- Val Stevens hosted Lesley Livingston for author luncheon and reading for students of St Thomas Aquinas in the unexpected absence of Joel Sutherland (Children's & Youth Services Librarian) on November 16th.
- Georgina Cares once again used Keswick Branch as a pickup point to distribute auction items to the highest bidder-November 25th.

Spaces

- Roof HVAC unit that services the North end of library (previously inaccurately reported as CYS/Rotunda area) is now fully repaired and functional.
- Roof HVAC unit and boiler for in-floor heat of the Rotunda/CYS area are being repaired.
- Ice Palace instituted weekly Generator testing, conducted on Monday mornings from 7-8:30am.

People and Leadership

- Ruth Berry (eServices Technician) is attending weekly video training sessions with Brendan Howley on Telling Stories in a Digital World. This training is included in our FOPL membership. Training runs until mid-December.
- Val Stevens assisted David Harvie (Library Director/CEO) at interviews for the Executive Assistant to the Library Director/CEO on November 5 & 9.
- Valerie Stevens participated in Town Leadership Excellence training (Day 5) on November 8th, which concludes this program; Val received a completion certificate.
- Majority of Library Assistants (system-wide), as well as eServices Technician, Library Technician, and Branch Librarians participated in Cataloguing meeting on November 12th.
- Val Stevens conducted interviews for a Temporary Library Clerk position in Keswick (mid-December 2018 to late-March 2019), with the assistance of Joel Sutherland on November 13th. Lynn McKinley, one of our current Casual Library Clerks, was the successful candidate.
- Kathy Coates completed Town Policy training that she had missed while on leave in spring 2018-November 23rd
- Majority of Keswick staff participated in Keswick Branch meeting-Nov 26th.

(see over)

Collections & Programs (Adult)

Keswick Branch		
Date	Program Name	Participants
November 1	Mah Jongg Club	8
November 1	ESL conversation circle	7
November 1	Knitting group	9
November 7	Exam Proctoring	1
November 8	Mah Jongg Club	8
November 8	ESL conversation circle	4
November 8	Knitting group	11
November 8	Letters Home, A Remembrance (partnership with Town, @ Link)	19
November 9	Exam Proctoring	1
November 14	Hilltop Movie	7
November 14	Book Club	6
November 15	Cedarvale pop-up library	6
November 15	Mah Jongg Club	7
November 15	ESL conversation circle	4
November 15	Knitting group	8
November 22	Mah Jongg Club	7
November 22	ESL conversation circle	5
November 22	Knitting group	12
November 29	Exam Proctoring	1
November 29	Mah Jongg Club	4
November 29	ESL conversation circle	4
November 29	Knitting group	10
Various	One on one tech help (eServices technician)	29
	Total:	178

Technology

- Cycling of all desktop computers for 2018 is now complete. Five training laptops are still to be cycled.

Highlight

One of our regular Keswick patrons, Martine Evans, wrote a letter of support of GPL, and sent it via email to Library Board Chair Suzette Leeming, Library Management, various Members of Council, and several Town staff members. This letter was also published on the York Region Media Group website. I have copied the text of the letter below:

I urge everyone to support long and strong funding for our libraries in Georgina. Libraries anchor communities and are justifiably dependent upon the continuous supportive funding that enables them to educate, unite and

connect patrons with the community and with each other. The social interactions made there are more meaningful than exchanging emails or chatting with friends on Facebook. You make real friends!!!

Library services and programming parallel the lives we lead, making them better and possibly longer by enriching them with knowledge, entertainment and social opportunities. Patrons entering the library are guaranteed a warm welcome and offer of assistance because they want you to have a good experience and to come back. Libraries depend on that. The more you go, the more they get and the more they can give and do for you.

I joined the library when the bookmobile came to the top of our road each week, then took books out from the old house on Church Street, contributed to the building of the first new library and Stephen Leacock Theatre and celebrated with the Town the opening of the newest Keswick branch, built for a larger population and even bigger world. Offerings accessed include the internet, computer training, workforce readiness, art instruction, financial management, movies, book club, game nights, knitting, retirement planning, cottage succession and lately, a little bit sadly, estate planning. It's all there, patient instruction combined with vital social interaction including the opportunity to witness and enjoy the extraordinary children's programming with special events and activities for every holiday and all through the year.

Not every town is lucky enough to have the accomplished, creative and energetic staff that Georgina has in each of its' three library branches. At this time of year I believe in Santa but I believe in libraries all year long because like us, libraries are for life.

**Submitted by: Valerie Stevens
Keswick Branch Librarian
December 6, 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	
October	15,463	9,882	2,328	3,864	31,537	15,315	
November	15,407	9,106	2,055	3,743	30,311	15,422	+12% in Circulation over this time last year.
December							
TOTALS	176,322	81,104	23,017	38,184	318,627		
Averages	16,029	7,373	2,092	3,471	28,966	14,792	

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	2,767	25,933	14,256	
December	12,558	4,995	1,572	3,397	22,522	14,175	
TOTALS	173,310	69,512	19,840	42,580	305,242		
Averages	14,443	5,793	1,653	3,548	25,437	14,431	

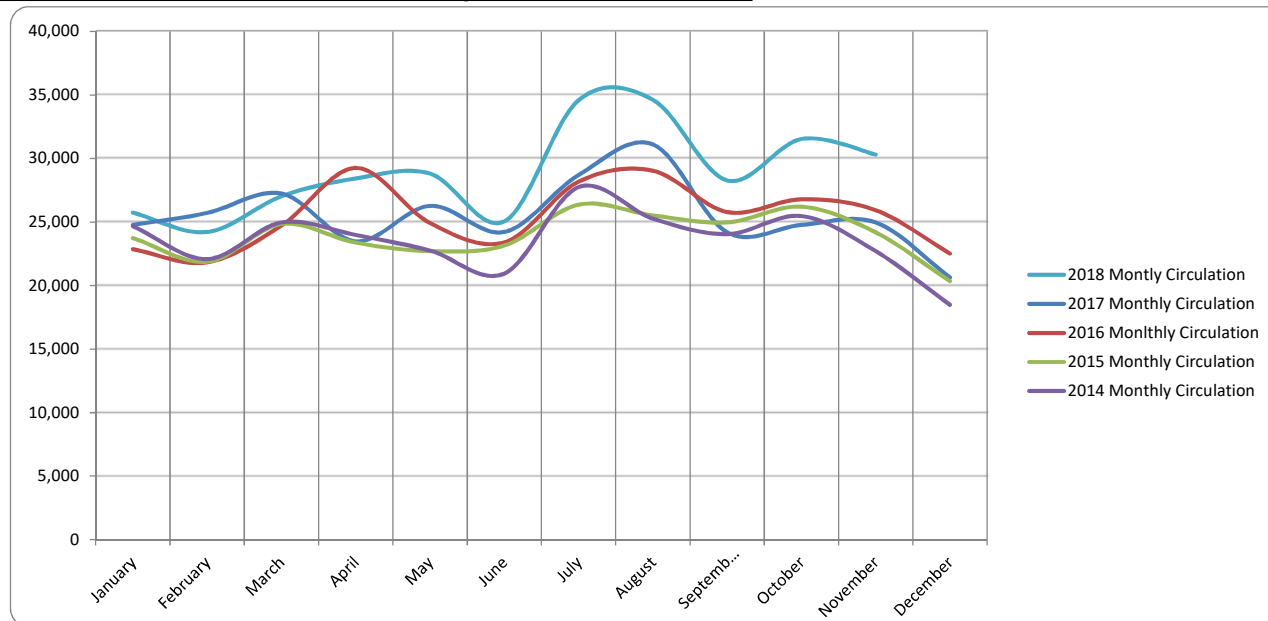
2015

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





My Dashboard

Nov 1, 2018 - Nov 30, 2018

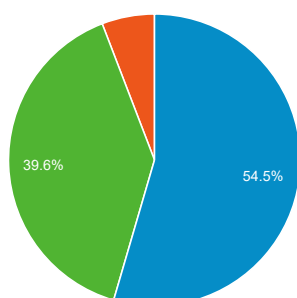
Compare to: Nov 1, 2017 - Nov 30, 2017

All Users
+0.00% Sessions

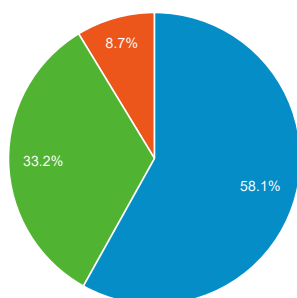
Visits by Traffic Type

direct organic referral

Nov 1, 2018 - Nov 30, 2018



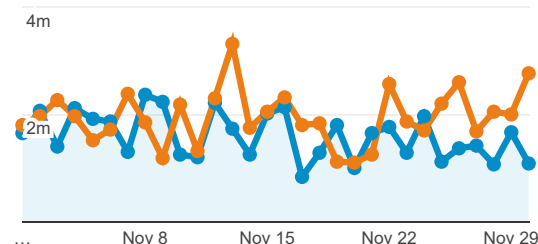
Nov 1, 2017 - Nov 30, 2017



Avg. Visit Duration

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

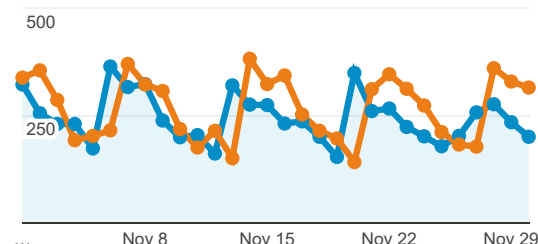
Nov 1, 2017 - Nov 30, 2017: Avg. Session Duration



Visits

Nov 1, 2018 - Nov 30, 2018: Sessions

Nov 1, 2017 - Nov 30, 2017: Sessions



Visits and Avg. Visit Duration by Co...

Country	Sessions	Avg. Session Duration
Canada		
Nov 1, 2018 - Nov 30, 2018	7,050	00:01:39
Nov 1, 2017 - Nov 30, 2017	7,799	00:01:59
% Change	-9.60%	-17.57%
United States		
Nov 1, 2018 - Nov 30, 2018	112	00:00:40
Nov 1, 2017 - Nov 30, 2017	73	00:00:31
% Change	53.42%	29.69%
Russia		
Nov 1, 2018 - Nov 30, 2018	28	00:01:24
Nov 1, 2017 - Nov 30, 2017	1	00:00:00
% Change	2,700.00%	100.00%
France		
Nov 1, 2018 - Nov 30, 2018	26	00:00:01
Nov 1, 2017 - Nov 30, 2017	0	00:00:00
% Change	100.00%	100.00%
United Kingdom		
Nov 1, 2018 - Nov 30, 2018	25	00:00:02
Nov 1, 2017 - Nov 30, 2017	8	00:00:00
% Change	212.50%	100.00%

Visits and Pageviews by Mobile

Mobile (Including Tablet)	Sessions	Pageviews
No		
Nov 1, 2018 - Nov 30, 2018	4,036	6,869
Nov 1, 2017 - Nov 30, 2017	4,680	8,179
% Change	-13.76%	-16.02%
Yes		
Nov 1, 2018 - Nov 30, 2018	3,314	4,530
Nov 1, 2017 - Nov 30, 2017	3,331	4,603
% Change	-0.51%	-1.59%

Bounce Rate

Nov 1, 2018 - Nov 30, 2018

63.17%

Avg for View: 63.17% (0.00%)

Nov 1, 2017 - Nov 30, 2017

61.62%

Avg for View: 61.62% (0.00%)

% New Visits

Nov 1, 2018 - Nov 30, 2018

47.50%

Avg for View: 47.50% (0.00%)

Nov 1, 2017 - Nov 30, 2017

45.72%

Avg for View: 45.72% (0.00%)

Pageviews

Nov 1, 2018 - Nov 30, 2018

11,399

% of Total: 100.00% (11,399)

Nov 1, 2017 - Nov 30, 2017

12,782

Visits

Nov 1, 2018 - Nov 30, 2018

7,350

% of Total: 100.00% (7,350)

Nov 1, 2017 - Nov 30, 2017

Nov 1, 2017 - Nov 30, 2017

8,011

% of Total: 100.00% (8,011)



% of Total: 100.00% (12,782)



Pages/Visit

Nov 1, 2018 - Nov 30, 2018

1.55

Avg for View: 1.55 (0.00%)



Nov 1, 2017 - Nov 30, 2017

1.60

Avg for View: 1.60 (0.00%)



Avg. Visit Duration

Nov 1, 2018 - Nov 30, 2018

00:01:36

Avg for View: 00:01:36 (0.00%)



Nov 1, 2017 - Nov 30, 2017

00:01:58

Avg for View: 00:01:58 (0.00%)



© 2018 Google

Georgina Public Library

Financial Statement for November 2018

Date: 12/1/2018

	2018 Actuals	2018 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	2,110,332	2,302,180	191,848	92%	92%	Pro-rated
Provincial Grants	62,600	62,600	-	100%	100%	Provincial Grant Received
Misc Grants	11,360	9,240	(2,120)	123%	92%	Actuals
School Board Revenue	58,500	58,500	-	100%	100%	Payment Received
Donations	18,643	1,800	(16,843)	1036%	92%	Spelling Bee Sponsorships & In Memorium Donations
Fines	22,840	27,100	4,260	84%	92%	
Misc Fees	3,313	3,100	(213)	107%	92%	PRESTO Commission, Exam Proctoring
Photocopying Fees	7,772	8,500	728	91%	92%	
Program Registrations	4,584	4,200	(384)	109%	92%	
Book Sale	1,539	2,400	861	64%	92%	Sluggish Used Book Sales
Room Rentals	3,443	4,100	658	84%	92%	
Provision from Reserve	18,058	19,700	1,642	92%	92%	Contributions to Reserves Pro-rated
Total Revenues	2,322,982	2,503,420	180,438	93%	92%	
Expenses						
Salaries & Benefits	1,509,891	1,716,800	206,909	88%	92%	
Library Board	2,800	4,800	2,000	58%	92%	Actuals YTD - to be paid out in December
Library Operations	338,448	345,870	7,422	98%	92%	Legal Costs Paid
Training	20,941	18,800	(2,141)	111%	92%	
Collections	149,418	198,850	49,432	75%	92%	Shipping & Processing Costs Moved to Library Operations
Telecommunications	20,935	15,700	(5,235)	133%	92%	
Misc	1,826	2,100	274	87%	92%	
Contribution to Reserve	183,792	200,500	16,708	92%	92%	Contributions Pro-rated
Total Expenses	2,228,051	2,503,420	275,369	89%	92%	
Net	94,931	-	(94,931)			

1% of Library Budget = \$25,034

Note

In preparation for the 2019 Budget, new budget lines were created to bring accounting practices in line with Tangible Assets Accounting standards. Costs such as Shipping and Processing were moved from the Collections Budget (tangible assets) to existing budget lines for shipping and processing under Library Operations. While expenses were moved, the approved budget lines were not changed.



Georgina Public Library

2018 Work Plan Progress Chart

Board Initiatives & Policies

Project Name	Project Lead	Start Date	Completion Date	Status	Notes
Board Recruitment	Board Chair	Q2	Q4	In Progress	Applications for Library Board close December 14 th .
Board Legacy Document	Board Chair	Q3	Q4	In Progress	Draft document to be reviewed at December Board Meeting.
Board Self-Assessment	Board Chair	Q3	Q4	Completed	Results Reported at October Board Meeting
Succession Planning & Emergency Preparedness	Board Chair			Deferred to 2019	
Procurement Policy	D. Harvie	Q2	Q3	Completed	Approved and implemented on 1 Oct 2018.

Capital Initiatives

Project Name	Project Lead	Start Date	Completion Date	Status	Notes
Marketing & Branding Initiative	D. Harvie	Q1	Q4	In Progress	First draft of branding and logo reviewed by staff working group on 3 December. Follow-up meeting scheduled for 17 December with Consultant.
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	Interviews complete. Candidate testing and reference checks in progress.

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	Presentation of ROI Study Results made at Nov 7 Town Council Meeting.

GEORGINA PUBLIC LIBRARY BOARD

2018 BOARD LEGACY DOCUMENT

This Legacy document is intended to help orient the new board at the beginning of their term.

OUR LIBRARY AND PARTNERS

Our partners are Municipal Council, the community, and other key community partners such as Police/EMS, transit, diabetes association, schools, tutors, the Welcome Centre, and other community organizations.

The **Community** sees our library as a valuable, vital resource and gathering place as well as a warm, welcoming, and inclusive place.

Municipal Council views our library as an important partner in building our community and an extension of important services to our residents, as well as an investment in our residents.

Other community groups and partners view the library as a connection to our community and an important partner to help with their outreach efforts, and as an innovative and education resource.

GOVERNANCE ISSUES

During our four year term, the current board has faced a few major governance issues. Halfway through the term, we lost our Board Chair, Paul Nicholls, had some board turnover because of one board member passing away and another one moving away, as well as the retirement of the Library Director/CEO.

Despite those issues, we managed to:

- Elect a new Chair and new Vice Chair
- Form an HR Committee, advertise, interview and hire the best fit for Director/CEO for our community
- Train new board members and make them feel included
- Review policies at almost every meeting, but we also initiated two new policies/processes:
 - The Library Director/CEO evaluation
 - Board self-evaluation
- Give direction to the Library Director/CEO to go through all of our policies and separate governance/board policies from operational policies.
- Consistently represent the Library at the **SOLS Trustee Council** meetings, and even hosting a meeting at the Sutton branch
- Allow more board members to attend the **OLA** conference than ever before, which had helped board members to better understand and grow in their roles

- Create and deliver a **Governance Report** to Council that outlines the Board and Town Council's relationship under the Public Libraries Act.
- Work on developing the **Strategic Plan** as well as the **Master Plan**
- Start a **Marketing and Branding** initiative
- Become more involved in Advocacy than previously, enabling us to have **Coffee with a Candidate** during the election campaign period, to educate and inform candidates about the services the library provides to the community.
- Improve our meetings by adopting a **Consent Agenda**, which has allowed us the time for more presentations to the board from town staff, such as the Town Treasurer, as well as from some of our branch managers, who have educated the board on collection management, intellectual freedom, children's programming, etc.
- Be more involved in community events that involved the library, such as the Open House during **Ontario Public Library Week**, the **Keswick Santa Claus Parade**, and the launch of Lynda.com at the town
- Dedicate the Boardroom in the Keswick branch as the Paul Nicholls boardroom, in appreciation and recognition of the many years of service and guidance Paul provided.

The Master Plan recommended 15,000 sq. ft. for the MURC branch but the Town had only anticipated 5,000 sq. ft. The current Board advocated for 10,000 square feet and the next board can continue working on convincing Town Councilors and the community of this need.

In accordance with the current 2016-2021 Strategic Plan, we are still working on ways to provide extended hours of technical support with our current budgetary constraints.

The new board has the opportunity to become a stronger voice to advocate for the branch in the MURC and to hopefully start the Coffee with a Candidate campaign earlier during the next election period.

OUR LEADERSHIP

Our Board has been a strong community leader because of our passionate advocacy for the library as we represented our residents in a fiscally responsible manner. We petitioned the provincial government in a meeting with the then current MPP (Julia Munro) for an increase in base library funding as well as for the establishment of a digital library in Ontario.

We've made a consistent effort to rotate our meetings occasionally so that we have the opportunity to meet at each of the branches during the year.

We've grown in our roles, attended the OLA conference, consistently represented our library at SOLS Trustee meetings, and attended many community functions and council meetings on behalf of the library board.

We have also attended and participated in the Friends of the Library fundraisers which directly support library services. We've been approachable and available.

We are especially proud that our library has been shortlisted for the 2018 Ontario Public Library Service Award for our FanFest event.

We think the board can be even stronger in leadership by forming some subcommittees sooner – such as a Policy Review committee which can help us move through policies much quicker, and we also think the board needs to become much clearer in providing direction to the Director/CEO, to minimize confusion.

CHALLENGES FOR THE NEW BOARD

Some of the major challenges the new board will have to tackle as a priority will be the 10,000 sq. ft. library branch at the MURC. The Branding and Marketing initiative will need to be implemented and community outreach can be strengthened even more. A new Strategic Plan will need to be developed for the 2022-2026 period, and improved funding for e-resources and programming will need to be advocated for.

It is recommended that the new Board immediately engage with the new Town Council through a series of open house events for each Councillor hosted by the Board at each branch.

We strongly encourage the new Board to ask for a Council resolution to support an increase in provincial funding for libraries.

WISHES FOR THE NEW BOARD

We wish the new board much success and hope they continue to build on the work that has been started, grow in their roles, support each other and their community and work together to help Georgina continue to have an awesome library with an awesome board.



GEORGINA PUBLIC LIBRARY

2018 FACT SHEET

GOVERNANCE

The Georgina Public Library operates under the authority of the *Ontario Public Libraries Act (PLA)*.

LIBRARY BOARD

The PLA directs the Library Board to provide “a comprehensive and efficient public library service that reflects the community’s unique needs.”

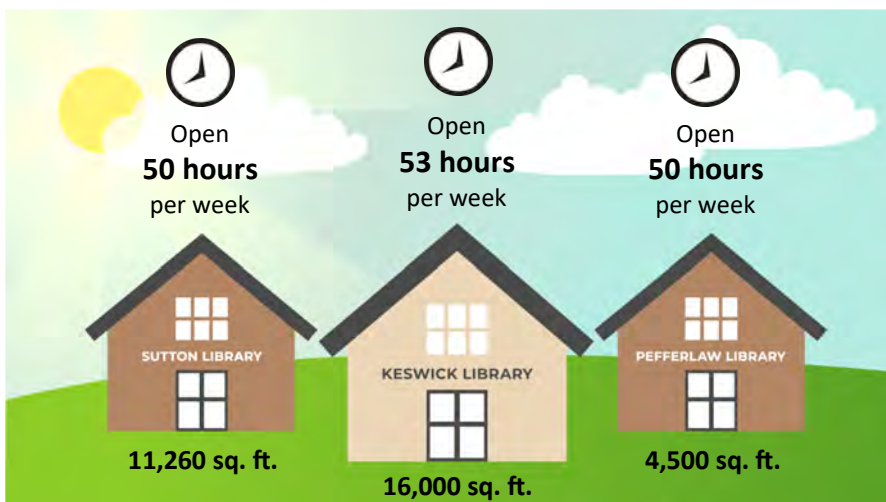
Public Libraries Act, Section 20(a)

8 Citizen Appointees

1 Town Councillor

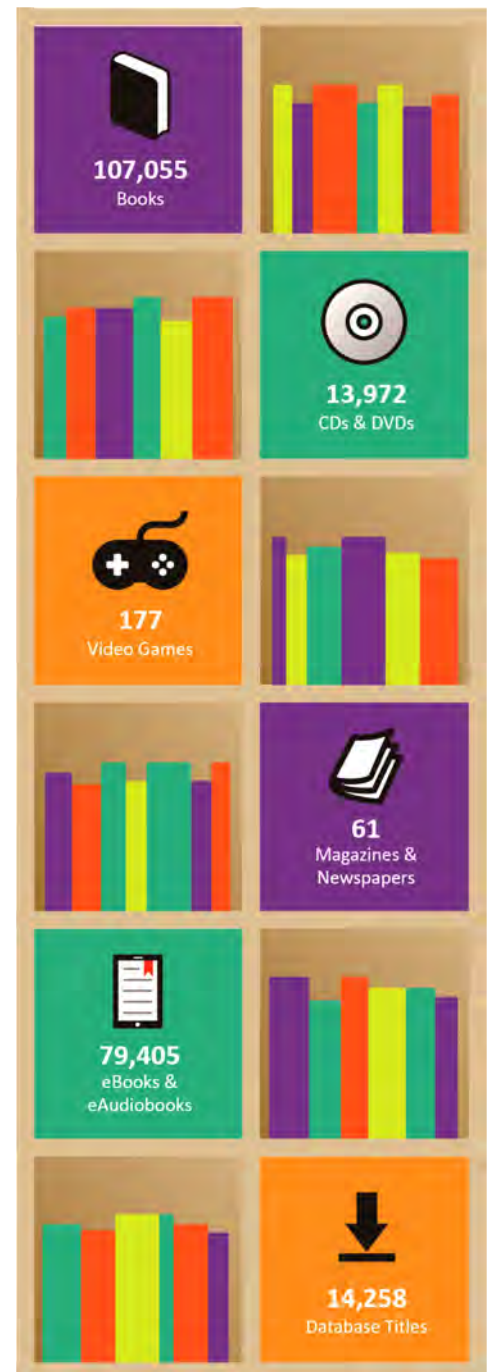
ABOUT US

We operate out of 3 branch locations: Sutton (Peter Gzowski), Keswick, and Pefferlaw.



COLLECTIONS

Georgina Public Library offers over 200,000 titles for public circulation.

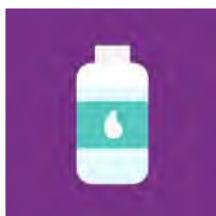


TOWN SERVICES



1,131

Blue Bin & Green
Bin Sales



233

Water Testing
Kits Distributed



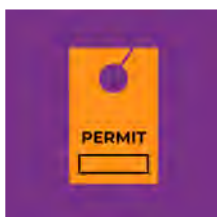
174

Burn Permit Sales



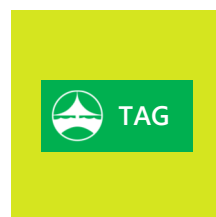
1,327

Presto Sales



6,211

Parking Passes
Issued



27,536

Garbage Bag
Tags Sold

LIBRARY SERVICES



Printing & Scanning



Public Computers



Tech Help



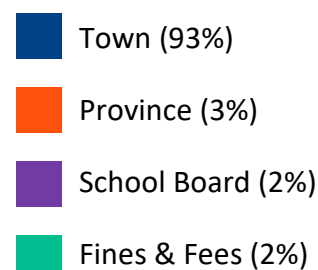
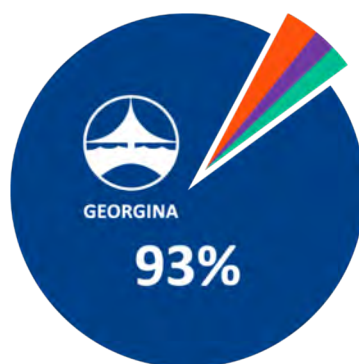
Free Wi-Fi

OUR STAFF

Our branches are staffed by 14 Full-time staff, 13 Part-time staff, and 13 Students, with the support of 6 Casual staff.

FUNDING

The majority of Georgina Public Library's funding is from the Town and 7% is from other sources.



2018 ACCOMPLISHMENTS



Our latest library statistics show a **10% increase in borrowing** and over **1 million library uses** this year!



A Library ROI Study revealed that for every **\$1** invested in Georgina Public Library, a value of **\$4.91** is produced for our residents.



Georgina Public Library has been nominated for a **Ministry Award for Library Innovation** for one of our most popular programs, Georgina FanFest.