Georgina Public Library

Library Board Meeting

Agenda

July 18th, 2019 @ 5:00 p.m.

P. Nicholls Board Room, Keswick Branch

1.   Call to Order

2.   Closed Session – **5:00 p.m. - 7:00 p.m.**

      i. Personal Matters About an Identifiable Individual, Section 16.1(4) of the Public Library Act

3.   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."

4.   Roll Call

5.   Introduction of Addendum Items

6.   Approval of the Agenda

7.   Declarations of Pecuniary Interest

8.   Adoption of the Past Minutes – June 20th, 2019

9.   Delegations/Speakers

10. Presentations
      a. Audited Financials from 2018 – Tamara Edmunds

11. Consent Agenda

      a. Branch Report
      b. Library Branch Statistics
      c. Website Statistics
      d. 2019 Work Plan Update
      e. Financial Statement – June 2019

12. Communications
      a. Acting CEO Update – Verbal
      b. Board Chair Update – Verbal
      c. Friends of the Library Update – Verbal

13. Old Business
      a. Other Rates and Fees Policy
      b. Statistical History reported monthly
      c. Social Media Stats

14. New Business
      a. Policy Review: Library Board Structure Bylaws
      b. Library as Place presentation (if time allows) – B. Sabatini

15. Other Business For Which No Notice Has Been Given

16. Adjournment

17. Next Meeting Date /Time

      August 15th, 2019 @ 7:00 p.m. @ **Peter Gzowski (Sutton) Branch**

Georgina Public Library Board

Regular Board Meeting Minutes

June 20th 2019 @ 7:00 p.m.

P. Nicholls Board Room, Keswick Branch

1.   Call to Order

The meeting was called to order at 7:02 p.m.

2.   First Nations Acknowledgement Statement

"We would like to begin today's meeting by acknowledging that the Town of Georgina is located over lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples and thank them for sharing this land. We would also like to acknowledge the Chippewa's 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:

   Mary Catherine Macaluso, Chair
   Bobbi Sabatini, Vice Chair
   Nancy Rodrigues
   Leslie Johnstone
   Adrienne McDowell
   Shari Hawkins
   Rita Beechey
   Naomi Davison (arrived late)

The following Board Member was absent with notice:

   Councillor Dave Neeson

The following staff members were in attendance:

   Valerie Stevens, Acting CEO
   Serena Hamlyn, Executive Assistant (Recording Secretary)
   Kathy Coates, CUPE 905.13 Union Representative

4.   Chair's Remarks

The Board Chair spoke briefly of the Articles in the Advocate regarding the ILLO program.

5.   Introduction of Addendum Items

None

6.   Approval of the Agenda

Moved by Nancy Rodrigues, Seconded by Shari Hawkins

RESOLUTION NO. GLB-2019-0036

That the Georgina Public Library Board Meeting Agenda for June 20th, 2019 be approved as presented.

Carried

7.   Declarations of Pecuniary Interest

None

8.   Adoption of the Past Minutes - Minutes of May 16th, 2019 Georgina Public Library Board Meeting

Moved by Adrienne McDowell, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2019-0037

That the Minutes of the May 16th, 2019 meeting be approved as amended.

Carried

9.   Delegations/Speakers

None

10.   Presentations

Overview of PLA - V. Stevens

The acting CEO gave a brief overview of the Public Libraries Act. The presentation went over key facts of what the PLA covers, and useful resources.

11.   Consent Agenda
      a. Branch Reports

b. Library Branch Statistics
c. Website Statistics
d. 2019 Work Plan Update
e. Financial Statement – May 2019

Moved by Rita Beechey, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2019-0038

That Item 11 - Consent Agenda be received as presented using suggested amendments to the Work Plan Update going forward.

Carried

12. Communications

a. Acting CEO Update – Verbal

Community Connections

- Board Chair & Acting CEO met with Mayor Quirk to discuss the new GPL logo; she has given her blessing to move forward.
- Mayor Quirk hosted one-on-one "Meet the Mayor" sessions in Sutton and Pefferlaw in June, with branch Librarians on hand. Keswick session on July 24, 7-8pm.
- Ryan Cronsberry, who has been Acting Deputy CEO at the Town for almost a year, was appointed to the position on a permanent basis.
- The Board Chair, Vice-Chair, and Acting CEO will meet with the Honourable Caroline Mulroney on Saturday, June 22 to discuss the impact of the SOLS cuts and Bill 108 on GPL.

Spaces

- Initial public consultations on the MURC (May 27 & June 4) were reasonably well attended and there were many constructive comments-with some inevitable negative feedback included. Sessions were run with a "dot vote" board for various planned areas of the MURC.
    - First session had highest interest in quiet study spaces, meeting space, and the technology/maker/programming spaces. Second session had highest interest in the "reading garden", with the areas mentioned above coming in close behind. Lots of comments on increased programming for all ages, audio/film studio, etc.
    - Public input sessions for schematics will come later in the summer/early fall.

      ○ Effects of Bill 108, specifically the introduction of the Community Benefit Charge, are still unknown.

<div align="right">(Naomi Davison arrived at 7:25)</div>

- Pefferlaw branch closed at 5:30pm on June 12 due to excessive heat & inactive HVAC. Maintenance resolved the issue prior to opening time the following day.

People and Leadership

- A previous Casual Library Clerk was hired to fill a retirement vacancy- start date of June 4.
- New students have started in both Sutton & Pefferlaw.
- Three staff members attended CAMH Customer Service & De- escalation Training-an ongoing N-6 Library training program
- Headshots & testimonials are requested from all Library Board members for the website.
- Group photo of GPL Library Board Trustees had been previously suggested; photo deferred until September
- Ongoing preparation for CUPE negotiations in mid-July; exchange of proposals scheduled for June 26.

Collections & Programs (Adult)

- Multi-lingual collection is being actively developed, and we should start to see materials very soon; LSC has confirmed that they have materials on-site and they are being processed.
- Book Sale held at Sutton branch on June 8, 12-5pm; raised approximately $300
- Child & Teen Summer Reading Club registration launched in June; Adult Summer Reading Challenge, piloted in 2018, will launch system-wide in July
- Other upcoming notable programs: summer movies for all age groups; 30th birthday party for Pefferlaw branch July 20th

Technology

- Pilot of the Town's iCity Cashier system in Sutton is still pending due to technology challenges.
- Freegal launched in late April: stats available up to the end of May show 117 song downloads, 1085 songs streamed, with 30 new active users. Ruth Berry will be promoting at Music in the Street on Saturday, June 22.

b. Board Chair Update - Verbal

- The Board Chair and the Acting CEO have been holding weekly meetings.
- The Board Chair spoke of the MURC consultations that were held in late May and early June. She felt the meetings struck a positive note and that it's been interesting meeting with community members and hearing their input and opinions.
- The Board Chair and the CEO had a positive meeting with Mayor Quirk regarding the branding project.
- The Acting CEO and the Board Chair will be meeting with MPP Caroline Mulroney at 11:15am this coming Saturday, the 22nd. They will be primarily be discussing ILLO, and Bill 108 as time allows.

c. Friends of the Library Update – Verbal

- The Friends have agreed to fund the Adult Summer Reading Challenge this summer. Going forward, if this is to become a regular annual event, they will consider funding the end of year prize.
- There has been discussion about hosting a Games Night. The members are in the process of brainstorming ideas for this event. The event would involve facilitating the playing of board games – people can learn to play new games they are interested in.
- The Friends are still in talks regarding the Music in the Library event.
- The Victorian Tea will be held on November 10th at De La Salle.

Moved by Leslie Johnstone, seconded by Adrienne McDowell

RESOLUTION NO. GLB-2019-0039

That items 12 a., b. and c. – Communications be received as presented.

Carried

13. Old Business

a. Resumption of ILLO –

The Acting CEO and the Board members went over the ILLO report included in the Board package.

The Board Members and the CEO thoroughly discussed the costs associated with and resources needed to move forward with continuing to

lend either 1/3 of the amount or ½ the amount Georgina Public Library has loaned in previous years for the Interlibrary Loan Service (ILLO).

Moved By Rita Beechey, Seconded By Leslie Johnstone

RESOLUTION NO. GLB-2019-0040

Motion to move forward with restricting ILLO lends to 33% of the current number for this year and for the CEO to report on the implementation of those restrictions.

Carried

b. Bill 108 – Update

A letter was included in the package about Bill 108, written by Minister Steve Clark.

14. New Business
   a. Library Board Policy Review: Other Rates and Fees

The Board members reviewed the Other Rates and Fees Policy, discussing revisions to make to the Policy.

Moved by Bobbi Sabatini, Seconded by Naomi Davison

RESOLUTION NO. GLB-2019-0041

Motion to direct the interim CEO to make changes to the Other Rates and Fees Policy as directed and to present the edited version at the next Board meeting for approval.

Carried

b. Year in Review

The Board members viewed the 2018 Year in Review guide.

Moved by Shari Hawkins, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2019-0042

Motion to accept the Year in Review with the discussed visual modifications made and to then put it out for the public to view.

Carried

c. Budget timeline & Budget Committee

A budget committee was formed. The committee will meet with the Acting CEO to discuss the budget and to go over the 4 year business plan.

    d. Statistical History reported monthly

Moved by Naomi Davison, Seconded by Rita Beechey

RESOLUTION NO. GLB-2019-0043

Motion to defer Statistical History reported monthly topic to next meeting

Carried

    e. Social Media Stats

Moved by Adrienne McDowell, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2019-0044

Motion to defer Social Media Stats discussion to next meeting

Carried

15. Other Business For Which No Notice Has Been Given

None

16. Adjournment

Moved by Leslie Johnstone, Seconded by Rita Beechey

RESOLUTION NO. GLB-2019-0045

That the Georgina Public Library Board June 20th[th], 2019 meeting adjourn at 9:06 p.m.

Carried

17. Next Meeting Date /Time

July 18th, 2019 @ 7:00 p.m. - Keswick Branch

The Corporation of the Town of Georgina
Public Library Board
Financial Statements
Year ended December 31, 2018

	Contents

To the Chair and Members of the Town of Georgina Public Library Board, and Members of Council of the Town of Georgina

Opinion

We have audited the financial statements of The Corporation of the Town of Georgina Public Library Board (the "Library Board"), which comprise the statement of financial position as at December 31, 2018, and the statements of operations and accumulated surplus, cash flows and changes in net financial assets for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library Board as at December 31, 2018, and results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Library Board in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library Board's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of

these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library Board's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Library Board to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

June 26, 2019
Newmarket, Ontario

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Georgina Public Library Board
Statement of Financial Position   **DRAFT**
December 31

	2018	2017
	$	$
Financial assets		
Cash	475	315
Due from Town of Georgina (Note 3)	431,755	1,799,657
Accounts receivable	4,031	4,772
	436,261	1,804,744
Liabilities		
Accounts payable	143,379	150,503
Accrued liabilities	68,016	58,033
Deferred deposits	-	-
	211,395	208,536
Net financial assets	224,866	1,596,208
Non-financial assets		
Tangible capital assets (Note 5)	614,005	655,407
Accumulated surplus (Note 6)	838,871	2,251,615

Georgina Public Library Board
Statement of Operations and Accumulated Surplus

Year ended December 31

	2018		2017
	Budget	Actual	Actual
	$	$	$
Revenues			
Town of Georgina - operating grant	2,331,180	**2,317,919**	2,153,070
Town of Georgina - capital contribution	-	**-**	18,956
Province of Ontario - grant	62,600	**62,584**	62,584
York School Boards - purchase of service	58,500	**58,550**	58,500
Fines	27,100	**26,531**	25,113
Sales / Costs recovered	14,000	**15,792**	13,113
Donations & fundraising	1,800	**14,109**	8,334
Room rental	4,100	**3,555**	8,311
Programs	4,200	**5,528**	4,143
Miscellaneous grant	9,240	**12,557**	10,782
Development charges earned	19,700	**6,517**	-
	2,532,420	**2,523,642**	2,362,906
Expenses			
Salaries & benefits	1,721,600	**1,717,464**	1,577,719
Amortization	183,640	**183,640**	191,495
Contracted services	169,220	**158,844**	99,707
Utilities	108,800	**96,240**	98,753
Materials & supplies	45,500	**104,007**	107,837
Insurance	19,900	**19,900**	19,900
Freight / Postage	3,500	**5,916**	3,844
Travel / Education	22,800	**27,302**	14,174
Consulting	-	**93,104**	458
Audit	4,400	**2,544**	3,053
Equipment repairs	3,500	**133**	2,323
Volunteer appreciation	500	**300**	775
Memberships	2,550	**2,822**	2,297
Bank charges	1,800	**2,151**	2,175
Total expenses	2,287,710	**2,414,367**	2,124,510
Transfer to Town of Georgina Reserve	-	**(1,522,019)**	-
Annual surplus (deficit)	244,710	**(1,412,744)**	238,396
Accumulated surplus, beginning of year		**2,251,615**	2,013,219
Accumulated surplus, end of year		**838,871**	2,251,615

Georgina Public Library Board
Statement of Change in Net Financial Assets
Year ended December 31

	2018		2017
	Budget	Actual	Actual
	$	$	$
Annual surplus (deficit)	244,710	**(1,412,744)**	238,396
Acquisition of tangible capital assets	(141,393)	**(142,238)**	(158,989)
Amortization of tangible capital assets	183,640	**183,640**	191,495
	286,957	**(1,371,342)**	270,902
Change in net financial assets	286,957	**(1,371,342)**	270,902
Net financial assets, beginning of year	1,596,208	**1,596,208**	1,325,306
Net financial assets, end of year	1,883,165	**224,866**	1,596,208

Georgina Public Library Board
Statement of Cash Flows   **DRAFT**
Year ended December 31

	2018	2017
	$	$
Cash provided by (used in)		
Operating activities		
Annual surplus	(1,412,744)	238,396
Amortization	183,640	191,495
Changes in non-cash operating working capital		
Accounts receivable	741	33,565
Due from Town of Georgina	1,367,902	(299,516)
Accrued liabilities	9,983	(4,442)
Accounts payable	(7,124)	(213)
Deferred deposits	-	(271)
Cash provided by operating activities	142,398	159,014
Capital activities		
Acquisition of tangible capital assets	142,238	158,989
Net change in cash	160	25
Cash, beginning of year	315	290
Cash, end of year	475	315

1. Nature of operations

The Georgina Public Library Board (the "Library Board") is a local board of The Town of Georgina (the "Town") deemed to be a public library established under the Public Libraries Act. The Library Board is not subject to income taxes under Section 149(1) of the Income Tax Act (Canada).

2. Summary of significant accounting policies

The financial statements of the Library Board are the representation of management prepared in accordance with local government accounting standards as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada.

Significant aspects of the accounting policies adopted by the Library Board are as follows:

Accrual accounting

Sources of financing and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations.

Tangible capital assets
Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Tangible capital assets received as contributions are recorded at their fair value at the date of receipt. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

Collections	7 years
Computer hardware & software	4 - 7 years
Furniture & equipment	5 - 20 years

One half of the annual amortization is charged in the year of acquisition.

Contributions of tangible capital assets
Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

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2.   Summary of significant accounting policies (continued)

Revenue recognition

User fees and other revenues including sales, room rentals and programs are recognized when the services are performed or goods are delivered and there is reasonable assurance of collection.

Government transfers

Government transfers are recognized when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. These estimates and assumptions are based on management's historical experience, best knowledge of current events and actions that the Library Board may undertake in the future. The principal estimates used in the preparation of these financial statements include the useful life and valuation of tangible capital assets. Actual results could differ from those estimates.

Pension Plan

The Library Board is an employer member of the Ontario Municipal Employees Retirement System (OMERS) which is a multi-employer, defined benefit pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of assets and administration of the benefits. The Library Board has adopted defined contribution plan accounting principles for this Plan because insufficient information is available to apply defined benefit plan accounting principles. The Library Board records as pension expense the current service cost, amortization of past service costs and interest costs related to the future employer contributions to the Plan for past employee service.

3.   Receivable from Town of Georgina

The amount receivable from the Town of Georgina is non-interest bearing and has no set terms of repayment. These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

Georgina Public Library Board
DRAFT Notes to the Financial Statements
December 31, 2018

4. Pension agreement

OMERS provides pension services to more than 470,000 active and retired members and approximately 1,000 employers. Each year an independent actuary determines the funding status of OMERS Primary Pension Plan (the Plan) by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2018. The results of this valuation disclosed total actuarial liabilities of $100,081 million in respect of benefits accrued for service with actuarial assets at that date of $95,890 million indicating an actuarial deficit of $4,191 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Library Board does not recognize any share of the OMERS pension surplus or deficit.

Contribution rates range from 9% to 14.6% depending on the level of earnings. During the year $98,099 (2017 - $88,986) was contributed to OMERS by the Library Board for current services.

5.   **Tangible capital assets**

	2018			
	Library Collection	Furniture	Computer Hardware/ Software	Total
Cost				
Balance, beginning of year	$ 1,090,438	$ 218,266	$ 198,343	$1,507,047
Add: Additions during the year	121,182	845	20,211	142,238
Less: Disposals during the year	(167,293)	-	(87,791)	(255,084)
Balance, end of year	1,044,327	219,111	130,763	1,394,201
Accumulated amortization				
Balance, beginning of year	580,260	138,003	133,377	851,640
Add: Amortization during the year	153,200	15,141	15,299	183,640
Less: Amortization on disposals	(167,293)	-	(87,791)	(255,084)
Balance, end of year	566,167	153,144	60,885	780,196
Net book value	$ 478,160	$ 65,967	$ 69,878	$ 614,005

	2017			
	Library Collection	Furniture	Computer Hardware/ Software	Total
Cost				
Balance, beginning of year	$ 1,149,190	$ 197,862	$ 179,967	$1,527,019
Add: Additions during the year	120,209	20,404	18,376	158,989
Less: Disposals during the year	(178,961)	-	-	(178,961)
Balance, end of year	1,090,438	218,266	198,343	1,507,047
Accumulated amortization				
Balance, beginning of year	598,818	124,406	115,882	839,106
Add: Amortization during the year	160,403	13,597	17,495	191,495
Less: Amortization on disposals	(178,961)	-	-	(178,961)
Balance, end of year	580,260	138,003	133,377	851,640
Net book value	$ 510,178	$ 80,263	$ 64,966	$ 655,407

6. Accumulated surplus	**2018**	2017
Consists of:		
	$	$
Reserves set aside by the Library Board		
Capital reserve	**215,676**	265,500
Future expenditure reserve	**-**	1,320,518
Salary adjustment reserve	**9,190**	9,190
	224,866	1,595,208
Surplus		
Invested in tangible capital assets	**614,005**	655,407
Accumulated surplus	**838,871**	2,251,615

Joint Branch Report

June 2019

Community Connections

- Joel Sutherland and Val Stevens promoted GPL services during the Town of Georgina's Open House at the Civic Centre on June 6, with a focus on electronic databases and Summer Reading Club.
- Val Stevens and Kate Gibson attended a Values Exercise Workshop for the Town of Georgina's strategic planning on June 11.
- Mayor Margaret Quirk visited Sutton Branch for a One on One session on June 15.
- Becky Stark proctored an exam for a student through Athabasca University on June 18.
- Kate Gibson and Sherrey Helleman met with the Teacher-Librarians from Black River P.S. and St. Bernadette's Catholic Elementary School for their semi-annual summit on June 19. They discussed successes and challenges from the past school year and future plans for the 2019-2020 school year.
- Kate Gibson hosted 14 librarians on June 7 and 21, listening to 12 representations pitching their fall imprint lists.
- Library staff set up a booth at Music in the Streets in Keswick on June 22. Ruth promoted Freegal and Cheyenne and Emily promoted the Summer Reading Club.
- Kate Gibson attended the end of year celebration for the Work Experience students at Sutton District High School on June 25.
- Kate Gibson visited the Georgina Food Pantry on June 27 with Warren Reynolds who was donating items he collected during his Mindfulness Meditation program at Sutton Branch.

Spaces

- Sutton Branch continued to exhibit paintings by Albert Chiarandini in partnership with the Georgina Arts Centre & Gallery.
- Sutton Branch participated in two Fire Drills as part of the Sutton Multiuse facility on June 6 and 24.
- The Ice Palace was evacuated during a fire alarm on June 29. Ice Palace staff notified Library staff that it was a false alarm.
- Sutton Branch solicited quotes for the West window blinds to initiate this 2019 capital budget item.
- Sutton Branch continued work with the town's Procurement Department to create the Request for Tender documents needed for the Sutton Desk Redesign.

People and Leadership

- A Staff Day was held at the Peter Gzowski (Sutton) Branch on June 3, which included an ergonomic workstation demonstration.

- Becky Stark attended a two-day training session about Situational Leadership on June 12 and 13.
- Joel Sutherland and Val Stevens were interviewed by a reporter from the Georgina Advocate on June 14. The articles, one about Summer Reading Club and the other about ILLO, were published on June 28 and June 20, respectively.
- Pefferlaw Branch welcomed a new Library Student to their team on June 19. Her name is Julia Powell, and she is a Pefferlaw resident just finishing her grade 9 school year.
- Kate Gibson and Ruth Berry participated in three webinars, hosted by SOLS, to determine the best e-Resources for the library consortium on June 24, 25 and 26.
- Two new Casual Library Clerks, Britney Beenen and Daniel Enss, started their training with us on June 26.

Collections & Programs (Adult)

Programs – All Locations			
Date	Program Name	Location	Participants
June 1	Purls & Chains	SN	6
June 6	Book Club	PE	7
June 6	ESL	KE	5
June 6	Mahjong	KE	2
June 6	Knitting	KE	10
June 7	Birds of a Feather	PE	3
June 8	Purls & Chains	SN	7
June 12	Book Club	KE	10
June 13	ESL	KE	2
June 13	Mahjong	KE	3
June 13	Knitting	KE	6
June 13	Book Club	SN	7
June 14	Birds of a Feather	PE	1
June 15	Purls & Chains	SN	7
June 20	ESL	KE	5
June 20	Mahjong	KE	6
June 20	Knitting	KE	8
June 21	Birds of a Feather	PE	0
June 22	Purls & Chains	SN	5
June 22	Music in the Streets – Freegal promotion	outreach	12
June 27	ESL	KE	5
June 27	Mahjong	KE	4
June 27	Knitting	KE	8
June 28	Birds of a Feather	PE	2
June 29	Purls & Chains	SN	9
June 30	Wordsmiths	SN	n/a
June 30	Scrabble	SN	n/a
various	One-on-one tech help (eServ Tech)	KE	19
		Total	**159**

Technology

N/A

Highlight

The students from Black River P.S. and St. Bernadette's Catholic Elementary School visited the library 23771 times and borrowed 13481 items over the course of the 2018-2019 school year.

Submitted by: Kate Gibson, Becky Stark & Joel Sutherland
Branch Librarians & CYS Librarian

GEORGINA PUBLIC LIBRARY
CYS Report
Spring: April to June, 2019

Community Connections
(include outreach, community partnerships, promotional efforts)

- Joel, Jo, Sara, and Rachel appeared on Rogers Television's Georgina Life on April 3 to promote Georgina FanFest.
- Joel promoted the Summer Reading Club during the Town of Georgina's Open House at the Civic Centre on June 6.
- Cheyenne and Emily, GPL's SRC Assistants, set up a booth at Music in the Streets in Keswick on June 22 to promote the Summer Reading Club.
- Cheyenne and Emily also attended three public school Fun Fairs, one at Keswick on May 24, one at Fairwood on June 6 and one at Black River on June 18, to promote the Summer Reading Club.

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

- The shelving in the children's area of the Peter Gzowski Branch was rearranged in order to create more play space, to better group particular collections together, and to create more space for the AWE computer and tablet.

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

- Joel attended an OLA Child & Youth Committee meeting on April 15.
- Joel attended a meeting with Town of Georgina staff on April 25 to discuss plans to partner with Town camps and the Library's Summer Reading Club.
- Joel attended a Joint Health and Safety Committee meeting on May 9.
- Two Summer Reading Club Assistants, Cheyenne (full-time) and Emily (part-time), began work on May 13 and 21, respectively. A portion of the full-time position is being funded by a Canada Summer Jobs grant and the majority of the part-time position is being funded by a York Region Summer Experience Program grant.
- Three staff members, Cheyenne, Jennifer, and Erin, received training on May 17 to fill in for CYS programs.
- Joel attended an AED meeting at the Town on May 28.
- A co-op student concluded her 2018/2019 placement at the Keswick Branch on May 30.
- Joel attended a Town Values session on June 4, which focused on Georgina's vision and mission.
- Joel was interviewed by a reporter from the Georgina Advocate on June 14. The article, which focused on the Summer Reading Club, was published on June 28.

- Joel attended an OLA Child & Youth Committee teleconference on June 17.
- Joel attended a meeting for the Canadian Children's Book Centre's Amy Mathers Teen Book Award on June 25.

Collections and Programs
(include programs, displays, collection projects, proctoring)

Collection:
- CYS staff members have completed a large shift of Keswick's picture book, juvenile fiction, juvenile graphic novels, and young adult collections. This created more space on our shelves to display new books and store toys.

Programs:
- Our most popular weekly programs throughout the spring included: Jericho After School in Sutton on Thursdays (274 total attendance), Read, Play, Learn in Keswick on Thursdays (225), Reading Buddies in Keswick on Tuesdays (202), and Groovy Tuesdays in Sutton on Tuesdays (189).
- We ran many special events throughout the spring:
  - **Georgina FanFest 4** (Keswick, April 6): the fourth year of our "comic-con for families" built on the huge success of the first three years. More than 2,000 people attended between 10 a.m. and 2 p.m. Activities were spread out through the library, with a minimum of 5 things taking place at all times. Activities included arts and crafts, LEGO building, video gaming, and meet-n-greet times for fans to have a picture taken with their favourite characters, including superheroes, princesses, and more. Official Stormtroopers from the 501st Legion also dropped by and marched throughout the library, surprising attendees. Community partner organizations set up booths, including Jericho Youth Services, York Pride, the Georgina Military Museum, and more. York Region Police brought a police car, the Georgina Fire Department brought a fire truck for families to explore, and the Town of Georgina brought a new snowplough, all for families to explore. As a new addition this year, the Mayor and members of the Georgina Public Library Board helped kids create superhero buttons. It was another resounding success. This program was sponsored in part by Foch Family Real Estate.
  - **Free Comic Book Day** (all branches, May 4): 169 people visited one of our branches to pick up a free comic book by borrowing one of our circulating graphic novels.
  - **Jedi Training** (Keswick, May 4): 74 people attended this special event on Star Wars Day.
  - **FCBD Movie: The Last Jedi** (Keswick, May 4): 17 people enjoyed this movie, which was screened to tie into FCBD and Jedi Training.
  - **TD Book Week Author Visit** (Sutton, May 10): Award-winning author Marty Chan from Manitoba gave a presentation to 60 students and staff from St. Bernadette Catholic Elementary School. The visit was very well received and some students said they were

so thrilled to have met a real-life author. The visit was mostly funded by TD and the Canadian Children's Book Centre.

- o **Films & Fun After Dark** (Sutton, May 10): 29 people visited the library after hours to enjoy the movie, LEGO activities, free food, and prizes. This program was sponsored in part by Foch Family Real Estate.
- o **First LEGO League** (Sutton, May 28): 95 children and adults participated in this end-of-year competition.
- o **P.A. Day Movie: How to Train Your Dragon: The Hidden World** (Keswick, June 28): 60 people attended this family film.
- o **Red Cross Babysitting Course** (Keswick, June 28): 24 kids participated.

Outreach:

- **Public School Fun Fairs** (May & June): The SRCAs attended three Fun Fairs (Keswick, Fairwood, and Black River) throughout late spring to promote SRC, and interacted with 115 people total.
- **School Visits: SRC Presentation** (June): The CYSAs and full-time SRCA visited 14 schools throughout June and gave presentations to 4,794 students in total.
- **Music in the Streets** (June 22): The SRCAs attended this event to promote SRC, and spoke with 91 people.

Stats:

Keswick

Total Number of Participants:	Total Number of Programs:
3,393	60

Sutton

Total Number of Participants:	Total Number of Programs:
716	30

Pefferlaw

Total Number of Participants:	Total Number of Programs:
272	16

Outreach

Total Number of Participants:	Total Number of Programs:
5,000	18

TOTAL:

Total Number of Participants:	**Total Number of Programs:**
9,381	**124**

Technology
(include tech & computer news & issues)

- Four new AWE LiteracyGo Tablets were installed in each of the branches (two in Keswick, one in Sutton, and one in Pefferlaw) in May, available for in-library use. Each tablet has a selection of educational games.

Submitted by: Joel Sutherland, Children's & Youth Services Librarian

Date: July 8, 2019

Georgina Public Libraries Circulation & Active User Statistics

2019

Date	Keswick	Sutton	Pefferlaw	E-Books	Total	Active Members	Notes
January	14,082	6,951	1,737	4,076	26,846	13,884	
February	13,164	5,297	1,725	3,936	24,122	14,021	
March	15,072	6,418	1,789	4,214	27,493	14,232	
April	15,146	7,538	1,458	3,962	28,104	14,447	
May	15,646	8,056	1,942	4,222	29,866	14,583	
June	15,402	5,776	1,789	3,999	26,966	15,312	SN circ decline due to no school CKO's
TOTALS	**88,512**	**40,036**	**10,440**	**24,409**	**163,397**		
Averages	**14,752**	**6,673**	**1,740**	**4,068**	**27,233**	**14,413**	

2018

Date	Keswick	Sutton	Pefferlaw	E-Books	Total	Active Members	Notes
January	13,623	6,623	1,744	3,477	25,467	13,910	Missing OneClick digital ebooks stats
February	12,790	6,636	1,704	3,067	24,197	14,068	
March	15,334	7,228	1,945	3,403	27,910	14,259	March Break Programs
April	15,337	8,071	1,693	3,263	28,364	14,438	In-House Circulation Added
May	15,033	8,579	1,810	3,152	28,574	14,658	
June	16,858	6,690	1,957	3,013	28,518	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	
December	12,697	6,430	2,000	3,378	24,505	15,485	+12% in Circulation over this time last year.
TOTALS	**191,803**	**88,875**	**25,120**	**41,076**	**346,874**		
Averages	**16,282**	**7,495**	**2,102**	**3,427**	**29,306**	**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	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 - 19 Annual Total Circulation By Month Comparison

Legend:
- 2019 Monthly Circulation
- 2018 Montly Circulation
- 2017 Monthly Circulation
- 2016 Monlthly Circulation
- 2015 Monthly Circulation
- 2014 Monthly Circulation
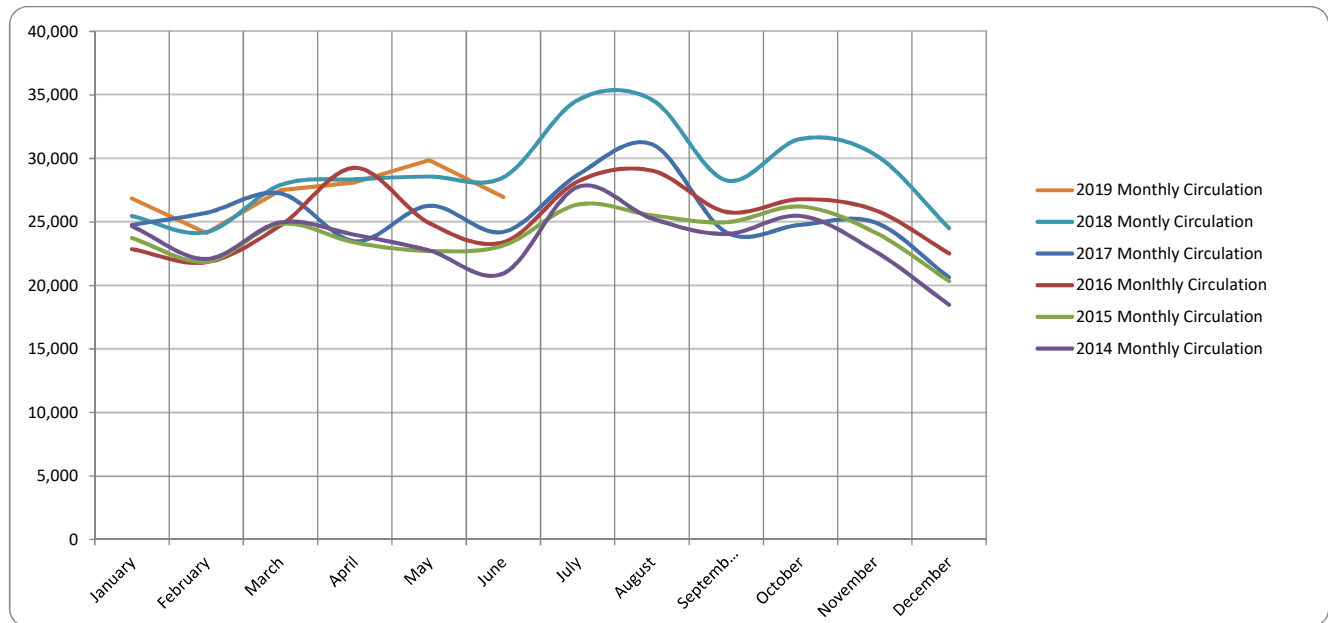
Georgina Public Library Usage Statistics - 2019

January

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library Uses
Keswick	14,082	10,756	19	152	2,467		2,948	**30,405**
Pefferlaw	1,737	672	1	26	242		550	**3,227**
Sutton	6,951	2,635	10	51	655		268	**10,560**
CYS			43	708	630			**1,338**
e-Branch	4,076	9,869	65	133		37,544		**51,622**
TOTAL	**26,846**	**23,932**	**138**	**1,070**	**3,994**	**37,544**	**3,766**	**97,152**

February

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library Uses
Keswick	13,164	9,007	14	113	2,194		2,179	**26,657**
Pefferlaw	1,725	708	4	39	222		36	**2,730**
Sutton	5,297	5,301	17	102	613		290	**11,603**
CYS			51	857	494			**1,351**
e-Branch	3,936	8,703	80	143		32,029		**44,811**
TOTAL	**24,122**	**23,719**	**166**	**1,254**	**3,523**	**32,029**	**2,505**	**87,152**

March

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library Uses
Keswick	15,072	8,978	17	124	2,650		2,544	**29,368**
Pefferlaw	1,789	1,097	4	42	251		297	**3,476**
Sutton	6,418	6,578	15	93	923		306	**14,318**
CYS			19	703	607			**1,310**
e-Branch	4,214	13,679	75	166		39,308		**57,367**
TOTAL	**27,493**	**30,332**	**130**	**1,128**	**4,431**	**39,308**	**3,147**	**105,839**

April

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library Uses
Keswick	15,146	9,995	23	147	2,755		2,671	**30,714**
Pefferlaw	1,458	1,376	2	12	226		140	**3,212**
Sutton	7,538	5,031	11	82	745		539	**13,935**
CYS			35	2,781	498			**3,279**
e-Branch	3,962	10,971	49	166		35,771		**50,870**
TOTAL	**28,104**	**27,373**	**120**	**3,188**	**4,224**	**35,771**	**3,350**	**102,010**

May

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library Uses
Keswick	15,646	8,366	23	110	2,257		2,681	**29,060**
Pefferlaw	1,942	1,707	4	37	279		276	**4,241**
Sutton	8,056	7,398	13	58	808		525	**16,845**
CYS			71	1,696	681			**2,377**
e-Branch	4,222	10,597	35	67		38,115		**53,001**
TOTAL	**29,866**	**28,068**	**146**	**1,968**	**4,025**	**38,115**	**3,482**	**105,524**

June

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library Uses
Keswick	15,402	7,970	14	115	1,923		2,798	**28,208**
Pefferlaw	1,789	1,649	5	13	271		331	**4,053**
Sutton	5,776	5,377	8	41	700		526	**12,420**
CYS			20	5,113	651			**5,764**
e-Branch	3,999	9,856	35	63		35,483		**49,401**
TOTAL	**26,966**	**24,852**	**82**	**5,345**	**3,545**	**35,483**	**3,655**	**99,846**

2019 TOTALS

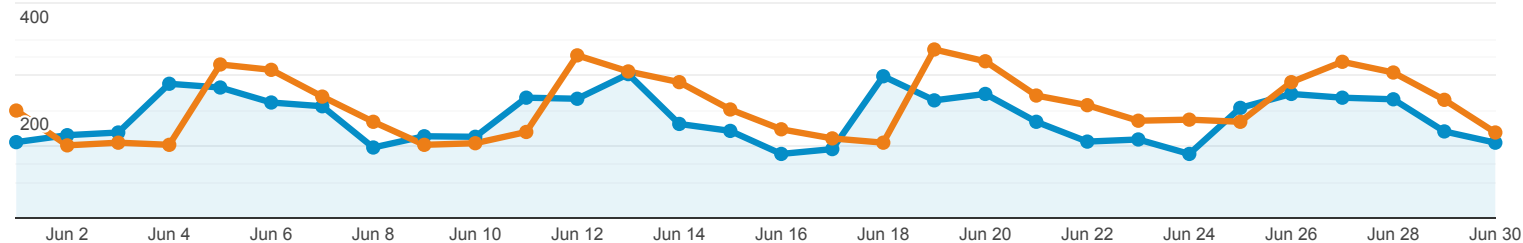| Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library Uses
Keswick	88,512	55,072	110	761	14,246		15,821	**174,412**
Pefferlaw	10,440	7,209	20	169	1,491		1,630	**20,939**
Sutton	40,036	32,320	74	427	4,444		2,454	**79,681**
CYS			239	11,858	3,561			**15,419**
e-Branch	24,409	63,675	339	738		218,250		**307,072**
TOTAL	**163,397**	**158,276**	**782**	**13,953**	**23,742**	**218,250**	**19,905**	**597,523**

Audience Overview

All Users
+0.00% Sessions

Jun 1, 2019 - Jun 30, 2019
Compare to: Jun 1, 2018 - Jun 30, 2018

Overview

Jun 1, 2019 - Jun 30, 2019: ● Users
Jun 1, 2018 - Jun 30, 2018: ● Users

Sessions	Users	Pageviews
-13.12%	**-11.41%**	**-13.37%**
6,570 vs 7,562	3,790 vs 4,278	11,088 vs 12,799

Pages / Session	Avg. Session Duration	Bounce Rate
-0.29%	**-19.83%**	**-4.63%**
1.69 vs 1.69	00:01:45 vs 00:02:11	56.35% vs 59.08%

% New Sessions
-1.28%
44.86% vs 45.44%

● Returning Visitor ● New Visitor

Jun 1, 2019 - Jun 30, 2019

55.1%
44.9%

Jun 1, 2018 - Jun 30, 2018

54.5%
45.5%
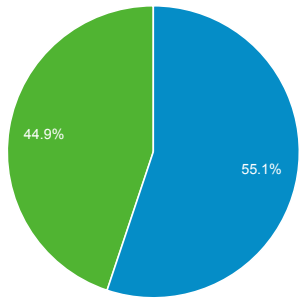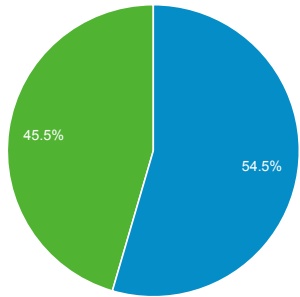
Language	Sessions	% Sessions
1. en-us		
Jun 1, 2019 - Jun 30, 2019	2,994	45.57%
Jun 1, 2018 - Jun 30, 2018	4,064	53.74%
% Change	**-26.33%**	**-15.21%**
2. en-ca		
Jun 1, 2019 - Jun 30, 2019	2,848	43.35%
Jun 1, 2018 - Jun 30, 2018	2,583	34.16%
% Change	**10.26%**	**26.91%**
3. en-gb		
Jun 1, 2019 - Jun 30, 2019	630	9.59%
Jun 1, 2018 - Jun 30, 2018	634	8.38%
% Change	**-0.63%**	**14.37%**
4. zh-cn		
Jun 1, 2019 - Jun 30, 2019	34	0.52%

Jun 1, 2018 - Jun 30, 2018	56	0.74%
% Change	**-39.29%**	**-30.12%**
5. ko		
Jun 1, 2019 - Jun 30, 2019	16	0.24%
Jun 1, 2018 - Jun 30, 2018	18	0.24%
% Change	**-11.11%**	**2.31%**
6. en		
Jun 1, 2019 - Jun 30, 2019	11	0.17%
Jun 1, 2018 - Jun 30, 2018	14	0.19%
% Change	**-21.43%**	**-9.57%**
7. fr-fr		
Jun 1, 2019 - Jun 30, 2019	9	0.14%
Jun 1, 2018 - Jun 30, 2018	8	0.11%
% Change	**12.50%**	**29.49%**
8. pt-br		
Jun 1, 2019 - Jun 30, 2019	4	0.06%
Jun 1, 2018 - Jun 30, 2018	1	0.01%
% Change	**300.00%**	**360.40%**
9. es-419		
Jun 1, 2019 - Jun 30, 2019	3	0.05%
Jun 1, 2018 - Jun 30, 2018	0	0.00%
% Change	**100.00%**	**100.00%**
10. ko-kr		
Jun 1, 2019 - Jun 30, 2019	3	0.05%
Jun 1, 2018 - Jun 30, 2018	3	0.04%
% Change	**0.00%**	**15.10%**

Georgina Public Library
2019 Work Plan – June Update

Board Governance Initiatives

Project Name	Project Lead	Start Date	Completion Date	Status	Notes
Board Orientation	Board Chair & CEO	Q1	Q4	Complete	Inaugural Board Meeting – 21 March 2019 N6+1 Library Orientation Day – May 11 2019
New Library Board/CEO Meet & Greet	Board Chair & CEO	Q3	Q3	Not Started	Open house for new Board members and new CEO at Branches.
Succession Planning & Emergency Preparedness	Board Chair & CEO	Q3	Q3	Not Started	Deferred from 2018.
Library Advocacy	Board	Q1	Q4	On going	In support of the MURC Discovery Branch.
2018 Annual Report	CEO	Q2	Q3	In progress	Currently out for printing.
Sutton Multi-Use Transfer and Operating Agreement	CEO	Q1	Q4	In Progress	Development of a legal agreement for the Sutton Multi-Use Building between the School Boards, Town and Library. Currently with School lawyers.
Library & School Boards Agreement on Sutton Branch	CEO	Q1	Q4	In Progress	Transfer and Operating Agreement take precedent. Currently with Library/Town lawyer.

Capital Initiatives

Project Name	Project Lead	Start Date	Completion Date	Status	Notes
MURC Branch	CEO	Q1	2021	In Progress	Public Visioning took place May & June 2019. Next step is Public Consultation on Concept drawings (summer 2019-dates TBD).
Library Furniture	All Managers	Q1	Q3	Completed	New furniture delivered to all branches.
Sutton Service Counter	K. Gibson	Q1	Q4	In Progress	Deferred from 2018. Drawings complete for specs. Town Purchasing Department is preparing RFT, projected to be made public by end of July.

Sutton Window Blinds	K. Gibson	Q2	Q3	In progress	Three quotes have been obtained; hiring to be completed in near future.

Staffing Initiatives

Project Name	Project Lead	Start Date	Completion Date	Status	Notes
Children's & Youth Services Additional Hours	J. Sutherland	Q1	Q1	Completed	11 additional hours added to increase CYA programs at all branches.
Sutton Circulation Staff Additional Hours	K. Gibson	Q1	Q1	Completed	9 hours distributed among Sutton Staff and the schedule re-arranged in accordance with the Collective Agreement.
Summer Reading Club Student	J. Sutherland	Q2	Q3	Completed	Grant application successful. 1 full-time and 1 part-time student hired. May 13th start date.
Library Executive Assistant	CEO	Q1	Q1	Completed	Ms. Serena Hamlyn started in the position on 11 March 2019.

Operating Initiatives

Project Name	Project Lead	Start Date	Completion Date	Status	Notes
Bento Boxes Discovery Layer	V. Stevens	Q2	Q2	Completed	New discovery layer added to the Library's online catalogue.
Multilingual Collection Project	V. Stevens	Q2	Q3	In Progress	Selector at LSC is currently ordering materials.
Freegal Music	V. Stevens	Q2	Q2	Completed	Launched 23 April 2019.
AWE Tablets	J. Sutherland	Q1	Q2	Completed	Tablets have been installed in all branches.
Branding Event	CEO	Q3	Q3	Not Started	Branding Launch event to be developed?
FanFest 4	J. Sutherland	Q2	Q2	Completed	Over 2,000 visitors!

Georgina Public Library

Financial Statement - June 2019
Date: 2 July 2019

	2019 Actuals	2019 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	1,194,525.00	2,389,050	1,194,525	50%	50%	Pro-rated
Provincial Grants	31,300	62,600	31,300	50%	50%	Pro-rated - Provincial Grant expected Fall 2019
Misc Grants	-	9,240	9,240	0%	50%	
School Board Revenue	29,250	58,500	29,250	50%	50%	Pro-rated - Payment expected in Fall 2019
Donations	14,280	1,800	(12,480)	793%	50%	Cathy Foch Donation for FanFest
Fines	10,450	27,100	16,650	39%	50%	
Misc Fees	1,456	3,100	1,644	47%	50%	PRESTO Commissions, Exam Proctoring, etc
Photocopying Fees	4,080	8,500	4,420	48%	50%	
Program Registrations	2,951	4,200	1,249	70%	50%	
Book Sale	540	2,400	1,860	22%	50%	
Room Rentals	4,058	4,100	43	99%	50%	
Provision from Reserve	6,500	13,000	6,500	50%	50%	Contributions to Reserves Pro-rated
Total Revenues	1,299,388	2,583,590	1,284,202	50%	50%	
Expenses						
Salaries & Benefits	800,092	1,793,480	993,388	45%	50%	
Library Board	1,440	4,800	3,360	30%	50%	
Library Operations	141,168	367,690	226,522	38%	50%	Utilities, cleaning, courier, supplies, etc.
Training	3,518	18,800	15,282	19%	50%	
Collections	88,091	193,520	105,429	46%	50%	
Telecommunications	8,431	15,700	7,269	54%	50%	
Misc	959	2,100	1,141	46%	50%	
Contribution to Reserve	93,750	187,500	93,750	50%	50%	Pro-rated
Total Expenses	1,137,449	2,583,590	1,446,141	44%	50%	
Net	161,939	-	(161,939)			

Georgina Public Library Board Policy Manual

Policy Title: Other Rates and Fees

Intent
In order to better serve the citizens of our Town, Georgina Public Library provides some services outside the core mission of loaning of materials. In accordance with the Public Library Act, R.S.O.1990, C.P.44, S23, fees may be charged for these extension services. Fees are subject to change at any time at the discretion of the Library Board.

Regulations
1. Photocopying and/or printing is available at all branches. The costs are shown in Appendix "A" of this policy.
2. Fax service (outgoing only) is available upon payment of the appropriate fee as shown in Appendix "A" of this policy. Please note: the patron is responsible for ensuring that any fax sent is received at the intended destination.
3. Audio Visual Equipment rentals are available subject to the fees and rates set forth in Appendix "A" of this policy. To rent any equipment, the borrower must have a valid, in-force library card in good standing. Fees for a screen will be waived when borrowed with a projector. Fines will be levied for the late return of equipment.
4. Municipal/Regional services available through the Library include: blue boxes, green bins, and garbage tags ; garage sale permits (free for residents); YRT passes; park parking permits (free for residents); burn permits (Pefferlaw only). The appropriate Town departments set the rates for these services.
5. Used book sales: branches provide a small ongoing used book sale of withdrawn or donated material to supplement the library budget. Library staff on an individual basis determine the cost.

POLICY HISTORY:	
Initial Draft	November 22,2006
Draft Presentation Review	June 28, 2007
Board Adoption:	April 14, 2011
Board Revision:	June 19, 2014; November 20, 2014 March 17, 2016 June 20, 2019

Georgina Public Library Board Policy Manual

APPENDIX "A"

Description	Fee
Copying Fees	
Black & White Letter Size (8½" x 11") Legal Size (8½" x 14") Tabloid Size (11" x 17") **Colour** Letter Size (8½" x 11") Legal Size (8½" x 14") Tabloid Size (11" x 17")	 .25/side .25/side $1/side .50/side .50/side $2/side
Outgoing Fax Service	
Per page; single-sided only Long distance fee	$1.00 .25 per page
Audio Visual Equipment	
Projector, each (slide, overhead) Screen, each	$10/day $5/day

Gathering Facebook, Twitter, and Pinterest Statistics

If the goal is to have, for example, 500 followers or 500 friends, then using the quantitative stats below will illustrate our platform's progress towards that goal. This is obviously one way of measuring 'success' but what is often more interesting is penetration and 'stickiness' and this is a bit harder to measure and it is here where we might use qualitative data.

The quantitative stats below are best represented in a pie chart / bar graph / line graph etc. This data really only becomes valuable once the data set is wide enough to include comparisons, most commonly month on month, quarter on quarter or year on year. So for the first iteration it would just be illustrating a 'point in time' situation. Once we have built up several months/quarters/years of data. it will be much more useful to us as we can start to analyze trends and also to suggest measures to reach the library's social media goals.

Some of the quantitative stats that can be included are the number of:

- views
- clicks
- likes
- unlikes
- comments
- shares
- post reaches
- retweets
- impressions
- viewers
- engagements
- repins

What is probably more interesting to find out is how people are personally interacting with our social platforms and this is where we use qualitative data such as:
Comments on FB posts – good/bad
Shares of FB posts with comments (if any) – good bad
Comments in Tweets to the library Twitter handle or hashtag (if any) good/bad
Comments in retweets relating to the library

We could even use un-likes and un-follows here, for example, as they represent a conscious action on the part of the user, and if they can be tied in to a specific event such as no internet access at the library or the library catalogue being updated.

Qualitative stats are obviously a little harder to represent in chart form but we could still use a pie chart / bar graph / line graph, for example, to show that 50% of all comments on Facebook

are positive, 10% negative and 40% ambivalent. For other qualitative data, it may work best to show a representative sample of comments on Facebook and Twitter, good and bad. This will give an overall flavour of perception and tone which is not something just bare numbers can provide.

There is a lot of passivity on social media where a person may be a 'Friend' or a 'Follower' but has never contributed to a discussion or 'liked' or 'shared' anything. Both qualitative and the quantitative data needs to be used to form a clear picture of the effectiveness of social media platforms.

	Page Likes	Unlikes	Engagement (Reaction, Likes, Shares, Comments)	Post Reach
October	721	2	2264	1882
November	730	1	1513	1487
December	736	1	1401	1073

Definitions:
Page Likes: Everyone that "likes" our page.
Unlikes: Everyone that "unlikes" our page.
Engagement: The total number of people that interacted with our post with a click (either on a link or posted photo), a comment, and/or a like.
Post Reach: How many people saw your content in the news feed, the ticker, or directly on your page.

Demographic: 85% female; 15% male

![facebook](facebook logo)
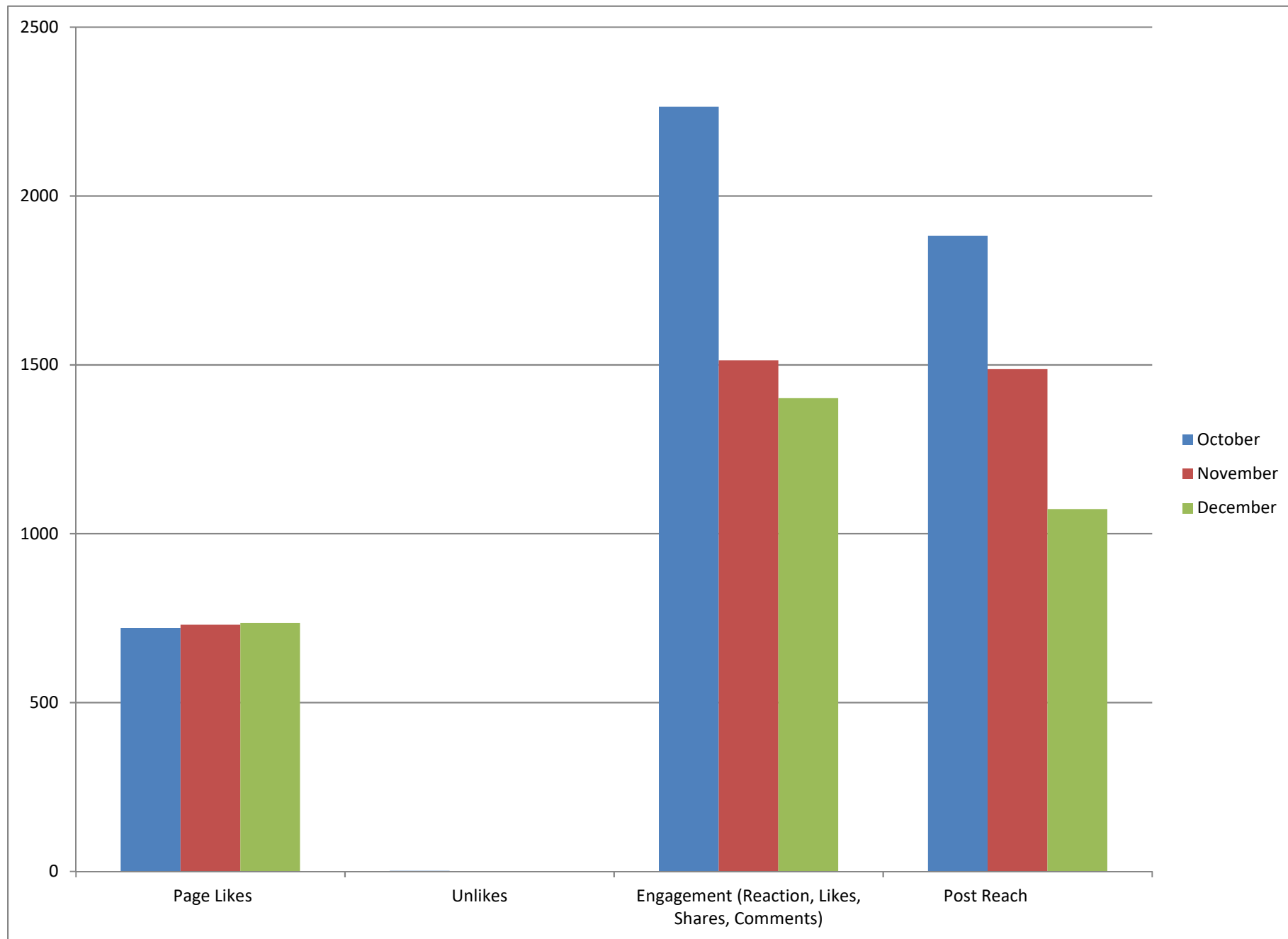
	Tweets	Total Followers	New Followers	Retweets	Likes	Replies	Mentions	Profile Visits	Link Clicks	Tweet Impressions (average daily)	Engagement (average daily)
October	134	1090	13	58	83	10	15	474	63	755	11
November	132	1111	21	49	82	13	8	319	42	786	7
December	130	1129	18	69	66	18	10	352	65	797	6

Analytics Definitions:

Tweets: number posted each month on our Twitter account

Followers: number of users subscribed to our Tweets

New followers: number of new followers

Retweets: reposted or forwarded messages on Twitter

Replies: responses to our Tweets

Mentions: Tweets that contains our name

Profile Visits: users viewing our profile

Link Clicks: clicks on links we included in our Tweets

Favourites: number of times users favourited our tweets

Tweet Impressions: number of times users saw the tweet on Twitter
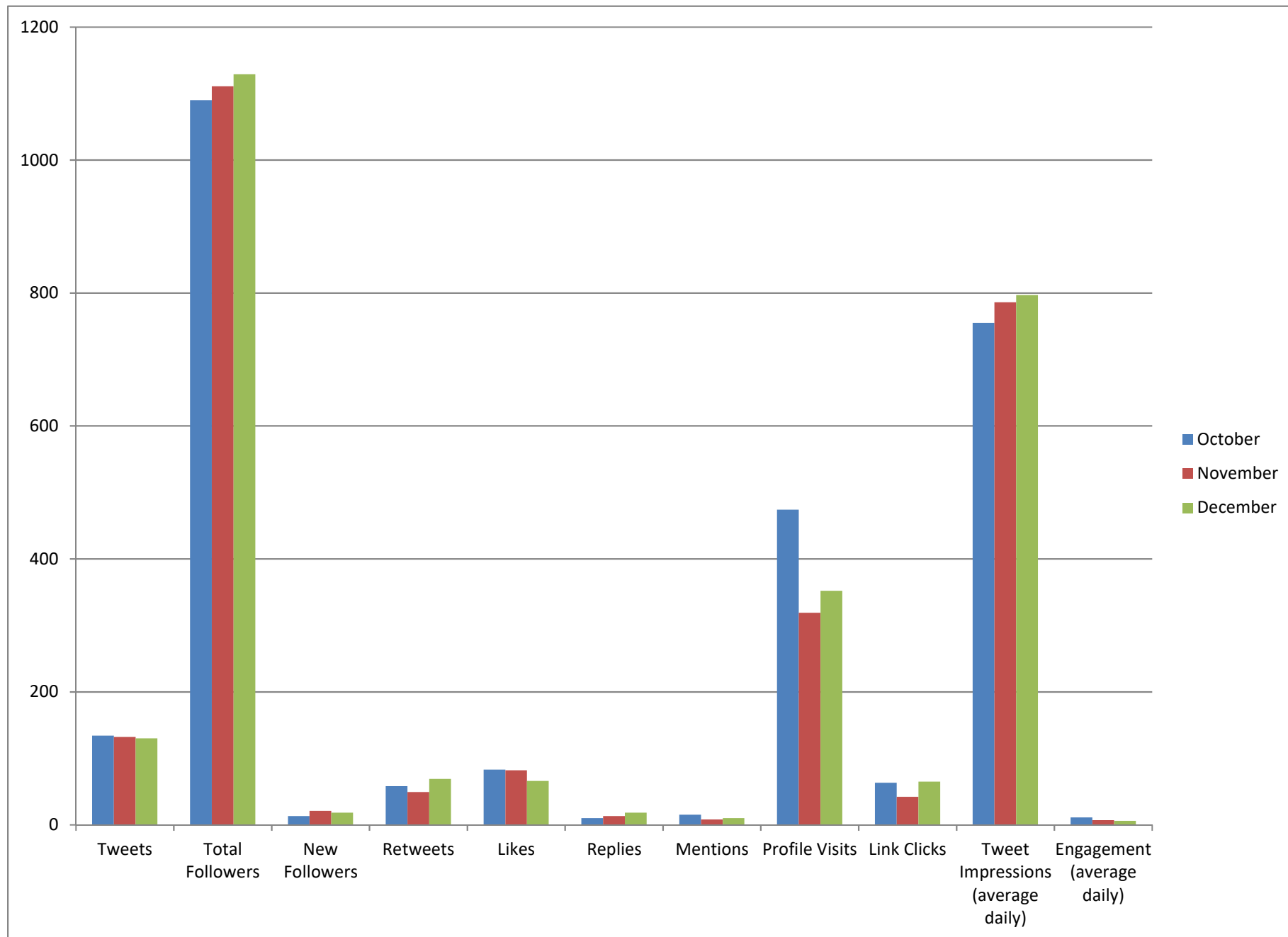
	Total Impressions	Viewers (avg. monthly)	Engagement (avg. monthly)	Repins
October	274	136	5	0
November	250	134	8	0
December	205	151	7	0

Analytics Definitions:

Total Impressions: Impressions are the number of times a Pin from your profile has appeared on Pinterest home feeds, category feeds and search. Average monthly viewers include anyone who sees a Pin from your profile on their feeds.

Viewers: Anyone who has seen at least one of your Pins.

Engagement: Anyone who has liked, repinned, sent or clicked one of your Pins.

Repins: This is the number of times someone saved your Pin to one of their boards. Repins are how Pins get shared across Pinterest.

Demographic: 87% female; 13% male
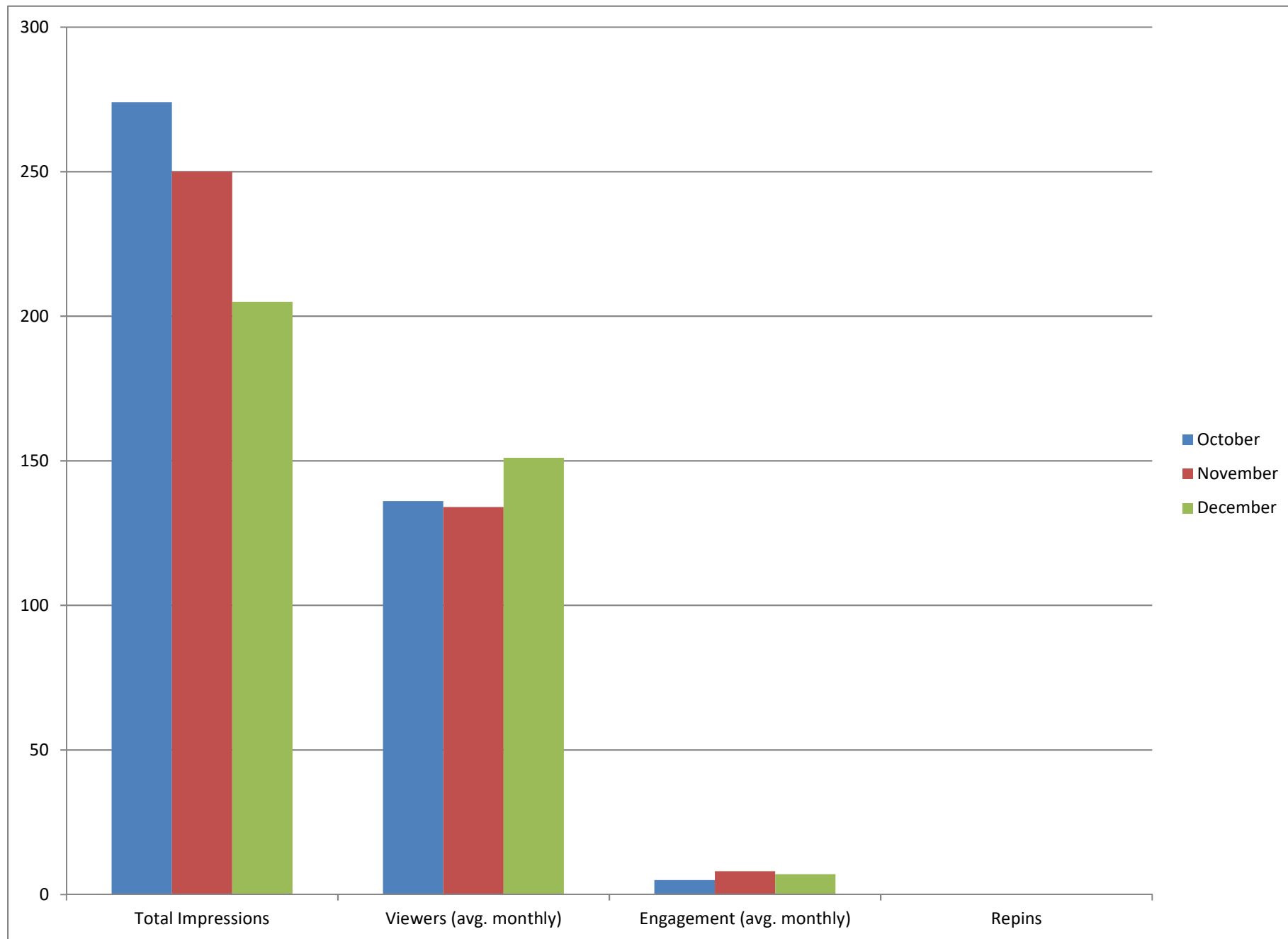
Policy Title: Board Structure Bylaws

COMPOSITION OF BOARD MEMBERS
The Georgina Public Library Board (hereafter referred to as the Board), as per Part I Sections 9 and10 of the Public Libraries Act R.S.O. 1990, Chapter P.44 (hereinafter referred to as "the Act") will be composed of at least five members appointed by the municipal council. The maximum number of municipal council members appointed to the Board will be one less than a majority of the Board.

TERM OF OFFICE
As per Section 10(3) of the Act, a Board member will hold office for a term concurrent with the term of the appointing municipal council, or until a successor is appointed, and may be reappointed for one or more further terms.

RESIGNATION
A Board member who must resign before the end of a term of office will inform the Board ~~Chairman~~Chairperson, CEO, ~~and Town Committee Secretary~~Executive Assistant to the CEO ("Recording Secretary") and the Board in writing, specifying the effective date of resignation.

VACANCIES
Where a vacancy arises in the Board membership, and the Board requests it, the appointing municipal council will promptly appoint a person to fill the vacancy and hold office for the unexpired term except where the unexpired term is less than forty-five days. Municipal council may accept the recommendation of the Board as to a suitable candidate.

DUTIES AND RESPONSIBILITIES

DUTIES AND RESPONSIBILITIES OF THE BOARD

1) Strive to provide a comprehensive and efficient public library service that reflects the community's unique needs (from PL Act)

2) Attend and participate in all regular and special Board meetings

3) Employ a qualified and competent Chief Executive Officer (CEO)

4) Working with the Town's HR, and the CEO, review and approve as appropriate collective bargaining agreements as required

5) In consultation with the rest of the Board, the CEO, and the public, conduct a Strategic Plan review and formulate a new Strategic Plan every 5 years

6) Determine and adopt written policies to govern the operation and services of the Library

7) Determine the Library's purposes and secure adequate funds to carry on the Library's services

8) Assist in the preparation of the annual budget; officially adopt budget; prepare a budget presentation to municipal council; and attend municipal council and committee meetings to present the budget as required

9) Regularly evaluate the Library's performance, considering budget with relation to service rendered, library use, personnel, and public relations

10) Explore and determine methods of increasing the Library's revenues

11) Know the Library's services and needs in relation to the community and be aware of standards and library trends

12) In alignment with the communications efforts of the Town, support and participate in a planned public relations program

13) Be aware of local and provincial laws affecting libraries

14) Ensure complete and accurate records are kept by the Library

15) As approved and budgeted for, attend provincial and national trustee meetings and workshops and affiliate with appropriate professional organizations

16) Through a Year in Review document, report annually to the municipal council and general public on the operations of the library system

17) Make an annual report to the Minister, and make any other reports or provide any other information required by the PL Act and Regulations, or requested by the Minister from time to time

18) Ensure a full audit, pursuant to the requirements of the Act, and in accordance with municipal policies and procedures, is conducted every year, that the results of said audit are published and presented to the Board, and upon receipt and approval of the Board, be provided to the Town and Municipal Council for inclusion in the consolidated financial reports of the Town

DUTIES AND RESPONSIBILITIES OF THE BOARD ~~CHAIRMAN~~CHAIRPERSON

1) The role of the Board ~~Chairman~~Chairperson is to ensure the proper functioning of the Board and the proper conduct of Board business, in accordance with the Act and the municipality's prescribed rules of procedure and any amendments duly adopted by the Board

2) Will be elected at the first meeting of a newly appointed Board term, and will remain in that capacity until the completion of the term or upon death, infirmity, or resignation

3) Presides at regular and special Board meetings

4) Conducts Board meetings in accordance with the Act and other relevant legislation, and within the rules of procedure adopted by the Board

5) In the absence of specific authority, will not commit the Board to any course of action

6) Serves as ex-officio member of all Board committees

7) Acts as one of the authorized signing officers for all appropriate documents pertaining to Board business

8) Represents the Board, alone or with other Board members, at any public or private meetings for the purpose of conducting, promoting, or completing Board business

9) Determines committees' responsibilities and establishes committee membership

10) Ensures that vacancies on Board committees are filled expeditiously

11) If, for any reason, the ~~Chairman~~Chairperson is temporarily unable to perform these functions, the ~~Chairman~~Chairperson shall advise the Vice-~~Chairman~~Chairperson, the CEO and the ~~Town Committee Secretary~~Executive Assistant to the CEO Recording Secretary

DUTIES AND RESPONSIBILITIES OF THE BOARD VICE-~~CHAIRMAN~~CHAIRPERSON

1) In the absence of the ~~Chairman~~Chairperson, will be vested with all the powers and will perform all the duties of the ~~Chairman~~Chairperson

2) Will be elected at the first meeting of a newly appointed Board term, and will remain in that capacity until the completion of the term or upon death, infirmity, or resignation

3) Will possess, and may exercise, such other powers and duties as may, from time to time, be assigned by the Board

4) Acts as one of the authorized signing officers for all documents pertaining to Board business

DUTIES AND RESPONSIBILITIES OF THE CHIEF EXECUTIVE OFFICER (CEO)

1) Has full responsibility for administering the Library within the framework of provincial laws and regulations, and the policies, budgets, and goals set by the Board

2) Is legally responsible to the Board

3) Advises and recommends to the Board plans, policies, and procedures to ensure the goals and objectives meet the needs of the community for Library facilities and services

4) Plans, organizes, directs, and evaluates Library programs and services and allocates resources to ensure the effective and efficient operation of the Library system

5) Administers Library policies, as adopted by the Board, develops procedures for implementing policies, and communicates policies and directives as required

6) Directs the Library's personnel function; establishes and maintains personnel practices; is responsible for hiring, training, development, performance appraisal, job evaluation, salary administration, discipline, and dismissal of staff at all levels. These activities will be conducted and align with established Town HR policies and procedures

7) Ensures that the Board's practices and policies are in accordance with human rights legislation and other relevant legislation, including the Municipal Act, the Labour Relations Act, and the Employment Standards Act

8) In co-operation with the Town's HR , negotiates collective agreements, handles all grievances, and keeps the Board informed as to their status and disposition

9) Recommends compensation levels and salary administration policies to the Board; negotiates working conditions for staff in alignment with the collective bargaining agreement in force at the time, and the municipality's governing policies and procedures

10) Works with the Town Treasurer in the performance of the duties of Treasurer to the Board in accordance with the Act; serves as one of the authorized signing officers; directs the financial administration of the Library to ensure cost effectiveness of the Library's services and operations

11) Ensures that records concerning financing, personnel, inventory, and insurance are accurate and complete

12) Controls the operation and maintenance of the Library's buildings and capital equipment

13) Prepares the preliminary annual budget in conjunction with the Board, Municipal Council, and the Town's Treasury and Administration Departments based upon present and anticipated needs; participates in the budget presentation to municipal council, supplying facts and figures, analysis, and comment as required

14) Administers the Library's annual operating and capital budgets and ensures the Town's Treasury Department provides the Board with monthly statements and other financial reports and analyses as required

15) Has full oversight for selecting and ordering all books and other library materials and services, and planning and delivering all services offered by the system

16) Makes applications for, and administers, special grants

17) Works with the ~~Town Committee Secretary~~Executive Assistant to the CEO in the performance of the duties of Secretary to the Board in accordance with the Act; provides background information to the Board and ensures the Board is well informed; prepares and issues meeting agendas, minutes, and correspondence; prepares monthly and other reports; prepares and forwards required statistical reports to the provincial government

18) Reports at each Board meeting and attends at all times, except when own performance or salary is to be discussed

19) Develops and maintains effective working relationships with Town of Georgina administration, Ministry of Tourism, ~~and~~ Culture and Sport, and other relevant local and provincial agencies

20) Establishes and maintains contact with other library systems, professional associations, and community organizations

21) Actively participates in professional committees and represents the Library at workshops, seminars, and conferences

22) Is responsible for ensuring customer service is maintained at a level that meets or exceeds the Library's customer's expectations

23) Maintains an active program of public relations

24) Is aware of local and provincial trends/issues affecting libraries

25) Assists the Board to understand evolving community needs and to carry out formal assessment when required

26) Performs other related duties as required

BOARD COMMITTEES

1) The Board may appoint members to the following standing Board committees at its discretion:
   Art
   Friends of the Library Liaison
   Finance
   Fundraising
   Policy and Personnel

2) The ~~Chairman~~Chairperson is an ex-officio member of all committees

3) Committee meetings are called by the committee ~~chairman~~Chairperson or by a majority of committee members. Reasonable notice should be given to each committee member, specifying the meeting's purpose

4) Minutes of committee meetings will be approved at the next regular Board meeting and recommendations ratified by the Board

5) Committees will operate within the guidelines established and approved by the Board. The guidelines may be amended on a 2/3 majority vote by the Board

6) Ad hoc committees may be appointed, by motion at any Board meeting, to deal with special matters assigned by the Board. An ad hoc committee may have any number of members and the Board will name a ~~chairman~~Chairperson for each committee. Such committees report to the Board and will be dissolved immediately upon making their final report to the Board

7) For the purposes of continuity on the SOLS Trustee Council #5, the Board appointee will be chosen with the understanding that the appointee will serve for at least two (2) years

AGENDAS

1) The ~~Chairman~~Chairperson and CEO will be responsible for the preparation of the agenda in conjunction with the Town of Georgina Committee Secretary. Any Board member wishing to place an item on the agenda may do so by making a request to the CEO at least ten (10) working days prior to the next Board meeting. The Secretary will make available for members the agenda and minutes of the last meeting(s) at least seven (7) days in advance of the next meeting.

2) The business of the Board will be placed on the agenda, typically in the following order:
   Call to Order
   Roll Call
   Introduction of addendum items and deputations
   Approval of the agenda
   Announcements
   Declarations of pecuniary interest
   Adoption of the minutes
   Delegations/Speakers
   Presentations
   Consideration of Reports on the Agenda: includes consent agenda items, policy review, statistics, branch/service reports, financial report
   Communications: includes Friends of Library reports, SOLS report
   Old Business
   New Business
   Other Business for Which No Notice Has Been Given
   Closed Session, If Required
   Time and date of next meeting
   Motion to adjourn

MEETINGS AND CONDUCT OF MEETINGS

INAUGURAL MEETING OF THE BOARD

The CEO shall call the first meeting of the newly-appointed Board called as soon as practical upon receipt of the appointments from the Town Clerk. The CEO will preside and conduct the elections for the positions of ~~Chairman~~Chairperson and Vice-~~Chairman~~Chairperson, in accordance with Meeting Procedures: Parliamentary Law and Rules of Order for the 21st Century by James Lochrie (Scarecrow Press, 2003) and the Municipal Act of Ontario. Once these elections have been completed, the newly elected Chair will assume the chair.

REGULAR MEETINGS

Regular meetings will be held on the third Thursday of each month or at such other time as is decided at a previous meeting by a majority of members present. A minimum of 10 meetings per year is stipulated by the Public Libraries Act. The Secretary to the Board will publish a list of the regularly scheduled meetings for the year as soon as possible and distribute them to the members of the Board and ensure that the list is published on the Library website.

Any member unable to attend a Board meeting will inform the ~~Chairman~~Chairperson, CEO, and Secretary at least three hours prior to the meeting. Members of the Board who require a "leave of absence" should request the same, in writing to the Board. The Board is not obligated to acquiesce to all such requests; they will be handled as they arise with the Board making a decision that is in keeping with the best interests of the Library.

Failure to attend three consecutive regular Board meetings may be followed by a request for the member's resignation, except in mitigating circumstances.

SPECIAL MEETINGS

The ~~Chairman~~Chairperson or two-thirds of the Board members may call a special Board meeting. Each member must be given reasonable notice in writing or by e-mail, specifying the purpose for which the meeting is called and which will be the sole business transacted at that meeting. The CEO and ~~Town Committee Secretary~~ ~~Executive Assistant to the CEO~~Recording Secretary will ensure notification of any special meeting is published on the Library's and Town's websites as appropriate.

OPEN AND IN-CAMERA MEETINGS

Board meetings are open to the public. By a simple majority vote, the Board may hold in-camera meetings but only to discuss personnel, litigation, and property matters, or any other matter for which premature disclosure may adversely affect the Board's position or that is mandated by Provincial law or regulation.

ORDER OF PROCEEDINGS

1) The Board meeting will be called to order as soon after the hour fixed for a meeting as a quorum is present. A quorum is necessary for the transaction of Board business at a meeting. A quorum will consist of the presence of one half of the number of Board members rounded up to the next whole number

2) Where a quorum is not present within sixty (60) minutes after the hour fixed for a meeting, the recording secretary will record the names of the Board members present and the meeting will stand adjourned until a new meeting is called by the Chair, the next regularly scheduled meeting, or until a special meeting is called

3) In the absence of the ~~Chairman~~Chairperson, or if his/her office is vacant, or if he/she refuses to or is unable to act, the Vice-~~Chairman~~Chairperson will preside and will have all the powers and responsibilities of the ~~Chairman~~Chairperson. In the absence of both the ~~Chairman~~Chairperson and the Vice-~~Chairman~~Chairperson, an acting ~~chairman~~Chairperson will be elected, for the current meeting only, by the members present at the meeting at which both the ~~Chairman~~Chairperson and the Vice-~~Chairman~~Chairperson are absent. This acting ~~chairman~~Chairperson will have all the powers and duties of the ~~Chairman~~Chairperson

4) The routine order of business for regular Board meetings will be based on the written agenda. All business will be taken up in the routine order in which it stands, unless decided by agreement of a majority of members present

CONDUCT OF PROCEEDINGS

It shall be the ~~Chairman~~Chairperson's duty to:

1) Open Board meetings by taking the chair and calling the meeting to order

2) Announce the business before the Board, in accordance with the agenda

3) Request members to declare any conflict of interest, as defined in the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50

4) Put to a vote all motions which are moved and seconded in the course of proceedings and to announce the results

5) Decline to put to a vote motions which infringe upon the rules of procedure

6) Restrain the members, when engaged in debate, within the rules of debate

7) Exclude any person from a meeting for improper conduct

8) Enforce, on all occasions, the observance of order and decorum among the members

9) Authenticate, by signature, when necessary, all by-laws, resolutions, correspondence, and minutes of the Board

10) Inform the Board, when necessary or when referred to for the purpose, on a point of order or usage

11) Represent and support the Board, declaring its will, and implicitly obeying its decisions in all things

12) Receive all messages and communications and announce them to the Board

13) Appoint members to committees

14) Ensure that the Board's decisions are in conformity with the laws and procedures governing the Board's activities

No member will:

1) Disturb another member or the Board itself, by any disorderly deportment

2) Resist the Board's rules, or disobey the decision of the ~~Chairman~~Chairperson or Board on questions of order or practice or upon the interpretations of the Board's rules of order

3) Speak until he/she has addressed himself/ herself to the ~~Chairman~~Chairperson

4) Return to the Board meeting after being ejected by the ~~Chairman~~Chairperson for improper conduct, without making an apology and without the consent of the Board expressed by a majority vote of the members present, determined without debate

RULES OF DEBATE

In directing the course of debate, the ~~Chairman~~Chairperson will:

1) Preserve order and decide questions of order

2) Designate the member who has the floor when two or more members wish to speak

3) State all motions presented verbally or require the recording secretary to read the motion before permitting debate on the question

4) Put the question to a vote when all members wishing to speak to it have spoken once or when further debate will not serve to advance the business before the Board

In addressing the Board, no member will:

1) Speak beside the question in debate

2) Reflect upon any prior determination of the Board, except to conclude such remarks with a motion to rescind such determination

3) Interrupt the member who has the floor, except to raise a point of order

4) Speak more than once to the same question except upon the consideration of a report referred by a committee to the Board for a decision or in explanation of a statement which may have been interpreted incorrectly or with permission of the Chair, after all other members so desiring have spoken

5) Any member may require the question or motion under discussion to be read at any time during debate, but not so as to interrupt a member who is speaking

6) Every member present, when a question is put, will vote thereon, unless he/she has declared a conflict of interest; a member who refuses to vote will be deemed to vote in the affirmative

MOTIONS

1) A motion must be seconded before it can be debated or put to vote or be recorded in the minutes. After a motion has been properly moved and seconded, it can only be withdrawn by resolution approved by the Board. A motion properly before the Board must receive disposition before any other motion can be received, except a motion to amend, adjourn, extend hour of proceedings, or on a matter of privilege

2) Only one motion to amend the main motion will be allowed. A motion to adjourn is not debatable, cannot be amended, and, if resolved in the negative, cannot be made again until after some intermediate proceeding will have been completed by the Board

3) A motion for reconsideration of a question which has been decided upon but not acted upon may be made at any time by a member who voted on the question with the majority and, until the motion for reconsideration has received disposition, no further discussion of the question will be allowed

4) A motion containing different proposals may be divided, with Board agreement

VOTING ON MOTIONS

1) The ~~Chairman~~Chairperson may vote with the other members upon all questions. The ~~Chairman~~Chairperson will cast his/her vote after all members have voted

2) Any question on which there is an equality of votes, for and against, will be deemed to be a negative vote

3) Only committee members may move and second motions and vote in committee meetings. All

Board members may participate in discussion of matters before a committee

4)   A separate vote will be taken upon each proposal contained in a question divided with Board approval

5)   Voting will normally be by a show of hands; however, upon the request of a member who was present when the question was stated, a recorded vote will be taken

CONFLICT OF INTEREST

Pursuant to Section 5 of the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50, where a member, either on his /her own behalf or while acting for, by, with, or through another, has any pecuniary interest, directly or indirectly, in any matter and is present at a Board at which the matter is the subject of consideration, he/she will:

1)   Disclose his/her interest and the general nature thereof, prior to any consideration of the matter
at the meeting.

2)   Not take part in the discussion of, or vote on, any question in respect of the matter.

3)   Not attempt, in any way, before, during or after the meeting, to influence voting on any such matter.

FINANCIAL STATEMENTS

A copy of the monthly financial statements will be provided by the Town Treasurer.

BOARD AND STAFF INTERACTION

Board members may not discuss with Library staff, other than the CEO or Designate, any suggestions or concerns about Library personnel and/or services.

Library matters which may necessitate changes in policy must first be discussed by the Board in consultation with the CEO and are subject to Board ratification. Library matters which need procedure changes should be discussed with the CEO who will implement any necessary changes. Implementation of policies and/or procedures is the responsibility of the CEO.

PUBLIC AND MEDIA RELATIONS

Notwithstanding any pertinent legislation, the CEO and Board ChairmanChairperson, or designates, are authorized to discuss or provide information to the public and the media under the following categories:

1)   The provision of information to clarify or provide technical background to a Board decision

2)   The provision of information regarding Library policies and procedures

3)   The provision of information relative to normal operations

4)   The provision of information regarding emergency measures or situations

Board members will not initiate discussion with the public or the media about the following:

1)   Any matter that requires a decision of or information that should properly be brought before the Board, until such time as the Board has disposed of the matter. (A general rule of thumb is to consider confidential any matter that has not been before the Board.)

2)   Anything that would imply concern or criticism of any decision or action of the Board or Library staff.

3)   Any personal attack or criticism of any Board member or Library staff member.

4)   Any information that relates to any Library member/patron.

EXPENSES

TRAVEL ALLOWANCE

Board members who are required to travel out-of-town on Library business will be paid mileage in accordance with the travel allowance policy.   Out-of-pocket expenses will be reimbursed upon submission of receipts. Board members travelling out-of-town will report to the Board, regarding the business conducted.

CONFERENCES, CONVENTIONS, SEMINARS

Attendance at conferences, conventions, or seminars by Board members will be pre- authorized by the Board. Mileage will be paid in accordance with the travel allowance policy.

Board members will receive all reasonable out-of-pocket expenses, including the following:

1) Hotel/motel accommodation - actual cost;
2) Parking - actual cost;
3) Registration - actual cost; and, 4) Meals - actual cost.

NOTE: Alcohol is not eligible for reimbursement

When a Board member is authorized to attend a conference, convention, or seminar, the CEO will have the authority to make advance payment to meet estimated expenses.

SMOKING POLICY

Smoking, including of e-cigarettes, is prohibited in all Town and Library facilities/vehicles.

POLICY HISTORY:	
Initial Draft	October 1, 2010
Draft Presentation Review	
Board Presentation:	October 21, 2010
Board Revision:	June 19, 2014; Dec 18, 2014; February 2016; Nov 2016