

Georgina Public Library

Library Board Meeting

Agenda

August 15th, 2019 @ 7:00 p.m.

Programming Room, Peter Gzowski (Sutton) Branch

1. Call to Order
2. First Nations Acknowledgement Statement

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

3. Roll Call
4. Introduction of Addendum Items
5. Approval of the Agenda
6. Declarations of Pecuniary Interest
7. Adoption of the Past Minutes – July 18th, 2019
8. Delegations/Speakers
9. Presentations
10. Consent Agenda
 - a. Branch Report
 - b. Library Branch Statistics
 - c. Website Statistics
 - d. 2019 Work Plan Update
 - e. Financial Statement – July 2019

11. Communications
 - a. CEO Update – Verbal
 - b. Board Chair Update – Verbal
 - c. Friends of the Library Update – Verbal

12. Old Business
 - a. Audited Financials – updated note
 - b. Library Board Structure Bylaws

13. New Business
 - a. Policy Review: Hours of Service
 - b. 2020 Budget
 - c. Library as Place presentation (if time allows) – B. Sabatini

14. Other Business For Which No Notice Has Been Given

15. Adjournment

16. Next Meeting Date /Time

September 19th, 2019 @ 7:00 p.m. @ **Pefferlaw Branch**

**Georgina Public Library Board
Regular Board Meeting Minutes**

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

P. Nicholls Board Room, Keswick Branch

1. Closed Session
 - i. Personal Matters About an Identifiable Individual, Section 16.1(4) of the Public Library Act
2. Call to Order

The regular meeting was called to order at 7:09 p.m.

The Library Board moved out of closed session and commenced the Regular Board Meeting with the below motion:

Moved by Naomi Davison, Seconded by Rita Beechey

RESOLUTION NO. GLB-2019-046

Motion to have Human Resources make an offer of employment to the Board's selected Director of Library Services/CEO candidate.

Carried

3. First Nations Acknowledgement Statement

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4. 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
Councillor Dave Neeson

The following staff members were in attendance:

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

5. Chair's Remarks

None

6. Introduction of Addendum Items

None

7. Approval of the Agenda

Moved by Adrienne McDowell, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2019-0047

That the Georgina Library Board Agenda of July 18th, 2019 be approved as presented.

Carried

8. Declarations of Pecuniary Interest

None

9. Adoption of the Past Minutes - Minutes of June 20th, 2019 Georgina Public Library Board Meeting

Moved by Shari Hawkins, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2019-0048

That the Minutes of the June 20th, 2019 meeting be approved as circulated.

Carried

10. Delegations/Speakers

None

11. Presentations

Audited Financials from 2018 – T. Edmunds

Ms. Edmunds, *Capital Asset Accountant* for the Town of Georgina, went over the Audited Draft Financials included in the Board Package with the Board Members. Ms. Edmunds explained what the numbers and amounts on the financial statements show. The Board members asked questions regarding any figures they needed clarification on. It was requested that Ms. Edmunds provide a clearer explanation/note for one specific amount on the statements and provide that amended document to the Board.

Moved by Bobbi Sabatini, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2019-049

Motion to accept the draft financial report as amended.

Carried

12. Consent Agenda

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

Moved by Leslie Johnstone, Seconded by Naomi Davison

RESOLUTION NO. GLB-2019-0050

That Item 11 - Consent Agenda be received as presented.

Carried

13. Communications

- a. Acting CEO Update – Verbal

Community Connections

- The Board Chair, Vice-Chair, and Acting CEO met with the Honourable Caroline Mulrone on Saturday, June 22 to discuss the impact of SOLS cuts and Bill 108 on GPL.
- Library staff had a table at Music in the Streets to promote Summer Reading Club and Freegal.
- Regional Review results are now likely delayed until November due to provincial government hiatus.

Spaces

- New art exhibits are up in all three branches
- Still waiting on dates for public input sessions on MURC concept designs; hopefully will have those next week at the next MURC Steering Committee meeting.
 - Effects of Bill 108, specifically the introduction of the Community Benefit Charge, are still unknown. The formula has been released, but not the caps. Town Treasurer is working with the other York Region Treasurers on this process.

People and Leadership

- Sara Forsyth, Jo Scott, and Rachel Charyk, our Children's & Youth Services Assistants, attended the American Library Association conference in late June.
- Two new Casual Library Clerks started on June 26.
- Currently in the midst of CUPE negotiations.
- Headshots & testimonials are requested from all Library Board members for the website.

Collections & Programs

- Children's Services outreach at Jericho and Morning Glory has been very successful; this outreach is possible due to additional staff hours approved in the 2019 budget.
- Summer Reading Club is off to a great start, with around 1,500 children & teens registered to date.
- Adult Summer Reading Challenge is picking up steam; while we aren't tracking number of participants, we will have a total number of entries into the draws at the end of the summer.

- Other upcoming notable programs: summer movies for all age groups (including JAWS next week!); 30th birthday party for Pefferlaw branch this Saturday, July 20th.

Technology

- Pilot of the Town's iCity Cashier system in Sutton is still pending due to technology challenges.

b. Board Chair Update – Verbal

- The Board chair discussed the meeting the Acting CEO and her had with Caroline Mulrone in June and how well the Acting CEO handled that meeting.
- The Board Chair thanked all of the Board Members for coming in early for the extended board meeting tonight.

c. Friends of the Library Update – Verbal

- The Victorian Tea Party is booked for November 10th at De La Salle.
- Games night will be a free Euchre tournament, held on August 14th, at the Keswick Library branch.

Moved by Dave Neeson, seconded by Leslie Johnstone

RESOLUTION NO. GLB-2019-0051

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

Carried

14. Old Business

a. Other Rates and Fees Policy

Moved by Naomi Davison, seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2019-0052

Motion to accept the amended Other Rates and fees policy as presented.

Carried

b. Statistical History reported monthly

The Acting CEO asked the Board Members which stats they would like to see in the monthly Board packages, how far back they would like the stats to reach.

Moved by Rita Beechey, seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2019-0053

Motion to see only current year plus two years of the Circulation & Active Users Stats going forward.

Carried

c. Social Media Stats

The Board Members discussed the Social Media stats that were included in the Board Package and what these figures represent. It was agreed that further discussion was needed on this matter to determine a Social Media Strategy for the future.

15. New Business

a. Policy Review: Library Board Structure Bylaws

The Library Board Structure Bylaws Policy was reviewed and discussed between the Board Members. The Policy will be amended and brought to the next meeting for further review and approval.

~~b. Library as Place presentation — B. Sabatini~~

16. Other Business For Which No Notice Has Been Given

None

17. Adjournment

Moved by Bobbi Sabatini, seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2019-0054

That the Georgina Public Library Board July 18th, 2019 meeting adjourn at 8:26 p.m.

Carried

18. Next Meeting Date /Time

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

Joint Branch Report

July 2019

Community Connections

- Becky Stark proctored an exam on July 16
- Becky Stark visited Rixon Manor to exchange donated books on July 16

Spaces

- Sutton Branch continued to exhibit paintings by Albert Chiarandini in partnership with the Georgina Arts Centre & Gallery.
- Pepperlaw Branch welcomed a new art exhibit by Linda and Peter Pauer, in partnership with the Georgina Arts Centre & Gallery.
- Keswick Branch welcomed a new art exhibit by Piri Pandey, in partnership with the Georgina Arts Centre & Gallery.
- A new table arrived for the computer catalogues in the middle of the Keswick Branch, allowing us to move the private study table that had been previously used to the front of the branch, creating more much-needed study space.

People and Leadership

- Keswick staff attended a Keswick Branch team meeting on July 22.
- Liam Douglas and Tori Payne, Library Students in Sutton and Pepperlaw respectively, passed their probationary reviews on July 24.
- Daniel Enss and Britney Beenan completed their training at the three branches, July 2-5.

Collections & Programs (Adult)

- Mayor Margaret Quirk, Councillors Harding and Waddington, several Library Board members, and members of the Georgina-Brock Garden Club were all on hand to help celebrate Pepperlaw Branch's 30th Birthday on Saturday July 20. The celebration also honoured the 60th anniversary of the Georgina-Brock Garden Club, and acknowledged their hard work on their 60th anniversary community project, which is the beautiful Pollinator Garden they've built in front of our branch. Becky Stark was pleased to receive a certificate of congratulations from the Mayor, on behalf of the Branch and staff.
- Mayor Margaret Quirk also visited the Keswick Branch on July 25 to have one-on-one meetings with the public. We had 7 people come, some with lists, to discuss and clarify things with the mayor. The atmosphere was relaxed and the public seemed happy with the engagement opportunity.

- SOLS selected Overdrive to continue as the consortium’s shared eBook/eAudiobook collection in 2020. Three separate vendors presented their offers, attended by many libraries, including Georgina Public Library.

Programs – All Locations			
Date	Program Name	Location	Participants
July 6	Purls & Chains	SN	8
July 24	Movie Program – “Jaws”	KE	0
July 4	ESL	KE	5
July 4	Mahjong	KE	1
July 4	Knitting	KE	3
July 5	Birds of a Feather	PE	0
July 13	Purls & Chains	SN	9
July 13	Movie Program – “Widows”	SN	0
July 11	ESL	KE	4
July 11	Mahjong	KE	0
July 11	Knitting	KE	8
July 31	Yorkworks Career Help	PE	0
July 12	Birds of a Feather	PE	1
July 20	Purls & Chains	SN	5
July 18	ESL	KE	5
July 18	Mahjong	KE	0
July 18	Knitting	KE	3
July 19	Birds of a Feather	PE	1
July 27	Purls & Chains	SN	7
July 20	Pefferlaw Branch’s 30 th Birthday Bash	PE	50
July 25	ESL	KE	2
July 25	Mahjong	KE	0
July 25	Knitting	KE	8
July 25	1-on-1 with Mayor	KE	7
July 26	Birds of a Feather	PE	0
July 28	Scrabble	SN	4
various	One-on-one tech help (eServ Tech)	KE	24
July 31	Georgina Photo Club	KE	4
		Total	159

Technology

N/A

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

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
July	21,069	8,148	2,105	4,428	35,750	15,612	SRC
TOTALS	109,581	48,184	12,545	28,837	199,147		
Averages	15,654	6,883	1,792	4,120	28,450	14,584	

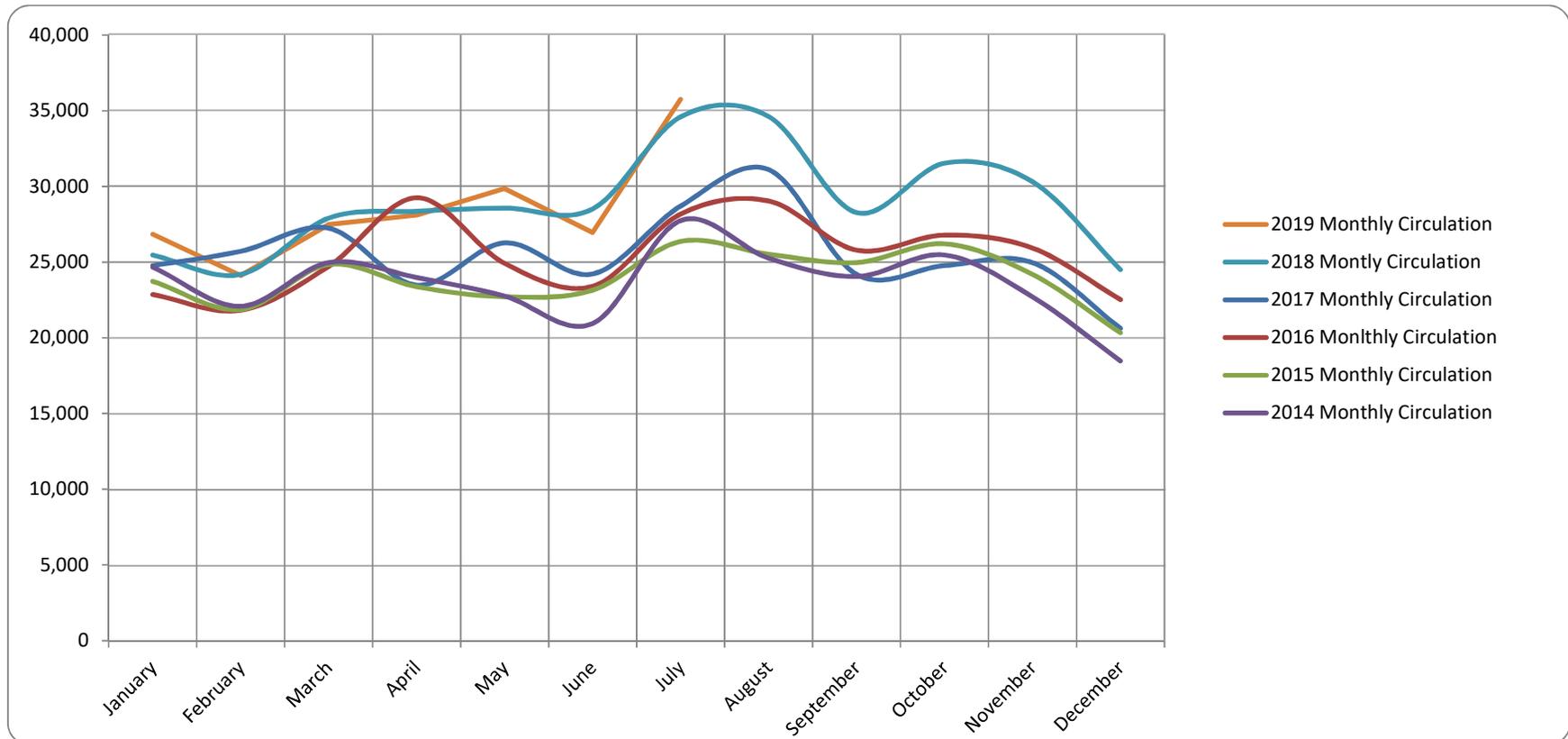
2018

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	

2014 - 19 Annual Total Circulation By Month Comparison



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

July

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library Uses
Keswick	21,069	10,493	16	74	2,140		4,635	38,411
Pefferlaw	2,105	2,220	5	52	291		371	5,039
Sutton	8,148	5,803	5	33	928		801	15,713
CYS			76	1,552	943			2,495
e-Branch	4,428	11,199	35	116		35,367		51,110
TOTAL	35,750	29,715	137	1,827	4,302	35,367	5,807	112,768

2019 TOTALS

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library Uses
Keswick	109,581	65,565	126	835	16,386		20,456	212,823
Pefferlaw	12,545	9,429	25	221	1,782		2,001	25,978
Sutton	48,184	38,123	79	460	5,372		3,255	95,394
CYS			315	13,410	4,504			17,914
e-Branch	28,837	74,874	374	854		253,617		358,182
TOTAL	199,147	187,991	919	15,780	28,044	253,617	25,712	710,291

My Dashboard

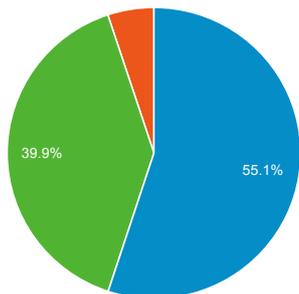
Jul 1, 2019 - Jul 31, 2019
 Compare to: Jul 1, 2018 - Jul 31, 2018

All Users
 +0.00% Sessions

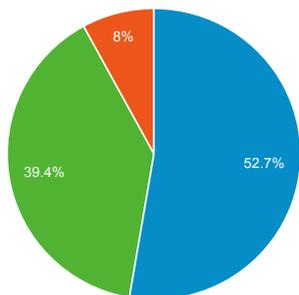
Visits by Traffic Type

direct organic referral

Jul 1, 2019 - Jul 31, 2019



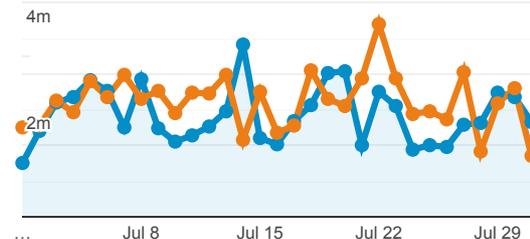
Jul 1, 2018 - Jul 31, 2018



Avg. Visit Duration

Jul 1, 2019 - Jul 31, 2019: Avg. Session Duration

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



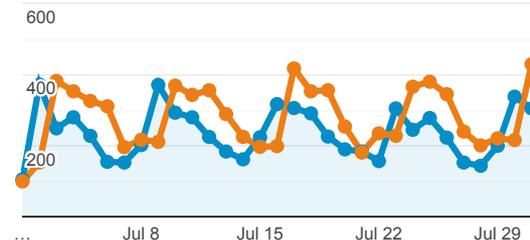
Visits and Avg. Visit Duration by Co...

Country	Sessions	Avg. Session Duration
Canada		
Jul 1, 2019 - Jul 31, 2019	7,162	00:01:55
Jul 1, 2018 - Jul 31, 2018	8,399	00:02:11
% Change	-14.73%	-11.90%
United States		
Jul 1, 2019 - Jul 31, 2019	102	00:00:04
Jul 1, 2018 - Jul 31, 2018	97	00:00:53
% Change	5.15%	-92.68%
South Korea		
Jul 1, 2019 - Jul 31, 2019	29	<00:00:01
Jul 1, 2018 - Jul 31, 2018	12	00:00:00
% Change	141.67%	100.00%
India		
Jul 1, 2019 - Jul 31, 2019	7	00:01:38
Jul 1, 2018 - Jul 31, 2018	20	00:00:36
% Change	-65.00%	168.47%
Indonesia		
Jul 1, 2019 - Jul 31, 2019	6	00:00:00
Jul 1, 2018 - Jul 31, 2018	0	00:00:00
% Change	100.00%	0.00%

Visits

Jul 1, 2019 - Jul 31, 2019: Sessions

Jul 1, 2018 - Jul 31, 2018: Sessions



Visits and Pageviews by Mobile

Mobile (Including Tablet)	Sessions	Pageviews
Yes		
Jul 1, 2019 - Jul 31, 2019	3,727	5,808
Jul 1, 2018 - Jul 31, 2018	3,759	5,684
% Change	-0.85%	2.18%
No		
Jul 1, 2019 - Jul 31, 2019	3,619	6,761
Jul 1, 2018 - Jul 31, 2018	4,890	8,927
% Change	-25.99%	-24.26%

Bounce Rate

Jul 1, 2019 - Jul 31, 2019

54.51%
 Avg for View: 54.51% (0.00%)



Jul 1, 2018 - Jul 31, 2018

57.66%
 Avg for View: 57.66% (0.00%)



% New Visits

Jul 1, 2019 - Jul 31, 2019

46.95%
 Avg for View: 46.95% (0.00%)



Jul 1, 2018 - Jul 31, 2018

48.05%
 Avg for View: 48.05% (0.00%)



Pageviews

Jul 1, 2019 - Jul 31, 2019

12,569
 % of Total: 100.00% (12,569)



Jul 1, 2018 - Jul 31, 2018

14,611
 % of Total: 100.00% (14,611)



Visits

Jul 1, 2019 - Jul 31, 2019

7,346
 % of Total: 100.00% (7,346)



Jul 1, 2018 - Jul 31, 2018

8,649

0,049
% of Total: 100.00% (8,649)



Pages/Visit

Jul 1, 2019 - Jul 31, 2019

1.71
Avg for View: 1.71 (0.00%)



Jul 1, 2018 - Jul 31, 2018

1.69
Avg for View: 1.69 (0.00%)



Avg. Visit Duration

Jul 1, 2019 - Jul 31, 2019

00:01:53
Avg for View: 00:01:53 (0.00%)



Jul 1, 2018 - Jul 31, 2018

00:02:08
Avg for View: 00:02:08 (0.00%)





Georgina Public Library

2019 Work Plan – August 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	Complete	Arrived and out for viewing in branches.
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	2 nd round of Public Input Sessions being held on Aug 10 th , Aug 12 th , and Aug 13 th .
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 August. Purchasing is currently getting quotes from electrical contractors.

Sutton Window Blinds	K. Gibson	Q2	Q3	In progress	Contractor is taking measurements and preparing for installation.
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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 13 th 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	Materials are in processing with LSC; should start arriving by end of August.
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 - July 2019

Date: 1 August 2019

	2019 Actuals	2019 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	1,393,612.50	2,389,050	995,438	58%	58%	Pro-rated
Provincial Grants	36,308	62,600	26,292	58%	58%	Pro-rated - Provincial Grant expected Fall 2019
Misc Grants	-	9,240	9,240	0%	58%	
School Board Revenue	33,930	58,500	24,570	58%	58%	Pro-rated - Payment expected in Fall 2019
Donations	14,469	1,800	(12,669)	804%	58%	Cathy Foch Donation for FanFest
Fines	12,282	27,100	14,818	45%	58%	
Misc Fees	1,619	3,100	1,481	52%	58%	PRESTO Commissions, Exam Proctoring, etc
Photocopying Fees	4,769	8,500	3,731	56%	58%	
Program Registrations	2,951	4,200	1,249	70%	58%	
Book Sale	815	2,400	1,585	34%	58%	
Room Rentals	4,515	4,100	(415)	110%	58%	
Provision from Reserve	7,583	13,000	5,417	58%	58%	Contributions to Reserves Pro-rated
Total Revenues	1,512,854	2,583,590	1,070,736	59%	58%	
Expenses						
Salaries & Benefits	994,632	1,793,480	798,848	55%	58%	
Library Board	1,760	4,800	3,040	37%	58%	
Library Operations	185,695	332,690	146,995	56%	58%	Utilities, cleaning, courier, supplies, etc.
Training	6,311	18,800	12,489	34%	58%	
Collections	108,782	228,520	119,738	48%	58%	
Telecommunications	9,869	15,700	5,831	63%	58%	
Misc	959	2,100	1,141	46%	58%	
Contribution to Reserve	109,375	187,500	78,125	58%	58%	Pro-rated
Total Expenses	1,417,383	2,583,590	1,166,207	55%	58%	
Net	95,471	-	(95,471)			

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

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Independent Auditor's Report

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

XXXX
Newmarket, Ontario

Georgina Public Library Board
Statement of Financial Position
December 31

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

Georgina Public Library Board
Statement of Operations and Accumulated Surplus
Year ended December 31

	<u>2018</u>		<u>2017</u>
	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	-
	<u>2,532,420</u>	<u>2,523,642</u>	<u>2,362,906</u>
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	<u>2,287,710</u>	<u>2,414,367</u>	<u>2,124,510</u>
Transfer to Town of Georgina Reserve (Note 7)	<u>-</u>	<u>(1,522,019)</u>	<u>-</u>
Annual surplus (deficit)	<u>244,710</u>	<u>(1,412,744)</u>	<u>238,396</u>
Accumulated surplus, beginning of year		2,251,615	2,013,219
Accumulated surplus, end of year		<u>838,871</u>	<u>2,251,615</u>

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
	<u>286,957</u>	<u>(1,371,342)</u>	<u>270,902</u>
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	<u>1,883,165</u>	<u>224,866</u>	<u>1,596,208</u>

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

	<u>2018</u>	<u>2017</u>
	\$	\$
Cash provided by (used in)		
Operating activities		
Annual surplus (deficit)	(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	<u>142,398</u>	<u>159,014</u>
Capital activities		
Acquisition of tangible capital assets	<u>142,238</u>	<u>158,989</u>
Net change in cash	160	25
Cash, beginning of year	315	290
Cash, end of year	<u>475</u>	<u>315</u>

See accompanying notes to the financial statements

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

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.

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
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.

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

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	<u>(167,293)</u>	<u>-</u>	<u>(87,791)</u>	<u>(255,084)</u>
Balance, end of year	<u>1,044,327</u>	<u>219,111</u>	<u>130,763</u>	<u>1,394,201</u>
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	<u>(167,293)</u>	<u>-</u>	<u>(87,791)</u>	<u>(255,084)</u>
Balance, end of year	<u>566,167</u>	<u>153,144</u>	<u>60,885</u>	<u>780,196</u>
Net book value	<u>\$ 478,160</u>	<u>\$ 65,967</u>	<u>\$ 69,878</u>	<u>\$ 614,005</u>
	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	<u>(178,961)</u>	<u>-</u>	<u>-</u>	<u>(178,961)</u>
Balance, end of year	<u>1,090,438</u>	<u>218,266</u>	<u>198,343</u>	<u>1,507,047</u>
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	<u>(178,961)</u>	<u>-</u>	<u>-</u>	<u>(178,961)</u>
Balance, end of year	<u>580,260</u>	<u>138,003</u>	<u>133,377</u>	<u>851,640</u>
Net book value	<u>\$ 510,178</u>	<u>\$ 80,263</u>	<u>\$ 64,966</u>	<u>\$ 655,407</u>

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

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

7. Transfer to Town of Georgina Reserve

In 2018 it was determined that the Future Expenditure Reserve that was historically recorded as part of the Georgina Public Library Board's accumulated surplus should be transferred to the Town of Georgina. The rationale for this change is that this Reserve is for expenses related to facilities that are owned by the Town and are not recorded as tangible capital assets in the Library's financial statements.

The transfer of the Reserve amount of \$1,522,019 resulted in a deficit in 2018 of \$1,412,744. Had this adjustment not been reflected, the annual surplus from regular operations would have been \$109,275.

**Georgina Public Library Board
Policies and Procedures Manual**

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 and 10 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 Chairperson, CEO, Executive Assistant to the Director of Library Service/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.

Georgina Public Library Board Policies and Procedures Manual

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 CHAIRPERSON

- 1) The role of the Board 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

Georgina Public Library Board Policies and Procedures Manual

- 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 Chairperson is temporarily unable to perform these functions, the Chairperson shall advise the Vice-Chairperson, the CEO and the Recording Secretary

DUTIES AND RESPONSIBILITIES OF THE BOARD VICE-CHAIRPERSON

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

Georgina Public Library Board Policies and Procedures Manual

- 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) ~~May Works~~ 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 Executive Assistant to the Director of Library Service/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, 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~~ Is responsible for and actively participates in 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:

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Art
Friends of the Library Liaison
Finance
Fundraising
Policy and Personnel

- 2) The Chairperson is an ex-officio member of all committees
- 3) Committee meetings are called by the committee 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 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 Chairperson and CEO will be responsible for the preparation of the agenda in conjunction with the Recording 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 report, 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

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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 Chairperson and Vice-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 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 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 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

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

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RULES OF DEBATE

In directing the course of debate, the 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 Chairperson may vote with the other members upon all questions. The 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

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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 Chairperson, 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.)

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- 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; Aug 15, 2019

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Policy Title: Hours of Service

Intent

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

Regulations

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

Procedures

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

- a) Keswick Branch

- Monday – closed
- Tuesday – 10am to 9pm
- Wednesday – 10am to 9pm
- Thursday – 10am to 9pm
- Friday – 10am to 6 pm
- Saturday – ~~912ampm~~ to 5pm
- Sunday – 1pm to 5pm

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

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

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

- New Year's Day, January 1st
- Good Friday
- Easter Sunday
- Easter Monday
- Victoria Day

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- Canada Day, July 1st
- August Civic Holiday
- Labour Day
- Thanksgiving Day
- Christmas Day, December 25th
- Boxing Day, December 26th
- Early closure (12pm) on Christmas Eve, December 24th
- [Early closure \(12pm\) and on](#) New Year's Eve, December 31st

3. From time to time, all ~~libraries-branches~~ or a specific branch may be closed for special maintenance or other operational needs. Such closing will be posted on the library website and in the branches at least 3 weeks in advance.

~~3.~~

4. Emergency closing due to weather or other unforeseen events will be posted on the library doors, and if possible, on the library website. Closing due to weather and other emergencies will be at the discretion of the [Director of Library Services/CEAO](#) or designate.

~~4.~~

5. The [Director of Library Services/CEO](#)~~Head Librarian~~ will be responsible for ensuring adequate staffing during open hours.

POLICY HISTORY:	
Initial Draft	November 22, 2006
Draft Presentation Review	June 28, 2007
Board Presentation:	August 16, 2007
Board Adoption:	August 16, 2007
Board Revision:	August 15, 2019