

Georgina Public Library

Library Board Meeting

Agenda

May 16th, 2019 @ 7:00 p.m.

P. Nicholls Board Room, Keswick 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 to Addendum Items
5. Approval of the Agenda
6. Declarations of Pecuniary Interest
7. Adoption of the Past Minutes – 18th April 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 – April 2019

11. Communications
 - a. Acting CEO Update – Verbal
 - b. Friends of the Library Update – Verbal
12. Old Business
 - a. Letter to Minister Tibollo
 - b. Logo discussion
13. New Business
 - a. Georgina Public Library Board bank account signing authority
 - b. Salary increase authorization for CUPE Negotiations
 - c. Library Board Policy Review – Fines, Rates and Fees
14. Other Business For Which No Notice Has Been Given
15. Adjournment
16. Next Meeting Date /Time

June 20th, 2019 @ 7:00 p.m. @ Keswick Branch

Georgina Public Library Board

Minutes

April 18th 2019 @ 7:00 p.m.

P. Nicholls Board Room, Keswick Branch

1. Call to Order

The meeting was called to order at 7:00 pm by the Chair.

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 at 7:16 pm)

The following Board Member was absent with notice:

Councillor Dave Neeson

The following staff members were in attendance:

David Harvie, Director of Library Services/CEO
Valerie Stevens, Keswick Branch Manager
Serena Hamlyn, Executive Assistant to the CEO (Recording Secretary)
Kathy Coates, CUPE 905.13 Union Representative

4. Chair's Remarks

None

5. Introduction to Addendum Items

None

6. Approval of the Agenda

Moved by Shari Hawkins, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2019-0018

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

Carried

7. Declarations of Pecuniary Interest

None

8. Adoption of the Past Minutes

Minutes of March 21st, 2019 Board Meeting

Moved by Nancy Rodrigues, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2019-0019

That the Minutes of the March 21st, 2019 Board Meeting be approved as presented.

Carried

9. Delegations/Speakers

None

10. Presentations

a. Library Board Orientation - Pop Quiz – D. Harvie

The CEO presented a multiple choice pop quiz to the Board Members.

11. Consent Agenda

- a. Branch Reports
- b. Children's and Youth Services Quarterly Report
- c. Library Branch Statistics
- d. Website Statistics
- e. 2019 Work Plan Update
- f. Financial Statement – March 2019

Motion to accept the Consent Agenda as presented.

Moved by Leslie Johnstone, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2019-0020

That Item 11 - Consent Agenda be received as presented.

Carried

12. Communications

- a. N6+1 Library Board Training Day – May 11 – Flyer

The CEO presented a flyer to the Board Members, advising them of the Board Training Day being held on May 11th and requested that the Board Members RSVP to Serena's Outlook calendar invite.

- b. CEO Update – Verbal

Community Connections:

- Fanfest 4 was held on April 6th at the Keswick Branch. Over 2,000 attendees, Board Members, Mayor Quirk and Caroline Mulroney, MPP attended the event.

Spaces:

- The selection process for the MURC Architectural & Engineering Services RFP is now complete. Eight bids were reviewed and evaluated by a review panel that included the Library CEO. The panel's recommendation of the preferred architectural firm will be put to Council for approval at the May 1st Council Meeting.

The tentative Schedule for the project is as follows:

- Visioning Session – May 30, 2019

- Concept Design – July 2019
- Public Information Open House for Concept – July 2019
- Public Information Open House for Schematic – September 2019
- Council Approval of Schematic Design – October 2019
- Tender Ready – January 2020
- Tender Award – March 29th, 2020
- Construction Start Date – April 8th, 2020
- Opening Date – September 2021

Collections & Programs:

- Girls Inc. is hosting a Mother – Daughter Wellness Workshop on April 25th from 6:00 pm - 8:00 pm at the Keswick Branch
- Mindfulness Meditation is returning in May – Thursday nights from 6:00 pm-7:00 pm at the Sutton Branch
- Painters' Circle will be on May 5th & 12th from 2:00 pm - 4:00 pm at the Keswick Branch
- Mood Boosting Foods and Physical Activity Workshop is on May 15th from 7:00 pm – 9:00 pm at the Keswick Branch
- The Dirt and Bugs Gardening Program will be held at the Sutton Branch on May 26th from 2:00 pm - 3:00 pm
- Sutton Branch will be hosting a Book Sale on June 8th from 12:00 pm – 5:00 pm

Technology:

- AWE tablets have been received and are awaiting installation at all three branches. The tablets have been financed by a generous donation from the Friends of the Georgina Public Library.

People and Leadership:

- SOLS Budget Cut - The CEO discussed with the Board Members the details of the cut to the SOLS budget and the impact this will have on Library services.
 - The budget reduction is just over 50% for the current 2019-2020 year.
 - Some of the services SOLS provides to Ontario Public Libraries include:
 - Interlibrary Loan System – Software, Training and Courier services for the system
 - In 2018 GPL borrowed 2,135 items and lent out 2,457 items
 - The ILLO Courier is used to transport purchased materials from LSC

- Consortium Purchasing of e-Resources
- Provincial e-book Consortium (Ontario Library Service Download Centre) – Overdrive Collection
- Consulting - Strategic Planning
- Training
 - LearnHQ – online training platform
 - APPL Course – Leadership & Management Training for Librarians
 - Board and Trustee Development

The Board Members discussed having the CEO draft a letter on behalf of the Board to the Minister of Tourism, Culture and Sport, copying our MPP, the Premier, Mayor Quirk and the Town of Georgina, FOPL, and OLA concerning the negative impact the cuts to the SOLS budget will have on our community and the library, with a portion of the communication to include the additional costs that our Library will bear because of these cuts.

Moved by Naomi Davison, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2019-0021

Motion to have the CEO draft a letter on behalf of the Board, stating the negative impact the cuts to SOLS will have on our community and Library, and the additional costs our Library will bear because of these cuts.

Carried

- c. Friends of the Library Update – Verbal
 - The Spelling Bee is next Friday – Tickets are being sold until early next week. Ten teams are registered to participate in the event.

Motion to accept the communications presented.

Moved by Nancy Rodrigues, seconded by Rita Beechey

RESOLUTION NO. GLB-2019-0022

That items 12 b. and c. be received as presented.

Carried

13. Old Business

- a. Appointment of the SOLS Trustee Council Representative

Nancy Rodrigues has volunteered to be the SOLS Representative, Rita Beechey has volunteered to be a second Representative.

- b. MURC Project Update – D. Harvie – Verbal – Nothing to add to the information previously shared.
- c. Interim CEO & CEO Recruitment Update – M.C. Macaluso – Verbal

The Chair, Mary Catherine is happy to share that Valerie Stevens has stepped up to take on the role of Interim CEO until a replacement has been hired. The job opening has been posted on the Town of Georgina Careers page. The closing date for the job posting is April 30th.

14. New Business

- a. Policy Development & Review
 - i. Policy Development & Review Policy
 - ii. 2019-2022 Policy Review Schedule
 - iii. The Board should be looking at all of their policies to update them. The Policy Development & Review Policy states things to look for when making new policies or reviewing them.

Motion to Pass Policy Development & Review Policy.

RESOLUTION NO. GPL-2019-0023

Moved by Adrienne McDowell, seconded by Leslie Johnstone

Carried

That the Policy Development & Review Policy be accepted as written.

- b. Invigilation of Examinations Policy

The Board Members reviewed the Invigilation of Exams Policy and suggested changes to be made to the policy.

Moved by Rita Beechey, Seconded by Shari Hawkins

RESOLUTION NO. GLB-2019-0024

That the Georgina Public Library Invigilation of Exams Policy be updated to include the discussed changes to the Policy.

Motion to accept the policy as amended.

Carried

15. Other Business For Which No Notice Has Been Given

None

16. Adjournment

Moved by Bobbi Sabatini, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2019-0025

That the Georgina Public Library Board April 18th, 2019 meeting adjourn at 8:20 p.m.

Carried

17. Next Meeting Date /Time - May 16th, 2019 @ 7:00p.m. - Keswick Branch

Board Chair

Recording Secretary

Joint Branch Report

April 2019

Community Connections

- Becky Stark met with members of the Georgina-Brock Garden Club and two Town of Georgina staff members on April 5. The group discussed a possible partnership between the Club and the Town to help facilitate the creation and continued maintenance of a new butterfly/pollinators garden in our existing beds in front of the building. We hope to complete the necessary agreements in the coming weeks and get the garden started in May and June.
- Becky Stark visited Rixon Manor to exchange donated books, April 15.
- Rogers filmed an episode of “My Story” at the Keswick branch, April 18.
- Becky Stark attended a meeting at Whitchurch-Stouffville Public Library to discuss the Library Settlement Partnership of York Region on April 26. Our library does not currently host any programs through this partnership, but we attend their biannual meetings to keep up to date with what our regional libraries are offering to the growing population of newcomers, and share best practices.

Spaces

- Keswick Branch hosted an art show of works submitted by teens in advance of FanFest.
- Sutton Branch continued to host an exhibition of art by local resident Karen Watson.
- Pefferlaw Branch started a new exhibition of art by a local resident
- Keswick Branch was evacuated on April 30 for approximately one hour due to a suspicious smell at the back of the Ice Palace. The Library Branch was cleared to re-open by the Fire Department after approximately one hour as no levels of CO were detected in the branch and all of our ductwork is separate from the rest of the building. The remainder of the ice Palace reopened later in the day.

People and Leadership

- Library Assistants participated in GPL Cataloguing group meeting, April 1
- Lindsay Damecour and Tracy Emery attended a Dewey Divas event on April 2 to continue developing Readers Advisory skills.
- Kate Gibson completed a Health & Safety Inspection of Port Bolster Community Centre on April 3.
- Several staff received Cri-Cut training from Bobbi Sabatini on April 8.
- Kate Gibson, Jenn Day and Lori Puckett received First Aid Certification on April 8 and 9.
- Val Stevens, Kathy Coates, and Lindsay Damecour attended Labour-Management meeting, April 9
- Val Stevens participated in OLC meeting in King, April 12
- Joel Sutherland and Kate Gibson conducted interviews for the Summer Reading Club Assistant position on April 18.

- Kate Gibson, Val Stevens and Becky Stark attended a meeting on April 10 with Town employees regarding the implementation of iCity which is the town's cash reconciliation software. Initial iCity training took place at Sutton on April 29. The branch will pilot the initiative before system-wide adoption.
- Val Stevens conducted a Health & Safety inspection of Belhaven Hall on April 30
- Pepperlaw Library Student Liam Douglas will be moving over to the Sutton branch to fill a vacancy there, so we are in the process of hiring a new student for the Pepperlaw branch.

Collections & Programs (Adult)

Programs – All Locations			
Date	Program Name	Location	Participants
April 2	Diabetes Support Group	SN	15
April 2	Morning Knitting Group	KE	7
April 3	Medieval Talk	KE	13
April 4	Book Club	PE	10
April 4	ESL	KE	3
April 4	Knitting	KE	11
April 4	Mah-jong	KE	7
April 6	Purls & Chains	SN	6
April 6	Habitat for Humanity	SN	13
April 9	Morning Knitting Group	KE	9
April 10	Book Club	KE	9
April 11	Book Club	SN	9
April 11	ESL	KE	1
April 11	Knitting	KE	12
April 11	Mah-jong	KE	8
April 13	Tax Clinic	SN	9
April 13	Purls & Chains	SN	6
April 16	Morning Knitting Group	KE	6
April 18	Cedarvale	KE	1
April 18	ESL	KE	1
April 18	Knitting	KE	8
April 18	Mah-jong	KE	9
April 20	Purls & Chains	SN	6
April 23	Morning Knitting Group	KE	7
April 24	Second Career and Lynda.com info session	PE	2
April 24	Georgina Hospice	SN	8
April 24	York Works Presentation	KE	2
April 25	Girls Inc. Mother-Daughter Wellness Workshop	KE	30
April 25	ESL	KE	1
April 25	Knitting	KE	11
April 25	Mah-jong	KE	8
April 26	Hilltop Movie	KE	5
April 27	Purls & Chains	SN	6

April 28	Wordsmiths	SN	4
April 28	Scrabble	SN	n/a
April 30	Morning Knitting Group	KE	7
various	One-on-one tech help (eServ Tech)	KE	34
		Total	298

Upcoming Programs

- “Dirt & Bugs” gardening presentation at the Sutton branch, May 26, 2-3pm
- Book Sale at Sutton branch, June 8, 12-5pm

Technology

- AWE learning tablets, generously funded by the Friends of the Library, arrived in late April. They will be installed at each branch in May.

Submitted by: Val Stevens, Kate Gibson & Becky Stark
Branch Librarians

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	14,082	6,951	1,737	3,933	26,703	14,845	
TOTALS	56,400	25,617	6,988	16,159	105,164		
Averages	14,100	6,404	1,747	4,040	26,291	14,246	

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	

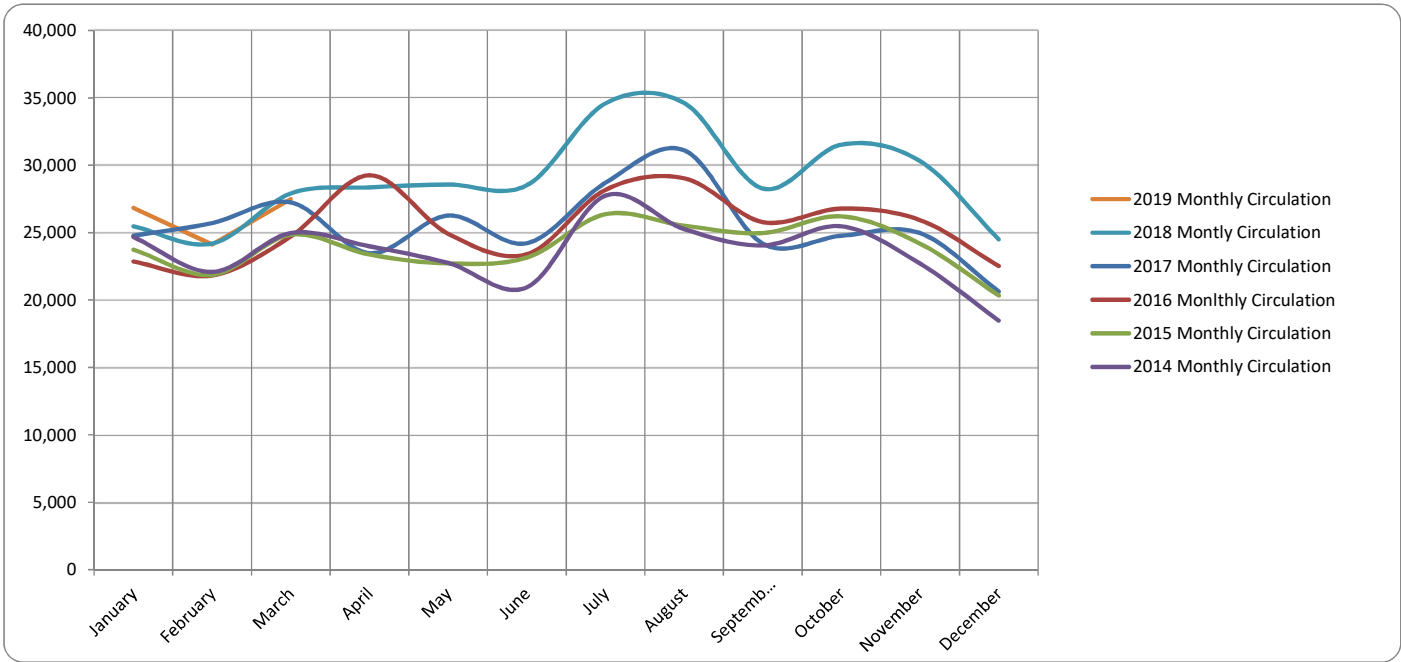
2015

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



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	14,540	9,995	23	147	2,755		2,671	30,108
Pefferlaw	1,392	1,376	2	12	226		140	3,146
Sutton	7,213	5,031	11	82	745		539	13,610
CYS			35	2,781	498			3,279
e-Branch	3,933	10,971	49	166		35,518		50,588
TOTAL	27,078	27,373	120	3,188	4,224	35,518	3,350	100,731

2019 TOTALS

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library Uses
Keswick	56,858	38,736	73	536	10,066		10,342	116,538
Pefferlaw	6,643	3,853	11	119	941		1,023	12,579
Sutton	25,879	19,545	53	328	2,936		1,403	50,091
CYS			148	5,049	2,229			7,278
e-Branch	16,159	43,222	269	608		144,399		204,388
TOTAL	105,539	105,356	554	6,640	16,172	144,399	12,768	390,874

My Dashboard

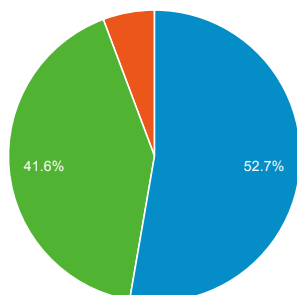
Apr 1, 2019 - Apr 30, 2019
Compare to: Apr 1, 2018 - Apr 30, 2018

All Users
+0.00% Sessions

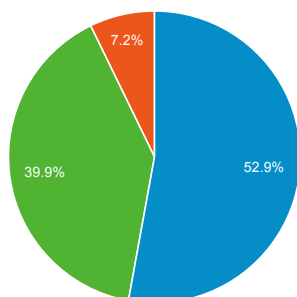
Visits by Traffic Type

■ direct ■ organic ■ referral

Apr 1, 2019 - Apr 30, 2019



Apr 1, 2018 - Apr 30, 2018



Visits and Pageviews by Mobile

Mobile (Including Tablet)	Sessions	Pageviews
Yes		
Apr 1, 2019 - Apr 30, 2019	3,921	5,767
Apr 1, 2018 - Apr 30, 2018	3,541	5,158
% Change	10.73%	11.81%
No		
Apr 1, 2019 - Apr 30, 2019	3,753	6,949
Apr 1, 2018 - Apr 30, 2018	4,711	8,779
% Change	-20.34%	-20.85%

Visits

Apr 1, 2019 - Apr 30, 2019

7,674

% of Total: 100.00% (7,674)

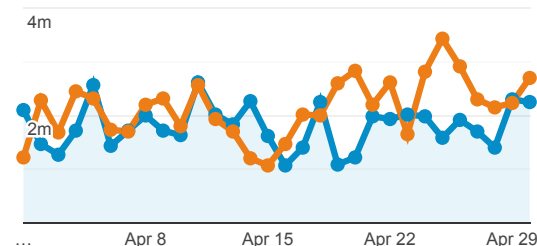
Apr 1, 2018 - Apr 30, 2018

8,252

Avg. Visit Duration

Apr 1, 2019 - Apr 30, 2019: Avg. Session Duration

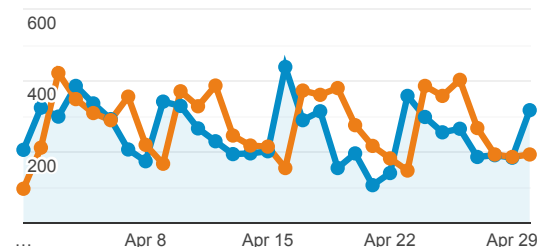
Apr 1, 2018 - Apr 30, 2018: Avg. Session Duration



Visits

Apr 1, 2019 - Apr 30, 2019: Sessions

Apr 1, 2018 - Apr 30, 2018: Sessions



Bounce Rate

Apr 1, 2019 - Apr 30, 2019

59.89%

Avg for View: 59.89% (0.00%)

Apr 1, 2018 - Apr 30, 2018

56.92%

Avg for View: 56.92% (0.00%)

% New Visits

Apr 1, 2019 - Apr 30, 2019

46.96%

Avg for View: 46.96% (0.00%)

Apr 1, 2018 - Apr 30, 2018

46.67%

Avg for View: 46.67% (0.00%)

Pageviews

Apr 1, 2019 - Apr 30, 2019

12,716

% of Total: 100.00% (12,716)

Apr 1, 2018 - Apr 30, 2018

13,937

% of Total: 100.00% (13,937)

Visits and Avg. Visit Duration by Co...

Country	Sessions	Avg. Session Duration
Canada		
Apr 1, 2019 - Apr 30, 2019	7,290	00:01:52
Apr 1, 2018 - Apr 30, 2018	8,096	00:02:13
% Change	-9.96%	-16.05%
United States		
Apr 1, 2019 - Apr 30, 2019	309	00:00:26
Apr 1, 2018 - Apr 30, 2018	57	00:01:01
% Change	442.11%	-57.86%
India		
Apr 1, 2019 - Apr 30, 2019	11	00:00:05
Apr 1, 2018 - Apr 30, 2018	6	00:00:00
% Change	83.33%	100.00%
South Korea		
Apr 1, 2019 - Apr 30, 2019	11	00:00:00
Apr 1, 2018 - Apr 30, 2018	7	00:00:02
% Change	57.14%	-100.00%
Japan		
Apr 1, 2019 - Apr 30, 2019	6	00:00:00
Apr 1, 2018 - Apr 30, 2018	0	00:00:00
% Change	100.00%	0.00%

0,252
% of Total: 100.00% (8,252)



Pages/Visit

Apr 1, 2019 - Apr 30, 2019

1.66
Avg for View: 1.66 (0.00%)



Apr 1, 2018 - Apr 30, 2018

1.69
Avg for View: 1.69 (0.00%)



Avg. Visit Duration

Apr 1, 2019 - Apr 30, 2019

00:01:48
Avg for View: 00:01:48 (0.00%)



Apr 1, 2018 - Apr 30, 2018

00:02:12
Avg for View: 00:02:12 (0.00%)





Georgina Public Library

2019 Work Plan – Update – May 2019

Board Governance Initiatives

Project Name	Project Lead	Start Date	Completion Date	Status	Notes
Board Orientation	Board Chair & CEO	Q1	Q4	In Progress	Inaugural Board Meeting – 21 March 2019 N6+1 Library Orientation Day – May 11 2019
New Library Board/CEO Meet & Greet	Board Chair & CEO	Q2	Q2	Not Started	Open house for new Board members and new CEO at Branches.
Succession Planning & Emergency Preparedness	Board Chair & CEO	Q2	Q2	Not Started	Deferred from 2018.
Library Advocacy	Board	Q1	Q4	On going	In support of the MURC Discovery Branch.
2018 Annual Report	CEO	Q2	Q2	In Progress	In progress.
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	Architect has been selected. Public engagement opportunity planned for May 27 th , 6:30pm at Our Lady of the Lake Catholic College School. (June date 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. Specifications and RFP development underway. Awaiting Town Purchasing Department's response for RFP issue.
Sutton Window Blinds	K. Gibson	Q2	Q3	Not Started	

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	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.
State of the Library Address	CEO	?	?	Not Started	
FanFest 4	J. Sutherland	Q2	Q2	Completed	Over 2,000 visitors!

Georgina Public Library

Financial Statement - April 2019

Date: 1 May 2019

	2019 Actuals	2019 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	796,350.00	2,389,050	1,592,700	33%	33%	Pro-rated
Provincial Grants	20,658	62,600	41,942	33%	33%	Pro-rated - Provincial Grant expected Fall 2019
Misc Grants	-	9,240	9,240	0%	33%	
School Board Revenue	19,305	58,500	39,195	33%	33%	Pro-rated - Payment expected in Fall 2019
Donations	2,446	1,800	(646)	136%	33%	Cathy Foch Donation for FanFest
Fines	6,380	27,100	20,720	24%	33%	
Misc Fees	753	3,100	2,347	24%	33%	PRESTO Commissions, Exam Proctoring, etc
Photocopying Fees	2,533	8,500	5,967	30%	33%	
Program Registrations	1,718	4,200	2,482	41%	33%	
Book Sale	366	2,400	2,034	15%	33%	
Room Rentals	2,753	4,100	1,348	67%	33%	
Provision from Reserve	4,333	13,000	8,667	33%	33%	Contributions to Reserves Pro-rated
Total Revenues	857,595	2,583,590	1,725,995	33%	33%	
Expenses						
Salaries & Benefits	509,396	1,793,480	1,284,084	28%	33%	
Library Board	800	4,800	4,000	17%	33%	
Library Operations	79,982	367,690	287,708	22%	33%	Utilities, cleaning, courier, supplies, etc.
Training	2,358	18,800	16,442	13%	33%	
Collections	70,848	193,520	122,672	37%	33%	
Telecommunications	5,138	15,700	10,562	33%	33%	
Misc	-	2,100	2,100	0%	33%	
Contribution to Reserve	62,500	187,500	125,000	33%	33%	Pro-rated
Total Expenses	731,022	2,583,590	1,852,568	28%	33%	
Net	126,573	-	(126,573)			

24 April 2019

The Honourable Michael Tibollo
Ministry of Tourism, Culture and Sport
6th Floor,
438 University Avenue
Toronto, ON M5G 2K8

Re: Ontario Library Services – Operating Budget Cuts

Dear Minister Tibollo,

The Georgina Public Library Board wishes to convey its dismay at the recently announced cuts to the operating budgets of the Southern Ontario Library Service (SOLS) and Ontario Library Service – North (OLSN).

These cuts have resulted in the termination of the SOLS courier system that supports the movement of interlibrary loan materials between public libraries throughout the province. In 2018, SOLS delivered over 710,000 packages to 153 public libraries across southern Ontario.

Your recent statement on public library funding on April 18, 2019, incorrectly states that SOLS has “*no involvement in day-to-day operations of Ontario’s public libraries*”. It would appear that you have been badly briefed by your staff.

For over 30 years public libraries in Ontario have partnered with SOLS by dedicating local library staff and resources to the provincial interlibrary loan network. This system makes accessible the millions of books in all public library collections to all Ontarians in an efficient and cost effective manner.

The Interlibrary loan service is a tremendously popular and well used service among our patrons. In 2018, the Georgina Public Library borrowed 2,135 items using this service. We rely on the SOLS courier to deliver books that we don’t have the funds to purchase ourselves, to obtain multiple copies of books to run our popular book clubs, and receive shipments of new books from our vendors at affordable shipping costs.



Ah-Ha!

This loss will have a direct and real economic impact on our already stretched budgets, as we struggle to meet the needs of our patrons, support our book clubs and pay higher shipping costs. The intangible costs of not being able to provide requested books to our patrons is simply immeasurable. The negative implications for rural and northern communities will be staggering, as interlibrary loan service is the lifeline for patrons in these small communities.

The Georgina Public Library Board respectfully requests that funding for the Ontario Library Services – North and Southern Ontario Library Service - be reinstated so that public libraries may continue to provide this essential service to our patrons.

Thank you,

David I. Harvie BA MLS CD
Library Director/CEO
dharvie@georgina.ca

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Executive Director
Federation of Ontario Public Libraries
Toronto Reference Library
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Toronto, ON M4W 2G8

2019-2022 Library Board Policy Review & Activity Schedule

2019 Board Meetings		
Meeting Date	Policy Review / Activity	Board Education
21 March 2019	Board Members' Code of Conduct	Board Orientation
18 April 2019	Policy Development & Review (2016) Invigilation of Exams (2018)	Board Orientation
16 May 2019	Fines, Rates and Fees (2016)	Intellectual Freedom
20 June 2019	Library Board Structure Bylaws (2016)	PLA Overview
18 July 2019	Hours of Service (2007)	e-Resources
22 August 2019	Information Services (2007)	Collection Management
19 September 2019	Collection Development (2016)	ILLO Service
17 October 2019	Programming Policy (2015)	Children & Youth Services
21 November 2019	Children and Youth Services (2015)	TBA
19 December 2019	Supervision of Children (2014)	TBA

2020 Board Meetings		
Meeting Date	Policy Review	Board Education
January 2020	Patron Code of Conduct (2015)	
February 2020	Secondary School Student Volunteers (2016)	OLA Conference Reports
March 2020	Accessibility Standards for Customer Service (2010)	CELA
April 2020	Pets (2016)	Collection Development
May 2020	Art Exhibits (2013)	
June 2020	Bulletin Boards and Displays (2016)	FOPL – S. Abrams
July 2020	Privacy of Membership Information (2015)	
August 2020	Fundraising /Sponsorship (2017)	
September 2020	Room Rental Policy (2017)	
October 2020	Violence and Harassment Free Workplace (2017)	
November 2020	Retention Policy and Schedule (????)	
December 2020	Board Evaluation (2018)	

Version: 9 May 2019

2019-2022 Library Board Policy Review Schedule (cont'd)

2021 Board Meetings		
Meeting Date	Policy Review	Board Education
January 2021	Board Recognition (2018)	
February 2021	CEO Evaluation (2018)	OLA Conference Reports
March 2021	Financial Policy (2017)	
April 2021	Procurement Policy (2018)	
May 2021	Public Access to Computers & Internet Services (2018)	
June 2021	Video Surveillance (2017)	
July 2021	Use of Library Resources for Election Purposes (2018)	
August 2021	Membership (2017)	
September 2021		
October 2021		
November 2021		
December 2021		

2022 Board Meetings		
Meeting Date	Policy Review	Board Education
January 2022		Advocacy
February 2022		OLA Conference Reports
March 2022		
April 2022		
May 2022		
June 2022	Municipal Election Advocacy	
July 2022		
August 2022		
September 2022		
October 2022		Board Legacy Document
November 2022	Board Legacy Document	
December 2022		

Georgina Public Library Board Policy Manual

Policy Title: Fines for Overdue, Damaged or Lost Materials

Intent

In accordance with the Public Libraries Act, R.S.O. 1990, Library Boards reserve the right to impose fees for certain services and fines/charges for materials that are returned late, lost or damaged.

Regulations

The following schedule of fines and fees will be adhered to:

1. Fines will be charged for all materials returned late. Rates will be charged according to the rate schedule laid out in Appendix "A" to this policy.
2. Cards will be blocked according to the maximum fines and overdues as laid out in Appendix "A" to this policy.
3. Lost or damaged library cards or barcodes will be charged at the rates laid out in Appendix "A" to this policy.
4. Materials overdue by 40 days will be "assumed lost" and a material replacement cost plus the applicable processing fee as shown in Appendix "A" to this policy will be charged. In the absence of the patron, these charges will be attached to the patron's electronic record. If the amount exceeds \$40 for an individual, the account may be sent to a collection agency. Patrons/families that are sent to collection more than once will have their access to library materials blocked for a period of one year.
5. Material replacement costs will be charged for lost or irreparably damaged items. The amount charged will be the actual cost of the item, or if such cost is unavailable, according to the average cost table provided by Library Services Centre on an annual basis, plus the applicable processing fee as shown in Appendix "A" to this policy.
6. A damage fee will be assessed to any material returned damaged, but still usable by the library, according to the extent of the damage and age of the material, at the sole discretion of library staff.
7. In the event that a lost item is found and returned, any replacement fees paid will be reimbursed with proof of payment, minus the processing fee paid. Item(s) must be in usable condition and be returned within six (6) months of the due date.

Georgina Public Library Board Policy Manual

8. Managers and designated staff may, at their discretion, reduce or waive charges in special circumstances such as hospitalization, death in the family, or special needs.
9. This schedule of fines and fees will be reviewed and amended by the Board from time to time to reflect current cost realities.

Procedures

1. Library staff are authorized to collect fines and fees on behalf of the Board.

POLICY HISTORY:	
Initial Draft	November 22, 2006
Draft Presentation Review	April 16, 2007
Board Presentation:	April 19, 2007
Board Adoption:	April 19, 2007
Review:	November 19, 2009
Board Adoption:	November 19, 2009
Board revision:	November 20, 2014 March 17, 2016

Georgina Public Library Board Policy Manual

APPENDIX "A"

Description	Fee Rate	Maximum
Late Fees		
Late Materials Return - ADULT CARD	.25 per item per day	\$10.00
Late Materials Return – JUV/TEEN CARD	.10 per item per day	\$5.00
EXCEPTIONS: DVDs Video Games Theme Kits Express books/DVDs	.25/item/day \$1/item/day \$1/item/day \$1/item/day	\$10.00
Replacement of Lost/Damaged Items		
Replace lost or damaged library cards	\$2.00	
Replace removed or damaged barcodes	\$2.00	
Borrowing Blocks		
Adult cards	\$15 in Fines	5 Overdues
Juvenile cards	\$10 in Fines	5 Overdues
Other Fees		
Processing Fee	\$5.00	