

Georgina Public Library

Library Board Meeting

Agenda

October 17th, 2019 @ 7:00 p.m.

P. Nicholls Board Room, Keswick Branch

1. Call to Order
2. Closed Session
 - i. Closed Session Minutes for 2019

Recommendation:

That the Georgina Public Library Board move into Closed Session at _____ p.m. to review Closed Session Minutes for Closed Session Meetings held in 2019 thus far.

1. Motion to move into Closed Session
2. Motion to reconvene into Open Session

3. First Nations Acknowledgement Statement

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

4. Roll Call
5. Introduction of Addendum Items
6. Approval of the Agenda
7. Declarations of Pecuniary Interest
8. Adoption of the Past Minutes – September 19th, 2019

9. Delegations/Speakers
10. Presentations
11. Consent Agenda
 - a. Branch Report
 - b. CYS Quarterly Report
 - c. Library Branch Statistics
 - d. Website Statistics
 - e. 2019 Work Plan Update
 - f. Financial Statement – September 2019
12. Communications
 - a. CEO Update – Verbal
 - b. Board Chair Update – Verbal
 - c. Friends of the Library Update – Verbal
13. Old Business
 - a. Audited Financials - 2018 Financial Statement – Final Version
 - b. Borrow History
14. New Business
 - a. Policy Review: Supervision of Children Policy
15. Other Business For Which No Notice Has Been Given
16. Adjournment
17. Next Meeting Date /Time

November 21st, 2019 @ 7:00 p.m. @ Keswick Branch

Georgina Public Library Board
Regular Board Meeting Minutes
September 19th 2019 @ 7:00 p.m.
Programming Room, Pepperlaw Branch

1. Call to Order

The meeting was called to order at 7:00 p.m.

2. First Nations Acknowledgement Statement

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

3. Roll Call

The following Board Members were present:

Mary Catherine Macaluso, Chair
Bobbi Sabatini, Vice Chair
Leslie Johnstone
Adrienne McDowell
Rita Beechey
Shari Hawkins
Nancy Rodrigues
Naomi Davison (arrived at 7:08pm)

The following Board member was absent with notice:

Councillor Dave Neeson

The following staff members were in attendance:

Valerie Stevens, Director of Library Services/CEO
Serena Hamlyn, Executive Assistant (Recording Secretary)
Anna DeLong, CUPE 905.13 Union Representative
Kathy Coates, CUPE 905.13 Union Representative

4. Chair's Remarks

None

5. Introduction of Addendum Items

- a) Letter to Mayor Quirk - added under Other Business for Which No Notice Has Been Given
- b) Borrow History – added under Other Business for Which No Notice Has Been Given

6. Approval of the Agenda

Moved by Rita Beechey, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2019-0066

That the Georgina Library Board Agenda of September 19th, 2019 be approved as presented.

Carried

7. Declarations of Pecuniary Interest

None

8. Adoption of the Past Minutes - Minutes of August 15th, 2019 Georgina Public Library Board Meeting

Moved by Shari Hawkins, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2019-0067

That the Minutes of the August 15th, 2019 meeting be approved as circulated.

Carried

9. Delegations/Speakers

None

10. Presentations

None

11. Consent Agenda

- a. Branch Reports
- b. Library Branch Statistics
- c. Website Statistics

- d. 2019 Work Plan Update
- e. Financial Statement – August 2019

(Naomi Davison arrived)

Moved by Leslie Johnstone, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2019-0068

That Item 11 - Consent Agenda be received as presented, noting that in the Work Plan Update the date for the MURC schematic design having been brought to Council on September 18th was incorrect, it will in fact be presented on September 25th.

Carried

12. Communications

a. CEO Update – Verbal

Community Connections

- YRP co-hosted a program with CIBC in Pefferlaw to help educate people on avoiding fraud & scams
- Becky Stark visited the Chippewas of Georgina Island First Nation Public Library to connect with the librarian, Karen Foster, and discuss future opportunities for collaboration
- All three library branches sold Magna Hoedown tickets on behalf of Hospice Georgina

Spaces

- RFP for Sutton Service Desk was posted September 16; closes early October. Contract to be awarded before year-end, with work to be completed in February 2020.
- Sit-stand desk for Pefferlaw has been purchased and installation is expected to be completed on September 23.

People and Leadership

- Valerie Stevens, CEO, was introduced by the Board Chair at Town Council on September 18; N. Davison and N. Rodrigues were in attendance
- CUPE negotiations are on hold.
- Headshots & testimonials are requested from all Library Board members for the website.

Collections & Programs

- Multi-lingual collection is starting to come in, and we have seen some circulation in the first few weeks
- Adult Summer Reading Challenge, launched system-wide this year, had 38 participants, entering 248 ballots (with 10 people completing all 10 challenges). Participants enjoyed it; see branch report for comments from participants.
- Summer Reading Club (kids & teens) had another record-breaking year, with 1,549 registrants and 704 finishers; this is a 25% increase over 2018 in registrations
- Cat Café with the Feral Cat Committee in Pepperlaw last weekend was hugely popular, with 65 participants
- Other upcoming notable programs: Downton Abbey-themed hat-making program on September 25 in Keswick, Litsy how-to on September 27, another Forest Walk with York Regional Forest staff on October 19, and Kelley Armstrong author visit on November 1

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 and Vice-Chair attended the Summer Reading Club Wrap-up Party on Saturday, September 7th at the Keswick Branch. The Library was packed full of excited participants. Everyone in attendance had a wonderful time and it was a great way to complete this year's SRC.
- The Board Chair and Vice-Chair had their picture taken with the Adult Summer Reading Challenge winner.
- The Board Chair introduced Valerie Stevens to Council as the CEO of the Georgina Public Library. While she was there, she thanked the Town for the support they have given Val over this transitional period.

c. Friends of the Library Update – Verbal

- The Friends are focusing on planning the Tea Party at this time. The Tea Party is being held on November 10th at De La Salle. Tickets for the event will be for sale in all three Library Branches soon.
- The Friends are in talks with The Gem theatre regarding planning a special showing of the movie *The Public*.

Moved by Shari Hawkins, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2019-0069

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

Carried

13. Old Business

None

14. Closed Session

Moved by Naomi Davison, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2019-0070

That the Georgina Public Library Board meeting move into closed session at 7:30pm.

Carried

- i. Labour relations or employee negotiations, Section 16.1(4) of the Public Library Act

Moved by Shari Hawkins, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2019-0071

That the Georgina Public Library Board meeting reconvene into open session at 7:42pm

Carried

15. New Business

- a) Policy Review: Information Services

The Board Members reviewed the Information Services Policy, making changes and updates as required.

Moved by Bobbi Sabatini, Seconded by Rita Beechey

RESOLUTION NO. GLB-2019-0072

Motion to accept the Information Services Policy as revised and to upload the Policy to the website once the discussed revisions have been completed.

Carried

- b) Ontario Public Library Week – Meet the Georgina Public Library Board Event

OPLW is the week of October 20th to the 26th. The Board members discussed holding a Meet the Georgina Public Library Board event during that week, as an opportunity for patrons to meet the members of the current Library Board. The Event will be held at Sutton Branch, on October 22nd, at the Halloween *Ghostly Gathering* event. Patrons can enjoy some hot cider and a cookies with the GPL Board members.

- c) Library as Place Presentation – B. Sabatini

Bobbi Sabatini prepared a presentation detailing what was covered and discussed, and what she took away from the 2019 Annual Institute on the Library as Place that took place in July 2019.

16. Other Business For Which No Notice Has Been Given

- a) Letter to Mayor Margaret Quirk

The Board members went over the draft letter, written by the Board Chair to Mayor Margaret Quirk, backing the Town's funding request in support of the construction of the MURC. The Board members made edits and suggested things to include in the letter.

Moved by Nancy Rodrigues, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2019-0073

Motion to have the Library Board Chairperson send the letter as amended on behalf of the Georgina Public Library Board to Mayor Margaret Quirk endorsing the Town's funding request to support the construction of the MURC and promoting the benefits of connecting library and recreation.

Carried

b) Borrow History

The CEO and Library Board members discussed the option on library accounts that allows for patrons to request their Borrow History be saved. The Board members considered the benefits and drawbacks to allowing this option to be enabled with GPL accounts. They decided they would research, and discuss it further at the next scheduled Board meeting.

17. Adjournment

Moved by Rita Beechey, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2019-0074

That the Georgina Public Library Board September 19th, 2019 meeting adjourn at 9:14pm

Carried

18. Next Meeting Date /Time

October 17th, 2019 @ 7:00 p.m. @ **Keswick Branch**

Joint Branch Report

September 2019

Community Connections

- Kate Gibson proctored one exam, September 27.
- Sutton Branch continued to host a display by Sail Georgina.
- Kate Gibson attended the quarterly Sutton Multi-Use facility meeting on Sep. 19.
- Becky Stark met with Rae Keen from the Writers Community of York Region at the Pepperlaw Branch on Sept. 19. The two discussed possible collaborations between the library and the writer's group, the first of which is set to be a presentation for local writers in the Sutton branch in November. More details about this program will be available in the November "What's On for Adults" flyer.

Spaces

- Sutton Branch continued to exhibit paintings by Albert Chiarandini, in partnership with the Georgina Arts Centre & Gallery.
- Keswick Branch continued to exhibit paintings by Piri Pandey, in partnership with the Georgina Arts Centre & Gallery.
- Blinds were installed in the West windows of Sutton Branch on Sep. 16. This initiative was part of the 2019 Capital Budget Plan.
- Kate Gibson visited Global Furniture Group, in North York, to discuss the replacement of the meeting room chairs, on Sep. 25.
- The mandatory site visit for the Sutton Desk Re-design RFP took place on Sep. 26. The RFP closes on October 11.
- The service desk at the Pepperlaw branch was modified to better accommodate the recently added stand-up work station. This work was completed by staff from Baker's Furniture (the company that originally built the desk) on Sept 23.

People and Leadership

- The 3rd Quarter Staff Training Day took place on September 9, with updates from Administration and Management, followed by a guest speaker from Morneau-Shepell.
- Kate Gibson attended AMPLO on behalf of Val Stevens on September 6.
- Val Stevens, Kate Gibson, and Becky Stark attended the N6 Symposium, hosted by the Town of Georgina, on Sep. 20. The day featured a presentation by the Canadian Centre for Diversity and Inclusion.
- Val Stevens, Kate Gibson, and Becky Stark attended a training session on the Town of Georgina's Customer Service Strategy on Sept. 12. Attendees reviewed the results of the recent public survey done by the Town, and participated in a

brainstorming session to develop practical ways of implementing the key priorities identified in the survey.

- Sarah Burns, Abigail LeBlanc, Grace Croome, and Natalie Roberts passed their probationary periods and received performance reviews.

Collections & Programs (Adult)

- Kate Gibson hosted the Winter List Publishers Meeting on Sep. 30. Ten selectors were present from local libraries and eight publishing representatives attended.
- The Town of Georgina hosted a “Budget Talk” public input session at the Pepperlaw Branch on Saturday Sept. 14.
- The winner of the Adult Summer Reading Club Grand Prize was Sheila Gick, a regular Keswick patron, and she gratefully accepted the prize (a \$100 Petro Canada gift card) from Board Chair Mary-Catherine Macaluso and Friends of the Library President Bobbi Sabatini on Sept. 11. Sheila commented that she enjoyed the program and planned to use the gift card on her upcoming road trip to the Maritimes.
- The Pepperlaw Branch hosted the library’s first ever Cat Café, in collaboration with the Georgina Feral Cat Committee on Sunday Sept. 15. The program was an overwhelming success, with an estimated 65 people in attendance over the course of the 90-minute event. Several of the cats present were adopted by attendees within the week, and several families in attendance registered to volunteer with the group as foster families. Many who were unable to attend the event contacted us to request another similar event be planned for the Keswick or Sutton Branch, so we have booked the next Cat Café for Sunday December 1 at the Sutton Branch. To help combat the over-crowding we experienced at our first event, we will now be taking registrations in advance.



Programs – All Locations			
Date	Program Name	Location	Participants
Sept. 5	ESL Conversation Circle	KE	1
Sept. 5	Knitting Group	KE	9
Sept. 5	Book Club	PE	7
Sept. 6	Birds of a Feather	PE	2
Sept. 7	Purls and Chains	SN	10
Sept. 11	Book Club	KE	6
Sept. 12	Knitting Group	KE	10
Sept. 12	Book Club	SN	10
Sept. 12	ESL Conversation Circle	KE	4
Sept. 13	Birds of a Feather	PE	2
Sept. 14	Purls and Chains	SN	11
Sept. 15	Cat Café	PE	65
Sept. 18	Diabetes Management (VCHC)	SN	3
Sept. 19	Knitting Group	KE	9
Sept. 19	ESL Conversation Circle	KE	5
Sept. 20	Birds of a Feather	PE	2
Sept. 21	Purls and Chains	SN	7
Sept. 24	Georgina Photo Club	KE	14
Sept. 25	Dressed for Downton	KE	16
Sept. 25	Yorkworks Career Help	PE	0
Sept. 26	ESL Library Tour	KE	7
Sept. 26	ESL Conversation Circle	KE	6
Sept. 26	Knitting Group	KE	10
Sept. 27	Litsy: Instagram for Book Lovers (cancelled)	KE	0
Sept. 27	Birds of a Feather	PE	2
Sept. 28	Purls and Chains	SN	5
Sept. 29	Scrabble	SN	0
Sept. 29	Wordsmiths	SN	6
Various dates	One-on-one technology help	KE	20
		TOTAL	249

Technology

Nothing new to report.

Highlight

Black River Public School and St. Bernadette's returned to school on September 3. During the month of September, they borrowed 1116 items from the library. The school gates recorded 1814 visits.

Submitted by: Kate Gibson & Becky Stark
Branch Librarians



GEORGINA PUBLIC LIBRARY
CYS Report
Summer (July to September) 2019

Community Connections
(outreach, community partnerships, promotional efforts)

- Jo Scott conducted training for Jericho Youth Services staff members on how to develop and incorporate literacy into their programming.
- Jo Scott invited a volunteer from the Georgina Feral Cat Committee to come to the Reading Buddies program as a special guest Sept. 26.

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

- Jo Scott created a children's garden outside the Pepperlaw Branch with the children from her Ready, Set, Kindergarten class. The sunflowers, which they planted from seed, grew over 6 feet tall, attracting many bees and garnering a lot of admiration from library users. The flowers will be left to die off naturally over the fall, providing seeds for growing more next year and food for local wildlife during the winter.

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

- Jo Scott, Sara Forsyth, and Rachel Charyk attended the ALA (American Library Association) Conference in Washington June 20th – 25th. They attended information sessions, made connections with publishers, and previewed coming children's and YA literature to add to the collection. They also had the opportunity to do a tour of the Library of Congress, and attend the International Librarian Awards ceremony and reception at the Library of Congress.
- SRC Assistants Emily Harford and Cheyenne MacAnuff hosted the Town of Georgina Camp several times a week to share stories, literacy-based activities, and movies.
- Emily Harford and Cheyenne MacAnuff organized materials and prepared display spaces in each branch for Summer Reading Club finishers to hang a fish with their names on it on a "Fish of Fame" board.
- Sara Forsyth was the "staff lead" on our Summer Reading Club Party this year, providing direction to the rest of the team and the teen volunteers in preparing for and executing the event. With over 600 people in attendance, it's safe to say that this year's party, with the "Back to the Future" theme, was another big hit!
- Every member of the CYS team has displayed excellent initiative, resourcefulness, and work ethic during the transition period of Joel Sutherland leaving the GPL team and Becky Stark taking on much of the leadership duties for the team.

Collections and Programs

(programs, displays, collection projects, proctoring)

Collection:

- CYS staff members completed a weeding project in the Juvenile Fiction and the Juvenile Fiction “First chapter books” in all branches, removing items that had no longer been circulating.
- By the end of September, the team plans to have completed a weed of the Juvenile Non-fiction section in the Keswick Branch.

Programs:

- Our most popular weekly programs throughout the summer included: Jericho summer camp in Keswick (317) and in Sutton (267), Outdoor Storytime in Sutton (245), Friday Films & Freezies in Keswick (264), the Town Camp Movies in Keswick (326), and Teen Activity Group in Keswick (159).
- Our special events:
 - **Locked In: Nerf Dart Battle** (Keswick, July 15): This after-hours Teen program has been brought back for a sixth time! The teens sign up ahead of time and bring their own nerf dart guns, we provide 1000 nerf darts, and the teens play capture the flag in the library – in the dark! We had 32 participants, supervised by our two staff leads Rachel and Jo, and our SRC assistants Cheyenne and Emily.
 - **Pefferlaw Birthday Party** (Pefferlaw, July 20) Jo facilitated some fun children’s activities during the party, including a rock painting station (where kids could decorate a rock to add to the Children’s garden), Lego station, and a card-making station where children created a giant birthday card to celebrate Pefferlaw’s birthday.
 - **Locked In: Nailed it** (Keswick August 12): This new after-hours Teen program is based on the popular television show “Nailed It”. Teens were given time limit, a theme, and some baking supplies, and asked to create a series of three cakes around a certain theme. The creations were judged by our special guest Jez, the owner of Cakes by Jez, and the winner received a fun home-made trophy made of baking tools.
 - **Summer Reading Club Party** (Keswick, September 7): Our annual Summer Reading Club party was a huge success, with an even larger turn-out than last year of over 600 people. Only children that complete all 5 levels of the Summer Reading Club program were invited to attend this party, so the attendance number really showcases the amazing number of local families who were dedicated to reading with their children over the summer. The theme was “Back to the Future,” with a focus on low-tech or no-tech games that have been popular for decades;; these included a giant twister game, a paper airplane competition, paper snowball fights, and blanket forts. We also offered a free book table, some crafts, and a private teen lounge.
 - **Friday Films After Dark: Pokémon Detective Pikachu** (Sutton, September 13): This program utilizes the second film license that was purchased specifically for the Peter Gzowski Branch, and offers a fun night out (with free pizza!) for families with school-age children. Families were invited to arrive before the movie started to participate in a Pokémon-themed activity, as well as enjoy complimentary pizza, popcorn and beverages, thanks to our sponsor Foch Family Real Estate. Over 60 people attended.

Outreach:

- Our partnership with Jericho over the summer was very successful. We hosted weekly visits every Friday with two camp groups, offering them their own version of Summer Reading Club where they could track their reading and earn prizes.
- Jo and Sara coordinated a Summer Reading Club Awards Ceremony with Keswick Public School on September 20th, to congratulate all the students for being the school who read the most over the summer.

Stats:

	Total Number of Participants	Total Number of Programs
July	1625	74
August	1425	66
September	2024	31
GRAND TOTAL	5074	171

Technology (technology and computer news/issues)

- Nothing new to report.

Submitted by: Becky Stark, Pepperlaw Branch Librarian
Oct. 9, 2019

Georgina Public Libraries Circulation & Active User Statistics

2019

Date	Keswick	Sutton	Pefferlaw	E-Books	Total	Active Members	Notes
January	14,082	6,951	1,737	4,076	26,846	13,884	
February	13,164	5,297	1,725	3,936	24,122	14,021	
March	15,072	6,418	1,789	4,214	27,493	14,232	
April	15,146	7,538	1,458	3,962	28,104	14,447	
May	15,646	8,056	1,942	4,222	29,866	14,583	
June	15,402	5,776	1,789	3,999	26,966	15,312	SN circ decline due to no school CKO's
July	21,069	8,148	2,105	4,428	35,750	15,612	SRC
August	19,238	7,135	2,287	4,652	33,312	15,726	
September	15,000	6,672	1,706	4,514	27,892	15,869	
TOTALS	143,819	61,991	16,538	38,003	260,351		
Averages	15,980	6,888	1,838	4,223	28,928	14,854	

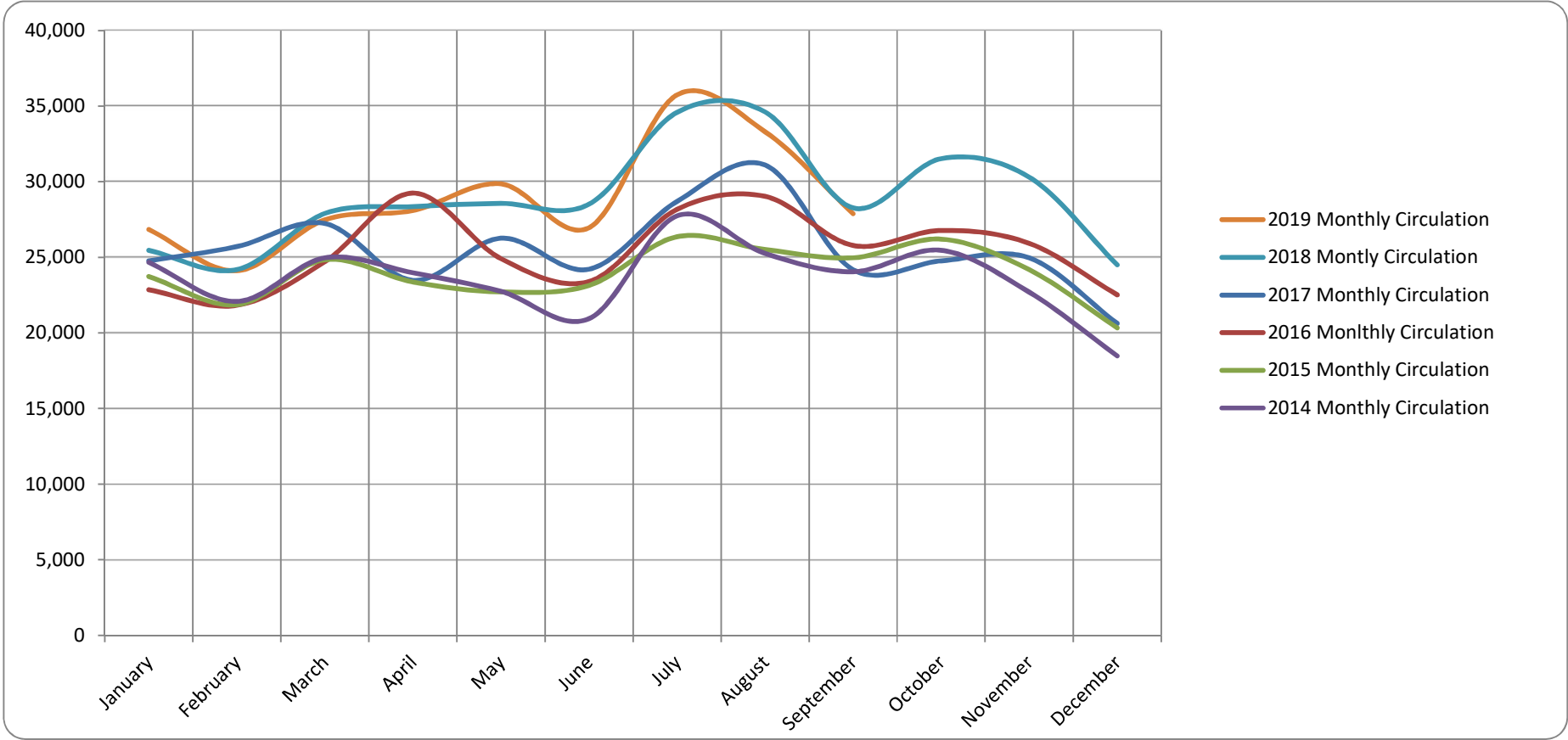
2018

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	Notes
Keswick	14,082	10,756	19	152	2,467		2,948	30,405	
Pefferlaw	1,737	672	1	26	242		550	3,227	PE Visits lower due to problem with traffic counter
Sutton	6,951	2,635	10	51	655		268	10,560	SN Visits lower due to problem with traffic counter
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	Notes
Keswick	13,164	9,007	14	113	2,194		2,179	26,657	
Pefferlaw	1,725	708	4	39	222		36	2,730	PE Visits lower due to problem with traffic counter
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	Notes
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	Notes
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	FanFest
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	Notes
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	Notes
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	Notes
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		41,603		57,346	
TOTAL	35,750	29,715	137	1,827	4,302	41,603	5,807	119,004	

August

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library Uses	Notes
Keswick	19,238	5,935	10	43	2,132		3,127	30,475	KE visits lower due to problem with traffic counter
Pefferlaw	2,287	1,516	6	108	339		200	4,450	
Sutton	7,135	5,035	7	41	867		433	13,511	
CYS			66	1,425	960			2,385	
e-Branch	4,652	8,852	35	88		40,051		53,643	
TOTAL	33,312	21,338	124	1,705	4,298	40,051	3,760	104,464	

September

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library Uses	Notes
Keswick	15,000	10,206	6	61	2,029		1,622	28,918	
Pefferlaw	1,706	1,767	3	80	256		126	3,935	
Sutton	6,672	5,432	8	52	661		151	12,968	
CYS			31	1,338	523			1,861	
e-Branch	4,514	10,317	41	107		31,741		46,679	
TOTAL	27,892	27,722	89	1,638	3,469	31,741	1,899	94,361	

2019 TOTALS

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library Uses
Keswick	143,819	81,706	142	939	20,547		25,205	272,216
Pefferlaw	16,538	12,712	34	409	2,377		2,327	34,363
Sutton	61,991	48,590	94	553	6,900		3,839	121,873
CYS			412	16,173	5,987			22,160
e-Branch	38,003	94,043	450	1,049		331,645		464,740
TOTAL	260,351	237,051	1,132	19,123	35,811	331,645	31,371	915,352

My Dashboard

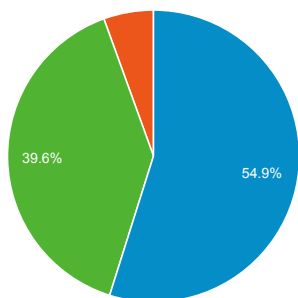
Sep 1, 2019 - Sep 30, 2019
Compare to: Sep 1, 2018 - Sep 30, 2018

All Users
+0.00% Sessions

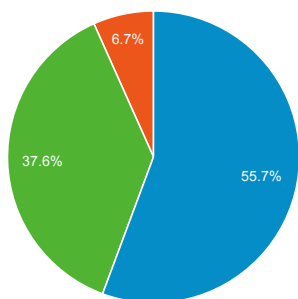
Visits by Traffic Type

■ direct ■ organic ■ referral

Sep 1, 2019 - Sep 30, 2019



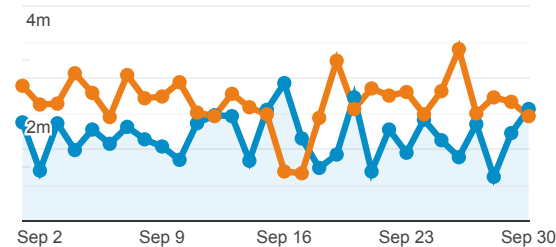
Sep 1, 2018 - Sep 30, 2018



Avg. Visit Duration

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

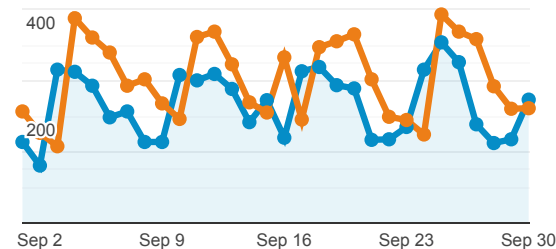
Sep 1, 2018 - Sep 30, 2018: Avg. Session Duration



Visits

Sep 1, 2019 - Sep 30, 2019: Sessions

Sep 1, 2018 - Sep 30, 2018: Sessions



Visits and Avg. Visit Duration by Co...

Country	Sessions	Avg. Session Duration
Canada		
Sep 1, 2019 - Sep 30, 2019	6,475	00:01:37
Sep 1, 2018 - Sep 30, 2018	7,741	00:02:19
% Change	-16.35%	-29.92%
United States		
Sep 1, 2019 - Sep 30, 2019	106	00:00:31
Sep 1, 2018 - Sep 30, 2018	106	00:00:34
% Change	0.00%	-8.52%
South Korea		
Sep 1, 2019 - Sep 30, 2019	29	00:00:00
Sep 1, 2018 - Sep 30, 2018	6	00:00:00
% Change	383.33%	0.00%
China		
Sep 1, 2019 - Sep 30, 2019	12	00:00:00
Sep 1, 2018 - Sep 30, 2018	11	00:00:00
% Change	9.09%	0.00%
Malaysia		
Sep 1, 2019 - Sep 30, 2019	8	00:00:13
Sep 1, 2018 - Sep 30, 2018	4	00:02:29
% Change	100.00%	-91.02%

Visits and Pageviews by Mobile

Mobile (Including Tablet)	Sessions	Pageviews
Yes		
Sep 1, 2019 - Sep 30, 2019	3,386	4,997
Sep 1, 2018 - Sep 30, 2018	3,516	5,123
% Change	-3.70%	-2.46%
No		
Sep 1, 2019 - Sep 30, 2019	3,293	5,647
Sep 1, 2018 - Sep 30, 2018	4,566	8,181
% Change	-27.88%	-30.97%

Bounce Rate

Sep 1, 2019 - Sep 30, 2019

56.77%

Avg for View: 56.77% (0.00%)



Sep 1, 2018 - Sep 30, 2018

59.82%

Avg for View: 59.82% (0.00%)



% New Visits

Sep 1, 2019 - Sep 30, 2019

45.31%

Avg for View: 45.31% (0.00%)



Sep 1, 2018 - Sep 30, 2018

46.87%

Avg for View: 46.87% (0.00%)



Pageviews

Sep 1, 2019 - Sep 30, 2019

10,644

% of Total: 100.00% (10,644)



Sep 1, 2018 - Sep 30, 2018

13,304

% of Total: 100.00% (13,304)



Visits

Sep 1, 2019 - Sep 30, 2019

6,679

% of Total: 100.00% (6,679)



Sep 1, 2018 - Sep 30, 2018

8,082

0,082
% of Total: 100.00% (8,082)



Pages/Visit

Sep 1, 2019 - Sep 30, 2019

1.59
Avg for View: 1.59 (0.00%)



Sep 1, 2018 - Sep 30, 2018

1.65
Avg for View: 1.65 (0.00%)



Avg. Visit Duration

Sep 1, 2019 - Sep 30, 2019

00:01:35
Avg for View: 00:01:35 (0.00%)



Sep 1, 2018 - Sep 30, 2018

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



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	Complete	A Ghostly Gathering with the GPL Board being held on October 22 at Sutton Branch
Succession Planning & Emergency Preparedness	Board Chair & CEO	Q1 2020	Q3 2020	Not Started	Per Board Chair, deferring to 2020.
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	Town Council approved moving forward with schematic design (Sept 25); grant application in progress.
Library Furniture	All Managers	Q1	Q4	In Progress	Still to purchase: meeting room chairs for Sutton (standing desk in PE complete).
Sutton Service Counter	K. Gibson	Q1	Q1 2020	In Progress	Mandatory site visit took place on September 26. RFP closed on Oct 11.

Sutton Window Blinds	K. Gibson	Q2	Q3	Complete	Blinds were installed on west windows on September 16.
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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/ K. Gibson	Q2	Q4	In Progress	Materials have started arriving, and are circulating.
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	In Progress	Gradual roll-out; highlight during OPLW.
FanFest 4	J. Sutherland	Q2	Q2	Completed	Over 2,000 visitors!

Georgina Public Library

Financial Statement - September 2019

Date: 1 October 2019

	2019 Actuals	2019 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	1,791,787.50	2,389,050	597,263	75%	75%	Pro-rated
Provincial Grants	46,950	62,600	15,650	75%	75%	Pro-rated - Provincial Grant expected Fall 2019
Misc Grants	3,658	9,240	5,582	40%	75%	
School Board Revenue	43,875	58,500	14,625	75%	75%	Pro-rated - Payment expected in Fall 2019
Donations	14,692	1,800	(12,892)	816%	75%	Cathy Foch Donation for FanFest
Fines	17,473	27,100	9,627	64%	75%	
Misc Fees	2,091	3,100	1,009	67%	75%	PRESTO Commissions, Exam Proctoring, etc
Photocopying Fees	6,320	8,500	2,180	74%	75%	
Program Registrations	3,873	4,200	327	92%	75%	
Book Sale	1,110	2,400	1,290	46%	75%	
Room Rentals	5,445	4,100	(1,345)	133%	75%	
Provision from Reserve	9,750	13,000	3,250	75%	75%	Contributions to Reserves Pro-rated
Total Revenues	1,947,025	2,583,590	636,565	75%	75%	
Expenses						
Salaries & Benefits	1,242,518	1,793,480	550,962	69%	75%	
Library Board	2,280	4,800	2,520	48%	75%	
Library Operations	212,693	332,690	119,997	64%	75%	Utilities, cleaning, courier, supplies, etc.
Training	7,632	18,800	11,168	41%	75%	
Collections	126,231	228,520	102,289	55%	75%	
Telecommunications	12,974	15,700	2,726	83%	75%	
Misc	1,328	2,100	772	63%	75%	
Contribution to Reserve	140,625	187,500	46,875	75%	75%	Pro-rated
Total Expenses	1,746,281	2,583,590	837,309	68%	75%	
Net	200,744	-	(200,744)			



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Private & Confidential

August 15, 2019

The Corporation of the Town of Georgina Public Library Board
26557 Civic Centre Road
Keswick Ontario L4P 3G1

Dear Sir/Madam:

Re: Audit of the Financial Statements of The Corporation of the Town of Georgina Public Library Board
For the year ended December 31, 2018

Our report is designed to highlight and explain key issues which we believe to be relevant to the audit including audit risks, the nature, extent, timing and results of our audit work and the terms of our engagement, including fees. This report forms a significant part of our overall communication strategy with the Chair and Members of the Town of Georgina Public Library Board and is designed to promote effective two-way communication throughout the audit process. It is important that we maintain effective two-way communication with the Chair and Members of the Town of Georgina Public Library Board throughout the entire audit process so that we may both share timely information.

Our audit and therefore this report will not necessarily identify all matters that may be of interest to the Chair and Members of the Town of Georgina Public Library Board in fulfilling its responsibilities.

This report has been prepared solely for the use of the Chair and Members of the Town of Georgina Public Library Board and should not be distributed without our prior consent. Consequently, we accept no responsibility to a third party that uses this communication.

Terms of Reference

Our overall responsibility is to form and express an opinion on the financial statements. These financial statements are prepared by management, with oversight by those charged with governance. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities. The scope of our work, as confirmed in our engagement letter are set out below.

Engagement Objectives

- Forming and expressing an audit opinion on the financial statements.
- Present significant findings to the Chair and Members of the Town of Georgina Public Library Board including key audit and accounting issues, any significant deficiencies in internal control and any other significant matters arising from our work.
- Provide timely and constructive management letters. This will include deficiencies in internal control identified during our audit.
- Work with management towards the timely issuance of financial statements.

Audit Strategy

Our overall audit strategy involved extensive partner and manager involvement in all aspects of the planning and execution of the audit and was based on our overall understanding of the Library.

We performed a risk based audit which allows us to focus our audit effort on higher risk areas and other areas of concern for management and the Chair and Members of the Town of Georgina Public Library Board.

To assess risk accurately, we gained a detailed understanding of the Library's business and the environment it operates in. This allowed us to identify, assess and respond to the risks of material misstatement.

To identify, assess and respond to risk, we obtained an understanding of the system of internal control in place in order to consider the adequacy of these controls as a basis for the preparation of the financial statements, to determine whether adequate accounting records have been maintained and to assess the adequacy of these controls and records as a basis upon which to design and undertake our audit testing.

Based on our risk assessment, we designed an appropriate audit strategy to obtain sufficient assurance to enable us to report on the financial statements.

We chose audit procedures that we believed were the most effective and efficient to reduce audit risk to an acceptable low level. The procedures are a combination of testing the operating effectiveness of internal controls (when appropriate), substantive analytical procedures and other tests of detailed transactions.

Having planned our audit, we performed audit procedures, maintaining an appropriate degree of professional skepticism, in order to collect evidence to support our audit opinion.

Risks and Planned Audit Responses

Based on our knowledge of the Library's business, our past experience, and knowledge gained from management and you, we identified the following financial statements areas with significant risks; those risks of material misstatement that, in our judgment, required special consideration.

These risks arose mainly because of the complexity of the accounting rules, the extent of estimation and judgment involved in the valuation of these financial statement areas, and the existence of new accounting pronouncements that affect them.

Financial Statement Areas With Significant Risks	Audit Procedures Performed
<ul style="list-style-type: none">Revenue	<ul style="list-style-type: none">Reviewed revenue recognition policy for consistency with the professional standards.

Materiality

Misstatements, including omitted financial statement disclosures, are considered to be material if they, individually or in aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances and include an assessment of both quantitative and qualitative factors and can be affected by the size or nature of a misstatement, or a combination of both.

For purposes of our audit, preliminary materiality was set at \$37,000 for the Library.

We communicated all corrected and uncorrected misstatements identified during our audit to the Chair and Members of the Town of Georgina Public Library Board, other than those which we determine to be "clearly trivial". Misstatements are considered to be clearly trivial for purposes of the audit when they are inconsequential both individually and in aggregate.

We encouraged management to correct any misstatements identified throughout the audit process.

Independence

At the core of the provision of external audit services is the concept of independence. We are communicating all relationships between BDO Canada LLP and its related entities and The Corporation of the Town of Georgina Public Library Board and its related entities that, in our professional judgment, may reasonably be thought to have influenced our independence during the audit engagement.

In determining which relationships to report, we have considered the applicable legislation and relevant rules of professional conduct and related interpretations prescribed by the appropriate provincial institute/ordre covering such matters as the following:

- holding of a financial interest, either directly or indirectly in a client;
- holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- economic dependence on a client; and
- provision of services in addition to the external audit engagement.

We are not aware of any relationships between the Library and us that, in our professional judgment, may reasonably be thought to bear on our independence to date.

Auditor's considerations of possible fraud and illegal activities

We are responsible for planning and performing the audit to obtain reasonable assurance that the financial statements are free of material misstatements, whether caused by error or fraud, by:

- Identifying and assessing the risks of material misstatement due to fraud;
- Obtaining sufficient and appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- Responding appropriately to fraud or suspected fraud identified during the audit.

The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error because fraud may involve collusion as well as sophisticated and carefully organized schemes designed to conceal it.

During the audit, we performed risk assessment procedures and related activities to obtain an understanding of the entity and its environment, including the Library's internal control, to obtain information for use in identifying the risks of material misstatement due to fraud and made inquiries of management regarding:

- Management's assessment of the risk that the financial statements may be materially misstated due to fraud, including the nature, extent and frequency of such assessments;
- Management's process for identifying and responding to the risks of fraud in the Library, including any specific risks of fraud that management has identified or that have been brought to its attention, or classes of transactions, account balances, or disclosures for which a risk of fraud is likely to exist;
- Management's communication, if any, to those charged with governance regarding its processes for identifying and responding to the risks of fraud in the Library; and
- Management's communication, if any, to employees regarding its view on business practices and ethical behaviour.

In response to our risk assessment and our inquiries of management, we performed procedures to address the assessed risks, which may have included:

- Inquired of management, the Chair and Members of the Town of Georgina Public Library Board, and others related to any knowledge of fraud, suspected fraud or alleged fraud;
- Performed disaggregated analytical procedures and consider unusual or unexpected relationships identified in the planning of our audit;
- Incorporated an element of unpredictability in the selection of the nature, timing and extent of our audit procedures; and
- Performed additional required procedures to address the risk of management's override of controls including:
 - ◆ Testing internal controls designed to prevent and detect fraud;
 - ◆ Testing the appropriateness of a sample of adjusting journal entries and other adjustments for evidence of the possibility of material misstatement due to fraud;
 - ◆ Reviewing accounting estimates for biases that could result in material misstatements due to fraud, including a retrospective review of significant prior years' estimates; and
 - ◆ Evaluated the business rationale for significant unusual transactions.

Likely Aggregate Misstatements

We have disclosed all significant adjusted and unadjusted differences and disclosure omissions identified through the course of our audit engagement. Each of these items has been discussed with Management.

Management has determined that the unadjusted differences are immaterial both individually and in aggregate to the financial statements taken as a whole. Should the Chair and Members of the Town of Georgina Public Library Board agree with this assessment, we do not propose further adjustments.

Uncorrected misstatements aggregated during the audit that were determined by management to be immaterial amounted to \$2,812. A summary of the statement of likely aggregate misstatements is attached to this letter.

Management Representations

During the course of the audit, management made certain representations to us. These representations were verbal or written and therefore explicit, or they were implied through the financial statements. Management provided representations in response to specific queries from us, as well as unsolicited representations. Such representations were part of the evidence gathered by us to be able to draw reasonable conclusions on which to base the audit opinion. These representations were documented by including in the audit working papers memoranda of discussions with management and written representations received from management.

We will provide you a copy of the management representation letter which summarizes the representations we have requested from management.

We wish to express our appreciation for the co-operation we received during the audit from the Library's management and staff who have assisted us in carrying out our work. We would be pleased to discuss with you the contents of this report and any other matters that you consider appropriate.

Yours truly,



Adam Delle Cese, CPA, CA

Partner

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants

**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

BDO Canada LLP

August 15, 2019
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

	2018		2017
	Budget	Actual	Actual
	\$	\$	\$
Revenues			
Town of Georgina - operating grant	2,331,180	2,317,919	2,153,070
Town of Georgina - capital contribution	-	-	18,956
Province of Ontario - grant	62,600	62,584	62,584
York School Boards - purchase of service	58,500	58,550	58,500
Fines	27,100	26,531	25,113
Sales / Costs recovered	14,000	15,792	13,113
Donations & fundraising	1,800	14,109	8,334
Room rental	4,100	3,555	8,311
Programs	4,200	5,528	4,143
Miscellaneous grant	9,240	12,557	10,782
Development charges earned	19,700	6,517	-
	<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>

See accompanying notes to the financial statements

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

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

Georgina Public Library Board
Statement of Cash Flows
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			
	<u>Library Collection</u>	<u>Furniture</u>	<u>Computer Hardware/ Software</u>	<u>Total</u>
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			
	<u>Library Collection</u>	<u>Furniture</u>	<u>Computer Hardware/ Software</u>	<u>Total</u>
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 Policy Manual

Policy Title: Supervision of Children

Intent

Georgina Public Library welcomes children of all ages, and encourages and promotes children's use of the library; **however**, parents and guardians should be aware that the library is a public place that is open to all members of the community. Furthermore, as in all public facilities, emergencies can occur.

It is the responsibility of the parent or guardian to monitor the whereabouts and behavior of their children. Library staff, though concerned about the safety and well-being of children, cannot be responsible for their safety or supervision.

Child protection in Ontario is legislated under the Ontario Child and Family Services Act, R.S.O. 1990, CHAPTER C.11), under the responsibility of local children's aid societies.

Regulations

- The Ontario Child and Family Services Act (R.S.O. 1990, CHAPTER C.11) §79) stipulates that children under the age of 16 must be adequately supervised by a parent/guardian/caregiver. The Library policy is that any child under the age of 10 shall have **direct** supervision at all times within the Library. Georgina Public Library requires a caregiver to be at least 13 years of age, reflecting CAS and community standards for a minimum babysitting age. It is stressed that not all 13-year-olds or teenagers are mature enough to be left responsible for younger children, and it is the parent/guardian/caregiver's responsibility to ensure that adequate provisions are made for the safety of their children, including immediate contact information if assistance is required.
- It is also emphasized that Library staff are unable to prevent a child who wishes to leave the library from doing so.
- A child under 10 who is attending a Library program need not be accompanied into the program by a parent/guardian/caregiver unless otherwise indicated. However, the parent/guardian/caregiver must remain in the Library during the program.
- Parents are responsible for supervising their child's access to all Library resources, including the Internet (see the Public Access to Computers and Internet Services Policy).
- As a public place, the Library does not monitor the activities of its users unless there is a problem with conduct or a child is left unattended. Truancy is a school and parent issue, not a Library

Georgina Public Library Board Policy Manual

- issue. The Library cannot act in the role of either parent or police. If a parent/guardian/caregiver or school representative telephones to inquire if a child is in the Library, staff will attempt to locate and bring the child to the phone to speak with them.
- If staff suspect child abuse, they are required by law to contact the police or Children's Aid Society.
 - Procedures for dealing with unattended children will be implemented in the following or similar situations, when an unattended child is under the age of 10, and: is alone and frightened; is doing something dangerous; seems to be in danger from another person; is not following the library rules after reasonable warnings; or is alone in the library at closing time.
 - Under no circumstances will Library staff provide transportation for unattended children or take them away from the Library.
 - Two staff members must be present with an unattended child at all times.

Staff Procedures for Dealing with Unattended/Inadequately Supervised Children in the Library:

1. Attempt to comfort an unattended or lost child and help to locate the parent/guardian/caregiver within the public areas of the building.
2. Ascertain if transportation arrangements have been made.
3. Identity of the parent/guardian/caregiver will be verified with the child.
4. If the parent/guardian/caregiver cannot be located within the building or provision of care for the child is inadequate, attempt to contact by phone to arrange pickup of the child.
5. If the Library is closing, inform parent/guardian/caregiver of this fact and that they must pick up their child within 15 minutes.
6. Remain with the child until the appropriate adult arrives.
7. Inform the parent/guardian/caregiver of the Supervision of Children Policy.
8. If all reasonable attempts to locate the appropriate adult fail, or if no one arrives within 15 minutes of closing, call York Regional Police Service.
9. Complete an Incident Report documenting attempts to contact parent/guardian/caregiver, and steps taken.

Phone numbers:

Children's Aid Society York Region: 905-895-2318
York Regional Police: 1-866-876-5423

Georgina Public Library Board Policy Manual

Attachments:

- For Ssafety's Ssake posting

POLICY HISTORY:	
Initial Draft	November 22, 2006
Board Adoption	August 16, 2007
Revised & Adopted:	August 21, 2014
<u>Board Review:</u>	<u>October 17, 2019</u>

DRAFT