

**Georgina Public Library**

**Library Board Meeting**

**Agenda**

**November 19, 2020 @ 7:00 p.m.**

**Video conference**

1. Call to Order
2. First Nations Acknowledgement Statement

“We would like to begin today’s meeting by acknowledging that the Town of Georgina is located over lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples and thank them for sharing this land. We would also like to acknowledge the Chippewas of Georgina Island First Nation as our close neighbour and friend, one with which we strive to build a cooperative and respectful relationship.”
3. Roll Call
4. Introduction of Addendum Items
5. Approval of the Agenda
6. Announcements
7. Declarations of Pecuniary Interest
8. Adoption of the Past Minutes – October 15, 2020 Board meeting minutes
9. Delegations/Speakers
  - a. None
10. Presentations
  - a. None
11. Consent Agenda
  - a. Branch Report
  - b. Work Plan Update
  - c. Financial Statement – October 2020
12. Verbal Communications

- a. CEO Update (V. Stevens)
  - b. Board Chair Update (M.C. Macaluso)
  - c. Friends of the Library Update (B. Sabatini)
- 13. Old Business
  - a. Operational Continuity Plan
  - b. Board Holiday Gathering
- 14. New Business
  - a. Policy Review: Fundraising and Sponsorship
- 15. Other Business For Which No Notice Has Been Given
- 16. Closed Session

**Motion to move into closed session**

- 1. Personal matters about an identifiable individual, Section 16.1(4) of the Public Library Act
  - Update on a staffing matter
- 2. Review of Closed Session minutes
  - **July 16, 2020** – review of minutes
  - **July 29, 2020** - Personal matters about an identifiable individual
  - **August 20, 2020** - Proposed or pending acquisition or disposition of land by the Municipality or local Board
  - **October 15, 2020** – Labour relations or employee negotiations – ratification of the new CA

**Motion to reconvene into open session**

- 17. Next Meeting Date /Time

December 17, 2020 @ 7:00pm
- 18. Adjournment

**Georgina Public Library Board**  
**Regular Board Meeting Minutes**  
**October 15, 2020 @ 7:00p.m**  
**Video Conference**

**1. Call to Order**

The meeting was called to order at 7:04 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 Chippewas of Georgina Island First Nation as our close neighbour and friend, one with which we strive to build a cooperative and respectful relationship."*

**3. Roll Call**

The following Board Members were present:

Mary Catherine Macaluso, Chair  
Bobbi Sabatini, Vice Chair  
Nancy Rodrigues  
Leslie Johnstone  
Rita Beechey  
Naomi Davison  
Adrienne McDowell  
Shari Hawkins  
Councillor Dave Neeson

The following staff members were in attendance:

Valerie Stevens, Director of Library Services/CEO  
Serena Hamlyn, Executive Assistant (Recording Secretary)  
Nikki Sutherland, Manager, Library eServices  
Sara Forsyth, CUPE 905.13 Union Representative

**4. Introduction of Addendum Items**

None

**5. Approval of the Agenda**

Moved by Dave Neeson, Seconded by Naomi Davison

**RESOLUTION NO. GLB-2020-077**

That the Georgina Public Library Board meeting Agenda of October 15, 2020 be approved as presented.

**Carried.**

**6. Announcements**

- a. Introduction of new CUPE 905.13 Union Executives

The CEO and CUPE 905.13 Union Chair introduced the new Union Execs who were in attendance.

**7. Declarations of Pecuniary Interest**

Councillor Neeson declared a pecuniary interest in Closed Session Item concerning C.U.P.E. Negotiations and ratification of the Collective Agreement as he is a member of C.U.P.E. 905 through his employment with York Region Public Health and is Vice-Chair of his C.U.P.E. Bargaining Unit

**8. Adoption of the Past Minutes – September 17, 2020 Board meeting minutes**

Moved by Rita Beechey, Seconded by Shari Hawkins

**RESOLUTION NO. GLB-2020-078**

That the Minutes of the September 17, 2020 Board meeting be adopted as circulated.

**Carried.**

**9. Delegations/Speakers**

None

**10. Presentations**

None

## **11. Consent Agenda**

- a. Branch Report
- b. Quarterly Statistics
- c. Work Plan Update
- d. Financial Statement – September 2020

Moved by Dave Neeson, Seconded by Bobbi Sabatini

### **RESOLUTION NO. GLB-2020-079**

That Item 11 - Consent Agenda be received as presented.

**Carried.**

## **12. Verbal Communications**

- a. CEO Update (V. Stevens)

### **COMMUNITY CONNECTIONS**

- Sara Forsyth (CYSA) has been presenting weekly live, on-location story-times around Georgina, including a pumpkin patch, a corn maze, a flower farm, an orchard, and on the Zamboni at the Ice Palace

### **SPACES**

- Peter Gzowski (Sutton) branch carpet replacement is complete and new Service Desk is installed; electrical and networking should be complete tomorrow.
- Keswick and Pefferlaw branches reopened to the public on Tuesday, September 22
- Peter Gzowski (Sutton) branch reopened to the public on Tuesday, October 6

### **PEOPLE AND LEADERSHIP**

- Interviews for the Manager, Library Community Engagement were conducted on October 7 & 9
- The Circulation Coordinator position remains vacant; Ryan Moniz is working with HR to get the process started again

### **PROGRAMS**

- All of GPL's in-person programs have been cancelled until further notice. We continue to post staff-led programs online
- Fall 1 CYS programming has gone well, with more Live programming being offered; Fall 2 session will start on November 2.

- Hallowe'en Beanstack program is running Oct 10-31

## COLLECTIONS

- Amy is starting to evaluate collections and create a plan for updating & refreshing the collection. There are some challenges due to publisher delays and cancellations.

## TECHNOLOGY

- PressReader has had significant uptake in the first month, and we hope to see continued growth from here
- Nikki Sutherland continues to explore online payment options with our ILS vendor

Submitted by: Valerie Stevens  
Library Director/CEO

### b. Board Chair Update (M.C. Macaluso)

- The Board Chair continues to meet weekly with the CEO
- The Policy Committee met, worked on a draft Operational Continuity Plan
- The Board Chair has signed up for two upcoming SOLS workshops: *What is Your Data (Telling You?)* and *Updating Your Strategic Plan in the Age of Covid-19*
- The Board Chair had been corresponding with B. Sabatini and R. Beechey regarding celebrating staff during Public Library Week

### c. Friends of the Library Update (B. Sabatini)

- The Friends held a virtual meeting last week.
- The Friends discussed funding for hosting a virtual adult Halloween costume contest
- The Friends will be meeting in the next few weeks to discuss trying to organize virtual fund-raisers
- The Friends are planning a Postcards for Vets program for Remembrance Day.

Moved by Nancy Rodrigues, Seconded by Adrienne McDowell

## RESOLUTION NO. GLB-2020-080

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

**Carried.**

**13. Old Business**

- a. Pet Policy update

The CEO provided an update on the GPL Pet Policy. She will get in touch with the Town to inquire about their Service Animal Policy.

- b. Ontario Public Library Week

Moved by Dave Neeson, Moved by Bobbi Sabatini

**RESOLUTION NO. GLB-2020-081**

That Georgina Public Library announce the fine free pilot project during Public Library Week

**Carried.**

**14. New Business**

- a. Board holiday gathering

Moved by Naomi Davison, Seconded by Dave Neeson

**RESOLUTION NO. GLB-2020-082**

That the Board holiday gathering item be deferred to the November meeting

**Carried.**

- b. Operational Continuity Plan

Moved by Dave Neeson, Seconded by Shari Hawkins

**RESOLUTION NO. GLB-2020-083**

That the Policy Committee make the discussed amendments to the Operational Continuity Plan and bring it back to the next Board meeting

**Carried.**

**15. Other Business For Which No Notice Has Been Given**

The OLA Superconference will take place in February. The event will be hosted virtually.

**16. Closed Session**

Moved by Naomi Davison, Seconded by Rita Beechey

**RESOLUTION NO. GLB-2020-084**

That the Board move into closed session at 8:03 p.m.

**Carried.**

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

- C.U.P.E. Negotiations, Ratification of Collective Agreement

Councillor Neeson declared a pecuniary interest in Closed Session Item concerning C.U.P.E. Negotiations and Ratification of Collective Agreement as he is a member of C.U.P.E. 905 through his employment with York Region Public Health and is Vice-Chair of his C.U.P.E. Bargaining Unit; Councillor Neeson did not participate in any discussion or vote and left the meeting during this update and discussion.

*(Confidential Report provided to Board in closed session)*

Moved by Leslie Johnstone, Seconded by Adrienne McDowell

**RESOLUTION NO. GLB-2020-085**



That the Board reconvene into open session at 8:32 p.m. and report on matters discussed in closed session.

**Carried.**

The Board rose from Closed Session and made the following motion

Moved by Bobbi Sabatini, Seconded by Adrienne McDowell

**RESOLUTION NO. GLB-2020-086**

That the Library Board ratify the Collective Agreement as presented and the CEO be authorized to execute the Memorandum of Settlement between the Library and C.U.P.E. 905.13

**Carried.**

**17. Next Meeting Date /Time**

November 19, 2020 @ 7:00 p.m.

**18. Adjournment**

Moved by Bobbi Sabatini, Seconded by Nancy Rodrigues

**RESOLUTION NO. GLB-2020-087**

That the Georgina Public Library Board meeting of October 15, 2020 adjourn at 8:39pm

**Carried.**

## **JOINT BRANCH REPORT - OCTOBER 2020**

Submitted by: Amy Knifton – Manager, Library Collections  
Ryan Moniz – Manager, Library Customer Experience  
Nikki Sutherland – Manager, Library eServices

### **COMMUNITY CONNECTIONS**

- Nothing to report at this time

### **SPACES**

- On Sunday, October 25, 2020 the Sutton branch underwent HVAC maintenance throughout the building. Staff from the facilities department were onsite to supervise the work. Upon returning to work (October 26) Ryan Moniz noticed that several vents were not cleaned as was instructed. He connected with Darrell O'Neill, the maintenance supervisor, to arrange a follow up date which is tentatively scheduled for November 22.
- Staff in Sutton have continued to receive overwhelmingly positive feedback regarding the new layout of the branch. Customers have specifically mentioned how open the building feels and how accessible the collection is. Staff have brought back a number of the branch plants that were taken home during the quarantine and placed several around the new circulation desk to create a more welcoming environment.
- Queensville Electrical were onsite several days throughout the month to install all electrical components for the new circulation desk. The work took longer than expected given the delay in receiving the necessary material, but the crew worked hard to ensure everything was done up to code.
- We Communicate was onsite to install all the necessary network drops and connections for the circulation desk as well. The process spanned two weeks as there were a number of issues with ports and connectivity, but with the help of the Town's IT department all issues were addressed.

### **PEOPLE AND LEADERSHIP**

- Sherrey Helleman has worked diligently with teachers from both Black River Public School and St. Bernadette Catholic Elementary School to increase awareness for library resources, specifically electronic material. Sherrey has worked with her manager to prepare monthly "awareness" emails for teachers highlighting a different e-resource each month. Past newsletters have included tumblebooks and libby. She has also begun visiting classrooms during the day to gain a better understanding of the type of material teachers are looking for given their curriculum.
- All managers took part in a two-day health and safety for leaders course organized through the Town. The course was originally set to take place in person but moved to Zoom.
- Tracy Mansell was hired as a new casual library clerk temporarily based out of Keswick. Tracy is newly retired and has spent the past 20 years working at Kerry's Place Autism

Services as the Director of regional programming. We're excited to welcome her to the team and know she'll be a great fit.

- Jennifer Murray was recently hired for the temporary part time library clerk position based out of the Sutton branch. Jennifer will begin working in Sutton in November.

## COLLECTION AND PROGRAMS

- Amy has had a virtual meeting with GPL's major vendor, and spending is proceeding as much as possible at this time. Delays in shipping are still occurring, and book release dates continue to be shifted by publishers to 2021, if not outright cancelled. As of late October 75% of the budget has been spent with LSC.
- Forest of Reading 2021 nominees were announced mid-October. Amy consulted with staff, and the program is not likely to run this year. Some titles are already on-order, and Amy is assessing the nominees for potential purchases.

Dates	Program Name	Platform/format	Total views/ participants
Various dates	One-on-one technology help (Ruth)	Email, chat, phone	22
Sept 29, Oct 6, 13, 20, 27	Trivia Tuesdays	Kahoot	32
October 2, 9, 16, 23, 30	Fun Photo Fridays	Facebook	270
October 6	Pefferlaw Book Club	Zoom	4
October 6	Sutton Book Club	Zoom	6
October 8	Backyard Apple Pie	Pre-recorded video	118
October 21, 27	Real Life Ghost Stories by Real Life People	Pre-recorded video	61
October 22	Amanda’s Halloween Movie Picks from GPL’s Collection	Pre-recorded video	34
October 26	Historical Fiction	Pre-recorded video	11
	Halloween Costume Contest	Facebook	1
Previous uploads	All recorded videos, re-watched in October		127
		TOTAL	686

## TECHNOLOGY

- PressReader usage continues to grow. October was the first full month of service and we had 417 sessions and patrons opened 5,425 newspaper articles and 2,900 magazine articles (8,322 articles total). The Toronto Star, The Daily Telegraph, and The Guardian were the most popular titles in October.
- Adoption of our new catalogue app has greatly increased. Patrons renewed 108 items and placed 102 holds.
- The phone system installation for Pepperlaw is in progress. The hardware that IT had supplied for free turned out to be faulty, so they are sourcing new hardware. The originally supplied hardware was an older system and the new hardware is the same system that was installed in the LINK. This new hardware will be more future-proof and be able to support IT's long term vision of the library having only 1 phone number that connects patrons to all 3 branches via an auto-attendant (e.g. "Enter the extension of the person you are trying to reach now, or press 1 for...").

## 2020 Work Plan – November Update

### Board Governance Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Succession Planning	Board Chair	Q1-2021	Q1-2021		Deferred from 2019
Emergency Preparedness	Val Stevens/ Board Chair	Q4	Q1-2021		Draft operational continuity plan prepared by Board sub-committee Oct 2020
Library Advocacy	Board	Q1	n/a	On going	In support of the MURC Discovery Branch.
CEO Annual Performance Review	Board	Q1	Q3	Completed	Performance review has been completed
2019 Annual Report	Val Stevens	Q3	Q4		
Sutton Multi-Use Transfer and Operating Agreement	Val Stevens	Q1-2019	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	Val Stevens	Q1-2019	Q4	In Progress	Transfer and Operating Agreement take precedent. Currently with Library/Town lawyer.
MoU between Library Board & Town	Val Stevens	Q4	Q4-2021		Memorandum of Understanding between Library Board and Town. Initial discussion (Sept. 2019) with Town CAO indicates interest in pursuing in the near future.

### Capital Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
MURC Branch	Val Stevens	Q1	2021	In Progress	Tender expected in Dec 2020; prequalification meetings completed
Teen area-Keswick branch	Community Engagement Mgr.	Q2-2021	Q3-2021	Deferred to 2021	Delayed due to pandemic
Sutton Service Counter	Ryan Moniz	Q1-2019	Q3	Completed	Last components, networking & electrical completed mid-October
Pefferlaw children's area furniture	Community Engagement Mgr.	Q4	Q1-2021		Delayed due to pandemic

Upgrade Pepperlaw phone system	Nikki Sutherland	Q3	Q4		Some technical delays; still expecting Fall 2020 completion
iPad for Programming	Community Engagement Mgr.	Q4	Q4		Delayed due to pandemic
Update Accessible computer station software	Nikki Sutherland	Q1	Q3	Completed	
Update self-check units	Nikki Sutherland	Q1	Q3	In Progress	Waiting on Monitors and Scanners
Cell phones for managers	Val Stevens	Q1	Q1-2021	In Progress	All current managers have cell phones; final phone will be ordered when new manager is in place

## Staffing Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Summer Reading Club Assistant-grants	Community Engagement Mgr.	Q1	Q3	Completed	One grant was approved for an 8 week position.
Summer Reading Club Assistant-wage increase	Community Engagement Mgr.	Q2	Q2	Completed	SRCA wages increased to match 90% Library Clerk I.
Additional evening hours-Sutton	Val Stevens	Q1	Q1	Completed	12 hours added on weekday evenings in Sutton, starting with new staff schedule effective Feb 22, 2020.
Library Executive Assistant-increase hours	Val Stevens	Q1	Q1	Completed	Permanent hours increased as of Jan 1, 2020.
eServices Technician-new P/T position	Nikki Sutherland	Q1	Q4	In Progress	Position has been re-posted internally
Adult Programming support	Community Engagement Mgr.	Q1	Q4		3 hrs/wk to provide support for adult programming; delayed due to pandemic; updated end date to reflect this

## Operating Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
BlueCloud Mobile app	Nikki Sutherland	Q2-2019	Q3	Completed	Launched Sept 2020
ILLO materials & postage	Val Stevens/ Amy Knifton	Q1	ongoing	In Progress	Will be included in annual operating budget.

Telephone contracts/ maintenance agreement	Nikki Sutherland	Q2	Q4		Ongoing maintenance agreement costs in operating budget.
FanFest 5	Community Engagement Mgr.	Q2	Q4		Cancelled due to pandemic

## Georgina Public Library

### Financial Statement - October 2020

Date: November 10, 2020

	2020 Actuals	2020 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
<b>Revenue</b>						
Town Grant	2,068,516.67	2,482,220	413,703	83%	83%	Pro-rated
Provincial Grants	52,167	62,600	10,433	83%	83%	Pro-rated
Misc Grants	-	9,240	9,240	0%	83%	
School Board Revenue	48,750	58,500	9,750	83%	83%	Pro-rated
Donations	954	1,800	846	53%	83%	
Fines	5,139	27,100	21,961	19%	83%	
Misc Fees	384	3,100	2,716	12%	83%	PRESTO Commissions, Exam Proctoring, etc
Photocopying Fees	1,978	8,500	6,522	23%	83%	
Program Registrations	932	4,200	3,268	22%	83%	
Book Sale	343	2,400	2,057	14%	83%	
Room Rentals	1,026	4,100	3,074	25%	83%	
Provision from Reserve	-	-	-	100%	83%	2020 Budget of zero
<b>Total Revenues</b>	2,180,190	2,663,760	483,570	82%	83%	
<b>Expenses</b>						
Salaries & Benefits	1,129,711	1,881,360	751,649	60%	83%	
Library Board	2,800	4,800	2,000	58%	83%	
Library Operations	152,306	336,250	183,944	45%	83%	Utilities, cleaning, courier, supplies, etc.
Training	1,459	18,800	17,341	8%	83%	
Collections	113,466	228,520	115,054	50%	83%	
Telecommunications	13,349	20,040	6,691	67%	83%	
Covid-19 Expenses	8,155	-	(8,155)	N/A	N/A	No allotted budget
Misc	2,051	3,100	1,049	66%	83%	
Contribution to Reserve	142,408	170,890	28,482	83%	83%	Pro-rated
<b>Total Expenses</b>	1,565,707	2,663,760	1,098,053	59%	83%	
<b>Net</b>	614,484	-	(614,484)			



# Operational Continuity Plan

## PURPOSE OF THE PLAN

The Operational Continuity Plan provides guidelines to aid in the continuing operation of some or all of the Library's functions should there be a major emergency, including and not limited to pandemics, natural disasters and/or extreme weather events.

## DEFINITIONS

**Operational Continuity** means the uninterrupted availability of all key resources supporting essential business functions.

**Operational Continuity Plan ("OCP")** means a collection of procedures and information that directs decisions and actions in the event of a business interruption, emergency or disaster and supports an orderly return to business operations.

**CEO** is the Chief Executive Officer of Georgina Public Library or their designate.

**Public Health Emergency** is an imminent and serious threat to the public health that is posed by a dangerous disease or health hazard, as defined by the Health Protection Act.

## RESPONSIBILITIES

The CEO or designate is responsible for:

1. Implementing the Operational Continuity Plan
2. Coordinating changes and communicating to the Board when certain changes require them to update their plans.
3. Assessing the impact of the Operational Continuity Plan of additions or changes to existing business functions, GPL procedures, Board Policies, equipment, and facilities requirements.
4. Keeping recovery team personnel assignments current, taking into account promotions, transfers, and terminations.
5. Ensuring all impacted parties are safe, in compliance with the Occupational Health and Safety Act.

The Georgina Public Library Board is responsible for:

1. Periodically reviewing the adequacy and appropriateness of its Operational Continuity strategy.
2. Communicating all plan changes to the CEO or designate to ensure all relevant procedures and documentation can be updated accordingly.

### **ACTIVATION OF THE OPERATIONAL CONTINUITY PLAN**

The Operational Continuity Plan will be activated through the direction of local and regional government authorities. The CEO or designate will subsequently advise the Georgina Public Library Board accordingly.

The responsibility to activate the Operational Continuity Plan lies with:

Primary: CEO

Secondary: Georgina Public Library Board

If the above people are not available, then the CEO's designate may activate the plan.

### **OBJECTIVES OF THE LIBRARY'S OPERATIONAL CONTINUITY PLAN**

The following criteria must be considered in the event of an emergency:

1. Employee Protection Measures
2. Library Core Services to the Public

#### **1. EMPLOYEE PROTECTION MEASURES**

Georgina Public Library is committed to the health and safety of its employees and will endeavour to take every step necessary to ensure this commitment is upheld. Depending on the circumstances and severity of the emergency, in addition to mandates communicated by local Health Authorities and/or Emergency Measures, the Library will uphold its responsibility, legislatively and humanely, to provide employees with a safe and healthy environment during a pandemic or disaster.

Other protection measures may include:

- a. The provision of items such as hand sanitizer, use of gloves and/or facemasks
- b. The reduction or cancelling of programs that involve groups of people
- c. Closures or reduction of hours

## **2. LIBRARY CORE SERVICES TO THE PUBLIC**

During an emergency the Library must follow directives from local health organizations and the government to ensure the safety of employees and the general public, which may mean cancelling programs or closing branches. The following is a general outline of the core services, what may be cancelled, and by whom the decisions will be made.

### **BRANCHES AND PROGRAMS**

In the event of a city, regional or province-wide Public Health Emergency, defined by the Health Protection Act as 'an imminent and serious threat to the public health that is posed by a dangerous disease or health hazard', the Library will cancel all programming.

Due to staff illness, branches may have to operate with reduced hours or be closed. Closures will be undertaken in communication with the Board Chair or, if unavailable, the Vice Chair, as soon as possible.

Every effort will be made to keep libraries open. Staff may be required to work in other branches due to closures and staff sickness. Location closures will be considered when there is inadequate numbers of staff available to work.

If staffing shortages cause the closure of branches, the priority is to keep the main Keswick branch open.

In the event that a health authority orders the library to close immediately, the CEO or designate, after being informed by the town and/or region will inform the Board Chair. If the order allows, branch staff may still be required to report to work. The CEO or designate will assign tasks to complete while the library remains closed.

Responsibility for cancelling programs and/or closure of branches and reassignments of staff lies with the CEO or their designate. Communication of such cancellations or closures will be communicated to the Board Chair or, if unavailable, the Vice Chair, as soon as possible.

In the event of an emergency, the CEO or designate may be required to modify the deployment of staff and delivery of services.

# Georgina Public Library Board Policy Manual

## Policy Title: Fundraising / Sponsorships

### ***Intent***

To provide guidelines to all Georgina Public Library staff and Board members, as well as any residents, businesses, and organizations, with respect to fundraising and sponsorship efforts and campaigns.

### ***Regulations***

1. **Fundraising** means short-term activities or single events to solicit funds.
2. **Sponsorship** means a contribution of cash, goods, or services toward an event, project, program, or corporate asset, in return for commercial benefit (i.e. logo placement or presenting sponsorship). Sponsorships are a reciprocal arrangement benefitting both parties.
3. Georgina Public The Library and the Library Board recognizes that the Friends of the Library are responsible for fundraising on behalf of the Library in order to enhance and augment Library programming and offerings.
4. Individual staff time may not be used for fundraising initiatives without the pre-approval of the Director of Library Services/CEO or designate.
5. Fundraising events by the Friends of the Library must have the approval of the ~~Library~~ Director of Library Services/CEO and the Library Board.
6. ~~The Georgina Public~~ Library, under the direction of the Director of Library Services/CEO, negotiates partnerships with, and sponsorship from, the business community in ways that will benefit and recognize the supporting companies while enabling the Library to better achieve its mission without compromising its principles.
7. ~~The Georgina Public~~ Library and the Friends of the Library, actively solicits and encourages the business community, service clubs, and other organizations to become donors and/or sponsors of Library events, programs, and services.
8. ~~The Georgina Public~~ Library at all times maintains an independent position on issues and concerns. The Library does not accept any support that implies or requires endorsements of

products, and any sponsorships will not have any impact on the policies, practices, and priorities of the Library, including but not limited to collection development and staff recommendations.

9. Any public use of the name and logo of ~~the Georgina Public~~ Library must be approved by the Director of Library Services/CEO.
10. ~~The Georgina Public L~~ibrary may offer the opportunity for significant philanthropic investment in the library infrastructure to ensure the sustainability of excellent library service in the community. The Library Board has the authority to recognize significant contributions by naming library services, ~~or~~ facilities, or segments of facilities in honour of benefactors.
11. Name opportunities are subject to funding agreements that satisfy specific donation levels deemed appropriate to the project costs and arrangement of payment.
12. The Library Board reserves the right to remove a donor's name should that individual or organization fail to exemplify the attributes of integrity and civic leadership expected of this honour.
13. The Library Board endorses the Canadian Library Association's Position Statement: Corporate Sponsorship agreement in Libraries as approved June 1997.

### ***Attachments:***

Canadian Library Association – Corporate Sponsorship Agreements in Libraries Position Statement

POLICY HISTORY:	
Initial Draft	October 18, 2017
Draft Presentation Review	October 18, 2017
Board Adoption	November 17, 2017
Board Review & Amendment	<u>November 20, 2020</u>

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**Corporate Sponsorship Agreement in Libraries**

Approved by Executive Council ~ June 21, 1997

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Libraries enrich lives, provide information needed for work and daily living, and foster informed communities which are essential to a democratic society. In recognition of this important function, communities support libraries through public funding. The library's first priority is to ensure the continuation and growth of this primary relationship – public funding for the public good.

CLA encourages and supports advocacy to maintain and develop public funding as the principal source of support for public, school, academic and government libraries.

Publicly funded libraries can and do explore other sources of funding, such as grants, gifts, donations, partnerships and sponsorships, to ensure that they provide the best possible services to their communities. Corporate sponsorships are one source of additional support that allows libraries to enhance the level, extend the range, or improve the quality of library service.

To ensure that partnerships enhance the libraries image and add value to library services, libraries need to develop policies and sponsorship agreements that outline the conditions and the benefits of the sponsorship arrangement.

CLA believes that the following principles are important in developing sponsorship policies and agreements. Libraries have a responsibility to:

1. Demonstrate that sponsors further the library's mission, goals, objectives and priorities, but do not drive the library's agenda or priorities.

2. Safeguard equity of access to library services and not allow sponsorship agreements to give unfair advantage to, or cause discrimination against, sectors of the community.
3. Protect the principle of intellectual freedom and not permit sponsors to influence the selection of materials, nor require endorsement of products or services.
4. Ensure the confidentiality of user records by not selling or providing access to library records.
5. Be sensitive to the local political and social climate and select partners who will enhance the library's image in the community.