Georgina Public Library

Library Board Meeting

Agenda

January 16th, 2020 @ 7:00 p.m.

P. Nicholls Board Room, Keswick Branch

1.   Call to Order

2.   First Nations Acknowledgement Statement

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

3.   Roll Call

4.   Introduction of New Manager

5.   Introduction of Addendum Items

6.   Approval of the Agenda

7.   Declarations of Pecuniary Interest

8.   Adoption of the Past Minutes – December 19th, 2019

9.   Delegations/Speakers
        a. None

10.   Presentations
        a. None

11.   Consent Agenda
        a. Branch Report
        b. Quarterly Stats

      c.   Financial Statement – December 2019

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

13.   Old Business
      a.   Inclusivity & Freedom of Speech discussion – L. Johnstone
          i.   GPL Room Rental Policy
        ii.   Public Code of Conduct

14.   New Business

15.   Other Business For Which No Notice Has Been Given

16.   Closed Session - None

17.   Adjournment

18.   Next Meeting Date /Time

        February 20th, 2020 @ 7:00pm @ Keswick Branch

Georgina Public Library Board

Regular Board Meeting Minutes

December 19th 2019 @ 5:00 p.m.

Programming Room, Peter Gzowski (Sutton) Branch

1. Call to Order

   The meeting was called to order at 5:05 p.m.

2. First Nations Acknowledgement Statement

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

3. Roll Call

   The following Board Members were present:

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

   The Following Board member was absent with notice:

   Naomi Davison

   The following staff members were in attendance:

   Valerie Stevens, Director of Library Services/CEO
   Serena Hamlyn, Executive Assistant (Recording Secretary)
   Lindsay Damecour, CUPE 905.13 Union Representative

4. Chair's Remarks

None

5.   Introduction of Addendum Items

Sutton Service Desk to be discussed under Other Business.

6.   Approval of the Agenda

Moved by Leslie Johnstone, Seconded by Rita Beechey

RESOLUTION NO. GLB-2019-0092

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

Carried.

7.   Declarations of Pecuniary Interest

8.   Adoption of the Past Minutes - Minutes of November 21st, 2019 Georgina Public Library Board Meeting

Moved by Adrienne McDowell, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2019-0093

That the Minutes of the November 21st, 2019 Library Board meeting be adopted as circulated.

Carried.

9.   Delegations/Speakers
       None

10.   Presentations

11.   Consent Agenda
       a. Branch Reports
       b. 2019 Work Plan Update
       c. Financial Statement – November 2019

Moved by Dave Neeson, Seconded by Shari Hawkins

RESOLUTION NO. GLB-2019-0094

That Item 11 - Consent Agenda be received as presented.

Carried.

12.   Verbal Communications

a. CEO Update

- Kate Gibson, Manager, Library Collections gave her resignation this week. Interviews for the positions of Manager, Library Customer Experience are taking place this week. An offer has been made to one of the Manager, Library eServices candidates and has been verbally accepted.
- Jill Lemmond, Circulation Coordinator and Library employee of 28 years has retired. Her last day of work was Wednesday of this week.
- Network maintenance has taken place, and is still taking place in Pefferlaw Branch, causing internet outages.
- Two very successful programming events took place last week- Connors Music Concert at Keswick Branch, and a Very Merry Holiday at the Stephen Leacock Theatre.
- The new What's On guides comes out tomorrow.
- The Library participated in the Santa Claus parade last month.
- The CEO and the Board Chair have been discussing putting the Board members bios and pictures back up in each Library Branch, to ensure their information is accessible to all.

Moved by Bobbi Sabatini, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2019-0095

Motion to have all Board member bios and pictures ready to be posted by the next meeting, in January.

Carried.

b. Board Chair Update

- The Board chair received a letter from a patron regarding the Library's magazine subscriptions. The Board Chair sent the patron a letter thanking him for his concern.
- The Board Chair and the Library CEO went to the bank to transfer the Provincial Grant from the Library's to the Town's bank account.

c. Friends of the Library Update

- The Friends' held a potluck on Monday for its members.
- Two new members have joined the Friends.
- The Spelling Bee is taking place on April 24th, at Udora Hall.

Moved by Dave Neeson, Seconded by Rita Beechey

RESOLUTION NO. GLB-2019-0096

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

Carried.

13. Old Business
     None

14. New Business
     None

15. Other Business For Which No Notice Has Been Given

- Sutton Service Desk
  o The Sutton Service Desk was presented for budget approval for the 2018 budget, with a budgeted amount of $40,000. This is a project that Kate has been working on for quite some time. The bid ended up coming in high, so everyone went back to the drawing board, the bid was then brought down a fair amount.
  o The CEO and the Board members discussed the different cost saving options, things that can be removed from the desk design, or held back and added at a later date. The Board members decided it was important to keep the patron ledges on the desk design.

Moved by Dave Neeson, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2019-0097

Motion to approve pulling 10% worth of additional funds from Capital Reserves to cover any additional cost for the Sutton Service Desk, if necessary.

Carried.

(Dave Neeson left the meeting for the closed session, as CUPE Negotiations were to be discussed.)

16.   Closed Session

Moved by Shari Hawkins, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2019-0098

That the Georgina Public Library Board move into closed session at 5:40p.m.

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

Moved by Bobbi Sabatini, Seconded by Rita Beechey

RESOLUTION NO. GLB-2019-0099

That the Georgina Public Library Board reconvene into open session at 5:57pm

17.   Adjournment

Moved by Bobbi Sabatini, Seconded by Rita Beechey

RESOLUTION NO. GLB-2019-0100

That the Georgina Public Library Board meeting of December 19th, 2019 adjourn at 5:58pm

Carried.

18.   Next Meeting Date /Time

January 16th, 2020 @ 7:00 p.m. @ Keswick Branch

Joint Branch Report

December 2019

Community Connections

- Sutton Branch continues to display the Kidz Camp Art Exhibit, courtesy of Georgina Arts Centre and Gallery.
- Kate Gibson proctored an exam on December 20.
- Becky Stark proctored one exam on December 19 and one on December 20.

Spaces

- Sutton Branch received 16 new meeting room chairs on December 9.

People and Leadership

- An all-day staff meeting was held on December 2. Discussion and training topics included fire permits, CMHA's free mental health resource "Bounce Back", electronic timesheets, and Town of Georgina's Customer Service Strategy.
- The management team interviewed for the Manager, Library eServices and Manager, Library Customer Experience positions, between December 9 and 20.
- Kate Gibson and Becky Stark formally adopted their new titles of Manager, Library Collections and Manager, Library Community Engagement on Dec. 4.
- Annual Performance Reviews were conducted with Karen Brohm and Trish Delong on December 12.
- Jill Lemmond retired on December 18.
- Maia Jonker successfully completed her probationary period on December 27.

Collections & Programs (Adult)

Programs – All Locations			
Date	Program Name	Location	Participants
Dec. 1	Pop-up Cat Café	SN	Cancelled (weather)
Dec. 5	ESL Conversation Circle	KE	5
Dec. 5	Knitting Group	KE	12
Dec. 5	Book Club	PE	8
Dec. 7	Purls and Chains	SN	3
Dec. 8	Wordsmiths	SN	4
Dec. 11	Ice Fishing for Beginners	PE	2
Dec. 11	Book Club	KE	3
Dec. 12	Connors Christmas Showcase	KE	75
Dec. 12	Knitting Group	KE	13

Dec. 12	Book Club	SN	11
Dec. 12	ESL Conversation Circle	KE	5
Dec. 14	Purls and Chains	SN	3
Dec. 19	Knitting Group	KE	9
Dec. 21	Purls and Chains	SN	5
Dec. 28	Purls and Chains	SN	6
Dec. 29	Scrabble	SN	0
Various dates	One-on-one technology help		6
		TOTAL	**170**

Technology

- The Town of Georgina's IT department began a large-scale project to transfer internet service for Town facilities to new hardware on December 12. This caused a loss of access to internet, library catalogue, network drives, Wi-fi, and online resources for staff and patrons for several days. Full service was restored to the Keswick and Sutton branches, and limited service was restored to the Pefferlaw Branch, on Dec. 18. Pefferlaw branch's internet service was fully restored on January 4, but as of January 7 they still do not have access to network drives. Our eServices Technician is working with the IT department to restore access as soon as possible.

Submitted by: Kate Gibson & Becky Stark
Managers

Community Connections
(outreach, community partnerships, promotional efforts)

- Jo Scott coordinated with a local group of homeschooling families to begin a weekly "Homeschool Hangout" partnered program at the Pefferlaw branch in November. Jo visits the group once per month to provide school-age programming, and on the other weeks the families coordinate to provide their own content.
- Jo Scott introduced a new weekly preschool program in November called Community Friends Storytime. Each week, a different person visited the library to speak to the children about the work they do in our community, read stories, and see some of the tools they use in their work. Some guests included local First Nations drummer Jake Charles, Sandi Andersen from the Georgina Feral Cat Committee, and Joe Connors from Connors Music.

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

- In October, Jo Scott worked with the children from our newly-established Homeschool Hangout group to plant spring bulbs and add more painted rocks in the children's garden outside the Pefferlaw Branch.
- The CYS team conducted a thorough clean-up and reorganization of the CYS office at the Keswick Branch in December, in preparation for the installation of a third workstation in the office in January. This added station allows for Becky, Jo, and Rachel to each have a separate workstation apart from the public service station at the front of the office, which is more conducive to private conversation and focused work.

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

- Rachel Charyk was the "staff lead" on our Halloween parties this year, providing direction to the rest of the team and the teen volunteers in preparing for and executing the event. With over 200 people in attendance between the two events, it's safe to say the parties were a success again this year, and seem to fill a need for safe and not-so-scary Halloween programming in Georgina.
- In September, Jo Scott nominated one of our most dedicated teen volunteers, Andrew O'Dell, for the Town of Georgina's 2019 Volunteer Awards of Merit. Each year, this award recognizes outstanding individuals in Georgina, who have contributed to the betterment of their community and to the Town of Georgina as a whole. In November, he was chosen for the Youth

Award of Merit, and was recognized a cocktail reception and ceremony at the ROC Chalet on November 26. We are so proud!

- Jo Scott was the "staff lead" on the Very Merry Holiday program in December, coordinating with the Queensville Players and staff from the Town's Recreation and Culture Department to set up a Christmas-themed musical theatre revue at the Stephen Leacock Theatre. Local families were thrilled to attend a kid-friendly theatre show for free, and to be able to invite more friends and relatives to join in thanks to the large venue.

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

Collections:
- Over the fall the team completed a weed of the Juvenile Non-fiction section in the Keswick Branch, and a new display section for Juvenile non-fiction was established at the end of the picture book section, to help draw attention to valuable high-interest titles that sometimes go unnoticed in the non-fiction section.
- CYS Staff and teen volunteers coordinated to refresh the puzzles and games in all branches.
- CYS staff have been coordinating with Kate Gibson on refining and expanding the Automatic Release Plans for children's and teens' materials. This will help keep our high-demand collections fresh on a regular basis, especially during the time of transition in January and February of 2020 as we hire on a new Manager of Library Collections.

Programs:
- Our most well-attended weekly programs throughout the fall included: Discovery Zone in Keswick (271), Groovy Tuesdays in Sutton (368), Lego Club in Keswick (238), Read Play Learn in Keswick (228), Reading Buddies in Keswick (353), and Story Stretchers in Keswick (257)
- Our special events this season included:
  - **Red Cross Babysitting Course** (Keswick, Oct. 21): 23 participants
  - **Not-so-scary Halloween parties, sponsored by Kath Foch Real Estate** (Keswick, October 29; Pefferlaw, October 30): 224 participants
  - **A Very Merry Holiday with the Queensville Players, sponsored by Kath Foch Real Estate** (Stephen Leacock Theatre, December 13): 165 participants
- Due to full class sizes in our most popular pre-school programs (Ready Set Kindergarten, Read Play Learn, Discovery Zone, and Groovy Tuesday), we had to turn away 98 children and 42 parents/caregivers from our programs.

Outreach:
- Our outreach program to the attendees of Jericho's After School Program, hosted at the Peter Gzowski branch, was rated by parents of participants to be the most-valued activity offered by Jericho ASP. This season Jo Scott incorporated several special guest appearances to speak on specialized topics, such as Sandi from the Georgina Feral Cat Committee to talk about responsible pet ownership, and Jake Charles to talk about Georgina Island First Nation teachings about the history of drumming,

Stats:

	Total Number of Participants	Total Number of Programs
October	1344	61
November	1062	57
December	476	17
GRAND TOTAL	**2882**	**135**

Technology
(technology and computer news/issues)

- Nothing new to report.

Submitted by: Becky Stark - Manager, Library Engagement
Jan. 8, 2020

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	
October	15,321	9,043	1,870	4,904	31,138	16,016	
November	14,368	8,169	1,438	4,793	28,768	16,145	
December	11,207	5,102	1,124	4,401	21,834	16,227	
TOTALS	184,715	84,305	20,970	52,101	342,091		
Averages	15,773	7,200	1,804	4,336	29,114	15,077	

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

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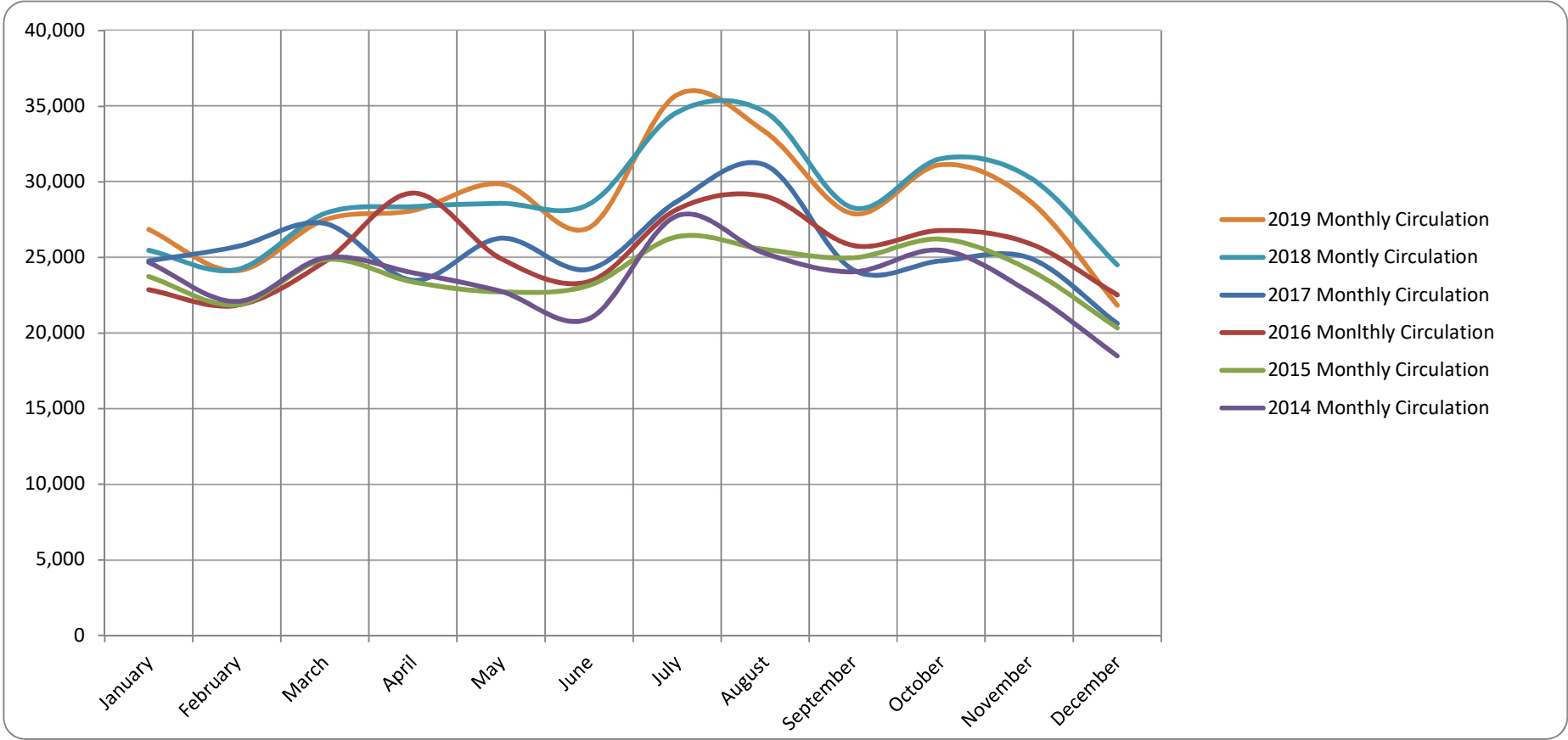
Georgina Public Library Usage Statistics - 2019

January

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

February

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

March

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

April

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

May

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

June

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

July

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library Uses
Keswick	21,069	10,493	16	74	2,140		4,635	**38,411**
Pefferlaw	2,105	2,220	5	52	291		371	**5,039**
Sutton	8,148	5,803	5	33	928		801	**15,713**
CYS			76	1,552	943			**2,495**
e-Branch	4,428	11,199	35	116		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
Keswick	19,238	5,935	10	43	2,132		3,127	**30,475**
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
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		37,760		**52,698**
TOTAL	**27,892**	**27,722**	**89**	**1,638**	**3,469**	**37,760**	**1,899**	**100,380**

October

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library Uses
Keswick	15,321	10,460	13	80	2,490		2,537	**30,888**
Pefferlaw	1,870	1,562	2	20	91		122	**3,665**
Sutton	9,043	7,797	8	57	762		485	**18,144**
CYS			61	1,344	789			**2,133**
e-Branch	4,904	12,637	39	81		37,851		**55,473**
TOTAL	**31,138**	**32,456**	**123**	**1,582**	**4,132**	**37,851**	**3,144**	**110,303**

November

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	City Services	Total Library Uses
Keswick	14,368	10,774	12	80	2,350		2,077	**29,649**
Pefferlaw	1,438	880	2	13	214		77	**2,622**
Sutton	8,169	7,121	9	48	569		411	**16,318**
CYS			57	1,062	758			**1,820**
e-Branch	4,793	11,188	37	112		28,233		**44,326**
TOTAL	**28,768**	**29,963**	**117**	**1,315**	**3,891**	**28,233**	**2,565**	**94,735**

December

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	City Services	Total Library Uses
Keswick	11,207	8,660	10	128	1,605		2,353	**23,953**
Pefferlaw	1,124	561	2	13	145		65	**1,908**
Sutton	5,102	4,722	8	32	406		140	**10,402**
CYS			17	476	531			**1,007**
e-Branch	4,401	9,370	40	76		25,533		**39,380**
TOTAL	**21,834**	**23,313**	**77**	**725**	**2,687**	**25,533**	**2,558**	**76,650**

2019 TOTALS

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library Uses
Keswick	184,715	111,600	177	1,227	26,992		32,172	**356,706**
Pefferlaw	20,970	15,715	40	455	2,827		2,591	**42,558**
Sutton	84,305	68,230	119	690	8,637		4,875	**166,737**
CYS			547	19,055	8,065			**27,120**
e-Branch	52,101	127,238	566	1,318		429,281		**609,938**
TOTAL	**342,091**	**322,783**	**1,449**	**22,745**	**46,521**	**429,281**	**39,638**	**1,203,059**

My Dashboard

Oct 1, 2019 - Dec 31, 2019
Compare to: Oct 1, 2018 - Dec 31, 2018

◯ ◯ All Users
+0.00% Sessions

Visits by Traffic Type

■ direct   ■ organic   ■ referral
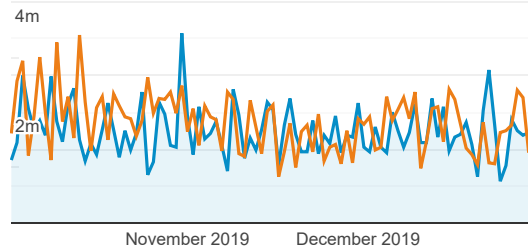
Oct 1, 2019 - Dec 31, 2019

39.9%   54.7%

Oct 1, 2018 - Dec 31, 2018

6.4%   40.1%   53.5%
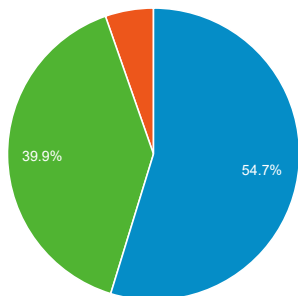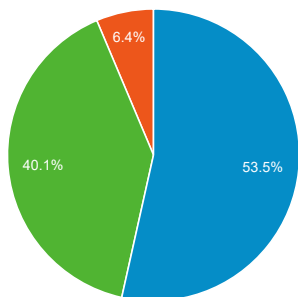
Avg. Visit Duration

Oct 1, 2019 - Dec 31, 2019: ● Avg. Session Duration
Oct 1, 2018 - Dec 31, 2018: ● Avg. Session Duration

4m

2m

November 2019   December 2019

Visits

Oct 1, 2019 - Dec 31, 2019: ● Sessions
Oct 1, 2018 - Dec 31, 2018: ● Sessions

600

400

200

November 2019   December 2019

Visits and Avg. Visit Duration by Co...

Country	Sessions	Avg. Session Duration
Canada		
Oct 1, 2019 - Dec 31, 2019	17,645	00:01:43
Oct 1, 2018 - Dec 31, 2018	20,629	00:01:54
% Change	**-14.47%**	**-9.08%**
United States		
Oct 1, 2019 - Dec 31, 2019	496	00:00:15
Oct 1, 2018 - Dec 31, 2018	262	00:00:39
% Change	**89.31%**	**-61.58%**
South Korea		
Oct 1, 2019 - Dec 31, 2019	58	00:00:00
Oct 1, 2018 - Dec 31, 2018	37	00:00:04
% Change	**56.76%**	**-100.00%**
India		
Oct 1, 2019 - Dec 31, 2019	36	00:00:42
Oct 1, 2018 - Dec 31, 2018	42	00:00:39
% Change	**-14.29%**	**7.84%**
China		
Oct 1, 2019 - Dec 31, 2019	30	00:00:01
Oct 1, 2018 - Dec 31, 2018	33	00:00:01
% Change	**-9.09%**	**65.00%**

Visits and Pageviews by Mobile

Mobile (Including Tablet)	Sessions	Pageviews
No		
Oct 1, 2019 - Dec 31, 2019	10,054	17,620
Oct 1, 2018 - Dec 31, 2018	11,679	20,659
% Change	**-13.91%**	**-14.71%**
Yes		
Oct 1, 2019 - Dec 31, 2019	8,937	13,524
Oct 1, 2018 - Dec 31, 2018	9,721	13,742
% Change	**-8.07%**	**-1.59%**

Bounce Rate

Oct 1, 2019 - Dec 31, 2019
56.96%
Avg for View: **56.96% (0.00%)**

Oct 1, 2018 - Dec 31, 2018
60.68%
Avg for View: **60.68% (0.00%)**

% New Visits

Oct 1, 2019 - Dec 31, 2019
49.16%
Avg for View: **49.16% (0.00%)**

Oct 1, 2018 - Dec 31, 2018
47.08%
Avg for View: **47.08% (0.00%)**

Pageviews

Oct 1, 2019 - Dec 31, 2019
31,144
% of Total: **100.00% (31,144)**

Oct 1, 2018 - Dec 31, 2018
34,401
% of Total: **100.00% (34,401)**

Visits

Oct 1, 2019 - Dec 31, 2019
18,991
% of Total: **100.00% (18,991)**

Oct 1, 2018 - Dec 31, 2018
21,400

21,400
% of Total: **100.00% (21,400)**

Pages/Visit

Oct 1, 2019 - Dec 31, 2019
1.64
Avg for View: **1.64 (0.00%)**

Oct 1, 2018 - Dec 31, 2018
1.61
Avg for View: **1.61 (0.00%)**

Avg. Visit Duration

Oct 1, 2019 - Dec 31, 2019
00:01:40
Avg for View: **00:01:40 (0.00%)**

Oct 1, 2018 - Dec 31, 2018
00:01:51
Avg for View: **00:01:51 (0.00%)**

Georgina Public Library

Financial Statement - December 2019
Date: January 6, 2019

	2019 Actuals	2019 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	2,389,050.00	2,389,050	-	100%	100%	Pro-rated
Provincial Grants	62,600	62,600	-	100%	100%	Pro-rated - Provincial Grant recevied early Dec 2019
Misc Grants	8,060	9,240	1,180	87%	100%	
School Board Revenue	58,500	58,500	-	100%	100%	
Donations	11,344	1,800	(9,544)	630%	100%	Kathy Foch Donation for FanFest
Fines	23,393	27,100	3,707	86%	100%	
Misc Fees	2,502	3,100	598	81%	100%	PRESTO Commissions, Exam Proctoring, etc
Photocopying Fees	9,075	8,500	(575)	107%	100%	
Program Registrations	5,152	4,200	(952)	123%	100%	
Book Sale	1,519	2,400	881	63%	100%	
Room Rentals	6,819	4,100	(2,719)	166%	100%	
Provision from Reserve	13,000	13,000	-	100%	100%	Contributions to Reserves Pro-rated
Total Revenues	2,591,012	2,583,590	(7,422)	100%	100%	
Expenses						
Salaries & Benefits	1,648,252	1,793,480	145,228	92%	100%	
Library Board	3,160	4,800	1,640	66%	100%	
Library Operations	246,554	332,690	86,136	74%	100%	Utilities, cleaning, courier, supplies, etc.
Training	9,055	18,800	9,745	48%	100%	
Collections	160,117	228,520	68,403	70%	100%	
Telecommunications	16,599	15,700	(899)	106%	100%	
Misc	1,915	2,100	185	91%	100%	
Contribution to Reserve	187,500	187,500	-	100%	100%	Pro-rated
Total Expenses	2,273,151	2,583,590	310,439	88%	100%	
Net	317,861	-	(317,861)			

Georgina Public Library Board Policy Manual

Policy Title: Room Rentals Policy

Intent

The Library as a community space provides multi-purpose rooms to local community groups, organizations and individuals for community information programs, courses of an educational, cultural or informational nature, or the conducting of meetings.

Arrangements to rent rooms at any of the library's branches are made through the Town of Georgina Recreation and Culture Department.

In some instances, at the discretion of the Branch Librarian, where a program also meets the informational/cultural mission of the Library, the program may be co-sponsored and fees may be waived.

All terms of the rental contract must be completed and adhered to.

Liability insurance, as detailed on the rental contract is the responsibility of the renter.

Regulations

1. The Library Board determines the rental rates. The Current rate is $15/hour plus HST. All renters must also purchase insurance as calculated by the Town.

2. In the case of a co-sponsored program/meeting, the Branch or CYS Librarian must approve all publicity, as appropriate.

3. Rental of a Library room does not constitute endorsement by the **Library of the renter's beliefs or policies. Programs** and content must not contravene the Criminal Code of Canada or Human Rights legislation.

4. Posted room capacity is set by the Fire Department and must be adhered to.

5. Smoking, including e-cigarettes, is prohibited in all Library facilities.

6. Alcohol may not be served unless properly licensed by the LCBO with a special occasion permit, and properly served by trained Smart Serve bartenders.

7. Groups who book the rooms are expected to be ready to leave the premises by closing time. Rooms are to be returned to their original set up with chairs stacked and tables stored. Additional rental fees will apply if staff is required to stay longer hours than covered by the rental permit.

8. Library premises may not be used for the sale of goods or for the soliciting of the sale of goods.

9. Sales of books by authors or publishers, or sales of other printed, recorded, filmed or taped materials are permitted as a public service only at library sponsored programs, book launchings, or festivals.

10. Supervisory staff may attend, free of charge, any sponsored or co-sponsored program, meeting or course held on library premises, for the purpose of auditing or reviewing procedures. If at any time, a group is found to be in violation of policies and procedures, the meeting will be cancelled with no liability to the Library whatsoever. Any violations of this policy may render the organization's applications or bookings for further use of meeting rooms invalid.

11. Organizations using library meeting rooms will be held responsible for any damages caused to library property or equipment, and will be charged for repair or replacement.

12. Unless given express permission and staff arrangements made, all room bookings are restricted to hours when the library is open to the public.

13. The library is unable to accommodate requests to provide rooms free of charge or at a discounted rate for non-profit organizations.

14. Notice of cancellation is required according to the terms of the contract.

15. Upon approval of the Board, long-term contracts for facility rental may be signed by the Director of Library Services at an agreed upon rate.

16. Priority is given to library programs in the use of available rooms.

17. Branch staff monitors bookings using the **Town's** software system. Copies of signed contracts are filed at the appropriate branch for confirmation and entry in **the Branch's** booking calendar. If a booking discrepancy occurs outside of regular Town office hours, library staff will do what they can to accommodate the request, and report the discrepancy Recreation and Culture to resolve any error.

Georgina Public Library Board Policy Manual

POLICY HISTORY:	
Initial Draft	November 22,2006
Draft Presentation Review:	December 17, 2009
Board Adoption:	December 17, 2009
Board Review & Amendment:	April 14, 2011
	November 29, 2014
	May 21, 2015
	October 18, 2017

Georgina Public Library Board Policy Manual

Policy Title: Code of Conduct

Intent

Georgina Public Library provides equitable access to a wide range of library services in welcoming surroundings. Rules are required to prevent disruptions to library services, ensure the safety and comfort of public and staff, and maintain the security of library property. Staff makes every effort to apply these rules in a fair, dignified and positive manner.

Any violation of the Code of Conduct may result in cost-recovery charges, the suspension of library privileges, exclusion from the library and/or prosecution. Library staff are the sole arbiters of inappropriate behaviours.

Regulations

The following behaviours are prohibited:

1. Damage, misuse, or theft of library materials, equipment and/or property.
2. Smoking, including use of e-cigarettes.
3. Interfering with the designated use of computers and networks.
4. Threatening, abusive or harassing language or behaviour.
5. Disruptive or intrusive behaviour, interfering with the enjoyment of the facilities by the Library's users.
6. Any behaviour or request that contravenes the Criminal Code or engages in any prohibited ground of discrimination under the Human Rights Code.
7. Children requiring supervision left unattended on library premises.
8. Public use of staff-only authorized entrances, exits and work areas without permission.
9. Taking library materials into washrooms.
10. Distributing circulars or petitions or soliciting on Library property.
11. Posting notices on Library property without the permission of the Library.
12. Photographing, filming or video recording on Library property without approval of the Library management.

13.   Entry into the Library without shoes, shirt or other appropriate attire.

14.   Use of sports equipment.

15.   Animals, except in authorized programs or documented service animal.

16.   Refusal to open bags, books and/or papers for inspection if requested by staff.

POLICY HISTORY:	
Initial Draft:	November 22,2006
Draft Presentation Review:	April 19, 2007
Board Adoption:	April 19, 2007
Board Review & Amendment:	March 26, 2015 July 16, 2015