

**Georgina Public Library**  
**Library Board Meeting**  
**Agenda**  
**January 21, 2021 @ 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 – December 17, 2020 Board meeting minutes
9. Delegations/Speakers
  - a. None
10. Presentations
  - a. SOLS presentation - N. Rodrigues
11. Consent Agenda
  - a. Branch Report
  - b. Quarterly Statistics
  - c. Work Plan Update
  - d. Financial Statement – December 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
14. New Business
  - a. Board meeting host software
15. Other Business For Which No Notice Has Been Given
16. Closed Session - None
17. Next Meeting Date /Time  

February 17, 2021 @ 7:00pm - virtual
18. Adjournment

**Georgina Public Library Board**  
**Regular Board Meeting Minutes**  
**December 17, 2020@ 7:00p.m**  
**Video Conference**

**1. Call to Order**

The meeting was called to order at 7:16 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  
Rita Beechey  
Naomi Davison  
Adrienne McDowell  
Shari Hawkins

The following 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)  
Nikki Sutherland, Manager, Library eServices  
Sara Forsyth, CUPE 905.13 Representative

**4. Introduction of Addendum Items**

- Leadership Training for CEO added under Other Business

## 5. Approval of the Agenda

Moved by Nancy Rodrigues, Seconded by Rita Beechey

### **RESOLUTION NO. GLB-2020-097**

That the Georgina Public Library Board meeting Agenda of December 17, 2020 be approved as amended.

**Carried.**

## 6. Announcements - *None*

## 7. Declarations of Pecuniary Interest - *None*

## 8. Adoption of the Past Minutes—November 19, 2020 Board meeting minutes

Moved by Shari Hawkins, Seconded by Adrienne McDowell

### **RESOLUTION NO. GLB-2020-098**

That the Minutes of the November 19, 2020 Board meeting be adopted as circulated.

**Carried.**

## 9. Delegations/Speakers - *None*

## 10. Presentations - *None*

## 11. Consent Agenda

- a. Branch Report
- b. Work Plan Update
- c. Financial Statement – November 2020

Moved by Rita Beechey, Seconded by Nancy Rodrigues

### **RESOLUTION NO. GLB-2020-099**

That Item 11 - Consent Agenda be received as presented.

**Carried.**

## **12. Verbal Communications**

a. CEO Update (V. Stevens)

### **COMMUNITY CONNECTIONS**

Nothing to report

### **SPACES**

Due to indoor recreation facilities being closed in the grey zone, Ice Palace staff are being redeployed to other work locations and the main doors will be closed. CA Sellers, who clean both Sutton and Pefferlaw branches, will now clean the Keswick branch as well. We are in the process of switching to using the Rogers doors as our public entrance.

### **PEOPLE AND LEADERSHIP**

- Anna Delong, currently a PPT Library Clerk in Pefferlaw, was the successful applicant for the position of PPT eServices Technician; she starts in her new position on January 12, 2021.
- Jennifer Murray, currently a Casual Library Clerk, was the successful applicant for the position of PPT Library Clerk; she starts her new position on January 9, 2021.
- The Circulation Coordinator position remains vacant; Ryan Moniz is working with HR on next steps
- We have brought back one student per branch to ensure shelving and shelf reading are carried out
- Ryan Moniz and Nikki Sutherland have swapped branches, with Ryan now based in Keswick and Nikki now based in Sutton

### **PROGRAMS**

- In the holiday edition of LEGO Club Live (offered via Zoom), one of the participants taught everyone else how to make a Hanukkah menorah, and also taught them about the meaning of the holiday. Great opportunity for community members to learn from one another.
- Bringing Home the Holidays craft program was very well received
- New children's programs coming in January: STEAM Team, Groovy Tuesdays, Family Bake-Along, and two one-time programs: Tween Zoom book club, and Pet Show & Tell.
- Adult armchair travel series in the works

## COLLECTIONS

Binge Boxes are growing in popularity; new boxes are being added

## TECHNOLOGY

- Pefferlaw phone system installation is complete

## MISCELLANEOUS

- Moved to Grey Zone as of Monday, December 14 at 12:01am; we are offering indoor holds pickup, reduced computer use (fewer computers, and only 30 minutes per session), and staff-facilitated photocopying and printing. Numbers of visitors are down, and many people are borrowing larger stacks of material, possibly due to expecting a “shut-down” after the holidays.
- Staff truly appreciated the thoughtful festive gifts from the Board
- CEO had a brief meeting with Town CAO & Deputy CAO to discuss the MoU; we will strive to have something ready for review by the end of Q2 2021.

Submitted by: Valerie Stevens  
Library Director/CEO

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

- The Board chair has been meeting with the CEO regularly
- The CEO expressed her thanks to all of the Board members for the work they did in preparing the gifts from the Board to Library staff

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

- The Friends are finishing up payments for receipts submitted in 2020
- The Friends are planning a meeting to discuss what they can do as an event early in the New Year

Moved by Adrienne McDowell, Seconded by Leslie Johnstone

## RESOLUTION NO. GLB-2020-100

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

**Carried.**

## 13. Old Business

- a. Fundraising and Sponsorship Policy

Moved by Leslie Johnstone, Seconded by Shari Hawkins

**RESOLUTION NO. GLB-2020-101**

That the Fundraising and Sponsorship Policy be adopted as amended.

**Carried.**

- b. Operational Continuity Plan

Moved by Rita Beechey, Seconded by Nancy Rodrigues

**RESOLUTION NO. GLB-2020-102**

That the Operational Continuity Plan be adopted as presented.

**Carried.**

**14. New Business**

- a. 2021 Board meeting dates

Moved by Bobbi Sabatini, Seconded by Adrienne McDowell

**RESOLUTION NO. GLB-2020-103**

That the 2021 meeting dates be accepted as presented

**Carried.**

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

## SOLS Leadership Training for Library CEO

Moved by Bobbi Sabatini, Seconded by Rita Beechey

### **RESOLUTION NO. GLB-2020-104**

That the cost of the CEO completing the SOLS Leadership Course come from the 2021 and 2022 Library Professional Development Budget

**Carried.**

**16. Closed Session - None**

**17. Next Meeting Date /Time**

January 21, 2021 @ 7:00 p.m.

**18. Adjournment**

Moved by Bobbi Sabatini, Seconded by Nancy Rodrigues

### **RESOLUTION NO. GLB-2020-105**

That the Georgina Public Library Board meeting of December 17, 2020 adjourn at 8:13pm

**Carried.**



## **JOINT BRANCH REPORT - DECEMBER 2020**

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

### **COMMUNITY CONNECTIONS**

- Nothing to report

### **SPACES**

- Branches have had major changes in services as we moved from Red to Grey to Lockdown with a return to curbside service as of December 26. To assist with curbside, wireless doorbells were purchased for Sutton and Pepperlaw.

### **PEOPLE AND LEADERSHIP**

- Anna Delong accepted the Part-time eServices Technician position and will begin in Sutton on January 12.

### **COLLECTION AND PROGRAMS**

- Collections Corner Newsletter: Amy is instituting a new tool to help staff keep apprised of the collection and upcoming projects via a monthly newsletter.
- Amy has ordered a refresh of board books. 105 new board books have been ordered to rejuvenate the collection at all three branches. The selection is focused on books published in the past 3 years on broad popular topics, such as colours, letters, animals, and bedtime.
- Amy has been working with our vendor (LSC), and the ordering plan has been revised and approved for 2021.

Dates	Program Name	Platform/format	Total views/ participants
Various dates	One-on-one technology help (Ruth)	Email, chat, phone	24
December 1	Pefferlaw Book Club	Zoom	7
December 1	Sutton Book Club	Zoom	12
December 1, 8, 15, 22	Trivia Tuesdays	Kahoot	17
December 4, 11, 18, 25, 31	Fun Photo Fridays	Facebook	188
December 12	National Violin Day and Freegal Music	Pre-recorded video	31
Previous uploads	All recorded videos, re-watched in December		198
		<b>TOTAL</b>	<b>477</b>

## TECHNOLOGY

- The hotspots were approved in the 2021 budget and Nikki has ordered 16 units from Rogers, which will be delivered in January. One of the units will be a replacement for the current MiFi and the other 15 will be for the hotspot collection project.
- The phone system installation in Pefferlaw is now complete as the contractor was able to install the final piece of hardware on December 15. Pefferlaw now has 2 lines for patrons phoning in, an auto-attendance, and the manager has their own extension.
- Nikki has begun removing old fines off patron accounts and so far has removed the following:

Year	# Bills Removed	Total Value
1991 - 1999	152	\$526.90
2020	1522	\$7140.80

## Georgina Public Libraries Circulation & Active User Statistics

**2020**

Date	Keswick	Sutton	Pefferlaw	E-Books	Total	Active Members	Notes
January	12,578	6,057	1,714	5,176	25,525	15,264	
February	13,396	5,795	1,496	4,551	25,238	15,432	
March	7,170	3,986	769	5,251	17,176	16,072	
April	51	26	0	6,180	6,257	16,074	online renewals
May	10	0	23	6,315	6,348	16,078	online renewals
June	1,215	994	285	5,883	8,377	16,086	
July	2,644	1,729	391	5,925	10,689	16,104	
August	2,743	2,052	459	5,873	11,127	16,106	
September	3,842	597	523	5,771	10,733	16,131	Sutton closed for most of Sept for carpet & desk
October	6,285	1,898	684	5,592	14,459	16,221	
November	5,010	2,617	677	5,624	13,928	16,260	
December	4,058	1,936	632	5,678	12,304	16,291	
<b>TOTALS</b>	<b>59,002</b>	<b>27,687</b>	<b>7,653</b>	<b>67,819</b>	<b>162,161</b>		
<b>Averages</b>	<b>4,995</b>	<b>2,341</b>	<b>638</b>	<b>5,649</b>	<b>13,623</b>	<b>15,984</b>	

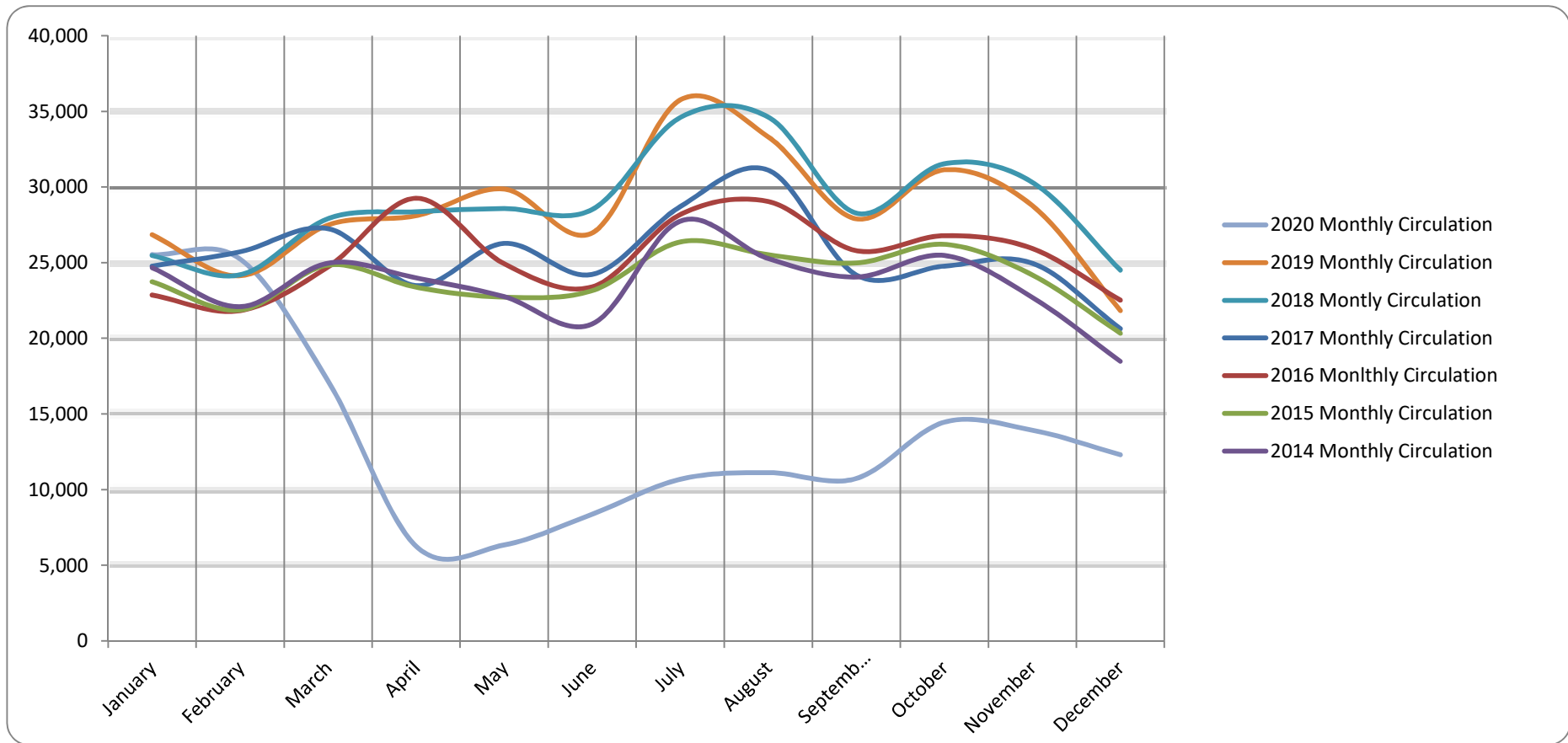
**2019**

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	
<b>TOTALS</b>	<b>184,715</b>	<b>84,305</b>	<b>20,970</b>	<b>52,101</b>	<b>342,091</b>		
<b>Averages</b>	<b>15,773</b>	<b>7,200</b>	<b>1,804</b>	<b>4,336</b>	<b>29,114</b>	<b>15,077</b>	

**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.
<b>TOTALS</b>	<b>191,803</b>	<b>88,875</b>	<b>25,120</b>	<b>41,076</b>	<b>346,874</b>		
<b>Averages</b>	<b>16,282</b>	<b>7,495</b>	<b>2,102</b>	<b>3,427</b>	<b>29,306</b>	<b>14,792</b>	

## 2014 - 20 Annual Total Circulation By Month Comparison



## Georgina Public Library Usage Statistics - 2020

### January

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library Uses	Notes
Keswick	15,076	13,228	12	109	1,833		2,441	<b>32,687</b>	
Pefferlaw	1,732	1,245	2	17	226		130	<b>3,350</b>	Traffic Counter broken for 3 weeks
Sutton	7,696	4,766	8	45	624		779	<b>13,910</b>	Numbers lower due to Power bar issues
CYS			50	763	844			<b>1,607</b>	
e-Branch	5,176	12,507	66	123		31,707		<b>49,513</b>	
<b>TOTAL</b>	<b>29,680</b>	<b>31,746</b>	<b>138</b>	<b>1,057</b>	<b>3,527</b>	<b>31,707</b>	<b>3,350</b>	<b>101,067</b>	

### February

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library Uses	Notes
Keswick	16,349	10,017	17	85	1,789		2,640	<b>30,880</b>	Traffic Counter broken for 1 week
Pefferlaw	1,528	1,326	2	20	267		107	<b>3,248</b>	
Sutton	8,353	6,299	8	52	557		380	<b>15,641</b>	
CYS			48	729	682			<b>1,411</b>	
e-Branch	4,551	11,956	21	51		31,111		<b>47,669</b>	
<b>TOTAL</b>	<b>30,781</b>	<b>29,598</b>	<b>96</b>	<b>937</b>	<b>3,295</b>	<b>31,111</b>	<b>3,127</b>	<b>98,849</b>	

### March

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library Uses	Notes
Keswick	7,170	3,908	9	152	1,017		849	<b>13,096</b>	COVID-19: closed to public on Mar 13
Pefferlaw	769	694	1	5	185		80	<b>1,733</b>	
Sutton	3,986	1,483	4	13	201		59	<b>5,742</b>	
CYS			-	-	-			<b>0</b>	
e-Branch	5,251	9,664	63	158		23,041		<b>38,114</b>	
<b>TOTAL</b>	<b>17,176</b>	<b>15,749</b>	<b>77</b>	<b>328</b>	<b>1,403</b>	<b>23,041</b>	<b>988</b>	<b>58,685</b>	

### April

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library Uses	Notes
Keswick	51	-	18	486	81		-	<b>618</b>	Programming stats are for all three branches/online
Pefferlaw	-	-	-	-	93		-	<b>93</b>	Computer usage is only WiFi, branches are closed.
Sutton	26	-	-	-	26		-	<b>52</b>	
CYS			14	729	-			<b>729</b>	
e-Branch	6,180	6,422	131	262		7,816		<b>20,680</b>	
<b>TOTAL</b>	<b>6,257</b>	<b>6,422</b>	<b>163</b>	<b>1,477</b>	<b>200</b>	<b>7,816</b>	<b>-</b>	<b>22,172</b>	

### May

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library Uses	Notes
Keswick	10	-	11	470	91		-	<b>571</b>	Programming stats are for all three branches/online
Pefferlaw	23	-	-	-	84		-	<b>107</b>	Computer usage is only WiFi, branches are closed.
Sutton	-	-	-	-	17		-	<b>17</b>	
CYS			8	122	-			<b>122</b>	
e-Branch	6,315	4,640	57	114		9,671		<b>20,740</b>	
<b>TOTAL</b>	<b>6,348</b>	<b>4,640</b>	<b>76</b>	<b>706</b>	<b>192</b>	<b>9,671</b>	<b>-</b>	<b>21,557</b>	

### June

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library Uses	Notes
Keswick	1,215	222	5	147	216		-	<b>1,800</b>	Programming stats are for all three branches/online
Pefferlaw	285	75	-	-	106		-	<b>466</b>	Computer usage is only WiFi, branches are closed.
Sutton	994	162	-	-	62		-	<b>1,218</b>	Circulation and visits are only curbside pickup.
CYS			4	103	-			<b>103</b>	
e-Branch	5,883	8,706	13	58		28,547		<b>43,194</b>	database searches up due to patrons placing holds
<b>TOTAL</b>	<b>8,377</b>	<b>9,165</b>	<b>22</b>	<b>308</b>	<b>384</b>	<b>28,547</b>	<b>-</b>	<b>46,781</b>	

### July

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library Uses	Notes
Keswick	2,644	535	11	402	259		-	<b>3,840</b>	Programming stats are for all three branches/online
Pefferlaw	391	112	-	-	114		-	<b>617</b>	Computer usage is only WiFi, branches are closed.
Sutton	1,729	313	-	-	71		3	<b>2,116</b>	Circulation and visits are only curbside pickup.
CYS			12	685	-			<b>685</b>	
e-Branch	5,925	9,685	37	96		31,694		<b>47,400</b>	database searches up due to patrons placing holds
<b>TOTAL</b>	<b>10,689</b>	<b>10,645</b>	<b>60</b>	<b>1,183</b>	<b>444</b>	<b>31,694</b>	<b>3</b>	<b>54,658</b>	

### August

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library Uses	Notes
Keswick	2,743	447	11	335	279		-	<b>3,804</b>	Programming stats are for all three branches/online
Pefferlaw	459	110	-	-	123		-	<b>692</b>	Computer usage is only WiFi, branches are closed.
Sutton	2,052	288	-	-	60		-	<b>2,400</b>	Circulation and visits are only curbside pickup.
CYS			18	615	-			<b>615</b>	
e-Branch	5,873	8,261	43	89		26,866		<b>41,089</b>	
<b>TOTAL</b>	<b>11,127</b>	<b>9,106</b>	<b>72</b>	<b>1,039</b>	<b>462</b>	<b>26,866</b>	<b>-</b>	<b>48,600</b>	

### September

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library Uses	Notes
Keswick	3,842	751	11	224	467		1	<b>5,285</b>	Programming stats are for all three branches/online
Pefferlaw	523	138	-	-	126		-	<b>787</b>	Computer usage is only WiFi, branches are closed.
Sutton	597	45	-	-	68		-	<b>710</b>	

CYS			20	2,405	5			2,410	
e-Branch	5,771	8,354	392	95		24,197		38,417	
<b>TOTAL</b>	<b>10,733</b>	<b>9,288</b>	<b>423</b>	<b>2,724</b>	<b>666</b>	<b>24,197</b>	<b>1</b>	<b>47,609</b>	

#### October

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library Uses	Notes
Keswick	6,285	966	18	537	433		169	8,390	
Pefferlaw	684	197	-	-	119		76	1,076	
Sutton	1,898	314	-	-	99		217	2,528	
CYS			20	1,647	13			1,660	
e-Branch	5,592	9,057	39	84		23,486		38,219	
<b>TOTAL</b>	<b>14,459</b>	<b>10,534</b>	<b>77</b>	<b>2,268</b>	<b>664</b>	<b>23,486</b>	<b>462</b>	<b>51,873</b>	

#### November

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	City Services	Total Library Uses	Notes
Keswick	5,010	741	14	256	425		549	6,981	
Pefferlaw	677	174	-	-	107		20	978	
Sutton	2,617	383	-	-	120		30	3,150	
CYS			25	1,072	6			1,078	
e-Branch	5,624	8,113	29	67		21,609		35,413	
<b>TOTAL</b>	<b>13,928</b>	<b>9,411</b>	<b>68</b>	<b>1,395</b>	<b>658</b>	<b>21,609</b>	<b>599</b>	<b>47,600</b>	

#### December

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	City Services	Total Library Uses	Notes
Keswick	4,058	652	12	255	273		256	5,494	
Pefferlaw	632	143	-	-	131		26	932	
Sutton	1,936	329	-	-	98		39	2,402	
CYS			10	709	3			712	
e-Branch	5,678	8,320	18	64		24,442		38,504	
<b>TOTAL</b>	<b>12,304</b>	<b>9,444</b>	<b>40</b>	<b>1,028</b>	<b>505</b>	<b>24,442</b>	<b>321</b>	<b>48,044</b>	

#### 2020 TOTALS

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library Uses
Keswick	64,453	31,467	149	3,458	7,163		6,905	113,446
Pefferlaw	7,703	4,214	5	42	1,681		439	14,079
Sutton	31,884	14,382	20	110	2,003		1,507	49,886
CYS			229	9,579	1,553			11,132
e-Branch	67,819	105,685	909	1,261		284,187		458,952
<b>TOTAL</b>	<b>171,859</b>	<b>155,748</b>	<b>1,312</b>	<b>14,450</b>	<b>12,400</b>	<b>284,187</b>	<b>8,851</b>	<b>647,495</b>

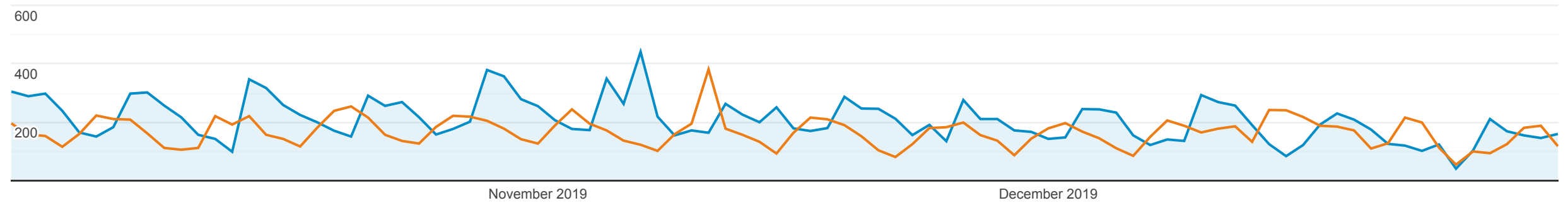
### Audience Overview

**All Users**  
 +0.00% Sessions

Oct 1, 2019 - Dec 31, 2019  
 Compare to: Oct 1, 2020 - Dec 31, 2020

**Overview**

**Oct 1, 2019 - Dec 31, 2019:** ● Sessions  
**Oct 1, 2020 - Dec 31, 2020:** ● Sessions



**Sessions**  
**24.83%**  
 18,991 vs 15,214

**Users**  
**43.98%**  
 10,381 vs 7,210

**Pageviews**  
**21.02%**  
 31,144 vs 25,735

**Pages / Session**  
**-3.05%**  
 1.64 vs 1.69

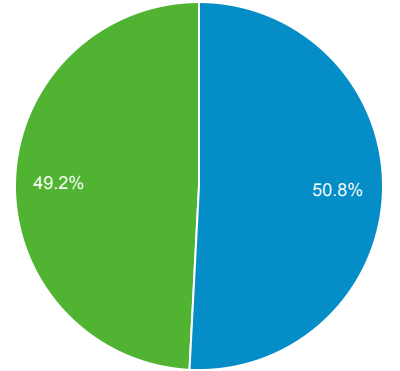
**Avg. Session Duration**  
**-10.55%**  
 00:01:40 vs 00:01:52

**Bounce Rate**  
**0.88%**  
 56.96% vs 56.47%

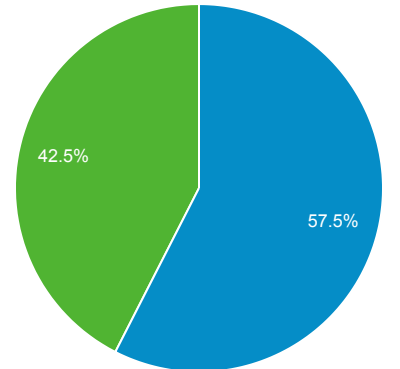
**% New Sessions**  
**15.78%**  
 49.16% vs 42.46%

■ Returning Visitor ■ New Visitor

**Oct 1, 2019 - Dec 31, 2019**



**Oct 1, 2020 - Dec 31, 2020**



Language		Sessions	% Sessions
<b>1. en-us</b>			
Oct 1, 2019 - Dec 31, 2019		8,599	45.28%
Oct 1, 2020 - Dec 31, 2020		7,655	50.32%
<b>% Change</b>		<b>12.33%</b>	<b>-10.01%</b>
<b>2. en-ca</b>			
Oct 1, 2019 - Dec 31, 2019		8,294	43.67%
Oct 1, 2020 - Dec 31, 2020		4,509	29.64%
<b>% Change</b>		<b>83.94%</b>	<b>47.36%</b>

# 2020 Work Plan – Year End 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, Board review November & December
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	Q1-2021	In Progress	Final stats to be entered
Sutton Multi-Use Transfer and Operating Agreement	Val Stevens	Q1-2019	2021?	In Progress	Development of a legal agreement for the Sutton Multi-Use Building between the School Boards, Town and Library. Currently with School lawyers. Likely on hold due to pandemic.
Library & School Boards Agreement on Sutton Branch	Val Stevens	Q1-2019	2021?	In Progress	Transfer and Operating Agreement take precedent. Currently with Library/Town lawyer. Likely on hold due to pandemic.
MoU between Library Board & Town	Val Stevens	Q4	Q4-2021		Memorandum of Understanding between Library Board and Town. Should have initial draft for review by end of Q2-2021.

## Capital Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
MURC Branch	Val Stevens	Q1	2021	In Progress	Tender expected in Q1-2021; prequalification meetings completed
Teen area-Keswick branch	Community Engagement Mgr.	Q2-2021	Q4-2021	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	Q2-2021		Delayed due to pandemic



Upgrade Pefferlaw phone system	Nikki Sutherland	Q3	Q4	Completed	
iPad for Programming	Community Engagement Mgr.	Q4	Q1-2021	In progress	Delayed due to pandemic; due to be delivered by Feb 8, 2021
Update Accessible computer station software	Nikki Sutherland	Q1	Q3	Completed	
Update self-check units	Nikki Sutherland	Q1	Q2-2021	In Progress	Waiting on Monitors and Scanners. Brackets currently backordered.
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	Completed	Hired & starting January 12 <sup>th</sup> .
Adult Programming support	Community Engagement Mgr.	Q1	Q2-2021		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	Completed	Will be included in annual operating budget.

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

## Georgina Public Library

### Financial Statement - December 2020

Date: January 8, 2021

	2020 Actuals	2020 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
<b>Revenue</b>						
Town Grant	2,482,220.00	2,482,220	-	100%	100%	Pro-rated
Provincial Grants	62,600	62,600	-	100%	100%	Pro-rated
Misc Grants	1,139	9,240	8,101	12%	100%	\$4,130 Canada Summer Jobs grant recently deposited
School Board Revenue	58,500	58,500	-	100%	100%	Pro-rated
Donations	1,099	1,800	701	61%	100%	
Fines	5,385	27,100	21,715	20%	100%	
Misc Fees	396	3,100	2,704	13%	100%	PRESTO Commissions, Exam Proctoring, etc
Photocopying Fees	2,043	8,500	6,457	24%	100%	
Program Registrations	1,016	4,200	3,184	24%	100%	
Book Sale	343	2,400	2,057	14%	100%	
Room Rentals	936	4,100	3,164	23%	100%	
Provision from Reserve	-	-	-	100%	100%	2020 Budget of zero
<b>Total Revenues</b>	<b>2,615,677</b>	<b>2,663,760</b>	<b>48,083</b>	<b>98%</b>	<b>100%</b>	
<b>Expenses</b>						
Salaries & Benefits	1,438,067	1,881,360	443,293	76%	100%	
Library Board	3,480	4,800	1,320	73%	100%	
Library Operations	175,846	336,250	160,404	52%	100%	Utilities, cleaning, courier, supplies, etc.
Training	6,589	18,800	12,211	35%	100%	
Collections	149,809	228,520	78,711	66%	100%	
Telecommunications	15,796	20,040	4,244	79%	100%	
Covid-19 Expenses	11,007	-	(11,007)	N/A	N/A	No allotted budget
Misc	2,227	3,100	873	72%	100%	
Contribution to Reserve	170,890	170,890	-	100%	100%	Pro-rated
<b>Total Expenses</b>	<b>1,973,711</b>	<b>2,663,760</b>	<b>690,049</b>	<b>74%</b>	<b>100%</b>	
<b>Net</b>	<b>641,967</b>	<b>-</b>	<b>(641,967)</b>			