

Georgina Public Library
Library Board Meeting
Agenda
April 15, 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 – March 18, 2021 Board meeting minutes
9. Delegations/Speakers
 - a. None
10. Presentations
 - a. None
11. Consent Agenda
 - a. Branch Report
 - b. Quarterly Statistics
 - c. Work Plan Update
 - d. Financial Statement – March 2021, 2020 Year End

12. Verbal Communications
 - a. CEO Update (V. Stevens)
 - b. Board Chair Update (M.C. Macaluso)
 - c. Friends of the Library Update (B. Sabatini)
 - d. Update from Strategic Planning Committee (R. Beechey)
13. Old Business
 - a. Privacy of Membership Information Policy
 - b. Board Self-Evaluation survey (B. Sabatini)
14. New Business
 - a. Seuss discussion (A. Knifton)
15. Other Business For Which No Notice Has Been Given
16. Closed Session - None
17. Next Meeting Date /Time

May 20, 2021 @ 7:00pm - virtual
18. Adjournment

Georgina Public Library Board
Regular Board Meeting Minutes
March 18, 2021 @ 7:00 p.m.

Video Conference

1. Call to Order

In the absence of the Board Chair, due to technical difficulties, the meeting was called to order by the Vice-Chair 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 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 (arrived at 7:10)
Bobbi Sabatini, Vice Chair
Nancy Rodrigues
Leslie Johnstone
Rita Beechey
Adrienne McDowell
Naomi Davison (arrived at 7:25)
Councillor Dave Neeson (arrived at 7:20)

The Following Board member was absent with notice:

Shari Hawkins

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*
Kristen Lemay, *Manager, Library Community Engagement*

4. Introduction of Addendum Items

- a. New Business – online Board meeting platform

5. Approval of the Agenda

Moved by Nancy Rodrigues, Seconded by Rita Beechey

RESOLUTION NO. GLB-2021-018

That the Georgina Public Library Board meeting Agenda of March 18, 2021 be approved as amended.

Carried.

6. Announcements

- a. Introduction of Kristen Lemay, new *Manager, Library Community Engagement*

The CEO introduced the new Manager, Library Community Engagement, Kristen Lemay, to the Library Board members. Kristen spoke of the experience she brings along to GPL. Each Board member introduced themselves, and welcomed Kristen to the team.

(Mary Catherine Macaluso arrived)

7. Declarations of Pecuniary Interest - None

8. Adoption of the Past Minutes– February 18, 2021 Board meeting minutes

Moved by Leslie Johnstone, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2021-019

That the Minutes of the February 18, 2021 Board meeting be adopted as presented.

Carried.

9. Delegations/Speakers - None

10. Presentations - None

11. Consent Agenda

- a. Branch Report

- b. Work Plan Update
- c. Financial Statement – 2020 Year End updated, February 2021

Moved by Leslie Johnstone, Seconded by Rita Beechey

RESOLUTION NO. GLB-2021-020

That Item 11 - Consent Agenda be received as presented.

Carried.

12. Verbal Communications

- a. CEO Update (V. Stevens)

COMMUNITY CONNECTIONS

- Kristen Lemay started in the position of Manager, Library Community Engagement on March 8, and is starting to get to know Georgina. She has already had meetings with several local community organizations.
- Keswick branch will open every Saturday, starting April 3. We do not have adequate staffing numbers to safely open in Pepperlaw and Sutton every Saturday.

SPACES

- Pepperlaw branch has experienced several minor leaks this spring; maintenance has been working with Amy Knifton to get them resolved.
- May 5 presentation to Council on the MURC

PEOPLE AND LEADERSHIP

- The Circulation Coordinator interviews have been conducted, and we hope to have someone hired shortly
- Posting for Casual Library Clerks will go up shortly
- An additional Library Student will be returning to work on April 3, 2021

COLLECTIONS AND PROGRAMS

- Launched a new service called Grab & Go Bags; patrons request on a theme and staff select 5-10 items within that theme
- We are aware of the statements made by Seuss' estate, and are assessing the situation. In the meantime, any copies we own of the named titles have been pulled from shelves. Amy Knifton will bring recommendations to the Board next month.

(Dave Neeson Arrived)

TECHNOLOGY

- Finalizing Hotspot documentation and procedures and staff training
- Self-check upgrades are finally complete, after multiple delays from the vendor

MISCELLANEOUS

Submitted by: Valerie Stevens
Library Director/CEO

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

- The Board chair has been meeting with the CEO weekly
- The Board chair sat on the Strategic Plan Committee, took the minutes for that meeting
- The Board Chair had prepared, on behalf of the Board, a letter addressing the funding cuts to CELA to send to our MPPs, as funding was restored for the 2021-2022 budget year, the letter will not be sent at this time

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

- The Friends held a meeting last week
- At their last meeting, the Friends tested out playing Scattergories online – another test is planned for next week with more people joining. The hope is to invite the public to a virtual games night hosted by The Friends
- The Friends also discussed the VLS (Visiting Library Service)– one VLS patron did not own a CD player, therefore, was unable to play the Library's audio books. The Friends have been asked to purchase a CD player for Sutton branch. They are now waiting for feedback from the other two branches on where or not there is a need for CD players at those branches as well

(Naomi Davison arrived)

Moved by Nancy Rodrigues, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2021-021

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

Carried.

13. Old Business

- a. Policy Review: Privacy of Membership Information

Moved by Bobbi Sabatini, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2021-022

That the existing changes to the Privacy of Membership Information Policy be accepted and that the policy be brought back to the next meeting to address the topic of privacy breach

Carried.

14. New Business

a. Board Evaluation

Moved by Adrienne McDowell, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2021-023

That the Board Evaluation document be made a shared Google document that is accessible by all Board members and for all Board members to have the opportunity to make amendments to the document to be brought back to the next Board meeting

Carried.

b. Strategic Plan – Update from Committee

The Strategic Planning Committee held their first meeting in early March. The main topic of discussion was what their mandate and scope as a committee will be.

The Committee stated their mandate as follows:

“The purpose of this committee is to both provide guidance to and seek input from the Georgina Public Library Board as we embark on the process of developing a new strategic plan.

Part of the purpose of the committee is to get the ball rolling so the Board is in a position to meaningfully partner with a strategic consulting firm next year, with the support of Council, to formally develop a new strategic plan.”

The Board agrees that it would be in their best interest to involve someone with Library specific experience to work on the plan with the Board in developing the strategic plan.

Moved by Dave Neeson, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2021-024

That the Board accept and endorse the strategic plan update and mandate as discussed

Carried.

- c. Budget sub-Committee
The CEO let the Board members know that it is the time to start thinking about next year's budget and the Board's budget committee

Moved by Nancy Rodrigues, Seconded by Rita Beechey

RESOLUTION NO. GLB-2021-025

That the ad hoc Budget Committee consist of:

Mary Catherine Macaluso
Dave Neeson
Leslie Johnstone

Carried.

- d. MURC Presentation to Council

The CEO informed the Board that the MURC Working Group is preparing a presentation to Council. The Board should determine if they would like to have a part in the presentation, and, if so, Board member(s) would like to take part .

N. Rodrigues and M.C. Macaluso volunteered to attend the meeting, and speak on the Library Board's behalf.

e. Online Board meeting platform

The subscription to the Webex software currently being used to host the Library Board meetings expires at the end of March. The CEO suggested the Board consider switching to using the Library's Zoom Professional account to host Board meetings going forward. The Board members are in agreement that they are comfortable moving to Zoom as the meeting's host software.

Moved by Naomi Davison, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2021-026

That the Board approve the move to using Zoom meetings as the Board meeting host software

Carried.

15. Other Business For Which No Notice Has Been Given - *None*

16. Closed Session - *None*

17. Next Meeting Date /Time

April 15, 2021 @ 7:00 p.m.

18. Adjournment

Moved by Bobbi Sabatini, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2020-027

That the Georgina Public Library Board meeting of March 18, 2021
adjourn at 8:17pm

Carried.

DRAFT

JOINT BRANCH REPORT - MARCH 2021

Submitted by: Amy Knifton – Manager, Library Collections
Kristen Lemay - Manager, Library Community Engagement
Ryan Moniz – Manager, Library Customer Experience
Nikki Sutherland – Manager, Library eServices

COMMUNITY CONNECTIONS

- We have continued with the monthly curbside flyer, featuring Sandgate Women's Shelter of York Region, Inc. in the "Community Corner" section for March.

SPACES

- Pefferlaw Library has had minor repairs made to the floor drains in the public washrooms, and wind damaged fascia board replaced. An air quality test was also performed with no evidence of airborne moulds found.
- On March 22 staff from the Ice Palace arranged for an inspection of the Keswick library for pests including mice and ants. The management team will discuss whether additional measures must be taken to address any issues.

PEOPLE AND LEADERSHIP

- Lynn McKinley completed H&S training (Public Services Health and Safety Association - JHSC Certification Part 1 & 2).
- Pefferlaw and Sutton held branch meetings.
- A Library Assistant mentoring framework was created and staff were given opportunities to review with senior staff. Kathy Coates is going on a temporary leave - date has been delayed. A temporary Library Assistant position was posted, interviewed and hired. Start date to be determined.
- On March 8, Kristen Lemay joined GPL as our new Manager of Community Engagement.
- On March 26, Kimberly Jackson was hired as the full-time permanent Circulation Coordinator. Kim will be working out of the Keswick branch and is scheduled to start the week of April 17.
- Ryan Moniz met with representatives from several departments from the Town of Georgina to review the new customer service implementation strategy. The revised strategy is meant to provide a more streamlined customer experience when accessing resources and information on Town services.

COLLECTION AND PROGRAMS

- Staff continued to offer online programming to patrons, including Mystery Storytime, Tween Zoom, and Kahoot quizzes. The March Break activity was pushed to mid-April.
- New Grab & Go Bags service launched, complete with online forms. See: <https://www.georginalibrary.ca/en/adults/grab-and-go--bags.aspx>
- On March 2, 2021 6 Dr. Seuss titles have ceased publication by the Dr. Seuss Foundation:
 - And to Think That I Saw It on Mulberry Street
 - If I Ran the Zoo
 - McElligot's Pool
 - On Beyond Zebra!
 - Scrambled Eggs Super!
 - The Cat's Quizzer.

GPL owns 5 of the above titles. Amy has temporarily removed the items from circulation pending discussion with the board.
- March 22, 2021 Scholastic announced a recall on Ook and Gluk... for "passive racism" - another first. Amy has requested all branch copies be sent to her. No copies were circulating.

Dates	Program Name	Platform/format	Total views/ participants
Various dates	eServices one-on-one technology help	Email, chat, phone	32
March 9, 16, 25	Trivia Tuesdays	Kahoot	19
March 5, 12, 24	Fun Photo Fridays	Facebook	167
March 2	Pefferlaw Book Club	Zoom	7
March 2	Sutton Book Club	Zoom	5
March 10	The Story Behind the Story	Pre-recorded video	9
March 15	Cinnamon Hot Chocolate	Pre-recorded video	7
March 25	Armchair Travel - Exploring Travelogues	Pre-recorded video	5
Previous uploads	All recorded videos, re-watched in March		144
		TOTAL	395

TECHNOLOGY

- The eServices team continues to prepare the hotspot lending program including circulation procedures, patron user guide, borrowing agreement, web page, and social media posts.
- Pepperlaw phone issues continue regarding the use of line 1 and 2, and incoming faxes. Town IT has been working with Bell on the line settings.

Audience Overview

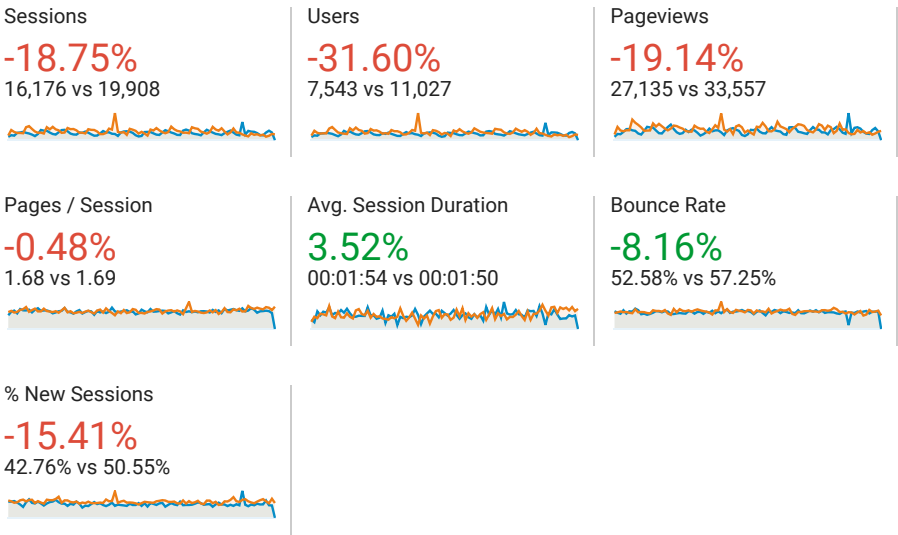
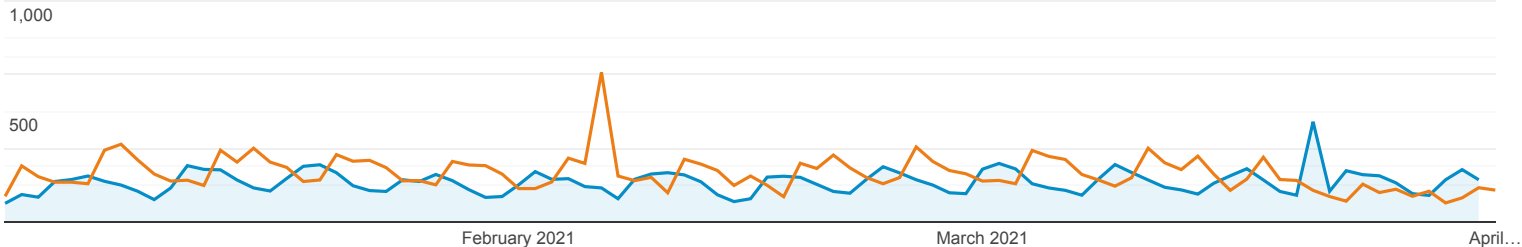
 All Users
+0.00% Sessions

Jan 1, 2021 - Mar 31, 2021
Compare to: Jan 1, 2020 - Mar 31, 2020

Overview

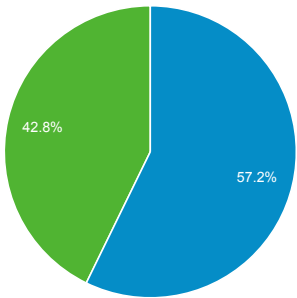
Jan 1, 2021 - Mar 31, 2021: Sessions

Jan 1, 2020 - Mar 31, 2020: Sessions

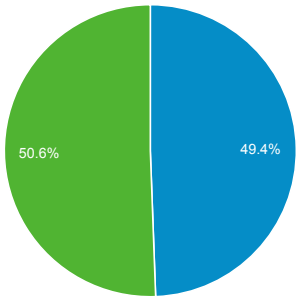


Returning Visitor New Visitor

Jan 1, 2021 - Mar 31, 2021



Jan 1, 2020 - Mar 31, 2020



Language		Sessions	% Sessions
1. en-us			
Jan 1, 2021 - Mar 31, 2021		8,418	52.04%
Jan 1, 2020 - Mar 31, 2020		9,304	46.73%
% Change		-9.52%	11.35%
2. en-ca			
Jan 1, 2021 - Mar 31, 2021		5,423	33.52%
Jan 1, 2020 - Mar 31, 2020		8,675	43.58%
% Change		-37.49%	-23.06%
3. en-gb			
Jan 1, 2021 - Mar 31, 2021		1,445	8.93%
Jan 1, 2020 - Mar 31, 2020		1,585	7.96%
% Change		-8.83%	12.20%
4. en			
Jan 1, 2021 - Mar 31, 2021		559	3.46%

Jan 1, 2020 - Mar 31, 2020		93		0.47%
% Change		501.08%	639.75%	
5. zh-cn				
Jan 1, 2021 - Mar 31, 2021		60		0.37%
Jan 1, 2020 - Mar 31, 2020		93		0.47%
% Change		-35.48%	-20.60%	
6. en-au				
Jan 1, 2021 - Mar 31, 2021		47		0.29%
Jan 1, 2020 - Mar 31, 2020		4		0.02%
% Change		1,075.00%	1,346.09%	
7. ko-kr				
Jan 1, 2021 - Mar 31, 2021		22		0.14%
Jan 1, 2020 - Mar 31, 2020		4		0.02%
% Change		450.00%	576.89%	
8. fr-fr				
Jan 1, 2021 - Mar 31, 2021		16		0.10%
Jan 1, 2020 - Mar 31, 2020		10		0.05%
% Change		60.00%	96.91%	
9. de				
Jan 1, 2021 - Mar 31, 2021		12		0.07%
Jan 1, 2020 - Mar 31, 2020		10		0.05%
% Change		20.00%	47.69%	
10. es-es				
Jan 1, 2021 - Mar 31, 2021		12		0.07%
Jan 1, 2020 - Mar 31, 2020		12		0.06%
% Change		0.00%	23.07%	

January

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Uses
Keswick	2,831	544	-	48	118		0	3,541
Pefferlaw	518	139	-	-	122		0	779
Sutton	2,228	373	-	-	59		0	2,660
CYS			14	1,182	0			1,182
eBranch	6,053	9,166	73	1,017		29,322		45,558
Total	11,630	10,222	87	2,247	299	29,322	0	53,720

February

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Uses
Keswick	3,276	589	-	52	116		0	4,033
Pefferlaw	825	152	-	-	132		0	1,109
Sutton	2,001	311	-	-	48		0	2,360
CYS			31	969	0			969
eBranch	5,581	8,364	57	505		31,820		46,270
Total	11,683	9,416	88	1,526	296	31,820	0	54,741

March

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Uses
Keswick	3,912	719	-	32	308		0	4,971
Pefferlaw	733	172	-	-	77		0	982
Sutton	2,717	370	-	-	110		0	3,197
CYS			23	1,461	0			1,461
eBranch	6,073	9,715	11	363		30,830		46,981
Total	13,435	10,976	34	1,856	495	30,830	0	57,592

2021 TOTALS

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Uses
Keswick	10,019	1,852	0	132	542		0	12,545
Pefferlaw	2,076	463	0	0	331		0	2,870
Sutton	6,946	1,054	0	0	217		0	8,217
CYS			68	3,612	0			3,612
eBranch	17,707	27,245	141	1,885		91,972		138,809
Total	36,748	30,614	209	5,629	1,090	91,972	0	166,053

Georgina Public Libraries Circulation & Active User Statistics

2021

Date	Keswick	Sutton	Pefferlaw	E-Books	Total	Active Members	Notes
January	2,831	2,228	518	6,053	11,630	13,344	
February	3,276	2,001	825	5,581	11,683	13,159	
March	3,912	2,717	733	6,073	13,435	13,036	
TOTALS	10,019	6,946	2,076	17,707	36,748		
Averages	3,340	2,315	692	5,902	12,249	13,180	

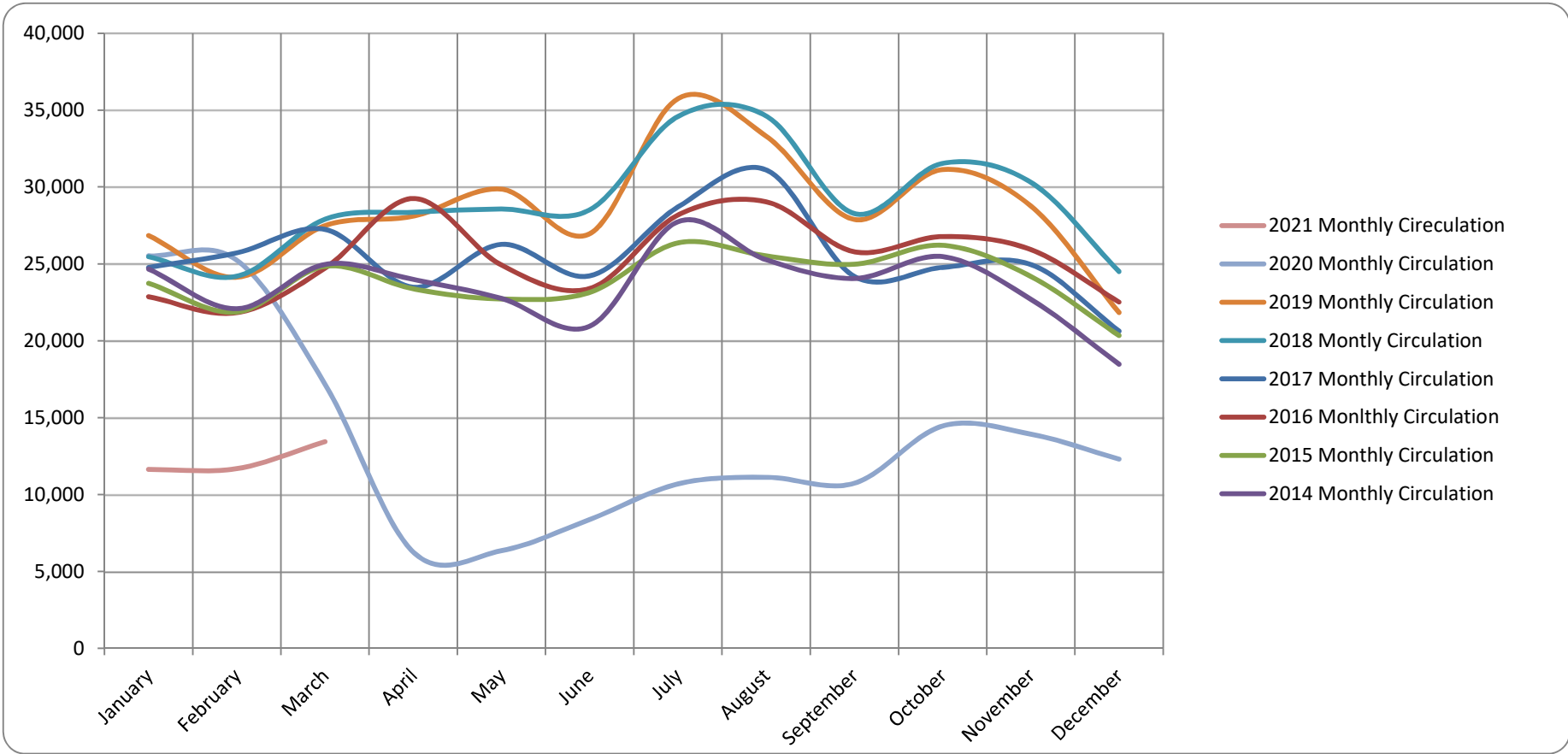
2020

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	
TOTALS	59,002	27,687	7,653	67,819	162,161		
Averages	4,995	2,341	638	5,649	13,623	15,984	

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	

2014 - 21 Annual Total Circulation By Month Comparison



2021 Work Plan – March Update

Board Governance Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Development Succession Planning	Board Chair	Q1-2021	Q2-2021		Deferred from 2019
Emergency Preparedness	Val Stevens/ Board Chair	Q4-2020	Q2-2021		Draft operational continuity plan prepared by Board sub-committee, adopted December 2020
Library Advocacy	Board	Q1	n/a	On going	In support of the MURC Discovery Branch. Presentation to MURC Steer Comm planned for April 21; to Town Council May 5. Final decision to be made May 5 in order to award contract.
2019 Annual Report	Val Stevens	Q3-2020	Q1-2021	Complete	Delivered March 2021
2020 Annual Report	Val Stevens	Q2	Q3		
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	Q4-2020	Q4-2021	In Progress	Memorandum of Understanding between Library Board and Town. Should have initial draft for review by end of Q2-2021.
Board Evaluation	Board Chair				

Capital Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
MURC Branch	Val Stevens	Q1	2021	In Progress	Tender closes mid-April; contract to be awarded at May 5 Town Council meeting

Mobile Hotspots	Nikki Sutherland	Q1	Q1	Complete	Delivered February 2021
Security Camera Installation	Town Facilities/ Ryan Moniz	TBD	Q4		Facilities dept. is very busy right now; planning has not yet begun
Teen area-Keswick branch	Kristen Lemay	Q2-2021	Q4-2021	Deferred from 2020	Delayed due to pandemic
Pefferlaw children's area furniture	Kristen Lemay	Q4-2020	Q2-2021	Deferred from 2020	Delayed due to pandemic
iPad for Programming	Nikki Sutherland	Q4-2020	Q1-2021	Complete	
Update self-check units	Nikki Sutherland	Q1-2020	Q1-2021	Complete	Installation of Monitors and Scanners completed March 2021.
Cell phones for managers	Val Stevens	Q1-2020	Q2-2021	Complete	Final phone arrived March 2021

Staffing Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Summer Reading Club Assistant-grants	Kristen Lemay	Q1	Q3	In progress	Applications for three grants submitted in January 2021 (prepared by S Hamlyn)
Adult Programming support	Kristen Lemay	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
Circulating Mobile Hotspots	Nikki Sutherland	Q1	Q1	In progress	Expected to launch April 20, 2021

Georgina Public Library

Financial Statement - March 2021

Date: April 6, 2021

	2021 Actuals	2021 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	632,510.00	2,530,040	1,897,530	25%	25%	Pro-rated
Provincial Grants	15,650	62,600	46,950	25%	25%	Pro-rated
Misc Grants	-	9,240	9,240	0%	25%	
School Board Revenue	14,625	58,500	43,875	25%	25%	Pro-rated
Donations	150	1,800	1,650	8%	25%	
Fines	150	27,100	26,950	1%	25%	
Misc Fees	4	3,100	3,096	0%	25%	PRESTO Commissions, Exam Proctoring, etc
Photocopying Fees	-	8,500	8,500	0%	25%	
Program Registrations	-	4,200	4,200	0%	25%	
Book Sale	7	2,400	2,393	0%	25%	
Room Rentals	-	4,100	4,100	0%	25%	
Provision from Reserve	-	-	-	100%	25%	
Total Revenues	663,096	2,711,580	2,048,484	24%	25%	
Expenses						
Salaries & Benefits	336,507	1,895,850	1,559,343	18%	25%	
Library Board	1,000	4,800	3,800	21%	25%	
Library Operations	43,975	359,380	315,405	12%	25%	Utilities, cleaning, courier, supplies, etc.
Training	336	18,800	18,464	2%	25%	
Collections	46,191	228,520	182,329	20%	25%	
Telecommunications	3,750	30,040	26,290	12%	25%	
Covid-19 Expenses	1,077	-	(1,077)	N/A	N/A	No allotted budget
Misc	630	3,300	2,670	19%	25%	
Contribution to Reserve	42,723	170,890	128,168	25%	25%	Pro-rated
Total Expenses	476,187	2,711,580	2,235,393	18%	25%	
Net	186,908	-	(186,908)			

Georgina Public Library

Financial Statement - December 31 2020

Date: April 6, 2021

	2020 Actuals	2020 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
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	4,130	9,240	5,110	45%	100%	
School Board Revenue	58,500	58,500	-	100%	100%	Pro-rated
Donations	2,586	1,800	(786)	144%	100%	
Fines	5,444	27,100	21,656	20%	100%	
Misc Fees	411	3,100	2,689	13%	100%	PRESTO Commissions, Exam Proctoring, etc
Photocopying Fees	2,437	8,500	6,063	29%	100%	
Program Registrations	956	4,200	3,244	23%	100%	
Book Sale	343	2,400	2,057	14%	100%	
Room Rentals	846	4,100	3,254	21%	100%	
Provision from Reserve	-	-	-	100%	100%	2020 Budget of zero
Total Revenues	2,620,475	2,663,760	43,285	98%	100%	
Expenses						
Salaries & Benefits	1,466,646	1,881,360	414,714	78%	100%	
Library Board	3,480	4,800	1,320	73%	100%	
Library Operations	254,695	336,250	81,555	76%	100%	Utilities, cleaning, courier, supplies, etc.
Training	6,589	18,800	12,211	35%	100%	
Collections	181,795	228,520	46,725	80%	100%	
Telecommunications	17,434	20,040	2,606	87%	100%	
Covid-19 Expenses	16,492	-	(16,492)	N/A	N/A	No allotted budget
Misc	3,173	3,100	(73)	102%	100%	
Contribution to Reserve	170,890	170,890	-	100%	100%	Pro-rated
Total Expenses	2,121,194	2,663,760	542,566	80%	100%	
Net	499,281	-	(499,281)			

Georgina Public Library Board Policy Manual

Policy Title: Privacy of Membership Information

Intent

Georgina Public Library is committed to protecting the privacy of our members and all patrons who visit the Library or our website. We are governed by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Canada's Anti-Spam Legislation (CASL), and the Ontario Public Libraries Act R.S.O. 1990. Information is collected under the authority of the Ontario Public Libraries Act R.S.O. 1990 for the administration of library operations.

Regulations

1. Personal information such as name, phone number, email address, or mailing address is not automatically collected. All personal information is obtained directly and voluntarily from members/users of our system through registering as a Library member or accessing our services via email or our website. Reasonable care is used in the disposal of paperwork which records patron identification.
2. Personal information collected for Library membership is used to record who has borrowed Library materials, to contact members regarding overdue, lost, or damaged items and related fines, , and to inform members about materials they have requested. Patrons may choose to include their email addresses on Library program information email lists. Email communication is governed by CASL – refer to CASL Policy.
3. Patron contact information, along with numbers and costs of long overdue or lost materials may be shared with a third party collection agency for the sole purpose of retrieval of Library property.
4. Age and school information may be collected by the Library or authorized agent for statistical and planning purposes only.
5. Personal information is not sold or shared with any other organization.
6. Access to the Library website may lead the user to third party sites over which the Library has no control. The Library assumes no responsibility for third party use of personal information acquired by accessing their site.
7. Patrons have the right to access their personal information, or that of their child/ward under the age of 16, on record with Georgina Public Library, at any time. It is also available through

Georgina Public Library Board Policy Manual

our website at www.georginalibrary.ca, by accessing the public catalogue and logging in with a Library ID number and PIN (personal identification number). Staff can also access this information on behalf of a patron. No other person is entitled to information contained in the Library database, unless through authorized family record linking, or with the verbal or written permission of the patron 16 years of age or older.

8. In order to protect the confidentiality and accuracy of a patron's personal data, the Library card must be presented each time items are borrowed from the Library. Library cards are non-transferable.
9. Law enforcement authorities must provide a warrant to access patron information or electronic activity, and will be referred to the Town of Georgina and Library Board authorities to determine action to be taken. All efforts will be made to cooperate with law enforcement processes within the boundaries of privacy legislation.
10. The Library uses software that receives and records the Internet Protocol address of the computer that has contacted our website, and/or accessed our online databases. No attempt is made to link this information with personal identities of individuals. Visitor information (virtual and in-person) and material use is recorded for statistical purposes only and/or to comply with reporting requirements under the guidelines of the Provincial Ministry responsible for Public Libraries, currently the Ontario Ministry of Heritage, Sport, Tourism and Culture Industries.
11. The Library uses software to record internet sites visited for statistical purposes and IT support software for remote access for diagnostic and troubleshooting purposes. No attempt is made to link any information accessed to personal identities of individuals.
12. Retention schedule: Two years for paper files of resolved issues, and minimum of two years for inactive database records
13. Members of the public will be notified of the Privacy of Membership Information Policy by public postings at the circulation desks, and a notice on the Library website www.georginalibrary.ca .

Questions or concerns about the privacy of information should be directed to the Director of Library Services/CEO of Georgina Public Library by telephone at 905 476-5762 or in person at 90 Wexford Drive, Keswick ON L4P 3P7.

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- ***Attachments:***

Georgina Public Library Privacy Statement

POLICY HISTORY:	
Initial Draft	November 22, 2006
Draft Presentation Review	June 28, 2007
Board Presentation:	August 2007
Board Adoption:	August 2007
Board Review	April 15, 2010 Dec 17, 2015 April 15, 2021



Georgina Public Library

Privacy Statement

Georgina Public Library is committed to protecting the privacy of our members and all patrons who visit our Library or website.

We are governed by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Canada's Anti-Spam Legislation (CASL), and the Ontario Public Libraries Act (the Act). Information is collected under the authority of the Act for the administration of Library operations.

- We do not automatically gather any personal information from members. Personal information is only obtained if members supply it voluntarily, usually through registering as a library member or contacting us via email or our website.
- Personal information collected for library membership is used to record who has borrowed library materials, to contact members regarding overdue, lost, or damaged items and related fines, and to inform members about items they have requested.
- Members have a right to request access to their personal information, which is also available for review in their patron account via our website. Personal Identification Numbers (PINs) and staff login procedures ensure security of member information.

Our full Privacy of Membership Information Policy is available at www.georginalibrary.ca.

Further questions may be directed to the Director of Library Services/CEO at 905 476-5762.

OVERVIEW

On March 2, 2021 the Dr. Seuss foundation (Dr. Seuss Enterprises) announced a publication cessation of 6 titles for promoting prejudiced images and language. The below 6 titles portray people in ways that are "hurtful and wrong":

- And to Think That I Saw It on Mulberry Street
- If I Ran the Zoo
- McElligot's Pool
- On Beyond Zebra!
- Scrambled Eggs Super!
- The Cat's Quizzer.

In "And to Think That I Saw It on Mulberry Street," an Asian person is portrayed wearing a conical hat, holding chopsticks, and eating from a bowl. "If I Ran the Zoo" also includes a drawing of two bare-footed African men wearing what appear to be grass skirts with their hair tied above their heads.¹

GPL has 5 of the 6 titles. Amy has removed them from circulation until the board can meet and discuss.

¹<https://www.ctvnews.ca/entertainment/canadian-libraries-reassess-dr-seuss-books-pulled-from-publication-for-racist-images-1.5332254>

RESEARCH

News articles:

<https://www.thestar.com/entertainment/books/2021/03/03/canadian-libraries-reassess-dr-seuss-books-pulled-from-publication-for-racist-images.html>

<https://nationalpost.com/news/canada/dr-seuss-childrens-books-are-hardly-the-first-titles-to-cause-controversy-for-libraries>

<https://www.cbc.ca/news/entertainment/dr-seuss-books-publication-racist-images-1.5933033>

<https://www.businessinsider.com/dr-seuss-week-pulled-six-books-but-stay-on-library-shelves-2021-3>

What other Ontario libraries are doing:

1. Guelph Public Library – leaving on the shelf, no disclaimer labels
<https://www.guelphtoday.com/local-news/six-dr-seuss-books-under-review-by-guelph-public-library-3559930>
2. Kitchener Public Library pulled all items – under review; Same for Waterloo Regional Library
3. Toronto Public Library doing review. No new announcements (March 29)
4. Vancouver Public Library doing a review, no further news (March 29)

5. Hamilton public Library – not pulling items:
<https://www.cbc.ca/news/canada/hamilton/dr-seuss-books-hamilton-library-1.5938154>
6. PEI not pulling items:
<https://www.cbc.ca/news/canada/prince-edward-island/pei-dr-seus-library-1.5936125>
7. Caledon Public Library conducting a review – has been doing a review of diversity of its children's collection for a few years now:
<https://www.thestar.com/local-caledon/news/2021/03/25/caledon-libraries-reviewing-if-dr-seuss-books-deemed-hurtful-and-wrong-will-remain-on-shelves.html>
8. Newmarket Public Library – not pulling
<https://www.newmarkettoday.ca/local-news/controversial-dr-seuss-books-likely-to-remain-on-shelves-at-newmarket-library-3577163>
9. Barrie Public Library – pulled for now – 2 options, move to adult/special collection or remove
<https://www.barrietoday.com/local-news/discontinued-dr-seuss-books-pulled-from-barrie-library-shelves-but-it-may-not-be-the-last-chapter-3569961>
10. Mississauga Public Library – conducting a review – to be done early April
<https://www.mississauga.com/news-story/10358228-mississauga-libraries-may-remove-dr-seuss-books-deemed-hurtful-and-wrong/>

Statements from other large libraries (American):

1. New York Public Library:

At the New York Public Library, the six Dr. Seuss titles are expected to be available until they're too worn out to be borrowed. When that happens, the library won't be able to replace them with new versions, so they won't be replaced.

"In the meantime, librarians, who care deeply about serving their communities and ensuring accurate and diverse representation in our collections — especially children's books — will certainly strongly consider this information when planning storytimes, displays, and recommendations," said Angela Montefinise, NYPL senior director of communications.

2. Brooklyn Public Library:

"Brooklyn Public Library stands firmly against censorship so while we do not showcase books with outdated or offensive viewpoints, we do not remove them either, using them instead as a springboard for conversations about healing and moving forward," said a spokesperson for the Brooklyn Public Library.

3. Los Angeles Public Library:

At the Los Angeles Public Library, librarians encourage parents and guardians to help their young ones select books, said a library spokesperson.

"Our collection includes the six Dr. Seuss titles that will be discontinued by Dr. Seuss Enterprises. We recognize the challenges this presents, and our goal is to promote critical thinking and evaluation of literature among patrons of all ages," said Peter Persic, director of public relations and marketing.

4. Denver Public Library:

The Denver Public library didn't have plans to pull any Dr. Seuss books from its collection. Like most libraries, DPL makes removal decisions based on whether books are in demand, have up-to-date information, and are in good condition, said Gallegos.

<https://www.businessinsider.com/dr-seuss-week-pulled-six-books-but-stay-on-library-shelves-2021-3>

OPTIONS

1. Remove all titles
 - a. Could be seen as participating in "cancel culture"
 - b. Equity, Diversity, Inclusion – by removing are we fully recognizing?
 - c. Censorship? Freedom of information
 - d. Historical value
2. Move to another section of the library – Reference/Adult section
 - a. Still accessible to those interested
 - b. Potential for criticism for censorship and not abiding by materials policy (restricting access)
3. Leave on the shelf – wait for removal due to condition, disuse, or need replacing
 - a. With a disclaimer note
 - i. Copy of the foundations' statement
 - ii. Statement from GPL – supporting intellectual freedom and materials policy
 - b. Without a disclaimer note
 - c. When to put notes on? Contents of note?
 - d. Is the library taking on the role of parents/guardians?
 - e. Potential for disclaimer requests on other items

RECOMMENDATION

Leave on the shelf in the children's collection – with Dr. Seuss foundation's announcement only