

Georgina Public Library
Library Board Meeting
Agenda

July 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 – June 17, 2021 Board meeting minutes
9. Delegations/Speakers
 - a. None
10. Presentations
 - a. Year End Library Financial Statements (T. Edmunds)

Recommendation

1. That the Georgina Public Library Board accept the Year End Financial Statements as presented

11. Consent Agenda
 - a. Branch & CYS Report
 - b. Quarterly Statistics
 - c. Work Plan Update
 - d. Financial Statement – June 2021
12. Verbal Communications
 - a. CEO Update (V. Stevens)
 - b. Board Chair Update (M.C. Macaluso)
 - c. Friends of the Library Update (B. Sabatini)
13. Old Business
 - a. None
14. New Business
 - a. Policy Review: Membership
 - b. Strategic Planning Committee update
 - c. Private Tutors in the Library
15. Other Business For Which No Notice Has Been Given
16. Closed Session - None
17. Next Meeting Date /Time

August 19, 2021 @ 7:00pm - Zoom
18. Adjournment

Georgina Public Library Board
Regular Board Meeting Minutes
June 17, 2021 @ 7:00 p.m.
Video Conference

1. Call to Order

The meeting was called to order by the Board Chair at 7:01 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
Rita Beechey
Naomi Davison (arrived at 7:06pm)
Shari Hawkins
Nancy Rodrigues
Leslie Johnstone

The following Board members were absent with notice:

Councillor Dave Neeson
Adrienne McDowell

The following staff members were in attendance:

Valerie Stevens, *Director of Library Services/CEO*
Serena Hamlyn, *Executive Assistant (Recording Secretary)*
Kristen Lemay, *Manager, Library Community Engagement*
Nikki Sutherland, *Manager, Library eServices*
Anna DeLong, *eServices Technician*
Lori Puckett, *CUPE 905.13 Representative*

4. Introduction of Addendum Items

- CEO Performance Evaluation added to Other Business

5. Approval of the Agenda

Moved by Rita Beechey, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2021-046

That the Georgina Public Library Board meeting Agenda of June 17, 2021 be approved as presented.

Carried.

6. Announcements – *None*

7. Declarations of Pecuniary Interest - *None*

8. Adoption of the Past Minutes– May 20, 2021 Board meeting minutes

Moved by Leslie Johnstone, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2021-047

That the Minutes of the May 20, 2021 Board meeting be adopted as amended.

Carried.

9. Delegations/Speakers - *None*

10. Presentations - *None*

11. Consent Agenda

- a. Branch Report
- b. Work Plan Update
- c. Financial Statement – May 2021

Moved by Nancy Rodrigues, Seconded by Shari Hawkins

RESOLUTION NO. GLB-2021-048

That Item 11 - Consent Agenda be received as presented.

Carried.

12. Verbal Communications

a. CEO Update (V. Stevens)

(N. Davison joined the meeting)

COMMUNITY CONNECTIONS

- Nothing to report

SPACES

- Presentation regarding the MURC is on the June 23, 2021 Council Agenda
- Moving forward with the Link as the summer curbside pickup location in Sutton while the Sutton Multi-Use facility is undergoing roof replacement. Likely no curbside pickup in Sutton for the first week of July as we get the site set up. Information will be communicated with the public as plans are firmed up.

PEOPLE & LEADERSHIP

- Three new Casual Clerks have been hired and will begin training shortly
- The job posting for Manager, Library eServices closes on Monday, June 21

COLLECTIONS & PROGRAMS

- Summer Reading Club launched on June 14. Programming for SRC is virtual again this year, with a paper-based version available on a limited basis

TECHNOLOGY

- Nothing to report

MISCELLANEOUS

- Currently planning for reopening to the public, with limited capacity, in July. Sutton will remain as curbside only in the temporary location. More details will be shared with the Board as plans develop.
- Newest provincial regulations no longer require quarantine of library materials; PSHSA has not yet updated their guidelines. We will watch and assess before further reducing/eliminating quarantine periods.

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 has been working with the CEO and N. Rodrigues on the Library portion of the presentation to Town Council regarding the ted Branch at the MURC
- The Board Chair has been attending the Financial Committee meetings

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

- The Friends' held a meeting On May 31st, where they were informed that one of their longtime Friends members will be taking a leave of absence for an undisclosed period of time
- The Friends are in the process of working out details of their new initiative
- At this time, the Friends are focusing on their Visiting Library Service Program

Moved by Nancy Rodrigues, Seconded by Rita Beechey

RESOLUTION NO. GLB-2021-049

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

Carried.

13. Old Business

a. Board Self-Evaluation survey (B. Sabatini)

The Board Vice-Chair shared the results of the Board Self-Evaluation

Moved by Leslie Johnstone, Seconded by Shari Hawkins

RESOLUTION NO. GLB-2021-050

That the Georgina Public Library Board accept the Board Self-Evaluation results as presented

Carried.

- b. Policy Review: Adopt Town's Health & Safety Policy

Moved by Rita Beechey, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2021-051

That Georgina Public Library adopt the Town of Georgina's Health & Safety Policy as amended

Carried.

14. New Business

- a. 2022 Budget discussion

The CEO went over the planned 2022 Budget requests, which include:

- Three hours staffing for programming;
- Communico software;
- Replacement of desensitizer/resensitizers for Library Service Desks; and
- The new Strategic Plan

Moved by Bobbi Sabatini, Seconded by Rita Beechey

RESOLUTION NO. GLB-2021-052

Motion to authorize the Finance Committee to make the final decisions for the 2022 budget requests

Carried.

15. Other Business For Which No Notice Has Been Given

CEO Performance Evaluation discussion

Moved By Shari Hawkins, Seconded by Rita Beechey

RESOLUTION NO. GLB-2021-053

That the CEO Performance Evaluation Committee consist of:

Mary Catherine
Bobbi Sabatini
Nancy Rodrigues
Leslie Johnstone

Carried.

16. Closed Session - *None*

17. Next Meeting Date /Time

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

18. Adjournment

Moved by Nancy Rodrigues, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2020-054

That the Georgina Public Library Board meeting of June 17, 2021
adjourn at 8:29pm

Carried.

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT NO. CS-2021-0011

**FOR THE CONSIDERATION OF
COUNCIL**

June 23, 2021

**SUBJECT: FINANCIAL STATEMENTS 2020 – TOWN OF GEORGINA PUBLIC
LIBRARY BOARD**

1. RECOMMENDATION:

1. That Council receive Report No. CS-2021-0011 prepared by the Finance Division of the Corporate Services Department dated June 23, 2021 respecting Financial Statements 2020 – Town of Georgina Public Library Board.

2. PURPOSE:

The 2020 Audited Financial Statements of the Town of Georgina Public Library Board are attached to this report for Council's review.

3. BACKGROUND:

The Georgina Public Library Board is a local board of the Corporation of the Town of Georgina and is deemed to be a public library established under the *Public Libraries Act*.

The *Municipal Act, 2001* requires the municipality, for each fiscal year, to prepare annual financial statements in accordance with generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada. PSAB determines the standards for financial and other performance information reported by the public sector.

Management is responsible for the preparation and fair presentation of the financial statements. Management is also responsible for internal controls as necessary to enable the preparation of financial statements that are free from material misstatement.

4. ANALYSIS:

Financial Statements of the Georgina Public Library Board for the 2020 fiscal year (attached) have been prepared by Town staff and consolidated into the Consolidated Financial Statements of the Corporation of the Town of Georgina. At

the time of writing this report, the CEO of the Library advises that the financial statements will be presented to the Library Board on July 15, 2021.

The Accumulated Surplus of the Georgina Public Library Board has increased from \$1,002,941 (2019) to \$1,484,681 (2020), primarily due to salary gapping.

BDO Canada LLP, appointed by Council as independent auditors on July 19, 2017, have audited the Financial Statements of the Public Library Board for the 2020 Fiscal Year and have expressed their opinion within the *Independent Auditor's Report* that prefaces the Financial Statements.

5. RELATIONSHIP TO STRATEGIC PLAN:

The preparation and independent audit of financial statements support Goal 4 of the Town's Strategic Plan to "Deliver Exceptional Municipal Service" – Proactively manage our finances and assets.

6. FINANCIAL AND BUDGETARY IMPACT:

There are no financial and budgetary impacts associated with the recommendations contained in this report.

7. PUBLIC CONSULTATION AND NOTICE:

The Financial Statements will be posted to the Town's web site at www.georgina.ca and may be downloaded in PDF format.

Hard copies of the Financial Statements are available to the public upon request to the Corporate Services Department.

8. CONCLUSION:

This report presents the 2020 Financial Statements for the Georgina Public Library for Council's review.

Prepared By: Tamara Edmunds, CPA
Capital Asset Accountant

Reviewed By: Shaun Hewitt, CPA, CMA
Manager of Finance / Deputy Treasurer

Recommended By: Rob Wheeler, CPA, CA
Director of Corporate Services / Treasurer

Approved By: David Reddon
Chief Administrative Officer

Attachment #1 – Financial Statements – Georgina Public Library for the 2020 Fiscal Year



Tel: 905-898-1221
Fax: 905-898-0028
Toll-free: 866-275-8836
www.bdo.ca

BDO Canada LLP
The Gates of York Plaza
17310 Yonge Street, Unit 11
Newmarket ON L3Y 7R9

June 23, 2021

The Corporation of the Town of Georgina Public Library Board
26557 Civic Centre Road
R.R. #2
Keswick, Ontario
L4P 3G1

Re: Report to the Chair and Members for the year ending December 31, 2020

Dear Chair and Members :

Our report is designed to highlight and explain key issues which we believe to be relevant to the audit, including audit risks, the nature, extent, timing, and results of our audit work and the terms of our engagement. This report forms a significant part of our overall communication strategy with the Chair and Members and is designed to promote effective two-way communication throughout the audit process so that we may both share timely information. We are communicating only those matters of governance interest that come to our attention as a result of the performance of the audit. We are not required to design audit procedures for the specific purpose of identifying matters of governance interest.

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

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

Terms of Reference

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

Engagement Objectives

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

Audit Strategy

Our overall audit strategy involved extensive partner and manager involvement in all aspects of



the planning and execution of the audit and was based on our overall understanding of The Corporation of the Town of Georgina Public Library Board.

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

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

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

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

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

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

Risks and Planned Audit Responses

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

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

Financial Statement Areas	Audit Procedures Performed
Revenue	<ul style="list-style-type: none">Reviewed revenue recognition policy for consistency with the professional standards. No issues noted.

Materiality

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

Judgments about materiality are made in light of surrounding circumstances and include an

assessment of both quantitative and qualitative factors and can be affected by the size or nature of a misstatement, or a combination of both.

Independence

Our annual communication confirming our independence is included as an Appendix. We are not aware of any relationships between the entity and us that, in our professional judgment, may reasonably be thought to bear on our independence to date.

Auditor's Considerations of Possible Fraud and Illegal Activities

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

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

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

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

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

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

- ▶ Inquired of management, the Chair and Members, and others related to any knowledge of fraud, suspected fraud or alleged fraud;
- ▶ Performed disaggregated analytical procedures and consider unusual or unexpected relationships identified in the planning of our audit;
- ▶ Incorporated an element of unpredictability in the selection of the nature, timing and extent of our audit procedures; and



- ▶ Performed additional required procedures to address the risk of management's override of controls including:
 - Testing internal controls designed to prevent and detect fraud;
 - Testing the appropriateness of a sample of adjusting journal entries and other adjustments for evidence of the possibility of material misstatement due to fraud;
 - Reviewing accounting estimates for biases that could result in material misstatements due to fraud, including a retrospective review of significant prior years' estimates; and
 - Evaluated the business rationale for significant unusual transactions.

Uncertainty Due to COVID-19

The global pandemic has disrupted economic activities and supply chains. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration of business disruption and the related financial impact cannot be reasonably estimated at this time.

Management Representations

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

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

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

Yours truly,

Adam Delle Cese, CPA, CA

BDO Canada LLP
Chartered Professional Accountants, Licensed Public Accountants

cc: Board of Directors

APPENDIX: INDEPENDENCE

June 23, 2021

Dear Chair and Members:

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

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

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

We have prepared the following comments to facilitate our discussion with you regarding independence matters.

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

We hereby confirm that we are independent with respect to the entity within the meaning of the Code of Professional Conduct of the Chartered Professional Accountants of Ontario as of June 23, 2021.

This communication is intended solely for the use of the Chair and Members, management and others with the entity and should not be used for any other purposes.

Yours truly,

Chartered Professional Accountants, Licensed Public Accountants

The Corporation of the Town of Georgina Public Library Board
26557 Civic Centre Rd
R.R. #2
Keswick, Ontario
L4P 3G1

June 23, 2021

BDO Canada LLP
Chartered Professional Accountants
17310 Yonge Street, Unit 11
Newmarket, Ontario
L3Y 7R9

This representation letter is provided in connection with your audit of the financial statements of The Corporation of the Town of Georgina Public Library Board for the year ended December 31, 2020, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian public sector accounting standards.

We confirm that to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Financial Statements

We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated November 25, 2020, for the preparation of the financial statements in accordance with Canadian public sector accounting standards; in particular, the financial statements are fairly presented in accordance therewith.

- The methods, significant assumptions, and data used in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement and/or disclosure that are reasonable in accordance with Canadian public sector accounting standards.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian public sector accounting standards.
- All events subsequent to the date of the financial statements and for which Canadian public sector accounting standards require adjustment or disclosure have been adjusted or disclosed.
- The financial statements of the entity use appropriate accounting policies that have been properly disclosed and consistently applied.
- We have reviewed and approved all journal entries recommended by the practitioners during the audit. A list of the journal entries is attached to the representation letter.

Information Provided

- We have provided you with:
 - access to all information of which we are aware that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
 - additional information that you have requested from us for the purpose of the audit; and
 - unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

- We are responsible for the design, implementation and maintenance of internal controls to prevent, detect and correct fraud and error, and have communicated to you all deficiencies in internal control of which we are aware.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

Fraud and Error

- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements.
- We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators, or others.

General Representations

- The nature of all material uncertainties have been appropriately measured and disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.
- There were no direct contingencies or provisions (including those associated with guarantees or indemnification provisions), unusual contractual obligations nor any substantial commitments, whether oral or written, other than in the ordinary course of business, which would materially affect the financial statements or financial position of the entity, except as disclosed in the financial statements.

Other Representations Where the Situation Exists

- We have informed you of all known actual or possible litigation and claims, whether or not they have been discussed with legal counsel. Since there are no actual, outstanding or possible litigation and claims, no disclosure is required in the financial statements.
- To the extent that our normal procedures and controls related to our financial statement close process or other reporting processes at any of our locations were adversely impacted by the COVID-19 outbreak, we took appropriate actions and safeguards to reasonably ensure the fair presentation of the financial statements in accordance with Canadian public sector accounting standards.

Yours truly,

T. Wheat
Signature

Treasurer
Position

[Signature]
Signature

Manager Customer Experience
Position
Acting CEO

CS-2021-0011 - Attachment 1

**The Corporation of the Town of Georgina
Public Library Board
Financial Statements
Year ended December 31, 2020**

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Independent Auditor's Report

To the Chair and Members of the Town of Georgina Public Library Board, and Members of Council of the Town of Georgina

Opinion

We have audited the financial statements of The Corporation of the Town of Georgina Public Library Board (the "Library Board"), which comprise the statement of financial position as at December 31, 2020, and the statements of operations and accumulated surplus, cash flows and changes in net financial assets for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library Board as at December 31, 2020, and results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Library Board in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Library Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library Board's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they

could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Library Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

June 23, 2021
Newmarket, Ontario

CS-2021-0011 - Attachment 1

Georgina Public Library Board
Statement of Financial Position
December 31

	<u>2020</u>	<u>2019</u>
	\$	\$
Financial assets		
Cash	575	575
Due from Town of Georgina (Note 3)	1,196,578	647,072
Accounts receivable	6,377	7,708
	<u>1,203,530</u>	<u>655,355</u>
Liabilities		
Accounts payable	176,268	172,314
Accrued liabilities	75,759	65,457
	<u>252,027</u>	<u>237,771</u>
Net financial assets	<u>951,503</u>	<u>417,584</u>
Non-financial assets		
Tangible capital assets (Note 5)	<u>533,178</u>	<u>585,357</u>
Accumulated surplus (Note 6)	<u>1,484,681</u>	<u>1,002,941</u>

See accompanying notes to the financial statements

Georgina Public Library Board
Statement of Operations and Accumulated Surplus

Year ended December 31

	2020		2019
	Budget	Actual	Actual
	\$	\$	\$
Revenues			
Town of Georgina - operating grant	2,482,220	2,482,220	2,409,807
Province of Ontario - grant	62,600	62,584	62,584
York School Boards - purchase of service	58,500	58,500	58,500
Fines	27,100	5,444	24,956
Sales / Costs recovered	74,000	53,741	75,984
Donations & fundraising	1,800	2,591	11,717
Room rental	4,100	846	6,924
Programs	4,200	956	5,233
Miscellaneous grant	9,240	4,130	8,658
Development charges earned	-	-	5,000
	<u>2,723,760</u>	<u>2,671,012</u>	<u>2,669,363</u>
Expenses			
Salaries & benefits	1,886,160	1,470,126	1,671,300
Amortization	-	171,873	181,255
Contracted services	149,380	135,011	156,479
Utilities	118,360	82,841	83,668
Materials & supplies	202,100	167,081	167,399
Insurance	19,900	19,900	19,900
Freight / Postage	6,900	8,555	9,203
Travel / Education	23,800	7,222	14,673
Consulting	-	3,073	22,409
Audit	2,700	2,697	2,544
Equipment repairs	3,500	-	186
Volunteer appreciation	500	446	444
Memberships	2,550	1,888	2,258
Bank charges	1,800	2,559	2,074
Total expenses	<u>2,417,650</u>	<u>2,073,272</u>	<u>2,333,793</u>
Transfer to Town of Georgina Reserve	<u>-</u>	<u>(116,000)</u>	<u>(171,500)</u>
Annual surplus	<u>306,110</u>	<u>481,740</u>	<u>164,070</u>
Accumulated surplus, beginning of year		<u>1,002,941</u>	<u>838,871</u>
Accumulated surplus, end of year		<u>1,484,681</u>	<u>1,002,941</u>

See accompanying notes to the financial statements

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

	2020		2019
	Budget	Actual	Actual
	\$	\$	\$
Annual surplus	306,110	481,740	164,070
Acquisition of tangible capital assets	(135,220)	(119,694)	(152,607)
Amortization of tangible capital assets	-	171,873	181,255
	170,890	533,919	192,718
Change in net financial assets	170,890	533,919	192,718
Net financial assets, beginning of year	417,584	417,584	224,866
Net financial assets, end of year	588,474	951,503	417,584

See accompanying notes to the financial statements

Georgina Public Library Board
Statement of Cash Flows
Year ended December 31

	<u>2020</u>	<u>2019</u>
	\$	\$
Cash provided by (used in)		
Operating activities		
Annual surplus	481,740	164,070
Amortization	171,873	181,255
Changes in non-cash operating working capital		
Accounts receivable	1,331	(3,677)
Due from Town of Georgina	(549,506)	(215,317)
Accrued liabilities	10,302	(2,559)
Accounts payable	3,954	28,935
Cash provided by operating activities	<u>119,694</u>	<u>152,707</u>
Capital activities		
Acquisition of tangible capital assets	<u>119,694</u>	<u>152,607</u>
Net change in cash	-	100
Cash, beginning of year	<u>575</u>	<u>475</u>
Cash, end of year	<u>575</u>	<u>575</u>

See accompanying notes to the financial statements

Georgina Public Library Board
DRAFT Notes to the Financial Statements
December 31, 2020

1. Nature of operations

The Georgina Public Library Board (the "Library Board") is a local board of The Town of Georgina (the "Town") deemed to be a public library established under the Public Libraries Act. The Library Board is not subject to income taxes under Section 149(1) of the Income Tax Act (Canada).

2. Summary of significant accounting policies

The financial statements of the Library Board are the representation of management prepared in accordance with local government accounting standards as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada.

Significant aspects of the accounting policies adopted by the Library Board are as follows:

Accrual accounting

Sources of financing and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations.

Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Tangible capital assets received as contributions are recorded at their fair value at the date of receipt. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

Collections	7 years
Computer hardware & software	4 - 7 years
Furniture & equipment	5 - 20 years

One half of the annual amortization is charged in the year of acquisition.

Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

2. Summary of significant accounting policies (continued)

Revenue recognition

User fees and other revenues including sales, room rentals and programs are recognized when the services are performed or goods are delivered and there is reasonable assurance of collection.

Government transfers

Government transfers are recognized when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. These estimates and assumptions are based on management's historical experience, best knowledge of current events and actions that the Library Board may undertake in the future. The principal estimates used in the preparation of these financial statements include the useful life and valuation of tangible capital assets. Actual results could differ from those estimates.

Pension Plan

The Library Board is an employer member of the Ontario Municipal Employees Retirement System (OMERS) which is a multi-employer, defined benefit pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of assets and administration of the benefits. The Library Board has adopted defined contribution plan accounting principles for this Plan because insufficient information is available to apply defined benefit plan accounting principles. The Library Board records as pension expense the current service cost, amortization of past service costs and interest costs related to the future employer contributions to the Plan for past employee service.

3. Receivable from Town of Georgina

The amount receivable from the Town of Georgina is non-interest bearing and has no set terms of repayment. These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

4. Pension agreement

OMERS provides pension services to more than 500,000 active and retired members and approximately 1,000 employers. Each year an independent actuary determines the funding status of OMERS Primary Pension Plan (the Plan) by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2020. The results of this valuation disclosed total actuarial liabilities of \$113,055 million in respect of benefits accrued for service with actuarial assets at that date of \$109,844 million indicating an actuarial deficit of \$3,211 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Library Board does not recognize any share of the OMERS pension surplus or deficit.

Contribution rates range from 9% to 14.6% (2019 – 9% to 14.6%) depending on the level of earnings. During the year \$95,676 (2019 - \$95,205) was contributed to OMERS by the Library Board for current services.

Georgina Public Library Board
DRAFT Notes to the Financial Statements
December 31, 2020

5. Tangible capital assets

	2020			
	<u>Library Collection</u>	<u>Furniture</u>	<u>Computer Hardware/ Software</u>	<u>Total</u>
Cost				
Balance, beginning of year	\$ 995,535	\$ 232,132	\$ 133,609	\$1,361,276
Add: Additions during the year	102,107	-	17,587	119,694
Less: Disposals during the year	(178,360)	-	(3,373)	(181,733)
Balance, end of year	<u>919,282</u>	<u>232,132</u>	<u>147,823</u>	<u>1,299,237</u>
Accumulated amortization				
Balance, beginning of year	537,384	167,752	70,783	775,919
Add: Amortization during the year	136,773	13,085	22,015	171,873
Less: Amortization on disposals	(178,360)	-	(3,373)	(181,733)
Balance, end of year	<u>495,797</u>	<u>180,837</u>	<u>89,425</u>	<u>766,059</u>
Net book value	<u>\$ 423,485</u>	<u>\$ 51,295</u>	<u>\$ 58,398</u>	<u>\$ 533,178</u>

	2019			
	<u>Library Collection</u>	<u>Furniture</u>	<u>Computer Hardware/ Software</u>	<u>Total</u>
Cost				
Balance, beginning of year	\$ 1,044,327	\$ 219,111	\$ 130,763	\$1,394,201
Add: Additions during the year	125,695	13,021	13,891	152,607
Less: Disposals during the year	(174,487)	-	(11,045)	(185,532)
Balance, end of year	<u>995,535</u>	<u>232,132</u>	<u>133,609</u>	<u>1,361,276</u>
Accumulated amortization				
Balance, beginning of year	566,167	153,144	60,885	780,196
Add: Amortization during the year	145,704	14,608	20,943	181,255
Less: Amortization on disposals	(174,487)	-	(11,045)	(185,532)
Balance, end of year	<u>537,384</u>	<u>167,752</u>	<u>70,783</u>	<u>775,919</u>
Net book value	<u>\$ 458,151</u>	<u>\$ 64,380</u>	<u>\$ 62,826</u>	<u>\$ 585,357</u>

Georgina Public Library Board
DRAFT Notes to the Financial Statements
December 31, 2020

6. Accumulated surplus	<u>2020</u>	<u>2019</u>
Consists of:		
	\$	\$
Reserves set aside by the Library Board		
Capital reserve	926,313	392,394
Salary adjustment reserve	<u>25,190</u>	<u>25,190</u>
	951,503	417,584
Surplus		
Invested in tangible capital assets	<u>533,178</u>	<u>585,357</u>
Accumulated surplus	<u>1,484,681</u>	<u>1,002,941</u>

7. Uncertainty due to COVID-19

The global pandemic has disrupted economic activities and supply chains. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration of business disruption and the related financial impact cannot be reasonably estimated at this time.

JOINT BRANCH REPORT - JUNE 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

- Kristen and Amy met with GEDAC for a follow-up discussion about how the committee can work with the Library.

SPACES

- A total of 215 paper cutouts of children's shoes were placed in the library's windows to commemorate the 215 children whose remains had been found. The number of cutouts was spread amongst the branches as window space allowed.
- Staff from GPL met with staff from The Link to discuss using the space as a temporary curbside location.
- The Georgina-Brock Garden Club volunteers came to the Pepperlaw Branch and weeded the children's garden area. Amy has added a new lavender perennial and mulch.

PEOPLE AND LEADERSHIP

- Kristen completed the supervisor training for Health and Safety.
- Amy attended the fall/winter publisher showcase virtually via Zoom over 3 mornings.
- Amy attended the OLS Overdrive Annual meeting.
- GPL hired three casual library clerks that will temporarily work out of the Keswick branch. Ryan is working on confirming start dates for each.

COLLECTION AND PROGRAMS

- Amy met with LSC (vendor) to discuss the budget and current spending. Shipping delays are persisting with low stock levels. The vendor has thus far ordered 53% of our set plan, with only 35% shipped. Amy will be spending additional funds for the children's and YA collection (within budget) through the fall, with plans to refresh part of the adult fiction collection (stock and budget allowing). Over 1600 items are still on order, and publishers released their fall picks mid-month. Amy will be meeting again with the vendor in August to discuss the remainder of spending for the fall/winter.

- Online use and demand for ebooks and downloadable audiobooks continues to be strong and steady with over 4,700 items viewed/downloaded between Overdrive and Hoopla by Georgina patrons in June.
- Amy created a new feature on Collections Corner regarding Residential Schools. More resources have been purchased and are on order in this subject area.
- The summer reading challenges for all age groups opened mid-June on Beanstack. There are challenges for children, teens, adults, and staff.

Dates	Program Name	Platform/format	Total views/ participants
Various dates	One-on-one technology help (eServices)	Email, chat, phone	22
June 1	Pefferlaw Book Club	Zoom	6
June 1	Sutton Book Club	Zoom	3
June 8	Trivia Tuesdays	Kahoot	5
June 12	Netflix Companion	Pre-recorded video	12
June 26	Armchair Travel - Exploring Our Backyard	Pre-recorded video	7
Previous uploads	All recorded videos, re-watched in June		67
		TOTAL	122

TECHNOLOGY

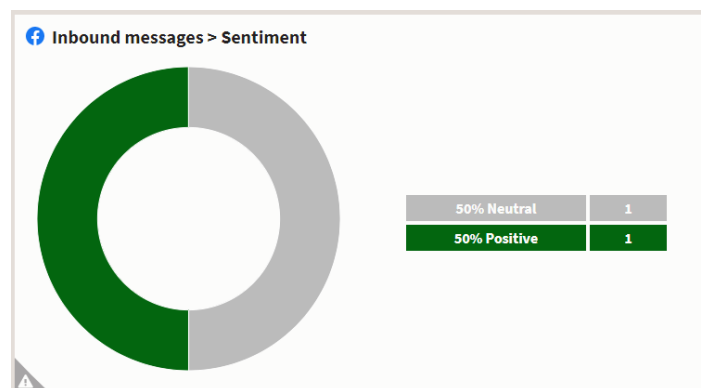
- To give our patrons more timely notice of their available holds, GPL is now sending Holds Pickup emails twice daily, at 10 AM and 1 PM. Previously, we were only sending emails daily and the timing wasn't optimal for some curbside days.
- Earlier this year, staff called every patron with very overdue items, to let them know we were offering limited services and accepting returns. Staff also informed these patrons that even though we are not charging overdue fines, these items needed to come back as they would be billed for the items. Not all patrons were reachable, but staff did make the attempt to connect with them. Shortly after staff had completed these lists, we restarted our overdue notices (sent weekly, on Thursdays).

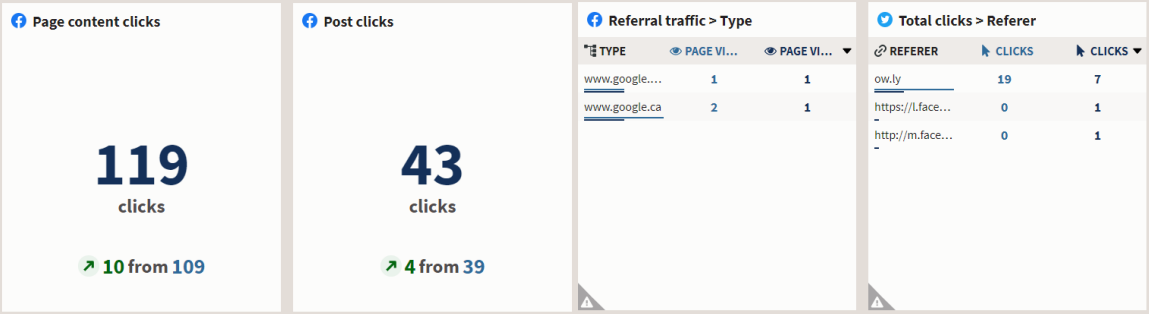
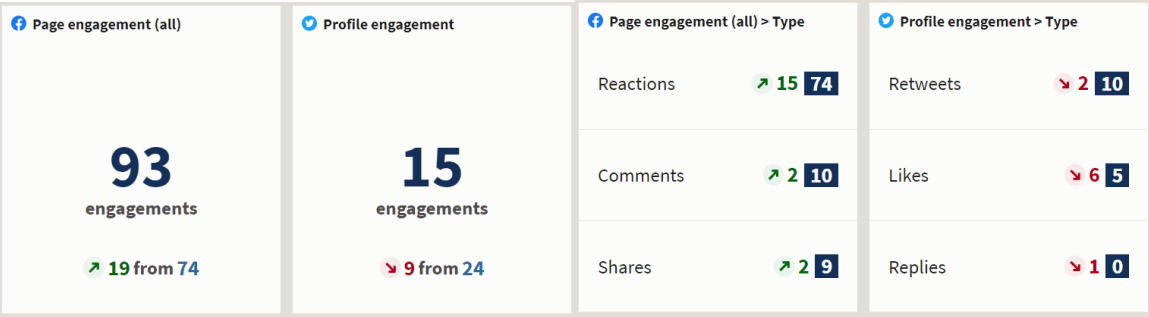
GPL has now resumed billing patrons for very overdue items. These reports had been suspended at the beginning of the initial closure on March 13, 2020. There were 269 patrons with items due from March 2020 - May 2021. A one-time report was run to address these older items and now these notices are back to being sent on Thursdays.

Previously, GPL had been billing patrons when items were at least 45 days overdue. Due to our fine-free pilot, patrons are now being billed when items are at least 30 days overdue. Patrons will continue to receive 2 overdue notices, prior to being billed for very overdue items.

- Borrowing history has been enabled and launched. Due to a system limitation, patrons must call staff to have their borrowing enabled - patrons can't opt in or out in Enterprise. Once we move to BiblioCommons, this issue will be resolved. Borrowing history will be kept for 24 months, any items outside that window will automatically be removed.
- The payment pin pads at Keswick and Sutton now have pin pad covers.
- GPL has been accepted to Canva's nonprofit program, so we have been able to upgrade our free Canva to the Pro subscription at no extra cost. The Pro level allows us to more easily use our branding colours, fonts, and logo in materials we create using the Canva tool and offers a social media planning calendar.
- Hootsuite (our social media planning tool) eliminated their free plan and after some research, GPL has decided to carry on with a paid plan. This plan offers a number of features the free plan did not, including integration with Canva. Staff will easily be able to create promotional materials in Canva, and include them in social media posts.

The paid version of Hootsuite also offers a number of additional analytics that were not previously available. Some of the metrics include:





CYS REPORT - JUNE 2021

Submitted by: Kristen Lemay - Manager, Library Community Engagement

Please note that the following metrics are lower than those reported for CYS Reports in 2020. The Annual Survey of Public Libraries requires that statistics for virtual programming (Facebook and YouTube) should only include views that are one-minute in length or greater.

COMMUNITY CONNECTIONS

- Jo Scott offered outreach visits to Jericho Youth Services, showcasing different items in the Library's collection.
- The CYS Team offered virtual storytimes to schools as well as virtual presentations to promote the TD Summer Reading Club.
- Kathy Foch of Foch Family Real Estate donated swag and made a monetary contribution towards the purchase of prizes for the summer reading prize draws throughout the summer.
- The CYS Team created 500 sundial activity kits for the July 1 kits distributed by the Town, as well as 100 bookmarks and pencils for the Suitcases of Summer kits.
- Kristen Lemay met with representatives from the Durham and York Region public libraries for several weeks to secure Georgina Public Library's participation in the Superstar Storyteller Summer Series (virtual author visits with Scholastic authors during July and August). The Friends of the Library generously agreed to cover the cost of this series.

SPACES

- Kristen Lemay ordered furniture for the Pepperlaw program space: 6' x 9' carpet for storytime, new children's chairs, and an easel.

PEOPLE AND LEADERSHIP

- Kristen Lemay joined Georgina Public Library as Manager, Library Community Engagement on March 8.
- Grace Croome joined the CYS Team as the Summer Reading Club Assistant on May 17.
- Jennifer Murray joined the CYS Team on a temporary contract on June 28.

COLLECTION AND PROGRAMS

- The CYS Team continued to offer virtual programming for children and youth throughout the first two quarters of 2021.
- The March Break program (Let's Get Growing) was pushed to April due to the government's decision to postpone the spring break for schools. This program included 24 take-home kits.
- The TD Summer Reading Club launched mid-June. As in 2020, the TD SRC will be run virtually through Beanstack.

Dates	Program Name	Platform/format	Total views/ participants
Jan 11, 18, 25 Feb 1, 8, 22 Mar 1	Babytime	Zoom	52
Jan 12, 19, 26 Feb 2, 9, 16, 23 Mar 2, 23, 30 April 6, 13 May 4, 11, 18, 25	Groovy Tuesday	Facebook Live	253
Jan 12, 19, 26 Feb 2, 9, 16, 23 Mar 2, 23, 30 April 6, 13 May 4, 11, 18, 25	LEGO Club Live	Zoom	82
Jan 13, 20, 27 Feb 3, 10, 17, 24 Mar 3	Messy Storytime	Zoom	30
Jan 13, 20, 27 Feb 3, 10, 17, 24 Mar 3, 24, 31 April 7, 14 May 5, 12, 19, 26	Family Bake-Along	Facebook Live	89
Jan 14, 21, 28 Feb 4, 11, 18, 25 Mar 4	STEAM Team	Facebook Live	82
Jan 19, 26 Feb 2, 9, 23 Mar 3, 23 April 6, 13	Tween Zoom	Zoom	44

Jan 27, Feb 3, Feb 11, Feb 25, Mar 4, Mar 11, Mar 11, Mar 12, Mar 15, Mar 25, Mar 31	Outreach (Class Visits)	Zoom	171
Mar 3, Mar 17, Mar 24	Outreach (Jericho)	Zoom	75
Mar 8, Mar 8, Mar 9	International Women's Day	Facebook Live	97
Mar 18	Maple Syrup Time	Facebook Live	54
Mar 24, 31 April 7, 14 May 5, 12, 19, 26	Mystery Storytime	Facebook Live	71
Mar 29	Zooming Book Buddies	Zoom	4
April 12, 13, 14	Let's Get Growing	Facebook Live	55
May 6, 13, 20, 27	Ready, Set, Kindergarten	Facebook Live	34
May 6, 13, 20, 27	Your Next Great Read	Facebook Live	6
May 7, 14, 21 June 4	Multicultural Storytime	Facebook Live	44
May 18, 25	Bedtime Stories	Facebook Live	14
June 1, 9	Scientists in School	Microsoft Teams	30
June 15	How to Create a Fairy Garden	YouTube	7
June 22	Space Adventures	Facebook Live	4
June 23	July 1 Kits (Sundial Activity)	Kits	500
June 24	Pride Picks	YouTube	4
June 29	Suitcases of Summer (Pencil and Bookmark of Reading Suggestions)	Kits	100
June 29	Just Jammin'	Facebook Live	1
TOTAL			1903

Dates	School Name	Platform/format	Total participants
June 9 (x 3)	Fairwood PS	Zoom	320
June 10	St. Bernadette	Google Meet	323
June 16 (x 3)	Keswick PS	Zoom	390
June 17 (x 3)	Lakeside PS	Zoom	324
June 28	St. Thomas Aquinas	Google Meet	340
TOTAL			1697

Please note that this total represents the schools' enrolment numbers; exact numbers for the students present at each session were not made available.

TECHNOLOGY

No updates at this time.

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	
April	4,088	2,461	953	6,005	13,507	12,855	
May	4,012	2,455	724	6,175	13,366	12,742	
June	3,963	2,430	606	6,075	13,074	12,675	
TOTALS	22,082	14,292	4,359	35,962	76,695		
Averages	3,680	2,382	727	5,994	12,783	12,969	

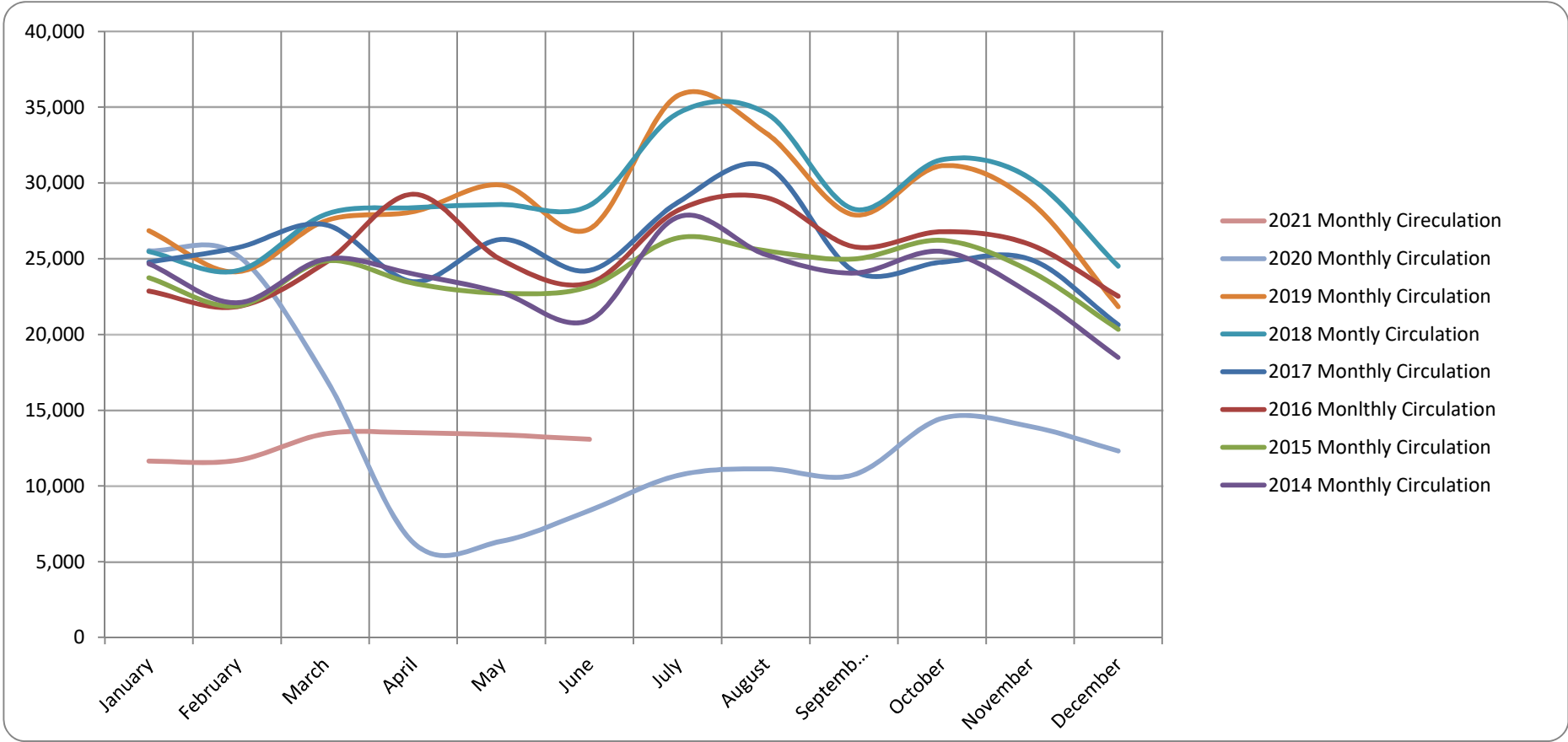
2020

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



January

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library
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	Total Library
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	Total Library
Keswick	3,912	719	-	32	308		0	4,971
Pefferlaw	733	172	-	-	77		3	985
Sutton	2,717	370	-	-	110		0	3,197
CYS			23	1,461	0			1,461
eBranch	6,073	9,715	11	363		30,793		46,944
Total	13,435	10,976	34	1,856	495	30,793	3	57,558

April

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library
Keswick	4,088	697	0	0	324		0	5,109
Pefferlaw	953	205	0	0	92		1	1,251
Sutton	2,461	378	0	0	62		0	2,901
CYS			13	156	0			156
eBranch	6,005	9,358	27	247		31,545		47,155
Total	13,507	10,638	40	403	478	31,545	1	56,572

May

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library
Keswick	4,012	728	0	0	253		0	4,993
Pefferlaw	724	185	0	0	77		0	986
Sutton	2,455	354	0	0	61		0	2,870
CYS			29	145	0			145
eBranch	6,175	8,742	26	291		27,679		42,887
Total	13,366	10,009	55	436	391	27,679	0	51,881

June

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library
Keswick	3,963	794	0	0	290		2	5,049
Pefferlaw	606	173	0	0	88		0	867
Sutton	2,430	395	0	0	69		0	2,894
CYS			20	2,371	0			2,371
eBranch	6,075	9,286	5	122		30,092		45,575
Total	13,074	10,648	25	2,493	447	30,092	2	56,756

2021 TOTALS

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library
Keswick	22,082	4,071	0	132	1,409		2	27,696
Pefferlaw	4,359	1,026	0	0	588		4	5,977
Sutton	14,292	2,181	0	0	409		0	16,882
CYS			130	6,284	0			6,284
eBranch	35,962	54,631	199	2,545		181,251		274,389
Total	76,695	61,909	329	8,961	2,406	181,251	6	331,228

2021 Work Plan – June 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 dates to Steer Comm & Council are TBD once again.
2019 Annual Report	Val Stevens	Q3-2020	Q1-2021	Complete	Delivered March 2021
2020 Annual Report	Val Stevens	Q2	Q3	In Progress	
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. Met early May 2021 with ToG, continued work on draft.
Board Evaluation	Board Chair	Q2	Q3	Complete	

Capital Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
MURC Branch	Val Stevens	Q1	2021	In Progress	Tender awarded at Town Council June 23, 2021. Intending to break ground fall 2021.
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. Possibly defer to 2022
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	In Progress	Delayed due to pandemic; chairs and easel have been ordered
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	Successful for Canada Summer Jobs grant; will pay the bulk of wage for FT contract SRCA position (16 weeks)-we will top up from budgeted amount
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	Complete	Launched April 28, 2021

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Financial Statement - June 2021

Date: July 5, 2021

	2021 Actuals	2021 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	1,265,020.00	2,530,040	1,265,020	50%	50%	Pro-rated
Provincial Grants	31,300	62,600	31,300	50%	50%	Pro-rated
Misc Grants	6,087	9,240	3,153	66%	50%	
School Board Revenue	29,250	58,500	29,250	50%	50%	Pro-rated
Donations	1,189	1,800	611	66%	50%	
Fines	292	27,100	26,808	1%	50%	
Misc Fees	14	3,100	3,086	0%	50%	PRESTO Commissions, Exam Proctoring, etc
Photocopying Fees	1	8,500	8,499	0%	50%	
Program Registrations	-	4,200	4,200	0%	50%	
Book Sale	7	2,400	2,393	0%	50%	
Room Rentals	-	4,100	4,100	0%	50%	
Provision from Reserve	-	-	-	100%	50%	
Total Revenues	1,333,159	2,711,580	1,378,421	49%	50%	
Expenses						
Salaries & Benefits	771,567	1,895,850	1,124,283	41%	50%	
Library Board	1,920	4,800	2,880	40%	50%	
Library Operations	118,354	359,380	241,026	33%	50%	Utilities, cleaning, courier, supplies, etc.
Training	4,994	18,800	13,806	27%	50%	
Collections	110,184	228,520	118,336	48%	50%	
Telecommunications	8,758	30,040	21,282	29%	50%	
Covid-19 Expenses	4,690	-	(4,690)	N/A	N/A	No allotted budget
Misc	880	3,300	2,420	27%	50%	
Contribution to Reserve	85,445	170,890	85,445	50%	50%	Pro-rated
Total Expenses	1,106,792	2,711,580	1,604,788	41%	50%	
Net	226,367	-	(226,367)			

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Policy Title: Membership

Intent

Public libraries are required by law to adhere to the Public Libraries Act, Revised Statutes of Ontario, 1990, chapter P.44 which states in Section 23 that Library Boards shall allow the public to reserve and borrow circulating materials free of charge.

Furthermore, the Library Board is authorized to make rules for the use of library services; for the admission of the public to the library; for the exclusion from the library of persons who behave in a disruptive manner or cause damage to library property; imposing fines for breaches of the rules; suspending library privileges for breaches of the rules; and regulating all other matters connected with the management of the library and library property.

Regulations

1. Georgina Public Library serves the public. The public includes anyone living, owning property, working, or attending an educational institution within the Town of Georgina.
2. In order to broadly serve more patrons, the Georgina Public Library Board has entered into reciprocal agreements that extend our services to residents of specific other communities. A list of those communities is shown in Appendix "A" of this policy.
3. The library will be readily accessible and its doors open for free and equitable use by all members of the community regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.
4. No fee will be charged to members for admission to the library, for use of the library's materials or computers in the library, for borrowing circulating materials, or for use of basic reference and information services.
5. A child, who meets the criteria listed above, may apply for their own library card upon reaching the age of 13, subject to verification of address. Parental responsibility for a child's fines and penalties continues until the age of 18. Access to a child's patron record is open to a custodial parent/guardian up to the

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age of 16, in accordance with the Municipal Freedom of Information Protection and Privacy Act (MFIPPA).

6. A borrower's card is for the sole use of the registered member and is, at all times, the property of ~~the~~ Georgina Public Library.
7. Membership is renewed every two years, from date of issue. A regular membership card requires verification of address and clearance of any overdues/fines/[fees](#) issues.
8. A short-term (3-month) membership with limited access to borrowed materials will be issued to seasonal/short term residents who are not property owners, such as cottage renters, summer workers and shelter residents. Both permanent and temporary addresses must be provided, unless patron safety is an issue.
9. An online access only registration is available to members who do not require borrowing access to the physical collection, or whose patron account does not permit them to have access to borrowing physical items from the library.
10. Persons who do not reside in the area of the Board's jurisdiction, and who do not meet the requirements as stated above, are eligible to apply for a non-resident library card (renewable annually). There is an annual fee for this card as set by the Library Board as shown in Appendix "A" of this policy.

Procedures:

1. To apply for membership at ~~the library~~[Georgina Public Library](#), a resident of Georgina, or other entitled persons, must provide verification of address and identity in the form of a document bearing their name and current address. Acceptable documents include driver's license, student card, or name ID plus household bill. A parent/guardian may present ID on behalf of a minor child. Although ID is preferred, it is not required for online access only membership.
2. A parent or legal guardian must apply for a library card on behalf of a child under the age of 13 and must accept direct responsibility for fines, ~~and~~[including](#) damaged or lost items.

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3. To renew a membership card (excluding the online access only card) all fines and outstanding charges and overdue items must be resolved.
4. Lost, damaged, or forgotten library cards will be replaced with the payment of a cost recovery fee.
5. Members and parent/guardians of minor children, under the age of 18, are responsible for all materials borrowed with their card and agree to abide by the rules and regulations of ~~the~~ Georgina Public Library.
6. Members shall present their library card each time materials are borrowed, and report the loss of card or change of address or other pertinent information as soon as possible. Use of cards is not transferable. Children's materials may be placed on a parent/guardians card, but a parent's materials may not be placed on their child's card.
7. The Director of Library Services/CEO, or designate, is authorized by the Board to withhold library privileges to anyone refusing to comply with ~~B~~board policy. The use of the ~~L~~ibrary or its services may be denied for due cause. Such cause may be failure to return borrowed materials or to pay penalties; destruction of ~~L~~ibrary property; disturbance of other patrons; disregard of computer use policies; or any other conduct on library premises considered objectionable by ~~L~~ibrary staff.

Note: Other policies affected – Fines; Rates & Fees

POLICY HISTORY:	
Initial Draft	November 22, 2006
Draft Presentation Review	June 28, 2007
Board Adoption:	August 16, 2007
Board Review:	Dec 20, 2012; November 20, 2014; August 13, 2015 April 21, 2016, May 18, 2017, <u>July 15, 2021</u>

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APPENDIX "A"

Description of Service	Annual Fee
Georgina Resident Member Fee	No charge
Non-Resident Member Fee – Individual	\$30.00
Non-Resident Member Fee – Family	\$50.00

Reciprocal Borrowing Agreements
<p>The following municipal Library Boards have reciprocal borrowing agreements with the Georgina Public Library (no fee):</p> <p>Township of Brock</p> <p>York Region Public Library Partnership Agreement:</p> <p>Aurora East Gwillimbury King_Township Markham Newmarket Richmond Hill Vaughan Whitchurch-Stouffville</p>