

Georgina Public Library

Library Board Meeting

Agenda

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

Video conference

1. Call to Order
2. First Nations Acknowledgement Statement

“We would like to begin today’s meeting by acknowledging that the Town of Georgina is located over lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples and thank them for sharing this land. We would also like to acknowledge the Chippewas of Georgina Island First Nation as our close neighbour and friend, one with which we strive to build a cooperative and respectful relationship.”
3. Roll Call
4. Introduction of Addendum Items
5. Approval of the Agenda
6. Announcements
7. Declarations of Pecuniary Interest
8. Adoption of the Past Minutes – September 16, 2021 Board meeting minutes, September 30, 2021 Special Board meeting minutes
9. Delegations/Speakers
 - a. None
10. Presentations
 - a. Collections/Materials Selection/Intellectual Freedom/Diversity & Inclusion – *A. Knifton, Manager, Library Collections*
11. Consent Agenda
 - a. Branch & CYS Report
 - b. Quarterly Statistics
 - c. Work Plan Update

d. Financial Statement – September 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. Policy Review: Director/CEO Performance Evaluation Policy

Recommendation:

That the Director/CEO Performance Evaluation Policy be accepted as presented

14. New Business

- a. 2022 Operating budget (*R. Wheater*)
- b. Policy Review: Materials Selection Policy
- c. Vaccination Policy verbal update

Recommendation:

That the Georgina Public Library Board adopt the changes to the Town of Georgina's Vaccination against Covid-19 Health & Safety policy as presented and as amended from time to time

d. Strategic Planning Committee update

- i. Review schedule
- ii. Discussion: Staff representative on Committee

15. Other Business For Which No Notice Has Been Given

16. Closed Session

- 1. Motion to move into closed session
 - i. Personal matters about an identifiable individual, Section 16.1 (4) of the Public Libraries Act

-Library Director/CEO job description

- 2. Motion to reconvene into open session

17. Next Meeting Date /Time

November 18, 2021 @ 7:00pm - Zoom

18. Adjournment

Georgina Public Library Board
Regular Board Meeting Minutes
September 16, 2021 @ 7:00 p.m.
Zoom

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
Nancy Rodrigues
Leslie Johnstone
Adrienne McDowell
Shari Hawkins
Councillor Dave Neeson

The following Board member was absent:
Naomi Davison

The following staff members were in attendance:

Valerie Stevens, *Director of Library Services/CEO*
Serena Hamlyn, *Executive Assistant (Recording Secretary)*
Anna DeLong, *eServices Technician*

4. Introduction of Addendum Items

5. Approval of the Agenda

Moved by Leslie Johnstone, Seconded by Rita Beechey

RESOLUTION NO. GLB-2021-074

That the Georgina Public Library Board meeting Agenda of September 16, 2021 be approved as amended.

Carried.

6. Announcements - None

7. Declarations of Pecuniary Interest - None

8. Adoption of the Past Minutes– August 19, 2021 Board meeting minutes and September 8, 2021 special Board meeting minutes

Moved by Nancy Rodrigues, Seconded by Shari Hawkins

RESOLUTION NO. GLB-2021-075

That the minutes of the August 19, 2021 Board meetings be adopted as circulated.

Carried.

Moved by Rita Beechey, Seconded by Dave Neeson

RESOLUTION NO. GLB-2021-076

That the minutes of the September 8, 2021 Special Board meetings be adopted as circulated.

Carried.

9. Delegations/Speakers - None

10. Presentations - None

11. Consent Agenda

- a. Branch Report

- b. Work Plan Update
- c. Financial Statement – August 2021

Moved by Nancy Rodrigues, Seconded by Dave Neeson

RESOLUTION NO. GLB-2021-077

That Item 11 - Consent Agenda be received as presented.

Carried.

12. Verbal Communications

- a. CEO Update (V. Stevens)

COMMUNITY CONNECTIONS

- Nothing to report

SPACES

- Sutton branch reopened to the public on August 31, 2021. Patrons and staff are very happy to be “home”.

PEOPLE & LEADERSHIP

- Re-posting for Manager, Library Customer Experience position
- Hiring for additional Casual Library Clerks is almost complete
- Posted for three more Library Students

COLLECTIONS & PROGRAMS

- We are seeing an increase in deliveries from LSC, hopefully playing catch-up from the past year and a half of publisher delays, but it will take time.
- Launched our first in-person indoor programs, with one program per week in each of Keswick and Pepperlaw. Pre-registration for a small group of children with caregivers, COVID protocols in place.
- Successful Summer Reading programs for all ages.
- Starting in January 2022, patrons will have access to unlimited music streaming through Freegal.

TECHNOLOGY

- Nothing to report.

MISCELLANEOUS

- Nothing to report.

Submitted by: Valerie Stevens
Library Director/CEO

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

- The Board chair has been meeting with the CEO regularly

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

- The Friends have not held a meeting since the last Board meeting
- The Friends, at this time, are maintaining status quo with VLS – not adding additional volunteers until things are safer

Moved by Adrienne McDowell, Seconded by Rita Beechey

RESOLUTION NO. GLB-2021-078

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

Carried.

13. Old Business - None

14. New Business

- a. Policy Review: Director/CEO Performance Evaluation

Moved by Bobbi Sabatini, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2021-079

That the Director/CEO Performance Evaluation policy be brought back to the October Board meeting with the discussed revisions

Carried.

15. Other Business For Which No Notice Has Been Given

16. **Closed Session - None**

17. **Next Meeting Date /Time**

October 21, 2021 @ 7:00 p.m. - Zoom

18. **Adjournment**

Moved by Bobbi Sabatini, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2020-080

That the Georgina Public Library Board meeting of September 16, 2021 adjourn at 8:38pm

Carried.

DRAFT

Georgina Public Library
Special Library Board Meeting Minutes
September 30, 2021 @ 7:00 p.m.

Zoom

1. Call to Order

The meeting was called to order by the Board Chair at 7:05 p.m.

2. First Nations Acknowledgement Statement

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

3. Roll Call

The following Board Members were present:

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

The following Board members were absent:

Naomi Davison
Councillor Dave Neeson

The following staff members were in attendance:

Valerie Stevens, *Director of Library Services/CEO*
Serena Hamlyn, *Executive Assistant (Recording Secretary)*
Lori Puckett, *CUPE 903.13 Representative*

4. Approval of the Agenda

Moved by Leslie Johnstone, Seconded by Rita Beechey

RESOLUTION NO. GLB-2021-081

That the Georgina Public Library Board Special meeting Agenda of September 30, 2021 be approved as presented

Carried.

5. Declarations of Pecuniary Interest - *None*
6. New Business
 - a. Town of Georgina's Vaccination against Covid-19 Health & Safety policy

Moved by Bobbi Sabatini, Seconded by Shari Hawkins

RESOLUTION NO. GLB-2021-082

That the Georgina Public Library Board adopt the Town of Georgina's Vaccination against Covid-19 Health & Safety policy as presented

Carried.

7. Closed Session - *None*
8. Next Meeting Date /Time
October 21, 2021 @ 7:00pm
9. Adjournment

Moved by Bobbi Sabatini, Seconded by Shari Hawkins

RESOLUTION NO. GLB-2020-083

That the Georgina Public Library Board Special meeting of September 30, 2021 adjourn at 7:30pm

Carried.

JOINT BRANCH REPORT - SEPTEMBER 2021

Submitted by: Amy Knifton – Manager, Library Collections
Kristen Lemay - Manager, Library Community Engagement
Becky George - Manager, Library eServices

COMMUNITY CONNECTIONS

- Linking Georgina meetings resumed in September.
- Kristen connected with recreational programmers at the Town to plan a storyteller station at Family Fright Fiesta (October 29 and 30) and to create bookmarks with reading recommendations for adults (books with supernatural and horror elements).

SPACES

- All branches have expanded their open hours as of September 7 to include Wednesday evenings and Fridays 10 a.m. to 1 p.m. Saturdays will continue to be alternating for service at Sutton and Pefferlaw.

PEOPLE AND LEADERSHIP

- Two job postings went up and closed in September: one for a general library assistant, and three student positions.
- Kristen and Becky interviewed applicants to the Casual Library Clerk position. Three new staff were hired for this position: Shelli Griff, Chris Croome, and Rachael Mallett.
- Kristen and Amy interviewed several students during the last week of September and the first week of October. They expect to have three new students hired and working by mid-November.
- The Town has provided access to an online learning platform to provide Indigenous awareness training for all staff: 4 Seasons of Reconciliation training. This online course requires three hours of staff time, and all have been encouraged to sign up and complete the learning.
- Two staff attended an online learning course through the N6 on Thinking Through Stress: Cognitive Restructuring.
- Becky completed online Health & Safety for Leaders training provided through the N6.
- Becky and Val attended the OLC AGM and General Meeting.

COLLECTION AND PROGRAMS

- September 30 - Truth and Reconciliation Day: all branches created a display of curated Indigenous stories to share knowledge on this day. Amy has purchased many new titles to support this effort, and expand the collection to include more diverse voices.

- Amy has reviewed the magazine subscriptions for the upcoming 2022 cycle, and is sending in the renewal notifications to the vendors for the first week of October. There may be some budgetary impact as some title costs have increased, and invoices for 2021 were paid earlier this year - not in 2020 as anticipated.
- In-person programming has resumed with small groups at Keswick for children's programs. The Pepperlaw Branch Book Club continues to meet outdoors.

Dates	Program Name	Platform/format	Total views/ participants
Various dates	One-on-one technology help (eServices)	Email, chat, phone	40
September 7	Pepperlaw Book Club	In person	4
September 7	Sutton Book Club	Zoom	3
September 3, 10, 17	Fun Photo Fridays	Facebook	19
Previous uploads	All recorded videos, re-watched in August		42
		TOTAL	108

TECHNOLOGY

- There were several interruptions to the internet and email in the month of September. This caused unavoidable delays and disruptions for both staff and the public.

CYS REPORT - SEPTEMBER 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 throughout the summer.
- Through the partnership between the Durham and York public libraries, GPL was able to offer patrons the Superstar Storyteller Summer Series. This four-part series took place over Zoom and featured storytellers such as Tracey West and Justin A. Reynolds.

SPACES

- N/A

PEOPLE AND LEADERSHIP

- Grace Croome finished her contract as the Summer Reading Club Assistant on August 27.

COLLECTION AND PROGRAMS

- The CYS Team continued to offer virtual programming for children and youth throughout the first two quarters of 2021. Outdoor programming started in August with Storytime in the Park and continued with Groovy Tuesday, Wiggle Wednesday and Babytime in September.
- The TD Summer Reading Club launched mid-June. As in 2020, GPL ran the TD SRC virtually through Beanstack.
- The Durham and York public libraries group hired Indigenous storytellers to create a video in honour of the National Day for Truth and Reconciliation (September 30). CYS also created a video with recommendations on materials that suited this theme that are in GPL's collection.
- CYS piloted a small, cohorted program (Books and Beyond) for the Fall 1 program cycle. There was a large demand for this in-person programming, with several parents asking to be put on a waitlist.

Dates	Program Name	Platform/format	Total views/ participants
July 6, 13, 20, 27, August 3, 10, 17	Jr LEGO Club	Zoom	31
July 6, 14, 21 (x2), 28 (x2), August 13 (x2), 18	Jericho Summer Camp	In-person	685
July 6, 13, 20, 27, August 3, 10, 17	Groovy Tuesdays	Facebook Live	38
July 6, 20, August 6, 13	Superstar Storyteller Summer Series	Zoom	1270
July 7, 14, 21, 28	Campfire Stories	Facebook Live	20
July 7, 14, 21, 28, August 4, 11, 18	Picnic Basket	Facebook Live	34
July 8, 15, 22, 29, August 5, 12, 19	Ready Set Kindergarten	Facebook Live	32
July 8, 15, 22, 29, August 5, 12, 19	Adventure Alley	Facebook Live	32
July 9, 16, 23, 30, August 13, 20	In the Wild	Facebook Live/ YouTube	27
July 9, 16, 23, August 6, 13, 20	Next Great Read	YouTube	24
July 12, 19, 26, August 9, 16	Wonder Club	Zoom	20
July 12, 19, 26	Babytime	Facebook Live	14
July 13	Teen Break-In Kits	Kit	34
July 14	Hand Puppet Kits	Kit	7
July 28	DIY Travel Mug	Kit	9
July 28, August 4, 11	Young Adulting	Zoom	11
August 9, 11, 16, 18, 23, 25	Storytime in the Park	In-person	81
September 14, 21, 28	Groovy Tuesday	In-person	57

September 14, 21, 28	LEGO Club	Zoom	14
September 14, 21, 28	Tween Zoom	Zoom	11
September 15, 22, 29	Wiggle Wednesday	In-person	72
September 15, 22, 29	Babytime	In-person	45
September 15, 22, 29	Discovery Zone	YouTube	19
September 15, 22, 29	Bedtime Stories	Facebook Live	13
September 16, 23, 30	Books and Beyond - PE	In-person	27
September 16, 23, 30	Stories From Around the World	YouTube	15
September 17, 24	Books and Beyond - KE	In-person	16
September 30	Orange Shirt Day	Facebook Live	5
September 30	Indigenous Authors on Truth and Reconciliation	YouTube	13
TOTAL			2677

Beanstack Statistics - Family Read Together

Active Readers	New Registrations	Challenge Completions	Reviews Written	Books Read	Minutes Read
386	396	70	29	4017	-

Beanstack Statistics - Independent Readers

Active Readers	New Registrations	Challenge Completions	Reviews Written	Books Read	Minutes Read
74	94	22	13	-	47, 256

Beanstack Statistics - Teen Challenge

Active Readers	New Registrations	Challenge Completions	Reviews Written	Books Read	Minutes Read

13	16	7	7	68	-
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TECHNOLOGY

- Kristen purchased two outdoor speakers and wireless lapel microphones for Storytime in the Park and other outdoor programming in the fall. Since families are seated according to physical distance guidelines, the speakers help them to hear the songs and stories more clearly.

January

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
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	6,215	9,166	73	1,017		29,322		45,720	
Total	11,792	10,222	87	2,247	299	29,322	0	53,882	

February

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
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	5,666	8,364	57	505		31,820		46,355	
Total	11,768	9,416	88	1,526	296	31,820	0	54,826	

March

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
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	6,264	9,715	11	363		30,793		47,135	
Total	13,626	10,976	34	1,856	495	30,793	3	57,749	

April

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
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	6,144	9,358	27	247		31,545		47,294	
Total	13,646	10,638	40	403	478	31,545	1	56,711	

May

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
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	6,393	8,742	26	291		27,679		43,105	
Total	13,584	10,009	55	436	391	27,679	0	52,099	

June

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
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	6,271	9,286	5	122		30,092		45,771	
Total	13,270	10,648	25	2,493	447	30,092	2	56,952	

July

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	6,224	1,568	0	0	352		133	8,277	
Pefferlaw	746	220	0	0	105		18	1,089	
Sutton	1,200	217	0	0	41		0	1,458	
CYS			49	1,662	0			1,662	
eBranch	5,965	9,960	19	307		744		16,976	
Total	14,135	11,965	68	1,969	498	744	151	29,462	

August

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	7,183	2,171	0	0	492		175	10,021	
Pefferlaw	828	351	1	0	108		23	1,310	
Sutton	1,278	173	0	0	62		0	1,513	
CYS			36	1,181	0			1,181	Includes SRC
eBranch	6,186	8,174	70	431		21,409		36,200	
Total	15,475	10,869	107	1,612	662	21,409	198	50,225	

September

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	7,461	1,975	0	0	605		95	10,136	
Pefferlaw	833	300	1	0	135		0	1,268	
Sutton	3,016	692	0	0	125		3	3,836	
CYS			31	307	12			319	
eBranch	5,666	9,236	49	392		21,853		37,147	
Total	16,976	12,203	81	699	877	21,853	98	52,706	

2021 TOTALS

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library
Keswick	42,950	10,904	0	132	2,858		413	57,257
Pefferlaw	6,766	1,897	2	0	936		45	9,644
Sutton	19,786	3,378	0	0	637		3	23,804
CYS			246	9,434	12			9,446
eBranch	54,770	82,001	337	3,675		225,257		365,703
Total	124,272	98,180	585	13,241	4,443	225,257	461	465,854

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	
July	6,224	1,200	746	5,871	14,041	12,107	SN closure & temp curbside location (roofing)
August	7,183	1,278	828	6,186	15,475	11,927	
September	7,461	3,016	833	5,666	16,976	11,783	SN back in-branch Aug 31
TOTALS	42,950	19,786	6,766	53,685	123,187		
Averages	4,772	2,198	752	5,965	13,687	12,625	

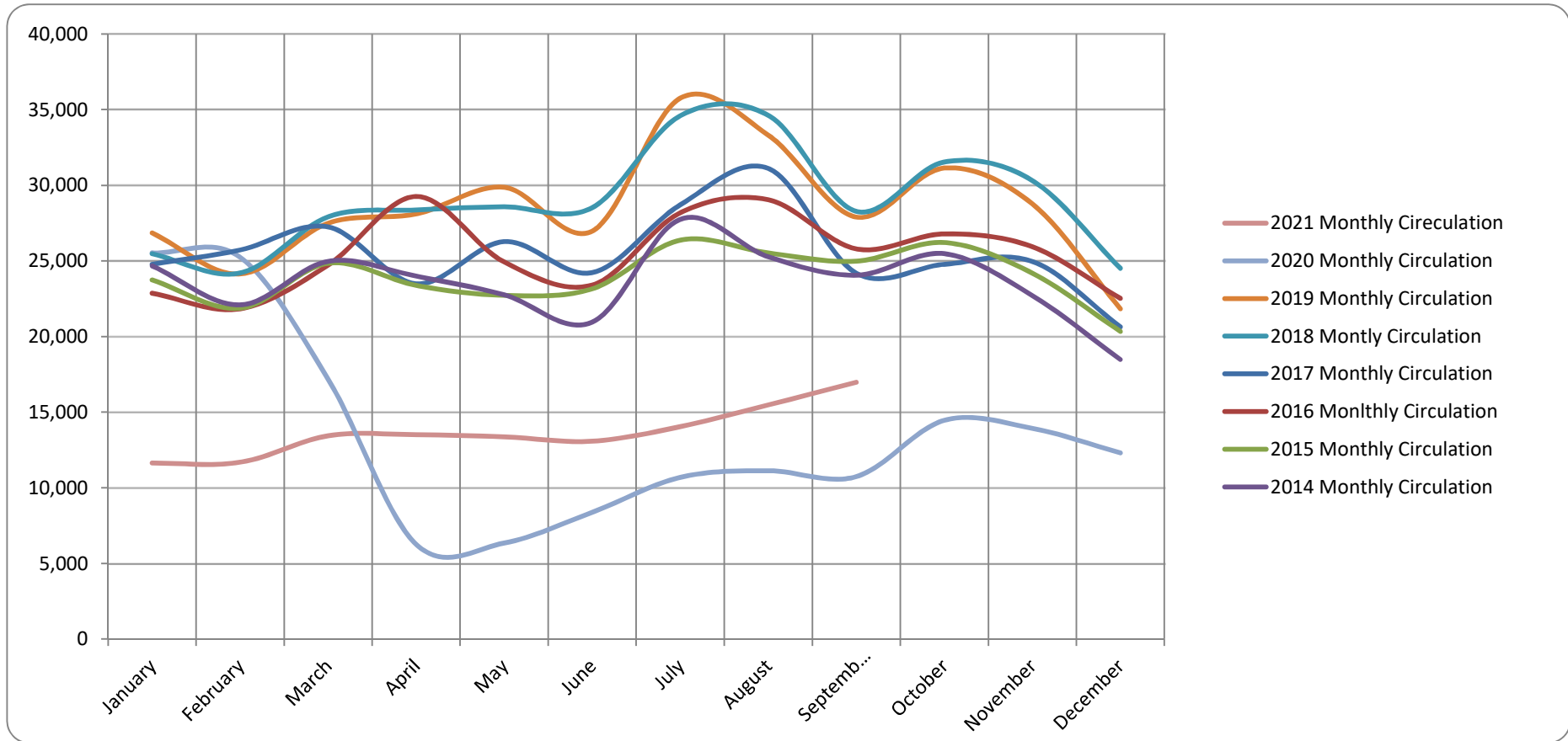
2020

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



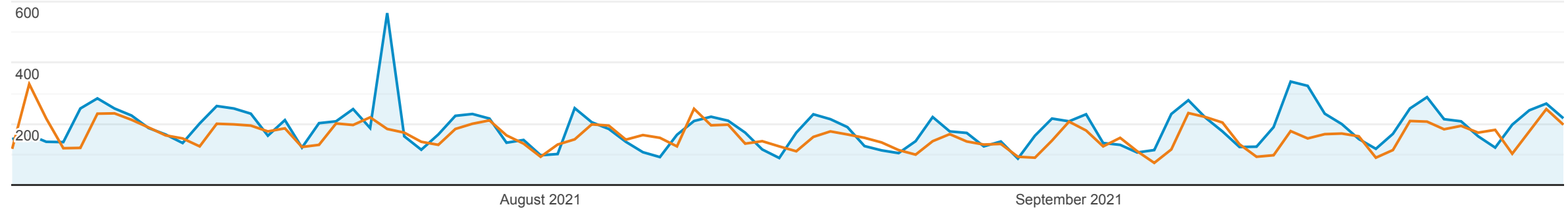
Audience Overview

All Users
 +0.00% Sessions

Jul 1, 2021 - Sep 30, 2021
 Compare to: Jul 1, 2020 - Sep 30, 2020

Overview

Jul 1, 2021 - Sep 30, 2021: ● Sessions
Jul 1, 2020 - Sep 30, 2020: ● Sessions



Sessions
15.30%
 17,340 vs 15,039

Users
10.39%
 8,443 vs 7,648

Pageviews
22.37%
 31,569 vs 25,798

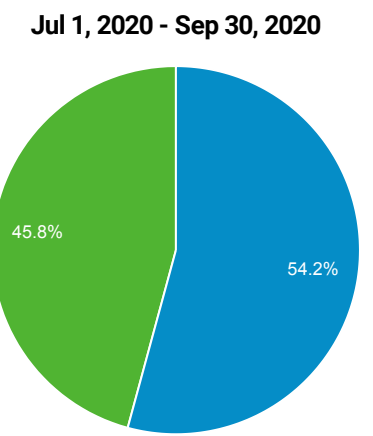
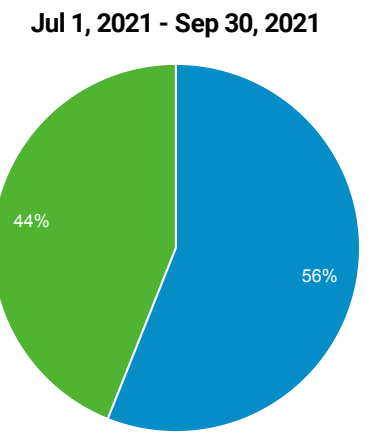
Pages / Session
6.13%
 1.82 vs 1.72

Avg. Session Duration
-7.21%
 00:01:53 vs 00:02:02

Bounce Rate
-3.42%
 50.40% vs 52.19%

% New Sessions
-3.96%
 43.95% vs 45.76%

■ Returning Visitor ■ New Visitor



2021 Work Plan – September 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	<ul style="list-style-type: none"> • In support of the MURC Discovery Branch. Tender awarded at Town Council June 23, 2021. Intending to break ground fall 2021. • Councillor Neeson connected with FOPL Government Advocacy Working Group (Sept 2021).
2019 Annual Report	Val Stevens	Q3-2020	Q1-2021	Complete	Delivered March 2021
2020 Annual Report	Val Stevens	Q2	Q3	In Progress	Out for printing
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	Q3-2023	In Progress	Tender awarded at Town Council June 23, 2021. Intending to break ground fall 2021.
Mobile Hotspots	Manager, Library eServices	Q1	Q1	Complete	Delivered February 2021
Security Camera Installation	Town Facilities/ Manager, Library Cust. Exp.	Q1 2022	Q4 2022		Facilities dept. is very busy right now; planning has not yet begun. Deferred to 2022
Teen area-Keswick branch	Kristen Lemay	Q2-2021	Q3-2022	Deferred from 2020	Delayed due to pandemic
Pefferlaw children's area furniture	Kristen Lemay	Q4-2020	Q3	Complete	Deliveries received July 2021.
iPad for Programming	Manager, Library eServices	Q4-2020	Q1-2021	Complete	
Update self-check units	Manager, Library eServices	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	Complete	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	Q4-2021	In Progress	3 hrs/wk to provide support for adult programming; candidate hired to start October 2021

Operating Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Circulating Mobile Hotspots	Manager, Library eServices	Q1	Q1	Complete	Launched April 28, 2021

Georgina Public Library

Financial Statement - September 2021

Date: October 12, 2021

	2021 Actuals	2021 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	1,897,530.00	2,530,040	632,510	75%	75%	Pro-rated
Provincial Grants	46,950	62,600	15,650	75%	75%	Pro-rated
Misc Grants	6,087	9,240	3,153	66%	75%	
School Board Revenue	43,875	58,500	14,625	75%	75%	Pro-rated
Donations	1,228	1,800	572	68%	75%	\$500 donated by Kathy Foch for SRC prizes
Fines	1,050	27,100	26,050	4%	75%	
Misc Fees	42	3,100	3,058	1%	75%	PRESTO Commissions, Exam Proctoring, etc
Photocopying Fees	89	8,500	8,411	1%	75%	
Program Registrations	-	4,200	4,200	0%	75%	
Book Sale	14	2,400	2,386	1%	75%	
Room Rentals	-	4,100	4,100	0%	75%	
Provision from Reserve	-	-	-	100%	75%	
Total Revenues	1,996,865	2,711,580	714,715	74%	75%	
Expenses						
Salaries & Benefits	1,217,566	1,895,850	678,284	64%	75%	
Library Board	2,880	4,800	1,920	60%	75%	
Library Operations	158,970	359,380	200,410	44%	75%	Utilities, cleaning, courier, supplies, etc.
Training	5,571	18,800	13,229	30%	75%	
Collections	140,943	228,520	87,577	62%	75%	
Telecommunications	15,327	30,040	14,713	51%	75%	
Covid-19 Expenses	6,688	-	(6,688)	N/A	N/A	No allotted budget
Misc	2,850	3,300	450	86%	75%	
Contribution to Reserve	128,168	170,890	42,723	75%	75%	Pro-rated
Total Expenses	1,678,964	2,711,580	1,032,616	62%	75%	
Net	317,902	-	(317,902)			

Georgina Public Library Board Policy Manual

Policy Title: DIRECTOR/CEO EVALUATION

Category: Governance

Intent

The intent of this policy is to outline the process for the performance review of the Georgina Public Library Director/CEO.

The evaluation process is an opportunity for the Board and the Director/CEO to review accomplishments and to establish goals. The purpose of the evaluation is to:

- Establish clear and mutually agreed upon performance expectations.
- Provide feedback to the Director/CEO on performance and on the performance of the Library.
- Identify resources available to the Director/CEO to attain the expected performances.

Regulations

- The Library Board will establish a Director/CEO Evaluation ad hoc committee as required. Membership shall be comprised of the Board Chair, Vice Chair, and up to two Board members.
- The performance evaluation is confidential. The only copies of the evaluation are in the Director/CEO's personnel file and in their possession. They are made available only to the individual, the current Board Chair, and the entire Board on request within a closed session meeting. Individual Board members, other than the Chair, do not have access to the Director/CEO's personnel file. Board members shall not keep confidential personnel files.
- The evaluation of the performance of the Director/CEO shall be carried out at a six month and a one year interval for a new hire, and annually thereafter on the anniversary date of employment.

Six Month Probationary Review

1. The six-month probationary review is an interim or mid-year review designed to assess the performance during the first half of the annual review period for new hires. Conducting a six-month review allows the Board to determine if the Director/CEO's performance is on track and to identify any changes necessary for the Director/CEO to reach their

objectives for the performance period. It also allows for course correction and should be considered a developmental and learning opportunity.

2. The following documents will be consulted in the preparation of the Six-Month Probationary Review:
 - a. An Initial Work Plan developed by the Director/CEO to be presented to the Board in their first month of employment which encompasses actions, measurements and target dates.
 - b. A draft Work Plan developed by the Director/CEO to be presented to the Board in the month following their probationary review in order to measure and achieve performance objectives.
 - c. A joint review of the current job description and any recommended changes if required.
 - d. The Director/CEO will conduct a self-evaluation of their own performance and submit it to the Committee.

Six Month Probationary Review Procedures

In the fifth month of employment:

1. The Board Chair shall inform the Board of the upcoming CEO performance review and form the Director/CEO Evaluation Committee.
2. All Board members will be requested to consider the first six months of the Director/CEO's performance and bring forward any observations and concerns about the Library, the Director/CEO's success in achieving their goals, and future directions of the Library.
3. The Committee will evaluate the Director/CEO's performance based on the actions identified in the Initial Work Plan, Director/CEO's self-evaluation, and the Board's observations.

In the sixth month of employment:

1. A closed session Board meeting will be scheduled.
2. The Committee Chair will distribute the documentation listed above relating the Director/CEO's performance review during the closed session meeting.
3. The Board will review and discuss the documentation and Board member's observations. The Committee Chair will incorporate the Board's comments into the Director/CEO's performance review form.

4. The Committee Chair will meet with the CEO to convey the Board's performance review.
5. The Committee Chair will report back to the Board at the next meeting that the evaluation process was completed.

Annual Review

The Board Chair shall inform the Board of the upcoming CEO performance review and establish the Committee, not less than three months prior to the anniversary of the Directors/CEO's date of employment.

In the first month:

The Director/CEO Evaluation Committee shall:

1. Direct the Director/CEO to prepare and submit a document outlining the progress made towards achieving the Library's Strategic Plan and other organizational goals/initiatives to the Committee.
2. Select a minimum of four Library staff members to voluntarily and confidentially participate in a 360 evaluation of the Director/CEO, using the following criteria:
 - a. The staff member must be a permanent employee.
 - b. The staff member must have worked a complete year; staff who were absent because of leave, or who were hired partway through the year are not eligible to participate.
 - c. Including one staff member who is a manager.
 - d. The staff member must have the option to not respond. No follow-up will be performed.
 - e. The Committee has the option of requesting feedback from the Town Senior Management Team and Town Council.
3. Review the current Library Director/CEO Performance Evaluation Form.
4. Read documents submitted by the Director/CEO and the staff feedback forms, and complete the Director/CEO Performance Evaluation Form.

In the second month:

The Director/CEO Evaluation Committee shall:

1. Prepare a confidential written report to the Board and bring it forward to the next Board meeting in closed session to provide all Board members the opportunity to provide input.

In the third month:

1. The Committee Chair will meet with the Director/CEO to deliver the evaluation.

And following:

1. At the monthly board meeting immediately following the evaluation meeting between the Committee Chair and Director/CEO, the Committee Chair will report the completion and outcome of the performance review in a closed session meeting.
2. The Board Chair will send the final performance review documents to be placed in the confidential personnel file of the Director/CEO, at the Town. No distribution is made to Board members.

Attachments:

- Georgina Public Library CEO Performance Evaluation Form
- 360 Evaluation



POLICY HISTORY:	
Initial Draft	July 30, 2018
Draft Presentation Review	September 20, 2018
Board Adoption	October 25, 2018
Board Review & Amendment	October 21, 2021

Georgina Public Library Board Policy Manual

Policy Title: Materials Selection

Intent

The Public Library is a municipal tax-supported community institution and has a mandate to serve all sectors of the local community. The library is a meeting place of people, ideas, information and opinions in the community, stimulating an informed citizenry and contributing to the economic and social well-being of a democratic society, and to the growth of a provincial network that benefits all Ontarians.

The Materials Selection Policy states the principles guiding our selectors in choosing print, non-print, and electronic materials for the library collections and ensuring the collections support the Mission Statement of Georgina Public Library. The Library offers well-organized, timely and varied collections reflecting the communities of Georgina, and responding to the changing needs of the town. Materials are selected on the basis of their interest and relevance to a broad spectrum of citizens, within budgetary constraints.

Regulations

1. Central to the Public Library's mission is the endorsement of the Ontario Library Association's Statement of the Intellectual Rights of the Individual, November 1998(Appendix A), and the Canadian Library Association Statement on Intellectual Freedom, 1985 (Appendix B), which ensure the individual's right in a democratic society to have access to a diversity of opinions, including those that are critical or unorthodox.
2. Georgina Public Library also endorses the OLA Position on Children's Rights in the Public Library, April 2003 (Appendix C), and Teen's Rights in the Public Library, June 2010 (Appendix D)
3. The Library adheres to all federal, provincial, and municipal laws, including Copyright Law and the Accessibility for Ontarians with Disabilities Act.
4. Responsibility for selection and withdrawal of materials rests with the professional librarians under the supervision of the Director/CEO. Staff members select materials based on their expertise, experience and the needs of the local community, in

Georgina Public Library Board Policy Manual

accordance with general policies established by the Library Board.

5. Criteria for selection: all acquisitions, whether purchased or donated, are considered in terms of some or all of the following:
 - Expressed demand or anticipated relevance to the community
 - Suitability of the subject, style, and the format for the intended audience
 - Comments of publishers, reviewers and critics
 - Canadian author/content/relevance
 - Local significance
 - Reputation and/or significance of the author
 - Relation to the existing collection and other material on the subject
 - Suitability of the physical form and construction
 - Availability of the material throughout other libraries
 - Timeliness and accuracy of the information
 - Budgetary considerations
 - Space requirements
 - Technology requirements

6. Controversial material:
 - The Library recognizes that some materials may be controversial and may offend some members of the community. Selection for library materials will not be made on the basis of approval or disapproval, but according to the principles stated in the policy.
 - The Library supports the American Library Association statement that "stringently and unequivocally maintains that libraries and librarians have an obligation to resist efforts that systematically exclude materials dealing with any subject matter, including sex, gender identity, gender expression, or sexual orientation".
 - The Library does not advocate particular beliefs or opinions, and inclusion of material in the collection does not indicate an endorsement of the content of any material.
 - The Library does not restrict access to collections by removing material from public areas, by limiting access according to age of the user, or by defacing material in any way.
 - Objection to material: individuals have the right to object to the inclusion of any item. Any objection not resolved

Georgina Public Library Board Policy Manual

satisfactorily by library service staff should be addressed in writing to the Director/CEO, preferably on a Request for Reconsideration Form (Appendix E). The Library Board has the final authority in addressing unresolved objections.

7. Children's/Teen's Access: responsibility for the reading/viewing of minors rests with the parent/guardian. The Library does not act in loco parentis or restrict access to any part of the collection.
8. Role of the virtual library: in addition to print/film/music collections, the Library provides access to licensed databases and materials in electronic formats, in response to the needs and expectations of patrons, both in branches and through remote access.
9. Relation to other collections:
 - The Library is part of a larger network of information sources. Other sources of information/material for our patrons can be accessed through inter-loan borrowing from other library systems, the internet, and the local history collection at the [Georgina Pioneer Village & Archives](#).
 - The Library has a mandate to provide materials which augment and complement the informational and leisure needs of children and students. Attempts are made to keep informed of student curriculum requirements, but the Library does not purchase textbooks or multiple copies for school purposes.
 - The Library participates in consortium purchasing when possible to achieve the best use of resource dollars.
 - The Library is a community partner with the [Town of Georgina](#) and the [Yorkinfo Community Information and Volunteer Database](#), and maintains the database on behalf of Georgina.
10. Maintenance of the collection: the decision to remove materials from the collection requires the same professional judgment as selecting material, and is a vital part of keeping collections current and fresh. Withdrawn material will be sold or discarded. A decision to withdraw material is based on the following criteria:
 - Frequency of circulation
 - Timeliness/accuracy
 - Physical condition

Georgina Public Library Board Policy Manual

- Availability of other copies
 - Importance to the body of literature
 - Local interest
11. Gifts and donations are accepted or rejected by the library in accordance with the criteria in the Material Selection Policy, space requirements, and staff time. Items will be accepted on a limited basis if they are current, popular titles in pristine condition. Donated material becomes the property of the Library and may be incorporated into collections, sold, or discarded at the Library's discretion. *In Memoriam/Dedicated* donations are welcomed, with the understanding that books do not always withstand the test of time, and may be lost or removed from the collection at some future time. Selection of *In Memoriam/Dedicated* titles are made by library staff in consultation with the donor.

Procedures (Selection Guidelines)

Every community is unique and selections for branches are made with the best judgments of a Manager, under the supervision of the Director/CEO. In general, the following considerations are relevant:

- **Adult Fiction/Non-Fiction:** best sellers and other popular titles, classics, seminal works, Canadian authors/content.
- **YA Fiction/Non-Fiction:** material particularly suited to teen (ages 13-17) interest and abilities, with an emphasis on Canadian content and relevance.
- **J Fiction/ Non-Fiction:** material particularly suitable in content and format to children from birth to the age of 12, with an emphasis on Canadian content and relevance.
- **DVDs:** popular feature films, informational titles of general interest, classic and/or literature based full-length features and materials for children.
- **Magazines/Newspapers:** magazine titles of general/leisure interest and newspapers for local, GTA and National distribution are subscribed to as budgets allow. Back issues of the Georgina Advocate are available on microform at the Keswick Library. Current issues of magazines are reference and one year of back issues are kept for circulating purposes. Newspapers do not circulate.
- **Local History:** published works of local history are collected. Ephemeral materials are collected by the [Georgina Pioneer Village & Archives](#).

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- **Large Print:** fiction and non-fiction of a popular nature are collected in larger print to meet the needs of seniors and patrons with a print disability.
- **Talking Books:** talking books on ~~audio-tape~~, CD and in digital formats are purchased for adult, teens, and children's collections, according to demand, to extend the accessibility of popular materials to those with a print disability or as a personal preference.
- **French and Other Languages:** a small collection of French materials is collected to meet the limited demand in our communities and will respond to changing demographics. Other language materials that have limited demand and are not actively collected may be obtained through ILLO.
- **Music:** collections consist of adult and juvenile CDs and digital formats, representing a range of musical styles.
- **Reference/Government Documents:** each branch maintains a core collection of current quick reference materials, such as directories, encyclopedias, and almanacs. Reference materials are increasingly available online from any computer, through licensed databases or websites.
- **Community Information:** the Library maintains, on behalf of the Town of Georgina, local records for the regional database of community information and provides community information services to patrons. Each branch also collects and posts non-profit community information in pamphlet or poster formats, as space allows.
- **Paperbacks** are collected, including by means of donations, for general fiction, westerns, romances, and to a lesser extent, popular non-fiction.
- **Electronic Resources:** purchase of products and/or licenses of an educational or recreational nature for children and general audience. Some databases are restricted to in-house use on library computers.
- **Video Games:** popular titles for a variety of systems, with a wide range of genres (action, sports, logic, etc.) and ratings (E, E10, T, M).
- **Literacy:** materials appropriate to local needs will be purchased, within budgetary limitations.
- **New formats** and collections, such as downloadable eBooks and audio books, are purchased as the need/demand develops and as budget allows.

Georgina Public Library Board Policy Manual

Attachments

Appendix A: OLA Statement on the Intellectual Rights of the Individual

Appendix B: CLA Statement on Intellectual Freedom

Appendix C: OLA Position on Children's Rights in the Public Library

Appendix D: OLA Position on Teen's Rights in the Public Library

Appendix E: Request for Reconsideration Form

POLICY HISTORY:	
Initial Draft	July 2006
Board Presentation:	November 16,2006
Board Adoption:	November 16, 2006
Review/Update	Sept 2012; August 25, 2016; <u>October 21, 2021</u>

Georgina Public Library

Appendix A

Ontario Library Association Statement on the Intellectual Rights of the Individual

In affirming its commitment to the fundamental rights of intellectual freedom, the freedom to read and freedom of the press, as embodied in the Canadian Charter of Rights and Freedoms, the Ontario Library Association declares its acceptance of the following propositions:

1. That the provision of library service to the public is based upon the right of the citizen, under the protection of the law, to judge individually on questions of politics, religion and morality.
2. That intellectual freedom requires freedom to examine other ideas and other interpretations of life than those currently approved by the local community or by society in general, and including those ideas and interpretations, which may be unconventional or unpopular.
3. That freedom of expression includes freedom for a creator to depict what is ugly, shocking and unedifying in life.
4. That free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen and view is fundamental to such free traffic.
5. That it is the responsibility of libraries to maintain the right of intellectual freedom and to implement it consistently in the selection of books, periodicals, films, recordings, other materials, and in the provision of access to electronic sources of information, including access to the Internet.
6. That it is therefore part of the library's service to its public to resist any attempt by any individual or group within the community it serves to abrogate or curtail access to information, the freedom to read, view and listen by demanding the removal of, or restrictions to library information sources in any format.
7. That it is equally part of the library's responsibility to its public to ensure that its selection of material is not unduly influenced by the personal opinions of the selectors, but determined by the application of generally accepted standards of accuracy, style and presentation.

Appendix B

Canadian Library Association Statement on Intellectual Freedom

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society. Libraries have a basic responsibility for the development and maintenance of intellectual freedom. It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those, which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials. It is the responsibility of libraries to guarantee the right of free expression by making available all of the library's public facilities and services to all individuals and groups who need them. Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups. Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

Appendix C

OLA Position on Children's Rights in the Public Library

Children in Public Libraries have the right to:

1. Intellectual freedom
2. Equal access to the full range of services and materials available to other users.
3. A full range of materials, services and programs specifically designed and developed to meet their needs.
4. Adequate funding for collections and services related to population, use and local community needs.
5. A library environment that complements their physical and developmental stages.
6. Trained and knowledgeable staff specializing in children's services.
7. Welcoming, respectful, supportive service from birth through the transition to adult user.
8. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of children's services.
9. Library policies written to include the needs of the child.

Appendix D

Teen's rights in the Public Library

Goals for Library Services for Teens:

Young people are valuable members of our library community who deserve the same respect, dignity and human rights as all library members. This document provides a framework for developing library services to teens that meet the educational, informational, and cultural and leisure needs of young people in ways that are developmentally appropriate. Each public library has a different community to serve and therefore different priorities and needs. Although specific services for teens have not been well established in all libraries, these goals are created in the belief that young adulthood is a unique life stage and that young adults are entitled to the same quality of library services offered to other age groups in the population. (Adapted from the IFLA Guidelines for Library Services for Young Adults, 2006 and the YALSA Guidelines for Library Services to Teens, Ages 12-18, 2006.)

The goal of library services for teens is to assist with the transition from children's services to adult services and to provide access to both resources and an environment that meets the needs of young people for intellectual, emotional and social development. Specifically these needs are based on the unique seven developmental needs of adolescents and the five core values of quality service to teens:

7 Developmental Needs of Teens	5 Core Values of Service to Teens
<ul style="list-style-type: none">• Physical activity,• Competence and achievement,• Self definition,• Creative expression,• Positive social Interaction with Peers and Adults,• Structure and Clear Limits,• Meaningful Participation.	<ul style="list-style-type: none">• Respecting and responding to unique YA needs,• Providing equal access,• Empowering Youth through participation,• Engaging Teens in active collaboration,• Supporting healthy youth development.
<small>Excerpted from: Dorman, G. (1981). The Middle Grades Assessment Program: User's Manual. Carrboro, NC: Center for Early Adolescence.</small>	<small>Core Values excerpted from Jones, P. (2002). <i>New directions for library service to young adults</i>. Chicago: American Library Association.</small>

Teens in Ontario Public Libraries have the right to:

1. Intellectual freedom

The library establishes clear policy statements concerning the right to free access by young adults to library resources and information sources; and respect for the rights of young adults to select materials appropriate to their needs without censorship, The library's teen collection, policies and services should be consistent with the concepts of intellectual freedom defined by the CLA, OLA and Ontario Human Rights code.

2. Equal access to the full range of materials, services, and programs specifically designed and developed to meet their unique needs.

The Library integrates library service to teens into the overall plan, budget and service program for the library. Library service to teens is integrated with those offered to other user groups.

3. Adequate funding for collections and services related to population, use and local community needs.

The Library incorporates funding for materials and services for teens in the library operating budget and ensures there is equitable distribution of resources to support programs and services for young adults.

4. Collections that specifically meet the needs of teens

The Library provides a wide spectrum of current materials of interest to young adults to encourage lifelong learning, literacy, reading motivation, and reader development. The library endeavors to develop collections that encourage leisure reading, support homework and school success and responds to gender and cultural diversity. The library provides unfettered access to technology including social networking, licensed databases, and other online library resources for teens.

5. A library environment that complements their physical and developmental stages.

The Library provides identifiable spaces for teens that are separate from children's spaces where possible, reflects their lifestyle and allows for teens to use this library space for leisure or study, either independently or in groups.

6. Welcoming, respectful, supportive service at every service point.

The Library promotes friendly, positive, non-biased customer interactions with teens, providing staff development and training and ensures that services for teens embrace cultural and gender diversity and economic differences. Library staff will endeavor to respect the teen's need for privacy and nonjudgmental service and assist young adults in acquiring

the skills to effectively access all library resources and become information literate.

7. Library Programs and Services appropriate for Teens

The Library fosters youth development by providing programs for teens that contribute to literacy, life- long learning and healthy youth development. The library endeavors to provide volunteer opportunities for helping others through community service hours including participating on Library Advisory Boards, and other projects that help develop a sense of responsibility and community involvement. The library's teen services initiatives are effectively managed according to best practices in the field of Youth Services.

8. Trained and knowledgeable staff specializing in teen services.

Library staff is knowledgeable about adolescent development and age appropriate resources for young adults inclusive of those with special needs. The library provides services by teen specialists as well as by others who are trained to serve teens.)

9. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of teen services.

The Library works in partnership with other community agencies and organizations to support all aspects of healthy, successful youth development.

10. Library policies are written to include the needs of the youth.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Georgina Public Library

Please Print

Name of Complainant: _____

_____ Postal Code: _____

_____ Email: _____

Address: _____

City: Phone: _____

Complainant represents: Him/Herself Organization: _____

Organization Address: _____

Chief Officer or Chair: _____

Objection is to:

Book

Magazine

DVD/Video

Illustration

Music CD

Electronic Resource

Other:

Author: _____

Title: _____

Have you read/listened/seen the entire work? Yes No

If "No", what sections?

Are you aware of the judgement of this work by literary critics? Yes No

What do you believe is the theme of the work? _____

What is your specific objection to this material? _____

Is there anything good about this material? _____

What do you feel might be the result of reading/hearing/viewing it? _____

What action would you recommend be taken regarding the use of this material?

Other comments:

Your request will be forwarded to library management and you will be informed of their decision. Decisions are based upon the *Materials Selection Policy* approved by the Board of the Georgina Public Library. A copy of this policy is available for your review.

Signature	Library Card Number	Date
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Staff Response:

Selector's Signature: _____ Date: _____

C.E.O.'s Signature: _____ Date: _____

Existing Language	Proposed (October 11, 2021)
<p>Policy Statement:</p> <p>The health and safety of Town of Georgina employees is a top priority. Vaccination is a key element in the protection of Town employees against the hazard of COVID-19.</p> <p><u>Important Dates</u></p> <p>Effective October 4, 2021, all eligible Town employees, volunteers, students and contractors who are not fully vaccinated must provide rapid testing results on a weekly basis.</p> <p>Effective November 1, 2021, all eligible Town employees, volunteers, students and contractors must have the full series of doses required to be considered fully vaccinated against COVID-19.</p> <p>Employees who require a medical exemption are expected to provide the Town with acceptable documentation.</p> <p>Employees who do not comply with this policy will face progressive disciplinary action up to and including termination.</p>	<p>Policy Statement:</p> <p>The health and safety of Town of Georgina employees is a top priority. Vaccination is a key element in the protection of Town employees against the hazard of COVID-19.</p> <p><u>Important Dates</u></p> <p>Effective October 4, 2021, all eligible Town employees, volunteers, students and contractors who are not fully vaccinated must provide rapid testing results on a weekly basis.</p> <p>Effective November 1, 2021, all eligible Town employees, volunteers, students and contractors must have the full series of doses required to be considered fully vaccinated against COVID-19.</p> <p>Employees who require a medical exemption are expected to provide the Town with acceptable documentation.</p> <p>Employees who do not comply with this policy will face progressive disciplinary action up to and including termination.</p> <p><u>Non-Employees</u></p> <p>Effective November 1, 2021 volunteers and contractors visiting Town facilities will be required to show proof of being fully vaccinated upon entering any Town facility.</p>
<p>Procedure Statement:</p> <p>The health and safety of Town of Georgina employees is a top priority. Vaccination is a key element in the protection of Town employees against the hazard of COVID-19. Therefore, all eligible Town employees, volunteers, students and contractors must have the full series of doses required to be considered fully vaccinated against COVID-19 by November 1, 2021.</p>	<p>Procedure Statement:</p> <p>The health and safety of Town of Georgina employees is a top priority. Vaccination is a key element in the protection of Town employees against the hazard of COVID-19. Therefore, all eligible Town employees, volunteers, students and contractors must have the full series of doses required to be considered fully vaccinated against COVID-19 by November 1, 2021.</p>

	<p>Effective November 1, 2021 volunteers and contractors visiting Town facilities will be required to show proof of being fully vaccinated upon entering any Town facility.</p>
<p>3. Employees who are not fully vaccinated are required to submit regular COVID-19 testing results.</p> <ul style="list-style-type: none"> Effective October 4, 2021, any staff not fully vaccinated against COVID-19 must provide weekly rapid testing results (valid within 72 hours) before being permitted to work 	<p>3. Employees who are not fully vaccinated are required to submit regular COVID-19 testing results.</p> <ul style="list-style-type: none"> Effective October 4, 2021, any staff not fully vaccinated against COVID-19 must provide weekly rapid testing results (valid within 72 hours) before being permitted to work. Staff who do not provide testing will be subject to disciplinary action.
<p>4. Employees who do not have all the required doses to be fully vaccinated, and who do not have an approved medical exemption will not be permitted to be at work effective November 1, 2021.</p> <ul style="list-style-type: none"> Staff who have all of the required doses, but who have received their final dose after October 17, 2021 (i.e. less than 14 days prior to November 1, 2021) are required to continue providing weekly testing results until they are considered fully vaccinated 	<p>4. Employees who do not have all the required doses to be fully vaccinated, and who do not have an approved medical exemption will not be permitted to be at work effective November 1, 2021.</p> <ul style="list-style-type: none"> Staff who have all of the required doses, but who have received their final dose after October 17, 2021 (i.e. less than 14 days prior to November 1, 2021) are not considered fully vaccinated may continue to work, but are required to continue providing weekly testing results until they are considered fully vaccinated
<p>5. Contractors entering Town workplaces are expected to adhere to this policy and procedure and administer it amongst their own employees.</p> <ul style="list-style-type: none"> Contractors entering Town workplaces are expected to ensure any worker entering a Town workplace adheres to this policy and procedure, unless 	<p>6. Contractors and volunteers entering Town workplaces are required to show proof of being fully vaccinated effective November 1, 2021. expected to adhere to this policy and procedure and administer it amongst their own employees.</p> <ul style="list-style-type: none"> Contractors entering Town workplaces are expected to ensure any worker entering a Town

<p>under direction from the Province to be vaccinated sooner</p> <ul style="list-style-type: none">• The education session can be made available to contractors upon request	<p>workplace adheres to this policy and procedure, unless under direction from the Province to be vaccinated sooner</p> <ul style="list-style-type: none">• The education session can be made available to contractors upon request
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GPL Strategic Plan - Proposed Schedule

	Timelines	Notes
Strategic Planning Consultations	May & August & Fall 2021	<ul style="list-style-type: none"> - Confirm planning directions and focus for 2022 launch in November or early December 2021.
Data Gathering / Survey Setup	January / February 2022	<ul style="list-style-type: none"> - Design, role out and implement surveys, focus group plans, other data collection needs. - Collect All Data & Review as Board
Review Previous Plan Data & Set New Plan Context	March 2022 * Sub-Committee Session #1 (1hr)	<ul style="list-style-type: none"> - Review Key Transitional Items from Previous Plan to Highlight. - Determine plan scope / philosophy - Address Homework #1 – Situating and contextualizing the macro goals of the plan.
Environmental Scanning	Early April 2021 * Sub-Committee Session #2 (1hr)	<ul style="list-style-type: none"> - Provide templates for SWOT / PEST Analysis to Board for individual work. - Board members will submit results to CEO, CEO will summarize key findings with Sub-Committee Members. - Address Homework #2 – We will spend our joint time together reviewing these findings.
Environmental Scanning Part 2	Late May 2022 * Sub-Committee Session #3 (1hr)	<ul style="list-style-type: none"> - Compare / contrast Survey results to Environmental Scanning Results – Determine / Highlight key trends or directional elements. - Address Homework #3 – This will entail a review of a summary report that I will collect, construct and provide highlighting key focus areas from both the Board Environmental Scan and the Survey / Focus Group / Input gathered. This report will be kept for consultation / reference when we hit the drafting stage of the mission, vision and strategic priority exercises.
Mission Statement	June 2022	<ul style="list-style-type: none"> - Board will review the current statement note any changes or issues they perceive. - Address Homework #4 – This will be an exercise in Mission statement drafting, redrafting and editing. The exercise will focus on the Mission statement being an evolutionary statement that grows with your institution as inspired by your community.
Vision Statement	June 2022 * Sub-Committee Session #4 (1hr)	<ul style="list-style-type: none"> - Address Homework #5 – This will be an exercise in Vision statement drafting, redrafting and editing. The exercise will focus on the Vision statement being an evolutionary statement that grows with your institution as inspired by your community.

		<ul style="list-style-type: none"> - Our collaborative time together will focus on reviewing and syncing the Mission / Vision Statements together to ensure they speak cohesively, are well informed by our gathered data and organizational philosophies.
Strategic Priorities	<p>Late June early July? 2022 * Sub-Committee Session #5 (1hr)</p>	<ul style="list-style-type: none"> - Introduce the creation of strategic priorities: <ul style="list-style-type: none"> o Strategic Priorities o Goals o Action Plans o Performance Measures - Develop 4 -> 6 Strategic Priorities for focus. - Homework #6 – Individually collect some ideas / concepts / high level priorities that will inform the creation of Goals / Action Plans and Performance Measures for the larger topical / thematic strategic priorities.
Strategic Priorities Continued	<p>September 2022 * Sub-Committee Session #6 (3hrs)</p> <p>** - We can choose to roll this out as: 3x1hr Sessions in March, 2x1.5hrs Sessions or 1x3hr Session depending on Board Preferences.</p>	<ul style="list-style-type: none"> - Collaborative guided exercise to map out the Goals, Action Plans and Performance Measures together in draft. - Board will nominate or appoint a chief editor for the plan to control collaborative wordsmithing to ensure the language speaks to your community. - I will review, comment and propose edits to our draft for consideration. - Full Board Review of the draft elements is recommended around this point to ensure any significant changes that might arise are incorporated now before the final draft is created.
Draft / Revisions	<p>October 2022 * Sub-Committee Session #7 (1hrs)</p>	<ul style="list-style-type: none"> - After the plan has been drafted and wordsmithing has taken place, we'll do a final comprehensive review as the Committee together to make any final adjustments before completing the plan core. - Full Board Final Review and content approval. - I will provide a full summary report of the all the planning elements we developed together which will be suitable for transfer to the graphic designer for layout and creation.
Setup / Layout	November 2022	<ul style="list-style-type: none"> - Graphic Design / Printing etc. of final plan.
Plan Launch	December 2022	<ul style="list-style-type: none"> - Public Launch of the Plan.