

**Georgina Public Library**  
**Library Board Meeting**  
**November 16, 2023 @ 7:00 p.m.**  
**Zoom**

1. Call to Order
2. First Nations Acknowledgement Statement

*“Georgina Public Library recognizes and acknowledges that we are on lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples, and we would like to 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. We also recognize the unique relationship the Chippewas have with the lands and waters of this territory. They are the water protectors and environmental stewards of these lands and we join them in these responsibilities.”*

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 – October 19, 2023 Meeting minutes
9. Delegations/Speakers - None
10. Presentations
11. Consent Agenda
  - a. Branch Report
  - b. Work Plan Update
  - c. Financial Statement – October 2023
  - d. Media Scan
12. Verbal Communications
  - a. CEO update (V. Stevens)

- b. Board Chair update (B. Sabatini)
- c. Friends of the Library update (R. Beechey)

13. Old Business - None

14. New Business

- a. Policy Review: Secondary Student School Volunteers Policy
- b. December Board meeting date
- c. OLA SuperConference

15. Other Business For Which No Notice Has Been Given

16. Closed Session - None

i. Motion to move into closed session

ii. Motion to reconvene into open session

17. Next Meeting Date /Time

December 21, 2023 @ 7:00pm – Zoom

18. Adjournment

**Georgina Public Library Board**  
**Regular Board Meeting Minutes**  
**October 19, 2023 @ 7:00 p.m.**  
**Keswick Branch**

**1. Call to Order**

The meeting was called to order by the Chair at 7:11 p.m.

**2. First Nations Acknowledgement Statement**

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**3. Roll Call**

The following Board Members were present:

Bobbi Sabatini, Chair  
Rita Beechey  
Leslie Johnstone  
Madalyn Calzavara  
Councillor Dave Neeson  
Regional Councillor Naomi Davison (arrived late)

The following Board members were absent:

Nancy Rodrigues, Vice-Chair  
Amalee Lavigne

The following staff members were in attendance:

Valerie Stevens, *Director of Library Services/CEO*  
Serena Hamlyn, *Executive Assistant (Recording Secretary)*  
Lynn McKinley, *CUPE 905.13 Representative*

**4. Introduction of Addendum Items**

10 Year Capital Plan added to Old Business

**5. Approval of the Agenda**

Moved by Madalyn Calzavara, Seconded by Rita Beechey

**RESOLUTION NO. GLB-2023-101**

That the Georgina Public Library Board meeting Agenda of October 19, 2023 be approved as amended.

**Carried.**

**6. Announcements**

The Board Chair congratulated Councillor Neeson and his family on the birth of his new son.

**7. Declarations of Pecuniary Interest – None**

**8. Adoption of the Past Minutes - September 21, 2023 Board meeting minutes**

Moved by Dave Neeson, Seconded by Rita Beechey

**RESOLUTION NO. GLB-2023-102**

That the minutes of the September 21, 2023 Board meeting be adopted as circulated.

**Carried.**

**9. Delegations/Speakers – None**

**10. Presentations – None**

**11. Consent Agenda**

- a. Branch Report
- b. Quarterly Statistics
- c. Work Plan Update
- d. Financial Statement – September 2023
- e. Media Scan

Moved by Rita Beechey, Seconded by Madalyn Calzavara

**RESOLUTION NO. GLB-2023-103**

That Item 12 – Consent Agenda be received as circulated.

**Carried.**

**12. Verbal Communications**

- a. CEO update (V. Stevens)

**COMMUNITY CONNECTIONS**

- GPL staff promoted GPL services at the Civic Centre in September, spreading awareness that Town staff are eligible for a library card, and all the associated benefits and resources

## SPACES

- MURC construction continues on-schedule and on-budget

## PEOPLE & LEADERSHIP

- GPL's new Manager, Library Collections will start on November 20, 2023
- Val Stevens attended the annual N6 Leadership Symposium, which was focused on DEI this year

## COLLECTIONS & PROGRAMS

- GPL's National Day for Truth and Reconciliation program, in partnership with Friends of the Library, Chippewas of Georgina Island, and First Nation Cultural Tours, was very successful, with lots of positive feedback from participants

## TECHNOLOGY

- Purchasing for Maker Space technology has begun

*(N. Davison arrived)*

b. Board Chair update (B. Sabatini)

- The Board Chair continues to meet with the CEO on a regular basis

c. Friends of the Library update (R. Beechey)

- The Friends of the Library are preparing for the Tea
  - tickets are available for purchase at all library branches
- The Friends are looking for new members to join
- The Friends have approved sponsoring a Cricut, and other related items for the Discovery Branch

Moved by Leslie Johnstone, Seconded by Madalyn Calzavara

### **RESOLUTION NO. GLB-2023-104**

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

**Carried.**

**13. Old Business**

a. 10 Year Capital Plan

After discussions with the Town CAO and Deputy CAO/Treasurer, it has been determined that there is not enough funding in the Library Capital reserves to pay for the renovations included on the 10 Year Capital Plan: the Customer Service desk in Keswick, and the Pefferlaw branch renovations. The CEO will consult further with Town Finance to determine options for financing these projects, or alternate solutions.

Moved by Naomi Davison, Seconded by Leslie Johnstone

**RESOLUTION NO. GLB-2023-105**

That the renovation amounts for both Keswick branch and Pefferlaw branch be removed from the 2024 10-year Capital Plan and revisited for creating a 2025 10-year Capital Plan.

**Carried.**

**14. New Business**

a. Policy Review:

i. Supervision of Children

Moved by Dave Neeson, Seconded by Rita Beechey

**RESOLUTION NO. GLB-2023-106**

That the Supervision of Children policy be accepted as presented.

**Carried.**

ii. Video Surveillance

Moved by Rita Beechey, Seconded by Madalyn Calzavara

**RESOLUTION NO. GLB-2023-107**

That the Georgina Public Library Video Surveillance policy be rescinded.

**Carried.**

b. Board Holiday Gathering

The Board members discussed what they might want to do for their annual Holiday Gathering, including how they would like to spend the money set aside for the event.

Moved by Dave Neeson, Seconded by Madalyn Calzavara

**RESOLUTION NO. GLB-2022-108**

That the Board be permitted to spend the budget normally allotted for the Holiday Board Gathering on a staff recognition program at the discretion of the CEO and Board Chair at all three branches of Georgina Public Library.



**Carried.**

**15. Other Business - None**

**16. Closed Session**

i. Motion to move into closed session

Moved by Rita Beechey, Seconded by Leslie Johnstone

**RESOLUTION NO. GLB-2023-109**

That the Georgina Public Library Board move into closed session at 8:09 p.m.

**Carried.**

1. Personal matters about an identifiable individual, Section 16.1 (4) of the Public Libraries Act

- CEO Performance Evaluation

The CEO and Recording Secretary did not join the Closed Session.

ii. Motion to reconvene into open session

Moved by Rita Beechey, Seconded by Leslie Johnstone

**RESOLUTION NO. GLB-2023-110**

That the Georgina Public Library Board reconvene into open session at 9:55 p.m.

**Carried.**

The Board reconvened into open session and made the following motion:

Moved by Naomi Davison, Seconded by Leslie Johnstone

**RESOLUTION NO. GLB-2023-111**

That the Board Directs the Evaluation Committee to proceed as directed.

**Carried.**

**17. Next Meeting Date /Time**

November 16, 2023 - Zoom

**18. Adjournment**

Moved by Madalyn Calzavara, Seconded by Leslie Johnstone

**RESOLUTION NO. GLB-2023-112**

That the Georgina Public Library Board meeting of October 19, 2023 adjourn at 9:58 p.m.

**Carried.**

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Board Chair

Recording Secretary

DRAFT

## JOINT BRANCH REPORT - 10 - October 2023

Submitted by: Amy Butcher - Manager, Library Community Engagement  
Becky George - Manager, Library eServices

### COMMUNITY CONNECTIONS

- The Library Board hosted their annual Meet & Greet at the Keswick branch the evening of October 19. The Board introduced Georgina Public Library's new Strategic Plan at the event.
- eServices staff attended the Georgina Chamber of Commerce's Small Business Conference during Small Business Week on October 20th. Staff networked with attendees, signed people up for library cards, and presented during a break-out session about resources and services the Library offers to support small businesses.

### SPACES

- Nothing to report.

### PEOPLE AND LEADERSHIP

- Members of GPL staff took part in Standard First Aid/CPR training on Monday, October 2 and 16.
- Manager of Library eServices virtually attended the yearly conference from SirsiDynix (catalogue vendor).
- All staff were recognized and thanked by the leadership team on October 20 for Canadian Library Workers' Day.

### COLLECTION AND PROGRAMS

- Forty-five children and their caregivers attended "Let's Make Stuff: Halloween Edition" at Keswick Branch on Thursday, October 19. Participants enjoyed making ghost puppets, ghost banners, and listening to spooky music.

Dates	Program Name	Platform/format	Total views/ participants
Various dates	One-on-one technology help (eServices)	Email, chat, phone, in-person	25
October 3, 10, 17, 31	Family Storytime	Sutton	61
October 3, 10, 17, 31	Ready, Set, Kindergarten	Sutton	9
October 3, 10, 17	Reading Buddies	Keswick	72

<b>October 4, 11, 18</b>	Family Storytime	Keswick	86
<b>October 4, 11, 18</b>	Ukulele Circle	Keswick	44
<b>October 5, 12, 19</b>	Babytime	Keswick	20
<b>October 5, 12, 19</b>	Ready, Set, Kindergarten	Keswick	17
<b>October 5, 12, 19</b>	LEGO Club	Sutton	55
<b>October 14, 21</b>	Saturday Family Storytime	Keswick	40
<b>October 19</b>	Let's Make Stuff: Halloween Edition	Keswick	45
<b>October 3, 13</b>	GPL on the GO (visit to EarlyON offsite storytime)	RL Graham PS/ The Link	37
<b>October 20</b>	Pefferlaw PA Days	Pefferlaw	7
<b>October 3</b>	Sutton Book Club	Sutton	9
<b>October 3</b>	Pefferlaw Book Club	Pefferlaw	4
<b>October 3, 5, 10, 12, 17, 24, 26, 31</b>	Hooks and Needles Corner	Keswick	51
<b>October 4, 24</b>	Pins and Needles	Sutton	29
<b>November 2, 16</b>	Welcome Centre Immigrant Services	Keswick	9
<b>November 1, 8, 15, 22, 29</b>	English Conversation Circle for Newcomers	Keswick	15
<b>October 4, 18, 25</b>	Drop in Stroke Support Group	Sutton	5
<b>October 19, 26</b>	Enterprising Careers	Sutton	4
<b>October 22</b>	Author Talk with Mary Campbell Pape	Sutton	18
<b>October 25</b>	Communicate with the Other Side with Psychic Sara Foo	Keswick	17
	All recorded videos, re-watched in October		2
		<b>TOTAL</b>	<b>681</b>

## TECHNOLOGY

- Nothing to report.



# 2023 Work Plan – October Update

## Board Governance Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Succession Planning-staff					
Library Advocacy	Board	On going		On going	
2022 Year in Review	Val Stevens	Q2	Q3	Complete	Printed. Presented to Council on July 12.
Sutton Multi-Use Transfer and Operating Agreement	Val Stevens	Q1-2019	2024?	In Progress	Development of a legal agreement for the Sutton Multi-Use Building between the School Boards, Town, and Library. Currently with legal team. Updated projected end to 2024. Had intro meeting with Town Solicitor on Nov 29/22.
Library & School Boards Agreement on Sutton Branch	Val Stevens	Q1-2019	2023?	In Progress	Transfer and Operating Agreement take precedent. Currently with legal team. Updated projected end to 2023. Had intro meeting with Town Solicitor on Nov 29/22.
New Library Board Orientation	Valerie Stevens (in conjunction with N6 CEOs)	Q2-2022	Q2-2023	Complete	Board Orientation Day took place on April 22, 2023.

## Capital Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
MURC Branch	Val Stevens	Q1	Q4-2023	In Progress	Facility construction continues on-schedule (Q4 2023: Town takes possession; Q1 2024: open to public). Library Board had opportunity to visit the site on Aug 25, 2023.
Strategic Plan	Library Board/ Val Stevens	Q2-2021	Q3-2023	Complete	Launched at Board Meeting & Greet Oct. 19
Security Camera Installation	Town Facilities/ Sarah James	Q2-2022	Q2-2023	Complete	Cameras turned on June 2, 2023.

Teen area-Keswick branch	Amy Butcher (Sarah James)	Q1-2022	Q2-2023	Complete	Formal launch May 5, 2023.
Keswick Alcove renovation	Valerie Stevens	Q2-2022	Q1-2024	In Progress	Working with Town PM to oversee project. Project has been awarded, awaiting project schedule from contractor.
Security gates-PE & KE	Becky George (Sarah James)	Q2-2023			Need to conduct environmental scan and confirm quotes.

### Staffing Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Executive Assistant from PPT to PFT	Valerie Stevens	Q1	n/a	Complete	Change effective Feb 6, 2023.
New Supervisor position	Valerie Stevens	Q2	n/a	Complete	Supervisor started September 18.
Summer Reading Club Assistant-grants	Amy Butcher	Q1	Q3	Complete	SRCA contract ended Aug 25, 2023.
Adult Programming support	Amy Butcher	Q2	Q4	In Progress	Three additional hours budgeted in 2023 operating budget.

### Operating Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Transition to Office 365	Town IT (Becky George)	Q1-2022	Q4-2023	In Progress	Approved through Town IT budget for entire municipality, including library staff. IT working on phased implementation and roll-out.

## Georgina Public Library

### Financial Statement - October 2023

Date: November 1, 2023

	2023 Actuals	2023 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
<b>Revenue</b>						
Town Grant	2,197,241.67	2,636,690	439,448	83%	83%	Pro-rated
Provincial Grants	52,167	62,600	10,433	83%	83%	Pro-rated
Misc Grants	5,472	9,240	3,768	59%	83%	
School Board Revenue	48,750	58,500	9,750	83%	83%	Pro-rated
Donations	13,754	1,800	(11,954)	764%	83%	
Fines	2,176	7,900	5,724	28%	83%	
Misc Fees	541	3,100	2,559	17%	83%	Exam Proctoring, etc
Photocopying Fees	4,373	8,500	4,127	51%	83%	
Program Registrations	186	4,200	4,014	4%	83%	
Book Sale	328	2,400	2,072	14%	83%	
Room Rentals	4,134	4,100	(34)	101%	83%	
Provision from Reserve	80,500	96,600	16,100	83%	83%	Pro-rated
<b>Total Revenues</b>	<b>2,409,622</b>	<b>2,895,630</b>	<b>486,008</b>	<b>83%</b>	<b>83%</b>	
<b>Expenses</b>						
Salaries & Benefits	1,661,904	2,071,600	409,696	80%	83%	
Library Board	2,120	4,800	2,680	44%	83%	Projected
Library Operations	212,308	366,900	154,592	58%	83%	Utilities, cleaning, courier, supplies, etc.
Training	10,779	18,800	8,021	57%	83%	
Collections	156,412	232,730	76,318	67%	83%	
Telecommunications	8,477	26,510	18,033	32%	83%	
Covid-19 Expenses	26	-	(26)	N/A	N/A	No allotted budget
Misc	2,936	3,400	464	86%	83%	
Contribution to Reserve	142,408	170,890	28,482	83%	83%	Pro-rated
<b>Total Expenses</b>	<b>2,197,370</b>	<b>2,895,630</b>	<b>698,260</b>	<b>76%</b>	<b>83%</b>	
<b>Net</b>	<b>212,252</b>	<b>-</b>	<b>(212,252)</b>			



[https://durhamregion.com/news/brock-public-library-set-to-enhance-services-and-connectivity-with-grant/article\\_36b0dbcc-0d1a-5d36-bbe9-6617bd1a46b6.html](https://durhamregion.com/news/brock-public-library-set-to-enhance-services-and-connectivity-with-grant/article_36b0dbcc-0d1a-5d36-bbe9-6617bd1a46b6.html)

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NEWS

ARTICLE

# Brock public library set to enhance services and connectivity with grant

The library received \$51,900 OTF grant last year

By **Ojasvini Parashar** Brock Citizen

Oct 31, 2023

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Article was updated 18 hrs ago



From left to right: Jolene Munro, co-ordinator of Technology & Collections, Brock Township Public Library Patrick Malloy, Ontario Trillium Foundation, Grant Review Team volunteer Laurie Scott, MPP for Haliburton-Kawartha Lakes-Brock Katie-Scarlett MacGillivray, CEO, Brock Township Public Library  
Brock Library Photo

The Brock Township Public Library has taken a significant technological leap forward through the Ontario Trillium Foundation's (OTF) \$51,900 grant.

The library received the Resilient Communities Fund grant last year to make substantial upgrades, including internet hardware, meeting and programming equipment, and internet hot spots at the library.

Earlier in October, Laurie Scott, MPP for Haliburton-Kawartha Lakes-Brock, joined library representatives to celebrate the impact of the grant and emphasized the vital role libraries play in facilitating learning, growth, and development for individuals.

"The funds have helped the Brock Township Public Library make significant technological upgrades to help even more people access all their fantastic programs and resources," she said in a press release.

One notable enhancement brought about by the grant is the introduction of new meeting technology that allows for hybrid author visits. This means that people can attend events both online and in person.

It is possible to borrow hot spots from all three library branches and access reliable internet services now that internet upgrades have been implemented at the Beaverton and Cannington Library branches. Now, it is possible to borrow hot spots from all three library branches and get access to reliable internet services.

The grant has also empowered the library to develop and implement hybrid programming, offer technology-based programs, and provide outstanding outreach opportunities in the community.

Katie-Scarlett MacGillivray, CEO of Brock Township Public Library, expressed how the grant has not only improved internet quality but also enhanced accessibility and inclusivity within the community.

She highlighted the library's new-found ability to offer programs both online and in person, fostering a stronger sense of community connection. Patrons can also book meeting rooms and utilize the Meeting Owl for their hybrid meetings in the library, enabling greater collaboration.

Jen Fulop, co-ordinator of outreach and programming at the library, shared her sentiments about the positive impact of the grant.

"Through innovative projects and initiatives, we have been able to actively involve more community members in the work we do, bringing us closer together and fostering a true sense of unity," said Fulop.

To learn more about booking a meeting room, borrowing a hot spot, attending a program, or checking out a book, residents can contact one of the library's branches – Beaverton ([705-426-9283](tel:705-426-9283)), Cannington ([705-432-2867](tel:705-432-2867)) or Sunderland ([705-357-3109](tel:705-357-3109)) – or [visit the library's website](#).



*Ojasvini Parashar is a Local Journalism Initiative reporter covering Brock Township. The Local Journalism Initiative is funded by the Government of Canada. She can be reached at [oparashar@metroland.com](mailto:oparashar@metroland.com).*

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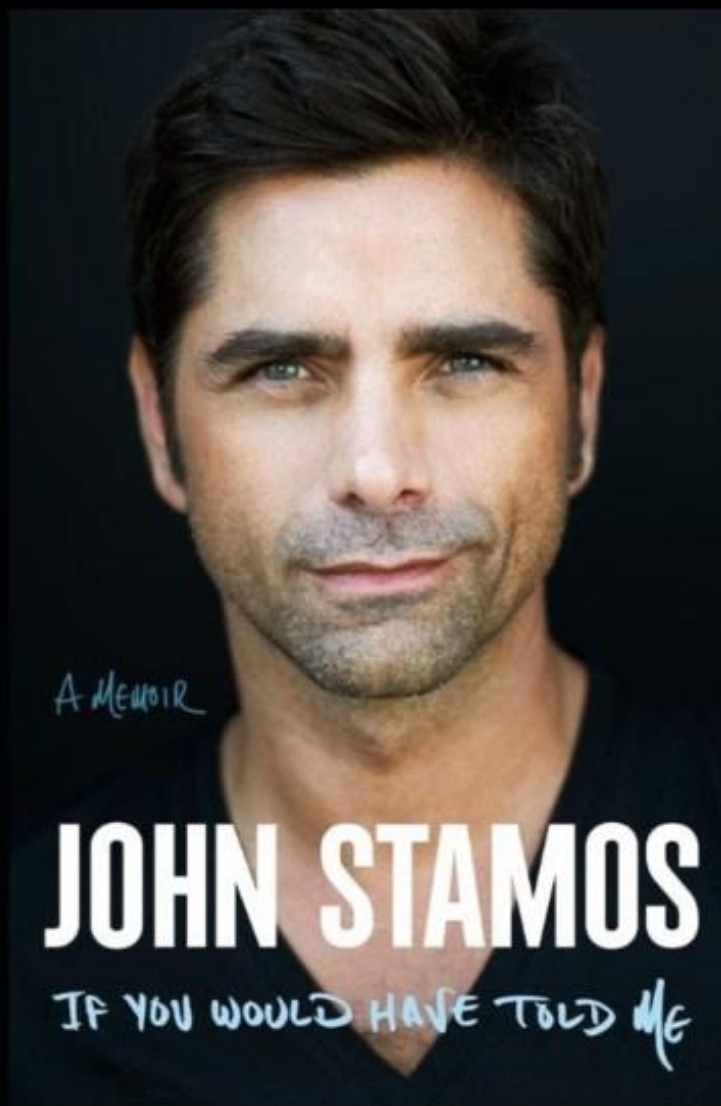
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# Have mercy — Innisfil library to host virtual chat with John Stamos



[Chris Simon](#)

a day ago



1 / 2 Actor John Stamos will discuss his new memoir, *If You Would Have Told Me*, during a virtual author series event hosted by the Library Speakers Consortium. | Supplied image

[Listen to this article](#)

00:02:51

Talk to me.

Ever want to ask John Stamos what it was like to work with twins on the set of *Full House*? The most intense scene he filmed on *ER*? What was so tempting about Broadway? Or what ultimately pushed him to go from flipping burgers at his father's restaurant to a career in Hollywood that has spanned more than four decades? You may just get that chance on Nov. 1.

The longtime actor, a three-time Emmy nominee who also starred on *General Hospital*, will participate in a virtual author series event hosted by the [Library Speakers Consortium](#), a group that includes the [Innisfil ideaLab and Library](#). His appearance will promote a new memoir, *If You Would Have Told Me*.

While priority is given to town residents or those who have Innisfil library cards, everyone is invited to register and log on. And there will be an opportunity for participants to interact with Stamos through a moderated question-and-answer session.

"This virtual author series has allowed us to bring in bestselling authors, award-winning authors who are highly acclaimed and may not be able to come to our branches," Innisfil adult services librarian Alicja Procaccini said. "It really gives our community members a chance to engage with these talented writers. People are able to ask their questions and actually have these larger authors respond to their questions directly. This is something people normally wouldn't get a chance to do. It's very exciting."

The Innisfil library has been running in-person author talks for years. But the virtual sessions became quite popular over the last year, as residents both grappled with the COVID-19 pandemic and tried to balance their



busy lives. Going online through the consortium lets the library present bigger-name writers and personalities, a list in recent months that has featured novelist John Irving and young-adult fiction author Cassandra Clare.

Upcoming speakers include dystopian novelist Naomi Alderman.

"Advance your knowledge," Procaccini said. "Be a part of the world of writing. It's allowing people to engage in literacy and foster that love. It also creates a sense of community (by) being able to attend some of these with

other people. There is a need for virtual events; while we have returned to a lot of in-house programming now, we know people still need that. We live in a commuter community. Not everyone's able to come out in the evening — people have children and busy lives."

Out of all the speakers she's watched so far, Procaccini admits to being most excited for Stamos.

If given the opportunity, she'd ask what compelled him to write the memoir now.

For more details on upcoming speakers, or to register for the Stamos talk, visit [libraryc.org/innisfilidealab](https://libraryc.org/innisfilidealab).

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***About the Author: Chris Simon***

Chris Simon is an award-winning journalist who has written for publications throughout Simcoe County and York Region. He is the current Editor of BradfordToday and InnisfilToday and has about two decades of experience in the sector

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# Georgina Public Library Board Policy Manual

## Policy Title: Secondary School Student Volunteers

### Intent

The Ontario Ministry of Education has incorporated 40 hours of mandatory community service into the secondary school curriculum. Georgina Public Library is pleased to assist students in fulfilling their voluntary requirement in the Library.

### Regulations

1. Interested students may fill out our application form, and drop it off at any Library branch. This form is available on the Teen page of our website, as well as in all Library branches.

<http://www.georginalibrary.ca/en/kids-teens/Teen-Volunteer-andCommunity-Involvement-Hours.aspx>

2. Prospective student volunteers may be screened and/or interviewed by staff.
3. The Library reserves the right to limit the number of student volunteers in order to provide proper instruction and supervision.
4. The Library will provide suitable instruction in Health and Safety, and Workplace Hazardous Materials Information System (WHMIS).

5. Activities available for secondary student volunteers may change from time to time. Types of activities will be those that can be undertaken with a minimum of orientation and instruction. The student will, at all times, be working with Library staff. No student volunteer will replace a paid staff member.

6. Jobs to be excluded:

- a. Regular Library Student duties such as shelving and shelf reading.
- b. Crowd control at Library programs.
- c. Activities/projects involving access to the Library automated system or customer records.

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# Georgina Public Library Board Policy Manual

7. The Library will complete and sign any necessary school forms to confirm completion of volunteer hours, provided the volunteer hours were within the previous two (2) years. All records of student volunteer hours and activities will be destroyed after two (2) years.
  
8. Letters of reference for school or employment may also be provided for students if all of the following conditions are met:
  - a. The student has volunteered for a minimum of 20 hours with the Library; and
  - b. The student has volunteered at the Library within the last two years; and
  - c. A minimum of two (2) weeks' notice is given; and
  - d. The student was never deemed unsuitable for the placement.
  
9. If a student is unable or unwilling to fulfil an agreed upon volunteer commitment, or is deemed unsuitable for the placement, Library staff reserve the right to terminate the placement.

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**Procedures:** ¶

¶ Interested students may log onto the Teen page on our web-site to download the application form. ¶

<http://www.georginalibrary.ca/en/kids-teens/Teen-Volunteerand-Community-Involvement-Hours.aspx> ¶

¶ Copies of the application form are also available at all library branches. ¶

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POLICY HISTORY:	
Initial Draft	May 29, 2014
Draft Presentation Review	
Board Presentation & Adoption:	June 19, 2014
Board Review:	March 17, 2016; Sept. 15, 2016; Sept. 17, 2020; <u>November 16, 2023</u>