

Georgina Public Library
Library Board Meeting
January 18, 2024 @ 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 – December 21, 2023 Meeting minutes
9. Delegations/Speakers - None
10. Presentations
11. Consent Agenda
 - a. Branch Report
 - b. Quarterly Statistics
 - c. Work Plan Update
 - d. Financial Statement – December 2023
 - e. 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. Closures for Staff Development Days
- b. Policy Review:
 - i. Hours of Service

Recommendation: *That the Hours of Service Policy amendments be accepted as presented commencing March 2024.*

- ii. Supervision of Children

15. Other Business For Which No Notice Has Been Given

16. Closed Session

- i. Motion to move into closed session

- 1. Labour relations or employee negotiations, Section 16.1(4) of the Public Libraries Act

-Labour Market Review discussion

- 2. Review of Closed Session minutes

- September 21, 2023 meeting minutes

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

- Update on a staffing matter

Advice that is subject to solicitor-client privilege, including communications necessary for that purpose, Section 16.1 (4) of the Public Libraries Act

- Update on a legal matter

- December 21, 2023 meeting minutes

Labour relations or employee negotiations, Section 16.1(4) of the Public Libraries Act

-Labour Market Review discussion

3. Closed Session minutes to be reviewed separately

- October 19, 2023 meeting minutes

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

- CEO Performance Evaluation

- December 21, 2023 meeting minutes

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

- CEO Performance Evaluation

ii. Motion to reconvene into open session

17. Next Meeting Date /Time

February 15, 2024 @ 7:00pm – Zoom

18. Adjournment

**Georgina Public Library Board
Regular Board Meeting Minutes
December 21, 2023 @ 5:00 p.m.**

Zoom

1. Call to Order

The meeting was called to order by the Chair at 5:02 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
Nancy Rodrigues, Vice-Chair
Madalyn Calzavara
Councillor Dave Neeson
Regional Councillor Naomi Davison

The following Board member was absent:

Amalee Lavigne

The following staff members were in attendance:

Valerie Stevens, *Director of Library Services/CEO*

Serena Hamlyn, *Executive Assistant (Recording Secretary)*
Anna Delong, *eServices Library Technician*
Karolina Roussakis, *Manager, Library Collections*
Cathy Tustin, *Human Resources Business Partner*
Andrea Friesen, *Consultant, Mungall Consulting*

4. Introduction of Addendum Items

5. Approval of the Agenda

Moved by Rita Beechey, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2023-120

That the Georgina Public Library Board meeting Agenda of December 21, 2023 be approved as circulated.

Carried.

6. Announcements – Introduction of new Manager, Library Collections Karolina Roussakis

The CEO introduced the new *Manager, Library Collections*, Karolina Roussakis. Karolina spoke about her past experience and what she hopes to bring to GPL.

7. Declarations of Pecuniary Interest – None

8. Adoption of the Past Minutes – November 16, 2023 Board meeting minutes

Moved by Naomi Davison, Seconded by Dave Neeson

RESOLUTION NO. GLB-2023-121

That the minutes of the November 16, 2023 Board meeting be adopted as circulated.

Carried.

16. Closed Session

Moved by Leslie Johnstone, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2023-122

That the Georgina Public Library Board move into Closed Session at 5:11 p.m.

Carried.

1. Labour relations or employee negotiations, Section 16.1(4) of the Public Libraries Act
-Labour Market Review discussion

The CEO and Recording Secretary left the Closed Session prior to item #2 being discussed.

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

-CEO Performance Evaluation

Moved by Rita Beechey, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2023-123

That the Georgina Public Library Board reconvene into Open Session at 6:35 p.m.

Carried.

The Board reconvened into Open Session and made the following motions:

In regards to Closed Session item #1

Moved by Dave Neeson, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2023-124

That staff proceed as discussed in regards to Closed Session item #1.

Carried.

In regards to Closed Session item #2

Moved by Rita Beechey, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2023-125

That the Board Chair proceed as directed in regards to Closed Session item #2.

Carried.

9. **Delegations/Speakers – None**

10. **Presentations – None**

11. **Consent Agenda**

- a. Branch Report
- b. Work Plan Update
- c. Financial Statement – November 2023
- d. Media Scan

Moved by Madalyn Calzavara, Seconded by Naomi Davison

RESOLUTION NO. GLB-2023-126

That Item 12 – Consent Agenda be received as circulated.

Carried.

12. **Verbal Communications**

- a. CEO update (V. Stevens)

COMMUNITY CONNECTIONS

- Nothing to report

SPACES

- MURC is very close to substantial completion & occupancy; still expect this before year-end.
- Keswick Alcove Renovation started on Dec 18, and is expected to be completed in January 2024.

PEOPLE & LEADERSHIP

- A second Staff Development Day was held on November 17; we focused on customer service, teamwork, and staff values, including a refresher from Town HR on the Respectful Workplace Policy.

COLLECTIONS & PROGRAMS

- We had a great turnout for the Caroling with Connors Music program yesterday evening.

TECHNOLOGY

- Nothing to report.

b. Board Chair update (B. Sabatini)

- The Board Chair attended the opening of the new Community Fridge, which is located at the main entrance to the Ice Palace.

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

- The Friends approved funding for a few Library programs for 2024
- The Friends will host the Euchre Night on February 29th
- Earth Hour and Earth Day will be celebrated
- The Spelling Bee will be held on either the last Friday in May or the last Friday in June

Moved by Leslie Johnstone, Seconded by Madalyn Calzavara

RESOLUTION NO. GLB-2023-127

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

Carried.

13. Old Business - *None*

14. New Business

a. Policy Review: Room Rentals

Moved by Rita Beechey, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2023-128

That the Room Rentals policy be accepted as presented.

Carried.

b. 2024 Meeting Dates

Moved By Dave Neeson, Seconded by Madalyn Calzavara

RESOLUTION NO. GLB-2023-129

That the 2024 Meeting Dates be adopted as presented.

Carried.

15. Other Business - None

17. Next Meeting Date /Time

January 18, 2024 at 7:00 p.m. – Zoom

18. Adjournment

Moved by Rita Beechey, Seconded by Naomi Davison

RESOLUTION NO. GLB-2023-130

That the Georgina Public Library Board meeting of December 21, 2023 adjourn at 6:46 p.m.

Carried.

Board Chair

Recording Secretary

JOINT BRANCH REPORT - 12 - DECEMBER 2023

Submitted by: Amy Butcher - Manager, Library Community Engagement
Becky George - Manager, Library eServices
Karolina Roussakis – Manager, Library Collections

COMMUNITY CONNECTIONS

- On Wednesday, December 13, Amy Butcher appeared on Georgina Life (ROGERStv) to promote GPL's winter break programming happening the first week of January.

SPACES

- Construction to renovate the alcove area in Keswick Branch into an office began in mid-December

PEOPLE AND LEADERSHIP

- Pam Hambley, formerly a Library Clerk, moved into her new role as Circulation Coordinator

COLLECTION AND PROGRAMS

- On Saturday, December 2, CYS hosted its first ever Nutcracker Storytime at Keswick Branch. Fifty-five participants enjoyed listening to a Nutcracker Story and making their own holiday ornaments.
- On Tuesday, December 19, we partnered with Connors Music to run the "Caroling with Connors Music" event from 6:30 p.m. to 8:00 p.m. Program participants enjoyed light refreshments and listened to Holiday music performances from Connors Music students. Attendance at the event nearly doubled from last year with 85 people attending.

Dates	Program Name	Platform/format	Total views/ participants
Various dates	One-on-one technology help (eServices)	Email, chat, phone, in-person	38
December 5	Family Storytime	Sutton	21
December 5	Ready, Set, Kindergarten	Sutton	5
December 5	Reading Buddies	Keswick	21
December 6	Family Storytime	Keswick	16

December 6	Ukulele Circle	Keswick	12
December 7	Babytime	Keswick	15
December 7	Ready, Set, Kindergarten	Keswick	7
December 7	LEGO Club	Sutton	15
December 2	Nutcracker Storytime	Keswick	55
December 1	GPL on the GO (visit to EarlyON offsite storytime)	The Link	11
December 7	Let's Make Stuff- Gingerbread Edition	Keswick	54
December 19	Caroling with Connors Music	Keswick	85
December 5	Sutton Book Club	Sutton	10
December 5	Pefferlaw Book Club	Pefferlaw	7
December 5,7,12,14,19,21	Hooks and Needles Corner	Keswick	38
December 6	Pins and Needles	Sutton	15
December 7, 21	Welcome Centre Immigrant Services	Keswick	7
December 6, 13, 20	English Conversation Circle for Newcomers	Keswick	15
December 6, 13	Drop in Stroke Support Group	Sutton	2
December 7, 14	Enterprising Careers	Sutton	4
December 12	Make Your Own Ornaments	Keswick	18
December 16	Gingerbread Social	Pefferlaw	5
	All recorded videos, re-watched in December		0
		TOTAL	462

TECHNOLOGY

- Nothing to report

January

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	11,076	4,819	10	128	911		1,143	18,077	
Pefferlaw	1,071	829	1	7	199		26	2,132	
Sutton	6,067	5,099	1	19	268		155	11,608	
CYS			32	682	85			767	
eBranch	6,590	12,136	59	288		48,910		67,924	
Total	24,804	22,883	103	1,124	1,463	48,910	1,324	100,508	

February

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	10,198	4,498	11	145	973		567	16,381	
Pefferlaw	1,178	1,051	1	6	123		76	2,434	
Sutton	5,960	4,392	1	17	296		57	10,722	
CYS			35	645	62			707	
eBranch	6,029	10,124	68	437		41,420		58,010	
Total	23,365	20,065	116	1,250	1,454	41,420	700	88,254	

March

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	12,352	5,420	14	207	706		921	19,606	
Pefferlaw	1,125	884	3	255	127		131	2,522	
Sutton	6,557	4,536	4	106	365		71	11,635	
CYS			22	632	58			690	
eBranch	6,126	11,940	110	396		48,521		66,983	
Total	26,160	22,780	153	1,596	1,256	48,521	1,123	101,436	

April

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	9,968	4,648	14	130	997		668	16,411	
Pefferlaw	917	793	2	21	216		65	2,012	
Sutton	4,981	3,780	2	23	281		34	9,099	
CYS			38	726	72			798	
eBranch	5,754	9,896	53	411		37,298		53,359	
Total	21,620	19,117	109	1,311	1,566	37,298	767	81,679	

May

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	8,616	1,772	16	205	923		562	12,078	
Pefferlaw	889	693	1	8	143		27	1,760	
Sutton	6,005	6,556	4	53	368		52	13,034	
CYS			31	561	94			655	
eBranch	6,079	52,578	153	593		42,261		101,511	
Total	21,589	61,599	205	1,420	1,528	42,261	641	129,038	

June

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	9,409	751	18	386	935		944	12,425	
Pefferlaw	891	453	1	6	176		92	1,618	
Sutton	4,379	3,636	2	21	391		118	8,545	
CYS			14	1,175	67			1,242	
eBranch	5,873	9,583	65	370		39,667		55,493	
Total	20,552	14,423	100	1,958	1,569	39,667	1,154	79,323	

July

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	11,277	7,791	18	628	941		755	21,392	
Pefferlaw	1,447	830	1	5	187		90	2,559	
Sutton	5,063	3,653	10	102	447		127	9,392	
CYS			59	1,175	224			1,399	
eBranch	6,057	11,518	307	1,227		47,075		65,877	
Total	23,844	23,792	395	3,137	1,799	47,075	972	100,619	

August

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	12,181	5,629	22	739	1,051		1,170	20,770	
Pefferlaw	1,210	781	0	0	216		71	2,278	
Sutton	5,308	2,604	12	53	385		113	8,463	
CYS			43	1,056	217			1,273	
eBranch	6,169	12,124	87	377		49,004		67,674	
Total	24,868	21,138	164	2,225	1,869	49,004	1,354	100,458	

September

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	9,636	6,042	18	331	1,201		456	17,666	
Pefferlaw	939	854	2	43	194		63	2,093	
Sutton	4,478	2,625	11	58	425		47	7,633	
CYS			36	591	161			752	
eBranch	6,578	10,071	108	1,027		36,179		53,855	
Total	21,631	19,592	175	2,050	1,981	36,179	566	81,999	

October

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	9,452	6,163	16	111	1,378		1,059	18,163	
Pefferlaw	936	1,236	1	4	221		96	2,493	
Sutton	6,670	5,848	9	71	256		90	12,935	
CYS			32	493	273			766	
eBranch	6,814	10,044	94	463		43,903		61,224	
Total	23,872	23,291	152	1,142	2,128	43,903	1,245	95,581	

November

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	9,111	5,280	17	129	1,324		653	16,497	
Pefferlaw	1,046	864	2	23	79		11	2,023	
Sutton	7,169	5,332	14	60	340		33	12,934	
CYS			42	646	272			918	
eBranch	6,839	9,544	49	242		40,430		57,055	
Total	24,165	21,020	124	1,100	2,015	40,430	697	89,427	

December

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	7,985	6,053	12	113	1,108		583	15,842	
Pefferlaw	912	942	2	12	156		39	2,061	
Sutton	5,066	4,442	6	34	302		34	9,878	
CYS			12	317	259			576	
eBranch	6,364	13,309	49	225		42,466		62,364	
Total	20,327	24,746	81	701	1,825	42,466	656	90,721	

2023 TOTALS

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library
Keswick	121,261	58,866	186	3,252	12,448		9,481	205,308
Pefferlaw	12,561	10,210	17	390	2,037		787	25,985
Sutton	67,703	52,503	76	617	4,124		931	125,878
CYS			396	8,699	1,844			10,543
eBranch	75,272	172,867	1,202	6,056		517,134		771,329
Total	276,797	294,446	1,877	19,014	20,453	517,134	11,199	1,139,043

Georgina Public Library Circulation & Active User Statistics

2023

Date	Keswick	Sutton	Pefferlaw	E-Books	Total	Active Members	Notes
January	11,076	6,067	1,071	6,590	24,804	10,166	
February	10,198	5,960	1,178	6,029	23,365	10,125	
March	12,352	6,557	1,125	6,126	26,160	10,135	
April	9,968	4,981	917	5,754	21,620	10,088	
May	9,877	6,029	941	6,079	22,926	10,102	
June	10,210	7,941	922	5,873	24,946	10,083	
July	11,277	5,063	1,447	6,057	23,844	10,010	
August	12,181	5,308	1,210	6,169	24,868	9,901	
September	9,636	4,478	939	6,578	21,631	9,920	
October	9,452	6,670	936	6,814	23,872	9,925	
November	9,111	7,169	1,046	6,839	24,165	9,887	
December	7,985	5,066	912	6,364	20,327	9,897	
TOTALS	123,323	71,289	12,644	75,272	282,528		
Averages	10,277	5,941	1,054	6,273	23,544	10,020	

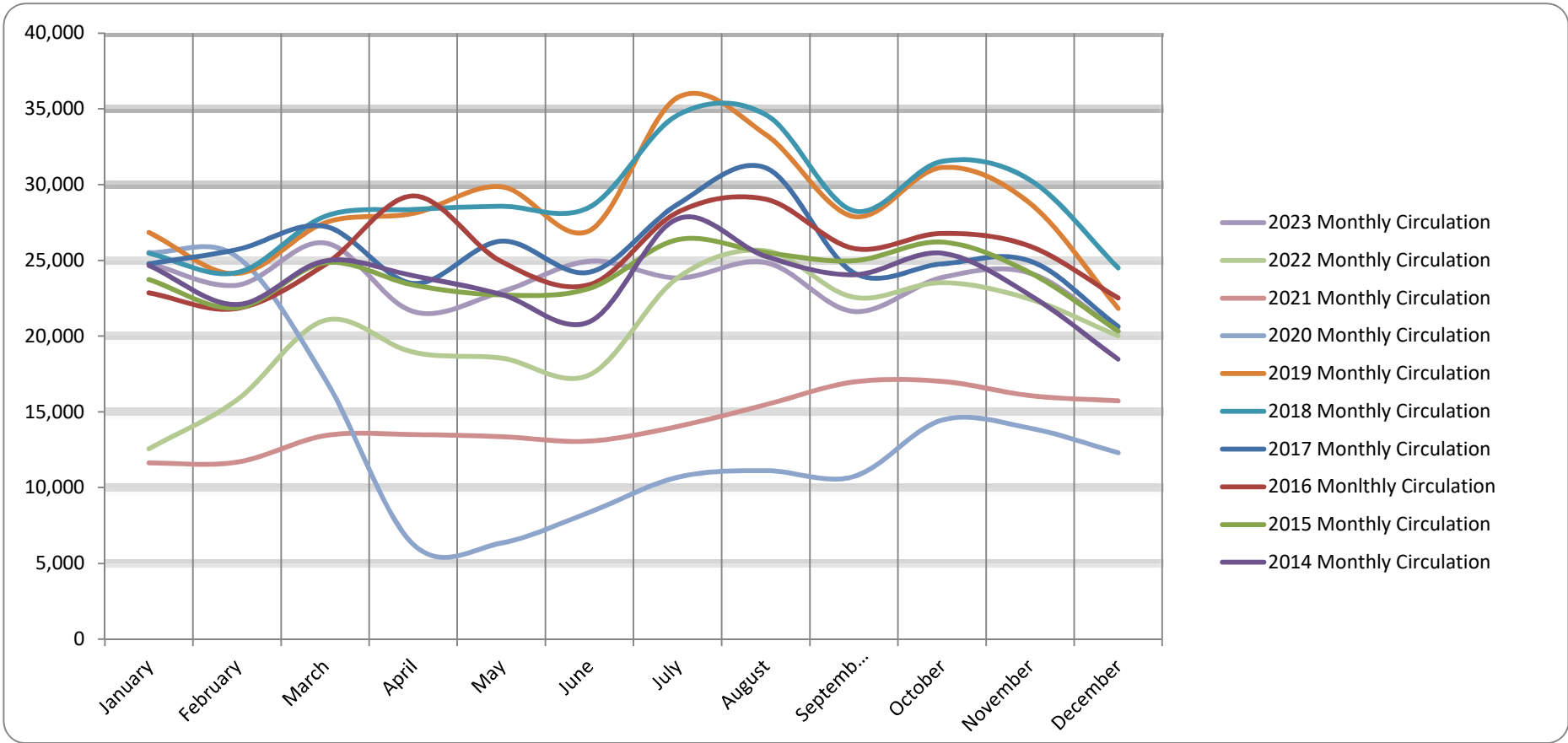
2022

Date	Keswick	Sutton	Pefferlaw	E-Books	Total	Active Members	Notes
January	3,448	2,284	620	6,212	12,564	11,293	curbside only for 3 weeks of January
February	6,413	3,314	749	5,318	15,794	11,360	extended hours effective Feb 19
March	8,852	4,983	1,091	6,120	21,046	11,532	
April	7,582	4,570	989	5,797	18,938	11,674	
May	6,733	5,278	758	5,785	18,554	11,792	
June	6,492	4,407	915	5,636	17,450	11,955	returned to full hours effective June 25
July	11,867	4,854	1,294	5,830	23,845	12,219	
August	12,887	4,929	1,567	6,257	25,640	12,443	
September	10,936	4,529	1,213	5,891	22,569	12,291	
October	9,674	6,799	1,010	6,053	23,536	10,210	resumed school visits in Sutton
November	9,246	6,236	1,202	5,760	22,444	10,125	
December	8,385	4,953	1,517	5,162	20,017	10,045	
TOTALS	102,515	57,136	12,925	69,821	242,397		
Averages	8,543	4,761	1,077	5,818	20,200	11,412	

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
October	7,150	3,170	1,209	5,488	17,017	11,643	
November	7,097	2,988	679	5,313	16,077	11,497	
December	6,132	3,499	794	5,306	15,731	11,384	
TOTALS	63,329	29,443	9,448	69,792	172,012		
Averages	5,277	2,454	787	5,816	14,334	12,346	Active members lower than in past years due to past calculation errors. See comment for further details.

2014 - 23 Annual Total Circulation By Month Comparison



2023 Work Plan – December 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	2024?	In Progress	Transfer and Operating Agreement take precedent. Currently with legal team. Updated projected end to 2024. 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	Q1-2024	In Progress	Town took possession Q4 2023; Opening to public expected in March 2024. Library Board had opportunity to visit the site on Aug 25, 2023. Updated projected end to Q1-2024.
Strategic Plan	Library Board/ Val Stevens	Q2-2021	Q3-2023	Complete	Launched at Board Meet & 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. Construction began in mid-December.
Security gates-PE & KE	Becky George (Sarah James/ Karolina Roussakis)	Q2-2023	Q2-2024		Requesting extension to quotes. Environmental scan has not provided solid data; library systems that have removed security gates have not conducted analyses.

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	Complete	Three additional hours budgeted in 2023 operating budget, will carry-forward on an ongoing basis.

Operating Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Transition to Office 365	Town IT (Becky George)	Q1-2022	Q4-2023	Complete	Approved through Town IT budget for entire municipality, including library staff. IT working on phased implementation and roll-out. Core functionalities have been implemented; more may come in the future.

Georgina Public Library

Financial Statement - December 2023

Date: January 2, 2024

	2023 Actuals	2023 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	2,636,690.00	2,636,690	-	100%	100%	Pro-rated
Provincial Grants	62,600	62,600	-	100%	100%	Pro-rated
Misc Grants	5,472	9,240	3,768	59%	100%	
School Board Revenue	58,500	58,500	-	100%	100%	Pro-rated
Donations	15,976	1,800	(14,176)	888%	100%	
Fines	2,558	7,900	5,342	32%	100%	
Misc Fees	742	3,100	2,358	24%	100%	Exam Proctoring, etc
Photocopying Fees	5,460	8,500	3,040	64%	100%	
Program Registrations	217	4,200	3,983	5%	100%	
Book Sale	412	2,400	1,988	17%	100%	
Room Rentals	4,159	4,100	(59)	101%	100%	
Provision from Reserve	96,600	96,600	-	100%	100%	Pro-rated
Total Revenues	2,889,386	2,895,630	6,244	100%	100%	
Expenses						
Salaries & Benefits	2,046,402	2,071,600	25,198	99%	100%	
Library Board	2,600	4,800	2,200	54%	100%	Projected
Library Operations	248,639	366,900	118,261	68%	100%	Utilities, cleaning, courier, supplies, etc.
Training	13,482	18,800	5,318	72%	100%	
Collections	183,781	232,730	48,949	79%	100%	
Telecommunications	10,073	26,510	16,437	38%	100%	
Covid-19 Expenses	26	-	(26)	N/A	N/A	No allotted budget
Misc	3,711	3,400	(311)	109%	100%	
Contribution to Reserve	170,890	170,890	-	100%	100%	Pro-rated
Total Expenses	2,679,602	2,895,630	216,028	93%	100%	
Net	209,783	-	(209,783)			

Georgina Public Library Board Policy Manual

Policy Title: Hours of Service

Intent

The Public Libraries Act, R.S.O. 1990, c. P.44, s. 20 (a) states that a library board shall seek to provide, in co-operation with other boards, a comprehensive and efficient public library service that reflects the community's unique needs.

Regulations

Library services will be provided during hours which best meet the needs of the community within budgetary restrictions.

Procedures

1. Branches of Georgina Public Library will be open the following hours:

a) Keswick Branch & Discovery Branch

- Monday – closed
- Tuesday – 10am to 9pm
- Wednesday – 10am to 9pm
- Thursday – 10am to 9pm
- Friday – 10am to 6pm
- Saturday – 9am to 5pm
- Sunday – 1pm to 5pm

b) Peter Gzowski (Sutton) Branch & Pepperlaw Branch

- Monday – closed
- Tuesday – 10am to 9pm
- Wednesday – 10am to 9pm
- Thursday – 10am to 9pm
- Friday – 10am to 6pm
- Saturday – 9am to 2pm
- Sunday – 1pm to 5pm

2. Georgina Public Library will be closed on the following holidays. Note that most are on Mondays, which do not affect public hours:

- New Year's Day, January 1st
- Family Day
- Good Friday
- Easter Sunday
- Easter Monday
- Victoria Day
- Canada Day, July 1st

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- August Civic Holiday
- Labour Day
- Thanksgiving Day
- Christmas Day, December 25th
- Boxing Day, December 26th
- Early closure (12pm) on Christmas Eve, December 24th
- Early closure (12pm) on New Year's Eve, December 31st

3. From time to time, all branches or a specific branch may be closed for special maintenance or other operational needs. Such closing(s) will be posted on the Library's website and in the branches at least 3 weeks in advance.

4. The Library may close for up to two days per calendar year, at the discretion of the Library Director/CEO, to allow for Staff Professional Development / Training. Such closing(s) will be posted on the Library's website and in the branches at least 3 weeks in advance.

5. Emergency closures due to weather or other unforeseen events will be posted on the Library doors, and if possible, on the Library's website. Closures due to weather and other emergencies will be at the discretion of the Director of Library Services/CEO or designate.

6. The Director of Library Services/CEO will be responsible for ensuring adequate staffing during open hours.

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POLICY HISTORY:	
Initial Draft	November 22, 2006
Draft Presentation Review	June 28, 2007
Board Presentation:	August 16, 2007
Board Adoption:	August 16, 2007
Board Review:	August 15, 2019; March 23, 2023; <u>January 18, 2024</u>

Georgina Public Library Board Policy Manual

Policy Title: Supervision of Children

Intent

Georgina Public Library welcomes children of all ages, and encourages and promotes children's use of the library; **however**, parents and guardians should be aware that the library is a public place that is open to all members of the community. Furthermore, as in all public facilities, emergencies can occur.

It is the responsibility of the parent or guardian to monitor the whereabouts and behavior of their children. Library staff, though concerned about the safety and well-being of children, cannot be responsible for their safety or supervision.

Child protection in Ontario is legislated under the Ontario Child, Youth and Family Services Act, 2017, S.O. 2017, Chapter 14, Schedule 1,

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Regulations

1. The Ontario Child, Youth and Family Services Act (S.O. 2017, Chapter 14) §136) stipulates that children under the age of 16 must be adequately supervised by a parent/guardian/caregiver. The Library policy is that any child under the age of 10 shall have direct supervision at all times within the Library. Georgina Public Library requires a caregiver to be at least 12 years of age, reflecting CAS and community standards for the common babysitting age. It is stressed that not all 12-year-olds or teenagers are mature enough to be left responsible for younger children, and it is the parent/guardian/caregiver's responsibility to ensure that adequate provisions are made for the safety of their children, including immediate contact information if assistance is required.
2. It is also emphasized that Library staff are unable to prevent a child who wishes to leave the library from doing so.
3. A child under 10 who is attending a Library program need not be accompanied into the program by a parent/guardian/caregiver unless otherwise indicated. However, the parent/guardian/caregiver must remain in the Library during the program.
4. Parents and guardians are responsible for supervising their child's access to all Library resources, including the Internet (see the Public Access to Computers and Internet Services Policy).
5. As a public place, the Library does not monitor the activities of its users unless there is a problem with conduct or a child is left unattended. Truancy is a school and parent/guardian issue, not a Library issue. The Library cannot act in the role of either parent/

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guardian, or police. If a parent/guardian/caregiver or school representative telephones to inquire if a child is in the Library, staff will attempt to locate and bring the child to the phone to speak with them.

6. If staff suspect child abuse, they are required by law to contact the police or Children's Aid Society.
7. Procedures for dealing with unattended children will be implemented in the following or similar situations, when an unattended child is under the age of 10, and: is alone and frightened; is doing something dangerous; seems to be in danger from another person; is not following the library rules after reasonable warnings; or is alone in the library at closing time.
8. Under no circumstances will Library staff provide transportation for unattended children or take them away from the Library.
9. Two staff members must be present with an unattended child at all times.

Staff Procedures for Dealing with Unattended/Inadequately Supervised Children in the Library:

1. Attempt to comfort an unattended or lost child and help to locate the parent/guardian/caregiver within the public areas of the building.
2. Ascertain if transportation arrangements have been made.
3. Identity of the parent/guardian/caregiver will be verified with the child.
4. If the parent/guardian/caregiver cannot be located within the library or provision of care for the child is inadequate, attempt to contact by phone to arrange pickup of the child.
5. If the Library is closing, inform parent/guardian/caregiver of this fact and that they must pick up their child within 15 minutes.
6. Remain with the child until the appropriate adult arrives.
7. Inform the parent/guardian/caregiver of the Supervision of Children Policy.
8. If all reasonable attempts to locate the appropriate adult fail, or if no one arrives within 15 minutes of closing, call York Regional Police Service.
9. Complete an Incident Report documenting attempts to contact parent/guardian/caregiver, and steps taken.

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Phone numbers:

Children's Aid Society York Region: 905-895-2318
York Regional Police: 1-866-876-5423

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POLICY HISTORY:	
Initial Draft	November 22, 2006
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