



**GEORGINA PUBLIC LIBRARY**  
**Public Library Board Agenda**

Wednesday, May 21, 2025  
7:00 PM

**Pages**

**1. CALL TO ORDER**

“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.”

**2. ROLL CALL**

**3. INTRODUCTION OF ADDENDUM ITEM(S)**

**4. APPROVAL OF AGENDA**

**5. ANNOUNCEMENTS**

**6. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

**7. ADOPTION OF MINUTES**

April 17, 2025

3

**8. SPEAKERS**

**9. DELEGATIONS/ PETITIONS**

**10. PRESENTATIONS**

**11. CONSENT AGENDA**

**1. Branch Report**

12

2.	GPL Goals Document	16
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4.	Media Scan	
<b>12.</b>	<b>VERBAL COMMUNICATIONS</b>	
1.	CEO Update (J. Moncada)	
2.	Board Chair Update (B. Sabatini)	
3.	Friends of the Library Update (R. Beechey)	
<b>13.</b>	<b>OLD BUSINESS</b>	
<b>14.</b>	<b>NEW BUSINESS</b>	
1.	Policy Review: Other Rates & Fees	20
2.	Budget Working Group	
<b>15.</b>	<b>CLOSED SESSION</b>	
<b>16.</b>	<b>NEXT MEETING DATE/TIME</b> June 19, 2025	
<b>17.</b>	<b>MOTION TO ADJOURN</b>	



**GEORGINA PUBLIC LIBRARY**  
**Georgina Public Library Board Minutes**

Date: Thursday, April 17, 2025  
Time: 7:00 PM

Members of Board Present: Bobbi Sabatini  
Naomi Davison  
Nancy Rodrigues  
Leslie Johnstone  
Rita Beechey  
Kathy Coates  
Madalyn Calzavara

Members of Board Absent: Dave Neeson  
Alicia Braund

Staff Present: Serena Hamlyn  
Joe Moncada  
Chad Parisien

**1. CALL TO ORDER**

The Board Chair called the meeting to order at 7:00 p.m.

“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.”

**2. ROLL CALL**

As noted above.

**3. INTRODUCTION OF ADDENDUM ITEM(S)**

None.

**4. APPROVAL OF AGENDA**

**GLB-2025-027**

Moved By Leslie Johnstone

Seconded By Madalyn Calzavara

That the Agenda of April 17, 2025 be accepted as presented.

**Carried**

**5. ANNOUNCEMENTS**

None.

**6. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

None.

**7. ADOPTION OF MINUTES**

March 20, 2025

**GLB-2025-028**

Moved By Rita Beechey

Seconded By Nancy Rodrigues

That the minutes of March 20, 2025 be adopted as amended.

**Carried**

**8. SPEAKERS**

None.

**9. DELEGATIONS/ PETITIONS**

None.

**10. PRESENTATIONS**

None.

## 11. **CONSENT AGENDA**

1. Branch Report
2. Quarterly Statistics
3. GPL Goals Document
4. Financial Statement  
March 2025
5. Media Scan

### **GLB-2025-029**

Moved By Kathy Coates

Seconded By Nancy Rodrigues

That items 11.1, 11.2, 11.3, 11.4, and 11.5 - Consent Agenda be accepted as presented.

**Carried**

## 12. **VERBAL COMMUNICATIONS**

1. CEO Update (J. Moncada)

### **COMMUNITY CONNECTIONS**

- I want to start with a heartfelt thank you. During March's Ice Storm, and subsequent power outage in Pepperlaw, it was truly inspiring to see how our community came together. Many residents were without power for over a week, and some even longer. I want to acknowledge the incredible response from this community, our library board members, and all levels of municipal staff and emergency services who worked tirelessly—not just here in Georgina, but across the province—to restore power and provide support.
  - As part of the Town's Emergency Command Team, I was proud to represent the Library, especially since our branches serve as designated warming centres during operating hours. We stepped up in several ways to support the Town's emergency response, including:
  - Setting up a reception centre at the Sutton Branch to welcome residents being bussed in from Pepperlaw.

- Creating custom buttons and materials in our Maker Space for Town staff stationed at the Pepperlaw Lions Hall.
- Adjusting our Staff Development Day to ensure we didn't close any branches—allowing all three libraries to remain open as warming stations.
- And of course, we welcomed residents with warmth, treats, hot drinks, and a safe space to recharge—both literally and emotionally.
- It was a strong reminder of the important role our libraries play—not only as places of learning and connection but also as critical community support hubs in times of crisis.
- We partnered with Routes to host three free tax clinics in March at Keswick, Discovery, and Pepperlaw Branch. Between these three clinics, Routes was able to process 91 tax returns for Georgina residents.
- We received positive feedback from York Region saying that they enjoyed partnering with us for our Repair Cafe on March 1. The volunteer fixer loved having the event at Discovery Branch in the Maker Space. They called it “the Cadillac of Maker Spaces” and were so impressed with the tools, supplies, and the support our Maker Space programmer provided with some of the repairs. York Region would like to explore other opportunities to collaborate with Maker Spaces for these events.
- We partnered with town staff to host 22 grade 4 to 8 students from Keswick Public School at the MURC on Wednesday, April 9. The students had an opportunity to make mugs and keychains in our Maker Space, play in the gym, and have time in the pool. This is a partnership that we are hoping to continue as it gives students an opportunity to learn more about the resources available to them in the community.

## SPACES

- Plexi-glass dividers were removed from the Keswick and Peter Gzowski (Sutton) Branch. This is to accommodate new monitor and monitor arms at our circulation desks to support better customer service interactions and accessibility.
- The Town's Corporate Admin Team, which includes Serena, held their March quarterly meeting in the Maker Space. They spent time with Tyler learning what can be done on the different pieces of equipment and had the opportunity to make buttons.

## PEOPLE & LEADERSHIP

- The Leadership Team had the opportunity to connect with their counterparts at the N6+1 Library Leadership Retreat on Monday, March 31. The day included a Budget 101 workshop as well as a Critical Thinking session led by JUICE Inc.

- Staff Development Day, originally scheduled for April 4, was postponed to April 11 to allow the Library to remain open and support the community during the ice storm recovery efforts. The focus of Staff Development Day was on enhancing our customer service skills. We were pleased to welcome guest speaker Jamie Boyle, who delivered an insightful presentation on the key elements of providing exceptional service within the public sector. He also offered practical strategies for managing challenging customer interactions. Nikolina and Lori have already received enthusiastic feedback from GPL staff, who found his session both highly engaging and full of valuable takeaways.
- The 2024 Year in Review is now published on our [website](#).

## COLLECTIONS & PROGRAMS

- On Saturday, April 12, Lindsay and Nicole attended Seedy Saturday at Pefferlaw Lions Hall to promote library programs and services. Over 5 hours, they spoke with 287 people. Nicole also ran a Children's Storytime at the event, and had 33 children attend.
- On Saturday, April 5 we hosted our first ever Children's Spring Coat and Boot Swap and Sustainability Storytime at Sutton Branch. 22 people attended the storytime and 23 people attended the swap. Programming staff are looking for ways to continue offering sustainability programming and will be offering a Back to School items swap in August.

### 2. Board Chair Update (B. Sabatini)

- The Board Chair attended the Earth Hour Concert at the Library on March 22
- The Board Chair was in contact with the CEO frequently during the Pefferlaw Branch closure in early April
- On April 9, the Board Chair attended the Life on the Spectrum: One Person's Journey talk by Shawn Avery
- The Board Chair attended the afternoon portion of GPLs Staff Development Day held on April 11
- The Library As Place Conference is coming up in June, on the 18 and 19, at the Novotel in North York.
  - The Board Chair noted that there is room for a Board member to attend the conference this year and asked that any interested Board members please send an email to the Board Chair, CEO, and Executive Assistant by April 30

- The Board Chair met with the CEO Evaluation working group over the course of completing the CEOs six-month review
  - Thank you to everyone for your input and patience with that process

3. Friends of the Library Update (R. Beechey)

- The Friends are busy working towards the 16<sup>th</sup> Annual Grate Groan-Up Spelling Bee, which takes place on Friday, May 23, starting at 6:00 p.m., at the ROC Chalet.

**GLB-2025-030**

Moved By Naomi Davison

Seconded By Madalyn Calzavara

That items 12.1, 12.2, and 12.3 - Verbal Communications be accepted as presented.

**Carried**

**13. OLD BUSINESS**

1. Collections Management Policy

**GLB-2025-031**

Moved By Rita Beechey

Seconded By Leslie Johnstone

That the Collections Management Policy, formerly the Materials Selection Policy, be accepted as amended.

**Carried**

**14. NEW BUSINESS**

None.

**15. CLOSED SESSION**



The CEO and Recording Secretary joined the Closed Session for items a. and b. only. Both the CEO and Recording Secretary left the Closed Session before item c. was discussed. The Board Vice-Chair took over the recording of the minutes for that one item.

1. Motion to move into Closed Session

**GLB-2025-032**

Moved By Madalyn Calzavara

Seconded By Kathy Coates

That the Georgina Public Library Board move into Closed Session at 7:32 p.m.

**Carried**

- a. Personal matters about an identifiable individual; section 16(1) (4) of the Public Libraries Act.
    - information regarding an incident at the Library
  - b. Personal matters about an identifiable individual; section 16(1) (4) of the Public Libraries Act.
    - CEO Job Description
  - c. Personal matters about an identifiable individual; section 16(1) (4) of the Public Libraries Act.
    - CEO Performance Evaluation results
2. Motion to reconvene into Open Session and report on matters discussed in Closed Session

**GLB-2025-033**

Moved By Madalyn Calzavara

Seconded By Rita Beechey

That the Georgina Public Library Board reconvene into Open Session at 8:30 p.m.

**Carried**

In regards to Closed Session item 15.1 (a) on the agenda being personal matters about an identifiable individual – Information regarding an incident at the Library:

**GLB-2025-034**

Moved By Leslie Johnstone

Seconded By Nancy Rodrigues

That the information be received.

**Carried**

In regards to Closed Session item 15.1 (b) on the agenda being personal matters about an identifiable individual – CEO Job Description:

**GLB-2025-035**

Moved By Kathy Coates

Seconded By Rita Beechey

That the updates to the CEO Job Description be approved as presented.

**Carried**

In regards to Closed Session item 15.1 (c) on the agenda being personal matters about an identifiable individual – CEO Performance Evaluation Results:

**GLB-2025-036**

Moved By Madalyn Calzavara

Seconded By Naomi Davison

That the information be received, and that the Board Chair proceed accordingly.

**Carried**

**16. NEXT MEETING DATE/TIME**

May 15, 2025

**17. MOTION TO ADJOURN**

**GLB-2025-037**

Moved By Kathy Coates

Seconded By Nancy Rodrigues

That the meeting of April 17, 2025 adjourn at 8:32 p.m.

**Carried**

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Bobbi Sabatini, Chair

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Serena Hamlyn, Executive Assistant to the Library Director/CEO

**April 2025**

Submitted by: Amy Butcher, Manager, Library Community Engagement  
Nikolina Likarevic, Manager, Library Customer Experience  
Becky George, Manager, Library eServices  
Karolina Roussakis, Manager, Library Collections

## **Community Engagement & Inclusion**

*Strategic Alignment: Inclusive & Responsive | Empower & Connect*

- On Saturday, April 5 we hosted our first ever Children's Spring Coat and Boot Swap and Sustainability Storytime at Sutton Branch. 22 people attended the storytime and 23 people attended the swap. Programming staff are looking for ways to continue offering sustainability programming and will be offering a Back to School items swap in August.
- On Wednesday, April 9, we partnered with Community Services staff at the MURC to host 26 grade 4 to 8 students from Keswick Public School. Students had an opportunity to make mugs and keychains in our Maker Space, play in the gym, and have time in the pool. We plan on continuing this partnership, and will be hosting students from W.J. Watson Public School and Sutton High School in May.
- On Saturday, April 12, Lindsay and Nicole attended Seedy Saturday at Pepperlaw Lions Hall to promote library programs and services. Over 5 hours, they spoke with 287 people. Nicole also ran a Children's Storytime at the event, and had 33 children attend.
- On Tuesday, April 22, Stephen Leacock Theatre and Georgina Public Library partnered to host "Gwynne Dyer: A Lecture on Climate Change" author talk at Stephen Leacock Theatre. 75 people attended the event.
- Amy met with a contact from York Region District School Board to discuss how we can offer Cricut workshops for teachers so they can learn how to use the equipment in their classrooms. Tyler will be offering a Cricut workshop for teachers on Friday, May 16.

## **Spaces, Collections & Technology**

*Strategic Alignment: Inclusive & Responsive | Green & Innovative*

- Our Seed Library launched in all branches on Tuesday, April 1. Community members have enjoyed being able to take seeds for their gardens.
- As a result of the ice storm, our Pepperlaw Branch lost power and was closed to the public from March 30-April 4. Staff did what they could to mitigate the impact on customers, such as extended hold pick-up dates until a few days after re-opening. And our other three branches focused on providing space to community members needing access to heat, power and/or internet.

## Staff Development & Organizational Culture

*Strategic Alignment: Empower & Connect*

- The first Staff Development Day of the year was held on April 11 and the focus of the day was customer service. Jamie Boyle presented on three topics, which sparked great conversation. The GPL team greatly appreciated what they learned during the day.
- The Refresher training Nikolina, Loreen, and Pam started at the end of March is going strong! Twenty members of the GPL team (LCs, Casual LCs and LAs) were trained throughout March and April. The rest of the team will be trained throughout May and June. The Refresher will help inform future training priorities, including the onboarding of new employees.
- Carrieanne joined the GPL team at the end of April as a temporary Library Clerk based out of the Discovery Branch. Welcome to your new role, Carrieanne!

## Programs & Learning Opportunities

*Strategic Alignment: Inclusive & Responsive | Green & Innovative*

- On Saturday, April 26, we ran a Community Storytime with Georgina Firefighters. Children enjoyed stories, songs, and got to learn how firefighters get ready to fight fires. Afterwards, everybody went outside and got to see a fire truck. The event was very well received with 106 people attending.
- On Wednesday, April 30, Nicole and Lindsay hosted Fandom Appreciation Night in the Maker Space. The event was very successful with 107 people attending.

Dates	Program Name	Platform/format	Total views/ participants
Various dates	One-on-one technology help (eServices)	Email, chat, phone, in-person	40
April 1, 8, 15, 22, 29	Family Storytime	Sutton	75
April 1, 8, 15, 22, 29	Ready, Set, Kindergarten	Sutton	20
April 1, 8, 15, 22, 29	LEGO Club	Discovery	73
April 1, 8, 15, 22, 29	Reading Buddies	Keswick	96
April 2, 9, 16, 23, 30	Family Storytime	Keswick	120
April 3, 10, 17, 24	Babytime	Keswick	17
April 3, 10, 17, 24	Ready, Set, Kindergarten	Keswick	24

<b>April 3, 10, 17, 24</b>	LEGO Club	Sutton	19
<b>April 2</b>	Let's Make Stuff- Tweens	Discovery	10
<b>April 23</b>	Let's Make Stuff-Tweens	Pefferlaw	3
<b>April 3</b>	Embers visit the Maker Space	Discovery-MS	19
<b>April 5</b>	Sutton Sustainability Storytime	Sutton	22
<b>April 5</b>	Kids Spring Coat and Boot Swap	Sutton	23
<b>April 12, 19</b>	Saturday Family Storytime	Keswick	44
<b>April 12</b>	Seedy Saturday Storytime	Pefferlaw Lions Hall	33
<b>April 26</b>	Storytime with Georgina Firefighters	Keswick	106
<b>April 8</b>	Homeschooling Hangout	Keswick	20
<b>April 4</b>	GPL on the Go	The Link	12
<b>April 15</b>	GPL on the Go	R.L. Graham	16
<b>April 16</b>	Tween Ukulele Jam	Keswick	8
<b>April 22</b>	Teen Game Night	Keswick	9
<b>April 9</b>	KPS visits the Maker Space	Discovery-MS	26
<b>April 30</b>	Fandom Appreciation Night	Discovery-MS	107
<b>April 12, 26</b>	Family Maker Space Activities	Discovery-MS	28
<b>April 2, 9, 12, 16, 23, 26, 30</b>	Maker Space Pop in	Discovery-MS	48
<b>April 10, 17</b>	Reclaimed Wood Birdhouses with NewMakelt	Discovery-MS	20

## Joint Branch Report

<b>April 15</b>	Pefferlaw Book Club	Pefferlaw	9
<b>April 1</b>	Sutton Book Club	Sutton	4
<b>April 16</b>	Discovery Book Club	Discovery	10
<b>April 1, 3, 8, 10, 15, 17, 22, 24, 29</b>	Hooks and Needles Corner	Keswick	75
<b>April 2</b>	Pins and Needles	Sutton	12
<b>April 3, 17</b>	Welcome Centre Immigrant Services	Keswick	6
<b>April 1, 8, 15, 22, 29</b>	All Babies Count- Prenatal Nutrition Program	Discovery	50
<b>April 2, 9, 16, 23, 30</b>	English Conversation Circle for Newcomers	Keswick	32
<b>April 2, 9, 23, 30</b>	Stroke Drop In Support Group	Sutton	4
<b>April 3</b>	Tech and Tea	Keswick	1
<b>April 9</b>	Life on the Spectrum: One Person's Journey	Keswick	12
<b>April 12</b>	Seedy Saturday Outreach	Pefferlaw Lions Hall	287
<b>April 13</b>	Afternoon Bingo	Discovery	3
<b>April 22</b>	Gwynne Dyer: A Lecture on Climate Change	Keswick	75
<b>April 23</b>	Cancer Screening and Early Prevention Basics	Keswick	5
<b>April 29</b>	Plan a Kitchen Garden	Pefferlaw	14
<b>TOTAL</b>			<b>1 637</b>

# Georgina PUBLIC LIBRARY

## Goals

### Theme #1 - Inclusive & Responsive

1.1 Establish an Inclusion, Diversity, Equity, and Accessibility (IDEA) Committee	Updates	Department	Status	Timeline
Form a committee to develop and oversee IDEA-focused initiatives.	> Started preparing for how this will be formed/run at GPL	Community Engagement	Progressing	Jul-25
Establish a quarterly meeting schedule and regular reporting to GPL leadership.		Community Engagement	Not Started	Sep-25
Conduct a system-wide accessibility audit; prioritize recommendations and implement actions within budget constraints.		Community Engagement	Not Started	Oct-25
Develop a display policy that accommodates festive branch decorations and recognizes religious and cultural occasions, ensuring inclusivity and respect for the diverse traditions within our community.	> Board approved policy during March's board meeting. > 1st community led Spring/Easter display has been setup at Kewsick Branch	CEO	Complete	Oct-25
Evaluate collections at GPL to verify that we meet DEI standards that represent and meet the needs of our community.	> Collections team is being trained in DEI principles to as to know what the true goal is. > During weeding of the collection, the team has identified DEI gaps and are fulfilling them through ARPs and individual purchasing. > Utilizing collectionHQs DEI tool to assess the collection and gaps. > Collection Management Policy has been updated to drive the collection process.	Collections	Progressing	Dec-25
1.2 Analyze Community Needs and Priorities	Updates	Department	Status	Timeline
Integrate GPL-specific questions into the Town of Georgina's Customer Satisfaction Survey.	> Questions completed > Starting the week of Feb. 24, 2025, Georgina households will be receiving an invitation in the mail to complete a citizen satisfaction survey.	CEO	Complete	Feb-25
Share survey findings with staff and the Board to foster transparency and collaboration.	> Waiting for reponses back from the Town	eServices	Progressing	Jun-25
Work with GPL board, municipality and staff to open 2 selective Monday's (Family Day & March Break) at the DC Branch to better serve the community needs.	> DC Branch was open to public on Family Day Monday, as well as Monday of March Break	CEO	Complete	Mar-25



## Theme #2 - Green & Innovative

2.1 Expand Technology Literacy	Updates	Department	Status	Timeline
Complete the 2025 capital project to introduce a set of learning laptops for use by GPL staff and customers.	<ul style="list-style-type: none"> <li>&gt; Consulting with staff around technical and system requirements for the machines have been completed</li> <li>&gt; Laptops on order through town IT. Currently waiting for their arrival; roughly 1-2 month back order</li> <li>&gt; Laptop Delay from the town IT has pushed the timeline to June for this initiative</li> </ul>	eServices	Progressing	Jun-25
Pending the purchase of the learning laptops, create a set of technology-focused programs and workshops to help residents effectively utilize library resources.	<ul style="list-style-type: none"> <li>&gt; 1st Tech program planned for Sutton; will leverage as focus group to gain insights to what to offer in H2</li> </ul>	Community Engagement	Progressing	Sep-25
Maximize community engagement with the Maker Space within current resource limits by enhancing targeted programs, educating the public on available equipment, utilizing the space for less technical programming, and gathering data to support future resource needs.	<ul style="list-style-type: none"> <li>&gt; Adding more, non-equipment related programs to utilize the space - <b>Complete</b></li> <li>&gt; Offering monthly Senior's Maker Space Open Houses starting in Spring 2025 - <b>Complete</b></li> <li>&gt; Applied for a 2025-2026 Seniors Community Grant to expand Maker Space offerings to seniors -- <b>Complete</b></li> <li>&gt; Partnering with York Region to host a Repair Café on March 1 -- <b>Complete</b></li> <li>&gt; Partnering with NewMakeIT to host Reclaimed Wood Birdhouses on April 10&amp;17</li> <li>&gt; Partnering with Town of Georgina to host March Break (<b>COMPLETE</b>) and Summer 2025 Town Camp visits to the Maker Space</li> <li>&gt; Initiatives will continue throughout the year--but all initiatives that we planned in January have been completed</li> </ul>	Community Engagement	Complete	Aug-25
2.2 Introduce Green Programming	Updates	Department	Status	Timeline
Develop and launch library programs focused on sustainability, environmental stewardship, and green initiatives.	<ul style="list-style-type: none"> <li>&gt; Partnership (York Region) to run a Repair Cafe on March 1 --&gt; <b>Complete</b></li> <li>&gt; NewMakeIT Partnership (Newmarket group)--doing a workshop in spring; including build a bird house - <b>Happening in April 10 &amp; 17</b></li> <li>&gt; Gwynne Dyer - Climate Change Talk (At Stephen Leacock Theatre) - <b>April 22</b></li> <li>&gt; 2 facilitated community swaps in Spring - coats and boots --<b>Complete</b></li> <li>&gt; Scrapbooking Swap Program - <b>Complete</b></li> <li>&gt; Recycling material from Maker Space - <b>Complete</b></li> <li>&gt; Launched a Seed Library at all GPL Branches on April 1 -- <b>Complete</b></li> <li>&gt; Summer programs launch on May 13, which include a variety of sustainability focused programs. For example, school supply swap and paper bead bracelet making. Focus on reusing and recycling materials.</li> </ul>	Community Engagement	Progressing	May-25
2.3 Introduce New Staff Technology	Updates	Department	Status	Timeline
Complete the 2024 capital project to install new technology at service desks across all branches.	<ul style="list-style-type: none"> <li>&gt; Running analysis of what is needed and costing it out with IT</li> <li>&gt; Currently working on removing the Plexi-Glass from the remaining branches to facilitate these new desk setups</li> </ul>	eServices	Progressing	Sep-25

# Georgina PUBLIC LIBRARY

## Goals

### Theme #3 Empower & Connect

3.1 Strengthen Staff Development	Updates	Department	Status	Timeline
Develop and implement a formal onboarding plan and checklist for all new GPL team members.	<ul style="list-style-type: none"> <li>&gt; Completed the first one with the new Manager position to set framework and expectations moving forward.</li> <li>&gt; Union staff is the priority for this</li> <li>&gt; Manager conducting Refresher Training which will inform the onboarding plan and checklist</li> </ul>	Customer Experience	Progressing	Jul-25
Allocate and schedule the dedicated 10 hours within the CUPE agreement for onboarding activities.	<ul style="list-style-type: none"> <li>&gt; Manager conducting Refresher Training which will inform 10 hour training</li> </ul>	Customer Experience	Progressing	Jul-25
Collaborate with departments to identify and provide specialized training for Library Assistants (LA) specialist roles.	<ul style="list-style-type: none"> <li>&gt; Collaboration with other departments has begun to identify and fill knowledge gaps.</li> <li>&gt; Training and professional development opportunities are being provided through various channels and collaborations.</li> <li>&gt; Each Collections meeting has a training component to it.</li> </ul>	Collections	Progressing	Oct-25
Begin Collective Bargaining with 905.13	<ul style="list-style-type: none"> <li>&gt; GPL has been given the notice to bargain.</li> <li>&gt; Working with HR to highlight suggestive changes in the CA.</li> <li>&gt; Management has provided list to HR with all suggested changes/additions that are required as part of the CA</li> <li>&gt; CUPE team has selected their bargaining team</li> </ul>	CEO	Progressing	TBD
3.2 Support Library Board Governance	Updates	Department	Status	Timeline
Create and regularly update the Board on GPL's 2025 goals, ensuring alignment with the Strategic Plan.	<ul style="list-style-type: none"> <li>&gt; This current form</li> <li>&gt; December board meeting for feedback; January Board Meeting for approval; February Board meeting for routine execution</li> </ul>	CEO	Complete	Feb-25
Invite the Clerks department to attend board meetings and provide an assessment of governance structure and recommendations.	<ul style="list-style-type: none"> <li>&gt; Clerks have completed training with 6 of 9 board members.</li> <li>&gt; Clerks will not be facilitating GPL Board meetings due to resource constraints</li> </ul>	CEO	Cancelled	Feb-25
Coordinate additional governance training and resources for the Board, facilitated by the Clerks department.	<ul style="list-style-type: none"> <li>&gt; Board Chair and Vice-Chair session held on February 10</li> <li>&gt; Second training session held on March 6</li> <li>&gt; Final Board training session held on April 23</li> </ul>	CEO	Complete	Apr-25
Revise and update the board package based on feedback from the Clerks department and incorporate the new Strategic Plan.	<ul style="list-style-type: none"> <li>&gt; Updated elements of the Board By-Laws on the agenda for January's Board meeting</li> </ul>	CEO	Complete	Feb-25
<u>Conduct Fall Training on intellectual Freedom</u>	<ul style="list-style-type: none"> <li>&gt; Working with other N6 CEOs to setup a board training with James Turk</li> <li>&gt; Training is tentatively scheduled for Oct 25th</li> </ul>	CEO	Progressing	Oct-25
3.3 Enhance Community Engagement	Updates	Department	Status	Timeline
Develop a 2025 major communications calendar to align messaging across online platforms, branches, and displays.	<ul style="list-style-type: none"> <li>&gt; Step #1 is complete as Marketing and Communications has a clear home/mandate under the eServices team; team is currently finalizing a 2025 communications calendar and will then share with staff</li> </ul>	eServices	Progressing	May-25
Execute a direct mail campaign as part of the 2024 capital project to drive awareness of library branches and services.		eServices	Not Started	May-25
Complete the Google Ad-Grant application and begin utilizing non-profit benefits from Google.		eServices	Not Started	Aug-25
Conduct a comprehensive review of the library's communication strategy, detailing the purpose and usage of each communication channel moving forward.		eServices	Not Started	May-25

**Financial Statement - April 2025**

Date: May 7, 2025

	2025 Actuals	2025 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
<b>Revenue</b>						
Town Grant	1,181,453.33	3,544,360	2,362,907	33%	33%	Pro-rated
Provincial Grants	20,867	62,600	41,733	33%	33%	Pro-rated
Misc Grants	-	9,240	9,240	0%	33%	
School Board Revenue	21,277	63,830	42,553	33%	33%	Pro-rated
Donations	404	2,100	1,696	19%	33%	
Fines	1,104	5,000	3,896	22%	33%	
Misc Fees	203	2,900	2,698	7%	33%	Exam Proctoring, etc
Photocopying Fees	2,646	7,900	5,254	33%	33%	
Program Registrations	585	4,100	3,515	14%	33%	
Book Sale	112	1,700	1,588	7%	33%	
Room Rentals	930	6,100	5,170	15%	33%	
Provision from Reserve	3,333	10,000	6,667	33%	33%	Pro-rated
<b>Total Revenues</b>	1,232,912	3,719,830	2,486,918	33%	33%	
<b>Expenses</b>						
Salaries & Benefits	824,648	2,778,840	1,954,192	30%	33%	
Library Board	920	4,800	3,880	19%	33%	Projected
Library Operations	111,237	459,240	348,003	24%	33%	Utilities, cleaning, courier, supplies, etc.
Training	2,276	28,300	26,024	8%	33%	
Collections	92,333	234,420	142,087	39%	33%	
Telecommunications	3,997	37,440	33,443	11%	33%	
Covid-19 Expenses	-	-	-	N/A	N/A	No allotted budget
Misc	1,116	5,900	4,784	19%	33%	
Contribution to Reserve	56,963	170,890	113,927	33%	33%	Pro-rated
<b>Total Expenses</b>	1,093,490	3,719,830	2,626,340	29%	33%	
<b>Net</b>	139,422	-	(139,422)			

# Georgina Public Library Board Policy Manual

## Policy Title: Other Rates and Fees

### ***Intent***

To enhance service delivery to the Town of Georgina, Georgina Public Library offers services beyond the basic functions of borrowing materials and providing reference services. In accordance with the Public Libraries Act, R.S.O.1990, C.P.44, S23, the Library Board may establish fees for these extended services. Fees are subject to change at any time at the discretion of the Library Board.

### ***Regulations***

1. **Photocopying and Printing**
  - Available at all branches. Fees are listed in Appendix A.
2. **Fax service (outgoing only)**
  - Faxing is available for a fee as listed in Appendix A. Customers are responsible for confirming receipt of sent faxes.
3. **Audio Visual Equipment Rentals**
  - AV equipment may be rented with a valid library card in good standing. Fees are in Appendix A. Screen rentals are free when borrowed with a projector. Late fees apply to overdue items.
4. **Earbuds**
  - Earbuds for use at the computers are available for purchase at the rate listed in Appendix A. Earbuds are not available for use on loan and must be purchased.
5. **Maker Space Supplies**
  - Fees for Maker Space materials are listed in Appendix B. Some machines are free to use if patrons supply approved materials (see Appendix B for details).
6. **Municipal Services**
  - The Library may provide services on behalf of the municipality (e.g., garbage tags, blue/green bin orders, garage sale permits). Pricing is set by the appropriate Town department for these goods and services.
7. **Used Book Sales**
  - All branches may hold ongoing book sales of withdrawn or donated material. Prices are set by Library staff.

POLICY HISTORY:	
Initial Draft	November 22, 2006
Draft Presentation Review	June 28, 2007
Board Adoption:	April 14, 2011

# Georgina Public Library Board Policy Manual

Board Review:	June 19, 2014; November 20, 2014; March 17, 2016; July 18, 2019; July 20, 2023; February 15, 2024; March 21, 2024; May 21, 2025
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# Georgina Public Library Board Policy Manual

## APPENDIX “A”

Description	Fee
<b>Copying &amp; Printing Fees</b>	
<b>Black &amp; White</b>	
Letter Size (8½” x 11”)	\$0.25/side
Legal Size (8½” x 14”)	\$0.25/side
Tabloid Size (11” x 17”)	\$1.00/side
<b>Colour</b>	
Letter Size (8½” x 11”)	\$0.50/side
Legal Size (8½” x 14”)	\$0.50/side
Tabloid Size (11” x 17”)	\$2.00/side
<b>Outgoing Fax Service</b>	
Single-sided only	\$1.00/page
Long distance fee	\$0.25/page
<b>Audio Visual Equipment</b>	
Projector(slide/overhead)	\$10.00/day
Screen (Free with projector rental)	\$5.00/day
<b>Miscellaneous</b>	
Earbuds	\$2.00 each

# Georgina Public Library Board Policy Manual

## APPENDIX “B”

Description	Fee
<b>Maker Space Fees</b>	
3D Printer - Ultimaker S3	\$0.10/gram of filament
Laser Engraver - Glowforge	Materials provided by the Library: <ul style="list-style-type: none"> <li>plywood * plus required masking tape * \$10.00/bundle</li> </ul> (12" x 19")
Craft Cutter - Cricut Maker	Materials provided by the Library: <ul style="list-style-type: none"> <li>heat transfer vinyl \$2.00/sheet * (12" x 10")</li> <li>permanent vinyl \$1.00/sheet * (12" x 12")</li> <li>cardstock \$0.50/sheet * (8.5" x 11")</li> <li>transfer tape \$0.50/sheet * (12" x 10")</li> </ul>
Button Maker	\$0.60/button
Roland BN20A Printer/Cutter	<ul style="list-style-type: none"> <li>sticker paper \$7.00/linear foot (12" x 20")</li> </ul>
Epson SureColour P8570D 44 Inch Wide-Format Dual Roll Printer	<ul style="list-style-type: none"> <li>poster paper \$7.00/linear foot (12" x 44")</li> <li>matte paper \$7.00/linear foot (12" x 44")</li> <li>photo paper \$8.00/linear foot (12" x 36")</li> </ul>
Epson EcoTank ET-2800 Sublimation Printer	<ul style="list-style-type: none"> <li>sublimation printing \$1.00/sheet (8.5" x 11")</li> </ul>
Singer SE9180 Sewing and Embroidery Machine	<ul style="list-style-type: none"> <li>thread \$0.75/1000 stitches</li> </ul>
Halo 125 Laminator	<ul style="list-style-type: none"> <li>laminating sheet \$1.00/sheet (8.5" x 11")</li> </ul>

# **Georgina Public Library Board Policy Manual**

## **Notes:**

- Customers supplying their own materials for machines may use the machines free of charge. All outside materials must be approved in advance by Maker Space staff for compatibility.
- 
- A customer must make an appointment with Maker Space staff or attend drop-in hours with material in order to have material assessed. Advance approval by Maker Space staff is required for use of large quantities of materials if materials are being supplied by Georgina Public Library.



# Georgina Public Library Board Policy Manual

## Policy Title: Other Rates and Fees

### Intent

To enhance service delivery to the Town of Georgina, Georgina Public Library offers services beyond ~~In order to better serve the citizens of our Town, Georgina Public Library provides some services outside~~ the basic functions of ~~borrowing~~ ~~cleaning~~ materials and providing reference services. In accordance with the Public Libraries Act, R.S.O. 1990, C.P.44, S23, the Library Board may establish fees ~~may be charged~~ for these ~~exten~~~~extended~~~~sion~~ services. Fees are subject to change at any time at the discretion of the Library Board.

### Regulations

#### 1. Photocopying and ~~P~~~~er~~ printing

~~1.~~ ~~is~~ ~~A~~ available at all branches. ~~The costs are shown~~ Fees are listed in Appendix "A." ~~of this policy.~~

#### 2. Fax service (outgoing only)

~~2.~~ ~~Faxing~~ is available ~~upon payment of the appropriate~~ for a fee as shown listed in Appendix "A." ~~of this policy. Please note: the patron Customers is are~~ responsible for confirming receipt of sent faxes ~~ensuring that any fax sent is received at the intended destination.~~

#### 3. Audio Visual Equipment ~~R~~entals

~~3.~~ ~~AV~~ are available ~~subject to the fees and rates set forth in Appendix "A" of this policy. To rent any equipment, the borrower must have may be rented with~~ a valid, ~~in force~~ library card in good standing. Fees are in Appendix A. for a S ~~screen rentals are free will be waived~~ when borrowed with a projector. ~~Charges will be levied for the late return of equipment. Late fees apply to overdue items.~~

#### 4. Earbuds

~~4.~~ Earbuds ~~for use at the computers are available for purchase at the cost shown~~ rate listed in Appendix "A." ~~of this policy. Please note: Earbuds are not available for use on loan and, they must be purchased.~~

#### 5. Maker Space Supplies

~~5.~~ Fees for Maker Space materials are listed in Appendix B. Some machines are free to use if patrons supply approved materials (see Appendix B for details). materials are available upon payment of the fees shown in Appendix "B" of this policy.

#### 6. Municipal Services

~~6.~~ The Library may provide services on behalf of the municipality (e.g., garbage tags, blue/green bin orders, garage sale permits). Pricing is set by the appropriate Town department, ~~such as: ordering of new blue boxes and green bins, purchasing garbage tags, and obtaining garage sale permits.~~ The responsible Town departments ~~set the rates for~~ these goods and services.

#### 7. Used ~~B~~ook ~~S~~ales

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## Georgina Public Library Board Policy Manual

7. All branches may ~~provide a small ongoing used~~ hold ongoing book sales of withdrawn or donated material ~~to supplement the Library budget.~~ Prices are set by Library staff ~~determine the cost.~~

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POLICY HISTORY:	
Initial Draft	November 22, 2006
Draft Presentation Review	June 28, 2007
Board Adoption:	April 14, 2011
Board Review:	June 19, 2014; November 20, 2014; March 17, 2016; July 18, 2019; July 20, 2023; February 15, 2024; March 21, 2024; <a href="#">May 21, 2025</a>

# Georgina Public Library Board Policy Manual

## APPENDIX "A"

Description	Fee
<b>Copying &amp; Printing Fees</b>	
<b>Black &amp; White</b>	
Letter Size (8½" x 11")	\$0.25/side
Legal Size (8½" x 14")	\$0.25/side
Tabloid Size (11" x 17")	\$1.00/side
<b>Colour</b>	
Letter Size (8½" x 11")	\$0.50/side
Legal Size (8½" x 14")	\$0.50/side
Tabloid Size (11" x 17")	\$2.00/side
<b>Outgoing Fax Service</b>	
Single-sided only	\$1.00/page
Long distance fee	\$0.25/page
<b>Audio Visual Equipment</b>	
Projector, <del>each</del> (slide/overhead)	\$10.00/day
Screen <del>(Free with projector rental), each</del>	\$5.00/day
<b>Miscellaneous</b>	
Earbuds	\$2.00 each

# Georgina Public Library Board Policy Manual

## APPENDIX “B”

Description	Fee
<b>Maker Space Fees</b>	
3D Printer - Ultimaker S3	\$0.10/gram of filament
Laser Engraver - Glowforge	Materials provided by the Library: <ul style="list-style-type: none"> <li>plywood * plus required masking tape * \$10.00/bundle</li> </ul> (12" x 19")
Craft Cutter - Cricut Maker	Materials provided by the Library: <ul style="list-style-type: none"> <li>heat transfer vinyl \$2.00/sheet * (12" x 10")</li> <li>permanent vinyl \$1.00/sheet * (12" x 12")</li> <li>cardstock \$0.50/sheet * (8.5" x 11")</li> <li>transfer tape \$0.50/sheet * (12" x 10")</li> </ul>
Button Maker	<del>\$0.60</del> 30/button
Roland BN20A Printer/Cutter	<ul style="list-style-type: none"> <li>sticker paper <del>\$7.00</del>5.00/linear foot (12" x 20")</li> </ul>
Epson SureColour P8570D 44 Inch Wide-Format Dual Roll Printer	<ul style="list-style-type: none"> <li>poster paper \$7.00/linear foot (12" x 44")</li> <li>matte paper \$7.00/linear foot (12" x 44")</li> <li>photo paper \$8.00/linear foot (12" x 36")</li> </ul>
<u>Epson EcoTank ET-2800 Sublimation Printer</u>	<ul style="list-style-type: none"> <li><u>sublimation printing \$1.00/sheet (8.5" x 11")</u></li> </ul>
<u>Singer SE9180 Sewing and Embroidery Machine</u>	<ul style="list-style-type: none"> <li><u>thread \$0.75/1000 stitches</u></li> </ul>
<u>Halo 125 Laminator</u>	<ul style="list-style-type: none"> <li><u>laminating sheet \$1.00/sheet</u></li> </ul>

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## Georgina Public Library Board Policy Manual

(8.5" x 11")

### Notes:

- Customers supplying their own materials for machines may use the machines free of charge. All outside materials must be approved in advance by Maker Space staff for compatibility.
- ~~\* Upon purchase, patron will own the entire piece of material and can use the material for multiple projects.~~
- 
- ~~For spring 2024, Mmachines are free to use if patrons supply their own materials (Glowforge and Cricut Maker only). Materials must be approved in advance of use by Maker Space staff to ensure compatibility with machines; patron~~
- ~~A customer must make an appointment with Maker Space staff or attend drop-in hours with material in order to have material assessed.~~
- 
- Advance approval by Maker Space staff is required for use of large quantities of materials if materials are being supplied by Georgina Public Library.

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