



MEETING AGENDA
Stormont, Dundas and Glengarry County Library Board

Thursday, September 5, 2024, 5:00 p.m.

Maxville Branch

2 Spring Street, Maxville ON

	Pages
1. Call to Order	
2. Adoption of Agenda	
a. Additions, Deletions or Amendments Additions to or deletions from the Agenda must be made upon consultation with the Board Chair prior to the meeting. All matters listed under “Consent Items” are considered to be routine and will be enacted by one motion. Should a Board member wish an alternative action from the proposed recommendation, s/he may request that the matter(s) be moved to the appropriate section at this time.	
3. Declaration of Pecuniary Interest	
4. Adoption of Minutes	
a. Library Board Regular Meeting Minutes - June 20, 2024	3
5. Delegations	
6. Consent Items	
a. Statistical Summary (Circulation) - June & July, 2024	7
b. Statistical Summary (Quarterly) - May-July 2024	9
c. Financial Report - June & July 2024	17
d. Branch and Supervisors Reports - June & July 2024	19
e. Technical Services Report - June & July 2024	26
f. Community Librarian Report - June & July 2024	28
g. Director of Library Services Report - June & July 2024	29
h. Correspondence	
7. Action Items	
a. Circulation Policy - Review	30
8. Discussion Items	
a. Friends of the Library Policy - Review	39

b.	TD Summer Reading Club	49
c.	Community Outreach and Mobile Services	51
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f.	CloudLibrary - Streaming Video and ComicsPlus	58
g.	Chesterville Branch Update	59
h.	Director of Library Services - Performance Review	61
9.	In Camera	
10.	Adjournment	

Stormont, Dundas and Glengarry County Library Board

Minutes

**June 20, 2024, 5:30 p.m.
South Mountain Branch
10543 Main St., South Mountain ON**

Members Present: Margaret MacDonald, Chair; Jason Broad; François Landry; Lachlan McDonald; Jim Algire; Jo-Anne McCaslin

Members Absent: Tony Fraser, Vice-Chair

Staff Present: Maureen Adams, CAO of SDG Counties; Kristen Sommers, Manager of Human Resources; Rebecca Luck, Director of Library Services; Cassie MacDonell, Communications and Marketing Coordinator; Kate Jones Miner, District 1 Supervisor; Ginette Tibben, Library Services Assistant (South Mountain Branch)

Other: Friends of the South Mountain Library

1. **Call to Order** – Meeting was called to order at 5:34pm.

2. **Adoption of Agenda**

Moved by Jason Broad

Seconded by James Algire

That the Stormont, Dundas and Glengarry County Library Board approves the Meeting Agenda, as presented.

CARRIED

2.1 Additions, Deletions or Amendments

3. **Declaration of Pecuniary Interest** – none

4. **Adoption of Minutes**

4.1 Library Board Regular Meeting Minutes - May 23, 2024

Moved by François Landry
Seconded by Jo-Anne McCaslin

That the Stormont, Dundas & Glengarry County Library Board approves the Minutes of the May 23, 2024, regular meeting, as written.

CARRIED

5. Delegations

Ginette Tibben, Library Services Assistant at the South Mountain branch, provided the Board with a quick overview of the branch.

5.1 Friends of the South Mountain Library

The Friends of the South Mountain provided Board members with a summary of the Friends' group activity, including:

- a) The group formed twenty years ago, in response to the threatened closure of the South Mountain branch.
- b) The group does not have a chair; Ed DiZazzo acts as spokesperson.
- c) Group was heavily involved in building the new facility. They attended many town council meetings, raised \$36k from corporate donors for a total of \$108k raised in donations.
- d) Since the grand opening of the new facility, the Friends group has donated over \$20k, including: kitchen (cupboards, appliances, dishes, sink), A/V system (projector, screen and speakers), window blinds and drapes, children's furniture, area rugs, artisan display cabinet, Christmas decorations, and the beautiful garden.
- e) This year marks to the 20th anniversary of the Friends group, and Saturday, June 22nd, the Friends group will be encouraging residents to visit the branch during the Mayor's disc golf challenge. To showcase their contributions, the items donated by the Friends group have been decorated with balloons.
- f) A commemorative plaque was presented to the Friends group to thank them for their contributions, donations, and continuing support of the South Mountain branch.

6. Consent Items

Moved by Jo-Anne McCaslin
Seconded by François Landry

That the Stormont, Dundas and Glengarry County Library Board approves all items listed under the Consent Items section of the Agenda, as presented.

CARRIED

- 6.1 **Statistical Summary (Circulation) - May 2024**
- 6.2 **Financial Report - May 2024**
- 6.3 **Branch and Supervisors Reports - March, April & May 2024**
- 6.4 **Technical Services Report - March, April & May 2024**
- 6.5 **Community Librarian Report - April & May 2024**
- 6.6 **Communications and Marketing Report - March, April & May 2024**
- 6.7 **Director of Library Services Report - May 2024**
- 6.8 **Correspondence**

7. Action Items

7.1 Volunteer Policy - Review

Moved by James Algire

Seconded by Lachlan McDonald

That the Stormont, Dundas, and Glengarry County Library Board approve the Volunteer Policy, as amended.

CARRIED

7.2 Resolution - Collaboration for Multi-Service Co-Builds

Moved by Jo-Anne McCaslin

Seconded by Jason Broad

That the Stormont, Dundas and Glengarry County Library Board hereby supports Zorra Township Resolution No. 16-03-2023 directing staff to collaborate regarding the exploration of multi-service co-builds and that a copy of this resolution be sent to the United Counties of Stormont, Dundas and Glengarry Council for their consideration and support.

CARRIED

8. Discussion Items

8.a 2023 Annual Report

8.b Fine Free Library Service

Moved by Jason Broad

Seconded by François Landry

That the Stormont, Dundas, and Glengarry County Library Board agrees to go fine free, effective immediately, and all existing fines are to be abolished.

CARRIED

8.c May-ker Month

8.d Performance Review for Director of Library Services

8e. Cooling Centre

It was noted that all, but one (1) library branch, is equipped with central air conditioning. The Board indicated that, during times of extreme heat events, the Library should act as a cooling centre.

9. In Camera

10. Adjournment

Moved by James Algire

Seconded by Lachlan McDonald

That the Regular Meeting of the Stormont, Dundas and Glengarry County Library Board be adjourned, to meet again on September 5, 2024, at Maxville Branch, or at the Call of the Chair.

CARRIED

Board Chair/Vice Chair

Secretary

SDG Library

June 2024 Statistical Summary

Branch & Open Hours Per Week	Circulation					Borrowers	Visitors	New Patrons
	Print & A/V	eBooks & eAudiobooks	June 2024 Total	June 2023 Total	June 2024/2023 Difference			
Administration*	302	7616	7918	9486	-16.5%	22	N/A	0
Alexandria (44)	2666	280	2946	3081	-4.4%	413	1227	17
Avonmore (20)	377	71	448	715	-37.3%	94	276	2
Chesterville (17)	820	110	930	893	+4.1%	144	312	12
Crysler (20)	917	34	951	883	+7.7%	124	514	7
Dalkeith Express	N/A	N/A	N/A	N/A	N/A	0	N/A	0
Finch (16)	400	43	443	430	+3.0%	66	151	2
Glen Walter Express	61	6	67	100	-33.0%	18	N/A	2
Ingleside (44)	1538	92	1630	1840	-11.4%	274	1336	18
Iroquois (20)	831	98	929	1046	-11.2%	183	628	10
Lancaster (44)	1429	127	1556	1587	-2.0%	252	668	9
Long Sault (30)	1270	142	1412	1170	+20.7%	280	708	17
Maxville (16)	490	67	557	700	-20.4%	92	266	5
Morewood Express	20	0	20	N/A		8	N/A	1
Morrisburg (44)	1425	131	1556	1460	+6.6%	303	1082	30
South Mountain (16)	864	78	942	791	+19.1%	123	359	9
St. Andrews Express	47	3	50	96	-47.9%	16	N/A	0
Williamsburg (16)	606	40	646	515	+25.4%	94	247	1
Williamstown (17)	745	76	821	840	-2.3%	111	259	30
Winchester (44)	1847	206	2053	1989	+3.2%	350	1188	21
SYSTEM TOTAL	16655	9,220	25875	27622	-6.3%	2967	9221	193

"Visitors" are members and non-members visiting a branch.

"Borrowers" are unique patrons checking out and renewing library materials.

* Administration Branch statistics for eBooks & eAudiobooks can be broken down into SDG Users at Counties Admin + Cloudlink users

eBooks & eAudiobooks	
cloudLibrary-Patron Usage	4676
cloudLibrary-Collection Usage	9220

SDG Library

July 2024 Statistical Summary

Branch & Open Hours Per Week	Circulation					Borrowers	Visitors	New Patrons
	Print & A/V	eBooks & eAudiobooks	July 2024 Total	July 2023 Total	July 2024/2023 Difference			
Administration*	320	7875	8195	9977	-17.9%	18	NA	2
Alexandria (44)	3222	310	3532	3086	+14.5%	455	1631	36
Avonmore (20)	801	80	881	707	+24.6%	120	448	11
Chesterville (17)	867	130	997	1120	-11.0%	151	407	14
Crysler (20)	1051	47	1098	1033	+6.3%	119	476	5
Dalkeith Express	NA	NA	NA	NA	NA	NA	NA	NA
Finch (16)	499	35	534	520	+2.7%	75	190	4
Glen Walter Express	63	9	72	93	-22.6%	18	NA	1
Ingleside (44)	1813	110	1923	1959	-1.8%	303	1336	19
Iroquois (20)	1115	125	1240	1039	+19.3%	189	586	7
Lancaster (44)	1724	144	1868	1808	+3.3%	262	837	6
Long Sault (30)	1532	153	1685	1625	+3.7%	315	803	22
Maxville (16)	465	72	537	747	-28.1%	94	205	4
Morewood Express	27	0	27	0	NA	7	NA	0
Morrisburg (44)	1871	136	2007	1915	+4.8%	357	1403	33
South Mountain (16)	979	97	1076	902	+19.3%	136	388	19
St. Andrews Express	65	6	71	78	-9.0%	18	NA	0
Williamsburg (16)	778	44	822	554	+48.4%	92	286	1
Williamstown (17)	837	91	928	1318	-29.6%	131	276	11
Winchester (44)	2492	221	2713	2289	+18.5%	349	1287	28
SYSTEM TOTAL	20521	9685	30206	30770	-1.8%	3209	10559	223

"Visitors" are members and non-members visiting a branch.

"Borrowers" are unique patrons checking out and renewing library materials.

* Administration Branch statistics for eBooks & eAudiobooks can be broken down into SDG Users at Counties Admin + Cloudlink users

eBooks & eAudiobooks	
cloudLibrary-Patron Usage	5026
cloudLibrary-Collection Usage	9685

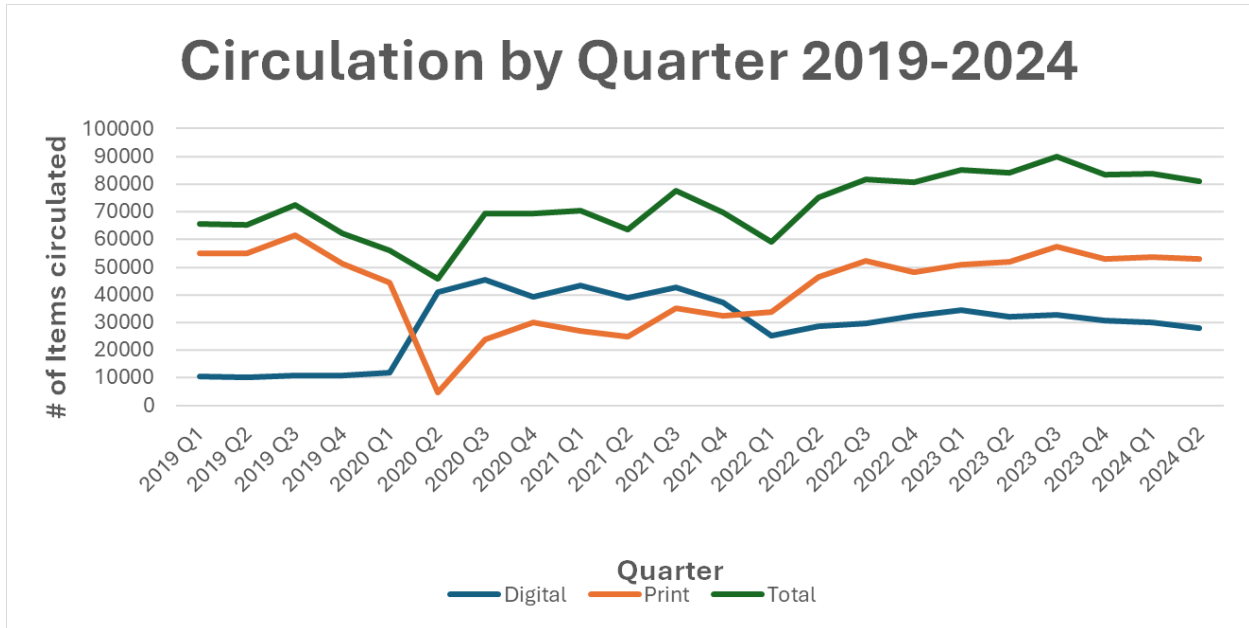
INFORMATION REPORT

<u>PREPARED BY:</u>	Cheryl Servais – Information and Services Coordinator
<u>PREPARED FOR:</u>	SDG Library Board
<u>LIBRARY BOARD DATE:</u>	September 5, 2024
<u>SUBJECT:</u>	2024 Second Quarter Metrics

In the second quarter of 2024, the Library observed compelling numbers in many of our key performance indicators, including an increase in the number visitors, borrowers, new members, computer use and program attendance between April and June 2024. The following are some key observations from the second quarter:

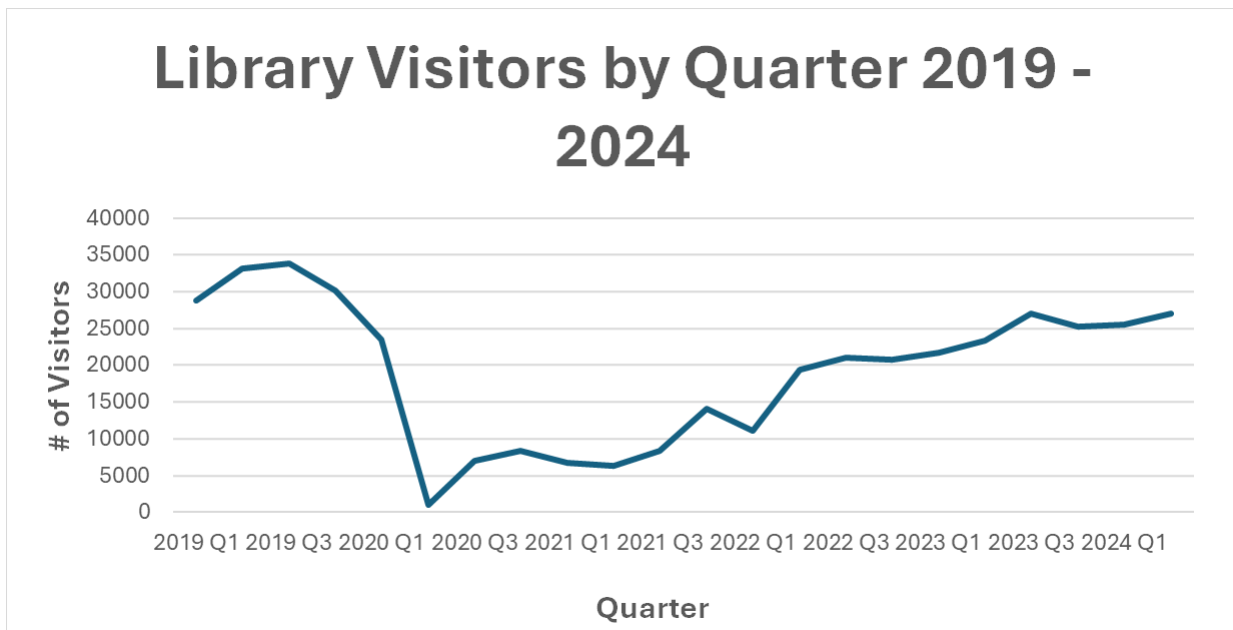
Circulation

- There was a decrease of 3.5% in overall circulation this quarter attributed to a decline in circulation of French print material, digital books, and audiovisual items.
- These changes in circulation were discussed at a Management Team meeting and plans are in place to promote and market specific collections to hopefully see positive results moving forward including:
 - Create promotional and marketing material to promote digital books and services;
 - Develop training and programming that will be available for both patrons and staff on how to use all the features and resources available within cloudLibrary;
 - Adjust our hold purchase ratio for DVDs so that patron wait times for popular movies and TV series will decrease with more copies circulating;
 - Create book lists of new French books for adults to support the upcoming author visit in Crysler (scheduled for September 12), including a list of French Canadian authors and recent translated titles; and
 - Since July 1st we have added 240 new French titles to our collection with another 223 new items on order for adult, children and teens.
- English adult circulation saw a slight decrease, but this was made up for with increases in both English children and teen print circulation. Therefore, the overall English print circulation was 2% more than the previous quarter.



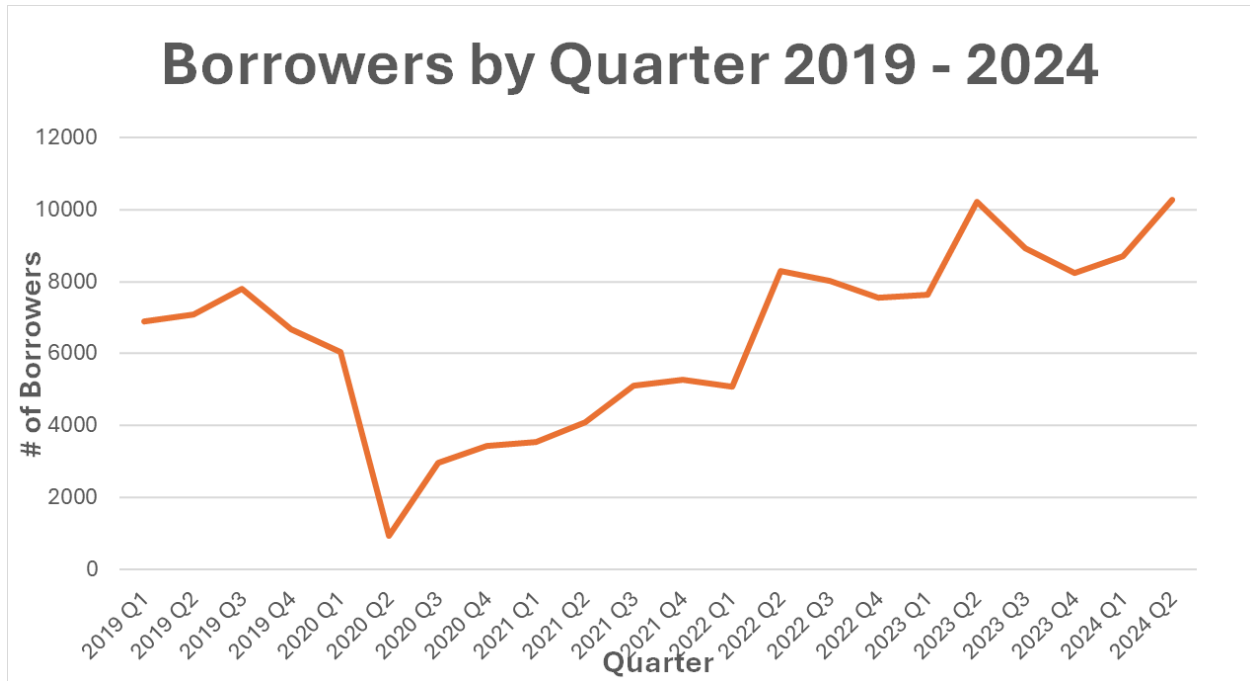
Library Visitors

- Library visitors continue to see growth since the pandemic with an increase of 15% from Q2 of 2023.



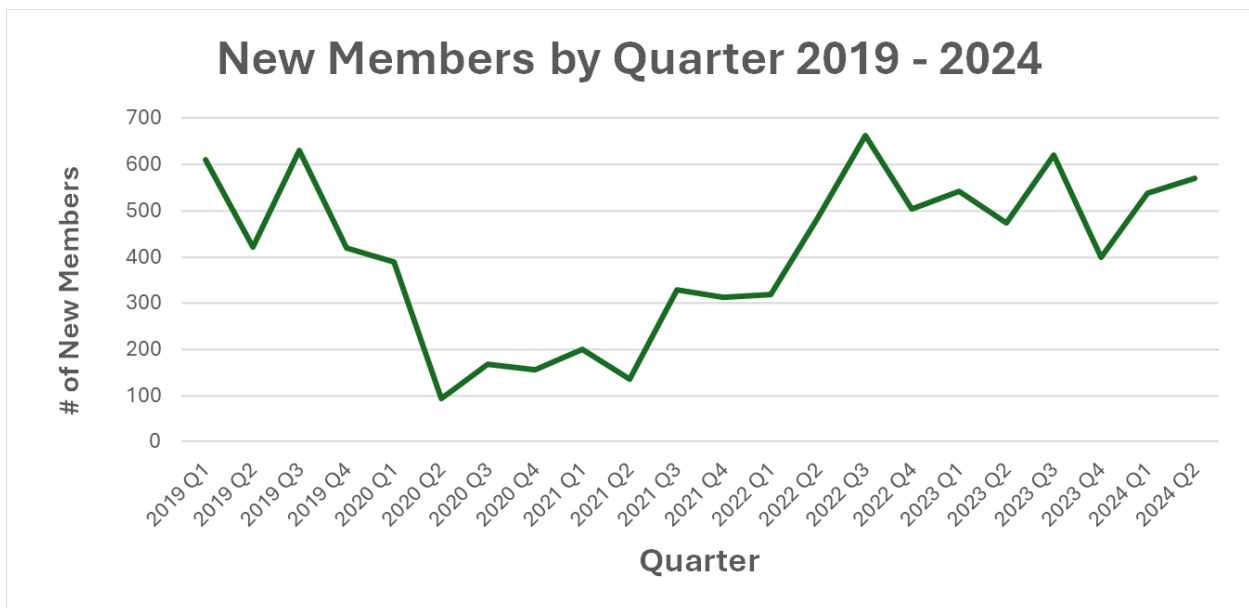
Library Borrowers

- The number of library borrowers continues to trend upwards, and we have exceeded pre-pandemic numbers. The second quarter of 2024 is consistent with the number of borrowers from the second quarter of 2023, with a small increase of 0.4%.



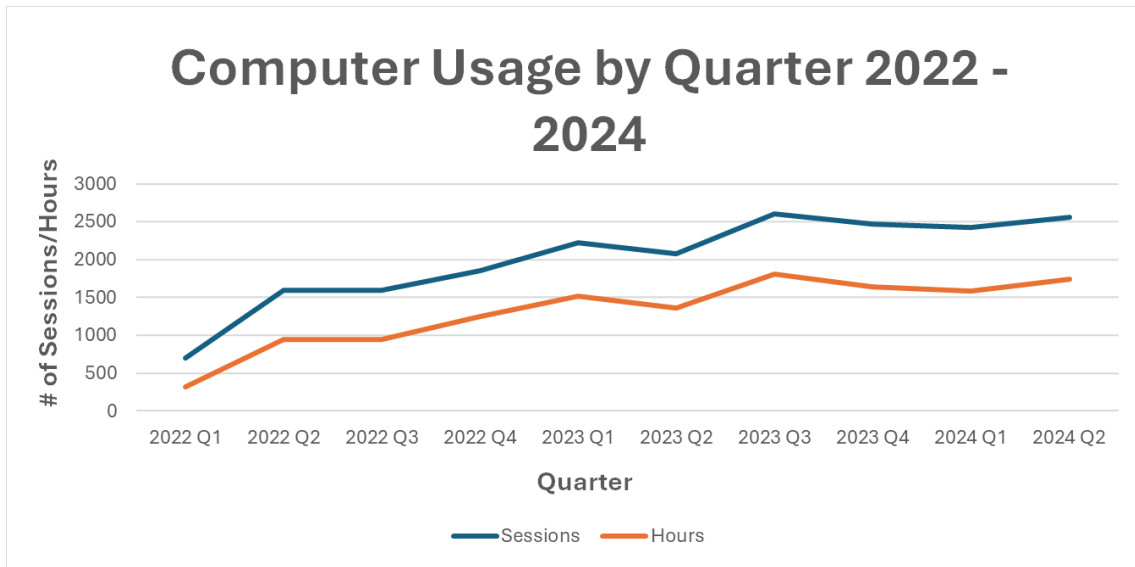
New Members

- In the second quarter of 2024 there were 571 new member registrations which translates into a 21% increase from the same quarter in 2023.
- Resource Branches that are located in larger communities tend to see a higher number of new memberships, but several Neighbourhood Branches saw comparable numbers, including: 55 new members in Williamstown, 59 new members in Long Sault, and 31 new members in Iroquois.



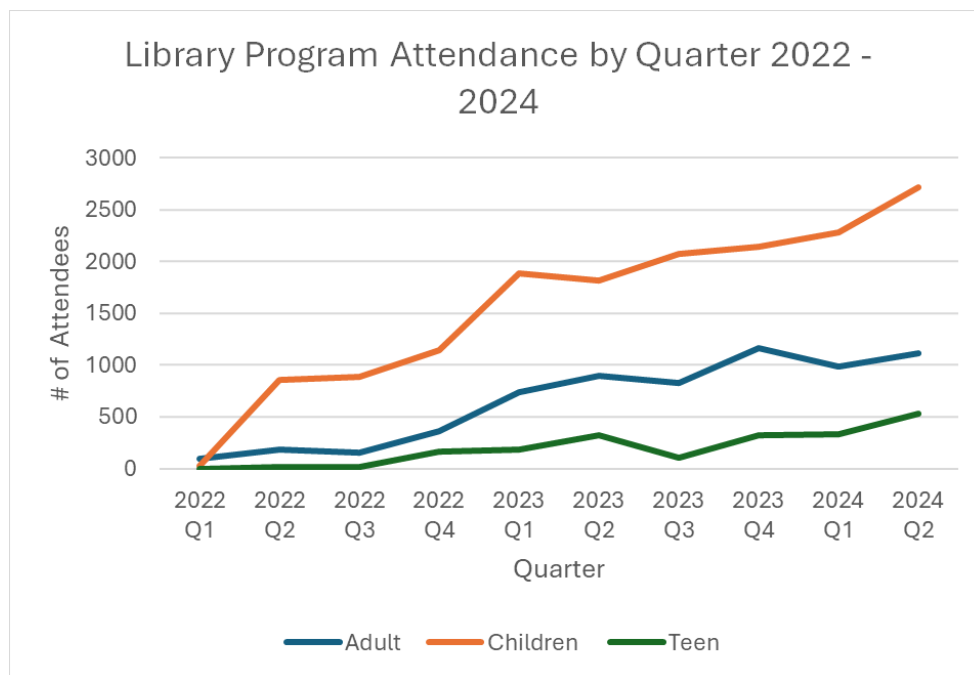
Computer Usage

- When comparing the second quarter of 2024 and the second quarter of 2023, there were increases in computer usage for both the number of sessions (23%) and the number of usage hours (28%).
- Resource Branches continue to see the most computer use as these branches are open more hours and have more public access computers (PAC) available.
- Alexandria, with eight stations, had 769 sessions with 666 hours, Winchester, with four stations had 543 sessions and 322 hours and Ingleside, with four stations had 197 sessions with 203 hours of computer use.



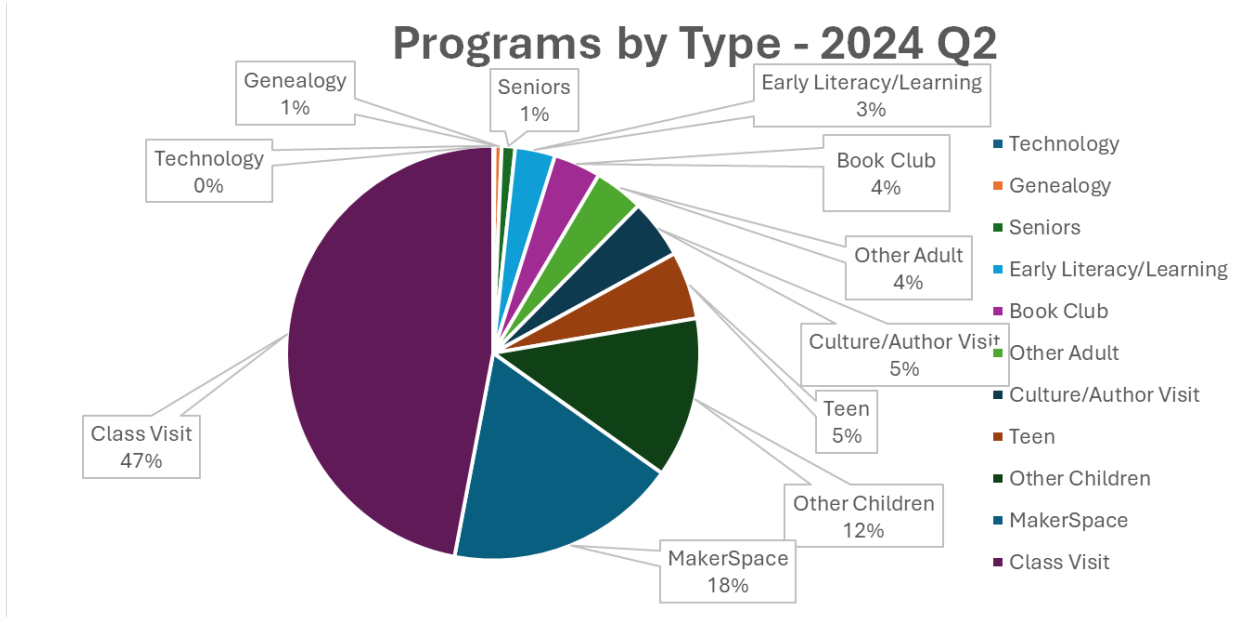
Library Programming

- Library programming is continuing to trend upwards in all three target audiences (Adult, Children and Teen) with children’s programming continuing to see the highest number of participants.
- Compared to the second quarter of 2023, the second quarter of 2024 saw an increase of 24% in adult program attendance, children’s attendance increased by 50%, and teen attendance increased by 65%.



Programs by Type

- Class visits represented almost 50% of library programming between April and June.
- MakerSpace programming centered around May-Ker month, which made up 18% of all programming.



SDG Library

Second Quarter 2024 Detailed Circulation Statistics

Branch & Open Hours per Week	English			French			Audio Visual	Inter-library Loan	Other	Magazines	eBooks & eAudio-books	Q2 2024 Total	Q2 2023 Total	Q2 2024/2023 Difference	Borrowers	New Members
	Adult	Juvenile	Teen	Adult	Juvenile	Teen										
Administration	485	166	102	14	88	1	0	5	24	0	22737	23622	28,129	-16.0%	64	3
Alexandria (44)	2645	2420	349	214	972	22	1613	62	103	165	784	9349	9246	+1.1%	2934	73
Avonmore (20)	419	823	106	3	135	0	156	9	5	0	225	1881	2285	-17.7%	304	9
Chesterville (17)	984	1114	143	14	35	3	468	3	23	42	416	3245	2940	+10.4%	469	27
Crysler (20)	637	674	196	127	1322	27	196	2	40	7	104	3332	3235	+3.0%	346	14
Dalkeith Express	13	0	0	0	0	0	1	0	0	0	27	41	30	+36.7%	9	0
Finch (16)	226	783	36	0	96	0	69	11	32	0	128	1381	1368	+1.0%	201	11
Glen Walter Express	136	13	12	1	1	0	3	3	0	0	14	183	182	+0.5%	56	3
Ingleside (44)	1958	1653	241	54	208	0	531	132	68	171	365	5381	5389	-0.1%	817	44
Iroquois (20)	1075	1174	123	0	59	0	300	20	12	11	309	3083	3237	-4.8%	546	31
Lancaster (44)	2067	1093	239	88	220	2	446	7	41	89	413	4705	4557	+3.2%	758	46
Long Sault (30)	1539	1482	187	18	122	1	644	40	39	48	479	4599	4054	+13.4%	857	59
Maxville (16)	562	322	114	0	67	0	466	18	32	1	240	1822	2114	-13.8%	266	23
Morewood Express	31	15	4	0	0	0	0	0	2	0	0	52	N/A	N/A	17	1
Morrisburg (44)	1487	1835	227	11	139	0	567	39	69	64	353	4791	4394	+9.0%	908	68
South Mountain (16)	762	1143	105	0	114	1	399	29	28	16	214	2811	2285	+23.0%	362	24
St. Andrews Express	127	15	4	0	4	0	27	3	0	0	20	200	365	-45.2%	60	2
Williamsburg (16)	516	625	77	0	15	0	233	4	25	117	141	1753	1562	+12.2%	266	13
Williamstown (17)	720	783	81	0	104	0	245	1	22	32	266	2254	2530	-10.9%	343	55
Winchester (44)	1432	3016	186	0	315	0	662	33	72	69	629	6414	6047	+6.1%	675	65
SYSTEM TOTAL	17821	19149	2532	544	4016	57	7026	421	637	832	27864	80899	83949	-3.6%	10258	571
	39502			4617												

"Borrowers" are unique patrons checking out and renewing library materials.

eBooks & Audiobooks		
Q2 2024	Q 2203	Q2 2024/2023 Difference
27851	32063	-13.1%

Interlibrary Loans to Other Library Systems		
Q2 2024	Q2 2023	Q2 2024/2023 Difference
558	270	107%

SDG Library

Second Quarter 2024 Detailed Activity Statistics

Branch & Open Hours per Week	Visitors	Ref. Question	Readers' Advisory	Tech Training	Fax/Email Scan	Outreach	Program Attendance			PAC Stations		
							Adult	Juvenile	Teen	PCs	Sessions	Hours
							Administration					
Alexandria (44)	2934	34	47	134	34	2	60	10	231	8	769	666
Avonmore (20)	863	0	2	1	0	0	26	149	0	2	85	106
Chesterville (17)	994	2	9	13	0	0	36	0	0	3	63	20
Crysler (20)	1777	17	27	11	0	0	5	836	0	2	59	28
Dalkeith Express												
Finch (16)	595	16	9	0	0	0	75	47	0	3	92	61
Glen Walter Express												
Ingleside (44)	4048	9	94	23	61	58	291	388	56	4	197	203
Iroquois (20)	1852	96	29	4	0	0	21	139	0	2	106	87
Lancaster (44)	2154	19	41	34	33	0	61	61	127	1	75	28
Long Sault (30)	2231	24	141	14	8	4	245	201	14	3	139	66
Maxville (16)	640	12	8	1	0	0	23	3	0	2	28	9
Morewood Express												
Morrisburg (44)	3098	12	33	27	59	8	184	234	103	4	312	128
South Mountain (16)	1035	23	12	2	1	0	35	121	0	2	34	17
St. Andrews Express												
Williamsburg (16)	690	23	8	0	3	0	30	24	0	2	33	8
Williamstown (17)	753	6	10	0	0	0	17	34	0	1	54	11
Winchester (44)	3374	4	70	22	16	4	9	475	1	4	543	322
SYSTEM TOTAL	27038	297	540	286	215	76	1118	2722	532	43	2589	1760
							4372					

Database Usage			
Database	Q2 2024	Q2 2023	Q2 2024/2023 Difference
Ancestry Library	55	78	-29.5%
<i>NewsStand¹</i>	897	660	+35.9%
LinkedIn Learning	55	65	-15.4%
<i>Canadian Points of View</i>	223	0	0
Novelist Plus & K-8 Plus	376	95	+295.8%
PressReader	16335	17302	-5.6%
<i>Consumer Health</i>	54	0	0
Kanopy	1399	954	+46.6%
Mango	112	34	+229.4%
World Book Suite	120	16	+650.0%
Cantook	50	0	0
<i>Creative Bug</i>	109	0	0

1. Newstand is compared to Flipster stats for 2023

"Visitors" are members and non-members visiting a Library branch.

LIBRARY MONTHLY STATEMENT

For Period Ending 30-Jun-2024

	2024	2024	2024	2023	2023	2023
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
GENERAL FUND						
REVENUE						
ANNUAL PROVINCIAL FUNDING	0	-131,761	-131,761	-131,761	-131,761	0
ONTARIO CAPACITY FUNDING	0	-1,000	-1,000	-3,550	-1,500	2,050
STUDENT FUNDING	0	-8,300	-8,300	-8,152	-5,000	3,152
FEES & FINES	-8,658	-10,000	-1,342	-13,289	-11,500	1,789
DONATIONS & SALES	-6,219	-5,750	469	-13,918	-7,850	6,068
TRANSFER FROM RESERVES	0	-308,332	-308,332	-41,035	-204,420	-163,385
Total REVENUE	-14,877	-465,143	-450,266	-211,704	-362,031	-150,327
EXPENSES						
FULL TIME WAGES & BENEFITS	454,833	977,450	522,617	806,635	936,733	130,098
BRANCH WAGES & BENEFITS	416,105	915,069	498,964	861,587	793,444	-68,143
STUDENT WAGES & BENEFITS	9,251	23,408	14,157	23,847	22,971	-876
BOARD MEETINGS & DEVELOPMENT	3,227	13,232	10,005	8,753	8,250	-503
STAFF MILEAGE	1,137	10,372	9,235	10,704	6,200	-4,504
STAFF TRAINING & DEVELOPMENT	4,288	24,918	20,630	15,370	19,715	4,345
PRINT MATERIAL	57,173	185,500	128,327	152,853	175,500	22,647
DIGITAL BOOKS	30,354	95,000	64,646	90,549	95,000	4,451
DATABASE SUBSCRIPTIONS	57,525	66,526	9,001	48,107	62,761	14,654
MAGAZINES, PERIODICALS & LEASED BOOKS	3,643	3,950	307	7,325	13,217	5,892
SUPPLIES & EQUIPMENT	8,356	28,470	20,114	27,323	28,603	1,280
CREDIT CARD FEES	98	115	17	31	0	-31
PHONES & INTERNET	22,916	57,496	34,580	55,168	57,688	2,520
PROMOTIONS & WEBSITE	57,641	75,030	17,389	73,548	87,000	13,452
PUBLIC PROGRAMS	1,145	12,400	11,255	10,160	11,500	1,340
COMPUTER PURCHASES	2,655	7,929	5,274	8,305	8,900	595
SOFTWARE SUPPORT	37,522	52,548	15,026	66,584	66,302	-282
DELIVERY & OUTREACH VEHICLES	931	32,000	31,069	45,813	46,250	437
COPIERS & PRINTERS	2,697	10,000	7,303	6,626	10,000	3,374
COPYRIGHT & PERFORMANCES LICENSES	2,113	2,319	206	2,089	2,119	30
BRANCH CLEANING	1,179	5,000	3,821	8,154	10,000	1,846
BRANCH RENTS, INSURANCE & SECURITY	12,880	244,804	231,924	236,126	234,759	-1,367
FURNITURE PURCHASE	122	64,250	64,128	81,901	84,200	2,299
AUDIT & LEGAL FEES	3,053	3,600	547	3,460	3,750	290
SPECIAL PROJECTS	709	9,400	8,691	21,990	41,150	19,160
SUPPORT FROM OTHER DEPARTMENTS	0	188,093	188,093	159,752	159,752	0
TRANSFER TO RESERVES	0	0	0	22,677	20,000	-2,677
Total EXPENSES	1,191,552	3,108,879	1,917,327	2,855,437	3,005,764	150,327
Total GENERAL FUND	1,176,675	2,643,736	1,467,061	2,643,733	2,643,733	0

LIBRARY MONTHLY STATEMENT

For Period Ending 31-Jul-2024

	2024	2024	2024	2023	2023	2023
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
GENERAL FUND						
REVENUE						
ANNUAL PROVINCIAL FUNDING	0	-131,761	-131,761	-131,761	-131,761	0
ONTARIO CAPACITY FUNDING	0	-1,000	-1,000	-3,550	-1,500	2,050
STUDENT FUNDING	0	-8,300	-8,300	-8,152	-5,000	3,152
FEES & FINES	-10,775	-10,000	775	-13,289	-11,500	1,789
DONATIONS & SALES	-7,420	-5,750	1,670	-13,918	-7,850	6,068
TRANSFER FROM RESERVES	0	-308,332	-308,332	-41,035	-204,420	-163,385
Total REVENUE	-18,194	-465,143	-446,949	-211,704	-362,031	-150,327
EXPENSES						
FULL TIME WAGES & BENEFITS	532,854	977,450	444,596	806,635	936,733	130,098
BRANCH WAGES & BENEFITS	486,973	915,069	428,096	861,587	793,444	-68,143
STUDENT WAGES & BENEFITS	15,162	23,408	8,246	23,847	22,971	-876
BOARD MEETINGS & DEVELOPMENT	3,884	13,232	9,348	8,753	8,250	-503
STAFF MILEAGE	2,020	10,372	8,352	10,704	6,200	-4,504
STAFF TRAINING & DEVELOPMENT	4,808	24,918	20,110	15,370	19,715	4,345
PRINT MATERIAL	67,906	185,500	117,594	152,853	175,500	22,647
DIGITAL BOOKS	37,530	95,000	57,470	90,549	95,000	4,451
DATABASE SUBSCRIPTIONS	57,525	66,526	9,001	48,107	62,761	14,654
MAGAZINES, PERIODICALS & LEASED BOOKS	3,824	3,950	126	7,325	13,217	5,892
SUPPLIES & EQUIPMENT	10,832	28,470	17,638	27,323	28,603	1,280
CREDIT CARD FEES	111	115	4	31	0	-31
PHONES & INTERNET	29,019	57,496	28,477	55,168	57,688	2,520
PROMOTIONS & WEBSITE	74,915	75,030	115	73,548	87,000	13,452
PUBLIC PROGRAMS	1,705	12,400	10,695	10,160	11,500	1,340
COMPUTER PURCHASES	3,061	7,929	4,868	8,305	8,900	595
SOFTWARE SUPPORT	40,178	52,548	12,370	66,584	66,302	-282
DELIVERY & OUTREACH VEHICLES	1,157	32,000	30,843	45,813	46,250	437
COPIERS & PRINTERS	3,278	10,000	6,722	6,626	10,000	3,374
COPYRIGHT & PERFORMANCES LICENSES	2,113	2,319	206	2,089	2,119	30
BRANCH CLEANING	1,284	5,000	3,716	8,154	10,000	1,846
BRANCH RENTS, INSURANCE & SECURITY	20,537	244,804	224,267	236,126	234,759	-1,367
FURNITURE PURCHASE	122	64,250	64,128	81,901	84,200	2,299
AUDIT & LEGAL FEES	3,053	3,600	547	3,460	3,750	290
SPECIAL PROJECTS	4,891	9,400	4,509	21,990	41,150	19,160
SUPPORT FROM OTHER DEPARTMENTS	0	188,093	188,093	159,752	159,752	0
TRANSFER TO RESERVES	0	0	0	22,677	20,000	-2,677
Total EXPENSES	1,408,742	3,108,879	1,700,137	2,855,437	3,005,764	150,327
Total GENERAL FUND	1,390,548	2,643,736	1,253,188	2,643,733	2,643,733	0

INFORMATION REPORT

<u>PREPARED BY:</u>	Kate Miner – District Supervisor (District 1) Jessica Lomberg – District Supervisor (District 2) Emily Andrews – District Supervisor (District 3)
<u>PREPARED FOR:</u>	SDG Library Board
<u>LIBRARY BOARD DATE:</u>	September 5, 2024
<u>SUBJECT:</u>	Branch & Supervisor Reports

DISTRICT 1

CHESTERVILLE BRANCH: (Mitch C.)

- In remembrance of the 80th anniversary of D-Day, two events were held in Chesterville in June. The first event, “The War at Home” had two components. The first was a presentation from our guest Speaker, Brigadier General Roger Scott, Canadian Armed Forces, who spoke on the importance of the battles of D-Day contributing to the end of the war and the importance of continued vigilance for Canadian rights and freedoms today. The second part was a presentation on a group of young women known as the Ontario Farmerettes, who, throughout the 1940’s, spent their summer vacations away from their homes, working on farms in southern Ontario to ensure an adequate food supply for our soldiers overseas as well as for Canadians at home. Readings were done by our summer students, from actual journal entries of two of these young ladies. The event brought in a very large group of attendees leaving standing room only. The feedback received was very positive as patrons shared their delight in the content of the program over tea and scones.
- The second event under the same theme, was a 1940’s Knitting Circle where attendees started working on a pair of socks from a pattern booklet published in 1940 by the Canadian Red Cross, just as many knitting circles did during the war, supplying troops with much needed socks during the continued battles overseas. This event was fully booked, bringing new patrons in from across SDG. Attendees were delighted that the Branch will continue to host a knitting circle on the fourth Wednesday of every month. The knitting circle in July was very popular and other patrons look forward to joining in as well in the months to come.

CRYSLER BRANCH: (Ian N.)

- With thanks to the Crysler Friends of the Library, our outdoor reading patio got an extension. It's been a popular book nook all summer long for patrons during library hours, and outside of them!
- Our “Summer Chill Zone” program was a "cool" success, attracting new kids and patrons. It's great to see our bookish community booming with fresh faces!
- Crysler’s TD Summer Reading Club was a busy place on Tuesday afternoons. Many of the weeks the Branch was a full house.

MAKERLAB/FINCH BRANCH (Josée C.)

- MakerLab appointments have been steady this summer, beginning with a patron who booked the Cricut Mug Press and Sublimation Printer, and with LSA Jo’s help, she transferred two photos

onto a decorative mug leaving the Branch very happy with the result. Appointments involving the Laser Cutter, and the 3D printers have also been ongoing.

- The spring edition of “Create it with Cricut” ended on a good note with full attendance in South Mountain.
- In addition to the TD Summer Reading Club, the MakerLab was proud to Facilitate a Teen Summer Reading Challenge. Created with the help of Lancaster’s LSA Erin and Williamstown’s LSA Julie. LSA Jo was able to kick off summer challenges specifically for teens. It saw over 30 participants and included challenges such as monthly reading goals and bringing a friend to the library.
- The Dremel Laser Cutter was engaged for much of July creating the main components of the Take & Make kits that are to be released in August.

SOUTH MOUNTAIN BRANCH (Ginette T.)

- June was a busy month at South Mountain Branch. Josée from the MakerLab visited the branch to present the Create it with Cricut: Tumbler Art program. During the program, patrons used the Cricut to create colourful designs for insulated tumblers – perfect for the beginning of summer.
- June’s Library Board meeting was held at the branch during which a special presentation was made to the Friends of the South Mountain Library Resource Centre, which is marking its 20th anniversary this year. An open house celebrating the Friends was held on the following Saturday to coincide with the Mayors Disc Golf event in the park.
- The Summer Reading Club got off to a great start in July with 12 kids at the first meet-up and more in subsequent weeks. The Branch was packed most weeks with family members as the children worked on their activities and crafts with facilitator Madisson.

WINCHESTER BRANCH (Rose D. and Chantal N.)

- June brought the end of class visits for the 2023/24 school year, and Winchester Branch has had lots of end of year activities for students. Final class visits consisted of crafts for kindergarteners and MakerKits for grades 5 and 6.
- During June, staff also facilitated a “Snack and Study” program for teens that helped fuel high school students studying for final exam.
- Summer is off to a busy start in Winchester as many families seek entertainment and a continuation of learning activities while school is out. Our PAC stations, toys, maker kits, and colouring pages have been heavily used and our Lounge was booked a total of 7 times this month, mostly for exam proctoring.

DISTRICT SUPERVISOR (Kate J.M.)

- Regular scheduling, time sheets, board reports, and reports to Council (ongoing)
- Provided technology troubleshooting and support for staff and patrons (ongoing)
- Collection maintenance (ongoing)
- Frontline customer service including email, and phone inquiries (ongoing)
- Attended regular check-ins with Community Librarian and other District Supervisors (ongoing)
- Engaged in weekly Management Meetings (ongoing)
- Ensured compliance with Health & Safety Regulations and followed up with issues (ongoing)
- Participation in SDG Reads co-ordination (on going)
- Reviewed Volunteer policy

- Attended Art on the Waterfront in Chesterville in June
- Attended Mayor's Disc Golf in South Mountain
- Facilitated staff performance reviews
- Staff training on the Cricut in the MakerLab
- Exam proctoring in Winchester
- Reviewed and discussed program proposals for the Fall program cycle
- Interviewing for CSA positions across all districts.
- Facilitated a patron appointment using the laser cutter.
- Co-ordinated the "Take & Make" kits for patrons. This involved cutting and engraving 190 wooden rockets and assembling the kits. Marketing was also created to advertise them, as well as staff communication

DISTRICT 2

INGLESIDE: (Linda P. and Colleen C.)

- Ingleside patrons expressed excitement and gratitude for the SDG Library's new "fine-free" initiative, which was widely praised for making the library more accessible and welcoming.
- Ingleside continued to be a lively community hub this summer. Thanks to dedicated volunteers, staff, and program facilitators, the Summer Reading Club was a great success. Children and their caregivers enjoyed developing their literacy skills and checked out new library materials each week.
- July's scorching weather led to many people seeking refuge in the library's cool, air-conditioned space. Whether taking a break from their walks or bike rides, patrons found comfort in the branch's welcoming environment.
- Ingleside's many social clubs continued to foster community connections throughout the summer. The Knitting Club on Mondays, Swedish Weaving on Tuesdays, and the LEGO Club on Thursdays provided regular opportunities for members to gather.
- The Library's Museum Passes, Upper Canada Village Passes, Nature Backpacks, and items from the Library of Things, including the Bird-Watching Kit, Stargazing Kit, and Outdoor Science Kit, were in high demand, flying off the shelves.

IROQUOIS BRANCH: (Eleanor P. and Jeannette D.)

- Iroquois facilitated a successful craft program in June. Children and their caregivers had the chance to get creative, making heartfelt gifts for important figures in their lives.
- Class visits concluded in June as the school year ended. These visits play a vital role in fostering a love of learning, introducing young students to library resources, and showing them that the library is a safe and welcoming space.
- Many patrons and visitors took advantage of the branch's Wi-Fi and computer services, staying connected and appreciating the library as a valuable community resource.
- LSA Eleanor remains a champion of literacy by facilitating the "Summer Reading Club-Jr. Edition." This program engages our youngest patrons and their caregivers, complementing the system-wide Summer Reading Club program for older kids.

LONG SAULT: (Christine D. and Karen M.)

- Long Sault showcased a wonderful blend of creativity and community spirit with the launch of the “Bookworm Rock Garden” bringing patrons together for a unique and engaging project.
- Literacy development has been a central focus at the Long Sault Branch. The Summer Reading Club saw a successful turnout, with 16 children actively participating and engaging in literacy activities. The program, supported by two dedicated volunteers, effectively combined fun with literacy development, making a significant impact on young readers. LSA Christine also facilitated the “Family Storytime” program, where children and their caregivers enjoyed a festive “Christmas in the Summer” theme.
- A rainy Saturday brought a unique visitor—a Tai Chi practitioner who asked if they could participate in their Zoom class inside the branch. The calming atmosphere was a welcome addition to the day.
- Out-of-town visitors came to the branch for genealogy research, staff were delighted to assist by providing local resources and accommodations.
- Staff continue to provide outreach services to Woodland Villa, ensuring that library materials and resources remain accessible to all community members.

MORRISBURG BRANCH: (Cheryl T. and Jennifer H.)

- LSA Jennifer provided an outreach visit to the “Community Hub” in Morrisburg. She made valuable community connections and highlighted library resources and services.
- The June meeting of the “Spice Club,” featuring sage, saw an excellent turnout. Although the club paused for the summer, program evaluations revealed a strong interest in continuing the sessions in the fall.
- Morrisburg’s dedicated coop student completed his placement by leading a successful “Dungeons and Dragons” beginner club for teens. He continued the campaign over the summer with fantastic turnout. It was wonderful to see engaged and imaginative teens meet in the branch to participate in this group.
- Morrisburg hosted numerous class visits and conducted several summer school visits.
- The “Altered Bottle Craft” series program with Morrisburg patrons enjoyed the well-attended “Altered Bottle Craft” series, which offered a unique and engaging creative experience.
- LSA Cheryl hosted the “Pajama Storytime” series program. Children enjoyed making crafts, going on scavenger hunts, playing games and listening to stories in their pajamas.
- Morrisburg remains a vital community resource, with extensive use of public access computers, Wi-Fi services, and printing facilities. These valuable resources underscore the library’s role in supporting the needs of the community.

WILLIAMSBURG BRANCH: (Rose D.)

- Williamsburg welcomed the “Williamsburg Scouts” in June for a special literacy program. The Scouts enjoyed an engaging Storytime, created bookmarks, and made buttons with the MakerLab’s Button Maker.
- Community members and Friends of the Williamsburg Library connected at the “Williamsburg Branch Open House”. The branch was full, and it was an amazing start to the summer.
- The Williamsburg branch has seen an increase in visitors and in circulation, thanks to the Summer Reading Club, nearby park activities, and the baseball games at the adjacent ball diamonds.

- The Summer Reading Club was a huge success in this branch as we welcomed approximately 10 children each week!
- Outreach services are provided to the J.W. MacIntosh Community Support facility every month. LSA Rose visits with the seniors bringing books directly to seniors who cannot visit the library, this outreach is a meaningful way to connect with the community and ensure that everyone can enjoy the library's resources.

DISTRICT SUPERVISOR: (Jessica L.)

- Regular scheduling, time sheets, board reports, and reports to Council (ongoing)
- Technology troubleshooting and support for staff and patrons (ongoing)
- Frontline customer service including email, and phone inquiries (ongoing)
- Ensured compliance with Health & Safety Regulations and followed up with issues (ongoing).
- Reviewed policies: Volunteer Policy
- Content creation for new SDG Library website (ongoing).
- Scheduling support staff for programs, branch coverage, courier relief and outreach events.
- Collection maintenance and review (ongoing)
- Engaged in Weekly Management Meetings.
- Facilitated program review and coordination for District 2 for summer programs
- Facilitated interviews for the District 2 CSA position
- Conducted final review of co-op student; oversaw the successful facilitation of the "Teen Program Development Project".
- Professional development: Building a Culture of DEI at Your Library, OLA Mentor Match, CELA Training
- Documents in development: SDG Community Resource Guide
- SDG Reads program planning (ongoing)
- Liaised with contractors for upcoming Williamsburg Shelving project
- Coordinated the collaborative Real World Learning Project with Morrisburg Public School and the Morrisburg Branch and attended the program kit presentation with the School Board.
- Performance reviews completed, along with goal setting for all staff in District 2.
- Training District 2 staff on introduction of new Library of Things items.

DISTRICT 3

ALEXANDRIA BRANCH: (Iris C. & Josée B.)

- EarlyOn visited the branch in June, taking part in a storytime session. The children enjoyed playing with Ozobots and making buttons. They will return in the fall for another visit.
- During the intense heat experienced in June and July, many patrons and community members sought refuge in the branch, staying longer than usual. The upstairs hall served as an emergency cooling center, bringing additional visitors as a result.
- A "Native Plants Workshop" led by local patron Angel Beyde, was a great success, with engaging discussion and participation from patrons.
- The TD Summer Reading Club was a highlight of the summer, with two active groups—one in English and one in French. Each group had approximately 15 children attending weekly.
- The "Writers' Group" continued to meet monthly throughout the summer, providing a valuable opportunity for local authors to network, share their successes, and discuss challenges.

AVONMORE BRANCH: (Kelsey D.)

- Class Visits with Avonmore Public School wrapped up in June. Positive feedback from students was received and staff look forward to class visits resuming in the Fall.
- The Avonmore Fair was held during July. Past patrons came to renew their expired memberships, and visitors came in to the Branch to use Wi-Fi and cool off.
- Avonmore Branch's TD Summer Reading Club had many new and returning participants this year. Overall, families enjoyed the program and appreciated the staff's efforts for organizing it.

LANCASTER BRANCH: (Erin H. & Rachel L.)

- The Cairnview Book Club continued to meet monthly, with consistent attendance.
- The Branch hosted a village-wide scavenger hunt throughout June with the help of several local partners. These partners posted clues and donated prizes for a large gift basket.
- Local Highland Broadsword instructor Drummond Fraser led a historical fencing demonstration, which was well received.
- The Branch hosted local author, Leah Lindeman, to share her latest book and tips for aspiring writers.
- In July, the Library participated in the annual Lancaster yard sale by hosting a book sale table. Over 200 people visited the table.

MAXVILLE BRANCH: (Patti M.)

- The branch participated in the community-wide yard sale and held a successful book sale.
- Artist Charles Myshrall came to the branch and taught eager participants how to create a watercolour masterpiece.
- Junior and Senior Kindergarten classes from Maxville Public School visited the Branch before the summer break for a storytime and activities.
- Staff attended the Maxville Fair as part of the education tent – a dedicated area for children's activities. The Sphero Indi kit and the button maker were very popular with attendees.
- The branch was decorated with tartan and Scottish flags to celebrate the 75th Glengarry Highland Games.

WILLIAMSTOWN BRANCH: (Julie C.)

- An outreach event took place for the Williamstown BGC. Participants enjoyed stories, followed by an arts and crafts activity making mini books.
- The Sandy Woods Book Club were reading [African Samurai](#) when the 'SDG Reads' author was announced. The club members were excited to hear that Craig Shreve is this year's chosen author. A shelf display has been created in the Branch to promote the special event as well as promote the sale of the featured book.

DISTRICT SUPERVISOR: (Emily A.)

- Regular scheduling, time sheets, board reports, and reports to Council (ongoing).
- Technology troubleshooting and support for staff and patrons (ongoing).
- Collection maintenance: trialling the Zoom Books system for weeded materials (ongoing).
- Frontline customer service including email, and phone inquiries (ongoing).
- Ensured compliance with Health & Safety Regulations and followed up with issues (ongoing).
- Content creation for new SDG Library website (ongoing).
- Engaged in weekly Management Meetings (ongoing).

- Reviewed policies: Volunteer, Unattended Children,
- Professional development: Webjunction courses including 'Above and Beyond: Developing A Culture of Organisational Citizenship'; Polaris LEAP training videos
- Reviewing program submissions and events for Fall program cycle.
- Documents in development: Square training document.
- Branch manual review (ongoing)
- Performance reviews completed, along with goal setting for all staff in District 3.
- Desk coverage across District 3 branches to provide program support.
- Interviewing for CSA positions across all districts.
- Training District 3 staff on introduction of new Library of Things items.
- Preparing and planning for outreach events within the community.
- Met with staff at HGMH (Alexandria Hospital) to discuss the creation of a partnership of service provision to long-term patients at the hospital.

INFORMATION REPORT

<u>PREPARED BY:</u>	Cheryl Servais – Information Services Coordinator
<u>PREPARED FOR:</u>	SDG Library Board
<u>LIBRARY BOARD DATE:</u>	September 5, 2024
<u>SUBJECT:</u>	Technical Services Report

CATALOGUING/ACQUISITIONS TECHNICIAN : (Lucinda F.)

- Cataloguing and processing of 1,133 items in June and July.
- Working on project to re-catalogue/re-classify and re-label the Great Course collection. Includes new labels with a special code to differentiate from other A/V items, clickable tags for the course subject(s), ensuring consistent material types, and a new collection code. Condition checks have also been performed on the cases when they arrive. About half the branches' collections have been completed so far.
- SDG Library went fines free, changed all fine codes to \$0.00 and ensured that all ON ORDER item templates were set to \$0.00 fine code.
- Assisted in the creation of bibliographic records for the Nature backpack collection, as well as adding the inventoried items, their order codes, and their costs to the record,
- Ordered three new book club kits.
- Added Amazon and other vendor invoices that were not accounted for in Polaris, applied credits for tax rebate. Added all invoices to the invoice tracker sheet to ensure that Polaris and Vadim balance.
- Submitted an order for 10 new great courses.
- Followed up with vendor for the quarterly outstanding orders check.
- Discovered 54 items with 0 items available, discussed plan to weed or replace these items.

CATALOGUING/ACQUISITIONS TECHNICIAN : (Stacey P.)

- Interlibrary Loans: over 393 items sent to other library systems; over 279 items received for SDG Library patrons.
- Sent out 25 book club kits to branches for June and July book club meetings.
- Managed online registrations, totaling over 98 requests, with 29 new members and 62 renewal requests.
- Processing of magazines and newspapers, with a total of 87magazines and 12 Newspapers entered.
- Created 13 Nature Backpacks, creating activity inserts, card games and putting together the contents, resources sheets and inventory lists for each kit as well as book lists associated with each kit.
- Created cloudLibrary shelves including Pride Month and Canada Reads.
- Repaired 50 books and 56 Discs.

INFORMATION SERVICES COORDINATOR: (Cheryl S.)

- Completed performance reviews for direct reports and completed self-assessment and goals for personal performance review.
- Attended webinar for latest Polaris upgrade to 7.6 and arranged dates for upgrade to both the training server (August 9) and the production server (August 22).
- Updated Polaris settings to align with “Fines Free” initiative.
- Meeting with ZoomBooks to discuss their program for deaccessioned (weeded) material. Will pilot this new platform with uncirculated items to determine if there is value in this new partnership.
- Meeting with cloudLibrary vendor to review current products and discuss addition of new services including Biblio + (video streaming) and Comics Plus.
- Meeting with Hoopla sale representative to discuss their video streaming, digital book and comic book platform.
- Monthly Trace Lists and ISBN updates to ensure catalogue and collections are up to date and accurate.
- Set up CELA (Centre for Equitable Library Access) for Admin staff and District Supervisors to review and learn about services offered.
- Attended meetings including monthly Management meetings, Joint Health & Safety Committee meeting, and Inter-Library loan migration meeting.
- Reviewed collection budgets for both print and digital materials to the end of the second quarter.
- Started work on floating collection limits with District Supervisors and set up procedures and timeline for exchanges of picture books, large print and DVDs collections to ensure patrons have access to refreshed browsable collections.
- Continued to work on equipment inventory and Technology Plan.
- Discussion with IT Services Coordinator to come up with a plan to deal with hardware/BIOS issues on public access computers and branch staff workstations.



INFORMATION REPORT

<u>PREPARED BY:</u>	Cynthia Waters – Community Librarian
<u>PREPARED FOR:</u>	SDG Library Board
<u>LIBRARY BOARD DATE:</u>	September 5, 2024
<u>SUBJECT:</u>	Community Librarian Report

COMMUNITY LIBRARIAN: (Cynthia W.)

- Attended the Linking Hands meeting, led by House of Lazurus (July 5)
- Begun bi-weekly one-on-one meetings with District Supervisors
- Attended District Supervisor performance review meetings led by Rebeca L.
- Facilitated the pop-up library outreach at Chesterville Art-On-the-Waterfront (June 1), that was staffed by Kate Miner and Summer Reading Club Coordinators.
- Supported Friends of Chrysler Library Touch-A-Truck event held June 1st at Chrysler, ensuring branded library umbrellas arrived for new furniture and fun activities were sent with library Courier Van
- Organized library book sale in Maxville June 15th and Lancaster July 20th
- With Cassie MacDonell and support of Summer Coordinators, had an outreach table at the Seniors Aging & Wellness Fair at the Benson Centre June 19th. Used our prize wheel for first time to engage with attendees, asking library questions for a chance to win a small prize.
- Worked with Rebecca and Kate M. to create a thank-you plaque for Friends of South Mountain Library, which was presented at June board meeting, and displayed in branch.
- Helped facilitate Friends of South Mountain Library Open House and library pop-up during Mayor Discs Golf Challenge on June 22nd in South Mountain
- Organized two-day pop-up library outreach at Maxville Fair June 22 & 23
- Participated in CELA training with library administration staff on Monday, June 24th
- Brought the pop-up library to Meet Me on Main St - Morewood (June 26) to promote the Morewood express depot
- Joined SDG Reads planning committee meeting on June 28
- With Jessica L, organized and prepared pop-up libraries for Morrisburg Family Fun Day July 1st, Beach Day July 12th and It's All About the River July 13th.
- TD SRC Launch party with dinosaur expert Tim Jeffries was held Saturday July 6th in Alexandria. The event was organized and planned by Summer Reading Club Coordinators and well-received by the 60 attendees. Myself, coordinators and Emily Andrews staffed the event, engaging families in activities before and after the fossil talk.
- In July, began recruitment of Casual Support Assistants, with the goal of one CSA for each district. Interviews began the last week of July.
- With District Supervisors & Rebecca, began mid-year review of program support and nighttime support hours, creating centralized tracking sheet to support planning for second half of year.

INFORMATION REPORT

<u>PREPARED BY:</u>	Rebecca Luck – Director of Library Services
<u>PREPARED FOR:</u>	SDG Library Board
<u>LIBRARY BOARD DATE:</u>	September 5, 2024
<u>SUBJECT:</u>	Director of Library Services Report

STAFFING HIGHLIGHTS:

Ongoing recruitment for Casual Support Assistants, for all Districts, and for the position of Communications and Marketing Coordinator.

DIRECTOR OF LIBRARY SERVICES: (Rebecca L.)

- Attended County Council meeting (June 17 and July 15).
- Attended weekly Director's meetings with CAO and fellow County Directors.
- Attended and facilitated Management Team and Administrative meetings.
- Met with Zoom Books to discuss options for deaccessioned material.
- Attended the joint annual meeting with ARUPLO and AMPO (June 7).
- Participated in a virtual workshop/seminar on Workplace Investigations (prepared by Williams HR Law).
- Completed a pay equity review for the position of Communications and Marketing Coordinator.
- Completed performance appraisals of all direct reports and submitted them for CAO's review within Bamboo HR.
- Attended, facilitated, and prepared meeting minutes for the SDG Reads planning committee meetings (June 28 and July 26).
- Completed and distributed a new Sponsorship Letter for SDG Reads and created a schedule for the travelling book display.
- Conducted a site visit (July 4) with Meaghan Meerburg, Director of Recreation and Culture, Preston Stronach, Chief Building Official, and J&M Contracting Corp. on a possible Chesterville branch relocation.
- Attended staff Cricut training hosted at Finch's MakerLab (July 8 and 12).
- Reviewed and provided input for Closure and Interruption Communication Plan.
- Offboarded Communications and Marketing Coordinator.
- Met with representatives from ServiceOntario to discuss potential partnership opportunities (July 17).
- Attended Warden's Golf Tournament (July 19).
- Met with Sherry-Lynn Harbers to discuss facilities in South Glengarry (July 23).
- Participated in webinar on 'Social Media Strategies for Libraries' (July 23).
- Reviewed and scored candidates for the position of Communications and Marketing Coordinator. Coordinated and scored first round of interviews for candidates (July 24 and 25). Distributed assignment to short listed candidates for the completion of a communications campaign for SDG Reads.
- Prepared the Library Board Meeting Agenda and attended the Library Board regular meeting – Thursday, June 20, 2024, 5:30pm at South Mountain Library branch.

ACTION REQUEST

PREPARED BY:

Rebecca Luck – Director of Library Services
Emily Andrews – Temporary District 3 Supervisor

PREPARED FOR:

SDG Library Board

LIBRARY BOARD DATE:

September 5, 2024

SUBJECT:

Circulation Policy - Review

BACKGROUND:

1. The Circulation Policy sets out a framework for making material available to the community in an accurate, consistent, equitable and accountable manner.
2. The Circulation Policy was recently approved by the Board at the March 28, 2024, meeting. It is being brought forward once again due to necessary revisions that need to be made after going fine free and the proposal of including provisions for a temporary digital access card.

ANALYSIS:

Fine Free

3. In going fine free, it is recommended that the Policy be amended to include the following:
 - a. Delete mention of 'fine' and replace with 'account charges' or 'fees'.
 - b. Revise Section 10 (Overdue Material, Fines and Fees) to state that our Library system is now fine free (with the exception of interlibrary loan materials).
 - c. Revise *Schedule A: Fees and Fines* to reflect a fine free Library system. Notes have been incorporated to inform patrons that additional fees will apply to museum passes and mobile hotspots should the item be returned more than three (3) days late.

Temporary Digital Access Card

4. Long-term hospitalization can be challenging for patients: often leading to feelings of isolation and boredom. Access to reading materials, educational resources, and entertainment can significantly improve the quality of life for these patients. To do so, SDG Library and the Glengarry Memorial Hospital (HGMH) are exploring partnership opportunities wherein long-term hospitalization patients will be provided with access to digital library services. This initiative would allow patients to access SDG Library e-books, audiobooks, educational courses, and other digital resources using their personal devices or hospital-owned devices. Digital access would be granted on a short-term basis (3 months) and does not include access to SDG Library's physical materials.
5. This initiative is not only aligned with the goals of the SDG Library but aligns with the Counties' strategic priority of 'Partnerships and Collaboration'.
6. The Policy does not currently support the provision for short-term digital access.

7. To support this initiative and the inclusion of a temporary digital access card, it is recommended that the Policy be amended to include the following:
 - a. Revise Section 1 (Library Membership) to include the provision for a temporary digital access card and state its requirements.
 - b. The Temporary Digital Access Card has been included in Schedule A's Service Details' table.

IMPACT ON 2024 BUDGET:

8. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Growing our Physical and Digital Infrastructure

Goal 2: Conduct Community Outreach

RECOMMENDATION(S):

That the Stormont, Dundas, and Glengarry County Library Board approve the Circulation Policy, as presented.



Circulation Policy

For: The Stormont, Dundas and Glengarry
County Library Board

Policy No.: 2011-14

Policy Type: Operational

Effective Date: September 5, 2024
Date of Last Revision: March 28, 2024
First Approved: December 15, 2011

Policy Statement:

The Stormont, Dundas and Glengarry County Library (SDG Library) makes materials widely available to the community, in an equitable manner, to maximize the use of all collections.

Policy:

1. Library Membership

- 1.1. SDG Library cards are free to all who live, work, own property, or go to school in the United Counties of Stormont, Dundas and Glengarry (exclusive of Cornwall).
- 1.2. Non-residents may use the library's services upon payment of a fee as outlined in the library's *Schedule A: Fees and Fines*.
- 1.3. Memberships can be requested in person at any SDG Library branch, or on our library's website (www.sdglibrary.ca).
- 1.4. Members in good standing may borrow materials or partake in library services.
- 1.5. Materials may be borrowed by either presenting the membership card or valid identification.
- 1.6. Children under the age of sixteen must register for their membership accompanied by a parent or guardian, or a signed membership form. A child membership may also be obtained online through our website, providing the requisite parent or guardian's identification. Parents and/or guardians assume responsibility for fines, damages, or lost items.
- 1.7. Adults and children sixteen (16) and over may apply for their own library card, providing the requisite identification.
- 1.8. Membership will be granted to individuals who provide verification of address and identification. Ontario Health Cards are not accepted as a form of identification for privacy reasons. Acceptable verification of address and identification includes:

Acceptable Photo Identification

- Valid driver's license
- Citizenship card

Acceptable Proof of Address

- Valid driver's license
- Ontario motor vehicle permit

Circulation Policy

- Passport
- Student ID card
- OAS (senior's card)
- Employer-issued photo identification card
- Staff identification, pay stub or direct deposit stub
- Utility bill
- Personal cheque
- Bank statement
- Mortgage, rental or lease agreement
- Any other source of identification that gives the patron's name and current address

1.9. At the discretion of the Director of Library Services, or designate, a temporary digital access card may be granted to all who temporarily live, work, or go to school in the United Counties of Stormont, Dundas and Glengarry (exclusive of Cornwall). This card only provides access to resources from the 'digital library' and is valid for up to three (3) months.

2. Conditions of Membership and Card Use

- 2.1. Membership is not transferable to other individuals.
- 2.2. Items can be picked up by a designated individual with prior permission from the card owner.
- 2.3. Members will be issued a library card without charge.
- 2.4. An individual is entitled to only one library card. Lost or damaged cards may be replaced for a fee.
- 2.5. The card is the property of the SDG Library and must be returned on request.
- 2.6. Loss or theft of a card must be reported immediately.
- 2.7. Change of address, name or phone number must be reported immediately.
- 2.8. Membership expires annually. Renewal requires verification of the member's name, address, telephone number, e-mail address and payment of outstanding monies owed to the SDG Library. Membership renewals can be completed at any SDG Library branch, or through our library's website.
- 2.9. Membership is suspended when fees owed exceed \$15.00 and will be reinstated when outstanding accounts are reduced below this mark.
- 2.10. Membership can be suspended for violating library policies.
- 2.11. Inactive memberships will be deleted after a period of three (3) years.

Circulation Policy

3. Borrowing

- 3.1. In keeping with the Ontario Library Association's *Children's Rights in the Public Library*, there are no restrictions on the access to material and Internet resources by children. Parents/guardians are responsible for the selection, usage and safe return of library resources.
- 3.2. Audio-visual materials that are classified 18A (Suitable for people 18 years of age or older) or R (Restricted to 18 years of age or older) by the Ontario Film Ratings Board Rating System or the Canadian Home Video Rating System will not be lent to members under the age of 18. Proof of age is required.
- 3.3. The SDG Library collection is shared amongst all branches. Items from the collection may be borrowed from any of our branch locations, including our library express depots.
- 3.4. Other restrictions may apply on certain material types. See *Schedule A: Fees and Fines*.

4. Loan Period

- 4.1. The loan period for most materials is three weeks. See *Schedule A: Fees and Fines* for a breakdown of loan periods by material type.
- 4.2. The total number of items allowed on loan to any one person is determined by *Schedule A: Fees and Fines*.
- 4.3. The number of items of a specific format or subject available for loan may be limited if there is high demand.

5. Renewals

- 5.1. Most materials may be renewed. See *Schedule A: Fees and Fines* for more information.
- 5.2. Renewable items on hold for other members cannot be renewed. Items not on hold will be automatically renewed up to three (3) times.
- 5.3. Renewals may be made in person, by phone or online.
- 5.4. Members must have less than \$15.00 in overdue fees or charges to renew materials.

6. Holds

- 6.1. All circulating materials may have a hold placed on them for pick-up at any branch or express depot. Certain material types are available for pick-up only in branches.

Circulation Policy

- 6.2. The local history collection does not circulate, but a hold may be placed for in-branch use.
- 6.3. Items may be placed on hold in person, by phone or online.
- 6.4. When the item becomes available, the member will be notified and asked to pick up the item.
- 6.5. Items will be held for five (5) open days, except for digital downloads which are held for three (3) calendar days.

7. Return of Material

- 7.1. All SDG Library materials may be returned to any of its branches.
- 7.2. Materials borrowed may be returned to the SDG Library at the circulation desk or in an SDG Library drop-box. Certain material types cannot be returned in the drop-box and must be returned at the circulation desk. These exceptions are clearly marked and identified on the item itself.
- 7.3. Members are required to return materials on or before the due date.

8. Circulation Records

- 8.1. Library circulation and membership records will be used in accordance with the *Access to Information and Protection of Privacy Policy 2009-06*.

9. Damaged or Lost Items

- 9.1. Members are required to report lost or damaged material at the earliest possible opportunity.
- 9.2. The SDG Library will charge replacement costs (assessed by the Library) and processing fees for items which are declared damaged or lost.
- 9.3. Replacement charges will be waived if items are returned in good condition within six (6) months of billing. Processing fees will still apply.
- 9.4. It may not be possible or desirable to replace a specific item with an identical one. Replacement of the item will be left to the discretion of the Director of Library Services in keeping with the Library's *Collection Development Policy*.

10. Overdue Material, Fines and Fees

- 10.1. Overdue notices are generated at regular intervals past the due date, with a final bill issued for materials not returned.



Circulation Policy

- 10.2. The SDG Library is a fine free library system (with the exception of interlibrary loan materials). Certain fees may apply. See *Schedule A: Fees and Fines for more information*.
- 10.3. Patron account charges may be waived at the discretion of the Director of Library Services, or designate.

DRAFT



Circulation Policy

SCHEDULE A: Fees and Fines

Material Details:

Material Type	Membership Type	Loan Period	Borrowing Limits	Renewal Limits ¹	Overdue Fines Per Day / Per Item	Maximum Overdue Fines Per Item	Replacement Costs and Processing Fees ²
Audiobooks	All	3 weeks	Unlimited	3	-	-	Cost of item + \$5.00
Book Club Kits	Book Club	6 weeks	2	0	-	-	Cost of item + \$5.00
Books	All	3 weeks	Unlimited	3	-	-	Cost of item + \$5.00
CELA Collection	CELA	4 weeks	Unlimited	3	-	-	Cost of item + \$5.00
DVD	All	1 week	15	3	-	-	Cost of item + \$5.00
DVDs - TV Series	All	2 weeks	15	3	-	-	Cost of item + \$5.00
Great Courses	All	3 weeks	2	3	-	-	Cost of item + \$5.00
Interlibrary Loans	All	Varies	3	0	\$1.00	\$10.00	Cost of item + \$5.00
Magazines	All	1 week	Unlimited	3	-	-	Cost of item + \$5.00
Museum Passes ³	All	1 week	Unlimited	0	-	-	Cost of item + \$5.00
Mobile Hotspots ⁴	Adult	10 days	1	0	-	-	Cost of item + \$5.00
Boardgames	All	2 weeks	2	3	-	-	Cost of item + \$5.00
Musical Instruments	All	3 weeks	20	3	-	-	Cost of item + \$5.00
Equipment	All	3 weeks	1	3	-	-	Cost of item + \$5.00
Kits	All	3 weeks	1	3	-	-	Cost of item + \$5.00

Notes:

1. Library materials can only be renewed if not requested by another library patrons.
2. The 'cost of item' is determined by the library's purchase price. To have the 'item cost' waived, a borrower may purchase and submit a new replacement copy for a lost/damaged item, along with payment of the processing fee. Item type must be of equal quality (ie. A hardcover being replaced with another hardcover).
3. A \$15 service fee will be added to a patron's account once a museum pass is more than three (3) days overdue.
4. A \$25 reconnection fee will be added to a patron's account once a hotspot is more than three (3) days overdue.

Circulation Policy

Service Details:

Services / Resources	Fee
Black and White Photocopying / Printing (per side)	\$0.25
Colour Photocopying / Printing (per side)	\$1.00
Facsimile Service (within Canada) ¹	Free
Facsimile Service (outside of Canada) ¹	\$2.00
Exam Proctoring Fees Per Exam (library members)	\$30.00
Exam Proctoring Fees Per Exam (non-library members)	\$50.00
Room Rental (non-profit use) ²	Free
Room Rental (for-profit use) ²	\$20.00 / hr + HST
MakerLab³	
3D Print - PLA Filament	\$0.10 / gram
3D Print - Specialty PLA Filament	\$0.15 / gram
Resin Print	\$0.50 / gram
Sublimation Print	\$2.00 / page
Cricut - Permanent and Removable Vinyl	\$0.50 / linear inch
Cricut - Heat Transfer Vinyl	\$0.75 / linear inch
Cricut - Cardstock (12"x12")	\$0.50 / sheet
Laser Engraver - Acrylic Panel (12"x12")	\$10.00
Laser Engraver - Balsa Wood Panel (12"x12")	\$5.00
Button Blanks - 1"	\$0.50
Button Blanks - 1.25"	\$0.50
Button Blanks - 2.25"	\$1.00
Membership Fees	
Resident	Free
Non-Resident	\$35.00
Replacement Card	\$1.00
Temporary Digital Access Card	Free

Notes:

1. Must be an SDG Library member to use this service; facsimiles (fax) outside of Canada have a 5-page limit.
2. Room rentals are available in Ingleside and Winchester.
3. MakerLab equipment is free to use if a member chooses to bring in their own material. Members may choose to use the Library's materials, per the fee listed, with the understanding that material supplies may be limited.



STAFF REPORT

S.R. No. 17-2024

PREPARED BY:

Rebecca Luck – Director of Library Services
Cynthia Waters – Community Librarian

PREPARED FOR:

SDG Library Board

LIBRARY BOARD DATE:

September 5, 2024

SUBJECT:

Friends of the Library Policy - Review

BACKGROUND:

1. The Friends of the Library Policy defines the roles and responsibilities of Friends of the Library groups within the SDG Library system.
2. The Friends of the Library Policy was first approved by the Board in December 2008 and was last updated in May 2019.
3. As part of the 2019 Policy review, a Memorandum of Understanding (MOU) was created between the SDG Library and the Friends group. The MOU sets forward the roles and responsibilities of both the Friends group and the SDG Library. The Director of Library Services does not have a copy of these MOUs and cannot confirm whether they were signed.

ANALYSIS:

4. To establish a relationship between the SDG Library Board and each individual Friends group, it is proposed that upon each new term of the SDG Library Board, an MOU shall be signed between the SDG Library Board Chair, Director of Library Services, and the Friends group.
5. If amenable, and prior to the finalization of the Policy, the SDG Library will reach out to each Friends group with the intent to review the drafted MOU and bring forward any proposed changes to the Library Board.

IMPACT ON 2024 BUDGET:

6. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 2: Conduct Community Outreach



Friends of the Library Policy

For: The Stormont, Dundas and Glengarry
County Library Board

Policy No.: 2008-06

Policy Type: Operational

Effective Date: September 5, 2024
Date of Last Revision: May 9, 2019
First Approved: December 2, 2008

Purpose

The Stormont, Dundas and Glengarry County Library (SDG Library) Board encourages the establishment of 'Friends of the Library' groups within the United Counties of Stormont, Dundas and Glengarry (Counties). The purpose of this policy is to define the roles and responsibilities of Friends of the Library groups within the SDG Library system.

Definitions

"Friends of the SDG Library group (Friends group)" is a formally established, independent, organization with its own executive committee, constitution and bank account(s). They are made up of volunteers with a common interest in supporting library goals and activities.

"Friends activities" may include advocacy, events, fundraising, donations, and/or sponsorship.

"Fundraising" means collecting financial support for SDG Library programs, services, operations or facilities through organized activities.

"Donation" means a gift or contribution of money, goods or services given to the SDG Library voluntarily toward an event, project or program as a philanthropic act.

"Sponsorship" means the support of a SDG Library event, project or program in return for recognition of the support.

Policy

1. Role of Friends Groups

- 1.1. The SDG Library recognizes the existence of these independent organizations which share the goals of the SDG Library. Friends groups shall:
 - a) Assist, support and further the goals of the SDG Library;
 - b) Advocate and promote library services and literacy in their communities;
 - c) Establish closer ties between the SDG Library and its community;
 - d) Raise funds.
- 1.2. Friends groups will abide by all SDG Library Policies.



Friends of the Library Policy

- 1.3. Friends groups will recognize the Board's right to govern and management's responsibility to deliver library services and programs.
- 1.4. While the Board acknowledges the importance of volunteer services provided by Friends groups, the goals and objectives of the Friends groups shall not conflict with those of the SDG Library Board, as established under the Public Library Act.

2. Library Responsibilities

- 2.1. SDG Library recognizes that ongoing communications between a Friends group and the SDG Library is vital to a successful partnership that helps to support library goals and activities.
- 2.2. The Community Librarian, or designate, will be the main liaison for ongoing communications between Friends groups and the SDG Library. Branch staff and district supervisors will refer all Friends groups inquiries and correspondence to the Community Librarian.
- 2.3. The Community Librarian, or designate, will bring advocacy, funding and sponsorship needs to the attention of the Friends groups.
- 2.4. The Library Board will strive to meet annually with Friends groups to recognize their accomplishments, foster communication, and discuss issues of mutual concern.

3. Friends Group Responsibilities

- 3.1. A copy of the Friends groups' constitution shall be forwarded to the Community Librarian, or designate.
- 3.2. Upon each new term of the SDG Library Board, a Memorandum of Understanding (MOU) shall be signed between the SDG Library Board Chair, Director of Library Services, and the Friends group.
- 3.3. Meeting notices, agendas and minutes shall be forwarded to the Community Librarian, or designate.
- 3.4. All Friends groups activities, including advocacy, events, fundraising, donation and sponsorship activities, must be discussed and reviewed with the Community Librarian, or designate, and approved by the Director of Library Services.
- 3.5. Any and all advocacy activities carried out by the Friends groups are to be aligned with the strategic goals of the SDG Library. When engaged in advocacy activities, Friends groups will expend their own funds.

Friends of the Library Policy

- 3.6. With approval from the Community Librarian, or designate, Friends groups may use the name, brand and/or image of the SDG Library in their fundraising and advocacy activities. Usage of the SDG Library logo shall be in accordance with the Style Toolkit Guide (2018).
- 3.7. Friends groups may request the opportunity to delegate at monthly Board meetings; bringing updates, information and questions to members of the Library Board. Requests to delegate at board meetings must be arranged via the Community Librarian.
- 3.8. The SDG Library welcomes volunteer assistance from individual members of Friends groups. These individuals must follow the guidelines provided in the SDG Library's Volunteer Policy, including providing a Criminal Reference Check (CRC).

4. Fundraising, Donations & Sponsorships

- 4.1. The SDG Library welcomes and encourages fundraising and donations from Friends groups for the purpose of enhancing library programs, services, operations, and facilities. All fundraising, donations and sponsorship activities by Friends of the Library groups must follow the terms set out in the Library's Donations, Sponsorship and Fundraising Policy.
- 4.2. All donations, sponsorship, and fundraising campaigns should be undertaken after thorough discussion with the Community Librarian, Director of Library Services, and Library Board. All donations, sponsorships, and fundraising campaigns are to align with the SDG Library's Strategic Plan.

5. Establishing a Friends Group

- 5.1. Individuals or groups wishing to form a Friends group are requested to communicate their intentions in writing to the SDG Library Board.
- 5.2. The Community Librarian is available to provide information, support, and liaison between Library administration and the prospective Friends group.

6. Dissolution of Friends Groups

- 6.1. If a Friends group cannot fulfill the requirements set forth in this Policy and/or the decision to disband is reached by the Friends group, then they may choose to disband.
- 6.2. Should a Friends group disband, all funds raised in the name of the SDG Library, will revert to the SDG Library Board, after debts are paid.
- 6.3. Should a Friends group decide to disband, a letter informing the SDG Library Board and SDG Library administration must be sent to:



Friends of the Library Policy

SDG Library
Attn: Community Librarian
26 Pitt Street, Suite 106
Cornwall, ON K6J 3P2

- 6.4. Should a Friends group be in violation of any Policies and Procedures set forth by the SDG Library Board, they may no longer be recognized as a Friends of the SDG Library group.

DRAFT Memorandum of Understanding

(Hereinafter referred to as the “MOU”)

Between

The Stormont, Dundas and Glengarry County Library

(Hereinafter referred to as the “SDG Library”)

And

The Friends of the _____

(Hereinafter referred to as “the Friends”)

Hereinafter referred to jointly as “the Parties”

Concerning the relationship between

the SDG Library

And

the Friends of _____

WHEREAS the Stormont, Dundas and Glengarry County Library Board encourages the establishment of “Friends of the Library Groups” within the United Counties;

THEREFORE to work together toward common goals, all parties must clearly understand their respective roles and maintain good communications. To that end, the objective of this Memorandum of Understanding (MOU) is to clarify the relationship between the Parties as well as each Party’s roles and responsibilities relative to each other.

Definitions

“Friends of the SDG Library group (Friends group)” is a formally established, independent, organization with its own executive committee, constitution and bank account(s). They are made up of volunteers with a common interest in supporting library goals and activities.

“Friends activities” may include advocacy, events, fundraising, donations, and/or sponsorship.

“Fundraising” means collecting financial support for SDG Library programs, services, operations or facilities through organized activities.

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“Sponsorship” means the support of a SDG Library event, project or program in return for recognition of the support.

1. Role of Friends Groups

- 1.1. The SDG Library recognizes the existence of these independent organizations which share the goals of the SDG Library. Friends groups shall:
 - a) Assist, support and further the goals of the SDG Library;
 - b) Advocate and promote library services and literacy in their communities;
 - c) Establish closer ties between the SDG Library and its community;
 - d) Raise funds.
- 1.2. Friends groups will abide by all SDG Library Policies.
- 1.3. Friends groups will recognize the Board’s right to govern and management’s responsibility to deliver library services and programs.
- 1.4. While the Board acknowledges the importance of volunteer services provided by Friends groups, the goals and objectives of the Friends groups shall not conflict with those of the SDG Library Board, as established under the Public Library Act.

2. Library Responsibilities

- 2.1. SDG Library recognizes that ongoing communications between a Friends group and the SDG Library is vital to a successful partnership that helps to support library goals and activities.
- 2.2. The Community Librarian, or designate, will be the main liaison for ongoing communications between Friends groups and the SDG Library. Branch staff and district supervisors will refer all Friends groups inquiries and correspondence to the Community Librarian.
- 2.3. The Community Librarian, or designate, will bring advocacy, funding and sponsorship needs to the attention of the Friends groups.
- 2.4. The Library Board will strive to meet annually with Friends groups to recognize their accomplishments, foster communication, and discuss issues of mutual concern.

3. Friends Group Responsibilities

- 3.1. A copy of the Friends groups’ constitution shall be forwarded to the Community Librarian, or designate.
- 3.2. Upon each new term of the SDG Library Board, a Memorandum of Understanding (MOU) shall be signed between the SDG Library Board Chair, Director of Library Services, and the Friends group.

- 3.3. Meeting notices, agendas and minutes shall be forwarded to the Community Librarian, or designate.
- 3.4. All Friends groups activities, including advocacy, events, fundraising, donation and sponsorship activities, must be discussed and reviewed with the Community Librarian, or designate, and approved by the Director of Library Services.
- 3.5. Any and all advocacy activities carried out by the Friends groups are to be aligned with the strategic goals of the SDG Library. When engaged in advocacy activities, Friends groups will expend their own funds.
- 3.6. With approval from the Community Librarian, or designate, Friends groups may use the name, brand and/or image of the SDG Library in their fundraising and advocacy activities. Usage of the SDG Library logo shall be in accordance with the Style Toolkit Guide (2018).
- 3.7. Friends groups may request the opportunity to delegate at monthly Board meetings; bringing updates, information and questions to members of the Library Board. Requests to delegate at board meetings must be arranged via the Community Librarian.
- 3.8. The SDG Library welcomes volunteer assistance from individual members of Friends groups. These individuals must follow the guidelines provided in the SDG Library's Volunteer Policy, including providing a Criminal Reference Check (CRC).

4. Fundraising, Donations & Sponsorships

- 4.1. The SDG Library welcomes and encourages fundraising and donations from Friends groups for the purpose of enhancing library programs, services, operations, and facilities. All fundraising, donations and sponsorship activities by Friends of the Library groups must follow the terms set out in the Library's Donations, Sponsorship and Fundraising Policy.
- 4.2. All donations, sponsorship, and fundraising campaigns should be undertaken after thorough discussion with the Community Librarian, Director of Library Services, and Library Board. All donations, sponsorships, and fundraising campaigns are to align with the SDG Library's Strategic Plan.

5. Establishing a Friends Group

- 5.1. Individuals or groups wishing to form a Friends group are requested to communicate their intentions in writing to the SDG Library Board.
- 5.2. The Community Librarian is available to provide information, support, and liaison between Library administration and the prospective Friends group.

6. Dissolution of Friends Groups

- 6.1. If a Friends group cannot fulfill the requirements set forth in this Policy and/or the decision to disband is reached by the Friends group, then they may choose to disband.

6.2. Should a Friends group disband, all funds raised in the name of the SDG Library, will revert to the SDG Library Board, after debts are paid.

6.3. Should a Friends group decide to disband, a letter informing the SDG Library Board and SDG Library administration must be sent to:

SDG Library
Attn: Community Librarian
26 Pitt Street, Suite 106
Cornwall, ON K6J 3P2

6.4. Should a Friends group be in violation of any Policies and Procedures set forth by the SDG Library Board, they may no longer be recognized as a Friends of the SDG Library group.

7. Termination of MOU

7.1. This MOU may be terminated by either party upon sixty (60) days written notice to the other party.

IN WITNESS WHEREOF the Parties hereto have executed this MOU under signature of their duly authorized officers on the date set forth:

THE FRIENDS OF THE _____

PER: _____

DATE: _____

THE STORMONT, DUNDAS AND GLENGARRY COUNTY LIBRARY BOARD

PER: _____

Library Board Chair

DATE: _____

PER: _____

Director of Library Services

DATE: _____

STAFF REPORT

S.R. No. 18-2024

PREPARED BY: Cynthia Waters – Community Librarian
PREPARED FOR: SDG Library Board
LIBRARY BOARD DATE: September 5, 2024
SUBJECT: TD Summer Reading Club

BACKGROUND:

1. The TD Summer Reading Club (TDSRC) is Canada’s largest summer reading program and is designed to inspire youth to explore the fun of reading, as well as keep literacy skills sharp over the summer months. At SDG Library, our program was delivered by two Summer Reading Club Facilitators and Outreach Coordinators, without whom the program would not be possible.
2. Every year, we apply for grants to help us support the hiring of these positions.
3. Our TDSRC coordinators for 2024 were Madisson Lamarche and Quinn Blaine. Madisson was a returning summer student, who had been previously employed by SDG Library in 2022 and 2023. Quinn joined the team with a wealth of experience having been a volunteer at the Maxville branch.
4. The coordinators led the reading club programs for seven weeks at all fifteen (15) branches, providing stories, themed crafts and activities for children. Pictures of the participants and their crafts were shared weekly on the SDG Library TDSRC Facebook group.
5. All those registered for the TD SRC had the opportunity to enter the reading contest. Participants received one ballot for every book read (2 ballots for chapter books), and reported their reading to library staff to receive their ballots. The reading contest was separated into two age groups: 0-5 and 6-12. The ballots were entered to win two weekly prize draws and two end of program grand prizes.
6. Library staff, volunteers and our coordinators made this program a success this year. Many families attended for the first time, and we look forward to encouraging even more participation in 2025.

ANALYSIS:

7. The following summarizes some key statistics from the summer:

Activity	Description
Class Visits & School Promotions	12 school visits & 2310 students reached
Launch Party July 6 th with Dinosaur Expert Tim Jeffries	62 attendees (caregivers & youth), 2 prize winners
TD SRC Registrations	395 total registered via online registration

In-Branch Programs	7 weeks of TD SRC programs at 15 branches
In-Branch Program Attendance	1006 total attendees (805 in 2023) Week 1 July 2-4: 164 attendees Week 2 July 9-11: 138 attendees Week 3 July 16-18: 151 attendees Week 4 July 23-25: 137 attendees Week 5 Jul 30-Aug 1: 137 attendees Week 6 Aug 6-8: 142 attendees Week 7 Aug 13-16: 118 attendees
Reading Contest	2500 ballots earned 14 weekly prizes won 2 grand prizes

IMPACT ON 2024 BUDGET:

8. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 2: Conduct Community Outreach

STAFF REPORT

S.R. No. 19-2024

PREPARED BY: Cynthia Waters – Community Librarian

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: September 5, 2024

SUBJECT: Community Outreach and Mobile Services

BACKGROUND:

1. SDG Library has been “popping up” at community events across the Counties of SDG. The events attended this year included:

Date(s)	Event Name	Township	Interactions
March 7	BGC Where 2 Turn Mental Health	North Dundas (Winchester)	89
April 10	Youth Engagement Fair	Cornwall	181
May 5	Women's Day	North Glengarry (Alexandria)	139
May 11	South Mountain Yard Sale	North Dundas (South Mountain)	93
May 25	Winchester Community Yard Sale	North Dundas (Winchester)	77
May 25	Long Sault Community Yard Sale	South Stormont (Long Sault)	85
June 1	Art on the Waterfront	North Dundas (Chesterville)	170
June 1	Touch a Truck	North Stormont (Crysler)	165
June 15	Maxville Community Yard Sale	North Glengarry (Maxville)	88
June 19	2024 Aging Well Senior Health & Safety Fair	Cornwall	300 (150 SDG residents)
June 22	South Mountain Community Event - Mayoral Disc Golf Challenge	North Dundas (South Mountain)	31
June 22 & 23	Maxville Fair	North Glengarry (Maxville)	160
June 26	Meet Me on Main Street - Morewood	North Dundas (Morewood)	80
July 1	Morrisburg Family Fun Day Earl Baker Park	South Dundas (Morrisburg)	72

July 12	Morrisburg Beach Day	South Dundas (Morrisburg)	40
July 13	It's All About the River	South Dundas (Morrisburg)	120
July 20	Lancaster Yard Sale	South Glengarry (Lancaster)	207
August 9, 10 & 11	Williamstown Fair	South Glengarry (Williamstown)	24/103/71 198 Total over 3 days
August 10	Winchester Dairyfest	North Dundas (Winchester)	239
August 17	South Mountain Fair	North Dundas (South Mountain)	184
August 24	Chesterville Fair	North Dundas (Chesterville)	TBD
August 31	Stormont County Fair	South Stormont (Newington)	TBD
September 21	Kids Nature Zone Day	South Stormont (Ingleside)	TBD
October	Harvest Fest	South Glengarry (Lancaster)	TBD

ANALYSIS:

2. SDG Library participated in twenty-four (24) community outreach events thus far.
3. Through these community outreach events, the SDG Library has had over 2,700 interactions with community members.

IMPACT ON 2024 BUDGET:

4. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 2: Conduct Community Outreach



STAFF REPORT

S.R. No. 20-2024

PREPARED BY: Rebecca Luck – Director of Library Services
PREPARED FOR: SDG Library Board
LIBRARY BOARD DATE: September 5, 2024
SUBJECT: OLA Conference

BACKGROUND:

1. This year’s OLA Super Conference is scheduled January 29 to February 1, 2025, at the Metro Toronto Convention Center, in Downtown Toronto.
2. There will also be an option to attend virtually.
3. The 2025 Conference Theme is *Building Bridges*, symbolizing building connections between individuals with regards to issues, identities, and ideas. The bridges we build connect us and help us understand each other among different library sectors and the broader community. Our libraries are rapidly adapting to challenges with transforming to meet new demands, and making connections has become more vital than ever. Building Bridges underscores this resilience and adaptability.
4. OLA has prepared a schedule, which can be accessed through their website: <https://olasuperconference.ca/attend/schedule-at-a-glance/>

ANALYSIS:

5. If interested in attending the 2025 Conference, please provide your expression of interest to the Director of Library Services.

IMPACT ON 2024 BUDGET:

6. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 3: Strengthen our Organization

STAFF REPORT

S.R. No. 21-2024

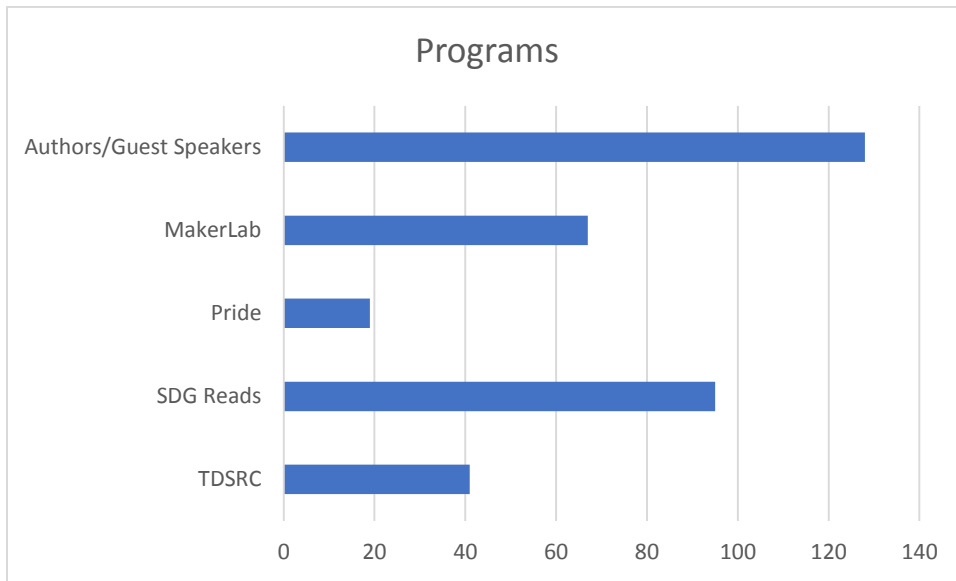
PREPARED BY: Rebecca Luck – Director of Library Services
PREPARED FOR: SDG Library Board
LIBRARY BOARD DATE: September 5, 2024
SUBJECT: BiblioEmail

BACKGROUND:

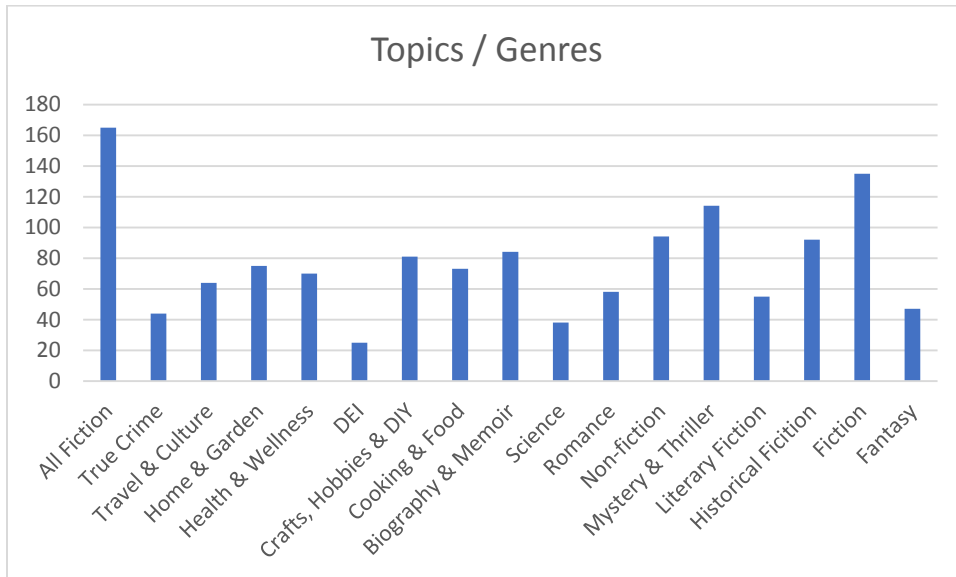
1. BiblioEmail was purchased in the late Fall of 2023, but first implemented in the Spring of 2024.
2. It serves as an email marketing software that is personalized, automated, and integrated. With BiblioEmail, SDG Library staff can use existing content from BiblioWeb, BiblioEvents, and BiblioCore to send patrons email newsletters filled with visually rich content, tailored to their interests.
3. When subscribing to BiblioEmail, a series of questions are asked to better tailor the content to your preferences. Namely:
 - a. Audience (Adults, Birth to 5, Kids, Teens)
 - b. Formats (Audiobooks, Books, Comics & Graphic Novels, Movies & TV)
 - c. Locations of Interest (List of all our branches, with 1st, 2nd and 3rd options available)
 - d. Genres (Fantasy, Fiction, Historical Fiction, Literary Fiction, Mystery & Thriller, Non-Fiction, Romance, Science Fiction)
 - e. Topics (Biography & Memoir, Cooking & Food, Crafts, Hobbies & DIY, DEI, Health & Wellness, Home & Garden, Travel & Culture, True Crime)
 - f. Programs (Authors & Guest Speakers, MakerLab, Pride, SDG Reads, TD Summer Reading Club)

ANALYSIS:

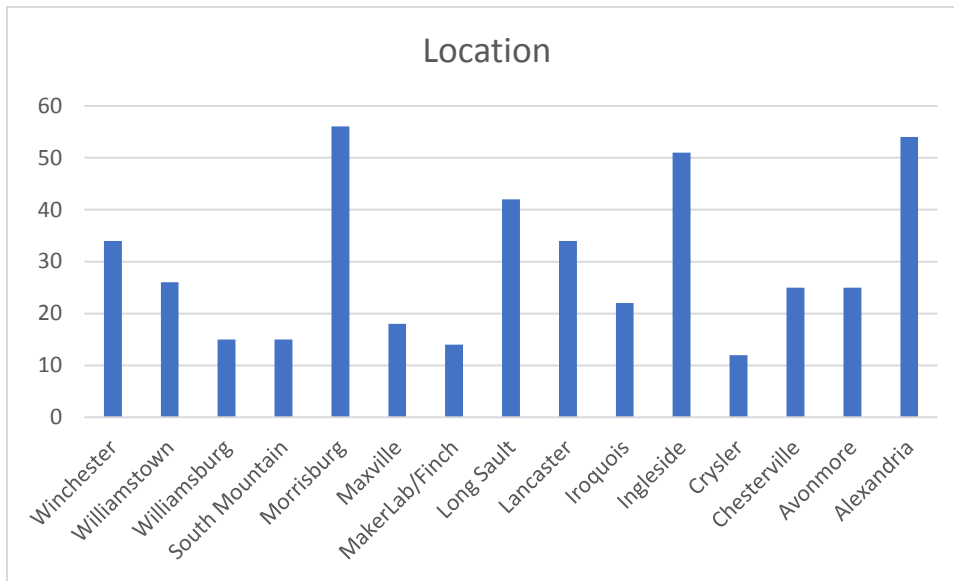
4. As of August 20, 2024, the SDG Library has 809 patrons who have subscribed to our BiblioEmail newsletter.
5. The following statistical information can be extrapolated from the preferences selected from patron selections:



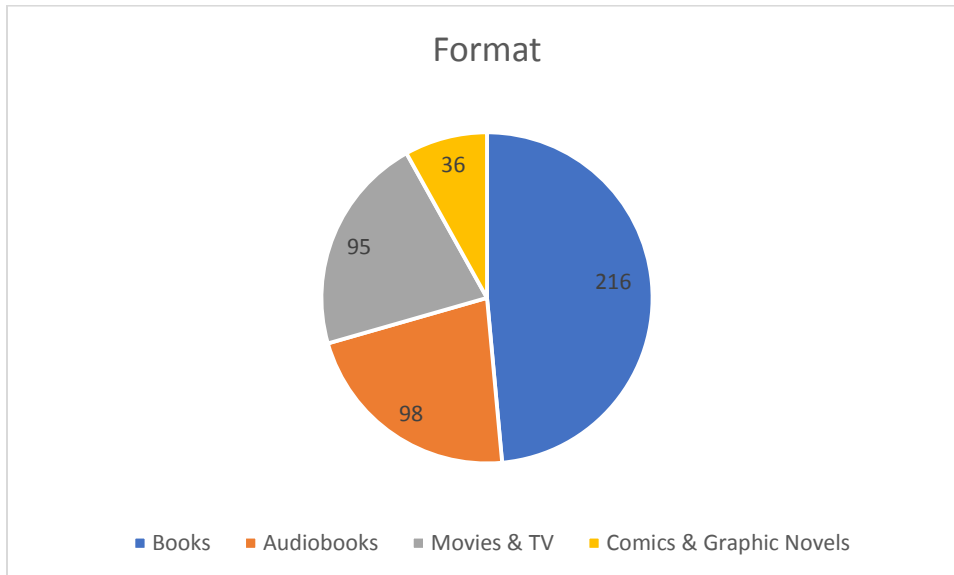
As can be seen from the graph above, the majority of patrons share an interest in receiving news on authors and guest speakers (doubly so when taking into account that the second highest area of programming interest is SDG Reads). To incorporate these findings into Library operations, the SDG Library may want to feature a second author/guest speaker. This can take the form of a Spring event, wherein a more local author is featured.



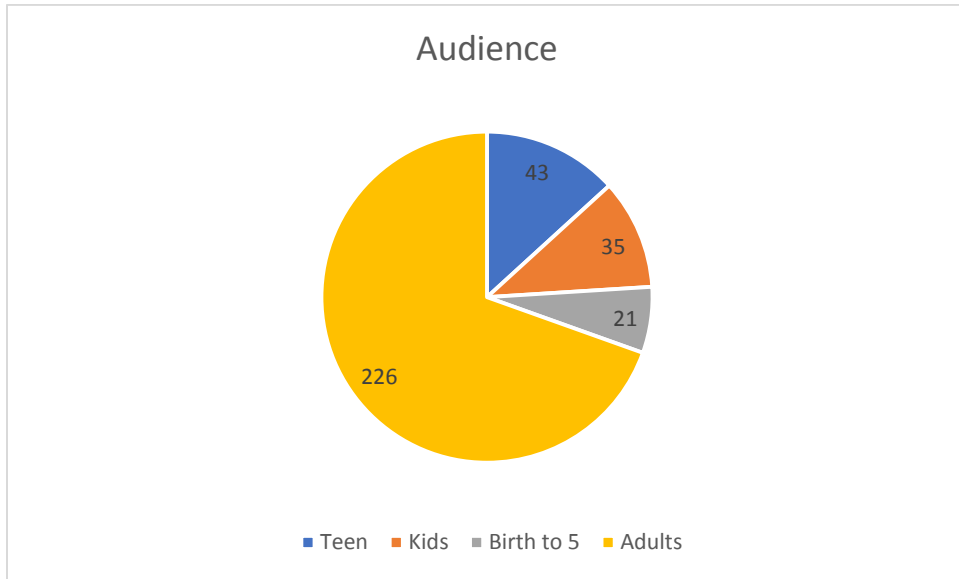
The graph above shows a distribution of topics and genres that patrons have indicated as an area of interest. This may be of particular interest when selecting 2025's SDG Reads featured author.



As can be seen in the graph above, the resource branches of Morrisburg, Ingleside and Alexandria have the highest level of interest. Long Sault, a neighbourhood branch, is ranked fourth in terms of location interest. This is not surprising when considering the amount of population growth that Long Sault is experiencing. Winchester and Lancaster, both resource branches, are depicted lower than expected. Further investigation is required to determine the lower level of interest of these resource branches.



The pie chart above depicts the distribution of interest among different formats. Not surprisingly, books are the most popular format, closely followed by both audiobooks and movies and tv. The amount of interest in movies and tv may warrant further investigation into purchasing additional streaming services.



The pie chart above represents the audience categories that are of most interest to our patrons.

IMPACT ON 2024 BUDGET:

6. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Growing our Physical and Digital Infrastructure

Goal 2: Conduct Community Outreach



STAFF REPORT

S.R. No. 22-2024

PREPARED BY: Rebecca Luck – Director of Library Services
PREPARED FOR: SDG Library Board
LIBRARY BOARD DATE: September 5, 2024
SUBJECT: CloudLibrary – Streaming Video and ComicsPlus

BACKGROUND:

1. SDG Library also offers the online video streaming service, Kanopy, providing on-demand access to movies, documentaries, foreign films, classic cinema, independent films, and educational films. Each SDG Library user receives 24 tickets per month on the first of the month. Tickets may not be carried over to the next month. Kanopy Kids offers unlimited plays on safe, kid-friendly films.
2. SDG Library does not currently offer a database that allows comics to be read digitally.

ANALYSIS:

1. Kanopy is currently budgeted for on a per usage basis. To satisfy our patrons in 2023, it was budgeted at \$450 per month. Due to service demand increase, the SDG Library now allocates \$550 per month. If an abundance of patrons made use of the service, the monthly budget could theoretically be depleted within a matter of days, and patrons would have to wait until the next month for the service to be operational. As such, staff are reluctant to promote and market the service.
2. The cloudLibrary streaming video platform provides unlimited access to an ad-free catalog of over 4,000 film and television series, streamed to smart TVs, gaming consoles, and mobile devices.
3. The cloudLibrary ComicsPlus offers comic books, graphic novels, and manga.
4. CloudLibrary streaming video and ComicsPlus have a predictable cost that does not require staff management.

IMPACT ON 2024 BUDGET:

5. Although there does not exist an impact on the 2024 budget, by implementing these services, the 2025 budget may be increased by:
 - a. Streaming Video (unlimited) - \$2,575 per year
 - b. ComicsPlus (unlimited) - \$3,285 per year

ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Growing our Physical and Digital Infrastructure

STAFF REPORT**S.R. No. 23-2024**

PREPARED BY: Rebecca Luck – Director of Library Services

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: September 5, 2024

SUBJECT: Chesterville Library Branch Update

BACKGROUND:

1. On July 4, 2024, the Director of Library Services met with the Municipality of North Dundas (Meaghan Meerburg, Director of Recreation and Culture and Preston Stronach, Chief Building Official) and J&M Contracting Corp. to discuss the financial implications of renovating an alternative location for the Chesterville Library Branch, proposed at 1 William Street, Chesterville, ON. The proposed location is adjacent to St. Mary Catholic School, Chesterville Pool, Chesterville Park and the Nelson LaPrade Centre.
2. The preliminary cost estimate to renovate this alternative space was estimated at \$49,160. This included:
 - a. Demolition and disposal of all concrete block necessary to open the main area;
 - b. Frame new walls to receive relocated entry door to barrier free washroom;
 - c. Supply and installation of hollow metal door for bathroom with barrier free closure with operator;
 - d. Barrier free washroom kit with necessary grab bars and emergency call;
 - e. Re-route plumbing to receive new toilette;
 - f. New countertop and sink with barrier free accessibility;
 - g. Infant change table and backing for possibility of future adult change table;
 - h. Drywall, plaster and paint new wall;
 - i. Installation of ceramic tile in bathroom and front entrance;
 - j. Painting of walls in main area;
 - k. Capping existing drain and pouring non-shrink grout to bring up recessed concrete to top of slab;
 - l. Installation of carpet tile;
 - m. Supply and installation of front entry insulated steel slab door, keeping existing frame (equipped with necessary handicap door closure with operator); and
 - n. Cut out asphalt, form, place and finish concrete ramp to make front entry wheelchair accessible.

ANALYSIS:

3. The Municipality is exploring funding opportunities to finance this project.
4. In the meantime, the Municipality is inquiring whether the Library Board could offset the total cost of the project by paying for the installation of the new carpet tile flooring.

5. As per the new Lease Agreements, updating of flooring is to be paid for by the Library.
6. The contractor did not provide a breakout of prices. However, quotations have been procured and received by Curran Flooring for the South Mountain branch. Using the unit price, it can be extrapolated that for a space of approximately 800 sq. ft., it would cost approximately:
 - a. Carpet Tiles: \$6,100
 - b. Vinyl Tiles (Adhesive): \$4,200
 - c. Vinyl Tiles: \$5,500

IMPACT ON 2024 BUDGET:

7. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Growing our Physical and Digital Infrastructure

STAFF REPORT

S.R. No. 24-2024

PREPARED BY: Rebecca Luck – Director of Library Services

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: September 5, 2024

SUBJECT: Director of Library Services – Performance Review

BACKGROUND:

1. In accordance with Policy number 2016-01 *Performance Review Policy for the Evaluation of the Director of Library Services*, a performance review of the Director of Library Services shall be completed each year by the end of June by a performance review committee (this year's committee consisted of: Margaret MacDonald, Tony Fraser, and James Algire).
2. Prior to the performance review, the Library Board Chair provided the Director of Library Services with a draft copy, which included individual comments and graph illustrations.
3. On July 26th, 2024, the Library Board Chair met with the Director of Library Services to complete a performance review.

ANALYSIS:

4. During the performance review, the core competencies were reviewed with the intention to suit a more "Board oriented" model. The original list of core competencies for the position included:
 - a. Developing Direct Reports and Others
 - b. Caring about Direct Reports
 - c. Managerial Courage
 - d. Conflict Management
 - e. Process Management
 - f. Customer Focus
 - g. Peer Relationships
5. During the performance review, the following goals were established:
 - a. Develop leadership skills through the participation of online courses (ie. Queen's University, Achieve Centre for Leadership, LinkedIn Learning, etc.). Due December 31, 2024.
 - b. Support the Director of Library Services in increasing Library patron interactions by 10% (ie. Pop-up events, school visits, enhanced digital presence, email newsletters, patron surveys, program attendance, etc.). Due July 31, 2025.
6. The Director of Library Services welcomes feedback on additional goals the Library Board would like achieved.



IMPACT ON 2024 BUDGET:

7. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 3: Strengthen our Organization