MEETING AGENDA
Stormont, Dundas and Glengarry County Library Board
Williamsburg Branch, 12333 County Road 18, Williamsburg ON
Thursday, April 11, 2019 5:30 PM

1. 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.

2. Declaration of Pecuniary Interest

3. Adoption of Minutes
   a) Library Board Regular Meeting Minutes -- March 14, 2019

4. Delegations
   a) Staff Presentation -- Williamsburg Staff

5. Consent Items
   a) Correspondence -- Letter from L. Baker, Morrisburg Public School (student)
   b) Statistical Summary (Circulation) -- March 2019
   c) Financial Report -- March, 2019
   d) Branch & Supervisor Reports -- March, 2019
   e) Communications & Marketing Librarian Report -- March-April, 2019
   f) Director of Library Services Report -- March-April, 2019

6. Action Items
   a) Library Board Branch Tour - June 8, 2019
7. Discussion Items
   a) Policy Review -- Friends of the Library Policy  
   b) Policy Review -- Facilities Policy  
   c) Local Council Presentations -- April-May, 2019  
   d) 'SDG Reads' -- 2019 Launch  
   e) 'Little Free Library' -- Launch update  
   f) SDG Library 'Navigator' (newsletter & program guide) -- Spring-Summer, 2019

8. In Camera

9. Adjournment
A regular meeting of the Stormont Dundas and Glengarry County Library Board was held at Finch Branch on March 14, 2019 at 5:30pm with Frank Prevost, Chair, presiding.

Present: Councillor Frank Prevost; James Algire; Councillor Lyle Warden; Margaret MacDonald; Councillor Tony Fraser;

Absent: Jim Bancroft; Councillor Francois Landry

Staff Present: Karen Franklin, Director of Library Services; Susan Wallwork, Communications and Marketing Librarian; Jenna Lamarche, District Supervisor

1. Adoption of Agenda

MOTION

Moved by Tony Fraser
Seconded by Lyle Warden

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

CARRIED

2. Declaration of Pecuniary Interest – None.

3. Adoption of Minutes

MOTION

Moved by Margaret MacDonald
Seconded by Lyle Warden

That the Stormont, Dundas and Glengarry County Library Board approves the
Minutes of the February 14, 2019 regular meeting, as written.

CARRIED

4. Delegations

Jenna Lamarche, District Supervisor, presented a Business Case to the Board, in which Finch Branch could be developed to become a Library "MakerLab". The Business Case proposed a pilot project to transform the current space from a traditional library setting into a modernized, “makerspace” zone that will attract new, non-traditional users, and expand on existing markets.

MOTION

Moved by Lyle Warden
Seconded by Margaret MacDonald

That the Stormont, Dundas and Glengarry County Library Board approves the development of, and support for, a Library MakerLab at the Finch Branch location in a pilot project from June, 2019 through 2020, with an evaluation of the project to take place during that period to determine the MakerLab’s viability and sustainability in further years.

CARRIED

5. Consent Items

MOTION

Moved by James Algire
Seconded by Tony Fraser

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. Action Items

MOTION

Moved by James Algire
Seconded by Tony Fraser
That the Stormont, Dundas and Glengarry County Library Board approves the Board Code of Conduct Policy, as amended.

CARRIED

MOTION

Moved by Lyle Warden
Seconded by James Algire

That the Stormont, Dundas and Glengarry County Library Board approves the Financial Control & Oversight Policy, as presented.

CARRIED

MOTION

Moved by Margaret MacDonald
Seconded by Tony Fraser

That the Stormont, Dundas and Glengarry County Library Board approves the Purchasing Policy, as presented.

CARRIED

7. Discussion Items

The policies approved above were discussed, as well as the donation of the Dundas Land Records by the Library to the Dundas Archives. Procedures recently initiated for institutional membership to the Library were also shared with the Board.

8. In Camera – None.

9. Adjournment

MOTION

Moved by Lyle Warden
Seconded by James Algire

That the Regular Meeting of the Stormont, Dundas and Glengarry County Library Board be adjourned, to meet again on Thursday, April 11, 2019 at 5:30pm at Williamsburg Branch, or at the Call of the Chair.
CARRIED

______________________  ____________________
Board Chair                                               Secretary
Dear Public Library Staff,

I know you hear this a lot but, I really am thankful for everything. When my teacher brought in audio books for the class I was so excited, for I had never used an audio book before! I was listening to "Liar Liar." and I loved it. I'm so happy you let us go there once in awhile! Well I just wanted you to know I was thankful for your service.

Love,
Lilly Baker

From MPS
**SDG Library**

**March 2019 Statistical Summary**

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*Borrowers" are unique patrons checking out and renewing library materials.
# LIBRARY MONTHLY STATEMENT

For Period Ending 31-Mar-2019

## GENERAL FUND

### REVENUE

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<th>2019 (ACTUAL)</th>
<th>2019 (BUDGET)</th>
<th>2019 (VARIANCE)</th>
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<th>2018 (YTD ACTUAL)</th>
<th>2018 (YEAR'S ACTUAL)</th>
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**Total Revenue**

-6,984  
-211,111  
-204,127  
-467  
-203,318

### EXPENSES

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**Total Expenses**

498,455  
2,469,807  
1,971,352  
532,555  
2,352,444

**Total General Fund**

491,471  
2,258,696  
1,767,225  
532,088  
2,149,126
Branch Report, April 2019 District 1

CHESTERVILLE BRANCH – Jennifer H.

- Since the beginning of March, three new adult and three new juveniles have joined the Library, all very excited about what we have to offer.
- “Book, Line and Thinkers”, the Chesterville Book Club, had ten members participate in our March 5th meeting in which we discussed Marian Keyes’ The Break.
- March Break activities were well attended. Eight patrons enjoyed Tuesday evening’s “Family Game Night”, nine participated in Wednesday’s “Storytime & Craft”, three came to Thursday evening’s movie night, and thirteen participated in Saturday’s “St. Patrick’s Day Scavenger Hunt & Craft”.
- In addition, the Chesterville Public School JK/SK class visits took place on March 6th and Happy Face Nursery School dropped in on March 13th for play time.
- Registration for upcoming adult craft nights continues to increase with indications that these events will be well attended.

CRYSLER BRANCH – Sylvie L.

- Things picked up quite a bit at the Crysler Branch in March. It was a busy month, especially during the March Break week with four activities
- An impromptu “Storytime” organized on the Monday of March Break for a group of nine children was lots of fun! We read the book Gros bobo by Jeremy Tankard, we made a colorful paper bird, we sang nursery rhymes, and everybody danced!
- On the Wednesday morning of March Break, a slime-making activity with forty four participants was a huge hit! The event went really well, and children were really happy to get their hands dirty! The older children had as much fun as the younger ones. We were glad to have covered the branch’s carpet with tarps because a few colourful chunks fell on the floor. It was also tricky to get every hand washed at the end of the program with only one sink, but we managed!
- Crysler’s “English Book Club” discussed The History of Bees by Maja Lunde. Our “French Book Club” discussed Un outrage mortel by Louise Penny. We had fewer participants than usual at both book talks, but the conversations were animated.

FINCH BRANCH – Christina T.

- “Finch Book Talk” members gathered at the branch for a lively discussion following the reading of The Kite Runner by Kaled Hossein. All attending members followed up by placing holds on the author’s next novel featuring a similar genre.
- The “Thursday Morning Tot Time” program continues to be well received at the Finch Branch. A special edition of “Tot Time” took place this month as children and their caregivers celebrated the birthday of Dr. Seuss with stories, games, crafts and a photo booth. Cupcakes, crackers and special Cat In The Hat cheese strings were a big hit by little ones in attendance.
- Participants in the “MakerKidz” program took part in a LEGO challenge, created shamrock creatures, and followed step-by-step instructions to create pencil sketch drawings. To welcome Spring, children also took part in a special April showers themed “MakerKidz” program. By creating rain clouds in a jar with shaving foam, water and food colouring, participants were able to visually see and learn about cloud formation and what happens when it rains.
- Our first ever Exploring Life Hacks program invited adult patrons to explore and take part in fun, money-saving ideas for Spring planting and gardening. Participants learned easy, cost efficient ways to start seedlings and were able to create and take simple DIY seedling pots and containers using everyday household items. Links to Library resources were provided to those wishing to further their interest in this area.
SOUTH MOUNTAIN BRANCH – Ginette T.

- The South Mountain Branch had a busy start to the month with its “Preschool Storytime” and “MakerClub” programs. Animal sounds could be heard throughout the branch during the preschool program. The young children helped read stories by making the sounds and actions before creating a giraffe craft using cereal.
- The school-aged children in the branch’s “MakerClub” were excited for the return of “Spy School”, which saw them searching the branch for other spy agents. As part of their training, they navigated a laser maze and created a dart launcher, using a cup, balloon and pom pom. The “Spy School” also wrapped up the 3D printer’s visit. The printer was in South Mountain for about a month and, for many patrons, it was the first time they had seen it in action.
- The branch itself is looking great: a new table and a pair of laptop chairs have arrived at the branch in recent weeks. The table replaces a folding table that was being used for children’s programming at the branch. Meanwhile, the laptop chairs are getting rave reviews from all patrons — both young and old! They’re very comfortable and offer extra workspace for all.
- The expanded offerings of the “Library of Things” have really caught the attention of South Mountain patrons. While the Internet hotspots are always in high demand, recently the guitars and ukuleles have also been signed out a few times. There’s lots of interest when instruments are spotted at the branch.

WINCHESTER BRANCH – Amy. M & Rose. D

- The Winchester Branch has had a busy month! March started with a wonderful “Teen Tech Museum” display in celebration of “Teen Tech Week”. Visitors to the branch had fun looking back over the last four decades of technology growth. There was lots of keen interest in the rotary dial telephone and the cassette player!
- We had a very successful “March Break Mania” filled with activities every single day! Storytime on Monday began with a “Books, Bears and Blankets” theme and was enjoyed by twenty-three participants. On the Tuesday of March Break, eighteen patrons gathered at the Library to play board games and try their luck at games they had never played before. Wednesday was “Artrageous Fun” with sixteen participants doodling and colouring up a storm. On Thursday, twenty-four “MiniMakers” celebrated technology with the green screen, and Friday was a “Puzzlemania” day. Additionally, thirty patrons enjoyed the Nintendo Switch in our Gaming Lounge. Much fun was had by all!
- “MiniMakers” was a great success in March. There were over twenty participants every week. We made an egg float, penny spinners and we explored colour with cubism art.
- “Monday Mornings” continue with crafts and stories for the wee ones, and it is a wonderful time for moms and caregivers to connect with one another.
- Winchester welcomed its 3D printer back during March Break, after its visit to the South Mountain Branch. It was missed by patrons here and we had orders waiting to be printed.
- This is a busy time of year for our printer/fax machine! People are coming in daily using our printer to photocopy receipts and print off needed tax information.

DISTRICT SUPERVISOR – Jenna L., District 1

- Attended “Impairment in the Workplace” training (March 5)
- Coordinated the registration of seventy-seven students from Winchester Public School for Library cards, as part of a membership drive in collaboration with the school (March 7 & 8)
- Assisted with shelving installation in Alexandria (March 11)
- Worked Pop Up Library at Linking Hands Expo event at North Dundas Highschool (March 13)
- Completion of Business Case for Finch and presentation to the Library Board (March 14)
- Attended BPC Meeting (March 25)
- Assisted with class visits in Chesterville and Winchester (March 6 & 26) and other public service functions in all District branches (ongoing)
- Co-lead SDG Reads 2019 Committee Meeting (March 22)
- Coordination of District programming and other content for Spring/Summer 2019 Navigator
- Collection Development – Young Adult Fiction – print (ongoing)
- Management of the Library’s Facebook page (ongoing)
- Preparations for MakerLab (ongoing)
INGLESIDE BRANCH – Linda P. & Colleen C.

- Patrons enjoyed the artwork of Jean McCormick and her granddaughter Katie Hartle. Some comments overheard were “Jean can stand tall with any artist, very impressive, nice to see blossoming talent in a new generation”.
- March Break was very busy at the branch with Ukrainian Easter eggs, Captain Catalyst’s Chemical Capers, Wacky Wednesday, and Button-maker Fun. Children and parents/caregivers were very impressed with the Captain Catalyst's program. Over 65 participants enjoyed this fun, hands on program.
- Teen Library After Dark was a little slow at the beginning of the year but this month it was totally awesome. Nintendo Switch was played along with board games, and they even tried to teach LSA Linda how to play Yahtzee.
- LSA Colleen started the Forest of Reading Blue Spruce program this month and it runs into April, with several classes from Our Lady of Good Counsel School. They enjoyed reading the chosen books and at the end they will be selecting their favourite.
- Snowbirds have started return just in time for some spring sun and warmer weather. Many have been in to check out new book selections, update memberships and see what new things are happening at the branch.
- We have a few patrons who are still enjoying the SAD lamp, hopefully it won’t be needed next month!

LONG SAULT BRANCH – Chris D. & Joann L.

- The "Threads of Friendship" group recently celebrated the 90th birthday of one of their members. This special event, along with tutoring, high school volunteers and children's play times, highlight the community connection that the Library provides for all patrons.
- School-aged patrons were excited to find "New Book" bookmarks that spotlight new selections at the branch. Some young patrons have even borrowed the bookmarks to use while they read the books at home. In the next month, we are hoping to have children make some of these bookmarks for themselves and for the branch.
- "March Madness" and the winner is ... the button maker! Of all the activities offered to our young patrons during our March Break activities, the button maker came out on top. Kids were able to create their own design or pick from the St. Patrick’s Day collection. And yes, parents, grandparents and care givers were just as excited by this activity.
- St. Andrews School Outreach added another class to our monthly visit. The younger classes read about Spring, Our Senses and Animals. The older classes read a varied selection of fiction and non-fiction novels. The usual drop-off/delivery date was extended to reflect the March Break holiday with lots of excitement when the new books arrive!

IROQUOIS BRANCH – Eleanor P. & Jeannette D.

- Teen Tech Week brought out our “Retro Tech” display, which everyone found extremely interesting and one parent was heard saying as he pointed out the retro (therefore very large) laptop, phone & camera, "we used to have all three of those large devices and now our smart phones can do it all".
- March break "Minute to Win It" games were a hit with our young patrons and many participated.
- The Seaway Valley Model Rail Roanders were a huge draw bringing in many train enthusiasts to see the model trains and to try out the train simulator. The comment was made that "libraries have definitely changed: with the train whistles, and the excited patrons - it was a hub of noisy activity"
- Our little patrons once again very much enjoyed our Preschool Storytime this month.
MORRISBURG BRANCH – Stacey P. & Kate J.

- We welcomed children and their teachers from our two local schools for their monthly class visits, over 200 children joined us to enjoy fun stories and check out books.
- Our Kids Create and Connect had a special St. Patrick’s Day session. We made rainbow painted wind-catcher spirals with a pot of gold at the bottom.
- Kids’ Book Club met for their monthly meeting. Together they read and discussed, Spare Parts by Rebecca and Ed Emberley, followed up with the opportunity to explore and create using the Ozobots from our makerspace collection.
- Our March Break drop in program was highly successful. Children were encouraged to try out the Nintendo Switch, challenge friends to board games, and check out some of our great reads. A box of craft and beading supplies were also provided so that our young patrons could let out their inner artists. At the end of the week we had over 25 patrons enjoy a showing of the movie Ralph Breaks the Internet, with popcorn and juice for all.
- Displays in the library included ‘Lucky Cat with Pete the Cat,’ ‘Make sure you are pinch proof, check out these green books,’ and ‘If you have a garden, and a library, you have all you need. -Cicero’.

WILLIAMSBURG BRANCH – Beverley R.

- "Banned Books Movie Morning" held during Freedom to Read Week was very successful with nine patrons in attendance to watch the 1962 movie To Kill A Mockingbird based on Harper Lee’s controversial Pulitzer Prize winning novel. Two patrons who were unable to stay for the whole movie requested holds be placed on the title so they could watch it with their families.
- During “Teen Tech Week” a LEGO Mindstorm Kit was available in the branch for anyone to build a Lego robot. Displays highlighted Teen fiction and Graphic Novel books.
- March Break brought many patrons and visitors to the branch to play board games, do jigsaw puzzles and build Lego worlds. Thursday evening the movie Diary of a Wimpy Kid: The Long Haul was shown twice to a total of twenty-two attendees who enjoyed juice and popcorn as they watched this comical family movie.
- This month’s topic during "Coffee Cub and Book Chat" got off track when someone mentioned a book where the author had included recipes from her childhood. Quick as a stir of a spoon in Grandma’s mixing bowl the day’s topic became common meals remembered from our childhood. Meals mentioned were many and varied as everyone had a favourite, such as creamed peas on toast, oatmeal with warm milk and maple syrup, Johnny cake, rice-beef soup and of course everyone’s version of hamburger goulash. Everyone left the branch hungry that day!
- Limited space in small branches make it hard for staff to have many displays of popular books so we sometimes have to come up with innovative ways to introduce and share new titles and authors to our patrons. For the last few months staff jotted down titles of books that patrons returned and made positive comments about. All the titles were then placed on small colourful pieces of paper and placed in a large jar with a sign, "Take a Title, Leave a Title". The jar was introduced to the branch on a Saturday morning and was a resounding success with the patrons who dipped into the pool of titles. Only time will tell if patrons will add more titles to the jar themselves.

District Supervisor – Cheryl S.

- Collection maintenance at the Ingleside Branch
- Interviewing and hiring process for new LSA in Williamsburg
- Captain Catalyst, Teen Library After Dark, Genealogy Club programs at the Ingleside Branch
- District Meeting, Branch Planning Committee, SDG Reads meeting and Friends of the Ingleside Library meetings and attended Impairment in the Workplace training.
- Probationary performance reviews for two CSAs.

Submitted by Cheryl Servais, District Supervisor
ALEXANDRIA BRANCH: Iris C. and Sylvie J.

- The “Freedom to Read Paint Night” was held at the Sports Palace. The program began with an interesting and animated conversation about banned books as participants browsed the tables covered with books. Everyone was excited to take their lovely painting home with them. It was a great evening of sharing and creativity.
- April’s artist, Lynne Ayers, “Meet and Greet” was as busy as ever. The exhibiting artist was holding her second art exhibit at the branch, and many were happy to admire her new work. The library, it seems, is a fantastic venue where artists can grow and expand as the years go by. Exactly what the staff was hoping for!
- A “Movie Night” was held right in the middle of March Break where seventeen participants sat patiently and enjoyed refreshments while watching the new motion picture Ralph Breaks the Internet. Ages 2 to 62, everybody found a little spot and got comfortable.
- The Xbox and Nintendo Switch were very much in demand by students during spring break. If not one at a time, many little groups and sometimes larger ones were grateful to challenge each other in good fun and spirit.

AVONMORE BRANCH: Lorna P.

- Class visits were particularly exciting when older grades tried their hand at blackout poetry and learned about the Dewey Decimal System. The younger grades had a blast with “supercharged stories” which allowed them to get up on their feet and interact with the stories- we shook leaves from trees, made a winter storm howl, did battle with a crocodile and even practiced some yoga!
- We gained seven new young library members in March. Everyone was very excited to get their own library cards and learn more about their library. They enjoyed the wide range of books and had fun exploring new titles. Some of our new members returned the very next day because they had stayed up all night reading!
- “March Break Merrymaking” was a very busy time in Avonmore! In addition to gaining new members, we enjoyed stormy stories and made pet tornadoes. Older children had a blast learning with the Ozobots, while the little bookworms that visited the branch enjoyed reading board books and playing with finger puppets. Our new children’s table was a huge hit with all our patrons!
- The “Adult Book Club” read Stepping Stones by local authors John and Jan Milnes. All the members were interested to learn about SDG’s history, especially that of British Home Children. It was fun to have a book focused on an area we all love! As a special treat, we ate scones and jam to honour the British themes of the book.

MAXVILLE BRANCH: Emily A.

- Fourteen residents attended reading at the Maxville Manor. They also made some requests to change what was being sent there on a monthly basis. Their selection includes large print Reader’s Digest and audiobooks now.
- “Nintendo LABO” continued into March, with six patrons returning for the second session to complete their toy-con creations and use the Nintendo Switch to interact with the LABO creations.
- For Teen Tech Week, Maxville Branch hosted the Xbox which proved popular with younger patrons in the evenings.
- We saw an increase in young visitors for March break, with twenty-six children attending through the week to take parts in LEGO challenges, play with the Ozobots and do crafts.
LANCASTER BRANCH: Donna M. and Tara N.

- Lancaster Branch hosted a “Green Screen Event” for Tech Teen Week. Participants learned about the special effects photo technique and posed for some fun photos which was featured in the Glengarry News.
- During March Break we had a “Dr. Seuss Birthday Party” and Story Time with a record turnout for this event. Tara explained that Dr. Seuss would have been 115 on March 2 and read rollicking rhymes in *Happy Birthday to You*. Then we were wiggling toes and counting feet with *The Foot Book*. Along with a Seussville photobooth, children enjoyed cupcakes and juice and sang *Happy Birthday to You* for a birthday girl who was turning two. The program was featured in the Glengarry News on March 20.
- Guest artist for March, Anne Wylemans, displayed colourful, nature inspired canvases.
- Our “Cairn View Book Club” resumed for the 2019 season with *The Clockmaker’s Daughter* by Kate Morton. It is the story of Birchwood Manor and the family that owned it over a 150-year span. The members impressions were that despite many characters and jumps from one time period to another, the way the mystery unraveled and connected was very clever. This book provides mystery, secrets, murder, ghosts, art, thievery, a wonderful saga and great prose.

WILLIAMSTOWN BRANCH: Kathleen L. and Ann S.

- “March Play Date” brought out the inner artist in the younger set -- including a family recently moved to the area, who joined the library especially for the event.
- During the March Break, the branch saw a dramatic increase in the number of young families enjoying the many diversions that are offered: the puppet theatre, music, puzzles, games, building sets, and the ever-popular train set. Two young sisters were fascinated by the scanning process and enjoyed learning about circulation. Many smiling faces were seen.
- There has been much positive feedback about offering programs for children aged 8 and younger, and requests for more. As a result, sessions have been planned for the summer.
- “Spring & All Things Green” was held on Saturday March 16 and was well attended. The children of various ages painted and decorated terracotta flowerpots and planted spring bulbs. They then made shamrock suncatchers and the final activity of the morning was a science experiment where they participated and made a green lava lamp using basic ingredients. The children had a lot of fun and the parents expressed their appreciation the program.

DISTRICT SUPERVISOR:

- French Junior and Adult selection of new material (ongoing)
- Program promotions, posters, bookmarks etc…(ongoing)
- Regular scheduling, time sheets, board reports (ongoing)
- Collection Maintenance in Alexandria, Lancaster, Maxville and Ingleside
- Outreach to Le Palais/the Palace and The Palace Long Term Care (March 7)
- Impairment in the Workplace training. (March 5)
- Wire management and collection maintenance in Williamstown (March 6 & 19)
- Re-arranged shelving in Alexandria to accommodate twelve new bays. (March 11)
- Interviewed candidates for the LSA position in Williamsburg. (March 15)
- Painted a wall in Avonmore and mounted the TV. (March 18)
- Attended SDG Reads planning meeting and Branch Planning Meeting (March 22 & 25)
- Submitted District 3 programs for the Spring/Summer edition of the Navigator. (March 29)

Submitted by Darlene Atkins, District Supervisor, District 3
TECHNICAL SERVICES

- Interlibrary Loan processing and handling – including back-end system processes (idle requests, problem submissions, special requests, etc. that require manual intervention).
- Managed the Library’s Instagram account.
- Managed the Library’s equipment booking schedule for branch programs.
- Repaired damaged books, CDs, and DVDs.
- Provided logistical support for a special library program.
- Added donated books and DVDs into the Library’s collection.
- Followed up with library vendors concerning the non-supply of ordered materials.
- Provided corrections to library vendor concerning processing errors.
- Catalogued and processed new library materials.
- Monitored library title request queues and submitted additional copy requests as needed.
- Organized and verified contents of various library makerspace kits.
- Assisted branch staff with their selection and distribution of book club materials.

SYSTEMS SUPPORT COORDINATOR

- Prepared monthly statistical reports.
- Provided technical support for library branch and administration staff.
- Continued work on library staff instructional manuals, will be an ongoing project.
- Provided tech support for electronic resource inquiries from staff and patrons (PressReader, Flipster, and OverDrive).
- Researched solutions for ongoing issues with the Library’s database.
- Assisted technical services staff with clearing out backlogs of accumulated work (new books, donations, etc).
- Performed updates to the Library’s website.
- Fulfilled requests of statistical reports for District Supervisors and Admin staff.
- Discussed potential service offerings with a library vendor.
- Provided support to Technical Services staff – A/V material repair, donations processing, weeding of recalled material.
- Reviewed, collected, and submitted information for new library vendor and began the preliminary work of their implementation process (read documentation manuals, conveyed technical requirements to County IT, watched webinars, etc).
- Submitted graphic novel collection orders and created a reader’s advisory guidebook for April 2019’s Graphic Novel Month.

Submitted by: Dave Brush, Systems Support Coordinator
MONTHLY ACTIVITY REPORT TO THE DIRECTOR OF LIBRARY SERVICES
COMMUNICATIONS & MARKETING LIBRARIAN
Date: March 2019

WORK COMPLETED:

Marketing activities
- Undertook online advertising for March Break programs.
- Prepared Earth Day promotional materials.
- Updated featured content on website.
- Ordered branded pins for marketing initiative.

Communication activities
- Communicated with staff on initiatives and updates regarding the Library.
- Corresponded with South Glengarry, South Stormont and South Dundas about Little Free Library initiative. Arranged with Tagwi SS to build book house.
- Coordinated submissions for Spring/Summer Navigator.

Outreach activities
- Captain Catalyst program in Ingleside.
- Preparation for presentations to Local Councils. Confirmed presentations: North Glengarry (April 8), North Stormont (April 9).
- Coordinated Library participation at the following events for April: North Dundas Local Expo (April 27) and Alexandria Earth Day event (April 27).
- Planning and organization of volunteer appreciation activities.

Librarian/Management activities
- Collection Development: Teen Fiction (eBooks), Juvenile Fiction and NonFiction, Juvenile DVDs.
- Submitted grant application for provincial Summer Experience Program.
- Drafted update of “Friends of the Library Policy”.
- Coordinated hiring of summer students.
- Training: “Workplace Impairment Training” (March 5),

WORK IN PROGRESS
- Complete layout, formatting and design of Spring/Summer Navigator (program guide).
- Prepare social media plan for 2019.
- MakerLab marketing plan and materials.
- System-wide programming activities in May: Children’s Book Week, Food for Fines, SDG Reads Launch.
- Upcoming media: Graphic Novel month, Volunteer Appreciation.
MONTHLY ACTIVITY REPORT TO THE LIBRARY BOARD

March-April, 2019

DIRECTOR OF LIBRARY SERVICES

April 11, 2019

WORK COMPLETED:

- Collections Development: Adult Fiction (print & digital) & Non-fiction (print); Adult A/V material (DVDs & audiobooks); Suggestions for purchase
- Preparations for presentations to local municipal Councils
- March 15: Interviews for new Library Services Assistant (LSA) for Williamsburg Branch
- March 18: Attendance at County Council regular meeting
- March 25: Performance management meeting with staff member
- Attendance at weekly Directors’ meetings
- March 29: Meeting with D. Kiddell, CEO, Cornwall Public Library
- April 1: Teleconference “kick-off” meeting with BiblioCommons representatives
- April 2: Tour of Dundas Archives
- April 3: Visit to Glengarry Archives
- April 6: 40th Anniversary “Open House” at Williamsburg Branch
- April 8: Presentation to North Glengarry Council
- April 9: Presentation to North Stormont Council
- Weekly meetings with Communications & Marketing Librarian
- Preparation of Library Board meeting Agenda package
- Preparation of reports for County Council meeting Agenda package

WORK IN PROGRESS:

- Collections Development: Adult Fiction & Non-fiction (print & digital); Large Print (fiction); Book Club kits; Juvenile Non-fiction (print); Adult audiobooks & DVDs (fiction & non-fiction); Replacement material
- SDG Library’s “MakerLab” preliminary preparations
- Research: future mobile library services; ‘Library of Things’ collections; makerspaces
- Professional Development: Team building; Change management; Presentation skills
- 2018 Annual Survey of Public Libraries submission
- Recruitment of Technical Services staff for upcoming vacancy (maternity leave)
ACTION REQUEST

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<th>To:</th>
<th>Chair and Members of the Library Board</th>
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<tr>
<td>Date of Meeting:</td>
<td>April 11, 2019</td>
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<td>Subject:</td>
<td>Library Board Branch Tour - June 8, 2019</td>
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<td>Relevance to priorities:</td>
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RECOMMENDATION(S): That the Stormont, Dundas and Glengarry County Library Board constitute a Special (closed) meeting, as per the Public Libraries Act, R.S.O. 1990, c. P.44, s. 16 (2), on Saturday, June 8, 2019 at 9:00am in the parking lot of the SDG Counties Administration building in Cornwall; and

THAT this meeting be recognized as part of this Library Board’s orientation, to tour those Library branches and alternative delivery depots which are not scheduled for 2019 Regular meeting locations; and

THAT no business other than that described above shall be conducted during this Special meeting.

EXECUTIVE SUMMARY: At its March 14, 2019 Regular meeting, the Library Board expressed a desire to visit all of the SDG Library’s fifteen locations, to familiarize itself with the locations and services offered at the branches. A choice of possible dates was then distributed to members of the Board. The majority of members selected June 8, 2019 as the best option.

Library staff has determined which branches – and “Express Depots” (alternative delivery locations) are not scheduled for regular Board meetings in the first year of this Board’s mandate, and is preparing a tour itinerary for the chosen date. More details are forthcoming.

Many of the branches will be open to the public during the tour, so Board members will have opportunity to see branch operations, and to speak to public service staff, as well as become better acquainted with the branches’ locations and layouts (for future reference).

This tour is intended to develop the Board’s knowledge of the SDG Library’s operations in an active, participatory way. It is not intended to provide the Board with information that will lead to any decisions about future operations of the Library; all business must be discussed during meetings that are open to the public, unless the subject matter falls under Section 16.1(4) of the Public Libraries Act (PLA).

OPTIONS AND DISCUSSION: Approve the recommendation as presented.

As the Library Board itself expressed the desire to have a branch tour arranged, it is not recommended that the Board opt to not have this tour, or to not have it constituted as a Special meeting under the PLA.

FINANCIAL ANALYSIS: Board members may submit their financial claims as they would for any meeting attended. As this will be a full day’s tour, lunch will be paid for by the Library.
The Stormont, Dundas & Glengarry (SD&G) County Library Board encourages the establishment of ‘Friends of the Library’ groups within the United Counties.

Definition:

A Friends of the SD&G County Library group (also known as a “Friends group”) is a formally organized, independent, organization with its own executive committee, constitution and bank account(s). Friends of the SD&G County Library groups provide support to enhance the facilities and/or services of library branches within the SD&G County Library system, and/or advocate for and promote public library service and literacy in the United Counties of Stormont, Dundas and Glengarry.

The Association of Friends of the Stormont, Dundas and Glengarry County Library, made up of individual autonomous Friends groups, facilitates communication among member Friends groups and reports on Friends activities at monthly Library Board meetings. (Membership is optional).

In order to work together toward common goals, all parties must clearly understand their respective roles and maintain good communications. To that end, the following guidelines are provided:

General Information:

The Library recognizes the existence of these independent organizations which share the goals of the Library to enhance and promote library service and literacy in the United Counties of Stormont, Dundas and Glengarry.

Friends of the SD&G County Library groups are not in any way a governing body of the Library’s operations.

Funds raised by Friends groups (or any other Library support group) are not a substitute for
adequate local governance funding.

The Communications & Marketing Librarian or delegate is the liaison for ongoing communications between Friends groups and the Library.

In the interest of two-way communication, the Library Board's approved minutes will be posted on the SD&G County Library website and the Friends' groups will forward copies of their own minutes, once approved, to the Library's Administration office.

The Library Board will meet annually with the Association of Friends of the SD&G County Library to recognize their accomplishments, to foster communication and to discuss issues of mutual concern. The annual report of the SD&G County Library will recognize the contributions of the Friends groups.

**Establishing a Friends Group:**

Ongoing communications between a Friends of the Library group and the SD&G County Library is vital to a successful partnership between a Friends group and the Library. Individuals or groups wishing to form a Friends group are requested to communicate their intentions in writing to the SD&G County Library Board. The Communications & Marketing Librarian is available to provide information, support, and liaison between Library administration and the (prospective) Friends group.

**Volunteering:**

The SD&G County Library welcomes volunteer assistance from our Friends, outside of their activities as “Friends of the Library”. As per the Library’s Volunteer Policy, a volunteer is someone who performs tasks for the Stormont, Dundas & Glengarry County Library without wages, benefits or expectation of compensation, beyond reimbursement of mileage, of any kind. Volunteers do not replace paid staff, but enhance and extend their services, and are not considered as employees of the Library. Please refer to the Library’s Volunteer Policy for a list of recommended volunteer activities.

**Advocacy:**

Friends of the SD&G County Library groups advocate for public library service and literacy in the United Counties of Stormont, Dundas and Glengarry. Friends groups may advocate in collaboration with the strategic goals of the Library. When engaged in advocacy activities, Friends groups will expend their own funds.

The Communications & Marketing Librarian or delegate will assist by bringing advocacy strategies to the attention of the Friends groups.
Donations:
As per the SD&G County Library’s Donations, Sponsorship and Fundraising Policy, the Library welcomes and encourages donations from Friends of the SD&G County Library groups for the purpose of enhancing Library services. “Donation” means a gift or contribution of money, goods or services given to the Library voluntarily toward an event, project or program as a philanthropic act. Contributions of skills or time through volunteer services do not qualify as donations, as they are not recognized as such in the Canadian Income Tax Act. The Library accepts monetary and collection material donations, and will consider other types of donations upon application to the Director of Library Services. Monetary donations may be designated for specific collections, equipment, furniture or Library programs. Please refer to the Donations, Sponsorship, and Fundraising Policy for further details on how the Library handles donations.

Sponsorships:
Friends of the SD&G County Library groups may engage in sponsorship initiatives with the Library, as per the Library’s Donations, Sponsorships and Fundraising Policy.

a. Sponsorship agreements valued at $1,000.00 or less will be approved by the Director of Library Services.
b. Sponsorship agreements valued over $1,000.00 will be presented to the Library Board for approval.
c. The sponsor will have no influence on the policies and practices of the Library.

Fundraising:
The SD&G County Library and the Friends of the SD&G County Library groups will work collaboratively together to ensure an integrated approach to revenue generation and to maximize potential funding for the Library.

The Library will also work closely with the Friends of the SD&G County Library groups to determine appropriate fundraising goals and priorities for the enhancement of the Library and its services. The Communications & Marketing Librarian or delegate will bring funding needs to the attention of the Friends of the SD&G County Library groups.

1. Friends of the SD&G County Library groups raise funds primarily through group memberships, book sales, and special events. Funds raised by the Friends of the SD&G County Library groups are intended for enhancement of library programs and services, and for select capital needs of the Library. Allocation of funds is under the sole authority of the Friends of the SD&G County Library group that has raised them; however, the Communications & Marketing Librarian or delegate may provide advice on allocation priorities and may refuse offers deemed inappropriate for the Library.

2. Friends of the SD&G County Library groups may use the name, brand and/or image of the SD&G County Library in the community to raise money on behalf of the Library.
3. A fundraising ‘campaign’ denotes a campaign for a large or system-wide project beyond general enhancement of Library services and programs (e.g. raising funds for a new facility, or a project that raises funds for a system-wide program). As per the Library’s Donations, Sponsorships and Fundraising Policy, all fundraising campaigns should always be undertaken after thorough discussion in order to ensure that they are in keeping with the Library’s mission and the current SD&G County Library Strategic Plan.

   a. All fundraising campaigns with goals under $1000.00 will be approved by the Director of Library Services.
   b. All fundraising campaigns with goals over $1000.00 will be presented to the Library Board for approval.
   c. A written agreement will be signed by all parties involved in the fundraising campaign, including the Library Board, municipalities and/or other partners.

4. The Friends of the SD&G County Library groups will have first call on all the Library’s discarded and donated books designated for re-sale by Library staff.
FRIENDS OF THE LIBRARY POLICY

Purpose:

The Stormont, Dundas and Glengarry County Library (also known as the “SDG Library”) Board encourages the establishment of Friends of the Library groups within the United 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:

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

The Association of Friends of the SDG Library is made up of the individual autonomous Friends groups. The Association of Friends of the SDG Library facilitates communication among member Friends groups, and reports on Friends groups’ activities at monthly Library Board meetings. Membership in the Association of Friends of the SDG Library by the individual branch Friends groups is automatic.

General Information:

In order to work together toward common goals, all parties must clearly understand their respective roles, and maintain good communications. To that end, the following guidelines are provided:

The SDG Library recognizes the existence of these independent organizations which share the goals of the Library. Friends groups:

a) support library programs, events and activities,

b) advocate and promote library services and literacy in their communities, and
c) raise funds.

Friends of the SDG Library groups are not in any way a governing body of the Library’s operations.
Funds raised by Friends groups (or any other Library support group) are not a substitute for adequate local governance funding.

**Communication:**

Ongoing communications between a Friends of the Library group and the SDG Library is vital to a successful partnership.

The Communications & Marketing Librarian or delegate is will be the liaison for ongoing communications between Friends groups and the Library.

Friends groups will forward copies of their minutes, once approved, to the Library's Administration office.

To ensure compliance with Library policies and procedures, and to avoid potential conflict or duplication with other Library or County operations, all new Friends activities, including advocacy and fundraising activities, must be discussed with the Communications & Marketing Librarian or designate.

The Library Board will meet annually with the Association of Friends of the SDG Library to recognize their accomplishments, foster communication and discuss issues of mutual concern.

**Establishing a Friends Group:**

Individuals or groups wishing to form a Friends group are requested to communicate their intentions in writing to the SDG Library Board. The Communications & Marketing Librarian is available to provide information, support, and liaison between Library administration and the (prospective) Friends group.

**Volunteering:**

The SDG Library welcomes volunteer assistance from our Friends, outside of their activities as "Friends of the Library". Friends who are volunteering with the Library must follow the guidelines provided in the Library's Volunteer Policy, including providing a Criminal Reference Check (CRC). Please refer to the Volunteer Policy for details on volunteering at the SDG Library.

**Advocacy:**

Friends of the SDG Library groups advocate for public library service and literacy in the United Counties of Stormont, Dundas and Glengarry. Friends groups advocate in collaboration with the strategic goals of the Library. When engaged in advocacy activities, Friends groups will expend their own funds.

The Communications & Marketing Librarian or delegate will assist by bringing advocacy strategies to the attention of the Friends groups.
Donations:

As per the SDG Library's Donations, Sponsorship and Fundraising Policy, the Library welcomes and encourages donations from Friends of the SDG Library groups for the purpose of enhancing Library services. “Donation” means a gift or contribution of money, goods or services given to the Library voluntarily toward an event, project or program as a philanthropic act. All donations by the Friends to the Library must follow the terms set out in the Library’s Donations, Sponsorship and Fundraising Policy.

Sponsorships:

Friends of the SDG Library groups may engage in sponsorship initiatives with the Library. “Sponsorship” means the support of a Library event, project or program in return for recognition of the support. All sponsorships by the Friends of Library must follow the terms set out in the Library’s Donations, Sponsorship and Fundraising Policy.

Fundraising:

The SDG Library and the Friends of the SDG Library groups will work together to ensure an integrated approach to revenue generation, and to maximize potential funding for the Library. “Fundraising” means collecting financial support for Library events, projects or programs through organized activities. All fundraising activities by Friends groups must follow the terms set out in the Library’s Donations, Sponsorship and Fundraising Policy.

The Library will also work closely with the Friends groups to determine appropriate fundraising goals and priorities for the enhancement of the Library and its services. The Communications & Marketing Librarian or delegate will bring funding needs to the attention of the Friends groups. All fundraising campaigns should be undertaken after thorough discussion in order to ensure that they are in keeping with the Library’s mission and the current Library Strategic Plan.

Funds raised by the Friends groups are intended for enhancement of library programs and services, and for select capital needs of the Library. Allocation of funds is under the sole authority of the Friends group that has raised them; however, the Communications & Marketing Librarian or delegate may provide advice on allocation priorities and may refuse offers deemed inappropriate for the Library.

Friends of the SDG Library groups may use the name, brand and/or image of the SDG Library in their fundraising activities on behalf of the Library with the approval of the Communications & Marketing Librarian or designate.

Dissolution of Friends Groups:

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

SDG Library – Administration
26 Pitt Street, Suite 106
Cornwall, ON K6J 3P2
**Stormont, Dundas and Glengarry County Library Board**

**FACILITIES POLICY**

**Policy Type:** Library Board  
**Date of Formal Board Approval:** April 13, 2017  
**Review Date:** April 11, 2019

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**Purpose:**  
The Stormont, Dundas and Glengarry (SD&G) County Library Board is committed to providing effective, relevant and responsive library services to the residents, businesses and government bodies of the United Counties of Stormont, Dundas and Glengarry. This will be accomplished by offering services at our physical branch facilities, by the provision of alternate service delivery methods such as the “Pop Up” Library (at community events), at “Library Express” depots in areas without facilities, and/or by the provision of “virtual” library services via the Library’s website, [www.sdglibrary.ca](http://www.sdglibrary.ca).

**Responsibility of the Local Municipality:**

It is the responsibility of the local municipality in which the branch library is located to provide a suitable space for its operation. Suitability is based on accepted guidelines provided by provincial library associations, using the expertise of those associations. Upon approval of the Library Board, the Library may also rent appropriate facilities from other organizations or individuals when a municipally-provided space is not available.

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1. **Branch Library Facilities**

   1.1 **Location and Number**

   The location, number and size of branch libraries will be planned with the approval of the SD&G County Library Board, and funded by Council of the United Counties of Stormont, Dundas and Glengarry.

   1.1.1 Branch library facility requirements shall be determined by the Library Board in consultation with staff and with opportunity to receive a presentation from the local municipality involved.

   1.1.2 Co-location with other community services will be considered on a case-by-case basis.
1.1.3 Locations with easy access, parking and visibility in population centres will be preferred.

1.2 Space Requirements and Size

The amount of space required by a public library depends on the unique needs of the individual community. For new or re-located facility planning standards, the Board will use the Administrators of Rural-Urban Public Libraries of Ontario (ARUPLIO) Guidelines for Rural/Urban Public Library Systems (2012 or subsequent editions) as a basic guide in determining the suitability of the space provided by or proposed by a municipality. (See Appendix A)

1.3 Accessibility Standards

The Accessibility for Ontarians with Disabilities Act (AODA) standards for Accessible Built Environment and for Accessible Customer Service shall be used to determine the suitability of the space provided by or proposed by a municipality.

1.4 Leasing Standards

The Stormont, Dundas and Glengarry County Library Board will lease space from the facility provider using a standard lease agreement. (See Appendix B)

1.4.1 The lease agreement will set out the respective responsibilities of the Board and the local municipality or organization or individual.

1.4.2 The lease agreement will be customized as appropriate for each branch facility.

1.5 Safety Standards

Library branch facilities must provide a safe and secure workplace for staff, and comply with pertinent legislation. Regular inspections by the Joint Health and Safety Committee will be carried out and concerns arising from these inspections, as well as worker concerns, will be addressed by the Library Board and the facility provider.

1.6 Facility Types and Service Levels

Effective evaluation and assessment of a Library branch’s needs is best achieved if each facility is treated separately, keeping in mind its service area and needs of the municipality.

1.6.1 Resource Branch -- A Resource Library branch is intended to be “the” facility in a community where visitors can find a full range of services, including programs for all ages, informational training and resources, and access to government resources and services. It must be fully AODA-compliant, and meet all of the community needs within its designated service area. It will include a number of
public access computers and will provide free wireless access for Library members and visitors. This type of branch will include a broad range of services, as defined in the Strategic Plan.

Every local municipality will have at least one Resource Branch.

1.6.2 Neighbourhood Branch -- A Neighbourhood branch serves the designated service area surrounding it. It may provide selective programs and services in addition to circulating popular fiction materials for all ages, modest information (non-fiction) collections, and/or a local history collection, but it will not offer the same level of service as a Resource branch. It will include one or more public access computers, and will have free wireless access for Library members.

1.6.3 “Library Express” Depot -- A “Library Express” depot will be established as a signed partnership with a local business, and is intended to provide the population in a designated service area lacking a branch facility with access to the Library’s circulating collections. Public access computers and free wireless access will not be provided unless already offered by the local business involved. Hours of operation will be concurrent with that of the business partner.

2. Service Level Review

The Library Board will review and assess services at each branch at least every two years. A reduction of an average of 20% in circulation compared with the preceding two years will trigger an assessment of that branch as a candidate for closure or re-designation by the Board. Conversely, an increase of 20% in circulation is going to trigger an assessment of an increase in hours of operation and/or an enhancement of services offered. Other metrics used to determine the viability of a branch will include: the number of active users, the amount of walk-in traffic, the number of new patrons, program attendance, environmental conditions, accessibility standards and/or use of Library technologies at that branch.

3. Open Hours

The number of open hours for a branch will be decided by the Board, based on factors such as circulation and use statistics, service level review (see above) and recognized need in the community. Scheduling open hours will be determined by the Director of Library Services in consultation with staff.

4. Signage

4.1 Exterior Signage -- The intent of exterior signage is to provide clear directional and identification signage for branches of the Library. Visually appealing and consistent signage throughout will ensure Library branch identification recognition. The overall principles for all exterior library signs are that they will be durable (both weather and fade resistant) and easily changed as the need arises.
Any cost-sharing arrangement between the Library Board, the local municipality and fundraising bodies will be discussed on a case-by-case basis. Library staff will work cooperatively with the local municipality to determine the successful development, specifications, fabrication, installation and ultimate maintenance of the exterior sign. Library staff will grant final approval for the sign artwork and its location.

4.2 Directional (Road) Signs – Directional road signage will indicate the presence and location of the Library in the community. Whenever possible, the Library will work with the Transportation and Planning Department of the United Counties of Stormont, Dundas and Glengarry to erect directional signage.

4.3 Interior Signs – Systemic interior signs will allow self-directed use of each branch facility.

5. Community Space

The Stormont, Dundas and Glengarry County Library Board rents facilities from the local municipalities (or building owner) for the exclusive use of the SDG Library in its delivery of Library services to the community. This includes co-sponsored programs where a Library staff member is in attendance (thus the branch is open) and is able to oversee the use of the space. The Library Board does not rent or otherwise provide meeting room space for non-library sponsored groups or programs except with the prior approval of supervisory staff. (See: Facilities Use Policy and Request Form)

Appendix A: **ARUPLO Guidelines for Rural/Urban Public Library Systems**

Follow this link to view the guidelines:


LEASE AGREEMENT

THIS AGREEMENT made in duplicate this ___ day of _______, 201__.

BETWEEN:

(Name of Municipality/Township/Organization/Individual),
hereinafter referred to as “XXXXXXX”

OF THE FIRST PART

-and-

The Stormont Dundas and Glengarry County Library Board
hereinafter referred to as the “Board”

OF THE SECOND PART

WHEREAS XXXXXXXX and the Board wish to provide and maintain public library services in (community) for the benefit of library users within the United Counties of Stormont, Dundas and Glengarry.

NOW THEREFORE, it is agreed between the Parties hereto as follows:

1. XXXXXXX will supply premises suitable for the intended purpose, at a location acceptable to the Board, and will maintain such premises in a state of repair that is acceptable to the Board.

2. XXXXXXX will:

   (i) Assume responsibility for the heating and electrical cost incurred during the occupancy of the premises by the Board.

   (ii) Maintain the grounds, parking and building access areas, on which the premises is located, in a manner that is
satisfactory and acceptable to the requirements of the Board; and

(iii) Permit the placement of appropriate signage on the exterior and interior of the building.

(iv) Provide custodial services required for the building other than the space used for library purposes.

3. The Board will maintain and provide public library services at the premises supplied by XXXXXXX for the benefit of library users on a basis that is consistent with the practices of the Board in the delivery thereof within the County Library System established by by-law of the Council for the United Counties of Stormont, Dundas and Glengarry.

4. The Board will provide the custodial services required for the general maintenance of the premises exclusively used by the Library.

5. The Board or XXXXXXX will not, during the duration of this Agreement, conduct any alterations to the demised premises without prior written consent of the other Party.

6. The Board covenants with XXXXXXX to pay rent, on a per square footage basis, for the space that is supplied and occupied by the Board for the intended purpose of this Agreement, as shown in the table below (exclusive of applicable taxes):

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
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<tbody>
<tr>
<td>Square Footage</td>
<td>$4.00/</td>
<td>$6.00/</td>
<td>$8.00/</td>
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<tr>
<td>square foot</td>
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Further, for 2021 and 2022, rates be increased by the Consumer Price Index.

7. Indemnification
The United Counties of Stormont, Dundas & Glengarry and Board, covenants and agrees to defend, indemnify and save harmless XXXXXXX, their elected officials, officers, employees and from and against any and all claims, actions, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury or to damage to or destruction of tangible property including loss of revenue arising out of or allegedly attributable to the negligence, acts, errors, omissions, whether willful or otherwise by the County and Board, their officers, employees, agents, or others who XXXXXXX is legally responsible, in respect to this Agreement. This indemnity shall be in addition to and not in lieu of any insurance to be provided to the County and Board in accordance with this Agreement, and shall survive this Agreement.

8. Insurance
Each party, at their own expense shall maintain insurance requirements for the duration of the agreement as noted below:

Municipal Liability issued on an occurrence basis for an amount of not less than $5,000,000. per occurrence / $5,000,000 annual aggregate for any negligent acts or omissions relating to their obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; products & completed operations; owners & contractors protective; occurrence property damage; employees and volunteers as Additional Insured(s); contingent employers liability; tenants legal liability cross liability and severability of interest clause.

XXXXXXX shall add the United Counties of Stormont, Dundas & Glengarry and the Board as Additional Insured subject to a waiver of subrogation. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Counties and the Board.

The United Counties of Stormont, Dundas & Glengarry and the Board shall add XXXXXXX as Additional Insured subject to a waiver of subrogation. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to XXXXXXX.

Each party shall be responsible for the physical damage to their property used in providing service as outlined in the agreement.

Any applicable Deductible to any insurance coverage shall be the sole responsibility of the Named Insured and the additional Insured shall bear no cost towards such deductible.
Each party shall provide the other parties with a certificate of insurance evidencing the above noted coverage including a 30-day notice of cancellation.

In addition to General Insurance, each party shall provide evidence of WSIB or its equivalent.

9. Term

This Agreement will be in force for a term of five (5) years, from December 31, 2017 to December 31, 2022, with the option of renewal for an additional five (5) year increment, up to and including December 31, 2027. Either party may give notice to terminate this Agreement by providing ninety (90) days written notice to the other.

IN WITNESS WHEREOF XXXXXXX and Board hereto have executed this Agreement.

THE CORPORATION OF XXXXXXX

PER: ________________________________
    Authorized Signing Officer

THE STORMONT, DUNDAS AND GLENGARRY COUNTY LIBRARY BOARD

PER: ________________________________
    Authorized Signing Officer
PER: ________________________________

Authorized Signing Officer
Local Council Presentations

Presentations to local municipal Councils at their regular meetings have been scheduled for Spring, 2019, as follows:

- North Glengarry – Monday, April 8, 7:00pm
- North Stormont – Tuesday, April 9, 6:30pm
- South Glengarry – Monday, April 15, 7:00pm
- South Dundas – Tuesday, May 7, 6:00pm
- South Stormont – Wednesday, May 8, 7:00pm
- North Dundas – TBD

Library initiatives in these presentations include:

- ‘The Library of Things’
- Databases for lifelong learning
- Institutional membership
- Programs & events – Summer Reading Club, ‘SDG Reads’
- Little Free Library
- SDG Library’s MakerLab

Library Board members are encouraged to attend any of these meetings, and to advocate for the Library and these initiatives as often as possible within your network!