MEETING AGENDA
Stormont, Dundas and Glengarry County Library Board
Morrisburg Branch, 34 Ottawa Street, Morrisburg, ON
Thursday, October 17, 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) 2020 Library Services Budget Meeting Minutes -- September 27, 2019 3 - 4
   b) Library Board Regular Meeting Minutes -- September 27, 2019 5 - 7

4. Delegations

5. Consent Items
   a) Statistical Summary (Circulation) -- September, 2019 8
   b) Financial Report -- September, 2019 9
   c) Branch & Supervisor Reports -- October, 2019 10 - 16
   d) Communications & Marketing Librarian Report -- September, 2019 17
   e) Director of Library Services Report -- September-October, 2019 18

6. Action Items

7. Discussion Items
   a) OLA Super Conference 2020 -- conference attendees
   b) 2021 Library Services Budget Meeting -- meeting date
c) **Policy Review -- Facilities Use Policy** 19 - 28

d) **Board Advocacy -- Recognition for the Library in the Community** 29

e) **Board Development -- Community & Municipal Relations** 30

8. **In Camera**

9. **Adjournment**
Stormont, Dundas and Glengarry County Library Board

MINUTES

The 2020 Library Services Budget Meeting of the Stormont Dundas and Glengarry County Library Board was held at the United Counties Administration, Board Room (212) on September 27, 2019 at 9:00am with Margaret MacDonald, Vice-Chair, presiding.

Present: Councillor Frank Prevost (remotely); Margaret MacDonald; Councillor Francois Landry; James Algire; Jim Bancroft; Councillor Lyle Warden (late arrival); Councillor Tony Fraser

Absent: None

Staff Present: Rebecca Russell, Director of Financial Services/Treasurer (SDG Counties); Susan Wallwork, Communications & Marketing Librarian; Karen Franklin, Director of Library Services

1. Adoption of Agenda

MOTION

Moved by Tony Fraser
Seconded by Jim Bancroft

That the Stormont, Dundas and Glengarry County Library Board approves the 2020 Library Services Budget Meeting Agenda, as presented.

CARRIED

2. Declaration of Pecuniary Interest – None.

3. Adoption of Minutes – None.

4. Delegations – None.
5. Consent Items – None.

6. Action Items – see below.

7. Discussion Items

   a) 2020 DRAFT Budget – Library Services

   MOTION

   Moved by Ron Gillard
   Seconded by Frank Prevost

   That the Stormont, Dundas and Glengarry County Library Board approves the 2020
   Library Services Draft Budget, as amended.

   CARRIED

8. In Camera – None.

9. Adjournment

   MOTION

   Moved by Jim Algire
   Seconded by Tony Fraser

   That the 2020 Library Services Budget Meeting of the Stormont, Dundas and
   Glengarry County Library Board be adjourned, to meet again (for a regular meeting)
   on September 27, 2019 [after the Budget Meeting] at SDG Counties Administration,
   or at the Call of the Chair.

   CARRIED
Stornont, Dundas and Glengarry County Library Board

MINUTES

A Regular Meeting of the Stormont Dundas and Glengarry County Library Board was held at United Counties Administration on September 27, 2019 at 11:30am with Margaret MacDonald, Vice-Chair, presiding.

Present: Councillor Francois Landry; James Algire; Jim Bancroft; Councillor Lyle Warden; Margaret MacDonald; Councillor Tony Fraser

Absent: Councillor Frank Prevost

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

1. Adoption of Agenda

MOTION

Moved by James Algire
Seconded by Jim Bancroft

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

CARRIED

2. Declaration of Pecuniary Interest – None.

3. Adoption of Minutes

MOTION

Moved by Jim Bancroft
Seconded by Tony Fraser

That the Stormont, Dundas and Glengarry County Library Board approves the Minutes of the June 13, 2019 Regular Meeting, as amended.
4. Delegations – None.

5. Consent Items

MOTION

Moved by Tony Fraser
Seconded by Francois 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. Action Items

MOTION

Moved by Francois Landry
Seconded by Tony Fraser

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

CARRIED

7. Discussion Items

Discussions took place on various matters, including: a request for consideration of an additional “Library Express” alternative service delivery location; the 2018 Ontario Public Library Statistics for County and rural-urban public libraries; and, updates on SDG Library communications and marketing, and this year's ‘Maker Month’ and ‘MakerLab’.

8. In Camera
MOTION

Moved by Francois Landry
Seconded by Tony Fraser

THAT the Board proceed in Camera pursuant to Section 239 (2) of The Municipal Act S.O. 2001

(b) personal matters about an identifiable individual, including municipal or local board employees.

CARRIED

MOTION

Moved by James Algire
Seconded by Jim Bancroft

THAT the Board rise and reconvene and authorize staff to proceed as directed.

CARRIED

9. Adjournment

MOTION

Moved by Tony Fraser
Seconded by Francois Landry

That the Regular Meeting of the Stormont, Dundas and Glengarry County Library Board be adjourned, to meet again on Thursday, October 17, 2019 at 5:30pm at Morrisburg Branch, or at the Call of the Chair.

CARRIED

__________________________  ____________________
Board Chair                        Secretary
<table>
<thead>
<tr>
<th>Branch &amp; Open Hours Per Week</th>
<th>Print &amp; A/V</th>
<th>eBooks &amp; eAudiobooks</th>
<th>September 2019 Total</th>
<th>September 2018 Total</th>
<th>September 2019/2018 Difference</th>
<th>Borrowers</th>
<th>New Patrons</th>
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<tr>
<td>Administration</td>
<td>319</td>
<td>63</td>
<td>382</td>
<td>493</td>
<td>-22.5%</td>
<td>20</td>
<td>1</td>
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<td>Alexandria (44)</td>
<td>2946</td>
<td>421</td>
<td>3367</td>
<td>3243</td>
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<td>413</td>
<td>38</td>
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<tr>
<td>Avonmore (20)</td>
<td>708</td>
<td>196</td>
<td>904</td>
<td>651</td>
<td>+38.9%</td>
<td>88</td>
<td>6</td>
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<td>Chesterville (17)</td>
<td>860</td>
<td>337</td>
<td>1197</td>
<td>1174</td>
<td>+2.0%</td>
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<td>6</td>
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<td>Crysler (20)</td>
<td>932</td>
<td>58</td>
<td>990</td>
<td>1005</td>
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<td>Dalkeith Express</td>
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<td>8</td>
<td>43</td>
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<td>Finch (17)</td>
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<td>413</td>
<td>462</td>
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<td>Glen Walter Express</td>
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<td>Ingleside (44)</td>
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<td>Lancaster (44)</td>
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<td>1186</td>
<td>1559</td>
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<td>Long Sault (30)</td>
<td>1447</td>
<td>345</td>
<td>1792</td>
<td>1800</td>
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<td>Maxville (16)</td>
<td>491</td>
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<td>592</td>
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<td>1927</td>
<td>1853</td>
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<td>14</td>
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<td>South Mountain (16)</td>
<td>639</td>
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<td>756</td>
<td>854</td>
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<td>St. Andrews Express</td>
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<td>75</td>
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<td>-7.4%</td>
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<td>757</td>
<td>990</td>
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<td>798</td>
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<td>Winchester (44)</td>
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<td>2308</td>
<td>1904</td>
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<td>SYSTEM TOTAL</td>
<td><strong>17878</strong></td>
<td><strong>3393</strong></td>
<td><strong>21271</strong></td>
<td><strong>20862</strong></td>
<td>+2.0%</td>
<td><strong>2481</strong></td>
<td><strong>192</strong></td>
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*Borrowers* are unique patrons checking out and renewing library materials.
## LIBRARY MONTHLY STATEMENT

For Period Ending 30-Sep-2019

### GENERAL FUND

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<th></th>
<th>2019 ACTUAL</th>
<th>2019 BUDGET</th>
<th>VARIANCE</th>
<th>YTD ACTUAL</th>
<th>YEAR'S ACTUAL</th>
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<td>Annual Provincial Funding</td>
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<td>Student Funding</td>
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<td>468</td>
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<td>Fees &amp; Fines</td>
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<td>-5,500</td>
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<td>-7,875</td>
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<td>-35,600</td>
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<td><strong>Total Revenue</strong></td>
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<td><strong>EXPENSES</strong></td>
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<td>Fulltime Wages &amp; Benefits</td>
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<td>7,500</td>
<td>3,861</td>
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<td>Staff Training &amp; Development</td>
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<td>11,900</td>
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<td>6,601</td>
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<td>Print Material</td>
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<td>56,855</td>
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<td>Database Subscriptions</td>
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<td>Magazines, Periodicals &amp; Leased Books</td>
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<td>8,980</td>
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<td>Supplies &amp; Equipment</td>
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<td>5,046</td>
<td>16,865</td>
<td>21,823</td>
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<td>Phones &amp; Internet</td>
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<td>58,500</td>
<td>22,899</td>
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<td>46,587</td>
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<td>Promotions &amp; Website</td>
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<td>9,584</td>
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<td>8,500</td>
<td>3,701</td>
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<td>Computer Purchases</td>
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<td>103,669</td>
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<td>Special Projects</td>
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<td>Ont Capacity Funded Project</td>
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<td>Support from Other Departments</td>
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<td>Transfer to Reserves</td>
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<td>Year's Surplus/Deficit</td>
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<td>655,260</td>
<td>1,712,596</td>
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<td>2,258,696</td>
<td>508,852</td>
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</table>
CHESTERVILLE BRANCH: (Jennifer H.)

- The start of the school year has seen the return of Happy Face Nursery School with a new group of very enthusiastic three-year-olds (and future library users!) dropping by every Wednesday.
- The September “Maker Month” initiative was celebrated with an adult craft night where patrons made beautiful paper flowers.
- The Chesterville Branch continued to sign up new adult and juvenile members over the course of the month. As well, several inactive members renewed their library cards.

CRYSLER BRANCH: (Josée B.)

- Class visits are back this fall. The school in Crysler keeps growing every year, with six classes now visiting the Library. This makes Wednesday mornings at the Crysler Branch a lively place with our future adults learning, dreaming, and exploring through books!
- In celebration of “Maker Month”, the branch hosted an activity to inspire makers and creators. With the "Create Your Own Unique Bookmark" program, patrons of all ages decorated a premade bookmark or created one from scratch.
- Book Club members enjoyed the setting of the Library to meet and discuss their latest selections. The English Book Club discussed Punching and Kicking: Leaving Canada’s Toughest Neighbourhood by Kathy Dobson while the French Book Club read Brooklyn by Colm Toibin.

FINCH BRANCH: (Amy M.)

- The MakerLab Grand Opening was a great success! Everyone enjoyed a tour of the new space as well as learning about our Maker Kits and Library of Things. Young patrons attending our “MakerKidz” program that evening had fun decorating cupcakes.
- Weekly program attendance for “MakerKidz” climbed to over twenty participants after a slow start at the beginning of the month. Participants have explored with science and engineering, while earning their way towards a free 3D print with their Maker Rewards Cards.
- The Library’s Maker expert is busy tinkering with new technology. The Lab’s new arrival, the Cricut machine, was featured at the branch’s successful FAM event.
SOUTH MOUNTAIN BRANCH: (Ginette T.)

- As a gathering place for youth and their families, the South Mountain Branch saw attendance for its “Preschool Storytime” and weekly “MakerClub” bounce back with the return to school.
- Showing strong demand for makerspace programming, there were solid turnouts across all age categories as the branch held programs in September geared towards toddlers, school-aged children, and adults.
- Viewing the Library as a link to the past, patrons researching their family histories browsed the branch’s Local History section and made inquiries about the library edition of ancestry.com.

WINCHESTER BRANCH: (Rose D. & Samantha V.)

- In early September, we welcomed Samantha van Dodewaard as our new LSA in Winchester. Sam has inherited the weekly “MiniMakers” program and has some great activities planned to help rejuvenate the program this fall.
- With school back in session, class visits have resumed at the Winchester Branch with more classes visiting than ever before. Visits began with the Grade 6 class in September and will continue in late October with visits from the kindergarten classes, as well as Grades 1 & 2.
- Storytime on “Monday Mornings” continues to be very popular as parents and caregivers flock to the space to Connect. with each other, while their wee ones Create. with themed storytime crafts. All ages in attendance love to Explore. all that the Library has to offer!

DISTRICT SUPERVISOR: (Jenna L.)

- Practices and procedures for Finch MakerLab, including management of Maker Kits for public use (ongoing)
- Branch Tours with new Stormont & Dundas CSAs (September 4 & 18)
- Final proofing of Branch Staff Manual (September 6)
- KIR at County Council meeting (September 16)
- Library orientation and tour for Grade 6 class from Winchester Public School (September 19)
- Familiarization Event for the SDG Library MakerLab (September 20)
- BPC Meeting in Long Sault (September 23)
- MakerLab Grand Opening (September 25)
- Fall staff scheduling and timesheets
- Collection development – Teen Fiction (ongoing) and Collection Maintenance (ongoing)
- Management of the Library’s Facebook page (ongoing)
- 2019 SDG Reads committee including preparations for Final Author Event (ongoing)
- Circulation, program support and other public service functions (ongoing)
Branch & Supervisor Report – District 2

October 17, 2019

INGLESIDE BRANCH: (Linda P. and Colleen C.)

- “Maker Month” was celebrated with several programs that provided opportunities to learn new skills by doing; including a workshop on traditional rug hooking, a mixed media art class as well as Swedish Weaving, Knitting Club and the Wednesday Artisans.
- Several patrons have been using the public computers to access "Artist Works". This database features beginner to advanced music instruction for most popular instruments.
- The “Teen After Dark” program resumed with a record 15 participants joining in our maker themed craft activities, snacks and gaming.
- Nellie Kopek visited the branch each Thursday morning in September to provide instructions on how to play the North American rules of the ancient Chinese game Mah Jongg. Based on the success of the program the Ingleside Friends generously agreed to purchase a game for the branch so the program can continue.

LONG SAULT BRANCH: (Chris D. and Joann L.)

- Regular Fall Programs (Storytime, Lego Club and Book Club) resumed after the summer break. Patrons were happy to be back into their regular library routine.
- Thanks to the SDG Counties Road crew for the installation of the first Little Free Library at the Newington Fire Hall. This is a great addition to the community and a great way to promote literacy and library services.
- The Friends of Long Sault Library continued to support students in the community with funds that pay for printing for homework assignments and projects. This gracious incentive has been a great support to families and students in all areas and levels of education.

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

- Iroquois branch signed up several new members in September.
- Photocopying, printing and faxing continued to be a much-appreciated service.
- The branch became much busier in September with the startup of programs at the Civic Centre.
- The "Downton Abbey Tea“ was a success and was very much enjoyed by all who attended, with many attendees going to the theatre for opening night of the movie after the tea.
- Seaway Valley Railroaders returned to the branch for the second time during the Friday PA Day and the Saturday following. This time they had a different module and the popular simulator for a very happy crowd of attendees.
MORRISBURG BRANCH: (Stacey P. and Kate M.)

- To promote “Maker Month” staff created a collaborative art project to encourage patron participation in a passive way. A "String Art Heart" was displayed in the branch and patrons we encouraged to add their own flair to the project.
- “Genealogy Club” had its first meeting. Patrons enjoyed learning some new tricks and tips to get deeper into their research. They are looking forward to next month, where they can share their findings and continue building on their family trees.
- The Teen Reads Book Club met to discuss our summer reads and receive our Teen Book Club Kit - Aftermath by Kelley Armstrong. The group is excited for this year’s SDG Reads author and our looking forward to attending the event.
- "Adult Create and Connect," invited patrons to gather at the branch to explore the world of scrapbooking and try out the Cricut machine.
- “Kids Makerspace Extravaganza” was a huge hit with the kids. In celebration of Maker Month, we read The Most Magnificent Thing by Ashley Spires together, and discussed what makes an inventor. The kids then sketched out some of our own inventions on graph paper. Then bits of disassembled technology "loose parts” and play dough were set out so that their designs could come to life.

WILLIAMSBURG BRANCH: (Christina T.)

- An Autumn Wooden Sign Workshop was held for adult and teen patrons. Participation for the event was positive with full attendance.
- A Junior Maker Night for ages 6-12 was held focusing on educational STEAM activities and projects. Attendance was excellent.
- Our first ever “Murder Mystery Night”, to promote the upcoming SDG Reads event, was well-received by participating patrons. Registration for the event was full.
- The newly formed Williamsburg Branch Bookclub received its premier novel with the first group meeting coming up in October.

DISTRICT SUPERVISOR: (Cheryl S.)

- Administrative duties including scheduling, supervising, timesheets, and reports.
- Scheduling tweets for SDG Library Twitter account.
- Collection development with selection and allocation of new picture books, board books and easy readers.
- Completed training with two new CSAs for Dundas and Stormont.
- Led genealogy programs in Morrisburg and Ingleside
- Attended Health & Safety training webinar, Friends of the Ingleside Library meeting, Branch Planning Committee meeting.
- Completed collection maintenance and reallocation of Williamsburg uncirculated items.
ALEXANDRIA BRANCH: (Sylvie J. & Iris C.)

- The first visit from local elementary school, Elda Rouleau, on September 5 was a hoot with thirty students and two teachers in attendance. Small groups took turns exploring with activities such as the Makey Makey, crafts, and board games.
- A class from Glengarry District High School also dropped by for their first visit of the year. At the end of the visit, multiple items were checked out, twenty-two memberships were renewed, and the branch registered some new patrons!
- On September 21, young patrons were treated to a “Watercolor Art Class” by professional artist, Suzanne DeGuire. Each attendee left with a beautiful homemade card.
- “In the Moment”, a creative workshop for adults, was a real success. Ten participants went home with their creation on a centennial piece of barnwood. Both the experience and the result were praised by those participating.

AVONMORE BRANCH: (Lorna P.)

- The Avonmore Branch hosted a “Detective Escape Room” to allow patrons to get their thinking caps on and build anticipation for Kelley Armstrong’s visit for SDG Reads. A lot of fun was had by everyone and, luckily, the true culprit was caught … this time!
- “Maker Month” was celebrated in Avonmore with the Cricut machine. Patrons expressed interest and excitement in the Finch MakerLab - especially knowing that the Cricut machine will soon be housed there.
- Class visits are back! Students from Roxmore Public School expressed excitement about everything they would learn this year at the Library.

LANCASTER BRANCH: (Donna M. & Tara N.)

- The Lancaster Branch has a fresh new interior following a week of renovations that included new sub-floor, heavy-duty carpeting and new shelving. Staff and contractors worked hard to complete the renovations and the branch re-opened ahead of schedule! Patrons have commented that the update is “open”, “warm” and “classy”.
- The “Cairn View Book Club” met to discuss the fast-paced murder mystery by Shari Lapena, An Unwanted Guest. The novel kept Book Club members...
guessing ‘who did it’ until the very end. Members commented the novel was reminiscent of Agatha Christie’s And Then There Were None.

- The first P.A. day of the school year gave school-aged patrons a chance to try out “Marshmallow Engineering” with a STEAM program focusing on building as well as books on architecture for inspiration and problem solving. Children were challenged to build towers using mini marshmallows and toothpicks.

MAXVILLE BRANCH: (Emily A.)

- To celebrate “Maker Month”, the Maxville Branch held “Maker Saturdays” for younger patrons. Participants were introduced to the littleBits kits and a series of challenges. By the third session, they were combining their littleBits circuits with LEGO creations. The program was well received and enjoyed by all.
- Book Clubs returned to Maxville in September. Our adult Book Club is reading The Home for Unwanted Girls by Joanna Goodman, a selection from one of the Library’s Book Club Kits.

WILLIAMSTOWN BRANCH: (Erica-Rose B.)

- Erica-Rose Burgess has been hired as the new Library Services Assistant at the Williamstown Branch.
- There have been some changes to the layout at the Williamstown Branch. The children’s picture books, easy readers and board books have been moved to create a new children’s space. This also allows for the expansion of the adult fiction section.
- Local authors, Jan and John Milnes, visited the branch on September 18 to talk about their new book, “For as Long as I Live.”

DISTRICT SUPERVISOR: (Darlene A.)

- Training of new Casual Support Assistants and Williamstown LSA
- Shifting of collections and changes in children’s area in Williamstown
- Assisted with class visits in Alexandria (September 12)
- Renovations in Lancaster (September 9-18)
- French Junior and Adult selection of new material (ongoing)
- Program promotions, posters, bookmarks, etc (ongoing)
- Regular scheduling, timesheets, and other administrative tasks (ongoing)
- Branch Planning Committee Meeting (September 23)
 REPORT TO THE LIBRARY BOARD

Date: October 2019

Technical Services

TECHNICAL SERVICES

• Repaired damaged books, CDs, and DVDs.
• Added donated books and DVDs into the Library’s collection.
• Followed up with library vendors concerning the non-supply of ordered materials and MARC records.
• Catalogued and processed new library materials.
• Monitored library title request queues and submitted additional copy requests as needed.
• Assisted branch staff with their selection and distribution of book club materials.
• Organized and codified procedures for various Technical Services processes.
• Presented a case for a new library services offering.
• Attended mandatory staff training for Counties employees.
• Investigated new cataloguing issues with materials ordered from a specific vendor and corrected records that had been flagged with errors.

SYSTEMS SUPPORT COORDINATOR

• Prepared statistical reports for District Supervisors and Admin staff.
• Provided technical support for library branch and administration staff.
• Repaired mobile internet hotspots and prepared broken units for replacement.
• Performed updates to the Library’s website.
• Investigated several long-standing issues with ILS (acquisitions, cataloguing templates, etc.).
• Submitted support request tickets with ILS vendor.
• Provided support to Technical Services staff – training of new staff, development of new procedures, A/V material repair, donations processing, new materials processing.
• Corrected cataloguing issues and performed routine database cleanups.
• Alongside County IT, Library Administration, Polaris support staff, and BiblioCommons, worked to resolve issues preventing the implementation of BiblioCommons.
• Researched potential electronic resource offerings and prepared the renewal list.
• Submitted the 2020 magazine subscription list to the library’s vendor.
• Prepared technical migration data for a vendor’s service transition.
• Investigated reported issues with library eResource access issue (PressReader).
• Selected several Great Courses materials for purchase.
• Assisted County IT in resolving long-standing technical matters that affect the library department.

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

WORK COMPLETED:

Marketing activities
• Coordinated FAM Event for the MakerLab.
• Created system-wide programs and promotional materials for Canadian Library Month.
• Prepared distribution of online and print tickets for SDG Reads.
• Organized fundraising initiative – SDG Reads VIP Event.

Communication activities
• Prepared KIR for MakerLab opening.
• Media Releases: SDG Library MakerLab Grand Opening.
• Prepared, distributed and analyzed evaluation for the 2019 TD Summer Reading Club.

Outreach activities
• Attended local author visit with John and Jan Milnes in Williamstown.
• Attended MakerLab Grand Opening.
• Prepared SDG Reads invites for local dignitaries.
• Coordinated Pop Up events at: Stormont County Fair, Happy Face Nursery Event (Winchester) and Ingleside Family Fun Day.

Librarian/Management activities
• Collection Development: Teen Fiction (eBooks), Juvenile Fiction and NonFiction, Juvenile DVDs.
• Professional Development: Dementia Friendly Communities training.
• Assisted with supervision and scheduling for District 3.
• Completed reports for summer grants.
• Submitted 2019 participation figures for the TD Summer Reading Club.
• Recommended and presented amendment to the Circulation Policy.
• Prepared information for 2020 Library Budget mtg.
• Planned and facilitated Branch Planning Committee mtg.

WORK IN PROGRESS
• KIR – Circulation Policy amendment.
• SDG Reads event preparation.
• General Staff mtg preparation.
• October Pop Up activities: Dundas County 50+ Wellness Day (October 4), Lancaster Harvest Event (October 12).
• Upcoming media: SDG Reads, Canadian Library Month.
MONTHLY ACTIVITY REPORT TO THE LIBRARY BOARD

September-October, 2019

DIRECTOR OF LIBRARY SERVICES

October 17, 2019

WORK COMPLETED:

• Collections Development: Adult A/V material (DVDs & audiobooks); Adult fiction and non-fiction (print & digital); Juvenile “MakerLab” materials; Suggestions for purchase; “Library of Things” collection items (portable CD player, xylophone, audiotape-MP3 converter)
• September 27 – presentation to S. Stormont Council
• October 1 – presentation to S. Dundas Council
• Preparations for Library Board regular meeting – Thursday, October 17, 5:30pm at Morrisburg Branch
• Participation at weekly Directors’ “cooler meetings”
• Preparation of reports for October County Council meeting
• Branch visits

WORK IN PROGRESS:

• Collections Development: Adult fiction & non-fiction (print, digital); Suggestions for purchase; Adult A/V material (DVDs); Adult “MakerLab” materials
• Preparation of Budget Summary document for County Council’s 2020 Budget Meeting
• Q4 monitoring budget monitoring
• Preparations for Library Staff Development Day – Monday, November 4, 9:00am at Finch Branch
• Public Library Operating Grant submission
• Preparation of 2020 Staff Work Plan
• Preparation of community/branch facility profiles
• Research – Mobile library services, Archives Intern funding, Community engagement
• Professional Development: Mental health leadership, Human resource management
FACILITIES USE POLICY

Policy level: Library Board
Author: Director of Library Services
Date of Formal Board Approval: October 24, 2008
First Approved: October 24, 2008; amended March 21, 2013
Policy number: 2008-03

The SD&G County Library recognizes that, in many of our communities, the Library branch facility is the only public space in which groups and individuals may gather for meetings, presentations or other programs. Consequently, as a way of supporting our mission, the Stormont, Dundas and Glengarry County Library welcomes the use of its facilities within the guidelines that accompany this policy.

First priority in the use of Library space will always be given to Library-sponsored programs and to programs held in cooperation with the Library. All other groups will be given consideration on a first come first served basis.

Space in the Library’s branches is limited. Consequently, restrictions to ensure that there is no interference with the normal day-to-day operation of the Branch, as well as staff and patron safety, will apply when considering requests for facility use.

General Guidelines

All meeting participants are expected to respect this policy’s guidelines and the Library’s Code of Conduct.

Requests for space at locations lacking separate meeting rooms will be dealt with on a case-by-case basis.

Activities taking place, statements being made, or positions being taken during non-Library events do not necessarily reflect the opinions or values of the SD&G County Library Board.

If it becomes necessary, due to a conflict in scheduling, the Library reserves the right to cancel or re-schedule use of a meeting space.
No special privileges are extended to organizations to which staff members belong.

Meetings must be held within the Library’s current hours of operation.

In order to allow various groups to have an opportunity to use library meeting space, no group may meet more than once per month. Repetitive use, other than by the Library, will be reviewed on a routine basis.

Applicants will complete a Facilities Use Request form. Room fees, if applicable, are payable at this time. No refunds will be made if a cancellation is initiated by the applicant. Refunds will be paid for events cancelled by the Library.

Tobacco, alcoholic beverages, illegal drugs, weapons or other contraband are prohibited.

Storage space is not available. Applicants are responsible for their exhibits, equipment, materials or other items.

Activities for minors must be supervised by responsible adults.

The applicant must be present throughout the use period to ensure the safety and security of the attendees and of the Library facility and to further ensure attendees observe this policy and the Library’s Rules of Conduct.

Library facility users must agree to restore the area to the original clean condition.

Authorization for Library facility use does not include the use of staff time other than to provide access to the meeting area.

Each group is responsible for its own publicity. Publicity must not include the Library’s contact information. Only pre-approved posters may be placed in the Library to advertise meetings and they must be given directly to staff for display as only Library staff may post signs. Unauthorized signs will be removed.

The name and address of the Library may not be used as a mailing address for organisations, groups or individuals using meeting space.

For outside events:
- If used, portable toilets must comply with all laws and regulations currently in force
- The applicant is responsible for providing proof of proper disposal of trash and debris in advance
- All fires are prohibited
• Entrances and exits to grounds must not restrict the orderly flow of traffic.

Meeting Rooms

Meeting rooms are available at the following locations:

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All for-profit groups will be assessed a room booking fee, as per the Fines and Fees Schedule, payable to the SD&G County Library. This fee is refundable only if the Library cancels the booking.
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The Library encourages individuals and groups to consider the literacy and/or information opportunities that holding an event in a Library facility offers to the public.

Contact Name / Organisation:
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Name of Event:
Website Address of Organisation:
Purpose of Meeting: (Please describe in detail; attach agenda if available. If there is a speaker, subject of speech)
Date requested:

Starting time: Finishing time: (Including set up and breakdown time)

What time does the program/event actually begin?

And end? See Verso

Estimated number of attendees:

Will posters, literature or press releases be distributed?

If yes, please attach a copy.

Disclaimer (applies to non-Friends of the Library groups only):

I hereby agree to indemnify and hold harmless the Stormont, Dundas and Glengarry County Library Board and Stormont, Dundas and Glengarry County from any and all actions, suits, relating to use of its facilities. Further, I agree to reimburse the Library for any and all costs for repair and all damage as may be caused directly or indirectly to the facilities by such use thereof. If any organisation refuses to pay for damage, the matter will be referred to legal counsel.

Signature of applicant (all applicants must sign):

Date:

--- OFFICE USE ONLY ---

Fee paid (if applicable)?

Approval from Library Administration?

Comments:
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**Related Documents:**

SDG Library. *Fines & Fees* (found under [http://sdglibrary.ca/membership](http://sdglibrary.ca/membership))
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Date:

Fee paid (if applicable)?

Approval from Library Administration?

Comments:
“Ontario’s public libraries are community hubs, where residents study, research, attend events and simply enjoy gathering and connecting with one another.”

LET’S TALK LIBRARIES: a blog from the Southern Ontario Library Service
Exerpt from: Libraries 2025 – Thoughts
By pharris@mississippimills.ca July 14, 2015

When you think of a librarian, do you think “Designer?” “Creator?” Or employ descriptors such as “socially engaged,” “community leader,” “economic enhancement?”

We seem to be good at pointing out library innovation and we delight in talking about new ideas and new directions, but is there a gap between what we talk about and what we actually do? Some of us are early adopters, some spot a trend and lead the way, others wait it out until the new idea fades and the tried and true shines forth again or hey, some wait long enough that the innovative becomes the tried and true!

What we don’t seem to notice about ourselves is that libraries have always been resilient and adaptable – we rise to the challenge(s), we know how to design think by necessity, we strive to stay abreast of the times using innovative tools and resources, we know how to tell our stories and I firmly believe that we all nurture our staff to be the best they can be. What is new (and uncelebrated) is that librarians and libraries are the quintessential innovators and early adaptors – we are the original creators, designers and social advocates.

Exerpt from: As Tech Changes Homelessness, Libraries Roll with the Punches
By Devin Coldewey@techcrunch / July 31, 2019

Libraries were always sources of education, but that has become more pronounced recently, as they’ve shifted from being the ones that store information to those that provide free and open access to it. With the combination of how that information is used and who needs these services, this involves a transformation not just of purpose but of architecture: becoming a place where people come and stay rather than a place people visit.
THE FOUR YEAR BOARD CYCLE
Year 2: Community & Municipal Relations

Introduction

Successful public libraries thrive within a web of strong, collaborative relationships -- with individuals, community group and agencies, and with the municipality as the library's primary funder.

As representatives of the public, library board members play an important role in ensuring the public is heard, by supporting staff to build and strengthen relationships with community organizations, and work hard to be at the table when community leaders are anticipating future needs based on community changes.

The public library board helps set the tone and direction for building strong partnerships and alliances with the community and the municipality.

https://www2.librarygovernance.ca/gov-hub#one