



MEETING AGENDA
Stormont, Dundas and Glengarry County Library Board

Thursday, February 16, 2023, 5:00 p.m.
SDG Counties Administration
Council Chambers, 26 Pitt St., Cornwall ON

	Pages
1. Call to Order	
2. Adoption of Agenda	
a. Additions, Deletions or Amendments Additions to or deletions from the Agenda must be made upon consultation with the Board Chair prior to the meeting. All matters listed under "Consent Items" are considered to be routine and will be enacted by one motion. Should a Board member wish an alternative action from the proposed recommendation, s/he may request that the matter(s) be moved to the appropriate section at this time.	
3. Declaration of Pecuniary Interest	
4. Adoption of Minutes	
a. Library Board Regular Meeting Minutes - January 19, 2023	3
5. Delegations	
6. Consent Items	
a. Statistical Summary (Circulation) - January, 2023	7
b. Statistics -- 2022 Full Year	8
c. Financial Report - January, 2023	10
d. Branch and Supervisors Reports - January, 2023	11
e. Technical Services / (Acting) Systems Support Coordinator Report - January, 2023	20
f. Community Librarian Report - not available	
g. Director of Library Services Report - January-February, 2023	21
h. Correspondence	
7. Action Items	
a. Policy Review -- Purpose of the Board (Policy)	22

b.	Policy Review -- Duties and Responsibilities of Individual Board Members (Policy)	31
c.	Policy Review -- Delegation of Authority to the Director of Library Services (Policy)	34
8.	Discussion Items	
a.	Board Orientation -- Public Libraries Act R.S.O. 1990, CHAPTER P.44	36
b.	Morewood "Express Depot" -- Update	
c.	Dalkeith Internet -- Update	
d.	Service Delivery Review Report -- Recommendations: E) Branches and Facilities	50
e.	OLA Super Conference -- Attendees' Reports	
9.	In Camera	
10.	Adjournment	

Stormont, Dundas and Glengarry County Library Board

Minutes

January 19, 2023, 4:30 p.m.

SDG Counties Administration (Board Room)

The inaugural Regular Meeting of a new term of the Stormont, Dundas and Glengarry County Library Board was held at the Counties Administration Board Room, with Karen Franklin, Director of Library Services, presiding, until a Chair was elected.

Members Present: Margaret MacDonald; Tony Fraser; James Algire; Lachlan McDonald; Jo-Anne McCaslin; Jason Broad

Members Absent: François Landry

Staff Present: Karen Franklin, Director of Library Services; Maureen Adams, CAO, United Counties of Stormont, Dundas and Glengarry

1. **Call to Order – 4:33pm**

2. **Adoption of Agenda**

MOTION

Moved by Margaret MacDonald

Seconded by Jason Broad

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

CARRIED

The “Financial Report - December, 2022” was moved from ‘Consent Items’ to ‘Discussion Items’.

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

4. Adoption of Minutes

Library Board Special Meeting Minutes – December 19, 2022

MOTION

Moved by Jim Algire

Seconded by Tony Fraser

That the Stormont, Dundas and Glengarry County Library Board approves the Minutes of the December 19, 2022 Special Meeting, including the 'In Camera' Minutes, as written.

CARRIED

5. Delegations – none.

6. Consent Items

MOTION

Moved by Lachlan McDonald

Seconded by Jo-Anne McCaslin

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

CARRIED

7. Action Items

MOTION

Moved by Jim Algire

Seconded by Tony Fraser

That the Stormont, Dundas and Glengarry County Library Board elects one of its members, Margaret MacDonald, to the position of Chair.

CARRIED

MOTION

Moved by Jason Broad

Seconded by Lachlan McDonald

That the Stormont, Dundas and Glengarry County Library Board elects one of its members, Tony Fraser, to the position of Vice-Chair.

CARRIED

MOTION

Moved by Jason Broad

Seconded by Tony Fraser

That the Stormont, Dundas and Glengarry County Library Board appoints the Director of Library Services as Chief Executive Officer for the Library.

CARRIED

MOTION

Moved by Tony Fraser

Seconded by Jim Algire

That the Stormont, Dundas and Glengarry County Library Board appoints the Director of Library Services to the position of Secretary-Treasurer.

CARRIED

8. Discussion Items

Items included for discussion included:

- a. Board Orientation – Resources;
- b. Board Orientation – Understanding Public Library Governance in Ontario;
- c. Board Orientation – AODA Customer Service Training;
- d. 2023 Library Board Regular Meeting Schedule
- e. OLA Super Conference – Board Attendees
- f. Dalkeith Plus – Internet; and
- g. Financial Report – December, 2022

9. **In Camera** – None.

10. **Adjournment**

MOTION

Moved by Jim Algire

Seconded by Jo-Anne McCaslin

That the Regular Meeting of the Stormont, Dundas and Glengarry County Library Board be adjourned, to meet again on Thursday, February 16, 2023 at 5:00pm, at SDG Counties Administration, or at the Call of the Chair.

CARRIED

Board Chair/Vice Chair

Secretary

SDG Library

January 2023 Statistical Summary

Branch & Open Hours Per Week	Circulation					Borrowers	Visitors	New Patrons
	Print & A/V	eBooks & eAudiobooks	January 2023 Total	January 2022 Total	Month 2023/2022 Difference			
Administration	222	10314	10536	10285	+2.4%	19	0	1
Alexandria (44)	2892	235	3127	3389	-7.7%	425	1072	38
Avonmore (20)	528	54	582	754	-22.8%	70	141	8
Chesterville (17)	777	126	903	1267	-28.7%	131	234	7
Crysler (20)	937	33	970	806	+20.3%	84	271	3
Dalkeith Express	8	1	9	13	-30.8%	3	0	0
Finch (16)	409	35	444	354	+25.4%	57	146	3
Glen Walter Express	59	0	59	77	-23.4%	14	0	0
Ingleside (44)	1667	143	1810	1934	-6.4%	245	1149	27
Iroquois (20)	900	97	997	1025	-2.7%	150	402	7
Lancaster (44)	1375	159	1534	1600	-4.1%	208	479	7
Long Sault (30)	1334	141	1475	1748	-15.6%	200	527	10
Maxville (16)	560	73	633	611	+3.6%	83	211	4
Morrisburg (44)	1409	96	1505	1733	-13.2%	245	828	22
South Mountain (16)	614	95	709	806	-12.0%	107	175	3
St. Andrews Express	102	12	114	127	-10.2%	20	0	0
Williamsburg (16)	416	42	458	549	-16.6%	66	120	2
Williamstown (17)	686	86	772	843	-8.4%	104	190	13
Winchester (44)	1613	144	1757	2028	-13.4%	232	646	17
SYSTEM TOTAL	16508	11886	28394	29949	-5.2%	2463	6591	172

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

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

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

eBooks & eAudiobooks	
cloudLibrary-Patron Usage	6814
cloudLibrary-Collection Usage	11886

SDG Library

Circulation Statistics: Full Year 2022

Branch & Open Hours per Week	Borrowers*	English			French			Audio Visual	Inter-library Loan	Other	Magazines	eBooks & eAudio-books	2022 Total	2021 Total	2022/2021 Difference
		Adult	Juvenile	Teen	Adult	Juvenile	Teen								
Administration	167	1465	299	352	81	57	2	169	10	52	0	99551	102038	111338	-8.4%
Alexandria (44)	5725	8854	7603	942	1045	3954	177	5736	166	200	810	2369	31856	25573	+24.6%
Avonmore (20)	937	1300	3241	319	21	575	1	896	20	34	0	744	7151	5570	+28.4%
Chesterville (17)	1696	3779	3594	378	13	237	6	2329	49	58	203	1628	12274	11891	+3.2%
Crysler (20)	1124	2745	1829	243	490	3235	135	1139	25	25	25	401	10292	8165	+26.1%
Dalkeith Express	51	54	0	0	0	1	0	20	10	0	47	62	194	669	-71.0%
Finch (16)	511	841	1839	105	4	89	0	254	10	30	0	271	3443	3470	-0.8%
Glen Walter Express	181	548	148	65	6	21	2	38	0	4	2	73	907	958	-5.3%
Ingleside (44)	2710	7497	6448	1135	144	443	43	2306	344	158	659	1449	20626	21599	-4.5%
Iroquois (20)	1615	4286	3057	582	1	117	0	1442	105	45	132	1119	10886	11039	-1.4%
Lancaster (44)	2359	6302	4627	262	124	798	30	3243	54	137	398	1220	17195	16806	+2.3%
Long Sault (30)	2414	5300	5071	473	64	514	0	3619	98	96	135	1462	16832	14113	+19.3%
Maxville (16)	818	1748	1179	284	8	180	0	1341	19	26	0	646	5431	4773	+13.8%
Morrisburg (44)	2680	5214	4858	1024	77	265	3	2672	112	78	167	1055	15525	14762	+5.2%
South Mountain (16)	1200	2389	3185	102	5	342	0	585	43	50	124	851	7676	6842	+12.2%
St. Andrews Express	213	451	229	24	1	23	0	259	0	2	0	112	1101	1191	-7.6%
Williamsburg (16)	941	1847	3297	520	0	84	0	1311	31	65	357	409	7921	6156	+28.7%
Williamstown (17)	1062	2574	2538	474	33	249	50	1003	11	37	36	788	7793	8161	-4.5%
Winchester (44)	2528	5473	5935	528	9	699	0	2452	101	112	387	1588	17284	15345	+12.6%
SYSTEM TOTAL	28932	62667	58977	7812	2126	11883	449	30814	1208	1209	3482	115798	296425	288421	+2.8%
	3465	129456			14458										

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

*Borrowers System Total has two values. The first is the raw sum of branch totals. The second is the overall system total of borrowers, some of whom borrow from more than one branch.

eBooks & Audiobooks		
2022	2021	2022/2021 Difference
115798	156942	-26.2%

Interlibrary Loans to Other Library Systems		
2022	2021	2022/2021 Difference
1322	458	+188.6%

SDG Library

Activity Statistics: Full Year 2022

Branch	Visitors	Reference Questions	Program Attend.			New Patrons	PAC Stations		
			Adult	Juvenile	Teen		PCs	Sessions	Hours
Administration	0	0	0	0	0	10	0	0	0.00
Alexandria	10293	4	96	264	51	299	8	1008	782.26
Avonmore	2046	80	10	89	0	94	2	54	20.74
Chesterville	3148	13	51	13	0	86	4	305	188.94
Crysler	4228	5	5	30	0	68	2	72	29.14
Dalkeith Express	0	0	0	0	0	0	0	0	0.00
Finch	1284	63	35	208	0	40	5	90	38.02
Glen Walter Express	0	0	0	0	0	1	0	0	0.00
Ingleside	11579	8	172	754	14	152	6	508	463.91
Iroquois	4775	3	9	243	0	136	2	358	212.08
Lancaster	5863	11	76	18	0	140	4	446	236.72
Long Sault	6313	8	44	25	0	176	5	386	164.52
Maxville	1830	3	48	66	0	47	2	103	83.53
Morrisburg	7513	12	247	449	109	256	8	1247	608.53
South Mountain	2248	6	18	78	0	87	2	79	28.54
St. Andrews Express	0	0	0	0	0	2	0	0	0.00
Williamsburg	2299	56	20	213	0	55	2	97	43.47
Williamstown	2184	5	1	422	0	103	2	37	11.58
Winchester	6622	5	22	50	11	218	6	661	241.22
SYSTEM TOTAL	72225	282	854	2922	185	1970	60	5451	3153.20
			3961						

Database Usage (Sessions)			
Database	2022	2021	Q1 2022/2021 Difference
Ancestry Library	357	792	-54.9%
Flipster	4506	3937	+14.5%
Lynda.com	240	519	-53.8%
MasterFILE Elite	121	24	0.0%
Novelist Plus & K-8 Plus	144	146	-1.4%
PressReader	72836	70293	+3.6%
Teen Health & Wellness	0	1	-100.0%
Kanopy	4126	3032	+36.1%
Mango Languages*	52		

*new in September 2022

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

LIBRARY MONTHLY STATEMENT



For Period Ending 31-Jan-2023

	2023	2023	2023	2022
GENERAL FUND	ACTUAL	BUDGET	VARIANCE	YEAR'S ACTUAL
REVENUE				
ANNUAL PROVINCIAL FUNDING	0	-131,761	-131,761	-131,761
ONTARIO CAPACITY FUNDING	0	-1,500	-1,500	-3,076
STUDENT FUNDING	0	-5,000	-5,000	-4,193
OTHER FUNDING	0	0	0	-500
FEES & FINES	-830	-11,500	-10,670	-10,718
DONATIONS & SALES	-657	-7,850	-7,193	-3,456
TRANSFER FROM RESERVES	0	-204,420	-204,420	-30,630
Total REVENUE	-1,487	-362,031	-360,544	-184,334
EXPENSES				
FULL TIME WAGES & BENEFITS	44,729	936,733	892,004	719,398
BRANCH WAGES & BENEFITS	35,497	793,444	757,947	814,755
STUDENT WAGES & BENEFITS	0	22,971	22,971	22,384
BOARD MEETINGS & DEVELOPMENT	1,140	8,250	7,110	6,374
STAFF MILEAGE	164	6,200	6,036	6,304
STAFF TRAINING & DEVELOPMENT	794	19,715	18,921	12,046
PRINT MATERIAL	4,289	175,500	171,211	115,083
DIGITAL BOOKS	0	95,000	95,000	78,999
DATABASE SUBSCRIPTIONS	35,393	62,761	27,368	44,105
MAGAZINES, PERIODICALS & LEASED BOOKS	0	13,217	13,217	8,107
SUPPLIES & EQUIPMENT	1,583	28,603	27,020	27,719
PHONES & INTERNET	2,401	57,688	55,287	48,341
PROMOTIONS & WEBSITE	0	87,000	87,000	6,320
PUBLIC PROGRAMS	34	11,500	11,466	6,117
COMPUTER PURCHASES	0	8,900	8,900	4,281
SOFTWARE SUPPORT	31,582	66,302	34,720	64,715
DELIVERY & OUTREACH VEHICLES	402	46,250	45,848	34,259
COPIERS & PRINTERS	249	10,000	9,751	10,007
COPYRIGHT & PERFORMANCES LICENSES	763	2,119	1,356	1,987
BRANCH CLEANING	0	10,000	10,000	38,168
BRANCH RENTS, INSURANCE & SECURITY	0	234,759	234,759	227,049
FURNITURE PURCHASE	0	84,200	84,200	48,297
AUDIT & LEGAL FEES	0	3,750	3,750	4,664
SPECIAL PROJECTS	0	41,150	41,150	81,934
SUPPORT FROM OTHER DEPARTMENTS	0	159,752	159,752	158,354
TRANSFER TO RESERVES	0	20,000	20,000	0
YEAR'S SURPLUS/DEFICIT	0	0	0	162,112
Total EXPENSES	159,019	3,005,764	2,846,745	2,751,877
Total GENERAL FUND	157,532	2,643,733	2,486,201	2,567,543



Branch & Supervisor Report – District 1

January 2023

CHESTERVILLE BRANCH: (Jenn H.)

- Chesterville Branch served a variety of patrons during the first weeks of the New Year. LSA Jennifer assisted a patron completing research using the Branch's Local History Collection, helped a patron complete their EI paperwork, and helped another long-time patron set up their BiblioCommons account and showed them how to order items from the online catalogue.
- Four new adults and two new juvenile patrons were registered in January. Two new members joined the Branch's Book Club, 'Book, Line & Thinkers'. After a small hiatus due to the Christmas/New Years Holidays, the book club will resume meetings next month.
- Chesterville hosted the latest installment of the "Create it with Cricut" series in partnership with the MakerLab. Patrons used maker technology to make paper lanterns. People have already been asking for more such programs.
- The Wii has arrived in Chesterville! Patrons of all ages are enjoying playing Wii games in Branch. The Nintendo Switch was a huge hit in Chesterville prior to its placement at the Finch MakerLab, and it's hoped that the Wii will see the same use and enthusiasm among young and old patrons alike.
- Staff contacted local schools to invite them to participate in SDG Library's Family Literacy initiative "Read for 15 SDG."

CRYSLER BRANCH: (Josée B.)

- 145 membership packages have been prepared and provided to the local school in Crysler. Teachers will be distributing these packages to their students, encouraging them to read outside of school hours.
- LSA Josee had the opportunity to do some program planning and complete some required online training, "Dealing with Difficult Conversations" through Biztrainer
- Members of the Crysler's English Book Club had their monthly meeting at the branch to discuss Send for Me, a historical fiction by Lauren Fox.
- Class visits had to be cancelled on a Wednesday due to the weather. As an alternative, LSA Josée prepared boxes of books, ready for pickup by the teachers. Students were able to enjoy books without having to wait for the next scheduled visit.
- Staff contacted local schools to invite them to participate in SDG Library's Family Literacy initiative "Read for 15 SDG"

MAKERLAB/FINCH BRANCH (Josée C.)

- MakerKit bookings and Cricut requests continue to be popular across the system.
- LSA Josée showcased the Cricut to a few patrons this month and saw several new faces in Finch.
- Families have enjoyed new literacy activities staff have prepared. They also continue to use in-house MakerKits, as well as the Switch and other passive activities laid out for them.

- Staff was able to successfully troubleshoot cloudLibrary issues over the phone, to a patron's delight, and witnessed home learners connecting and meeting in the branch.
- Families with young ones enjoyed the first few sessions of the new "Winter Tinkers" program. Some have even called ahead to request space for their children.
- The "Create it with Cricut" program series began the winter sessions with another successful program in Chesterville, making paper lanterns. Patrons have really been enjoying socializing during both programs.
- The MakerLab had its second "Watercolour Paint Day" virtual program where patrons followed along as LSA Josée painted a winter wreath. It was wonderful to see everyone's creations.

SOUTH MOUNTAIN BRANCH (Ginnette T.)

- After being delayed a week due to inclement weather, children were treated to a very fitting snowy theme during this month's "Winter Storytime" program. Staff also set out a simple craft that children could work on independently.
- LSA Ginnette began planning and preparing for late winter/early spring programming, including activities for March Break.
- A display was set up to promote the Library's "Read for 15 SDG."
- Staff completed several training webinars including: "Homeschool in the Library: Supporting Homeschoolers in Our Communities," "Power of Small: How Rural Libraries Help Communities Thrive," and "Rainbow Family Connections: Embracing LGBTQ Families at Your Library"

WINCHESTER BRANCH (Rose D. and Chantal N.)

- The New Year has seen a return to programming with Winter Sessions of "MiniMakers" and "Monday Morning Story Time." "Minimakers" focused on Family Literacy activities like writing in secret code and interpreting clues in a scavenger hunt, while our Monday morning tots sang, crafted, and read about cozy mittens and fluffy snowmen. Families are happy to have activities to attend with their children indoors where it is warm and dry.
- On January 19, Winchester was the first of three SDG branches to welcome local author Mark Van Dusen, who talked about his memoir How to Stitch a Chicken. His tales of life on the farm with his family had listeners "cracking up" in no time.
- January 31 brought about Winchester's first "Sit and Stitch" program. The branch welcomed fiber artists to share the projects and chat with like-minded friends. The branch hopes to welcome the group again and grow the stitching community.
- Winchester re-opened its lounge just before the New Year, and its popularity is quickly becoming a major draw for children and teens. The Nintendo Switch is set up for gamers to use, and the space has also been used by youth looking for a space to discuss their latest reads. The branch has also received bookings for the room.
- This month, Winchester had a family puzzle out, which patrons have sporadically been assembling. We can't wait to see the full picture come to life from the many hands that have worked toward completing it!
- Staff contacted local schools to invite them to participate in SDG Library's Family Literacy initiative "Read for 15 SDG"

DISTRICT SUPERVISOR (Kate J.M.)

- Regular scheduling, time sheets, board reports, and reports to Council (ongoing)
- Technology troubleshooting and support for staff and patrons (ongoing)

- Collection maintenance (ongoing)
- Frontline customer service including email, and phone inquiries (ongoing)
- Social media content creation and scheduling (ongoing)
- With the help of CSA Darlene, worked on collection maintenance in Winchester.
- Moderating virtual programs in conjunction with the Finch Branch/MakerLab, “Scientists in Schools: Ride ‘n’ Roll with Science” and “Virtual Paint Day: Paint a Winter Wreath”
- Liaised with Townships regarding building maintenance issues and programming advertisement.
- Hosted author, Mark Van Dusen in Winchester, as he presented his book [How to Stitch a Chicken](#)
- Watched assigned Ergonomics training webinar
- Created images for the website to advertise upcoming programs



Branch & Supervisor Report – District 2

February 1, 2023

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

- Even with a few bad weather days, Ingleside was a busy spot during the month of January. Class visits have resumed after the holidays with LSA Colleen reading a story, checking out books and making the children's visit enjoyable. Some weeks we have 3 classes a day!
- In January we restarted our "Ancestry Club"; an enthusiastic group meets on the third Friday of each month. The first hour of the program is by Zoom with CSA Ian and patrons in Morrisburg and the rest of the program is in-house. It is good to see the club back in the branch.
- The "Knitting Club", "Swedish Weaving Club" and "Writers Guild" continue to meet each week, utilizing the branch program room. Patrons enjoy the fellowship and the feeling of community that these programs bring to the area.
- The Ingleside "Book Mates" (book club) read the book Year of Yes by Shonda Rhimes, and a lively discussion lead by LSA Linda was held virtually, through Zoom.

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

- Staff were happy to register several new patrons to start the New Year off just right!
- "Preschool Storytime's" theme, "Can My Monster Read?" was enjoyed by all who attended.
- Branch PAC stations continue to be used on a regular basis and are much appreciated by patrons.
- With the wintery weather in full swing, our staff display "New Year, New Beginnings" needed re-stocking of books on a regular basis as patrons stocked up on reading material in preparation for stormy days.

LONG SAULT BRANCH: (Christine D. and Joann L. and Colleen C.)

- With many patrons receiving gifts of mobile devices and electronics, staff have been busy with cloudLibrary tutorials, and helping patrons to set up SDG eLibrary resources on their devices.
- After participating in a HSBC Family Literacy First webinar, LSA Joann received complimentary Activity Books (developed by ABC Literacy Canada) that were shared to celebrate Family Literacy Day.
- The "Enjoy a Hot Brew" drop-in event was welcomed by patrons as they browsed book selections with a hot brew and a light snack, both in-branch and to-go!

MORRISBURG BRANCH: (Cheryl T.)

- Morrisburg Branch has had several new patrons join this month. From new people to town, to some who have newly discovered the Library. As 2023 begins, our new and regular patrons can look forward to fun exciting winter programs – among them an author visit, a retro movie day and the newly-formed "spice club".
- The "After School Club" continued to run even during the holiday break. These young people always bring a lot of energy and excitement to the Library. Recently a couple of the kids

discovered how to hook up a laptop to the “Makey-Makey” kit to create a dance mat. They were very pleased with themselves, commenting “I never thought I would be able to do that!”

- Over the past month we’ve had several inquiries about “Ancestry Club”, with several new patrons joining both the online and in-person sessions. It’s obvious that the club enjoys sharing their woes and successes together, their laughter and camaraderie is a wonderful addition to the branch, and many patrons ask what all the fun is about!
- January is a great month to encourage good reading habits. In honor of Family Literacy Day, we invited children to bring their stuffies to a “Stuffie Sleepover Party!” Snacks, games and fun activities were enjoyed by 7 families with 14 children in total. A YouTube video featuring pictures was created to show the kids what kinds of antics their favorite stuffed animals got into when spending the night in the Library.

WILLIAMSBURG BRANCH: (Jennifer D.)

- Patrons gathered on Tuesday nights for our community night of “Books N’ Beans” in the branch, for an evening of coffee and discussion. While it started off slow, participation is growing with each week.
- A “Who’s That Pokémon?” display has been put up in the children’s section of the branch, after the success of the Pokémon Scavenger hunt in the fall. Young patrons have been happy to see the theme continue in the branch as another passive activity.
- Families have visited the branch to play with our collection of Lego, as a way to stay out of the cold; as a result, we’ve seen an increase of new browsing patrons as the outdoor rink is now in use, and visitors come in to warm up and see what the Library is all about.

DISTRICT SUPERVISOR: (Stacey P.)

- Regular scheduling, time sheets, board reports, and reports to Council (ongoing)
- Coordinated courier coverage (ongoing)
- Technology troubleshooting and support for staff and patrons (ongoing)
- Collection maintenance (ongoing)
- Frontline customer service, including, email, and phone inquiries (ongoing)
- Social media content creation and scheduling (ongoing)
- Programming support to staff, covering the desk for programs and outreach while also coordinating CSA support (ongoing)
- Finalized winter program posters and patron handouts for upcoming events
- Branch Planning Committee (BPC) Meeting (January 13th)
- Created materials for ‘Membership Drive’ - Posters, social media, and bookmarks. Compiled all material for branches and coordinated with colleagues and staff regarding the upcoming membership drive
- Created postcards and materials for staff to use in the branches for ‘Love your Library month.’
- Coordinated with South Stormont township regarding the repair of outdoor lighting outside the library, as well as snow removal at the Ingleside Branch.
- Created library submission for the South Stormont Community Guide
- Created images to include in the branch slide show
- Communicated with fellow colleagues regarding snow days and delayed openings
- Attended via Zoom, the Linking Hands Steering Committee Meeting (January 25)
- Connected with local author, Olga Nikolajev, regarding an Author visit in the upcoming Spring session
- Created a fillable PDF of the second Pulse Survey, which was later sent to staff

- Coordinated a “Facilities Use” request and booking of the program room at the Ingleside branch with International Auctions
- Coordinated with IT regarding the setup of the DYMO printers in Long Sault and Ingleside for the support of online registrations.
- Discussion with fellow colleagues regarding OLA “Digital Experience” conference.
- Reviewed in its entirety the Service Delivery Review report



Branch & Supervisor Report – District 3

February 16, 2023

ALEXANDRIA BRANCH: (Sylvie J. and Iris C.)

- Alexander Branch hosted local author, Mark van Dusen, who talked about his new book How to Stitch a Chicken. He is very knowledgeable guy who worked in journalism, media and in government. A very interesting talk took place with patrons about his chickens, a pig named Chuckles, and a mean old goat named Roscoe.
- Local Air Cadets used our space to host practice interview sessions with their older cadets.
- Glengarry District High School's grade 7 and 8 classes resumed their visits to the Library. They come every three weeks to check out books for their quiet reading time in English and in French.
- The North Glengarry Township has been very diligent about helping us keep our two walkways clean from snow and ice. This is always much appreciated.

AVONMORE BRANCH: (Kelsey D.)

- In 2022, the SDG Library received 984 online applications. 441 of the applications were for new members and 470 of the applications were renewal requests. Replacement library cards made up the rest of the applications.
- Online renewals for 2023 started with 68 applications through the month of January.
- Avonmore has been refreshed with new book displays including "New Year, New You" adult non-fiction and a "Beach Vacation" children's display.
- Staff created promotional materials for the March "Little Adventurer's Playtime." This popular program has already started to see registration.

LANCASTER BRANCH: (Rachel L. & Jessica L.)

- The "Cairnview Book Club", hosted by branch staff, continues to be well attended through the winter months.
- Lancaster patrons continued to access the branch for Wi-Fi access, computer use, printing, and scanning.
- Staff have noted a growing demand for technology troubleshooting, indicating that the upcoming "Bring Your Own Device" programs will be well-received and well attended.
- "STEAM Educational Activity Bins" were introduced to the branch to engage the whole family in literacy activities. With these activities staff

promoted the science collection, introduced fundamental concepts and skills taught in school and fostered a love of learning – and the SDG Library!

- Lancaster welcomed two new families this month. One family was grateful to be able to use our museum passes, and looks forward to expanding their education with this service.

MAXVILLE BRANCH: (Emily A.)

- The “Cover to Cover Book Club” read The Comfort Book by Matt Haig in January. Numbers for the book club continue to increase, as does engagement on the club’s Facebook page.
- Maxville has seen an increase in families coming to the branch and staying to participate in passive activities.
- Class visits have resumed from Maxville Public School. Students enjoy the opportunity to explore the Library’s resources and collections.
- Maxville’s in-house book club resumed in January. Eleven people registered and seven people attended the first meeting.

WILLIAMSTOWN BRANCH: (Julie C.)

- Patrons met in the branch to discuss local history, and expressed their appreciation for Williamstown’s local history collection. Their discussion attracted a couple of other patrons who joined their conversation to share their connection with the area’s local history.
- “Sandywood Book Club” read Crying in H Mart by Michelle Zauner. The book club’s organizer reviewed the book club kit titles and commented that she was happy with the wide selection available for their club.
- “Raisin River Reads Book Club” expressed interest in restarting the club that was put on hold due to the pandemic. The first meeting date has been chosen and club members remarked that they are excited to gather in the Library again.
- Schools in the Williamstown area were invited to participate in the ‘Read for 15 SDG’ challenge. Students and staff were encouraged to read for at least 15 minutes on January 27th in celebration of Family Literacy Day.
- LSA Julie prepared for next month’s “Freedom to Read Party for Teens.” Games featuring challenged book titles were created for the party and old magazines were upcycled into decorations for the event.

DISTRICT SUPERVISOR: (Lorna P.)

- Regular scheduling, time sheets, and Board and Council reports (ongoing)
- Technology troubleshooting and support for staff and patrons (ongoing)
- Collection maintenance and Graphic Novel collection development (ongoing)
- Frontline customer service including email, and phone inquiries (ongoing)
- CELA Statistics (ongoing)

- Social media content creation and scheduling (ongoing)
- Supervision of co-op student; including assigning small collections development project (ongoing)
- EXCEL: Reference and Information Services course
- Coordination of “Health Sleep, Happy Families” webinar
- Assisted in development of membership drive
- Inquiries to CAPE for pop-up Library attendance
- Inquiries to local authors for potential Spring/Summer author visits
- Assisted in coordination of Author Visit for Mark Van Dusen
- Assisted with registration for online programming and follow up
- Webinar: “How to Motivate Others to Action” (January 12)
- BPC Meeting (January 13)
- Coordination of “Read for 15 SDG” (January 27) and Freedom to Read Week (Feb 17-25)
- Follow-up on health and safety issues at Lancaster and Maxville branches



TECH SERVICES REPORT

February 16, 2023

CATALOGUING/ACQUISITIONS TECHNICIANS: (Lindsey S. and Lucinda F.)

- Assisted with Fiscal Year Rollover which included reviewing outstanding orders and database clean up.
- Attended meeting with Polaris related to rollover for creating funds, sub funds, and other topics.
- Resumed interlibrary loan service.
- Ordered and processed new Book Club Kits.
- Reviewed new procedures for managing ARP orders with vendors.
- Assisted BiblioSuggest launch and regular review of purchase suggestions.

SYSTEMS SUPPORT COORDINATOR (ACTING): (Cheryl S.)

- Attended Library Administration, Branch Planning Committee, Tech Services and Health & Safety meetings.
- Attended meeting with Polaris site Coordinator to review best practices for Fiscal Year Rollover and meeting with Polaris Account Manager to review annual invoice.
- Completed Fiscal Year Rollover and set up 2023 Funds and budgets for print collections.
- Visit to Benson Centre to see "Novel Branch" and met with interim CEO of Cornwall Public Library along with the Karen Franklin, Director of Library Services.
- Led Ancestry Club program at the Ingleside Branch.
- Assisted with compiling stats for the annual review.
- Compiled 2022 year end statistics and set up spreadsheet for 2023 statistics.
- Created an online spreadsheet to record monthly statistics for branches.
- Troubleshooting issues with access to online databases.
- Updating website and adding content.
- Review new APRs and consulted with vendors to address issues.
- Launched new purchase suggest platform BiblioSuggest which included creating a new webpage and developing a new workflow for selectors and Technical Services staff.



January-February, 2023

DIRECTOR OF LIBRARY SERVICES

February 16, 2023

WORK COMPLETED:

- Collections Development: Adult fiction & non-fiction (print & digital); Teen fiction (print & digital); Juvenile easy-readers, picture books, non-fiction & graphic novels (print requests)
- Attendance at Ontario Library Association Super Conference – February 1-4, 2023 (Feb. 4 Board Boot Camp held virtually)
- Preparation of 2023 Library Services Budget Summary document for presentation to Council
- January 25: Participation at IT Steering Committee meeting
- Attendance at weekly Directors' meetings
- January 30: Meeting with S. McMartin, (Interim) CEO, Cornwall Public Library, re 'NovelBranch' located at Benson Centre
- January 31: Online training on new cloudLibrary Content Acquisition Tool
- February 6: Library Management meeting
- Preparations for Library Board regular meeting – **Thursday, February 16 @ 5:00pm, SDG Counties Administration Building**
- February 15: Presentation of 2023 Library Services DRAFT Budget to County Council

WORK IN PROGRESS:

- Collections Development: Purchase Suggestions (Adult); eAudiobooks (Adult, Teen & Juvenile); A/V material (DVDs); Book Club kit titles
- Working with Counties' CAO to address Library Board's recommendations for Job Description reviews (Systems Librarian, Community Librarian, Systems Support Coordinator & Communications & Marketing Coordinator)
- Preparation of Library Board orientation materials
- Preparations for February 27th Branch Planning Committee meeting in Avonmore



ACTION REQUEST

To: Date of Meeting: Subject: Relevance to priorities:	Members of the Library Board February 16, 2023 Policy Review – Purpose of the Board (Policy)
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RECOMMENDATION(S): That the Stormont, Dundas and Glengarry County Library Board reviews and approves the Purpose of the Board (Policy), as presented.

EXECUTIVE SUMMARY: As part of a new Library Board’s orientation, it is a best practise to review key governance policies. The Policy, first approved in March, 2011, has since been reviewed by new Board’s at the beginning of each term of office. It is attached to this Action Request.

This request is a “housekeeping” action of the Board in a new term.

OPTIONS AND DISCUSSION: Approve the Purpose of the Board (Policy), as presented. **This is the recommended action.**

The Library Board may choose to amend this policy, however **it is not recommended that the Board rescind the Purpose of the Board (Policy)**, as it is one the foundational policies that establishes the Board’s purpose.

FINANCIAL ANALYSIS: None required.

PURPOSE OF THE BOARD

Policy Type: Governance

Date of Formal Board Approval: March 11, 2011

Review Date: February 14, 2019; **February 16, 2023**

Policy number: GOV 2011-1

The purpose of the Stormont, Dundas and Glengarry County Library Board is to govern the affairs of the county library in service to the community. This policy sets out the work of the Board and the ways in which the Board achieves its purpose.

1. The Board oversees the development of a comprehensive and efficient county library service by:
 - a. Expressing the library's philosophy and values
 - b. Articulating the library's vision, mission and priorities
 - c. Evaluating results of activities and services used to achieve goals
 - d. Setting policies on governance and service
 - e. Delegating authority to the Director of Library Services and providing comments on his/her performance to the CAO
 - f. Planning for further library development
 - g. Securing the resources to achieve the intended results
 - h. Advocating for library service

2. The Board governs effectively by:
 - a. Representing the interests of the community
 - b. Engaging the community in determining responsive and dynamic library service
 - c. Acting as a bridge between the library and Council
 - d. Working collaboratively with the Director of Library Services and the Council
 - e. Setting an annual Board agenda that reflects current goals and strategic issues
 - f. Working proactively and making decisions that focus on the library's future and place in the community
 - g. Evaluating the Board's performance

Cut to the Chase

Ontario Public Library Governance At-A-Glance



To be an effective board member:

- Know your duties, obligations, and role.
- Be open to continuous learning.
- Recognize that only the board has the authority to act on behalf of the library; individual board members have no authority to act on their own.
- Share in the responsibility for the effective functioning of the board by ensuring full discussion of issues and making reasoned decisions.
- Know who you are there to represent and serve and connect with them.
- Fulfill your legal obligations including duty of care and fiduciary duty.

To be an effective governing body:

- Focus on governance.
- Design meetings to support informed decision-making.
- Develop a trusting and respectful relationship between the Board and CEO and work together.
- Build a solid governance framework that includes by-laws, policies and a strategic plan that is based on why you exist: your mission.
- Make good decisions on behalf of your community.
- Determine what information is needed in order to manage risk.
- Know the composition of the board and who you need to run the library.

3 Major Responsibilities

1. Provide comprehensive and efficient public library service that reflects the community's unique needs.
2. Submit budget estimates to the municipal council and participate in the municipality's annual audit that includes boards.
3. To receive annual grants from the Government of Ontario, submit statistics and financial information along with completed public library operating and pay equity grant application forms.

The Public Libraries Act, RSO 1990, c. P.44 governs the operation of public libraries and is specific legislation that can override certain sections of other more general acts such as the Municipal Act. A library board is an independent body and cannot become a committee of council without legislation being passed that enables this. In Ontario, the majority of public libraries are governed by a public library board. In most First Nations Communities, the Band Council appoints Portfolio Holders to govern the public library. A minority of public libraries in the province are governed by union or county library boards.

Definitions

Public Library Board: a governing board and a legal corporation under the Public Libraries Act (PLA) responsible for the management and control of the public library, including library operations and the creation of policies related to the public library. (PLA Section 3(3)).

Governing: is not the same as managing. It is ensuring that the organization is properly run.

Governance: the framework set by the library's governing body to direct the organization, identify how business will be conducted, how power will be divided and delegated and what processes will be set up to achieve accountability.

Oversight: the actions the board takes to review and monitor policies, plans, programs, and projects, to ensure that they:

- Are achieving expected results.
- Represent good value.
- Are in compliance with applicable policies, laws, regulations, and ethical standards.

Operations: A CEO responsibility guided by the Board policy and strategic plan. Operations are doing the work and organizing day-to-day activities within the constraints defined through governance. Examples of operations include:

- Choosing furnishings and paint colours for the children's area.
- Planning library programs.
- Selecting new books for the library collection.

Risk management: balancing the severity of a threat with the likelihood of the threat occurring. There are multiple types of risks that a Board should consider, for example, reputational, cultural, financial, and governance.

Board Membership

- Members are appointed by the municipal council according to rules set out in the Act.
- The minimum size for a library board is five members.
- The number of municipal councillors on a public library board or union board may not exceed one less than the majority; a county board may have a bare majority of councillors.
- Library or municipal employees may not be board members.

Meeting Requirements

The Public Libraries Act, Sections 16 and 17, RSO 1990, c. P.44:

- Board shall hold 7 regular meetings each year.
- Meetings must be open to the public unless they meet the criteria outlined in PLA 16.1(4-6).
- Majority of members must be present.
- Chair may vote with other members.
- An equal vote is deemed to be negative.

Municipal Integration

Boards may forge closer ties with their municipality to maximize their effectiveness, achieve common goals, and realize cost savings. The library board is an independent body and cannot be directed by a municipality to delegate its responsibility for library funds or employer obligations. However, it can be advantageous to streamline business practices between the two separate organizations by way of a Service Agreement. It must be a decision of the public library board to enter into such a service agreement with a municipality with clear guidelines for exiting such an agreement.

Power to Oversee the Library's Finances

Financial oversight involves:

- Understanding the implications of a budget and a financial report.
- Recognizing if the allocation of monies aligns with board priorities.
- Ensuring that financial policies are in place to control receiving, processing and disbursing money, to ensure fiscally-sound budgeting, comply with current municipal legislation with respect to purchasing and hiring, manage risks, and limit liability to the library and the board.

Financial oversight does not mean:

- Simply approving a budget or financial report.
- Approving a cheque register.
- Challenging a minuscule amount on a budget line.

Power to Make Policy

Policies provide the necessary framework for library operations and priorities. Example includes:

- Personnel and hiring
- Purchasing
- Prevention of Workplace Harassment
- Prevention of Workplace Violence
- Health and Safety
- Accessibility

To be effective, policies should include specific reference to library operations.

Fiduciary Duty

You must act honestly, in good faith, and in the best interests of the library. The interests of the library must take precedence over your personal interests or those of any other group with which you are associated.

Duty of Care

You must use the same care, diligence, and skill that a reasonable person would use when performing your duties. This includes making informed decisions, asking questions, and assessing information given to you.

Conflict of Interest

You must disclose any direct, indirect, perceived, or deemed pecuniary interest prior to consideration of any matter. Once the interest is disclosed, you may not participate in discussions or voting.

Power to Set Fees

The Public Libraries Act, RSO 1990, c. P.44, sec.23 (3) allows a board to charge for:

- Use of parts of the library building not being used for library purposes;
- Library services for non-residents;
- Some services not outlined in Regulations.

A board is NOT permitted to charge for:

- Admission to the library;
- Using library materials in the library;
- Reserving or borrowing circulating materials specified in PLA Reg.976 Section 2.

Power to hire the CEO

The Public Libraries Act, Section 15(2) RSO 1990, c. P. 44 gives a library board the sole right to hire the library's chief executive officer.

Legislation to Consult:

The following resources can be found online at www.e-laws.gov.on.ca:

[The Public Libraries Act, RSO 1990, c. P.44](#)

[The Municipal Act, 2001, SO 2001, c. 25](#)

[The Municipal Conflict of Interest Act, RSO 1990, c. M.50](#)

[The Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c. M.56](#)

Further resources: visit the [Ontario Library Services \(OLS\) Governance Hub](#) which has resources for each year of the four-year term for Public Library Board members.

Organizations supporting Public Libraries:

Provincial:

- [Ontario Library Association](#), including the following divisions: Ontario Library Boards Association, Ontario Public Library Association, L'Association des bibliothèques de l'Ontario-Franco, Indigenous Advisory Council.
- [Federation of Ontario Public Libraries](#)
- [Ontario Library Service](#)

National:

- [Canadian Urban Libraries Council](#)
- [Canadian Federation of Library Associations](#)

The Public Library Board & the Chief Executive Officer: Who Does What

LEGAL ISSUES	BOARD RESPONSIBILITIES	CEO RESPONSIBILITIES
Existing local and provincial laws	Knows provincial laws and local bylaws.	Knows provincial laws and local bylaws.
New legislation affecting libraries	Responds to new legislation.	Responds to new legislation.
Library Records	Ensures records are kept, protected, and reported in compliance with privacy legislation. Approves relevant grant applications and annual reports for the Government of Ontario, such as the Annual Survey of Public Libraries (per PLA Reg. 976 1(b).	Keeps complete and accurate records in compliance with privacy legislation. Prepares and submits annual reports and all relevant grant applications such as the Public Library Operating Grant (PLOG), Pay Equity Grant (PE) and First Nation Salary Supplement Grant (FNSS) as applicable to the Government of Ontario.
Accountability	Municipal/County/Band Council and Government of Ontario.	Board
Board meetings	Participate in all meetings. Appoints a board secretary.	Participates in all meetings. If the CEO is the Secretary, records and maintains minutes of all meetings. Provides reports regularly as directed by the board.
COMMUNITY DEVELOPMENT	BOARD RESPONSIBILITIES	CEO RESPONSIBILITIES
Understanding the community	Acting in the best interest of the community.	Identifies and addresses community needs and concerns.
Community Relationship building	Is aware of the municipal priorities and plans. Builds a strong and communicative partnership with the municipal/county/band council. Maintains dialogue with the community. Identifies strategic partnerships with community groups and leaders. Demonstrates accountability to the community (for example, presenting an annual report to the community).	Is aware of the municipal priorities and plans. Builds strong working relationships with municipal/county/band staff. Forges relationships with community groups and leaders. Develops strategic partnerships with community groups and leaders. Demonstrates accountability to the community (for example, preparing an annual report for the community).
Library's role in the community	Establishes, promotes, and advocates for the library as an essential community service. Builds community pride in the library.	Establishes, promotes, and advocates for the library as an essential community service. Builds community pride in the library.

POLICY	BOARD RESPONSIBILITIES	CEO RESPONSIBILITIES
Library policy	Develop governance-related policy. Analyzes CEO policy recommendations. Debates policy issues and implications. Approves policy. Ensures policy is implemented and followed. Regularly reviews established policies.	Recommends policies and a policy development framework. Provides information sources to inform discussion. Interprets and implements policies and procedures to library staff and the public. Maintains policy manual and ensures its accessibility. Ensure policy is followed.
PLANNING	BOARD RESPONSIBILITIES	CEO RESPONSIBILITIES
Mission and strategic plan	Analyzes information and feedback from the staff, community, and other stakeholders. Analyzes library strengths and weaknesses (for example SWOT analysis). Defines mission and strategic plan in partnership with the library staff, community, and other stakeholders.	Gathers information and feedback from the staff, community, and other stakeholders. Compiles library strengths and weaknesses (example: Strength, Weakness, Opportunity, Threat analysis). Partners with the board in defining mission and strategic plan and provides insights.
Strategic goals and objectives	Develops and approves strategic goals. Approves strategic objectives.	Partners with the Board to develop strategic goals and provides insights. CEO and staff develop objectives to achieve the strategic goals. Administers in accordance with the plan.
Action plan for meeting strategic goals and objectives	Approves plan and ensures financial resources are in place by approving the annual budget and advocating to funding sources (example: municipal/county/band council, provincial sources).	Formulates plans and identifies financial resources to meet strategic objectives. Administers in accordance with plan.
Monitoring and evaluation of the strategic plan	Approves a monitoring and evaluation plan for the CEO. Evaluates library progress and performance towards achieving the strategic plan annually or more often as needed. Revises plan accordingly.	Develops a strategic plan monitoring and evaluation system for library operations. Participates in ongoing evaluation. Adjusts plan accordingly.
FINANCE	BOARD RESPONSIBILITIES	CEO RESPONSIBILITIES
Annual budget	Analyzes preliminary budget and proposes necessary changes. Officially adopts budget.	Consults with municipal staff and advises board on municipal budget policy requirements and procedures. Prepares preliminary budget in conjunction with board based on present and anticipated needs and board's plan.

Budget presentation to Council	Presents or participates in presenting the budget to council in accordance with municipal/county/band budget policy and procedures. Works with the CEO on presentation to council.	Participates in budget presentation, supplying facts and figures, analysis and comments as requested. Works with the board on presentation to council.
Sustainable resources	Approve and advocate for options for generating additional revenue to support special project needs and/or funding gaps.	Identifies options for generating additional revenue to support special project needs and/or funding gaps.
Financial control measures	Appoints a Treasurer. Secures a bank account for the public library for deposit of all public library funds. Directs the disbursement of all public library funds into the Board's bank account as outlined in PLA 15(4)(c). Ensures legal control measures are in place to support and protect the library assets. Ensures check and balances are in place to expend the budget with due diligence and in accordance with board policies.	If the CEO is Treasurer, oversees all accounting functions and prepares regular financial statements. Fulfills obligations as directed by the Board. Monitors the budget and reports to the board on a regular basis. Identifies and addresses problems as they arise.

PERSONNEL		BOARD RESPONSIBILITIES	CEO RESPONSIBILITIES
CEO selection	Hires CEO.		
Board-CEO relationship	Builds a strong relationship that recognizes board authority and respects CEO expertise. Delegates to the CEO the authority for the organization and operation of the library and its staff.		Builds a strong relationship that recognizes board authority and respects CEO expertise.
Staff selection			Hires and directs all staff, adhering to board policies. May seek board input on senior staff selection.
Employee performance appraisal	Evaluates CEO performance annually.		Ensures that annual performance appraisals are conducted on all staff.
Salary scales and union contracts	Sets CEO's salary. Approves applicable staff salary scales and/or union contracts.		Negotiates salary and working conditions for staff including union contracts as applicable.
Grievances	Ensures that appropriate policies are in place to handle any grievances that have not been satisfactorily resolved by the library's grievance procedures.		Handles all grievances and keeps the board informed.
CEO succession management	Ensures that there is provision for succession management.		Contributes input to succession management.

GOVERNANCE PROCESS	BOARD RESPONSIBILITIES	CEO RESPONSIBILITIES
Board orientation	Board supports and participates in planning and delivery.	Supports and facilitates planning and delivery.
Board performance and development	Evaluates regularly. Individual board members conduct annual self-appraisal. Results are shared anonymously within the Board to strive for continuous learning and improvement.	Contributes input to evaluation process. Assists with identifying board development and training resources.
Board succession planning	Liaises with the appointing body and identifies the skills and competencies necessary for the incoming board to meet new term challenges. Allocates resources to develop a pipeline of future board members that are representative of their community.	Liaises with municipal staff on board appointments with input from outgoing board. Helps identify community members that could be approached to join the Board.
Legacy planning	Summarizes the successes, challenges, and outstanding action items to provide the incoming board with a framework for moving forward. Approves the legacy document.	Provides input and support to the board for developing a legacy plan. Reviews legacy document with incoming board members.



ACTION REQUEST

To:	Members of the Library Board
Date of Meeting:	February 16, 2023
Subject:	Policy Review – Duties and
Relevance to priorities:	Responsibilities of Individual Board
	Members (Policy)

RECOMMENDATION(S): That the Stormont, Dundas and Glengarry County Library Board reviews and approves the Duties and Responsibilities of Individual Board Members (Policy), as presented.

EXECUTIVE SUMMARY: As part of a new Library Board’s orientation, it is a best practise to review key governance policies. The Policy, first approved in March, 2011, has since been reviewed by new Board’s at the beginning of each term of office. It is attached to this Action Request.

This request is a “housekeeping” action of the Board in a new term.

OPTIONS AND DISCUSSION: Approve the Duties and Responsibilities of Individual Board Members (Policy), as presented. **This is the recommended action.**

The Library Board may choose to amend this policy, however **it is not recommended that the Board rescind the Duties and Responsibilities of Individual Board Members (Policy)**, as it is one the foundational policies that establishes the responsibilities of Library Board members.

FINANCIAL ANALYSIS: None required.

DUTIES AND RESPONSIBILITIES OF INDIVIDUAL BOARD MEMBERS

Policy Type: Governance

Date of Formal Board Approval: March 17, 2011

Review Date: February 14, 2019; **February 16, 2023**

Policy number: GOV 2011-2

The Stormont, Dundas and Glengarry County Library Board expects its members to understand the extent of their authority and to use it appropriately. This policy sets out the obligations of individual Board members.

1. Each Board member is expected to become a productive participant in exercising the duties of the Board as a whole.
2. Individual members of the Board are responsible for exercising a **Duty of Diligence** as follows:
 - a. Be informed of legislation under which the Library exists, Board bylaws, mission, vision and values
 - b. Be informed about the activities of the Library and the community and issues that affect the Library
 - c. Attend Board meetings regularly and contribute from a personal, professional and life experience to the work of the Board
 - d. Be prepared for all Board meetings and use meeting time productively.
3. Individual members of the Board are responsible for exercising a **Duty of Loyalty**, as follows:
 - a. Adhere to the regulations of the Municipal Conflict of Interest Act, R.S.O. 1990, c.M50
 - b. Act in the interest of the Library members and community over and above other interest
 - c. Speak with “one voice” once a decision is reached and a resolution is passed the Board

- d. Represent the Library positively to the community
4. Individual members of the Board are responsible for exercising a **Duty of Care**, as follows:
- a. Promote a high level of Library service
 - b. Consider information gathered in preparation for decision making
 - c. Offer personal perspective and opinions on issues that are subject to Board discussion and decisions
 - d. Show respect for the opinions of others
 - e. Assume no authority to make decisions outside of Board meetings
 - f. Know and respect the distinction in the roles of the Board and the Staff
 - g. Refrain from individually directing the Director of Library Services and the Staff
 - h. Respect the confidential nature of library service to users while being aware of, and in compliance with, applicable laws governing freedom of information
 - i. Resist censorship of library materials by groups or individuals.



ACTION REQUEST

To: Date of Meeting: Subject: Relevance to priorities:	Members of the Library Board February 16, 2023 Policy Review – Delegation of Authority to the Director of Library Services
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RECOMMENDATION(S): That the Stormont, Dundas and Glengarry County Library Board reviews and approves the Delegation of Authority to the Director of Library Services (Policy), as presented.

EXECUTIVE SUMMARY: As part of a new Library Board’s orientation, it is a best practise to review key governance policies. The Policy, first approved in April, 2011, has since been reviewed by new Board’s at the beginning of each term of office. It is attached to this Action Request.

This Policy outlines the structure of the Board’s relationship with the Director of Library Services, who has been appointed by the Board as the Library’s Chief Executive Officer. It also sets the tone for the collaborative and interdependent nature of the relationship between the Board and the Director of Library Services.

This relationship should be based on trust, and the ability to have honest, and sometimes difficult, conversations when necessary, with a view towards continuous improvement and learning.

This request is a fundamental action of the Board, to be considered early in its new term.

OPTIONS AND DISCUSSION: Approve the Delegation of Authority to the Director of Library Services (Policy), as presented. **This is the recommended action.**

The Library Board may choose to amend this policy, however **it is not recommended that the Board rescind the Delegation of Authority to the Director of Library Services (Policy)**, as it is one the Board’s key foundational policies.

FINANCIAL ANALYSIS: None required.

DELEGATION OF AUTHORITY TO THE DIRECTOR OF LIBRARY SERVICES

Policy Type: Governance

Date of Formal Board Approval: April 21, 2011

Review Date: February 14, 2019; **February 16, 2023**

Policy Number: GOV 2011-4

In accordance with the ***Public Libraries Act***, R.S.O. 1990, the Director of Library Services has general supervision over, and direction of, the operations of the Stormont, Dundas and Glengarry County Library and its staff. This policy outlines the nature of the Board's relationship with the Director of Library Services.

1. The Director of Library Services is the Board's only link to the operation of the Library. As such:
 - a) The Board directs the Director of Library Services through:
 - i. Decisions made at Board meetings, by majority vote
 - ii. Approved written policies
 - iii. Approved budgets and plans
 - iv. The Director of Library Services job description
 - b) Only official decisions of the full Board are binding on the Director of Library Services
 - c) Decisions or instructions of individual Board members are not binding on the Director of Library Services

2. The Director of Library Services will:
 - a) Take, or approve lawful actions in the name of the Library
 - b) Take actions consistent with the Board's mission, vision, values and policies
 - c) Be responsible for the employment, management and performance evaluation of all staff employed by, or on contract with, the Library
 - d) Design, implement and manage all operational practices and activities

Public Libraries Act

R.S.O. 1990, CHAPTER P.44

Consolidation Period: From December 10, 2019 to the [e-Laws currency date](#).

Last amendment: 2019, c. 14, Sched. 12.

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Definitions

1 In this Act,

“board” in Part I means a public library board, a union board, a county library board or a county library co-operative board; (“conseil”)

“lower-tier municipality”, in relation to a county, means a municipality that forms part of the county for municipal purposes; (“municipalité de palier inférieur”)

“Minister” means the Minister of Culture or such other member of the Executive Council to whom the administration of this Act may be assigned under the *Executive Council Act*; (“ministre”)

“municipality” means a local municipality; (“municipalité”)

“prescribed” means prescribed by the regulations; (“prescrit”)

“regulations” means the regulations made under this Act; (“règlements”)

“single-tier municipality”, in relation to a county, means a municipality that is geographically located within the county but does not form part of the county for municipal purposes. (“municipalité à palier unique”) R.S.O. 1990, c. P.44, s. 1; 2002, c. 17, Sched. C, s. 24 (1); 2002, c. 18, Sched. F, s. 3 (1-3); 2009, c. 33, Sched. 11, s. 7 (1).

Section Amendments with date in force (d/m/y)

2002, c. 17, Sched. C, s. 24 (1) - 01/01/2003; 2002, c. 18, Sched. F, s. 3 (1-3) - 26/11/2002

2009, c. 33, Sched. 11, s. 7 (1) - 01/04/2010

PART I PUBLIC LIBRARY SERVICE

PUBLIC LIBRARY BOARDS

Public libraries continued

2 Every public library established under a predecessor of this Part that was being operated immediately before the 29th day of March, 1985, is continued subject to this Part. R.S.O. 1990, c. P.44, s. 2.

Establishment of public library

3 (1) The council of a municipality may by by-law establish a public library. R.S.O. 1990, c. P.44, s. 3 (1); 2002, c. 18, Sched. F, s. 3 (4).

Copy of by-law to be sent to Minister

(2) When a by-law is passed under subsection (1), the clerk shall promptly mail or deliver a copy of the by-law to the Minister. R.S.O. 1990, c. P.44, s. 3 (2).

Board

(3) A public library shall be under the management and control of a board, which is a corporation known in English as The (*insert name of municipality*) Public Library Board and in French as Conseil de la bibliothèque publique de (*insert name of municipality*). R.S.O. 1990, c. P.44, s. 3 (3).

Section Amendments with date in force (d/m/y)

2002, c. 18, Sched. F, s. 3 (4) - 26/11/2002

UNION BOARDS

Union libraries continued

4 Every union public library established under a predecessor of this Part that was being operated immediately before the 29th day of March, 1985, is continued subject to this Part. R.S.O. 1990, c. P.44, s. 4.

Establishment of union public library

5 (1) The councils of two or more municipalities may make an agreement for the establishment of a union public library. R.S.O. 1990, c. P.44, s. 5 (1).

Agreement

(2) An agreement under subsection (1) shall specify what proportion of the cost of the establishment, operation and maintenance of the union public library, including the cost of existing libraries, shall be paid by each municipality. R.S.O. 1990, c. P.44, s. 5 (2).

Union board

(3) A union public library shall be under the management and control of a union board, which is a corporation known in English as The (*insert appropriate name*) Union Public Library Board and in French as Conseil de la bibliothèque publique unie de (*insert appropriate name*). R.S.O. 1990, c. P.44, s. 5 (3).

Dissolution of public library boards

(4) When an agreement is made under subsection (1),

- (a) the public library boards established for the municipalities for which the union board is established are dissolved; and
- (b) the assets and liabilities of those public library boards are vested in and assumed by the union board unless the agreement provides otherwise. 2002, c. 18, Sched. F, s. 3 (5).

Copy of agreement to be sent to Minister

(5) When an agreement is made under subsection (1), the clerk of the municipality that has the greatest population shall promptly mail or deliver a copy of the agreement to the Minister. R.S.O. 1990, c. P.44, s. 5 (5).

Section Amendments with date in force (d/m/y)

2002, c. 18, Sched. F, s. 3 (5) - 26/11/2002

COUNTY LIBRARY BOARDS

County libraries continued

6 Every county library established under a predecessor of this Part that was being operated immediately before the 29th day of March, 1985, is continued subject to this Part. R.S.O. 1990, c. P.44, s. 6.

County library establishment

7 (1) Where resolutions of the councils of at least two-thirds of the municipalities forming part of a county for municipal purposes request that the county establish a county library, the council of the county may by by-law establish a county library for those municipalities. R.S.O. 1990, c. P.44, s. 7 (1).

Copy of by-law to be sent to Minister

(2) When a by-law is passed under subsection (1), the clerk shall promptly mail or deliver a copy of the by-law to the Minister. R.S.O. 1990, c. P.44, s. 7 (2).

Additional members: agreements

(3) At any time after a county library is established, the council of a non-participating lower-tier municipality or single-tier municipality and the county council may make an agreement bringing the non-participating lower-tier municipality or single-tier municipality into the county library, and the county council shall amend the establishing by-law accordingly. 2002, c. 17, Sched. C, s. 24 (2).

Contents of agreement

(4) An agreement under subsection (3) shall specify what proportion of the cost of the establishment, operation and maintenance of the county library shall be paid by the county and the single-tier municipality, respectively. 2002, c. 17, Sched. C, s. 24 (2).

Dissolution of public library boards, etc.

(5) When a county library is established,

- (a) every public library board and county library co-operative board established for a municipality or any part thereof that is included in the area for which the county library is established is dissolved; and
- (b) the assets and liabilities of those boards are vested in and assumed by the county library board unless the by-law establishing the county library provides otherwise. 2002, c. 18, Sched. F, s. 3 (6).

Idem

(6) When a municipality joins a county library, subsection (5) applies with necessary modifications. R.S.O. 1990, c. P.44, s. 7 (6).

County library board

(7) A county library shall be under the management and control of a board, which is a corporation known in English as The (*insert name of county*) County Library Board and in French as Conseil de la bibliothèque du comté de (*insert name of county*). R.S.O. 1990, c. P.44, s. 7 (7).

Section Amendments with date in force (d/m/y)

2002, c. 17, Sched. C, s. 24 (2) - 01/01/2003; 2002, c. 18, Sched. F, s. 3 (6) - 26/11/2002

COUNTY LIBRARY CO-OPERATIVE BOARDS

County library co-operative boards continued

8 (1) Every county library co-operative board established under a predecessor of this Act that was in existence immediately before the 29th day of March, 1985, is continued subject to this Part. R.S.O. 1990, c. P.44, s. 8 (1).

When dissolved

(2) If a county library co-operative board has jurisdiction in an area for which a county library is established, the county library co-operative board is dissolved, and its assets and liabilities are vested in and assumed by the county library board. 2002, c. 18, Sched. F, s. 3 (7).

Section Amendments with date in force (d/m/y)

2002, c. 18, Sched. F, s. 3 (7) - 26/11/2002

GENERAL

Composition of public library board

9 (1) A public library board shall be composed of at least five members appointed by the municipal council. 2002, c. 18, Sched. F, s. 3 (8).

Composition of union board

(2) A union board shall be composed of at least five members appointed by the councils of the affected municipalities in the proportions and in the manner specified in the agreement made under subsection 5 (1). 2002, c. 18, Sched. F, s. 3 (8).

Composition of county library board

(3) A county library board shall be composed of at least five members appointed by the county council. 2002, c. 18, Sched. F, s. 3 (8).

Same

(4) When a single-tier municipality joins a county library, the members of the county library board shall be appointed by the county council and the council of the single-tier municipality in the proportions agreed upon by the county council and the council of the single-tier municipality. 2002, c. 18, Sched. F, s. 3 (8).

Composition of county library co-operative board

(5) A county library co-operative board shall be composed of at least five members appointed by the county council. 2002, c. 18, Sched. F, s. 3 (8).

Section Amendments with date in force (d/m/y)

2002, c. 17, Sched. C, s. 24 (3) - no effect - see 2002, c. 18, Sched. F, s. 3 (8) - 26/11/2002; 2002, c. 18, Sched. F, s. 3 (8) - 26/11/2002

Board members

10 (1) A person is qualified to be appointed as a member of a board who is a member of the appointing council or,

- (a) is at least eighteen years old;
- (b) is a Canadian citizen or a permanent resident of Canada within the meaning of the *Immigration and Refugee Protection Act* (Canada);
- (c) is,

- (i) a resident of the municipality for which the board is established in the case of a public library board, a resident of one of the municipalities for which the board is established in the case of a union board, a resident of one of the participating municipalities in the case of a county library board, or a resident of the area served by the board in the case of a county library co-operative board,
 - (ii) a resident of a municipality that has a contract with the board under section 29,
 - (iii) a resident of the board area of a local service board that has a contract with the board under section 29,
 - (iv) a member of an Indian band that has a contract with the board under section 29, or
 - (v) a member of a second board that has entered into a contract with the board to purchase from it library services for the residents of the second board; and
- (d) is not employed by the board or by the municipality or county or, in the case of a union board, by any of the affected municipalities. R.S.O. 1990, c. P.44, s. 10 (1); 2002, c. 18, Sched. F, s. 3 (9); 2019, c. 14, Sched. 12, s. 1.

Number of council members on board limited

- (2) The appointing council shall not appoint more of its own members to a board than the number that is,
- (a) in the case of a public library board or union board, one less than a majority of the board; and
 - (b) in the case of a county library or a county co-operative library, a bare majority of the board. R.S.O. 1990, c. P.44, s. 10 (2).

Term

(3) A board member shall hold office for a term concurrent with the term of the appointing council, or until a successor is appointed, and may be reappointed for one or more further terms. R.S.O. 1990, c. P.44, s. 10 (3).

Time for making appointments

(4) The first appointments of members of a new board shall be made at a regular meeting of council and the member shall take office as soon as possible thereafter, and thereafter appointments shall be made at the first meeting of council in each term, but if the council fails to make the appointments at its first meeting, it shall do so at any regular or special meeting held within 60 days after its first meeting. R.S.O. 1990, c. P.44, s. 10 (4); 2002, c. 18, Sched. F, s. 3 (10).

Section Amendments with date in force (d/m/y)

2002, c. 18, Sched. F, s. 3 (9, 10) - 26/11/2002

2019, c. 14, Sched. 12, s. 1 - 10/12/2019

Notice of vacancies

11 (1) The clerk of the appointing municipality or county or, in the case of a union board, the clerks of the affected municipalities shall give public notice of vacancies on the board by publishing a notice of them, inviting applications, in a newspaper of general circulation in the municipality. R.S.O. 1990, c. P.44, s. 11 (1).

Idem

(2) The notice referred to in subsection (1) shall be in English or in both English and French, as may be appropriate. R.S.O. 1990, c. P.44, s. 11 (2).

(3) REPEALED: 2002, c. 18, Sched. F, s. 3 (11).

Section Amendments with date in force (d/m/y)

2002, c. 18, Sched. F, s. 3 (11) - 26/11/2002

Vacancies

12 Where a vacancy arises in the membership of a board, the appointing council shall promptly appoint a person to fill the vacancy and to hold office for the unexpired term, except where the unexpired term is less than forty-five days. R.S.O. 1990, c. P.44, s. 12.

Disqualification of board member

13 If a board member,

- (a) is convicted of an indictable offence;
- (b) becomes incapacitated;

- (c) is absent from the meetings of the board for three consecutive months without being authorized by a board resolution;
- (d) ceases to be qualified for membership under clause 10 (1) (c); or
- (e) otherwise forfeits his or her seat,

the member's seat becomes vacant and the remaining members shall forthwith declare the seat vacant and notify the appointing council accordingly. R.S.O. 1990, c. P.44, s. 13.

First meeting

14 (1) The first meeting of a board in a new term shall be called,

- (a) if a by-law has been passed under subsection (2), by the chief executive officer appointed under subsection 15 (2); and
- (b) if no by-law has been passed under subsection (2), by the clerk of the appointing council or, in the case of a union board, the clerk of the municipality having the greatest population. R.S.O. 1990, c. P.44, s. 14 (1).

By-law re calling first meeting

(2) A municipal council or, in the case of a union board, a majority of the municipal councils affected may by by-law authorize the chief executive officer appointed under subsection 15 (2) to call the first meeting of the board in each new term. R.S.O. 1990, c. P.44, s. 14 (2).

Chair

(3) A board shall elect one of its members as chair at its first meeting in a new term. R.S.O. 1990, c. P.44, s. 14 (3).

Acting chair

(4) In the absence of the chair, the board may appoint one of its members as acting chair. R.S.O. 1990, c. P.44, s. 14 (4).

Staff

15 (1) A board may appoint and remove such employees as it considers necessary, determine the terms of their employment, fix their remuneration and prescribe their duties. R.S.O. 1990, c. P.44, s. 15 (1); 1993, c. 27, Sched.

Chief executive officer

(2) A board shall appoint a chief executive officer who shall have general supervision over and direction of the operations of the public library and its staff, shall attend all board meetings and shall have the other powers and duties that the board assigns to him or her from time to time. R.S.O. 1990, c. P.44, s. 15 (2).

Secretary

- (3) A board shall appoint a secretary who shall,
- (a) conduct the board's official correspondence; and
 - (b) keep minutes of every meeting of the board. R.S.O. 1990, c. P.44, s. 15 (3).

Treasurer

- (4) A board shall appoint a treasurer who shall,
- (a) receive and account for all the board's money;
 - (b) open an account or accounts in the name of the board in a chartered bank, trust company or credit union approved by the board;
 - (c) deposit all money received on the board's behalf to the credit of that account or accounts; and
 - (d) disburse the money as the board directs. R.S.O. 1990, c. P.44, s. 15 (4).

Idem

(5) The same person may be both the secretary and the treasurer, and the chief executive officer appointed under subsection (2) may be the secretary and may be the treasurer. R.S.O. 1990, c. P.44, s. 15 (5).

Section Amendments with date in force (d/m/y)

1993, c. 27, Sched. - 31/12/1991

Meetings

16 (1) A board shall hold at least seven regular meetings in each year. 2019, c. 14, Sched. 12, s. 2.

Special meetings

(2) The chair or any two members of a board may summon a special meeting of the board by giving each member reasonable notice in writing, specifying the purpose for which the meeting is called. R.S.O. 1990, c. P.44, s. 16 (2).

(3), (4) REPEALED: 2002, c. 17, Sched. C, s. 24 (4).

Quorum

(5) The presence of a majority of the board is necessary for the transaction of business at a meeting. R.S.O. 1990, c. P.44, s. 16 (5).

Voting

(6) The chair or acting chair of a board may vote with the other members of the board upon all questions, and any question on which there is an equality of votes shall be deemed to be negative. R.S.O. 1990, c. P.44, s. 16 (6).

Section Amendments with date in force (d/m/y)

2002, c. 17, Sched. C, s. 24 (4) - 01/01/2003

2009, c. 33, Sched. 11, s. 7 (2) - 01/04/2010

2019, c. 14, Sched. 12, s. 2 - 10/12/2019

Open and closed meetings

16.1 (1) In this section,

“committee” means any advisory or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of the board; (“comité”)

“meeting” means any regular, special, committee or other meeting of the board. (“réunion”) 2002, c. 17, Sched. C, s. 24 (5).

Open meetings

(2) Except as provided in this section, all meetings shall be open to the public. 2002, c. 17, Sched. C, s. 24 (5).

Improper conduct

(3) The board chair may expel any person for improper conduct at a meeting. 2002, c. 17, Sched. C, s. 24 (5).

Closed meetings

(4) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

- (a) the security of the property of the board;
- (b) personal matters about an identifiable individual;
- (c) a proposed or pending acquisition or disposition of land by the board;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (g) a matter in respect of which a board or committee of a board may hold a closed meeting under another Act. 2002, c. 17, Sched. C, s. 24 (5).

Other criteria

(5) A meeting shall be closed to the public if the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* if the board or committee of the board is the head of an institution for the purposes of that Act. 2002, c. 17, Sched. C, s. 24 (5).

Resolution

(6) Before holding a meeting or part of a meeting that is to be closed to the public, a board or committee of the board shall state by resolution,

- (a) the fact of the holding of the closed meeting; and
- (b) the general nature of the matter to be considered at the closed meeting. 2002, c. 17, Sched. C, s. 24 (5).

Open meeting

(7) Subject to subsection (8), a meeting shall not be closed to the public during the taking of a vote. 2002, c. 17, Sched. C, s. 24 (5).

Exception

(8) A meeting may be closed to the public during a vote if,

- (a) subsection (4) or (5) permits or requires the meeting to be closed to the public; and
- (b) the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the board or committee of the board or persons retained by or under contract with the board. 2002, c. 17, Sched. C, s. 24 (5).

Section Amendments with date in force (d/m/y)

2002, c. 17, Sched. C, s. 24 (5) - 01/01/2003

Language

17 A board may conduct its meetings in English or French or in both English and French and subsections 247 (1), (4), (5) and (6) of the *Municipal Act, 2001* or subsections 195 (1), (4), (5) and (6) of the *City of Toronto Act, 2006*, as the case may be, apply with necessary modifications. 2002, c. 17, Sched. C, s. 24 (6); 2006, c. 32, Sched. C, s. 53 (1).

Section Amendments with date in force (d/m/y)

2002, c. 17, Sched. C, s. 24 (6) - 01/01/2003

2006, c. 32, Sched. C, s. 53 (1) - 01/01/2007

Expenses

18 A board may reimburse its members for proper travelling and other expenses incurred in carrying out their duties as members. R.S.O. 1990, c. P.44, s. 18.

Real property

19 (1) A board may, with the consent of the appointing council or, where it is a union board, the consent of a majority of the councils of the municipalities for which it was established,

- (a) acquire land required for its purposes by purchase, lease, expropriation or otherwise;
- (b) erect, add to or alter buildings;
- (c) acquire or erect a building larger than is required for library purposes, and lease any surplus part of the building; and
- (d) sell, lease or otherwise dispose of any land or building that is no longer required for the board's purposes. R.S.O. 1990, c. P.44, s. 19 (1).

Application of Expropriations Act

(2) The *Expropriations Act* applies to the expropriation of land under subsection (1). R.S.O. 1990, c. P.44, s. 19 (2).

Powers and duties of board

20 A board,

- (a) shall seek to provide, in co-operation with other boards, a comprehensive and efficient public library service that reflects the community's unique needs;
- (b) shall seek to provide library services in the French language, where appropriate;
- (c) shall operate one or more libraries and ensure that they are conducted in accordance with this Act and the regulations;
- (d) may operate special services in connection with a library as it considers necessary;
- (e) shall fix the times and places for board meetings and the mode of calling and conducting them, and ensure that full and correct minutes are kept;
- (f) shall make an annual report to the Minister and make any other reports or provide any other information required by this Act and the regulations or requested by the Minister from time to time;
- (g) shall make provision for insuring the board's real and personal property;
- (h) shall take proper security for the treasurer; and

(i) may appoint such committees as it considers expedient. R.S.O. 1990, c. P.44, s. 20; 2009, c. 33, Sched. 11, s. 7 (3).

Section Amendments with date in force (d/m/y)

2009, c. 33, Sched. 11, s. 7 (3) - 01/04/2010

Operation of branch libraries by county library board

21 A county library board shall operate a branch library in each local municipality that operated a public library before that municipality became part of the county library system, unless the county council and the council of the municipality concerned agree otherwise. R.S.O. 1990, c. P.44, s. 21.

Employee benefits

Pensions

22 (1) A board may, by resolution, provide pensions for employees or any class of them and their surviving spouses and children. 2006, c. 32, Sched. C, s. 53 (2).

Sick leave credits

(2) A board may, by resolution, establish a system of sick leave credit gratuities for employees or any class of them in the manner and subject to the conditions set out in section 281 of the *Municipal Act, 2001* or section 220 of the *City of Toronto Act, 2006*, as the case may be, and those sections apply with necessary modifications. 2006, c. 32, Sched. C, s. 53 (2).

Section Amendments with date in force (d/m/y)

1999, c. 6, s. 56 (1, 2) - 01/03/2000

2002, c. 17, Sched. C, s. 24 (7-9) - 01/01/2003

2005, c. 5, s. 60 (1-3) - 09/03/2005

2006, c. 32, Sched. C, s. 53 (2) - 01/01/2007

Libraries to be open to public

23 (1) A board shall not make a charge for admission to a public library or for use in the library of the library's materials. R.S.O. 1990, c. P.44, s. 23 (1).

Certain library services free

(2) Every board shall allow the public to,

- (a) reserve and borrow circulating materials that are prescribed or belong to a prescribed class; and
- (b) use reference and information services as the board considers practicable,

without making any charge. R.S.O. 1990, c. P.44, s. 23 (2).

Fees

(3) A board may impose such fees as it considers proper for,

- (a) services not referred to in subsections (1) and (2);
- (b) the use of the parts of a building that are not being used for public library purposes; and
- (c) the use of library services by persons who do not reside in the area of the board's jurisdiction. R.S.O. 1990, c. P.44, s. 23 (3).

Rules

(4) Subject to the regulations, a board may make rules,

- (a) for the use of library services;
- (b) for the admission of the public to the library;
- (c) for the exclusion from the library of persons who behave in a disruptive manner or cause damage to library property;
- (d) imposing fines for breaches of the rules;
- (e) suspending library privileges for breaches of the rules; and

- (f) regulating all other matters connected with the management of the library and library property. R.S.O. 1990, c. P.44, s. 23 (4).

Estimates

24 (1) A public library board, county library board or county library co-operative board shall submit to the appointing council, annually on or before the date and in the form specified by the council, estimates of all sums required during the year for the purposes of the board. R.S.O. 1990, c. P.44, s. 24 (1).

Approval of estimates

(2) The amount of the board's estimates that is approved or amended and approved by the council shall be adopted by the board and shall be paid to the board out of the money appropriated for it. R.S.O. 1990, c. P.44, s. 24 (2).

Idem

(3) The board shall apply the money paid to it under subsection (2) in accordance with the estimates as approved, subject to subsection (4). R.S.O. 1990, c. P.44, s. 24 (3).

Council may authorize variation

(4) The council may, in its approval of the board's estimates or at any time at the board's request, authorize the board to apply a specified amount or percentage of the money paid to it under subsection (2) otherwise than in accordance with the items of the estimates as approved. R.S.O. 1990, c. P.44, s. 24 (4).

Idem: union board

(5) A union board shall submit its estimates to each of the councils of the municipalities for which the board was established, and subsections (1), (2), (3) and (4) apply to the union board with necessary modifications. R.S.O. 1990, c. P.44, s. 24 (5).

Where two or more municipalities concerned

(6) A union board shall submit with its estimates a statement as to the proportion of the estimates that is to be charged to each of the municipalities, and if the estimates of the board are approved or amended and approved by the councils of the municipalities representing more than one-half of the population of the area for which the board was established, they are binding on all the municipalities. R.S.O. 1990, c. P.44, s. 24 (6).

(7), (8) REPEALED: 2009, c. 33, Sched. 11, s. 7 (4).

Section Amendments with date in force (d/m/y)

2002, c. 17, Sched. C, s. 24 (10) - 01/01/2003

2006, c. 32, Sched. C, s. 53 (3) - 01/01/2007

2009, c. 33, Sched. 11, s. 7 (4) - 01/04/2010

Debentures for library purposes

25 (1) The sums required by a public library board or union board for the purposes of acquiring land, for building, erecting or altering a building or for acquiring books and other things required for a newly established library may, on the application of the board, be raised by the issue of municipal debentures. R.S.O. 1990, c. P.44, s. 25 (1); 1996, c. 32, s. 83 (1).

Application to council

(2) The board's application shall be made to the council or councils of the municipality or municipalities for which the board was established. R.S.O. 1990, c. P.44, s. 25 (2).

Council to deal with application

(3) The council or, if more than one, each of the councils, at the first meeting after receiving the application or as soon thereafter as possible, shall consider and approve or disapprove it, and if a vote in any council results in a tie, the application shall be deemed to be disapproved by the council. R.S.O. 1990, c. P.44, s. 25 (3).

Issue of debentures

(4) If the council, or a majority of the councils where there are more than one, approves the application, the council of the municipality or, if more than one, the council of the municipality that has the greatest population shall raise the sum required by the issue of debentures in the manner provided under the *Municipal Act, 2001* or the *City of Toronto Act, 2006*, as the case may be, or, if it so desires, the council of any municipality may raise its proportion of the sum required by the issue of its own debentures. R.S.O. 1990, c. P.44, s. 25 (4); 1996, c. 32, s. 83 (2); 2002, c. 17, Sched. C, s. 24 (11); 2006, c. 32, Sched. C, s. 53 (4).

Section Amendments with date in force (d/m/y)

1996, c. 32, s. 83 (1, 2) - 01/01/1993

2002, c. 17, Sched. C, s. 24 (11) - 01/01/2003

2006, c. 32, Sched. C, s. 53 (4) - 01/01/2007

County estimates: accommodation by municipality

Operating costs

26 (1) The amount estimated by a county library board to meet its operating costs, as approved by the council of a county, shall be included in the amounts to be provided by the county under clause 289 (1) (d) of the *Municipal Act, 2001*. 2002, c. 17, Sched. C, s. 24 (12).

Part of levy

(1.1) The amount mentioned in subsection (1) shall form part of the general upper-tier levy of the county, unless not all of the municipalities forming part of the county for municipal purposes participate in the county library, in which case the amount shall form part of a special upper-tier levy of the county that shall be levied in accordance with section 311 of the *Municipal Act, 2001* on all the assessment rateable for upper-tier purposes in the municipalities forming part of the county for municipal purposes and that participate in the county library system. 2002, c. 17, Sched. C, s. 24 (12).

Accommodation may be provided by local municipality

(2) The council of one or more participating municipalities may, at the request of the county library board, rent accommodation to the board and may issue municipal debentures for the cost of constructing a building for the board's purposes, but the ownership of the building shall remain with the municipality unless the board and the council of the municipality agree otherwise. R.S.O. 1990, c. P.44, s. 26 (2); 1996, c. 32, s. 83 (3).

Section Amendments with date in force (d/m/y)

1996, c. 32, s. 83 (3) - 01/01/1993

2002, c. 17, Sched. C, s. 24 (12) - 01/01/2003

Grant from council

27 The council of any municipality or county may make a grant in money, lands or buildings to a board. R.S.O. 1990, c. P.44, s. 27.

Inspection of records

28 (1) Subject to subsection (2), a person may, during ordinary business hours, inspect any records, books, accounts and documents in the possession or control of a board's secretary. 2002, c. 18, Sched. F, s. 3 (12).

Exception

(2) The secretary shall refuse to allow an inspection under subsection (1) in circumstances in which a head must refuse disclosure under any of sections 6 to 16 of the *Municipal Freedom of Information and Protection of Privacy Act*, and the secretary may refuse to allow an inspection under subsection (1) in circumstances in which a head may refuse disclosure under any of those sections of that Act. 2002, c. 18, Sched. F, s. 3 (12).

Section Amendments with date in force (d/m/y)

2002, c. 18, Sched. F, s. 3 (12) - 26/11/2002

Contract for library services

29 (1) The council of a municipality, a local service board or the council of an Indian band may, instead of establishing or maintaining a public library, enter into a contract with a public library board, union board or county library board for the purpose of providing the residents of the municipality or local service board area or the members of the band, as the case may be, with library services, on the terms and conditions set out in the agreement. 2002, c. 17, Sched. C, s. 24 (13); 2009, c. 33, Sched. 11, s. 7 (5).

Reports

(2) The municipal council, local service board or band council entering into a contract under subsection (1) shall make any report required by this Act or the regulations or requested by the Minister. 2009, c. 33, Sched. 11, s. 7 (6).

Section Amendments with date in force (d/m/y)

2002, c. 17, Sched. C, s. 24 (13) - no effect - see 2002, c. 18, Sched. F, s. 3 (13) - 26/11/2002; 2002, c. 18, Sched. F, s. 3 (13) - 26/11/2002
2009, c. 33, Sched. 11, s. 7 (5, 6) - 01/04/2010

Payments to boards

30 (1) The Minister shall make a grant to every board for library purposes, on the prescribed conditions. R.S.O. 1990, c. P.44, s. 30 (1).

Idem: where municipality, etc., has contract for library services

(2) The Minister shall make a grant for library purposes to every municipality, local service board or Indian band that has a contract for library services under subsection 29 (1), on the prescribed conditions. R.S.O. 1990, c. P.44, s. 30 (2); 2002, c. 18, Sched. F, s. 3 (14).

Idem: library of regional municipality

(3) Where a regional municipality has established a public library board, the Minister shall make a grant to the board for library purposes as if it were a board under this Part. R.S.O. 1990, c. P.44, s. 30 (3).

Idem: library of Indian band or local service board

(4) Where the council of an Indian band or a local service board has established a public library, the Minister shall make a grant to the Indian band or local service board for library purposes as if it were a board under this Part. R.S.O. 1990, c. P.44, s. 30 (4).

Section Amendments with date in force (d/m/y)

2002, c. 18, Sched. F, s. 3 (14) - 26/11/2002

Part II (SS. 31-38) REPEALED: 2009, C. 33, SCHED. 11, S. 7 (7).

31-33 REPEALED: 2009, c. 33, Sched. 11, s. 7 (7).

Section Amendments with date in force (d/m/y)

2009, c. 33, Sched. 11, s. 7 (7) - 01/04/2010

34 REPEALED: 2009, c. 33, Sched. 11, s. 7 (7).

Section Amendments with date in force (d/m/y)

2002, c. 18, Sched. F, s. 3 (15) - 26/11/2002

2009, c. 33, Sched. 11, s. 7 (7) - 01/04/2010

35-38 REPEALED: 2009, c. 33, Sched. 11, s. 7 (7).

Section Amendments with date in force (d/m/y)

2009, c. 33, Sched. 11, s. 7 (7) - 01/04/2010

PART III GENERAL

Regulations

39 The Lieutenant Governor in Council may make regulations,

- (a) providing for the distribution of all money appropriated by the Legislature for library purposes;
- (b) prescribing the conditions governing the payments of grants;
- (c) respecting the establishment, organization, management, premises and rules of public libraries;
- (d) prescribing circulating materials or classes of circulating materials for the purpose of clause 23 (2) (a). R.S.O. 1990, c. P.44, s. 39.

Special library service boards

40 (1) The Minister may establish special library service boards to provide the resources and services that the Minister specifies and may make grants to special library service boards out of legislative appropriations for library purposes. R.S.O. 1990, c. P.44, s. 40 (1).

Information to Minister

(2) A special library service board established under subsection (1) shall submit to the Minister any information requested by the Minister. 2009, c. 33, Sched. 11, s. 7 (8).

Toronto Public Library Board

(3) The Toronto Public Library Board shall be deemed to be a special library service board and may provide library resources and services to the Ontario library community. R.S.O. 1990, c. P.44, s. 40 (3); 1997, c. 26, Sched.

Section Amendments with date in force (d/m/y)

1997, c. 26, Sched. - 01/01/1998

2009, c. 33, Sched. 11, s. 7 (8) - 01/04/2010

Withholding grant on default of board

41 Where a board in any fiscal year fails to comply with this Act or the regulations, the Minister may withhold the whole or any part of the legislative grant that would otherwise be payable to the board for that year. R.S.O. 1990, c. P.44, s. 41.

Dissolution by Minister

42 (1) The Minister may dissolve a public library board, a union board, a county library board or a county library co-operative board where the board has not, during the two year period immediately preceding the dissolution, maintained and operated a library. R.S.O. 1990, c. P.44, s. 42 (1).

Idem

(2) The Minister may dissolve an Ontario library service board where the Ontario library service area under its jurisdiction has been dissolved. R.S.O. 1990, c. P.44, s. 42 (2).

Assets and liabilities of dissolved board

(3) Where a board is dissolved under subsection (1), its assets and liabilities are vested in and assumed by the municipality or county or, in the case of a union board, are distributed as the Minister directs among the municipalities for which the union board was established. R.S.O. 1990, c. P.44, s. 42 (3); 2002, c. 18, Sched. F, s. 3 (16).

Idem

(4) Where a board is dissolved under subsection (2), its assets and liabilities are vested in and assumed by the Crown in right of Ontario. R.S.O. 1990, c. P.44, s. 42 (4); 2002, c. 18, Sched. F, s. 3 (17).

Section Amendments with date in force (d/m/y)

2002, c. 18, Sched. F, s. 3 (16, 17) - 26/11/2002

Français

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The Public Libraries Act (R.S.O. 1990, CHAPTER P.44) in Context

Ontario's [Public Libraries Act](#) (PLA) is the key piece of legislation governing Ontario's public libraries. It supports the provision of equal and universal access to information and establishes free public library services in Ontario through governance and regulations. Although considered a local service, public libraries are established and guided by provincial legislation.

The Public Libraries Act prescribes the manner in which library boards must operate and includes information on the following:

- **Establishment of the public library:** Public Library Boards are established by municipal by-law (PLA, [Section 3](#) (1)).

The Stormont, Dundas and Glengarry County Library was established under By-law No. 3679 of the Municipal Corporation of the United Counties of Stormont, Dundas and Glengarry, on the 20th day of November, 1970.

- **Governance:** Library Boards must be under the management and control of a board and the library board is a legal corporation. The board has the authority to formulate policies concerning the operations and services of the public library.
- **Composition of the board:** Council shall appoint at least five members to the board and Council members must be in the minority (PLA, [Section 9](#)(1))

Section 10 (2) of the PLA states that the “the appointing council shall not appoint more of its own members to a board than the number that is (b) “in the case of a county library or a county co-operative library, a bare majority of the board

- **Term:** A board member holds office for a term concurrent with the term of the appointing council or until a successor is appointed and may be reappointed for one or more further terms (PLA, [Section 10](#)(3)).
- **Meetings:** A board shall hold at least seven regular meeting in each year. (PLA, [Section 16](#)(1))
- **Board's authority to make rules:** A board may make rules ([Section 23](#)(4)) for the use of library services; admission of the public to the library; exclusion from the library of persons who behave in a disruptive manner or cause damage to library property; imposing fines for breaches of the rules; suspending library privileges for breaches of the rules; and regulating all other matters connected with the management of library and property
- **Powers and duties of the board:** A board needs to provide a comprehensive and efficient public library service that reflects the community's unique need and may operate special services in connection with a library as it considers necessary (PLA, [Section 20](#))
- **Free library service:** Under PLA [Section 23](#), a board cannot charge for admission to a public library or for use in the library of the library's materials or reserve and borrow circulating materials that are prescribed or belong to a prescribed class (See [Regulation 976](#))
- **Fees:** Fees may be charged for other services not referred to above; for use of the parts of a building or use of library services by persons who do not reside in the geographical area of the board's jurisdiction.

Service Delivery Review for the Stormont, Dundas and Glengarry County Library

December, 2022

The Service Delivery Review report, presented by TCI Management Consultants, in association with Beth Ross & Associates, and Bibliotechs, Inc., can be found at <https://sdglibrary.ca/library-reports>. It makes a total of twenty (20) recommendations.

Recommendations (13-18) pertaining to E) Branches and Facilities can be found on pages 58 – 60 of the report.

Not set in stone: SDG Library report lists potential closures

January 26, 2023 R. Comfort – Leader staff News



Are South Dundas' library branches at risk of closing? – The SDG Library system accepted a report for long term planning of the SDG Counties' library system. Among the 20 recommendations made by the consultant who prepared the report, was a look at closing library branches in South Dundas. The report says to keep the Iroquois branch and either close the Morrisburg or Williamsburg branch. (The Leader/Blancher photos)

MORRISBURG – The SDG County Library recently completed a service delivery review, and it seems that every time such a review takes place, the Williamsburg Branch of the SDG library finds itself shortlisted for potential closure.

With the service delivery review presented to SDG council last week, Williamsburg was not the lone South Dundas branch named on closure short-list – Morrisburg was also included.

"It's a report. It's not cast in stone," said Karen Franklin, director of library services for the SDG Library. (Franklin will retire from that role June 30 after serving for 14 years.)

Although any potential closures will follow a facilities review and not be decided for a few years, that list suggests consideration of potential closures in every lower-tier municipality of the United Counties of SDG.

Listed under the report heading of 'Possible longer term solutions' the report says for South Dundas to retain the Iroquois branch and consider closing either Williamsburg or Morrisburg.

For North Dundas the report says to retain the South Mountain and Chesterville branches and consider closing the Winchester branch.

In North Stormont the report suggests retaining the Avonmore branch and to consider closing either Chrysler or the Finch Maker Lab.

The South Stormont potential recommendation is to retain the Long Sault branch and to consider closing either Ingleside or St. Andrew's West Express.

The North Glengarry proposed recommendation is to retain Alexandria and Dalkeith and consider closing the Maxville Branch.

The South Glengarry recommendation is to expand Lancaster and close Williamstown.

The consultants, SDG officials and library officials all made it abundantly clear that the recommendations contained in the service delivery review document by no means represent finalized action plans and decisions.

The report offers 20 recommendations. The most immediate four address organizational structure, human resources and staffing.

The other 16 recommendations, which address the library facilities and the future of those facilities, "will be looked at over time by the board and be considered in the future," said Franklin.

The new library board for this term of council, includes Warden Tony Fraser, SDG councillors Frank Landry, Lachlan McDonald and Jason Broad, while Jo-Anne McCaslin is the lay appointee for this term of council.

This study's timeline is five years, so Franklin said that the new board will have ample opportunity to get familiar with the library system and for the new board to determine its priorities and direction.

As a new board member, McDonald was quick to put his support behind the libraries: "I will strongly support keeping as many libraries as possible," he said. "It's good to find efficiencies

but it's also good to keep in mind the importance of this resource for those who might not have the same means as us."

He pointed out that not only do libraries provide books for free, they also provide free internet and more.

Under the current structure the SDG library rents space from area municipalities to house 14 of its 15 branch locations which costs just under \$200,000 annually for rent and utilities.

Recommendation 16 is that the SDG Library should encourage the SDG Counties to acquire the properties that constitute the system to ensure a level of consistency with respect to the ongoing maintenance and care of the facilities.

South Dundas' three library branches are all in a good state of repair. The Morrisburg and Williamsburg branches were both moved to newly renovated branches in new locations within the last 10 years and the Iroquois branch underwent a refresh update in its longtime location at the Iroquois Civic Centre within the last two years.

The first actions that will come out of this report are the hiring of staffing positions that have been vacant.

'Branch closures not on the books'

The Glengarry News · 1 Feb 2023 · 2 · BY STEVEN WARBURTON News Staff

Although a recently completed Service Delivery Review for SDG Library lists closing the Maxville library as part of one of its recommendations, members of the library board say there are absolutely no plans to shutter any of its remaining branches.

Board Chair Margaret McDonald put it bluntly when she said, "In no way are we considering shutting anything down," during a telephone interview with The Glengarry News on Sunday afternoon, stressing that the idea merely came up as part of the review.

"We would have been remiss to not look at the facilities," she said. "These are just recommendations from an outsider from looking at the big picture."

Although the review was submitted to the library board by the Toronto-based TCI Management Consultants in December, the potential for the Maxville branch's closure was brought to greater public attention when North Glengarry Deputy-Mayor Carma Williams mentioned it at Township budget meeting on Thursday. She likened it to the controversial closure of the Dalkeith library in 2016.

"No one on this board is of the mind to close any branches," Ms. McDonald said. "It's the last thing any of us want to do. The recommendations in the report are just recommendations until they are agreed to and no one is doing that."

Specifically, the Maxville closure is part of TCI's 15th recommendation, which is to conduct a facility review "possibly to reduce the number of branches or increase the size of particularly well-used branches" over a three-year or four-year period.

Maxville's branch isn't the only one that is suggested for closure as a "possible longer-term solution." Other branches on the hypothetical chopping block include those in Winchester, Williamsburg, Morrisburg, Ingleside, St. Andrew's West, Williamstown, Crysler, and Finch. Indeed, the board says it's more interested in the review's first four recommendations, which involve streamlining the organizational structure, making some staffing changes, and developing a succession plan, particular important given the imminent retirement of Karen Franklin, the Director of Library Services.

For her part, Ms. McDonald says she empathizes with people who are scared of losing their library.

"I live in Finch and I am a huge library user," she says. "I remember when they were considering closing the Finch branch. I didn't want that, so we turned the branch into a MakerLab and prevented it from closing."

Editorial: Market instead of close library branches

A recent consultants' report released by the SDG Library in January leaves cause for concern that rural library branches in South Dundas – specifically Morrisburg and Williamsburg – and elsewhere in SDG Counties are once again at risk of closing. Examining closures was one of 20 recommendations in the report. However, there were more that were not only concerning, but appeared rather foolish to implement.

For example, one recommendation is to have SDG Counties own the physical locations of its SDG Library branches. Currently 14 of 15 branches are leased from lower-tier municipal partners. The Counties own the SDG Library branch in Lancaster, which is an outdated and undersized location. In the previous term of council an expansion study pointed to an \$840K cost to upgrade that facility. Rent and utilities for the municipally-housed branches are about \$328K per year, which is a fantastic operating budget line for a 15 branch library system.

The consultant claims that Library branch sizes are limited by space for programming. While this may be true in a few select locations, most branches are in municipal centres or are adjacent to schools. Morrisburg's branch is located in the South Dundas Municipal Centre, and Iroquois' branch is in the Iroquois Civic Centre. SDG Library could easily book municipal meeting space for programming. For larger events, both branches are next to Upper Canada District School Board schools, and that board actively seeks community partnerships to use school space after hours.

There are 20 recommendations for the library system in the report. These range from cutting costs, building staff connections, hiring more staff, reviewing programs, and reviewing policies and procedures. The only two recommendations that should be followed and greatly expanded involve marketing and customer experience.

According to the report, only 15 per cent of the approximately 65,000 people who live in SDG Counties have a library card. That is the lowest number out of comparable library systems in Ontario. The first goal of SDG Library should be to encourage more residents to sign up for a library card, then to use it. That takes marketing to make people aware of all the good things that libraries are to a community.

Libraries are no longer just books, and have not been for many years. They are a hub of learning, creativity, socialization, innovation, and adventure. There are movies, audio books, magazines, computers, maker spaces with 3D printing, Lego Clubs, and reading clubs – and so much more. Libraries are the great equalizer in any community. A user's age does not matter, nor does their income. A library card costs the user nothing, but gives everyone access to so much.

Reviewing policies, buying property, or closing branches – as this report recommends – makes the SDG Library issues more complicated than it really needs to be. Market what the library does, sign up more users, and the rest will take care of itself.